

American Library Association  
Government Documents Round Table  
Minutes

Annual Conference  
June 25-29, 1999

New Orleans, LA

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**Steering Committee First Meeting  
Annual Conference,  
June 25, 1999,  
2-3 p.m.**

Rhonda J. Marker

Kathy Tezla, GODORT Chair, called the meeting to order at 2:08 p.m. She welcomed the committee and observers to New Orleans. The members of the Steering Committee and the members of the audience introduced themselves.

**Adoption of Agenda**

The agenda was distributed and approved as written.

**Approval of Minutes**

The minutes of the Steering Committee First Meeting of the 1999 Midwinter Meeting, as reported in the Spring 1999 *DttP*, Vol. 27, No. 1, p. 32-35, were approved.

**Announcements**

- Tezla reminded Committee chairs to forward copies of meeting minutes, official records and other appropriate materials to the GODORT Archivist, Raeann Dossett. The bin number, the copy number, and the GODORT office at the Hampton Inn were announced.
- There were no letters from the Chair between Midwinter and Annual.
- Tezla announced that Arlene Weible is unable to attend the conference. Nan Myers is representing the Cataloging Committee at Steering. Dan Barkley is delayed at the Houston Airport due to bad weather, but sent ahead a box of materials for the Legislation Committee. Kevin Reynolds will chair the Legislation Committee today.

**Treasurer's Report**

Treasurer Judy Horn distributed the budget for the current year to date. She also distributed a draft budget for FY 2000-2001 which will need to be approved at the Business Meeting and the Steering Committee Second Meeting. She announced that all revenues for the 1997 preconference have been received, totaling \$518 in revenue.

**Task Force Reports**

The following additions to the annotated schedule were

made by task force coordinators.

**Federal Documents Task Force (FDTF)**

Task Force Coordinator Cindi Wolff announced that Geoffrey Swindells will facilitate a discussion on change in government administrations during the FDTF Work Groups on Sunday afternoon.

**International Documents Task Force (IDTF)**

Task Force Coordinator Andrea Morrison expressed thanks to Mike McCaffrey-Noviss for putting up the IDTF web pages. The task force will be discussing how to handle the web pages in the future. IDTF will also discuss Robert Howe's proposal to use the table of contents from the *Guide to Official Publications of Foreign Countries*. Also to be discussed will be DOCWORLD-L listserv and efforts to reach foreign librarians.

**Committee Reports**

The following additions to the annotated schedule were made by committee chairs.

**Budget Committee**

Chair Judy Horn distributed a report on the investment of GODORT's reserves and equipment purchases. This will be discussed at Steering Committee Second Meeting.

**Education Committee**

Chair Trisha Cruse announced that there will be door prizes for this Sunday 8 a.m. meeting.

**GITCO**

Chair Barbara Levergood reported that the committee will announce the host for the CD-ROM Documentation Project at their Sunday morning meeting.

**Membership Committee**

Chair Bill Sudduth reported that 23 people made reservations for the New Members lunch. There are new badge ribbons, which will be available at the GODORT booth. The booth number is 353, and it is fully staffed for the Exhibits hours.

**Nominating Committee**

Incoming Chair Gayle Christian asked GODORT members to begin thinking about running for office for GODORT in 2000, and for positions on the Depository

Library Council.

### **Program Committee**

Chair Larry Romans reminded members that the Monday morning program is on the topic of merging government documents with reference and/or technical services.

### **Publications Committee**

Chair Jill Moriearty announced that Andrea Severson will give a report and lead a discussion on the GODORT web page.

### **Rare and Endangered Government Publications Committee**

Chair Bill Sleeman announced that the committee will discuss the state of the ongoing Internet bibliography, the Serials Set subcommittee project, and the status of the CRL state documents project.

### **Old Business**

There was no old business.

### **New Business**

There was no new business.

### **Announcements**

- The deadline for committee minutes to be distributed at the Business Meeting is 10 a.m. Monday morning. If the deadline is not met, committee chairs should make 200 copies for distribution.
- The next *DttP* deadline (including committee and task force minutes) is July 23, 1999.

The meeting adjourned at 2:35 p.m.

### **Steering Committee Reflector Minutes Annual Conference 1999, January 29-June 24, 1999**

Rhonda J. Marker

### **Approved Expenditures**

1. The majority of Steering Committee voted in favor of funding \$350 from the IDTF preconference to help the funding for a EU Archives/DLM Forum in Pittsburgh. Subsequently, other commitments intervened which prevented the participation of the

co-chair of the Forum and/or that of his colleague.

2. Approved \$214 to order an additional 600 Badge Ribbons.
3. Approved \$3114.38 for the GODORT Conference Reception (1999) at the Hilton New Orleans Riverside. The cost included the menu and cash bar for 150 people, sales tax and banquet gratuity, bartender and cashier. Total donations as of April 27 were \$1800.
4. Approved reimbursement for the editorial fee for the *DttP* editor, for \$125 per issue for a total of \$500.
5. Approved travel support of \$575 for airfare and \$477 for lodging (total, \$1052) for the Education Committee chair for travel and room expenses for the Congress on Professional Education. The budgeted line for the chair of GODORT and the Chair of the Legislation Committee will be used for this expenditure.

### **Revenues**

1. The *DttP* Advertising Manager received checks for ads included in Vol. 26 (1998) *DttP*. As of February, over \$1000 in checks had been received.
2. The Treasurer received a check for \$368 from Northwestern for the 1997 International Documents Preconference.

### **Election/Nominees/Appointments**

1. The results of the GODORT elections were announced. Congratulations to all the successful candidates, and thanks to all who ran and those who helped build a strong slate.
2. The Chair-Elect solicited nominations for chairs and members of committees, distributed a preliminary list of nominees and asked for feedback from Steering Committee members. He posted a list of nominees that he will ask the Steering Committee to confirm as committee appointees, and indicated that there will be minor changes before voting takes place at the Steering Committee Second Meeting.

### **Letters**

Approved the text of a letter from the Chair of the Cataloging Committee to the Cataloging Branch, GPO on recommendations from the Committee.

### ***DttP***

The editor reminded Steering of the deadlines for the spring issue and the summer (pre-Annual Conference)

issue. Both issues were mailed on schedule. The deadline for the fall issue is July 23, 1999.

### **Programs**

1. The Program Committee received two proposals for the GODORT Program for 2000 Annual Conference. The majority of Steering supported the Committee's proposal for two programs to be held at Annual 2000. Both programs will be jointly promoted. The IDTF program on "International Data: A Crash Course for the Non-Specialist" will be held following the CIS Breakfast on Monday of the Conference. The SLDTF program on urban information systems is scheduled to be held in place of the SLDTF business meeting.
2. The Program Committee Chair sent a draft of questions for the panel for the 1999 program on merging documents departments with general reference and/or technical processing departments.

### **ALA Congress on Professional Education**

The Chair of the Education Committee posted her paper, Issues for the Profession of Government Information Librarians, for the ALA Congress on Professional Education:

<http://www.ala.org/congress/godort.html> She also sent a brief update on the results of the Congress, with a reference to the more lengthy press release: [http://www.ala.org/congress/press\\_release.html](http://www.ala.org/congress/press_release.html)

### **GITCO CD-ROM Documentation Project**

GITCO received approval for the final draft of the solicitation for host of the CD-ROM Documentation Project. Two proposals were received. Steering approved the Committee's recommendation that the Government Publications Department of the University of Iowa Libraries host the project.

### **Union List of European Official Publications**

Approved release of copyright of the contents notes from the *Guide to Official Publications of Foreign Countries*, 2<sup>nd</sup> ed., for the *Union List of European Official Publications*. This approval has the following provisions: We request appropriate attribution to the original Guide and its authors (wherever possible by direct personal name), and that this would be a freely accessible Internet product. CIS, the publisher of the *Guide*, was consulted and this is acceptable to them.

### **Amending the PPM to Allow Appointing Interns**

The GODORT Assistant Chair proposed an amendment to the PPM to allow appointing interns to committees. Terms of appointment, possible appointment as a full member to the committee, and voting status were discussed. It was decided to bring up this issue in a public forum such as Steering Committee Meeting and the Business Meeting for confirmation.

### **Information Items**

1. Coordinated a program at the Depository Library Conference on "What Would You Like to See GODORT Do/Act on/Lead?"
2. Clarified the terms of office of the first GODORT Councilor. It is two years and begins at Midwinter in San Antonio. After this, a Councilor will be elected for a three year term. Terms were decided by a committee appointed by the ALA President. Which round table councilor began with what length of term was decided by lot.
3. There was a discussion on the desirability of having a New Officers Orientation Session. The importance of reading the Policy and Procedures Manual (now on the web) and passing along skills and information from the outgoing officers to the incoming ones was brought up.
4. By consensus, decided not to set up a separate GODORT list service.
5. The PPM was published in PDF format as well as in HTML.
6. A new volunteer form was designed by the Nominating and Membership Committees, and will be brought to 2<sup>nd</sup> Steering for approval.
7. The Web Administrator asked that committee chairs help obtain address and other directory information for all committee members and task force officers.

### **Steering Committee Second Meeting Annual Conference, June 29, 1999, 9:30-12:30 p.m.**

Rhonda J. Marker

GODORT Chair Kathy Tezla called the meeting to order at 9:35 a.m. Members of the Steering Committee introduced themselves.

### **Adoption of the Agenda**

The agenda was adopted as proposed.

### **Approval of the Minutes**

The minutes of the Steering Committee Second Meeting of the 1999 Midwinter Meeting, as reported in the Spring *DttP*, Vol. 27, No. 1, p. 40-44, were approved.

### **Announcements**

- Tezla reminded Committee chairs to forward copies of meeting minutes, official records and other appropriate materials to the GODORT Archivist, Raeann Dossett.
- The deadline for task force and committee minutes and other contributions for *DttP* are due to John Shuler by July 23, 1999.
- The deadline for draft letters to be sent from the GODORT Chair is July 2, 1999. The drafts should be sent to Tezla.
- Attendance sheets should be turned in to Gayle Christian, incoming Nominations Committee chair.

### **Action/Discussion Items from Task Forces**

*Federal Documents Task Force:* No action items.

*International Documents Task Force:* No action items

*State and Local Documents Task Force:* No action items.

The SLDTF sought wise counsel regarding a letter to the executive director of COSLINE. The Task Force asked advice on how GODORT or the Task Force could help COSLINE raise additional funding for this venture and whether the Coordinator as an individual could approach potential sponsors. Several suggestions were made.

### **Action/Discussion Items from Committees**

#### **Awards Committee**

Chair Sandy Peterson reported. The Awards Committee moved that the criteria for the ALA/GODORT/Readex Catharine J. Reynolds Award be changed to drop the requirement that the nominee have between three and ten years documents experience to qualify for the grant. The motion passed.

#### **Budget Committee**

Chair Horn reported on a discussion she had with Pat

May (ALA Washington Office) regarding equipment problems at meetings. May would like to have details about those problems. In addition, May asked that each year the GODORT Past Chair (who is responsible for scheduling GODORT meetings and programs) provide her with a copy of the equipment requests made for each conference. (This is in addition to those copies sent to ALA Conference Services.) May will contact Conference Services as a backup to those requests. She will also provide the Past Chair with the names, phone numbers, and beeper numbers of Conference Services personnel who are on call at conferences. With respect to bringing in our own equipment to GODORT meetings, May did not see any immediate problems, but will check on the labor union issues. Horn will write a letter to May summarizing these issues, copying Tezla and Romans. She asked that Committee and Task Force chairs provide her with details of equipment problems encountered at this conference and at Midwinter.

Horn presented the report on investment of GODORT reserves and equipment purchases. We are not permitted to use general funds in a short-term investment. We are permitted to increase the Rozkuszka Scholarship Fund to the point where we can fund it completely from endowment interest. To do so, we would need to increase the fund from \$15,000 to \$30,000. Several suggestions were made to increase income: Include a notice on the GODORT web page and in *DttP* on how to contribute to the Rozkuszka Scholarship Fund; hold a silent auction at the next GODORT social; create a Friends of GODORT organization; contact past and retired members of GODORT; solicit library schools for contributions to the Scholarship Fund; sell merchandise such as a GODORT bag or t-shirt, possibly connected to a GODORT anniversary; give merchandise as a premium for donations to the Scholarship Fund; conduct a raffle at the GODORT booth. It was moved and seconded that an individual be appointed by the GODORT Chair, with the approval of the Steering Committee, to work with the chairs of all the committees to propose a fund-raising package for enhancing the Rozkuszka Scholarship Fund, and report at Midwinter 2000. The motion passed.

With respect to possible equipment purchases, the Budget Committee proposes that GODORT either rent a data projector, have a vendor contribute a data projector, or ask a GODORT member to bring a

portable data projector when it is needed at a conference. There was considerable discussion on this topic.

### **Bylaws Committee**

Chair Linda Kopecky brought forward three proposed bylaws revisions.

Proposed Bylaws Revision One. Change Article V, Section 5: After “Committee” insert “and member of the Publications Committee,” to now read “The Treasurer shall perform the customary duties of this office and serve as Chair of the Budget Committee **and member of the Publications Committee.**” Rationale: This relationship is already set by Article X, Section f. Repeating the relationship here will not change or add to the existing duties of the position but rather seeks to include this major responsibility into a section that may be looked to as the “position description.” It was moved to approve this proposed change to the Bylaws for a vote by the GODORT membership. During discussion, it was made clear that the Treasurer is a full member of the Publications Committee. The motion passed.

