Minutes
Midwinter Conference
January 24-28, 2003

Philadelphia, PA
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Welcome and Introductions. The meeting was called to order at 9:45 AM. Bill Sudduth welcomed the group. Members of steering and other attendees introduced themselves.

Adoption of the Agenda. Dan Barkley moved to accept the agenda and Andrea Sevetson seconded. The agenda was accepted.

Approval of the Minutes at 2002 Annual Conference
A motion to approve the Steering and Committee minutes from Annual 2002 was made by Dan Barkley and seconded by Karen Russ. The minutes were approved.

Announcements
Attendance sheets were distributed to committee chairs and should be returned to Angela Bonnell.
Steering members were reminded to provide GODORT committee materials to Archives as appropriate.

The GODORT bin and copy number were announced. In the interest of economy and being environmentally friendly, Chair Sudduth requested that committee chairs/coordinators keep reports from committee meetings brief. Sudduth also requested that chairs limit copies to 50 for the Business Meeting. The deadline for material submission for the Monday afternoon Business Meeting is Sunday at 10:00 PM.

Report of the Chair on Activities since Annual Conference (Bill Sudduth, Chair)
Bill Sudduth reported that he and Dan Barkley worked together at the Washington Office in support of PubScience.

Bill Sudduth expressed his concern with the lack of response from ALA following the letter written to ALA Executive Director, Keith Michael Fiels. Follow-up will be needed as there is no evidence of improvement.

Treasurer's Report (Tim Byrne, Chair)
Tim Byrne distributed two reports: End-of-the Year Report for 2001–2002 and GODORT Budget 1996–2003, the former reflecting the current fiscal year and a performance report through November. Byrne reported that GODORT will be overspent by more than $10,000 at the end of the year. A variety of reasons are to blame for this shortfall. Among those reasons, GODORT did not realize any of its revenue projections, dues decreased rather than increased, DttP still is providing gratis advertising, and significant expenditures were incurred from reception costs and conference equipment fees. Solutions to budget issues will be discussed in new business.

Introduction
In reference to attempts by GODORT to improve administrative service from ALA, Sudduth introduced Reginald Scott, ALA Washington Office Manager. Scott addressed the customer service difficulties he and other staff face within the Washington Office in working with ALA Headquarters. Scott cited budget cuts and cumbersome administrative procedures as primary constraints that prevent timely dissemination of information to GODORT and other ALA Round Tables.

Scott assured Steering that Washington Office is committed to providing the best customer service possible regardless of constraints.

Sudduth commended Scott and the Washington Office’s heroic and good service while trying to resolve poor service and he noted his appreciation of Scott’s attendance at Midwinter. Scott’s presence should be viewed as an indication of Washington Office’s commitment to GODORT.

Scheduling
Due to traveling logistics, Sudduth asked that Steering adjourn Tuesday’s Second Steering meeting as early as possible to allow travelers enough time to make flights.

Sudduth sought a volunteer to attend the New Members Orientation session Saturday from 10:15 to 11:15. Jill Moriearty agreed to attend.

Task Force Reports
Federal Documents Task Force (Cass Hartnett, Coordinator)
Federal Documents Task Force has put together a diverse group of presentations for the GODORT Update. The committee is in the process of finishing a memorial resolution for Barbara Aldrich. They continue their preparations for the Toronto program, “The People’s Treasures: US and Canadian National Libraries.” The program will include six national libraries, five from the United States and one from Canada.

International Documents Task Force (Chuck Eckman, Coordinator)
No report.

State and Local Documents Task Force (Linda Reynolds, Coordinator)
No report.

Committee Reports
Awards (Susan Tulis, Chair)
Susan Tulis reported that there are nominees for each GODORT award or grant.

Budget (Tim Byrne)
Tim Byrne reported that budget reports were due to ALA in December; in the past they have been due in January.

Bylaws (Andrea Sevetson, Chair)
Sevetson reported that inconstancies in Articles V and VIII in Bylaws have been corrected.

