

American Library Association
Government Documents Round Table
Minutes

Midwinter Meeting
January 14-18, 2000

San Antonio, TX

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Steering Committee, First Meeting
Friday, January 14, 2000, 2:00-3:00 p.m.
Convention Center 214D, San Antonio, Texas
Larry Romans, Chair
Rhonda Marker, Secretary

Welcome and introductions. Chair Larry Romans called the meeting to order at 2:05 p.m. He asked Steering Committee members and other attendees to introduce themselves.

Adoption of the agenda. The agenda was adopted as printed.

Adoption of the minutes. The minutes of the first and second steering committee meetings of the 1999 Annual Conference, including the Reflector minutes, were approved with the following correction: The list of names of people who volunteered to work at the GODORT booth is incomplete. It should read as follows: Duncan Aldrich, Michael Aldrich, Becky Byrum, Georgia Chadwick, Michael Cotter, Sherry DeDecker, Christine Fletcher, Jan Goldsmith, Cathy Hartman, Cass Hartnett, Robin Haun-mohamed, Sue Hemp, Judy Horn, Kathy Jones, Erhard Konerding, Mary Mallory, Barb Mann, Rhonda Marker, Michele McKnelly, Jill Moriearty, Sandy Peterson, Aimee Piscitelli Quinn, Betsy Richmond, John Shuler, Tammy Stewart, Lynne Stuart, Bill Sudduth, Jan Swanbeck, Jill Vassilakos-Long, Joan S. Weeks, Janice Wolter. Thanks to all of you!

Announcements. We are using *Sturgis* as the parliamentary authority. Parliamentarian Linda Kopecky distributed Roberts-Sturgis translation sheets. Attendance sheets for committee and task force chairs were distributed. The chairs were reminded to send minutes to the secretary for the archives. The bin number and copy number for minutes to be copied were distributed to Steering Committee. Romans presented a commemorative gavel to Past Chair Kathy Tezla in recognition of her term as GODORT chair in 1998/1999.

Treasurer's report. Treasurer Tim Byrne distributed budget figures for current year-to-date, revised 1998/99, and the proposed 2000/01 budgets. He calculated that if no further revenues are found and if expenditures continue at their current level, GODORT will deplete its reserve this year. The Steering Committee proposed that the Executive Committee fashion a proposal to cut costs and enhance revenues. Romans will schedule such a

meeting during the Midwinter Meeting. Romans also suggested that each committee and task force discuss the budget situation and possible fund raising activities. Byrne announced that ALA has switched to a new financial system that is Y2K compatible, but that conversion slowed the release of current budget figures to ALA units.

Reports from task forces. The Federal Documents Task Force informal discussion on Saturday also has a special speaker from the Department of Energy, but the emphasis is that it is a discussion session, not a program.

Reports from committees. There were some printing peculiarities in the GODORT schedule that made it appear that some Monday sessions were on Sunday, and these were cleared up.

The Nominating Committee reported that one of the candidates for the Depository Library Council recommendation was not voted on by Steering over the Reflector. The Committee voted again on 8 candidates, instead of seven.

Appointments. Anthony Anderson was confirmed as the Federal Documents Task Force representative to the Publications Committee. Bernadine Abbott Hoduski was confirmed as the GODORT representative to the Freedom to Read Foundation for a second term.

New business. Romans asked Steering Committee members to give him suggestions to forward to the ALA task force on the ALA Core Values Draft Statement. Committee members in general agreed that the list should be more active, to make it more positive.

The meeting was adjourned at 2:58 p.m.

Steering Committee
Reflector Minutes
June 30, 1999-January 12, 2000
Rhonda Marker, Secretary

Approved Expenditures

Approved \$292.95 for 1000 sheets of letterhead; 1000 envelopes; 500 blank sheets; plus \$25 typesetting and \$20 for typesetting files.

Correspondence

Received correspondence from Robert Howes informing GODORT that the bid for funding for a proposed Union List of serial European official publications was not successful.

Reviewed appointment letter to the supervisors of committee appointees. This letter is in addition to the traditional letter that is sent to the appointees themselves.

Depository Library Council Nominations

Voted on the Depository Library Council (DLC) candidates who will be nominated by GODORT. The vote will be confirmed at First Steering.

Closing of National Technical Information Service

GODORT issued a response on August 29, 1999, to the proposed closing of the National Technical Information Service (NTIS), after Steering considered several versions on the Reflector. The final version is available at <http://www.library.vanderbilt.edu/central/staff/nitssumm.htm>

Draft ALA Core Values Statement

Agreed to briefly review this statement at Steering and consider it in full at the Business Meeting.

GPO and GODORT activities

As a result of concern about declining attendance at the FDTF meetings on Saturday and Sunday mornings, and because of the increasing success of GPO DLC meetings, proposed limiting GPO to a specific amount of time at the FDTF meetings on Saturday and Sunday mornings. The Superintendent of Documents was reported to be receptive to the idea.

Suggested having liaisons between GPO and specific GODORT committees. The Superintendent of Documents was reported to be receptive to the idea. GODORT committee chairs responded positively and made suggestions for individuals in GPO who would be appropriate liaisons to their committees.

ALA Housing and GODORT Hotel

The Membership Committee Chair advised how to reserve rooms through ALA Housing for the GODORT hotel at 2000 Midwinter.

GODORT conference and meeting schedules

Considerable discussion took place about the scheduling of GODORT committees and task forces. The Midwinter Meeting schedule was submitted by the deadline of October 29. The schedule for Annual Conference was proposed, taking into account many suggestions from Steering. GODORT Chair Larry Romans urged that the Saturday and Sunday morning and afternoon time periods be considered the "anchor" time periods and that Cataloging, Education, GITCO, and the task force meetings be considered "anchor" meetings for those time slots. The Cataloging Committee asked for further refinements in the schedule.

Updates to GODORT Web Page

The following additions to the web page were announced: Committee and Task Force directories for 1999-2000; Rare and Endangered Government Publications web site; transcripts of congressional hearings on the proposed closing of NTIS; 1999 Annual Conference minutes; International Documents Task Force home page; major revisions to the PPM; the GODORT 2000 Midwinter schedule.

Information Items

The GODORT Councilor forwarded numerous relevant messages from ALA Council and the Freedom to Read Foundation.

The Web Master verified that GODORT has a membership information brochure issued between 1992 and 1997.

Steering Committee, Second Meeting Tuesday, Jan. 18, 2000, 9:30 a.m.-12:30 p.m. Convention Center 211, San Antonio, Texas Larry Romans, Chair Rhonda Marker, Secretary

Welcome and introductions. Chair Larry Romans called the meeting to order at 9:39 a.m. He welcomed everyone, and asked Steering Committee members and other attendees to introduce themselves.

Approval of the agenda. The agenda was approved with one correction: Turn in attendance sheets to Gayle Christian, not Jill Vassilakos-Long.

Announcements. The *DttP* deadline for minutes and reports from the Midwinter Meeting is February 8.

Treasurer's report. At this meeting, we begin to plan for the 2001/2002 budget. Because major changes were made by the Executive Committee during the Midwinter Meeting to the budget for this year and next year, Treasurer Tim Byrne did not distribute a revised proposed budget for 2001/2002. In discussion, it was revealed that we are unaware of where the \$2000 donation from Jack Sulzer for the Continuing Education Fund Awards expenditure is reflected. Given the changes made by the Executive Committee, and the generous provisions for the IUT budget, Byrne expects that we will have money to cover expenditures.

Byrne attended an ALA Budget Analysis and Review Committee (BARC) meeting, at which it was suggested that GODORT create the position of treasurer-elect. Byrne moved that the Bylaws Committee bring a proposal for the treasurer-elect position. After discussion, he revised the motion to: Move that the Budget Committee explore the possibilities of the position of assistant treasurer, and make recommendations to the Steering Committee at Annual Conference 2000. The motion passed.

A meeting attendee asked that the money from Grace York's donation be identified in a future treasurer's report.

Action items from task forces.

Federal Documents Task Force. Coordinator Carolyn Kohler asked for confirmation that the GODORT chair's letter to the Census Bureau and CENSTATS went out. Romans asked the past chair to draw up a list of letters that were sent out, and he will also establish the practice of listing letters sent by the GODORT chair.

Kohler clarified that the letter to the Federal Librarians Round Table concerning establishing a liaison from GODORT should be sent from the GODORT chair to FLRT. Once that liaison is established, the FDTF chair should notify the PPM editor that their section will be revised.

Action items from committees.

Awards. Chair Cathy Hartman distributed a list of award winners to the Steering Committee. Once the award winners have been notified, the Awards chair will forward the names to the Membership Committee so that they can be included with the reception announcement on the GODORT web page.

Bylaws. Chair Bill Sudduth moved that the following proposed bylaws changes be approved by the Steering Committee and added to the GODORT ballot.

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** member 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 COMMITTEE
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 and Local 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 the 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 motion passed.

Education. Chair Sherry DeDecker did not have any action items, but reported that the Committee has selected four recipients for the Continuing Education Fund awards. These recipients are creating tutorials to be added to the Government Information and Depository Management Clearinghouse, and will each receive \$250.

Membership. Chair Jill Vassilakos-Long moved that GODORT send a deposit of \$200 to confirm the San Francisco Maritime Museum for the 2001 Annual Conference reception. The balance will be due ten days before the event. The motion passed.

Nominating. Chair Gayle Christian proposed the slate of candidates for office and moved the approval of the slate. The motion passed.

There was further discussion about whether the Nominating Committee meeting, or portions of it, should be closed when considering candidates for office.

Program. Chair Ann Miller moved that GODORT sponsor the following programs and preconferences at ALA Annual Conference 2001: a joint program with BRASS; a preconference on the Year 2000 Census (Thursday, all day); a preconference on using historical federal documents (Friday morning). The motion passed.

Publications. Chair Aimee Piscitelli Quinn notified Steering that the SLDTF representative to the Publications Committee has resigned, so there is a vacancy. The appointment runs through 2001.

New business.

With respect to a proposed committee to develop policies and procedures regarding the GODORT ALA Councilor and the GODORT Steering and Legislation Committees, Bylaws Chair Bill Sudduth moved that the GODORT Steering Committee establish a committee to perform the study approved in the GODORT business meeting of Monday, January 17, 2000. [Purpose:] The committee will perform actions requested by the motion passed at the GODORT Business Meeting of January 17, 2000 regarding the GODORT Councilor. The committee will present its recommendations at the First Steering Committee and the Business meeting at the Annual Conference in Chicago.

The purpose and composition of the committee was proposed. Chair-elect Ann Miller presided over the consideration of this motion. Discussion ensued about who should study, whether the Steering Committee as a whole, a committee appointed by Steering, or a committee appointed by the GODORT chair. The motion failed, 4 yes, 11 no (show of hands).

Romans proposed establishing a committee to fulfill the same charge as agreed at the Business Meeting. He suggested that the committee begin by sifting through what other divisions and round tables have done. The committee will put their findings on the reflector, and report alternatives for Steering to discuss on the reflector. Romans proposed that Bill Sleeman chair the committee and that anyone on Steering who volunteered will be a member of the committee. There were no objections from the Steering Committee. Romans charged the committee to have a proposal before the First Steering Committee meeting at Annual Conference 2000.

In other new business, there was interest in holding an orientation meeting for new officers and other members of GODORT to orient them to the policies and procedures prior to the Midwinter First Steering Committee meeting. Mary Martin was confirmed to chair a committee charged with looking into how to implement this idea. Vassilakos-Long and Quinn volunteered to work with Martin.

Jim Veatch asked the GODORT Chair to send a letter to Beth Baur's university and also to her family. Before her death this year, Beth was an important person to GODORT and to the state and local documents community. Veatch also asked the Awards Committee to consider the possibility of having an award named in her honor. It was noted that a card from GITCO was sent to her family by Barbara Levergood. Others have also sent cards.

The Awards Committee moved that the Steering Committee accept their selection of award winners. The motion passed.

The meeting adjourned at 11:17 a.m.

Business Meeting

Monday, January 17, 2000, 2:00-4:00 p.m.
Convention Center 217A, San Antonio, Texas
Larry Romans, Chair
Rhonda Marker, Secretary

Welcome and introductions. Chair Larry Romans called the meeting to order at 2:07 p.m. He introduced the GODORT Parliamentarian and the officers sitting at the head table.

Adoption of Agenda. Approval of the Minutes was added after Adoption of the Agenda. The Legislation Committee report was moved to follow the Treasurer's Report. The agenda was adopted as revised.

