

Louisiana Advisory Council for the State Documents Depository Program

Minutes of the 5/14/2004 Meeting

The Louisiana Advisory Council for the State Documents Depository Program convened the May 14, 2004 spring meeting at 9:50 a.m. in the Seminar Center at the State Library of Louisiana.

Attendees were: Paula Singleton-Chair (Xavier); Judy Smith-Secretary (State Library), Ferol Foos-Recorder of Documents, Rose Herbert-SU Law School, Cheryl Adams-NSU, Sheila Floyd-SU/BR, Anne Smith-LSU, JoAnn Palermo-LSU, Becky Andrews-EBR (Public), Michele Pope-Loyola Law Library, Kim Pinion-SLU, Pat Ferguson-Shreve Memorial, Lori Smith-SLU, Frances Thomas-Poynter Library, Beryl Hawkins-State Library, Howard L. Coy, Jr.-Vernon Parish (Public), Donna Vavrek-Louisiana Tech, Margaret Lane-retired, Rodney Smith-NOPL (public), Lora Amsberryaugier-UNO, Sean Benjamin-UNO, Robert Claitor-Library User.

Chair Paul Singleton welcomed the attendees. She explained that circumstances had kept the membership of the Council from being updated as well as new officers. Members had not been appointed in a timely matter and there was a need to renew the rotating councils' membership as required by the LACSDDP Manual. Members are recommended by the Council and the names are forwarded to the State Librarian for appointment.

To that end, Lori Smith volunteered to be chair for the 2004-2006 session. This was approved by acclamation. Michelle Pope volunteered to serve as secretary for 2004-2006 and was also accepted by acclamation.

Recommendations and volunteers for other membership seats were:

Public Library

Howard Coy, Vernon Parish 2004-05

Pat Ferguson, Shreve Memorial 2004-2006

Library User

Robert Claitor 2004-2006

Others suggested were Karen Patterson, Annabelle Armstrong, Jim Brown, Charles East.

Others-Paul Gates, George Sells, LPB.

State agency reps. suggested

Patti Lopez-Dept of Labor

Tom Eubanks-CRT/State Archaeologist

Nancy Underwood-Secretary of State

Paula Bryars-Economic Development

Academic Library

Lori Smith, LSU- extend term to 2004-2006

Sheila Floyd, SU/BR 2004-2005 (to replace Paula)

Special Libraries

Michele Pope, Loyola Law 2004-2006

Frances Thomas, Poynter Legislative Library 2004-2005

Permanent Council Members are:

State Library (Judy Smith)	Historical Depository
LSU-BR (Faye Phillips)	Historical Depository
Recorder (Ferol Foos)	Recorder of Documents
Margaret Lane	Representative Emeritus

The only open office is the Vice-chair/Chair-elect. The election for this office will take place at the November meeting. Volunteers are encouraged. This will be for a 2-year term, 2006-2008.

Minutes from the previous meeting were discussed. Paul Singleton moved to accept the minutes, seconded by Ferol Foos. Motion was approved.

Old Business – None

Unfinished Business - None

Lori Smith led a discussion concerning the Council bylaws. The State Plan must be reviewed every five years (2005). Paula appointed an ad hoc committee to revise the bylaws. The members will be: Lori Smith, Pat Ferguson, Judy Smith, Sheila Floyd, and Becky Andrews.

The list of agencies that reported "no new docs" during the 6-month period used to be listed in the PD. Consider doing this again. Consider listing those agencies that did not respond to the 6-month letter but we would need to call them as a follow up before reporting them delinquent. Does it serve any purpose to publish this list of non-respondents? Is there a more effective way to elicit response from them?

Frances led a discussion about legislation related to the printing of the acts.

The Core List was discussed.

Bob Claitor discussed fugitive state documents. There are lots of fugitive codes. They essentially download data from the House of Representatives' database. The re-publish federal documents as well. They print stuff that's no longer issued in print. They'd appreciate suggestions of titles that need to be reprinted.

Next meeting - Nov. 12 teleconference in Lafayette and Ruston.

Judy Smith reporting (with assistance from Ferol Foos and Lori Smith).

Recorder of Documents Report Dec. 2003 – May 2004
Louisiana State Documents Depository Council Meeting 5/14/04

Inspection visits –3: La College, LSU-E, McNeese State University.

Liaison visits – 2: LSU-E, McNeese.

Publications: Monthly Shipping Lists Nov 2003 –April 2004.

Caught up to regular schedule with Dec 2003. PD 106 draft posted; draft of PD 107 not posted but offered to depository librarians. Messy draft of Master list of LaDoc numbers offered.

Monthly Shipping List

MONTH	TOTAL TITLES	EXISTING CATALOG RECORDS	REQUIRED NEW RECORDS
Jan 2004	158	65 %	35 %
Feb 2004	124	73 %	27 %
March	148	78 %	22 % [32 count]
April	115	79 %	21 % [24 count]

Withdrawal lists approved – 13 for 6 depository libraries.

Completed discarding extra copies of state docs from the Recorder's Office. For the first time, offered them on Bayoudoc. Some were requested. Some were returned to the agency. Rest were recycled.

Proposed change in status for depository libraries: EBR Selective limited to Core.

Created new procedures to improve ability to track state documents in the Recorder's Office from receipt through shipment to depository libraries.

Acquired a scanner. Scanned PD 96 into an electronic file using newly purchased scanner but it needs editing. Began work on OP IX but need different software to reduce editing time.

Server to archive electronic documents has been delivered... in pieces to be assembled. State Library computer staff will write minimal program to identify each document. The catalog entries will be linked to the fulltext documents on the server. We hope to begin this procedure during 2nd quarter 2004. In 2002, we identified had a URL for the fulltext document for an average of 20% of the titles received. In Feb 2004, at least 54 % were online fulltext.

Began indicating which are core titles on MSL. This will also included in the Bayoudoc announcement of the list's availability, saying so when there are no core titles on a month's list/shipment.

Compiled an almost master list of all LaDoc numbers using bibliographies in electronic format: OP IV, V, ½ of VI, PD 94-107. Continue to consolidate entries, resolving overlapping numbers and multiple numbers per title as current needs turn up. Offered the master list to depository librarians.

Worked with the Advisory Council committee to revise the core collection list. Draft to present at the May 2004 meeting. Deleted ceased titles, added some titles and a mission statement.

Met with Senate Study Research no. 3 Committee in Dec., providing information and resources. Was added as a member in February, 2004.

The study proposal has been refined to giving legislators a choice of receiving new agency reports to the legislature in paper or electronic format. House Research Library will continue to get a copy and may be the distributor. Hopefully, the State Documents Depository Program/Recorder's Office will continue to be responsible for making the official bibliography/index of public documents and archive them.

Helped a Clarian University of Pennsylvania library school student with her government documents class assignment to create a website for a state documents depository system; she is doing Louisiana.

Provided information to two ULL librarians researching the first years of the La. State Documents Depository Program for an article and LLA conference program.

Did not send semi-annual letters to agencies because I wanted to include a list of the items they had submitted and we did not have enough months' receipts in the State Library catalog to extract a significant time period. We are working on this now but it is taking a long time to get the records coded for this. I feel sure that the big reduction in the number of documents submitted is because the agencies did not get this 6-month reminder. I should have sent the letters out without the list of items. I did not appreciate how important that reminder is to participation by agencies.