The committee is working on three different items: the elimination of the Budget Committee, the creation of a new Development Committee, and the separation of Conference and Membership Committees. Bylaws will finalize the texts of such items.

Cataloging (Elaine Winske, Chair)
Winske sought clarification on requesting speakers at committee meetings, in particular, a GPO cataloger at the Cataloging Committee meeting and at the GODORT Update. It was determined that it has been an invisible procedure that coordinators and chairs extend invitations to whichever representatives they want for their respective meetings.

*Education* (Dena Hutto, Chair)
No report.

*GITCO* (Amy West / Megan Dreger, Co-chairs)
No report.

*Legislation* (Dan Barkley, Chair)
Two-person teams are addressing such topics as the disappearance of government information, and the impact of the E-government Act and the Homeland Security Act on government information.

Barkley is anticipating ALA resolutions regarding the Patriot Act and Homeland Security Act

Barkley thanked Federal Documents Task Force for crafting a Memorial Resolution for Barbara Aldrich.

*Membership* (Jill Moriearty, Chair)
Jill Moriearty reported that the Toronto reception details are finalized. Canadian librarians are looking forward to meeting us.

Twelve individuals have indicated they would be attending the New Members luncheon.

There was lengthy discussion on decreasing membership and attempts to draft new librarians into GODORT. One strategy to assist Membership in recruitment may be to remove conference responsibilities from their charge.

*Nominating* (Karen Russ, Chair)
Russ requested a motion be made to accept the slate of candidates for Depository Library Council. Dan Barkley made such a motion; Jill Moriearty seconded. The motion was accepted. Nominees for Depository Library Council are Bert Chapman, Charles Malone, Ann Miller, Bill Sleeman, and Lori Smith.

Nominating has solicited individuals to run for positions. Russ reported that there were many who would like to run but were unable as a result of their institutions’ budget limitations. Nominating is still seeking individuals to run for positions in Nominating, the Federal Documents Task Force coordinator, and both the International Documents Task Force coordinator and secretary. In most other races there is a minimum of candidates running.

Russ reported that the interactive form at the Berkeley website is still down. Until the problems are resolved, she suggested that applicants use the rft version.

*Program* (Andrea Morrison, Chair)
Andrea Morrison reported that the committee is on track for the ALA Toronto preconference on Digitizing Government Information. GODORT should stand to make a good profit given the affordable auditorium room rental at $20 an hour.

The committee will be reviewing proposals for programs and preconferences for ALA Orlando 2004.
The committee is creating a tip sheet for others in proposing and planning programs and preconferences.

Publications (Bill Sleeman, Chair)
No report.

Rare & Endangered Government Publications (John Phillips, Chair)
Newbank/Readex and Lexis-Nexis are investigating the digitization of the Serial Set. August Imholz will discuss the Readex product at REGP’s meeting. Phillips will contact Lexis-Nexis for more information on their product.

The committee’s planned visit to the Free Library of Philadelphia from the Sheraton Society Hill Hotel will depend on available transportation for attendees.

Liaison Reports
No reports.

Old Business
No old business.

New Business
Scheduling. Second Steering Meeting will begin at 9 AM on Tuesday, January 28, 2003.

GODORT Budget Discussion. Discussion centered on short- and long-term solutions at decreasing expenditures and increasing revenues.

Expenditures
One suggestion for decreasing expenditures was in assessing the use of equipment at conferences. Fees to rent dataviewers and the labor attached to the viewers is a significant drain on the budget. Suggestions include limiting the use of equipment at conferences by having equipment requests assessed by Steering or some other committee, obtaining used or surplussed equipment that would be carried to conference locations, or having individuals bring equipment from their respective institutions.

Receptions were also considered a likely place to cut costs. Suggestions to limit reception costs include seeking increased funding from corporate sponsors, seeking new corporate sponsors, changing the reception to a ticketed event, spending less on food, spending nothing on food, or spending only that which as been earned from the previous year (following the Programming model).

A third area considered in cutting costs involved DttP. One suggestion was to have several double issues. Before this could happen an investigation would need to ascertain the implications on advertisers and corporate membership.

