

TITLE V.
Public Printing.

CHAPTER 35.

PUBLIC PRINTING AND THE DISTRIBUTION OF LAWS AND PUBLIC DOCUMENTS.

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35.01 Public printing; definitions and classification. Public printing includes all necessary material and binding which is a part of a printing order. Public printing is divided into 7 classes:

- (1) All legislative printing and Wisconsin session laws.
- (2) Wisconsin statutes, annotations and blue book.
- (3) All printing required for state agencies, not otherwise classified, except the Law Review, Journal of Land and Public Utility Economics, University Press publications, the Transactions of the Wisconsin Academy of Sciences, Arts and Letters, and similar

technical or semitechnical publications of the university of Wisconsin, the Wisconsin Magazine of History and hard bound books of the state historical society.

- (4) All job printing and all printing not otherwise classified.
- (5) Newspaper publications.
- (6) Supreme court reports.
- (7) Printing for state institutions and departments located outside of the city of Madison.

History: 1951 c. 710, 734; 1953 c. 3, 466, 631.

35.015 Exempt printing. (1) The printing excluded from class 3 in section 35.01 (3) is exempt from the provisions of this chapter, and such printing shall be procured under the provisions of subchapter IV of chapter 15.

(2) Printing of classes 3 and 4 is exempt from the provisions of this chapter when the director of administrative services exercises the power vested in him by section 15.66 (4).

History: 1951 c. 710.

35.02 State printers, state paper. (2) State printers are the persons under contract to do public printing, other than printing of the fifth, sixth or seventh class. Whenever in this chapter the words "the state printer" are used, they are intended to designate the person who by contract is required to do the particular printing there considered.

(3) The state paper is the newspaper which is made the official paper of the state for newspaper publication of laws, proclamations, legal notices and advertisements.

(4) In this chapter, "director" means director of the department of administrative services.

History: 1951 c. 710.

35.03 Powers of director. The director of purchases is empowered and required:

(1) To let contracts for public printing and for the purchase of paper in the manner provided in this chapter;

(2) To receive printer's copy and requisitions for public printing from parties authorized by law to present them;

(3) To deliver such copy to the state printer with written orders that the copy be printed;

(4) To issue orders for any other public printing required by law, except printing of the first, fifth, sixth and seventh classes;

(5) To direct the manner, form, style, quantity and method, when these are not expressly prescribed by law, of all public printing except printing of the first class and of the seventh class;

(6) To prescribe rules, not inconsistent with law, for the conduct of its business;

(7) To keep a record of all its meetings, actions and proceedings;

(8) To make biennial reports to the legislature setting forth the cost of the public printing during the preceding fiscal term, with recommendations of any retrenchments that can be made therein.

(9) To distribute all public printing to the officers and organizations entitled thereto as provided in sections 35.84 to 35.91, and to sell public documents as authorized in section 35.91.

History: 1951 c. 710.

35.035 Powers of director. The director may:

(1) In advertising for bids subdivide classes 2, 3 and 4, creating additional classes or may change printing from one class to another in advertisements, whenever he determines that further or different classification will benefit the state;

(2) Furnish the paper to be used by state printers.

History: 1951 c. 710.

35.04 Proof readers. (1) The director of purchases shall appoint such assistants, proof readers, clerks and other employes as he shall find necessary to perform the duties imposed upon him, and, when not otherwise provided by law, shall prescribe their duties, designate their respective titles and fix their salaries or compensation. The offices and positions created by this section are hereby placed in the competitive class of the civil service.

(2) It shall be the duty of proof readers:

(a) To examine critically all printer's copy presented to said director of purchases, and before the same shall be delivered to the state printer, report to said director of purchases all failures to eliminate matter unsuitable for public printing, and all failures to properly consolidate statistical tables, and make such copy comply with law; provided, that the power of eliminating matter from any public printing shall not be construed to

include the power to change the thought or findings of any book, catalogue, bulletin, report or other public printing;

(b) To read and correct proof sheets of all matter printed by state printers, except that done for the university, state colleges, state historical society, Wisconsin academy of sciences, arts and letters, Wisconsin archaeological society, geological and natural history survey, public service commission, insurance commissioner and attorney general.

(c) To require state printers to use, in all cases not otherwise prescribed by law, such style, size and arrangement of type, such spacing of lines and such widths of borders and margins as will insure the largest measure of economy possible with good work;

(d) To perform such other duties as said director of purchases may direct.

History: 1953 c. 61.

35.05 Legislative directory and manual. Immediately after the completion of the state canvass of the votes at any general election in each even-numbered year, the secretary of state shall prepare and deliver to the director of purchases printer's copy of a legislative directory and manual, containing the sections of the constitution and statutes relating to the work of the legislature, the rules adopted for its government at the last preceding session thereof, and a list of the senators and members-elect of the next legislature, showing the district represented, post-office address, occupation and political affiliation of each. Said director of purchases shall immediately order the state printer to print and deliver, within one week after receiving the order, seven hundred and fifty copies printed in nonpareil, pages measuring four and three-quarters by two and one-quarter inches, wire-stitched, three hundred fifty copies bound in paper and the remainder in American morocco. Either house may have printed as many copies as it deems necessary of legislative directories or manuals, at any time during the session.

35.06 State budget, copies. The governor may in his discretion issue not to exceed 1,000 copies of the state budget report, and not to exceed 10,000 copies of his annual popular report. The cost of these reports shall be charged to the appropriation to the state department of budget and accounts.

35.07 Printing in general, how ordered and executed. (1) Each house of the legislature may order public printing for its own exclusive use, except that it shall not procure for such use the printing of extra copies of any book, pamphlet, or other document printed by authority of law. Whenever either house requires any printing for its exclusive use its chief clerk, and whenever any joint action of both houses is taken requiring any printing to be done, the chief clerk of the house where such action originates, shall deliver to the state printer printer's copy therefor, with an order signed by such clerk for such printing, and the state printer shall do such printing and deliver the same in the shortest possible time.

(2) At the opening of the session, each chief clerk shall be provided by the director of purchases with a printing order book containing blank orders and stubs, numbered in duplicate, and whenever such chief clerk delivers to the state printer an order for printing, he shall immediately transmit to the director of purchases a carbon copy of such order upon the corresponding duplicate order blank. Each sergeant at arms may order such envelopes with or without return address printed thereon and such office supplies as are necessary in the performance of his duties.

(3) All bills, except bills of extraordinary length, all resolutions, joint resolutions, memorials and daily calendars, for which copy is delivered to the state printer by the respective chief clerks, shall be printed at such time as will permit their delivery to the chief clerk making the order therefor by nine o'clock of the morning, except Sunday, next succeeding the day on which the order for such printing is delivered.

(4) Revision bills prepared by the revisor of statutes may be ordered printed by the revisor when the legislature is not in session. Bills printed pursuant to such orders shall be delivered to the revisor of statutes.

(5) Any legislative printing for the use of either or of both houses of the legislature may be authorized by joint resolution. All printing of the first class shall be done at the seat of government.

35.08 Bills, etc., how printed. (1) 1,000 copies of each bill, resolution, joint resolution and memorial shall be printed in bill form with small pica type, on book paper that may be cut without waste; provided, that privileged resolutions and privileged joint resolutions shall not be printed in bill form unless ordered by the house in which such resolutions originate. Each page shall be $7\frac{3}{4}$ inches wide and 11 inches high; shall contain not less than 25 lines, 5 inches long, of printed matter spaced by a pica slug or reglet between adjacent lines, and be punched on the inner margin with 2 holes 7 inches apart; and, in case of a bill or joint resolution, on the first page thereof shall be printed the following matter which shall not occupy more than the upper $\frac{1}{3}$ of the page: The

house in which such bill originated, its number, its date of introduction with the name of the person or committee by whom it was introduced and the order of reference, its title and enacting clause, which shall be immediately followed by the first line of the first section. Upon each page of such bill or resolution, at the upper outer corner, shall be printed the number thereof. All such numbers and all section numbers shall be printed in black face type. Each line of each page shall be numbered consecutively beginning with line 1.

(2) Except as otherwise provided in subsection (3) any bill or resolution proposing an amendment to any existing statute or to the constitution shall have matter to be stricken out printed with a line drawn through the same and new matter printed in italics. The provisions of this section shall govern the printing of amendments to bills, resolutions, joint resolutions and memorials, so far as applicable.

(3) Revision bills mentioned in subsection (4) of section 35.07 may contain explanatory notes which shall be printed in eight-point solid type immediately following the sections to which they respectively relate, but such notes shall not constitute any part of the bill nor of the act if the bill shall be enacted.

Cross Reference: For effect of notes in construing revision bills, see 370.001 (7).

History: 1951 c. 726.

35.09 Printing for enrollment. Immediately after any bill, or any joint resolution amending the constitution, shall have been finally passed, and, in the case of a bill, before it shall be presented to the governor for approval, the chief clerk of the house where such bill or resolution originated shall present printer's copy thereof to the state printer, and the state printer shall, within one day, print and deliver 10 copies thereof upon 40-pound ledger paper, measuring $7\frac{3}{4}$ inches wide by 11 inches high, with printed page, 5 inches wide and $8\frac{1}{2}$ inches deep, set in 10 point Roman type on a 10 point base, one of which printed copies shall be used as the enrolled bill, or the enrolled resolution, as the case may be, another copy shall be delivered to the revisor and 4 copies to the secretary of state. 1,190 additional copies shall be printed on the kind of paper used for bills. Any bill or resolution so printed, except bills proposed by the revisor, shall, when amendatory, indicate omissions by asterisks and new matter by italics.

History: 1951 c. 473; 1953 c. 3, 466.

35.095 Chapter numbering of acts. At the time the governor approves a bill (an act) he shall give it a chapter number. The acts of a session shall be numbered consecutively commencing with 1. If a bill is passed over the governor's veto the chief clerk of the house of its origin shall immediately give the bill its proper chapter number.

35.10 Senate and assembly calendars. 250 copies of the daily calendar of each house shall be printed on calendared paper, with a page size 6 inches wide by $8\frac{3}{4}$ inches deep, with long primer type, and shall be punched at the left margin with 2 holes $5\frac{1}{2}$ inches apart. The figures indicating numbers of resolutions and bills shall be set in a separate column at the left, in black face type, arranged in numerical order under the several orders of business, spaced with a pica reglet or slug between adjacent lines.

35.11 Daily journals. The journal of the senate and assembly shall correspond with the journals of the congress of the United States as nearly as may be, as to subject matter and form. The chief clerk of each house shall prepare and deliver to the state printer immediately after the close of each daily session printer's copy of its daily journal with matter relating to bills, resolutions and petitions arranged as nearly as practicable in numerical order under the several orders of business, with reference to bills, resolutions and petitions, by numbers only, except when the yeas and nays are called; provided, that privileged resolutions shall be printed in full at the time of their introduction, except that the printing of a joint resolution or memorial whether privileged or treated as privileged shall not be duplicated by being printed in the journal of each house but such joint resolution or memorial shall appear only in the journal of the house where it originated. Executive pardon communications or reports shall be printed in the senate journal. The report of a joint committee shall be printed in the journal of the house in which the resolution creating the committee originated. Other resolutions and amendments to bills and resolutions (except to privileged resolutions) shall not be printed in the journal. Either house may order any other of its proceedings printed in the journal. Each page shall be 6 inches wide and $8\frac{3}{4}$ inches deep. Printed pages shall be $7\frac{1}{4}$ inches high and 4 inches wide, be printed with long primer type, have bill numbers set in black face type, composition in compact order without unnecessary broken lines, a separate paragraph for each distinct subject and page numbers consecutive and continuous from day to day. 400 copies of the daily journal of each house shall be printed on tinted paper for examination and correction, and delivered by 8:45 of the morning, except Sunday, next following the session whose proceedings are printed; and after all the errors have been corrected 800 copies of each shall be printed on good white printing paper, folded

without stitching, and punched at the inner margin with 2 holes $5\frac{1}{2}$ inches apart, for filing purposes. 395 further copies of each shall be printed from day to day and be preserved for binding in book form at the end of the session, using best quality S. and S. C. book paper, weighing 50 pounds per ream of sheets 25 inches by 38 inches; and 5 further copies of each shall be printed from day to day on bond paper, 4 of them for the use of the chief clerks and one for binding in the official journal of the houses.

