

American Library Association
Government Documents Round Table

Minutes
Midwinter Conference
January 18-23, 2002

New Orleans, LA

Table of Contents

1st Steering	3
2nd Steering	6
Steering Committee Reflector Minutes	10
GODORT Business	11
Awards	16
Bylaws & Organization	17
Cataloging	18
Digitization of Government Info (Ad Hoc)	21
Education	22
Government Information Technology	24
Legislation	26
Membership	38
Nominating n/a	
Program	42
Publications	46
Rare & Endangered Government Publications	51
Federal Documents Task Force	53
International Documents Task Force	57
State & Local Documents Task Force	61

GODORT First Steering Committee Meeting
ALA Midwinter Conference, 2002
Friday, January 18, 2002, 2-3 p.m.
Hotel Monteleone, La Nouvelle Orleans East
Mary C. Horton, Secretary

Welcome and Introductions. GODORT Chair Cindi Wolff called the meeting to order at 2:02 pm. Members of Steering and other attendees introduced themselves.

Adoption of the Agenda. A motion to adopt the agenda was made and seconded. The agenda was adopted.

Adoption of the Minutes, Steering Meetings, Annual 2001. A motion to approve the First Steering Committee minutes from Annual 2001 was made and seconded. The minutes were approved.

Announcements. The GODORT bin number and copy number were announced. Attendance sheets were distributed to committee chairs and should be returned to Mary Horton. The *DttP* deadline is February 1, 2002. Minutes are due to the Web Manager by February 15, 2002. Ann Miller needs a synopsis of the task force and committee meetings by end of conference for her past-chair column in *DttP*.

Treasurer's Report. Treasurer Tim Byrne provided three reports: End-of-the-Year Report for 2000-2001, Year-to-Date (November 2001), and the 2002-2003 Proposed Budget.

Task Force and Committee Reports.

FDTF (Sherry DeDecker, Chair): Sherry DeDecker announced a change in speakers for the FDTF meeting. Instead of a speaker from EPA, Judy Gilmore from OSTI will be the third speaker on their program.

IDTF (David Griffiths, Chair): No report.

SLDTF (Nan Myers): The Chair reported that the SLDTF speaker for the Saturday morning update, Jody Condit Fagan, will also speak at the SLDTF meeting.

Awards (Judy Horn, Chair): No report.

Budget (Tim Byrne, Chair): No report.

Bylaws and Organization (Andrea Severson, Chair): Bylaws will be discussing three bylaws changes: 1) changing language regarding publications that is already reflected in the PPM 2) changing language addressing committee and task force web managers 3) and adding the Past Chair to the Membership Committee and removing the Past Chair from Publications Committee.

Cataloging (John Stevenson, Chair): No report.

Councilor (Bernadine Abbott Hoduski, Councilor): The Freedom to Read Foundation wants to participate in an amicus brief regarding the Presidential Records Act.

The Intellectual Freedom Committee invites GODORT members to attend their meeting where they will discuss the requests to depositories to withdraw documents. Chair Cindi Wolff will attend this meeting.

The Social Responsibilities Roundtable (SRRT) is working on a number of resolutions and may ask for GODORT's support on issues relating to government information (e.g. the Patriot Act)

Education (Karrie Peterson, Chair): No report.

GITCO (Eric Forte, Chair): No report.

Legislation (Laura Dickson, Chair): Legislation II and Legislation IV will meet in Morial Convention Center Room 348 to accommodate meeting with GIS.

Membership (Karen Russ and Earl Shumaker, Co-Chairs): Karen Russ reported that membership is down 2.5% from this time last year.

Nominating (Louise Treff-Gangler, Chair): Steering has forwarded five names to the ALA Executive Board for Depository Library Council (DLC) nomination: Jean Bowers, John Phillips, Mary Prophet, James Shaw, and Grace York.

Program (Bill Sudduth, Chair): The 2002 preconference/program is in good shape. The Committee has received good suggestions for 2003 and will continue to accept ideas through Steering II.

Publications (Andrea Morrison, Chair): Andrea Morrison distributed a draft of the GODORT brochure. Lexis-Nexis will publish 2,000 copies for Annual.

The Committee is looking for an advertising manager for *DttP*.

The Committee is working on a proposal for an electronic occasional paper series that will not conflict with web publishing or *DttP* and plans to make a recommendation at Steering II.

An update to the GODORT history will be published by Lexis-Nexis. David Larkin and Bill Sudduth are working on an update of Lois Mill's work. They are looking for additional volunteers. The goal is to have the draft completed in April.

Rare and Endangered (John Phillips, Chair): John Phillips announced that August Imholtz and Steve Daniels are no longer at Lexis-Nexis. It is not clear how this will impact GODORT activities; however, Lexis-Nexis has reiterated its commitment to print the brochure for Annual.

Scheduling (Ann Miller, Chair): This is GODORT's first virtual committee and it has not met yet.

Ad Hoc Committee, Digitization of Government Information (Cathy Hartman, Chair): the Draft report has been sent to Steering and govdoc-1. The report will be discussed at the Committee meeting Monday morning. Written comments are requested.

Old Business. As a result of the GODORT meeting held at the DLC Meeting in October 2001, Chair Cindi Wolff will have a recommendation regarding GODORT's reaction to the post-9/11 information environment for 2nd Steering.

New Business. The Library of Congress has recently produced an action plan on *Bibliographic Control of Web Resources*. LC would like for a number of organizations to be involved. David Griffiths volunteered to be GODORT's official representative since the LC meeting conflicts with the Cataloging Committee meeting; Ann Miller will also attend.

A Draft Interpretation of the Library Bill of Rights on Privacy is in the works. Cindi Wolff will provide copies for the Steering Committee; comments are due by March 15th.

Also in development -- an Outsourcing Checklist. Volunteers are needed for this endeavor as well.

Adjourn. A motion was made and seconded to adjourn the meeting. The motion passed and Chair Cindi Wolff adjourned the meeting at 2:55.

GODORT Second Steering Committee Meeting
ALA Midwinter Conference, 2002
Tuesday, January 22, 2002, 9:30-12:30pm
Morial Convention Center, Rm. 345
Mary C. Horton, Secretary

Welcome and Introductions. Cindi Wolff, GODORT Chair, called the meeting to order at 9:35. Introductions were dispensed with.

Adoption of Agenda. The following changes were made to the agenda: adoption of the Steering Reflector minutes was added and the Awards Committee report was moved up after Announcements. The amended agenda was moved, seconded and adopted.

Adoption of Minutes, Steering Meetings, Annual 2002. The adoption of the minutes of the Steering meetings from Annual 2002 was moved and seconded. The minutes were adopted.

Adoption of Minutes, Steering Reflector. Sherry DeDecker moved that the wording describing the GPO Update be changed to GPO Forum. Ann Miller seconded the motion and the minutes were approved as amended.

Announcements. Committee and Task Force chairs should send their attendance sheets to the Mary Horton. The *DttP* deadline is February 1, 2002. If any changes are made to minutes already posted to the web page, please send Christof Galli an updated file. The deadline for submitting minutes to Christof for the web page is February 15, 2002. Ann Miller needs synopses of Task Force and Committee meetings by the end of the conference for her past-chair column in *DttP*.

Task Force and Committee Reports.

FDTF (Sherry DeDecker, Chair): No report.

IDTF (David Griffiths, Chair): No report.

SLDTF (Nan Myers, Chair): No report.

Awards (Judy Horn, Chair): Ann Miller moved that the Steering Committee allow the Executive Committee to approve the Awards list, due to the number of Steering Committee members on the slate. Laura Dickson seconded the motion. The Executive Board voted to approve the slate. The recipients will be announced in *DttP*.

Budget (Tim Byrne, Chair): Tim Byrne reported that he had revised the Proposed 2002-2003 Budget as follows. Under revenue, Line 4000, dues, is reduced from \$24,000 to \$20,000. Several items under expenditures were reduced or eliminated from the original proposed budget. Professional membership, copying, editorial expenses, overhead and miscellaneous were reduced, while transportation, equipment and postage were zeroed out, leaving a proposed net revenue of \$125. Tim has also been asked by ALA to produce a contingency budget with a 20 percent cut.

Discussion of the Roundtable's purchase of its own computer and equipment ensued. There was also discussion of the APDU membership. Tim will keep tabs on this. Tim Byrne moved that the proposed budget be accepted. Karrie Peterson seconded the motion and the motion passed.

Bylaws and Organization (Andrea Sevetson, Chair): Andrea Sevetson moved that the Steering Committee accept changes as proposed by the Bylaws and Organization Committee. Andrea Morrison seconded the motion and the motion passed. The changes will be printed in *DttP* and a membership vote will be held at Annual.

Cataloging (John Stevenson, Chair): No report.

Councilor (Bernadine Abbott Hoduski, Councilor): No report.

Education (Karrie Peterson, Chair): No action items.

GITCO (Eric Forte, Chair): No report.

Legislation (Laura Dickson, Chair): No report.

Membership (Karen Russ and Earl Shumaker, Co-Chairs): The Membership Committee has been approached by NMRT to put together a mentor clearinghouse. The Steering Committee gave its approval to work toward this goal.

The Committee is working with Publications to update the content of "big blue." The board itself is in disrepair and may need to be replaced.

A discussion of the GODORT hotel issue followed. A lot of work goes into securing the hotel for not much benefit. Having the GODORT hotel means that GODORT members can stay together, share cabs, etc. Several myths regarding the GODORT hotel must be exploded, however: the GODORT hotel is not necessarily cheap, having a GODORT hotel does not mean that we will have all GODORT meetings in one place, we do not get a free room, etc. As this issue seems to be chronic, Chair Cindi Wolff charged the Membership Committee with making a recommendation regarding the GODORT hotel, to be discussed at the Business Meeting during Annual.

A discussion of the need for a local arrangements committee then ensued. This issue will be weighed this year with the possibility of a Bylaws change proposal next year.

Nominating (Louise Treff-Gangler, Chair): Louise Treff-Gangler moved that the Steering Committee accept the slate as is, with the provision for a vote via the Reflector if additional names are put forward. Andrea Sevetson seconded the motion and the slate was accepted.

Program (Bill Sudduth, Chair): Bill Sudduth moved that the Steering Committee approve up to \$300 for a 2-night stay for one of the speakers at Annual. Karrie Peterson seconded the motion and the motion passed.

Bill moved that the Steering Committee approve a preconference on “Digitization of Government Information” for Annual 2003, sponsored by GITCO and former members of the Ad Hoc Committee on the Digitization of Government Information. Andrea Morrison seconded the motion and the motion passed.

Bill moved that the Steering Committee approve a Monday morning program on the “National Libraries” for Annual 2003 that will be sponsored by FTDF. Andrea Morrison seconded the motion and the motion passed.

Bill is planning to send a letter to our counterparts in Canada asking for cooperation and information exchange. He will send this letter to Cindi Wolff and Steering before mailing it.

Publications (Andrea Morrison, Chair): Andrea Morrison reported that the GODORT history is due to Lexis-Nexis April 1st.

The Committee is working on a pilot project for the electronic occasional paper series. This will be a simple plan with two working groups: content and publishing. The Committee is seeking input on the project.

As an outgrowth of discussion regarding publication and copyright, the Steering Committee asked Andrea to investigate the existence of a form (at ALA?) that could be used as a formal speaker’s agreement and copyright-granting form.

Rare and Endangered (John Phillips, Chair): John Phillips moved that the GODORT Chair write a letter to August Imholtz thanking him for his work for the Rare and Endangered Documents Committee. John Stevenson seconded the motion. Cindi Wolff made a friendly amendment that a letter should also be sent to Steve Daniels. Sherry DeDecker seconded the amended motion and the motion passed as amended.

Treasurer (Tim Byrne, Treasurer): No report.

Adhoc Committee, Digitization of Government Information (Cathy Hartman, Chair): The Draft Report is posted on the web site. The Committee asks that comments be sent, in writing, to Cathy Hartman by April 1st. Chair Cindi Wolff expressed her appreciation for the work of the Committee.

Old Business. No old business.

New Business. Chair Cindi Wolff has written eighty-four appointment letters and three letters for promotion and tenure review. She has sent a letter on behalf of GODORT to the ALA Washington Office regarding E.O. 13233. Cindi has given three interviews regarding the take-down of government information.

Liaisons were reminded that they are required to attend meetings of the group they are working with unless they have a conflict with another meeting. Reports back to GODORT need only contain information that is relevant to GODORT.

Susan Tulis is trying to gather information on former chairs and others who have been active in the past for the reception at Annual.

David Griffiths attended the meeting to discuss the Library of Congress's action plan regarding *Bibliographic Control of Web Resources*. David, John Stevenson and Cindi Wolff will work on ensuring that GODORT is well represented as the action plan moves forward.

After discussion, the sense of the Steering Committee is that the Task Force and Committee reports presented at the Business Meeting should be a summary of the meeting with a list of action items, rather than complete minutes of the meeting.

Adjourn. A motion was made and seconded to adjourn. The motion passed and Chair Cindi Wolff adjourned the meeting at 11:18.

GODORT Steering Committee Reflector Minutes
ALA Midwinter, 2002, New Orleans
January 18, 2002 – January 23, 2002

Policy and Procedures Manual. Revision of the PPM was completed in July. Chapters 1, 4, 5, 8, 9, 11, 15, 19, and 22 were revised and a new chapter, 21, was inserted.

Appointments. Steering approved the appointment of Co-Chairs for the Membership Committee: Karen Russ, University of Arkansas at Little Rock and Earl Shumaker, Northern Illinois University. Becky Lutkenhaus, University of Northern Iowa, was appointed to fill the vacancy on the Membership Committee. Claire Hoffman, Penn State-Abington was appointed to the ALA Literacy Assembly.

S.803 (E-Government Act of 2001). Cindi Wolff attending the hearing held in July.

GODORT at DLC. The GODORT Monday night meeting at the DLC in October was devoted to a discussion of access to government information in the post-September 11th environment. Cindi Wolff, John Hernandez, and Sherry DeDecker participated in a panel discussion of e-competencies. They listed necessary e-skills and outlined GODORT's education efforts in helping government information professionals gain these e-competencies.

E.O. 13233 (Further Implementation of the Presidential Records Act). Laura Dickson sent a letter expressing GODORT's opposition to E.O. 13233 to the ALA Washington Office.

Scheduling. A discussion of the format of the traditional Saturday morning update resulted in the following plan: the GODORT/GPO update will consist of a greeting from the Chair, presentations from FDTF, IDTF, and SLDTF, and GPO forum.

Reception. Steering approved the Margaret Mitchell House as the site for the Annual 2002 reception.