The migration of DttP to an e-publication was also considered. Once again, an investigation of maintenance costs, publications costs, and advertising and subscription repercussions would take place before this was implemented.

Revenue
Suggestions for increasing revenue include raising GODORT dues, initiating a fund drive for the scholarships, publishing more royalty-generating information products, and increasing the number of
preconferences, workshops and training sessions within ALA and outside ALA venues (Depository Library Conferences, for example).

It was agreed that there are auxiliary elements contributing to budget problems. External factors consist of prevalent mergers of units in libraries that, in many cases, have also resulted in the merging of responsibilities and a subsequent loss of specificity within the documents field. Additionally, budgetary shortfalls at institutions restrict some otherwise willing participants from professional service and inherent travel requirements associated with service. Both factors may contribute to the decrease in GODORT membership and the dues. Solutions to such problems include lobbying library schools to teach government documents courses, and reaching out to new markets to recruit GODORT members. The Education and other committees could be tapped to help promote GODORT.

Bill Sudduth believes that there is no lack of creativity from GODORT members in resolving the budget problem. Volunteers were sought to investigate these suggestions and others. Dan Barkley, Sandra Peterson, and Andrea Morrison volunteered to assist the Budget Committee.

Adjourn
Dan Barkley moved to adjourn and Susan Tulis seconded. The meeting adjourned at 12:35 PM.
Steering II
GODORT Business
Appointments
Steering approved the reappointment of Vicki Tate as GODORT Archivist.

Steering recommended Sandra Peterson as the IFLA representative to the Government Information and Official Publications Sections.

David Griffiths was appointed to the Bylaws and Organizations Committee, filling a one-year term created by the resignation of Roberta Palen.

Yvonne Wilson was appointed the SLDTF liaison to the Program Committee, filling the vacancy created by Nan Myers’ resignation.

Steering approved the following SLDTF liaison appointments: Sherry Mosley to Legislation, Anne Liebst to Publications, and Timothy M. Skeers to Rare and Endangered Government Publications.

Aimee Quinn was appointed to the Legislation Committee.

Expenditures
Steering approved the expenditure of $200 for GODORT stationary.

Steering approved room fees for an auditorium at the University of Toronto where GODORT’s preconference on the digitization of government information will be held at ALA Annual in June 2003.

Scheduling
Steering agreed to schedule the First Steering Committee Meeting from a Friday afternoon session to a Friday mid-morning session. The rationale for the change is to avoid a rushed meeting, instead giving members time to discuss the upcoming conference and potentially to plan for any last minute situations. This change also allows Legislation, Membership and Program Committees more time Friday afternoon to finish up on-site logistics.

Decisions
Chair Bill Sudduth sent a letter to Keith Michael Fiels, ALA Executive Director, expressing GODORT’s dissatisfaction with ALA administrative support from the ALA Washington Office.

Steering agreed to advertise the DttP editor position announcement—drafted by Bill Sleeman and John Shuler—in GOVDOC-L, DttP, American Libraries, and in a FDC/DLC Fall Conference flyer.

Steering approved the Radisson Plaza–Warwick Hotel as the GODORT hotel for the Midwinter Meeting in Philadelphia.

Chair Sudduth notified Steering that he had accepted Bruce James’ offer to speak at GODORT’s Business Meeting Monday afternoon at Midwinter.
Steering agreed to plans coordinated by Jill Moriearty and the Membership Committee for the joint AGIIG/GODORT Reception scheduled Monday, June 23, 2003 from 5:00 through 7:00 in the Main Room of the University of Toronto Faculty Club.

In Attendance
Andrea Sevetson, Chair of Bylaws and Organization, attended the Hearing on the Nomination of Bruce R. James to be Public Printer on October 3, 2002.

Chair Sudduth attended the Public Printer’s swearing-in ceremony in Washington, D.C. on January 9th, 2003.
GODORT Bylaws Committee  
Monday, January 27, 2003, 9:30-11:00 a.m.  
Society Hill Sheraton, Shippen Room  
Andrea Sevetson, Chair and Recorder  

Present: Andrea Sevetson, Aimee Quinn, David Griffith, Nan Myers, Bill Sudduth.  