History: 1951 c. 473.

35.12 Journals in book form. Within sixty days next following the close of any session of the legislature, the chief clerk of each house shall prepare and deliver to the state printer printer's copy of all matter not already printed in its daily journal, which is required by law or by the order of such house to be printed therein; and printer's copy of matter, not already printed in either journal, which is required to be printed by joint action of the legislature, shall be prepared and delivered by the chief clerk of the house where such action originated. If copy for any matter that either house has ordered printed in its journal cannot be delivered within sixty days after the adjournment of the legislature, such copy shall be delivered by the secretary of state to the state printer before the organization of the next succeeding legislature, and shall be printed in a separate volume of the journal. Four hundred copies of said matter shall be printed as an appendix to the respective journals, using the kind of paper, type and size of pages prescribed in section 35.11 for copies of the journal intended for binding. The journals for both houses shall be bound with sheep backs and corners in separate volumes, except the copies printed on bond paper, which shall be bound in full sheep. The journals of regular and extra sessions may be bound together in the same volume whenever the extra session is called before the journals of the regular session have been bound; if not so bound the journals of both houses for the extra session shall be bound together.

35.13 Journal index. Along with the printer's copy mentioned in section 35.12 shall be prepared and delivered by the chief clerk of each house to the state printer printer's copy of the following matter to be incorporated in the indexes to their respective journals: An alphabetical index of the subject matter of such journal and a numerical table of all statutes, session laws and constitutional provisions affected by any proceeding therein referred to, designating by number the affecting bill, resolution or memorial. Seven hundred and fifty copies of the index matter so furnished by said chief clerks shall be separately printed with nonpareil type and on paper corresponding with the book-form journals and, when printed, shall be annexed to the seven hundred and fifty copies of the final bulletins reserved for binding pursuant to section 35.14; and the whole shall be bound as a separate volume in the same style as the journals, as an index thereto.

35.14 Weekly bulletins. (1) As soon as possible after the close of the last session of each week, beginning with the third week of the session, all the entries during that week in the journal of each house shall be abstracted by the chief clerk thereof, whereupon each chief clerk shall deliver to the other a copy of so much of his abstract as relates to matter originating in the other house, for incorporation in the other's abstract.

(2) The abstracts shall contain such matter as will, when incorporated and printed with all similar matter previously printed, constitute a separate bulletin to date for each house of the following schedule and lists: A schedule of all bills originating in such house, arranged numerically, setting forth immediately after each bill number its title, the name of the member or committee introducing it, all proceedings affecting it arranged chronologically with the date of each; separate similar schedules for all joint resolutions, for all resolutions, and for all memorials originating in said house; a list of its officers; an alphabetical list of its members with the district represented by each, his place of residence, Madison address, committee assignments and the number of bills, resolutions and memorials introduced by him; an alphabetical list of its committees with membership and the numbers of all bills, resolutions and memorials introduced by each and referred to each; and a numerical list of all bills, originating in such house which have been enacted into laws with chapter numbers, and such other matter as either chief clerk shall deem necessary. The chief clerk of the assembly shall add to his abstract a table showing statute sections and session laws affected by acts of the legislature passed and approved from the beginning of the session to date of compilation. The revisor shall make such information available.

(3) The abstracts shall be delivered to the state printer as soon as completed, and the state printer shall incorporate the same with matter previously published as aforesaid, and print and deliver not later than 2 hours before the time fixed for reassembling of the legislature, 800 copies of a wire-stitched pamphlet containing both bulletins, using white print paper, brevier type, black face type for numbers, black face capitals for the names of members, and the names of committees, and making the printed pages correspond in size with the printed journals of the houses. The last issue of the weekly bulle-

tin after final adjournment of the legislature shall be distributed as nearly as practicable as were the former issues.

(4) Within 10 days after adjournment of the legislature, the chief clerks shall deliver to the printer, copy for insertion after each action recorded in the bulletin, of the number of the page of the journal upon which the record of such action appears, and such page numbers shall be inserted by the state printer. 800 copies of such bulletin shall then be printed, using the same style of type as provided for the journal index and the kind of paper used for the bound copies of the journals, to be bound as a part of the journal index.

History: 1951 c. 473; 1953 c. 3.

35.141 Bulletins of committee hearings. The chief clerk of each house shall prior to the beginning of each week prepare a bulletin of committee hearings scheduled for such week in each such house of the legislature. Such bulletin shall contain an index by bill number, date, hour and committee, a schedule of all hearings by committees setting forth the name of the committee, its chairman, the room number or place of such hearing, the time and date and a synopsis of the bill to be heard, designating it by number and author. A list of the standing committees of such house shall also be included. 1,000 copies of such bulletins of committee hearings of each house shall be printed.

History: 1951 c. 473.

35.145 Bids for public printing, basis for. As a basis for bids for public printing by state printers maximum prices for work and materials, exclusive of paper, are fixed as follows for first class printing:

(1) Composition, per thousand ems, one dollar.

(2) Interpretation: In computing composition in the first class, type shall be measured as if it had been set solid; necessary fractions of pages may be counted as full pages, but no blank pages shall be charged for.

(3) All composition shall be measured as plain work of this class and no extra allowed on account of a variance from plain composition.

(4) Prices for all other work in this class shall be the same as for second, third and fourth class printing as set out in the schedule in section 35.43.

35.15 Wisconsin Session Laws. Immediately after the end of each general and each special session of the legislature, the secretary of state shall prepare printer's copy for a volume denominated "Wisconsin Session Laws," which shall contain all acts enacted during such session, all memorials and important resolutions of the session, and an alphabetical index to the volume prepared by the revisor. Said printer's copy shall show the date of approval and of publication of each act, resolution and memorial, the number of the bill or other document from which it was enacted or derived, and the house in which it originated; but shall omit the signature of the officers affixed to the enrolled act, resolution or memorial. Such printer's copy shall be delivered to the director of purchases and by said director of purchases to the state printer, who shall thereupon print and deliver, within sixty days, an edition of fifteen hundred copies. After making the necessary comparison, the secretary of state shall annex at the end of one of the copies, which shall be filed in his office as a public record, his certificate that he has compared the printed copies therein with the original acts approved by the governor, and that they appear to be correctly printed. All other copies shall contain a printed copy of such certificate.

35.16 Reprints of session laws. The state printer is required to reprint and deliver an edition of six hundred copies of those session laws of the state of Wisconsin, the original editions of which are substantially exhausted, when so ordered to do by the director of purchases; but said director of purchases shall make such orders only upon the request of the justices of the supreme court. The secretary of state shall annex to each copy his printed certificate, stating that the laws published in said book have been compared by him with the original session laws of which they appear to be reprints, and that they are found to be correct reprints.

35.17 Pamphlet laws. The state printer is required to print and deliver in pamphlet form, such editions of parts of the statutes as may be ordered by the director of purchases for the use of public officers. Such orders shall be discretionary, shall be limited to actual needs as shown by experience or other competent proof, and the printing shall be done from the plates from which the statutes have been printed, so far as that can be done.

History: 1953 c. 631.

35.18 Wisconsin Statutes. (1) PUBLICATION. Biennially the revisor shall prepare and deliver to the director of purchases printer's copy for the Wisconsin statutes, which

shall contain all the general statutes in force, all important joint resolutions adopted since the last preceding general session, an alphabetical index, and such other matter as the revisor deems desirable and practicable. Said printer's copy may be in 2 instalments; the first, consisting of the text of the statutes, shall be delivered to the state printer immediately after the governor's approval of the last act of the general session, and the second, consisting of the appendix and index, shall be delivered within 60 days after the first. The director of purchases shall determine how many copies of the edition of the statutes shall be printed. Within 120 days after receipt of the first instalment of printer's copy the state printer shall begin making delivery of the statutes and within 180 days after said receipt he shall complete delivery, at least one-eighth of the edition to be delivered weekly.

(2) **REVISOR'S CERTIFICATE.** After making the necessary comparison, the revisor shall annex, at the end of one copy of each statutes, which shall be filed in the office of the secretary of state as a public record, his certificate certifying that he has compared each printed section therein with the original section of the statutes, or, as the case may be, with the original section contained in the enrolled act from which the section was derived, together with all amendments of such original section, if any, and that all the sections appear to be correctly printed. All other copies of the statutes shall contain a printed copy of such certificate.

History: 1953 c. 3, 466.

35.19 Chapter and section numbers and titles. All chapters and sections of Wisconsin Statutes shall retain their present numbers and titles until and except as changed by the revisor or by statute. In revised chapters the sections shall be designated by mixed, decimal numbers, the whole number corresponding to the chapter and the decimal to each section's place in the chapter, and the section numbers and titles shall be printed in black face type. Subsections shall be designated by numbers inclosed in parentheses; and paragraphs, by letters. But subchapter, section, subsection and paragraph titles, and history notes constitute no part of the section.

35.21 Correcting typographical errors. In all official publications of Wisconsin Session Laws, the secretary of state shall cause all words and names to be correctly spelled in the same as printed, and shall also correct such errors as "previous" for "previously," "subsequent" for "subsequently," "is" for "are," "affect" for "effect," and the like, where such errors occur in any enrolled act, memorial or resolution; and no such correction shall be deemed an alteration of or departure from the enrolled copy. Like corrections shall be made by the revisor in printing the Wisconsin Statutes. On questions of orthography Webster's New International Dictionary shall be taken as the standard.

35.22 Evidence. Wisconsin Statutes shall be prima facie evidence in all courts and proceedings as provided by section 327.01; but they shall not preclude reference to, nor control, in case of any discrepancy, any original act of the legislature; and the certified reprints of general laws provided for by section 35.16 shall also and in the same degree be prima facie evidence in all courts and proceedings.

35.23 Wisconsin Annotations. It is the duty of the revisor to prepare from time to time such annotations as will keep the annotations contained in the volume known as "Wisconsin Annotations," down to date, and to print such continuations in each biennial issue of Wisconsin Statutes.

35.24 Blue Book. It is the duty of the legislative reference library to compile, index, prepare and deliver to the director of purchases biennially copy for a book to be denominated "Wisconsin Blue Book," which shall contain lists of senators and assemblymen and employes of each house, and statistical and other information of the same general character as that heretofore published in the blue book of Wisconsin, but so selected and condensed as will limit the number of pages approximately to 800 or less. In making such selection of matter the legislative reference library is directed to consult freely with the state superintendent and the director of the state historical society, and in so far as possible, make the blue book useful for civics classes in schools. The director of purchases shall deliver said printer's copy to the state printer not later than the first day of January in each even-numbered year, together with a proper order for the printing of an edition thereof, to be printed and delivered not later than the 15th day of June of the same year.

35.25 Second editions. (1) Whenever any original edition of Wisconsin Session Laws, of Wisconsin Statutes, or of the Wisconsin Blue Book proves inadequate to meet the estimated future demands therefor, the director of purchases is thereupon empowered and directed, at any time before the linotype from which such original edition was printed shall have been distributed or rearranged, to order printed such further editions as may be adequate to supply such demands.

(2) If actual experience shall demonstrate that the number of copies of session laws, statutes or blue books authorized by ss. 35.15 and 35.18 is more than is required to supply the actual demand therefor, the director of purchases is empowered and directed to make an order reducing the copies to be printed to a number that will supply such demand and no more.

History: 1951 c. 734; 1953 c. 631.

35.26 Official reports. (1) All reports of state officers, departments, boards, commissions and commissioners shall be made biennial, except those required by law to be made annually. Biennial reports shall cover the two years next preceding the first day of July of each even-numbered year, except the reports of the state department of agriculture and of the state superintendent, which shall cover the two years next preceding the first day of January of each odd-numbered year; and annual reports shall cover one year next preceding the first day of July of every year.

(2) Every such report shall set forth all receipts and disbursements in full and in detail, and be filed with the governor within sixty days next following the period covered. A duplicate of each report shall at the same time be presented by its author to the director of purchases. No report shall contain any advertising matter nor any copying of the Wisconsin session laws or statutes, except minor extracts explanatory of and incorporated in the text. The detailed tables of purchases in the report of the state department of public welfare shall not be printed.