Approval of minutes. The minutes of the GODORT Business Meeting of Annual Conference 1999, as posted on the GODORT web site, were adopted as posted.

Announcements. The *DttP* deadline is February 8.

Treasurer's Report. Tim Byrne, Treasurer, reported a budget problem with *DttP*, specifically with missing issues, lost issues, and unpublished issues. The November budget report from ALA showed that there was a shortfall in *DttP* revenues, preconference registration fees, and grants and awards. They were only partially offset by increased royalties. The January revised budget showed much higher expenses for *DttP* for this year, and 1997/98 expenses that had not appeared on a budget report until this last year. Byrne has had to revise this year's budget figures and next year's proposed budget, which he did with the Executive Board. He reviewed each change line by line with the membership. Byrne moved the adoption of the GODORT budget for 2000/2001. Discussion centered on clarification of line items. The motion passed.

ALA Candidates. The GODORT membership heard from two candidates for ALA President.

Legislation Committee report. Kevin Reynolds, chair, moved the endorsement in principle of the Resolution on No-Fee Permanent Public Access to Scientific and Technical Information (STI)

Be it resolved that the American Library Association (ALA) urge that the clearinghouse functions of the National Technical Information

Service (NTIS) for the unclassified scientific and technical information (STI) remain centralized to facilitate use by researchers and business to promote technological advances and economic growth; and be it further

resolved that ALA urge the Congress to pass legislation to transfer these centralized NTIS clearinghouse functions for STI to an agency with responsibility for printing, procurement, and dissemination of all formats of government information as currently vested in the Government Printing Office (GPO); and be it further

resolved that the ALA urge Congress to require a systematic implementation plan supported by adequate funding to transfer the NTIS clearinghouse functions; and be it further

resolved that any implementation plan for the transfer of these clearinghouse functions from NTIS be developed with the full participation of the affected communities including the ALA, education, research, and publishing communities, the government agencies, Congressional representatives and others, as appropriate; and be it further

resolved that Congress provide sufficient annual appropriations to support the continuing NTIS clearinghouse functions; and be it further resolved that any plan should broaden and expand public access to STI by including these products, materials, and information through the Federal Depository Library Program (FDLP); and be it further

resolved that copies of this resolution be sent to appropriate members of Congress, the Comptroller General of the United States, the Chair of the National Commission on Libraries and Information Science (NCLIS), the Secretary of Commerce, the Director of NTIS, the Librarian of Congress, and the Public Printer.

The motion passed.

Reports from Task Forces.

Federal Documents Task Force. The Task Force had no action items.

International Documents Task Force. The Task Force had no action items. Coordinator James Church reported that the Task Force heard from Bernan Publishers that they are no longer the sole distributor of publications from the United Nations or other specialized agencies such as FAO.

State and Local Documents Task Force. The Task Force had no action items. Coordinator Mary

Martin announced that the State Depository Coordinators Conference is scheduled for May 11-12, for states east of the Mississippi River. The Task Force is looking for good speakers for this conference. Debbie Hollis is coordinating the conference. The Task Force is looking for volunteers to write the Notable Documents column and the *DttP* State and Local Government Documents News column. Volunteers should contact Mary Martin. The Task Force is sponsoring a program at 2000 Annual on Saturday from 2-4 p.m.

Reports from Committees.

Awards. The Committee had no action items. Chair Cathy Hartman reported that the Committee is making a preliminary investigation of possible new awards, including one which recognizes collaborative efforts and one which recognizes the need for hardware in depository libraries.

Budget. The Committee had no action items.

Bylaws. Chair Bill Sudduth reported that the Committee will bring two bylaws changes to be approved by ballot to the Steering Committee.

Cataloging. The Committee had no action items. Chair Nan Myers noted that a list of changed PURLs on GPO records will be posted monthly on GOVDOC-L. The lists will be archived at the Committee's web site.

Education. Chair Sherry DeDecker reported that the Continuing Education Fund Working Group will bring four proposals for tutorials to the Steering Committee. The topic of their program, to be held during the Committee's regularly scheduled time at Annual Conference, will be "Reaching Out and Handing Out: Successes and Pitfalls."

Government Information Technology. The Committee had no action items. Chair Doralyn Edwards reported that Judy Russell, deputy director of NCLIS, spoke with the Committee about the possible role of GITCO in standards setting.

Membership. Chair Jill Vassilakos-Long brought a proposal for GODORT housing to the membership. The Committee proposed that GODORT reserve a block of hotel rooms through ALA Housing for the Midwinter Meeting by the end of August, and for the Annual Conference before Thanksgiving. GODORT would receive complimentary rooms at whatever rate ALA receives them, but only for rooms for which GODORT members specified that they were GODORT members as they registered through ALA. The complimentary room nights would be cumulative over the entire stay. For instance, if GODORT members booked 150 nights

over the course of the conference, and the contract that the hotel has with ALA specified one room per 50 rooms booked, then GODORT would get three free hotel nights. GODORT would lose any rooms that have not been booked 45 days before the conference. The cancellation policy will be the cancellation policy of the hotel. Vassilakos-Long moved that GODORT reserve a block of 110 rooms at the House of Blues Hotel in Chicago. The motion passed.

Vassilakos-Long advised members to reserve their rooms through ALA Housing, identifying themselves as GODORT members, by a specified date to be published later.

Nominating. Chair Gayle Christian reported the Depository Library Council nominees from GODORT to ALA Executive Council. They are: Jerome "Jerry" Frobom, University of Nebraska-Lincoln; Cathy Hartman, University of North Texas; Dena Hutto, Reed College; Roberta Palen, Chicago Public Library; John A. Stevenson, University of Delaware. The slate of GODORT officers will be presented to the Steering Committee.

Program. Chair Ann Miller will have two preconferences and a program proposal for Annual Conference 2001 to present to the Steering Committee. The program is a joint program with BRASS with subject specialists, tentatively titled "marketing.gov" [Marketing - dot - Gov]. One of the preconferences is a joint venture between FDTF and MAGERT on the 2000 Census (Thursday, all day). The other preconference, also from FDTF, is on using historical federal documents (Friday morning). The Annual Conference 2000 programs are from the SLDTF and the IDTF.

Publications. The Committee had no action items. Chair Aimee Piscitelli-Quinn thanked Jill Moriearty for her considerable efforts to get *DttP* back on track and mending fences with vendors and advertisers.

Rare & Endangered Government Publications. The Committee had no action items.

Reports from Liaisons.

Association of Public Data Users (APDU). Julie Wallace, GODORT Liaison, explained the APDU position on the NTIS issue. ADPU is concerned about the data files, such as data bases on 9-track tape, and permanent access to that data. They would like to see NTIS comply with the law that these tapes go to the National Archives and Records Administration.

Committee on Cataloging: Description and Access (CC:DA). Aimee Quinn, GODORT Liaison, reported that CC:DA had a very long meeting this

conference (nine hours). There are changes in cataloging maps. CC:DA and MARBI are sponsoring a preconference on metadata, including the impact of government information. IFLA will be in Boston in August 2001.

Freedom to Read Foundation(FTRF). Bernadine Abbott Hoduski, GODORT Liaison, reported that she has met with the director of FTRF concerning reduced dues.

IFLA. Helen Sheehy, GODORT Liaison, submitted a written report, which was distributed.

Unfinished Business. There was no unfinished business.

New Business.

Core Values Task Force Draft Statement. There was some discussion of the draft.

Silent Auction. It has been proposed that GODORT hold a silent auction of arts, crafts, and services. It will be held Saturday, Sunday, and Monday until noon at the Annual Conference. Sandy Peterson is coordinating it. She asked GODORT members to donate goods and services to the auction. Funds raised will benefit the scholarship fund.

GODORT Councilor. It was moved and seconded that the GODORT Legislation Committee develop guidelines by the end of Annual Conference 2000 articulating the process and procedures for advising the GODORT Councilor on GODORT issues. It was further moved that the role of the GODORT Legislation Committee and the GODORT Councilor be clearly defined. The expected outcome is clear procedures on consultation for the Councilor concerning action on issues of interest to GODORT.

There was discussion about whether the *Policy and Procedures Manual* currently addresses this in enough depth, and about whether this task should go to the Bylaws Committee. It was moved and seconded to amend the original motion to strike "Legislation Committee" and substitute "Bylaws Committee" in the first instance, viz.: "... that the GODORT ~~Legislation~~ **Bylaws** Committee develop guidelines by the end of Annual Conference 2000 articulating the process and procedures for advising the GODORT Councilor on GODORT issues. It was further moved that the role of the GODORT Legislation Committee and the GODORT Councilor be clearly defined. The expected outcome is clear procedures on consultation for the Councilor concerning action on issues of interest to GODORT." There was further discussion about the Bylaws Committee charge and the appropriateness

of this work for that committee. The amendment failed.

There was discussion about the role of the Councilor, especially what our Councilor should take to ALA Council, and how the Councilor could react to specific issues raised at Council. There was also discussion about the role of the Steering Committee. It was moved and seconded to amend the motion to strike "Legislation Committee" and substitute "Steering Committee" in the first instance, viz.: "...that the GODORT ~~Legislation~~ **Steering** Committee develop guidelines by the end of Annual Conference 2000 articulating the process and procedures for advising the GODORT Councilor on GODORT issues. It was further moved that the role of the GODORT Legislation Committee and the GODORT Councilor be clearly defined. The expected outcome is clear procedures on consultation for the Councilor concerning action on issues of interest to GODORT." In the discussion about the role of the Steering Committee in setting procedures and shaping resolutions, it was moved and seconded to extend the meeting by ten minutes. The motion passed.

The Chair apologized to the Round Table for drafting a resolution to ALA Council without consulting the Steering Committee. He explained that he had asked the GODORT Councilor to enter the resolution to the ALA Council. That resolution is on the docket but has not yet been introduced to ALA Council. There was further discussion about the scheduling conflicts between the Steering Committee meetings and the ALA Legislation Committee meetings and the impediments this presents for membership input to the process. It was moved and seconded to extend the meeting for ten minutes or until business is closed, whichever comes first. That motion passed.

There was further discussion on the amendment and who should draw up these guidelines. The question was called. There was no further discussion on the amendment. The amendment passed.

There was no further discussion on the motion as amended. The motion, as amended, passed.

The meeting adjourned at 4:14 p.m.

**Federal Documents Task Force
Steering Committee Meeting
Menger, Ballroom C
Friday, Jan. 14, 2000, 3:00 p.m - 5:30 p.m.
Carolyn Kohler, Coordinator
Judy Solberg, Secretary**

Committee Members in attendance: Carolyn Kohler, Coordinator; Jill Moriearty, Coordinator-Elect; Judy Solberg, Secretary; Anthony Anderson, Webmaster; Sherry DeDecker, Education Committee Liaison; Eric Forte, GITCO Liaison; August Imholtz, Rare and Endangered Government Documents Committee Liaison; Cindi Wolff, Program Committee Liaison. Observers: Doralyn Edwards, Valerie Glenn, Cass Hartnett, Robin Haun-Mohamed, Charmaine Henriques, Satch Holmes, Ann Miller, Brian Rossman, Stephen Sexton.

The meeting was called to order at 3:10.

The proposed agenda was adopted.

The minutes from the annual meeting, 1999, New Orleans, were corrected. The report of the Education liaison was amended to include the fourth librarian receiving an award to create a web tutorial: Xiaodong Li for a Landview III tutorial. The minutes were approved as corrected.

The meeting opened with a brief discussion of liaisons and the schedule for appointing new liaisons.

Announcements: The schedule of FDTF activities for the conference was reviewed. The GPO update will be on Saturday and will include a special presentation on GPO's electronic collection efforts. A discussion session follows the update. The discussion session will begin with a short presentation by Judy Gilmore from DOE about PubSCIENCE. An informal discussion facilitated by Coordinator-Elect Jill Moriearty will follow.

On Sunday morning the Federal Agency Update session includes speakers from GPO, Census, Economic Census and EPA.

The Census Bureau mailed 3 boxes of handouts needed for their presentation to Carolyn's hotel. Jill volunteered to help move the boxes to the convention center and Cindi will help unpack the handouts.

Anyone interested in serving on the panel for Notable Documents should see Carolyn.

Old Business: No one was certain about the current status of the letter thanking Census for providing free and no password access to Censtats. Cindi Wolff will check and report back

The liaison to FLIRT position may be open (In the past FLIRT meetings often conflicted with FDTF.) Cindi Wolff will check to see if there is a current FLIRT liaison.

