

American Library Association
Government Documents Round Table
Minutes

Annual Conference
July 7-11, 2000

Chicago, IL

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Steering Committee Meeting (I)
Friday, July 7, 2:00-3:00 p.m.
Sheraton Chicago, Parlor C
Larry Romans, Chair
Rhonda Marker, Secretary

Welcome and introductions. Chair Larry Romans called the meeting to order at 2:15 p.m.

Adoption of agenda. The agenda was adopted as distributed.

Approval of minutes. The minutes of the Steering Committee meetings of Midwinter Meeting 2000 were approved as posted at:
<<http://www.lib.berkeley.edu/GODORT/minutes/2000MWConf.pdf>>

Announcements. Romans announced the bin number and copy number for photocopies. The deadline for *DttP* for the September issue is August 1. Romans reminded committee chairs and task force coordinators to send their minutes and other official documentation to the GODORT Secretary. The exhibits booth number for the GODORT Silent Auction is 3449. The Silent Auction begins at 10:00 a.m. on Saturday and ends Monday at noon.

There is a correction to the GODORT schedule: At the Education Committee's Saturday meeting, Grace York and Larry Romans will provide information on the handout exchange, and Maggie Farrell will provide information on search engines for federal government information.

Committee chairs and task force coordinators should make 200 copies of committee reports for the business meeting. If they are available by 6 p.m. Sunday, they will be included in a single packet. Place them in the file folder at the Washington Office table in the ALA office.

Treasurer's report. Treasurer Tim Byrne distributed the Estimated GODORT budget 2000-2001 year to date and the GODORT budget 1994-2002 (actual, estimated and proposed). He announced a correction to the Estimated GODORT Budget 2000-2001 Year to Date: in the column "Estimated Year to Date-7/2000," Donations should be \$6,000.

Task Force reports.

FDTF: (Carolyn Kohler, Coordinator) Judy Russell from NCLIS will be talking about the NCLIS study at the GPO update session

IDTF: (Jim Church, Coordinator) The task force will discuss a draft survey to international government organizations about their plans to archive documents. They also will draft a letter to the Dag Hammarskjold Library, asking them to re-evaluate the process under which the United Nations Economic and Social Commission for Asia and the Pacific distributes its publications.

SLDTF: (Mary Martin, Coordinator) There is an addition to the printed agenda: the task force will discuss the Documents on Documents collection and where it will reside.

Committee reports.

Budget: (Tim Byrne, Chair) There is a proposed bylaws change to create an Assistant Treasurer/Treasurer-Elect. The Budget Committee will give that to the Bylaws Committee.

budget: proposed bylaws change to create asst treas/chair-elect; will give that to bylaws committee.

Bylaws and Organization: (Bill Sudduth, Chair) See Budget Committee.

Cataloging: (Nan Myers, Chair) The Subcommittee meeting on Saturday morning is canceled. **GITCO:** (Doralyn Edwards, Chair) Judy Russell from NCLIS will be at the meeting.

Legislation: (Kevin Reynolds, Chair) The committee will work on resolutions regarding the GPO appropriations bills and posthumous recognition of Ken Rogers.

Membership: (Jill Vassilakos-Long, Chair) The committee will discuss hotels for the next conferences, and the affiliates proposals if there is time. The New Members Luncheon is on Saturday at 12:40 at the Celebrity café, and there is space for ten more people.

Nominating: (Gayle Christian, Chair) It is time to think about nominations for next year.

Program: (Cindi Wolff, Chair) Wolff will be attending meetings with BRASS to work on the joint program for 2001.

Publications: (Aimee Quinn, Chair) Thank you to the Chair for sending out three letters: a letter for Barbara Ceizler-Silver on the occasion of her retirement and letters of thanks for Jill Moriearty and John Shuler for getting *DttP* back on track.

Old business. Reynolds reported on the National Action Alert Network (NAAN). Michelle McNelley and Debbie Madson are working on NAAN. NAAN targets different levels of people, including contacts in each state. They have developed other levels of NAAN, including lists of depositories in House and Senate Appropriations Committee districts. There will be talk about this in more detail in Legislation Committee meeting. It was suggested that the committee could look at ways of communicating with other library organizations such as AALL, ARL.

Bill Sleeman reported on work on guidelines for the GODORT Councilor. Draft guidelines were distributed.

A motion was made and seconded to extend time 15 minutes. The motion passed.

It was thought desirable to present something at the business meeting, and to avoid bringing up the topic at Second Steering without bringing it up with membership. The GODORT Councilor spoke to her concerns that the draft guidelines are too restrictive for the Councilor, both now and in the future, and gave some examples to support that view. There was considerable discussion on where the guidelines should be approved. It can go to Second Steering to be discussed and voted on. It will be discussed in the Legislation Committee; other committees are encouraged to discuss it in their meetings. Second Steering will discuss it again.

There was no new business.

The meeting adjourned at 3:12 p.m.

Government Documents Round Table Steering Committee Reflector Minutes January 19-July 5, 2000 Rhonda J. Marker, Secretary

Approved Expenditures

Increase in the deposit for the 2001 GODORT reception from \$200 to \$500.

Payment to the *DttP* Distribution Manager of \$250.

Payment for a corner booth at the Annual Conference for the GODORT Silent Auction, up to \$150.

Nominees/Appointments

Recommended that Debbi Schaubman be nominated as ALA representative (2001-2005) to the Government Information and Official Publications

Section of the International Federation of Library Associations and Institutions.

Approved: Jim Church as the State and Local Documents Task Force (SLDTF) representative to the Publications Committee (through 2000), Mary Mallory as the SLDTF representative to the Legislation Committee (through 2000), Jackie Druery as the International Documents Task Force representative to the Rare and Endangered Government Publications Committee.

Approved the choice of John Stevenson to be the official GODORT representative to the NCLIS meeting February 29, 2000.

Letters

Letters sent out last year by GODORT Chair Kathy Tezla: L. Emringer, Director General Office for Official Publications of European Communities (drafted by Helen Sheehy and Andrea Severson, with copies to Mr. Brack, Mrs. Lowery-Kingston and Mr. Keery); co-signed letter to U.S. Department of the Census, sent by Federal Documents Task Force.

Approved a letter from GODORT Chair Larry Romans to Mrs. Viviane Reding, European Commission, conveying our concern about the recent decision to distribute the Official Journal in paper and CD-ROM only.

Budget

The Treasurer sent a copy of the latest budget figures from ALA.

The Treasurer reported on the disposition of various line items, including the Continuing Education Fund Awards (Jack Sulzer's donation), the Readex/Catharine J. Reynolds Award, and *DttP* subscriptions.

Bylaws

Bylaws changes to be put on the ballot were presented for a vote via the Reflector. Because *DttP* was not scheduled to be in the hands of the membership at least 30 days before the ALA voting deadline, Steering voted to rescind the original vote in favor of allowing the membership to vote on the bylaws changes at the Annual Conference business meeting.

Resolutions

Four draft resolutions from the Legislation Committee were introduced, to approve in principle. They were the *Draft Resolution on the Government*

Printing Office FY 2001 Appropriations, the Draft Resolution Opposing Separate Appropriations for House and Senate Printing and Binding Services, the Draft Resolution on Transferring Superintendent of Documents Operations to the Library of Congress, and the Draft Resolution Honoring Ken Rogers.

Subsequently, it was evident that not everyone had the same understanding of how to proceed with the resolutions, and the GODORT retracted the request for a vote.

Policies and Procedures Manual

Discussed changes to the PPM to add a liaison from GODORT to the Public Library Association Internal Revenue Service Committee, and to allow most committees up to two interns.

NTIS Proposed Closure

Discussed ALA's resolution on No-Fee Permanent Public Access to Scientific and Technical Information. GODORT's representative to the NCLIS public meeting on the proposed closure of NTIS drafted comments on behalf of GODORT, which Steering approved as GODORT's position. The GODORT representative reported on the meeting.

Legislative Branch Appropriations

GODORT mobilized to restore funding to the Legislative Branch appropriations bill so that the federal depository program could be preserved. GODORT sent a letter to each state GODORT chair or state library association legislation chair which has a member on the Senate Appropriations Committee. The GODORT Web Administrator added a clearinghouse of information on the Legislative Branch appropriations to the GODORT web pages. Strategic appeals to contact various members of Congress were sent out to listservs and state GODORT chapters. The Legislation Committee began drafting a resolution for consideration at Annual Conference.

Documents on Documents Collection

The Chair of SLDTF asked for approval to store the Documents on Documents collection at the Southern Regional Library Facility with a UCLA holdings code on OCLC. Although no objections were raised, it was asked that this first be discussed at the SLDTF meeting.

GODORT Councilor

Steering discussed draft Policies and Procedures for the GODORT Councilor.

The GODORT Councilor introduced a discussion of the proposed ALA values statement; asked for feedback at the Conference on the ALA resolution on sustainable communities; reported the major items on the Annual Conference Council agenda, including the proposed ALA values statement; reminded Steering of the deadline for submitting resolutions to ALA Council electronically.

ALA Conference Support

Discussed, with no final resolution, the tradition of giving small gifts to the ALA Conference photocopying and scheduling staff in recognition of their efforts on our behalf.

Programs

Voted to cosponsor a PLA program about the IRS and taxes.

GODORT Hotel

The Membership Chair gave instructions for reserving a room at the GODORT hotel in Chicago for the 2000 Annual Conference.

The Membership Chair solicited advice and information to select a hotel in Washington, D.C. (2001 Midwinter Meeting) and San Francisco (2001 Annual Conference).

Membership

Discussed ways to increase membership and revenues.

Discussed the concept of virtual committee members.

Information Items

Published the 2000 election results for GODORT on the Reflector and on the GODORT web page.

Announced the GODORT award winners: Anne Watts (James Bennett Childs Award), Diane Kovacs and Raeann Dossett (CIS/GODORT/ALA "Documents to the People" Award), Five Colleges of Ohio Documents Group (Bernadine Abbott Hoduski Founders Award), Andrea Morrison (Readex/GODORT/ALA Catharine J. Reynolds Award), Linda Reynolds (David Rozkuszka Scholarship).

Reported high usage statistics for the GODORT "2001 Appropriations Resources" page.

The Freedom To Read liaison forwarded several pertinent items to the Reflector.

Steering Committee Meeting (II)
Tuesday, July 11, 9:30 a.m. - 12:30 p.m.
McCormack Place S504d
Larry Romans, Chair
Rhonda Marker, Secretary

Welcome and introductions. Chair Larry Romans called the meeting to order at 9:43 a.m. Members of the Steering Committee and other attendees introduced themselves.

Adoption of the agenda. The agenda was amended to add PPM changes under Old Business. Aimee Piscitelli Quinn's name was corrected. Draft budget was added to Old Business. The agenda was adopted as amended.

Announcements. Attendance sheets should go to the new chair of the Nominations Committee, Arlene Weible. Copies of minutes should go to the new archivist, Vicki Tate. The deadline for the September issue of *DttP* is August 1, 2000.

Reports from task forces

FDTF: FDTF Coordinator Carolyn Kohler moved that the one-day census preconference that GODORT agreed to cosponsor with MAGERT be moved to Annual Conference 2002 in Atlanta. The motion passed.

IDTF: No action items.

SLDTF: No action items.

Reports from committees

Awards: Chair Cathy Hartman reported that the committee investigated an award honoring Beth Bauer. Consequently, the committee hopes to complete plans for an award for cooperative projects by next year.

Budget: Treasurer Tim Byrne reported that Pat May gave him a new copy of the Round Table Handbook, with a section on financial information which he will review.

Bylaws and Organization: Chair Bill Sudduth presented the proposed by-laws change which adds the position of Assistant Treasurer/Treasurer-Elect.

When this was brought to the membership at the business meeting, the major point raised was that the bylaws change would preclude anyone from serving two consecutive terms. It was moved and seconded that the bylaws change be returned to the Budget Committee for further consideration in consultation with the Bylaws Committee. The motion passed.

Cataloging: No action items. Chair Nan Myers broached the subject of virtual committee memberships. The Committee wishes to get feedback from members who are not able to attend conferences. The Membership Committee has been working a form virtual committee membership. However, the GODORT Bylaws say that you cannot vote for someone by proxy. They would have to be non voting members of a committee, or the bylaws would have to be changed so that someone would be able to carry their vote by proxy to a meeting of the committee. There was some concern about the number of people present at meetings and the need for full discussion of issues at conferences. It was pointed out that the Cataloging Committee has members on subcommittees who are not members of the committee itself, thus allowing fuller participation of GODORT members in the issues before that committee. Some Steering Committee members expressed concern that virtual members would not be fully involved in the work of the committee, yet they would receive the same recognition of their appointment to a committee as someone who attends conferences. So far, ALA still requires committee members to attend conferences, though it was reported that they are moving in the direction of encouraging virtual membership on committees. This would be a good issue for the Bylaws Committee to examine. It was moved and seconded that the Steering Committee ask the Bylaws Committee to consider the issue of virtual membership and committee membership as it affects the bylaws and to report the possible bylaws changes which would be required. This report is due by the second meeting of the Steering Committee at Midwinter Meeting 2001. The motion passed.

Education: Chair Sherry DeDecker report that the program on handout exchanges was well attended with 31 attendees. Following up on the request of the GODORT Chair, the Committee solicited volunteers to form a special committee to consider issues raised in Tricia Cruse's paper presented to the ALA Congress on Professional Education. DeDecker

verbally gave the names of the volunteers. The Steering Committee approved the appointments. The special committee is charged to recommend specific actions by the Second Steering meeting at Midwinter, based on the paper presented to the ALA Congress on Professional Education.

GITCO: Chair Doralyn Edwards reported that their meeting/program was well attended. The Committee's web page is moving to UC Santa Barbara.

Legislation: No action items.

Membership: Chair Jill Vassilakos-Long reported that membership in GODORT is decreasing. Send email to jvlong@csusb.edu for a copy of the Excel file showing membership decreases. There also is a problem getting lists of new members from ALA.

Nominating: No action items.

Program: No action items.

Publications: Chair Aimee Quinn reminded the Steering Committee that we have only one more year in the term of the current GODORT web administrator. The Committee will be searching for a new web administrator, as the incumbent will not seek reappointment. Appointment of a new web administrator might entail moving the GODORT web pages to a new server.

Rare and Endangered: No action items.

