

Minutes

Louisiana Advisory Council for the State Documents Depository Program

Friday, September 12, 1997

The Louisiana Advisory Council for the State Documents Depository Program held a regular meeting on Friday, September 12, 1997, at the West Baton Rouge Parish Library in Port Allen. Council members present were Lori Smith (Southeastern Louisiana University), Margaret Lane, Glenn McMullen (LSU), Danny Gillane (Recorder of Documents), Virginia Smith (State Library of Louisiana), Carla Pritchett (Loyola University), Stephen Henson (Louisiana Tech University), Robert Benoit, Ann Carruth (Southeastern Louisiana University), Sandy Colby (Louisiana Department of Education), and Collin Hamer (New Orleans Public Library). Gail Kwak (Northwestern State University), Sue Brown (LSU-Shreveport), John Conover (Nicholls State University), Howard L. Coy, Jr. (Vernon Parish Library), Judy Smith (State Library of Louisiana), and Rose Herbert (Southern University Law Library) attended as guests.

Council chair Lori Smith called the meeting to order at 1:00 p.m.

On motion of [] and seconded by [], the minutes of the May 2, 1997 meeting were approved as printed. On motion of Virginia Smith and seconded by Collin Hamer, the minutes of the July 10, 1997 meeting were approved as printed.

Unfinished Business

A. Recorder of Documents Report

Danny Gillane gave the Recorder of Documents report.

He included Item G. in Unfinished Business in his report, proposed revisions to the Core List. He asked whether the Core List should itself appear on the Core List, and the Council agreed that it should. He stated that some items not on the list were very similar to items on the list. Should the first of these two groups be added? For example, non-annotated copies of state statutes published by West were not on the list. These were seen by the Council as non-official, however.

Louisiana doesn't produce statutes, court of appeals, and legal slips [???]. Should a database of Louisiana legal information be created? The suggestion was made to appoint a small committee consisting of Carol Billings, Danny Gillane, and Sarah [] to consider the issue.

The State Librarian's office has not yet promulgated the Minimum Technical Standards. Gillane recommended that minimum standards be a moving target; the GPO has just changed Federal standards. Should we just say that the state system should follow federal standards? Then we wouldn't have to make a new motion to update them. Discussion followed.

Gillane recommended that the Executive Budget and the Unannotated Statutes be added to the Core List.

He then asked how his office should enforce agencies to send state documents to the Recorder of Documents. He had spoken with a representative of the Office of State Register, who suggested supplying a threat in the form of a fine to make agencies comply. One option would be to have the Commissioner of Administration send a letter to non-complying agencies. Gillane said that he needs to do everything in his power to have documents sent to the Recorder of Documents office.

The question of whether electronic documents should be put on the Core List was raised. No answer was decided upon.

B. Electronic Publication Initiatives of Other States

This part of the meeting was held out of sequence, at the end of the meeting, enabling Council members to move to an area where a networked PC was available to view a demonstration of Web electronic documents sites of other states. Connecticut_s site was examined, and a general discussion of the importance of standards in electronic state documents ensued, with Sandy Colby stating the importance of standards.

C. Report on Federal Electronic Information

The Federal Government has studied the question of electronic documents and has issued a report, *Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program* (1996). The report showed how the GPO can bring electronic information into the Federal depository system. It was observed that the Federal Government had blazed a trail for state governments in this area, with some backtracking in terms of the amount of electronic publishing.

D. Electronic Publishing and Archiving in Louisiana

Gillane stated that the State Library plans to maintain all official state Web sites indefinitely, and that it will not convert electronic to non-electronic formats.

A question arose from the July 10 special meeting: was Donald Lemieux, the State Archivist, talking about state archives or state publications in his report? This aspect of his presentation was unclear.

Gillane suggested that state agencies should send a variety of electronic documents to the Recorder of Documents in order to test the system.

The Council will take no further action on this issue at present.

E. Request for Co-Secretary volunteers

Monica King has agreed to be the secretary of the Council, and Sandy Colby volunteered to serve as co-secretary to take minutes if King was unable to make a meeting.

F. Discussion of Public Relations Ideas

The Council engaged in a wide-ranging discussion of public relations ideas. The Louisiana Library Association program for depository and non-depository librarians worked well. Lori Smith and Virginia Smith talked about a workshop held about five years ago by LaGIN for state agencies and their liaisons to the Recorder of Documents office. A workshop based on this model would have the Recorder of Documents and a depository librarian make presentations, impressing on state agencies the importance of their documents. LaGIN has now been reactivated, and Judy Smith and Virginia Smith will report to the Council on it at the Spring meeting.

It was suggested that two workshops be held, one in North Louisiana and one in South Louisiana. Collin Hamer suggested having an award for the best state document. Recommendations for the best state documents award could be sent to BAYOUDOC.

Ideas for increasing public awareness of state documents included creating a logo for the state documents program; and creating bookmarks, posters, and flyers, with the public relations person at the State Library designing a logo and posters. Other ideas included sending a list of notable documents out as a press release; getting librarians to become more aware of state documents; doing in-service training for staff; holding state documents workshops around the state; putting something in the state depository manual on outreach; and encouraging agencies to let the public know that their publications are available at depository libraries.

New Business

A. Announcements

Gillane recommended the Weldon Keyes bibliography [???]. Henson said that any problems with BAYOUDOC should be reported to him.

B. Next Meeting

The next meeting of the Council will be on March 27, 1998. Gillane requested that the Council meet from time to time outside of Baton Rouge. Lillian Purdy, librarian of Louisiana College in Pineville, has volunteered her library for a meeting. The Council agreed to meet there.

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

Glenn McMullen, March 7, 1998