Hotels. The Hotel Monteleone was chosen as the GODORT Hotel for Midwinter in New Orleans. Holiday Inn Downtown and Days Inn Downtown were approved as hotels for Annual 2002 in Atlanta.

GODORT Business Meeting
ALA Midwinter Conference, 2002
Monday, January 21, 2002, 2-5:30pm
Morial Convention Center, Rm. 399
Mary C. Horton, Secretary

Welcome and Introductions. Cindi Wolff, GODORT Chair, called the meeting to order at 2:03. Members of the Steering Committee and observers introduced themselves.

Adoption of Agenda. The agenda was distributed. The agenda was changed to include the Membership Committee. Laura Dickson asked that the Legislation Committee be moved up on the agenda so that she could attend the COL meeting. The agenda was approved as amended.

Approval of Business Meeting Minutes, June 2001. A motion was made and seconded to approve the minutes of the June 2001 Business Meeting. The minutes were approved.

Announcements. Sandy Peterson announced that Rosemary Little, Law and Political Science Librarian at Princeton, died a few days before Christmas. Rosemary was an active member of GODORT, GODORT IDTF, and the Law and Political Science division of ACRL. A memorial service has been held at Princeton. Memorials may be made to the American Cancer Society, Mercer County, New Jersey. Sandy has the address. A formal resolution and memorial for Rosemary will be made at Annual.

The *DttP* deadline is February 1, 2002. Minutes must be submitted to the Web Manager by February 15, 2002. Ann Miller needs synopses of the Task Force and Committee meetings by the end of conference for her past-chair column in *DttP*.

Treasurer's Report. Treasurer Tim Byrne presented three reports: 1) GODORT Budget 2000-2001 End-of-Year, 2) GODORT Budget Year-to-Date: November 2001, and 3) Proposed Budget 2002-2003. Items of note in the 2000-2001 End-of-Year budget include the fact that the preconference was very successful. Also, the San Francisco meal function/reception was extremely expensive, but donations for the reception did not meet expectations. Overall, GODORT is still working back from the shortfall caused by the *DttP* publication problems.

A discussion then ensued on the Proposed 2002-2003 Budget. Tim reported that some increase in revenue is expected from conference registration and the meal function. Several GODORT publications are expected next year and GODORT should see royalty income from these. Several people expressed concern over the proposed dues figure in line 4000. Nan Myers moved that the figure in line 4000 should be changed from \$24,000 to \$19,000, as a more realistic figure. Ann Miller seconded this motion. After further discussion, however, Nan withdrew her motion. GODORT's membership in APDU and the payment of APDU dues was also discussed. Larry Romans moved that the membership urge GODORT Steering to consider \$20,000 as the dues figure and also that it consider dropping membership to APDU and decreasing travel money. Jim Veatch seconded this motion. After more discussion, Ann Miller called the question and the motion passed.

Reports from Task Forces

Federal Documents Task Force. (Sherry DeDecker, Coordinator): the FDTF is working on the issue of removal of government information, including reviewing Attorney General Ashcroft's recent statements about FOIA. Discussion followed regarding the proposal of various Ad Hoc committees at various levels of ALA to deal with this issue. Andrea Sevetson proposed that GODORT work with GIS to encourage the ALA COL to request that Congress hold formal hearings on the issues surrounding removal of government information. Bill Sleeman seconded this motion. The motion was approved.

International Documents. (David Griffiths, Coordinator): David moved that the GODORT Chair write a letter commemorating and praising Rosemary Little's work, that this letter be presented at the GODORT Business Meeting in Atlanta, and that the letter be sent to appropriate individuals and institutions. Andrea Morrison seconded the motion and the motion passed.

IDTF is working on developing a database on African IGOs and NGOs and is working with the Cataloging Committee to develop an IDTF cataloging toolbox.

State and Local Documents. (Nan Myers, Coordinator): No action items. Nan Myers announced that SLDTF is working on a State and Local Toolbox to be presented at Annual. SLDTF is in charge of the program for Annual; the theme will be "Innovations in State Government Information Sources."

Reports from Task Forces and Committees

Awards (Judy Horn, Chair): The slate will be presented at Steering II.

Budget (Tim Byrne, Treasurer): No report.

Bylaws and Organization (Andrea Sevetson, Chair): Proposed changes to the bylaws will be printed in *DttP* with a vote to be held at Annual.

Cataloging (John Stevenson, Chair): The Committee has had a discussion with GPO on their selection of an ILS. GPO is receptive to any comments or suggestions. Cataloging is working to integrate all cataloging toolboxes so that by Annual there will be single web page linking to various toolboxes. The CC:DA report will be put up on the Cataloging web site and will appear in *DttP*. There will be a "Using Online Processing Tools" program at DLC in Mobile.

Education (Karrie Peterson, Chair). Education is working on the press packet. The Committee is interested in enlarging the post 9/11 web site with a chronology and policy section. They are also in the planning stages for an advocacy program.

Government Information Technology (Eric Forte, Chair): No action items.

Legislation (Laura Dickson, Chair): Laura Dickson moved that GODORT adopt in principle the *Draft Principles for a Networked World*. John Stevenson seconded the motion and the motion passed.

Laura Dickson moved that GODORT adopt in principle the GIS proposal that the President of ALA immediately appoint an Ad Hoc Committee with membership drawn from GODORT, COL-GIS, Intellectual Freedom, FAFLRT and other ALA units to gather information and make recommendations to ALA on policy regarding government information issues in light of current security concerns. Sherry DeDecker seconded the motion and the motion passed.

Laura Dickson moved that GODORT endorse the Resolution on the Federal Activities Inventory Reform Act (FAIR) Act P.L. 105-270, that ALA support the designation of federal libraries and information centers as “inherently governmental” functions. John Stevenson seconded the motion and the motion passed.

Laura moved that GODORT endorse the Resolution Concerning the Executive Order 13,233, Further Implementation of the Presidential Records Act, that the American Library Association urge Congress to reaffirm the principles of public access embodied in the Presidential Records Act of 1978 and that the American Library Association urge Congress to amend the Presidential Records Act as necessary to reaffirm the intent of Congress that Presidential records be made generally available to the public with limited statutory restrictions by the end of twelve years. Cass Hartnett seconded the motion and the motion passed.

Laura Dickson moved that GODORT endorse the Resolution Concerning Government Information and Security that the American Library Association urge Congress and government agencies to ensure that public access to government information is maintained absent specific compelling and documented national security or public safety concerns regarding the information in question. Kevin Reynolds seconded the motion and the motion passed.

Laura Dickson moved that GODORT endorse ALA’s participation, at an appropriate time, in an amicus brief in *American Historical Association v. National Archives and Records Administration and John W. Carlin*. Kevin Reynolds seconded the motion and the motion passed.

Laura Dickson moved that GODORT endorse in principle the resolution that ALA: 1) Actively promotes dissemination of true and timely information necessary to the people in the exercise of their rights; 2) Opposes government censorship of news media and suppression of access to government information; 3) Upholds a professional ethic of facilitating access to information, not monitoring access; 4) Opposes the use of libraries, their staff, or their equipment, for surveillance of the people’s lawful use of the library and its resources; 5) Affirms that tolerance of dissent is the hallmark of our free and democratic society; 6) Opposes the misuse of governmental power to intimidate, suppress, coerce, or compel speech; and 7) Transmits this resolution to the President of the United States and both Houses of Congress. Larry Romans seconded the motion. After discussion of motion, particularly point 4, and vote was held and the motion failed.

Membership (Karen Russ and Earl Shumaker, Co-Chairs): The Annual reception will be at the Margaret Mitchell house in Atlanta. The GODORT Hotels for Annual are the Downtown Days Inn and the Downtown Holiday Inn. ALA has commended GODORT for our mentoring program.

Nominating (Louise Treff-Gangler, Chair): Steering has forwarded five names to the ALA Executive Board for Depository Library Council (DLC) nomination: Jean Bowers, John Phillips, Mary Prophet, James Shaw, and Grace York.

Program (Bill Sudduth, Chair): Bill reported that the preconference and conference programs for Atlanta are in good shape. The committee has received good suggestions for 2003 and invites suggestions for future conferences.

Publications (Andrea Morrison, Chair): Andrea moved that the GODORT membership recognize past GODORT authors and that the GODORT Chair write a letter thanking said authors. Sandy Peterson seconded the motion and the motion passed. Lexis-Nexis will publish the GODORT brochure for Annual. The GODORT History is proceeding. The Committee has confirmed that *Cataloging Government Information Resources* will be a GODORT publication. The Committee is planning a test of the electronic publications series with an open call for three to five papers.

Rare and Endangered (John Phillips, Chair): August Imholtz is working on papers from Rare and Endangered to be published in *DttP*. Only two libraries have put holdings up on Donna Koep's serial set inventory.

Scheduling (Ann Miller, Chair): No report.

Reports from Ad Hoc Committees

Digitization of Government Information (Cathy Hartman, Chair): Comments on the draft report are due to Cathy by April 1st. Chair Cindi Wolff thanked the Committee and all who contributed for their hard work.

Reports from Liaisons

Cartographic Users Advisory Council (CUAC). Donna Koep recommended that two people represent GODORT at the May meeting in DC.

CC:DA. Aimee Quinn's report is summarized in the Cataloging Committee report.

Freedom to Read Foundation. Bernadine Abbott Hoduski reported the Foundation's concern about access to government information issues. The foundation has voted to work with publishers and booksellers in filing an amicus brief on E.O. 13233.

IFLA. Helen Sheehy reported that the newsletter will be out shortly reporting on GEOPS. A call for papers on the topic of the devolution of governments and information will be made for an August meeting in Scotland.

Old Business. There was no old business.

New Business. Cindi Wolff introduced the *Draft Interpretation of the Library Bill of Rights* and announced that ALA is asking for comments by March 15th.

After discussion of the LC *Bibliographic Control of Web Resources* document, David Griffiths moved that GODORT become a collaborator in the fulfillment of item 1.4 of the Library of Congress Action Plan and that the GODORT Chair appoint a GODORT member to work on this project. Andrea Morrison seconded the motion. The motion passed. David Griffiths suggested that the Cataloging Committee Chair be given permission to appoint other collaborators as necessary. It was the sense of the membership that this would be fine. David agreed to post information regarding the Plan to govdoc-l.

Adjourn. A motion was made and seconded to adjourn the meeting. Chair Cindi Wolff adjourned the meeting at 4:37.

GODORT Awards Committee Meeting

ALA Midwinter Conference, 2002

Sunday, January 20, 2001

2-5:30 p.m. Morial Convention Center Rm 285

Attending: Judy Horn (Chair and recorder), Linda Kennedy, Mary Mallory, Michelle McKnelly, Susan Tulis. Absent: Kathy Tezla

The Committee met in closed session to consider the various GODORT award nominations and to determine recipients. The meeting was called to order by the Chair, Judy Horn at 2:10 p.m. The Chair expressed Kathy Tezla's regret that she was unable to attend because of her mother's death. A sympathy card to be sent to Kathy was circulated and signed by the committee members.

A lengthy discussion of the nominations for the various awards followed and took most of the meeting. Once recipients were determined, the committee discussed the writing of the citations for DttP and the web site as well as presentation of the awards at the GODORT Reception in Atlanta. The committee decided to follow the precedent established during the last few years of assigning a committee member prepare the citation and present the award. It was decided that the Childs Award will be presented by Susan Tulis, the CIS/GODORT/ALA "Documents to the People Award by Michelle McKnelly; the Rozkuszka Scholarship Award by Linda Kennedy; and the Readex/GODORT/ALA Catharine J. Reynolds Award (2 awards) by Mary Mallory and Kathy Tezla. Judy Horn will write the citation for the Reynolds Award to be presented by Kathy at the reception.

Old business concerning locating missing earlier award citations was addressed. Mary Mallory will check the GODORT Archives again to make sure nothing was overlooked.

Because all of the committee's business had been concluded, the second Awards Committee meeting scheduled for Monday morning was cancelled.

The meeting adjourned at 4:45 p.m.

**GODORT Bylaws and Organization Committee Meeting
ALA Midwinter Conference, 2002
Saturday, January 19, 2002, 8-9am
Morial Convention Center, Rm. 285
Andrea Sevetson, Chair and recorder**

Present: Andrea Sevetson, Roberta Palen, Julia Wallace, Ann Miller, Bill Sudduth

I Proposed Bylaws changes- the committee discussed and reviewed the proposed Bylaws Changes.

- A- Publications Committee: proceed with changes in the committee charge according to the recommendations of the Publications Committee from the 2001 Annual Conference (as they were placed into the Policies and Procedures Manual).
- B- Membership Committee: add the GODORT Immediate Past Chair as a member, removing the GODORT Immediate Past Chair as a member from the Publications Committee.

The committee decided that a third change, the issue of adding a separate, ex-officio position to most committees for the [Committee] Web Administrators, was to be made part of the Policies and Procedures Manual for each committee that it applied to.

The report on the proposed changes would be carried to the second Steering Committee meeting for a vote to place the changes before the membership at the Annual Conference in June 2002.

II Virtual Committee/Virtual Members – the committee decided the following – we will work to come up with a list of issues and discussion items of the next two months in preparation for the Annual Conference.

Questions to cover include: what are good uses for Virtual Committee/Virtual Members; what are concerns?

Work timeline

February 19: come up with our own list of issues for how virtual committees and virtual committee members operate.

Feb. 20-March 15: review ALA Documents (from the ALA Committee on Organization and any others identified) and add to our list of questions/issues

March 15-25: review issues and integrate them, review by the committee

March 25: share issues with the GODORT Steering Committee for further comment.

Share information on the website and via relevant listservs prior to the Annual Conference.

**GODORT Cataloging Committee
Midwinter Meeting Minutes
Sunday, January 20, 2002, 8:30-11:00 a.m.
New Orleans, Morial Convention Center, room 333**

John A. Stevenson, Chair
Kristina Waldron, Secretary

John Stevenson called the meeting to order promptly at 8:30.

Thomas (Tad) Downing was unable to attend, so Gil Baldwin offered to speak in his stead. There were no other changes to the agenda.

The minutes from the 2001 ALA Annual meeting were approved.

Reports

GPO Cataloging Branch, Gil Baldwin. Gil distributed the Library Programs Service (LPS) reports, which had also been distributed at the Federal Documents Task Force meeting. Gil briefly reviewed the LPS reports, answered questions, and asked for comments in regard to an integrated library system (ILS) for LPS.