Old business

Appointments: Chair-Elect Ann Miller distributed a list of proposed incoming committee chairs and new committee members. There are two vacancies remaining: the Education Committee has one vacancy, and the Program Committee has a vacancy for the IDTF representative to that committee. Those appointments can be confirmed via the Steering Committee reflector. Miller moved that this slate be confirmed by the Steering Committee. The motion passed.

PPM changes: Quinn brought four proposed changes to the PPM.

PPM change #1: Add under Chapter 3. IV. A. (not "C"), Liaisons from GODORT to other ALA Units: Public Library Association Internal Revenue Service Committee liaison. In discussion, it was pointed out

that we already have this liaison mentioned in the PPM under Chapter 7 (FDTF), III, in which two liaisons are to be appointed from the FDTF. The original PPM change was substituted to provide for two liaisons and update the name of the other ALA unit "... Committee" instead of "... Advisory Group." It was moved and seconded to change the PPM Chapter 8, III, E, c to provide for two FDTF liaisons to the PLA IRS Committee, appointed by the FDTF Coordinator. The list in Chapter, IV, C will be updated to the current name of the PLA IRS Committee. The motion passed.

PPM change #2: Add the following text to Chapter 3: VI. Interns

The Assistant Chair/Chair-Elect, in consultation with the outgoing Committee Chair, may appoint up to two Interns to each committee to assist the chair and the committee members in performing the duties and responsibilities of the committee. Awards and Nominating Committee do not have intern positions.

An Intern serves as a non-voting member of the committee, but participates in all other activities. When possible, the Assistant Chair should appoint recent or previously less involved members to provide them an opportunity to become more involved in the work and organization of GODORT and to provide a pool of potentially good candidates for regular committee appointments.

The term of appointment is one year, beginning at the conclusion of an annual conference. An Intern cannot be reappointed as an Intern to the same committee or to a committee on which he or she has previously served. At the end of the one year, the committee chair may request that a successful Intern be appointed to full membership on the committee by submitting a brief assessment of the Intern's work to the Assistant Chair making appointments for the coming year. Service as an Intern shall not be counted in accumulating the maximum consecutive service on a committee. Interns are appointed at the same time and in the same manner as all other committee appointments.

The motion passed.

PPM change #3: There was considerable discussion about the tradition of giving candy to the ALA Conference photocopying staff and flowers to the ALA Conference Scheduling staff for their help. It was finally suggested to add the following text to Chapter 4, Officers: GODORT Immediate Past Chair:

The Immediate Past Chair is responsible for acknowledging the support of the ALA photocopying and scheduling personnel. After more discussion, it was moved and seconded to table this proposed PPM change. The motion passed.

Guidelines for the GODORT Councilor: The volunteer committee formed by the Steering Committee to draft policies and procedures for the GODORT Councilor proposed that the Steering Committee approve the policy and procedures as amended at the July 10, 2000 business meeting. The motion passed. It was moved and seconded that the time frame for the completion of this project be the end of Midwinter Meeting 2001. It will be a new volunteer committee, and incoming GODORT Chair Miller will name a new chair. The motion passed.

Report from the DttP editor: Send minutes to John Shuler and Andrea Severson. Bylaws changes are also due by August 1. We need to have an article on the "City on the Hill" program by October 1, and Schuler will be responsible for this. The "International Statistical Data" program article also is due by October 1. *DttP* will have a new column sponsored by GITCO called "Internet Waves." It needs a new columnist. *DttP* is now 100 pages a year and within its budget.

Draft budget: Byrne updated figures on the draft budget sheet that was distributed at the meeting. Under revenue: line 4200, Conference registration fees, enter \$4000 for year 2001-2002, proposed. Under expenditures: line 5304.1, Preconference, enter \$2000 for year 2001-2002, proposed. Under expenditures: line 5304.2, GODORT Program, enter \$500 for year 2001-2002, proposed. Under revenue: line 4421, Royalties/Interest, enter \$1000 for year 2001-2002, proposed. The total revenue proposed is now \$50,000. Byrne provided amounts we had been paying under professional memberships and travel/transportation previously, but under the year 2001-2002, proposed column they need to be changes as follows: change Freedom to Read to \$200; keep CUAC at \$50. In other changes to that column, keep *DttP* stipend at \$750 but eliminate all other travel. Change ALA Washington Office from \$1000 to \$200. The Treasurer moved to approve the budget as amended, in draft form. The motion passed.

New business

Installation of new officers. Romans welcomed the incoming chair, Ann Miller. Miller thanked Romans and expressed her hope that he would find relief and some time for leisure now that his term as Chair was over. Miller asked the new and continuing members of the Steering Committee to please read the *PPM*.

Conference scheduling. Miller asked the committee chairs and coordinators to consider schedules we have had in recent years and what they really need to get their work done. They need to complete their consideration by September when the Past Chair gets the packet of scheduling material from ALA for the Midwinter Meeting.

Proposed Ad Hoc Committee on Digitization of Government Information. It was moved and seconded that we accept the Proposed Ad Hoc Committee on Digitization of Government Information.

Membership: 10 members. Representatives from GITCO (Chair), REGP, Cataloging, Education, FDTF, SLDTF, IDTF, three at large members (including possible representation of GODORT members from GPO and ARL libraries).

Charge: To create a report advising GODORT on the best practices and procedures in the digital library field, and advise GODORT on the most effective organizational structure for supporting the government information community in pursuing digital library initiatives.

Topics to be covered include:

- Identifying major issues in digital libraries
- Identify best practices in digitization, including principles of identifying projects, standards, technologies, methodology, cataloging and authentication issues, and create a recommended bibliography
- Determine projects already completed or in process
- Identify and explore key players in the digital fields, e.g., Library of Congress, Association of Research Libraries, and the Digital Library Federation, identifying potential partnerships
- Determine copyright implications
- Determine grant sources and provide initial advice on grant acquisition

Duration: Two years with an option for extension

The motion passed. Miller will solicit names from the Steering Committee, and confirmation of Ad Hoc committee membership will be on the GODORT Reflector.

New member and new officer orientation: Steering discussed ideas regarding orienting new members and new member issues. Some of these ideas were: assigning a buddy or mentor; orientation of new members; orientation for new officers; holding an orientation meeting early in the conference schedule; instituting a half hour orientation before the first Steering meeting; having a conference mentor and/or a mentor to advise on committee work that is done between conferences; information about where to find available computers for use at conferences, getting photocopies made at conferences.

It was moved and seconded to extend the meeting 15 minutes. The motion passed.

There was more discussion about the new members luncheon, and how people are identified to attend the luncheon. It is more of a social event than an orientation. We could get a list of new members and send a packet of information to them. With improved relationships with the ALA Washington Office liaison we could get information more quickly. It was also suggested that we have an information happy hour on Friday night of the conferences. We also could identify new members who will be coming to pre-conferences. An orientation should resemble an "ALA GODORT 101" course. Outgoing Steering Committee members need to work with their successors to orient them. The Membership Committee has too much to do to be the only ones responsible for orientation. They are focusing on the reception, conference planning, and housing. It was moved and seconded that further discussion on this topic be conducted on the Reflector and a meeting for new members be scheduled for Midwinter; and that the chair of the Membership Committee prepare an orientation packet for that meeting. The motion passed.

Silent Auction: ALA took note of our silent auction. They proposed that if we would take a major role in their silent auction, help them staff it, and help them get things to the auction, they would give us \$3000 for a scholarship each year for a recipient of our choosing. We netted close to \$2000 from this year's GODORT Silent Auction. It was moved and

seconded to defer this discussion to the Awards Committee in consultation with the GODORT Chair. The motion passed.

ALA Policies: It was moved and seconded that the GODORT Chair send a letter to ALA regarding the posting of all ALA official policies on the ALA web page. The motion passed.

The meeting adjourned at 12:42 p.m.

Business Meeting

Monday, July 10, 8:00-10:00 p.m.

Sheraton Chicago, Sheraton Ballroom 3

Larry Romans, Chair

Rhonda Marker, Secretary

Welcome and introductions. Chair Larry Romans called the meeting to order at 8:18 p.m. There was a change in room assignment due to the originally assigned room being too small for the business meeting. The officers at the head table introduced themselves.

Adoption of agenda. The following additions were made to the agenda. Under "Reports from Liaisons," add *Report from APDU (Julie Wallace)* and add *Report from CC:DA (Aimee Quinn)*; under "New Business," add *Proposed bylaws changes (Bill Sudduth)*; after "Reports from Committees, Awards," add *Report of Silent Auction (Sandy Peterson)*. The agenda was adopted as amended.

Adoption of minutes. The minutes of the Business Meeting, Midwinter Meeting 2000 were approved as posted on the GODORT web site:

<<http://www.lib.berkeley.edu/GODORT/minutes/2000MWConf.pdf>>

Announcements. The *DttP* deadline for the September issue is August 1.

Treasurer's report. Treasurer Tim Byrne distributed budget documents. Highlights of the Year-to-Date report are that we are doing better than expected with *DttP* subscriptions and advertisements. Donations are also higher than projected. Byrne expects the Round Table to be in deficit at the end of the year but not by much. Also distributed were the 1994-2002 budget, with actual, estimated, and proposed figures for the various fiscal reporting years. GODORT will approve the 2001-2002 budget in draft form at the

Second Steering meeting. There were various question about specific line items which Byrne answered.

GODORT Councilor report. Councilor Bernadine Abbott Hoduski discussed the ALA values statement. She has heard many complaints about it and the general perception is that there is limited support for it from those who worked most closely with it. Other issues that are being considered by ALA Council are the Education Committee report about e-rate support (the Senate has amended the legislation to stipulate that in order to receive the e-rate a library must have an Internet filter system on every computer in the library); the Outsourcing Committee report that is forthcoming; low attendance at Membership Meetings; the ALA budget; and a presentation by the ALA lawyer about speaking with one voice on ALA policies. The consensus of the GODORT membership was that the Chair of GODORT should ask ALA to post the ALA policies on their web site. Although this was not made a formal motion, it was suggested that this could come up at Second Steering under New business.

Reports from task forces

FDTF (Carolyn Kohler): Kohler corrected the last item in the Task Force's summary report (Information Discussion Session, 7/9/00). The Task Force had time only to discuss the Nuclear Regulatory Commission presentation and 2000 Census issues. Kohler moved that the GODORT chair contact the AALL for information to coordinate developing an electronic version of the Administrative Conference of the U.S. Courts. After some discussion about getting the U.S. Code in an electronic version without imperiling the print version, the motion was withdrawn. The Task Force established a working group to investigate the effect of the proposed split in congressional printing on Congressional Record indexing. The Task Force also asked the Legislation Committee to draft a resolution voicing concerns to GPO about electronic format-only for the Congressional Directory, the Congressional Record, the Federal Register, and the United States Code.

IDTF (Jim Church): Church moved that the Chair of GODORT and the IDTF Coordinator send a letter to the Dag Hammarskjold Library, Depository Libraries Officer, expressing concern about the increasingly stringent guidelines under which the United Nations

Economic and Social Commission for Asia and the Pacific distributes its publications. The letter will request a re-evaluation of the process. The motion passed.

SLDTF (Mary Martin): The Task Force had no action items. Martin reported that the Task Force is searching for the last batch of "Documents on Documents" collection (1984-1996) which was sent from ERIC to parts unknown. The Task Force decided to house the collection at UCLA, and is developing a memorandum of understanding between UCLA and GODORT. Martin will prepare documentation on the "Documents on Documents" collection for Midwinter 2001. Martin reported that the bibliographic of state and local documents is up to 90 pages and might be appropriate for publication. The Task Force also have active plans for a western states State Depository Coordinators Conference; see Janet Fisher at Arizona State Library for more information.

Reports from committees

Awards (Cathy Hartman): CIS informed GODORT that they are raising the amount of the *DttP* award to \$3000. The Committee lacks awards citations for several people. Anyone who has the information should send it to Andrea Severson (Webmaster) or the Awards Committee Chair. They are: James Bennett Childs Award (1982, James Adler; 1986, Francis J. Buckley, Jr.); CIS/GODORT/ALA "Documents to the People" Award (1982, Arne Richards, 1984, Jaia Barrett, 1985, Barbara Smith, 1997, Prue Adler).

Silent Auction (Sandy Peterson): Peterson thanked all who bid and contributed items to the auction. GODORT raised about \$1200 so far, and there are plans to repeat the Silent Auction again next year. GODORT also received a check from a GODORT member for \$100 from a member as a donation to the scholarship fund.

Bylaws and Organization (Bill Sudduth): The Committee's report is in the packet. There are no action items. The Committee will be bringing items to Second Steering, including a bylaws change to approve a new office of Assistant Treasurer/Treasurer-Elect. The purpose of this is to ease the transition of the new treasurer. One concern expressed was that the treasurer would not be able to hold successive terms as Treasurer.

Cataloging (Nan Myers): The Committee had no action items. The Committee has a potential preconference for 2002 on cataloging Internet resources. They are not yet ready to add additional committee members, but are interested in adding “virtual members” for those who cannot attend conferences to have input into committee matters.

Education (Sherry DeDecker): The Committee received the ALA Congress on Professional Education paper by Tricia Cruse. They established a subcommittee to recommend action items based on that paper. Six volunteers will work on the subcommittee. The Committee also worked on a flyer for new government information librarians and discussed distribution of the flyer.

Legislation (Kevin Reynolds): Reynolds moved that GODORT endorse in principle the Resolution on FY 2001 Legislative Branch Appropriations for the Government Printing Office (H.R. 4516): Resolved, that the American Library Association urge Congress to reaffirm the government’s responsibility to provide federal government information products in formats most appropriate to the public’s needs and to ensure the permanent public access of federal information in all formats; and, be it further Resolved, that the American Library Association urge Congress to fund fully the Government Printing Office appropriation request for FY 2001 and future years in order to continue the development of GPO Access and the Federal Depository Library Program services and collections and to sustain critical functions, in particular the production and the distribution of the Serial Set, the Congressional Record Index, the United States Code, and other vital publications, and the continuation of the International Exchange Program. The motion passed.

Reynolds moved that GODORT endorse in principle the Resolution on a Study to Transfer Superintendent of Documents Operations to the Library of Congress: Resolved, that, pursuant to the study recommended in House report 106-635, the American Library Association urge Congress to direct the Congressional Research Service to actively involve representatives of the American Library Association and other library organizations, including the research library community, the state librarian community, the law library community, the depository community, and the library user community, in this study recommended by Congress to examine the

Superintendent of Documents operations, and once the study is complete, that the appropriate congressional committees hold hearings on this issue. The motion passed.

