

May 11, 2012

USGS/National Wetlands Research Center

Advisory Council of the LA State Documents Depository Program

10:00 a.m.-12:00 p.m.

Minutes



## Members & Guests Present

1. Linda Broussard- **USGS Library**
2. Miriam Childs- **Law Library of LA**
3. Karen Cook- **McNeese State University**
4. Howard Coy Jr.- **Vernon Parish Library**
5. Elizabeth Elmwood- **Xavier University**
6. Allen Enger- **Department of Children & Family Services**
7. Ferol Foos- **State Library of LA**
8. Rita Franks- **La Tech**
9. Angela Graham- **Nicholls State University**
10. Lesli Gray- **State Library of LA**
11. Hallie Hankel- **Jefferson Parish Library**
12. Charlotte Henderson- **Southern University Law**
13. Sonnet Ireland- **UNO Library**
14. Harold Isadore- **Southern University Law**
15. Hayley Johnson- **David Poynter Library**
16. Stephen Kuehling- **New Orleans Public Library**
17. JoAnn Palermo- **LSU**
18. Elizabeth Parish- **Louisiana College**
19. Michelle Pope- **Loyola Law Library**
20. Carla Pritchett- **Tulane Law Library**
21. Melanie Sims- **LSU Law**
22. Lori Smith- **Southeastern LA University**
23. Elaine Smyth- **Louisiana State University**
24. Lynette Tamplain- **Nicholls State University**
25. Cassie Thibodeaux- **USGS Library**
26. Quiana Wright- **State Library of LA**

## Absent:

Paula Bryers- **La Dept. of Economic Development**

- I. Welcome and Introductions: Lori Smith welcomed everyone and introductions were made around the room.
- II. Approval of Minutes from the November 4, 2011 meeting: Wright moved to approve minutes. Sims seconded. Motion passed.

### III. Old Business:

#### A. Council Membership-

##### 1. 2012 Class-

- Allen Enger- Library Users
- Paula Bryars- State Agencies
- Harold Isadore- Special Libraries
- Hallie Hankel- Public Libraries.

Lori Smith asked for recommendations.

##### **Library Users:**

Allen Enger (DCFS) volunteered for reassignment. Council recommends.

##### **State Agencies:**

Karen Cook volunteered. Council recommends.

##### **Special Libraries:**

Harold Isadore volunteered for reassignment. Council recommends.

##### **Public Libraries:**

Hallie Hankel declined reappointment on the grounds that she does not receive many documents anymore and would rather someone who deals with it more man the position. St. Tammany Parish Library was recommended. Foos said she would look into it.

##### 2. Council Officers-

The Council recommended the following individuals for office:

- Elaine Smyth- Chair
- Karen Cook- Secretary
- Chair Elect- to be selected later.

### IV. New Business

#### A. Revisions to the Louisiana Administrative Code (Title 25)-

Lesli explained the reasons for the revisions. Title 25 had not been revised since 2002 and the language needed to be changed up a little. The state document section is a little more elaborate than it has been in the past. Solicited feedback and suggestions.

Elaine Smyth said it was very good.

Lori Smith expressed the following concerns:

- Clarification of the language concerning the definition of “Graduate Librarian & Graduate degree”
- 4305: Clarification of language concerning “document access”. Lesli said she would work on it to make it clearer. Smith also thought that “document access” included the LA Digital Library, but Lesli reminded that photographs do not come through the depository, so that access will not be affected.
- Lesli stated that many of the issues that we are having will go away with the emergence of agencies “digitizing” more and more documents.
- It was suggested that the term “deposit” be changed to “provide access to” to make the language clearer.

