

MINUTES

Louisiana Advisory Council for the State Documents Depository Program

November 11, 2005
Louisiana College, Pineville, LA

Council Members Present:

Lori Smith (Chair), Howard L. Coy Jr., Pat Ferguson, Ferol Foos.

Council Members Absent:

Robert Claitor, Michele Pope, Henry Tillman, Ken Tillman, Thomas Eubanks, Francis Thomas, Sheila Floyd, Faye Phillips, Judy Smith, Margaret Lane.

Others Present:

Maureen Olle, JoAnn Palermo, Anne Smith, Brenda Vallenge, Donna Vavrek, Brantley Cagle, Lora Amsberryaugier (minutes), Sean Benjamin, Gail Kwak, Archie Adams, MaryLinn Wernet.

The meeting was called to order at 1:20 p.m.

The Chair, Lori Smith, thanked the representative of the host institution for allowing us to meet in the Louisiana College library.

Ferol Foos moved to approve the minutes from the May 2005 meeting. Pat Ferguson seconded the motion. The minutes were approved by acclamation. Addition to previous minutes should include Howard Coy, Jr. as attending.

Old Business

Chair-Elect - Lori Smith announced that Judy Smith had volunteered to be Chair-Elect of the advisory council unless someone else expressed an interest. There were no other nominations. Judy Smith was elected Chair-Elect by acclamation. Her term will begin in July 2006 through June 2008.

State Plan - Ferol reported that she had submitted the revised state plan to the State Librarian, Rebecca Hamilton. Once Hamilton has approved it, the plan will be sent out to all state depository library directors for their approval.

Training Subcommittee - No report. Ann Hasiuk can no longer chair the committee, but no one has stepped forward to lead the group. Lori Smith and Ferol Foos will ask Cheryl Adams to be new chair.

Logo Subcommittee – Draft guidelines for a logo contest were distributed. Lori Smith reported that the guidelines will be discussed at the next meeting. The State Library is not able to sponsor the \$100 prize. A former student worker of Smith's, who teaches graphic design, will get his students to submit entries and will assist with publicizing the contest. Lora Amsberryaugier recommended a 50/50 drawing among meeting attendees to

generate the \$100 prize money. (Each attendee would pay \$1 or \$2 and at the end of the meeting, someone would win half of the pot. The other half would go toward the contest prize.)

Cataloging of State Documents - Ferol Foos reported that the State Library has one cataloger. The cataloger has been moved from state documents to the main collection, but because there is no budget to purchase new materials, she may have time to work on documents. There is one paraprofessional cataloging documents. Judy Smith is not sending ephemera to be cataloged. These are only getting brief records. Judy Smith would like to see a shared cataloging agreement among libraries. Three libraries offered possible assistance in cataloging state documents: Tech, Southeastern and LSU (Linda Griffin, but only when she has time; LSU continues to outsource most cataloging). SELU creates only brief records.

Pat Ferguson reported that Shreve Memorial Library began adding state documents cataloging records into its catalog three weeks prior to this meeting. Lori Smith commented that shared cataloging needed open catalogs, but LSU doesn't allow this. Howard Coy commented that without subject headings, the records are useless. He said that all the federal and state documents are piece cataloged at his library with subject headings added to them. Lori Smith said that they would discuss this in more detail at the next meeting.

Ferol Foos announced that LSU-Alexandria has begun cataloging state documents.

Directory of Louisiana Cities, Towns, and Villages - Lori Smith has created an updated edition of this work. The Department of Transportation said that the work would have to be fact-checked before they would post it to their site. Smith asked Ferol Foos if it could be posted to the State Library website. Ferol will investigate this possibility. The last edition was printed in 1995. Lori used the United States Postal Service site to update Zip Code data. The discussion led to the changing demographics of the state due to the hurricanes. Donna Vavrek commented that the U.S. Census Bureau has a link to Katrina census data.

New Business

Depositories Damaged by Hurricanes Katrina and Rita - Ferol Foos has been working on a list of state documents depositories that were damaged by the hurricanes. She wants to create a database of what libraries need and who has materials to offer. The original idea was to have a combined state and federal materials database. The attendees at the federal documents meeting in the morning indicated a preference for two separate lists, one for state and one for federal materials. A place is needed to store donated documents. The Texas Library Association has a warehouse and 2 semi-trailers for storage but it is not accepting any more donations. The State Library is routing materials for public libraries to storage space in the Lincoln Parish Public Library building, and GPO is trying to locate a DOD warehouse in New Orleans.