Reynolds moved that GODORT endorse in principle the Resolution on H.R. 4690, Commerce, Justice, and State Appropriations FY 2001: Resolved, that the American Library Association urge Congress to fund fully the Patent and Trademark Office appropriation request for FY 2001; and, be it further Resolved, that the American Library Association urge the Director of the United States Patent and Trademark Office to maintain the current level of public access through the Patent and Trademark Depository Libraries, its public search rooms, and its Internet resources. The motion passed.

Reynolds moved that GODORT endorse in principle the Resolution on Freedom of Information Act Exemptions in the Defense Department Authorization Bill (S. 2549): Resolved, that the American Library Association urge the Department of Defense and the Clinton administration to withdraw their requests for Freedom of Information Act exemptions covering Defense Intelligence Agency “operational files” and foreign government information provided to the Defense Department; and, be it further Resolved, that the American Library Association urge Congress to eliminate these two proposed Freedom of Information Act exemptions from the defense authorization bill. The motion passed.

Reynolds moved that GODORT adopt the Memorial Resolution for Ken Rogers: Resolved, that the American Library Association honor the memory of Ken Rogers and his life-long work of bringing government information to the public; and, be it further Resolved, that the American Library Association send copies of this resolution to the Rogers Family, the Secretary of Commerce, and to the staff of STAT-USA. The motion passed.

Reynolds moved that GODORT endorse in principle the Memorial Resolution for Eileen D. Cooke: Resolved that the American Library Association dedicates itself to continuing the pattern of grassroots advocacy and support and promotion of libraries exemplified by Eileen D. Cooke for so many years, and resolves to do so in her memory. The motion passed.

Reynolds moved that the chair of GODORT write a letter to NCLIS, the ALA President and the ALA Committee on Legislation Chair to ask that

GODORT be involved in the assessment of federal government information dissemination practices. The motion passed.

GITCO (Doralyn Edwards): The Committee had no action items. Edwards reported that a database of information on various electronic products is moving forward, and the Committee selected two co-managers of this project. Edwards will edit a new column in *DttP* called "Tech Watch." The first appearance of the column will be in the next issue of *DttP*.

Membership (Jill Vassilakos-Long): Vassilakos-Long thanked the members of the membership committee for their hard work. Vassilakos-Long moved that the Chair of GODORT write a letter to Diedre Ross commending her for her service "above and beyond the call of duty" in securing a Midwinter hotel for ALA GODORT. The motion passed. Vassilakos-Long moved that the Chair of GODORT write letters commending those people who worked on the GODORT Reception at Annual Conference in Chicago. The motion passed. The Committee will consider "virtual memberships" for people who cannot attend conferences but would like to contribute to the work of a committee.

It was moved and seconded to extend the meeting 30 minutes. The motion passed.

Nominating (Gayle Christian): The election results are in the packet of information distributed at the meeting. Christian thanked the committee members for their work this year.

Program (Ann Miller): Minutes of the Committee's meeting will be posted on the GODORT web page soon. GODORT had two successful programs at this conference: City on a Hill was well attended. International Statistical Data was attended by about 150 people and received good feedback. Miller thanked Debbie Hollis, Jim Church, and John Shuler for their work on the programs. The Committee is planning preconference for 2001. Contact the incoming Program Committee Chair, Cindi Wolff with program ideas.

Publications (Aimee Quinn): *DttP* is back on track with two full years of publication.

Rare and Endangered (Bill Sleeman): No action items.

Reports from liaisons

APDU (Julie Wallace): Wallace distributed a written report. APDU is sponsoring a post-conference program following the Depository Librarians conference in October aimed specifically at documents librarians.

CC:DA (Aimee Quinn): Quinn reported that CC:DA is establishing several task forces on which we might want to have a GODORT member. They are: a task force to plan a preconference on maps cataloging, a task force to study specific characteristics of cataloging electronic resources, and a task force on full stops (to consider removing periods after abbreviations).

Old business

GODORT Councilor guidelines (Bill Sleeman): The draft guidelines were distributed. The volunteer committee will ask at Second Steering for more time to complete the guidelines. Members expressed concern that we not defer drafting guidelines any longer. It was moved and seconded that the membership urge the Steering Committee to support this draft of the Policy and Procedures for the GODORT Councilor.

It was moved and seconded to amend the original motion that the guidelines be adopted as interim guidelines, with more discussion by the membership in the meantime and final policies and procedures to be determined at the end of Midwinter Meeting 2001.

It was moved and seconded to extend the meeting by 15 minutes. The motion passed.

The amendment to the original motion did not pass.

Following some discussion on minor changes to the guidelines, the original motion passed.

It was moved and seconded that the Steering Committee continue its work on areas identified by Sleeman to develop and refine the areas not covered in the GODORT Councilor guidelines. The motion passed.

New business

Archivist. Ann Miller will appoint an archivist, Vicki Tate. Please send minutes and official documents to Vicki.

Proposed bylaws changes. Bill Sudduth presented two proposed bylaws changes which were published in *DttP*, Spring 2000 (v. 28, no. 1).

Proposal #1 - Proposal from the Education Committee

Article X Standing Committees

Section 1.

h. Education Committee. This committee is composed of ~~eight~~ **12** members appointed to staggered two-year terms. ~~Four members shall be appointed each year.~~ **Five** *Nine* members shall be appointed by the GODORT Chair with approval of the Steering Committee, ~~two~~ **four** members to be appointed during even years and ~~three~~ **five** members to be appointed during odd years. ***Three members shall be appointed by the Task Force Coordinators with approval of the Steering Committee.*** The Federal Documents Task Force Coordinator and the International Documents Task Force Coordinator shall each appoint one member during even years and the State and Local Documents Task Force Coordinator shall appoint one member during odd years. The Chair is appointed from among the committee members by the GODORT Chair with approval of the Steering Committee. The Education Committee shall identify needs and issues concerning the education of users of government documents and propose projects to resolve these needs and issues.

Proposal #2 - Proposal from the Government Information Technology Committee (GITCO)

Article X Standing Committees

Section 1.

k. Government Information Technology Committee. This committee is composed of ~~nine~~ **12** members appointed to staggered two-year terms. ~~Six~~ **Nine** members shall be appointed by the GODORT Chair with the approval of the Steering Committee, ~~three~~ **four** members to be appointed during even years and ~~three~~ **five** members during odd years. ***Three members shall be appointed by the Task Force Coordinators with approval of the Steering Committee.*** The Federal Documents Task Force

Coordinator and the International Documents Task Force Coordinator shall each appoint one member during even years and the State Documents Task Force Coordinator shall appoint one member during odd years. The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with approval of the Steering Committee. The Government Information Technology Committee shall serve as a forum for information relating to automated access and distribution of government information. Its role will include (a) conducting Surveys, (b) providing for the exchange of information, and (c) developing strategies for using automated technology.

The membership approved both bylaws changes.

The meeting adjourned 10:35 p.m.

Federal Documents Task Force Steering Committee Meeting
Sheraton, Chicago Parlor C
Friday, July 7, 2000, 3:00 p.m - 5:30 p.m.
Carolyn Kohler, Chair
Judy Solberg, Secretary

Committee Members in attendance: Carolyn Kohler, Coordinator; Jill Moriearty, Coordinator-Elect; Judy Solberg, Secretary; Sherry DeDecker, Education Committee Liaison; August Imholtz, Rare and Endangered Government Documents Committee Liaison; Cindi Wolff, Program Committee Liaison. Observers: Becky Byrum; Beth Clausen; Laura Dickson; Doralyn Edwards; Brian Rossmann; Marianne Ryan; Larry Schankman; Grace York.

The meeting was called to order at 3:40.

The proposed agenda was adopted.

The minutes from the annual meeting, 1999, New Orleans, were approved.

Announcements

Sherry DeDecker is the incoming Coordinator-Elect and Becky Byrum is incoming Secretary.

Judy Russell from NCLIS has been added to the agenda for the GPO Update.

There will be four speakers from Census at the Federal Agency Update.

Old Business

Two pre-conferences were proposed at the Midwinter meeting. Work is progressing on the Historical Documents conference. August Imholtz and Cindi Wolff are coordinating the effort. Speakers have been confirmed and everything is on schedule.

The second pre-conference, on Census 2000, was proposed by MAGERT and was to be co-sponsored by GODORT. No one has taken the lead on planning this conference. There was a general discussion of the desired content of the program. It was suggested that a hands-on component would be important given the plans to make the Internet the central medium for the Census. The planning group should also specify what

audience the conference will address. Jill Moriearty suggested touching base with MAGERT to begin the planning. The steering committee recommended postponing the Census preconference until 2002.

A letter was sent to Census thanking them for providing free and no password access to Censtats.

The liaison to FLRT is a problem because FLRT meetings conflict with FDTF. FDTF will try to identify someone who is a member of both groups to serve as an informal liaison.

Cass Hartnett was not at the meeting to report on the Agency Liaison program. Carolyn reported that Cass has received files from the previous coordinator, Kevin Reynolds. Cass plans to jump start the program in the coming six months.

Mary Mallory was not at the meeting to report on the Reciprocal Links Project Carolyn reported that a letter has been drafted. The letter will be sent to congresspersons asking them to add links to depository libraries in their congressional districts.

New Business:

The FDTF liaisons will be announced after the second GODORT steering committee meeting.

Future program possibilities were discussed. A joint program with BRASS entitled Marketing Dot Gov is being planned for 2001. It was suggested FDTF look for opportunities to work with others such as the Law and Political Science Section of ACRL. It was also suggested that programs be designed to appeal to colleagues who are not necessarily documents librarians. An example would be to focus on using government information available on the Web. This topic might appeal to many reference librarians.

Carolyn reported that there was no new information on GPO appropriations.

Grace York reported on the meeting of the Census Librarian's Advisory Committee. She said that Census officials agreed to permanent public access and that they would notify librarians prior to taking down any material. Michigan has volunteered to serve as an electronic archive.

The librarians explained the problems with large PDF files with the 97 Economic Census file. Census officials will explore ways to break the files into smaller segments.

The bad news was that Census officials were not interested in data migration. NARA is storing data stripped of software. ICPSR is also planning to load the raw data.

A concern was expressed that if Congress does not appropriate enough money for GPO the 2000 Census will be distributed solely on the Web. After a discussion, it was decided to refer issues of the electronic distribution of Census to GITCO. FDTF will focus on print discussion. It was suggested that a letter be sent to Census thanking them for past efforts and encouraging them to do more.

Grace York agreed to serve as a liaison between FDTF and GITCO on Census issues.

There is no news on the proposed NTIS closure. Judy Russell will be on the agenda for the GPO Update.

The draft of the ALA Councilor job description was discussed. Jill suggested we should view this as an evolving document and we should not wait for the perfect document before implementing it. The group agreed in principle to the policy as amended by Larry Romans and Ann Miller.

In other business, Cindi Wolff raised the issue of bills no longer being distributed in tangible formats.

The meeting was adjourned at 5:20

**Federal Documents Task Force Business Meeting
Westin River North Astor BR
Saturday, July 8, 2000, 11:15-12:30 a.m.
Carolyn Kohler, Chair
Judy Solberg, Secretary**

The meeting was called to order at 11:30 a.m.

The agenda was adopted as modified.

The approval of the minutes of the Business Meeting at Annual, 1999, New Orleans was postponed until later in the meeting to allow time for distribution..

Reports from FDTF Liaisons:

Cataloging : Tim Byrne announced that Cataloging Committee will meet on Sunday morning and the topic for the meeting is "PURLS: Issues in Cataloging and Link-Checking PURLS in an Online Catalog."

Education: Sherry DeDecker announced that the Education committee was hosting a program entitled "Reaching Out and Handing Out: Successes and Pitfalls" on Saturday afternoon.

GITCO: Eric Forte encouraged people to attend the GITCO meeting and its mini-program with Census and NCLIS on Sunday afternoon. He reported that GITCO's CD-ROM Documentation Project is nearing completion, with a few technical items and administrative/management issues still being discussed. He also reported that GITCO will begin brainstorming about new projects, highlighted by discussing ways the committee should be involved in electronic distribution issues of Census 2000.

Legislation: Geoff Swindells reported that the Legislation Committee is working on four resolutions: 1) honoring Ken Rogers; 2) responding to the proposed 2001 appropriations for GPO; 3) opposing the separate allocations for House and Senate binding; and 4) opposing the transfer of the Superintendent of Documents position to the Library of Congress. The committee is also planning to check with the Patent Depositories to determine the effects of the proposed cuts on their collections and services.

Program: Cindi Wolff reported that there will be an all day Pre-conference in San Francisco focusing on historical documents. Plans are well underway for this conference.

Publications: Anthony Anderson reported that the committee will be looking for a new editor for DTTP in the near future. They will also be looking for a new Webmaster. He mentioned the Notable Documents Panel needs volunteers. The committee will review the function of the editorial advisory group to determine its future.

Rare and Endangered Government Publications:

August Imholtz announced the committee will meet on Sunday afternoon and will be discussing the Serial Set Web page and the 2001 Pre-conference on "Historical Research in Government Documents."

The minutes of the Business Meeting at Annual, 1999, New Orleans were approved.

Old Business

There has been no successful communication with MAGERT regarding a co-sponsored pre-conference on Census 2000. There was a concern expressed that moving the pre-conference to 2002 would miss the timeliness of the release of Census information. The possibility of doing a program on Census 2000 at the 2001 annual meeting was discussed. Grace York moved that FDTF sponsor a program on the 2000 Census in 2001 and move the pre-conference to 2002. The motion was seconded and passed. Jill Moriearty, Grace York and Barbara Levergood will begin the planning process.

The Agency Liaison Program is being revitalized by Cass Hartnett, She plans to jump start the program in the next 6 months.. Anyone interested in being involved with this program should contact Cass at cass@u.washington.edu or (206) 685-3130.

Mary Mallory reported on the Reciprocal Links project. The project is intended to get members of Congress to add links from their web pages to local depositories, and to have direct links from the GPO directory to depository libraries. A draft of a model letter for librarians to send to their member of Congress has been completed and will be sent out on GOVDOC-L. Mary would like to collect success stories. Anyone who has been successful establishing reciprocal links should e-mail Mary at mmallory@uiuc.edu

New Business

The Census discussion was moved to the top of the New Business agenda to accommodate Grace York's schedule. (Grace received a round of applause when it was announced that she had received the CQ/Marta Lange award from the Law and Political Science Section of ACRL and was on her way to the award luncheon.)