FDTF needs clarification on procedures for appointing liaisons. It was suggested this be brought up at GODORT Steering Committee meeting

Cass Hartnett has volunteered to coordinate the Agency Liaison Program. She said the guidelines for the program are posted on the web page. Kevin Reynolds, the previous coordinator, will send materials to Cass. Cindi Wolff also has files that she will forward to Cass.

Cass plans to promote the program to let more people know about it. She has a list of volunteers. She hopes to develop some talking points around some issues that liaisons could use to begin conversations with agencies. There needs to be a way for liaisons to report back on their discussions with agencies.

The group discussed the possibility of creating a newsletter. Some thought it would be efficient to do an e-mail newsletter, with the possibility of archiving the newsletter on the FDTF web page. It was recommended that new volunteers not be recruited until the program gets started. Cass will check with current volunteers to find out the current status of the liaison program. It was mentioned that Dan Barkley was the person who started the agency liaison program and that he might have some useful recommendations. Cindi Wolff suggested that if liaisons have trouble making a contact in the agency, they should check with the agency library.

A report on plans for the liaison program will be made at the Business meeting

The NTDB work group has not been active recently. There was a discussion on whether NTDB is still an issue. It was reported that the new version of NTDB will be using a version of adobe acrobat that is not free. If the work group is to continue, new people

will need to be appointed. It was suggested that someone try the new NTDB and respond to Ken Roger's message on Govdoc-L.

It was decided to refer the NTDB issue to GITCO. Eric Forte, the liaison, was asked to take this issue to the GITCO meeting. FDTF will eliminate the NTDB work group. A note needs to be sent to Andrea Severson to remove it from the Policies and Procedures Manual.

For the Reciprocal Links Project it was reported that GPO has added links to depository libraries with web pages. A letter is being drafted to congresspersons asking them to add links to depository libraries in their congressional districts.

There was a brief discussion of web preservation as it relates to changing political administration. There is not enough time to do much before the next election. It was recommended that this issue be referred to the Rare and Endangered Government Documents Committee.

It was reported that Indiana is loading depository floppy discs on a server for ftp access.

New Business: Future program possibilities were discussed. Cindi Wolff recommended either an annual program or a pre-conference on finding historical documents and historical government information.

Ann Miller mentioned the possibility of co-sponsoring a program with BRASS. The following list of possible topics were distributed via e-mail prior to the conference:

- Company information in documents:
Breaking the myth
- Procurement
- International trade
- Marketing sources in documents
- Beyond the walls: Finding government experts
- Working with each other:
Business/Documents relationships
- Census 2000 and other population sources
- Economic Census
- Agriculture: the neglected business
- Commodities trading: What the regulators do and have
- Economic indicators: Where and uses
- Real estate and construction sources

Ann Miller suggested the possibility of FDTF sponsoring a pre-conference with MAGERT in 2001 that would cover some aspects of the Census.

Cindi Wolff moved that FDTF work with MAGERT on a Census pre-conference in 2001. The motion was seconded by Cass Hartnett. It passed.

Discussion then turned to whether the session on historical sources should be a program or a pre-conference.

It was decided to discuss this at the business meeting.

The consensus of the Steering Committee was to do two pre-conferences in 2001.

Mary Mallory was not present to discuss the issue of depository library public relations. Carolyn mentioned that she had library school students do a project to review promotion activities for depository libraries.

The possibility of forming an advisory committee to work with Anthony on the FDTF web page was discussed. Carolyn mentioned there were work flow issues concerning how things get on the web page and who authorizes material for the web. Anyone who wants to volunteer can see Carolyn

It was mentioned that GODORT Web managers will be meeting at this conference to write guidelines. It was suggested we should wait for the guidelines. It was decided to table discussion about the advisory group until Anthony reports.

Carolyn suggested we table the general discussion of conference scheduling on the agenda. She did ask for comments on scheduling steering on Friday afternoon. The general consensus was that the Friday time worked well.

Other Business: Cindi Wolff mentioned that the CIS Bibliographic corrections were not made in *Statistical Universe* database. August Imholtz recommended speaking with Diane Smith of CIS.

Cindi also mentioned that the GPO Biennial report to Congress will be distributed to libraries only in electronic format. It was uncertain whether this would be a problem for some depository libraries.

Cindi also mentioned the Dec. 1999 issue of *American Libraries* included a small notice about a NRC report on digitization. Cindi recommends we look into this.

The meeting was adjourned at 5:30.

**Federal Documents Task Force
Business Meeting
Convention Center, 212A
Monday, Jan. 17 2000, 8:00-9:00 a.m.
Carolyn Kohler, Coordinator
Judy Solberg, Secretary**

The meeting was called to order at 8 a.m.

The proposed agenda was adopted.

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

The chair announced that four liaisons to GODORT committees come open in July. They are: Cataloging, GITCO, Education, and Legislation. Jill Moriearty, Coordinator-Elect will make the liaison appointments.

Reports from FDTF Liaisons:

Cataloging: Tim Byrne reported that a cataloging tool box and shelf listing software will be added to the Cataloging Committee's home page. In addition a GPO PURL alert service is being created. Tim Byrne will be creating a list of PURLS that have been updated, sorting the list by item number and uploading the list to the Committee's home page.

Education: Sherry DeDecker reported that work on the Government Information Depository Management Clearinghouse is going well. Four more tutorials have been funded. A program entitled "Reaching Out and Handing Out" is being planned. It will focus on using various search engines, as well as highlighting the handout exchange program.

GITCO: Eric Forte reported that the CD-Rom documentation project is progressing. There will be a short program at Annual on the project. GITCO will look at the new version of NTDB, as requested by FDTF. Judy Russell, of NCLIS, spoke with the committee about the Report on the Assessment of Electronic Government Information Products.

GITCO has offered to assist NCLIS by providing feedback to NCLIS and identifying other GODORT committees that would be able to assist NCLIS.

Legislation: Geoff Swindells reported that the Legislation Committee will be reviving NAN to alert GODORT members to pending legislation. The Committee has been reviewing the NTIS situation and it supports retaining the clearinghouse function, and making the material available to the FDLP. The Committee believes that GPO's experience and expertise makes them a likely candidate to take on these two functions. A resolution will be introduced at ALA Council.

Program: Cindi Wolff reported that there will be a joint program co-sponsored with BRASS at the Chicago meeting that will focus on marketing sources in documents. Two preconferences are being planned for 2001. One on the Census will be co-sponsored with MAGERT and the second will focus on resources for locating historical documents.

Publications: Anthony Anderson had no report as the Publications Committee had not yet met.

Rare and Endangered Government Publications: August Imholtz submitted a written report prior to the meeting. The Committee's website has moved to <http://www.tamu-commerce.edu/library/dlarkin/rgep.htm>. A Serial Set website is being developed which will provide a union list of Serial Set holdings.

Old Business: The status of the letter written to the Census Bureau regarding Censtats is unknown. Cindi noted that the letter was given to Kathy Tezla, past GODORT chair. She will check to insure that the letter was sent.

Currently there is a liaison from FLIRT to GODORT, but not one from GODORT to FLIRT. Carolyn and Cindi will draft bylaws recommendation to allow for the appointment of a GODORT liaison to FLIRT. Task Force Liaisons just need approval from steering. Cindi Wolff is interested in serving as liaison to FLIRT.

The Agency Liaison Program is being revitalized by Cass Hartnett, She is reviewing guidelines and checking with former volunteers to see who is still interested. Anyone interested in being involved with this program should contact Cass at cass@u.washington.edu or (206) 685-3130.

Carolyn volunteered the Agency Liaison Program to participate with NCLIS to educate agencies about issues related to electronic information and permanent public access.

The NTDB work group was disbanded by the FDTF Steering Committee. Carolyn checked the PPM and it was not included. GITCO has taken on the task of reviewing the revised NTDB.

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. GPO has collected URLs and added them to their directory, so that part of the project has been completed. A draft of a model letter for librarians to send to their member of Congress will be sent out on GOVDOC-L. One suggestion was to create an honor roll of those Congressional members who add links.

It was suggested that the Reciprocal Links Project be combined with a new Depository Library Public Relations work group. GPO has a new person working on reviewing promotional materials. A library school project done at University of Iowa pulled together many ideas on marketing the government documents unit. Sherry DeDecker announced that one of the new tutorials will be on marketing documents through displays. The possibility of creating a web page was suggested. It was noted that 2000 census will provide many promotional opportunities. It was agreed to create one work group to possibly be chaired by Mary Mallory. Anyone interested in working with this group should contact Carolyn Kohler at carolyn-kohler@uiowa.edu or (319) 335-5925.

It is too late to do anything except consciousness raising about Web preservation prior to the upcoming elections. LC 's American Memory will be preserving the White House and candidates pages.

New Business: The Legislative Committee will be working on the NTIS issue and it will be discussed at the GODORT business meeting.

Anyone interested in working on the 2001 preconferences should contact Cindi Wolff cwolf@lsu.edu or (225) 388-4019.

There was a brief discussion of conference scheduling. The group agreed that they thought separating GPO and the agency update worked well. It was agreed that it was good to have discussion group session right after the GPO update.

The current schedule for annual has the business meeting following the GPO update and the discussion session following the agency update. The group thought that the business meeting should be after all of the scheduled events. Carolyn will adjust the schedule.

The Steering Committee tabled web page review discussion. Anthony Anderson reported that the Web Managers met on Sunday. Most of the discussion focused on aesthetics. Anthony would appreciate having someone review the web page. Carolyn would like to have an advisory group. It was agreed that the FDTF Executive Committee would serve as the web advisory group.

The meeting was adjourned at 9 a.m.

**International Documents Task Force
ALA Midwinter Meeting Minutes
Saturday, January 15, 2000
2:00 PM – 4:00 PM
Sumner Suites, King William I, II
Jim Church, IDTF Coordinator
Jeanne Fong, Secretary.**

- **Approval of Minutes of the 1999 Annual Conference**

The minutes were approved.

- **Announcements**

Andrea Morrison reported that the grant proposal submitted by the University of Sussex last year to create an online union list of serial official publications of European countries was denied. The university is going to reapply for funding. They are seeking permission again from GODORT to use contents description notes from the 2nd edition of the Official Guide.

- **Reports from IDTF Liaisons**

IFLA: Helen Sheehy

Andrea Sevetson reported on behalf of Helen Sheehy, who was unable to attend the conference.

Helen's written report will be reproduced for the GODORT Business Meeting.

Cataloging: Kathleen Jones

The GODORT Cataloging Committee wants international documents added to the Toolbox. Members are asked to send Kathleen any feedback.

Education: Angela Bonnell

Jim Church reported on behalf of Angela Bonnell. The committee received six proposals for tutorials for the Government Information and Depository Management Clearinghouse. Andrea Morrison said this is the last year for funding Clearinghouse tutorials.

Legislation: Bert Chapman

The committee is working on the NTIS closure, protective database legislation, community right-to-know legislation and other issues.

GITCO: Barb Mann

The committee is making progress on the CDROM documentation project.

Program: Wen-Hua Ren

The IDTF/GODORT program "International Statistical Data: Sources, Issues, and Trends" is scheduled for the annual conference. "City on the Hill: Building the Urban Information System for the Next Century" and a program on the 2000 Census are proposed for 2001. Details are on the Program Committee Web page.

Publications: Andrea Morrison

The *DTP* budget deficit is a concern; there will be more discussion at the GODORT Business Meeting. Future agenda topics for the committee include the idea of establishing an editorial review board and doing more Web publishing.

Rare & Endangered: Sam Dunlap

Jim Church reported on behalf of Sam Dunlap. The focus continues on the U.S. Serial Set.

WESS: Sam Dunlap

WESS is one of the co-sponsors of the annual program.

ALA IRC: Rosemary Little

The committee discussed the arrest in Beijing of the Chinese librarian from Dickenson College, and what possible course of action could be taken in response. An article about the arrest appeared in the

January 13 "New York Times." More information will be gathered and discussion resumed at the annual meeting.

• **IDTF Web Pages: Debi Schaubman**

The Web oversight group is discussing the possible audience(s) for the IDTF Web page, and the implications of how that determines content. It is likely that the Web page will include IDTF created Web content as well as links to sites developed by organizations and individuals who may not be international documents librarians. They also talked generally about ADA compliance, value-added features, use of metadata, and ideas for future content. The committee believes the Web administrator should have a rotated position, appointed for a two year term. This would mean that the Web would continue to reside at UC San Diego for a while longer.