Proposed Bylaws Revision Two. Article IV, Section 6, First sentence. Insert “(non-voting)” after “officers” to now read: “The following special officers (**non-voting**) shall serve the Chair and the Steering Committee.” Article IV, Section 6, Last sentence. Insert “(non-voting)” after “member” to now read: “The Website Administrator is a member (**non-voting**) of the Publications Committee.” Rationale: The non-voting status for these positions is already set and stated in other sections of the Bylaws. Adoption of the wording would NOT change existing policy but rather would reflect and reiterate the existing policy. It was moved to approve this proposed change to the Bylaws for a vote by the GODORT membership. The motion passed.

Proposed Bylaws Revision Three. Article IV, Section 6, First sentence. Strike “special” and insert “administrative” to now read: “The following **special administrative** officers (non-voting) shall serve the Chair and the Steering Committee.” It was moved to approve this proposed change to the Bylaws for a vote by the GODORT membership. The motion passed.

The proposed Bylaws revisions will be published in *DttP* within 30 days of the next membership meeting so

that they can be voted on at that time.

### **Cataloging Committee**

No action/discussion items.

### **Education Committee**

Chair Trisha Cruse, following up on the motion passed at the business meeting, asked that the new special committee to recommend actions relevant to GODORT’s mission from the ALA Congress on Professional Education, be composed of representatives from Federal Documents Task Force, International Documents Task Force, State and Local Documents Task Force, Cataloging Committee, Education Committee, GITCO, Program Committee, and Publications Committee.

Cruse asked the Bylaws Committee to change the Bylaws to increase the size of the Education Committee from eight members to 12 members. The rationale for this is that the Education Committee is an accessible committee for new members. There also is much work on the committee that is done by people who are not actual members, and we would like them to be formally recognized for their work.

### **Government Information Technology Committee (GITCO)**

Chair Barbara Levergood brought forward a minor change to the motion that was passed at the Business Meeting. GITCO moved that the Chair of GODORT write a letter to **GPO, copying NCLIS** (GITCO will compose the contents of the letter) presenting comments from GODORT on the NCLIS “Report on the Assessment of Electronic Government Information Products.” (Change to the original motion in bold.) The motion passed.

Levergood asked the Bylaws Committee to change the Bylaws to increase the size of GITCO from nine members to 12 members.

### **Legislation Committee**

No action/discussion items.

### **Membership Committee**

Chair Bill Sudduth reported. The Membership Committee moved that the GODORT Steering Committee encourage Steering Committee and GODORT members to register at the Menger Hotel in San Antonio for the 2000 Midwinter Meeting. The

motion passed.

The Membership Committee moved that the GODORT Membership Committee continue trying to identify a GODORT hotel for Annual Conference in Chicago and report its findings to Steering by December 1, 1999. The motion passed.

The Membership Committee moved that the GODORT Membership Committee continue to investigate establishing a GODORT Block with ALA Housing for the Chicago Annual Conference and that the Membership Committee report to the Steering Committee by October 1, 1999. The motion passed.

The Steering Committee expressed its thanks to Bill for this ALA housing investigation. Bill thanked Francis Skiffington for her help, and Jill Vassilakos-Long and all the booth volunteers for staffing the GODORT booth.

#### **Nominating Committee**

No action/discussion items.

#### **Program Committee**

Chair Larry Romans reported. The committee is trying to put both Annual Conference programs in appealing time slots. Various options for program and meeting scheduling were discussed. There was a consensus of the Steering Committee that Tezla, Romans, and Ann Miller would put together and present to the Steering Committee alternative annual schedules that would promote attendance at, and avoid conflicting time slots for, the SLDTF program, the FDTF Update, and the Education and GITCO Committees. For informational purposes, copies of the Monday morning program summary were distributed.

#### **Publications Committee**

Chair Jill Moriearty reported. The Publications Committee moved that the editor of the Policy and Procedures Manual (PPM) place the PPM in the single electronic format of HTML. The rationale for doing this is the difficulty of keeping the file in both PDF and HTML formats. The motion passed.

#### **Rare and Endangered Government Publications Committee**

Chair Bill Sleeman reported. He clarified that the GITCO representative to REGP attends by invitation of the REGP chair, though there is no official liaison

from one committee to another.

#### **Old Business**

There was no old business.

#### **Treasurer's Report**

Horn reported that the reception cost GODORT only about \$200 due to the fund raising efforts of the Membership Committee chair. Since the FY2000/2001 budget was approved at the business meeting, only line changes can be made at this conference or at Midwinter Meeting 2000 by the Steering Committee (not bottom-line changes).

#### **New Officer Transition**

Romans, incoming GODORT Chair, moved the slate of new committee members and chairs for 1999-2000 for approval by the Steering Committee. The motion was seconded. Linda Kopecky was added to the slate as Parliamentarian for the coming year. The motion passed.

Romans reported that he still has some intern and liaison appointments to make, and those will come before the Steering Committee for their approval.

Tezla thanked Edward Swanson for his services as Parliamentarian.

#### **New Business**

Larry Romans became Chair and the new Steering Committee took office at the start of new business.

Romans recognized Tezla for her job as GODORT Chair. The Steering Committee recognized her efforts by general acclamation.

New Steering Committee members introduced themselves.

The Steering Committee welcomed and acknowledged the first GODORT Councilor, Bernadine Abbott Hoduski.

Romans said that he wants to focus on making GODORT a more member-driven organization. He wants us to schedule meetings to fit the membership, so that the most popular meetings—the FDTF Update and the Cataloging, GITCO, and Education Committee meetings—do not conflict with each other and so that GODORT units spend more time on programmatic

content and less on committee processes. He proposes to expand the number and type of people who actively participate in GODORT by increasing committee size, adding interns, and forming official subcommittees. He would like committee chairs to blur the distinctions between formal committee members and others who attend committee meetings, so that everyone who makes the effort to attend a meeting can feel an integral part of the group. He wants to win back people who have dropped GODORT membership and court new members. He asked for a return to civility towards other GODORT members and towards ALA as a whole.

Ann Miller, Program Committee chair, moved that Steering Committee approve a GODORT co-sponsorship of the BRASS Annual Conference program on legal information at the ALA 2000 Annual Conference. The co-sponsorship will be in name only. The motion passed.

John Shuler reminded the Steering Committee that October 1, 1999 is the deadline for a *DttP* column of 500 words on what each committee and task force will be doing at Midwinter. February 1, 2000 will be the deadline for Midwinter Meeting minutes. He also asked that members of the task forces contribute articles to *DttP*. He would like to see one article from each task force area for each *DttP* issue.

The meeting adjourned at 12:15 p.m.

### **Business Meeting Annual Conference, June 28, 1999, 8-10 p.m.**

#### **Rhonda J. Marker**

Kathy Tezla, GODORT Chair, called the meeting to order at 8:05 p.m. She introduced the officers and the Parliamentarian. There was general acclamation for Edward Swanson, who is serving as Parliamentarian for GODORT for the 30<sup>th</sup> time.

#### **Adoption of Agenda**

The agenda was distributed and approved as written.

#### **Approval of Minutes**

The minutes of the Business Meeting of the 1999

Midwinter Meeting, as reported in the Spring *DttP*, Vol. 27, No. 1, p. 36-40, were approved.

#### **Treasurer's Report**

Treasurer Judy Horn reminded Steering Committee members to get requests to her as soon as possible (preferably by July 15) for reimbursements related to this conference. She distributed a summary of GODORT revenues and expenditures from September 1-March 31. No figures are available from ALA past March 31. As of that date, GODORT had spent \$10,771.00 more than we had taken in this year. We had large start-up costs for the new publisher of *DttP*, and we also lost revenue for two late issues. GODORT has deposited \$518 from the 1997 preconference and now has received all revenues from that event.

Horn presented the proposed budget for 2000/2001 for approval by the membership. Line 5306, Awards should be \$5,600 instead of \$5,500, and changes the total expenditures to \$53,700 instead of \$53,600. Conference Equipment increased from \$1,000 to \$2,000 to reflect more closely what we expend. Printing is increased from \$22,550 to \$24,050 to reflect higher *DttP* printing charges. Horn moved to approve the 2000/2001 budget. The motion passed.

Upon further discussion of the budget, Horn was asked if we have ever asked for a refund for equipment rental when the equipment requested, such as a working microphone, was not provided at a conference. Horn replied that GODORT does not pay extra for microphones because that is "supplied equipment." We should complain to ALA about not getting equipment. However, we are not charged more than the room charge for microphones. If, on the other hand, there is any equipment that we have paid for that we did not receive, we need to tell Pat May (ALA, Washington Office) so that she knows not to approve payment for it and we will not be charged for it.

Horn's efforts as Treasurer over the past three years were recognized by general acclamation.

#### **Task Force Reports**

##### **Federal Documents Task Force (FDTF)**

Chair Cindi Wolff distributed minutes from the FDTF meeting.

The Federal Documents Task Force moved that the Chair write a letter to the Bureau of Census commending them for dropping password access to *Censtat* and urging them to make all portions of the 2000 Census free and without passwords. The motion passed.

#### **International Documents Task Force (IDTF)**

Chair Andrea Morrison distributed minutes from the IDTF meeting.

The International Documents Task Force moved that the chair of GODORT write a letter to the head of United Nations Publications in New York, Christopher Woodthorpe, thanking him for their decision to continue to publish the print version of the U.N. sales catalog through the year 2000, and to urge them to continue to publish the print version of the catalog. The motion passed.

#### **State and Local Documents Task Force (SLDTF)**

Chair Debbie Hollis distributed minutes from the SLDTF meeting.

The State and Local Documents Task Force moved that the Chair of GODORT write a letter to Ken Wiggin, President of COSLINE (Council of State Library Agencies in the Northeast) that GODORT supports the proposed two day workshop for state documents coordinators in the name and talent. The motion passed.

### **Committee Reports**

#### **Awards Committee**

Chair Sandy Peterson distributed minutes from the Awards Committee. The Committee will bring a suggestion to the Steering Committee Second Meeting for a revision to the Policy and Procedures Manual (PPM) regarding the ALA/GODORT/Readex Catharine J. Reynolds Award in order to increase the pool of candidates for the award.

#### **Budget Committee**

Chair Judy Horn distributed a report from the Budget Committee that will be considered at the Steering Committee Second Meeting. The first topic of the report is on the possibility of placing GODORT reserves in a short term investment account. Our agreement with ALA prohibits us from doing that. Other sources of revenue will be suggested at the

Steering Committee meeting. The second topic of the report is the need for new equipment. A laptop computer was purchased in December 1995, but it became inoperable at the end of 1998. The Budget Committee report recommends that we do not replace the laptop, but that members share the laptops they bring to the conferences. The report also discusses the possible purchase of a data projector. A data projector costs between \$3,500-\$6,500. A rental fee is estimated at between \$700-\$900, which is about half the cost of getting it through Conference Services. Other possibilities also will be discussed at Steering Committee.

In discussion of the committee's report, the question was asked if ALA divisions are prohibited from earning interest on reserves. ALA divisions do not have reserves. In answer to the question of whether we are prohibited from bringing any of our equipment to the conferences, Horn replied that we need to investigate further, and she will ask Pat May to do so. Other discussion about creating an endowment for a specific purpose brought up the issue of the existing GODORT endowment, the Rozkuszka Scholarship. It has earned about \$1,500 so far, and the Treasurer recommends that we increase the amount in that endowment so that it funds the entire amount of the scholarship. Horn does not recommend that we convert our reserves to an endowment fund, because we should keep at least \$25,000 liquid, and we are approaching that amount now.

#### **Bylaws Committee**

Peterson reported for Linda Kopecky. The committee has no action items.

#### **Cataloging Committee**

Nan Myers, who chaired the committee's meeting for Chair Arlene Weible, distributed minutes from the Cataloging Committee meeting. The committee has no action items.

#### **Education Committee**

Chair Patricia Cruse distributed minutes from the Education Committee meeting.

The GODORT Education Committee moved that GODORT act on the recommendations relevant to GODORT's mission from the ALA Congress on Professional Education, April 30-May 1. The maker of the motion accepted a friendly amendment to

establish an Ad Hoc committee to recommend actions, and another friendly amendment to set a time limit of two years to complete the committee's work. The Parliamentarian suggested that this is a Special Committee, according to the GODORT bylaws. Discussion ensued on where the committee should reside. Tezla suggested that the Steering Committee decide where the group resides. The motion as amended is: The GODORT Education Committee moved that GODORT form a special committee to recommend actions relevant to GODORT's mission from the ALA Congress on Professional Education, within two years. The motion passed.

### **Government Information Technology Committee (GITCO)**

Chair Barbara Levergood distributed minutes from the GITCO meeting. She announced that the host for the CD-ROM documentation project is the University of Iowa Libraries, headed by Carolyn Kohler. Levergood thanked both of the applicants for their proposals. The committee expects something in preliminary form in the fall.

The Government Information Technology Committee (GITCO) moved that the chair of GODORT write a letter to NCLIS presenting comments from GODORT on the NCLIS Report on the Assessment of Electronic Government Information Products. The motion passed.

### **Legislation Committee**

Chair Dan Barkley presented three resolutions and one motion. He asked that GODORT endorse the resolutions in principle. The first resolution is titled: Resolution of Appreciation to Carol C. Henderson. The Legislation Committee moved that GODORT endorse in principle:

Resolved, That the American Library Association express its appreciation to Carol C. Henderson for her many legislative accomplishments on behalf of libraries, and congratulate her on the occasion of her retirement.  
The motion passed.

The second resolution is titled: Resolution in Support of H.R. 1858, The Consumer and Investor Access to Information Act of 1999. The Legislation Committee moved that GODORT endorse in principle:

Resolved, That the American Library Association support H.R. 1858, the Consumer and Investor Access to Information Act of 1999, and encourage its members to ask their legislators to co-sponsor and support H.R. 1858.  
The motion passed.