The Committee met and finalized language on four bylaws changes, and the associated language.  

The changes are as follows:  

Bylaws Proposal #1 – Article VIII, Executive Committee  

A) Proposed language (Language in brackets is deleted. Language in italics is added):  

Article VIII EXECUTIVE COMMITTEE  
This committee is composed of the Chair, the Assistant Chair/Chair-Elect, Secretary, Treasurer, GODORT Councilor, Publications Committee Chair, and the Immediate Past Chair. This committee shall act for GODORT when time constraints prevent convening or canvassing the Steering Committee. It shall also assist the Treasurer in the preparation of the budget, ensure that the budget is based on complete and accurate information provided by all GODORT units, and conduct budget reviews as requested by the GODORT chair. No action taken by this committee shall conflict with action taken by the Steering Committee. All action taken will be reported to the Steering Committee.  

B) Additional Sections Affected by the changes (Language in brackets is deleted. Language in italics is added)  

Article X. section l. (all deleted)  
[Budget Committee.-This committee is composed of three members consisting of the GODORT Treasurer, the GODORT Assistant Chair/Chair-Elect, and the GODORT Past Chair, with the Treasurer serving as Chair of the Committee. The Budget Committee shall assist the Treasurer in the preparation of the budget, ensure that the budget is based on information as complete and accurate as possible from all units of GODORT, and conduct budget reviews as requested by the GODORT Chair.]  

Article V Section 5. Treasurer.  
The Treasurer shall perform the customary duties of this office and serve on the Executive Committee, and the Steering Committee[, and as Chair of the Budget Committee].  

C) Rationale for the changes  
The Budget Committee has not met and produced minutes since prior to 1999. The Budget Committee members (the Treasurer, Past Chair and Chair-Elect) are also on the Executive
Committee. The Executive Committee may delegate a subset to work on specific issues, or may work as a whole.

**Bylaws Proposal #2 – Article X, Development Committee**

**A) Proposed language** (Language in brackets is deleted. Language in italics is added):

**ARTICLE X, SECTION ______ Development Committee:**

This Committee is composed of the GODORT Treasurer and four members appointed by the Chair of GODORT to staggered two year terms. The Chair is appointed by the GODORT Chair with the approval of the Steering Committee from among the appointed members. The Committee chair shall appoint ad hoc, non-voting members with the approval of the Steering Committee, as needed to complete the committee task.

The Development Committee, working with other entities within GODORT, oversees creation and implementation of the Development Plan, with functions to include:

1. Identifying and soliciting funds from external sources of support;
2. Developing a list of potential individual and corporate donors, and private foundations;
3. Researching and developing various fundraising projects for the purpose of support to the scholarship endowment and subsidizing group events, speakers and programs;
4. Planning and implementing fund raisers for GODORT activities;
5. Aiding the Chair with solicitations and contacts as needed;
6. Coordinating with the ALA Development Office, as necessary.

**B) Additional Sections Affected by the changes** (Language in brackets is deleted. Language in italics is added):

Article V Section 5. Treasurer.
The Treasurer shall perform the customary duties of this office and serve on the Development Committee, Executive Committee, the Steering Committee, and as Chair of the Budget Committee.

**C) Rationale for the changes**

GODORT is at a point in its history where we need to create and implement a development plan to present a consistent face to vendors and members alike. We need to seriously view our responsibilities as a scholarship granter and work to fully fund the endowment. This committee will provide a focal point within GODORT for coordinating solicitations, fundraisers, and developing external sources of support and donors.
Bylaws Proposal #3 – Article X, Conference Committee

A) Proposed language (Language in brackets is deleted. Language in italics is added.):

ARTICLE X Section ______
Conference Committee. This committee is composed of 5 members appointed to staggered two-year terms. Three members shall be appointed by the GODORT Chair in consultation with the GODORT Steering Committee during even years and two members during odd years. Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee. The Committee chair may appoint ex-officio member(s), as needed, for local arrangements.