In his review of the report, Gil said that the Depository Library Council sponsored Electronic Documents Working Group and the American Association of Law Libraries' Government Documents Special Interest Section's Fugitive & Electronic Only Documents Committee had submitted 170 titles. All the submitted titles were worthwhile. They were submitted at a pace that LPS could handle, and so did not result in a backlog. Recruiting catalogers at LPS is a priority. Cataloging staff have been drastically reduced; there are now 13 catalogers and 1 supervisor. Gil noted the increased complexity of cataloging on-line resources.

Gil responded to questions. He advised that if a librarian were to need a record for an electronic item, and LPS had not created a record, the librarian should add a temporary record to his or her catalog. Because of the personnel situation and the complexity of cataloging some electronic items, it may be best library to not wait for LPS. LPS does not have the manpower to take a comprehensive agency-based approach to identifying electronic items. It catalogs these items because they have been submitted or LPS catalogers find them serendipitously. LPS has not made headway in addressing the inequity of their catalogers' pay in comparison to other U.S. agencies. Because of systems requirements, LPS is not able to do temporary "quick cataloging." When LPS receives an ILS, libraries will have access to its in-process records. This should preclude the need for a shipping list of e-titles. John Stevenson noted that one short-cut to accessing e-titles was to use collection-level records. These records lead to web pages that contain items of a similar subject area. In the future, as the personnel situation is ameliorated, two people at LPS will perform PURL checking.

The floor was opened to a discussion of ILS implementation. Some of the attendee's comments follow. It is desirable that in the future the ILS be integrated with Sales, so that it includes the ability for a user to click on a title to order it. It would be useful for libraries to have access to LPS information about claiming and distribution. Libraries would like the ILS to provide information about whether an item was shipped, on what date was it shipped, and the number of the shipping list. LPS ought to conduct a self-study that include an exploration of whether a turn-key or customized system is more desirable. This self-study should include the IT capability of LPS to customize a system. Publication patterns of serials may be imported or copied from

another institution's system. Compatibility with a regional would be desirable, because LPS could copy the publication patterns of that institution. LPS should study the ILSs of research libraries, and learn the compromises they were forced to make in adapting a system. Since each ILS has strengths and weaknesses, it is necessary for LPS to see the systems in use and plan for delays and budget requests in anticipation of potential problems. LPS could form a consulting group to help it evaluate ILSs. LPS should get a vendor that is committed to continued staff training and training for each upgrade. Gil said that the vendor will most likely be picked from those on the GSA schedule. It is preferable for LPS cataloging and acquisitions to have the same system. Since LPS catalogs in OCLC, the ILS must allow for exporting and importing MARC records. LPS may want to encourage contributions to cataloging. The ILS should export and import in pure U.S. MARC and be Z39.50 compatible. It should have a file in which contributor's records could be collected, reviewed, and then batch-loaded to the catalog. It is important to ask vendors how records are over-laid from OCLC. The system must have multiple ways to over-lay. LPS should ask staff to brainstorm on every report they might want to generate from the system, ask vendors how their systems could produce such reports, and determine if LPS has the programming expertise to run those reports. It is a good idea to get a 2nd server on which to run upgrades. In this way, problems with an upgrade can be solved before the upgrade is made on the live system. Regarding shipping list information, Nan Myers announced that access to Documents Dataminer 2 (DDM2) is now available at <http://govdoc.wichita.edu/ddm2>. A person must set up an account, but Documents Dataminer remains a free resource. DDM2 includes a database of searchable shipping lists, a shelf-list module, downloadable MARC records, a URL locator, a public-view catalog, and access to all other DDM resources.

Ad Hoc Committee on Digitization of Government Information, Betsy Richmond. Four working groups contributed to the report. The first was concerned with selection of materials, training and funding. The second was concerned with creation of digital copy file formats for use and preservation. The third focused on preservation of e-files for both long-term and day-to-day storage. The fourth was concerned with metadata and copyright.

Federal Documents Task Force, Nan Myers. Due to scheduling conflicts, Nan was unable to attend most of the FDTF meeting. She requested that John Stevenson ask for a volunteer to be FDTF liaison at ALA Annual. She will submit a summary of minutes to append to these minutes. Cataloging Committee members who had attended the FDTF meeting mentioned that discussion included "take-down" of web sites.

International Documents Task Force, Kristina Waldron. Kristina will lead an IDTF working group to assist the Cataloging Committee in integrating the IDTF "Toolbox for Processing and Cataloging International and Foreign Government Documents" with the Cataloging Committee's "Toolbox for Processing and Cataloging Federal Government Documents." Although there will be some redundancy with the new, integrated toolbox; IDTF will continue to maintain its Toolbox as a separate product. John Stevenson distributed print-outs of the IDTF and State Documents Toolboxes, and a draft of an integrated toolbox.

State and Local Documents Task Force, Rebecca Culbertson. Rebecca recommended that the Cataloging Committee refer to Jim Church's minutes of volunteers to work on the SLDTF toolbox. At their meeting, SLDTF had discussed access to state legislative documents and UCLA's agreement to house the archival collection of Docs on Docs.

Subcommittee to Revise Cataloging Government Publications, Rhonda Marker. Rhonda met with the GODORT Publications Committee to discuss publication of a series of articles in DttP on cataloging. The series is an official project of GODORT. The committee agreed that Rhonda will be the series editor, for a series called "Cataloging Government Information Resources." One or two articles per issue will be published, tentatively beginning with the September 2002

issue. Some authors have already committed to write the articles. Other authors will be solicited through the Cataloging Committee and through a notice on GOVDOC-L. Because the articles in this series will be subject to the article review process that was recently instituted for DttP, the article deadline will be in advance of the deadline for news and regular columns.

CC:DA, Aimee Quinn. Aimee submitted her report on CC:DA to John Stevenson. Her report will appear in full as a liaison report in GODORT minutes and on the Cataloging Committee web page. In order to create this report, Aimee reviewed the reports of 14 task forces. Among other areas of progress, CC:DA will offer a maps cataloging pre-conference in Atlanta. GODORT has representatives on 5 CC:DA task forces. The latest CC:DA report will be made available on the ALA Cataloging Committee web site. The minutes from the 2001 Annual meeting are available on the CC:DA web site, at <http://www.libraries.psu.edu/iasweb/personal/jca/ccda/106-min.html>.

Old Business

PURL Alert page, Tim Byrne. Tim requested a volunteer to help him edit the PURL Alert page. Kirstin Clark volunteered to edit the raw text files which will be sent to John Stevenson for the PURL Alert page.

Toolbox Integration-should the various components be linked from a single page? John Stevenson. In light of the new IDTF working group to assist the integration of the toolboxes, John suggested that he would put up, on the Cataloging Committee's web site, draft toolboxes. John would solicit comments from members.

A motion was made and carried to extend the meeting to 11:15.

Aimee Quinn will respond to the committee's suggestion that it co-sponsor a pre-conference for ALA Annual 2003.

New Business

John Stevenson asked for volunteers to work on the program, titled "Using Online Processing Tools" for the DLC meeting in Mobile, Alabama (Wednesday, April 24, 2002 from 10:30 to noon.) John hopes that the conference will provide useful demonstrations of on-line tools and teach attendees the techniques and tools of processing government publications. Committee members Kirstin Clark, Esther Crawford, and Elaine Winske volunteered to help with the program.

Andrea Morrison offered to share two resources created by Indiana University. IU has cataloged many pre-1976 federal documents, enhancing OCLC records to include SuDocs numbers. She will post on her department's web site examples of provisional cataloging records for these items. She will ask for technical assistance at IU to see if it is possible for her to provide a list of the pre-1976 catalog records. Andrea has a list, but it would be of great use to the Cataloging Committee if the list contained the OCLC numbers of these records, documents' titles, and the SuDocs numbers.

The meeting was then adjourned.

**GODORT – Ad Hoc Committee on Digitization of Government Information
ALA Midwinter Conference, New Orleans
January 21, 2002
Morial Convention Center, Room 295**

Present: Cathy Hartman, Chair, Sandy Peterson, Betsy Richmond, Kirsten Clark, Judy Horn, Anne Watts, Ester Crawford, Julie Wallace, Victoria Lynn Packard, Betty Jones, Margaret Lane, Duncan Aldrich, Jim Veatch, Sherri Irwin, John Phillips, Tom Minton, Anthony Anderson, Suzanne Holcombe, Elaine Winske, George Barnum, Ed Malone, Jerry Frobom, Luke Griffin, Chuck Eckmann, Gil Baldwin, Susan Tulis, Helen Sheehy, nan Myers, John Hernandez

Meeting was called to order at 9:30. This was followed by introductions.

Announcements: There will be a program at ALA Toronto on digitization. It will cover the issues that the committee has worked on. The program will be designed so that it can be taken on the road to other meetings of associations or state groups. We need to come up with speakers that would be able to speak in Toronto and would also be able to go on the road to other areas. Various names were given to Cathy Hartman. If other names are thought of, send them to Cathy. Volunteers will also be needed to work on local arrangements, advertising and planning for the regional shows.

There was no formal agenda for the meeting. The plan was to discuss the various points of the report. If there are major revisions, they need to be sent to Cathy by April 1. A note will be sent out on GOVDOC-L to remind people to read the report and make comments.

Recommendations to GODORT: There was discussion about the enlarging of GITCO to allow for a Subcommittee for Digital Imaging. It could be set up as a working group until the Bylaws are changed to set up the subcommittee. This group would look at other sections of ALA who are working on this same topic. There could be liaisons set up with these groups.

The database of digital projects will need to include library, as well as non library projects, i.e. governmental and commercial. This database will be transferred to the GITCO website. There also needs to be some liaison work with those working on the international level. Connections need to be made with state library agencies to see what they are doing. Publications of tribal governments need to be included as well.

Appendix C: This appendix will have more added as the sections are finished in the next couple of weeks. The sections of the four working groups were reviewed and a few minor corrections were made by Cathy on her copy. More extensive changes will be fixed later by Cathy or the chairs of the work groups.

Meeting adjourned at 11:25.
Minutes submitted by John Phillips, Secretary

**GODORT Education Committee Minutes
ALA Midwinter Conference, New Orleans
January 20, 2002**

Meeting called to order at 2:00 p.m. by Karrie Peterson, Committee Chair

Attendees: Stewart, Peterson, Liebst, Hogenboom, Woods, Stuart, Hoffman, Bonnell, Arial, Miller, Millis, Kaminski, Frobom, Swindells

Agenda accepted, and minutes were approved

September 11 issues:

In response to suggestions made at FDTF working groups on take-down of materials from web sites, and the discussion regarding the Presidential proclamation, Education Committee was asked to develop a press packet to help librarians explain to the public and the press what issues are involved. Discussion included content of the packet, such as a chronology of events, annotated list of materials already available, a listing of applicable laws, presentations regarding security issues, and links to available “good practices” such as what to do in case of an FBI visit, or a directive to remove materials from a docs collection.

Liaison reports:

Reports received from IDTF, FDTF, STDF, and ALA Literacy Assembly liaisons. No reports from R&E, Membership, and Education Assembly because of meeting schedules.

Continuing Business:

Web pages:

Ann Liebst reported on developments from Web Masters meeting: new ALA logo, etc. Additional discussion included whether or not committee correspondence should be included on web pages, and how other significant materials should be included. Further discussion included archiving dated materials from committee web site, and checking links to existing sites.

E-Competencies: Barbara Miller will mail out report of current meeting. Proposals are being finalized. Further discussion includes the role of library once e-competency levels have been established.

Round Robin Projects:

Denise Arial discussed the “Technical Reports 101” weblibliography, and the committee considered other issues regarding information literacy. Committee agreed that general basic information should be posted first.

Angela Bonnell and Tammy Stewart discussed use and user surveys and handed out a bibliography on Government Documents Use and Usage.

Other: Additional discussion centered on what goes into a “clearinghouse” vs. a “tool box.” There was also extensive discussion regarding the value and intent of evaluation tools as a part of bibliographic instruction.

New Business:

Committee discussed suggestions for a mini-program for the annual meeting. Suggestions included programs on usage studies and flaws, tool boxes and clearing houses, promotion of education materials, and a program regarding numerous issues involving cataloging issues and problems that public services docs librarians encounter with integrated library systems and other cataloging issues.

Meeting adjourned 5:10 p.m.

Submitted by
Jerry Frobom
Recording Secretary

**GODORT Government Information Technology Committee (GITCO) Minutes
ALA Midwinter Conference, New Orleans
Sunday, January 20, 2002, 2.00pm-5.30pm.
Morial Convention Center, Room 273**

Eric Forte, Chair
Recorder: Hui Hua Chua.

1. Welcome and Introductions

2. Approval of Agenda and Minutes

Correction: Rich Gause will give SLDTF report
Addition: Charlene Cain will speak on E-Competencies.

3. Pat Wood, FirstGov: FirstGov Update

FirstGov's role has expanded from information portal to portal to e-government services. It is encouraging cross-agency portals. The first service developed to fulfil its expanded role is a cross-agency e-mail newsletter subscription page. The site is undergoing a total redesign (to be complete by Feb. 19) emphasizing customer channels. Comments from librarian groups influenced earlier design changes and their comments are solicited for the present redesign. Comments should be sent to Pat Wood.

4. Charlene Cain: E-Competencies

Charlene gave an overview of the development of interest in e-competencies, the program at DLC in Spring and the selection of GODORT to develop a list with an emphasis on practical application and future developments in FDLP electronic products.

5. John Kavaliunas, Census Bureau: Census 2000 Electronic Products Update

Census 2000 data and maps are available in various ways and formats. Census Briefs (short topical overviews) are also available. The Bureau has re-introduced four-day training sessions in Maryland and is interested in conducting one-day workshops around the country. Anyone interested in hosting a workshop should contact John Kavaliunas. The Census 2000 web site is being redesigned. Beta testers for a new custom tabulation feature of Factfinder are required. The Bureau is scanning historical census reports from 1870 and these will be available to the public soon. The University of Minnesota is scanning all available census tract maps.

6. Reports from Task Force Representatives on matters of interest to GITCO and other updates

- a. **FDTF/Aimee Quinn:** GITCO expressed earlier interest in sponsoring a pre-conference on web development in Orlando, 2004. It is still interested in a program. The FDTF workgroup on reciprocal links is being dissolved. Discussion on the agency liaison program was tabled.
- b. **IDTF/Eric Forte:** Preliminary results from the Church survey of IGO websites is available from Eric.
- c. **SLDTF/Rich Gause:** Atlanta pre-conference details are being finalized. Updating and expanding the Condit study of state legislative websites was discussed. Work on the SLDTF toolbox continues and information on "take-down" issues at the state level is requested.