Grace York reported on the meeting of the Census Librarian's Advisory Committee. She said that Census officials agreed to permanent public access and that they would notify librarians prior to taking down any material. Michigan has volunteered to serve as an electronic archive.

The librarians explained the problems with large PDF files with the 97 Economic Census file. Census officials will explore ways to break the files into smaller segments.

There will be a new version of American Fact Finder and it will be ADA compliant.

The bad news was that Census officials were not interested in data migration. NARA is storing data stripped of software. ICPSR is also planning to load the raw data.

GITCO was asked to investigate technology concerns with plans for distribution of Census 2000 data, with view toward a letter to the Census Bureau. FDTF will assist with wording thanking Census for concessions already made, and detailing other areas where there continues to be serious concern, such as paper access, and archival access.

The Legislation Committee is concerned about some of the proposals being discussed in Congress in the GPO appropriations considerations. A particular concern is the proposal to separate House and Senate funding. Major concerns include joint publications and indexing. The Congressional Record is one example. Geoff Swindells moved that FDTF establish a working group to investigate the effect of the proposed separation of funding on Congressional Record index. The motion was seconded and passed. The group will report back at the Midwinter meeting. Geoff and Cindi Wolff will recruit members for the working group.

Cindi brought up the problem of the authenticity of electronic forms of documents. For example, the authentic version of the United States Code is the print version. A discussion ensued over the best way to respond to this issue. Possibilities include an action item on the GODORT Business Meeting Agenda or a resolution from the Legislation Committee. Jill Moriearty moved to ask the liaison to the Legislation

Committee to bring up this issue at their meeting to decide on the most appropriate action. It was seconded and passed. Cindi Wolff and Jill will meet and provide Geoff with some wording to take to the Committee. Tim Byrne recommended that FDTF ask the Legislation Committee to draft a resolution requesting that the National Conference on US Courts work with GPO to develop an official electronic version of the United States Code. Discussion centered on the need for a paper copy in addition to the electronic. It was recommended that we be careful that our arguments for paper copies are not solvable by technology. FDTF agreed to forward this suggestion to Legislation.

FDTF asked legislation to draft a resolution voicing concerns to GPO about electronic format only for the Congressional Directory, Congressional Record, Federal Register, and United States Code. FDTF assisted with the text.

There is no current need for action on the proposed NTIS closure.

The meeting was adjourned at 12:40 p.m.

International Documents Task Force

Sunday, July 9, 2000

2:00 PM – 4:00 PM

Chicago, Wyndham Hotel, Lakeshore E

Jim Church, IDTF Coordinator

Jeanne Fong, Secretary

I - Approval of Minutes of the 2000 Midwinter Conference

The minutes were approved.

II - Announcements

Nominations are being accepted for the IDTF Coordinator and Secretary positions.

Notable Documents needs a judge and a selector for international documents.

IDTF liaisons are sought for the 2001 Program Committee.

III - Reports from IDTF Liaisons

IFLA: Helen Sheehy

A half-day workshop on Internet resources is on the IFLA program for August 2000 in Jerusalem. IDTF reacted positively to a proposal to organize a preconference for IFLA 2001 in Boston on issues in archiving and access to electronic products.

Cataloging: Barbara Mann
(See Old Business.)

Education: Angela Bonnell

The committee has a publication called "Reaching Out and Handing Out: Successes and Pitfalls." The Government Depository Libraries Clearinghouse is ready on the Web. The committee is developing a welcome wagon for new and inexperienced documents librarians.

Legislation: Bert Chapman

The committee has been focussed most recently on GPO appropriations. It also passed resolutions about the LC foreign government documents exchange program, which is currently threatened by budget cuts; the Patent and Trademark Office, the future of the FDLP and Ken Rogers of Stat USA.

GITCO: Barb Mann

Interviews are underway for the managing editor of the CDROM documentation project. Volunteer editors will be needed to help. The host is the University of Iowa.

Program: Jim Church for Wen-Hua Ren

"City on the Hill: Building the Urban Information System for the Next Century" was held Saturday. The IDTF/GODORT program "International Statistical Data: Sources and Trends for the New Millenium" is scheduled for Monday morning. In 2001, GODORT and BRASS will cosponsor a program called "Marketing Dot Gov" that will highlight government resources for marketing information.

Publications: Andrea Morrison

The procedures for the Editorial Review Board are going to be reviewed and updated for electronic publications. The group approved in principle the IDTF IGO draft survey (See Old Business). The positions of Web Administrator and DTTP Editor are under recruitment. The Publications Web site will

link to the URL for the program that was just held entitled "Web Publishing: Where GODORT Has Not Gone Before."

Rare & Endangered: Julia Wallace

A preconference on doing historical research using old government documents (U.S. and international) is planned for the 2000 ALA Annual Conference in San Francisco. A proposal will be submitted to the Steering to establish an ad hoc committee to set up a method for centrally tracking new and in-progress documents digitization projects so that librarians can be aware of what others are doing in this area.

WESS: Rosemary Little for Sam Dunlap
Future programming will highlight the social sciences. There was much discussion about the Web page.

ALA IRC: Rosemary Little
The Continuing Education Committee of the International Relations Roundtable gave a successful program. The liaison program for international librarians has attracted more mentors than mentees.

IV - Agency Liaison Program: Andrea Morrison

Reports for APEC, IMF, FAO, UN, UNDP, UNESCO, WHO and WTO were distributed, as well as a description prepared by Chuck Eckman on the Stanford-World Trade Organization Digital Library Project. Liaisons are needed for ILO, UNESCO and Readex. A volunteer sign-up sheet was routed to the group.

V - IDTF Web Pages: Debi Schaubman
Jim Church expressed regret that he has had little time to give to the IDTF Web page. The Web group still exists, but additional members are welcomed. Members were strongly encouraged to contribute content.

IDTF reacted favorably to a proposal by Helen Sheehy that IDTF collaborate with IFLA in organizing document librarians to develop Web tools about IGOs and how to find IGO information. Helen will post the idea on the discussion list and ask for volunteers to help with this.

VI - Old Business

GODORT Cataloging Toolbox for International Documents: Barb Mann

A printout of the "Toolbox for Processing and Cataloging Federal Government Documents" was handed out. (URL: <http://www2.lib.udel.edu/godort/cataloging/toolbox.html>)

A call for volunteers to develop an international documents version will go out on the discussion list.

Draft Letter on UN ESCAP Publications: Jim Church
As follow up to the Midwinter Meeting discussion, IDTF reviewed a draft letter to Dana Loytved, the UN Depository Libraries Officer, asking about the change in distribution of UN ESCAP publications. The letter was composed by Jim Church, with assistance from Chuck Eckman and David Griffiths. The group proposed changes that will be incorporated in a new draft. A motion was passed by general consent to send the letter, with changes and over the signatures of the IDTF Coordinator and the GODORT Chair. The action of sending the letter will be brought for approval at the GODORT Business Meeting.

Draft IGO Survey on Archiving Electronic Documents: Jim Church

IDTF reviewed a draft survey designed by Jim Church and a small group of IDTF volunteers intended to find out what plans the major IGOs have to archive documents they have made available on the Internet. Minor suggestions were made to improve the survey. Specifics about how the survey will be conducted were discussed. A motion was passed to revise the survey with the suggested changes, and make it available on the Web in addition to doing a regular mailing.

VII - New Business

IDTF Working Papers and GODORT Web Publishing: Jim Church

Not discussed due to lack of time.

VIII - Reports from Vendors

OECD: Journals full text from 1998 on are available on the Web. The OECD Washington, D.C. Center Web site has a brochure describing the new journals database and how to subscribe.

World Bank: World Bank is developing the Global Development Gateway, a portal on development issues from which users may access information and contribute as well. International organizations and countries are expected to contribute to the gateway.

Statistics Canada: Statistics Canada operates independently of the Canadian government. It is unique for providing world trade data comparable between countries. The Canadian Trade Database will soon be out on the Web, accessible by IP address.

Readex: Users may now limit their searches to full-text only documents. Indexing back to 1951 will be done by December 2000; indexing will be completed by December 2001. The Index to UNDP Project Reports is migrating from CDROM to the Web.

CRL: The New York Public Library deposits are finished. About 11,000 microfilm reels and 2,000 bibliographic volumes of hardcopy were received.

Bernan: A handout entitled "Bernan Coverage of International Agencies" was distributed to offer clarification about what international titles are now available through Bernan as standing, comprehensive or one-time orders. The quality of customer service had declined due to staff shortages, but the situation has improved. Some libraries are turning to other vendors since Bernan's decision to stop as a major supplier of international documents titles.

Norman Ross Publishing: The Official Journal of the EU is out on microfiche in seven languages. The distribution of the 1999 fiche is not yet complete due to delays in production when the EU stopped issuing certain documents in paper last July. IDTF was asked to give feedback to Norman Ross if they had any interest in having them film EU serials and the London Gazette from the 19th century.

Book House:

Book House talked about how they distribute international documents titles.

The meeting was adjourned at 4:10 PM.

**State and Local Documents Task Force
July 9, 2000, 4:30-5:30 pm, Wyndham Hotel,
Lakeshore E**

**Mary Martin, Coordinator
Nan Myers, Secretary**

Committee Members Present: Mary Martin, Coordinator; Nan Myers, Secretary; Jim Church (liaison to Publications), Nancy Kolenbrander (liaison to Program), Yvonne Wilson (liaison to Rare & Endangered Documents). [Note: Liaison to Legislation has resigned.] **Additional attendees:** Kathy Parsons, Joyce Lindstrom, Stephen Patrick, Al Palko, Mary Redmond, Julie Hoff, Cindi Wolff, Janet Justis, Patricia Finney, Atifa Rawan, John Koch, Michael Smith, Gayle Christian, Ann Miller, Jan Goldsmith.

Welcome and Introductions: Coordinator Mary Martin called the meeting to order and asked that attendees introduce themselves.

Old and Continuing Business:

1. Approval of Minutes: ALA Midwinter 2000 minutes of January 16 were approved as published in *DttP*. An electronic copy of the minutes needs to be sent to Atifa Rawan for posting on the website.

2. Reports from Committees & Liaisons:

Mary stated that she needs to update descriptions of our working groups for the PPM. Either she or incoming Coordinator, Dena Hutto, will do this.

a. Publications & IDTF: Jim Church, Task Force Coordinator for IDTF and Liaison to Publications, reported on a discussion at the Publications Committee meeting regarding the extension of the nature of GODORT publications to include web publishing. He envisions a series of working papers on international documents librarianship, and encouraged SLDTF to think along these lines as well. The "Bibliography on State and Local Documents" was mentioned as a possible contribution to GODORT web publishing. An editorial review board will be put in place to receive inquiries.

[Remaining reports from Liaisons in attendance were postponed due to time constraints and competing agenda items.]

b. Committee of 8: A brief description of the Committee of 8 was provided by Al Palko, State Documents Librarian at the Connecticut State Library. This committee consists of 8 members, including Coordinator (Margaret T. Lane) and representatives from seven regions who can be called into action regarding state issues. For a list of names, see the State Documents webpage at the University of Arizona.

c. Documents on Documents: Jan Goldsmith of UCLA gave an update on the status of this group of documents about state documents. ERIC has been creating microfiche of this collection and the last batch, 1984-1996, was completed and shipped back to Lauri Kram of UCLA in February 2000. Unfortunately, neither the documents nor the MF arrived. A search will be placed for this material by Jan Goldsmith, who speculated that the materials possibly were sent to ALA. The person responsible for this transaction at ERIC has now retired. UCLA has offered to store the materials at their SRLF (University of California Southern Regional Library Facility). Materials will be housed in gray archival boxes with records of what is in each box. UCLC catalogers will create a collection level record for the materials with the ERIC numbers recorded. The cataloging record will be sent to the SLDTF for review prior to posting to OCLC. There will be a charge for ILL servicing of the collection. Ann Miller, Chair Elect of GODORT, stated that the new archivist for GODORT will be Vicki Tate, who should be the liaison for this. A motion was made by Kathy Parsons and seconded by Cindi Wolff to store the collection at UCLA. A friendly amendment to the motion provides for a Memo of Understanding between GODORT and UCLA for a selective housing agreement. The motion passed as amended. Mary Martin will draft the MOU. A second initiative, the disposition of duplicate copies of titles in the collection, was tabled for further discussion at Midwinter 2001.

d. State Documents "Toolbox": Nan Myers requested participation on a State & Local Documents Toolbox to add to the Cataloging Committee's Toolbox for Processing and Cataloging Federal

Government Documents. IDTF has agreed to present a working model for an IDTF Toolbox at Midwinter. Nancy Kolenbrander volunteered to work with Nan Myers to develop a working model for presentation to SLDTF at Midwinter 2001. As SLDTF Webmaster, Atifa Rawan will be involved as well.

e. LJ Notable Documents/DttP State & Local Column Editor: Appointments to both these positions are needed. However, the issues were tabled until the incoming chair can determine the proper contacts for sending forth the nominations for appointments. Debbie Hollis should probably be contacted regarding the *DttP* column. Peggy Jobe has been appointed editor of Notable Documents and should be contacted about the state and local documents contributor.

f. Bibliography of State and Local Documents: Despite its reported demise at Annual 1999, this bibliography is alive and well. Kathy A. Parsons, Iowa State University, distributed an update through July 2000 and announced that an annotated cumulation is being compiled for publication. A new colleague at her institution, Joyce Lindstrom, will assist. The document is already over 90 pages long, and not appropriate for *DttP* publication; however, it will be considered for web publication or possibly as a book.

g. Revised Statement and Purpose of SLDTF Working Groups: An updated statement of the purpose of the SLDTF and its working groups will be provided to the editor of the Policy and Procedures Manual by Annual 2001. Mary Martin will work with the incoming chair on this task.

h. Working Group for Liaisons: Al Palko and Mary Martin will work to provide information on liaisons to state documents groups. This should be coordinated with the affiliates lists being compiled by the Membership Committee.

New Business:

1. Report on the State Depository Coordinators Conference: Al Palko, as Local Arrangements Coordinator and State Documents Librarian of Connecticut, reported on the successful "State Documents Librarians' Conference: Eastern States" held May 11-12, 2000 at the Hilton Hartford Hotel, Hartford, Connecticut. He distributed copies of the

Agenda. There were 49 attendees from 28 states. The conference was co-hosted by COSLINE, CIS, University Libraries/UC-Boulder, Auto-Graphics, Marcive and "a friend of state documents librarians." Palko will be documenting the conference at the Connecticut State Library's webpage. In recognition of the many contributions of Margaret T. Lane to state librarianship, a presentation was made to her by the Governor of Connecticut designating May 12, 2000 as Margaret T. Lane Day. A similar conference for the states west of the Mississippi is in the initial planning stages. Janet Fisher from Arizona State University is the current contact for this (jafishe@diapr.lib.az.us).