(3) Before filing any report its author shall carefully edit the same and strike therefrom all journals and minutes of proceedings and all correspondence, petitions, orders and other documents or writings whose substance can be briefly stated, consolidate, so far as practicable, statistical tables and strike out all matter which is of interest to individuals chiefly and not important information concerning public affairs. The director of purchases shall order each duplicate report, ascertained upon careful examination to be in compliance with law, to be printed. Any duplicate report failing to comply substantially with this section shall be returned to its author for correction, and until made so to comply, shall not be printed.

35.27 Limitation of editions of governor's messages and official reports. Within sixty days after receiving printer's copy therefor, the state printer shall print and deliver two thousand copies of every general message addressed by the governor to any general or special session of the legislature, and once a year a complete reprint of all proclamations issued during the preceding twelve months, and editions of the reports mentioned in section 35.26, and of any report now or hereafter required by law to be made to the governor or to the legislature not enumerated in this section nor otherwise limited, of such number of copies containing such number of pages each as may be ordered by the director of purchases, not exceeding, however, for any report herein mentioned the following limitations:

REPORT.	Maximum Number of Copies.	Maximum Number of Pages.
Of the adjutant general	1,000	48
Of the attorney-general, exclusive of opinions	1,200	48
Of the Milwaukee hospital for the insane	500	48
Of the quartermaster-general	1,000	24
Of the secretary of state	2,000	736
Of the director of purchases	1,000	48
Of the division of petroleum products	500	24
Of the state superintendent of public instruction	4,000	240
Of the state treasurer	1,000	96
Of the state department of agriculture	5,000	800
Of the state department of public welfare	2,000	480
Of the Wisconsin state tuberculosis sanatorium	1,000	48
Of the state board of health	5,000	480
Of the board of regents of state colleges	1,000	48
Of the board of regents of the university	3,000	400
Of the geological and natural history survey	500	96
Of the commissioner of banks, relating to banks	1,500	No page limitation
Of the commissioner of savings and loan associations, concerning savings and loan associations	500	No page limitation
Of the commissioner of banks, report on credit unions	1,000	No page limitation
Of the bureau of personnel	500	144
Of the conservation commission	2,500	192
Of the free library commission	1,000	48
Of the insurance commissioner	2,500	No page limitation
Of the commissioners of public lands	500	48
Of the public service commission, exclusive of its decisions	2,500	No page limitation
Of the industrial commission	5,000	No page limitation
Of the department of taxation	6,000	No page limitation
Of the commissioners on uniform state laws	500	48
Of the Wisconsin agricultural experiment association	3,000	364
Of the bureau of engineering	200	24
Of the state highway commission	4,500	500

History: 1953 c. 61.

35.28 Parts of official reports. The director of purchases is empowered in his discretion, to order printed by the state printer from time to time, as leaflets or folders or in pamphlet form, in such numbers as said director of purchases shall deem reasonable, copies of the opinions and briefs of the attorney-general; separate copies of the decisions of the public service commission; and in pamphlet form special editions of parts of official reports. Parts of reports so printed shall be counted as a part of the aggregate number thereof allowed by law to be printed.

35.29 Pamphlets and magazines. The director of purchases is empowered, in his discretion, to order printed by the state printer such catalogues, book lists, courses of study, schoolhouse plans, reports, directories, circulars and folders and other pamphlets as may appear to be necessary for the proper administration of the offices of the state superintendent, the state department of agriculture, the conservation commission and the free library commission; also such literature in magazine form as may be suitable to promote the due observance of arbor, bird and memorial days.

35.30 Bulletins and transactions of officers and societies. Upon receiving the necessary printer's copy the director of purchases is empowered, in his discretion, to order printed by the state printer the following bulletins, transactions or proceedings:

- (1) Of a quarterly or semiannual bulletin to be issued by the dairy division of the state department of agriculture, not more than 15,000 copies;
- (2) Of the annual transactions of the state horticultural society, not more than 2,500 copies, containing not more than 250 pages each;
- (3) Of the annual transactions of the state dairymen's association, not more than 3,000 copies, containing not more than 200 pages each;
- (4) Of the annual transactions of the state conference of social work, not more than 2,000 copies, containing not more than 250 pages;
- (5) Of the annual proceedings of the association of trustees and superintendents of county asylums, not more than 500 copies, containing not more than 250 pages each;
- (6) Of the annual proceedings of the Wisconsin teachers association, not more than 5,000 copies, containing not more than 250 pages each;
- (7) Of the annual report of the Wisconsin live stock breeders association, not more than 1,500 copies, containing not more than 200 pages each;
- (8) Of the annual transactions of the Wisconsin cheesemakers association, not more than 2,500 copies, containing not more than 200 pages each;
- (10) Of the annual proceedings of the Wisconsin game protective association, not more than 5,000 copies containing not more than 250 pages.

35.31 Maps, charts, pictures and other exhibits. (1) Upon the requisition of any officer, board, commission, department or institution entitled to obtain public printing, the director of purchases may, in his discretion, order the making of the necessary plates for, and the printing of, maps, charts, pictures, tabulations and other exhibits, to be bound as inserts or to be mounted or used separately; and may cause to be made the necessary plates for, and procure, at not to exceed regular commercial prices, lithographed, engraved or embossed stationery. Such electrotypes and other plates excepting plates for maps and lithographed, engraved or embossed stationery, necessary for such printing, shall be delivered to and be receipted and accounted for by the state printer.

35.32 Other books and printing of a special nature. Upon receiving the necessary printer's copy the director of purchases shall order printing as follows: Of the opinions of the attorney-general, with syllabi and index, not more than one thousand two hundred copies; of the decisions of the public service commission, with syllabi and index, not more than two thousand five hundred copies; of each number as issued, of the transactions of the Wisconsin academy of sciences, arts and letters, not more than two thousand copies, together with suitable binding at a cost not exceeding one hundred and fifty dollars per annum of all periodicals and other exchanges which said academy shall hereafter receive; of the transactions of the Wisconsin archaeological society, not more than one thousand five hundred copies bimonthly, uniform in style with the volumes heretofore published by said society, containing not more than seventy-five pages each, including the necessary illustrations; of any report made by the conservation commission under subsection (3) of section 23.11, so many copies as may be ordered by the governor; also such books and other printing as the director of purchases, in his discretion, shall order for the geological and natural history survey.

35.33 University and teachers college printing. (1) Upon receiving printer's copy and the necessary requisitions from the respective boards of regents of the university of Wisconsin or of the state colleges, and of the requisitioning officer of the state historical society, the director of purchases shall order the state printer to do all book, catalogue,

bulletin and other printing, exclusive of job work, which is required for the use of said university, including all of its departments and officers, and for the use of the state colleges and for the use of the state historical society; provided, however, that the governor may cause the withdrawal of any printing requisition if in his opinion public policy demands it, or if the edition of the item requisitioned seems excessive. In such cases he shall hear the statement of the requisitioning officer of the institution concerned and shall communicate to such officer the reasons for his action.

(2) As a basis for printing by the state printers maximum prices for work and materials, exclusive of paper, are fixed for third class printing for the state historical society as follows:

(a) Composition: Plain matter, one dollar per thousand ems; figure work, one dollar and fifty cents per thousand ems; rule and figure work, two dollars per thousand ems; all type matter shall be measured as if it had been set solid; necessary fractions of pages may be counted as full pages, but no charge shall be made for blank pages.

(b) Prices for all other work in this class shall be the same as for second, third and fourth class printing as set out in schedule in section 35.43, except machine sewed cloth, buckram or other hard binding, when the maximum price shall be double maximum price when the book page measures more than eighty square inches, and three times maximum when the book page measures more than 160 square inches.

History: 1953 c. 61.

35.34 Job printing, and all printing not otherwise classified. (1) Job printing includes labels, envelopes, letterheads, noteheads, billheads, blanks of all kinds, blank books, folders, circulars, postal cards, announcements, instructions, cards for card catalogues, indexes, questions for bar, medical, bureau of personnel, teachers' or other examinations, slips, pay rolls, statements, tables of receipts and disbursements, certificates, election and other notices, sample ballot, list of candidates, and such other printing not specified in this chapter as may be permitted or required by law and necessary for the use of the University of Wisconsin or any state college, or the state historical society, or any state officer, department, board, commission or commissioner, where it does not interfere with the multi-graph, multicolor, and mimeograph operation in the director of purchases' offices and the university of Wisconsin, including such binding as may be needed in connection with such printing. The director of purchases shall order all such printing, which it shall determine is needed, to be done by the state printer upon receiving printer's copy and the necessary requisitions therefor from the respective institutions, boards, commissions and officers. The form of all blank pay rolls and expense sheets to be used by any agent, officer, board, commission or commissioner of the state shall be prepared by the director of budget and accounts.

(2) A price list of all printed matter on hand for sale shall be prepared from time to time by the director of purchases, which he may have printed and bound as an advertisement in state publications, and he may circulate such price list by mail.

History: 1953 c. 61, 540.

35.35 Size of pages, style of type. The printed matter, including page titles and page numbers, of each full page of the printing enumerated in this section, shall measure and be printed from type as herein specified:

(1) Of Wisconsin Statutes and Wisconsin Session Laws, 8½ inches high and 5 inches wide, bourgeois type, except chapter and other titles, lists, forms, tables of contents, indexes and other tabulations which shall be printed with such type as the revisor may direct.

(2) Of all reports mentioned in sections 35.26 and 35.27, seven and one-quarter inches high and four inches wide, the text in eight-point type on a ten-point body with all extracts, lists, tabulations, syllabi, indexes and digests printed solid in such type as the director of purchases shall designate for the promotion of suitable condensation and economy.

(3) Of reprints of session laws, the type and size of pages conforming to the original volumes.

(4) Of Wisconsin Blue Book, 7¼ inches high and 4 inches wide, in such type as the director of purchases shall direct.

(5) Of the matter printed for Wisconsin academy of sciences, arts and letters, for the geological and natural history survey, for Wisconsin archaeological society, for state historical society, for the university and state colleges, and for the Wisconsin branch of the American institute of criminal law and criminology; of all pamphlets, bulletins and magazines not previously specified in this section and of all job printing, the size of page and kind of type specified in the requisition therefor unless ordered otherwise by the director of purchases; but so far as suitable and practicable said director of purchases shall order them to conform as to type and size of pages to the printed official reports.

The spacing between lines of session laws, statutes and annotations shall be satisfactory to the revisor, and of all other printing satisfactory to the director of purchases.

History: 1953 c. 61.

35.36 Quality of paper. The paper used for all printing done by state printers, exclusive of legislative printing, shall be upon such paper as shall be determined by the director of purchases.

35.37 Binding. Public printing supplied by state printers, exclusive of legislative and job printing, shall, unless the director of purchases in his discretion otherwise orders, be bound as specified in this section:

(1) Wisconsin Statutes, opinions of the attorney-general and decisions of the public service commission, in buckram, hand or machine sewed, as the director of purchases may direct;

(2) Wisconsin Session Laws, five hundred copies in full sheep and the remainder in half sheep, machine sewed; and acts passed at a special session shall be bound with those passed at a general session of the same legislature whenever the stage of the work of binding at the time the special session is called will permit their consolidation, but a separate title page for each session shall be provided; and whenever the laws of any session occupy more than one thousand pages, they may, in the discretion of the director of purchases, be bound in two volumes;

(3) Reprints of session laws, same as the original volumes, except that upon the direction of the justices of the supreme court the laws of two or more years shall be bound in single volumes;

(4) Blue Book, in blue cloth, except three hundred fifty copies for distribution to state officers, which shall be bound in blue half morocco with the name of the distributee in gilt letters upon the back, all machine sewed;

(5) Special editions of statutes, governor's messages, official reports, pamphlets, magazines, bulletins, transactions and proceedings of societies and associations—in paper, wire-stitched, except a part of some of them which shall be bound in cloth, machine sewed, as follows:

Messages of the governor, 500 copies.
 Reports of the secretary of state, 2,000 copies.
 Reports of the state treasurer, 1,000 copies.
 Reports of the state superintendent, 500 copies.
 Reports of the commissioner of insurance, all.
 Reports of the department of taxation, all.
 Reports of the public service commission, 1,000 copies.
 Reports of the commissioner of banks, relating to banks, all.
 Reports of the commissioner of savings and loan associations, relating to savings and loan associations, all.
 Reports of the dairymen's association, 2,000 copies.
 Reports of the cheesemakers association, 1,000 copies.
 Reports of the state board of health, 500 copies.
 Reports of the state department of public welfare, 500 copies.
 Reports of regents of university, 500 copies.
 Reports of agricultural experiment station, 3,000 copies.
 Reports of agricultural experiment associations, 2,000 copies.
 Reports of the commissioners on uniform state laws, all.
 Reports of the state department of agriculture, all.
 Transactions of the state horticultural society, 2,500 copies.
 Transactions of the state dairymen's association, 2,000 copies.
 Transactions of the state conference of social work, 500 copies.
 Proceedings of associations of trustees and superintendents of county asylums, 500 copies.
 Proceedings of the Wisconsin teachers association, 2,000 copies.