- d. **Ad Hoc Committee on Digitization of Government Information/Luke Griffin:** A GITCO response to the recommendations on new roles for GITCO and an increase in GITCO membership in the committee's draft report is solicited. Interest in a pre-conference on digitization in Toronto, 2003 and GITCO sponsorship has to be presented to the Program Committee by January 21, 2002. Eric Forte and Luke Griffin will attend the Program Committee meeting and present GITCO's interest in a program in 2003.
- e. **GITCO web site update and GODORT Web Group update/Eric Forte:** Christof Galli is re-designing the GODORT web site.

7. Old Business

- a. **TechWatch column in DTTP/Megan Dreger:** Ideas for future columns should be sent to Megan. Permission to make TechWatch available on the GITCO website will be requested.
- b. **Web Page Template and future management/Eric Forte for Cathy Hartman:** A new manager for the template is solicited. Luke Griffin and Beth Clausen have volunteered. The template will eventually move to the GITCO website.
- c. **CD-ROM Documentation Project/Host Site update/ Marianne Mason (for Carolyn Kohler) and Managing Editor Aaron Dobbs:** Page downloads and search requests have tripled from July 2000-June 2001. Fields are being deleted and added to the database as required. Agency names have to be verified. There are currently three editors and various individuals have submitted information on single items. Basic records are available for all products but there is a backlog for adding supplementary information. Help is requested to encourage use and additional contributors. Monitoring and reporting problems encountered to Aaron is particularly important. Beth Clausen continues to be GITCO's chief liaison to this ongoing project.
- d. **FirstGov/John Hernandez:** John will monitor developments on the currently-suspended taxonomy project.
- e. **GITCO Toolbox/Eric Forte:** This will be updated as necessary.
- f. **Census Toolbox:** A survey of what information and guides are currently available and gaps where resources are required will be conducted by Megan Dreger, Wendi Mann-Eliot, Charles Malone, Aimee Quinn and Hui Hua Chua.

8. New Business

a. E-Competencies

Competencies should not be limited to librarians but include all staff. A prefatory section emphasizing knowledge of local institutional policies, procedures, resources and IT environment and knowledge of relevant FDLP guidelines and policies was discussed and will be added to the draft. Eric Forte, John Hernandez, Suzanne Holcombe, Victoria Packard, Rich Gause, and Megan Fitch will work on additions and amendments and send a revised draft to GITCO and then GOVDOC-L by April. A representative to present the list at DLC will be finalized.

Meeting adjourned at 5.20pm.

GODORT Legislation Committee I
January 18, 2002 3:00-5:00pm
Hotel Monteleone – La Nouvelle Orleans West
Laura Dickson, Chair
Janet Justis, Secretary

The Chair called the meeting called to order at 3:05p.m.

Attending: Committee Members: Laura Dickson (chair), Valerie Glenn (webmaster), Geoffrey Swindells, Kevin Reynolds, Stephen Hayes, Larry Romans, Susan Pinckard, Arlene Weible, Janet Justis (secretary), and Bernadine Abbott Hoduski, ALA Councilor, ex officio.

Gary Cornwell, chair GIS, and Patrice McDermott Assistant Director ALA/OGR joined the committee to share updates regarding agenda items.

Visitors: Chantana Charoenparitkul, Robert Walker, John Hernandez, Sherry DeDecker, Andrea Sevetson, Cindi Wolff, Janet Steins, Chuck Eckman, Dan Barkley, T.C. Evans, Ridley Kessler, Jim Veatch, Justine Honeyman.

Approval of agenda ; moved by Reynolds, seconded by Swindells, approved.

Approval of minutes from ALA Annual San Francisco; moved by Romans, seconded by Justis, approved.

NAAN Update:

Janet Justis reported that we currently have contacts for all states except New York and California. Previous contacts for both states unfortunately resigned in 2001 and possible replacements may be found at Midwinter. Discussion was held on the next steps needed to move the NAAN forward. Hayes recalled that in the past telephone messages and email have been used to alert contacts of legislation needing action or comments. In some cases only select states might be contacted on a given issue. Most committee members felt that it would be most efficient to use an email distribution list to communicate with contacts instead of creating a new listserv, etc. The list needs to be tested asap, and contacts should confirm that they are still willing to serve and are aware of state and local distribution lists.

GODORT Legislation Webpage Update:

Valerie Glenn has done an excellent job of updating the committee's webpage and is continuing to add older resolutions. Larry Romans provided Glenn with some of the missing resolutions. Discussion included possible contacts who may have ALA archival materials as some of the older resolutions were transferred to ALA by the GODORT Archivist. Mary Gentis ALA Chicago and Vicki Tate ALA Archivist may be the best place to start.

Discussion and Updates on Previous Legislation and Issues:

GPO has received full funding for the S&E appropriations, \$29.6 million.

S. 803 / E-Government:

McDermott reported that ALA has met with Kevin Landy regarding extensive changes made in the language of the original bill. OMB delayed a meeting scheduled earlier this week to discuss the legislation. Bill remains in limbo at present.

E.O. 13233 / Presidential Records:

McDermott reported that the House Committee on Government Reform has asked that the executive order be withdrawn. If the order is not rescinded, Representatives Dan Burton and Henry Waxman will introduce legislation challenging the order in February.

Ashcroft FOIA Memo :

This memo basically replaces the 1993 Reno memo. We may not be able to determine the full effect until information is withheld and challenged. There is some question that this memo essentially changes actual practices.

USA Patriot Act :

McDermott reported that there will be updates tomorrow in MCC Rooms 271-273 from 4:00-5:30pm.

Discussions:

Bernadine Abbott Hoduski reported that the Social Responsibilities Round Table is working on 7 resolutions some of which discuss the USA Patriot Act, take-down of government information, and torture. Cornwell and Dickson will get copies of these resolutions and update the committee.

Cornwell reported that there is also discussion of the "Fair Act" which involves Presidential determination of agency functions and whether or not said functions are governmental activities.

Abbott Hoduski asked that we endorse in principle a decision by Freedom To Read to file an amicus brief on behalf of the Private Citizens recent lawsuit. McDermott indicated that she did not know which committee might take this on for further discussion or action. The GODORT chair will be attending the Intellectual Freedom meeting tomorrow and could express support.

Lengthy discussions occurred in defining which issues GODORT Legislation should consider as key agenda items for future meetings. The group seemed to feel that resolutions regarding E.O. 13233 and a reaffirmation of our concerns regarding access to government information be considered. When attempting to define "take-down" issues, the discussion focused on achieving a balance in supporting the core tenet of the public's right to government information and the safety of the public in light of the events of September 11th. Removal of government information includes the requests of USGS and SuDoc to destroy copies of the USGS CD-ROM (example of removing previously distributed tangible products from depository libraries) as well as electronic only publications disappearing from agency websites.

When discussing “take-down” issues, the committee kept coming back to whether or not we are ready for resolutions or whether we are still in an information gathering stage to identify information removed from the web after September 11th in light of concerns regarding terrorism. The shut down of the Dept. of Interior’s website because of a court order is non-related to the attacks of Sept. 11th, but affects access for citizens nonetheless. Dickson has been monitoring the situation recently and has posted information on Legislation’s webpage. It was suggested that the committee ask that Sherry DeDecker have FDTF review take-down issues and perhaps continue monitoring materials removed and creating lists for documentation. DeDecker explained that FDTF has a pretty full agenda, but that perhaps at tomorrow’s meeting the speakers addressing material that has been removed could comment on where that material is now and what would happen if a FOIA request were filed.

Evans suggested that when considering “take-down” the real issue may cease to be materials that have been removed from the web, and a greater concern might be that some information will never be put up at all. In essence “access” becomes the more critical concern.

Abbott Hoduski felt strongly that some action needs to be taken immediately. She suggested that perhaps a resolution could be done requesting a study and that ALA be asked to provide the funds necessary to cover research, legal opinions, and the development of policy statements.

Abbott Hoduski related a story from an earlier meeting of Freedom to Read where it was suggested that practical stories be shared showing the effects of removing information and how they affect citizens’ safety in daily activities. Cornwell added that he has a sense that Congress is more focused on issues surrounding terrorism than the loss of information and it’s affect on the average citizen. The discussion continued to evolve into a consensus that we try to find the balance between addressing issues concerning terrorism and the public’s right to know and the safety of that public. Kessler, Wolff and others suggested that we may need help from other groups to study and support this effort. Wolff suggested that perhaps we can recommend that ALA appoint an Ad Hoc Committee to ensure an inclusive approach.

Romans suggested that perhaps on the take-down issues there might be room for two resolutions. One an internal resolution which would reiterate ALA’s support regarding access to government information, and another to explain our position to outside groups.

In a similar discussion, Severson mentioned the recent request by Secretary Thompson that one CIO replace individual public information officials of various health and human services agencies. This would affect the direct contact and involvement of officials from agencies like the CDC, FDA, etc. It was suggested that this kind of situation merits watching and that the committee could choose to monitor webpages and lists as well as follow the activities of various groups, e.g. MLA who are actively monitoring the situation.

On that same note, Swindells agreed to monitor developments on FRUS issues. Librarians and historians expressed concerns in 2001 when State explored the possibility

of having the Indonesia volumes recalled, and later chose not to pursue the matter. Current concerns involve differences of opinion between State and the CIA for sharing information necessary in the creation of new series volumes.

After discussion, Swindells commented that it may be too soon to take a position on the USA Patriot Act and suggested that we follow updates as they occur. Abbott Hoduski commented that this Act has liability issues for all librarians who assist patrons in using government information particularly via tools like GPO Access. McDermott agreed that this is a question that needs to be asked, but commented that we don't know what the implications are at present. The incident in Arkansas where FBI agents visited depository libraries to investigate whether or not they had removed the USGS CD-ROM as instructed by GPO was used as an example of the complexities of this type of legislation. The FBI acted on its own without any request from GPO or USGS.

Cornwell asked if the group wished to endorse in principle the Draft Report on "Principles for the Networked World". Past GODORT Chair, Ann Miller, appointed Duncan Aldrich as the GODORT representative to this group. Since the report has not yet been brought to Steering, copies will be made for the committee's review at our next meeting. Hayes will also attempt to get additional information from Aldrich. The request to endorse in principle can be brought to GODORT Business on Monday. (Note: the report was posted to the Steering Committee reflector)

The committee agreed to focus on crafting two resolutions; one regarding E.O. 13233 and another reaffirming our commitment to access to government information.

The committee also wishes to ask for the creation of an ALA Ad Hoc Committee to study take-down issues with emphasis on finding a balance between the public's right to know and security concerns. The issue of unintended consequences is also a factor. FRUS and changes in HHS policy regarding agency information officers merit monitoring and reporting.

The meeting was adjourned at 5:05pm.

GODORT Legislation Committee II (Joint Meeting with ALA/COL/GIS)

January 19, 2002 2:00-4:00pm

Morial Convention Center, Room 348

Gary Cornwell, Chair, GIS

Laura Dickson, Chair, GODORT Legislation

Janet Justis, Secretary, GODORT Legislation

Attending: GIS: Gary Cornwell, GladysAnn Wells, Robert Walter, Dan Barkley, Ann Miller and Jane Sessa.

GODORT LEG.: Laura Dickson, Janet Justis, Geoffrey Swindells, Kevin Reynolds, Valerie Glenn, Arlene Weible, Steve Hayes and Bernadine Abbott Hoduski, ALA GODORT Councilor.

Visitors: Lynne Bradley, ALA, Washington Office; Patrice McDermott, ALA Washington Office; Mary Alice Baish, AALL; Duncan Aldrich, Mary Martin, Jack Sulzer, Candace Morgan, Paula Hinton, T.C. Evans and Justine Honeyman.

Cornwell chaired and called the meeting to order at 2:05pm. Members of both committees introduced themselves.

Cornwell asked for a brief review of discussions from yesterday's GODORT Legislation meeting for GIS members:

FOIA Exemption:

McDermott reported that there are bills in the House that would create a FOIA exemption for agencies regarding issues that are non-governmental in nature (like energy grids and other contractor related issues).

E.O. 13233:

McDermott also indicated that E.O. 13233 impacts the Presidential Records Act and gives broad powers to sitting and former Presidents and their families to limit access to records. She also stated that a limited number of amicus briefs were permitted in challenging this order effectively excluding all library groups. Financial concerns are also issues as well for groups like libraries. Mary Alice Baish suggested that at a later time perhaps during any appeals, we might be better able to effectively show support. Letters expressing concerns from the library community have already been sent by the Washington Office, GODORT, etc.

Official Secrets Act Issues: re: leaks

Discussed provisions related to previous Intelligence Authorization Act. Clinton vetoed this Act. A study has been requested to see if this type of legislation is needed. Wait and see at present.

S. 803:E-Government Bill

Senator Lieberman's staffers are still in negotiations with the White House regarding issues surrounding the CIO. Much of the language has changed since the initial bill. Abbott Hoduski asked if the Washington Office has additional information, however, neither McDermott nor Baish/AALL has received detailed comments on the recent revisions of the bill. They believe this is just a normal result of other issues taking

priorities since fall. McDermott suggested that perhaps we need to ask for indexing or listing of materials the agencies actually put up to address access issues. Lieberman does not appear to be interested in access issues.

Take-down issues: ALA Washington Office, OMB and others are watching sites and monitoring information that has been removed.

PubScience:

Baish reported there is no additional information on PubScience. Dickson reported that there is no mention of PubScience in the conference report. Baish believes they are trying to save the entire OSTI program, but no good news for PubScience.

Patent and Trademark Office:

McDermott and Baish met with officials at Patent and Trademark to discuss concerns when the press reported that patents were being destroyed. Clarifications as follows: Originals are given to the applicant. Masters are kept and preserved. Only multiple photocopies were actually being destroyed. This may have been a misunderstanding or a tempest in a teapot. Baish stated that PTO is committed to putting up as much information as possible on the web for the public.

Review of plan from GODORT Leg. I Meeting: Dickson reporting

- Resolution on E.O. 13233
- Resolution on access issues
- Ask that an ALA Ad Hoc Committee be formed to study take-down issues
- Follow up on HHS consolidation of public information officers

Jane Sessa, GIS, expressed concern regarding implications of the **Federal Activities Inventory Reform Act (Fair Act):**

Fair Act (government shouldn't be competing with the private sector in providing services) Departments have certain goals on things they can contract out. This could affect many federal libraries. NOAA has already contracted out many library services. OMB may have asked that the agencies now identify and compete 5% of services (but may not have to award it out.) Sessa believes it may be based on FTEs. Abbott Hoduski feels that this implies that library services are not inherently governmental and that is problematic on several levels.

Lynne Bradley mentioned that this may also reflect a larger policy issue that is also being seen in the states. When you review resumes of many of these employees there is a pattern of short-term services and frequent turnover. This impacts training and service.