2. Report on Local Documents in Bulgaria: Mary Redmond reported on her recent trip to visit libraries in Bulgaria. The issue of local government documents in Bulgaria was introduced. Mary presented a paper on local documents in Bulgaria while on tour, and suggests that it might be a good subject for a book, as the last book published on the subject was Yuri Nakata's from 1978.

3. CRL Report: Patricia Finney reported that fiche of legislative journals were lost for Colorado, Illinois, Iowa, Missouri, Nebraska, South Dakota and Utah and requested assistance in obtaining MF copies.

4. Proposal for Pre-Conference on State Depository Documents: Mary Martin mentioned a proposal for a pre-conference for GODORT at Annual 2000, based on the state depository coordinators conferences. The task force suggested that Mary take this to the Program Committee.

The meeting was adjourned at 5:55 pm.

**Awards Committee
July 7, 2000,
Sheraton Hotel, Parlor B, 3:15 PM
Cathy Nelson Hartman, Chair, Reporting**

The Awards Committee met in closed session to complete plans for the awards ceremony planned for July 9, 2000, at the GODORT Reception and Social. Attending were committee members: Chuck Eckman, George Barnum, Linda Kopecky, Rosemary Allen Little, Dan Barkley, and Cathy N. Hartman, chair.

Also attend was incoming committee member, Judy Horn.

The Chair announced that CIS notified her that they are raising the amount of the CIS/GODORT/ALA "Documents to the People" Award from \$2,000 to \$3,000, effective for the 2001 award.

Two potential new awards investigated by committee members were reviewed. The first proposal would grant an award for hardware and Internet connectivity for federal depository libraries without basic access to government publications on the Web. The committee believed that the need for such an award would not continue because the Microsoft foundation currently offers extensive grants to public libraries for this purpose and the biennial survey data from GPO showed only about 24 academic libraries without minimal hardware or Internet connectivity. The second proposed award would recognize collaborative or cooperative projects. Preliminary investigation indicated that this could be a viable award. The incoming committee will complete the investigation of this award in the coming year. This award will also be considered as a mechanism for honoring Beth Baur, as requested by Steering in second Steering meeting at ALA Midwinter.

The Awards Web pages are nearing completion. Still needed are the awards citations for the following recipients:

James Bennett Childs Award
1982 James Adler
1986 Francis J. Buckley, Jr.

CIS/GODORT/ALA "Documents to the People"
Award
1982 Arne Richards
1984 Jaia Barrett
1985 Barbara Smith
1997 Prue Adler

All other Awards citations may now be viewed on the GODORT Web site. In the coming year, efforts will be made to locate the missing citations in the GODORT archives.

Meeting adjourned at 4:15 PM.

**Bylaws and Organization Committee
Westin River North – Promenade Room - A
July 8, 2000, 8-9 AM
Bill Sudduth, Chair and Recorder**

Members in attendance: Cheryl Moody, Sandy Peterson, Ridley Kessler, and Bill Sudduth (chair). Julia Wallace (member-elect joined the meeting at 8:35)

The meeting was called to order at 8:00 AM. The minutes from Midwinter were amended to reflect that Ridley Kessler acted as recorder. The minutes from the Midwinter Meeting were approved as corrected.

It was announced that the approved Bylaw changes from Midwinter would be voted on at Business meeting.

The committee then discussed and reviewed the proposed bylaw change from the Budget Committee to create the position of Assistant Treasurer/Treasurer-Elect. This position will appear on the ballot in 2002 if approved. The proposal was approved and will be forwarded to Steering.

The committee discussed gathering more information about how other Round Tables and Divisions set guidelines for their ALA Councilors. Ridley Kessler will forward information from RUSA and ASCLA to Sandy Peterson.

The meeting was adjourned at 8:50 AM

**Cataloging Committee
Wyndham Chicago, Salon 2, Chicago, IL
Sunday July 9, 2000 8:00 – 11:30am
Nan Myers, Chair;
Leslie Carter, Recorder**

The Business meeting was preceded by a panel discussion: **“PURLS: Issues in Cataloging and Link-Checking PURLS in an Online Catalog”** from 8:00-9:30 am. Panelists Tad Downing, Tim Byrne, John Stevenson, Arlene Weible and Nan Myers (moderator) discussed GPO cataloging records with PURLS, the PURL Alert service of the Cataloging Committee, PURL maintenance issues and link-checking. A transcript of this discussion will be posted at the committee’s website.

Members Present: Nan Myers, Chair; John Stevenson; Tim Byrne (liaison to FDTF); Becky Culbertson (liaison to SLDTF), Leslie Carter, Carol Ann Borchort, Betsy Richmond; Barb Mann (for Kathleen Jones, liaison to IDTF) and David Griffiths (Intern). **Other attendees:** Tad Downing (liaison to GPO), Aimee Quinn (liaison to CC:DA), Arlene Weible, Louise Treff-Gangler, Margie Powell, Laura Harper, Kathleen Schweitzberger, Sandra Q. Williams, Andrea Morrison, Rhonda Marker, Nancy Kolenbrander, Barbara Corson, Judy Horn, Carol Wheeler, Joan Moffson, Byron Stewart, Marilyn Von Seggern, Christine Fletcher, Judith Emde, Vicki Tate, Yvonne Wilson, Joanne Donovan, Debbie Madsen, Michele McKnelly, Rebecca Spencer, Elaine Winske, Lisa Nickum, Jim Noel.

1. **APPROVAL OF MINUTES:** Minutes from the 2000 ALA Midwinter meeting were approved as printed in *DttP* and as posted on the Cataloging Committee website.

2. **REPORTS**

- a. **GPO Cataloging Branch** (Tad Downing): Tad reviewed the “Cataloging Branch Update” from the LPS Update handout. GPO is now a member of BIBCO and GPO Catalogers have been granted OCLC National Enhanced Status, which authorizes them to modify all OCLC records. They are also involved with OCLC’s CORC project and advising on large-scale cataloging operations. Approx. 4,800 PURLS have now been assigned. Tad announced a new product – New Electronic Titles (NET) which will replace BET in July. These titles will be cataloged within one month of listing. At present, BET only has a 7-title backlog, reflecting a tremendous focus on online resources. Use of single record policy will evolve to online only records as GPO cuts distribution of physical formats. As formats cease, records will be closed out. In answer to the question: “Will GPO use serial or computer file records for cataloging online journals?”, Tad responded: “Whatever policy CONSER adopts.” Becky Culbertson mentioned that MARBI is considering bib level I (integrated resources), which could resolved this issue.

Tad will talk to OCLC about issue the of PURLS and redirects in exit pages. They plan to continue

making monthly cataloging record production available at UPCMOCAT; the Cataloging Division uses these files to make corrections to both OCLC and to GPO's MOCAT, with a time frame for making corrections of about one month. Long-range plans include making these records available on an ILS. Regarding workload: The backlog for cataloging non-electronic titles is 4,500. Majority are issues of serials, which do not require a change to the serial record. Status of MF cataloging – less and less MF will be coming through program. GAO will cut distribution and discontinue publishing in physical form. Tim inquired whether GPO will be able to accept GAO cataloging. Tad said GAO indicated they will not be cataloging online. GPO will catalog GAO's online resources. Nan asked how potential budget cuts will impact GPO Cataloging? Tad stated that this is a wait and see situation. For example, the Serials Cataloger position has been announced, and they have candidates; but they are not interviewing yet. The best case scenario cuts \$4-\$5million. There will be a hiatus on AskLPS and self studies. However, the Appropriations Committee acknowledged that cataloging and indexing is important and resources should not diminish. The Serials Cataloger position has been vacant for some time, but they hope to move forward on it.

- b. **CC:DA** (Aimee Quinn): Aimee sent the Committee a summary of the 58-page ALA Midwinter 2000 report from the Committee on Cataloging Description and Access, and it will be linked soon to our webpage. CC:DA will have an all-day meeting tomorrow, which she will attend. The current focus is on: seriality and metadata task forces. Entire restructuring of cataloging for maps was a big issue--will report tomorrow. LCCN restructure implementation is scheduled for Jan 1, 2001. Definition of serial has been changed to "continuing resource" (see Chapters 9 and 12). They will change designation "computer file" to "electronic resource." Harmonization efforts with ISBD continue; expected by 2001. Moving to "single" record for multiple formats. Aimee invites interested persons to participate in CC:DA and its task forces. It was suggested that Tad become a liaison to member to CC:DA; he will look into it.
- c. **Federal Documents Task Force** (Tim Byrne): No report.
- d. **International Documents Task Force** (Barbara Mann): The committee will be working on a Toolbox for International Documents, hopefully producing a draft by Midwinter so that by Annual 2001 they can announce this addition. Several members of IDTF were present, so a subcommittee of Barb Mann, David Griffiths and Andrea Morrison volunteered to begin this work.
- e. **State and Local Documents Task Force** (Becky Culbertson): SLDTF will also be working on an addition to the Toolbox. Editors for LJ's Notable Documents column and a *DttP* column will be recruited. Phase 1 of the State Depository Coordinators Conference (for states east of the Mississippi) was held in May in Hartford CT. The Conference was partially funded by Margaret Lane, retired state documents librarian for Louisiana. The Co-Sponsor is COSLA. There is a similar meeting for the western part of country tentatively set for Spring 2001, location tba.
- f. **Subcommittee to Revise *Cataloging Government Publications*** (Rhonda Marker): No report.

3. OLD BUSINESS

- a. **Wrap up of Discussion Panel Issues on PURLS**: Nothing further.
- b. **Committee Web Page Web Managers Meeting** (Carol Ann Borchert, attending for John Stevenson): They want to get all of the pages created under one page. Discussed GODORT web administrator job description, which is a three-year volunteer position.
- c. **Toolbox for Processing and Cataloging Government Documents**: John Stevenson is updating the Toolbox regularly. He may enhance or change some areas to make it easier easy to navigate. Also, the mainpage may change based on integration of IDTF and SLDTF toolboxes.
- d. **PURL Alert Report** (Tim Byrne): Tad expressed his thanks for the report, stating it has helped GPO out. Tim said he learned with the last load that he should not load both new and changed bib files the same day – there may be duplication in last May's report.

- a. **Possible Pre-Conference for ALA 2001:** The committee discussed a pre-conference on Cataloging Government Internet Resources. Nan stated that it appears that two pre-conferences and one program will be approved for Annual 2001. John suggested that posting two more toolboxes will consume our energy for 2000/2001, but 2002 may be good. Discussion: By 2002 we will know more about GPO/OCLC coordination, outcomes with CORC, and CC:DA/MARBI decisions. We could possibly do this in conjunction with ALCTS. Perhaps timing could coordinate with publication of the new edition of *Cataloging Government Publications*, which is under revision by a subcommittee chaired by Rhonda Marker. The committee voted to explore ideas for a possible 2002 pre-conference. Finally, Betsy mentioned collecting Pros & Cons from different viewpoints and posting on webpages, which may facilitate identifying issues to discuss for the Preconference. Becky Culbertson stated that CONSER offers a very good explanation of Pros & Cons for use of single record – good model for this type of webpage. Arlene suggested we use this as a forum to pull out ideas and issues. Arlene and Betsy volunteered to draft Pros and Cons and will cull from today’s panel discussion on PURLS.

4. NEW BUSINESS

- a. **Expansion of Committee Membership Size:** The committee discussed adding two members, bringing the total membership to ten. “Virtual membership” was suggested, a concept we will need to take to GODORT Steering Committee for discussion, as it would require a change in bylaws. The committee feels virtual membership options might provide more public or special library representation on the committee. These two members would be encouraged to participate as fully as possible, but would not be required to attend ALA.
- b. **Brainstorming new projects:** – Completing two new units for the Toolbox (IDTF and SLDTF), as well as handling development of a pre conference for 2002 provides a full plate for the year. In addition, the committee will need to provide information to the documents community on changes in GPO Cataloging. Thus, no new projects were discussed.

- c. **As May Arise:** Chair Nan Myers thanked the outgoing members of the committee: Tim Byrnes, Kathleen Jones and John Stevenson for their work over the past two years. John will be reappointed and will be incoming Chair after approval by second Steering.

The meeting was adjourned at 11:45 am.

Education Committee Minutes Westin Hotel, Jackson Park Room July 8, 2000, 2-4 p.m. Sherry DeDecker, Chair Angela Bonnell, Recorder

Present:

Committee members: Sherry DeDecker, Angela Bonnell, Claire Hoffman, Thomas Karel, Chuck Malone, Larry Schankman, Dawn Smith

Friends of the Committee: 25 guests attended the program; several stayed for the meeting.

The program began at 2:00.

Part 1: Program

Reaching Out and Handing Out: Success and Pitfalls

Speakers:

- Maggie Farrell – Search Engines for Government Information

Maggie presented a handout of useful government information web sites and discussed their merits.

- Grace York and Larry Romans – GODORT Handout Exchange

Grace and Larry gave a historical overview of this 12 year old service. Handouts, created by Grace York, Dawn Smith and Kate Holvoet, and instructions by speakers, included “Do’s and Don’ts” regarding submission, special needs and use of the handouts.

Part II: Business Meeting

The meeting began at 3:00. The minutes of the January 15, 2000 midwinter meeting were accepted, after some corrections.

Announcements

- Education Committee will increase from 8 to 12 members if passed by membership at the business meeting Monday night

- Ann Miller is seeking volunteers for Education Committee if membership increases
- Silent auction is at the GODORT booth; bidding ends Monday noon
- Draft guidelines for GODORT Councilor will be discussed at the business meeting

Liaison Reports

FDTF: S. DeDecker

There will be a preconference on historical documents at ALA 2001 in San Francisco. Planning has begun for a Census preconference for annual 2002. Discussion took place on the amount of Census 2000 information available only in electronic format, and the fact that no agency is taking responsibility for data migration.

IDTF: A. Bonnell

There is a program on International Statistics Monday morning. The business meeting will also cover the GODORT Cataloging Toolbox for International Documents, a draft letter to union depository libraries, and a draft survey to international governmental organizations.