The third resolution is titled: Resolution on Public Access to EPA Risk Management Plan and Community Right-to-Know Information. The Legislation Committee moved that GODORT endorse in principle:

Resolved, The American Library Association is strongly opposed to any restriction on public use of unclassified government information; and be it further

Resolved, That the American Library Association urge the reaffirmation of Congress's original intent in the Clean Air Act Amendments of 1990 to make information including the off-site consequence analysis information, publicly available; and therefore be it further

Resolved, That the American Library Association oppose any attempt to restrict public access to EPA off-site consequence analysis data by exempting this information from Freedom of Information Act requests.  
The motion passed.

The Legislation Committee moved that GODORT establish a working group within the appropriate GODORT Committee(s) to investigate/study the status and future of NTIS. This group should also be comprised of members from the GODORT Federal Documents Task Force, GITCO, and other groups or task forces as deemed necessary by the Chair. Members of COL/GIS, ACRL, LAMA, PLA, and RUSA, and other units which may have an interest in this matter shall also be invited to participate. This study should lead to recommendations on how to improve NTIS, its operations, and the continued ability to the public's long term access to information held by NTIS.

The maker of the motion accepted a friendly amendment to limit the Working Group to 2 years from the time of its establishment. There was discussion of the various groups with which this group (committee) should establish liaisons, and where the group (committee) should reside. A motion was made to

amend the original to create a Special Committee, and have the GODORT Chair establish the Committee with appropriate representation from FDTF. After discussion on the amendment, a motion to close debate was passed. The amendment passed.

The amended motion reads: The Legislation Committee moved that GODORT establish a Special Committee to investigate/study the status and future of NTIS. This Committee should be comprised of members from the GODORT Federal Documents Task Force, GITCO, and other groups or task forces as deemed necessary by the Chair. Members of COL/GIS, ACRL, LAMA, PLA, and RUSA, and other units which may have an interest in this matter shall also be invited to participate. This study should lead to recommendations on how to improve NTIS, its operations, and the continued ability to the public's long term access to information held by NTIS, and shall be completed two years after the establishment of this Special Committee.

The study should cover such elements as:

1. NTIS/GPO depository library pilot project, how it is working, and its future status
2. Preservation and access to older NTIS publications in all formats
3. Privatization projects and their effect on the public access to government information
4. Require open meetings so that all stakeholders will have participatory abilities
5. Justifications for recent Congressional appropriations request
6. Continued and further cooperation between NTIS and GPO
7. Other facts as deemed appropriate by the Special Committee

The motion passed as amended.

### **Membership Committee**

Chair Bill Sudduth thanked Jill Vassilakos-Long and Francis Skiffington for their work on the conference. The committee will bring a proposed change in the Policy and Procedures Manual (PPM) to the Steering Committee Second Meeting.

### **Nominating Committee**

Chair Linda Johnson reminded task force coordinators and committee chairs to give their attendance sheets to

Gayle Christian, incoming Nominating Committee chair. She announced that the committee has new volunteer and DLC candidate forms.

### **Program Committee**

Chair Larry Romans reported that about 230 people attended this year's program. Programs for next year are "International Data: A Crash Course for the Non-Specialist" (working title), and "City on the Hill: Building Urban Information Systems for the Next Century."

### **Publications Committee**

Chair Jill Moriearty brought five actions items before the membership.

The Publications Committee moved that the December 1997 and March 1998 issues of *DttP* not be produced and their editorial submissions be distributed in future issues. In discussion, the *DttP* Editor made clear that contributors would be able to update their previous submissions before publication. The motion passed.

The Publications Committee moved that, because of these two unpublished issues, all our 1997 and 1998 subscribers receive half price *DttP* subscriptions for Volume 28 (2000). In discussion, it was made clear that this does not apply to GODORT members. The motion is being made in response to claims by commercial and individual subscribers. A motion to close debate passed. The original motion passed.

The Publications Committee moved that the responsibilities for managing the advertising accounts as well as the responsibilities for managing *DttP* paid subscribers distribution and accounts be transferred to the American Library Association publishing services beginning with Volume 28 (2000). In discussion, it was stated that this will cost us between \$2.50-\$5 per subscriber, or about \$400-\$800. The intent is to use the established marketing expertise of ALA publishing services to generate more advertising revenue. The motion passed.

A motion was made and seconded to extend the meeting by 30 minutes, or to the end of business, whichever comes first. The motion passed.

The Publications Committee moved that for Volume 28 (2000) the cost of subscriptions increase for domestic accounts from \$20 to \$30, and for subscribers in other

countries, from \$25 to \$40. This is necessary to recover increased mailing fees (especially for those subscribers overseas), editorial and production costs. There was discussion about the timing of this in tandem with the discount for unpublished issues. The last time we raised subscription prices was in 1993. The motion passed.

The Publications Committee moved that the June 1997 and September 1997 issues of *DttP* be placed on GODORT's web pages in an appropriate format. In discussion, it was made clear that the rationale for this motion was that many of our members do not have any of these issues unless they were at the right meeting at a conference. We had a distribution problem at that time, and no one can find the issues that were not mailed out. The Publications Committee agreed to print a notice for catalogers to know where to find those issues on the GODORT web page. People will be able to print this out and add a print version to their collection if they choose. The motion passed.

#### **Rare and Endangered Government Publications Committee**

Chair Bill Sleeman distributed minutes of the Rare and Endangered Government Publications Committee meeting.

The Rare and Endangered Government Publications Committee moved that a letter (prepared by members of the REGP Committee) be sent to the library directors of those institutions housing material acquired as part of the Nuclear Regulatory Commission's Local Public Documents Rooms program, urging them to exercise due diligence in the care and possible distribution of this unique material. The committee requests that this letter be signed by the GODORT chair and by the chairs of FDTF and REGP. The motion passed.

#### **Reports from Liaisons**

##### **International Federation of Library Associations**

Representative Helen Sheehy distributed a written report from the International Federation of Library Associations. She announced that IFLA will be held in Boston in 2001.

##### **Freedom to Read Foundation**

Representative Bernadine Abbott Hoduski reported on various cases addressed by the Foundation. She asked

that GODORT give its usual annual contribution, and urged GODORT members to contribute to the Merritt Humanitarian Fund.

##### **Association of Public Data Users (APDU)**

Representative Julia Wallace reported that APDU continues to be concerned with Y2K issues.

##### **Old Business**

There was no old business.

##### **New Business**

Larry Romans, GODORT Chair-Elect, discussed a proposed revision to the Policy and Procedures Manual (PPM) to encourage active participation of more GODORT members. The revision would allow the Chair-elect to make one-year appointments of recent or previously less-involved GODORT members to be interns to committees. Interns would have all rights and responsibilities of regular committee members, except that they would not cast official votes.

Helen Sheehy brought to the floor the topic of changes to key publications from microfiche or paper (current format) to CD-ROM. She moved that the chair of GODORT write a letter to the members of the Management Committee of the Office of Official Publications of the European Union expressing concern over the shift to CD-ROM from paper and microfiche for important titles such as the *Official Journal*. The motion was seconded. There was no discussion. The motion passed.

Bill Sudduth brought to the floor the topic of proposed changes to the PPM regarding conference housing. The proposed changes will go to the Steering Committee for a vote. There was considerable discussion.

It was moved and seconded to extend time five minutes or to the end of business, whichever comes first. The motion passed.

In the discussion, members expressed concern about the level of detail in the proposed PPM changes, stiff cancellation penalties, and cost. It was made clear that if we have GODORT members make hotel reservations through ALA Housing for a GODORT block, GODORT can choose the hotel.

It was moved and seconded to extend time to 11:00 or

until the end of business, whichever comes first. The motion passed.

In further discussion, it was brought out that ALA does not know how much a hotel costs until the previous conference is over. A decision on which ALA conference hotel to choose would have to be made by Steering on the reflector. Sudduth will do further investigating with ALA and, taking into account the points raised during this discussion, bring a recommendation to the Steering Committee meeting.

Dan Barkley moved that the incoming Chair of GODORT direct the incoming Chair of Bylaws and Organization to study the feasibility of dissolving the GODORT Legislation Committee and report back to GODORT Steering no later than the 2000 Annual Conference with its findings. The motion was seconded. In the discussion that followed, some pointed out that the ALA GIS Subcommittee is an ad hoc committee, and it is renewed yearly so it is possible that it could be easily dissolved. There was further discussion of how to bring this issue to the Bylaws and Organization Committee, and of which GODORT body should study the relationship between GODORT, the ALA Legislation Committee, and other ALA bodies.

Time expired and the meeting adjourned at 11:00 p.m.

**Federal Documents Task Force Steering Committee**  
**Saturday, June 26, 1999; 2:00 p.m. - 4:00 p.m.**  
**Sheraton New Orleans, St. Charles Room**  
**Cindi Wolff, Presiding**  
**Cass Hartnett, Secretary**

### **Minutes**

**Committee Members in attendance:** Cindi Wolff, Coordinator; Carolyn Kohler, Coordinator-Elect; Cass Hartnett, Secretary; Anthony Anderson, Publications Committee Liaison; Sherry DeDecker, Education Committee Liaison; Cathy Hartman, GITCO Liaison; Erhard Konerding, Program Committee Liaison. Observers: Marcia Meister, Judy Solberg, Jerry Frobom, Beth Clausen, John Stevenson, and Barbara Levergood.

The meeting was called together at 2:25PM. A late end

to the Federal Documents Update, torrential rain and overcrowded dining rooms necessitated a late start.

The minutes from Mid-Winter 1999, Philadelphia, PA were approved.

### **Reports from FDTF Liaisons:**

*Publications:* Anthony Anderson reported that *DttP* is back on schedule, has a new look, and costs less to print and mail. There is some talk of raising the subscription price from \$20 to \$30/year domestic rates; from \$30 to \$40/year international. There is also a proposal to turn over the selling of advertisements in *DttP* to ALA.

Andrea Severson is coordinating the revision of the GODORT Policy & Procedures Manual (PPM) on the Web. HTML may be the preferred version of this text.

*Legislation:* The official liaison from this committee was unavailable, but Cass Hartnett reported on the two main issues discussed at Friday's Legislation Steering Meeting, the proposed EPA release of Worst Case Scenario data (WSC) from chemical/industrial sites and the proposed revisions to 44 USC. Both issues are being considered in Congress, with various bills being drafted. Legislation will draft resolutions in support of certain bills.

*Rare and Endangered Documents:* George Barnum submitted a written report to Cindi. Highlights included the announcement of the REGP Committee web page hosted by Duke University---URL: <http://www.lib.duke.edu/pdmt/staff/REGP.html>. The page will be seeking a new home since Ann Miller is now GODORT Chair-elect. Also, REGP has also revised The Identification, Preservation and Security Of Rare and Valuable Government Documents: A Selective Bibliography.

*Education:* Sherry DeDecker reported that the Committee is pleased with progress on their "Government Information Depository Management" clearinghouse web site. The site contains resources on how to process, catalog and provide instruction for depository materials. URL=<http://www.library.ucsb.edu/ala/clearing.htm>

The Education Committee has awarded four different librarians with \$250 awards to produce web tutorials. Some tutorials include:

Chuck Malone - an agency approach to finding executive documents

Sally Lawler - library advocacy

Debbi Schaubman - the SuDocs numbering system.

One area Sherry would like to see addressed is how to advocate for depository materials to your own library's administration. Tricia Cruse was the GODORT delegate to the ALA Congress on Professional Education.

*Government Information Technology (GITCO):* -

Cathy Hartman reported that this committee is proud of its CD-ROM documentation project and will announce the host institution for their web site at tomorrow's GITCO meeting. The committee has also constructed a web page template for libraries that don't have a Government Documents web page yet.

*Cataloging:* The official liaison from this committee was unavailable, but John Stevenson reported that the committee is trying to bring together a variety of tools on a "Cataloging Government Information" web site instead of reinventing the wheel. Cataloging Committee could be responsible for part of the GITCO site. Jonda Byrd and Richard Huffine are two people committed to bibliographic control issues at EPA. Carolyn Kohler reported that the Cataloging Pre-1976 U.S. Documents survey is completed. An informational web site on the project will be announced tomorrow.

The GODORT Web Masters will meet with Andrea Sevetson to discuss consistency across pages. Cindi raised questions re: procedures for hosting GODORT sites beyond officers' elected terms. Cindi suggested that campuses could draw up Memoranda of Understanding with GODORT.

*Program:* Erhard Konerding announced that the GODORT program "To Merge or Not to Merge: What are the Questions?" will be held on Monday, 9:30 - 12:30.

#### **Updates:**

Agency Liaison Program: (currently inactive)

FDTF Web Page: no news

NTDB Work Group: no news

Reciprocal Links: no news, is "re-constituting" itself.

#### **New Business:**

Much time was spent revising various sentences of the

Policies & Procedures Manual, with general agreement that new Committee Liaisons (and FDTF officers) need orientation about the scope of their duties. The currently inactive Agency Liaison program was discussed in depth. Cass and Cindi will work further on revisions to the PPM and inform today's attendees of their revisions via e-mail. Andrea Sevetson visited the meeting to offer brief explanations of the PPM revision.

The meeting adjourned at 4:15PM.

### **Federal Documents Task Force**

#### **Business Meeting**

**Sunday, June 27; 4:00 - 5:30 p.m.**

**Sheraton New Orleans, Balyside b**

**Cindi Wolff, Presiding**

**Cass Hartnett, Secretary**

#### **Minutes**

**Approval of Minutes:** Those of the Business Meeting at Mid-Winter, 1999, Philadelphia were approved.

**Reports from FDTF Liaisons:** (note: the following is largely reprinted from the FDTF Steering Meeting minutes):

*Publications:* Anthony Anderson reported that *DttP* is back on schedule, has a new look, and costs less to print and mail. There is some talk of raising the subscription price from \$20 to \$30/year domestic rate; from \$30 to \$40/year international. There is also a proposal to turn over the selling of advertisements in *DttP* to ALA.