Cornwell asked if we are ready for an action item for this group. Sessa doesn't know how quickly she can pull things together, but the federal librarians are meeting later today and can discuss how they would like to proceed.

Washington State Library (possible closure):Governor zeroed out funding in proposed state budget

Discussion if there is a role for this group:

Lynne Bradley asked if we've had a role in the past. WSL is the regional federal library and state depository. Hayes indicated he believes that similar issues regarding state depository programs have been addressed by ALA in the past. Weible added that this is a budget that has not been vetted in the state legislature yet so this may not be the proper time for action. Cornwell suggested that perhaps the Chair of GODORT could ask ALA to write a letter to the legislative leadership/governor expressing concern when the time is appropriate. Weible mentioned that the state depository program is still on the books and so is the regional depository. Abbott Hoduski asked if SLDTF could write a policy statement regarding the importance of the state depository program. Bradley asked if there is any language on the books that we can repackage. Justis is the liaison to SLDTF and can ask SLDTF to monitor the situation, and prepare a statement about the importance of the state depository program at a later time if appropriate. SLDTF is meeting this afternoon and Justis will attend. SLDTF could also ask GODORT Legislation Chair to revisit the issue at a later time.

Draft "Principles for the Networked World:" Ad Hoc Committee to the OITP
Duncan Aldrich (GODORT rep. appointed by past GODORT Chair Ann Miller), Lynne Bradley and others attended the planning meeting at Skokie, Illinois. Aldrich reported that Bob Oakley originally asked the group to address each issue fully. Aldrich worked on "Content" and Baish worked on "Privacy". Bradley added that ALA units have had representatives on the group to give feedback. Copies of the draft were given to committee members for review.

Cornwell asked that GIS endorse in principle. (moved and approved) Dickson asked that GODORT Legislation to endorse in principle. (moved and approved)

GIS needs nominations for the James Madison Award by end of the month. This award recognizes individuals who have contributed to the access of government information. Cornwell will post request for nominations to the list.

Cornwell asked for suggestions in addressing the 2 resolutions to be drafted, and the request for a task force.

Resolution re: public access to government information

Barkley, Weible, Glenn will begin working on this resolution.

Resolution of the Presidential Records E.O. 13233

Reynolds will take to FDTF following this meeting.

Need one sentence for COL re: response to Citizens lawsuit; McDermott will work on this.

Abbott Hoduski and Sessa will work on issues re: Fair Act

Recommend ALA Ad Hoc Committee be formed re: the take-down issues

What should this group do? Track sites, policy statements? Legal opinions?
ARL has already asked Tom Sussman to respond to a question on similar issues perhaps we could use parts of his report when it is made public.

GODORT Legislation will meet tomorrow at 8:30am to draft resolutions.

Meeting was adjourned at 4:00pm so that some members could attend the updates re:
USA Patriot Act

GODORT Legislation Committee III
January 20, 2002 8:30-11:00am
Morial Convention Center, Room 263

Laura Dickson, Chair
Janet Justis, Secretary

Attending: Laura Dickson, Janet Justis, Susan Pinckard, Stephen Hayes, Geoffrey Swindells, Arlene Weible, Valerie Glenn, Larry Romans and Kevin Reynolds. Visitors: Patrice McDermott, Ridley Kessler, Fran Buckley, Mary Alice Baish and T.C. Evans.

The chair called the meeting to order at 8:40am.

Dickson updated members who missed yesterday's joint meeting with ALA/COL/GIS of the committee's decision to endorse in principle the "Draft Principles for the Networked World."

The committee reviewed several draft resolutions from SRRT and decided that the resolutions are not within our jurisdiction and need no further action from GODORT Legislation. Later during the meeting Romans reported that SRRT has withdrawn these resolutions, but may draft others later today.

Dickson reported that she, Reynolds, Romans and Swindells attended the FDTF meeting yesterday and that FDTF asked us to work with ALA to request that the Joint Committee on Printing hold public hearings on information that was previously publicly accessible but has been removed since Sept. 11th.

During their meeting FDTF split into working groups and one of the groups suggested wording for the resolutions to be drafted by GODORT Legislation today.

FDTF also plans to ask the Chair of GODORT to appoint an Ad Hoc Committee to study issues related to take-down of government information. Lengthy discussion occurred as GODORT Legislation and GIS have also had discussions and plan to request that ALA appoint an Ad Hoc Committee that would address these and broader issues. The advantage of an ALA Ad Hoc Committee is that various units could work together to be more inclusive and to cover a variety of aspects related to take-down and unintended consequences of the USA Patriot Act and other legislation. Possible groups who may want to be included are: COL, FAFLRT, ACRL, GODORT, and Intellectual Freedom.

Buckley and Walter felt this approach would provide a more structured way for a variety of groups to work together. Cornwell later confirmed that ALA/COL/GIS and GODORT Legislation plan to ask that an ALA Ad Hoc Committee be appointed by the President of ALA. Copies of the draft recommendation were distributed.

Dickson expects a discussion at GODORT Business on Monday. She will try to speak with the GODORT Chair and FDTF Chair prior to the Business Meeting to explain the various approaches and to build consensus for the ALA Ad Hoc Committee. FDTF could

always request that the GODORT Chair appoint a GODORT Ad Hoc Committee at a later time if needed for any reason.

Committee members then split into two groups to draft two resolutions:

- Resolution Concerning Government Information and Security
- Resolution Concerning Executive Order 13233, Further Implementation of the Presidential Records Act.

Additional work on the resolutions may occur early Monday morning when GODORT Legislation and ALA/COL/GIS meet. They will be presented at the GODORT Business meeting on Monday afternoon, and the Chair of GODORT Legislation will ask GODORT membership to endorse in principle.

Meeting was adjourned around 11:45am.

GODORT Legislation Committee IV (joint meeting with GIS)
January 21, 2002 9:30-11:00am
Morial Convention Center, Room 348
Gary Cornwell, Chair GIS

Laura Dickson, Chair GODORT
Janet Justis, Secretary

Cornwell called the meeting to order at 9:40am.

Attending: GIS: Gary Cornwell, Chair; Ann Miller, Jane Sessa, Robert Walter;
GODORT: Laura Dickson, Chair; Janet Justis, Geoff Swindells, Valerie Glenn, Arlene Weible and Kevin Reynolds.
Visitors: Mary Alice Baish, Patrice McDermott, Ridley Kessler, Francis Buckley, Cindi Wolff, T.C. Evans and Andrea Sevetson.

Dickson asked GODORT Legislation to review the two resolutions from SRRT: “Resolution on Collection Development and Library Programming in Times of Conflict” and “Resolution on the Protection of Privacy Rights”. Kessler, Weible, Walter, and Swindells are concerned that the language is not carefully crafted and does not support the concerns effectively. Swindells moved, Justis seconded and committee voted not to endorse in principle. GIS Walter moved, McDermott & Baish seconded, committee voted not to endorse in principle.

Discussion of resolution “On threats to intellectual freedom arising from the US government response to terrorist attacks” from the Intellectual Freedom Round Table. Weible moved, Swindells seconded and GODORT members voted to endorse in principle. Dickson will take the issue to GODORT Business for discussion and report. GIS discussion: Walter and Baish expressed concerned that we don’t know exactly who drafted the resolution and felt that the draft is not well written. Baish was also concerned about RESOLVED #4 regarding proper response to legitimate warrant or court order. GIS differed vote.

Formation of an Ad Hoc Committee:

Questions and discussions involved how the committee should be appointed: by the ALA President or some other entity in ALA.

After discussion, Cornwell recommended this compromise: GODORT Legislation and the Subcommittee on Government Information (ALA/COL/GIS) recommend that the President of ALA in consultation with the Chair of GODORT and the Chair of GIS, appoint an Ad Hoc Committee to gather information and recommend to ALA, policy regarding a variety of government information issues in light of current security concerns. GODORT and GIS also requested that the committee have broad representation with membership drawn from GODORT, COL-GIS, ACRL, FAFLRT, Intellectual Freedom and other appropriate units.

Most of the meeting was spent editing and endorsing the resolutions.
The committee endorsed three resolutions during conference.

- Resolution Concerning Government Information and Security
- Resolution Concerning Executive Order 13233, Further Implementation of the Presidential Records Act
- Resolution on the Federal Activities Inventory Reform Act (FAIR Act) P.L. 105-270 (FAFLRT/GIS)

Adjourned 11:15am

**GODORT Membership Committee Meeting I
ALA Midwinter Meeting, 2002, New Orleans
Double Tree Hotel, Crescent Room B**

Meeting began at 3:15 p.m.

Present: Karen Russ (chair), Erhard Kondering, Cheryl McCoy, Catherine Ehrens, Barbara Costello, Julienne Wood, and Edward Kownslar

Introductions

All members present introduced themselves

Approval of the Agenda

McCoy made a motion to approve the agenda. Costello seconded the motion.

Russ made one change to the agenda and moved the mentoring report to the end of the meeting (she was hoping that the chair of the committee, Earl Shumaker, would arrive before the meeting concluded).

Approval of Minutes

Russ distributed two sets of minutes: one from ALA-Midwinter in Washington, D.C., and the other from ALA Annual in San Francisco.

Russ made several clarifications about these sets of minutes. The Membership Committee actually met twice during ALA Annual, but minutes were taken only at the second meeting. At the first meeting, the members met to discuss the status of the committee's chair, and no actions were taken at the first meeting.

Costello made a motion to approve the minutes, and Russ stated that the minutes were approved by general consensus.

New Orleans Local Arrangements Update

Russ said that, so far, no complaints have emerged about the GODORT Hotel (Hotel Monteleone), but committee members should be alert for any problems that might occur.

Russ also commended Cheryl McCoy for all of her work on the New Members Lunch, which will take place on Saturday. McCoy will also bring promotional flyers to the lunch.

Web Page Update

Russ presented a report from Becky on several changes that need to be made to the web site:

- The minutes from Midwinter 2002 will need to be put online.

- She needs to remove the “Conference Tips” page for San Francisco and put up a page for the Annual Conference in Atlanta.
- The font size for the vendors who supported the GODORT reception in San Francisco needs to be changed.
- Should the Membership Committee create a web page for its own conference activities?
- Committee members need to send documents to Becky in MS-Word or text.

Russ also reported that people trying to access the web page may be having some problems. If viewing problems occur, they should click on the “Refresh” button.

In addition, Russ suggested that the committee put information on the web page about the benefits of GODORT membership.

Lastly, Russ suggested that a link be added to the Continuing Education Committee’s page.

Mentoring Report

Russ reported on behalf of Shumaker, who could not attend the meeting.

So far, Mentoring has paired up 21 people with mentors (a total of 42 participants). She mentioned that mentees do not have to be members of GODORT, but mentors must be GODORT members.

Russ stated that the next step for mentoring is to design a means to assess the success of the program. She also said that the Membership Committee should retain the Mentoring program for at least two years to get a clearer picture of its effectiveness. Shumaker would like to survey the participants, and he should have the information compiled by the Annual Conference in June.

Another question that emerged concerned when the relationship between mentor and mentee should terminate. Russ recommended that the relationship last at least one year, but the committee should not set a deadline.

Other Business

Russ reported on several items:

- For the Annual Conference in Atlanta, the committee has reserved the Margaret Mitchell house and museum for the reception. The committee will need to discuss options for catering. In addition, CIS has agreed to pay for 2,000 copies of a flyer that celebrates GODORT’s 30th anniversary. She passed around a draft copy and said that she would like to mention the mentoring program in that flyer. In addition, for the Atlanta conference, the committee will be compiling the lists and biographical information of the GODORT founders and long-term members, as well as a photo collage.

- Membership in GODORT is down 2.36 percent, while ALA membership is increasing. She said that the committee needs to encourage membership, and she said that some possibilities to increase membership included reducing student dues.
- The GODORT Nominating Committee is still seeking candidates for office.
- Russ will obtain a current list of ALA-accredited schools and contact them about recruiting for GODORT membership. The Membership Committee should also send promotional materials to the Public Library Association, including an article for their newsletter.
- Russ asked if everyone was receiving email through the listserv. She added that all committee members will be kept informed if the Membership Committee works with other GODORT committees on various projects. In addition, she already includes the current GODORT Chair on these messages, but she will also include the GODORT Chair-Elect.
- A suggestion has been made to put the Past-Chair of GODORT on the Membership Committee, rather than the Publications Committee. This issue will be discussed further.
- Several issues have emerged about the GODORT booth, including requesting money to purchase new boards and paying for the furniture at the booth. In addition, one suggestion that has emerged is that the Silent Auction Committee could handle the paperwork for reserving the booth.
- Russ and Shumaker will attend the ALA Membership meeting and bring up the “Virtual Membership” issue. Specifically, does the “virtual” status conflict with the requirement that committee members actually attend the conferences?

Meeting concluded at 5 p.m.

Respectfully submitted,
Edward Kownslar

**GODORT Membership Meeting II
ALA-Midwinter, New Orleans
Morial Convention Center, Room 398**

Present: Karen Russ (co-chair), Earl Shumaker (co-chair), Cheryl McCoy, Catherine Ehrens, Barbara Costello, Julienne Wood, Edward Kownslar, Susan Tulis, Sandy Peterson, Tim Byrne, Cindi Wolff

The meeting was called to order at 8:40.

All members present introduced themselves. The agenda was presented and adopted.

It was reported that the New Members Lunch was well attended. Cheryl McCoy and Frances Skiffington were thanked for their work on the lunch.

A lengthy discussion on arrangements for Annual in Atlanta took up most of the meeting. The hotel arrangements were confirmed and will be posted to GOVDOC-1. The Margaret Mitchell House had been approved by Steering as the location, and the contract will be signed in February. A catering menu and alcohol arrangements were discussed and will be pursued with the museum's caterer. A location for the New Members lunch will be explored closer to the conference date when meeting room locations have been provided by ALA.

The mentoring program is doing well and is in need of an evaluation tool. Various options were discussed and will be explored with a report being made at Annual. Jeanette Neal was thanked for dedication in restarting the program in 2001.

Additional details about the Advocacy for Rookies program are being worked out and the goal is to have the speakers lined by late March.

Big Blue is in need of updating. Membership is going to work with Publications to improve the materials presented and hopefully replace the display board all together. The request to replace it will be presented to Steering on Tuesday morning.

Meeting concluded at 10:50 am.

