

In This Issue

- Using OCLC WorldCat to Survey Government Publications in a Library's Collection
- On Collaboration: Government Documents and Political Collections in Libraries and Museums
- HathiTrust Copyright Review of State Government Documents

DttP

Documents to the People

Spring 2020 | Volume 48, No. 1 | ISSN 2688-125X



DttP: Documents to the People (ISSN: 2688-125X) is published quarterly in spring, summer, fall, and winter by the American Library Association (ALA), 50 East Huron Street, Chicago, IL 60611. It is the official publication of ALA's Government Documents Round Table (GODORT).

DttP features articles on local, state, national, and international government information and government activities of GODORT. The opinions expressed by its contributors are their own and do not necessarily represent those of GODORT.

Editorial Staff:

Please see the website for full contact information: <https://journals.ala.org/index.php/dttP/about>.

Lead Editors:

Laura Sare, Texas A&M University Libraries; (979) 458-2200; DttPeditor@gmail.com

Editors:

Benjamin Grantham Aldred, University of Illinois at Chicago; (812) 320-0926; baldred2@uic.edu

Jennifer Castle, Tennessee State University; (615) 963-5207; jcastle@tnstate.edu
Susanne Caro, North Dakota State University; (701) 231-8863; susanne.caro@ndsu.edu

Julia Ezzo, Michigan State University; (571) 884-6387; julia@msu.edu
Kathy Hale, Pennsylvania State University; (717) 787-2327; kahale@pa.gov
Dominique Hallett, Arkansas State University; (870) 351-2807; dhallett@astate.edu

Sonnet Ireland, St. Tammany Parish Library; (985) 646-6470, x10; librarysonnet@gmail.com

Richard Mikulski, Portland State University; (503) 725-9939; richard.m.mikulski@pdx.edu

Larry Schwartz, Minnesota State University Moorhead; (218) 477-2353; schwartz@mnsu.edu

Claudene Sproles, University of Louisville; (502) 852-6076; claudene.sproles@louisville.edu

Reviews Editor: Emily Alford, Indiana University; alfordem@indiana.edu

Advertising Editor: Alicia Kubas, University of Minnesota Libraries; 612-624-1865, akubas@umn.edu

Advertising: Inquiries about advertising may be addressed to the Advertising Editor. *DttP* accepts advertising to inform readers of products and services. *DttP* will adhere to all ethical and commonly accepted advertising practices and will make every effort to ensure that its practices in relation to advertising are consistent with those of other Association publications. *DttP* reserves the right to reject any advertisement deemed not relevant or consistent to the above or to the aims and policies of ALA.

Distribution Manager: ALA Subscription Department, 50 E. Huron St., Chicago, IL 60611; 1-800-545-2433, press 5; fax: (312) 280-1538; subscriptions@ala.org

Subscriptions: *DttP* is accessible to ALA/GODORT members on a per volume (annual) basis. For subscriptions, prepayment is required in the amount of \$35 in North America, \$45 elsewhere. Checks or money orders should be made payable to "ALA/GODORT" and sent to the Distribution Manager.

Contributions: Articles, news items, letters, and other information intended for publication in *DttP* should be submitted to the Lead Editor. All submitted material is subject to editorial review. Please see the website for additional information: <https://journals.ala.org/index.php/dttP/about/editorialPolicies#focusAndScope>.

Indexing: Indexed in Library Literature 19, no. 1 (1991) and selectively in PAIS 33, no 1 (2005). Library, Information Science & Technology Abstracts (2004). Full text also available in HeinOnline 1, no.1 (1972).

Editorial Production: ALA Production Services — Tim Clifford, Chris Keech, and Lauren Ehle.

Columnists:

Documents Without Borders
Jim Church
Doe Library
University of California, Berkeley
jchurch@library.berkeley.edu

Tales from the Trenches
Kenya Flash
Yale University
kenya.flash@yale.edu
Dominique Hallett
Arkansas State University
dhallett@astate.edu

Not Just in English
Jane Canfield
Pontifical Catholic University of
Puerto Rico
janfield@pucpr.edu

DttP

Documents to the People

Spring 2020 | Volume 48, No. 1 | ISSN 2688-125X

Columns

- 2 Editor's Corner—Laura Sare
- 3 From the Chair—Susanne Caro
- 4 Not Just in English Anymore: Government Documents in Other Languages—*A Disaster y un Desastre are the Same*—Jane Canfield
- 6 HathiTrust U.S. Federal Documents Program Update—Heather Christenson
- 8 Tales from the Trenches—Kenya Flash and Dominique Hallett

Features

- 10 Using OCLC WorldCat to Survey Government Publications in a Library's Collection
Linda Zellmer
- 13 On Collaboration
Government Documents and Political Collections in Libraries and Museums
Sandy Staebell and Sue Lynn McDaniel
- 21 HathiTrust Copyright Review of State Government Documents
Kristina Hall

'Round the Table

- 24 Proposed GODORT Bylaws Changes
- 25 Bylaws: Draft of 2020 Revisions

About the Cover: "Training in Houston Texas," <https://www.census.gov/library/photos/train-houston.html>.

Howdy everyone! It is 2020 and Census Day is April 1, 2020. There are many changes with the Census this year. Census 2020 will be the first census that people can respond to online. Sometimes people are not sure where to be counted (for example people in shelters and college students) and the Census Bureau has been working on this issue since 2015 (<https://www.census.gov/programs-surveys/decennial-census/2020-census/about/residence-rule.html>). For more information check out the 2020 Census Operational Plan—<https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/planning-docs/operational-plan.html>.

The Census Bureau has also recently redesigned their website, and since July 2019 has been releasing data in <https://data.census.gov>. The old database, American FactFinder (AFF) will remain as an “archive” system for accessing historical data until spring 2020.

The Census Bureau is promoting census education through the Census Academy—<https://www.census.gov/academy>—a new online training resource with many videos about accessing census data for all skill levels. They include courses using census data with R and Excel, Data Gems for quick tips and tricks, and webinars covering topics like introduction to the American Community Survey and how to access the 2017 Economic Census on data.census.gov. The Census Bureau can also send trainers to conduct a workshop for your patrons. To request a data expert for a workshop contact census.askdata@census.gov.

Fact Sheets are available, covering everything from Census Safety and Security to Address Canvassing to Confidentiality in multiple languages. <https://www.census.gov/library/fact-sheets.html>. Also check out the Infographics and Visualizations—<https://www.census.gov/library/visualizations.html>.

Unfortunately this census has also had some controversy, the most significant was the Trump administration’s effort to add a citizenship question. The Supreme Court said that the administration did not have an adequate reason for the question, so Trump issued Executive Order 13880, *Collecting Information about Citizenship Status in Connection with the Decennial Census*. The Department of Homeland Security announced in December 2019 it is providing the Census Bureau with records to comply with the Order.¹

It will be interesting to see if responding online improves responses, or creates unexpected issues, and hopefully there will be more news about the compliance with EO 13880.

Also, this issue is the start of a new volume and I would like to recognize our new editorial review board, and to thank Lynda Kellam and Stephanie Bowe for their service.

Reference

1. “Department of Homeland Security (DHS) Immigration-Related Information Sharing with U.S. Census Bureau,” DHS/ALL/PIA-079, December 20, 2019, <https://www.dhs.gov/sites/default/files/publications/privacy-pia-dhs079-sharingwithcensus-december2019.pdf>; Adam Mazmanian, “DHS Maps Out Data Sharing with Census Bureau,” FCW, January 2, 2020, <https://fcw.com/articles/2020/01/02/dhs-census-data-sharing.aspx?m=1>; Rebecca Klar, “DHS to Share Citizenship Data with Census Bureau in Wake of Court Decision,” The Hill, January 6, 2020, <https://thehill.com/homenews/administration/476950-dhs-sharing-citizenship-data-with-census-in-wake-of-court-decision>.

From the Chair

Susanne Caro



Greetings Members! The New Year is typically a time of reflection, looking at the past year and evaluating the good and the bad. This has been one heck of a year for government information; the National Science Foundation brought us the first image of a black

hole, the Mueller Report was one of the most eagerly awaited publications of the year, and United Nations Climate Change Conference reports have called the world to action. At the state level California banned plastic straws, Washington State tightened gun safety regulations, New York strengthened renter's rights, and more states either legalized or decriminalized marijuana. It has been difficult to keep track of it all.

Looking forward we will be seeing more on impeachment, the roll out of Census 2020, and an election that promises to be another wild ride. 2020 will also be a time to look back and celebrate the passage of the 19th amendment legalizing woman's suffrage. The first Seneca Falls Convention was in 1848, the 19th amendment was passed 72 years later. Just 97 years since the Equal Rights Amendment was first proposed Virginia became the 38th state to ratify the amendment but the legal standing is still unknown. Both efforts are a testament to both perseverance and resistance to change.

On the cusp of a new year and there are many changes in the wind for GODORT and ALA. When you read this we will have had our first totally virtual Midwinter meeting. The ALA Steering Committee on Organizational Effectiveness (SCOE) has released their recommendations and another committee

will be continuing their work. We will have more opportunities to give feedback and I strongly encourage everyone to take advantage of the in-person and online options for providing suggestions. The most concerning recommendation is to eliminate Round Tables that fall under the 1% of ALA membership. This arbitrary number could mean the end of GODORT and much of our work.

A topic of conversation this year will also be if GODORT should merge with the Map & Geospatial Information Round Table. We have a much in common, and with the proposed changes that would disband round tables, joining forces could also ensure survival for both organizations. We will be looking at what merging would require, the benefits and disadvantages of joining and that information will be presented to the membership for an informed vote. This will not be a quick process and will require the approval by membership of both organizations. Should membership want this merger it will take several years for it all to be finalized.

Change is coming. Let us meet it head on.

Susanne Caro (susanne.caro@ndsu.edu), Government Information Librarian

"From the Chair" is licensed under a Creative Commons Attribution 4.0 International License.



Not Just in English Anymore: Government Documents in Other Languages

A Disaster y un Desastre are the Same

Jane Canfield

Think about a disaster that you have never experienced personally or that occurs in other areas but not where you live. For me, that is a wildfire. Now, imagine that the only available information is in a language you cannot read or understand. For my first few years living in Puerto Rico that was me.

Now, you have an idea of why it's important to provide reliable government information in other languages to our users. My users all speak Spanish and when a disaster looms, like Hurricane Maria two years ago, they are anxious and scared and really need information on what to do and how to prepare in their native Spanish. Maybe some of your users are Spanish speakers and maybe some of them speak Chinese or any other of the many languages spoken in the US.

When a disaster is ongoing, the principal agencies of the US government involved are the National Weather Service (NWS), the United States Geological Survey (USGS), and the Federal Emergency Management Agency (FEMA). Each of these agencies also provides extensive information in Spanish about disasters.

For general information in Spanish, this website offers help: <https://www.usa.gov/espanol/desastres-y-emergencias>.

This is a general entry site for [usa.gov/español](https://www.usa.gov/espanol) and provides links to a variety of information including preparation for a disaster, recuperation after a disaster and financial aid after a disaster.

