

Louisiana Advisory Council for the State Documents Depository Program  
Minutes of the 5/13/05 Meeting.

The Louisiana Advisory Council for the State Documents Depository Program convened May 13, 2005 for the Spring meeting at 1:30 p.m. in the University of Louisiana at Lafayette Edith Garland Dupre' Library.

Attendees in Lafayette:

Council Members:

Ferol Foos, Lori Smith, Michele Pope, Pat Ferguson, Sheila W. Floyd, Judy Smith, Thomas Eubanks, and Ken Tillman.

Visitors:

Cheryl Adams, Brantley Cagle, Chris Kirkley, Rose Herbert, Diane Brown, Anne Smith, Jonathan Hakes, Brenda Vallance, Anne Hasiuk, Mary Linn Wernet, Gail Kwak, Angela Graham, Rodney Smith, Lora Amsberryaugier, Elizabeth Elmwood, Sean Benjamin, and Mark Gary.

Chair Lori Smith opened the meeting with welcome remarks and introductions. Minutes of the 11/12/04 meeting were approved.

**Old business:**

Regarding appointment/re-appointment of council members, Howard Coy (Public), Thomas Eubanks (State agency), and Sheila Floyd will continue. Frances Thomas, for Special Libraries, will have to be asked if she will continue. No one volunteered for the Chair-Elect position (to begin term in July 2006).

**New business:**

The Louisiana State Documents Depository Program Plan Review Committee, Ferol Foos, Frances Thomas, and Lori Smith, submitted their report of the 2005 review of the State Plan. The revised plan draft and a report of suggested activities for the LACSDDP are appended to the minutes. After consideration of the suggested revisions, two formatting changes were noted for the draft, and then the Louisiana State Documents Program Plan draft was approved.

The discussion of the suggested activities report included these points:

1. Agreement that paraprofessional training is needed so it was agreed to create a committee to draft a training program. These members volunteered to serve on the training committee: Anne Hasiuk, Ferol Foos, Judy Smith, Cheryl Adams, and Pat Ferguson. The training program committee will prepare a report for the November LACSDDP meeting.

a. Some libraries, including Shreve Memorial and Northwestern, do not pay for travel by paraprofessionals so a video, video conference, or online format would be better than in-person workshops. Many paraprofessionals work nights and weekends which would preclude attending daytime training. Some supervisors prefer a scheduled time for taking the training rather than leaving it up to the trainee. The State Library used to do training videos and Vernon Parish videotaped some training.

b. The LACSDDP should coordinate, perhaps even cooperate with LLA GODORT training efforts; Gail Kwak is chair and Lora Amsberryaugier 1<sup>st</sup> vice chair. GODORT is working the LLA Louisiana Support Staff Association of Libraries (LaSSAL) to consider a session at each fall annual conference for government documents topics. LaSSAL chair this year is Elissa Plank, LSU Libraries-BR.

2. Agreement that a LACSDDP logo is needed. Howard Coy, Henry Tillman and Lori Smith volunteered to serve on a Logo Committee, reporting at the fall 2005 meeting.

a. It would be useful to contact Rebecca Hamilton, State Library, who serves on an interagency task force on signage. This group has a shorter deadline than fall.

b. Consider having an academic design class devise a logo at no charge.

c. Contact Beth Vandersteen who chaired an LLA logo committee; Ferol Foos served on it, working with an LSU faculty member who taught logo design – but none of his creations were acceptable to the committee.