Andrea Sevetson is coordinating the revision of the GODORT Policy & Procedures Manual (PPM) on the Web. HTML may be the preferred version of this text.

*Legislation:* Michele McKnelly reported on the two main issues discussed at Friday's Legislation Steering Meeting, the proposed EPA release of Worst Case Scenario data (WSC) from chemical/industrial sites and the proposed revisions to 44 USC. Both issues are being considered in Congress, with various bills being drafted.

With the WSC data, it appears that Congress is trying to create a new category of information,

"sensitive-but-unclassified." There is bill language recommending that data NOT be released on the Net but go into semi-restrictive storage in sites across the country, where it would be available only to "qualified researchers" (local disaster relief officials, etc.). There is a suggestion of a \$5000 fine for photocopying the data or releasing it on the Web. Stay tuned for more action in response to this from Legislation, GODORT, and ALA.

In terms of Title 44 revisions, there are at least two bills drafted. The 11-page Sussman draft bill is attempting to rewrite sections of the USC. Critics of the bill say that it needs to be pared down and that too many objections to it might be found. The GPO draft bill attempts to "correct" Title 44 and is shorter and more targeted. Michele can supply folks with copies of either bill.

*Rare and Endangered Documents:* George Barnum submitted a written report to Cindi. Highlights included the announcement of the REGP Committee web page hosted by Duke University <http://www.lib.duke.edu/pdmt/staff/REGP.html> The page will be seeking a new home since Ann Miller is now GODORT Chair-elect. Also, REGP has also revised *The Identification, Preservation and Security of Rare and Valuable Government Documents: A Selective Bibliography*.

*Education:* Sherry DeDecker noted that the Education Committee is striving to be more visible within GODORT. She reported that the Committee is pleased with progress on their "Government Information Depository Management" clearinghouse web site. The site contains resources on how to process, catalog and provide instruction for depository materials. <http://www.library.ucsb.edu/ala/clearing.html>

The Education Committee has awarded four different librarians with \$250 awards to produce web tutorials. Some tutorials include:

- Chuck Malone - an agency approach to finding executive documents
- Sally Lawler - library advocacy
- Debbi Schaubman - the SuDocs numbering system.

One area Sherry would like to see addressed is how to advocate for depository materials to your own library's administration. Tricia Cruse was the GODORT delegate to the ALA Congress on Professional

Education. The Congress is continuing into the next year.

*Government Information Technology (GITCO):*- Cathy Hartman reported that this committee is proud of its CD-ROM documentation project. The University of Iowa will be the host project's web site. The committee has also constructed a web page template for libraries that don't have a Government Documents web page yet. The web page is being continuously revised.

*Program:* - Erhard Konerding announced that the GODORT program "To Merge or Not to Merge: What are the Questions" will be held on Monday, 9:30 - 12:30.

*Cataloging:* Tim Byrne reported that the committee is trying to bring together a variety of tools on a "Cataloging & Processing Government Information" web site instead of reinventing the wheel. The EPA web inventory is running successfully; the agency has three hundred thousand pages and is adding metadata to all pages. The "Cataloging Pre-1976 U.S. Documents" survey is completed. "GOVRETRO-L" will be the listserv for the project. This will be an open listserv: anyone who attended the Pre-1976 program last year or is interested can participate.

The GODORT Web Masters will meet with Andrea Severson to discuss consistency across pages. Cindi raised questions re: procedures for hosting GODORT sites beyond officers' elected terms. Cindi suggested that campuses could draw up Memoranda of Understanding with GODORT.

The Cataloging Committee's Mid-Winter program will be a panel on OCLC's Cooperative Online Resource Cataloging project (CORC).

*Agency Liaison Program:* Kevin Reynolds is looking for this to be revitalized before Mid-Winter.

*FDTF Web Page:* There was a GODORT Webmasters meeting earlier this conference (coordinated by Andrea Severson). Cindi Wolff attended because she was concerned that there are not clear enough guidelines concerning who becomes Webmaster, host institutions, etc.

*NTDB work group:* There are rumors that the current

NTDB CD-ROM is non-Y2K compliant and that STAT-USA is either switching to new CD software or phasing out the CD-ROM and moving to Web-only.

*Reciprocal Links:* GPO Access now provides links to all available government documents web pages at depository libraries.

### **New Business & Announcements:**

The Policies & Procedures Manual (PPM) will continue to be published in *DttP*. (Cass and Cindi are working on Fed Docs revisions and will post to the committee for feedback.)

MAGERT is looking to cosponsor a Census 2000-themed program (specifically on American Factfinder) for an upcoming meeting.

### **Other Business:**

Carolyn Kohler proposed moving the Fed Docs Steering Meeting to the end of the conference, possibly to the end of the Fed Docs Business Meeting. There was debate of this topic, with all seeming to agree that the current meeting schedule is ineffective.

The group brainstormed ten government information resources which should be publicly released on the web at no charge to citizens (OMB Watch is collecting these):

- Federal Specifications and Standards
- Congressional Research Service reports
- EPA Community Right-to-Know information (Worst Case Scenarios)
- Davis/Bacon Act data
- Court information from all levels of federal courts
- Statutes at Large (complete run)
- Congressional Committee Publications (working backward in time?)
- NTIS Index (Government Reports Announcement & Index)
- Weekly Compilation of Presidential Documents
- Census 2000 (the fee-based products)

### **Action items:**

It was resolved that the Chair will write a letter to the Census Bureau thanking them for lifting the password

restriction on their Censtats service and urging them to provide password and cost free access to all Census 2000 products.

The meeting adjourned at 5:30PM.

## **International Documents Task Force Business Meeting**

### **ALA Annual Conference 1999**

**Saturday, June 26, 2-4 PM**

### **Minutes**

Presiding: Andrea Morrison, IDTF Coordinator

#### **Announcements**

Newly elected officers were introduced: Barbara Mann, Assistant Coordinator/Coordinator-Elect; Jeanne Fong, Secretary. Jim Church, IDTF Assistant Coordinator, will serve as Coordinator in 1999/2000.

#### **Minutes**

Two corrections were noted to the minutes of the Midwinter meeting as published in *DttP* 27, no. 1: 47-48. Under the heading "Attending," Erminio D'Onofrio's name was spelled incorrectly. The following correction to was received by Andrea Morrison via e-mail from Mercedes Sanchez, past coordinator of the IDTF Agency Liaison Program: "Lines 5-6 said 'She asks whether [the Agency Liaison] program is worth continuing.' Please inform people that the above statement is incorrect. I have never questioned the effectiveness of the Program, on the contrary, I have always been a strong defender of the Agency Liaison Program." The minutes were approved with these corrections.

#### **IDTF Liaison Reports**

a. Helen Sheehy, IFLA. The Government Information and Official Publications Section held a seminar in Moscow during the last week of May for librarians from the former Soviet Union and Eastern Europe on "The Role of Libraries in Ensuring Public Access to Official Publications and Government Information." Helen also attended the opening of a legal information center, the start of a new depository program. As a follow-up to the Moscow meetings, organizers of the Crimea Conference on Library and Information Science are exploring the possibility of focusing on

government information. Information on that conference can be found at <http://193.233.14.7/win/inter-events/crimea99/> or <http://www.gpntb.ru/>.

In addition, Helen reported that a seminar similar in scope to the Moscow seminar is tentatively scheduled for October 4-8, 1999. The workshop is being planned in conjunction with a workshop for United Nations Depository Libraries hosted by the Dag Hammarskjold Library. Helen will also be attending the 1999 IFLA conference in Bangkok, August 19-27.

b. Kathleen Jones, Cataloging Committee. The Cataloging Committee is working on a "Tool Box for Processing Government Documents," to be located on the committee's web page. A monograph on cataloging government documents is in progress. The committee has also just established a listserv on retrospective conversion of pre-1976 U.S. documents, to be called "Govretro-L."

c. Education Committee. No report.

d. Helen Sheehy, Legislation Committee. Legislation is discussing CRS reports, revision of Title 44, and EPA legislation.

e. Barbara Mann, GITCO. A host site has been chosen for the CD-ROM documentation project. A form for adding information about CD-ROM documentation is being developed. The committee also will discuss maintenance of the government documents web page template.

f. Program Committee, Jim Church. IDTF has made a proposal for the main GODORT program that would consist of a panel of speakers on the topic of international data.

g. Publications Committee, (liaison not present; Andrea Severson gave an informal report). The committee is discussing these issues: distributing two free issues of *DttP* to all institutional subscribers; moving distribution of *DttP* to ALA by 2000; publishing the revision of the PPM (Policy and Procedures Manual) in HTML only.

h. Rare and Endangered Documents Committee, Julie Wallace. The committee will discuss how to include documents librarians in alerts about library thefts

without alerting thieves. She also reports that the League of Nations digitization project is on track.

i. Western Europe Studies Section, Sam Dunlap. The discussion group's topic will be electronic data on Western Europe.

j. IRRT, Rosemary Little. The International Relations Committee is discussing its "guiding principles."

Center for Research Libraries

Pat Finney reported that a project to catalog the collection of Foreign Official Gazettes (donated by New York Public Library) is nearing completion; gazettes are cataloged through the letter "S."

Docworld-L Listserv

This electronic discussion group arose from an IDTF Working Group on Communicating with Foreign National Librarians. They were exploring how IDTF might facilitate communication between persons interested in sharing government information worldwide. Andrea Morrison launched the listserv in spring 1999. There are over one hundred subscribers to date. Andrea M. proposed expanding the working group to become an interest group for Docworld-L and other foreign government documents issues. Points of discussion included:

- distinctions between Docworld-L and Intl-Doc listservs in terms of scope and sponsorship. Intl-Doc is a forum for international government organizations' information and is not affiliated with GODORT or IDTF. Suggested that Docworld-L be defined specifically as a forum for national government information. IDTF sponsorship currently under discussion
- desirability of creating one more listserv to read
- rationale for sponsorship of this type of discussion by IDTF, an American organization

This discussion culminated in two voice votes. First vote: Does IDTF support Docworld-L: Yes. Second vote: Should IDTF sponsor Docworld-L: No.

More discussion followed regarding the text about Docworld-L on the IDTF web site. It was observed that the IDTF web site may reference the listserv and that the description may note that the listserv grew out of GODORT and IDTF discussions. However, GODORT and IDTF should not be referred to as sponsors of the listserv. Andrea Morrison offered to

make these changes to the IDTF web page. Other suggestions of listservs where Docworld-L may be announced may be sent to Andrea Morrison.

IDTF members who volunteered for the working group at the 1999 Midwinter meeting: Andrea Morrison, Bernadine Hoduski, Dave Griffith, Erminio D'Onofrio, Mary Fetzer, Helen Sheehy, Jim Church, Kathy Jones, Sandy Peterson, Marian Shaaban, Mike Van Fosen.

#### Agency Liaison Program

Marian Shaaban, new program coordinator, presented a final report by outgoing coordinator Mercy Sanchez. There are currently 23 liaisons covering 26 international government organizations, yet only 3 liaisons have sent reports to Mercy. Andrea read a message from Mercy thanking IDTF for the opportunity to serve and affirming that she will continue to be involved in the program as liaison to Bernan Unipub.

IDTF Program for 2000 Annual Conference Jim Church presented a proposal with the working title, "International Data: A Crash Course for the Non-Specialist." Co-sponsors to date include GODORT, IASSIST, WESS, and BRASS. There is a partial list of speakers, but more will be solicited. After some discussion, the working title was amended to "International Statistical Data: A Crash Course."

#### Cooperative Projects

No report.

#### IDTF Web Pages

Since the Midwinter Meeting, Northwestern University asked that the IDTF web pages be removed from their server. Because of unfortunate circumstances, the former coordinator and webmaster wasn't able to assist at all with this process. After consulting IDTF members via e-mail, Andrea Morrison then moved, updated, and maintained the IDTF pages at Indiana University. Points of discussion were: responsibilities of the IDTF coordinator, webmaster, and authors; maintenance; content; and creation of a web oversight group within IDTF. Another point of discussion was where the web pages should be and who should be the webmaster. Observations and comments made during the discussion:

- o Mike McCaffrey Noviss created an excellent site in his role as past IDTF coordinator and webmaster, and IDTF should continue to take

advantage of his talents and knowledge.

- o Suggestion made that the role of web administrator should be separate from that of IDTF Coordinator.

- o Jim Church volunteered to serve as IDTF webmaster and move the site to UCSD.

- o A web oversight group is needed to deal with long-term issues such as maintenance.

This discussion culminated in two voice votes. First, appoint Jim Church as web administrator -- Yes. Second, appoint a web oversight group consisting of Barb Mann, David Griffith, Debbie Schaubmann, Andrea Morrison, and Jim Church -- Yes.

#### Old Business

- UN Sales Catalog report: a representative of the United Nations Publications informed IDTF of their decision to publish a printed catalog for this year and next year. No decision has been made about continuing the printed catalog on a permanent basis.

#### New Business

- IDTF Unit Description from the *Policies and Procedures Manual* -- needs to be updated. For lack of time, the incoming coordinator was charged to consult with IDTF members via e-mail and get the update to Andrea Severson by July 15th.
- The University of Sussex has a grant proposal to create an online union list of serial official publications of continental European countries. They have permission from GODORT to use contents description notes from the 2nd edition of the Official Guide. News on grant funding expected by mid-July.
- UN ESCAP publications -- tabled due to lack of time.

#### Report from Vendors

- Readex -- Helen Sheehy reported for Readex that Access UN now includes indexing of United Nations publications from 1956 through 1999. Production of UN microfiche backfiles is on schedule.