• **IDTF Program for Annual 2000: Jim Church**

The IDTF/GODORT program "International Statistical Data: Sources and Trends for the New Millennium" is scheduled for July 10, from 9:30 AM – 12:00 noon. The program will feature a panel composed of Heather McMullen (Harvard University); Bobray Bordelon (Princeton University); Jacqueline LeBlanc (Statistics Canada) and Elizabeth Chapman (Oxford University). Co-sponsors are the International Association of Social Science Information Service and Technology, the Western European Specialists Section, and the Business Reference and Services Section.

• **Agency Liaison Program: Marian Shaaban**

The list of agency liaison and the program guidelines are on the Web. The OECD Liaison Report and the Report of the External Evaluation Committee on the IMF's Economic Research Activities were distributed.

Liaisons for ILO and Readex are needed. Chuck Eckman reported that the WTO has republished its 1994 Uruguay Round with Cambridge University Press.

• **Old Business**

Jim Church learned that with the exception of four titles, UN ESCAP had stopped automatically sending publications to the UN depository libraries. ESCAP attributes this to a lack of funds to continue supporting worldwide distribution of its

publications. Libraries may still obtain ESCAP publications by ordering them from UN ESCAP, if they are willing to pay for shipping and handling, or from the UN Sales Office. Jim asked for volunteers interested in working with him to draft a letter of response to ESCAP for review at the annual conference. Chuck Eckman, Catherine Shreve and David Griffiths volunteered.

- **New Business**

UNDP National Human Development Reports: Marian Shaaban

Marian described the value of the National Human Development Reports but spoke of the great difficulties in obtaining them. UN Publications representative Gundega Trumkalne acknowledged the problems, and said her unit was working on them.

Archiving and Cataloging of Full-Text Internet Documents: Catherine Shreve

Catherine asked what other libraries are doing to archive full-text Internet documents. CIC at Indiana University has the Floppy Disk Project for U.S. depository material, which is publicly available. The WTO, UNESCO, FAO and parts of the UN have begun archiving their documents. Volunteers were sought for a small group who will create a survey that can be sent to IGOs to query them on their current and future plans for archiving.

GODORT Cataloging Toolbox for International Documents: Kathy Jones

Tabled due to lack of time.

- **Reports from Vendors**

OECD: Matt Borsius

The OECD will soon make all of its publications available online with the new product "SourceOECD." "SourceOECD" comes in four parts: SourceOECD-Studies, SourceOECD-Periodicals, SourceOECD-Statistics and SourceOECD-Acts. The first two will be out this year; Periodicals in 2001.

United Nations Publications: Gundega Trumkalne

The "UN Treaty Collection" Web site is available free for testing until March 1, after which it will be offered only by subscription. Access will be by

password or IP address. Subscription details are on the Web.

Readex: Peter VanLeeuwen

Indexing is completed for 1956-1960. Indexing for 1951-1955 will be done by December 2000. AccessUN is adding more full-text documents for the years from 1991 on. The database is 10% full-text; Readex wants to increase that to 20%.

CRL: Pat Finney

Pat gave an update on the Foreign Official Gazettes project. Unique hard copy and negative microfilm from the New York Public Library collection are completed for countries A-T. NYPL recently decided to stop deaccessioning its microfilm, and instead, retain them all.

Bernan/Unipub: Don Hagen

Don Hagen briefed IDTF on Bernan/Unipub's newest titles. He clarified to the group that Bernan is not comprehensively distributing UN and UN umbrella agency publications.

Norman Ross Publishing/EU Official Journal: Norman Ross

Norman Ross began publishing the European Union's OJ in January 2000. It also has all of the OJ backfiles. It has begun filming all of the Human Rights Watch publications in all languages, including some that were previously unavailable in the U.S.

The meeting adjourned was at 4:00 pm.

**State and Local Documents Task Force
January 16, 2000, 2:00-4:00 p.m.**

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

Present: Mary Martin, Coordinator; Dena Hutto, Coordinator Elect, Nan Myers, Secretary; Duncan Aldrich (liaison to Legislation), Rebecca Culbertson (liaison to Cataloging), Jim Church (liaison to IDTF), Nancy Kolenbrander (liaison to Program), Kate Holvoet (liaison to Education).

Additional attendees: Penny Kyker, Stephen Patrick, Atifa Rawan, Bruce Pencek, Shawn Nicholson, Andrew Johnson, Linda Johnson, Roberta Palen, Louise Treff-Gangler, Bill Sudduth, Patricia Finney,

Edward Malone, Gayle Christian, Barbara Ceizler-Silver.

Introductions and Announcements: Coordinator Mary Martin called the meeting to order and asked that attendees introduce themselves. She announced that the Nominations Committee is still taking names for those interested in running for offices.

Approval of Minutes: ALA 1999 Annual Minutes of June 26 were approved as published in *DttP*.

GODORT Committee Liaison Reports:

1. Legislation (Duncan Aldrich): The report focused on the question of the potential closure of NTIS and the future for their agency functions. Legislation Committee in conjunction with Government Information Subcommittee of ALA is drafting a resolution that recommends that the NTIS Clearinghouse functions be moved in total, with GPO being the most likely recipient. SLDTF members recommended that additional consideration be given to the issues of the pilot imaging projects and the *World News Connection* in the resolution.
2. Cataloging (Rebecca Culbertson): The Cataloging Committee discussed the addition of a section for check-in software to their "Toolbox for Processing and Cataloging Federal Documents," development of a list of changes to PURLS in GPO records which will be posted monthly, and whether item numbers and SuDoc numbers should be retained in records for online resources.
3. IDTF (Jim Church): Jim announced the program at ALA Annual 2000 sponsored by IDTF: "International Statistical Data: Trends and Sources for the New Millennium." He stated that Bernan is no longer a distributor of United Nations documents; to date no other publisher has picked this up.
4. Program (Nancy Kolenbrander): Announced that the second program for ALA Annual 2000 is "City on the Hill," which is sponsored by SLDTF. A potential program proposal for 2001 is a joint GODORT program with BRASS on the use of census data for business and marketing purposes.
5. Education (Katherine Holvoet): Discussed a potential GODORT-FRFDS (LAMA) program concerning grant writing for federal grants, as well as the possibility of GODORT applying for federal grants.

Reports From SLDTF Committees and Working Groups:

1. Docs on Docs: No one was in attendance to report from that committee. Mary Martin stated that the decision on disposition of the collection is the only remaining issue in this committee's work, as the collection has been filmed by ERIC. She will contact the curator of the GODORT archive to determine whether this collection should be housed there. It is currently at UCLA.
2. Bibliography: The SLDTF Bibliography Group was disbanded as of June 1999, having completed the Bibliography, which will be posted to the Task Force webpage. At present, there are no plans for ongoing updates to the Bibliography. This will be on the agenda at Annual 2000.
3. Brochure: Yvonne Wilson had volunteered to coordinate review of the SLDTF brochure. As she was not at this meeting, Mary Martin will talk with the Publications Committee regarding this issue.

Old Business:

1. State Depository Coordinators Conference Update: The State Depository Coordinators Workshop will be held in May 2000 in Hartford, Connecticut. A report was given on ongoing planning efforts between Debbie Hollis, Margaret Lane, Ken Wiggins of COSLINE, Mary Redmond and Mary Martin to move this workshop forward. Fund raising efforts are continuing. To date, additional commitments have been made by COSLINE, CIS and UC/Boulder. Suggestions for speakers and topics should be forwarded to Debbie Hollis.
2. Report on Annual Program: A short program description for "A City on a Hill: Building Urban Information Systems for the Next Century," the SLDTF program at Annual 2000 was presented by Mary Martin.
3. CRL Report: Patricia Finney reported that the Center for Research Libraries has completed cataloging of pre-1950 documents for 12 states and the District of Columbia. In addition, the Sanborn Fire Insurance Maps for all states.

New Business:

1. *DttP* Column Editor: Mary Martin announced that SLDTF needs to recommend a new *DttP* column editor for state and local documents.

Mary Martin will contact Amy Quinn as Chair of Publications as to procedure.

2. LJ Notable State & Local Documents Column Editor: Barbara Ceizler-Silver announced that she is retiring and will relinquish editorship of the LB Notable State & Local Documents column in *Library Journal*. Mary Martin thanked her for her efforts. A new Notable State & Local Documents Column Editor will be appointed. There is a \$250 honorarium for this appointment. Regarding the position of Selector of Notable State & Local Documents (which is an advisory capacity to the editor), Barbara Ceizler-Silver stated that Sandy Weber would like to continue her role. Action on the item was tabled until Annual.
3. Liaison List: A discussion of the state and local affiliates/liasons list ensued. Bill Sudduth of the Membership Committee distinguished between a GODORT Affiliate and a GODORT Liaison. Mary Martin suggested that the SLDTF may wish to maintain a list of interested parties and it is important that the difference between affiliates and liaisons be clear. We will pursue establishing a working group to compile a Group of Liaisons at Annual.
4. REGP/PARS Program: A very brief discussion of REGP/PARS program indicated that there is interest on the part of the Task Force in this program on preservation of municipal documents. More information will be forwarded after the meeting of REGP tomorrow.
5. Web Coordinator's Meeting: Atifa Rawan, SLDTF Website Coordinator, reported on this morning's meeting of GODORT Web Page Coordinators. She asked that the SLDTF Coordinator convey to her a revised statement of purpose and descriptions of the working groups. Pending notification of the name of the new GODORT Archivist, Atifa will forward copies of documents over two years old to that person.

The meeting was adjourned at 4:05 p.m.

Awards Committee Meeting Hilton Palazzo del Rio, La Princesa B January 14, 2000 Cathy N. Hartman, Chair and Recorder

Attending the meeting were: George Barnum, Linda Kopecky, Rosemary Little, Dan Barkley, and Cathy Hartman.

Agenda:

Review Award Applications/Nominations
Plan the Awards Ceremony
Review the Awards Committee Web Pages
Preliminary Discussion of Possible New Award

Excellent nominations/applications were submitted for every GODORT award. With considerable discussion the committee reached consensus on all awards. Recipients' names will be presented to Steering at the final Steering Committee meeting. Public announcements will be made after all recipients and nominators have been notified of the decisions. For the Awards ceremony in Chicago, each committee member will be presenting one of the awards.

Sandy Peterson, former Chair of Awards, worked on the Awards Committee Web site during the past year. Many of the citations for former award recipients can now be read on the site, and a brief history of each person for whom each award is named has been prepared to add to the site. The Committee will now continue the work, adding photographs and completing the citations for former recipients. The Committee expressed appreciation for Sandy Peterson's contribution to the site.

The committee discussed a possible new award, suggested by George Barnum that would recognize cooperative or collaborative projects. After discussion in which members expressed interest in such an award, George Barnum agreed to investigate further and report back to the committee at Annual Conference.

In response to one of the applications received, Chuck Eckman suggested in his written comments that we investigate the possibility of a technology grant to depository libraries, based on need. Cathy Hartman will investigate further and report at Annual Conference.

**Bylaws and Organization Committee
Midwinter Meeting
January 14, 2000
4:30-5:30 PM
San Antonio Convention Center, Room 207
William Sudduth Chair and Recorder**

All committee members were present: Bill Sudduth (Chair), Sandy Peterson, Cheryl McCoy, and Ridley Kessler (recorder). Guests: Esther Crawford representing GITCO, Sherry DeDecker representing Education Committee.

Welcome and Introductions. Chairperson Sudduth called the meeting to order at 4:32 PM. Committee members introduced themselves and guests Sherry DeDecker and Esther Crawford were introduced. The following handouts were passed out to the attendees:

- Minutes for Annual Conference (New Orleans)
- GODORT Bylaws WEB Page
- Committee Meeting Agenda
- Proposed Bylaw changes for GITCO and Education Committee
- Chairperson's message to GODORT Reflector on GODORT Schedule

Minutes. The minutes for 1999 Annual Meeting in New Orleans (<http://www.sc.edu/library/godort/bymin99a.html>) were read and approved. There were no corrections or changes.

Announcements. Chairperson Sudduth announced that the committee had all agreed that they would prefer to meet on Friday afternoons (4:30-5:30) than Saturday mornings. The committee members affirmed this and all agreed that Bill should request that time slot for Annual.

