

**Louisiana Public Document
Depository Program Advisory Council**

Virtual Meeting Tuesday, November 16, 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)
Sue McFadden, Louisiana Tech (Louisiana Tech Representative)
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)
Laura Nola, Department of Insurance (Agencies)

Others present:

Mary Bloomquist, Northwestern State University
Wendy Bourg, State Library of Louisiana
Jeannie Brock, McNeese State Library
Charlotte Henderson, Southern University
Jackie Lott, Shreve Memorial Library
Michele Pope, Loyola University New Orleans Law Library
Carla Pritchett, Tulane University Law Library
Sarah Aucoin, St. Tammany Parish 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 Carla Pritchett, seconded by Samuel Ayers, the council approved the minutes of the spring meeting held May 25, 2021.

III. Announcements

- Be aware of spam emails. Emails regarding LPDDP will come directly from the State Library, the chair, or the secretary.
- The 2021 Louisiana Book Fair is live on YouTube.

IV. Old Business

- The Core Collection Title List was revised to be more user friendly.

V. New Business

A. Updating the titles on the Core Collection Title List

- The LPDDP may create a review committee to review the core titles, and a survey may be sent to all depository library contacts.
- The *Louisiana Economic Outlook* has changed to a proprietary, paid publication.

B. Switch from monthly Digital Distribution Lists to Quarterly Dig Docs Lists

- This action will mirror that of the Federal Depository Library Program (FDLP).

C. Recorder of Documents Report

Accomplishments

In the past six months:

- Completed full revision of the Core Collection Title List with assistance from Library Specialist Supervisor
- Collaborated with Library Specialist Supervisor and Acquisitions Specialist to continue regular uploads and inspections of digital documents with existing catalog records
 - Prepared and posted Digital Distribution Lists (June, July, August, September) for the Depository Libraries webpage
- Collected and processed Annual Publications Reports and Contact Information forms
- Initiated the Agencies Outreach Project
- Attended/participated in all ILS demonstrations and presented notes to Technical Services Coordinator
- Attended/participated in all interviews for new Original Cataloger
- Documentation (public and in-house)
 - Revised the Core Collection Titles List
 - Revised the Documents Specialist Procedures Manual
 - Revised the Handbook for State Agency Liaison Officers

Challenges

Unexpected:

- Resignation of Original Cataloger

Expected:

- Storm closures

Goals

In the next six months:

- Switch to scheduling print shipments as necessary
- Meet with Records Services staff at State Archives
- Begin onsite inspections of depository libraries
- Continue to make progress with the Agencies Outreach Project
- Help onboard a new Original Cataloger
- Finish revision of Handbook for Depository Libraries that incorporates LADN classification basics
- Finish work on emergency procedures documentation for Technical Services Coordinator
- Continue to locate and engage in staff development opportunities

Staff Development

- COMPREHENSIVE PUBLIC TRAINING PROGRAM
 - Initiative, continuing education course, FY21-22
- CONFERENCES
 - 2021 FDL Conference
 - State Library of Louisiana Tech Fest 2021
- WEBINARS
 - Summer 2021 meeting of the State Documents Collaborative Group
 - The Accidental Cataloger (WebJunction)
 - Conducting Effective Meetings (Amigos)
 - Connecticut State Library Single Record Workflow (FDLP)
 - Triple Disaster: Lessons Learned from Hurricane Maria, the Southern Puerto Rico Earthquakes of 2020, and COVID-19 (FDLP)
 - We the People's Collection: The National Collection of U.S. Government Public Information (FDLP)
 - 2021 Louisiana Book Festival (State Library of Louisiana)

VI. Adjournment

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