- Smith also suggested wording change in Sec. 4307 “to be deposited” to possibly “to be accessible via...”
  - In section 4311, Gray stated that she is trying to get agencies to provide pdf files as opposed to providing URLs to where the document is located on the web. We can accept any format the agency is used to providing, but we prefer pdf.
  - In section 4501 Smith asked if Louisiana Tech could be added as an historical complete depository. Gray said she would check into it.
  - In section 4503: Smith suggested to add a note about depositories being able to supersede and withdraw documents
- V. Recorder of Documents Report- Ferol Foos
- Report is attached to minutes for review.
- VI. Reports from Individual Depositories
- A. Miriam Childs- “We are Weeding!” Weeding everything prior to 2006. Miriam is then looking at it and deciding if she would want to catalog it or not. If not, they will be offering to other depositories.
- B. Karen Cook- Nicholls is also weeding a great deal due to a huge renovation. They hope to be completed by the end of the summer.
- C. Nicholls is hiring a new Gov. Document Librarian. They have gone through lots of interviews and hope to have a final candidate soon.
- D. NOPL has found funding to bind documents.
- E. JoAnn Palermo- is swamped and is only offering documents for 2 weeks at a time because she doesn’t have any additional time to spare for the lists.
- F. Xavier’s Director is leaving next February and there is no Associate Director to fill that position. They will keep us posted on any changes.
- G. Southeastern did not receive the grant to digitize their student newspaper, and they are also weeding.
- VII. General comments from Library Users
- A. Nothing to report
- VIII. Next Meeting
- A. The next meeting will be held November 9, 2012. We will have a new location for our meetings, and it will be announced prior to the next meeting. State Document Council will meet in the afternoon.
- IX. Adjourn
- A. Meeting was adjourned.

## Recorder of Documents Report Spring 2012 (Nov 2011-April 2012)

Louisiana State Documents Depository Program Advisory Council Meeting 5/11/2012 10:00-noon

Staff: The Recorders Office is now organizationally part of the State Library Technical Services Section, moving to the 2<sup>nd</sup> floor amidst Tech Services offices in February. Christine Thurman transferred to a newly vacant position in Tech Services. She continues work on Louisiana and federal documents until the Recorder's assistant position is approved and filled. Ferol Foos returned to work fulltime April 9. The only cataloger at the State Library leaves May 31 for the Tulane Law Library. Two State Library reference librarians have temporarily moved to provide more manpower—one in Tech Services, one in the Talking Books & Braille Library.

Depository Inspection visits: 0; worked with 2 new Louisiana documents depository libraries' staff.

Liaison visits: 0

Withdrawal lists approved: 11

Claims: 4 in March for delivery errors of Nov 2011 shipments (US mail & Statewide delivery system). Provided replacement documents. 1 claim in April, 1 in May 2012.

Publications: 6 State Library Tech Services *Shipping Lists*, Oct 2011 – Mar 2012.

3 State Library Tech Services *Harvest Lists*, 2011 Third Quarter – 2012 First Quarter.

4 State Library Tech Services *Lists of Titles Added to the Digital Archive*, 2010-2011 Cumulative - 2012 First Quarter.

2010/12 Selection List.

Document shipments: Starting with the March 2012 documents, budget limitations have restricted La documents to the Statewide delivery system for all depositories except Poynter Legislative Research Library (hand delivery), Library of Congress (prepaid), and Law Library of La (U.S. Mail; not on Statewide service). Beginning with April receipts, Statewide shipments will be in orange bags. All Statewide deliveries will be to the specific library on the address label, usually within 2-5 days.

Please make any claims as soon as you identify missing items. Let us know about very slow deliveries or deliveries to wrong sites.

Selection List: The 2012 *Selection List* was distributed in April. The new form had some advantages however the new option of selecting paper or digital format for the 17 dual-format Core Collection titles was not clearly explained. The next *Selection List* will be 2015. Please send suggestions to the Recorder's Office.

As of 4/24/12, 35 of the 38 Depositories completed their Lists; Library of Congress (39<sup>th</sup>) doesn't select. Results of dual-format core title selections:

All digital 2 only-core, 3 selective = 5

All paper 5 only-core, 9 selective + LaTech unofficial historical + State Library historical (both copies paper) = 16

Some digital-some paper 6 only-core, 8 selective + LSU historical (1 digital, 1 paper) = 15

Semiannual letters will be emailed to agencies, public academic institutions, boards and commissions in May 2012 after the results of depositories' 2012 selections have been transferred to the 2012 Agency Distribution Charts.

Superseded List: Received only a couple of questions about the 2010 (2011 slightly revised) List.

Core Collection List:

[http://www.state.lib.la.us/images/stories/Depository\\_Lib\\_Program/2012\\_LSDDP\\_Core\\_List.pdf](http://www.state.lib.la.us/images/stories/Depository_Lib_Program/2012_LSDDP_Core_List.pdf)

New title *Occupational Projections ...* ; Executive Summary for ...

