

November 4, 2011
USGS/National Wetlands Research Center
Advisory Council of the LA State Documents Depository Program
1:00 p.m.-3:00 p.m.
Minutes



Members & Guests Present

Allen Enger – LA Department of Children & Family Services (Library Users)
Gerald Patout – LSU-Eunice
Melanie Sims- LSU Law
Lori Smith – Southeastern (Chair /Academic Libraries)
Elizabeth Elmwood – Xavier University
Hayley Johnson- David Poynter Library
Howard Coy Jr.- Vernon Parish Library
Miriam Childs- Law Library of LA (State Agencies)
Elizabeth Parish- Louisiana College (Academic Libraries)
Charlotte Henderson – Southern University Law
Harold Isadore- Southern University Law (Special Libraries)
Lynette Tamplain – Nicholls State Univ.
Angela C. Graham – Nicholls State University
Michelle Pope- Loyola Law Library
Stephen Kuehling- New Orleans Public Library (Public Libraries)
Elaine Smyth- Louisiana State University (Historical Depository)
Rita Franks – LA Tech
Ferol Foos – State Library of LA (Recorder of Documents)
Carla Pritchett- Tulane Law Library (Acting Secretary) (Special Libraries)
Linda Broussard- NWRC USGS

Absent:

Quiana Wright (Secretary/Historical Depository)
Hallie Hankel- Jefferson Parish Library (Public Libraries)
Paula Bryars – Economic Development Library (State Agencies)
Sonnet Ireland – UNO (Library Users)

- I. Welcome and Introductions: Lori Smith welcomed everyone and introductions were made around the room.
- II. Approval of Minutes from the May 13, 2011 meeting: Pritchett moved Enger seconded to approve the minutes with a few amendments. Motion passed. (Typo on page 3 name spelling, Paula Singleton was not at the last meeting.) Ferol Foos read out the current members.

III. **Old Business:**

A. Council Membership- Lori Smith / Ferol Foos

1. 2012 Class-
 - Allen Enger- Library Users
 - Paula Bryars- State Agencies
 - Harold Isadore- Special Libraries
 - Hallie Hankel- Public Libraries.
2. 2013 Class
 - Miriam Childs- State Agencies,
 - Lori Smith- Academic Libraries,
 - Sonnet Ireland- Library Users,
3. 2014 Class
 - Elizabeth Parish- Academic Libraries,
 - Carla Pritchett- Special Libraries,
 - Stephen Kuehling- Public Libraries,
 - Ferol Foos, Elaine Smyth & Quiana R. Wright- Historical Depositories.

B. **Update on Revised State**

1. Ferol Foos led a discussion of the revision of the State Plan. She made some minor changes. The Plan should be revised every 5 years.
2. The procedure is that it gets sent to the State Librarian for approval.
3. The State Librarian approved the revised Plan. It was sent to all Depository Library Directors. It is published on the web site and sent out on Bayoudoc.

C. **Update on Revised Superseded List**

1. Ferol Foos led a discussion of the revision of the Superseded List.
2. May 2010 new format which lists types of documents instead of titles, has been well received.
3. Ferol said some minor changes were made, and then it was put on web and sent out on Bayoudoc.
4. The section about Historical depositories. – They only have to keep one copy, but it doesn't mention that electronic copies will supersede paper copies.

D. **Update on Revised Core List**

1. Ferol Foos led a discussion of the revision of the Core List.
2. The Core List is now officially published, on the web page and on Bayoudoc.
3. Ferol read the paragraph which includes information about online only publications. All libraries should read this paragraph. It includes directions and instructions for tasks that all libraries must do.
4. There are 42 core titles now, four were dropped, 12 new titles were added. 20 titles are only in an electronic format. They all have new records in the State Library Database. Libraries must add these records and refer patrons from the old, closed out paper records to the new electronic records.
5. The State Library now only has one cataloger, permission has been asked to hire another cataloger but there is a hiring freeze.

6. One title the catalogers are having trouble cataloging is: *Toxic Pollutant Data Sets*. There is no electronic record for it but a link is there. Ferol asks that we all please review this first page of information and take actions to make these available to the public.

