

**Louisiana Public Document  
Depository Program Advisory Council**

**Virtual Meeting Tuesday, May 25, 2021 (10:00 a.m. – 11:00 a.m.)**

**Council Members present:**

Samuel Ayers, State Library of Louisiana (State Library Representative)  
Eric Cartier, State Library of Louisiana (Recorder of Documents)  
Mark Love, Nicholls State (Academic Libraries Representative)  
Laura Nola, Department of Insurance (Agencies)  
Hans Rasmussen, Louisiana State University (LSU Representative)  
Shannon Rawson, Board of Elementary and Secondary Education (Member at Large) (Secretary)  
Bethany Reisch, Poynter Legislative Research Library (GODORT Representative) (Chair)  
Melanie Sims, Paul M. Hebert Law Center, Louisiana State University (Special Libraries)

**Council Members absent:**

Sonnet Ireland, St. Tammany Parish Library (Public Libraries)  
Sue McFadden, Louisiana Tech (Louisiana Tech Representative)

**Others present:**

Sarah Aucoin, St. Tammany Parish Library  
Wendy Bourg, State Library of Louisiana  
Jeannie Brock, McNeese State Library  
Abigail DeSoto, Prescott Memorial Library, Louisiana Tech University  
Charlotte Henderson, Southern University  
Francis Norton, Law Library of Louisiana  
Michele Pope, Loyola University New Orleans Law Library  
Carla Pritchett, Tulane University Law Library

**Agenda**

- I. Welcome
  - The meeting was called to order at 10:05 a.m. by Bethany Reisch, Chair.
  
- II. Approval of the Minutes
  - On motion of Melanie Sims, seconded by Carla Pritchett, the council approved the minutes of the fall meeting held November 17, 2020, as amended.

III. Announcements

a. Conferences

- The virtual Louisiana Library Association (LLA) meeting was a quality event with inspiring speakers.

b. Library News

- Most libraries represented are open to the public with few taking appointments or open to faculty and staff only.

IV. Old Business

- New virtual meeting safety measures were approved by acclamation.

V. New Business

A. Updating the Core Collection Title List

- This list was last revised winter 2019. Hyperlinks will still be available to access digital documents. The list will be organized alphabetically by title. Some digital documents are not up to date and are in the process of being fixed.

B. Louisiana Register is now born-digital only

- The *Louisiana Register* will no longer be printed. The issues have been uploaded to digital archives.

C. Increased frequency of documents received via email-based software

- For some agencies, content is being created in email-based software, and stand-alone PDF copies are not available. Layout, imbedded videos, hyperlinks, etc., can cause issue for record keeping in this format.

D. Recorder of Documents Report

**Accomplishments**

In the past six months:

- Wendy managed onsite operations throughout January and February
- Completed an analysis of internal files and folders on server to increase usability and efficiency and to improve version control
- Compared column headers across internal logs and public lists (for both print and digital documents) in an effort to normalize them
- Collaborated with Library Specialist Supervisor to begin regular uploads and inspections of digital documents with existing catalog records
  - Prepared and posted Digital Distribution Lists (March, April, and May) for the Depository Libraries webpage
- Uploaded recent *Louisiana Register* to digital archives

- Delivered the Recorder of Documents Report to the GODORT section of the Louisiana Library Association prior to the annual conference
- Created new Distribution Charts binder, incorporating new and existing selections that utilize updated depository library abbreviations
- Implemented daily statistics tracking
- Regularly reviewed Poynter Recent Acquisitions emails to download digital documents we did not receive directly from agencies
- Composed and distributed Semiannual Letter to state agency liaisons
- Completed a full review of state agencies' names/websites/statuses
- Completed 2020 Contributing Agencies analysis
  - 2018: 753 listed agencies; 39.7% deposit compliance; 13.5% publication reports returns
  - 2019: 790 listed agencies; 36.0% deposit compliance; 13.5% publication reports returns
  - 2020: 793 listed agencies; 33.5% deposit compliance; 12.7% publication reports returns
- Documentation (public and in-house)
  - Revised Agency Liaison contact form, Publications Report, Document Submittal form
  - Revised and implemented 2021 Monthly Shipment Chart and Barcode Tracking sheet
  - Created and implemented 2021 Print Shipping List Log and Digital Logs Root Worksheet
  - Created the Digital Document Alternate Formats file

### **Challenges**

Unexpected:

- Personal illness in January

Expected:

- Digital documents as e-marketing software messages
- Ongoing hybrid staffing scenario

### **Goals**

In the next six months:

- Continue regular monthly print shipments
- Continue regular monthly uploads of digital issues to existing serial records
- Complete revision of the Documents Specialist Procedures Manual
- Update the Core Collection Titles List
- Seek out the active, acting liaisons at as many state agencies as possible

- Continue to locate and engage in staff development opportunities
- Continue contributing and participating in State Documents Collaborative Group: <https://godort.libguides.com/State-Docs-Collaborative-Group>

### **Staff Development**

- COMPREHENSIVE PUBLIC TRAINING PROGRAM
  - Cybersecurity Awareness (EC | WB)
  - Defensive Driving (EC)
  - Emergency Preparedness (EC)
  - Ethics (EC | WB)
  - Preventing Sexual Harassment (EC | WB)
  - Preventing Sexual Harassment for Supervisors (EC)
- CONFERENCES
  - LLA 2021
- WEBINARS
  - Fall 2020 and Spring 2021 meetings of the State Documents Collaborative Group
  - Implicit Bias in the Library Workplace (WebJunction)
  - Importance of Tangible Formats (FDLP Academy)
  - On the Record: Archiving for your Agency's Future (Route Fifty/Smash)

#### E. Selecting our Chair and Secretary for 2021-2022

- An email will be sent out to members for nomination purposes.

#### VI. Adjournment

- The meeting was adjourned at 10:43 a.m.