Old Business: the Chairperson has reviewed the description for the Bylaws Committee in the GODORT Policy and Procedures Manual. Bill found that no changes needed to be made. The new manual is now available on the GODORT WEB site and the Bylaws WEB site.

There was general discussion about the GODORT Logo. Stephen Patrick did this originally. There is no patent or trademark on the logo and the discussion centered on the implications of this fact.

It was pointed out that several State Documents Groups who use GODORT in their title use our logo. Ridley Kessler pointed out that there is no longer any official connection for state organizations with GODORT. The committee decided that this matter needed to be referred to GODORT Steering.

New Business. Two bylaws changes were considered for the Education Committee and the Government Information Technology Committee (GITCO). Both committees wished to enlarge their memberships and make changes to their membership appointment procedure.

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 to the committee 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 the 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.

Both Esther Crawford (GITCO) and Sherry DeDecker (Education Committee) told the committee that their respective committees desired the change to help increase participation of GODORT members. Both of the committees have had numerous requests for committee appointments that the Bylaws do not allow them to fulfill.

The committee approved the requests and forwarded them to the Steering Committee with the recommendation that the vote on the changes be done by ballot. The chair will consult with the Nominating Committee about including the proposed changes on the GODORT ballot. The committee felt that a ballot vote was necessary because it is a membership issue and would allow more time for the chair-elect to make the additional appointments if the changes passed.

The committee also discussed scheduling issues and reviewed the new Bylaws and Organization WEB page

There being no further business the meeting was adjourned at 5:30 PM.

Cataloging Committee
San Antonio Convention Center, 214D
January 16, 2000, 8:00-11:00 a.m.
Nan Myers, Chair and Recorder

CORC Project Presentation

A presentation on OCLC's Cooperative Online Resource Cataloging (CORC) Project by Shirley Hyatt, Manager of OCLC's Project Services Department, preceded the Business Meeting from 8:00- 9:30 a.m. Her 40-minute presentation was followed by a question and answer session from the 30 attendees. There are now over 200 contributing libraries enrolled in CORC, with approximately two a day continuing to join. There is no minimum commitment of resources required by OCLC for enrollees and enrollment is free prior to July 2000. Integration with WorldCat is planned for March 2000 and OCLC will have CORC in full production by mid-2000.

CORC software harvests data from a website, enabling automatic record creation which is then edited by the contributor. Data can be recorded in Dublin core, MARC, and RDF/XML formats. In addition to providing bibliographic records, CORC offers pathfinder tools, portal page generation, link maintenance, updating, and authority control. Eventually, in addition to access, OCLC will consider functions for purchasing and borrowing items: a type of publication system. Libraries are asked to link to holdings if they desire bib notification when URLs or PURLs change. Ms. Hyatt announced a demo of their CORC pathfinder application on Monday, January 17 from 9:00-11:00 a.m. at the Holiday Inn Riverwalk, Tango 1&2.

Business Meeting

Committee members present: Nan Myers, Chair; Tim Byrne (liaison to FDTF), Rebecca Culbertson (liaison to SLDTF), Kathleen Jones (liaison to IDTF), John Stevenson, Carol Ann Borchert, David Griffiths (Intern). **Other attendees:** Tad Downing (GPO), Jim Noel (Marcive), Mary Martin, Sandy Peterson, Merleen Dibert, Rhonda Marker, Aimee Quinn, Andrea Morrison, Patsy Inonye, Joanne Donovan, Joanne Palko, Prucilla Williams, Joan Moffson, Andrea Severson, Smittie Bolner, Jan Swanbeck, Bill Sudduth, Jim Veatch.

Introductions and Informal Announcements:

Chair Nan Myers called the meeting to order at 9:30 a.m. Arlene Weible of the Nominations Committee stated that there are still positions available for next year's committees and offices. Let a member of the Nominations Committee know if you are interested in a specific position.

1.Approval of Minutes:

Minutes from the 1999 ALA Annual meeting were approved as printed in *DttP* and posted on the Cataloging Committee website.

2.Reports:

a. GPO Cataloging Branch (Tad Downing):

Highlights from the Cataloging Branch Update handout included: GPO has become a participant in the OCLC CORC project, which will enable them to evaluate the CORC software for future LPS applications. In addition, GPO has been asked by LC to participate in BIBCO, a project related to production of authority records. In spite of Y2K problems that minimally affected the Monthly Catalog production schedules, reports to LC Catalog Distribution Service are on time. By March 2000, the Serial Set Catalog for the 103rd Congress should be available.

b. CC:DA (Aimee Quinn): This advisory group to LC continues to work on the harmonization of AACR2 among 5 countries (U.S., Great Britain, Canada, New Zealand and Australia). They are also reviewing a proposal from MAGERT reexamining all cartographic cataloging and classes, discussing the use of "c" or "k" in the spelling of disc (or disk), creating records under the physical carrier of data (CD-ROM, computer file, etc.), and a report on seriality from Jean Hirons of LC. There is a separate meeting on the seriality issue on Monday, Jan. 17 from 8:00-11:00 a.m. Finally, Myers suggested to Downing that GPO might want a liaison member to CC:DA.

c. FDTF (Tim Byrne): Reviewed the FedDocs schedule, but otherwise no report.

d. IDTF (Kathy Jones): The issue of IDTF contributing a section to the Toolbox for Processing and Cataloging...Documents was tabled for lack of discussion time. IDTF will present a program at Annual on July 10 from 9:30- noon titled "International Statistical Data: Sources and Trends

for the New Millennium." They announced that Northwestern University is scanning two League of Nations' titles (Disarmament and Statistical Yearbook). These are 2/3 done, with a completion date of December 2000. The OECD is going to Internet orders. A Russian human development report will be available soon as a UN document.

e. SLDTF (Rebecca Culbertson): The plans for a State Documents Coordinator's Conference are still underway. SLDTF is sponsoring the other GODORT program at ALA Annual 2000: "City on a Hill." They will need to recruit a notable documents editor for LJ, as Barbara Ceizler-Silver is retiring.

f. Subcommittee to Revise Cataloging

Government Publications (Rhonda Marker):

Rhonda reported on her visit with the Publications Committee regarding the status of this book. Work done to date constitutes more of a new work than a revision. At this point, there will be options for a publisher.

3.Old Business:

a. Wrap Up of the CORC Presentation: There were no further comments or questions.

b. Committee Web Page: Webmaster John Stevenson attended the GODORT Web Managers Meeting and reported that our committee site is basically in compliance, but that he will review all standards and stylistic requirements.

c. Toolbox for Processing and Cataloging

Government Documents: Nan Myers thanked John Stevenson for his significant work on designing the Toolbox. John Stevenson suggested two new sections for the Toolbox: one for pre-software, such as Autodocs and DocAssist 2.0, which are used for checking in documents; and one for sources of replacement titles, to be placed in the collection management section. The Committee approved both additions. The observation was made that the Toolbox offers annotations of the sites listed, but in no way attempts to provide the type of tutorial offered by the Education Committee.

4.New Business:

a. PURL Alert System: After requests from the depository community for notification of changes to PURL data in the 856 field of records, and consulting with GPO Cataloging which could not

make this task a priority due to resource shortage, a subcommittee investigated the need. Tim Byrne introduced a system he has developed using his Innovative system to produce a list of change records from the Marcive tapes of monthly GPO Cataloging output. The December change file contained 270 records. Byrne plans to extract Item Number, SuDoc number, title, OCLC number and the 856 fields from each record. After discussion, the Committee decided to release the information monthly beginning in January 2000 using the Govdoc-List; and, then to warehouse the data on the Cataloging Committee's website. Byrne's staff will handle the task and forward the data to John Stevenson for the Toolbox.

b. As May Arise:

Discussion of whether item numbers and SuDoc numbers should continue to be assigned to records for electronic resources: This is a resource issue for GPO, but they are gathering data on the preferences of the documents community. Comments in support: SuDocs are valuable for corporate name and subject searching, both item and SuDoc numbers are needed for collection development, continuation is important for consistency with other records in online systems from vendors: record overlays, change records, etc. Concerns: Smaller libraries may prefer not to be surprised with the addition of unselected electronic titles in their catalogs resulting from item number assignments. They worry about user expectations and providing proper reference service. Andrea Severson from the Depository Library Council attended in an information-gathering role. Group consensus was that this may not be the right time for developing a separate system for logging and cataloging electronic resources. More evaluation is needed and there is still time for creative thinking on this issue.

Possible pre-conference for ALA 2001 related to Cataloging Government Documents or Cataloging Government Internet Resources: After a brief discussion, the topic was tabled until ALA Annual.

The meeting adjourned at 11:20 a.m.

**Education Committee
2000 Annual Meeting
San Antonio: Four Points Hotel, Taos Rm B
January 15, 2000, 2-4 p.m.
Sherry DeDecker, Chair
Angela Bonnell, Recorder**

Present:

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

Friends of the Committee Marilyn VonSeggern, Ann Roselle, Stephanie Atkins, Elizabeth Jackson, Jerry Frobom, Grace York

The meeting began at 2 p.m. The minutes of the June 27, 1999 annual meeting were approved.

Announcements

- Ann Miller has distributed volunteer forms for committee attendees. Anyone wishing to volunteer or run for an elected position should return forms to Sherry or Ann.
- Claire Hoffman volunteered to be liaison to the ALA Education Assembly.
- Announcements from GODORT Steering: GODORT has a large budget deficit due to *DTTP* publication. A resolution will be presented at the business meeting recommending transfer of NTIS functions to GPO.
- Bylaws committee has approved the change in Education Committee membership from eight to twelve. If Steering approves, it will be brought to the membership for approval. Change in the PPM would read:
h. Education Committee. This committee is composed of 12 members appointed to staggered two-year terms. Nine members shall be appointed by the GODORT Chair with approval of the Steering Committee, four members to be appointed during even years and 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.

Liaison Reports

FDTF: Sherry DeDecker

- Librarians should try out the new NTDB CD-Rom, as it requires using Adobe Pro (not available from the free download sites). The NTDB Work Group is disbanded: FDTF will recommend that GITCO consider looking at NTDB issues.
- FDTF is reviving the agency liaison program and will be looking for volunteers. Cass Hartnett will oversee the new program.

IDTF: Angela Bonnell

- The revised IDTF web page is now hosted at University of California, San Diego. Comments on revision are welcome.
- IDTF is sponsoring a program at ALA annual in Chicago entitled International Data: A Crash Course for the Non-Specialist.

SLDTF: Kate Holvoet

- As they are meeting on Sunday, Kate will email a report to S. DeDecker.

Continuing Business

Continuing Education Fund Working Group Web Proposals

Jack Sulzer's gift of \$2000 has funded four tutorials so far. Six other tutorials were submitted; all are great and would fill needed areas of the Clearinghouse. The CEF Group will meet this conference to decide on these remaining tutorials; there is not enough money left to fund them all, as it was agreed that each would be funded for \$250. L. Schankman suggested seeking federal grant money to help with the Clearinghouse.

- **Action:** S. DeDecker will ask GODORT Steering if seeking grants is possible.
- **Action:** S. DeDecker will ask those who have completed tutorials if they would approve sending them to the ERIC Clearinghouse, and will follow up with submission to ERIC.

Government Information and Depository Management Clearinghouse

- Each member of the committee reported on progress of their adopted sites. Many ideas were introduced and discussed. As links are updated, they will be sent to Sherry. **Action:** Participants will send revisions before ALA annual.
- Roselle asked if someone would be willing to take over the pages she maintains on library schools and government documents courses, discussion lists, and accessing and viewing various file formats. **Action:** C. Hoffman will look at pages, and let S. DeDecker and A. Roselle know if she will adopt these.

Handout Exchange

- S. DeDecker and G. York explained the relationship of the Exchange as an ongoing project of the Education Committee, and discussed linkages between the Clearinghouse and the Exchange.

New Business

MS Access Check-In System

- L. Schankman reported on the rationale for a universally adopted check-in system using MS Access. There are several programs in use. If MS Access was used for that system, the Education Committee could then educate users and publicize. The group discussed the need for a survey to assess the need for this type of system. It seems that this falls under the purview of GITCO. **Action:** S. DeDecker will ask GITCO if they are interested in pursuing this. If there is interest, L. Schankman will send a survey on govdoc-l to assess need/interest.

Program for ALA Annual in Chicago

- S. DeDecker solicited ideas for a program to be held during the Education committee business meeting at annual. The program would last approximately one hour, and would be advertised to all.
- The group decided to entitle the program: Reaching Out and Handing Out: Successes and Pitfalls. It would consist of a presentation of using the various documents search engines, and

information on using material in the Handout Exchange without violating copyright.