(6) All binding for state historical society, geological and natural history survey, academy of sciences, arts and letters, and Wisconsin archaeological society, shall be such as the director of purchases, in his discretion, shall order;

(7) All binding for the university and state colleges shall be such as shall be specified in the requisitions therefor unless the director of purchases, in his discretion, shall order otherwise;

(8) The reports of the public service commission, of the commissioner of banks and of the commissioner of insurance, shall be bound in separate parts when so ordered by the director of purchases.

History: 1951 c. 734; 1953 c. 61, 631.

35.38 Authority for printing; increase and diminution of editions and pages. The director of purchases shall not order any printing not authorized by law nor any quantity in excess of the legal limitation thereof. If experience shall demonstrate that the number of copies or the number of pages specified in this chapter for the editions of the Blue Book exceeds the actual lawful demand therefor, the number of volumes or pages thereafter to be printed shall be still further reduced and limited by his recorded order to such number as will supply such demand and no more. In like manner, any specification in

any requisition for printing of the number of copies of any folder, bulletin, pamphlet, magazine or other document, which is required to be distributed by him shall be reduced to the actual probable demand therefor, as determined by him from previous experience in such distribution. Power to make such further limitations is vested in him.

35.39 Printing orders; form; when issued. No state printer shall be paid for any printing not authorized by a written order of the director of purchases or of a chief clerk of the legislature. Every such order shall designate the class of the required printing, plainly state the quantity and kind thereof and be issued in duplicate with a stub copy preserved. A separate series of stubs and duplicates shall be used for each class of printing, and shall be numbered consecutively throughout each contract period, beginning with number one, each stub and its accompanying duplicates bearing the same number. No discretionary order for printing shall issue unless said director of purchases is satisfied that the public welfare will be promoted by the requested printing sufficiently to justify the cost thereof. All stubs of orders issued by chief clerks of the legislature shall, at the close of the session, be filed with the director of purchases.

35.40 Title pages, names of authors. The state printer shall provide the necessary printer's copy for a suitable title page, containing the name of the author, and print the same with every book and other document printed by him which requires a title page; but no such publication shall have written or printed thereon, nor attached thereto, the words "Compliments of" followed by the name of the author, nor any other words of similar purport.

35.41 Editing printer's copy. Printer's copy must accompany every requisition. The university of Wisconsin, the state colleges, the state historical society, Wisconsin academy of sciences, arts and letters, Wisconsin archaeological society, geological and natural history survey, Wisconsin branch of the American institute of criminal law and criminology, and the legislature or either house thereof may edit for themselves the matter and form of the contents of the printer's copy presented by them respectively to the director of purchases or to the state printer. All printer's copy which, in the opinion of the director of purchases, contains matter inappropriate or unnecessary to be printed, or matter not properly edited and condensed, or is for any other reason unfit to go to the printer, shall be returned to its author for revision and correction.

History: 1953 c. 61.

35.42 Contract period, separate or single contracts. State printers shall receive printer's copy for all public printing done by them, except that of the first class, and submit proof sheets, and when requested, revise proof sheets thereof at the office of the director of purchases. When requested by the chief clerk of either house proof sheets of printing of the first class shall be delivered to them. Each of the four classes of printing furnished by the state printers shall be furnished under a separate contract, or all of them under a single contract as shall be determined by said director of purchases to be most advantageous to the state, said contracts covering, as to time, the two years included in the governor's term of office next following.

35.43 Maximum prices. As a basis for bids for public printing by state printers maximum prices for work and materials, exclusive of paper, are fixed as follows:

COMPOSITION, PER 1,000 EMS.

Plain	\$.80
Figure work	1.20
Rule and figure work	1.60
Reimposing necessitated by make-over of imposed matter, per page.....	.20
Locking up of imposed matter ordered held, per page.....	.20

All composition or type setting on all classes of printing, except second and third class, shall be considered and measured as plain composition, with the exception of tabulated work containing box heads with printed rules.

PRESSWORK (Any Color).

Sheet Either Wider or Longer than 14½x17½ Inches.

Printed Matter:	
First 250 impressions.....	\$4.50
Each additional 250 impressions to 1,000.....	.50
Each 1,000 impressions above 1,000 up to 5,000.....	3.00
Each 1,000 impressions above 5,000.....	2.00
Half tones for inserts, per form of 16 pp. or less, add fifty per cent to above prices.	

Sheet Neither Wider nor Longer than 14½x17½ Inches.

First 250 impressions.....	\$1.75
Each additional 250 impressions to 1,000.....	.25
Each 1,000 impressions above 1,000 up to 5,000.....	1.50
Each 1,000 impressions above 5,000 up to 10,000.....	1.00

On presswork of 10,000 or over, if the job can be set up and printed more than one on a sheet the printer shall set up such work as many times as the sheet will permit; not, however, exceeding eight times, and charge for presswork shall be for actual impressions made. All presswork shall include color process printing requiring perfect register.

CHANGING MATTER ALREADY IN TYPE.

Machine composition, actual time at the rate per hour of.....\$3.50
 Hand composition, actual time at the rate per hour of..... 3.00

FOLDING.

One fold, per 100 sections.....\$.06
 Two folds, per 100 sections..... .08
 Three folds, per 100 sections..... .10

PAMPHLET BINDING, PER 100 COPIES.

Inserting, Gathering, Stitching, Trimming, etc., Included (Folding Extra).

Saddle stitched, 16 pp. or less.....\$.30
 Each additional 16 pp. or fraction thereof..... .05
 With wire-stitched cover including folding per 100 additional..... .10
 Side stitched, 16 pp. or less..... .30
 Each additional 16 pp. or fraction thereof..... .10
 With pasted cover, per 100 additional..... .40
 With extended cover, per 100 books, additional..... 1.00
 Reinforcing, material included (muslin strips), per book..... .01
 If machine sewed instead of wire-stitched, per 100 sections of 16 pages, additional..... .15

BINDING, MACHINE THREAD SEWED BOOKS, INCLUDING STOCK, PER VOLUME.

Includes collating, sewing, drying, pressing, reinforcing, back (muslin strips), headbands, etc., stamping or marking on backbone or side of cover with gold leaf, or with two leather labels of different colors stamped or marked with gold leaf, as requested by the director of purchases. (Folding Extra.)

In pasteboard.....\$.15
 In half sheep..... .25
 In full sheep..... .45
 In flexible leather..... .40
 In cloth..... .25
 In law or art buckram..... .35
 In half calf..... .75
 In full calf..... 1.25
 In half morocco..... .50
 In full morocco..... 1.25

Over 1,000 pages ten per cent extra.

Tipping-in inserts, not pasted, per 100.....\$.05
 Cutting sections at top and sides and tipping-in inserts pasted, per 100..... .40
 Hand sewing, per 100 sections, extra..... .20

BINDING BLANK BOOKS AND STOCK FOR BINDING.

Includes ruling, folding, collating, sewing, drying, pressing, stamping, or marking with gold leaf, etc., as requested by the director of purchases.

	Cap 14x8½	Demy 16x10½	Medium 18x11½	Royal 19x12	Double Cap 17x14	Double Demy 21x16	Double Medium 23x18	Double Royal 24x19
HALF RUSSIA.								
250 pages	\$ 6.80	\$ 7.75	\$ 8.40	\$ 8.60	\$ 9.00	\$10.35	\$11.40	\$11.90
500 pages	7.75	8.70	9.55	9.70	10.15	11.65	12.75	13.30
750 pages	8.65	9.75	10.55	10.80	11.25	12.90	14.05	14.60
1000 pages	9.95	11.15	12.15	12.35	12.80	14.55	15.85	16.50
THREE-FOURTHS RUSSIA.								
250 pages	\$10.70	\$12.00	\$13.10	\$13.30	\$13.70	\$15.60	\$17.20	\$18.00
500 pages	11.85	13.20	14.30	14.60	15.05	17.10	18.85	19.50
750 pages	12.85	14.40	15.55	15.85	16.30	18.50	20.30	21.05
1000 pages	14.50	16.20	17.45	17.80	18.25	20.60	22.65	23.45
RUSSIA ENDS AND BANDS.								
250 pages	\$12.25	\$15.05	\$16.15	\$16.45	\$16.85	\$20.10	\$22.40	\$23.10
500 pages	14.75	16.80	17.45	17.75	18.20	21.65	23.90	24.70
750 pages	15.80	17.50	18.70	19.00	19.50	23.05	25.50	26.30
1000 pages	17.50	19.50	20.85	21.15	21.70	25.85	32.25	33.90
RULED DOWN LINES.								
Maximum	33 down lines	44 down lines	50 down lines	50 down lines	56 down lines	68 down lines	74 down lines	80 down lines
BOX HEADS.								
Maximum	12 box heads	14 box heads	16 box heads	16 box heads	18 box heads	22 box heads	24 box heads	26 box heads

For extra Russia ends and bands, add ten per cent.
 Sizes not scheduled take schedule for size having nearest number of square inches.
 Prices are for one form of lines across both (two) pages and three different lengths of down lines.
 Add two cents per line, if more than specified, for all extra down lines.
 Double or triplicate lines count as one, no additional charge for different color ruled lines.
 Flat open, per 100 pages.....\$.40
 Cloth or canvas alphabet tab index..... .50
 Leather alphabet tab index..... .75
 Special leather tabs, reinforced, one side lettered in gold leaf, each..... .20
 Special leather tabs, reinforced, two sides lettered in gold leaf, each..... .25
 Paging, per 100 pages..... .10
 Cut-in index, 25 folded sheets..... .40
 Corduroy or moleskin in place of cloth on one-half or three-quarter bound books, add ten cents per one hundred square inches according to amount of material used.

LOOSE CANVAS COVERS.

Cap or demy.....	\$1.50
Medium, royal or double cap.....	2.22
Double demy or double royal.....	3.00
Double medium or double royal.....	3.50
Double super royal.....	3.72

Sizes not scheduled take schedule for size having nearest number of square inches.

RULING

One hundred sheets.....	\$1.50
Each additional 100 sheets.....	.20

No extra charge for different color ruled lines or double or triplicate lines.

MISCELLANEOUS.

No single job shall be charged at less than 25 cents.

Punching paper, one or two holes, per 100.....	\$.02
Each additional two holes, per 100.....	.01
Punching paper, slotted loose leaf, two slots, per 100.....	.06
Each additional two slots, per 100.....	.02
Punching cards, one or two holes, per 100.....	.06
Each additional two holes, per 100.....	.02
Perforating paper, slotted or round hole, per 100.....	.06
Perforating cards, slotted or round hole, per 100.....	.08
Eyeletting, including punching, per 100.....	.15
Stringing tags, etc., with wire or strings, per 100.....	.15

Numbering, hand, per 1,000 numbers, forty cents, plus extra charge of twenty cents per 1,000 sheets. (That is, 10,000 numbers on 1,000 sheets is \$4.20; 10,000 numbers on 10,000 sheets is \$6.00.)

Numbering on press, machines run in type forms, add to price of presswork, per 1,000 numbers, twenty cents.

Round cornering:

Books, two corners, 80 pages or less, per 100.....	\$.05
Each additional 16 pages, per 100.....	.005
Cards, per corner, per 100.....	.02
Paper, per corner, per 100.....	.01
Blocking, per tab.....	.01
Blocking duplicate, triplicate, etc., including gathering, per tab.....	.015

All blocking shall have a super back.

THREE-FOURTHS BINDING, PER BOOK.

Includes folding, gathering, sewing, trimming, stamping or marking with gold leaf, etc. (as requested), and stock for binding. (Perforating and numbering extra.)

Sixty square inches, sheep back, leather corners and cloth sides.....	\$.40
Each additional twenty square inches.....	.05

Books stapled instead of sewed, fifty per cent less.