#### Announcements (additional)

- *DttP*: John Shuler, editor, brought attention to the new and improved format and encouraged all to submit articles. In addition, new International Documents Roundup column editor is sought (Chuck Eckman is stepping down). This item was left for next year's IDTF.

- Needs and offers: Kathy Jones asked whether it is

appropriate to use the Intl-Doc listserv for needs and offers requests. Meeting attendees said, "Yes."

· New book: Helen Sheehy brought attention to Peter Hajnel's new book on G7/G8.

The meeting adjourned at 4:30 PM.

Respectfully submitted by Dena Hutto, Secretary, with the assistance of Jeanne Fong, incoming Secretary

**State and Local Documents Task Force  
Business Meeting  
ALA Annual Meeting, New Orleans  
June 26, 1999  
2-4 p.m.**

Committee members present: Debbie Hollis, Coordinator, Mary Martin, Coordinator-Elect, Gary Cornwell - liaison to Publications, Duncan Aldrich - liaison to Legislation, Mary Mallory - liaison to GITCO, Barbara Ceizler Silver - liaison to Cataloging, Nancy Kolenbrander, liaison to the Program Committee, Yvonne Wilson, liaison to Rare and Endangered, and Elizabeth Cowell, liaison to the Education Committee.

Additional attendees: Kathy Parsons, Louise Treff Gangler, Tim Dodge, Andrew Johnson, Bill Sayre, Louveller Luster, Ed Malone, Margaret Lane, Nan Myers, Geoff Swindells, Mary Redmond, John Hernandez, Patricia Finney, Roberta Palen, Jan Goldsmith, Ann Miller, Rhonda Marker, and John Shuler.

**Welcome and Announcements:**

Debbie Hollis, CU Boulder, SLDTF Coordinator called the meeting to order at 2 pm. Mary Martin Claremont Colleges, was introduced as Coordinator-Elect. David Hellman Santa Clara University, Secretary, was absent. An adjustment of the agenda was suggested in order to allow SLDTF Liaisons to report and leave to attend GODORT Committees meeting simultaneously.

**Reports from Committee Liaisons:**

Education Committee -- Elizabeth Cowell reported that the committee is working with the Conference for

Professional Education on a Clearinghouse for Educational Materials and GODORT Web site projects.

Government Information Technology Committee (GITCO) -- Mary Mallory (substituting for Beth Bauer) reported. The committee is working with the Committee on Institutional Cooperation on the CD-ROM Technical Documentation Project. A three year proposal for a Host Site will be announced at the GITCO meeting.

Legislation - Duncan Aldrich reported. Issues discussed were: the Northern Light/NTIS debacle, the brief discussion of two different bills that have been presented on the Reorganization of Title 44 of the USC. The bills apparently focus on the GPO Access online system. The drafts came from 1. IWAG -The Inter-Association Working Group on Government Information Policy, and 2. The Government Printing Office.

Program Committee - Nancy Kolenbrander reported on two proposals for programs at ALA 2000 Conference in Chicago. The first is the Monday Program, on international data, sponsored by the IDTF and tentatively titled "Crash course for the non-specialist." The second, which concerns the SLDTF, is the urban documents proposal, proposed on behalf of John Shuler, UIC, at the end of Second Steering at the 1999 ALA Midwinter meeting in Philadelphia. Hollis distributed a program description, entitled "City on a Hill: Building Urban Information Systems for the Next Century" to be held in the time slot of the Saturday SLDTF Business Meeting during the Chicago 2000 conference. The program, a panel of three with a moderator, will "describe, demonstrate and discuss three innovative collaborations between universities and state and local governments seeking to build urban information systems that are a combination of data archiving, images, geographic information systems, as well as seeking active involvement from citizen groups." John and Debbie will work with the Program Committee to refine the details.

Rare and Endangered Government Publications -- Yvonne Wilson reported that the group was scheduled to meet the following day. (See R&EGP minutes).

Publications - Gary Cornwell reported that *DttP* will most likely not be published for December 1997 and

March 1998, and 1/2 price subscriptions for the next year will be offered to offset subscriber losses. An increase to \$30 for USA and \$40 for outside the USA is being proposed. A new advertising manager from ALA is hoped to increase revenue. Gary Cornwell reported that the SLDTF will continue to be responsible for encouraging nominations for the "Notable State and Local Documents" in *DttP*. The GODORT Policy and Procedures Manual will only be published in HTML and not as an Adobe Acrobat file on the GODORT Web page. Suggestions: publish more GODORT program reports, and publishing articles that have not yet been published. *DttP* is the only independent journal of government information. Kathy Parsons' bibliography of State and Local Documents will appear in a future issue of *DttP* in addition to the minutes of the business meeting. She will work on a compiled bibliography. Attendees were encouraged to submit articles about state and local documents issues.

Cataloging - Nan Myers announced that a discussion of adding a "processing state documents" component to the group's Web site (*Toolbox for Processing and Cataloging Federal Government Documents* at <http://www2.lib.udel.edu/Acq/govdocs/GODORT.htm>) is taking place. Current issues concern cataloging of PURLs.

### **Approval of Minutes:**

The minutes for the January 30, 1999 Midwinter meeting were approved as published in *DttP* v. 27 no. 1, Spring 1999 issue. They will be forwarded to Atifa who will post to the SLDTF Web page.

Reports from SLDTF Working Groups:

Bibliography: Kathy Parsons reported that she has almost completed the bibliography. She made a motion to disband the working group as it is a duplication of effort. The motion carried. It was mentioned that the Task Force is responsible for appointing the column editor for *DttP* State and Local Documents column. Mary Martin offered to assume this duty.

Documents on Documents Collection: Jan Goldsmith (UCLA) reported that the final shipment is ready to go to ERIC for microfilming. UCLA has asked that the documents be returned complete and recommended that a permanent archival home be found. Deborah said that

she will contact the Archivist (Raeann Dossett) about a permanent location there. There was a question about whether it will be available on Interlibrary loan. There is a total of 2 boxes, or four to five file cabinet drawers.

Library Journal's Notable Documents: Winners were published in the May 15, 1999 issue of *Library Journal*. Louveller Luster will continue to coordinate nominations for the "Notable State Documents" section of Library Journal's Notable Government Documents award. She reminded the group that there could be more nominations in the future.

### **OLD AND CONTINUING BUSINESS:**

Patricia Finney reported that CRL has completed weeding of the 1951-1970 state documents collection and is beginning to catalog more of the older state documents (by theme, e.g. publications of the state hospital or asylum). They are also considering deposits of some older documents (to fill in their collection).

SLDTF Web page: Atifa Rawan, University of Arizona will continue to maintain the group's Web page and is in touch with Andrea Severson about any Web related issues. A SLDTF Web Committee was created consisting of Nan Myers, Louveller Luster and Mary Martin, who will advise on page content, design, etc.

The SLDTF unit description in the Policy & Procedures Manual (PPM) was reviewed, revised and approved. The main change revised the line "to promote communication between..." to "to promote *electronic* communication between..."

Information about subscribing to the State Documents Listserv (STDOCS-L) will be provided on the SLDTF Web page.

There were several organizational issues for the Task Force to address. First the Bibliography Committee will be moved to Interest Group status, to be disbanded once the Bibliography (1984-1998) is complete. Second, the Guidelines Work Group will be disbanded. Third, the Local Documents Interest Group will be disbanded. Fourth, the Documents on Documents Group will become an Ad Hoc Group.

The three brochures produced by SLDTF (mentioned in the PPM) will be reviewed by Yvonne Wilson and Mary Martin for any necessary revisions. The brochures will be added to the SLDTF Web page and possibly updated for distribution at the GODORT booth at conference.

Margaret Lane reported that the Committee of Eight has been fully configured and the information will be posted to the web page.

Hollis gave an update on the State Documents Coordinators' workshop. The Council of State Library Agencies in the Northeast (COSLINE) agreed to help sponsor the program with the time and talent of SLDTF members. Hollis will bring forward an action item to the Business meeting requesting a letter of support from the Chair of GODORT. There has been an anonymous \$10,000 donation and it is estimated that an additional \$15,000 needs to be raised to meet conference expenses. It is proposed that 25 states initially be invited and Al Palko at the Connecticut State Library has been asked by Ken Wiggins, the State Librarian (and current COSLINE President) to head the local arrangements committee and be the group contact. When the question arose concerning states "west of the Mississippi" it was suggested that a workshop be done for those states at a later date. The group discussed how they can assist COSLINE in the planning and preparation of the workshop, to be held hopefully in late spring or early summer of 2000.

Reminder that the next deadline for *DttP* is July 23, 1999. The meeting adjourned at 4 pm.

Respectfully submitted by Mary Martin.

**Bylaws and Organization Committee  
Annual Meeting  
June 26, 1999  
8:00-9:00 AM  
Sheraton New Orleans, St. Charles A**

**Minutes**

All committee members were in attendance: Michael Cotter, Ridley Kessler, Linda Kopecky (Chair), and Bill Sudduth. Guest: Sandy Peterson.

Introductions and announcements. Kopecky called the

meeting to order at 8:02. She announced the University of Illinois at Urbana-Champaign is advertising a documents position.

Minutes. The minutes from the 1999 Midwinter Meeting (*DttP*, 27(1), p.50-51.) were approved. Kessler's e-mail address is kessler@refstaff.lib.unc.edu

Bylaws Changes at Midwinter. All revisions were passed by membership as submitted, on February 1, 1999. The complete GODORT Bylaws as revised was distributed to the committee.

Midwinter Proposals. The proposal to revise Article IV, Section 6 failed to win Steering Committee approval at Midwinter. That section and others were reviewed. After discussion, it was decided to bring to Steering three proposed revisions:

Proposed Revision 1: Article V, Section 5. After "Committee" insert "and member of the Publications Committee", to now read: "The Treasurer shall perform the customary duties of this office and serve as Chair of the Budget Committee and member of the Publications Committee."

Rationale: This relationship is already set by Article X section f. Repeating the relationship here will not change or add to the existing duties of the position but rather seeks to include this major responsibility into a section that may be looked to as the "position description".

Proposed Revision 2 (two parts):

Article IV, section 6. First sentence. Insert "(non-voting)" after "officers", to now read: "The following special officers (non-voting) shall serve the Chair and the Steering Committee."

Article IV, section 6. Last sentence. Insert "(non-voting)" after "member", to now read: "The Website Administrator is a member (non-voting) of the Publications Committee."

Rationale: The non-voting status for these positions is already set and stated in other sections of the Bylaws. Adoption of the wording would NOT change existing policy but rather would reflect and reiterate the existing policy.

Proposed Revision 3: Article IV, section 6. First sentence. Strike "special" and insert "administrative",

to now read: "The following administrative officers shall serve the Chair and the Steering Committee."

Rationale: This substitution is intended to clarify the roles and status of the three positions covered in this section. The term "special officer" has proven to be ill-defined and confusing; "administrative" is a more accurate description of the positions.

Kopecy will submit these recommendations to the Steering Committee at 2d Steering, Tuesday.

Affiliates. Sudduth reported the Membership Committee is reviewing the Affiliates program. Our committee recommends Affiliates not receive *DttP* since the printing and distribution costs exceed the Affiliates' dues and the turnover in local leadership makes it difficult for *DttP* to go to the appropriate address.

Bylaws Web Site. Sudduth distributed a print-out from the site. He will link the Bylaws site to the main GODORT site after conference. Kopecy will resend past minutes on disk. Sudduth agreed to host and maintain the Bylaws site for the next year.

Previous Request. The request to the ALA Constitution & Bylaws Committee regarding exceptions to ALA's parliamentary authority did not receive a reply. The committee agreed to not pursue this further.

Bylaws Committee Members for 1999-2000. Kessler and Sudduth will continue. Sandy Peterson and Cheryl Shriver-McCoy will join. Sudduth will serve as Chair (pending Steering approval). Kopecy will submit the minutes from this conference to *DttP* and will transfer files to Sudduth.

Change to Name/Charge. The charge of organizational review was added in February. The committee will await direction from Steering before submitting any proposal for organizational review.

Interns on GODORT Committees. Kopecy reviewed recent Steering discussion of a proposal from Larry Romans to create more GODORT Intern positions. A Bylaws change is not required. However the committee might request an intern in the future if the duties involved with organizational review would be of interest to an intern or require additional persons to

serve.

Policies and Procedures. Each committee has been asked to review their entry in the *Policies and Procedures Manual* and the unit descriptions. This will be referred to the 1999-00 committee.

GODORT Logo. The ownership and authorized use of the GODORT logo was discussed at the request of the website administrator. The Committee reviewed this last in Fall 1997; at that time neither the Bylaws or GODORT *Policies and Procedures Manual* addressed the logo, and the Committee found no record of the logo being formally adopted or licensed by GODORT. The logo was available for downloading from the GODORT web site with no instructions on authorized or limited use. This issue requires further review but would be more appropriately handled by the Publications Committee (as it is the official tie between Steering and the website, and oversees GODORT's other intellectual property). Kopecy will refer the matter to Publications.

There were no additional items of business. The meeting was adjourned at 9:07 A.M.

Submitted by,

Linda A. Kopecy, Chair, GODORT Bylaws and Organization Committee

### **Cataloging Committee Meeting 1999 ALA Annual Conference June 27, 1999**

**8:00-11:00 AM**

Prepared by Nan Myers

**Committee Members Present:** Nan Myers, John Stevenson, Betsy Richmond, Tim Byrne (FDTF), Kathleen Jones (IDTF), Barbara Ceizler-Silver (SLDTF); incoming members Leslie Carter, Rebecca Culbertson and David Griffiths.

