

MINUTES
Louisiana Advisory Council
for the State Documents Depository Program
Friday, May 2, 1997

The Louisiana Advisory Council for the State Documents Depository Program held a regular meeting on Friday, May 2, 1997 at the Bluebonnet branch, East Baton Rouge Parish Library, Baton Rouge, Louisiana. Council members present were Daniel Gillane, Collin Hamer, Suzanne Hughes, Margaret Lane, Glenn McMullen, Eileen Menard, Lori Smith and Virginia Smith. Others in attendance were Alison Foster, Charlene Cain, Judy Smith, Sandy Colby, Charlotte Henderson, Rose Herbert, and Robert Benoit.

Council chair Lori Smith called the meeting to order at 1:05 p.m. The minutes of the Council's meetings of March 1, 1996 and August 21, 1996 were distributed. On motion of Lane, seconded by McMullen, the minutes of the March 1 meeting were approved as printed. On motion of McMullen, seconded by Hughes, the minutes of the August 21 meeting were approved as printed.

D. Gillane gave a report of the activities of the Recorder of Documents Office. Alison Foster began working in the office in June 1996. Grace Moore retired as Recorder of Documents in September 1996. Daniel Gillane was hired as Recorder of Documents in October 1996. *Official Publications*, vol. IX, 1990-1995 and *Public Documents* nos. 93 and 94 were published. Calcasieu Parish Library withdrew from the Public Documents Depository System, and Vernon Parish Library, Leesville, became a selective depository.

M. Lane reported that the Bylaws committee never met, and the other two members, Grace Moore and Nicholas Achee had both retired and were no longer on the Council. The Council voted that Bylaws were not necessary for the Council and agreed that the Bylaws committee would not be reappointed.

L. Smith reported the following expirations and vacancies on the Council:

Expiring in June 1997:	Nicholas Achee (State Agency)
	Ben Brady (Public Libraries)
	Brantley Cagle (Library User)
	Margaret Lane (Library User)
Vacant:	Special Libraries

D. Gillane announced that Margaret Lane had been appointed Representative Emeritus by the State Librarian, and will serve in that capacity as long as she wishes. The following were nominated for the expiring and vacant positions: Monica King, Ouachita Parish Library (Public Libraries); Carla Pritchett, Loyola Law Library (Special Libraries); Sandy Colby, Department of Education (State Agency); Ann Carruth, SLU Nursing Faculty (Library User); Robert Benoit, Lake Charles, (Library User). On motion by Hughes, and seconded by Hamer, the nominations were approved. D. Gillane and L. Smith will report the nominations to the State Librarian for appointment.

Glenn McMullen volunteered to serve as Chairman-Elect of the Council. His nomination was accepted unanimously by the Council. He will take office July 1, 1998.

Lori Smith read the report of the Minimum Technical Standards Committee. The report was prepared by Stephen Henson who was unable to attend the meeting. The Committee recommended that the Council adopt the GPO's minimum specifications for electronic spatial data. The Council voted to adopt the recommendation. The specifications can be found in *Administrative Notes*, volume 17, number 8 (June 15, 1996), pages 14-15.

L. Smith reported that the Guidelines Review Committee had not met. V. Smith reported that the Continuing Education Committee planned a workshop on State Documents at the Louisiana Library Association Conference in Kenner March 18, 1996. The Workshop was cosponsored by the Government Documents Section of LLA. Thirty-eight people attended and gave positive feedback. L. Smith reported on the combined LaGIN and Council meeting in August. Cathy Sibley demonstrated Lascribe, and Karen Paterson demonstrated InfoLouisiana. Roughly one hundred people attended the demonstrations. V. Smith suggested that the Continuing Education Committee should meet again before the next Council meeting.

The Public Relations Committee had been chaired by Grace Moore. There was no report. The Council members will bring public relations ideas to the next meeting. S. Hughes suggested that the Public Relations Committee work with the Continuing Education Committee.

Daniel Gillane reported the State Librarian, Tom Jaques, would like to convert the State Documents Depository Program from paper to electronic distribution. D. Gillane expressed his concerns about level of access, the need for change in the statutes, the need for maintaining an archive, and the need for a plan of action. He pointed out that some documents, such as the Supreme Court Slip Cases, are only available electronically. The House and Senate bills are available on the Internet. The Legislative Auditor's Office has expressed its willingness to provide their reports in electronic format. The other Council members and the guests expressed similar concerns. Several in attendance said an electronic index to state documents is needed first. The Council decided to call a special meeting at the Bluebonnet Branch of the East Baton Rouge Parish Library Thursday, July 10 at 1 p.m. to discuss the issue further. State Librarian Tom Jaques will be invited to attend along with Dr. Donald Lemieux of State Archives, Karen Paterson with InfoLouisiana, state depository librarians, and other interested parties.

D. Gillane led a discussion of changes in the policies and procedures in the State Documents Depository Program. The Selection List has been changed to reflect the current organization of state government. He stated that the Recorder of Document's Office is not receiving enough copies of some of the items on the Core List to distribute to all depository libraries. He feels that some of the items on the Core List are not the most important documents available. The Core List should include items that will be the most useful to the public. The discussion of changes to the Core List will be continued at the next regular meeting of the Council. Gillane would like to see the priority list changed to reflect geographic fairness in distribution. He would also encourage cooperative selection practiced between libraries in close proximity. Gillane will send a revised priority list to Council members, and the issue will be discussed further at the next regular meeting of the Council.

D. Gillane reported that one library had considered dropping out of the depository program partly due to the quantity of ephemeral state documents which they are required to keep. Gillane checked with other depositories to see what their policies were on dealing with ephemera. He said he felt it was likely that some were not weeding superseded items. He said he's working on a plan which would allow depository libraries to be more selective. His goal is to review titles by department and sub-division this summer in an attempt to provide more options for selecting. Gillane was asked why the retention period for state publications is six years rather than five years, as is the case with federal documents. Being new to the position, he was unable to provide a reason. Another question was raised about the possibility of establishing cooperative housing agreements between a depository and a non-depository library. The requirements of such an arrangement were discussed, but no agreement was reached.

D. Gillane stated that the correction of some abnormalities in the assigning of call numbers to state documents had begun in early 1997. Call numbers will now more accurately reflect the type of document to which they are assigned. He indicated that a cumulative list of call number changes will be distributed to depositories at the end of the year. Gillane also pointed out that shipping lists have been reformatted from call number order to agency order to aid depositories in processing.

Announcements:

D. Gillane announced that he would be getting married in twenty days.

R. Benoit announced that Council member Brantley Cagle had been unable to attend the meeting due to recent heart surgery. Benoit said that Cagle was making a good recovery.

S. Hughes announced that a word searching function would soon be made available in the bills database on the Web, and that the House Journal would be coming to the site soon.

E. Menard suggested that Council and audience members be given nametags for future meetings.

The next regular meeting of the Council will be held on Friday, September 12, at 1 p.m. The meeting will take place at the Bluebonnet Branch Library in Baton Rouge.

There being no further business, the meeting adjourned at 3:00 p.m.