Books with paper sides instead of cloth, twenty-five per cent less.

CHECK BINDING, PER BOOK.

Includes gathering, stapling, trimming, etc., and stock for binding. (Perforating and numbering extra.)

3½x6	3½x11	7x8½	8½x11	8½x14	8½x17 or 11x14	14x17	17x22
.06	.09	.12	.18	.21	.27	.39	.60

Sizes not scheduled take schedule for size having nearest number of square inches.

Tagboard, with cloth back or tongue, thirty-three and one-third per cent less.

Tagboard, without cloth back, sixty-six and two-thirds per cent less.

Japanese pressboard same as check binding.

Job-stapled in pads, either with or without cover, same price as blocking.

Minimum charge for any operation, ten cents.

LINOTYPE IN READINESS FOR PRINTING, PER PAGE

For Blue Book or Session Laws.....	\$1.00
For Wisconsin Statutes and Annotations.....	1.25

ELECTROTYPE OR STEREOTYPE PLATES

Per square inch.....	\$.04
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35.44 The same; interpretation. Section 35.43 shall be interpreted in harmony with the following provisions:

(1) When applied to the presswork of books, pamphlets, or other documents having sixteen or more pages, or to job work, a thousand impressions shall mean one thousand impressions of a form of sixteen pages or a form containing all the matter, on one side of one thousand sheets, or one thousand impressions of such form on both sides of five hundred sheets. When applied to the presswork of half tones, run separately from the text, a thousand impressions shall mean one thousand impressions of a form of sixteen pages or less on one side of one thousand sheets or one thousand impressions of each form on both sides of five hundred sheets. No single job of presswork shall be charged at less than two hundred fifty impressions. When a job exceeds one thousand impressions, additional fractional parts of a thousand impressions shall be charged for at a pro rata rate of one hundred figured on the basis of the lowest rate per thousand taken by such job. Presswork shall include all lock-up ready for the press and all make-ready and all smut sheeting when required for first-class work.

(2) The quantity of composition shall be ascertained by strict measurement and count. In the class of printing usually known as job work, type shall be measured by the surface actually covered and not by the size of the sheet used, and no blank space shall be charged for. Work containing two or more kinds of type shall be measured separately when each measures one thousand ems or more. Provided, however, that when the type predominating makes one thousand ems or more and the other size or sizes makes less than five hundred ems each, they shall be measured as the type predominating. Composition shall include the taking of all necessary proofs, reading and correcting errors in same, and the imposing of type, slugs, cuts, etc., into pages ready for the press.

(3) No charge for composition shall be allowed for second editions nor for any other reprint from linotype or stereotype plates owned by the state. Type used in printing any opinion, decision, bulletin, pamphlet or other document or job, shall be preserved undistributed for further use whenever the same matter is required to be incorporated in any other book, document or job if the same size and shape of pages and the same style of type are suitable for both; and no charge for composition for such further use of the type shall be allowed. One charge and no more shall be made for the composition of any printing ordered by both houses of the legislature. No charge for composition shall be allowed for extra copies of any printing ordered before the type shall have been distributed. No distinct job of composition shall be counted at less than one thousand ems. Jobs properly requiring changes on the press shall not be charged for as separate jobs, but charge shall be made for actual time required for making such changes, and the presswork shall be as though one continuous run; provided, however, that such time charge shall in no case exceed the cost of any such job if measured separately.

(4) Binding shall include all end sheets for binding and collating, drying, pressing, reinforcing, headbands, etc., and stamping or marking with nontarnishing gold leaf, or with two labels of different colors stamped or marked with genuine gold leaf of all sewed books, as shall be requested by the director of purchases, folding only, extra.

(5) Rulings across and up and down the sheet will be paid for at the rate of the number of rulings. Ruling is based on 3 beam standard ruling machine giving 3 strikes at one run. When a ruled job will rule and cut 2 or more to the sheet, such ruling shall be charged for on the basis of full sheets only, and cut up without extra charge. The standard size sheet shall be the basis for ruling.

(6) The cost of linotype does not include the cost of composition, that being charged for separately. The linotype for Wisconsin Statutes and Wisconsin Blue Books becomes the property of the state when ready for use. The director of purchases may, in his discretion, direct that the linotype for any volume of Wisconsin Session Laws also become the property of the state and be retained for printing further editions. Wisconsin Statutes shall be printed from electrotype or stereotype plates and the linotype therefor shall be used for the making of such plates only. Said director of purchases, in his discretion, may also require state printers to prepare electrotype or stereotype plates from any linotype owned by the state, or from any other type used for public printing, and direct the printing to be done from such plates. The state printer furnishing any such linotype or plates must store and safely keep the same, and in case of injury thereto or destruction thereof by fire or otherwise, to pay to the state the contract price thereof. All such linotype and plates when determined by the director of purchases to be obsolete or worn out shall thereupon be turned over to the state printer having the custody thereof, and he shall be charged in his accounts with the price paid for the linotype and market value of the metal contained in the electrotype or stereotype plates.

(7) State printers are required to eliminate all typographical errors from their work, notwithstanding the correction of proofs by the director of purchases.

(8) Work must be done promptly and all type used, all ink and other material furnished and all workmanship must be good and fit, and be satisfactory to the director of purchases; and in case of any substantial failure to comply with these provisions, the director of purchases may refuse to receive such defective or delayed printing, and procure what was ordered elsewhere, charging the state printer with the difference between the actual cost and the contract price thereof. But if immediate necessity and lack of time to procure printing elsewhere compel the use of defective printing furnished by a state printer, it shall be accepted without approval, and one-half of the contract price thereof shall be charged to him as liquidated damages for such breaches of contract.

35.45 Advertisement for bids. The director of purchases shall during June and July of each even-numbered year advertise for the term of six successive weeks in six newspapers, each of which is published in a different city of the state, that sealed proposals for furnishing during the next ensuing contract period, the printing included in the several classes of printing required by law to be furnished by state printers, with all other material which the director of purchases shall require, will be received by said di-

rector of purchases at his office any time prior to a specified day, when all of said proposals will be there publicly opened and read; that each bidder may, at his option, file a proposal to furnish one, or more than one, or all of said several classes of printing; that upon application said director of purchases will in the meantime furnish to bidders a list of the maximum prices established by law and all necessary blanks and information, and that no bids will be considered that are not presented in the form so prescribed. All such forms and a proper form for the advertisement shall be prepared by the attorney-general.

35.46 Bids, what to contain. (1) Every such bid shall be in writing, inclosed in a sealed envelope, having indorsed thereon "Proposals for State Printing"; shall be filed in the office of the director of purchases on or before the time specified in the advertisement therefor as the day when the bids will be opened; shall specify the class or classes of printing for which it is made and the per cent of discount off from or the per cent above maximum prices (which shall be uniform for every item), at which the bidder proposes to do the work; shall be accompanied by a certificate of the state treasurer showing that the bidder has deposited with such treasurer \$1,000 in money, United States bonds or certified check, subject to the provisions of this chapter; shall be accompanied by a provisional agreement under seal, executed by the bidder to the effect that if such bid be accepted, and if he shall fail to enter into a printing contract and execute a bond within the time and conditioned as required by law then such deposit shall become absolutely the property of the state; and shall be further accompanied by a bond, executed by a surety company duly authorized to do business in this state, in the sum of \$5,000, to the effect that it guarantees the bidder will, if his bid be accepted, execute the contract and bond required by law within such time as may be prescribed by said director of purchases.

(2) The director of purchases may include in the specification proposals for state printing a provision that the contract price shall be adjusted from time to time during the term of the contract as affected by an increase or decrease in the printers' wage scale. All such provisions in contracts approved by the director of purchases for the contract period commencing January 1, 1947 are hereby expressly ratified and confirmed.

35.47 Opening and acceptance of bids. All bids shall be opened and read publicly at the time and place appointed therefor, or on such adjourned day as may be named by the director of purchases. Within 10 days thereafter such bid or bids of those opened and read shall be accepted as he shall determine is or are a proposal or proposals to do any one or all of the first 4 classes of printing for the greatest per cent of discount off from or the least per cent above the maximum prices established by section 35.43; provided, that whenever he shall be satisfied that any of said bids has been presented pursuant to an agreement, understanding or combination to prevent free competition, he shall reject all of them and readvertise for bids as in the first instance. Each accepted bid shall have indorsed thereon over his signature the word: "Accepted" with the date of such acceptance, which indorsement shall constitute immediate notice to the bidder of the fact of acceptance.

35.48 Rejection of bids; return of money. (1) No bid shall be considered that does not fully comply with the requirements of section 35.46; and if a bid be rejected for any reason the certificate of the state treasurer, the bidder's provisional agreement and deposit shall be returned to him. With every accepted bid the accompanying provisional agreement, certificate and money, bonds or certified check shall be retained until the bidder has entered into the printing contract, and furnished the bond required of him by section 35.49. Upon execution of such contract and the furnishing of such bond the provisional agreement and deposit shall be returned to him.

35.49 Printing contract and bond. Within ten days after the acceptance of any bid, or such further time as the director of purchases may allow therefor, said director of purchases shall cause a contract to be prepared and entered into by said director of purchases on the part of the state and said bidder, setting forth fully the terms and conditions under which the work specified is to be performed. Such bidder shall at the same time furnish a bond to the state, such bond to be executed by a surety company duly authorized to do business in this state, and to be conditioned for the faithful performance of all duties required of him by law and by the terms and conditions of his contract. The amount or penalty of such bond shall be fifteen thousand dollars for each class of public printing or subdivision thereof; excepting that the penalty of such bond shall be five thousand dollars for the following printing: printing, except job printing, for normal regents and state teachers' colleges in class 3 b printing; printing, except job printing, for the state historical society in class 3 c; printing of briefs and legal cases in class e printing; printing of blank books, including ledgers, record books and similar printing in class 4 b printing. Said bond shall be approved by said director of purchases, and, together with the contract and all other papers relating thereto, be deposited in the office of the secretary of state.

35.50 Breach of printing contracts. If a successful bidder fails to enter into a printing contract and execute a bond as required by this chapter the one thousand dollars deposited by him with the treasurer shall at once become the absolute property of the state; and there shall be forfeited to the state the amount of the penalty named in the guaranty accompanying his provisional agreement. If such bidder or contractor shall enter upon the performance of his printing contract, and shall thereafter at any time during the term thereof refuse or neglect to comply with its terms and conditions or with the law relating to public printing, he shall be liable to the state in damages to the amount of the difference between the cost of public printing under his printing contract and the cost thereof under any subsequent contract or contracts made by the director of purchases, pursuant to law for the supplying of such public printing as he ought to have supplied under the terms of his printing contract. It is the duty of the attorney-general, in all cases of damages and of forfeitures arising under this chapter, to commence and prosecute to final judgment all necessary actions for the recovery thereof with costs, which, when collected, shall be paid into the state treasury.

35.51 Reletting contracts. If a successful bidder fails to execute a printing contract with accompanying bond pursuant to his preliminary agreement and accepted bid, the director of purchases shall let the contract to the next lowest bidder, unless in his opinion the interest of the state requires that new proposals be received, in which case he shall immediately proceed to advertise for new proposals in the manner directed by this chapter. If the contractor refuses or neglects to execute the work according to law and the terms of his printing contract, said director of purchases shall declare such contract avoided and his bond forfeited, and shall forthwith advertise for bids as in the first instance for the remainder of the contract period. Such emergency public printing as must be had while so readvertising and reletting contracts may be obtained by said director of purchases at current commercial rates.

35.52 Delivery of public printing. The printing specified in each separate order for printing shall be separately performed and, when completed, shall be delivered by the state printer as follows: Printing for the university of Wisconsin and for the state colleges, to the secretaries of their boards of regents, respectively; printing for state historical society, for Wisconsin academy of sciences, arts and letters, for Wisconsin archaeological society, geological and natural history survey, and for the Wisconsin branch of the American institute of criminal law and criminology, to their respective secretaries; printing of the first class, to the chief clerks, respectively, who order it, all other printing to the director of purchases, who shall distribute it to the department which ordered said printing. Every person to whom any public printing shall be delivered as aforesaid shall receipt for the same upon the back of the duplicate orders, if the quantity thereof is found upon actual count to correspond with the requirements of the order, and one of said receipted duplicates shall be filed with the director of purchases.