GODORT Program Committee I

Midwinter New Orleans

January 18, 20002

Present: Brian Carpenter, Esther Crawford, Nancy Kohlenbrander, Nan Myers, Maureen Olle, Bill Sudduth

1. Approved minutes from ALA Annual Conference 2001 Program Committee Meetings (June 15 & 18, 2001)

2. Atlanta 2002 Preconference Update

The Federal Documents Task Force (FDTF) is holding a Preconference entitled "A Horse of a Different Color: Census 2000 and Creating Customized Tables on the Web". Payments will be sent to Bill Sudduth and Sherry DeDecker. Flyers will be set out at the U.S. Census Bureau's both in the Exhibit Hall. FDTF has asked the program committee about paying for a hotel room for the presenters.

4. Atlanta 2002 Annual Program Update

The State and Local Documents Task Force (SLDTF) is holding a program titled "Innovation in State and Government Information Sources". There will be four speakers. Two of these four have already been confirmed. Patricia Cruse from the California Digital Library will be talking about her census statistics interactive project. Susan Tuttle of the University of Georgia, Athens will be speaking about their ongoing archive initiative. Suggested states for possible speakers were Texas, Michigan, Connecticut, and Arizona. Speaker arrangements request needs to be made. The event will be held in the same hotel as the CIS breakfast. Bill Sudduth will double check the equipment request that has been submitted. Speakers may choose to bring their own handouts or to submit a copy to GODORT for duplication. If the speakers opt to make their own copies, they may give the receipts to Tim Byrne for reimbursement. A promotional flyer will be submitted to John Shuler by February 1st for inclusion in DttP. The program will be announced by the SLDTF on state library listservs. Bill Sudduth will approach ASCLA to cosponsor the event.

3. Preliminary Review of Proposals for 2003 ALA Annual (Toronto)

a. Preconference

Bill raised concerns about the logistics of having a preconference in Toronto since we do not currently have a gratis location and may need to go with an ALA site. Due to time, the legislation committee has pulled out of the proposed advocacy training workshop. Education and Membership may propose continue with this workshop. Esther informed the program committee that the Cataloging Committee was considering postponing an Internet cataloging preconference for Orlando 2004. Cathy Hartman will come to Monday's meeting concerning GITCO's digitization of government information.

b. Annual Program

FDTF has talked about a National libraries session. In previous years Cindi Wolfe and Jill Moriarty discussed having someone from each National library be a speaker at such a session. Since the Annual Conference will be in Canada FDTF may want to consider adding a Canadian counterpart as a speaker. FDTF and GITCO proposed a session on Depository Web Pages. It was suggested that if the Canadian Library Association has a GODORT counterpart, that we contact that organization to solicit support and advice. Denise Arial has a contact at the University of Toronto that we may be able to use.

GODORT Program Committee II
Midwinter New Orleans

January 21, 2002

Present: Sherry DeDecker, Cass Hartnet, Nancy Kohlenbrander, Maureen Olle, Helen Sheehy, Bill Sudduth

1. Updates for 2002 Annual Conference

The Association of College and Research Libraries (ACRL) is hosting an advocacy preconference in Atlanta. ASCLA has been contacted about potentially co-sponsoring the Census preconference in Atlanta but Bill Sudduth has not received a response yet. The equipment requests for the Annual Conference have been double checked. The one item that may be missing is an overhead projector. The State and Local Documents Task Force (SLDTF) will be confirming the rest of their speakers by February 1st.

a. Preconference, 2002

Bill Sudduth will contact ALA about getting information for the census preconference up on the ALA web page. Registration will be done internally. Sherry DeDecker and Bill Sudduth will collect registration forms and money. A registration form should be posted on the GODORT page and to GOVDOC-L. Sherry DeDecker requested that the committee approach Steering Committee for funds to provide lodging for the speakers for two nights. Fliers have been dropped off at the Census Bureau exhibit. Fliers will be brought to the Spring Depository Library Council meeting in Mobile, AL this April. Announcement of the preconference will also be sent to the Southeast Library Association listserv and the Reference listserv. Directions to the site will be posted to the GODORT web page. Those directions will be from the 2 GODORT hotels to Georgia State University. Directions using Atlanta's bus system, MARTA, will also be posted. Bill, Sherry, Nancy, and Cass will be at the preconference to take care of arrangements (timing of presentation length, lights, greeters, etc.).

2. ALA Annual Conference 2003 (Toronto)

Helen Sheehy from the Government Information Committee of IFLA approached the program committee about a program. It was suggested that the GPO/GODORT include having Fran Buckley of GPO and Bruno Grassi of the Canadian Depository Program talk about their respective programs.

a. Preconference

The preconference for Toronto 2003 will be Digitalization of Government Information sponsored by the Ad Hoc Committee on Digitization and GITCO. The Ad Hoc Committee would like this program go around the United States regionally. Instead of a hands-on session Cathy Hartman of the Ad Hoc Committee would like for the session to be a video/multimedia presentation. The ACRL Conference in Charlotte, NC (2003), the Southeast Library Association conference, and the Texas Library Association were suggested as possible regional events at

which the program could be presented. For the Toronto presentation of this program speakers from the National Library of Canada should be invited. Logistics such as room, speakers, equipment, # of people, cost, etc., should be submitted to Bill Sudduth before the Annual Conference in Atlanta.

b. Annual Program

The Federal Documents Task Force proposed doing a program on National Libraries and where they are going with information resources. The committee suggested looking for a cosponsor such as Federal and Armed Forces Library Round Table (FAFLIRT).

c. Miscellaneous

An advocacy program will be presented at the membership meeting. The program will cover advocating for depositories in the libraries, who to go to and who may be your enemies.

3. Recommendations

The committee agreed unanimously for the Digitalization of Government Information preconference and the National Libraries annual program.

Respectfully submitted by Maureen Olle

**GODORT Publications Committee Meeting I
Minutes, ALA Midwinter Meeting, New Orleans (DRAFT)
Friday, Jan. 18, Hotel Monteleone, 3-5:30pm**

Attending: Andrea Morrison, Chair, Tim Byrne, Aimee Quinn, Ann Miller, Anthony Anderson, Angel Batiste, Christof Galli, Joan Goodbody, Suzanne Ebanues, Andrea Sevetson, Jim Church, Duncan Aldrich, Sandy Peterson, Susan Tulis, Debora Cheney

1. After welcome and announcements, the Committee approved the agenda.
2. The minutes were approved, with a change to the date.
3. Financial Report (Tim Byrne, Treasurer)—There is a need to increase revenues. Last year, membership dues did generate more money.
4. *DttP* Update (John Shuler, editor, report in absentia)—The Committee discussed the Editorial Board of *DttP*, which was instituted by the past year's PPM changes, and which is printed in the masthead of the newsletter. The report included a discussion that *DttP* needs an Advertising Manager and a Distribution Manager, which are to be appointed by the editor with approval of the Publications Committee. The Advertising Manager helps generate revenue by contacting advertisers for *DttP*. Members of the committee suggested several names and the Chair agreed to contact possible interested persons. The Committee discussed the need to increase the number of articles per issue, and the Treasurer stated that the full money in the budget line for the newsletter has not been fully used, therefore there was money to add the space for more articles per issue. The Chair will contact the editor concerning this issue. John is in favor of a GODORT Electronic Occasional Paper Series with clear criteria for submissions to avoid conflict with *DttP* content and purpose.
5. Report on By-Law Changes (Andrea Sevetson)— Bylaws Committee is working on By-laws changes to follow recent PPM changes affecting the Publications Committee. A discussion ensued on the organization of the committee. Some of the suggested changes to Publications Committee over the last few years have included that the number of committee members be changed, the role of the committee, and the membership of the committee. If the Past -Chair were taken off the committee, the membership might be continued as an odd number by appointing an ex-officio non-voting member. A vote on a sense of support for moving the Past-Chair was approved; a vote on the sense of the committee on appointing an ex-officio member was approved. The role of the web managers (for all GODORT) committees was also discussed, with support from the Committee for including web managers in the membership of committees.
6. Report of the Web Administrator (Christof Galli)—The Committee gave the Web Administrator positive feedback about the website.
7. Reports from Task Forces and Committees were heard. IDTF is considering an African International Organization website as a project. A second project under consideration involves U.S. Congressional hearings on Sub-Saharan Africa, and both of these projects will be discussed at IDTF. The Committee discussed and advised on different publication approaches for these two projects with Angel Batiste, liaison to IDTF.
8. Notable Documents Chair (report for P. Jobe by Morrison)—The notable documents submissions process is proceeding with no difficulties, and the judge's positions have been filled. There will be state document notable documents this year, and the

Library Journal article will be completed. Be sure to nominate titles via the WWW page form. Members of committee asked that paper submission nominations be acknowledged. PPM changes could be made to change the “Thank you for the submission” process to allow for an e-mail thank you’s.

9. Reports from publications in process
 - a. The Committee has not been recently updated about the Cataloging Book, edited by Rhonda Marker, but the Chair has been in contact with her in the Fall concerning submitting book chapters as articles to *DttP* for publication. The Committee feels there is great interest in the subject of the publication and broached the idea of chapters also being part of the proposed GODORT Electronic Occasional Paper Series.
 - b. IGO survey - Jim Chuch. It is not yet ready to be published. The Committee recommended it be published in *DttP*..
 - c. *Directory* – co-editors Susan Tulis and Dan Barkley. This is to be published by Lexis/Nexis and royalties will be shared by authors and GODORT.
 - d. *Citation Guide* - Debora Cheney. It is due out by summer 2002, published by Lexis Nexis. Royalties will be shared with authors and GODORT.

10. OLD BUSINESS

- a. The revision of the GODORT History. Bill Sudduth and David Larkin are updating Lois Mills first edition for a 30th anniversary publication by Lexis-Nexis. Bill requested additional help in completing the text. Lexis-Nexis will pay for 60 p. and they need it by April 1, 2002 to have it for Annual Conference. New volunteers to conclude the project were solicited: Debora Cheney, Ann Miller, Sandy Peterson, Aimee Quinn, Larry Romans, and Susan Tulis have volunteered to work on sections. Andrea Morrison will send the volunteers all past work and outlines and will coordinate authors and editors. The goal is to submit it to Steering in March. Ann Miller will review the OCR scanned text of the original history.
- b. The GODORT Brochure was well received by the committee and considered a good job. Andrea Morrison provided samples of the brochure to the committee and to steering as a work in progress and solicited editorial comments and contributions to text for the brochure for Annual Conference. Although there has been changes at Lexis-Nexis, our contact confirmed commitment to pay for 2,000 copies to be printed for Annual. The Chair of Publications will write a letter of thanks to helpers on the brochure project. The Committee felt that the brochure could go to new members and suggested Publications/Membership coordinate this.
- c. Creating and increasing revenue.
 1. Action item: That the GODORT membership incorporate a recognition honoring past GODORT authors at the Annual reception.
 2. There is a need to cultivate an environment to encourage committee and task forces to develop committee publications to help general revenue for GODORT. The Committee will contact the task forces and Committees to encourage them to form working groups around interest in publications.
 3. Potential authors are encouraged to contact any member of the Publications Committee to consult on publications proposals.

- d. The Ad Hoc Committee on Digitization's report will be discussed at Publications II Meeting, Monday 8:30-11, MCC Rm. 260.
11. NEW BUSINESS—Discussion Document on the possibility of GODORT Publishing an Electronic Occasional Paper Series.

<http://www.lib.usc.edu/~anthonya/pub/dd02.htm>

The Working Group to prepare this document for Midwinter Meeting comprised Committee members and volunteers from govdoc-1. The members are published at the end of the discussion document and were thanked for their contributions. Two volunteers were present at the meeting, Joan Goodbody and Suzanne Ebanues. Discussion included these points:

The timing is good for this discussion. How would it make money for GODORT? Should we just do it and worry about revenue producing later? This process could proceed in stages. Print on demand eventually possible. It would draw more people into GODORT and generate membership dues. Sponsorship of companies of individual numbers is possible and a book publication of Occasional Papers no. 1-20 is possible. Other republishing opportunities are possible. The series could be a stepping stone to full/thoroughly scholarly print publications through GODORT, in book form, as articles in *DttP*, etc. Working/occasional papers allows for quick dissemination and exposure of information. Visibility and credibility would be high. There is a need to review and develop editorial review procedures. The Committee may need to look at GODORT infrastructure to support planning the series.

Discussion was positive and supportive of this proposal and is to be continued at Publications II Meeting, Monday 8:30-11am, MCC Rm. 260.

Respectfully submitted,
Debora Cheney and Andrea Morrison

GODORT Publications Committee Meeting II
ALA Midwinter Meeting, 2002
Monday, Jan. 21.
Morial Convention Center, 8:30 – 10:00 a.m.

Present: Andrea Morrison, Chair, Duncan Aldrich, Anthony Anderson, Tim Byrne, Suzanne Ebanues, Christof Galli, Rhonda Marker, Bill Sleeman

Meeting was called to order at 8:40 a.m.

1. Chair welcomed those present and announced that we would resume the agenda from meeting 1.
2. The first topic of discussion was the status of *DttP*. Bill Sleeman requested clarification of the “rumor” that *DttP* was not accepting submissions from membership as the journal was full. Chair clarified that this had come up during the first Publications Committee meeting and that there was additional money available to increase the number of articles in each issue. Andrea Morrison will contact the Editor of *DttP* in order to increase the number of articles to be published in each issue.
3. Rhonda Marker discussed the status of the cataloging book project. Marker had spoken with the Editor of *DttP* and there was interest in publishing some of the already completed chapters as articles in *DttP*. More articles from this project will be forthcoming. Marker asked if it was possible to be added as a regular agenda item for the Publications Committee as she felt the project had moved from the content/development phase where she reported to the Cataloging Committee, to the production phase where she felt it was appropriate to report directly to Publications. There was general agreement with this sentiment and the project will be added to the regular Publications agenda. Marker also asked if the title of the series should be changed from *Cataloging Government Information Resources?* Publications Committee agreed to retain the current title. There was additional discussion on how new articles in this series would be edited. It was agreed that Rhonda Marker would first edit articles before they were submitted to the Editor of *DttP* for any additional editing.
4. The action item from the first Publications Committee meeting was clarified to include a request for letters, signed by the Chair of GODORT, to past authors.
5. The question of creating an electronic occasional papers series for GODORT was discussed. The discussion was very detailed but fruitful. Many technological, process and editorial challenges were identified. It was decided to pursue this project by developing a test site of 3-5 papers that would be hosted on the Committee’s Internet site. Submissions for the test site will be solicited in an open process. Two working groups within the Publications Committee were created to facilitate the occasional papers series concept for GODORT. The first, to be chaired by Andrea Morrison, will be devoted to identifying content for a test site and to develop the submission and review process for the on-going effort. The second will be an Electronic Publishing working group, chaired by Bill Sleeman, which will explore the technological issues involved in developing and

maintaining an electronic publishing product on the Internet. Volunteers will be sought for both working groups. Andrea Morrision raised the prospect of this project eventually becoming an additional source of revenue for GODORT but stressed the need to first prove that the project was workable.