Ferol Foos described the temporary shortage of cataloging staff at the State Library then asked for opinions and suggestions for acceptable ways to deal with it, short and long term. Points from the discussion:

1. Brief catalog records are better than no records from the Records Office, at least until catalogers are available to provide full MARC records for every state document
2. Subject headings are important in most libraries, especially for new serials and substantial monographs like DOTD annual report; less important for ephemera. Some libraries are creating their own if the State Library does not provide them. Ideally, only one library would assign subject headings for a document so there would be no duplication of effort. Subject headings are more important than authority headings but long term, authority headings are more essential for documents than for other types of materials. SELU does not assign subject headings.
3. Discussion of the possibility of some depository libraries sharing the cataloging of new state documents:
  - a. LSU and UNO contract out their cataloging. A few depository libraries still do not catalog state documents. Loyola Libraries have full time catalogers who will only catalog from the actual item in hand then sometimes pull subject headings from other libraries' catalogs.
  - b. LaTech cataloger Anne Hasiuk volunteered to catalog some state documents.
  - c. If cataloging is shared among several depositories, the records would be delayed some period of time while documents were shipped from the Records Office out to these libraries then returned to the Recorder for distribution.
4. Most ephemeral documents are from academic institutions rather than from agencies. Examples: playbills, recruiting postcards.
5. A current state agency authority list is badly needed. Who more logical to create an updated Little Foote than Foos (which is German for foot).

Ferol Foos will present further information on a separate database for state documents at the next meeting. How would the State Library's holdings be displayed? Do people need/want a separate state documents database or does it duplicate the current State Library catalog?

Ferol Foos announced that GODORT presented certificates of appreciation to UNO and LaTech for their projects to catalog all Louisiana state documents in their collections.

Recorder of Documents semiannual report to the LACSDDP will be posted on Bayoudoc and appended to these minutes.

Next meeting:

The next meeting will be November 11, 2005 in Alexandria.

Michele Pope reporting.

5/13/05

**LOUISIANA STATE DOCUMENTS**

**DEPOSITORY PROGRAM PLAN**

(2005 draft ) [corrected formatting suggested at May 2005 meeting 7/25/05]

Prepared by  
Louisiana Advisory Council for the State Documents Depository Program 1995  
Revised 2005

**STATE DOCUMENTS DEPOSITORY PROGRAM PLAN**

**CONTENTS**

- I. Background of the Program
- II. Background of the Advisory Council
- III. Authority and Responsibility
- IV. Mission
- V. Goals
- VI. Review and Amendment Process
- VII. History of Revisions to the Plan
- VIII. Appendix: Guidelines for the Advisory Council

## **I. Background of the Program:**

The Louisiana Public Documents Depository System was established in the Office of the Secretary of State in 1948 by Act 493. In 1977, the functions of the program were transferred to the Office of the State Library in the Department of Culture, Recreation and Tourism. The program was developed to make state public documents accessible to the public as a basic right of citizenship. The depository system was developed to provide the most efficient distribution and the maximum availability of Louisiana documents. The State Librarian is responsible for the establishment of the state public documents system, for the deposit and distribution of the documents to the depositories, and the adoption and promulgation of rules and regulations for the system. The Recorder of Documents, as administrator of the program, is responsible for obtaining state agency publications, distributing them to the designated depositories for state documents, and publishing lists of the documents. There are 41 designated depositories for Louisiana state documents. ~~Thirty-nine~~ Forty are located strategically throughout the state ~~and the 41<sup>st</sup> is the Library of Congress in Washington, D.C. and two are out of state.~~ The State Library of Louisiana and the Louisiana and Lower Mississippi Valley Collection of Louisiana State University's Hill Memorial Library are complete public documents depositories.

## **II. Background of the Advisory Council:**

The Louisiana Advisory Council for the State Documents Depository Program was created by the State Librarian in 1991 in accordance with Act 906 of 1982, which gives authority to the State Librarian to adopt and promulgate rules and regulations concerning the Program. The purpose of the Council is to advise the State Librarian and the Recorder of Documents on matters concerning the State Public Documents Depository Program. The Council advises on the selection, organization, distribution, and bibliographic control of publications. It recommends policy and procedures for the effective and efficient operation of the office of Recorder of Documents and provides support and advice to the Recorder of Documents. It provides a forum for the exchange of information and ideas. The Advisory Council formed a subcommittee to prepare a plan for Louisiana documents at their meeting April 8, 1994. Members of the committee were Brantley Cagle, Stephen Henson, Grace Moore, Lori Smith, and Virginia Smith, chair.

