

LOUISIANA ADVISORY COUNCIL FOR THE STATE DOCUMENTS DEPOSITORY PROGRAM

November 15, 2002

A regular meeting of LACSDDP was held via teleconference. Singleton called the meeting to order at 10:15 a.m.

Persons who attended the meeting at the University of Louisiana Lafayette Conference Center were:

Council Members - Paula Singleton, Chair, Xavier University; Ferol Foos, Recorder of Documents, State Library of Louisiana; Lori Smith, Southeastern Louisiana University; Rodney Smith, New Orleans Public Library; Frances Thomas, Poynter Legislative Research Library.

Other Persons - Mary DeMajo, New Orleans Public Library; Rose Herbert, Southern University Law Center; Sheila D. Floyd, Southern University Baton Rouge; Frances Fontenot, Louisiana Association of Business and Industry; Maureen Olle, Louisiana State University; Brantley Cagle, McNeese University; Sandy Himel, University of Louisiana Lafayette; Georgia Chadwick, Law Library of Louisiana.

Persons who attended at Louisiana Tech University in Ruston were:

Council Member - Howard Coy, Vernon Parish Public Library.

Other Persons - Donna Vavrek, Louisiana Tech University; Gail Kwak, Northwestern State University; Martha Wooden, University of Louisiana Monroe; Nickie Blackwelder, Louisiana Tech University; Charlotte Brown, University of Louisiana Monroe; Kathy Hix, Louisiana College; Dr. Terry Martin, Louisiana College; Fred Hamilton, Louisiana Tech University; Mary Shively, Louisiana Tech University.

Council Members Absent: Nancy Underwood, Faye Phillips, Judy Smith, Michelle Pope, Margaret Lane, Robert Claitor Sr., Thomas Eubanks.

Minutes of the May 10, 2002 meeting were not available. Singleton or J. Smith will post them on Bayoudoc for approval.

Since the non-librarian members of the Council are likely not subscribed to Bayoudoc, it was agreed that Council members should also get a personal e-mail with the minutes and that future meeting announcements should be sent directly to Council members as well.

UNFINISHED BUSINESS

L. Smith asked if Council members had been appointed as proposed at the May meeting. Foos said they had been and that she would post a current list of Council members on the State Library web site.

Vavrek suggested that a session should be held at LLA to discuss documents processing and cataloging in SIRSI. Doris Hutson was suggested as a possible speaker. L. Smith pointed out that the libraries with SIRSI now have more options for sharing cataloging records due to SIRSI's Smartport feature. There was general agreement that a session on cataloging at LLA was a good idea.

NEW BUSINESS

Depository Inspections -

Coy asked several questions about the depository inspections that are done by the Recorder of Documents. Foos said she is now trying to visit/inspect the depositories that were never visited by Danny Gillane or Stacey Hathaway-Bell. There is a form in the *Louisiana State Documents Depository Manual* that lists the aspects of depository operations that Foos will ask about on her visits (Appendix H). After the inspection the depository receives an evaluation form (Appendix I in the *Manual*) and a written report. Foos said she's hoping to visit one library each quarter in 2003. Coy and others asked how much advance notice of the inspection they would be given. After some discussion, it was agreed that at least six weeks notice would be desirable. Vavrek suggested that Foos publish a schedule of the libraries she plans to visit. (A draft copy of that schedule is attached to these minutes.)

Vavrek asked if holdings of Core List titles would be examined in an inspection. She said there was at least one title on the Core List that Tech had never received. Foos agreed that the Core List likely needs to be revised. It was agreed that the revision of the Core List will be added to the agenda for the Spring meeting.

Monthly Shipping Lists -

Louisiana Tech had previously asked Foos to increase the size of the font being used on the lists and Foos reported that this has been done. Foos was asked why the URL's on the list sometimes refer to the agency rather than to a specific document. Foos responded that the list includes the basic agency URL and whenever one is available, a specific URL for the document as well. Field labels identify which is which. Foos said that the State Library might again be able to begin supplying printed copies of the shipping list in the final shipment of the month if the depositories wanted this. It would slow down delivery of the final shipment for a few days. A vote was held and those attending were unanimously in favor of printed lists being again included with the final shipment of the month. [Update from Foos on 11/18/02: In 2001, the Recorder and State Library administration agreed to discontinue printing the shipping lists to utilize electronic capabilities and save the 17,500+ sheets of paper to print the 420 copies per year. The PDF format begun in 2002 provides a very legible printout. The State Library administration requests that the shipping lists continue as electronic publications. If a depository library cannot access the web site or does not have the capability to print the shipping list, the staff should contact the Recorder's Office to arrange for a paper copy for that month.]

Shortages and Claims -

Vavrek said she had been surprised to see how many state documents they should be getting but aren't. Foos agreed that since Tech is unofficially an historic depository, she will begin sending them the 4th copy of documents rather than the 5th. (She'll send Tech a copy before she sends a second copy to LSU.)

