

THE UNIVERSAL HOUSE OF JUSTICE
DEPARTMENT OF THE SECRETARIAT

24 July 2017

Transmitted by email

To all National Spiritual Assemblies,
Bahá'í Publishing Trusts, and
Associations for Bahá'í Studies

Dear Bahá'í Friends,

As you know, the International Bahá'í Library holds the principal depository collection of Bahá'í and Bahá'í-related publications in the world, maintaining a permanent historical record of all literature related to the Faith. Through your cooperation and generosity, the collection is kept up to date.

In this connection, you are reminded to send, as soon as available, items published by you and your agencies that are distributed within your country or abroad. Costs for providing items may be reimbursed on request. Publications from other sources that contain significant mention of the Faith should be sent with a clear indication of where the Bahá'í reference is found. If original published materials are unavailable to you, kindly send detailed citations so that these publications may be ordered by the Library.

To assist you in this undertaking, an updated set of depository guidelines for submitting materials—including physical and electronic books, audio recordings, films, newsletters, theses or dissertations, magazine and journal articles, and newspaper stories—is enclosed and should replace any previous versions.

Notably, in keeping with the move to electronic formats, the maximum number of depository copies for print publications has been reduced from five to three. However, at times there may be a need for the Library to request additional depository copies for certain titles. Publications sent to the Bahá'í World Centre should be provided in their original formats, whether digital or physical. If readily available, sending high quality digital versions along with their physical publications would be appreciated. The means for transmittal of large files can be provided if needed. Digital items should be accompanied by detailed citation information.

Sending materials to the World Centre at the following address will ensure they are received by the Library and preserved as part of its collection.

Department of Library and Archives (Library)
P.O. Box 155
3100101 Haifa, Israel

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If you have published materials that have not yet been sent to the Library, kindly forward them in accordance with the revised guidelines. You are also asked to share copies of this letter and its enclosure with all relevant agencies of the Faith and private publishers who produce Bahá'í or Bahá'í-inspired materials in your country.

The continued assistance of National Spiritual Assemblies in contributing to the development of the International Bahá'í Library at the World Centre is deeply appreciated.

With loving Bahá'í greetings,

Department of the Secretariat

Enclosure

cc: International Teaching Centre
Boards of Counsellors
Counsellors

**MATERIALS TO BE DEPOSITED WITH THE LIBRARY
AT THE BAHÁ'Í WORLD CENTRE**

Revised July 2017

1. Printed publications including books, pamphlets, and leaflets

Type of publication	English, French, Persian and Spanish	Other languages
1.1. Each new publication	3 copies	2 copies
1.2. Each new edition	3 copies	2 copies
1.3. Reprints by a different publisher	3 copies	2 copies
1.4. Reprints by the same publisher	2 copies	2 copies
1.5. Each pamphlet and leaflet	2 copies	2 copies
1.6. Each Braille publication	1 copy	1 copy

Two copies will also be sufficient if the number of copies printed is very small. Send items in the original publication language, as well as any translation you may have prepared.

2. Electronic publications

2.1. 1 copy of electronically published materials

2.1.1. PDF for eBooks, journals, magazines, newsletters, and newspapers in high resolution, or

2.1.2. EPUB for eBooks

3. Audio-visual and publicity materials (including audiobooks, CDs, DVDs, digital films and videos, posters, postcards, and greeting cards)

3.1. 1 copy of any digital material (e.g., MP3, WAV, MP4)

3.2. 2 copies of physical published audio-visual materials

3.3. 2 copies of all physical publicity and proclamation materials (posters, postcards, greeting cards, etc.)

4. Miscellaneous individual publications

4.1. 1 electronic or 3 print copies of each annual report and national convention report including a summary translation of key points in English when available

- 4.2. 1 copy of brochures/programmes relating to special events such as conferences, commemorations, and schools
- 4.3. 1 copy of book sale catalogues, price lists, and promotional brochures issued by your National Spiritual Assembly, Publishing Trust, Publishing Committee, or Book Distribution Service
- 4.4. 1 copy of published calendars
- 4.5. 2 copies of curriculum materials

5. Bahá'í bulletins, journals, newsletters, and periodicals

- 5.1. 1 electronic copy or 3 printed copies of every issue of bulletins, journals, magazines, newsletters, and periodicals published for nationwide distribution

If the newsletter is published in various language editions, a copy of each language edition should be sent. It would also greatly assist if the date and number of each issue could be clearly shown in English on the cover of each issue.

6. Non-Bahá'í publications (electronic or print) mentioning the Faith

- 6.1. 1 copy of each newspaper article
 - 6.1.1. These articles should contain direct reference to the Faith.
 - 6.1.2. They should be from your country's major newspapers only, except where an article in a local newspaper is deemed highly significant; countries with infrequent newspaper publicity should send all articles.
 - 6.1.3. Articles should be complete, including all continuations if the articles appear on several pages or in several issues of the newspaper.
 - 6.1.4. They should be sent as soon as possible after publication.
 - 6.1.5. They should be completely identified, including the title of the newspaper, where they were published, and the date of publication; transliteration of the newspaper and article titles should be provided if they are in a non-Roman alphabet.
 - 6.1.6. Original cuttings or complete scans of the original cuttings are preferred. Avoid using glue, staple, or tape cuttings.
 - 6.1.7. For newspaper articles published electronically, send a PDF of the articles and provide the URL and date. Most web browsers support the creation of a PDF version of a page via the "Print" or "Save As" menus.

- 6.2. 1 copy of magazines, journals, and periodicals mentioning the Faith
Clearly indicate where the Bahá'í reference is found. If this is not possible, a photocopy or scanned image of the cover, the table of contents page, and the pages containing the entire article in which the Faith is mentioned would be acceptable.
- 6.3. 1 copy of each book
Clearly indicate where the Bahá'í reference is found. If this is not possible, a photocopy or scanned image of the title page, the publication data, and the relevant pages where the Faith is mentioned would be acceptable.
- 6.4. 1 copy of each dissertation or thesis with Bahá'í content
Clearly indicate where the Bahá'í reference is found. If this is not possible, a photocopy or scanned image of the title page, the table of contents, and the relevant pages where the Faith is mentioned would be acceptable.

Citation information

When depositing material with the Library at the Bahá'í World Centre, if not clearly identifiable, kindly provide the following information, especially for publications in languages other than Arabic, English, French, Persian, and Spanish.

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