History: 1953 c. 61.

35.53 Bills for printing. Every state printer shall file with the director of purchases an itemized statement of account for each document or job of public printing furnished by him, together with one copy of such document or job, specifying in his account, which shall be numbered the same as the printing order pursuant to which the work was done, the number of copies printed, the number of ems of composition, the extra charges, if any, the number of thousands of impressions of presswork or fraction thereof, the cost of folding, stitching and binding, and designate the kind and quantity of paper used. Every such bill or account shall be deposited after careful examination thereof by the director of purchases in the office of the director of budget and accounts, together with a statement of any errors he may have discovered therein and a copy of the document or job for which the bill was rendered.

35.54 Accounts. The director of purchases shall keep an account of all paper delivered to state printers and prevent waste thereof. He shall also make and keep a record in separate columns of the cost, according to contract price, of each item mentioned in section 35.53, entering into each separate document or job of public printing, and the aggregate cost of all; grouping said records separately for each of the classes of printing furnished by state printers.

35.55 Special purchases. Any material necessarily required in doing public printing which is not provided for by sections 35.43 and 35.44, and is not required of state printers by existing contracts, may be procured by the director of purchases at not exceeding current trade prices.

35.555 Purchase of binding. All binding, not an integral part in the completion of a printing order, and rebinding necessary to preserve books, documents, manuscripts, periodicals and other material collected by any state officer or department or by the state

historical society, state institutions, state colleges and the state university, shall be purchased by the director of purchases under the authority vested in him by s. 15.56.

History: 1953 c. 61.

35.56 Advertisement for bids. From time to time, the director of purchases shall estimate the quantity of paper the state will require for immediate use. Such director of purchases shall advertise in such manner as he shall deem most likely to attract the attention of probable bidders, that sealed proposals to furnish the state the classes and quantities of paper so designated and estimated will be received by said director of purchases at his office at any time prior to a specified day when they will be there publicly opened and read.

35.57 Samples. Before making and reporting the estimates required by section 35.56 the director of purchases shall procure suitable samples of each class of paper to be specified therein, which samples shall be properly labeled and kept in his office for the inspection of bidders, and shall at all times be the standard of the quality, weight and size of the paper to be furnished by the contractors.

35.59 Opening and acceptance of bids. All bids shall be opened and read publicly at the time and place appointed therefor, or on such adjourned day as may be named by the director of purchases. Within ten days thereafter such bid or bids of those opened and read shall be accepted as such director of purchases shall determine is or are a proposal or proposals to furnish the entire aggregate quantity of paper specified in any one or all of such classes for the smallest aggregate sum of money. Each accepted bid shall have indorsed thereon, over the signature of the director of purchases, the word "Accepted," with the date of such acceptance, which indorsement shall constitute immediate notice to the bidder of the fact of acceptance. Within ten days after such acceptance, or such further time as the director of purchases may allow therefor, the bidder shall execute and deliver to said director of purchases the contract required by law.

35.60 Inspection, delivery, custody. After being inspected and found by the director of purchases to fully comply with the contract, all paper purchased under the provisions of this chapter shall be delivered to the director of purchases or to the state printer as directed by the director of purchases, who shall be the accountable custodian thereof and shall deliver therefrom to state printers such quantities thereof as said director of purchases, from time to time, orders. Duplicate stubs of all such orders shall be preserved by said director of purchases.

35.61 Paper, contractor's samples, waste, conversion. Every contractor shall deliver to the director of purchases, along with his bills and accounts presented for audit and allowance, a correct sample of each class and kind of paper for which a charge is made. Every state printer shall be allowed five per cent for waste on all jobs of ten quires or less, and three per cent on all jobs of more than ten quires, and on or before the last day of March, June, September and December of each year he shall deliver to the director of purchases a statement of the quantity of each kind of paper belonging to the state which has not been used in public printing, and he may order such paper delivered to him. If any paper has been wasted or converted to any other use such printer shall be charged with the value thereof, together with a penalty of fifty per cent thereof, and the amount shall be deducted from any sums due him from the state, or collected from him and his bondsmen.

35.62 Emergency purchases. Whenever paper not on hand shall be urgently needed before the same can be procured in the manner provided by this chapter, the director of purchases is empowered to purchase what is required for immediate and temporary use at current market prices.

35.63 Official state paper. The legislature shall declare some newspaper published in Wisconsin to be the official state paper, in which shall be published all the laws, advertisements, proclamations and communications of every nature which may now or hereafter be required to be officially published. Any such publication in such newspaper from any of the state departments shall be deemed official. Until a further designation is made the Wisconsin State Journal of Madison, Wisconsin, is declared to be the official state paper.

35.64 Publication of all laws. Every law shall be published in the official state paper immediately after its passage and approval, in type not smaller than six point; and until so published shall not take effect.

Cross Reference: See 370.05 for effective date of acts.

35.65 Publication defined. Publication in a single issue of the state paper shall constitute full publication under section 35.64.

35.66 Republication of fiscal laws. The secretary of state may, in his discretion, from time to time, cause to be published in one or more newspapers, such laws or extracts therefrom relating to the collection or payment of moneys that may be due or become due to the state, or relating to the duties to be performed by public officers with such appropriate forms as he may deem necessary.

35.68 Printer's copy, supervision, English language, definition of publication. The secretary of state shall provide printer's copy for, and supervise, the printing and reprinting of all laws in newspapers; and every state officer, board or commission required by law to cause the newspaper publication of any account, notice, statement, advertisement, proclamation or other matter, shall furnish the necessary printer's copy to the director of purchases for the printing thereof. All such printing shall be in the English language only. Every statutory requirement of newspaper publication shall be construed to mean one insertion unless a different meaning is obvious.

35.69 Fees; state legal notices. The compensation to the official state paper and other papers for the original printing of the laws, for reprinting any law or for printing all election and other notices, all accounts, fiscal statements, advertisements, proclamations or other matter required to be published at the expense of the state shall equal the amount regularly received by such newspaper for the same amount of legal advertising space, not exceeding, however, \$1.25 per folio for the first insertion and 90 cents per folio for each subsequent insertion. All expenditures for transportation, communication and delivery incidental to any such printing shall be borne by the paper doing the same.

History: 1951 c. 317.

Amendment by ch. 262, Laws 1949, does not alter the considerations upon which 36 Atty. Gen. 535 was rendered. 39 Atty. Gen. 227.

35.71 Appointment of supreme court reporter, assistant, and additional help. The supreme court shall, from time to time, appoint, subject to removal, a supreme court reporter; and with the approval of said court the reporter may, from time to time, appoint, subject to removal, an assistant. Every such appointment of an assistant shall be in writing, shall specify the salary of the appointee, and, after approval as aforesaid, shall be filed with the clerk of the court. Said court may also authorize and direct the reporter to employ such additional help as may be necessary to secure the prompt publication of its decisions. A certified copy of every order appointing a reporter, of every appointment of an assistant and the order approving the same, and of every order authorizing the employment of additional help, shall be filed in the office of the director of budget and accounts. All persons appointed or employed under the provisions of this section shall be deemed assistants and employes of the supreme court.

History: 1951 c. 727.

35.72 Reporter's bond. Said reporter shall, before he enters upon the duties of his office, execute to the state a bond in the sum of two thousand dollars, with two sufficient sureties to be approved by the secretary of state, conditioned for the faithful performance of his duties as such reporter.

35.73 Reporter's duties. The supreme court reporter is charged with the duty of reporting and procuring the printing and binding, with all convenient speed of all decisions of the supreme court which the court designates for publication, together with suitable notes, abstracts, tables, citations, indexes and other matter, subject to the supervision of the court and pursuant to contract for the publication of volumes known as "Wisconsin Reports" entered into by the director of purchases as provided in this chapter. Said reporter shall have no pecuniary interest in said reports, but shall procure in the name of and for the state a copyright upon each volume.

35.74 Supreme court reports; size and description. The reports of the supreme court shall be printed and bound in good substantial manner and form and with good material for law books. Before the director of purchases advertises for bids for the publication of said reports, the court may designate the maximum and minimum number of pages which each volume shall contain, the dimensions of the printed page and the margins thereof, the sizes and styles of type, the kind and weight of paper, and the kind of binding to be used during the next contract period; and when such designation shall have been filed with the director of purchases, the subsequent advertisements and contracts shall conform thereto until a new designation shall have been made and filed as aforesaid. If no such designation be filed the reports shall continue to conform to the specifications of the contract for their publication entered into in the year nineteen hundred ten. If in any case or for any cause a volume shall contain more than the maximum number of pages, no increase of price shall be charged therefor by the publisher.

35.75 Supreme court reports; contract for publication. All contract periods for the publication of the supreme court reports shall be 4 years each, commencing on January 1, 1952, and in each fourth year thereafter. Every such contract shall contain the following covenants on the part of the publisher: That he will print, bind and issue every volume of said reports for which the manuscript shall be furnished to him by the supreme court reporter during said period; that he will publish, deliver and place on sale each of said volumes within 60 days after delivery to him, at the capitol in Madison, of the manuscript of a sufficient number of decisions for such volume, not counting as any part of said 60 days the time elapsing between the delivery by the publisher to the reporter of the last page proofs of such decisions and the delivery by the reporter to the publisher of the manuscript copy for the index, tables of cases and citations; that he will furnish promptly to the reporter, at the capitol in Madison, galley proofs, triplicate page proofs, and triplicate second page proofs of the matter contained in each volume, and revises of such proofs if called for by the reporter, and will make all changes required by the reporter and marked by him on the various proofs, changes from manuscript copy to be paid for by the state at cost out of the appropriation provided by s. 20.62; that he will remain fully obligated to eliminate all typographical errors from the work, notwithstanding the correction of proofs by said reporter; that he will keep said volumes at all times during the contract period and for 2 years thereafter on sale in the state of Wisconsin to residents thereof at contract price, in suitable quantities, and at such places as may be designated therefor by the director of purchases; that he will deliver to the bureau of purchases at Madison, immediately after the publication, and subject to approval and acceptance by the justices of the supreme court or a majority of them, as many copies of each volume at the contract price as it may require, making delivery at the same place; that he will not take out or procure to be taken out any copyright whatever upon any such volume, except in the name and for the benefit of the state of Wisconsin, and that upon any breach of this covenant as to copyright he will pay to the state treasurer \$500 as liquidated damages; that the director of purchases may declare the contract forfeited, whenever it shall be determined in any action upon the bond of such publisher, that he has failed in any respect to comply with the provisions of this chapter or of his contract; and that he will comply with all the provisions of this chapter on his part to be performed, and will make no charge or claim against the state for full performance of said contract, except for the cost of changes from manuscript copy and for the contract price of the volumes delivered. But said publisher, his representatives and assigns, may continue to publish and sell any such volume originally published by him, so long as he and they comply with all the requirements of this chapter and of his contract in respect to the character, sale and price thereof, notwithstanding a copyright vested in the state.

History: 1951 c. 538; 1953 c. 540.

35.76 Advertisement for bids. Commencing in the first week in October next preceding each contract period, the director of purchases shall advertise for 6 successive weeks in newspapers, each of which is published in a different city of the state, that sealed proposals for printing, publishing and delivering the supreme court reports as required by this chapter will be received by said director of purchases at his office, and there publicly opened and read at a specified time, and that upon application said director of purchases will furnish to bidders all necessary information and blanks. The director of purchases may include in the specification proposals a provision that the contract price shall be adjusted from time to time during the term of the contract as affected by an increase or decrease in the printers' wage scale and paper and binding costs.

History: 1951 c. 538.

35.77 Deposit by bidders, contents of bid. Each bidder shall deposit with the state treasurer before filing his proposal the sum of \$1,000, to be forfeited to the state in case he shall not make a contract according with the terms of his proposal, if accepted, and according with the requirements of this chapter, take a receipt therefor from said treasurer, stating the aforesaid conditions of the deposit, and deliver the same to the director of purchases with his proposal. Each proposal shall specify the price per volume at which the volumes to be published during the contract period will be sold to the state and to residents of this state which bid price shall not exceed \$5.

History: 1951 c. 538.