Howard Coy asked if donated materials should be packed in call number order. He also wanted to know what people needed, because there are documents that he would be willing to give to another depository, but they would be items that he wouldn't necessarily want to discard under normal circumstances.

Concerns about libraries having to pay for shipments on the Statewide Transport Inc. courier service were discussed. Ferol said she would investigate the problems and get back to the group.

Donna Vavrek recommended that the damaged libraries create priority lists of the documents they need to replace.

Brantley Cagle stated that many of the agriculture and U.S. census documents from his collection have been lost. There were some titles such as the yellow sheet of cooperative extension that he would like to replace with CDs, but these titles haven't been digitized. The historical U.S. census back into 1700's is on a Virginia website; Donna Vavrek will check if data is to the local level. Several in attendance suggested that McNeese should have a high priority for donated documents because Lake Charles is so isolated while UNO and Tulane are both in New Orleans where other collections are intact. There was general agreement that interlibrary loan will need to increase because damaged libraries will need to borrow non-replaceable materials to meet users' needs.

Mary Lynn Wernet suggested that agency annual reports are the most valuable state documents to replace.

Photocopying materials was suggested, but digitizing would be preferred. Maybe some library could apply for a grant to digitize Louisiana documents, perhaps from OCLC. The State Library is currently winding up participation in the LOUIS consortium digitization grant. The State Library's focus was on WPA materials but other older pictures and text from the Louisiana collection were included.

A discussion ensued regarding an integrated, web-based needs and offers list for state documents. Steve Pomes had e-mailed the group with a short list of freeware programs that could be used for this endeavor. Responsomatic.com (it failed for Northwestern). and Freecycle were mentioned but. Maureen Olle suggested that someone look at what the University of Maryland has done with its federal docs list (Mary Ann Ryan). She stated that it is more interactive than the list that is used by LSU. It was generally agreed that a template should be developed to make submissions to the list consistent from one institution to another. People at the affected libraries are needed to monitor the lists.

Other ideas were generated regarding the federal depository option of selective housing agreements and long-term and indefinite loans of materials. Ferol Foos said she would look into this or overriding the 6-year retention schedule for the Louisiana depository program.

Nancy Faget from GPO has offered to come to Louisiana and has asked what we need. Unfortunately, many of the affected libraries are not yet accessible. It is too soon for us

to know the extent of the damage and what materials and help are needed. Her offer of help is welcome, but it is too soon. Brantley Cagle recommended that we enlist the aid of SOLINET and OCLC as well as GPO.

Donna Vavrek will contact Nancy and tell her that we desperately need help, but at this time there won't be a library that she can visit. She will request that Nancy provide help in obtaining assistance from other organizations and offsite storage. She will invite her to meet with the regional librarians and Ferol Foos. She is welcome to come now and in January when people are able to get back to their libraries.

Maureen commented that she would like to see them save money by not coming at this time.

Brantley Cagle said that we need to contact Bobby Jindal and other Congressional officials to make them aware of the library collection damage and our efforts to replace them.

Status of Libraries documents collections [updated as of 12/5/05] - St. Bernard public libraries can be considered an almost total loss. These documents collections are OK: Supreme Court, St. Tammany, Jefferson Parish and New Orleans Public. Damaged collections are McNeese, Tulane and UNO. The condition of documents collections are unknown for Delgado, Dillard, LSU Medical Center (collection did not get wet), Loyola Law (probably OK), SUNO, Tulane Law (probably OK), Xavier.

Decision: All libraries will keep discard lists, including superseded materials, until we have a new database(s). GPO will coordinate federal documents needs and offers. Ferol Foos will coordinate state documents. Ferol, Donna, and Maureen will oversee everything. Libraries should use Excel or Access to create lists. A top priority is for Ferol will develop a template for the fields needed. Complete titles should be listed, not just call number stems. Donna will write a letter to Nancy at GPO on Monday or Tuesday at the latest.

Frequency of Selection Updates - Ferol Foos proposed that the selection cycle for state documents be once every three years. This is as often as the agencies are able to handle changes in the number of copies to submit. The motion was approved by acclamation.

Core List Substitution - The *Louisiana Library Directory* is no longer available in paper. The council decided by group consensus to keep the directory on the core list of titles, but note that it is in electronic format only. There has been a 30% drop in submissions from agencies from August to September. Due to the impending budget cuts, many agencies will want to save money by not printing paper format at all.

