

**Louisiana Public Document
Depository Program Advisory Council**

Virtual Meeting Tuesday, May 17, 2022 (10:00 a.m. – 11:00 a.m.)

Council Members present:

Eric Cartier, State Library of Louisiana (Recorder of Documents)
Mark Love, Nicholls State (Academic Libraries Representative)
Sue McFadden, Louisiana Tech (Louisiana Tech 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)
Melanie Sims, Paul M. Hebert Law Center, Louisiana State University (Special Libraries)

Council Members absent:

Samuel Ayers, State Library of Louisiana (State Library Representative)
Sonnet Ireland, St. Tammany Parish Library (Public Libraries)
Bethany Reisch, Poynter Legislative Research Library (GODORT Representative) (Chair)

Others present:

Sarah Aucoin, St. Tammany Parish Library
Mary Bloomquist, Frazar Memorial Library, McNeese State University
Wendy Bourg, State Library of Louisiana
Jeannie Brock, McNeese State Library
Abigail McCoy, Prescott Memorial Library, Louisiana Tech University
Charlotte Henderson, Southern University
Carla Pritchett, Tulane University Law Library

Agenda

- I. Welcome
 - The meeting was called to order at 10:02 a.m. by Eric Cartier, Acting Chair.
- II. Approval of the Minutes
 - On motion of Melanie Sims, seconded by Sue McFadden, the council approved the minutes of the fall meeting held November 16, 2021.

III. Announcements

- The Louisiana Library Association Annual Conference is in Alexandria this July.

IV. Old Business

- Special thanks to the Core Collection Title List review subcommittee comprised of Samuel Ayers (State Library), Sonnet Ireland (Washington Parish Library), Mark Love (Nicholls State University), and Melanie Sims (LSU Law Center).

V. New Business

A. New Representative Recommendations: Academic, Public, and Special Libraries

- Nominations are needed for public and special library representatives. Mark Love nominated himself to serve a second term as the academic library representative.

B. Selection of Officers

- Officers must be selected after council members are in place, before July 1.

C. Recorder of Documents Report

Accomplishments

In the past six months:

- Core Collection Title List
 - Created a questionnaire, distributed it to depository liaisons, and analyzed results
 - Formed and met with subcommittee comprised of Advisory Council members
 - Published the updated list and informed depository liaisons of changes
- *Louisiana Administrative Code*
 - Received final print shipment of LAC items and distributed them to depositories
 - Collected all digital Last Amended Issues of LAC
 - Corresponded with LAC editor to agree on monthly FTP deposits of future issues of titles
 - Worked with Technical Services Coordinator to propose edits to LPDDP language in LAC
- Collaborated with Library Specialist Supervisor and Acquisitions Specialist to continue regular uploads and inspections of digital documents with existing catalog records
- Met with Records Services Supervisor at Louisiana State Archives to discuss agency hierarchies, compliance, and outreach

- Completed the 2021 Contributing Agencies analysis
- Conducted a virtual inspection of LSU Libraries depository
- Facilitated the withdrawal of Tulane University's Howard-Tilton Memorial Library from LPDDP
- Finished work on emergency procedures documentation for Technical Services Coordinator
- Developed procedure to dispose of removable media from agencies
- Researched a number of Digital Asset Management systems

Challenges

Unexpected:

- Louisiana Administrative Code ceased print publication
- Large deliveries of print copies of Calendars, Journals, Election Codes, and Résumés

Expected:

- Wintertime COVID-19 surge
- Storm closures
- Courier delivery tracking issues

Goals

In the next six months:

- Assist with draft of a State Library digital preservation policy
- Continue to make progress with the Agencies Outreach Project
- Conduct inspections of Baton Rouge-area depositories
- Continue to locate and engage in staff development opportunities

Staff Development

- COMPREHENSIVE PUBLIC TRAINING PROGRAM
 - Change Management, continuing education course, FY21-22
 - Code of Ethics for State Employees
 - Preventing Sexual Harassment
 - Preventing Sexual Harassment for Supervisors
- WEBINARS
 - Catching Up With Technology (Amigos Library Services)
 - Introduction to Metadata Analysis (Amigos Library Services)
 - Making Your Catalog Work for Your Community: How to Develop Local Cataloging Standards (Amigos Library Services)
 - Preservation Digitization Program Overview (Library of Congress)

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- The Quest for Persistence: An Overview of the Challenges Associated with Ensuring Digital Content Remains Accessible (Depository Library Council)
- State Documents Collaborative Group fall 2021 and winter 2022 meetings

D. Legislative Calendars and Journals

- Reach out to the state library if copies of legislative calendars and journals are desired or if copies need to be returned.

VI. Adjournment

- The meeting was adjourned at 10:44 a.m.