

**Louisiana Public Document
Depository Program Advisory Council**

Virtual Meeting Nov. 15, 2019 (10:00 a.m. – 11:00 p.m.)

Council Members present:

Bethany Reisch, Librarian at the Poynter Legislative Research Library (GODORT Representative)
Eric Cartier, State Library of Louisiana (Recorder of Documents)
Michele Pope, Loyola University New Orleans Law Library (Chair)
Abigail DeSoto, Prescott Memorial Library, Louisiana Tech University (LaTech Representative)
Samuel Ayers, State Library of Louisiana (State Library Representative)
Carla Pritchett, Tulane University Law Library (Academic Libraries Representative)
Melanie Sims, Paul M. Hebert Law Center, Louisiana State University (Special Libraries)
Shannon Rawson, Board of Elementary and Secondary Education (Member at Large)

Council Members absent:

JoAnn Palermo, Louisiana State University (LSU Representative)
Sonnet Ireland, St. Tammany Parish Library (Public Libraries, Secretary)
Laura Nola, Department of Insurance (Agencies)
Aimee Pittman (institution unknown)
Mary Jane Bloomquist (McNeese State)

Others present:

Charlotte Henderson, Southern University
Francis Norton, Law Library of Louisiana
Jeannie Brock, McNeese State Library
Tara Cunningham, Law Library of Louisiana
Lisa Lovello, Poynter Legislative Research Library
Lynette Tamplain, Nicholls State
Mark Love, Nicholls State
Melissa Strickland, Paul M. Hebert Law Center, Louisiana State University
Rachel Green, Louisiana State University Shreveport
Robyn Cockerham, Poynter Legislative Research Library
Elizabeth Outler
Sarah

- I. Welcome
- II. Approval of minutes from spring meeting on May 17, 2019
 - Shannon Rawson moved to approve.

III. Announcements

A. Conferences

- a. 2019 Federal Depository Library Conference- Michele recommended attending. She learned a lot of interesting information.
 - i. Eric and others attended virtually. Eric commented that FDLP had a great Tech/AV set up.

B. Library News

IV. Old Business

V. New Business

A. Recorder of Documents Report

- Michelle Dawson was internally promoted to a Library Specialist supervisor in Technical Services.
- The State Library welcomed a new original cataloger in June, Rachel Murdock. This position is essential to LPDDP.
- Revived Team PDF Pelican with the new Cataloger, revisiting and updating workflows
- Completed uploading digital documents with existing bibliographic records from Jan – Jul 2018
- Published the first two quarterly *Recently Added Digital Documents* shipping lists (Jan – Mar; Apr – Jun 2018) for the Depository Libraries webpage.
- Uploaded more than a year's worth of Monthly Shipping Lists (for print) to the digital archive
- Michelle Began and completed backlog projects
 - Louisiana Legislative Auditor reports (processing files, eliminating duplicates, adding to upload queue)
 - Workforce Commission documents (identifying, collecting, uploading, inspecting files)
- Created new documentation for the recorder's office to make sure things are written down.
 - Copyright Statement
 - Digital Documents Delivery Methods
 - LADNs for Louisiana Legislative Auditor documents
 - Notes on CONTENTdm and OCLC
 - Sorting Digital Documents Spreadsheets
- Delivered the Recorder of Documents semiannual letter to agencies (featuring extract from Margaret T. Lane's State Publications and Depository Libraries: A Reference Handbook). Eric recommended this book to learn more about State publications and why we do certain things.
- Filed new Annual Publications Reports and updated Contact Information Forms
- Combined all state agencies information into one master spreadsheet instead of 3 sheets for easier updating.
- Applied OCR (via batch processing) to all remaining PDFs in digital documents backlog

- Met with the LPDDP Advisory Council's GODORT representative Bethany Reisch to explore online legislative documents training that she is going to present today.
- Goals for the next six months, Eric intends to:
 - Hire and train new Documents Specialist
 - Distribute the 2020 Subject Selection Form to depository libraries
 - Work with the LPDDP Advisory Council to make legislative documents presentation widely available
 - Continue to update digital archive by uploading and inspecting 2018-2019 backlogged documents
 - Compile the third *Recently Added Digital Documents* shipping list to post to the Depository Libraries webpage
 - Determine the number of currently active agencies that deposited documents in 2019. On January 1, 2019 there were 788 active State Agencies, only 42% of them are depositing documents into the depository program. Hopefully we will see this number increase for 2019.
 - Continue to locate and engage in staff development opportunities
- Lastly, Eric thanked his supervisor Leslie Grey and the State Library for time to pursue continuing education and staff development opportunities a couple times a month. He has attended a lot of webinars about preservation planning, specifically digital preservation planning. As the Recorder, it is part of his responsibility to ensure that documents whether print or digital are permanently available, especially at the 3 historical, the State Library, LSU, and Louisiana Tech.

- B. Special Presentation: Bethany Reisch, Information Specialist and Librarian at the Poynter Legislative Research Library will do a presentation on how to find Louisiana documents on the Louisiana State Legislature website.
- a. Powerpoint shared on Council Website.
 - b. Bethany's training session was recorded and will be shared to the Council's website, the State Library Website, and possibly the Poynter Library website.

VI. Adjournment at 10:52 am