

Kentucky Legislative Research Commission

Guidelines For Requesting Complimentary Publications

Information sharing is important to the Legislative Research Commission's public service mission. The agency is committed to providing many of its publications to the public while being vigilant about costs.

As a steward of taxpayer money, the agency has established the following policies for filling publication requests.

- **Educational institutions** can receive up to 100 complimentary copies for instructional use.
- **State agencies** can receive up to 50 complimentary copies.
- **The general public**, including lobbyists and trade groups, can receive up to 10 complimentary copies.

All Requests must be made in writing via postal mail or email.*

(*Requests from educational institutions and state agencies must be made in writing on official letterhead or sent via an official work email account.)

Requests **must** include all of the following information:

Name and title of the requester

Shipping address (for educational institutions and state agencies, must be school or agency address)

Publication being requested

Quantity needed

Preferred delivery deadline

The LRC will provide free standard ground shipping on requests meeting the above limits -- but not overnight, next-day, two-day, or other means of shipping.

Walk-in customers to the LRC Publications Office can also request up to 10 free copies of any one publication during standard business hours.

Requesting a Publication

Via postal mail or in person

LRC Publications Office

State Capitol Room 83

700 Capitol Ave.

Frankfort, KY 40601

Via email

Ircpublications@lrc.ky.gov