35.78 Opening and acceptance of bids. All proposals shall be opened and read publicly at the time and place appointed therefor, or on such adjourned day as may be named by the director of purchases. Thereupon that proposal shall be accepted which proposes to sell said reports to the state and to residents of the state at the lowest price per volume. Each accepted proposal shall have indorsed thereon, over the signature of the director of purchases the word "Accepted," with the date of such acceptance, which in-

dorsement shall constitute immediate notice to the bidder of the fact of acceptance. If no proposals shall have been received the director of purchases may, subject to the approval of the supreme court, enter into a temporary contract for printing, publishing and delivering said reports, and shall as soon thereafter as practicable relet the contract for the remainder of the contract period in the manner herein provided for letting the original contract.

35.79 Contractor's bond; reletting contract. Within thirty days after the acceptance of any proposal, or such further time as the director of purchases may allow therefor, the successful bidder shall make a contract according with the terms of his proposal and according with the terms of this chapter, and shall execute to the state, and deposit with the state treasurer a bond in the penal sum of ten thousand dollars, conditioned to fulfill such contract in all particulars, with at least two sufficient sureties, residents of this state, to be approved by the secretary of state. Such bond shall by its terms be the joint and several obligation of the person executing it; but such bidder may, in lieu of sureties to such bond, deposit therewith bonds of the United States, payable to the bearer, amounting to not less than ten thousand dollars, which shall be deemed and held to be forfeited to the state of Wisconsin, in case of the failure of such bidder to fulfill any of the conditions of his said bond by him to be performed. If the successful bidder fail to complete his contract or forfeit the same for any cause, the director of purchases shall relet the contract as soon thereafter as practicable, for the remainder of the contract period, in the manner herein provided for letting the original contract.

35.80 Printing for particular state institutions. The managing head or executive officer of any state institution or department located outside of the city of Madison may secure competitive bids for job printing needed by such institution or department, and submit them to the director of purchases. If said director of purchases approves the lowest of such bids, such managing head or executive officer may contract for such printing with such lowest bidder. He shall file a copy of every such contract with the director of purchases within twenty days after making the same, together with an itemized statement of the printer's claim and account for performance thereof and a sample of the printing actually done. No such claim or account shall be audited or paid unless the approval of the director of purchases is indorsed thereon.

35.81 Authority for distribution; accounting. All public printing delivered to the director of purchases by state printers and by the publishers of Wisconsin reports shall be distributed to the persons and in the manner directed by law, and not otherwise, be receipted for by the distributees to said director, and by him be accounted for in such manner that his records will show the date, quantity, kind or description of every receipt and delivery thereof and the name of every distributee.

35.82 Distribution within state, how made. All distributions of public printing to state officers, to other public officers, to municipalities, schools and institutions within the state shall be personal as far as practicable; and when otherwise, by mail, express or freight as will be suitable and least expensive, all carriage charges payable by the state. Distributions directed in this chapter upon the applications of designated distributees shall not be made without such applications, which, except when personal, must be made in writing and filed.

35.83 Definitions of "state officers" and of "public libraries." Every direction in sections 35.84 and 35.85 to distribute any public printing to state officers or to each state officer without other limitation, means those holding office at the time when the printing regularly should issue, and includes the governor, lieutenant governor, each justice and the clerk of the supreme court, the supreme court reporter, each circuit judge, the revisor; every member of the legislature, every officer required to report in writing to the governor or to the legislature; every chairman or president of a state board or commission; the secretary, assistant and chief clerk of every such state officer, board and commission; and the chief clerks and the sergeants at arms of both houses of the legislature. And every such direction to distribute to public libraries or to each public library without other limitation, means and includes the state library, the Milwaukee county law library, the university law library, the Milwaukee law library association, and the Oshkosh law library, the state historical society, the libraries of the University of Wisconsin, of the legislative reference department, of the state colleges, of all chartered colleges and academies, having 300 or more volumes each, and of all other public libraries within the state having 1,000 or more volumes, each.

History: 1953 c. 61.

35.84 Distribution, to whom. Immediately after the receipt of public printing by the director of purchases he shall make distribution therefrom as follows:

(1) Of the legislative directory provided by section 35.05, one morocco covered copy to each member-elect of the legislature, and to each other state officer applying therefor; one hundred copies to the secretary of state, and the remainder, immediately after the organization of the legislature, to the chief clerks in the proportion of one-third to the chief clerk of the senate and two-thirds to the chief clerk of the assembly.

(2) Of such portions of the budget estimates as may be printed pursuant to section 35.06, one copy to the governor, one copy to each member-elect of the legislature and 2 copies to the state historical society.

(3) Of the legislative journals in book form, one copy to each state officer and each senator and assemblyman applying therefor, and to each member, officer, journal clerk and index clerk of the next succeeding legislature applying therefor; not exceeding 10 copies each to the state library, the Milwaukee county law library, the state historical society, the university law library and the library of the legislative reference department; one copy each to all other public libraries applying therefor. The copies printed on bond paper shall be delivered to the respective chief clerks. Each chief clerk shall, upon request, be supplied for use during the session, with the journals of any previous session of the legislature.

(4) Of the Wisconsin session laws, one copy to each member and officer of the legislature enacting them, 4 copies to each chief clerk of the next succeeding legislature, one copy to each member of congress from this state and member-elect as such, one copy each to the governor, secretary of state, attorney general, the district attorney of each county, justices of the supreme court, supreme court reporter, revisor, each judge and clerk of every other court of record, each district attorney of the United States in this state, the secretary of state of the United States, the library of congress, the Milwaukee law library association, the Oshkosh law library; each library maintained for a federal court in any city in this state in which such court is held; 10 copies each to the state library, the Milwaukee county law library, the library of the legislative reference department, the state historical society, the law library of Marquette university, and the university law library.

(5) Of reprints of session laws, the same distribution as in the case of Wisconsin Session Laws, except members of the legislature, so far as necessary to enable the distributees to make their official sets complete.

(6) (a) Of Wisconsin statutes, one copy to each state officer and each senator and assemblyman applying therefor and to each member and officer of the next succeeding legislature applying therefor; 4 copies to each chief clerk of such legislature; one copy to each member of congress from this state and member-elect as such; one copy to each district attorney and clerk of court of the United States in this state, the secretary of state of the United States, the library of congress, each charitable and penal institution of the state, the Milwaukee law library association, the Oshkosh law library, each library maintained for a federal court in any city in this state in which such court is held, and each other public library applying therefor; not exceeding 10 further copies each to the state library, the Milwaukee county law library, the university law library, the university library, the law library of Marquette university, the library of the legislative reference department, and the state historical society; and to the county clerk of each county enough copies to enable him to deliver one copy to each of the following officers in his county: The judge and clerk of each court of record, the county clerk, treasurer, sheriff, district attorney, register of deeds, surveyor, coroner, county superintendent of schools, superintendent of poor, chairman of the county board, county public welfare or pension department head, county highway commissioner, county veterans' service officer, each income tax assessor and each town, village and city clerk.

(b) Each town, village and city shall purchase from the director of purchases for the use of justices of the peace such number of copies as each, respectively, shall determine are needed within its boundaries for that purpose.

(7) Of pamphlet laws printed pursuant to section 35.17, one copy to each public officer named in lists filed with the director of purchases, for the purpose of such distribution by the respective officers upon whose requisitions the same were printed.

(9) Of the 1950 Wisconsin Annotations, one copy to each legislator applying therefor and to the committee on judiciary of each house one copy per member and one copy to each standing committee of either house.

(10) Of the governor's message and of all official reports, printed by authority of section 35.27 one copy of each to each state officer, each public library and to each member of the next succeeding legislature applying therefor. Any state officer, board or commission may file a list of other public officers to whom he or they desire his or their official reports sent, and said director shall make distribution accordingly, one copy to each.

(11) Of parts of official reports, pamphlets and magazines, and bulletins and transactions of officers and societies, printed by authority of section 35.28, 35.29 or 35.30, one

copy of each to each person named in lists filed for the purpose of such distributions by the respective officers, boards, commissions and societies upon whose requisition the same were printed; but the lists filed by the state superintendent and by the free library commission shall designate by counties the matter to be distributed to schools of all kinds and school libraries in such counties, respectively, and the matter so designated shall be shipped by freight or express to the county superintendents of schools, who shall make the ultimate distribution at the cost of the counties respectively. Every such list filed by the state horticultural society, the Wisconsin agricultural experiment association, the state dairymen's association, the state conference of charities and corrections, the association of trustees and superintendents of county asylums, the Wisconsin teachers association, the Wisconsin live stock breeders association, or the Wisconsin cheesemakers association shall be accompanied with the necessary postage for the required carriage by mail, and unless so accompanied shall not be used.

(12) Leaflets, folders and pamphlets printed for the attorney-general or for the public service commission may, by order of the director of purchases, be delivered to them respectively for distribution.

(13a) To each member and officer of the legislature upon request at each regular session thereof, 50 mounted highway service maps of Wisconsin, each year of the term of such member and officer, 250 highway folded maps of Wisconsin.

(14) Of the Wisconsin blue book, one copy to each state officer other than member of the legislature, to each member, officer, employe of the next succeeding legislature, to each charitable, penal and reformatory institution, each clerk and district attorney of the United States courts within the state, each library maintained for a federal court in any city in this state in which such court is held, each senator and representative in congress and each member-elect as such, the state dairymen's association, the academy of sciences, arts and letters, each newspaper whose name is listed therein, and the home office of the Wisconsin humane society; 10 copies each to the state library, Milwaukee county law library, university library, university law library, the library of the legislative reference department, and the state historical society; one copy each to each other public library; 2 copies to the state horticultural society; to each high and parochial school and vocational school one copy for each 100 regularly enrolled students or major fraction thereof; one copy to each state graded school, county training school for teachers, and county school of agriculture and domestic economy; 5 copies to each state college; one copy to each rural school, the mailing lists for this purpose to be supplied by the respective county and district superintendents to the director of purchases; as many copies to each city superintendent as shall be necessary to supply 4 to each school building housing a grade or grades above the fifth grade, such number of buildings to be certified by the city superintendent to the director of purchases; one copy to each other school, academy and college applying therefor; to the adjutant general for the use of the national guard, 50 copies; to the county clerk of each county enough copies to enable him to deliver one copy to the following officers in his county: The judge and clerk of each court of record, the county clerk, district attorney, county superintendent of schools, chairman of the county board and clerk of each city; and to each assemblyman upon requisition therefor not to exceed 200 copies, to be delivered to himself or as he may direct, and to each senator, upon requisition therefor, not to exceed 300 copies, to be delivered to himself or as he may direct, and to the chief clerk and sergeant at arms of the senate and assembly each, upon requisition therefor, not to exceed 200 copies to be delivered to himself or as he may direct, and to each employe of the legislature, one copy; and to the legislative reference library for use and distribution as editor, not to exceed 200 copies to be delivered to the library or as it may direct; and to the governor, lieutenant governor, secretary of state, state treasurer, attorney general and superintendent of public instruction each, upon requisition therefor, not to exceed 200 copies.

(15) Of the opinions of the attorney-general and the decisions of the public service commission bound separately from their respective reports, one copy of each to each state officer applying for them, each district attorney, each clerk of a court of record, each city clerk, each public library applying therefor and 10 further copies each to the state library, the Milwaukee county law library, the university law library and the state historical society.

(16) Of the supreme court reports acquired by contract or purchase, one copy to the industrial commission, one copy to each justice of the supreme court, the supreme court reporter, the revisor, each library maintained for a federal court in any city in this state in which such court is held upon certification of the judge, each judge of the circuit and county courts, each judge of the district court, civil courts and municipal courts in counties having a population of 300,000 or more, each judge of every other court of record, and each judge of every municipal court from which appeals may be taken directly to the supreme court; each clerk of the aforesaid courts except the supreme court, each law

library mentioned in s. 35.83. Nineteen further copies shall be delivered to the university law library, one to the state historical society, 10 further copies to the law library of Marquette university, and such further number to the state library and to Milwaukee county law library as their librarians may request for the use of these libraries, not exceeding a total of 10 further copies. Further distribution shall be made as may be required to effect exchanges authorized by law. The remaining copies shall be retained for future distribution according to law.

(16a) The director of purchases shall provide the judge of any circuit court with copies of such volumes of the supreme court reports as were never previously furnished him or his predecessors in office.

