

MINUTES

LOUISIANA ADVISORY COUNCIL FOR THE STATE DOCUMENTS DEPOSITORY PROGRAM

FRIDAY, OCTOBER 15, 1999

The Louisiana Advisory Council for the State Documents Depository Program held a regular meeting on Friday, October 15, 1999 at the Bluebonnet Branch Library in Baton Rouge. Council members present were: Judy Smith, Stacey Hathaway-Bell, Lori Smith, Stephen Henson, and Margaret Lane. Virginia Smith was also present.

Council Chair Judy Smith called the meeting to order at 10:10 a.m.

Approval of Minutes from Last Meeting -

Minutes from the 5/7/99 meeting were distributed. L. Smith moved that the minutes be approved and Hathaway-Bell seconded. The minutes were approved as written. It was pointed out that minutes from the 9/11/98 meeting had never been approved. L. Smith agreed to draft minutes for that meeting from her notes and present them at the next meeting.

UNFINISHED BUSINESS -

Council Membership - Judy Smith

Tom Jaques has reappointed Collin Hamer to the Council, and has appointed Frances Thomas to replace Suzy Hughes. Monica King has resigned from the Council because she no longer works with documents. The new documents person at Ouachita Parish Library has been suggested to Mr. Jaques as a replacement. J. Smith will check with the Hill Memorial Library at LSU to see who is currently serving as their representative to the Council. Due to the low turnout of Council members, no Chair-Elect was selected.

Committee Reports -

None.

Report of the Depository Review Committee - Virginia Smith

Mr. Jaques appointed a state-wide committee to study the depository program and suggest possible changes, including changes to the depository law. A list of the members of the committee was distributed. The committee held their first meeting on July 16th. That meeting served as an introduction to the depository program and a brainstorming session on challenges facing the program and possible solutions. The committee met again on October 1st. At that meeting, V. Smith reported on the depository programs of other states, Hathaway-Bell did a presentation on Louisiana's Electronic Documents Cataloging Project, and Georgia Chadwick from the Law Library of Louisiana did a summary of the depository laws in other states.

The committee was divided into three sub-committees: Agency, Depository, and Electronic Documents. Each sub-committee was given a list of issues to consider, copies of which were distributed to the Council. The full committee will meet again on January 28th to hear the

reports of the sub-committees. They hope to complete their final report and recommendations to Mr. Jaques by March of 2000.

V. Smith agreed to send a summary of the committee's activities to BAYOUDOC.

Discussion of Public Service Guidelines for State Depositories - Stephen Henson

Henson distributed copies of the federal depository program's "Depository Library Public Service Guidelines for Government Information in Electronic Formats." The adoption of similar guidelines for state depositories was discussed. It was pointed out that one sub-committee of the review committee is studying electronic documents. V. Smith said that she would ensure that all members of the review committee were made aware of the federal guidelines. It was decided that the Council would take no further action on this issue but would wait to see what recommendations are made by the review committee.

Cataloging Project Update - Stacey Hathaway-Bell

Hathaway-Bell reported that 21 responses to the survey had been received. That is approximately a 50% return rate. Hathaway-Bell reviewed the responses and said that a summary would be distributed to Council members and posted to BAYOUDOC. Results of the survey and future steps in the cataloging project will be discussed further at the next meeting.

NEW BUSINESS -

Cataloging of Electronic Documents - Stacey Hathaway-Bell

Hathaway-Bell distributed a written summary of a project being undertaken by the State Library to catalog and archive electronic Louisiana documents on the web. Records for the documents will be included in the State Library's WebPAC (<http://smt.state.lib.la.us>), and the documents themselves will be archived on the Library's server. Members of the Council commended the State Library for undertaking this effort. Henson reported that he had been unable to print records recently from the WebPAC. Hathaway-Bell said she would check into it and suggested that Henson might want to try accessing the catalog using a different web browser.

Overview/Update of Book Project - Lori Smith

L. Smith has contracted with Oryx Press to write a book tentatively titled "Tapping State Government Information Sources." There will be a preliminary chapter discussing general sources which cover all fifty states, and a separate chapter for each state. The individual state chapters will include information on the state's history, government structure, depository and other distribution of government information within the state, major collections of state publications with reference phone numbers, major reference titles produced by the state, and major commercial titles dealing with information about the state. Smith distributed a draft survey which will be distributed nationwide to gather information for the book. Smith asked that Council members send her their comments on the survey form, and any suggestions they may have regarding the book.

Next Meeting -

The next meeting was tentatively set for March 17, 2000. It is planned that the meeting will take place at the LLA Conference in Alexandria. A special meeting may be called before that date in order to discuss the recommendations of the statewide depository program review committee.

The meeting was adjourned at 11:45 a.m.

Lori Smith reporting 10/18/99.