**Others attending:** Jonda Byrd (EPA), Tad Downing and Gil Baldwin (GPO), Rhonda Marker, Aimee Quinn, Caroline Kohler, Jim Noel, Andrea Morrison, Katsuko Hotelling, Elaine Winske, Joan Moffson, Merleen Dibert, Cheryl Gowing, Sandy Peterson, Terry Schults, Carol Wheeler, George Carlson, Dena Hutto.

Incoming Chair Nan Myers called the meeting to order in the absence of Outgoing Chair Arlene Weible. A sympathy card was circulated so that attendees could offer condolences to Arlene on the death of her father, and appreciation of her leadership of this committee over the past two years was expressed. Minutes from the 1999 Midwinter Meeting in January 1999 were approved.

### **Reports:**

**A) Jonda Byrd of EPA** previewed "EPA's Web Inventory: A Catalog of Web Resources," which has been in development for two years and contains over 300,000 web pages, of which 13,000 have been cataloged.

**B) Betsy Richmond, Carolyn Kohler and Tim Byrne** wrapped up the Retrospective Conversion Survey Report. Future actions and reports will be in *DttP*, a listserv will be maintained, and a statement will be developed regarding future retro projects. The committee was thanked for their efforts during the past year.

**C) GPO Cataloging Branch:** Tad Downing reviewed the "Cataloging Branch Update" issued at the Federal Update Session on June 26. This included reports on: 1) the status of an Integrated Library System for the FDLP (funding is still being sought); 2) the Cataloging Branch and OCLC's CORC Project; 3) Cataloging Operations during the first seven months of Fiscal Year 1999; 4) recruitment of a serials cataloger; 5) improvements to the catalog web application; 6) PURLs/URLs and the Web catalog; 7) the CD-ROM edition of the monthly catalog; and 8) availability records, which will cease as of October 4, 1999.

**D) CC:DA:** Aimee Quinn reviewed this committee's discussion of OCLC's CORC project, Jean Hiron's seriality analysis, creation of worldwide Interim Guidelines on OPAC displays, Metadata Task Force report, Delsey Report and a committee to reorganize AACR2. CC:DA will join with MARBI for a Pre-Conference at Annual 2000.

**E. Federal Documents Task Force (Tim Byrne):** Tim reported that the work groups this afternoon will discuss 1) Electronic depository resources in selective depositories, 2) Compliance with GPO minimum standards for Internet access, 3) Electronic "supersedes" issues, 4) preservation issues in changing government administrations (and web sites), and 5) General issues of interest.

**F. International Documents Task Force (Kathleen**

**Jones):** Kathy reported on: 1) progress (from Helen Sheey) of a depository collection in Europe; 2) the digitization project at Northwestern of League of Nations documents; 3) U.N. documents Readex project; and 4) the CRL Foreign Official Gazettes project progressing through "S" at NYPL.

### **G. State and Local Documents Task Force:**

**(Barbara Silver-Ceizler):** Nan Myers reported for Barbara on: 1) a proposed workshop for state documents coordinators to be held in Spring 2000 in Hartford, Connecticut. At present the workshop is designated for states east of the Mississippi; 2) a program for ALA 2000 in Chicago titled "City on a Hill: Building Urban Information Systems for the Next Century," to be presented during the SLDTF meeting time.

**H) Subcommittee to Revise Cataloging Government Publications:** Rhonda Marker reported that several chapters of the working title: "Cataloging Government Information Resources" are near completion, but there is no date set when this work might be taken to the Publications Committee.

**Old Business:** Committee Web Page - John Stevenson previewed a draft Web page titled: "Toolbox for Processing and Cataloging Government Documents," which represents the input of the committee over the past year and a great deal of work by John on design/layout of the page. The Web page was initially intended to provide links to resources useful for Internet cataloging and processing of federal documents; however, the committee suggested broadening the scope to eventually include tools for dealing with State & Local as well as International Documents. Numerous useful comments were made by the group. The federal documents portion of the "Toolbox" should be available for use shortly. The Committee will coordinate efforts with the Education Committee and other GODORT groups pursuing similar initiatives to make appropriate links and reduce duplicative efforts. Representatives to SLDTF and IDTF were charged to request input from their Task Forces towards development of the additional features.

### **New Business:**

#### **A) Review of Cataloging Committee**

**Recommendations to GPO:** Nan Myers reviewed three remaining issues from the correspondence of last year's committee chair with GPO Cataloging, and Tad Downing responded.

1) Q: What is the outcome of the 8/11/98 request that

GPO Cataloging publicize instructions on how to search the GPO PURL server?

A: This will become an action item for GPO Cataloging. The instructions will appear on the GPO Site Page in "Electronic Access via PURLS" and will also be in AdNotes.

2) Q: Did Rebecca Guenther of LC get back to you regarding the use of the 530/538 note fields for recording URLs in records with PURLS, and is there now a written policy regarding this topic? A:

Guenther indicated approval for this policy and the policy should have been posted on June 25, 1999 at the FDLP Administration page under "Publications, Policies and Procedures."

3) Q: Have you worked to "alert depository libraries when URLs are replaced with PURLS in GPO catalog records," per the Cataloging Committee Chair's request of 3/9/99?

A: This has been deferred due to conflicting priorities and lack of resources. Discussion followed regarding the need to identify 1) what it is that people want, and 2) whether this could be handled through another venue. A subcommittee was formed to review this: Jim Noel, Tim Byrne, and Nan Myers.

**B) Discussion Panel for ALA Midwinter 2000:** Since the committee has offered useful panel programs during the past two Midwinter Conferences, potential topics for 2000 were discussed. Among these: 1) OCLC's CORC Project, 2) Collection Level Records, 3) Introduction to the Committee's "Toolbox" Site, and 4) Classification Issues: SuDoc Et Al. The committee decided to offer a look at OCLC's CORC Project at Midwinter 2000. A subcommittee was formed to develop the program and to solicit a panel: Tim Byrne, Betsy Richmond and Nan Myers. Since GPO tentatively plans a program on CORC at the Fall Depository Council Meeting in October 1999, the planning subcommittee will follow up with Sheila McGarr to coordinate the presentations.

**Action Item:** Betsy Richmond moved that the Committee issue a letter commending the Environmental Protection Agency for its work developing a set of metadata elements, designating Web inventory elements, designing search enhancements, and committing resources to the ongoing management of "EPA's Web Inventory: A Catalog of Web Resources." In addition, EPA is participating in OCLC's Cooperative Online Resource

Catalog (CORC) project in coordination with FEDLINK, Library of Congress. The GODORT Cataloging Committee commends the development of "EPA's Web Inventory" site as a model for long-range planning and responsible management of a Web site by a federal agency. The motion was seconded and approved unanimously by the Committee.

The meeting adjourned at 11:00 AM.

## **Education Committee Minutes 1999 Annual Meeting, June 27, 1999**

Present

*Committee members:* Bert Chapman, Elizabeth Cowell, Patricia Cruse, Sherry DeDecker, and Larry Schankman.

*Friends of the Committee:* Claire Hoffman, Katherine Hovoet, Larry Romans, Geoffrey Swindels, Becky Byrum, Jim Church, Megan Dreger, Wen-Hua Ren, Dawn Smith, Kathy Tezla, and Jan Wolter.

The meeting began at 8:00 a.m. with distribution of the previous minutes and introductions. The minutes of January 30, 1999 were approved.

### **Liaison Reports**

#### *ALA Education Assembly*

Wen-Hua Ren reported on the assembly's meeting. The two main issues were certification (viz. the "Certified Public Library Administrator" Program) and the Congress on Professional Education. Presently, certification is not considered feasible due to the expense and difficulty in establishing a professional association, office, and budget. Further, the Congress has not yet decided on certification policies, but has issued a 30-page report and plans on yet another session.

#### *Federal Documents Task Force*

Sherry DeDecker reported on several FDTF issues and programs, including the following:

1. Recent congressional legislation to expand the scope of the Community Right to Know Act (toxic release information). For further information see [www.rtk.net](http://www.rtk.net).
2. Web site for the Serial Set

3. Host site for GITCO's CD-ROM Documentation Project (University of Iowa)
4. Completion of GITCO's Web Page Template (available at the University of North Texas)
5. Web site for the Cataloging Committee's retrospective survey of pre-1976 documents
6. Re-invigoration of the dormant agency liaison program (the goal is to increase communication between librarians and government agencies to eliminate fugitive documents; a call for volunteers will go out on govdoc-l)
7. Workgroup to advise Ken Rogers on improvements for the NTDB CD-ROM (thought the disc may be scrapped altogether in favor of STAT-USA and Trade USA web products)

#### *International Documents Task Force*

Jim Church reported on a "lively" IDTF meeting, which resulted in one action item. The IDTF will write a letter to the UN Sales Publication Office to request continuation of the erstwhile print version of the sales catalog. The IDTF will also review its unit description, decide on its annual program for the year 2000 conference, and has decided to keep its Docworld discussion list private, since GODORT has not sanctioned it. The IDTF Web page has officially migrated to U.C. San Diego and is administered by a web steering committee.

#### *State and Local Documents Task Force*

Elizabeth Cowell reported on the recent meeting of the SLDTF. Major items include a review of the unit description, future contributions to Documents to the People, and their program for the year 2000 conference, entitled City on a Hill: Building Urban Information Systems for the Next Century. Elizabeth also reported that the College and Research Libraries (CRL) organization is disbanding its pre-1950 state collections.

#### **New and Old Business**

Larry Romans proposed several corrective actions to reverse a growing decline in GODORT membership and participation. As a result, the committee approved the following recommendations for GODORT's approval:

- a. Change meeting times to afternoons (either Saturday or Sunday), and at different times than GITCO and Cataloging Committee (moved by L. Schankman, seconded by S. DeDecker)

- b. Increase the committee's size to 12 members (moved by L. Schankman, seconded by B. Chapman)

#### Continuing Education Fund

Sherry DeDecker distributed abstracts for the first four educational tutorials (details follow in the Appendix). She also requested topics for the remaining four proposed projects and expressed concern that tutorials might overlap with Handout Exchange materials. Trisha will request that Steering Committee authorize the Continuing Education Working Group to issue a call for these remaining awards.

#### Handout Exchange

Bert Chapman distributed a list of current handout needs. Volunteers should submit their materials or web links to either Grace York or Larry Romans.

#### Government Information Depository Clearinghouse

The Committee thoroughly reviewed the organization of the Clearinghouse and made several decisions. To avoid duplication with related web products, the committee should coordinate with other GODORT Web managers to assure that content is unique. In cases where similar pages or guides exist, we should link to those resources rather than create similar content. The committee also reached the following decisions regarding individual sections:

1. Eliminate the Federal Depository Libraries Organizational Structure
2. Expand Providing User Access and change its name to "How to Provide User Access"
3. Change the name of Providing Instruction to "How to Provide Instruction" and migrate all resources that are not
4. "How to" in nature to the Handout Exchange
5. Trisha will update all pages to provide a more graphically pleasing and organizationally sound appearance, and make other changes needed.

#### Unit Description

The unit description was reviewed line by line, and the committee recommended minor changes. Mark up text follows in the Appendix.

## ALA Congress

Rather than commenting on all 35 issues, Kathy Tezla suggested that the committee identify key issues for consideration by the entire GODORT membership. After a thoughtful discussion, Trisha agreed to write an action item for the business meeting, with a brief summary of significant actions and recommendations. Key issues will include core competencies; regional and national programs for continuing education; clarification of staff roles; marketing of documents librarianship to library students, new librarians, and potential converts; dialogue with library schools; and diversity.

The meeting adjourned at 11:00, after successful discussion of all agenda items. Upon GODORT approval, Sherry DeDecker will become the new Committee Chair. The members expressed their gratitude for the excellent leadership provided by Patricia (Trisha) Cruse during the last two years.

## Government Information Technology Committee (GITCO)

### Minutes

**Sunday, June 27, 1999,**

**9:30 a.m. – 12:30 p.m.**

1. Welcome and Introductions. The meeting was called to order at 9:30 a.m. by chair Barbara Levergood. Members of the committee introduced themselves. Levergood gave some background on the committee's responsibilities and encouraged GODORT members to become involved in GITCO.

Agenda Addition: Larry Romans (GODORT chair-elect) shared his vision for GODORT and GITCO with the committee. He indicated that along with GITCO, the Cataloging Committee and Education Committee are very popular. These committees frequently rely on "friends" to do work. Consequently he would like to increase the size of the committee to allow more people to receive credit for the work done. He suggested increasing the size of the committee from 9 to 12. The entire committee showed strong support for this plan through an informal show of hands.

Romans went on to suggest that he would like to ensure that the four most popularly attended meetings of GODORT (FDTF Update, GITCO, Education, and

Cataloging) are not scheduled in conflict with each other at future Conferences. Most of the committee supported this plan, too; two or three have some reservations and one member strongly opposed it because she believed it would make it more difficult to attend other important meetings such as the Task Forces.

2. The agenda was approved.
3. The minutes from Midwinter '99 were approved as submitted.
4. Announcements:
  - A. Members and Friends were advised to ensure the correctness of their GODORT Directory listings.
  - B. Several Documents employment opportunities at libraries around the country were announced.
  - C. An update on committee member Beth Bauer's condition was given.
  - D. GITCO was asked to update the GITCO description for the *Policies and Procedures Manual*.
5. Task Force Representatives Reports:
  - A. IDTF (Barb Mann): The task force web pages are being moved to a new site and a group has been appointed to manage the pages. The Internet liaison program has new life and a new electronic mailing list – Docworld-1 – has been established.
  - B. SLDTF (Mary Mallory, sitting in for Beth Baur): *DTTP* was the main topic. Mallory encouraged GITCO members to consider submitting articles for publication in *DTTP*. The liaison position to SLDTF was discussed and the possibility of contributing to a new webpage. The Chair will contact Rowan with respect to this. A GIS program is being planned and the possibility of GITCO co-sponsoring this was raised. A meeting for State Documents coordinators east of the Mississippi is being scheduled.
  - C. FDTF (Cathy Hartman, sitting in for Eric Forte): An effort is underway to get the Agency Liaison Program going again. The Reciprocal Links Project (linking Congressional Representatives' web pages to Depository Libraries' pages) was also

discussed.