For general information in a number of other languages the internet site of [ready.gov](https://www.ready.gov/) offers help in 21 languages other than English: <https://www.ready.gov/>. This is a general site for disaster preparation which includes information in Spanish, French, Portuguese, Tagalog, German, Italian, Yiddish and a number of Asian languages. The site provides information on preparation for a disaster and includes information on a variety

of different types of disasters. The extensive list includes active shooter incidents, avalanches, cybersecurity, droughts, earthquakes, extreme heat, explosions, floods, hurricanes, landslides, pandemics, tornadoes, tsunamis, volcanoes and wildfires.

This site also includes specific information for children on disasters. There are multiple lists for preparing family plans for disasters which include pets, persons with disabilities, children and senior citizens. In addition, the site explains how to sign up for emergency alerts on your phone.

Probably the best known US government agency for disaster information and help is FEMA, the Federal Emergency Management Agency: <https://www.fema.gov/>: FEMA provides assistance after disasters of all types. The site includes information on how FEMA functions, the laws which regulate FEMA, forms to solicit aid, and preparation for disaster information. FEMA provides information in a variety of languages including Spanish, Haitian Creole, German, Vietnamese, and Portuguese.

A number of US government agencies provide information on specific types of disasters. These agencies include The National Weather Service, The United States Geological Survey, the US Forest Service and the Centers for Disease Control.

Table 1 provides information on these agencies and the type of disasters for which information is provided.

Un desastre es un desastre, but a disaster is easier if you have information in your own native language.

Jane Canfield (jcanfield@pucpr.edu), Depository Coordinator, Pontifical Catholic University of Puerto Rico.

Table 1. Specific Disaster Information Provided by U.S. Government Agencies

Agency	Other Languages	Tornadoes	Hurricanes	Earth- quakes	Floods	Wildfires	Winter Weather	Other
https://www.weather.gov/ National Weather Service	For selected areas in certain types of disasters	x	x		x	x	x	
https://www.usgs.gov/ United States Geological Survey	Some publications in Spanish			x Information in real-time	x			Volcanoes Landslides
https://www.fs.fed.us /science-technology /fire/information US Forest Service Internet page which provides fire information	Some information and publications in Spanish					x An interactive Wildfire map		
https://www.cdc.gov /disasters/disaster_ resources.html Internet page of the CDC which offers information on disasters	Entire site can be changed to Spanish Materials offered in 23 other languages.	x	x	x	x	x	x	Volcanoes Tsunamis Chemical and biological disasters
https://www.disaster assistance.gov/ Internet page with an application to apply for financial aid after a disaster	Entire site can be changed to Spanish	x	x	x	x	x	x	Volcanoes Tsunamis Chemical and biological disasters

HathiTrust U.S. Federal Documents Program Update

Heather Christenson

I am pleased to have this opportunity to update GODORT and *DttP* readers on the progress of the HathiTrust U.S. Federal Documents Program.¹

As of this writing in December 2019, HathiTrust includes close to 1.4 million U.S. federal documents digitized from print. Our top contributors are the University of Michigan, the University of Illinois at Urbana Champaign, and the University of Minnesota. The collaborative nature of our aggregate contributions is powerful—our collection includes digital volumes from 51 different institutions and from the Technical Report Archive & Image Library (TRAIL).

One real impact of our program has been the usage we see. For example, digital availability has resulted in 154,216 page views in 2019 for the digitized version of *History of Wages in the United States from Colonial Times to 1928*, our most popular U.S. federal document.² In addition to scholarly use, other users include investigative journalists such as Neela Banerjee of Inside Climate News, who relied on some of the federal documents in HathiTrust for her groundbreaking research into the record of Exxon’s knowledge of climate change.³

As projects such as the Preservation of Electronic Government Information (PEGI) are highlighting the huge challenges of digital preservation especially in these somewhat volatile times,⁴ HathiTrust’s TRAC-certified preservation commitment is an assurance to the community.⁵ Through this commitment almost 1.4 million digitized U.S. federal documents are preserved by an entity outside of the government or the commercial realm.

In addition to these programmatic values, HathiTrust has been working on a number of operational changes to improve access and discovery, and to set the stage for more effective collection development and management. For example, we made an adjustment to our metadata management system that resulted in 15,000 U.S. federal documents being opened to full view that were previously in limited view due to metadata issues.⁶ The change also ensured that new U.S. federal documents coming into HathiTrust will be identified more effectively and thus available in full view to users. We’ve also been working on projects that further our understanding of needs and practices for stewardship of our very large scale HathiTrust

collection, such as investigations into collection analysis use cases, and predictions of collection growth. Looking ahead, better collection analysis capabilities will enable HathiTrust to more effectively “fill in gaps” in our digital collection and make sure that corresponding print copies are retained by the HathiTrust libraries in our Shared Print Program.⁷ On a practical level, predictions of collection growth enable us to calibrate infrastructure investment, such as purchases of digital storage.

At the end of 2019 new members were appointed to a refreshed HathiTrust Federal Documents Advisory Committee which will bring additional member library perspectives to the Program.⁸ The Advisory Committee will focus on collective strategies to solve shared challenges such as collaborative digitization of federal documents; methods and operations to characterize, improve, and enhance the quality of federal documents metadata; and strategies to expand awareness and promote the use of the HathiTrust U.S. federal documents digital collection. In 2020 we expect to launch Program activities that will reflect these priorities.

Heather Christenson (christeh@hathitrust.org),
Program Officer for Collections, HathiTrust

References

1. “HathiTrust U.S. Federal Government Documents Program,” HathiTrust Digital Library, accessed March 12, 2020, <https://www.hathitrust.org/usgovdocs>.
2. *History of Wages in the United States from Colonial Times to 1928* (Washington, DC: GPO, 1934), <https://hdl.handle.net/2027/uc1.32106007458745>.
3. Neela Banerjee, Lisa Song, and David Hasemyer, “Exxon: The Road Not Taken,” Inside Climate News, September 16, 2015, <https://insideclimatenews.org/content/Exxon-The-Road-Not-Taken>.
4. PEGI Project homepage, accessed March 12, 2020, <https://www.pegiproject.org/>.
5. “TRAC Metrics,” Center for Research Libraries, accessed March 12, 2020, <https://www.crl.edu>

- /archiving-preservation/digital-archives/metrics
-assessing-and-certifying/trac.
6. Heather Christenson, "Opening Up 15,000+ Federal Documents: An Algorithm Story," HathiTrust, April 10, 2019, <https://www.hathitrust.org/blogs/perspectives-from-hathitrust/opening-15000-federal-documents-algorithm-story>.
 7. "Shared Print Program," HathiTrust, accessed March 12, 2020, https://www.hathitrust.org/shared_print_program.
 8. "Federal Documents Advisory Committee," HathiTrust, accessed March 12, 2020, <https://www.hathitrust.org/federal-documents-advisory-committee-fdac-0>.

Tales from the Trenches—Part 1

Kenya Flash and Dominique Hallett

Many and wondrous are the tales told by government information professionals of their interactions with these boundless sources of information. This discovery was made as Kenya and Dominique were compiling information from the recent for “Who are we the people” survey. In the survey conducted in late 2018-early 2019 we included the following question:

Tell us your favorite government documents/government information story. If you would like your name to be included with your story, please include it here, otherwise your story might be published as an anonymous story from the survey.

This is the first of a four part column sharing the collected stories from government information professionals with you. We hope you enjoy reading them as much as we have! Here are their stories:

This collection was not managed well in the past. I believe that I am modernizing our outlook on it and our access—with this comes hopefully a revitalization. In a community with no big university or similar institution people get the “truth” from a wide range of sources that are often rife with bias and unfounded claims. Stay tuned: We may not be big and we may not be powerful but the collection under my watch will become a familiar tool for the whole county—patrons and staff alike.

I attended a talk with Nancy Pearl when she had just published “Book Lust” and I asked why she did not include any government publications in her selections. Her response was that she did not believe these were the kinds of books people wanted to read at home; they were more for reference. I responded that I felt she was mistaken as there were many government publications which would fit most of her chapters. She said she was going to do a second book and asked me to send her some recommendations which I did. In “More Book Lust,” she kept her promise and there is a chapter devoted to some of the best government publications. Of course it is the last chapter but I got her to read some good ones.

In general, it has been the few times I’ve told a student what government documents actually are, and that they aren’t necessarily just “stuffy” reports full of data that is difficult to understand, etc. They are often really great resources on historical events, or military publications about various wars, or really cool exhibits from the Smithsonian Institution. Also, the committee hearings can be interesting too, depending on the topic or subject matter the student might be researching.

We have been doing different displays showcasing a variety of topics. It’s fun to go back in time and do research on different topics and incorporate them into our lives. So many don’t know what the world of government information can offer them. I recently did topics of Women’s Month in March. Autism, Jazz and Poetry in April. And October was a display of against violence, high-school dropout, substance abuse and many other topics.

I don’t have one story. I enjoy interfacing with the patrons who come down to our department to have custom USGS maps made or who need help with research. I enjoy exploring the subjects they are studying usually. I’ve enjoyed helping most all of them.

I was able to locate information in the National Park Service’s Soldiers and Sailors Database regarding the unit and regiment of two of my ancestors who served in the Civil War.

I had a theology student who wanted to know more about the religious views regarding John B. Anderson (independent candidate for president in 1980), specifically in the 1960s when he was first starting in Congress. There either aren’t biographies or the ones out there didn’t cover this period well, I can’t remember which. This student contacted me given my proximity to gov docs. I probably spent the better part of a day reading through search results from the CR [Congressional Record] and newspapers, and ultimately, we were able to piece together enough primary source information to be helpful for his thesis.

In 2017 I began a project at Brown to organize Brown’s paper government documents. After a year’s hard work the shelving

staff at Brown along with work-study students weeded our SuDoc hearings and offered them to our regional.

I work extensively with graduate and undergraduate history students and, overwhelmingly, they tend to gravitate toward diplomatic and military topics when working on theses and seminar projects. Introducing them to GWU's National Security Archives, State's FRUS [Foreign Relations of the United States], and teaching them how to use NARA finding aids is the best part of my position.

In 2007, (or thereabout), the Petroleum Safety technology professor wanted his classes to learn the Code of Federal Regulations, the United States Code and the Federal Register, and their role in the laws of our country as well as how they were to be used to keep people safe in the oilfield. He brought his night class, which consisted of approximately 50 men and women working in the oilfield, into the Government documents department for 3 nights. I was able to help them learn to navigate these documents on paper and then electronically. This provided much satisfaction to me, as I was a retired school teacher. It was very rewarding, as each of these people were highly motivated to learn and very grateful when they left. As the professors became more familiar with online sources, the classes moved to online, however, the professors still defer to our department when their students need help navigating these documents. I am Lynette Tamplain. I am a government information library specialist at Nicholls State University, Ellender Library in Thibodaux, Louisiana.

My most inspiring story is that of a citizen who arrived at the library knowing only that she needed information to get the municipal government to recognize an area of then illegal housing where many people needed government services. She only had heard that the census had a population count. We sent her home with the number of the census block that covered that area, and other information such as the number of housing units, age levels of the population, educational level, and

income information. She was grateful and amazed at the quantity of information.—Jane Canfield

We had a student worker who had to quit being a shelver because she dreamed she was being chased by SuDoc numbers.

The first one that comes to mind is the story of the local woman who used state health statistics to demonstrate there might be a link between higher cancer incidence in our community and the presence of certain elements in the water supply. Through her persistence she changed the way the city government managed water, invested in the water infrastructure and communicated water quality information to the entire community.