Action: S. DeDecker will ask for speakers.

Grace York has volunteered so far.

Action: D. Smith and K. Holvoet will create a lists of Dos and Donts for program attendees.

New Projects

- S. DeDecker sought ideas from the committee for new projects, in addition to the Clearinghouse The idea of working on an electronic Welcome Wagon for new documents librarians to use as a survival guide was suggested. Once completed, we will discuss publicity: J. Frobom volunteered to send out on regional-l, L. Schankman would find out if it could go out in depository boxes, C. Malone suggested targeting library schools.
Action: T. Karel will coordinate the project; members will send him suggestions.

The Committee adjourned at 4 p.m.

Government Information Technology Committee

**Holiday Inn Riverwalk, Tarantella 2
1/16/2000, 2-5:30 p.m.**

**Doralyn Edwards, Chair
Megan Fitch, Secretary**

Meeting called to order. Special thanks given to Barbara Levergood for her work and contributions as the prior chair of GITCO, as well as her continuing support.

Motion to approve minutes from 1999 Annual meeting in New Orleans made by Barb Mann, seconded by Brian Rossmann, passed by voice vote. Motion to approve agenda seconded and passed by voice vote.

Reports:

T.C Evans, GPO: DVD conversions continue to be a shifting target. PTO DVD's are forthcoming and will contain full-text and images. The PTO product was developed with a hardware benchmark of the Pioneer DVD-302 driver. It can read regular CD-ROMs as well as CD-R. The Electronic Code of Federal Regulations (ECFR) is to make its debut in the late spring early summer. ECFR will be a compendium of federal regulations, updated daily.

Other activities: working on metadata, researching how search engines index GPO Access pages.

Judy Russell, NCLIS: NCLIS is strategizing how to effectively follow up on their report and work with agencies to improve standardization of web information, archiving, and more. They are seeking feedback from stakeholder groups on where to go from here, how/whether to do another survey. NCLIS would like GITCO and GODORT to work with them on appropriate issues. Discussion identified Education, GITCO, Legislation, and the Federal Documents Agency Liaison Program as potential participants. Brian Rossmann and Barbara Levergood will lead a discussion on the listserv as to how best to proceed. Either Judy or Wendy Horton (whorton@nclis.gov) can be contacted.

Brian Rossmann, GODORT web group/GITCO website: The GITCO website is still housed at Rice: content still the same. The Web Group discussed standardization of metatags and titles, as well as the problem of pages on multiple servers and URLs changing for committee pages as membership changes. GITCO discussed these items within our committee context. The CD-ROM project pages at UNC will be transferred over to the main (for the moment) GITCO server at Rice.

Mary Mallory, Education Committee: The Continuing Education Fund Working Group held its last meeting and awarded funding to 4 of 6 projects submitted. The announcement will go out over GOVDOC-L shortly.

Bylaws: Bylaws approved expanding GITCO from nine to twelve members. Nine members will be appointed by the chair of GODORT: four in even years and three in odd years. The FDTF Coordinator and IDTF Coordinator will each appoint one member in even years, and the SLDTF Coordinator shall appoint one member in odd years. Additional clarifying language was added. GITCO approved the changes. These changes will be taken to GODORT Steering for a vote by the membership.

Task Force Reports:

Barb Mann, IDTF: web site revamped, formed sub-group on archiving full-text instruments. Publishers reported on new products. IDTF co-sponsoring international statistics program at annual.

Carrie Ottow, SLDTF: Met as same time as GITCO, no report. Agenda item is Annual program on university/local government information partnerships.

Eric Forte, FDTF: Update sessions heavy on technology, including demo of GPO permanent archive. The CIC group is undertaking a floppy disk conversion project: contents and software are being archived and put on a server.

Eric Forte, Steering: NTDB focus group is disbanding, GITCO is being asked to take over examination of new interface and the issues it presents. As part of later discussion it was decided Esther Crawford and Carrie Ottow would examine the CD-ROM and begin a GOVDOC-L discussion.

Rare and Endangered has not met yet: no report.

Cathy Hartman gave report on Government Information Web Page Template Project.

Robin Haun-Mohammed reported from GPO-attending PLA, great place to advertise template.

Mike Burrows and Lisa Jenkins spoke on the potential for e-books provided by the EPA being sent to depositories to disseminate offsite consequence analysis information for chemical disasters. Email input was solicited through the office's website: www.epa.gov/ceppo Much discussion ensued about this possibility. Stephen Woods agreed to facilitate a discussion on the GITCO listserv.

CD-ROM Documentation Project

Update from Carolyn Kohler: no hardware/software changes. As of 1/3/2000 there are 677 titles in the database. Records are updated. Requested CIC floppy project contribution receive more prominent recognition. The url for the project is: www.indiana.edu/~libgpd

Barbara Levergood requested working group handout files be sent to her for posting on the GITCO site.

Working Group 11: Four charges: 1) create content standards 2) Design data entry form 3) Determine which fields to take from pre-existing Iowa records 4) Develop an introductory page for the database. Handouts were circulated to flesh out the recommendations. Discussion ensued on a variety

of topics, including searchable fields. It was decided to add a field indicating whether the item was Y2K compliant, change the date field, and add a padded SuDocs number field. Recommendations made for front page changes.

Motion made and passed to extend meeting until 5:30.

Workgroup 12: Charge: 1) Divide up responsibility for managing the project 2) Draft agreements for various participants. Handouts outlined responsibilities of managing editors, regular editors, voluntary contributors. Discussed possibility of GPO providing basic bibliographic information. Draft agreements based in large part on the solicitation. Discussion ensued as to whom to recruit for managing editor. It was decided to target professional librarians rather than students or a library school. Potential model for continued GITCO involvement could be the relationship Education Committee has with the Handout Exchange.

Post Meeting Activities:

Workgroup 11: rewrite introductory language, add/modify fields, tweak. Aim for getting front end to database up and running before Annual, to assist with recruiting Managing Editor.

Workgroup 12: Clarify GITCO and Managing Editor responsibilities.

Overall tasks: get site up, recruit and select Managing Editor before Annual, help them get started.

Other: Discussions on NTDB, NCLIS, e-books on listserv and GOVDOC-L as appropriate. GITCO will have a program as part of its next meeting, at ALA annual in Chicago. It will comprise the first part of the GITCO meeting and include speakers from government agencies, as well as a presentation/demonstration of the CD-ROM Documentation Project. This part of the meeting will be followed by the business portion of the meeting. Barb Mann agreed work with Doralyn Edwards on the program portion of the meeting.

Barb Mann moved to adjourn the meeting, Barbara Levergood seconded, passed on voice vote.

Legislation Committee, Meeting I
Menger Hotel, Rm. 208,
January 14, 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. The Committee approved the minutes of the 1999 Annual Conference as distributed.

NAAN (National Action Alert Network)

The committee discussed the future of the NAAN. Michele McKnelly led a discussion about the work that has transpired on this issue. Some suggestions for continuing work included gathering information from state and regional depository library groups and starting an advocacy listserv. Any messages sent via the listserv should contain additional information about the issue and short, medium, and long sample letters that respondents can use to communicate with Congress. It is important to inform people that they do not need to be experts to talk with legislators. A few concerns were expressed for the continued existence of the NAAN in the electronic environment and the amount of work involved in its maintenance. Mary Alice Baish talked about her successes in starting an AALL grassroots program after she became dissatisfied with the lack of response from mass e-mails. She sent out a message to AALL members about a legislative alert listserv and told people they could join if they wished. The result was a small group of volunteers who are dedicated to working on legislative issues. It also was noted by Mary Alice Baish and others that people need to know this is not a lifetime commitment. Finally, it was stated that maintaining the NAAN is made easier by today's technology. Michele McKnelly, Debbie Madsen, and Bernadine Abbott Hoduski will continue their work on this issue.

Committee Web Site

Deferred to Meeting III.

Legislation Committee "Program" at 2000 Annual

Deferred to Meeting III

NTIS Resolution

The majority of the meeting was spent discussing the NTIS Resolution written by Bernadine Abbott Hoduski and Larry Romans. Much of the discussion dealt with the procedural issues surrounding the way in which the resolution was submitted. Suggestions were discussed pertaining to the content of the resolution. Currently, NTIS acts as a clearinghouse and an archive and it is important that the two functions are transferred jointly to one agency for continued public access to STI. At this time, it appears that the GPO is the only agency currently performing these two functions. The resolution before the Committee clearly stated that these functions should be transferred to the GPO. Funding for the NTIS functions also needs to be stressed in the resolution as well as the need to transfer the administrative functions in addition to the other functions. Ensuring that the archiving functions are clearly stated in the resolution was also discussed.

Adjourn

Meeting adjourned at 4:50 p.m.

Legislation Committee, Meeting II
Convention Center, Rm. 208,
January 15, 2000, 2:00-4:00 p.m.
Kevin Reynolds, Chair,
Lisa S. Nickum, Secretary

Joint meeting with ALA/COL Government Information Subcommittee. Lynne Bradley, from the ALA Washington Office, gave an update on the database legislation, Title 44 reform efforts, and EPA RTK. The rest of the meeting was spent discussing two NTIS resolutions: the resolution put forward by Bernadine Abbott Hoduski and Larry Romans and the resolution put forward by Lynne Bradley. The committees worked on finding a compromise and selected one resolution to begin blending the ideas represented by the two.

Adjourn

Meeting adjourned at 4:00 p.m.

Legislation Committee, Meeting III
Menger Hotel, Ballroom B,
January 16, 2000, 2:00-4:00 p.m.,
Kevin Reynolds, Chair,
Lisa S. Nickum, Secretary

NTIS Resolution

Kevin Reynolds called the meeting to order. Most of the members of the ALA/COL/GIS joined the committee to continue work on the resolution entitled "Resolution on No-Fee Permanent Public Access to Scientific and Technical Information." By the end of the meeting, the resolution was mostly complete.

Task Force Reports

Duncan Aldrich reported from State and Local Document Task Force that they would like to see the NTIS Pilot Project mentioned in the resolution. There were no other reports.

NAAN (National Action Alert Network)

Tom Anderson reported that ASCLA has discussed their own "NAAN" and would like to be involved in the GODORT NAAN.

Committee Web Site

Kevin Reynolds asked for input to the revision of the web site. Those who have seen the revision were pleased with the changes. Kevin reported that Helen Sheehy agreed to continue to host the site.

Legislation Committee "Program" at 2000 Annual

Kevin Reynolds asked for suggestion for a "program" at a Legislation Committee meeting at Annual such as a brief presentation. It was reported that past Legislation Committee "programs" have included presentations by federal government staff. It was suggested that a discussion of the role of the GODORT Councilor would be useful.

Adjourn

Meeting adjourned at 4:00.

Legislation Committee, Meeting IV
Marriott River Center, Salon K,
Convention Center, Rm. 212-A (with
ALA/COL/GIS),
January 17, 8:30-11:00,
Michelle McKnelly, substituting for Chair,
Lisa S. Nickum, Secretary

In Kevin Reynolds' absence, Michele McKnelly called the meeting to order. Members of the committee continued to suggest small changes to the resolution. Some discussion also centered around the current NTIS functions. The committee adjourned early to join the ALA/COL/GIS committee as an extension of the regular meeting. There both groups finalized the language of the resolution and the Legislation Committee voted to endorse the NTIS resolution.

