

Louisiana Public Document Depository Program Advisory Council Meeting
New Orleans Public Library

November 15, 2013 (1:00 p.m. – 3:00 p.m.)
Minutes

I. Welcome and Introductions – Elaine Smyth

In Attendance

Megan Bell	LA State Library
Jeannie Brock	McNeese (virtual)
Karen Cook	State Library of LA - Recorder of Documents
Howard L. Coy Jr.	Vernon Parish
Elizabeth Elmwood	Xavier
Rita Franks	LA Tech.
Emma Gibbons	Tulane Law
Charlotte Henderson	Southern University Baton Rouge
Sonnet Ireland	UNO
Harold W. Isadore	Southern Law
Hayley Johnson	Nicholls
Jacquie Keleher	Southern U at New Orleans
Jean Kiesel	UL Lafayette
Stephen Kuehling	New Orleans Public Library
Errin Levingston	State Library
Elisa Naquin	Poynter
Francis Norton	Law Library of Louisiana
Carla Pritchett	Tulane Law
Michael Sartori	McNeese (virtual)
Melanie Sims	LSU Law
Lori Smith	Southeastern
Elaine Smyth	LSU
Lynette Tamplain	Nicholls
Quiana R. Wright	State Library of Louisiana

II. Review and approval of Agenda

The agenda was approved

III. Approval of minutes from 05/10/13 meeting

Carla Pritchett mad a motion to the minutes and Quiana Wright seconded.
The minutes were approved.

IV. Old Business

a. Report of the core Titles Review Committee – Karen Cook (with help from the Committee)

The Committee assisting Karen (Carla Pritchett, Jean Kiesel, Jeannie Brock, and Joann Palermo) finished their review in July. The format was streamlined. Titles which have ceased or are dormant were removed. *Louisiana Summary* was added from agriculture. Karen asked everyone to send suggestions if you think of any titles which should be included in the Core List.

b. Implementation of new bylaws – Elaine Smyth

The changes that were made: We no longer have a Vice President/President elect. We have fewer members. The old “Library User” position is now called “Member at Large.”

Discussion:

We need to figure out how to implement the rotation of membership. The Bylaws have not always been strictly followed in the past and the membership terms do not follow the Bylaw requirements for rotation. Some adjustments need to be made to match the requirements in the Bylaws.

Elaine suggested that we let those in the positions affected stay on an extra year to correct the problem. No one objected so we will proceed with this suggestion.

V. New Business:

a. LaDoc Classification Numbers: survey results, principles, and proposal for new numbers – Karen Cook

The Committee assisting Karen were: Lori Smith, Michael Sartori, and Sonnet Ireland.

Karen had a slide presentation which will be appended.

The Major recommendation is that we need a full procedural manual about the LADOCS system. That is the goal. Each publication needs to get a unique number. The numbers can be able to be shelved, not just accession numbers. The procedure needs to be: Simple, consistent, extensible, and patron friendly.

The current system was created before the 1970s. The State government has been reorganized since then. There has been an explosion of government document publications especially from agencies such as LSU and other educational institutions.

Karen had extensive suggestions for changing and improving the LADOCs system with and examples (see the slides.) Massive collections have been misclassified and need fixing, run out of numbers in LSU docs, many other problems.

Discussion:

A subject system for documents might be easier for patrons.

What would the logistics look like? Would we all need to do retrospective conversion? We might consider shelving with mixed old and new sections.

New things would get new numbers. Libraries could redo all of the old documents or keep them the same and use book blocks to direct patrons to them. A suggestion was made that libraries could use a consistent publication date to start the new system.

Michael suggested that authority control for names might be used with authorized headings and agency names. Karen said that there was a historical manual on the topic and said that she may reissue a manual like that which would include an organizational scheme complete with code.

Lori, Sonnet and Michael volunteered to be on the committee again. Karen will ask for others on Bayoudoc.

b. Meeting times/places: revisit options for virtual meetings – Elaine Smyth

Discussion:

People without technology options could go to another closer library and share technology for meetings. We must discuss any decision with Federal documents Council members so they can share in this idea too. We have many people who are on both Councils. Suggestions for virtual meetings:

Free Conference Call.com - everybody calls in.
Skype can work even without cameras.

We would like to have one face to face meeting in Fall and do a Spring virtual meeting. We could do local groupings. Elaine said that she will investigate it and poll members. We might try a pilot test. We need to identify those who can host.

Michael and Jeannie successfully attended this meeting virtually.

VI. Recorder of Documents Report

The report will be appended, and Karen will post it to Bayoudoc. Karen asked all of us to return the mailing tubes back to her. Karen introduced her assistant Megan Bell. As of September new Shipping lists are not being held up if documents are not cataloged yet. Numbers will be posted later. Library inspections are happening. Some have been done and some are to come. A total of 12 (1/3 of libraries) will be done by early 2013. By that time all libraries will have been inspected every 5 years. Karen's next project is to talk to agencies and do outreach with them.

Lori said that the Classification Committee hopes that maybe in future libraries can select by subject and not just by agency. This would be a benefit.

VII. Reports from Individual Depositories

Beth Elmwood said that Xavier relinquished both State and Fed depositories. The new Director wanted this. Space constraints, and no staffing made this necessary. She will host a documents potlatch to give away documents. She had been listing documents on the ASERL database.

Lori Smith at Southeastern had to fight against cutting the Depository. Her staff has all been moved to the Serials Department but they are still doing documents processing. She lost 6 people and the budget is not good.

Sonnet Ireland at UNO will soon be cataloging Louisiana documents. None of them are in the catalog.

Michael Sartori and Jeannie Brock at McNeese reported that the Documents were moved into a ballroom for future reconstruction on their building but they still have no bids on the reconstruction project. Mold was found and had to be cleaned. David Guillory, the cataloger, has started cataloging the Estuary

Collection. They will be housing this unique collection of documents at McNeese.

Elaine Smyth at LSU was inspected by Karen Cook. She said that very useful and good things will come out of it.

Comments from Library Users

None

VIII. **Next meeting**

May 16 2014 is being considered. Elaine will be in touch on the virtual issue.

X. **Adjournment**

The Meeting was adjourned.