- D. REGP (Brian Rossmann): The REGP meeting is held simultaneously with GITCO so key REGP agenda items were pointed out. This is a new position and it is unclear what the status of it is since the liaison is not listed in REGP's directory.

6. Updates:

- A. GITCO Website (Doralyn Edwards): The GODORT Web Managers had a meeting at which it was agreed to adopt an informal set of guidelines for GODORT web pages. An electronic list has been established for Web Managers; anybody with an interest may join. It was suggested to alert librarians about major web page updates in *DTTP*. GITCO members were encouraged to make contributions to the GITCO pages.
- B. Web Page Template (Cathy Hartman and Mary Mallory): The Template has received some publicity through govdoc-1 announcements. It has been advertised in a Texas Library Association newsletter; members are encouraged to promote it in their own local associations and newsletters. Some additions have been made such as a link to a page on ADA compliance. Hartman will prepare an article to be submitted to *Administrative Notes*.
- C. Continuing Education Fund (Mary Mallory): This group did not meet at Conference. Three of the five web tutorials which were awarded funding at Midwinter '99 have been completed.
- D. CD-ROM Standards Project (Brian Rossmann): The NCLIS *Report on the Assessment of Electronic Government Information Products* which GITCO had written a letter in support of has been published. T. C. Evans from GPO commented that he had not seen a copy of this letter and requested that one be forwarded to him. The committee decided to look more closely at this report and send another letter to both NCLIS and GPO to ensure that its concerns have been heard. Levergood and Rossmann will study the report more closely and report back to the committee.

7. Old Business:

A. CD ROM Documentation Project:

- i. An overview and some background on the project was given.
- ii. Grace York has donated her *DTTP* award to the project.
- iii. Two proposals have been received: one offers hardware and software while the other (University of Iowa's proposal) also offers personnel and has already demonstrated some work towards implementation. Consequently the U. Iowa proposal has been accepted and Carolyn Kohler will be the host's overall coordinator. GITCO's contact person with the University of Iowa will be Doralyn Edwards.
- iv. U. Iowa will clone its existing list and then remove the U. Iowa specific fields.
- v. Robin Haun-Mohamed can provide some GPO data. She requested a template for this purpose. She will be able to provide some key information such as title and agency before actual shipping from GPO. She wants a person on GITCO and U. Iowa that she can telephone with questions or concerns. Doralyn Edwards will serve as this contact person.
- vi. New Workgroups established:
  - a. Workgroup 11 (Barb Mann, Doralyn Edwards, Megan Dreger, Stephen Woods, Carrie Ottow, Grace York) – Content of Records: set standards for content of the records to be loaded into the system; design a data entry form for entering content information into the database; determine which fields will be removed from U. Iowa's existing list in consultation with Haun-Mohamed; develop an introductory page for the database.
  - b. Workgroup 12 (Esther Crawford, Megan Fitch, Brian Rossmann, Barbara Levergood, Eric Forte) – responsibilities of participants: Plan how to divide up responsibilities among all

participants (GITCO, the host, GPO, and participating librarian/libraries); draft proposed partnership agreements, including responsibilities of all participants.

- viii. Edwards will contact Publications Committee immediately to find out if this project needs any additional clearance before publication.
- ix. Periodic updates on the project will be posted to govdoc-l and doctech-l.
- x. Levergood will revive the CD-ROM Document Project electronic list for disseminating information among the project participants.

8. New Business:

- A. A future project might be studying CD-ROMs that run or do not under Windows.
- B. Several suggestions were made for future programs GITCO might undertake:
  - i. Evaluating, managing, and processing CD-ROMs when a shipment arrives.
  - ii. An overview of the CD-ROM Documentation project.
  - iii. Installing and networking CD-ROMs.

Adjourned at 12:20.

Submitted by Brian Rossmann.

**Legislation Committee  
Minutes 1999 ALA Annual Conference**

Meeting I: June 25, 3:00 pm

Kevin Reynolds led the meeting in place of Chair Dan Barkley. He announced several issues for consideration by the committee which were forwarded by the Chair. The issues included:

- Congressional Bills H.R. 1858, H.R. 1790, S. 880 and H.R. 354;
- Discussion Drafts of legislation to amend Title 44.

Comments on all of these issues were solicited.

No one had any comment on H.R. 1858 (the Consumer and Investor Access to Information Act of 1999).

Aimee Quinn led a discussion of the merits of a Committee resolution relating to H.R. 354, the

Community Right to Know Act (formally known as the "Collections of Information Antipiracy Act"). The Committee decided to pursue the issue further at subsequent meetings.

Superintendent of Documents, Francis Buckley, added an update to the status of S. 880 (the "Fuels Regulatory Relief Act"), noting that the Senate had passed the bill on Wednesday, June 23. Daniel O'Mahony noted that ALA had signed a letter of support for the measure in April, 1999. The committee agreed to revisit the issue.

The issue of public access to CRS reports was brought up. It was noted that the committee had previously passed a resolution of support of legislation to require the reports to be electronically accessible.

O'Mahony initiated a discussion of Title 44 reform. He announced that new drafts of legislation were being circulated which proposed changed to Chapter 19 of Title 44 and asked that the Committee comment. The Committee decided to pursue the issue further.

Francis Buckley brought up the issue of private distribution of government information, citing Northern Lights marketing of NTIS reports. The Committee discussed the issue and decided to delay decision on whether to act.

No one having any other comments on issues before the Committee, the Committee adjourned early and decided that work groups would be formed on issues at the next day's meeting.

**Resolution on Public Access to EPA Risk Management Plan and Community Right-To-Know Information**

WHEREAS, Equitable and no fee access to federal government information is an affirmed public right that must not be restricted by form or format; and

WHEREAS, The Clean Air Act as amended in 1990 created the Community Right-To-Know program, administered by the Environmental Protection Agency, to provide the public with access to risk management plans; and

WHEREAS, This program required detailed information regarding potential accidental chemical-release points and estimating the damages and injuries that could result from an absolute worst-case scenario from approximately 66,000 facilities nationwide; and

WHEREAS, The 1990 Clean Air Act amendments mandated the coordination, collection, and dissemination of the risk management plans to the public through a national data system by the Environment Protection Agency; and

WHEREAS, The success achieved through the EPA's Toxic Release Inventory (TRI), which has resulted in a 46% reduction in reported toxic releases, serves as an example of the public benefit of providing access to information about hazardous materials; and

WHEREAS, Access to all data in the risk management plans, including off-site consequence analysis data, is critical in stimulating dialog between industry and citizens to improve accident prevention and emergency response; and

WHEREAS, Congress is considering legislation to revise the Clean Air Act Amendments of 1990 to restrict public access to off-site consequence analysis data; now, therefore, be it

RESOLVED, The American Library Association is strongly opposed to any restriction on public use of unclassified government information; and be it further

RESOLVED, That the American Library Association urge the reaffirmation of Congress's original intent in the Clean Air Act Amendments of 1990 to make information, including the off-site consequence analysis information, publicly available; and therefore be it

further

RESOLVED, That the American Library Association oppose any attempt to restrict public access to EPA off-site consequence analysis data by exempting this information from Freedom of Information Act requests.

Endorsed in principle by GODORT Legislation Committee, 6/27/99  
Endorsed in principle by COL Government Information Subcommittee, 6/27/99

**Resolution in Support of H.R. 1858, The Consumer and Investor Access to Information Act of 1999**

**WHEREAS,** The bipartisan leadership of the House Commerce Committee has introduced H.R. 1858, the Consumer and Investor Access to Information Act of 1999; and

**WHEREAS,** H.R. 1858 is a responsible and balanced approach to protecting commercial databases against piracy while protecting future value-added uses of data; and

**WHEREAS,** H.R. 1858 reaffirms a basic information policy of this country, that facts are in the public domain and cannot be owned, while providing strong new protection against database theft; and

**WHEREAS,** H.R. 1858 recognizes that government information, including government information contained in commercial databases, should remain in the public domain; and

**WHEREAS,** H.R. 1858 will not harm legitimate research and education activities and will preserve the fair use of information, but will also prevent unfair competition; now therefore be it

**RESOLVED,** That the American Library Association support H.R. 1858, the

Consumer and Investor Access to Information Act of 1999, and encourage its members to ask their legislators to co-sponsor and support H.R. 1858.

Endorsed in principle by GODORT Legislation Committee, 6/27/99  
Endorsed in principle by COL Government Information Subcommittee, 6/27/99

**RESOLUTION OF APPRECIATION TO CAROL C. HENDERSON**

**WHEREAS,** Carol C. Henderson has indicated her intention to retire from the Executive Directorship of the American Library Association Washington Office in August 1999; and

**WHEREAS,** Her inspirational leadership on behalf of libraries through twenty-four years of service on the staff of the Washington Office has yielded inestimable and continuing benefits to libraries, and their users; and

**WHEREAS,** Her expertise and outstanding skills of communication and persuasion have earned her the confidence of members of Congress and the respect of Washington observers and her fellow legislative advocates; and

**WHEREAS,** She has an enviable history of legislative success: from the moment when she joined the ALA Washington Office and warded off Congressional threat to acquire the Madison Building for its own use; achieving such legislative milestones as reduction of proposed severe private line tariffs; reestablishing the National Archives as an independent agency; playing major roles in the enactment of the High Performance Computing Act of 1991; which became the National Research and Education Network or NREN; several reauthorizations of the Higher Education Act; postal rate

issues; legislation in 1993 which established GPO Access; the enactment of the Library Services and Technology Act in 1996, in the increase in funding for library programs, in the enactment of telecommunications discounts for libraries and schools as part of universal service in the Telecommunications Act of 1996, in revisions to cyberspace copyright legislation to balance the interests of proprietors and users of copyrighted works; and in the increased presence on information and technology policy issues, as well as increased advocacy activities on a host of other legislative issues and,

**WHEREAS,** She has guided the ALA expansion of its Washington presence under the ALA Goal 2000 five-year plan and the establishment of an Office for Information Technology Policy; and

**WHEREAS,** Her encyclopedic knowledge of libraries and legislation, her expertise in building coalition support, her appreciation for the value of cooperation within the library community, her phenomenal political acumen, her skill at reducing complicated legislative documents to clarity and articulating that information with the same clarity, her grace under pressure, her sense of humor and quick wit will be sorely missed; now, therefore, be it

**RESOLVED,** That the American Library Association express its appreciation to Carol C. Henderson for her many legislative accomplishments on behalf of libraries, and congratulate her on the occasion of her retirement.

**Membership Committee I**  
**Friday, June 25, 1999**  
**3:00-5:00 PM**  
**Ernest M. Morial Convention Center, Rm 335**

Committee members attending: Bill Sudduth (chair), Phyllis Christenson (recorder), Christine Fletcher, Louise Treff-Gangler, Jill Vassilakos-Long  
Guests attending: Michael Aldrich, Jim Galbraith, Linda Johnson, Lynn Walshak.

The Membership Committee chair, Bill Sudduth, opened the meeting by welcoming members and visitors followed by the introduction of attendees.

The minutes for the Membership Committee meetings for ALA Annual in Washington and ALA Midwinter Meetings were approved.

Announcements: Bill announced that he had 600 badge ribbons (300 white and 300 blue) to distribute to GODORT members at the booth and meetings. He gave ribbons to committee members and attendees and encouraged members to take extra to give to others. Ribbons will also be available at the GODORT booth.

Bill presented a copy of a job announcement for the position of Head of Government Documents and Associate professor of Library Administration at the University of Illinois. The announcement is open until August 31<sup>st</sup>.

GODORT Booth: Jill Vassiloskos-Long announced that the GODORT booth schedule had been covered. More than 25 GODORT members had volunteered to work the booth. Jill Vassilakos-Long (incoming chair) will write thank-you letters to the volunteers. The following GODORT members worked at the booth: Bill Sudduth, John Shuler, Lynne Stuart, Jan Swanbeck, Duncan Aldrich, Aime Piscitelli Quinn, Erhard Konerding, Judy Horn, Robin Haun-Mohamed, Rhonda Marker, Janice Wolter, Sherry Dedecker, Sandy Peterson, Cass Hartnett, Michael Cotter, Michael Aldrich, Kathy Jones, and Jill Vassilakos-Long.

Local Arrangements (New Orleans) - The New Members Lunch will be held at the Crescent City Brew House on Saturday, June 26<sup>th</sup> from 1-2:30. There were 23 advanced registrations. The GODORT Conference Reception will be held at the Compass Room of the

Hilton Riverside on Sunday, June 27<sup>th</sup>, 5:30-8:00.

The committee will meet again during the conference on Monday, June 28<sup>th</sup>, 2-4 PM at the Sheraton Hotel, Oakley Room.

Local Arrangements for San Antonio (Midwinter Meeting) and Chicago (Annual Conference). Bill has received information from Diedra Ross, ALA Housing, on obtaining a block of rooms for GODORT at one of the ALA hotels in both San Antonio and Chicago. For San Antonio GODORT must notify ALA by September 1 with the number of rooms we will need each night and whether we will want a hotel that provides meeting rooms (conference hotel) or no meeting rooms (overflow hotel). For Chicago, GODORT has to notify ALA by November 1.