Showing students and faculty that they can find information on foreign policy and national security issues from sites like the Defense Department, State Department, and various intelligence agencies. In addition, I have just finished a book on the F-35 Joint Strike Fighter (published by Palgrave Macmillan) which makes heavy use of U.S. Government information resources and government information resources from other democratic national governments.

A patron wanted particular parts of the testimony from Robert Kennedy during the McCarthy hearings. I did all the research I could, found the dates and times, but didn't have the transcripts. I put the question out on the GovDoc-L listserv and the next day, the Librarian of the U.S. Senate said she had it and would I like it faxed or scanned/emailed. I was awestruck that my patron was receiving this kind of assistance.

Kenya Flash (kenya.flash@yale.edu), Political Science, Global Affairs & Government Information Librarian, Yale University, and **Dominique Hallett** (dhallett@astate.edu), Government Information and STEM Librarian, Arkansas State University.

Using OCLC WorldCat to Survey Government Publications in a Library's Collection

Linda Zellmer

A method to evaluate a library's government information collection using OCLC's WorldCat is described. By searching material type codes for government publications, and limiting the search to an owning library, it is possible to find the number of cataloged government publications in a library's collection. The system can be used to identify the age of government publications in a library, the number of items on a given subject, and find publications on a topic from a specific time period. This method of analysis is especially useful for analyzing government information collections when publications are cataloged into a library's main collection. The search technique can be used to generate statistics on government publication collections which can be used to prepare reports on library collections and materials.

At some point, every government information librarian wants to learn more about the materials in their collection, including its size and the age range of the materials. The reasons for wanting more information may vary from providing information for library reports to developing displays. For example, government information librarians in academic libraries with separate government publication collections may be asked for information on the number of government publications on a specific topic for a department's accreditation report. While a systems librarian can generate statistics on publications for that department based on call number ranges, they may find it difficult to find materials on that topic in the government publications collection. For example, government publications on agriculture could take the form of a report issued by the U.S. Department of Agriculture or a Congressional hearing or report. Materials on water pollution could be published by a variety of agencies, including the Environmental Protection Agency, bureaus and offices of the Department of the Interior

or a Congressional hearing or report. In a library where documents are separated from the main library collection, a librarian may be able to use the local online public access catalog (OPAC) to search for materials on a specific topic in the government publications collection if the OPAC can limit searches by location. However, most online catalogs cannot be used to get statistics on the total number of items in a library by location, because they require a term to be searched before supplying results. In libraries where government publications are inter-shelved with other library materials, it is especially difficult to gather information on the library's collection of government publications. One resource available to many librarians, WorldCat (FirstSearch) from OCLC, can be used to find information about a library's government publication collection. This article provides information on using OCLC's WorldCat to survey the cataloged government publications in a library. It provides information on searching for government publications, as well as searches for publications by age, topic and format.

Finding Government Publications using WorldCat

To find government publications available in a library using WorldCat, a search on material type is performed. In a MARC cataloging record, the fixed fields are used to note a variety of information, including whether an item is a government publication and its format. When a government publication is cataloged, catalogers enter a code in the GPub field of the fixed fields of the OCLC record that indicates the type of government publication: **i** for international intergovernmental publications; **f** for federal government publications; **s** for state government publications; and **l** for local government publications.¹ A complete list of the codes is available in OCLC's *Input Standards for*

Home Databases Searching Staff View My Account Options Comments Exit Hide tips

Basic Search **Advanced Search** Expert Search Previous Searches Go to page

Subjects News Help Current database: WorldCat

Search Clear

Search in database: WorldCat (Updated: 2017-02-19)
OCLC catalog of books and other materials in libraries worldwide

Search for: ngp Material Type 1

and Keyword

and Keyword

Limit to: Year (format: YYYY-YYYY) 2
Language No Limit show all languages...
Number of Libraries All

Limit type to: match any of the following
 Books Serial Publications Articles
 Visual Materials Sound Recordings Musical Scores
 Computer Files Archival Materials Maps
 Internet Resources Continually Updated Resources

Subtype limits Any Audience Any Content Any Format

Limit availability to: match any of the following
 Items in my library (IAZ, WESTERN ILLINOIS UNIV LIBR) 3
 Library Code find codes...

Rank by: Number of Libraries

Search Clear

Figure 1. Illustration showing a search for federal government publications in WorldCat advanced search. 1. Enter “ngp” in the Search for: box and use the pull-down to specify Material Type. 2. Enter date if needed. 3. Check the Items in my library box.

*Fixed-Field Elements and 006: GPub: Government Publication.*² The advanced search system in WorldCat, the public OCLC interface, can be used to find government publications by searching the material type. To use WorldCat advanced search to find government publications, enter the material type code for the type of government publication of interest and use the pull-down menu in the user interface to select “Material Type” (figure 1).³ The material type codes for common government publications in WorldCat are:

- gpb—any government publication
- igp—international government publication
- ngp—national government publication
- sgp—state government publication
- lgp—local government publication

When searching only for materials in the local collection, check the “Items in my library” box. The WorldCat search results (figure 2) provides information on the number of cataloged national government publications available in the Western Illinois University (WIU) Library, as well as the number of items by format. While the results include microform publications, they are not reported as a separate format. To get information on the number of microforms in a library’s government

Home Databases Searching **Results** Staff View My Account Options Comments Exit Hide tips

List of Records Detailed Record Marked Records Saved Records Go to page

WorldCat results for: mt: ngp and li: IAZ. (Save Search)
Records found: 305,716 (English: 303,638) Rank by: Number of Libraries

Find related: Books etc. (WorldCat) Previous Searches

All 305716 Books 210528 Internet 72206 Maps 13136 Serials 8429 Visual 553 Computer 551 Updated Resources 304 Articles 6 Sound 3

1. [Statistical abstract of the United States /](#)
 Publication: Washington : U.S. G.P.O., 1878-2012
 Document: English : Serial Publication : Annual Internet Resource
 Libraries Worldwide: 3808 WESTERN ILLINOIS UNIV LIBR
 Here Like This Advanced options...
 See more details for locating this item

Figure 2. Image of the results of the advanced search in WorldCat for federal government publications in a library shown in figure 1.

publications collection, repeat the search, adding a second material type “mic,” which is the code for any type of microform publication; remember to specify material type with the pull-down menu. If a library collects government publications from other countries, it might be necessary to limit the search by adding keywords: “United States” or “U.S.” or “US.” Limiting by country of publication is easier in the Expert Search mode of WorldCat.

Using WorldCat Expert Search

The expert search system in WorldCat can also be used to perform the same search for government publications. For example, the search below finds national government publications (ngp) in the Western Illinois University Libraries (IAZ) that were published in the United States:

mt: ngp and li: IAZ and cp=United States

mt: is the label for material type (ngp); li: is the label for owning library (IAZ is the code for the Western Illinois University Libraries; enter your library’s code here); and cp= is the label for a phrase search for the country or state of publication. Information on the Country of Publication can be found in OCLC’s *Input Standards for Fixed-Field Elements and 006: Ctry: Country of Publication and the Library of Congress’ MARC Code list for Countries*.⁴ Limiting by country of publication is especially useful if a library collects foreign government publications. Owning library codes can be found by searching the *Directory of OCLC Members*.⁵ Advanced searches could be performed to see materials on a topic that are available in other libraries, such as the libraries of academic peer institutions or other depositories in a region. If another library in an area has more government publications on a given topic, users could be referred to that library.

Analyzing a Collection's Age and Subject Coverage

To obtain a more precise breakdown of a collection's age, it is possible to perform an advanced or expert search and enter date ranges in the Limit to: Year box. For example, the WIU Libraries have 23 federal government publications published between 1793 and 1849, 490 federal government publications published between 1850 and 1899, 10,101 federal government publications published between 1900 and 1949, 198,176 federal government publications published between 1950 and 1999, and 96,539 federal government publications published between 2000 and 2019.

This analysis can be extended further by entering subject terms (e.g., agriculture, wildlife, health, etc.) in one of the advanced search boxes and choosing Subject in the pull-down. This will give the number of government publications in a collection that might be of interest to students, faculty and staff in a particular field or department. This data could be useful for academic department accreditation reports. Combining a subject, material type and date into a search can also be used to find publications on a particular topic from a particular time period, such as the government publications in the library on "war" that were published between 1941 and 1945. This information was used to find materials for a series of D-Day displays in the WIU Library. The displays included two government publications on identifying foreign and U.S. armored vehicles from the 1940s that had been received as gifts and added to the main collection. Limiting a search by age could be useful in weeding when a library only wants to keep the most recent information on a topic. It could also be used to ensure that the library is not discarding materials that are less than 5 years old.

Conclusion

Librarians can evaluate their government publication collections by searching for government publications as a material type in OCLC's WorldCat. The search can be refined by

subject and date to develop reports about government information on a particular subject, or identify materials on a theme that might be of interest in displays. Using WorldCat to evaluate government information collections is especially useful in libraries where documents are cataloged and shelved with the main library collection. Unfortunately, this type of search only works for government document collections that have been cataloged. However, librarians working in libraries with uncataloged government publications could use these techniques to collect statistics on the government publication holdings of peer institutions to help justify cataloging their local collections. Cataloging government publications will improve access and services for local users, and increase access for the wider user community.

Linda Zellmer (lr-zellmer@wiu.edu), Government Information & Data Services Librarian, Western Illinois University

References

1. OCLC, "Bibliographic Formats and Standards," *Input Standards for Fixed-Field Elements and 006: GPub: Government Publication*, 4th edition (Dublin, OH: OCLC, 2018), <https://tinyurl.com/y4jw6vnm>.
2. OCLC, *Input Standards for Fixed-Field Elements and 006: GPub: Government Publication*.
3. "Material Types," OCLC, last modified August 28, 2018, <https://tinyurl.com/y23p86tx>.
4. OCLC, "Bibliographic Formats and Standards"; "MARC Code List for Countries," Library of Congress, last modified April 4, 2008, <https://tinyurl.com/7llhdx3>.
5. "Directory of OCLC Members," OCLC, <https://tinyurl.com/y3fs5jt6>.

On Collaboration

Government Documents and Political Collections in Libraries and Museums

Sandy Staebell and Sue Lynn McDaniel

Government documents librarians, special collections librarians and museum curators should collaborate. When they do, researchers and students benefit. While government documents tend to report the beginning and the end of the political process, political ephemera, artifacts and manuscripts provide a deeper understanding of what happens in between. Knowledge of readily available political collections equips information specialists to better serve users. Our survey reveals several U.S. academic institutions that provide online access to significant political collections. A close examination of the Rather-Westerman Political Collection at Western Kentucky University demonstrates how some university-held political collections are created, utilized and further developed.

Many university libraries and museums house primary sources for comprehensive research of American politics. Government documents establish the framework for understanding political processes and decisions. Usage of political collections, whether national or statewide in scope, helps fill in the details. Cross-training and knowledge of other resources enable government documents librarians, museum curators and special collections librarians to provide access to all things political.

Survey of American Political Collections

Cornell University's collections are perhaps the most important. Its cornerstone, the *Susan H. Douglas Political Americana Collection*, consists of an estimated 5,500 American political ephemera and commemorative items dating from 1789 to 1960.¹ The Artstor Digital Library provides access to it at the item level. As of spring 2019, Cornell has acquired nearly 400 pieces of campaign literature for its *Rare Books Collection* and an additional 1,500 items for 12 other collections.