Text of NTIS Resolution

Resolution on No-Fee Permanent Public Access to Scientific and Technical Information (STI)

WHEREAS, equitable, no-fee public access to unclassified government information is vital for maintaining a democratic society; and

WHEREAS, timely and systematic access to unclassified federal scientific and technical information (STI) is of vital importance to the economic well-being and security of the nation; and

WHEREAS, the National Technical Information Service (NTIS), an agency within the Department of Commerce, currently serves as a centralized federal government clearinghouse for much STI by collecting, indexing, abstracting, and selling reports to researchers, business, and the American public; and

WHEREAS, many federal agencies use NTIS to act as a repository for their STI; and

WHEREAS, the Secretary of Commerce William H. Daley announced on August 12, 1999 his intention to close the NTIS eliminating some functions, and transferring other NTIS functions to other agencies – pending the passage of necessary legislation; and

WHEREAS, the American Library Association (ALA) is on record urging the Federal government to maintain government information services and to

provide for a centralized source and permanent repository for a broad range of federal, international, state, local, and other unclassified STI; and

WHEREAS, the Government Printing Office (GPO) operates a sales program that sells more than 19 million publications per year in multiple formats; and

WHEREAS, the GPO operates the Federal Depository Library Program (FDLP) which is the primary provider of public access to federal government information and serves constituents through 1,350 academic, public, and other libraries, in Congressional districts nationwide, including the Library of Congress (LC); and

WHEREAS, the indexing, abstracts, and reports in the NTIS collection should be available through the FDLP for no-fee public access; and

WHEREAS, public access returns the public investment in STI resulting from Federal research and development; and

WHEREAS, proposals for any decentralized access system to STI will be difficult, time-consuming, and expensive for researchers, business, and the American public; and

WHEREAS, GPO, LC, and the National Archives and Records Administration (NARA), are already cooperatively providing permanent preservation and access to some government information including STI; and

WHEREAS, combining the NTIS scientific and technical information with the STI that GPO already receives would create a single, comprehensive, and efficient STI collection that will decrease duplication and increase easy access for researchers, business, and the American public; and

WHEREAS, the GPO with its experience and expertise with large-scale distribution and sales of government information is presently positioned as the appropriate government agency to assume these responsibilities; now

THEREFORE BE IT RESOLVED that the American Library Association (ALA) urge that the clearinghouse functions of the National Technical Information Service (NTIS) for unclassified scientific and technical information

(STI) remain centralized to facilitate use by researchers and business to promote technological advances and economic growth; and be it further

RESOLVED that ALA urge the Congress to pass legislation to transfer these centralized NTIS clearinghouse functions for STI to an agency with responsibility for printing, procurement, and dissemination of all formats of government information as currently vested in the Government Printing Office (GPO); and be it further

RESOLVED that the ALA urge Congress to require a systematic implementation plan supported by adequate funding to transfer the NTIS clearinghouse functions; and be it further

RESOLVED that any implementation plan for the transfer of these clearinghouse functions from NTIS be developed with the full participation of the affected communities including the ALA, education, research, and publishing communities, the government agencies, Congressional representatives and others, as appropriate; and be it further

RESOLVED that Congress provide sufficient annual appropriations to support the continuing NTIS clearinghouse functions; and be it further

RESOLVED that any plan should broaden and expand public access to STI by including these products, materials, and information through the Federal Depository Library Program (FDLP); and be it further

RESOLVED that copies of this resolution be sent to appropriate members of Congress, the Comptroller General of the United States, the Chair of the National Commission on Libraries and Information Science (NCLIS), the Secretary of Commerce, the Director of NTIS, the Librarian of Congress, and the Public Printer.

Endorsed by the Government Documents Round Table Legislation Committee, 1/17/00

Endorsed by the Federal Libraries Round Table, 1/17/00

Approved by the Government Information Subcommittee, 1/17/00

Adjourn

Meeting adjourned at 11:00 a.m.

Membership Committee
ALA MidWinter 2000, San Antonio
Hilton, Palazzo del Rio
January 14, 2000, 3- 6:30p.m.
Jill Vassilakos-Long, Chair,
Jill Vassilakos-Long, Secretary

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

Housing for Annual 2000

1) Deidre Ross (from ALA, Director of Conference Services) came to speak about the options for GODORT's housing in Chicago. Committee members asked about the prices, bus route, meeting rooms, restaurants, and locations of seven hotels that had been recommended. Then we asked about our options in terms of GODORT reserving a block of rooms from ALA, bringing up significant concerns which had been voiced at the ALA GODORT Business Meeting in ALA New Orleans.

The proposal:

- GODORT would reserve a block through ALA for MidWinter by the end of August and for Annual before Thanksgiving. (That would normally make it too late for this year, but since we've been discussing this with D.R. frequently and she knows the situation she extended the deadline to right after the MidWinter convention.)
- GODORT would receive comp. Rooms at whatever rate ALA receives comp. Rooms, but only for rooms where GODORT members specified that they were GODORT members as they registered through ALA. (Comps. would be cumulative over the entire stay, for instance if GODORT members booked 150 nights over the course of the conference, and the contract that hotel has with ALA specifies 1 per 50, then GODORT would get 3 free hotel nights.)
- 45 days out from the conference all unbooked rooms in the GODORT block would revert back to ALA, at no penalty to GODORT.
- Once GODORT members have registered for a hotel the cancellation policy would be the cancellation policy of the hotel. (i.e. If the hotel charged for the first night if you cancel less than

72 hours before the first night, then that rule would still apply.)

The committee thanked Deidre Ross for her fast work in getting us the Gunter when the Menger was unavailable.

The committee looked up some of the recommended hotels in a guidebook and discussed their relative merits. The committee then voted unanimously to recommend that GODORT reserve a block of 100 rooms at the House of Blues in Chicago. (Later discussion during GODORT's Business Meeting upped the number of rooms to 110.)

Corrections to past Minutes:

The minutes of all the 1999 meetings of the ALA GODORT Membership Committee were approved as corrected. The correction- These people volunteered for and staffed the GODORT booth at ALA Annual, the Membership Committee extends its thanks to: Michele McKnelly, Mary Mallory, Betsy Richmond, Jan Goldsmith, Becky Byrum, Georgia Chadwick, Sue Hemp, Barb Mann, Cathy Hartman, Jill Moriearty, Christine Fletcher, and Tammy Stewart; along with thanking Bill Sudduth, John Shuler, Lynne Stuart, Jan Swanbeck, Duncan Aldrich, Aimee Piscitelli Quinn, Erhard Konerding, Judy Horn, Robin Haun-Mohamed, Rhonda Marker, Janice Wolter, Sherry DeDecker, Sandy Peterson, Cass Hartnett, Michael Cotter, Jill Vassilakos-Long and Kathy Jones, who also staffed the GODORT booth (and were properly thanked in *DTTP*).

Ongoing Business:

- 2) Committee members agreed to examine a report on membership statistics and then to proceed as appropriate.
- 3) Committee members decided that several ideas were worth pursuing regardless of the statistical information and will discuss the viability and the steps to accomplish:
 - Inserting the names and states of new members in a list in *DTTP* with a recommendation that other government information librarians in the state get in touch.
 - Expanding the internship program.
 - Reviving the conference mentors program.
 - Creating a system of recommending to librarians (via email) in the local area that they get in touch with new members.

- Sending personal letters or phone calls made to new members from the Chair of GODORT.
- Offering education and involvement opportunities to members who cannot afford to attend Conference. We agreed that the bylaws of GODORT or of ALA might preclude “virtual involvement” and will research what it would take to be able to offer this option to our members.
- Holding a National teleconference.
- Holding virtual meetings.
- Making committee appointments to perform specific tasks outside of Conference.

These ideas will be discussed and developed in a virtual meeting. (GODORT members welcome, www.voy.com/3508)

4) Other items to be discussed in the virtual meeting:

- GODORT Membership web page enhancement: contribute more to the education and support missions of GODORT.
- Program for Annual (during Membership meeting) Gov. Docs. Librarianship 101. (If it is well received we will explore turning it into a pre-conference.)
- Work with SLDTF to develop the Affiliates program.

5) Committee members agreed that Jill should explore ways to get more timely lists of new members from ALA.

6) Committee members agreed to propose the Chicago Public Library as the site for the Chicago (ALA 2000) GODORT reception. They further agreed to work with Jim Galbraith to develop leads for funding the reception.

The meeting adjourned at 6:30.

Membership Committee
ALA MidWinter 2000, San Antonio
Marriott River Center – Conference Room 5
January 17, 2000, 8-9 a.m.
Jill Vassilakos-Long, Chair,
Jill Vassilakos-Long, Secretary

Present:

Jill Vassilakos-Long (chair), Bill Sudduth, Christine Fletcher, Earl Shumaker, James Galbraith, Janette

Neal, Karen Nordgren, Kathryn Brazee, Louise Treff-Gangler.

New Business:

Tasks were assigned for ALA Annual.

It was agreed that information on the GODORT Mentoring Program would be sent to MAPS-L, GOVDOC-L, DocTech-L, LIBREF-L , and to Library Schools.

The meeting adjourned at 9:00 a.m.

Membership Committee

Sept. 23-28, 1999 Asynchronous Virtual Meeting

Jill Vassilakos-Long, Chair

Jill Vassilakos-Long, Secretary

On Sept. 21, 1999 the Membership Committee voted to hold a “virtual” meeting via email. That meeting was held from Thursday, Sept. 23, through Tuesday, Sept. 28.

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

MidWinter Program:

The motion to hold an asynchronous virtual meeting was passed by general consent.

A formal vote was called for the scheduling of the MidWinter program. Six people voted for having it on Monday, Jan 17 from 9-11; no-one voted against the proposal.

A formal vote was to determine the program topic.

Program topic votes

- 3 Networking
- 2 Sturgis - how to be effective in meetings
- 1 Involving people who can't come to Conference
- 4 Transitions: dealing with change
- 1 Information for those who are new to docs.
- 1 Service issues created by changes

Further discussion combined and refined some of these ideas to create a program proposal. Transitions: Dealing with Change in our Professional Lives, to include:

- Changes in the government which affect our access to materials.
- Changes in policies which affect our technical procedures.
- Changes in our organizations which affect our public services.
- Changes in our organization; how our meetings are run at ALA (i.e. tips on Sturgis)
- How we can help each other with these changes (networking).

A formal vote was called to determine the format of the program. Five people voted for a combination of a panel and discussion. No-one voted for any other format. The proposal was then refined through discussion to have a series of speakers speaking on different topics, with each speech followed by questions and answers and discussion.

Revision of PPM:

The rewritten PPM section on the Membership Comm. was reviewed and revisions were sent to the GODORT Web Manager.

Scheduling:

The MidWinter meeting schedule was approved by general consent.

At this point the meeting ended because our time was up. Further discussions took place informally via email and included reports on the ALA housing situation, and a report on the Affiliates Program. Items were recommended for discussion at our MidWinter meeting in San Antonio and were put on that agenda.

Program Committee

Gunther Hotel, Quadrangle Room

January 17, 2000, 9:30-12:30 am

Ann E. Miller, Chair.

Nancy Kohlenbrander, Recording

Attending: Ann Miller, James Church, Wen-Hua Ren, Cindi Wolff, Tammy Stewart, Brian Rossman, Nancy Kohlenbrander

1. Discussion of proposals for 2001 Annual programs and preconferences. Ann Miller, Tammy Stewart and Nancy Kohlenbrander attended a BRASS (Business Reference and Services Section) Program Committee meeting to discuss topics for a possible BRASS/GODORT Program in 2001. The joint group decided on marketing

information from government sources. The current proposed title is "Marketing.gov: Tools for Research". Cindi asked where the documents sections would fit it. Ann explained that the idea was to use a marketing plan as an outline. Government information would feature in sections on demographics, industry environment and as the basis for repackaging. Wen-Hua asked what the target audience would be. The aim is to pull in GODORT and BRASS people and public librarians. The committee approved the joint program proposal. Cindi presented a FDTF preconference proposal. FDTF would like to hold a preconference on using historic documents. The committee approved the proposal enthusiastically. Ann brought forward a second preconference proposal which originated with MAGERT and FDTF. The preconference would be on the 2000 Census and incorporate information on products, services and GIS. The committee estimated that the Census preconference could last a day while the historical documents preconference would be a morning. The Census preconference was also approved. Ann will be bringing these proposals to the Steering Committee for approval at Second Steering.

2. Status of 2000 program plans. The next ALA deadline is January 31. Ann reviewed the status of the SLDTF program. Everything is on schedule. Deborah has sent an update on speakers. Jim presented the status of the IDTF program. He has four firm speakers and will be editing the descriptive paragraph of the program request. Ann will edit the titles of each program, insert new information and adjust the equipment request to include a screen in the January form. She will copy the committee and program planners on the email. The committee discussed equipment needs and costs. It confirmed that local and vendor contributions of equipment should be pursued. The committee also discussed advertising. It was agreed to place advertising copy in the upcoming issue of *DttP*. The committee then split distribution of an email announcement in April and then late May to relevant listservs among the members. The committee discussed handouts and flyers. Wen-Hua noted that speakers should be encouraged to provide handouts. It was agreed that handouts should be in electronic form if possible and be sent into Ann no later than May 1st. The committee will then divide the copying load. Those with preprinted materials should indicate so at that time and the committee will make shipping arrangements. The committee also discussed the possibility of taking speakers out to lunch. This is certainly possible, but costs should be reasonable. The committee has \$250 to spend on entertainment, so discretion is necessary.