(16b) The director of purchases shall provide the court room and chambers of each judge of every superior court, in which the salary of one or more of the judges is paid by the state, with copies of such volumes of the supreme court reports as were never previously furnished for such court room or chambers.

(17) The director of purchases may order such further distribution of Wisconsin Statutes and Wisconsin Session Laws as may be needed for official use by any justice of the supreme court or by any executive or administrative officer, board or commission; and also, in his discretion, deliver to the author of any public printing specified in sections 35.27, 35.28, 35.29, and 35.30, such number of copies as it shall deem reasonable, for official use.

(18) The free library commission shall file with the director of purchases, from time to time, lists of such state publications as it determines ought to be distributed to public libraries irrespective of requests therefor and in addition to distribution provided for by this section. Distribution shall thereupon be made accordingly.

(19) The chief clerks of the senate and assembly shall send to each county clerk, to the Milwaukee county law library, and to each state college, college and public library in this state, making application therefor, as soon as printed, copies of all bills, resolutions, joint resolutions and memorials introduced into the senate and assembly, also the senate and assembly journals, enrolled bills, indexes, bulletins, and other printed matter on the order of the legislature, together with proper filing appliances. Each county clerk shall file in his office all material received hereunder and keep the same open to public inspection.

(20) Except as otherwise provided in this section, the proper officers of the respective houses of the legislature or the director of purchases, as the case may be, shall deliver to the state historical society 3 copies of each message, report, journal, legislative bill, bulletin, circular, release, or public document of whatever character printed or otherwise reproduced at the expense of the state and handled through their respective offices. Three copies of all other such publications of whatever character shall be delivered to the state historical society by the department, agency or commission of origin.

History: 1951 c. 2, 540, 734; 1953 c. 61, 541, 562, 631.

35.85 Further distributions. In addition to the distributions authorized by section 35.84 the director of purchases shall, from time to time, deliver upon the request of the director of the state historical society and of the librarian of the state library, such further copies of any state publication still in his possession as may be needed for the use of said society and said library, respectively; and upon the request of any state officer, such further copies of any printing of the third class, as may be necessary or convenient for the business of such officer. But no state officer shall receive more than one such copy for his own use nor more than one copy for each assistant and chief clerk in his office. The director of purchases shall also deliver, at the expense of the state, to the library of congress, such public printing as shall be designated for that purpose by the written request of said director of the state historical society; and he shall immediately notify said society of the receipt by him of each separate lot of public printing of the third class.

35.86 Exchanges. The director of the state historical society is empowered to procure the exchange of public printing and near printing or other reproduction for such public documents produced by federal, state, county, local and other agencies as may be desirable to maintain or enlarge its historical, literary and statistical collections, and may make such distributions of public printing, with or without exchange, as may accord with interstate or international comity; the librarian of the state library shall procure so many of such exchanges as he is authorized by law to make, and the secretary of state, attorney-general, department of taxation, public service commission, state superintendent, state department of public welfare, state board of health, the state department of agriculture, commissioner of insurance, commissioner of banks, commissioner of savings and loan associations, bureau of personnel, free library commission, industrial commission, conservation commission and the commissioners on uniform state laws, may procure by exchange such documents from other states and countries as may be needed for use in their respective offices. Exchange or distribution lists shall be filed with the director of

purchases by the respective officers, boards and commissions so authorized to procure exchanges or make distributions, and the documents specified therein shall be forwarded directly from said director's office or shipping room, carriage charges payable by the state.

35.87 Sales of legislative bills, resolutions, etc. Upon application and payment of \$35 therefor to the secretary of state, any person shall be entitled to receive by mail copies of all bills, resolutions, joint resolutions, amendments, enrolled bills without chapter numbers inserted, journals, and records of proceedings printed in the senate and assembly during the session of the legislature then being held or next to be held, together with filing appliances; and, upon application and payment of \$8 therefor, shall be entitled to receive by mail copies of all enrolled bills, as soon as signed by the governor, with proper chapter numbers inserted. The secretary of state shall certify to the chief clerks of the 2 houses the name of each person entitled to material hereunder, naming the material, and said clerks shall mail such material to such persons during the session then being held. All moneys so received shall be paid into the state treasury.

History: 1951 c. 596.

35.88 Laws and court reports to remain public property. All volumes of Wisconsin Session Laws, Statutes, Annotations and supreme court reports distributed to any state or other public officer, except members and officers of the legislature and officers of the United States, shall have stamped or written thereon the name of his office, together with the words, "State Property," and shall be kept for the use of such office.

35.89 Inventories and lists of distributees in counties. The director of purchases, and the county clerk and county superintendent of schools of each county, shall make and file annually with the director of purchases an inventory of all public printing undistributed in his office on the first day of July. Each county clerk shall transmit with his inventory a list of the officers in his county entitled to distribution of public printing from his office and also a receipt from each distributee; and each county superintendent shall transmit with his inventory a list of the school districts, other schools and institutions in his county, entitled to distributions of public printing from his office and a list of actual distributees. The director of purchases shall furnish suitable blanks for such inventories and lists, and may, in his discretion, order the return to him of any public printing that has remained undisturbed for more than six months in the office of any county clerk or superintendent of schools.

35.90 Inventories by other state officers. Every state officer maintaining a permanent office at the city of Madison, shall make and file annually with the director of purchases an inventory of all public printing of the second and third classes and all maps and charts on hand on the first day of July. Said director shall, from time to time, require the return to him of all such printing as has become, in his opinion, of no further use to the office reporting the same.

35.91 Future distribution; sales. The director of purchases shall, from time to time, file in his office a statement of the number of copies of each book, report, or other document printed for the state by the state printer which he is required to reserve for future distributions according to law; also a statement of the cost, exclusive of the author's and other editorial work, of each such publication. The estimated cost of Wisconsin Statutes shall not include any cost of revision or of annotating. He may sell, at said cost price, to any person any such publication out of any surplus on hand beyond the reservation so required, except that the Wisconsin Statutes shall be sold at \$10 per copy.

35.92 Expense of printing, how charged. (1) The cost of printing provided for in sections 35.05, 35.07 to 35.16 and 35.64 shall be charged to the appropriation for the legislature.

(2) The cost of printing provided for in sections 35.06, 35.66 and 35.67 shall be charged to the proper appropriation for the secretary of state.

(3) The cost of printing provided for in ss. 35.18 and 35.23 shall be charged to the appropriation made to the director of purchases for this purpose.

(4) The cost of printing provided for in section 35.25 shall be charged to the appropriation charged with the cost of the original edition of such publications.

(5) The cost of printing provided for in section 35.24 shall be charged to the appropriation made to the director of purchases for this purpose.

(6) The cost of printing provided for in sections 35.26, 35.27 and 35.28 shall be charged to the proper appropriation for the state officer, department, board, commission or other body whose report or message is printed.

(7) The cost of printing provided for in ss. 35.29, 35.30 and 35.93 (5) and (6) shall be charged to the proper appropriation for the state officer, department, board, commission or other body for which such printing is done.

(8) The cost of plates and electrotypes required for the various kinds of printing shall be charged to the proper appropriation for the state officer, department, board, commission or other body for whose use such plates or electrotypes are obtained.

(9) The cost of lithographed, engraved or embossed stationery shall be charged to the proper appropriation for the state officer, department, board, commission or other body for whose use such stationery is purchased.

(11) The cost of printing and binding provided for in section 35.32 shall be charged to the proper appropriation for the state officer, department, board, commission, society, institute or other body for which such printing or binding is done.

(12) The cost of printing provided for in s. 35.33 shall be charged to the proper appropriation for the board of regents of the university, state colleges and state historical society, respectively.

(13) The cost of job printing as provided for in section 35.34 shall be charged to the proper appropriation for the state officer, department, board, commission or other body requisitioning such printing.

(14) The additional cost due to enlarged editions of printing specified in section 35.38 shall be charged to the proper appropriation for the state officer, department, board, commission or other body charged with the cost of the original edition.

(15) The cost of publication in newspapers of accounts, notices, statements, advertisements, proclamations, or other matter shall, unless otherwise provided by law, be charged to the proper appropriation for the state officer, department, board, commission or other body on whose account such publication is made.

(16) The cost of carriage charges in the distribution of public printing as provided in sections 35.82 and 35.84 shall be charged to the appropriation for the state officer, department, board, commission or other body charged with the cost of such printing.

(17) The cost of carriage charges of exchanges provided for in section 35.86 shall be charged to the proper appropriation for the state officer, department, board, commission or other body filing exchange lists or on whose account such exchanges are made.

(18) The cost of further distribution of printing provided for in section 35.85 shall be charged to the proper appropriation for the state officer, department, board, commission or other body requesting such further distribution.

(19) The cost of paper, waste and binding of all public printing shall be charged to the appropriation which is charged with the cost of such printing.

(20) The cost of printing provided for in s. 35.93 (7) shall be charged to the appropriation made by s. 20.64 (2).

History: 1953 c. 61, 276, 631.

35.93 Wisconsin administrative code. (1) As used herein, "rule" has the meaning given in s. 227.01 (2); "agency" includes all boards, commissions, departments and officers having state-wide jurisdiction and authorized by statute to exercise rule-making powers, except the regents of the university of Wisconsin and the board of regents of state colleges.

(2) As soon as possible after July 1, 1953, each agency shall prepare and deliver to the bureau of purchases copy for a pamphlet or volume to be entitled "Wisconsin Administrative Code: . . . (name of agency)." This document shall contain all rules issued by the agency before that date and in effect on that date. The rules shall be arranged in logical order and numbered according to the decimal numbering system. No pamphlet or volume shall be printed until the revisor of statutes has approved the outline and numbering.

(3) The pages shall be 6 inches by 9 inches; type in which rules are printed shall be 8-point on a 9-point base, and 4 inches wide; pages shall be punched at the left margin with 2 holes $4\frac{7}{8}$ inches apart. This subsection shall not apply to publications of the conservation commission.

(4) Each agency may include in its pamphlet or volume related material such as statutes, annotations or explanatory matter if such material is so set up as to differentiate it from the rules.

(5) Each agency shall pay at cost for the number of its own pamphlets or volumes it orders and for 233 copies which shall be retained by the bureau of purchases. Each agency shall furnish a copy free to each state agency requesting a copy, to each county clerk and to each court of record. It may distribute to other persons free of charge, or sell to them at cost. The bureau of purchases shall furnish a complete set of pamphlets and volumes free to each legislator who requests a set, and shall sell complete sets to other persons at cost.

(6) Each agency shall keep its pamphlet or volume current by printing rule changes as inserts or as supplementary pamphlets or in any other way convenient for users; it

shall reprint the original document plus the changes whenever users' convenience requires. The supplementary material shall be distributed free to state agencies and legislators requesting copies, to county clerks and to the courts of record. Agencies may sell at cost to other persons or distribute free. Supplementary pages and pamphlet shall conform to the specifications of sub. (3) except that the punching may be omitted.

(7) The revisor of statutes shall maintain a current loose-leaf set of rules consisting of rules published under this section, other rules filed with him under s. 227.03 and of all additions to, amendments of, and repeals of such rules which are filed with him under s. 227.03. He shall also prepare an index to the entire set of rules, which index shall be published annually, and distributed free to county clerks, to courts of record, and to other persons requesting copies.

History: 1951 c. 717; 1953 c. 276.

See note to 227.01, citing 39 Atty. Gen. 608.

35.94 State printing. (1) All printing contracted for by this state under this chapter, excepting statutes and annotations of the second class and printing of the fifth, sixth and seventh classes and such copyrighted or patented or printing specialties not available for production within this state, shall be printed in this state.

(2) As a condition precedent to the presentation of bids for state printing under section 35.46, prospective bidders shall, not less than 30 days prior to the date set for the opening of bids, have on file with the director of purchases a sworn statement to the effect that in the event any contract for state printing be awarded to such printer, it will be produced entirely within this state.

(3) The provisions of this section shall not affect contracts let before May 30, 1943, but shall be in effect as to all contracts to be let after such date.

(4) The provisions of this section shall be applicable only in cases where such printing would be done or such contract performed in a state which by statute or by judicial, administrative or other ruling, interpretation, condition or device compels or has the effect of compelling state printing in such other state to be performed within such state. Upon proof submitted by a bidder otherwise entitled to undertake such contract, the director of purchases shall make a finding upon which the applicability of this section shall be determined.

History: 1953 c. 61, 631.