The Southern Methodist University (SMU) Libraries and Oklahoma State University (OSU) Libraries both use CONTENTdm collections management software to manage their digital collections. Viewers can browse SMU largest collection

of political memorabilia, the *Hervey A. Priddy Collection of American Presidential and Political Memorabilia*, by chronology, form/genre and series.² The results include more than 500 examples dating from 1833 to 2017. At OSU, users can sort more than 4,300 items in the *Edna Mae Phelps Political Collection* by title, date and subject.³ The website's menu offers eight shortcuts—Campaign Buttons, Pin-Back Buttons, Oklahoma, Women's Rights, Republican Party, Democratic Party, Political Collectibles and Oklahoma State University.

At Harvard's Kennedy School Library, the *Political Buttons at HKS Collection* offers scholars and teachers access to 1,600 political buttons with strengths in twentieth-century politics; electioneering; and social, political and cultural issues and movements.⁴ Access to the collection is possible through Hollis Images, the school's dedicated image catalog, which "includes content from archives, museums, libraries, and other collections throughout Harvard University."⁵ This catalog, like Western Kentucky University's online library catalog, uses Primo as its digital gateway.

The libraries of Duke University and Syracuse University house major political ephemera collections. Duke's *Kenneth Hubbard Collection of Presidential Campaign Ephemera* (30 linear feet) combines three-dimensional memorabilia and two-dimensional paper ephemera dating from 1840 to 2016.⁶ Due to its size, the Duke librarians catalog this collection at box level. Syracuse, on the other hand, uses folder level description for its *Campaign Collection* (five linear feet) of "ribbons, campaign literature, posters, photographs, [and] clippings."⁷

Striving to promote an awareness of political campaigns and politicians, Regis University Special Collections created a library guide for the *Notarianni Political Collection*.⁸ Drawing from 3,000 items documenting presidential campaigns from 1796 to 2008, it served as the basis for a 2008 exhibit that lives online today.

The librarians at the University of Massachusetts Lowell Library took a different approach. Their library guides point

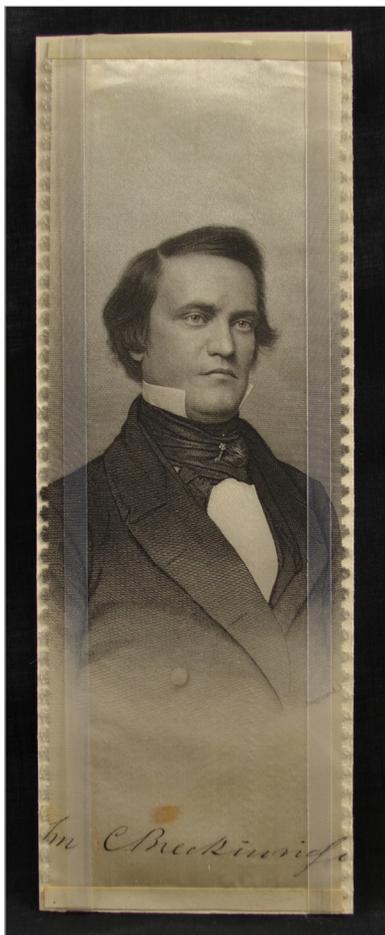


Figure 1. John C. Breckinridge Political Ribbon 1860. <https://westernkentuckyuniversity.pastperfectonline.com/webobject/11A01E67-D152-40BB-9EEF-745351419170>.



Figure 2. Palmer/Buckner Political Photo Ribbon 1896. <https://westernkentuckyuniversity.pastperfectonline.com/webobject/040E4919-0BCF-4294-83BC-181424739077>.

Meehan; and politically active collectors created the remaining two. These research guides consist of digital surrogates that include images and brief object identifications. Except for the Meehan Collection, all are arranged alphabetically by candidate.⁹

Survey of Kentucky Political Collections

The state supported academic landscape in Kentucky includes two R1: Doctoral Universities—the University of Kentucky (UK) and University of Louisville (U of L)—and five comprehensive universities—Western Kentucky University (WKU), Murray State University (MSU), Northern Kentucky University, Eastern Kentucky University (EKU) and Morehead State University. Six out of seven special collections units in these academic institutions house political collections. These holdings typically consist of manuscript and print correspondence to, from or about politicians and their activities; newspaper clippings; photographs; and oral histories. They less frequently

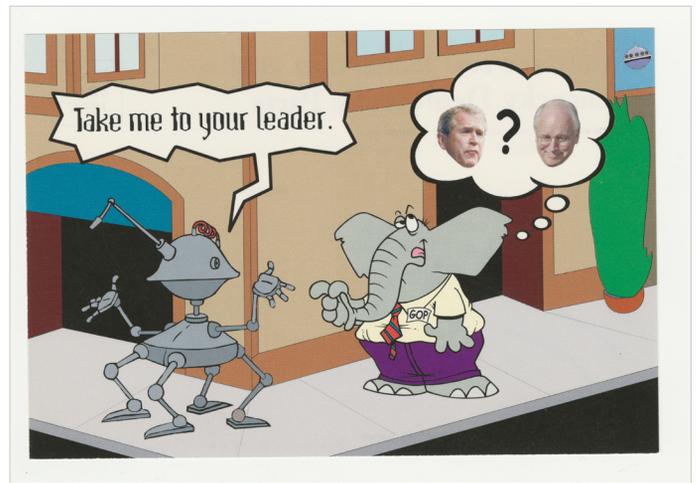


Figure 3. "Take me to your leader" [postcard]. <https://westernkentuckyuniversity.pastperfectonline.com/archive/84E0C722-EF3B-434C-B98A-384304011070>.

house political ephemera and memorabilia. Taken together, these collections cover local, state and national campaigns and issues.

Dating between 1832 and 1976, UK's Special Collections houses unique items in its *Political Campaign Buttons, etc. Collection*.¹⁰ Somewhat alike in its focus on state and national races, this collection lacks the breadth and depth WKU's holdings. Due to the box level of cataloging, the online finding aid defines the nature of the materials (political buttons, pins, ribbons, brochures and bumper stickers), housed in 12.18 cubic feet, but provides no details. The U of L's Archives and Records Center houses political collections that are a "part of the collective memory of the Louisville Metropolitan area, the Commonwealth of Kentucky, and the United States of America."¹¹

The holdings at MSU consist of manuscript collections and more than 20 oral histories. ECU Special Collections is home to more than 35 political collections. Three of the five comprehensive universities house the papers of a major political figure: Governor Edward T. Breathitt (MSU), U.S. Representative Carl Perkins (EKU) and Congressman Tim Lee Carter (WKU). Remote access generally includes online collection descriptions and finding aids.

Within Kentucky two historical societies have significant political holdings. The Kentucky Historical Society collections are composed chiefly of manuscript materials and three-dimensional artifacts. A gem, the *Drexell R. Davis Collection*, includes more than 2,200 examples of three-dimensional memorabilia.¹² Filson Historical Society users can access almost 1,600 manuscript collections relevant to political research. For information about related holdings in its museum, one must contact the Filson's Collection Department.



Figure 4. "Vote for Chandler" [political handbill] 1935. <https://westernkentuckyuniversity.pastperfectonline.com/archive/9B6AC1BE-A145-46AB-A6F1-149151576069>.

WKU's Rather-Westerman Political Collection (RWPC)

Serving as a principal gateway to knowledge about the Commonwealth's political past and present, the *Rather-Westerman Political Collection* houses nearly 7,000 items dating from 1830 to the present.¹³ The time span and diversity of memorabilia illustrates politics at the local, state and national level. They document how individuals and communities come into conflict, form connections and ultimately govern.

The *RWPC* contains many unique items. Kentucky's two most recognizable politicians, Abraham Lincoln and Henry Clay, are represented in the form of sheet music, ribbons, correspondence, engravings, medals, broadsides and a military promotion certificate. Two of our rarest items are pieces of Henry Clay sheet music, the only known copies. Among the textiles, a banner welcomes Kentucky governor Earle C. Clements and a hand-painted silk necktie promotes the election of President Harry S. Truman and Vice President and Kentucky native Alben Barkley.

Concerning political organizations, the Republican and Democratic parties are best represented. Memorabilia from the lesser known Whig, Gold Democrats, Know Nothing (American), Populist, Prohibition, Socialist, Communist, Independent, Tea and Green parties adds unique insights. The slogans and symbols on this material illustrate the way candidates distill their messages. Prominent issues include coal, marijuana, labor rights, minority rights and temperance.

Beginning in the 1930s, WKU accepted items about Kentucky politicians involved in state, county and local campaigns. When the collection outgrew faculty offices, administrators allocated space in the library for that purpose. Since 1939, the Kentucky Building has been the home of Library Special Collections (<https://tinyurl.com/y5e52m3z>) and the Kentucky Museum (<https://tinyurl.com/y4uzpczq>).



Figure 5. "John Y. Brown for Senator" 1966. <https://westernkentuckyuniversity.pastperfectonline.com/archive/1286C6B2-1CC9-40ED-B8D8-830376015650>.

The largest portion of the *RWPC* reflects the collecting passion of two WKU alumni. In 1983, Lexington attorney Julius Rather began donating items from his collection with the goal of seeing these materials preserved and accessible for study. As a charter member of Political Americana Collectors of Kentucky (PACK), he gathered ephemera and artifacts from across the Commonwealth, sometimes purchasing unique and often costly historical items. In a 2011 interview, he defined his collecting scope as Kentucky politicians and national candidates campaigning within the Commonwealth.¹⁴

Louisville businessman Robert Westerman, also a WKU alumnus and PACK member, began donating primarily Louisville metro items in 1998. First interested in political memorabilia as a teenage campaign worker, he described his evolution as a collector:

"Initially, I had little interest in KY political memorabilia and always sold it to a friend and fellow WKU grad, Julius Rather. After a number of years of doing this, Julius asked me if I would make a commitment to him to continue to collect memorabilia for Western. As I did so, my primary collecting interest did become Kentucky items, particularly Kentucky governors."¹⁵

In recent years, the staff honored these two major donors by assigning *RWPC* to all political ephemera and artifacts regardless of their source. Other significant contributors included journalist Allan Trout and political science professor John Parker. The latter, a retired WKU faculty member, finds primary sources an essential part of the curriculum. He believes "campaign memorabilia often encapsulate a political campaign's strategy . . . [and] mark shifting political trends and electoral fortunes and changing campaign techniques."¹⁶

Other WKU Political Collections

In addition to the *Rather-Westerman Political Collection*, WKU holds more than 450 manuscript collections relevant to politics.¹⁷ Citizens, candidates and elected officials offer unique points of view regarding national, state and local politics. Of



Figure 6. John Sherman Cooper Political Novelty 1948-1960. <https://westernkentuckyuniversity.pastperfectonline.com/webobject/5D76E438-4938-4252-9D37-335998451490>.

particular interest are the papers of four Congressmen who served during the nineteenth and twentieth centuries. The highlight of Whig Senator Joseph Rogers Underwood's career was his service as an 1844 presidential elector for Kentuckian Henry Clay. At the local level, Elizabeth Cox Underwood kept her husband abreast of statewide politics. Concerning Kentucky's proposed 1850 constitution, Mrs. Underwood apprised the Senator of the positions of Euclid Covington and David Rice Atchison who have both "taken to the stump." She noted that Covington, who championed the cause of the poor, referred to the rich as the "children of [the] devil."¹⁸

One hundred years later, Frank L. Chelf served 11 terms in the U.S. House of Representatives. The papers of this self-described "most conservative member of the Kentucky delegation" reflect the complex social and political challenges America faced from the mid-1940s through the mid-1960s.¹⁹ Congressman Tim Lee Carter's papers document a Kentucky physician's contributions to the national dialogue on the Vietnam War and legislation affecting healthcare, food, drugs, Social Security and clean water and air between 1965 and 1981. First elected in 1953, Representative William H. Natcher kept detailed journals throughout his legislative career and held the record for consecutive votes cast in the U. S. House of Representatives: 4,191 quorum calls and consecutive 12,644 roll-call votes.