## **III. Authority and responsibility:**

Louisiana ~~R.S.~~ Revised Statutes 25:121-124.1; ~~LAC~~ Louisiana Administrative Code 25:VII:4101 et seq. (~~1987~~ 2002).

### Brief description of the LAC changes made in 2002:

#### §4303. Public Documents Required to be Deposited

The definition of public documents was expanded to include specifically defined electronic documents. Interactive, non-discrete, constantly changing electronic items such as websites were excluded.

#### §4305. Public Documents Not Required to be Deposited

Complete web sites were excluded.

#### §4311. Liaison Officer of Agencies

The agency head serves as liaison if he or she does not appoint one. URLs are to be submitted with documents.

#### §4313. Application of Rules

The number of copies submitted can be lowered if the full amount is too costly or too few copies were printed.

#### §4501. Statutory Depositories

State Library is responsible for archiving and providing permanent public access to electronic-only documents.

#### §4503. Other Depositories

David R. Poynter Legislative Research Library was designated as a Special Depository with a unique contract. Core depositories need to retain the latest edition of each document.

#### **IV. Mission:**

~~The plan is intended to assure availability and equity of access to Louisiana documents; to assure that electronic products and on-line services produced and maintained by Louisiana state agencies are available to all citizens at no cost through depository libraries; to provide efficient use of the state's depository collections through resource sharing and networking; to assure the service provided by depository libraries meets professional standards of the highest quality; to increase awareness of the State Documents Depository Program in the state.~~

The plan is intended to ensure that Louisiana public documents are available and equally accessible to all citizens; that electronic products produced and maintained by Louisiana state agencies are available to all citizens at no cost through depository libraries; that the State's depository collections are used efficiently through resource sharing and networking; that the service provided by depository libraries meets professional standards of the highest quality; and that citizens and state governmental entities are aware of the State Depository program.

#### **V. Goals:**

~~A. To assure availability and equity of access.~~ Louisiana public documents are available and equally accessible to all citizens.

1. The Council shall advocate preservation, improvement, and continuation of the State Documents Depository Program.
2. The Council shall encourage state agencies to ~~provide~~ submit documents as mandated by law.
3. All citizens of Louisiana ~~will~~ shall be within a one-hour drive from a state depository library.
4. ~~Each depository library shall cooperate with the Council's efforts to integrate documents holdings into state bibliographic control systems and union lists.~~  
The Council shall support the State Library in its efforts to provide full MARC (machine readable cataloging) catalog records for each state public document.
5. The Council shall encourage the establishment of a third historical depository for state public documents outside the Baton Rouge area.

~~B. To assure that e~~Electronic products and on-line services produced and maintained by Louisiana state agencies are available to all citizens at no cost through depository libraries.

1. The Council shall ~~assist the Recorder in developing~~ assist the Recorder in developing guidelines for ~~archival the submission and~~ archival the submission and preservation of electronic products produced and maintained by state agencies.
2. The Council shall develop and recommend minimum technical standards for state depository libraries.
3. The Council shall encourage state agencies to ~~provide~~ submit electronic products ~~and on-line services~~ as mandated by law.

~~C. To provide efficient use of t~~The State's depository collections are used efficiently through resource sharing and networking.

1. Depository libraries shall provide efficient interlibrary services for state ~~government publications~~ public documents.
2. Geographically proximate depository libraries shall be encouraged to cooperate in selection and retention of state documents.
3. Each depository library shall be encouraged to integrate documents into the library's public access catalog and to provide bibliographic control for documents that is equal to that of other library collections.

