

MINUTES

Louisiana Advisory Council for the State Documents Depository Program

May 12, 2006

Southeastern Louisiana University, Hammond, LA

Louisiana Tech University, Ruston, LA

Council Members Present in Hammond: Lori Smith (Chair), Michele Pope, Ken Tillman, Frances Thomas, Sheila Floyd, Ferol Foos, Judy Smith.

Council Members Present in Ruston: Howard L. Coy, Jr.

Council Members Absent: Robert Claitor, Margaret Lane, Henry Tillman, Pat Ferguson, Faye Phillips, Thomas Eubanks.

Others Present in Hammond: Lora Amsberryaugier, Sean Benjamin, Jean Jones, Marsha Aucoin, Melanie Sims.

Others Present in Ruston: Donna Vavrek, Mary Linn Wernet, Gail Kwak, Brantley Cagle, Paula Singleton.

Lori Smith called meeting to order at 1PM.

I. Welcome & Introductions.

II. Minutes from 11/11/05 meeting were approved.

III. Old Business:

A. Ferol reported that the *Louisiana State Documents Depository Program Plan* is done and has been sent to the depositories in the May 2006 shipment. It will soon be put on the State Library website.

B. The Training subcommittee was temporarily disbanded until the Katrina crises period ends.

C. Lori Smith presented the draft Logo/Symbol solicitation flyer. The draft will be amended to include a note saying that we reserve the right to decline all entries if necessary and reopen the contest, and that submissions of designs should be in small, medium and large for better printing resolution. The flyer was then approved. The contest will be held in September and October 2006. The Logo/Symbol Committee will make a recommendation to Ferol Foos, who will make final decision, but the State Library should approve the decision. The state printer shall be consulted before the final decision as to the design's ease of use in reproduction. Lori will spearhead marketing of the contest. Ferol Foos will add a link to the State Library website to market the contest.

D. Ferol Foos gave an update on cataloging public documents. One professional, who mainly catalogs AV materials, spends a small percentage of her time doing state documents. Paraprofessionals with limited training are doing most of the work. They

will try to fill open cataloger positions. There is a big push to complete serial records, including holdings. Ephemeral material is not being cataloged at this time.

E. Ferol Foos handed out an updated list of schools and their damage. We need to hear from damaged libraries about what they need to replace. We would like to know when damaged libraries will know what they need and what their needs are. Discards should not be thrown out until we know what damaged libraries need but the length of time that discards will have to be held is yet to be determined. Ferol CAN replace some copies, especially later editions of *Public Documents* and *Official Publications*.

IV. New Business

A. Procedures for assisting damaged libraries: After considerable discussion, it was decided that all libraries should wait until January 2007 to discard anything except for superseded material. Federal depositories will wait until January 2007 as well. New discard procedures will be issued.

B. Michele Pope agreed to be reappointed to represent special libraries. Mary de Majo was nominated to represent library users. Lori will contact her to make sure she's willing to serve. Nan Abbiattia from the Louisiana Department of Education was nominated to be the representative for state agencies. Ferol will contact her. If Mary and Nan agree, Ferol will submit their names to the State Librarian, along with Michele's, to be reappointed.

C. Should LaDocs numbers be assigned to non-depository titles? Ferol has been assigning them to fugitive documents discovered in LSU's vertical files. All agreed that these titles need to be assigned LaDocs numbers and also reflected in the official bibliographic record. Ferol said that the State Library catalog has become the source of the bibliographic record, but she didn't want to put records in the catalog for documents not held by the State Library. It was eventually agreed that LSU will send photocopies of the documents to Ferol so they can be included in the State Library catalog.

D. Board and Commission Minutes: After some discussion it was agreed that only the law libraries need Board and Commission minutes. Therefore, Ferol decided that minutes will no longer be sent to non-law libraries. The minutes will only be sent to historical depositories and law libraries.

E. A committee was appointed to review and revise the Superseded List. The members are Melanie Sims, Mary Linn Wernet, Judy Smith, and Ferol Foos.

F. Retention and weeding policy: The current policy is not clear on whether or not duplicate copies in historical collections have to be listed before discard, nor on how long exchange lists must remain open for requests. After some discussion, it was agreed that the policy should encourage historical depositories to offer any duplicates they weed that are not ephemeral, and that 4 weeks is the length of time to be used for exchange lists.

G. Disposition of "Extra" copies kept by the Recorder's Office for claims: Ferol will note on shipping lists those titles of which she has extra copies so that depositories can submit requests to receive a copy after the three-month period for claims has expired.

H. Procedures for handling recalls of publications by an agency: When Ferol gets a corrected copy from an agency, she will indicate in the LaDoc number that it is a corrected copy.

I. Does anyone print web-only documents? Howard Coy and Michele Pope indicated that they sometimes do this.

V. Ferol provided a report that included old minutes.

VI. No announcements.

VII. No general comments from Library Users.

VIII. The next meeting will take place on November 3, 2006 in Lafayette at a location to be determined.

IX. The meeting was adjourned at 3 p.m.