Foos said she encourages depositories to claim titles they select but don't receive. Even if she can't supply a copy, she can use the claiming statistics as ammunition in her requests to agencies to send more copies. She's trying to visit one agency each month to encourage them to supply more copies for depositories. Anecdotal evidence from depositories can be useful in her discussions. (Later in the discussion Foos clarified her stance on claiming. See the "Recorder's Office Copies" section below.)

Electronic Documents -

Foos explained that for documents that are "born-electronic," the Recorder's Office is printing out one copy for use in compiling the shipping list. The title is included on the monthly shipping list with a URL and depositories are expected to download or print their own copies as desired. The State Library will not make copies for distribution. By the second quarter of 2003, the State Library hopes to have a server up and running that will allow them to archive some electronic documents. They hope to start creating the shipping list in Horizon in early 2003. The entries will eventually provide access to full-text electronic documents archived on the State Library's server.

Subject Headings and LaDoc Numbers -

After a discussion of the importance of the Library of Congress subject headings currently being included on the shipping lists, it was determined that several depositories are using the headings. It was also determined that several depositories are using LaDoc call numbers to arrange their collections. Even though it delays the list about a week, they would like to continue getting both the headings and the LaDoc numbers. Foos agreed to continue including them.

Centralized Cataloging -

Foos reported that a new cataloger at the State Library is supposed to focus on state documents. With this person in place, the State Library would be in a better position to provide centralized cataloging of state documents. Coy suggested that the Council send a letter to Tom Jaques stating that cataloging of documents for the depository program should be done centrally by the State Library and recommending that this new position be dedicated to that goal. Singleton agreed and made a motion to that effect, which was seconded by Coy. The motion passed. Coy agreed to draft the letter.

Selection Changes -

L. Smith asked Foos when the selection changes she submitted in May would be going into effect. Foos said that agencies would be notified about the changes in November and she hoped the changes will actually start in January 2003. L. Smith asked if a note could be put on the shipping list to let depositories know when the changes take effect and Foos agreed to do so.

Recorder's Office Copies -

Foos reported that with the 2002 selection list changes they will no longer be asking agencies to supply extra copies of documents for the Recorder's Office to keep for filling claims. The Office received only 40 claims for 9036 titles in 2001, and 13 claims to date in 2002 for 4119 titles. The unclaimed copies are discarded at the end of each year. Foos said it seemed wasteful to request extra copies that will most often be discarded.

Singleton suggested that the Recorder's Office should list these documents and offer them to depositories before discarding them. Depositories might welcome the opportunity to get some useful titles they didn't select.

L. Smith pointed out that Southeastern selects about 80% of the state agencies, but only receives about 38% of the titles that appear on shipping lists. She said she had long had the impression that depositories were not supposed to claim from the Recorder but directly from the agency. She asked Foos if Southeastern should now claim from the Recorder all titles selected but not received. Wooden added that she thought depositories weren't supposed to claim anything from the shipping list when it was indicated that an insufficient number of copies was received by the Recorder.

After additional discussion, Foos confirmed that she would like depositories to claim only those titles that indicate on the shipping list that a sufficient number was received. However, she would like depositories to let her know about any titles they really need but did not receive because the agency didn't supply sufficient copies. If the shipping list indicates a shortage for a title, depositories should then request a copy directly from the agency. When doing so, they should be sure to explain that they are claiming a copy due to the Recorder's Office not getting the number required for the program.

Vavrek asked Foos if she could supply a list of agency contacts for use in claiming directly from the agency. Foos agreed to post her liaison list. [Update from Foos on 11/18/02: Since her list includes non-official liaisons, she decided it shouldn't be posted on the web site. A copy is attached to these minutes.]

Frances Thomas reported that the State Auditor publishes a list of contact names for Boards and Commissions. A link to the list appears on the Legislature's web site at <http://www.legis.state.la.us>. Select "Boards and Commissions" from the menu on the left.

LLA Conference Update -

Maureen Olle, Vice-Chair/Chair-Elect of LLA GODORT, reported on programs planned for the conference. John Phillips from Oklahoma State University will speak at the Breakfast on rare documents. Paula Singleton, Donna Vavrek, and Lori Smith will present a session on outreach. The proposed program on cataloging may also be offered.

Issues Facing Depository Libraries -

Singleton had compiled a list of topics for discussion, but as time was running short, she simply read the list and said she'd post it on Bayoudoc.

ANNOUNCEMENTS

L. Smith announced that she had completed the manuscript for her book and had submitted it to the publisher, Oryx Press, on August 31. The book will be titled *Tapping State Government Information Sources* and it's supposed be available in Fall 2003.

The new Documents Librarian at Nicholls State University is Amy Duncan.

DATE AND LOCATION OF NEXT MEETING

Frances Thomas asked if Spring meetings could be held in or near Baton Rouge and Fall meetings elsewhere. She pointed out that it's difficult for agency representatives to get away from Baton Rouge in the Spring due to the activities of the Legislature. After additional discussion, it was agreed to hold the Spring meeting as a teleconference on May 16, 2003. The two locations will be LSU in Baton Rouge and Louisiana Tech in Ruston. A tentative agreement was made to hold the Fall 2003 meeting in Alexandria.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:55 a.m.

Lori Smith and Ferol Foos reporting. (Revised draft 12/6/02.)