L 1.2: Proj/ date/region/# ocn319163718 print

[http://www.laworks.net/LaborMarketInfo/LMI\\_OccProjEducation.asp?years=20082018](http://www.laworks.net/LaborMarketInfo/LMI_OccProjEducation.asp?years=20082018)

Became only-digital with 2008-2018 edition. Louisiana Workforce Commission, Office of Occupational Information Services, Research and Statistics Division. It was not identified as only-digital in 2010 Core List.

The 2004 list had 36 titles. The 2010 list has 42 titles; 12 titles were added; 4 were dropped or ceased; 3 titles had changed; 3 are not digital; 21 are only digital; 19 core titles are digital and paper.

3 title changes:

INFECTIOUS DISEASES IN LOUISIANA / Infectious Disease Surveillance Report

[formerly: Infectious Disease Epidemiology Annual Report]

LOUISIANA TOUR GUIDE [formerly Louisiana Travel Guide]

LOUISIANA HUNTING AND WILDLIFE MANAGEMENT AREA REGULATIONS [formerly Louisiana Hunting Regulations]

3 titles not digital:

LOUISIANA ECONOMIC OUTLOOK

LOUISIANA ROSTER OF OFFICIALS

OFFICIAL PUBLICATIONS: LIST OF PUBLIC DOCUMENTS OF LOUISIANA through 1995

4 titles dropped or ceased:

LOUISIANA ARTISTS ROSTER

LOUISIANA CULTURAL RESOURCES DIRECTORY

LOUISIANA LIBRARY DIRECTORY

STATISTICAL ABSTRACT OF LOUISIANA

Advisory Council: The State Librarian approves recommendations for new members and/or extended terms, July 2012 – June 2015. She will send letters thanking members leaving Council June 2012 and welcoming new members for July 2012. Recorder will send new member packets, including State Plan, recent meeting minutes, website address, current member list, etc.

3-year terms ending June 2012:

Library Users – Allen Anger

State Agencies – Paula Bryars

Special Libraries – Harold Isadore

Public Libraries – Hallie Hankel

Digital-Only publications: The State Library subscribes to the OCLC Digital Archive system which is hosted by OCLC. It has redundant backup. OCLC guarantees hardware and software upgrades which will preserve the DA contents forever. An additional advantage is public access to fulltext publications 24/7 from any computer or comparable electronic device.

Beginning July and September 2011, Legislative Auditor reports and Inspector General reports became digital-only, entered into the Digital Archive. Before that, the Depository Program had received 3 paper copies of audits and 1 to 4 copies of Inspector General reports.

In mid-2011, we switched to digital-only format for board/commission minutes because most agencies were making printed copies just for their members and the Depository Program. The Depository Program had received 1 to 5 copies of minutes which were distributed to the Historical Depositories: LSU-BR and the State Library plus Louisiana Tech. Some additional copies of minutes went to law libraries.

The State Library harvests the digital-only documents into the Digital Archive with a catalog record, making them publicly available. For serial titles, the State Library will close any existing former paper format records when digital-only titles are in the Digital Archive, linking paper and digital format records. This will all be announced in the quarterly *Harvest Report* or *New Titles Added to Digital Archive*. When appropriate, the changes will be listed in the *Shipping List*. Selective Depositories may add any records they want to for the digital titles.

The State Library Tech Service staffing shortage continues to slow completion of *Shipping Lists* and delay harvesting digital-only documents. As of April 2012 there were 8715 items in the Digital Archive and 1500+ titles waiting to be harvested. State Library is requesting permission to fill openings.

During 2011 the Legislature changed the format of Reports to the Legislature to one paper copy for Poynter Legislative Research Library with a digital copy. The reports are added to the State Library Digital Archive collection so they are available to the public. Prior to the change the State Library normally

received only 3 paper copies of reports to the Legislature. Reports to the Legislature are not official depository items but are available for the public. The reports will no longer have LaDoc numbers or appear in Depository bibliographies.

Depository Libraries' status: In their 2012 *Selection Lists*, Southern University-BR and Jefferson Parish East became core-only depository libraries. Dillard moved from core-only to selective.