- D. ~~To assure~~ The service provided by depository libraries meets professional standards of the highest quality.
1. The Council shall encourage continuing education for state documents librarians.
  2. The Council shall encourage continuing education programs for non-documents librarians.
  3. Each depository shall encourage its documents staff to participate in appropriate continuing education activities.
  4. Depository libraries shall assist non-depository libraries by providing reference and information services upon referral.
  5. Depository libraries shall be encouraged to meet minimum technical standards as recommended by the Council.
- E. ~~To increase~~ Citizens and state governmental entities are awareness of the State Depository program ~~in the state.~~
1. The Council shall plan and coordinate state-wide public relations programs designed to promote use of the depository library collections.
  2. The Council shall encourage depository libraries to educate the public in the use of ~~government~~ state public documents.
  3. Each depository library shall establish and maintain an effective public awareness program.
  4. The Council shall develop programs that promote and encourage state agency cooperation and participation in the state documents program as mandated by law.

## **VI. Review and amendment process:**

- A. The Council Chair shall report annually to the State Librarian on the work of the Council and the implementation of the Plan. The Council may make recommendations and advise the State Librarian of appropriate action for implementation of the Plan.
- B. In years ending in either 0 or 5, the Council shall conduct a formal review of the implementation of the Plan. It may recommend changes for the consideration of the State Librarian and state depository libraries.
- C. Amendments and revisions to the Plan may be proposed by the State Librarian, the Council or any state depository library. The Council shall advertise for comment on any proposed amendment or revision to the Plan. Any revision or amendment to the Plan must have the support of a majority of the state depository libraries.
- D. Procedures for approving amendments to the Plan:
1. At least 30 days prior to the next scheduled meeting of the Council, a copy of the Plan showing text to be deleted and text to be added will be distributed to Council members and posted on the Louisiana government documents electronic discussion list.
  2. Comments on the proposed draft may be submitted to the Council chair.
  3. The proposed changes will be discussed at the next meeting of the Council. Additional comments will be accepted during the meeting. At the end of the discussions, the Council will vote to approve or reject the proposed changes.
  4. A revised copy of the Plan showing the additions and deletions approved by the Council will be submitted to the State Librarian for approval.
  5. If the State Librarian proposes additional changes, the Council will vote on those changes. This vote does not need to be held during a meeting.
  6. Once the Council and State Librarian have approved the proposed changes to the Plan, a final draft showing the approved text will be created and distributed to all state depository libraries along with an agreement document. All depository library directors will be asked to sign the agreement document, indicating their approval of the Plan and their commitment to participate in it, and return it to the Recorder of Documents.
  7. When agreement documents have been received from a majority of the depository library directors, the Recorder of Documents will announce that the revised Plan has been officially approved and adopted.

8. The newly adopted edition of the Plan will be made available on the State Library of Louisiana's web site and distributed in a tangible format to all depository libraries, Council members, and the State Librarian.

**VII. History of Revisions to the Plan:**

1995 - The Plan was created with a provision for a review every five years.

2000 - A review of the Plan was not done because the Council and others were deeply involved in research for the Depository Law Committee study. In 1999, the State Librarian directed that a review, evaluation, and updating of the state documents depository program be done due to the changing needs of users, agencies, and depository libraries, and the effects of new technology. He appointed a Louisiana Depository Law Committee to function during 1999-2000. The Committee submitted a final report in May 2000 that recommended changes to the public documents law. These recommendations resulted in legislation which passed during the 2001 legislative session. The revised legislation took effect in 2002.

2005 - In November 2004, the Council chair appointed a committee composed of Ferol Foos, Lori Smith, and Frances Thomas to review the Plan and suggest changes to the full Council at the Spring 2005 meeting. After approval by the Council, the State Librarian, and the majority of the state depository libraries, the changes were incorporated into the Plan and a revised edition was published.

# STATE PUBLIC DOCUMENTS DEPOSITORY PROGRAM

## GUIDELINES FOR THE ADVISORY COUNCIL

### Authority

Under the authority of Louisiana R.S. 25:121-124.1, the Public Documents Depository System is created as a unit of the State Library. Rules governing the program are codified at L.A. C. 25:VII:4107 and empowers the State Librarian to appoint an Advisory Council to the Recorder of Documents.