The Conference Committee plans and coordinates local arrangements for GODORT including relations with ALA and host city information. The Committee coordinates with the GODORT Immediate Past-Chair to ensure equipment is delivered as requested for meetings and programs.

B) Additional Sections Affected by the changes (Language in brackets is deleted. Language in italics is added.):

Article X Section d. Membership Committee. This committee is composed of [nine] four members appointed by the GODORT Chair to staggered two-year terms, and the immediate Past GODORT Chair. [Four] Two members shall be appointed in even years and [five] two in odd years. The Chair of this committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee. The Membership Committee shall actively promote membership in ALA and the Round Table and shall promote participation of Round Table members in ALA and Round Table activities. The Committee shall also maintain communication with state and local affiliates, assisting and/or advising with projects, interests and activities groups. The Chair of the Committee shall designate one member of the committee as coordinator of these activities.

C) Rationale for the changes:
The creation of a Conference Committee with responsibility for local arrangements would allow the Membership Committee to focus on membership recruitment and retention.

Bylaws Proposal #4 – Article XIII, Finances, Section 2.

A) Proposed language (Language in brackets is deleted. Language in italics is added.):

Section 2.
Dues for personal members, [and] affiliate groups, and others shall be proposed by the Steering Committee and presented to the membership for approval or revision at its annual meeting.
B) Additional Sections Affected by the changes (Language in brackets is deleted. Language in italics is added.):

None.

C) Rationale for the changes
This allows GODORT to add additional classes of members and establish appropriate dues.
GODORT Cataloging Committee  
Sunday, 8:30 a.m.-11:30 a.m.  
Elaine Winske, Chair  
Barbie Selby, Recorder

Present: Elaine Winske, Barbie Selby, Rebecca Culbertson, Julia Wallace, Esther Crawford, Priscilla Williams, Tayna Finchum  
Absent: Kirsten Clark, Karen Highum

Presentations

Discussion of Pre-1976 Cataloging Grant Proposal – Andrea Morrison

Andrea presented her ideas for a cataloging project that would involve both cataloging and digitization of materials. She proposes to focus on military and political materials published between 1930 and 1976 because of the lack of other access to these materials. She has identified possible grant making organizations.

Action: The Cataloging Committee agreed to act as an advisor to Andrea on this project. It further agreed to ask for a report from Andrea at its meeting at the 2003 Annual Conference in Toronto, and to request meeting space and time for this project at the 2004 ALA Mid-Winter meeting. Andrea will follow up with messages to govdoc-l, and revive the govretro-l listserv with Tim Byrne.

Gil Baldwin, Government Printing Office

Gil updated the Cataloging Committee on GPO’s progress toward selecting an integrated library system (ILS). They have narrowed the field to Innovative, Voyager, and Ex Libris. GPO hopes to have a system selected and up and running by the end of 2003. Gill happily reported that GPO now has 24 catalogers on staff. Julie Wallace asked Gil about the status of backlogs in GPO’s cataloging. He reported that the status of microfiche backlog was about 4,000 titles awaiting cataloging.

Action: At the request of Tim Byrne, the Committee encouraged GPO to examine ways to devote time to cataloging these, mostly NASA, technical reports. The Committee also encouraged GPO to examine wording in cataloging records for electronic titles which are no longer available, either because they have disappeared or been withdrawn by the agency for security reasons and to use consistent wording in the notes. In addition the Committee also urged GPO to consider notifying libraries through FDLP-l of these electronic withdrawals.

Agenda approval
Elaine Winske moved, Esther Crawford seconded.

Approval of minutes from 2002 Annual Conference meeting
Elaine Winske moved, Esther Crawford seconded.

Reports

Committee on Cataloging: Description & Access – Becky Culbertson

CC:DA has been wrestling with the Functional Requirements for Bibliographic Records (FRBR) and with the issue of “major/minor changes” and implications for bibliographic
records. FRBR seems to be moving toward the possibility of using one bibliographic record to describe multiple “manifestations” of a “work.” CC:DA continues to work on guidelines for “major changes” that trigger the creation of a new record and “minor changes” that do not require the creation of a new record.