3. The committee brainstormed for new program ideas for the future. Cindi proposed a program on digitization of documents incorporating current projects, funding opportunities, organization, cataloging and cooperation. The topic is ambitious and it was suggested that perhaps a theme for the annual conference which would encourage committees and task forces to incorporate the topic into their meetings would allow more ground to be covered. Additional program suggestions were promotion of documents collections; legal and legislative resources and medical (or scientific) resources.

Publications Committee
Menger Hotel, Poolside Room 1-2
January 14, 2000 3-5:30pm
Aimée Piscitelli Quinn, Chair & Recorder
Debora Cheney, Chair-Elect & Recorder

Committee members present: Aimée Piscitelli Quinn (Chair), Debora Cheney (Chair-Elect), Marcia Meister (Chair, Editorial Review Board), Tim Byrne (Treasurer), Kathy Tezla (Past Chair, GODORT), Andrea Sevetson (Web Manager), Barbara Ceizler Silver (Chair, Notable Documents Panel), Jim Church (for Andrea Morrison, representative from the International Documents Task Force)

Friends present: Rhonda Marker, Bill Sleeman, John Stevenson, Carrie Ottow, Nan Myers

Committee members absent: Gary Cornwall (representative from the State & Local Documents Task Force), John Shuler (Editor, *DttP*)

Quinn called the meeting to order late (3:22pm) due to a brief executive committee meeting from 3-3:15pm. The agenda were approved by acclamation. Report from the Chair of the GODORT Publications Committee to the GODORT Membership

Prior to the meeting of the Publications Committee, electronic mail discussion began related to revising the PPM. During the conference, several actions occurred which impact the committee. Quinn reported briefly on her activities since the last conference. In brief, she began corresponding with CIS to start revising the 8th edition of the Directory of Government Document Collections & Librarians. Quinn also began an e-mail correspondence with ALA Publishing to learn more about their practice of having the first right of refusal of any manuscript

from Committee's work and what that entails. A lot of the information regarding requirements and guidelines for publication by ALA is available at the web site (<http://www.ala.org/editions/>)

Byrne, GODORT Treasurer, provided a brief financial report. Discussion ensued over better mechanisms for reporting *DttP* expenses. Quinn and Shuler will work together to provide a regular financial report for the Committee before each conference. This report will review projected income and expenditures compared to actual income and expenditures. Quinn reminded everyone that GODORT is in year one of the three-year recover related to *DttP* as approved by GODORT Steering and membership. Once Jill Moriearty resigns as Advertising Manager (anticipated in the next month), the transition to ALA Publishing will be complete. Quinn recognized Moriearty for her outstanding contribution and dedication to GODORT Publications and to *DttP*. Quinn also requested each committee member to look carefully at the new look of *DttP* for any problems. Mistakes need to be reported to Shuler sooner rather than later.

Reports: Sevetson provided a brief report on the GODORT Web Page and revision of the PPM. The PPM sections identified for possible change were tabled until Annual. Tezla and Marker gave kudos to Sevetson for her work with the GODORT Web page. Ceizler Silver, Chair, Notable Documents Panel, report that despite the lack of publicity in *DttP*, enough nominations were received covering State & Local documents - for the first time in several years. The Nominations for both other categories were still being reviewed. Last, Ceizler Silver reported her upcoming retirement and the need to find a new Chair of the NDP after annual. She noted an anticipated vacancy for a state & local selector on the panel.

Much of the rest of the meeting centered on the discussion of the Editorial Review Board. Meister, Chair of this board, provided a brief status report. In short, the board is inactive. Quinn asked the committee to think about the need for this board given the new size of the committee (additional representation from the three Task Forces plus a Chair-Elect). The purpose of the Editorial Review Board, according to the PPM, is to review new manuscripts. However, since no new manuscripts have been received in several years, perhaps it would be better to have the ability to create a

subcommittee on an as needed basis. Lots of discussion ensued about the function of the committee and this Board with the result to table the issue until Annual Conference.

Marker provided an update on the cataloging book and solicited information about publishing in the next year. Marker, Cheney, and Quinn will work together on a written proposal for annual. Church provided a review of the IDTF ideas for future publishing including a series of Working or Occasional Papers to be initially published on the web and later in print. More discussion ensued with the request for Church to ask IDTF to make a more formal proposal at annual. Sleeman, representing the Rare & Endangered Government Publications Committee, noted that the preservation packet will be updated as a web product rather than a print one. The committee concurred that this format is better suited to keep this material updated.

The meeting adjourned at 5:26 pm.

***Subsequent notes from the Chair: During the conference, two important decisions were made. First, Anthony Anderson was re-appointed to serve as the representative from the Federal Documents Task Force. Next, Gary Cornwell resigned from the Committee due to conflicts with other Committee assignments. Quinn will work with Mary Martin, Chair - State & Local Documents Task Force, and Larry Romans, GODORT Chair, to find a replacement between conferences.

Rare and Endangered Government Publications Committee
January 17, 2000
Riverwalk Plaza - Mazatlan Room
Bill Sleeman, Chair and recorder

Present: George Barnum, Barbara Miller, Doralyn Edwards, Jane Gillis, Janette Prescod, August Imholtz, Donna Koepp, Roberta Palen, Julia Wallace, Michael Levine-Clark, David Larkin, Sam Dunlap, John Phillips, Bill Sleeman (Chair).

Meeting was called to order at 9:40. Followed by introductions.

The Chair asked for a volunteer to take notes. Barbara Miller of Oklahoma State University agreed to help out. Thanks Barbara!!

The minutes from Annual were distributed. After reviewing the minutes Wallace moved that they be accepted. Koepp seconded. Minutes from Annual 1999 were approved.

OLD BUSINESS:

1) Report on the REGP website. Larkin indicated that the files were transferred without difficulty from Ann Miller at Duke to the Texas A&M - Commerce server. Larkin indicated that Adobe files would not present a problem so that some projects from Annual may proceed. Imholtz pointed out an error in the address which Larkin will correct.

2) Report on the Internet bibliography. Barnum reported that he had finished the updating the bibliography and was working on the annotations. A meeting or discussion with the REGP website coordinator, David Larkin, is needed to work out how to transfer files and to re-structure the format of the bibliography to improve the presentation.

Sleeman asked Barnum if a subcommittee, with Barnum as Chair, devoted to the Internet bibliography would help speed the updates and allow for increased coverage - perhaps including recent journal articles of interest. Sleeman asked the group to consider the pros and cons of this and indicated that he would like to take it up at the Annual meeting.

Barnum asked about the scanning of the articles on preservation from *DttP*. Sleeman indicated that this had been completed (using Adobe) and that he would work with Barnum to make a formal request of the authors/publishers to include the files on the REGP site.

3) Report of the *Serial Set* Subcommittee: Imholtz, Chair of the Subcommittee, reported that he had made several interesting discoveries regarding rarity and print runs in the files of the National Archives. He also discovered a distribution list for the *American State Papers* that he believes has not been published. He will be including this information along with a complete report of the Subcommittee's findings in an upcoming article. A draft version of the article will (tentatively) be distributed to the Subcommittee prior to Annual 2000.

4) Discussion of the *Serial Set* Website: Donna Koepp shared with the Committee the very generous offer of CIS to help "seed" the *Serial Set* site with data they have gathered in the process of preparing the *Serial Set* indexes. Other items that might be included on the site would be a list of volume numbers not used and why; inventories of *Serial Set* collections submitted by individual institutions; and, indications of which volumes were duplicated by departmental editions.

Wallace suggested that the site might also include previously published works regarding the history of the *Serial Set* – citing Virginia Saunders work as an example. Koepp agreed that the idea warranted pursuing.

Gillis discussed the mass deacidification project at Yale that has included portions of the *Serial Set*.

Koepp welcomes ideas from people on the Committee and from GODORT in general on content for the still developing site.

5) Follow up discussion on a possible program with PARS & SLDTF: Sleeman shared with the Committee his e-mail with Yvonne Wilson (SLDTF Rep. Not present) indicating her continued interest in the project. Sleeman had also discussed the project with Winston Atkins of PARS and they also remain interested in the idea. Palen who did attend the SLDTF meeting indicated that there was some interest, although not overwhelming, on the idea of a program devoted to preservation and conservation issues of municipal documents. Palen volunteered to help facilitate the project with PLA.

6) Progress report on NRC letter: Sleeman asked if the Committee should withdraw the request? Wallace discussed the letter sent to the NRC collections from GPO. She also expressed concern that the issue of preservation of this unique material was still an issue. There was general consensus amongst the Committee members that we should proceed. Wallace will work with Barnum on the draft of the letter and share it with the Committee via e-mail.

NEW BUSINESS:

1) Reports from task force representatives.

1a) FDTF - Imholtz reporting. Discussed the interest of FDTF in the preservation of electronic information and the efforts being developed by George Barnum in his new position at GPO.

1b)SLDTF - The SLDTF Rep. was unable to attend. Palen shared some additional comments about the meeting.

1c)GITCO- Edwards reporting: Reviewed the Committee's meeting of Mid-Winter.

1d)IDTF - Wallace reporting: Reminded the Committee of Northwestern's digitization project for League of Nation materials.

2) CIS impeachment and censure website: Imholtz shared with the Committee printouts from this excellent free site on the CIS homepage (<http://www.lexis-nexis.com>).

3) New members and officers: Sleeman indicated that several current members would be rotating off the Committee and that those interested in being re-appointed or in a new appointment should contact him. Also indicated that there were several members interested in the position of Chair.

4) New business from the floor:

-Sleeman discussed the Publications Committee meeting of Friday and the proposal to update the preservation packet. It was generally agreed by the REGP Committee that this was not necessary. Sleeman encouraged those present who did have a book idea to share it with the Chair of the Publications Committee.

-Imholtz shared with the Committee his conversation with Cindi Wolf (past FDTF Chair) regarding a possible pre-conference for 200 or 2001 on using historical government documents. The program would be built around the *Serial Set* but might include other topics. Still very much in the formative stage. Wallace reminded the Committee that the idea needed to be brought up at second Steering so that it would get on the agenda.

Meeting adjourned at 11 a.m.

Web Managers
San Antonio Convention Center, Room 209
January 16, 2000, 8-9 a.m.
Andrea Sevetson, Coordinator
Sherry DeDecker, Recorder

Present: Grace York, John Stevenson, Ann Miller, Bill Sudduth, Anthony Anderson, Sherry DeDecker, Atifa Rawan, Barb Mann, Andrea Morrison, Gayle Christian, Jim Church, Brian Rossman, Kevin Reynolds, Larry Romans.

Meeting began at 8 a.m.

GODORT Web Page Guidelines

Additions to present guidelines:

- Title pages must mention ALA/GODORT *and link to both bodies.*
- Pages should contain a short description of GODORT.
Action: A. Miller will provide a description

Question was raised on use of interactive pages. If page is sent to A. Sevetson, she will ask technical support for advice on copying CGI script for forms.

List of GODORT Created Resources - These will be displayed prominently on the GODORT page.

Action: Managers will send title and urls of resource pages to A. Sevetson by February 15 (add meta-tags to these pages first)

Archiving:

- A. Sevetson keeps old directories on GODORT page, stripping addresses after 2.5 years.
- Three years of committee minutes should be kept on pages; older minutes are archived in *DttP*.
- Program announcements, conference schedules, old PPMs, ballot/election information, etc. are printed and go to archives.
- Committees should send to archives material not residing on GODORT server.
- Committee links to directory on GODORT page will automatically go to new directory.
- Task Forces should point to GODORT directory for officers, but create their own list of committee liaisons.

Action: A. Miller will let managers know where to send paper copies for archives.

Smooth Transfer of Committee and Task Force Web Sites

- Preferable: transfer as text files
- Will revisit this issue next midwinter
- If transfer occurs, let A. Sevetson know the details

GODORT Committee/Task Force Web Manager Responsibilities

Discussion as to whether there should be a minimum commitment for serving as web manager, and who decides content of pages. Decisions should be up to committees and task forces, who should try to get a consensus.

GODORT Homepage Organization

- Managers agreed that name of host library could be removed from links on GODORT page.
- Committee discussed improvements in overall appearance of page.
- GODORT-created resources will be added, and linked in several places.

Action: A. Sevetson will make changes to page and ask committee for comments

Meeting adjourned at 9:20 a.m.