### Purpose

The purpose of the Louisiana Advisory Council for the State Documents Depository Program is to advise the State Librarian and the Recorder of Documents on matters concerning the State Public Documents Depository Program. "Functions of the Council shall be to advise on the selection, organization, distribution, and bibliographic control of publications; to recommend policy and procedures for the effective and efficient operation of the office of Recorder of Documents and to provide a forum for the exchange of information and ideas" (L.A. C. 25:4107).

### Membership

The membership of the Advisory Council shall consist of twelve (12) members appointed by the State Librarian. There shall be two (2) members representing academic libraries, two (2) members representing public libraries, two (2) members representing special libraries, two (2) members representing the historical complete depository libraries, two (2) members representing state agencies, and two (2) members representing library users.

The Recorder of Documents shall be a non-voting ex-officio member except in the case of a tie vote of the council.

The Recorder of Documents shall maintain a list of Council members with their terms and distribute a packet of information about the Council to each new member.

The Recorder of Documents will ensure that the State Librarian sends letters of appointment to new members and letters of appreciation to members who have completed their terms of service on the Council.

### Term of Office

The members shall serve, without compensation, three years in staggered terms with four members retiring each year. Members may be appointed to additional terms. Terms shall begin on July 1.

~~Except, all initial appointments shall be for three years after which time staggered terms shall begin.~~

### Officers

The officers of the Advisory Council shall be a chairman, a chairman-elect, and a secretary. Their term of office shall be for two years and begin July 1 of each year.

Council members shall elect, every other year, the chairman-elect during the spring meeting which shall be held before July 1. The chairman shall appoint the secretary; they shall serve coinciding terms.

### Committees

The chair shall appoint committees as needed.



## Meetings

The chairman shall preside at meetings of the Advisory Council and conduct the business of the Council.

Meetings shall be held at least twice each year, in the spring and in the fall, at the time and location designated by the ~~State Librarian~~ the Council, taking into consideration driving distance of the members.

The ~~State Librarian~~ Recorder of Documents shall send notice of regular meetings to the members of the Council at least thirty (30) days in advance.

## Reports

The secretary shall prepare minutes of each meeting and shall distribute them to Council members and post them on the Louisiana government documents electronic discussion list ~~to all state depository libraries~~.

The Council chair shall report annually to the State Librarian on the work of the Council and the implementation of the Plan.

(Revised ~~March 24, 1995~~ May 2005)

## **REPORT**

### **LOUISIANA ADVISORY COUNCIL FOR THE STATE DOCUMENTS DEPOSITORY PROGRAM**

#### **Louisiana State Documents Depository Program Plan Review Committee**

#### **SPRING 2005**

The members of the Plan Review Committee, Ferol Foos, Lori Smith, and Frances Thomas, met at the State Library of Louisiana on February 18 and March 11, 2005.

In addition to discussing the changes proposed in the draft revision, which was submitted to the Council, the following implementation ideas arose:

- \* In recent years, the Council has not undertaken projects to implement the goals outlined in the Plan to the extent it did following the Plan's creation in 1995. The Council should take a more active, leadership role to achieve these goals. Two goals in particular need to be emphasized:
  - C. 3. To encourage libraries to integrate documents into their public access catalogs;
  - E. 1. Plan and coordinate state-wide public relations programs to promote use of the depository collections.
  
- \* Members of the Council should be provided with voting cards to hold up during a show of hands so that only the votes of Council members will be tallied. The Recorder of Documents should be reminded that she is a non-voting member, except in the event of a tie. The Recorder of Documents will create the voting cards.
  
- \* The Recorder of Documents will create the new member packets, which were added to goal E. 4.
  
- \* Ideas for Marketing the Depository Library Program:
  1. Create a Depository symbol to be displayed by all state depositories.
  2. Create an award for the State Depository Library of the Year.
  3. Create an award for the "best" state agency of the year.
  4. Create and make available on the web a series of state document research guides.
  5. Compile and make available on the web a "handout exchange" similar to that maintained by ALA GODORT.
  6. Offer informational/training sessions for the staffs of depository libraries and state agencies.
- 7. Develop a template or minimum plan for a public relations program for depository libraries; perhaps separate plans for core and other depositories, for public and academic libraries.