**Federal Documents Task Force**
Karen Highum was unable to attend the meeting. An informal report from FDTF reported no specific cataloging concerns. They did express a wish to be notified by GPO of when electronic files are “no longer available.”

**International Documents Task Force – Barbie Selby**
No formal report.

**State and Local Documents Task Force – Tayna Finchum**
Tayna reported that the National Agricultural Library (NAL) is interested in increasing state materials represented in their AGRICOLA database. To help the NAL with this goal the SLDTF is planning to poll various parties to better understand how/who catalogs state agricultural materials. Michelle McKnelly, though not a member of the Cataloging Committee, agreed to work with the SLDTF on this.

**Action:** The Cataloging Committee will provide feedback on this issue to the SLDTF.

**Old Business**

**2004 Pre-Conference**
Elaine Winske lead a discussion of the proposed pre-conference on cataloging and processing for the 2004 Annual Conference in Orlando. She indicated that it is likely that the University of Central Florida will be able to provide meeting space for this pre-conference. Their Hospitality Management program should have space in the Orlando Convention Center area by January 2004. We should be able to use this space.

The Committee discussed the pre-conference, how it should be structured, its target audience, possible presenters, session topics. It was agreed the best format would probably be multiple “tracks” of cataloging and processing. The target audience would be documents librarians who manage the processing of documents, and, often, the batch loading of records into their catalogs. The pre-conference might include the following components:

- Overview – all attendees
- MARC overview – fields that are important or required, fields for electronic materials, fields for linking electronic and other records.
- Processing document – conceptual issues – updates of records, workflow, brief, vendor supplied records, automatic tape loaded records
- GPO practices
- Changes in cataloging rules
- Single vs. multiple records for multiple formats – paper, electronic, fiche, etc.
- Vendors for bibliographic records
- Talking to both catalogers and systems people - communication
- Closing session – all attendees

The pre-conference will probably focus on federal materials. We will try to focus on issues, such as “multiple vs. single record.”
**Action:** Elaine Winske and Barbie Selby will co-chair a group that will make a formal proposal at the 2003 Annual Conference for the pre-conference. Other members are John Stevenson, Julie Wallace, and Arlene Wieble.

**New Business**

**IDTF Cataloging Toolkit**

**Action:** The Cataloging Committee agreed to link to the IDTF Cataloging Toolkit from its home page. Once the SLDTF Cataloging Toolkit is ready the Cataloging Committee will also link to that from its home page.

**“Statement of Extent” for PDF Documents**

Becky Culbertson presented her suggestions to the Committee for possible representations in the MARC record for the pagination of PDF documents. The Cataloging Committee agreed that this is a good idea.

**Action:** Elaine Winske moved, and Barbie Selby seconded that the Committee present to GODORT Steering Committee that the Chair of Cataloging make a written request to GPO that they investigate this and work with Depository Library Council and other appropriate groups on this.

**IFLA Treatment of Publications in Multiple Formats**

**Action:** Julie Wallace moved, and Barbie Selby seconded that this item be tabled until the 2003 Annual Conference.

**CONSER “Option B Plus”**

Becky Culbertson briefly summarized CONSER’s proposal for only one record for electronic serials that would contain URLs for each aggregator. Libraries would be able to use this record in their own catalogs in whatever way they deemed best. Richard Smith of Marcive reported that the CONSER meeting at which they discussed this proposal focused on how the record would appear in OCLC.

**Action:** The Committee agreed it is in favor of CONSER Option B Plus.

**Feedback on analytic records for ASI and IIS microfiche collections**

Polly Todd of LexisNexis Academic and Library Solutions reported on their interest in providing cataloging records for the non-depository portion of ASI microfiche collection and IIS collection. The feedback from the Committee was positive but stressed the importance of bibliographic control: one record per serial title and for monographs with multiple parts.

**Adjourn**

Barbie Selby moved, and Julie Wallace seconded. The meeting was adjourned.