E. Update on Cooperative Cataloging Initiative

- Ferol Foos spoke about this topic because Diane Brown isn't here to talk about it. LSU was helping with this initiative but there has been no communication in several months. The person who was helping changed job responsibilities. Ferol hopes that electronic records will be put in by the Agencies themselves. She asks for volunteers for cooperative cataloging.

F. Improving Selectivity (Selection List Follow-up) – Lori Smith

- Michelle Pope did a report about cost effectiveness of receiving unwanted State documents. Smith asked Foos whether they will have more technical services help to make it more efficient for selective libraries to not receive materials that aren't wanted.
- Foos said that the reason that she thinks the system won't change any time soon is: they worked hard to get word out to the State Agencies to have the Agencies send more publications to the depository system.
- Foos has made an exceptions list that is larger than it was. Selective libraries should take advantage of this list. There is a new selection list coming in the Spring of 2012. Ephemera can be excluded but not by agency. Almost all ephemera comes from the Academic Institutions.
- Smith asked if a lighted bin system was feasible (like the GPO system) for the State. Foos said the bins being used now are from the beginning of the State Depository Library system and it was put in during the time of Margaret Lane. It has no lights.

G. SB 213 (Louisiana Enhanced Governmental Access Portal) – Lori Smith

- This bill did not pass. It was to set up a fee based portal for government information. We were concerned but it did not pass.

IV. New Business –

- Pope asked if the State documents Discards of the State Library are offered to other libraries. Foos said that duplicates are offered occasionally, even though they don't have to. No superseded titles are offered. However, they don't discard very often.
- Smith asked if anybody noticed what happened with the Civil Service Department. There was a proposal that they no longer put regulations in the *Louisiana Register*. They want to publish on their web page only. No

one knew so Smith said that she would check on the status of that proposal.

V. Recorder of Documents Report- Ferol Foos –

- Foos will include her report in the minutes. She gave a summary: No inspections or library visits have been made recently. She isn't driving much yet. Hans, the manuscript cataloger for LSU, is finding more documents that LSU has been publishing and which have not been in the documents program. He has found electronic records too. The State Library cataloger has the first list of electronic resources done, it is separate from paper shipping list.
- Digital Archive New Title Report – This is to be issued soon. The Digital Archive Harvest Report will be out soon too, more older issues will be included. Agencies are now emailing materials to State Library for digital records and materials.
- Letters to council members went out. The rules changed about reports to the Legislature required by agencies. They used to have to make paper records, now they can provide online access only. We must watch the electronic list now and add the online records to our catalogs.
- A formal letter from the legislative auditor asked about rules for online only documents. So this means no more paper audit records. Foos hopes to put notes on the paper shipping lists informing us that some titles went to electronic format only.
- Minutes for Boards and Commissions: all will be electronic only – Foos contacted all who were sending these documents. Paper can be discarded if they are online. Division of Administration has a web site requiring that Boards and Commissions put minutes and other documents there. Foos has people harvesting documents from there. The URL will be in the electronic lists.
- Status change: SUNO NOLA has a new documents Librarian – Kate Dougherty. She will drop back to a CORE collection with the exception that with special permission she can change in 2012 and add more if she wants.

VI. Reports from Individual Depositories –

- Southern getting a new roof.
- Hans Rasmussen at LSU looking for new electronic titles.
- Lori Smith's library at Southeastern has written a grant to digitize the student newspaper for the Louisiana Digital Library. Lyasis will be used. LSU did the *Louisiana Conservationist*, and Loyola did yearbooks. It attracted alumni, people interested in documents and University publications. There were no copyright issues. Submit to the "Internet Archive." Fee to join the Louisiana Digital Library.

- Stephen Kuehling said that the New Orleans Public Library is binding state docs for the first time in a long time.
- Rita Franks said that a LA Tech faculty member received a grant and is working with a Grambling Professor to digitize the *Angolite*.
- Elaine Smyth at Louisiana State University is digitizing historical Louisiana newspapers. These will be up in the Chronicling America web site, free and searchable.

VII. General comments from Library Users

- Nothing to report but comments: Children and Family Services Department is the former Social Services Department.
- Publication in the register: There are costs and fees, as well as a six month cycle for publishing.

VIII. **Next Meeting**

The next meeting will be held May 11, 2012. It will be at 10:00 a.m.

IX. **Adjourn**

Carla Pritchett motioned to adjourn. The motion passed.