Special Collections repositories typically limit their holdings of government documents to inaugural, memorial and commemorative publications. Museum curators and special collections librarians must identify holdings that will make



Figure 7. Old Maid Card Game 2016. <https://westernkentuckyuniversity.pastperfectonline.com/archive/DD72AA35-9C7E-4EBA-8739-705303246230>.

unique contributions to scholarship. Kentucky appraiser J. Michael Courtney asserts that "No other institution in Kentucky, public or private, has anything close to the Rather Collection's buttons, bumper stickers, posters, sheet music, pamphlets and printed materials in terms of the variety and dates covered."²⁰

The papers of "pistol packing" Pearl Carter Pace offer a feast of unusual paraphernalia collected during her nine years of service as a Republican National Committeewoman from Kentucky.²¹ Editorial cartoons, particularly those drawn by WKU alumnus Bill Sanders, offer pointed, often biting, commentary on American politics.

RWPC Access

For most of its history, intellectual control and access to the RWPC was limited. Over the last 36 years, gift agreements for donations from Rather and Westerman described the contents



Figure 8. William O. Bradley Inaugural Souvenir Pin 1895. <https://westernkentuckyuniversity.pastperfectonline.com/webobject/C927A555-9A50-4274-AC1B-305287973488>.

of the collection in varying levels of detail. Partial library finding aids existed, and the Kentucky Museum maintained a photocopy index arranged by politician. Under this system, access to the collection generally came in the form of in-person, telephone, email, or letter inquiries. While limited assistance using photographs, scans and photocopies was possible, in-depth research required on-site visits.

In 2006, Library Special Collections and

Kentucky Museum personnel began to manage accessioning, cataloging and retrieval of their collections using Past-Perfect Museum Software (<https://tinyurl.com/3hjzdo>). Two years later, they purchased its web-publishing tool, PastPerfect Online, and began uploading selected content into KenCat, their shared online catalog.²² End users can go directly to KenCat to view the collection, or they can access it via the Primo-powered WKU Libraries catalog. Initially, all cataloging and data entry occurred at the item level. Beginning in 2018, manpower limitations and program goals for the upcoming 2020 presidential election dictated that Special Collections' personnel catalog *RWPC* ephemera at the folder level. Staff continue to retro-catalog all donations received prior to 2006.

While off-campus researchers and WKU faculty and students can request hands-on access to the *RWPC*, the staff increasingly directs them to use KenCat for their initial research. We suggest research strategies that include requests for hands-on access to specific items; make them aware of primary sources not yet in the public catalog; and refer them to government documents and other institutional collections.

Promoting the *Rather-Westerman Political Collection*

Strategies for promoting awareness and use of the *RWPC* encompass traditional methods. To promote usage by WKU faculty and students, further education of library faculty and staff who provide government documents reference services is

necessary. This training will include instruction on all materials accessible through KenCat. Further collaboration with research assistance librarians and subject specific faculty will enhance existing research guides.

The ephemeral nature of modern communication poses new challenges for documenting today's history for tomorrow's scholars. Operating as a "for more information" tactic, Facebook, Twitter, Instagram and blog posts promote awareness of our collections. Besides raising the profile of the *RWPC*, WKU Library Special Collections and Kentucky Museum faculty use social media to promote donations and research.

WKU's first major use of social media as a collection development tool grew out of the need to document the political and social climate during and after the 2016 presidential campaign. Recognizing that a rapid response was required to document the rallies, protests and demonstrations, we created the *America United/America Divided Project (AU/AD Project)*. It focused on collecting materials that reflect Kentuckians' participation in rallies, campaigns, inauguration, causes and marches. Thus, we documented the diversity of political, religious, social, cultural and scientific opinion expressed in the United States between the fall of 2016 and February of 2018.

Efforts to solicit donations for the *AU/AD Project* included traditional and modern approaches. We contacted student, local and regional political organizations and representatives via phone and email. College and local media outlets promoted it. We created a Facebook page and messaged the Facebook pages of local activist organizations. Personnel attended marches, took digital photos and personally requested the donation of materials. Staff took photos at the March for Science and Climate, International Women's Day March, Unity March (the Trump Administration's ban on Muslims entering the United States) and March for Our Lives.

Unlike mass produced buttons, bumper stickers and magnets that uniformly convey a candidate's message, the items and quotes collected for the *AU/AD Project* typically expressed the personal beliefs of individual citizens. Kentuckians communicated their personal perspectives through print and digital photographs, homemade clothing, posters, banners and video recordings. A prime example was a banner created in response to a Trump Administration official's reference to the purported "Bowling Green Massacre."²³ By the project's end, the archive consisted of several hundred items. Most donations came from individuals who felt left out or unrepresented after the election despite our efforts to stress the non-partisan nature of the project.

Teaching

Comprehensive research requires an understanding of both action and reaction. Government Document repositories house official government records that result from political activity. Special collections repositories and museums house materials that express citizens' actions and reactions. Neither can stand alone. Campaign materials often capture the economic, racial and social underpinnings reflected in American society.²⁴

Recently hired teaching faculty are often more receptive to collection-based curriculum and research initiatives. To complement classroom instruction, professors often request unique object-based lectures. Political Science and History faculty have responded positively to these latest outreach efforts. In the fall of 2018, the "Women and Politics" class used the *RWPC* for an object-based lecture followed by individual research assignments on female politicians. Dr. Victoria Gordon's students "reported that this experience opened their eyes to history in a new way and inspired them to run for office and to volunteer for political campaigns."²⁵

History Professor Kate Brown requested an object-based lecture for her American Revolution/Early Republic course. Following the presentation, she noted that "adding a study of early-republic material culture to the familiar historical narrative . . . underscored for them just how saturating politics was then (as now) in everyday life. . . . These artifacts . . . struck my students as *real* history—that is, a tangible, non-abstract and vital way to understand how early republican politics infused the discourse of nineteenth-century America."²⁶ Based on this feedback, other faculty may request access to this set of manuscripts, artifacts and ephemera.

Library and museum faculty broaden use through structured learning opportunities that emphasize access to primary sources. Maximizing limited personnel resources, the Museum Education Curator reviews course syllabi to focus our outreach on faculty who teach subject-relevant classes with large enrollments. This criterion informed our recent close study package focused on World War I/World War II. Targeted faculty received a list of collection materials featured in the package and a schedule of available time slots. Following most library and museum faculty presentations, instructors required students to research one or more of the featured artifacts.

The majority of library and museum faculty continue to provide personalized instruction to enhance research skills. They help students define research projects, recommend search strategies and identify potential sources.

Unique Faculty and Staff Contributions

University faculty bring knowledge and perspective to our collections. Individuals whose expertise complements them provide ongoing advice regarding collection development and exhibits. In the fall of 2019, eleven faculty from nine departments developed object lessons for *Out of the Box*, an exhibit showcasing South Central Kentucky's unique culture and heritage. Participants were selected following the Museum Educator's review of WKU programs and course syllabi to identify classes that addressed the basic thematic areas of the exhibit, i.e., Music, Religion, Entrepreneurship, Medicine, and Caves. Participating faculty received a list of artifacts that could be used to illustrate these themes and were free to suggest additional potential items for interpretation. Ultimately, an Art faculty member wrote three object lessons, Folk Studies and Geography faculty members wrote two each and the remaining faculty contributed one object lesson apiece. Intended to represent collection strengths, this exhibition fosters multidisciplinary discussions about Kentuckians' collective heritage

WKU Library Special Collections and Kentucky Museum faculty publicize student internship opportunities. Their projects are designed to benefit collection needs while satisfying curriculum requirements. Students work with supervising library and museum faculty to define their tasks and determine the required minimum number of hours. In order to receive course or internship credit, they typically spend an average of 120 hours on their project. In addition, some internships require a paper or oral presentation. Historically, most internships are unpaid. However, donors have funded several scholarships in recent years.

In 2018, a student seeking a Master's degree in Public Administration scoured the Rather-Westerman Collection to create an Access database of Kentucky women politicians. Museum faculty will use this database in planning efforts for exhibits. One year later, a Special Collections student assistant processed ephemera while a Folk Studies graduate intern evaluated memorabilia for possible use in political exhibits. A graduate assistant and an undergraduate student assistant created fact sheets on Kentucky female politicians. Through exhibit research and construction, internships, independent study projects and volunteer opportunities, these students contribute knowledge, perspective and man-hours.

The next year, the Political Science Department, Library Special Collections, the Kentucky Museum and our county public library received grant funding to underwrite *Journey to the Vote*, a series of programs marking the 100th anniversary of the 19th Amendment to the U.S. Constitution. Through this

project, Dr. Gordon stated that we are ensuring opportunities for WKU students and the community “to not only gain a greater understanding of political concepts, but access documents and artifacts and experience learning at a much deeper level.”²⁷

Planning for the Future

The challenges are many and unfortunately remain constant. Given limited or non-existent funds for the targeted acquisitions, institutions often rely on the generosity of donors whose collecting interests may not match their collecting scopes and needs. Personnel changes usually influence an organization’s collection development focus over time.

Collection planning must reflect the changing nature of political collections as politicians move from traditional three-dimensional objects and printed materials to newer, often electronic, formats. Although bumper stickers, buttons, caps and T-shirts remain popular, today’s candidates prefer door hangers, mass mailings and social media; they have little use for neckties, kerchiefs and thimbles. Changing societal norms also affect the use of certain types of materials as vehicles for conveying political messages. For example, the association of matchbooks with smoking may have decreased their usage. Born-digital primary sources not only require specialized capture methods, but also need constant upgrades to the latest accessible format. The abundance of image capturing software programs creates additional challenges in digitizing physical artifacts and keeping them accessible electronically.

Collection development must consider the human factor. Focused on their love of past politics, collectors sometimes require family pressure or tax write-offs to part with their treasures. With luck, the risk of future dispersals of their collections will motivate collectors of ephemera and artifacts to place their possessions in a repository. Grieving families often contact libraries and museums. Librarians and curators must educate and pursue politicians, political action committees and issue-driven organizations who prioritize the present over their legacy. Limited funding often results in passive collecting. Building quality collections requires a commitment to planning, personnel and financial resources.

Strongly held political beliefs on the part of collectors, donors and institutional personnel can and do shape acquisitions. Evolving attitudes towards politics and generational differences will influence future collecting of political memorabilia and commemoratives. PACK’s declining membership and its members’ observations indicate that younger Kentuckians have little interest in collecting political memorabilia. Considering

these factors, librarians and curators need to exercise diligence, a sense of urgency and diplomacy to build collections.