SLDTF: S. DeDecker for K. Holvoet

The task force is recommending cataloging of web sites from state and local governments. They have a program "City on a Hill" on Saturday afternoon.

Education Assembly: C. Hoffman

The Assembly is working on certification for librarians, and have asked groups within ALA for ideas and opinions. They would like to know if GODORT is interested in pursuing this idea.

Continuing Business

Government Information and Depository Management Clearinghouse

S. DeDecker will continue to host site. Members have adopted individual sections and agreed to host at their institutions; they also agreed that they will continue to revise and add, and will notify Education if they want to relinquish their section. Larry Romans suggested a common bottom link, footer, and creation of consistent navigational links; committee agreed to adopt a common template with

GODORT logo, standardized links, and a link to GODORT on each page.

Clearinghouse Topics are:

Federal Depository Library Management – Thomas Karel

State, Local or International Government Information Management – Katherine Holvoet

Providing User Access to Electronic Government Publications – Sherry DeDecker

Providing an Instruction Session on Government Information - Chuck Malone

Electronic Toolbox – Dawn Smith

Community Advocacy – Claire Hoffman

Library Administration Advocacy – Angela Bonnell

There will be four new tutorials, as result of award winners of the Continuing Education grants. One new tutorial has already been linked: *Government Documents Displays*, by Mark McCullough.

Issues for the Profession of Government Information Librarians

This paper was presented to the ALA Congress on Professional Education by Patricia Cruse. It addressed concerns and issues in providing library service for government information, including how the Internet has changed how we provide service and access, and the proliferation of merged reference desks. At the GODORT business meeting in June 1999, it was decided that Steering would appoint a special committee to recommend actions. L. Romans asked that Education provide names of prospective members.

Discussion followed as to how to proceed in dealing with the issues addressed in the paper. The committee recommended that this special task force provide Steering with recommendations and specific actions that GODORT could take. Six attendees volunteered to work on this project.

Action: S. DeDecker will send names to L. Romans, who will assemble a task force to make recommendations to Steering by midwinter.

New Project: Welcome Wagon

Enthusiasm for the idea of a Welcome Wagon for librarians new to working with government information was expressed at Midwinter. Tom Karel is coordinator, and created a skeleton sheet of web resources and sources to be included. Discussion included several suggestions for sites and topics to be

included on this one-page handout, and consensus was reached on the focus of this project.

Additional suggestions included the Clearinghouse, Handout Exchange, GODORT, Universities of Virginia and Michigan sites, "Resources for Librarians" at GODORT site, forms via Membership Committee, and how to contact your regional library. C. Wolff mentioned the need to include information for librarians working with all types of government information, not just federal. Members expressed desire that the flyer not be too long, and that it also be available on the Internet.

Questions arose on how to distribute material: ideas included GPO distribution, possibly in depository boxes every six months; GOVDOC-L and DOCTECH-L. L. Schankman received agreement from Sheila McGarr to distribute flyers in boxes. Other suggestions were distribution by regionals in paper and via regional page(s), orientation programs given by regionals, and possible inclusion in the Guidelines for Federal Depository Libraries.

Discussion also included the need for mentoring programs for new documents librarians.

Action: S. DeDecker will ask about the status of the mentorship program.

Action: T. Karel will work on draft flyer with assistance from committee members, and have a flyer ready for distribution by the end of September.

Action: C. Hoffman will send a paper copy of the flyer to be distributed to GPO, after receiving authorization from Gil Baldwin. She and T. Karel will oversee distribution methods for the flyer.

The meeting adjourned at 4:00 p.m.

GITCO Committee Minutes.
Wyndham Chicago, Salon C
7/9/2000 2-5:15 p.m.
Doralyn Edwards, Chair
Megan Fitch, Secretary

Opening Remarks

Doralyn welcomed everyone to the meeting and the agenda was approved by voice vote.

Program

Judy Russell from NCLIS spoke about the upcoming study on reforming government information policy. She asked GITCO to consider ways to participate. Information about the study is available at www.nclis.gov/govt/ntis/ntis.html and www.nclis.gov/govt/assess/assess.html For more information, contact Judy at jrussell@nclis.gov or Woody Horton whorton@nclis.gov.

Barbara Aldrich from the Census Bureau spoke on trends in dissemination of Census 2000 Products. Data to be distributed in (probably) CD-ROM and DVD format, with many zipped files on the CD's. Maps to be distributed in DVD format.

Carolyn Kohler gave an update on the state of the CD-ROM Documentation Project database. Approximately 900 titles are in the database, including Federal titles received through 7/1 and some other foreign, state, international, and commercial titles as well. URLs from the handout exchange and information from Indiana University's floppy disk ftp site are going in or already in. Iowa is still migrating data; some fields in the records are blank and will need to be filled in by editors. Carolyn has started creating a pulldown menu listing agencies. A question was asked whether the list would cross-reference for agency name changes, but Carolyn has not gotten that far yet. Current titles are obtained from Marcive shipping lists.

Grace York and the committee thanked Carolyn for her hard work in realizing the vision of the Documentation project.

15 minute break between presentations and the Business Meeting.

Business Meeting

Doralyn reminded the committee and visitors that the GODORT reception followed the meeting from 6-8 at the Chicago Public Library. She thanked those members rotating off the committee for their contributions: Barbara Levergood, Brian Rossmann, Barb Mann, and Stephen Woods.

The minutes from the midwinter meeting were approved by voice vote. Barbara Levergood so moved, Brian Rossmann seconded.

Reports

Web Site (Brian Rossmann and Eric Forte): Over the past year the various GITCO pages have been consolidated at Rice. Eric will be assuming responsibility for the web site as of this meeting, and it will be migrating to UC-Santa Barbara. Redirect pages will be put up at the Rice address, and Andrea Severson will make the appropriate changes on the GODORT site. Eric attended the GODORT web managers meeting and reported that there may be changes to the front page coming soon. Information about the CD-ROM Documentation Project may go in a soon-to-be-developed area of the GODORT site, and may receive mention on the front page. Eric also noted that Andrea will be rotating off soon, and encouraged those present to consider volunteering for the web coordinator position. Eric was instructed by the committee to feel free to make changes to the site, but to run major changes by the committee via email.

A brief discussion ensued regarding the CDROM DOC email list and what should happen to it now that GITCO's involvement in the project is declining. It was decided to postpone discussion until the old business portion of the agenda.

SLDTF—no report, meeting concurrently
 IDTF—no report, meeting concurrently
 FDTF—Eric Forte reported that Cindi Wolfe is looking for people to help put together a Census program for San Francisco. Also, FDTF and Rare and Endangered are co-sponsoring a preconference June 13th 9-3 on tools to access and research historical documents. The FDTF also got an update on Census efforts to digitize historical census data (not name rolls). FDTF is asking GITCO to look into Census issues such as file format, software, zipped files, and the different physical formats that are going to be available.

Historical Documents Digitization Working Group:
 Barbara Levergood reported on this ad hoc committee originated through Cathy Hartman's work in Texas on the CyberGraveyard. Barbara suggested Ann Miller call an ad hoc committee, Miller working on charge and membership. Ann reported that the charge would be to do the following (plus more) over a 2-year period: explore practices, standards, technologies, authentication, grants, create bibliographies, copyright issues, principles for targeting items for inclusion.
 Membership: 10 members, 3 from task forces, 1 each

from GITCO, Education, Cataloging, Rare & Endangered, 3 at large members, hopefully from other stakeholders such as ARL & GPO, if interested. To be brought up at steering. Hope to have virtual work begin fall, first face-to-face meeting midwinter. No definition yet of what is "historical." Barbara Levergood was thanked for attending and reporting.

Old Business

Web page template: The committee thought it was a good idea for Cathy to write an article for Public Libraries and to add a section on metadata to the help file. T.C. Evans requested that the metadata material be shared with GPO for the search engine project.

NTDB: Carrie and Esther examined the November release to see if it required the full release of Adobe Acrobat 4: it does. A handout was distributed listing the programs that required Adobe. The question was raised, since CD-ROM production is ceasing 10/2000, whether this is worth bringing up on govdoc-l. There was general uncertainty about how well the contents of NTDB mapped with STAT-USA. It was suggested that Carrie or Esther contact Commerce to check on the content question. Several questions were asked about MISER data and whether networking was allowed under the licensing agreements. Grace York asked whether it was GPO or Commerce that was stopping production: T.C. Evans confirmed that it was Commerce. T.C. suggested that Mike Bright could be contacted with questions at mbright@gpo.gov to get the information GPO possesses. Starting 10/1 depositories will be getting 2 passwords for STAT-USA. Carrie and Esther are going to follow up with GPO/Commerce, and will report to GITCO. Eric Forte will report those results to FDTF and eventually to govdoc-l. Esther and Carrie were thanked for their work.

CD-ROM Documentation Project

Doralyn brought up the idea of changing the name of the project before it goes super-public. Concern about confusion since the Project documents more than just CD-ROMS. The comment was made that if libraries were going to link to this in such a way that the public would be searching directly, it should be clearly named. The committee decided to move the discussion to the GITCO email list. The discussion should involve the committee, Carolyn Kohler, the Managing Editors and other interested parties.

Managing Editor: A discussion took place about the applicants and the structure of the managing editor position. Doralyn is to contact the 2 candidates.

A working group was formed to look at responsibilities of the host, editors, and GITCO to make sure all ducks are in row. Megan Fitch will coordinate, Eric Forte, Amy West, the candidates, and Doralyn Edwards will participate. Eventually the working group will move toward a single GITCO liaison with the project. Summary emails will be sent to GITCO. They will also try to put together a timeframe, where appropriate, to apply to the various responsibilities. Ideally will be able to make an announcement to GODORT by midwinter. The group will also get together a list of information resources for editors.

Grace York pointed out that it would be a good idea to have a Handout Exchange person serve as an editor. Carolyn suggested Larry Schankman would be good for technical documentation.

Host Update: The database will be migrating to a new and better server, possibly in the fall. Iowa is developing ideas, possibly software, for the GITCO funds available for the project. Carolyn will communicate her needs through the subcommittee and ultimately to Doralyn. Most of her questions and issues are more appropriate for the workgroup. She noted that for now searching on date modified/created is not a meaningful search since so much work is going on. Will be more effective one database settles down a bit. The basic information is coming from Marcive shipping list, not final cataloging by any stretch. Carolyn is going back, finding GPO records, and updating. Iowa switched the mediation software that webbifies the database, and they may no longer be able to hotlink the URLs.

A discussion ensued about the ability to download records and data from the database. The working group was tasked with examining this issue as well. Barbara Levergood suggested that a good project might be to develop a template for downloading information from the database and integrating it with local data. Ideas about downloading should be passed to Megan Fitch at mfitch@nevada.edu.

CDROM email list: to live at Iowa. Members should include relevant Iowa people, managing editors,

Megan Fitch, Eric Forte, Amy West, and Doralyn. Doralyn will send the information to Carolyn. Barbara may take down the list residing at UNC.

Barbara Levergood made motion to extend the meeting until 5:15, Brian Rossmann seconded, passed.

Brainstorming

FDTF/Census issues: discussion about how/what to pursue. Grace gave out 3 handouts on CD/DVD functionality specs, questions for librarians, and a handout from a census marketing workshop. Issues include paper products and CD/dvd, fear/intimidation in depository community surrounding dvd. Should GITCO solicit opinions on dvd vs. CD? Decided that issue sounds like a pretty done deal on part of Census people.

Grace pointed out that people are needed to test software Census is thinking about using.

Idea brought up to post periodic tech updates/bulletins/FAQs/etc. on the GITCO web site to help demystify the technology. Suggested that Emerging Technology Committee in the Instruction Section of ACRL might be good partner or source of information. Perhaps someone could volunteer to go to meetings. Amy West suggested clearinghouse for technical guides a la handout exchange. Larry Schankman suggested a Tech Notes column in *DTTP*. Doralyn is going to contact John Schuler and Aimee Quinn to discuss. Amy West will coordinate columns, if idea flies.

Census projects: look at zipped files issue. Investigators needed. Need to contact Census and find out how software operates, about access to data in nonproprietary formats. T.C noted that there has been a lot of discussion at GPO on these issues, and that library input would be a good thing. We need to know where Census is in software selection process. Grace will follow up with Census. Amy, John Hernandez, Megan Dreger, and Barbara Levergood will test software.

Barbara Levergood suggested it might be time for GITCO to sponsor or co-sponsor a program. The committee decided that virtual discussions would commence in the fall, followed by a more detailed discussion at midwinter.

Doralyn encouraged those present to attend the Business meeting and consider the role of the GODORT councilor.

Barb Mann motioned to adjourn the meeting, seconded by Amy West, passed, meeting adjourned.

**Legislation Committee, Meeting I
Sheraton Chicago, Columbus,
July 7, 2000, 3:00-5:30 p.m.,
Kevin Reynolds, Chair,
Lisa S. Nickum, Secretary**

Chair Kevin Reynolds welcomed those attending and called the meeting to order.

Role of GODORT Councilor

The committee's discussion centered around the "Policies and Procedures for the GODORT Councilor" draft of 7/1/2000. Bill Sleeman, the coordinator of the working group charged with creating the draft, talked about the specific functions and duties of the position identified by the working group. Many issues were discussed including the flexibility given to the position, the understanding of the position's responsibilities, the possible changes to the Policy and Procedures Manual, and the Councilor's relationship with all GODORT committees and task forces as well as other units within ALA. While many suggestions were made, the draft was not finalized during this meeting.

Adjourn

Meeting adjourned at 5:20

**Legislation Committee, Meeting II
Westin River North, Promenade Br. A,
July 8, 2000, 9:30-11:00 a.m.,
Kevin Reynolds, Chair,
Lisa S. Nickum, Secretary**

Chair Kevin Reynolds called the meeting to order. The Committee approved the minutes from MidWinter 2000 as distributed.

National Action Alert Network (NAAN)

Debbie Madsen and Michele McKnelly discussed the progress made on the National Action Alert Network (NAAN). Contacts have been made for some states and that work is ongoing. The group discussed the benefits of using the GODORT website to disseminate information helpful to members wanting to participate in lobbying. Future work on NAAN will include the evaluation of NAAN, the examination of the differences between the Washington Office and GODORT sites, and coordination with other library organizations.

