

June 5th, 2009

USGS National Wetlands Research Center

**Advisory Council of the LA State Documents Depository Program 10 – 12 pm
Minutes**

Members and Guests Present:

Patricia Birkett – LDEQ Library (State Agencies Representative) (Chair)

Rebecca Blakeley – McNeese (Secretary)

Sonnet Brown – UNO

Miriam Childs – Law Library of LA

Karen Cook – ULM

Howard Coy Jr. – Vernon Parish

Cynthia Dubois – Nicholls

Pat Ferguson – Shreve. Memorial (Public Libraries Representative)

Ferol Foos – State Library, Recorder of Documents

Rita Franks – LA Tech

Hallie Hankel – Jefferson Parish Library

Charlotte Henderson – Southern

Rose Herbert – SUCL

Harold Isadore - SUCL

Gail Kwak – Northwestern

Brandy Mire – SLIS Student

JoAnn Palermo – LSU

Gerald Patout – LSU Eunice

Michelle Pope – Loyola Law (Special Libraries Representative)

Carla Pritchett – Tulane Law

Brandon Reill – LSU/SLIS Student

Melanie Sims – LSU Law (Special Libraries Representative)

Paula Singleton – Xavier

Judy Smith – State Library (Historical Depository)

Lori Smith – SELU (Academic Libraries Representative)

Elaine Smyth – LSU (Historical Depository)

Cindy Stockard – State Library

Quiana Wright – State Library

Absent:

Marlene Bishop LSU Health Sciences Center – (Special Libraries Representative)

Clark Forrest – LA Dept of Economic Development (Library Users Representative)

Stephen Kuehling – New Orleans Public Library (Public Libraries Representative)

Catherine Simpson – LA Office of Group Benefits Library (Users Representative)

Frances Thomas – Poynter House Research Library (State Agencies Representative)

I. Welcome and Introductions – Patricia Birkett welcomed everyone and introductions around the table were made.

II. Approval of Minutes from November 14th, 2008 – Rita Franks moved to approve the minutes. Lori Smith seconded. Passed.

III. Old Business – Council Membership Vacancies: Need to be filled by July 1st, 2009.
Chair-elect nominations: Lori Smith was nominated and elected.

July 2009 – June 2012 Positions to be filled:

Public Library - Rep. Hallie Hankel, Jefferson Parish Library

Special Library - Rep. Harold Isadore, Southern University Law Center

Library Users - Judy Smith, retired from LA State Library

State Agencies Rep. - Paula Bryars, Department of Economic Development

Ferol motioned to vote for these 4 nominee reps. to fill these positions and Judy Smith seconded. Passed.

IV. New Business

- Not have to offer discarded ephemera: Ferol Foos
 - Selection list draft ready and it includes the option to exclude ephemera. Ephemera will have brief records if you decide to keep receiving them.
 - You also don't have to offer ephemera discards anymore, based on a guideline and the definition of ephemera. No one present at the meeting wanted to look at a discard list for ephemera.
 - Therefore, keep ephemera for next 6 year cycle. Then withdraw them (but with no discard list).
 - Commencement exercise brochures and award ceremonies brochures are *not* ephemera. These must be kept for 6 years and when withdrawn, offer them on discard lists.
 - Ferol will announce this formally on Bayoudoc-L.
- Options for reduced budgets/staff: Ferol Foos, Rita Franks, Stephanie Braunstein, et al.
 - "Electronic only" for state documents could become an option for those without staff or short staffed (i.e. LSU Eunice is beta testing this option). LSU Eunice is currently "core only" status (36 titles, 34 available electronically using PURLs). Other two titles are received in paper and kept 6 years. Legislation needs to be changed if one was to become electronic only beyond the core titles.
 - Rebecca said Federal document binding is more of a concern but with state docs, binding is not really a problem yet, but some items will be deselected during the next item selection period.
 - Cynthia Dubois created a vertical file for materials that ordinarily get brief records (ephemera, small monographs, or anything that isn't a serial).
- Options for libraries who can't afford to bind: Melanie Sims
 - Various suggestions included using binders, vertical files, archive boxes, laminate outer cover, heavy duty staple for loose leaf sheets (one staple per year).
- Selection option to acquire all annual reports: Michelle Pope, Ferol Foos
 - Even if you don't select an agency, you would still get an annual report only from the agency you don't select (i.e. a certain University or Health Dept.). Some seemed interested in this option. With the budget situation, will agencies still be required to submit Annual Reports? Are they online only?
 - Ferol will inquire with the agencies on what is in print vs. online and if they are willing to take part in this option.
- Should withdrawn board/commission minutes be offered?: Ferol Foos
 - Only Law and Historical receive them. Consensus at the meeting is that no discard list is needed. Ferol will announce this formally on Bayoudoc-L.
- Schedule of State Depository Council meeting from mornings to afternoons?: Frances Thomas
 - During legislature sessions, it is easier for the staff to leave in the afternoon to come to the council meetings. We have rotated the time shifts for state/federal every other meeting, but we will permanently switch the time each spring that the state council