In response to a change in WKU’s leadership, a new strategic plan and decreased funding, Kentucky Museum and Special Collections personnel have increased their outreach efforts to WKU faculty and students. We document our collections’ relevance to the university’s academic mission. Today’s students communicate through social media. To reach them, librarians and curators must adapt to their ever-changing modes of communication.

Collections in academic libraries, museums and historical societies are uniquely positioned to complement government documents. Study of their holdings facilitates an understanding of how politics operates at the local, state and national level. The use of government documents, political ephemera and artifacts strengthens our awareness of the United States political system, past and present. When government documents librarians, special collections librarians and museum curators work together, society benefits.

Sandy Staebell (sandy.staebell@wku.edu), Associate Professor, Library Special Collections, Kentucky Museum Registrar & Collections Curator and Western Kentucky University. **Sue Lynn McDaniel** (sue.lynn.mcdaniel@wku.edu), Professor, Special Collections Librarian, Western Kentucky University.

References

1. “Collection of Political Americana,” Cornell University Library, Cornell University, <https://tinyurl.com/yxdu96cv>.
2. “Hervey A. Priddy Collection of American Presidential and Political Memorabilia,” SMU Libraries, Southern Methodist University, <https://tinyurl.com/y5lhsske>.
3. “Edna Mae Phelps Political Collection,” Edmon Low Library, Oklahoma State University, <https://tinyurl.com/y5b26upq>.
4. “The Political Buttons at HKS Collection,” Harvard Kennedy School, Harvard University, <https://tinyurl.com/y5p85o>.
5. HOLLIS Images, Harvard Kennedy School Library and Knowledge Services, Harvard University, <https://tinyurl.com/yxpgbqpu>.
6. “Guide to the Kenneth Hubbard Collection of Presidential Campaign Ephemera, 1840–2016 and undated,”

- Duke University Libraries, Duke University, <https://tinyurl.com/y5jz3oez>.
7. "Campaign Collection," Syracuse University Libraries Special Collections Research Center, Syracuse University, <https://tinyurl.com/y2pn48bs>.
 8. "Notarianni Political Collection," Regis University Library, Regis University, <https://tinyurl.com/y672pwzb>.
 9. "Political Memorabilia Collections," UMass Lowell Library Guides, UMass Lowell, <https://tinyurl.com/y3jp8s7b>.
 10. "Political Campaign Buttons, etc. Collection, University of Kentucky Libraries, University of Kentucky, accessed, <https://tinyurl.com/y528eype>.
 11. "Political Collections: Home," University of Louisville University Libraries, Archives & Special Collections, <https://tinyurl.com/y4bk4wwu>.
 12. "Artifacts Catalog," Kentucky Historical Society, <https://tinyurl.com/y4slutun>.
 13. "Rather-Westerman" keyword search, Kencat, Library Special Collections and Kentucky Museum, Western Kentucky University, <https://tinyurl.com/yywsbjes>.
 14. Rather, Julius. Interview by Sue Lynn McDaniel. Lexington, KY, June 14, 2011.
 15. Robert Westerman, email message to Sandra L. Staebell, January 21, 2019.
 16. John Parker, email message to Sue Lynn McDaniel, January 8, 2019.
 17. TopSCHOLAR, Western Kentucky University, accessed September 15, 2019, <https://tinyurl.com/y4koxptv>.
 18. Elizabeth Cox Underwood to Joseph Rogers Underwood, April 28, 1850, Underwood Collection, Library Special Collections, Western Kentucky University.
 19. Richard Harwood, "Persistence His Weapon in Congressional Combat: Once He Starts After A Goal, Chelf Is A Fighter None Can Stop," *Louisville Times*, January 31, 1962.
 20. J. Michael Courtney, email message to Sue Lynn McDaniel, January 9, 2019.
 21. Louise Hughston, "Straight Shootin' Pearl Always Hits the Bullseye," *Washington Post*, January 24, 1960.
 22. "KenCat Online Collections," Library Special Collections and Kentucky Museum, Western Kentucky University, <https://tinyurl.com/y4y9cz4l>.
 23. "KenCat Online Collections," Library Special Collections and Kentucky Museum, Western Kentucky University, <https://tinyurl.com/y4lrau54>; Samantha Schmidt and Lindsey Bever, "Kellyanne Conway cites Bowling Green massacre' that never happened to defend travel ban," *Washington Post*, Feb. 3, 2017, <https://tinyurl.com/y5eakv6f> or BGDN, Feb. 3, 2017; "SLIDE SHOW: Bowling Green massacre remembrance gathering," *Bowling Green Daily News*, February 3, 2017, <https://tinyurl.com/y3u9s9pt>.
 24. "KenCat Online Collections," Library Special Collections and Kentucky Museum, Western Kentucky University, <https://tinyurl.com/y3lmq6bg>.
 25. Dr. Victoria Gordon, email message to Sandra L. Staebell, January 3, 2019.
 26. Dr. Kate Brown (WKU Historian), email message to Sandra L. Staebell, January 24, 2019.
 27. Gordon, email message to Sandra L. Staebell, January 3, 2019.

HathiTrust Copyright Review of State Government Documents

Kristina Hall

This article describes a copyright review program at HathiTrust which sought to determine the copyright status of individual US state government documents. The copyright project was carried out from 2014 to November 2019, and more than thirty-five people from different institutions took part.

US state government documents are subject to copyright protection despite the belief they should be public domain just as US federal documents are public domain. 17 USC 105 only states that copyright protection is not available for any work of the United States Government.¹ State publications are not directly addressed within US federal copyright law and therefore receive copyright as a default. This causes uncertainty for libraries wanting to digitize and distribute state publications online.

There has been some effective advocacy on state copyright in the last five years including the State Copyright Resource Center from Harvard and Free State Government Information (FSGI).² The push of information about state copyright has generated interest among rights holders, and HathiTrust has seen an increase in Creative Commons licensing particularly around state agricultural publications.³ Although US state publications by nature contain local and region-specific information, people frequently contact HathiTrust asking for them to be opened.

HathiTrust found that we can open these state publications the most effectively through copyright review.

US State Government Copyright Review

HathiTrust reviewed over 119,000 state publications and found over 101,000 of them to be public domain. The public domain publications are now open for US readers. All states were represented in our work including Alaska and Hawaii, although some states were better represented than others. The higher amounts in some states like California, New York, Michigan, Wisconsin and Illinois correspond to the locations of institutions that

deposited more digital content with HathiTrust. Some state documents were digitized from library collections outside the home state of publication.

Between 1923 and 1977, copyright notice was a required formality in the US.⁴ Many state publications during this time were published without copyright notice and for that reason became public domain. This allowed HathiTrust to open valuable and unique information for researchers, for example state banking reports and agricultural research bulletins. In fact, 1,908 volumes were in response to a user asking that a specific item be opened.

Results and Analysis

Project statistics as of November 27, 2019

- 119,918 in total
- 101,613 public domain in the United States
- 16,768 needs further inquiry to determine
- 1,537 in copyright (1964–1977 with copyright notice)

Over 101,000 volumes were public domain in the United States because they were published without copyright notice. About 18,000 volumes had to remain closed, of these only 3,258 volumes were tagged by reviewers as having copyright notice. Publication with copyright notice holds different significance based on the date. Between 1964 and 1977, renewal was no longer a required formality so the works published during those dates would be in copyright, which for us was a subset of just 1,537. Before 1964, publications with notice could yet be public domain if the copyright was not renewed with the US Copyright Office. We chose not to do the additional research into renewals because of workflow considerations.

The majority of works that would require further inquiry were revised editions or reprints where it was not possible to verify that the original publication lacked copyright notice. The

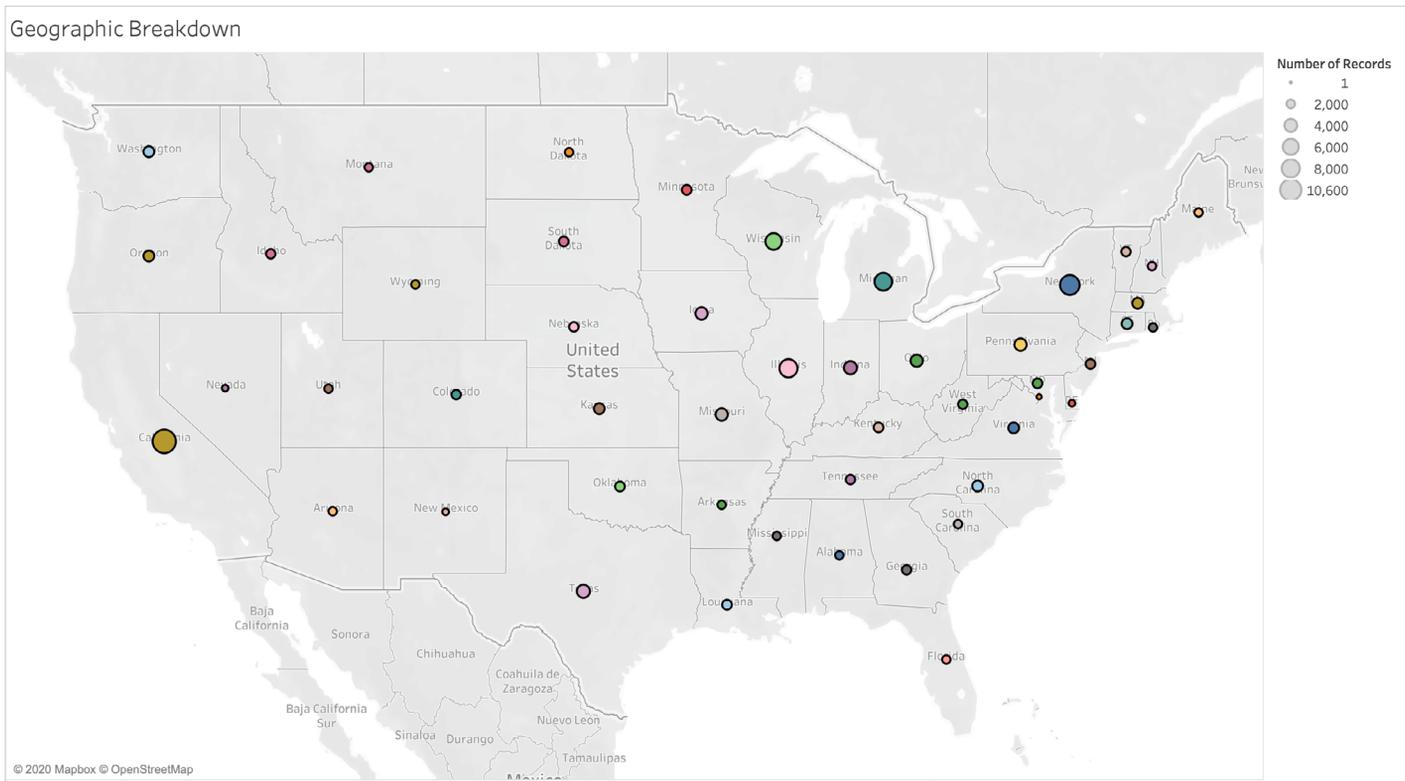


Figure 1. Relative number of documents reviewed by state. © Mapbox, © OpenStreetMap

presence of potentially copyrightable material within an otherwise public domain document was also a notable reason for a work to remain closed. A great resource that goes more into depth about how HathiTrust does copyright review is the book “Finding the Public Domain” which is available open access from Michigan Publishing.⁵

From our results, it appears there was a spike in the 1970s in publications of state governments (or collection holdings within libraries). The presence of copyright notice on works also increased in the 1970s although it still remains a tiny amount of the total. The top five publishers adding copyright notice were St. Paul: West Pub. Co.; Chicago: Callaghan; Atlanta: The State Library; Harrisburg, Pa.: Bureau of Topographic and Geologic Survey; and Topeka, Kans.: R.R. Sanders State Printer. They had each between 65 and 145 publications with notice. The vast majority of the 1,367 publishers using copyright notice had one to ten titles each. Further analysis of the data set might yield an insight into copyright trends within states, but it was not immediately apparent.