The Committee discussed the Ken Rogers Memorial Resolution. Other resolutions considered were the GPO appropriations and related topics (e.g., the study to transfer Superintendent of Documents Operations to the Library of Congress, separate funds for House and Senate printing and binding, Congressional Record indexing, and the elimination of the International Exchange Program). Bert Chapman, the IDTF representative, was asked to bring the International Exchange Program issue to the task force and Geoff Swindells, the FDTF representative, was asked to bring the Congressional Record indexing to the task force. Both these issues stem from the GPO appropriations bill. The Patent and Trademark Office funding issue was also forwarded to the FDTF. Finally, the group discussed the upcoming NCLIS assessment of federal government information dissemination policy and practice. The Committee will ask the GODORT Chair to write a letter to NCLIS to ensure GODORT involvement.

Adjourn

Meeting adjourned at 11:10

**Legislation Committee, Meeting III
Wyndam Chicago, Lakeshore E,
July 9, 2000, 9:30-12:30 p.m.,
Kevin Reynolds, Chair,
Lisa S. Nickum, Secretary**

Chair Kevin Reynolds called the meeting to order.

The Committee continued to work on the GPO appropriations resolution and the resolution on the proposed transfer of the Superintendent of Documents to the Library of Congress. Geoff Swindells, Bert Chapman, and Michele McKnelly formed a working group to research and write a draft resolution on the Patent and Trademark Office issue. They plan to bring the resolution to the entire Committee at the final meeting.

Adjourn

Meeting adjourned at 12:30

**Legislation Committee, Meeting IV
Sheraton Chicago, Parlor C,
July 10, 2:00-4:00 p.m.,
Kevin Reynolds, Chair,
Lisa S. Nickum, Secretary**

Chair Kevin Reynolds called the meeting to order. The Committee finalized and approved the following resolutions:

- Resolution on FY 2001 Legislative Branch Appropriations for the Government Printing Office
- Resolution on the Study to Transfer Superintendent of Documents Operations to the Library of Congress
- Resolution on H.R. 4690, Commerce, Justice, and State Appropriations FY 2001
- Resolution on FOIA Exemptions in the Defense Department Authorization Bill (S.2549)
- Memorial Resolution for Ken Rogers
- Memorial Resolution for Eileen D. Cooke (drafted by the ALA Committee on Legislation, endorsed by the GODORT Legislation Committee)

Texts of resolutions:

RESOLUTION ON FY 2001 LEGISLATIVE BRANCH APPROPRIATIONS FOR THE GOVERNMENT PRINTING OFFICE (H.R. 4516)

WHEREAS, the American public has the right to access the federal government information products funded by their tax dollars; and

WHEREAS, the American public, including educators, researchers, students, and businesses require officially-recognized government publications in formats appropriate for their needs; and

WHEREAS, the Government Printing Office (GPO) provides no-fee access to federal government information products to citizens through its partnership with over 1300 Federal Depository Libraries; and

WHEREAS, GPO is the forefront in providing access to electronic government information through GPO Access and the electronic services of the Federal Depository Library Program (FDLP); and

WHEREAS, the transition toward an increasingly electronic depository program must be carried out in a systematic, well-planned fashion and must include the proper safeguards to ensure permanent public access to government information products; and

WHEREAS, a responsible transition to electronic dissemination of government information products requires adequate testing of electronic formats to ensure the authenticity, integrity, and usability of the information for access by current and future users; and

WHEREAS, certain information is not appropriate for the dissemination in, or solely in, electronic format due to content, usability, or preservation concerns; and

WHEREAS, the Congressional Serial Set is a major historical record of the operations of the United States government that has been distributed in tangible formats to Federal Depository Libraries for nearly 200 years; and

WHEREAS, many vital government publications, including the United States Code, which is re-codified every six years and is scheduled to be printed by GPO in FY 2001, are considered official only in print format; and

WHEREAS, GPO's cataloging, indexing, and locator services play a critical role in assisting users in identifying, locating, and using government information products in all formats; and

WHEREAS, GPO indexing of the Congressional Record remains an essential service that aids the public's ability to locate information in both print and electronic formats; and

WHEREAS, GPO distributes federal government information products through the International Exchange Program, which is governed by international treaties, and in return for which the Library of Congress (LC) receives foreign government publications that otherwise would be unavailable to LC, Congress and government agencies, and the American public; and

WHEREAS, the Public Printer has requested \$121.2 million for FY2001 in order to sustain critical information functions vital to a democratic society and the economic well-being of the nation and to continue the development of GPO Access and the FDLP services and collections; now, therefore, be it

RESOLVED, that the American Library Association urge Congress to reaffirm the government's responsibility to provide federal government information products in formats most appropriate to the public's needs and to ensure the permanent public access of federal information in all formats; and, be it further

RESOLVED, that the American Library Association urge Congress to fund fully the Government Printing Office appropriation request for FY 2001 and future years in order to continue the development of GPO Access and the Federal Depository Library Program services and collections and to sustain critical functions, in particular the production and the distribution of the Serial Set, the Congressional Record Index, the United States Code, and other vital publications, and the continuation of the International Exchange Program.

RESOLUTION ON A STUDY TO TRANSFER SUPERINTENDENT OF DOCUMENTS OPERATIONS TO THE LIBRARY OF CONGRESS

WHEREAS, the House report 106-635 recommends that "serious consideration be given to transferring the functions of the Superintendent of Documents" from the Government Printing Office (GPO) to the Library of Congress (LC); and

WHEREAS, the House report 106-635 also directs the Congressional Research Service of the Library of Congress to study how such a transfer of the Superintendent of Documents operations, particularly the electronic dissemination of government publications program, might be accomplished; and

WHEREAS, previous studies by the Congressional Research Service have determined that such a transfer is not consistent with the mission, functions, and experience of the Library of Congress; and

WHEREAS, such a transfer would seriously affect the provision of government information services to the American public; and

WHEREAS, the Senate Committee on Commerce has requested that the National Commission on Libraries and Information Science "undertake a review of the reforms necessary for the federal government's information dissemination practices including assessments of the need for:

- proposing new or revised laws, rules, regulations, missions, and policies;
- modernizing organization structures and functions so as to reflect greater emphasis on electronic information planning, management, and control capabilities, and the need to consolidate, streamline, and simplify missions and functions to avoid or minimize unnecessary overlap and duplication;
- revoking NTIS self-sufficiency requirements; and
- strengthening other key components of the overall federal government information dissemination infrastructure"; and

WHEREAS, librarians, particularly depository librarians, provide assistance to the public in finding

and using government information and have expertise in federal information dissemination policy issues; now, therefore, be it

RESOLVED, that the American Library Association urge Congress to direct the Congressional Research Service to actively involve representatives of the American Library Association and other library organizations, including the research library community, the state librarian community, the law library community, the depository library community, and the library user community, in the study recommended by House Rept. 106-635 to examine the Superintendent of Documents operations, and once the study is complete, that the appropriate congressional committees hold hearings on this issue.

RESOLUTION ON COMMERCE, JUSTICE, AND STATE APPROPRIATIONS FY 2001 (H.R. 4690)

WHEREAS, the Constitution of the United States empowers Congress to “promote the progress of science and the useful arts” through the patent process; and

WHEREAS, patent and trademark information is essential for individual and national economic development and U.S. international economic competitiveness; and

WHEREAS, access to patent and trademark information is essential for small business, entrepreneurs, venture capital sources, and academic and corporate research; and

WHEREAS, the Patent and Trademark Office (PTO) supports timely access to patent and trademark information through its network of 87 Patent and Trademark Depository Libraries (PTDL), its public search rooms, and access to its Internet resources; and

WHEREAS, the PTO and PTDL provide expert patent and trademark search assistance and training to users including businesses, entrepreneurs, students and researchers; and

WHEREAS, the PTO is funded entirely by user fees and under H.R. 4690 PTO would be denied a significant portion of its fee revenues in FY 2001; and

WHEREAS, a recent letter from Under Secretary Dickenson to the House Judiciary Committee indicated that these funding restrictions of H.R. 4690 “would likely result in the elimination of support for the 87 PTDL,” drastically reduce support for the PTO and PTDL public search facilities, increase the time involved in processing patent and trademark applications, and would reduce support for electronic filing and access to PTO and PTDL Internet databases; now, therefore, be it

RESOLVED, that the American Library Association urge Congress to fund fully the PTO appropriation request for FY 2001; and, be it further

RESOLVED, that the American Library Association urge the Director of the United States Patent and Trademark Office to maintain the current level of public access through the Patent and Trademark Depository Libraries, its public search rooms, and its Internet resources.

RESOLUTION ON FREEDOM OF INFORMATION ACT EXEMPTIONS IN THE DEFENSE DEPARTMENT AUTHORIZATION BILL (S. 2549)

WHEREAS, the American Library Association has continuously supported the principle of the freedom of information and the principle of the public’s right to know as embodied in the Freedom of Information Act (FOIA); and

WHEREAS, Defense Intelligence Agency documents released under the FOIA have increased military transparency and accountability around the world, and have been invaluable for the human rights investigations such as the United Nations Truth Commission in Guatemala; and

WHEREAS, the Defense Department Authorization bill (S. 2549) currently before Congress contains a blanket FOIA exemption (section 1045) for DIA “operational files”; and

WHEREAS, this exemption would dramatically reduce the amount of information being released through FOIA, specifically on foreign militaries and human rights abuses; and

WHEREAS, foreign government information provided to the Department of Defense is now released through FOIA unless the release would cause identifiable harm to U.S. national security; and

WHEREAS, the Defense Department authorization bill (S. 2549) provides a blanket FOIA exemption (section 1044) for foreign government information, thus reducing U.S. standards of openness to the lowest standards abroad; and

WHEREAS, neither of these proposed FOIA exemptions has been publicly examined through congressional hearings, and because both would radically weaken the FOIA; now, therefore, be it

RESOLVED, That the American Library Association urge the Department of Defense and the Clinton administration to withdraw their requests for Freedom of Information Act exemptions covering Defense Intelligence Agency "operational files" and foreign government information provided to the Defense Department; and, be it further

RESOLVED, That the American Library Association urge Congress to eliminate these two proposed Freedom of Information Act exemptions from the defense authorization bill.

MEMORIAL RESOLUTION FOR KEN ROGERS

WHEREAS, Ken Rogers served the Department of Commerce for 20 years, most recently as the director of the STAT-USA office; and

WHEREAS, Ken Rogers was among the first federal agency officials to recognize the importance of the Internet in delivering government information to the public; and

WHEREAS, Ken Rogers was a passionate advocate for the public's access to government information; and

WHEREAS, Ken Rogers was instrumental in bringing a variety of data products into the libraries; and

WHEREAS, Ken Rogers was deeply committed to serving the government information community; and

WHEREAS, Ken Rogers was a frequent and popular speaker at the Government Documents Round Table Federal Agency Updates; and

WHEREAS, Ken Rogers always took the time to personally respond to the comments of government information community about products produced by STAT-USA; now, therefore, be it

RESOLVED, that the American Library Association honor the memory of Ken Rogers and his life-long work of bringing government information to the public; and, be it further

RESOLVED, that the American Library Association send copies of this resolution to the Rogers Family, the Secretary of Commerce, and to the staff of STAT-USA.

MEMORIAL RESOLUTION FOR EILEEN D. COOKE

WHEREAS, Eileen D. Cooke provided exemplary leadership on behalf of libraries through thirty years on the staff of the Washington Office of the American Library Association; and

WHEREAS, Having served with distinction since 1972 as Director of the ALA Washington Office, she retired as of December 31, 1993; and

WHEREAS, Her roots as a midwestern bookmobile librarian, her grassroots spirit, her honest and optimistic nature, and her legendary persistence made her an indefatigable and persuasive library advocate with a admirable reputation on Capitol Hill; and

WHEREAS, She played major roles in the development, renewal, and funding of every piece of library and related legislation over the past three decades, including the Library Service and Construction Act, the Higher Education Act, the Elementary and Secondary Act, the Medical Library Assistance Act, the Copyright Act, the national Commission on Libraries and Information Science,

and both bills calling for a White House Conference on Library and Information Services; and

WHEREAS, Eileen D. Cooke died on April 30, 2000, and her encyclopedic knowledge of libraries and legislation, her expertise in building coalition support, and her phenomenal political acumen and passionate dedication to the cause of libraries will be sorely missed; now, therefore, be it

RESOLVED that the American Library Association dedicates itself to continuing the pattern of grassroots advocacy and support and promotion of libraries exemplified by Eileen D. Cooke for so many years, and resolved to do so in her memory.

Adjourn

Meeting adjourned at 3:35

Membership Committee Sheraton Hotel, Chicago July 7, 2000, 3:20-4:30 p.m. Jill Vassilakos-Long, Chair, Karen Nordgren, Secretary

Called to order at 3:20

Present: Jill Vassilakos-Long (chair), Bill Sudduth, Karen Nordgren, Kathryn Brazee, Earl Shumaker, Louise Treff-Gangler, Janette Neal.

Thank you to:

Kathryn Brazee and Louise Treff-Gangler for organizing the program: Documents 101. Kathryn Brazee for organizing volunteers to run the GODORT Booth. Earl Shumaker for organizing the New Member's Lunch. Karen Nordgren for updating the Conference Tips page. Bill Sudduth for updating the Membership Website. James Galbraith for working with vendors to get the funding for the GODORT Reception. Janette Neal for organizing the GODORT Reception.

Discussed draft proposal for GODORT Councilor.

Agreed to create a page for new members on our web. The purpose of the page would be to instruct people on how to participate effectively in GODORT.

The supply of Membership brochures is almost exhausted. It was agreed that the Committee would work on a fact sheet (or a print-out of the above mentioned page) that would convey the essential information including where to find most of the information kept at the Exhibit Booth. This would then take the place of much of the paper within the notebook that is carted back and forth to the Booth for each Annual ALA, it would also be the main handout from the GODORT Booth.

Agreed to propose that Jill works with Deidre Ross to develop further hotel recommendations and possibly to alter the current procedures so that GODORT is more pro-active in choosing a hotel. Instead of recommending a hotel at the Business Meeting we will recommend that Steering and the Membership Committee work out a hotel recommendation later in August when there are more hotels to choose from, and that Jill work with Deidre to get the required number of rooms at our choices.

Agreed to develop a proposal for virtual participation by GODORT members who cannot attend Conferences, but who would like to contribute to the work of GODORT Committees.

Agreed to request that the chair send a letter commending Deidre Ross for her excellent work in getting GODORT a block at the Gunter.