Lori Smith, Ferol Foos, Frances Thomas reporting. 3/21/2005

**Recorder of Documents Report November 2004-May 2005**  
**Louisiana State Documents Depository Council Meeting 5/13/05**

Inspection visits: None since June 2004

Liaison/agency visits: **CRT, Dept of Labor, DEQ [met with several individuals at each]**

Publications: 5 Monthly Shipping Lists (November, December 2004; January – March 2005). **Began work on PD 107-110 (2003-2004, edited 1700 of 2144 entries)**

Depository withdrawal lists approved – 3 (Jefferson Parish, La College, SELU)

Posted federal documents discard lists: 3; 5 other lists awaiting internal review

Reference: 119 (Nov/Dec 2004); 270 (Jan/Mar 2005)

Staff: Student left Jan 1. Shared student during hiring freeze; exemption granted; interviewed & hired great student worker in May.

Training: Agency safety meetings; LLA Conference sessions.

Miscellaneous – State Documents:

Since we began creating brief records in the State Library catalog in Jan. 2003, **the average number of new records required per month is 35%**. The lowest was 21%, the highest 64%. While we continue to add records for serial-type items to reduce the amount of cataloging needed each month, we continue to track down new titles and agencies that have not been submitting documents ever or in recent years, which increases the amount of cataloging each month.

Prepared “thank you” and “welcome” letters for State Librarian to send to La. State Documents Depository Advisory Council members.

Participated on State Plan revision committee for the State Documents Advisory Council.

Senate Study Resolution Committee concluded its action in January. During the spring 2005 legislative session, Senator Michot has introduced **a bill requiring that agency/board/commission reports to the Legislature be submitted in electronic rather than paper format. I will be working with the House Research Library and the State Archives to catalog these electronic reports in the House catalog (on House Library server), in the State Library catalog (on state documents archive server), and the State Archives plans to convert the electronic file onto microfilm for permanent retention.**

Those of us on the committee must be available at any hearings.

**State documents archiving project has been on hold;** next steps are selecting metadata, finalizing the criteria for the final product, learning the software; working with sample database with help from LOUIS staff.

Continue to consolidate master list of LaDoc numbers used, resolving overlapping numbers and multiple numbers per title as current needs turn up. This very draft list is available to anyone who requests it.

Miscellaneous – Federal Documents:

Wrote and distributed Federal Documents Advisory Council fall 2004 meeting minutes.

Attended Baton Rouge area federal documents librarians’ meeting.

Miscellaneous – Just plain miscellaneous:

Continue to recycle large volume of unneeded extra copies of state documents and superseded/withdrawn federal documents.

Began work on State Library records retention schedule.

Participated in State Library strategic plan focus groups.

Professional activities:

GODORT LLA chair; LLA Executive Board though June 2005; helped draft new stipend for Subject Specialists Section, LLA.

SLA chapter membership chair through June 2005.

Participated in electronic focus group for La Dept. of Environmental Quality website.

Plans:

Help develop plan to get most relevant level of catalog records for various types of materials during this time of limited cataloging staff.

Attend Senate hearings on electronic reports legislation.

Complete work on 2005 edition of State Documents State Plan.

**Complete PD 107-110.**

**Inspection visits to 4 depository libraries.**

**Visits to at least 3 agencies.**

**Semiannual letters to agencies, at least some with bibliographies of their submissions 2003 or 2004-June 2005.**

**Continue state documents electronic archive project.**

Draft government documents sections in State Library Strategic Plan.

Complete State Library records retention schedule.

Plans - Professional activities:

Revise draft of new stipend for Subject Specialists Section, LLA.

SLA chapter Secretary beginning July 2005.

GODORT records to LLA archives.

Submitted May 2005, Ferol Foos, Recorder of Documents