Human Resources Needed for This Type of Review

This copyright review work involved thirty-five people from HathiTrust member institutions across the US and Canada.

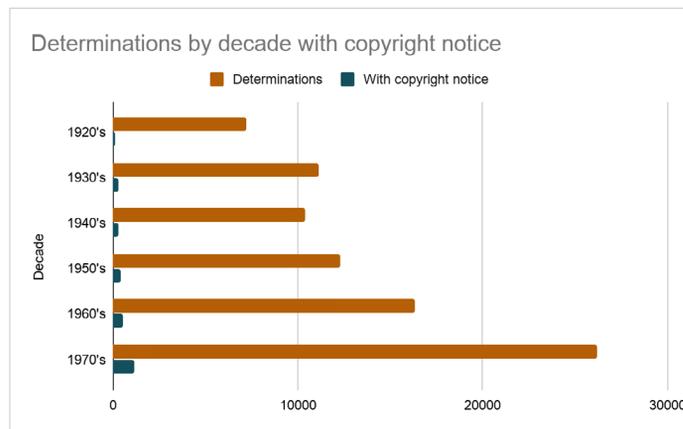


Image 2. Works reviewed vs. works with copyright notice, by decade

They worked on average three hours a week apiece on copyright reviews from 2014 to 2019; in total 8,125 hours of work. This accounts for two independent copyright reviews per volume, and a third review if the first two were in conflict. It does not include time spent in training and project management. The work was done by library staff from HathiTrust member institutions. Their institutions gave between three to six hours per week for a year or more. The library staff often did not have formal copyright expertise and they participated in a HathiTrust copyright review training program. Training could take upwards of three weeks which is why new reviewers

were accepted in an annual cycle instead of ongoing basis. By working with digital objects, significant time savings occurred through not pulling books from shelving.

Use Cases

HathiTrust does not have analytics on usage of these documents, however the copyright reviewers were asked what potential use cases they saw. After looking at thousands of these documents, here is what they suggested:

- Text mining state financial and banking reports to assess the impacts of state spending.
- The importance to women's studies of home economics and family science information originally being published as a part of agriculture science.
- Allowing state employees to digitally access older publications of their own department.
- A valuable image and graphics source for artists.
- Creating a central portal of agricultural information for urban farming where industrial scale methods are not used.
- Research into the history of K-12 educational methods and educational-related metrics.
- Labor and policy documents post WWII, and economic planning at local and regional levels.
- Making interlibrary loan delivery easier to researchers in remote locations.

Opportunities for Additional Work

This project focused on state government documents cataloged as BK format (book) only. We inadvertently tested our ability to work on SE format (serials) when several thousand unknowingly made it into the candidate pool. Despite serial format in general being considered a more complex copyright inquiry than monographic works, these state government serials are very straightforward with the main problem being many items bound together in the same digital scan. For these 'bound-withs' it is difficult to find the start and end pages of all internal parts, and this seems to be a problem unique to working with a digital object. There are approximately 104,250 unreviewed state documents in serial format in HathiTrust that we could work on in a future project.

Another possibility is to expand the date range and look at more state government documents published between 1978-1988. Copyright notice still was not required during these years, but an additional search would have to be taken for rightsholder registration of copyright within five years. Not much is

known about how often this remediation was taken advantage of, however HathiTrust's prior work on state government documents suggests it is very unlikely that a state agency publishing without copyright notice would have submitted a registration to regain copyright.

Conclusion

HathiTrust is proud to have collaborated with our member institutions to achieve this large set of public domain state publications. Our expertise happens to be in copyright review, however we also recognize advocacy efforts of others trying to influence state legislators or seek Creative Commons licenses. US state publications are an important body of work that whatever the means, time invested by libraries in clarifying the copyright status can have some satisfying results.

Kristina Hall (keden@hathitrust.org), Copyright Review Program Manager, HathiTrust.

HathiTrust copyright review of state government documents by Kristina Hall is licensed under a Creative Commons Attribution 4.0 International License.



References

1. Subject Matter of Copyright: United States Government Works, 17 U.S. Code § 105. Legal Information Institute, <https://www.law.cornell.edu/uscode/text/17/105>.
2. "State Copyright Resource Center," Harvard Library Copyright Advisor program, <http://copyright.lib.harvard.edu/states/>; and "Free State Government Information," <http://stategov.freegovinfo.info/>.
3. Kristina Eden, "HathiTrust Members: Opening State and Local Agriculture Documents," HathiTrust Perspectives (blog), May 7, 2019, <https://www.hathitrust.org/blogs/perspectives-from-hathitrust/hathitrust-members-opening-state-and-local-agriculture-documents>.
4. US Copyright Office circulars, "Circular 3: Copyright Notice," <https://www.copyright.gov/circs/circ03.pdf>.
5. Melissa Levine, Richard C. Adler, Justin Bonfiglio, Kristina Eden, and Brian S. Hall, Finding the Public Domain: Copyright Review Management System Toolkit, <https://quod.lib.umich.edu/c/crmstoolkit?page=home>.

Proposed GODORT Bylaw changes

In the accompanying document, text to be removed is indicated by strike through. Proposed new text is bolded and underlined.

Purpose:

To provide a clearer, more accurate definition of Task Forces, Interest Groups, and Discussion groups.

To clarify the roles and differences between Task Forces, Interest Groups, and Discussion groups.

To allow Interest Groups to have a voting member on steering.

Background:

In 2017 the option of an Interest Group was added to the bylaws. This addition was the result of members feeling that the term Task Force did not accurately describe their role and discouraged attendance as it is perceived by most people to mean a group convened to accomplish a specific task.

The language added to the bylaws is nearly identical to that of Discussion Groups which has caused some confusion.

There was a desire among some members that Task Forces be limited to groups that were tasked with a specific goal, but at that time there was no change to the language. The current language is from when a Task Force was really a standing committee, as a result that language is still very similar to the description of a Standing Committee. This can be remedied by moving the Task Forces under special committees.

As currently written, the Bylaws provide very little difference between Interest Groups and Discussion Groups. The current language of the Interest and Discussion Groups does not allow for the coordinator of either group to be on steering. This would require additional changes to the Bylaws. Adding the Interest Groups to steering will provide a key

difference between the Discussion and Interest Groups and provide Interest Groups with a voice on decisions made by Steering. This leaves the Discussion Groups as a less formal option.

Sections of the bylaws that will require changes

- Article IV. Officers, Sec.2.
- Article V. Meetings and Quorum, Sec. 2 (c), Sec. 4 (c).
- Article VI. Steering Committee, description, Sec. 1 (c), Sec. 1(d), Sec. 2.
- Article VIII. Task Forces, Standing Committees, Interest Groups, Discussion Groups, and Special Committees. Title, Sec. 1, Sec. 2(b), Sec. 3, Sec. 4. Sec. 5

Bylaws

Draft of 2020 revisions

Article I. NAME AND AFFILIATION

Section 1. Name

The name of the Organization shall be the Government Documents Round Table (GODORT) of the American Library Association (ALA).

Section 2. Relationship to the American Library Association

The Government Documents Round Table is a unit of the American Library Association. The constitution and bylaws of that organization, to the extent they are applicable, take precedence over the bylaws of this Round Table.

Article II. PURPOSE

The purposes of the Government Documents Round Table are: (a) to provide a forum for the discussion of problems and concerns and for the exchange of ideas by librarians working with government documents; (b) to provide a nexus for initiating and supporting programs to increase the availability, use and bibliographic control of documents; (c) to increase communication between documents librarians and the larger community of information professionals; (d) to contribute to the education and training of documents librarians.

Article III. MEMBERSHIP

Section 1.

Any member of ALA may elect to become a personal member of the Round Table upon payment of Round Table annual dues. Only Round Table members who are personal members of ALA receive the right to vote and hold office.

Section 2.

Any organization concerned with issues relating to government information shall be welcome to associate with the Round Table as an affiliate member upon submission of a statement of membership and purpose. Affiliate membership shall entitle the group to receive publications of the Round Table and to participate by reporting on activities for dissemination to the entire membership; it shall not entitle members of the group who are not personal members of ALA and members of the Round Table to vote or hold office in the Round Table. The functions and responsibilities of affiliates shall be defined in the *GODORT Policies and Procedures Manual (PPM)*.

Article IV. OFFICERS

Section 1.

The executive officers of the Round Table are elected and shall be Chair, Assistant Chair/Chair-Elect, Immediate Past Chair, Secretary, Treasurer, GODORT Councilor, Publications Committee Chair, and Bylaws and Organization Coordinator. Terms of all elected officers shall be one year, unless otherwise specified in the *Bylaws*. Term of office shall begin at the start of new business at the Steering Committee meeting of the Annual Conference. The Treasurer shall take office September 1 and shall serve a two-year term. The Bylaws and Organization Coordinator shall serve a two-year term (with the option of a one-year term extension, at the discretion of the GODORT Chair and approval of the Steering Committee).

The GODORT Councilor's term of office is governed by the *ALA Bylaws*.

Section 2.

All other officers of the ~~task forces~~ **and** standing committees **and interest groups will shall** be appointed. No member shall hold more than one office at a time at the level of standing committee Chair or **Task Force interest group** Coordinator or higher. No member shall be eligible to serve more than two consecutive terms in the same office. No member of the Executive Committee, except for the past Chair, shall be eligible to hold an additional elective or appointive position with GODORT at the level of work group Chair or higher, except as specified in these *Bylaws*. This restriction shall not apply to appointment to special committees **or task forces**.

Section 3.

Chair, Assistant Chair/Chair-Elect, and Past Chair

- a. The Chair shall have the customary duties of the office of Chair and shall preside over all meetings of the Government Documents Round Table and of the Executive Committee and the Steering Committee for fulfilling the purposes of this organization.
- b. The Assistant Chair/Chair-Elect is responsible for program planning, shall serve as a member of the Nominating Committee, the Executive Committee, and the Steering Committee, and as Chair of the Program Committee.
- c. The Immediate Past Chair shall serve as a member of the

Executive Committee, the Steering Committee, and the Membership Committee and shall perform such duties as assigned by the GODORT Chair.

Section 4.

Secretary

The Secretary shall perform the customary duties of this office. The Secretary is a member of the Executive Committee and the Steering Committee. The Secretary shall keep an accurate record of all meetings of the Round Table and the Steering Committee and have these records available at or before the next regularly called meeting of the Round Table or Steering Committee; shall make a report of the proceedings of each annual meeting to ALA.

Section 5.