If GODORT decides to reserve a block of room, reservations can be made up to 45 days in advance of the conference. At that time, ALA will take back all rooms, which have not been booked. For an additional 15 days, or up to 30 days before the conference, members can cancel reservations without penalty. After that time, members will be charged for cancellations; however, Bill will ask ALA if this applies to cancellation because of a family or health emergency.

The Membership Committee must present our recommendation to Steering for approval. The committee agreed to resume discussions of the issue at our next meeting on Monday and develop a process, which we will refer to Steering. A list of hotels and prices will not be available until after the New Orleans meeting.

Old Business

Promotional materials - no action

Mentoring program - no action

"Big Blue" and Annual Conference Booth - The both is not displayed at Midwinter Meetings (San Antonio), but will be displayed at Annual (Chicago). Bill will take "Big Blue" apart on Tuesday. Bill asked if anyone on the committee wanted to house "Big Blue" during the next year. Also if anyone knew of a local or regional meeting that would like the use of "Big Blue" that they should contact the Membership Committee.

There was also a brief discussion about updating and adding new material to the display.

Affiliates Program - Bill announced that had sent a message via GOVDOC-L to state and local documents groups regarding the GODORT Affiliates Program. He received responses from 23 groups interested in continuing in the GODORT Affiliates Program. To become an affiliate a group must submit a statement of purpose and \$20 annual dues. The group must reflect an interest in government information issues. Benefits include a copy of *DttP*, the opportunity to bring state and local document issues to GODORT attention for support and advice, and increased communication. Bill has compiled a list of organizations and contact persons. Actions will be finalized at the Monday meeting of the committee.

#### New Business

Discussions about local arrangements for San Antonio will continue at the Monday meeting.

Jill Vassilakos-Long will be the incoming chair of Membership pending Steering approval on Tuesday.

The meeting was adjourned at 4:07 PM.

### **Membership Committee, II** **Monday, June 28, 1999** **Sheraton New Orleans, Oakley Room** **2:00-4:00 p.m.**

Attending: Bill Sudduth (Chair), Phyllis Christenson (Recorder), Christine Fletcher, Dena Hutto, Jill Vassilakos-Long

Visitors - Michael Aldrich, Jerry Frobom (incoming member), Jim Galbraith (incoming member)

The Membership Committee Chair, Bill Sudduth, opened the meeting with introductions of attendees and the distribution of several handouts (Report for GODORT Business Meeting and Proposed GODORT Conference Housing Procedure; Chapter 10, GODORT Policies and Procedures Manual; and a copy of the Membership Committee's Web Page).

Draft Conference Housing Procedures: The Committee reviewed the proposed Conference Housing Procedures and made numerous changes to the draft document. The draft procedures will be presented to the

membership at the GODORT Business Meeting, at 8:00 p.m. on June 28 and at the Steering Committee Meeting on Tuesday, June 29.

Soliciting Reception Donations: Dena Hutto, who was responsible for soliciting reception donations stated that she had raised \$2,800 for the New Orleans reception. She also made the following recommendations for future conferences:

- Solicit sponsors early enough to recognize them in the conference issue of *DTTP*;
- Have customers of the various vendors make requests for donations rather than having these requests come from individuals at an institution which does not use that vendor's product;
- Provide web site publicity;
- Begin early to identify additional corporate sponsors

Bill also suggested that vendors be given recognition through booth advertising.

Promotional Materials: Bill led the discussion of the need to revise the GODORT promotional brochure; for example, the Web address is not included. Jill, as incoming chair, suggested that she put the draft document in a virtual office, which will be available to all committee members for comment. In that way, one individual would not have total responsibility for revising the brochure.

Mentoring Program: The committee discussed two types of mentoring which could be adopted - a formal mentoring program throughout the year and/or a mentoring program for conferences. It was decided to begin with conference mentors. Karen Russ had put together a list of GODORT members who had expressed interest in mentoring. Jill will get a copy of this list and forward it to Christine Fletcher and Jim Galbraith, who will send a message out on GOVDOCL to solicit volunteers for mentoring at the next conference.

GODORT Booth: Bill will pack up "Big Blue" and Frances Skiffington will mail it to him after the conference. Bill will keep it until next year or until someone requests to use it for a local meeting. It was recommended that if a local group wants to use the booth, they should pay for the postage. Bill will bring this up at the Steering Committee. It was also

suggested that an easel is used to display photographs of the GODORT awards' recipients and that we may also want to consider visuals of Notable Documents.

Midwinter Meeting 2000: At Midwinter in San Antonio, there is no requirement for a booth and there is no reception. There is a new Member's lunch and local volunteers will be solicited to look at possible sites. If possible, that location should be near the Federal Documents Task Force Update on Saturday morning.

Annual Meeting 2000: Local people need to be identified in Chicago to work on both the new members luncheon and the Conference reception.

Policies and Procedures: Bill asked all members to review Chapter 10, *GODORT Policies and Procedures Manual*, Membership Committee, to make suggestions for any necessary changes.

Interns: The committee discussed the role of committee interns. It was agreed that an intern would be a welcome addition to the Membership Committee; however, that individual should be given the Opportunities to participate, not just attend meetings.

Affiliates Program: As a result of Bill's initial work in soliciting interest in the affiliates program, it was decided that someone on Membership should coordinate the revitalization efforts, including collecting dues, reviewing statements of purpose, maintaining an e-mail list of affiliates, etc. It was suggested that individual letters to state and local organizations might be a good way to expand participation. While the Membership Committee is responsible for administration matters, the actual issues reside with the State and Local Documents Task Force. Currently there is no liaison between the two groups and the suggestion was made that a member of the Task Force also is a member of the committee.

Web Page: Bill asked for any suggestions for changes and/or additions. It was suggested that information on the affiliates program be added as well as conference tips for new members, with a solicitation for additional tips from GODORT members. Also, a suggestion was made to add an application form for GODORT membership. Bill also stated that he would be willing to continue managing the web page; however, it would be good to have a back-up.

Thank You: Bill, as outgoing chair, thanked all of the current committee members for their support and Jill, as incoming chair, welcomed all new members. She reminded members that they need to verify their addresses and to provide the name and address of their supervisor so that supervisors could be sent a formal GODORT letter announcing the appointment of their staff members.

The meeting adjourned at 4:00 p.m.

## **Rare and Endangered Government Publications Sunday, June 27, 1999.**

Present: Bill Sleeman, Chair, August Imholtz, Michael Levine-Clark, Roberta Palen, Jan Wolter, Yvonne Wilson, David Larkin, Ann Miller, Virginia Saunders, George Barnum, Julia Wallace, Donna Koepp, Geoff Swindell, Winston Atkins.

Meeting came to order at 9:40 a.m. with introductions of Committee members and visitors.

George Barnum agreed to take notes for the meeting (thanks George!)

### **OLD BUSINESS**

The first order of business was approval of the minutes from Mid-Winter as published in *DttP* and posted on the Committee's website.

Ann Miller next discussed the status of the Committee's website, indicating that as she moves into the position of GODORT Program Chair she did not believe that she would have the time necessary to devote to maintaining the list. Miller indicated that she had spoken already with Committee member David Larkin who agreed to take over this task. Miller will see that Larkin is added to the GODORT Web Mangers e-mail list as well. The REGP Committee approved this change.

George Barnum next discussed the on-going internet bibliography. Barnum felt that he would have the project completed by the next Mid-Winter meeting. Left to do is a check of citations, prepare the annotations for Internet sites that are being linked to,

and to restructure portions of the bibliography headings.

Bill Sleeman indicated that he had not been able to complete the scanning of the articles from *DttP* but hoped to provide a digital copy once he obtained a clean copy of the articles. Miller reminded the Committee of the importance to secure all of the appropriate permissions prior to making the material available on the REGP homepage. Sleeman and Barnum will work together to contact the authors.

Sleeman reviewed the e-mail correspondence with RBMS Representative Jane Gillis regarding the Library Security Officers e-mail notification of library thefts. Gillis will forward notices that involve the theft of government documents to the Chair of the REGP Committee. There was some discussion about how to share the information with the rest of the documents community. Miller thought that perhaps GOVDOC-L was too broad. Donna Koepp proposed that the REGP Chair forward the information to the regional depository librarians list and that they forward the information on to their respective members. The Committee agreed that this appeared to be the best approach. Koepp will approach the regional librarians group and report back to the Committee via e-mail.

The Committee next turned to the issue of a possible program with the State and Local Documents Task Force. Sleeman reminded the Committee that the groups mandate was to cover all levels of government information not just federal. Julie Wallace asked about the protection of municipal level documents and if they could/should be included. Yvonne Wilson (State and Local Documents TF Rep.) agreed that this area was important and ought to be included. Wilson asked if a program by REGP had to be at ALA? Roberta Palen suggested that the Public Library Association might be an option, as a member of PLA she believed that this was an issue that might be of interest to them.

Winston Atkins (PARS Rep.) indicated that his group had been trying to reach out to PLA and such a program would represent an opportunity for PARS as well. It was agreed that Atkins would approach PARS about a possible program and that he would follow up with both Wilson and Palen and then report back to the Committee via e-mail.

August Imholtz provided a detailed discussion of the

Serial Set Subcommittee's efforts to date, including the group's lunch meeting during the April, 1999 FDLC. The Subcommittee's efforts will focus initially on pre-Civil War Serial Set items with the goal of developing guidelines for the identification and protection of this valuable material. Imholtz indicated that his research had already elicited several very interesting facts about the publication runs of early Serial Set volumes. The Subcommittee hopes to review its findings by Mid-Winter and have a draft report ready by the year 2000 Annual Meeting.

## NEW BUSINESS

Donna Koepp indicated that she planned to use the money from her Documents to the People Award for the creation of an Internet site devoted to the U.S. Serial Set. While the final form of this project has not been determined Koepp plans to work with the Serial Set Subcommittee to shape the goals and content of the Internet site.

Sleeman next discussed the request by William Wears of CIS to mount the Serial Set survey article on CIS' homepage. Although this had been discussed via the Committee's e-mail list the issue had not been decided. Sleeman shared with the Committee CIS' indication to provide both full attribution and indicate that copyright for the article belonged to GODORT and *DttP*. Miller indicated that she thought the request was appropriate given that several the authors are employed by CIS. Sleeman made a formal motion that the Committee approve CIS' request. It was seconded by Wallace and passed without dissent.

Sleeman next indicated that he had been asked to continue as Chair of the Committee for the coming year.

Barnum discussed the status of the Nuclear Regulatory Commission's Local Public Documents Rooms. While GPO has been involved in efforts to bring some of this material into the depository program and has facilitated the finding of libraries to house this material there was much more that fell outside the parameters of GPO's responsibility. Much of this material is unique but not necessarily rare. Barnum asked if the Committee could somehow encourage those libraries that hold this remaining material to exercise due diligence in its care and possible distribution. Sleeman asked if a letter from the Committee would be appropriate? Wallace

thought that the letter should come from the GODORT Chair with additional signatures from the Chairs of FDTF and REGP. Miller briefly discussed the process for this, explaining that it would represent an action item to be presented at the business meeting during annual. Barnum and Sleeman will discuss this and prepare a request for the annual business meeting.

Pat Finney of CRL arrived and was introduced by Yvonne Wilson. Finney discussed that status of the CRL pre-1950 state document materials. How the material is being processed and arranged and what some of her goals were for the program. This generated a good deal of discussion about the content of the collection and how the Committee could best assist the CRL in it's efforts.

The Committee adjourned at 11:50

## **Web Managers Group June 26, 1999, Sheraton Oakley**

Convenor A. Severson

### Homepage Organization

A. There was a lively discussion around the homepage organization. A. Severson will develop a draft of the options discussed for group comment. The group will also put together a list of "GODORT Created Resources" (working title) to highlight GODORT's work.

B. Committee pages should link back to GODORT and ALA sites. GODORT Logos should link back to GODORT homepage (see Nominating, Publications, Rare & Endangered or Steering Committee pages for source code).

### GODORT web pages overarching issues:

A - Ownership/authorship/data-manager - Who gets the credit

The Group decided that the "page ownership" of committee pages should be listed as the committee, the author of a specific resource (e.g. a bibliography) may be an individual, "mail to" links should be listed as the committee however mail goes the committee web manager.

### B - Smooth transfer of Committee and Task Force Web Sites:

The Group decided that when web sites move the following (draft) procedures should be followed:

- 1) the pages should be copied to the new site,
- 2)an "auto-redirect" should be put in place from the previous host,
- 3) the GODORT Web Administrator should be notified so that a double check can be made that all links work etc., and
- 4) there should be postings to relevant lists (starting with the GODORT Web Group and GODORT Steering Committee)

We will continue to work on this and refine it.

### C - Website Accessibility:

There don't seem to be lists of web resources for accessibility to people with disabilities. We will continue to evaluate sources for information (e.g. bobby, the World Wide Web Consortium's Web Accessibility Initiative) and link to those that will assist us from the "GODORT Web Site Resources" at: <http://www.lib.berkeley.edu/GODORT/gdrtlogo.html>

### D-- Metatags

There was some discussion between conference on Metatags on the GODORT pages. The GODORT Web Site Resources has links to explanatory text, and a few examples of implementation. In the next 6 months, the Committee and Task Force Web Managers will put metatags on the homepages, and on any pages we list as "GODORT Created Resources"

### E- GODORT Web Manager Responsibilities:

The group had questions about how Committee and Task Force Web Managers are appointed (who does the selection) and decided it would be helpful to have procedures in place for orderly transition.

### Draft Procedures:

Committees and Task Forces select their own Web Managers from appointed members or volunteers. When selecting a Web Manager, candidates should be able to take into account the ability to easily update their web pages, the amount of server space needed (minimal for most groups) and frequency of rollover. "Old" and "New" Web Managers need to work together to provide for an orderly transition (see draft of "Smooth transfer of Committee and Task Force Web Sites," above.