6. The Committee reviewed the report of the Ad-Hoc Committee on Digitization. The Committee was favorably impressed with the quality and content of the report but could not offer a formal recommendation or response due to a lack of quorum

7. The Chair asked for additional comments on the GODORT brochure. A template of the brochure will be added to the Committee's Internet site for future use.

8. The meeting adjourned at 10:00 a.m.

Respectfully submitted,

Bill Sleeman

GODORT Rare and Endangered Government Publications Minutes
ALA Midwinter Conference, New Orleans
January 20, 2002
Morial Convention Center, Room 280

Present: John Phillips (Chair), David Utz, Bert Chapman, Suzanne Ebanues, Chantana Charoenpanitbul, Marian Shaabar, Winston Atkins, Yvonne Wilson, Jackie Druery, Roberta Palen, Sheri Irvin, Lou Malcomb, Mike DeMario, Peter Clifford, Karen Nordgren, Noriko Gines

Meeting was called to order at 8:30. This was followed by introductions.

The Minutes of the ALA Annual meeting were not available so John Phillips summarized what took place during the summer meeting. These minutes have been added to the REGP website.

As many were new to the committee or were visitors, a brief review of the Summer ALA Pre-Conference on the Serial Set was given.

The Report of the Ad Hoc Committee on Digitization of Government Information was mentioned since a member representing REGP is on the committee. People were encouraged to read the report and/or attend the group's meeting on Monday. The draft report will be discussed in detail. How the committee was formed and its charge were read from the report to the group.

Donna Koepp's Serial Set inventory was explained to those present. Only two groups have turned in their inventory and others were encouraged to finish their work or begin an inventory if one is not underway. Warning was given that the inventory took a lot of time if a library wanted it to be accurate.

The GODORT Policies and Procedure Manual shows that REGP has a Serial Set Subcommittee that is no longer active and this should be removed from Section II under Activities of Chapter 20.

The Supplementary indexes and Resources for Regional Federal Depository Libraries was mentioned as the idea for this originated in REGP. This listing is being done by the regional libraries and so far 15 libraries have included their holdings.

With August Imholtz's position being terminated at Lexis-Nexis, he was not present to discuss his Pre-Serial Set Inventory. He had sent a summary of his findings to the chair of REGP to update the committee. There were questions of who would continue this work as August had access to collections that were not easily available to others and whether it would be published. It was mentioned that Norman Ross might be interested in finishing the project and publishing the results.

Reports from Task Force Representatives:

SLDTF will be having a program after the CIS breakfast entitled “Innovations in State Government Information Sources”. They are also preparing a toolbox on how to catalog state documents.

IDTF discussed a survey that had been done of 20 IGO’s. Part of the survey dealt with archiving of reports and 50% said they were going to keep their pieces on the Internet.

PARS had a discussion of preserving audiovisual publications. The Smithsonian is working on irradiated materials. LC is looking at the aging of CDs and a report will be issued soon.

Old Business

There was a question of whether the papers given at the Serial Set Pre-Conference will be issued in Dttp. It was assumed that they would.

New Business

The group agreed that a letter needs to be written by the Chair of REGP to August Imholtz thanking him for all the work that he has done over the years. There was a question whether GODORT could write a resolution about this as well. The matter will be investigated further.

David Utz asked about what is being done to preserve local city documents. His library in Philadelphia has a very large collection of old city publications and he is interested in what others are doing in the area. David, Roberta Palen and Yvonne Wilson will talk about this and see if others can be interested in having a program with PLA.

David also asked how he should handle his pre-SuDocs documents that are in the 1909 Checklist. He received a lot of suggestions from those present on how they could be inventoried, preserved and have their value determined.

Meeting adjourned at 10:20.

Minutes submitted by John Phillips, Chair-REGP.

GODORT Federal Documents Task Force - Business Meeting
Morial Convention Center, Room 391
Mid-Winter, New Orleans LA
January 19, 2002 5:00-5:45
Sherry DeDecker, Coordinator

Sherry DeDecker called the meeting to order at 5:00pm. Sherry announced that fliers about the upcoming 2001 GODORT preconference "A Horse of a Different Color: Census 2000 and Creating Customized Tables on the Web" are available at the meeting. Registration information will be announced in the near future. A handout on the draft report on the Ad Hoc Committee on Digitization of Government Information is also available. The meeting agenda was adopted. The previous meeting minutes from June 17, 2001 in San Francisco were approved.

Reports of FDTF Liaisons

Program: Sherry DeDecker shared information about a possible preconference co-sponsored with GITCO on Web page development and enhancements as well as a program on national libraries. Discussion followed. Some concern exists about finding a free venue for a preconference in Toronto. An opportunity to learn more about options for enhancements and usability studies, however, may be timely and appealing to those librarians who wish to review and update their existing Web pages.

Legislation: Laura Dickson reported that the committee is working on 2 resolutions. One is on Executive Order 13,233, and the other is on access to government information, which includes removal of government information. Legislation is asking ALA to create an ad hoc committee on the issue of removal of government information. Discussion followed about Attorney General Ashcroft's recent statements about FOIA. FDTF recommends that the GODORT Legislation committee review this issue. Substantial discussion continued about who will take the leadership role within GODORT or ALA in the proposed ad hoc committee on removal of government information. FDTF recommends that the GODORT Chair establish a GODORT ad hoc committee on the issue of removal of government information, inviting liaisons from other ALA groups. This will continue to establish GODORT as the expert organization in government information preservation and access issues.

GITCO: Aimee Piscitelli Quinn reported that GITCO is discussing the possible preconference on Web pages.

Cataloging: Nan Myers reported that this committee has not met yet.

Education: Karrie Peterson reported that this committee has not met yet.

Publications: Debora Cheney reported that the committee is working on developing publications, including one with CIS as well as a new electronic working paper series. Publishing is being heavily stressed to promote membership and generate revenue. Debora Cheney reported that the committee is working on developing publications, including one with CIS as well as a new electronic working paper series. Publishing is being heavily stressed to promote membership and generate revenue.⁹

Rare and Endangered: A representative was not present to report.

New Business

Recommendations from work groups: Two work groups met between 4:15 and 5:00pm prior to this Business Meeting.

Response to E.O. 13,233 work group- With the knowledge that the GODORT Chair has sent a letter to ALA and that ALA and three other national organizations drafted a joint letter to Congress about the E.O., the work group reported that they chose to discuss the draft resolution from the GODORT Legislation committee on the order. Several representatives from the Legislation committee were present to discuss the issue with the FDTF work group. Options for the "Be it resolved" section were discussed and drafted. The work group recommends that these additions to the draft resolution be reviewed and considered by the Legislation committee.

Details will be found in the Legislation committee report.

Removal of government information work group- This work group reported five recommendations:

1) Resolution on removal of previously public information covering these points:

- Maintain bibliographic records in public view for publications being removed .
- Establish clear criteria and procedures for removal .
- Provide adequate public notice .
- Ensure archived copies of original publication, so, after a period of time and re-evaluation, publication may be again made publicly available. .
- Revision of online publications should happen only after preservation of original version and adequate public notice, so bibliographic records are adequate.

2) Follow-up letter from GODORT to today's FDTF program speakers (Walter Finch, Associate Director for Business Development, NTIS; Thomas Smith, Team Leader, Public Document Room, Nuclear Regulatory Commission; and Judy Gilmore, Department of Energy, Office of Scientific and Technical Information (OSTI)), reiterating points from discussion. Issues of concern include criteria, archival copies, and retention of bibliographic records in public view.

3) Letter from GODORT to ALA Public Affairs Office asking that a video be made for inclusion in the @ your Library campaign promoting the depository program and value of public access to government information.

4) GODORT work with GIS to encourage ALA Legislation committee to request that JCP hold formal hearings on the issues surrounding removal of government information.

5) Develop a press packet. Have a GODORT group put together press packets for librarians and the ALA Public Affairs Office.

Because of the time, only brief discussion followed. Regarding 2), three separate letters could be sent tailored to the three separate missions of the agencies that the speakers represent. 3) This letter could be sent to the ALA Legislation committee, and the ALA President would send the letter. 5) FDTF recommends that the Education committee consider the proposal for development of a press packet. IRS Liaison opening: Sherry announced that Roberta Palen has agreed to assume this post. Draft report from the Ad Hoc Committee on Digitization of Government Information: Sandy Peterson outlined the

3 major recommendations in the document and requested that any comments about the report be submitted in writing by April 1st to Cathy Hartman.

With no other new business, the meeting was adjourned at 5:45 pm.

Respectfully submitted,

Kathryn Brazee

Secretary, Federal Documents Task Force

**GODORT Federal Documents Task Force Steering Committee
Morial Convention Center, Room 391
Mid-Winter, New Orleans LA
January 19, 2002 2:00-2:30pm
Sherry DeDecker, Coordinator**

Sherry DeDecker called the meeting to order and welcomed those in attendance. The agenda was adopted. Sherry announced that the upcoming 2001 GODORT preconference "A Horse of a Different Color: Census 2000 and Creating Customized Tables on the Web" did not appear in American Libraries, but fliers about the program are available at this conference. The previous meeting minutes from June 16, 2001 in San Francisco were approved.

Reports of FDTF Liaisons

Program: Brian Rossman reported on upcoming programs. FDTF is planning a program on National Libraries at the 2003 conference in Toronto. The program will include representatives from each of the U.S. national libraries and Canadian national library programs. FDTF is also considering co-sponsoring a hands-on preconference with GITCO on developing and enhancing depository library Web pages, also at the 2003 conference. Further discussion with GITCO regarding the specific focus, venue, and which year to hold the preconference needs to occur.

GITCO: Aimee Piscitelli Quinn reported that GITCO is discussing e-competencies issues and the preconference on Web pages.

Education: Karrie Peterson reported that this committee has not met yet.

Publications : Debora Cheney reported that the committee is working on developing publications, including a new electronic series, and is updating the Directory. Debora is continuing to update the citation guide. She encouraged all members to think about writing publications for GODORT as a way to disseminate information and generate revenue.

New Business

IRS Liaison opening: This position, previously held by Louise Treff-Gangler, is currently vacant. FDTF thanks Louise for her work and is looking for a new volunteer. The person in this position works with PLA and BPOL.

Current FDTF work groups: FDTF has a Reciprocal Links work group that appears to be defunct. The committee agreed that the group could now be disbanded. The PPM will be checked to make sure it no longer mentions this work group. The committee will discuss the Federal Agency Liaison program over email and then at the Annual conference.

The possible creation of a new committee, either in FDTF or GODORT-wide, on the removal of government information was discussed. A recommendation was made that one charge of the committee could be the development of a whitepaper for publication.

With no other new business, the meeting was adjourned at 2:30pm.

Respectfully submitted,

Kathryn Brazee

Secretary, Federal Documents Task Force

GODORT International Documents Task Force Minutes
ALA Midwinter Meeting
New Orleans
Morial Convention Center, room 383
Saturday, January 19, 2002
3:00-5:30pm

Presiding: David Griffiths, IDTF Coordinator

Secretary: Kristina Waldron

David Griffiths called the meeting to order at 3:04.

Changes to the agenda. David Griffiths moved Suzanne Edam's report on the OECD so that it would follow Marian Shaaban's IDTF Agency Liaisons report. The minutes of the 2001 Annual Conference Meeting were approved.

Committee Liaison Reports.

- 1. Cataloging Committee, Kristina Waldron.** The Cataloging Committee meets Sunday, January 20.
- 2. Education Committee, Angela Bonnell.** The Education Committee meets Sunday, January 20. The committee's discussions of user studies, information literacy and e-compliances (in cooperation with GITCO) will be relevant to IDTF.
- 3. Government Information Technology Committee, Eric Forte.** GITCO meets Sunday, January 20. Work relevant to IDTF includes the CD-ROM documentation project. GITCO seeks volunteers to contribute documents that they have written about CD-ROMs, such as user guides. The GITCO e-competencies that may be of particular interest to IDTF include web skills and knowledge of statistical package software.
- 4. Legislation Committee, Susan Pinckard.** The Legislation Committee is concerned about "take-down issues." This refers to the removal of information from the World Wide Web. The Legislation Committee is considering drafting statements about their concerns, and establishing procedures as to who has the authority to take down information from web sites, what information may be taken down, and how the information may be removed.
- 5. Publications Committee, Angel Batiste.** Angel proposed two projects to the Publications Committee, and distributed handouts to IDTF that described these proposals. The first proposal is for the creation of a web page for NGOs and IGOs related to Sub-Saharan Africa. The second is for the publication of a guide to Africa-related U.S. government reports and Congressional hearings. In this part of the agenda, Angel described the Publications Committee's response to the second proposal. The Publications Committee made two recommendations: that IDTF develop the project as a book including both historical information and information on all developing countries. The IDTF members discussed Angel's second proposal. Some members felt that the information could be obtained through available indexes like Congressional Universe. The publication would have limited and specialized interest. IDTF would have to clarify the recommendations of the publications committee. Since there was no consensus on

- the proposal, David Griffiths recommended that IDTF would leave this proposal and continue with the liaison reports.
6. **Rare & Endangered Government Publications, Jackie Druery.** This committee meets Sunday, January 20. Their focus will be completing the Serial Set inventory.
 7. **Ad Hoc Committee on Digitization of Government Information, Chuck Eckman.** The Ad Hoc Committee's draft report contains three recommendations: first, that the GITCO website be expanded to include lists of volunteer mentors to digital imaging projects, public access to GITCO's database of digital projects, and a resource list for digital projects; second, that GITCO encourage digital projects; third, that GITCO sponsor a pre-conference. Chuck asked that comments about the Ad Hoc Committee's draft report, which is available on the Ad Hoc Committee's web site, be directed to the Chair of the Ad Hoc Committee.
 8. **IFLA, Debbi Schaubman.** Debbi attended the 2001 IFLA meeting in Boston. She is the new information coordinator for IFLA. IFLA is soliciting papers for the Glasgow meeting, translating into English papers presented at a previous conference, and considering plans for a workshop for the 2003 IFLA conference in Berlin.
 9. David Griffiths asked for a volunteer to finish Carol Hunter's term as liaison to the Program Committee. David hopes for a volunteer to complete the current term and serve in the next term. David asked that any interested member please speak to him.

The IDTF Agency Liaison Program Reports, collected by Marian Shaaban, will be appended to these minutes. Marian distributed seven agency reports and one publisher report. Two Agency Liaisons are unable to continue their work, so Marian seeks liaisons to the OECD and the Council of Europe. At the suggestion of IDTF members, Marian would like to add ASEAN and Organization of African Unity liaisons to the program. Marian asked that any interested member contact her.