Treasurer

The Treasurer shall perform the customary duties of this office and serve on the Development Committee, the Publications Committee, the Executive Committee, and the Steering Committee.

Section 6.

Chair of the Publications Committee

The Chair shall, with the aid of the entire committee, perform the duties outlined in the *PPM*. The Chair of the Publications Committee is a member of the Steering Committee and the Executive Committee.

Section 7.

Councilor

The GODORT Councilor shall be elected in accordance with the *ALA Bylaws* and shall represent the interests of the Government Documents Round Table on the ALA Council. The GODORT Councilor is a member of the Steering Committee and the Executive Committee. The Councilor serves as an ex-officio member of the Legislation Committee. The Councilor reports to the Steering Committee and to the membership on ALA Council activities, and presents those ALA issues and Council documents upon which the Steering Committee may wish to act. The Councilor receives direction from the Steering Committee regarding ALA Council issues, and sponsors Council resolutions as requested by the Steering Committee.

Section 8.

Bylaws and Organization Coordinator

The Coordinator is responsible for maintenance of GODORT's *Bylaws* and timely updating of the Policies

and Procedures Manual (to reflect current practice). It is not the responsibility of this Coordinator to initiate Bylaws amendments or to draft revisions to the *PPM*, but rather to receive these from GODORT membership, or appropriate GODORT units, and perform any necessary administrative and editorial tasks.

Section 9.

The following special officers shall serve the Chair and the Steering Committee:

- a. An Archivist shall be appointed by the GODORT Chair and serve until either party terminates Archivist the term of office.
- b. Website Administrator. The GODORT Website Administrator is responsible for developing and maintaining the GODORT website. The Website Administrator is an appointed position filled through an application and interview process and serves a three-year term of office, which is renewable.
- c. Virtual Meetings Coordinator. The GODORT Virtual Meetings Coordinator provides support for GODORT virtual meetings by coordinating the usage of GODORT's virtual meeting space. The Virtual Meetings Coordinator is a non-voting member of the GODORT Steering Committee, appointed by the GODORT Chair. The Coordinator serves until either party terminates the term of office.

Article V. MEETINGS AND QUORUM

Meetings may be conducted in person, virtually, or a combination thereof.

Section 1.

All GODORT meetings will be open to anyone who wants to attend, unless otherwise indicated, but only GODORT members have voting privileges.

Section 2.

The meetings of the Government Documents Round Table are held as follows:

- a. Membership meetings shall be held at ALA Midwinter Meetings and Annual Conferences.
- b. The Steering Committee will meet at ALA Midwinter Meetings and Annual Conferences.
- c. **Task Forces Interest Groups** will meet at ALA Annual Conferences and as necessary.
- d. The Nominating Committee will meet at least once prior to submitting a slate of candidates to ALA for inclusion in the ballot.

- e. Other committees will meet as necessary.

Section 3.

The membership shall be given notice prior to all meetings.

Section 4.

A quorum is constituted as follows:

- a. Twenty-five members shall constitute a quorum at any GODORT membership meeting.
- b. For committees and other bodies with designated specified membership, the presence of a majority of the members constitutes a quorum.
- c. For **task forces, work groups, interest groups, discussion groups**, and other bodies with unspecified membership, a quorum is the number of people attending the meeting.

Section 5.

The rules contained in the parliamentary authority designated by the American Library Association shall govern the Round Table in all cases in which they are applicable and in which they are not inconsistent with these *Bylaws* or any special rules of order the Round Table may adopt, or with the Constitution and Bylaws of the American Library Association.

Article VI. STEERING COMMITTEE

This committee is composed of the officers of the Round Table as defined in Article IV, ~~task force coordinators, and~~ the Chairs of standing committees *and the Coordinators of interest groups*.

Section 1.

The Steering Committee shall perform the following duties:

- a. General supervision of the affairs of GODORT;
- b. Approve the topic(s) of the program(s) for the Annual Conference;
- c. Approve by majority vote the appointments and designations of Chairs/*Coordinators* made by the GODORT Chair to standing *committees, interest groups* and special committees ;
- d. Approve creation, change, or discontinuation to membership of *standing* committees, **task forces, interest groups**, discussion groups, and special committees *or task forces*;
- e. Approve official liaisons positions of GODORT, as needed and where positions may be filled;
- f. Appoint members to ALA unit positions which accrue to the Chair ex officio;

- g. Solicit volunteers for recommendations to ALA committees;
- h. Report all actions of the Steering Committee at Mid-winter Meeting and Annual Conferences.

Section 2.

Vacancies on the Steering Committee and vacancies in other **task force offices and** committees caused by an incumbent's resignation, disability, etc. shall be filled for the remainder of the term by the Chair with the concurrence of a majority of the Steering Committee members.

Section 3.

Invitations to name a representative to serve as an ex-officio, non-voting member of the Steering Committee shall be extended by the Committee to organizations sharing common interest and purposes with GODORT.

Section 4.

Ex-officio memberships on the Steering Committee shall be reviewed periodically.

Article VII. EXECUTIVE COMMITTEE

This committee is composed of the Chair, the Assistant Chair/Chair-Elect, Secretary, Treasurer, GODORT Councilor, Publications Committee Chair, the Immediate Past Chair, and the Bylaws and Organization Coordinator.

The Committee shall act for GODORT when time constraints prevent convening or canvassing the Steering Committee. It shall also assist the Treasurer in the preparation of the budget, ensure that the budget is based on complete and accurate information provided by all GODORT units, and conduct budget reviews as requested by the GODORT chair. No action taken by this committee shall conflict with action taken by the Steering Committee. All action taken will be reported to the Steering Committee.

Article VIII. TASK FORCES, STANDING COMMITTEES, INTEREST GROUPS, DISCUSSION GROUPS, AND SPECIAL COMMITTEES

Section 1. Task Forces

- a. ~~Task forces are action-oriented groups related to levels of government which are created to perform the ongoing work of the Round Table. Task forces are created, changed, or discontinued by the Steering Committee. Task Forces can be created by the Steering Committee, or by the submission of a proposal with twenty-five supporting signatures of personal members. The~~

~~Steering Committee, upon the recommendation of the concerned body, may discontinue or change the status of a task force. Officers of task forces shall be Coordinator and Assistant Coordinator and shall be appointed as provided in these *Bylaws*. Membership in a task force is not specified or limited. Any GODORT member may be a member of a task force in which he or she has an interest. All GODORT members attending a task force meeting may vote.~~

- ~~b. A statement of the purpose, goals, and structure of a task force shall be submitted to the Steering Committee for approval and inclusion in the *PPM*. It shall be the responsibility of each task force to revise these statements as necessary and to submit the revised statement to the Steering Committee. The work groups and committees of a task force are also required to prepare a statement of membership, purpose, goals, structure and duration of operation which shall be approved by the task force and forwarded to the Steering Committee for approval and inclusion in the *PPM*.~~

Section 12. Standing Committees

- a. Standing committees shall be created to perform the ongoing work of the Round Table. Standing committees are created, changed, or discontinued by the Steering Committee. Committees can be created by the Steering Committee, or by the submission of a proposal with twenty-five supporting signatures of personal members. The Steering Committee, upon the recommendation of the concerned body, may discontinue or change the status of a committee.
- b. A statement of the functions and membership of a new standing committee **shall must** be written into the *PPM* at the committee's creation. Membership changes shall be approved by the Steering Committee and the *PPM* updated. New committee chairs (with the exception of the position for Publications Committee Chair) shall be appointed by the GODORT Chair with the concurrence of a majority of the Steering Committee members. Committees can appoint subunits for specific tasks. No member of a standing committee shall be eligible to serve more than two consecutive terms on the same committee. Policies of standing committees shall be submitted to the Steering Committee for approval and inclusion in the *PPM*.

Section 25. Interest Groups

An interest group is an informal group welcoming all ALA members for participation in discussions. The Steering Committee must approve a statement of each interest group's purpose and duration for inclusion in the *PPM*. The interest group **leader-coordinator** is appointed by the GODORT Chair **with the concurrence of a majority of the Steering Committee members. The coordinator's role** is to define discussion topics, coordinate discussion, and report back to GODORT membership as appropriate. **No coordinator of an interest group shall be eligible to serve more than two consecutive terms on the same interest group.**

Section 34. Discussion Groups

A discussion group is an informal group that allows for the discussion of topics of common interest. The Steering Committee must approve a statement of each discussion group's purpose and duration for inclusion in the *PPM*. The discussion group leader is **appointed approved** by the GODORT Chair to define discussion topics, coordinate discussion and report back to GODORT membership as appropriate.

Section 43. Special Committees *and Task Forces*.

The Steering Committee may establish special committees or **task forces** for any particular or specific purpose within the purview of the Round Table. Special committees shall be of limited and specified duration. In creating a special committee, the Steering Committee must approve a statement of its purpose, organization, membership and duration. **This statement will be included in the *PPM*. Upon completion of the task assigned to any special committee or task force, a report covering any conclusions, outcomes or recommendations shall be presented to the Steering Committee.**

Section 56:

The Steering Committee will conduct a periodic review to ensure that all groups continue to serve their purpose.

Article IX. POLICIES AND PROCEDURES

Operating policies and procedures of GODORT and its subunits are contained in the GODORT *Policies and Procedures Manual*. The *PPM* will be maintained by the Bylaws and Organization Coordinator in consultation with other GODORT units, and is published on the GODORT website.

Article X. FINANCES

Section 1.

Funds to support Round Table activities will come from the dues of the general membership, contributions, and monies from workshops and publications.

Section 2.

Dues for personal members, affiliate groups, and others shall be proposed by the Steering Committee and presented to the membership for approval or revision at its annual meeting.

Section 3.

The Steering Committee shall prepare a budget for the next fiscal year and present it to the membership at its meeting immediately prior to the ALA budget submission deadline.

Section 4.

The Steering Committee shall have control of all monies earned or expended by the Round Table. Officers, committee chairs and task force coordinators may request funds as necessary to implement approved programs of the organization.

Section 5.

The Treasurer is authorized to approve requests for reimbursement and payment of bills from funds in the custody of the ALA Executive Board.

Article XI. AMENDMENTS

Section 1.

These *Bylaws* may be amended by a majority vote of the members of the Round Table in attendance and voting at any Annual Conference or Midwinter Meeting, provided

that notice of the proposed version has been sent to members or published in *DttP* at least thirty days prior to the meeting. These *Bylaws* may also be amended by a majority vote of those responding in a referendum to personal members, provided that notice of the proposed revision has been sent to members or published in *DttP* at least thirty days prior to the vote.

Section 2.

Proposals for revision may be sent by any member of the Steering Committee to the Bylaws and Organization Coordinator, who will review the proposed revision and report it to the Steering Committee. Upon approval by the Steering Committee, the proposed revision shall be disseminated to the membership as provided for in this article.

Section 3.

Any personal member(s) may propose amendments with twenty-five supporting signatures. In order to obtain the supporting signature a proposed amendment may be published on the GODORT website with an accompanying form which supporters may sign and return to the Bylaws and Organization Coordinator. Upon receipt of a proposal with twenty-five supporting signatures from personal members, the Bylaws Coordinator will review and report on the language and compatibility of the proposal with other provisions in these *Bylaws* to the GODORT membership. The proposed amendment will be republished on the GODORT website, and discussed and voted on as provided in this Article, Section 1.