

Louisiana Advisory Council for the State Documents Depository Program
Minutes of the 11/12/04 Meeting.

The Louisiana Advisory Council for the State Documents Depository Program convened November 12, 2004 for the Fall teleconference meeting at 10:00 a.m. in the University of Louisiana at Lafayette Conference Center and at Louisiana Tech University, Wylly Tower.

Attendees in Lafayette: Lori Smith, JoAnne Palermo, Anne Smith, Rodney Smith, Cheryl Adams, Pam Tabor, Henry Tillman, Lora Amsberryaugier, Elizabeth Elmwood, Sean Benjamin, Michele Pope, Margaret Lane, Ferol Foos, Frances Thomas, Thomas Eubanks, Debra Rollins, Brantley Cagle, Sheila W. Floyd, Rose Herbert; attendees in Ruston: Mary Shively, Howard L. Coy Jr., Charlotte Brown, Martha Wooden, Pat Ferguson, Sally Montgomery, Chris Kirkley, Gail Kwak, Donna L. Vavrek.

Chair Lori Smith opened the meeting with welcome remarks and introductions. Minutes of the 5/14/04 meeting were approved.

Old business:

No comments were made regarding appointment/re-appointment of council members. Smith said she would send the Council list to members and post it on bayoudoc. No one volunteered for the Chair-Elect position (to begin term in July 2006). Smith will ask for volunteers again at the Spring 2005 meeting. Regarding bylaws/guidelines, the committee appointed in May took no action.

New business:

A new committee, consisting of Ferol Foos, Frances Thomas, and Lori Smith, was chosen to draft a revision of the entire *Louisiana State Documents Depository Program Plan*. Attendees were asked to read through the *Plan* and point out areas that might need to be changed. The discussion revealed several sections that need revision. Technical standards --we should refer to the minimum technical standards used by federal depositories and provide a URL, but should not require libraries to follow the standards because many don't have the funds to purchase this type of equipment. The background section needs to be updated to reflect the depository status of the Library of Congress and to accurately reflect the number of depositories in Louisiana and their locations. The section on Authority and Responsibility should reflect that the state's depository legislation was updated in 2002. Under meetings, change the 2nd sentence to 'a time designated by the Library Council,' and cross out the 3rd sentence, since the State Librarian does not send out notices.

A section will need to be added to get the directors of state depository libraries to sign-off on the *Plan*. However, it was agreed that if the Council revises the appendices between major reviews of the *Plan*, the library directors will not have to sign off again at that point.

Foos advised attendees to keep older issues of the *Roster of Official State Agencies* for full information, although parent agencies change. A resolution honoring Virginia Smith was approved.

Recorder of Documents Report:

Inspection visits 4: Avoyelles, Rapides, Vernon PPL, Northwestern State Univ.

Liaison/agency visits 7: Northwestern State Univ of La., La. Heritage Center, Creole Heritage Center, Secretary of State, LSU-BR, Elections, La Housing Finance Agency.

Publications: Monthly Shipping Lists May – Sept 2004.

Semiannual letters to 321 agencies and institutions. 95 responses (30%) received as of 11/3/04. We are receiving a large volume of state documents as a result of the letter to agencies.

Withdrawal lists approved – 4 for 2 depository libraries.

| Monthly | Shipping List | | |
|----------|---------------|--------------------------|----------------------|
| MONTH | TOTAL TITLES | EXISTING CATALOG RECORDS | REQUIRED NEW RECORDS |
| Jan 2004 | 158 | 65 % | 35 % |
| Feb | 124 | 73 % | 27 % |
| March | 137 | 77 % | 23 % |
| April | 115 | 79 % | 21 % |
| May | 117 | 60 % | 40 % |
| June | 174 | 63 % | 37 % |

| | | | |
|--------|-----|------|------|
| July | 104 | 70 % | 30 % |
| August | 118 | 58 % | 42 % |
| Sept | 137 | 63 % | 37 % |

Will post state documents 1995 State Plan on website.

Convinced Dept. of Labor Secretary to appoint a liaison.

Persuaded EBR and Rapides selective depositories to remain in the program as core then met with the new EBR government documents librarian.

Changed distribution charts to reflect 2004 selection choices of depository libraries.

Revised agency mailing list, removing 126 to avoid duplicating efforts of new liaisons.

Message to depository libraries explaining how to update their catalog entries to reflect core collection changes from 2001 list to 2004 revision.

State documents archiving project meeting with LOUIS staff to elicit a proposal. Sent them sample electronic documents for trial on their database which uses CONTENTdm software. State Library administration decided to use CONTENTdm. Continue to “collect” electronic documents to archive. The project will begin with e-only or born digital documents and we are identifying more of those.

- **Generally, if the e-only documents are less than 150 pages, I print one copy on paper. For longer documents, I print the cover/title page if there is one, the table of contents and any summary, to use to create the Monthly Shipping List. These are sent to the State Library depository collection.**

Continued to consolidate master list of LaDoc numbers used, resolving overlapping numbers and multiple numbers per title as current needs turn up.

Met with Senate Study Resolution no. 204 Committee (# 3 in 2003) in Oct. The study proposal was focused to giving legislators a choice of receiving new agency reports to the legislature in paper or electronic format. **The committee is now studying the cost of paper vs. electronic and volume of reports in state government and what other states are doing to archive electronic documents. My charge is to summarize what other states are doing to archive electronic documents and find cost comparisons of paper and electronic distribution and storage of documents.**

We have experimented with extractions of Jan 2003 – March 2004 and for PD 107 (Jan-June 2003)but found that the agency name was too inconsistent to arrange by agency without lots of time. In Jan. 2004, we began adding a MARC 592 field with the current agency name to state depository document records we open in the State Library catalog. Also, I began adding the 592 field to records from MSL Jan 2003 forward. I have gotten through April 2003, which leaves May-Dec 2003. I would try to make this a priority.

The State Library has subscribed to Marcive for federal document records. The Recorder of Documents Office has responsibility for processing fed docs but not selection or cataloging. However, this project will take a good bit of our time initially.

Reports of professional meetings:

Lori Smith will be presenting at ALA’s 2005 conference.

LLA GODORT is sponsoring three programs in the April 2005 LLA conference, including a breakfast presentation, ~~Judy Smith’s~~ Judith Haydel’s history of Louisiana documents, and Gail Kwak and Donna L. Vavrek will make a government documents presentation for school librarians.

Announcements:

The records of people who served on the legislature before 1880 (?) need to be compiled. Please check to see who served from your parish on the state legislature. Ebsco wants to index our newsletter for the LLA GODORT section.

The next meeting will be May 27th, 2005 in Lafayette. The Fall 2005 meeting will be in Alexandria. Smith will announce the locations once they have been determined.

Michelle Pope reporting.

11/19/2004