**Program Committee (I)
Friday July 7, 2000; 3:30-5pm
Lincoln Boardroom, Sheraton**

Attendance: Jim Church, Nancy Kolenbrander, Ann Miller (chair, recording), Wen-Hua Ren, Tammy Stewart, Cindi Wolff

1. The committee discussed arrangements for the forthcoming meetings. Wen-Hua brought samples of the handouts she copied. Assignments were made for support of both programs. Nancy and Tammy would provide support for SLDTF "City on a Hill". Wen-Hua and Cindi will provide support for the IDTF "International Statistics" program. Ann will be at both sessions.

2. Future business was deferred to Program Committee II on Monday.

Meeting adjourned at 4:15pm

**Program Committee (II)
Monday July 10, 2000; 3-5pm
Lincoln Boardroom, Sheraton**

Attendance: Jim Church, August Imholz, Nancy Kolenbrander, Ann Miller (chair, recording), Brian Rossmann, Tammy Stewart, Cindi Wolff

1. Ann reviewed the membership of the committee for the coming year.
2. Committee reviewed the program of 2000. Both were successful. SLDTF "City on the Hill" had an approximate attendance of 83. The IDTF meeting had approximately 150 individuals attending. Cindi Wolff learned a lot that can be of use next year.
3. Ann suggested that the Program Committee web page be moved to the main GODORT page. She will work with Andrea and Cindi to move the page.
4. Preconference discussion. The committee discussed the Preconference on historic documents. Cindi and August are optimistic about attendance. The committee will ask GODORT for \$2000 to help fund the

preconference. Cindi will be contacting University of San Francisco regarding a possible location for the pre-conference. August will work on equipment needs, setting general deadlines, and coordination.

5. MAGERT/CENSUS preconference is on hold. We're having trouble determining the status at this point.
6. Cindi and Tammy reported on the BRASS meeting regarding "Marketing.gov". BRASS has requested \$1500 from RUSA; they are wondering what GODORT can contribute. Cindi is recommending that GODORT contribute \$500. GODORT will work on "Local and National Industry Data" and Cindi Wolff will be doing "Funding and Grants".
7. All GODORT Program committee members are encouraged to attend BRASS' Program meetings this winter in DC. Cindi will remind us. Cindi will invite BRASS to attend GODORT's Program 1 at Midwinter to help foster goodwill and cooperation between two groups.
8. Cindi suggested a program focusing on the work of the national libraries. Nancy suggested a possible program on state depository materials. The group discussed a possible program on advocacy.

**Publications Committee
Sheraton Hotel, Ohio Room
July 7, 2000
3:00-5:30pm
Aimée Piscitelli Quinn, Chair & Recorder
Debora Cheney, Chair-Elect & Recorder**

Committee members present: Aimée Piscitelli Quinn (Chair), Debora Cheney (Chair-Elect), Anthony Anderson (FDTF liaison), Tim Byrne (GODORT Treasurer), Jim Church (SLDTF liaison), Peggy Jobe (Chair, Notable Documents Panel), Marcia Meister (Chair, Editorial Review Board), Andrea Morrison (IDTF liaison), Andrea Severson (Web Manager), Kathy Tezla (Past Chair, GODORT)

Friends present: Linda Chia, Rebecca Spencer, Tom Twiss, Erminio D'Onofrio, Nan Myers, John Hernandez, Angela Bonnell
 Committee members absent: John Shuler (Editor, *DttP*)

Due to the extension of the GODORT Steering I meeting, this committee was called to order at 3:30pm instead of at 3:00pm.

The agenda was amended to include discussion of the proposed policy and procedures for the GODORT Councilor. This discussion was lively and candid.

The minutes from the Midwinter Meeting were approved.

Sevetson announced that the GODORT Booth for the Silent Auction changed to # 3449.

Quinn announced that *DttP* is doing well and was not the focus of Steering at this meeting. Also, she noted that the overall GODORT budget is in better shape. As a result, the stipend for the Assistant Editor/Distribution Manager for *DttP* was approved. Quinn updated the committee on her activities since Midwinter including the creation of the "mini-program" at the end of this meeting. Shuler emailed a report to Quinn detailing the status of *DttP* and an overview of the finances. However, Quinn did not have time to thoroughly review the contents before this conference. She will share with the committee via email later.

Discussion continued related to the need for an Editorial Review Board (ERB). Meister's term ends at the conclusion of this conference. Cheney suggested that an ad hoc board could be utilized in the future especially to review electronic documents in the future. Church raised the issue of the IDTF proposal from midwinter. This proposal includes IDTF sponsoring a series of working papers available via the GODORT/IDTF web page. These papers would be reviewed by an IDTF editorial board who also may be tapped to contribute papers. The committee viewed this proposal as noteworthy, and determined that the Publications Committee, ERB, and the proposed IDTF ERB were not the same, but could easily co-exist. After much discussion, the committee concluded by consensus the need for at least a new chair of the ERB is still vital to the

Publications Committee mission. During the upcoming year, this committee will develop clearer procedures for the publication process within GODORT including raising this issue at each of the task force business meetings.

Church presented a proposed IGO survey developed by the IDTF. The purpose of this survey was reviewed and suggestions for improvement were provided. The committee approved IDTF sending out this survey as amended to approximately 30 IGOs on GODORT letterhead.

Quinn raised the issue of recruitment for several positions. Both the Editor of *DttP* and the Web Manager positions are up for renewal in 2001. Cheney will work with Sevetson over the next year in the recruitment process. Shuler will be consulted about reappointment before further efforts are made to recruiting for his position.

Other vacancies on this committee include new representatives from SLDTF and IDTF as well as a new chair for the ERB (discussed above). Now that *DttP* is back on a regular schedule, several columnists would like to move on to other things, so Shuler will be actively looking for folks interested in writing columns. For further information, contact John Shuler.

Jobe and Quinn raised the issue of filling in several vacancies on the Notable Documents Panel (NDP). To Quinn's knowledge, representatives will be needed for the following areas: SLDTF - 1 selector and 1 judge; FDTF - 1 selector; and IDTF - 1 selector. We have not advertised or recruited for these positions in the past, but a review of this practice may be necessary. In the past, recruitment was left in the hands of the NDP Chair, which can be problematic if they are new to GODORT. Quinn, Jobe and Cheney will continue to work on this issue after conference. Quinn ended the business meeting at 5:02pm and called for a quick break before the program began.

Quinn introduced the program (Web Publishing: Where GODORT Has Not Gone Before) by providing a brief overview of what is going on within ALA with web publishing as well as what is happening out in the rest of the world. A new initiative within ARL and ACRL entitled "Create Change" was introduced and

Quinn shared an article from the *Chronicle of Higher Education* on this new initiative. Quinn then introduced the speakers. Andrea Morrison began the program with a quick overview of what is currently happening in many workplaces as well as the advantages and disadvantages of web publishing versus reprinting/republishing. Anthony Anderson quickly review his activities digitizing Los Angeles city documents related to the Rodney King riots. The digital collection can be accessed at: <http://www.usc.edu/isd/archives/cityinstress/>

Andrea Severson reviewed a list of questions developed by Marcia Meister, Kathy Tezla and her, that GODORT will need to resolve before much further action is taken in this direction. Cheney will continue this discussion during her tenure as Chair of this committee. Quinn commended the committee members for their efforts and thanked each of them for a very productive year.

The meeting adjourned at 5:42pm

Rare and Endangered Government Publications

July 9, 2000.

Bill Sleeman, Chair and Recorder

Present: Bill Sleeman (Chair); David Larkin; George Barnum (GPO); Joyce Lindstrom; Sandra Groleau; Barbara Ruth Campbell; Byron Stewart; Margie Powell; Michael-Levine Clark; Roberta Palen; Barbara Miller; Sirai Roca; John Phillips; August Imholtz; Yvonne Wilson; Jackie Druery; Cathy Hartman; Julie Wallace.

Meeting was called to order by the Chair at 9:40 a.m.

Barbara Ruth Campbell volunteered to take notes for this meeting. Thanks Barbara.

Minutes from Mid-Winter - as presented on the REGP Internet site - were approved.

REPORTS

Chair Report:

Completed the preparation of the 1988 *DttP* articles and, with the help of David Larkin, posted them on the REGP Internet site. Discussed the Chair's response to

the request to update the articles made by one of the authors. Reported the need for the Committee to review the Policy and Procedures Manual next year and prepare a correction to include how the Committee will work with the GODORT Councilor to move resolutions forward. Proposed that the incoming Chair pursue have a GODORT Intern appointed to the Committee.

Liaison Reports:

FDTF: Imholtz reported that the FDTF/MAGERT pre-conference had been postponed until 2002.

Discussed concerns raised by the GPO appropriations issue. Reported that the plans for the 2001 pre-conference that will be jointly sponsored by REGP are progressing.

SLDTF: Wilson reported that the Task Force had not met yet. Nothing to report.

IDTF: Wallace, nothing to report.

GITCO: Not present.

RBMS: Not present. Sleeman reported for Jane Gillis. Gillis has located the information on Yale's mass deacidification project for the Serial Set and will be sending that out via e-mail.

MAGERT: Not present.

PARS: Not present.

Internet Site Manager's Report:

Larkin reported that the site is functioning without problem. Sleeman asked if the error in the address could be corrected. Larkin will look into it. Imholtz and Larkin will communicate to assure that any updates to from the Serial Set Sub-Committee are added to the site.

Serial Set Sub-Committee Report:

Imholtz reported on progress made in researching the distribution pattern of early Serial Set volumes and elaborated on plans to distribute this information in *DttP* and/or on the REGP Internet site. Imholtz also discussed some unique discoveries regarding the American State Papers that she thinks might be something that the Sub-Committee could pursue once the current projects have been completed. The full minutes of the Sub-Committee will be available on the REGP Internet Site.

OLD BUSINESS

1) PARS/REGP program for PLA. Palen did not have a report. Sleeman will communicate with the PARS Representative (Winston Atkins) and ensure that

Palen and Atkins meet to discuss the program. [Sleeman met with Atkins immediately following the REGP Meeting. Atkins indicated that PARS is still very interested in this project]

2) Internet bibliography. Barnum reported that the updates are complete and that he is working with a colleague to update the coding. The files will be forwarded to Larkin to be added to the site. Sleeman asked about continuing the bibliography as a Sub-Committee of REGP. Barnum indicated that he will be going off of the REGP Committee this year and did not think that creating a Sub-Committee would be a problem. Sleeman recommended to the in-coming Chair that he pursue this.

3) 2001 Pre-Conference. Imholtz indicated that the program Committee will meet on Monday. Imholtz did share w/the Committee the speakers and the topics planned for the program, which will now be a full day session (i.e. six hours). Sleeman asked if they had considered publishing the presentations in *DttP* or as a separate publication. Imholtz will take that up with the Program Committee.

4) Serial Set Internet Site. Imholtz for Donna Koepp. Provided handouts of several draft versions of different screens from the main inventory portion of the site. Explained some of the content that CIS is providing to the project. Explained how he and Koepp hope that the site will work with the planned inventory. It is planned that the inventory will provide the basis for a virtual union list of hard copy holdings of the U.S. Serial Set, 1817-1969. Larkin asked about linking from the official REGP Internet site. Wallace suggested that once the site is up and running REGP and GODORT prepare a letter of thanks for CIS for all of their support of this project.

5) Discussed Barbara Ruth Campbell's article on value and theft rates of the Serial Set.

NEW BUSINESS

1) Discussed issues surrounding the binding of the 105th Congressional materials (Serial Set). It was agreed to explore a clearinghouse for recommended practices and possible exchange of missing reports.

2) Barnum updated the Committee on the status of the appropriations for GPO.

3) Sleeman introduced David Larkin as the new Chair for 2000/2001.

4) Cathy Hartman discussed the meeting held on Friday evening (7/7) to form an ad-hoc committee to create a clearinghouse for digitization projects dealing with government documents. Hartman indicated that Ann Miller, in-coming Chair of GODORT, may introduce a resolution to that effect at Second Steering.

5) Imholtz thanked Sleeman for his leadership of the REGP Committee over the past two years.

PROGRAM PORTION

August Imholtz gave a brief presentation of some of his findings on bibliographic problems relating to the Serial Set and the American State Papers. Discussed the background of the various speakers and topics planned for the 2001 Pre-Conference in San Francisco.

Meeting adjourned at 12:10

Web Managers
Wyndham, Salon C
July 9, 2000, 8-9 a.m.
Andrea Sevetson, Coordinator
Sherry DeDecker, Recorder

Present: Carol Ann Borchert, Debora Cheney, Gayle Christian, Sherry DeDecker, Eric Forte, Joyce Lindstrom, Ann Miller, Sandra Peterson, Debbi Schaubman, Andrea Sevetson, Helen Sheehy, Bill Sudduth,

Meeting began at 8:10 a.m.

I Announcements:

Sevetson asked all to tell her if minutes were loaded on to Committee and Task Force sites so that she could pursue formatted versions with Chairs/Recorders. She also reminded people that the Directory would soon be changing.

Miller announced there is an ALA Website Advisory Committee and Larry Miller (from the Intellectual Freedom Round Table) is the Round Tables representative,

II Review of Documents:

1) The "Evolving Policies" document was reviewed and a few additions were suggested. Schaubman asked about ADA compliance. Further discussion resulted in Sandy Peterson offering to share the recently developed Yale Guidelines via the reflector. There was also a discussion of the "Bobby" software.

Sevetson mentioned that her goal for the "Evolving Policies" document [covering Task Force/Committee homepages Guidelines, GODORT Schedule, Archiving, Smooth transfer of Committee and Task Force Web Sites, and GODORT Committee/Task Force Web Manager Responsibilities at <<http://www.lib.berkeley.edu/GODORT/web/draftppm.html>>] was to have is approved by the group to be part of the GODORT *Policies and Procedures Manual (PPM)* at Midwinter 2001. Then the Publications Committee could review it at the Annual Conference and it could go into the PPM at that point.

2) GODORT Created Resources - the group endorsed the *GODORT Created Resources* page. Sevetson asked members to share feedback and different ideas for organization. Sevetson said she would put it up after the conference.

III GODORT Homepage Review-

The group reviewed the homepage and had several suggestions to facilitate organization.

1- that the "Resolutions and Publications" become "Resources and Publications." 2- the Ad Hoc Committee on Organization page should be linked to from the Bylaws and Organization Committee page.

IV Review of Website Administrator job-

The group discussed the Website Administrator job description from 1998 and had several suggestions to update it for the 2001 recruitment. Debora Cheney will add these, and solicit input from the group for the recruitment process.