LaDoc Call Numbers, Correct or Consistent? - Smith reported that she had noticed that LaDoc call numbers often fail to follow the pattern they're supposed to follow. (.1 numbers are annual reports, etc.) She asked the group if it was more important to them that the numbers be correct, or that they be consistent. The response from the group was that consistent is the best route. Brantley Cagle commented that there needs to be a good

reason to change call numbers, because some of these things have been cited. Changing call numbers could cause chaos. We should just make sure that the call number of the document matches the call number in the catalog/official bibliography. Ferol will see if her staff can create a current list of LaDocs classes and stems to the colon for a Council committee to review. This list has never been done before.

Report from the Recorder of Documents - Ferol Foos will append her report to these minutes. The cut-off of travel money has limited her travel to agencies in Baton Rouge. She will send letters to agencies in November reminding them of the depository program; each agency's letter will include a list of the documents each agency sent from June 2003 through Oct. 2005. It will also include a list of titles that haven't been received in the past two years, to see if they are still publishing them. She reported that libraries probably won't see many state documents for a good while. As part of a reorganization at the State Library, state documents now reports to the Louisiana Section, headed by Judy Smith.

Announcements - The Recorder of Documents Office has a terrific new assistant, Stephanie Souter. She was previously employed with the Louisiana Department of Social Services. In this position she headed up a shelter in Covington for 400 evacuees during and after hurricane Katrina. At times, she was the sole staff member working at the shelter.

The next meeting will be held May 12, 2006. Southeastern and Tech will be the host sites for a teleconference.

The meeting adjourned at 3:15 pm.
Lora Amsberryaugier reporting. 11/22/2005

Attachment:

**Recorder of Documents Report June-November 2005
Louisiana State Documents Depository Council Meeting 11/11/05**

Staff: Hired new student. Beryl Hawkins transferred within the State Library. A paraprofessional from Tech Srvs helped with state docs for two months. Stephanie Souter began as Lib Specialist III on 9/26/05.

Visits: Inspection visits:

Depository libraries: Only EBR since June 2004 [now restriction on travel money]
Liaisons: 7: (Economic Development [4 individuals], CRT [2], Creole Heritage Center, Natural Resources [3], Health & Hospitals [2], Elderly Affairs, Teachers' Retirement System)

Withdrawal lists approved: 13 (SELU-6, McNeese-4, Vernon PL, NOPL, Jefferson PL)

Publications: 5 (Monthly Shipping List: June -Oct. 2005)

Miscellaneous:

Semiannual agency letters delayed until Nov. because of aftermath. Letters will go out in Nov. with bibliographies of their submissions 2003 -June 2005. Also created

file for each agency's number of copies info which is merged into letter. Attachment is list of serial-type docs we have not received in last year or so.

As part of State Library **reorganization** to absorb canceled positions, the Recorder's Office was moved under the Louisiana Section, reporting to Judy Smith.

Began receiving 3 print and electronic **copies of agency/board/commission reports** to legislature as a result of R.S. 24:771(3) and 772 passed in April 2005. These are not defined as depository public docs but we have received some in the past. We are now including all of them as depository items. The electronic files will be archived so the reports are freely available to the public. The State Library catalog record will link to the fulltext document. Other libraries should be able to link also.

State **documents archiving** project: In Nov., State Library computer staff member will install CONTENTdm software, help us establish metadata, and begin electronic docs. Since we began creating brief records in the State Library catalog in Jan. 2003, the average number of new records required per month is 30%. The lowest was 17%, the highest 64%. **The number of docs submitted dropped by 1/3 from Aug. to Oct. with agencies focusing on aftermath activities and closed offices.**

Miscellaneous – Just plain miscellaneous:

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

Holding all unneeded extra copies of state documents and superseded/withdrawn federal documents for damaged collections.

Goals continue revision because of reorganization, aftermath and budget constraints.

Training: Agency safety meetings.

Professional activities:

Federal Depository Program Advisory Council secretary.

GODORT LLA chair: 4th quarter report; wrote draft procedure for Subject Specialists Certificate recognition.

LLA Executive Board: last quarterly meeting plus 1 ad hoc mtg. on Saturday.

SLA chapter secretary; board planning meeting.

Library Administrators Conference (State Library for public libraries).

Plans:

Continue state documents electronic archive project.

Complete editing PD 107-110.

Inspection visits to 4 depository libraries close to Baton Rouge.

Continue visits or phone calls to agencies.

Work with LACSDDP Training Committee on plan.

Complete draft government documents sections in State Library Strategic Plan.

Complete State Library records retention schedule.

Plans - Professional activities:

Revise draft of new stipend for Subject Specialists Section, LLA.

SLA chapter Secretary as of July 2005.

Ferol Foos 11/9/05