meets in the afternoon. Fall – State Dep. Council in morning; Spring – State Dep. Council in afternoon.

- Archive-It: Rebecca Blakeley
 - Rebecca did a mini-trial in Nov. '08 for harvesting and archiving Louisiana .gov websites. Hard to have a more formal 6 month trial with the State Library because of the legislation (would need to be changed to define entire websites as public docs). Rebecca handed out screenshot handouts for everyone to look at. Free webinars about it on the Archive-It homepage. Might be an option to look into in the future.

V. Reports

A. Outreach Committee: Cynthia Dubois

- Due to the legislation changes involved, it may be impossible to create a rural outreach program. Committee does not need to go to GODORT because they have a sharing plan/borrowed housing agreement already for federal (See last year's minutes) but not state. Would've been nice to have a rural outreach program for small libraries that can't afford to be state depositories.
- Could we do a "super-selection" of an item/agency, asks Lori Smith. That option again goes into changing the legislation.
- If legislation was changed, need to decide what libraries need what or who are willing to participate.
- Grant from Dept. of Education about underrepresented libraries but you have to work with someone from the school board of that area and have material in the school library.
- Is changing the legislation necessary? Depends on how big the scope and interest is?
- Housing agreement and/or collection agreement?
- Now that electronic core is a possible option (although it is still in beta testing), this changes everything.
- The committee will re-group and re-discuss issue and ideas with those interested.

B. Superseded List: Judy Smith

- Judy announced that there are 2 specific issues with the superseded list: titles no longer published vs. titles only electronic. The list is cumbersome to update. Definition of what to supersede directly effects how we can select from discard lists. Or title changed so drastically that you think it is not on the list but should be. Eliminate inconsistencies and overlaps (i.e. "Keep current" is same as "Keep latest edition").
- Lori Smith stated that "Serials" is a broad term and do we really want to give the option for keeping one year only for ALL serials? Newsletter vs. Journals vs. Annual Reports are all serials, but we have mostly newsletters in la state docs collections. Newsletters is a better term for the keep one year only option. Depends on each depositories' usage. What to offer after keeping only 6 yrs vs. what superseded to not offer.
- Judy will revise "monographs" and "serials" definitions and will discuss with Lori.
- Contact Judy Smith for feedback on the superseded list.

C. Recorder of Documents: Ferol Foos. Full report attached. Highlights:

- How many items still not complete from shipping lists of July 2008 – May 2009.
- Digital archive should be used or patrons will miss out on access to over 1/3 of the documents. The URLs are PURLs.
- State Library catalogers are now treating most audit documents as monographs and cataloger's titles with consolidated LaDoc numbers have been discontinued by State

Library technical services except for Dept. of Natural Resources Coastal Restoration e-only reports.

VI. Announcements:

Next meeting date – November 6th, 2009. Lafayette, USGS National Wetlands Research Center.

VII. Meeting adjourned at 12:03 pm.