

Louisiana Public Documents Depository Program Advisory Council
Spring Meeting May 17, 2019

Council Members Present:

Samuel Ayers, State Library of Louisiana (State Library Representative)

Eric Cartier, State Library of Louisiana (Recorder of Documents)

Abigail DeSoto, Prescott Memorial Library, Louisiana Tech University (LaTech Representative)

Sonnet Ireland, St. Tammany Parish Library (Public Libraries, Secretary)

Jo Ann Palermo, Louisiana State University (LSU Representative)

Michele Pope, Loyola University New Orleans Law Library (Chair)

Carla Pritchett, Tulane University Law Library (Academic Libraries Representative)

Council Members Absent:

Paula Bryars, Department of Economic Development (Agencies)

Allen Enger, Department of Children and Family Services (Member at Large)

Hayley Johnson, Louisiana State University (GODORT Representative)

Melanie Sims, Paul M. Hebert Law Center, Louisiana State University (Special Libraries)

Others Present:

Tony Barnes, New Orleans Public Library

Mary Jane Bloomquist, Frazar Memorial Library, McNeese State University

Jeannie Brick, McNeese State University

Michelle Dawson, State Library of Louisiana

Mark Love, Nicholls State

Francis Norton, Law Library of Louisiana

Shannon Rawson, Louisiana Board of Elementary and Secondary Education (incoming Member-at-Large Representative)

Bethany Reisch, Librarian at the Poynter Legislative Research Library (incoming GODORT Representative)

Lynette Tamplain, Nicholls State

Zee Zee, Louis, Louisiana Library Network

I. Welcome

II. Approval of Minutes from fall meeting, Nov. 30, 2018

III. Announcements

A. Eric Cartier, cataloger left Feb 2019. Position announcement went out and a number of good applicants have responded.

IV. Old Business

A. Thank you to Carla Pritchett for taking over remainder of Carly Searcy's term as Academic Library Representative

B. Educational Programming Committee Report: Michele Pope and Eric Cartier held a roundtable at the LLA 2019 conference, to discuss ideas for educational programming.

C. 2018 List of Distributed Titles is available. There were 317 titles distributed in 2017 and 399 distributed in 2018, due to Eric Cartier's efforts.

D. Buying Louisiana Legislative Materials: Michele Pope emailed information on how to get Louisiana legislative materials that are no longer distributed in the LPDDP. Eric Cartier cited RS 24:173.1 which states that as of 2015 the Secretary of State would no longer widely and freely distribute

Legislative materials such as acts, calendars and journals. Eric Cartier and Carla Pritchett discussed proposing that the Advisory Council send a letter to the Secretary of State stating that the state library, historical depository libraries and all of the state's law libraries should receive this material gratis. Jo Ann Palermo noted that the SOS receives state money and may be obligated to distribute. Carla pointed out that the SOS will say they are online. Bethany posted the web address for the journals: http://house.louisiana.gov/H_Journals/H_Journals_All/2019_RSJournals/2019_RS_Journals.aspx. Eric Cartier suggested we put a link on the Louisiana Library's website and on the AC website. Abigail DeSoto agreed to put on AC website. Bethany Reisch agreed to send Eric Cartier an email with links and instructions for locating publications online. Carla Pritchett said some journals are on Hathi trust. Sonnet Ireland said we still don't have print copies and it is a burden for some libraries to print out. A majority agree that the AC should send a letter to Secretary of State.

V. New Business

A. Recorder of Documents 3rd report.

1. Current activities:

- His department has taken over FDLP shipping list processing.
- Updated the Recorder's office emergency documentation and created grab and go boxes.
- Added a digital documents quarterly list to the 'documents' page on State Library website. It includes hyperlinks to the websites for those documents.
- Working on documenting how the digital documents team operates.
- Michelle Dawson made a manual of her duties.
- Michelle Dawson worked on a backlog of digital state documents that were on removable media, such as CD-ROMs, flash drives, and external hard drives. There were about four years of material. She named and added to the digital documents que.
- Worked with the access services librarian and courier services to implement a barcode tag system. The couriers are supposed to scan the barcodes at each stage of transport.
- Examined how many state agencies were active in 2018. There were 788 active agencies at the end of the year 2018; 334 deposited documents; 42% compliance rate.
- Weeded old files, freeing up space. Interesting documents discovered were the 1963 original agreements on onion skin to be a depository.
- Continuation of Karen Cook's five year state plan to do inspections. Since there is no travel budget, he'll start in Baton Rouge. Did test in-house with the State Library's Louisiana Collection. There is documentation with questions on proper handling/processing of documents. Presentation during the GODORT meeting at LLA called Creating Consistent and Meaningful File Names.

2. Future goals:

- How to make more digital documents available. Michelle will work on agency liaising. Finding gaps and asking agencies to fill gaps.
- Work with the Educational Programming Committee to create content for marketing the LPDDP and documents. The Educational Programming Committee will hopefully meet soon.
- Updating the cataloging and classification manual. Exploring the use of decimal points in front of the cutter to improve shelf organization and readability. Examples will be distributed with feedback request. Jo Ann mentioned questioned whether the classifications would be organized differently from what is already in the catalog.
- For future meetings, most attendees of the AC meeting agreed that it is easier to meet virtually.

- Request for support of Legislative Day.

Eric Cartier recommended AC attendees review the North Carolina state documents website. <https://statelibrary.ncdcr.gov/ghl/govt-pubs> They've had a digital program since 2005. Sonnet asked that documents for the spring 2019 meeting be sent out on Bayoudoc.

B. Representative recommendations for Agencies, GODORT and Member-at-Large.

1. Agencies Representative has been filled by Laura L. Nola, Public Information Officer for the Louisiana Department of Insurance

2. The GODORT Representative has been filled by Bethany Reisch, Information Specialist/Librarian at the Poynter Legislative Research Library.

2. The Member-at-Large Representative has been filled by Shannon Rawson, Records Management Administrator, Louisiana Board of Elementary and Secondary Education.

VI. Adjournment