Suzanne Edam offered to answer IDTF members' questions. She had given a presentation that morning, "Where is SourceOECD Heading?" Suzanne asked that anyone who would like the notes from her speech please send her an e-mail request. She commented on the success of Turpin as distributor. Suzanne advised that a person requesting missing older issues of a periodical should e-mail the OECD Washington center. If the missing issues are the most recent issues, the person should contact Turpin. Suzanne distributed a brochure that describes SourceOECD.

Old Business

1. The IDTF members agreed that it is acceptable for David Griffiths to maintain the IDTF website.
2. David Griffiths circulated a copy of the letter sent to the UN regarding the UN Treaty Database license agreement. Gunda Trumkalne, a member of United Nations Publications who was present at the meeting, updated IDTF on the status of the license agreement. Gunda and the other members of the UN Publications Department shared librarians' frustrations with the license agreement. The license agreement did not take into account that the librarian is not the end-user of the database and cannot be held accountable for all the actions of the user. The UN

- Publications Department is communicating with the UN Legal Department. The Legal Department has completed a draft of a revised license, but the Publications Department has yet to see this draft. The Publications Department will communicate with IDTF.
3. David Griffiths asked if there is interest in creating an online directory of international documents specialists. Helen Sheehy described the proposed IFLA directory, which would be very similar. Helen has, in the form of an Access database, the information gathered from responses to a letter sent by IFLA to Latin American and European institutions. In addition to names, postal addresses and e-mail addresses, the information includes areas of expertise and language abilities. Debbi Schaubman volunteered to serve as the liaison between IDTF and IFLA in the creation of the database. Sandy Peterson and David Griffiths volunteered to assist Debbi.
 4. David Griffiths provided to IDTF an update to a survey conducted by Jim Church of IGO digital preservation practices and plans. After a discussion of where the survey might be published, Church Eckman made a motion that IDTF ask Jim to post the results of his survey on the IDTF website, to provide information on the criteria he used to select the IGOs he contacted, and to provide more information on the response rate. In addition, IDTF would ask Jim if it could assist in following-up on IGO responses. The motion was carried.

New Business

1. Kristina Waldron said that John Stevenson, Chair of the GODORT Cataloging Committee, is interested in integrating the IDTF Toolbox for Processing and Cataloging International and Foreign Government Documents with the Cataloging Committee's Toolbox for Processing and Cataloging Federal Government Documents. In response to his proposal, Kristina made two suggestions. First, IDTF will continue to maintain its Toolbox as a separate product. Second, IDTF will form a toolbox working group, lead by Kristina, to assist the Cataloging Committee in the development of a new, integrated toolbox. There will be some redundancy between the integrated and IDTF toolboxes. A motion to create the toolbox working group was made and carried. Susan Pinckard and David Griffiths volunteered to join the working group.
2. Angel Batiste described the first of her proposed projects, a web page for IGOs and NGOs related to Sub-Saharan Africa. Angela estimated, conservatively, that 500 regional African IGOs would be included in the project. The Publications Committee recommended that the project include other developing countries. IDTF members discussed options and interest in the project, and the nature of HTML lists of IGOs. Such lists are useful for researchers and as collection development tools. However, the initial enthusiasm for creating these lists often fades because of the work involved. Then the sites become stale. In order to create support for the project, it was suggested that the editorial and technical infrastructure be developed. The proposed project might be a pilot for converting HTML lists to searchable databases. These searchable databases would contain metadata that would allow users to isolate IGOs by characteristics, like a focus on a region or country. David Griffiths noted the high level of interest in the project. Because of the amount of work involved, IDTF agreed to include only African organizations. David Griffiths made a motion that a working group be formed to

- write a report, which will be sent to IDTF members before the annual committee, to describe the workflow of the proposed project. The report would explore the possibility of a database as the result of the project, the data that might be included, and a host institution for the technological infrastructure of the project. The motion was carried, and David sought volunteers for the working group. Christof Galli, David Griffiths, Angela Batiste and Debbi Schaubman volunteered.
3. There were no ideas for a pre-conference for the 2003 Annual Conference.
 4. Chuck Eckman requested that IDTF seek some acknowledgement of the many years of work and commitment of Rosemary Little. Chuck made a motion that the Chair of GODORT write a letter commemorating and praising Rosemary's work, and that this letter be presented at the ALA annual conference. The motion was carried.

Updates on products and services

Pat Finney, of the Center for Research Libraries, described projects related to CRL's Foreign Official Gazettes Collection. The Center seeks gazettes that need to be filmed. A list of needed gazettes is available at <http://wwwcrl.uchicago.edu/info/FOG/fogfilm.html>. In addition, the CRL Foreign Official Gazettes Task Force seeks gazettes from Africa that have not yet been microfilmed. A list of needed African gazettes is at http://wwwcrl.uchicago.edu/info/FOG/fogfilm_africa.html. Pat asked anyone who would be able to help the project to please contact her at CRL. Her telephone is (773) 955-4545 ext.328. Pat's e-mail is finney@crlmail.uchicago.edu.

Andrea Morrison invited IDTF members to attend the 2nd meeting of the Publications Committee on Monday. The Publications Committee hopes to establish Task Force subcommittees to help people with great ideas get their work published. The meeting was then adjourned.

**GODORT State and Local Documents Task Force Meeting
2002 ALA Midwinter Conference, New Orleans LA
Saturday, January 19, 2002, 2-4:30 PM
Morial Convention Center, Room 282**

Chair Nan Myers called the meeting to order at 2:00 pm. Present: Margaret Lane, Smittie Bolner, Stephen Woods, Linda Reynolds (Assistant Chair/Chair-Elect), Stephen Patrick, Bill Sleeman, Patricia Finney, Yvonne Wilson, Nancy Kohlenbrander, Brian Carpenter, Jody Fagan, Richard Gause. Becky Culbertson, Jim Church (Secretary), Louise Treff-Gangler, Cathy Hartman, and Janet Justis.

1. After introductions, Nan Myers handed the meeting over to Jody Fagan, who gave a summary of her recent article "Citizen's Access to On-line State Legislature Documents," *Government Information Quarterly*, 18 (2001), 105-121.

The article was a result of a study of all 50 state legislative sites in the United States, and was conducted in September 2000. The authors browsed all 50 sites and evaluated them according to clarity of presentation and language, interface design, search options, and document accessibility in multiples formats. She also distributed a handout with examples of state legislature pages with clear and usable interfaces.

Overall the focus of the study was usability. The authors found that sites with the clearest and simplest language outperformed fancy websites with complicated interfaces, java scripts, etc. Many sites seemed to have used the same commercial software for webpage design, but the better examples did not seem more expensive to implement. The default browse used was Netscape, but some of the sites worked well only with advanced versions of Internet Explorer.

Each of the sites offered information about bills and statutes, but others included additional information, some more and some less. There were several questions from the task force about site content. While the study focused on site design, Jody noted that content varied wildly. The majority of them did not include Senate or Assembly journals or hearings. Some sites split Senate and Assembly information onto separate pages, and there were examples of information even more widely disbursed, including state constitutions split up onto 100 different pages, and 1500 page pdf files.

Jody suggested some possibilities for future study include the amount of funding available in each state for webpage design, more detailed surveys of content and archival policies, or explorations of local government websites.

Nan thanked Jody for an excellent presentation and moved on with the agenda.

2. Approval of the agenda: The agenda was approved. Nan noted that some committee liaison reports would be shifted to accommodate people with conflicting schedules.
3. Approval of SLDTF minutes from ALA Annual in San Francisco: the minutes were approved.
4. Reports from Committee Liaisons.
 - a. Ad Hoc Committee on Digitization of Government Information (Cathy Hartman). Cathy reported on the committee's draft report, which was charged by incoming GODORT

chair Ann Miller at the ALA Annual Conference in Chicago, 2000. The report is a substantial, well-documented work. The report's recommendations include increasing the membership of the Government Information Technology Committee (GITCO) by five members, updating the report's bibliographies, constructing a database of completed digitization projects, and creating lists of mentors to assist government information librarians with digital projects. The report also includes descriptions of best practices and digitization standards, a clearinghouse of completed digital projects, and more. There is ongoing discussion about the possibility of a pre-conference on digitizing government information at ALA in Toronto, 2003. The target date for submission of the final report to GODORT Steering is May 2002.

- b. Committee of Eight (Margaret Lane). Margaret contacted the committee last spring and asked them to respond to a survey concerning the SLDTF toolbox, otherwise there has been no activity. Laurie Kram from UCLA has left, and Louise Treff-Gangler volunteered to replace her. Margaret explained the committee's function is for each member to monitor government information issues for seven state governments. Essentially it is an activist tool/telegraph tree to contact state governments quickly.
- c. Cataloging (Becky Culbertson). John Stevenson, chair of the committee, wishes to thank people from SLDTF who contributed to the Cataloging toolbox. Becky also noted GPO is getting a new Integrated Library System and is looking for suggestions to help meet the needs of the documents community.
- d. SLDTF Web Coordinator (Atifa Rawan). In Atifa's absence, Nan asked if there were any webpage issues. It was noted from the floor that some links were broken. Nan suggested e-mailing Atifa if you come across something.
- e. Education (Steven Woods). The committee is working on goals and objectives, and issues of information literacy as it applies to government information.
- f. GITCO (Rich Gause). The committee is discussing e-competencies and the implementation of subject headings for state government agencies in FirstGov.
- g. Program (Nancy Kohlenbrander). Nancy reported the committee is working on a Census pre-conference and a SLDTF program for ALA Annual in Atlanta, 2002. The SLDTF program's working title is "Innovations in State Government Information Sources" (see discussion under "Old Business.")
- h. Publications (Jim Church). Publications may eventually looking for a replacement editor for DttP and is currently looking for a DttP Advertising and Distribution Manager. Several publications are in the works, including an update of the GODORT Government Documents Style Manual. An active topic of discussion is the future of GODORT electronic publishing.
- i. Rare and Endangered (Yvonne Wilson). The committee is working on an inventory of web-based versions of the Serial Set. August Imholz is leaving CIS. A website has been set up at the University of Kansas using funds from the GODORT Donna Koepp honorarium.
- j. Legislation (Janet Justis). Nan reported initially in Janet's absence. Are we looking for a State & Local column editor for DttP? Nan is expecting to hear from Dena Hutto about this later.

- k. Center for Research Libraries (Patricia Finney). Pat reported on the cataloging of state documents at CRL. The good news is they are making excellent progress and have completed 29 out of 50 states. The bad news is states 30 and 31 are New York and New Jersey. New York documents alone comprise over two thirds of the entire collection, and include 33 rows of documents. New York should be completed by this summer. Pat is hopeful that in a year or so the project will be completed and CRL will be able to begin accepting new deposits.
- l. Brian Carpenter, from the ACRL Science and Technology Section, government documents committee, is here to gather information about what SLDTF is doing.

Old Business

5. GODORT Program for 2002 ALA Annual Conference, "Innovations in State Government Information Sources.

Nan introduced the program to the task force, and noted that two speakers had agreed to make presentations: Trisha Cruse, Project Manager for the statistical database "Counting California" from California Digital Library (<http://countingcalifornia.cdlib.org>) and Susan Tuggle, Coordinator of Government Publications at UGA, and participant in designing the Georgia Government Documents section of Galileo (<http://www.galileo.peachnet.edu>).

The task force agreed that two additional speakers, or total of four, would be ideal. Other potential topics and speakers were discussed. It was agreed that criteria for selection included that the presenter must attend ALA (no funds to pay for travel), be a good speaker, and a librarian.

Steven Woods reported on a GIS project at Idaho State involving citizen and library participation using GIS software (ArcView) to create new redistricting maps at the state and national levels for Idaho. It was agreed that a GIS/Interactive Mapping presentation would be a good addition to the program. Another possible topic was the use of Multimedia formats for the preservation of government information, including a project of the Kentucky State government to record digital video and audio files of state legislators on the floor of the state congress.

6. Documents on Documents Collection.

Jan Goldsmith at UCLA has agreed to house the print documents on documents collection, and has also accessioned the entire collection. Nan has a copy of the MOU under which the collection will be transferred, and plans to submit it to second Steering for approval and have it signed by the chair of GODORT. She passed it around to the task force for review. UCLA has agreed to house the collection indefinitely, catalog it, and make it available via interlibrary loan. Nan later noted the exact procedures for ILL still needed to be clarified.

7. State and Local Documents Toolbox.

Nan noted the International Documents Task Force (IDTF) had developed an excellent toolbox, and asked for a status report of the SLDTF toolbox. Nancy Kohlenbrander has drafted a prototype which now resides at the University of Delaware production site. Nan asked for other

volunteers to help complete the project. Nancy Kohlenbrander, Becky Culbertson, Richard Gause, and Vicky Boggatt volunteered.

8. PPM updates.

Dena Hutto noted several sections of the PPM regarding the task force are out of date and needed revision. She volunteered to work on this virtually with Nan, via e-mail.

New Business

9. Development of Top 10 List of Things to Know for State Documents Librarians (Margaret Lane).

Margaret introduced a prototype of a list of Top 10 things for state documents librarians to know, but she is retired and needs help to develop this. The list would be modeled on a federal list compiled by Sheila McGarr and Robin Haud-Mohammed. Some of the potential items include a national state documents listserv, state documents features of the CIS Directory of Documents Librarians, information about the GODORT handout exchange, locations of state documents bibliographies (DttP), and more information. She noted that there are new documents librarians in Louisiana and North Carolina, and what is being done to help them? The list could take a number of forms, including a handout or Internet Welcome Wagon.

Margaret also noted the Western Council of State Library Agencies (WestCo) is organizing a workshop, April 22-24, in Scottsdale Arizona, to address issues and concerns of state library government documents librarians.

Janet Justis (Legislation) arrived late from the ALA Government Information Subcommittee for the ALA Committee on Legislation (GIS) and noted an issue of concern is the draft 2003 Governor's Budget for the State of Washington, which effectively eliminates funding for the State Library. The budget has not gone forward to the State Legislature yet, but is still a serious issue as funding may be cut. The Washington Library Association is lobbying the state legislature.

Louise Treff-Gangler (nominating) noted GODORT nominations for IDTF Coordinator, SLDTF Coordinator, Fed Docs Coordinator, Chair of Publications, and Chair of GODORT are still being sought. Please contact her if interested or if you know anyone who might be.

Nan asked for a motion to adjourn and the meeting ended at 4:45.

Respectfully submitted,

Jim Church