Respectfully submitted,

Barbie Selby
Education
I. Current meeting agenda and minutes of meeting from 2002 ALA Annual Conference were approved.

II. Welcome and introductions. All those who attended introduced themselves. James Jacobs from UCSD will be serving on the committee as an intern.

III. Ongoing Projects

A. Status of Planning for Pre-conference - Cathy Hartman
   i. Cathy Hartman distributed information on the status of the planning for the GODORT pre-conference on Digitizing Government Information to be offered at ALA Annual in Toronto, ON.
   ii. Cathy reviewed the list of speakers and topics for the pre-conference. Still waiting to hear back from one potential speaker.
   iii. Plan on having longer breaks so there is more time for people to interact and ask questions.
   iv. Cathy asked if there were any questions or suggestions regarding the program? Amy West mentioned that there was a request at the program meeting for volunteers from GITCO to help out with the pre-conference in Toronto. Those who volunteer do not need to pay the pre-conference fee. Amy West and Megan Dreger volunteered to be helpers.
   v. We need a volunteer to get a list of sponsors and contacts. The Program Committee is doing that and needs a volunteer from GITCO to help out. John Hernandez volunteered to assist. 150.00 fee will be required from sponsors who want to have space on a table to distribute promotional materials. The fee is 75.00 to place promotional materials in the packet or to contribute some part of the packet (such as the folders).
   vi. The goal is to get 200 people to register for the preconference.
   vii. What type of materials should be placed in the packet? PowerPoint presentation, agenda, list of registrants, list of restaurants, list of speakers with contact information, perhaps get sponsors to donate pens, pencils or binders, index cards for writing down questions, publicity pieces.
   viii. Need to ask all speakers if they will allow themselves to be videotaped. Will sell the videotape later.
   ix. Ballpark figure for number of sponsors?
x. Sponsors cannot sell anything at the pre-conference.

xi. Where should the packets be shipped? How many pages per person? How much room is there in the lobby? Hopefully Andrea Morrison can answer. What about break beverages? Get a sponsor for the beverages? How many breaks do we want to provide beverages for?

xii. Thanks to Cathy and the volunteers.

B. The committee agreed to jump to the reports from liaisons since some of them needed to leave early.

i. Federal Documents Task Force - Amy Stewart-Mailhiot was sick and couldn't make it.

ii. International Documents Task Force - Carolyn Kohler could not make it Helen Sheehy reported on her behalf. IDTF is doing a program/panel discussion dealing with education for undergraduates and librarians for international documents.

iii. State and Local Documents Task Force - Rich Gause. Report on speaker from National Agriculture Library from GODORT Update who spoke on cataloging of state agriculture documents and talked of doing a survey to see who is cataloging state agriculture documents. The SLDTF Toolbox is ready to be posted to the GODORT webpage. Will be posting a top 10 list for new SLD librarians.

C. Status of Subcommittee on Digital Imaging (SDI) - Mary Horton. Anxious for a set of guidelines. 125 titles are ready to be added. It is hard to make decisions such as agency annual reports (where they are in multiple formats) and 2000 forward (for example) are electronic.

i. Database. The names of the kind of things to be in the databases are in the report that was accepted by the Steering Committee (but not adopted). SDI needs to go back through the recommendations and pick out the recommendations they want to move forward on. May need to send a routine message to GOVDOC-L to remind people to report on their digital projects so that there is no duplication of projects. There is a form on the web page to so one can post to the database.

ii. Conversion of web site. The web site needs to be moved from the ad hoc to a permanent page for SDI. Should the SDI committee be updating and adding to the web site? Mary will update the page.

iii. Update to the Ad Hoc Report. Sandy Peterson will contribute a bibliography.

D. Census Bureau Update - Andrea Sevetson. Andrea distributed a few items. She reviewed the items on the Census Bureau Update handout (attached). Important points:
i. the census release schedule gets updated every 6 weeks,

ii. Census 2000 Briefs available on the Web,

iii. Census to print 500 copies and GPO will ride them,

iv. anticipate that all FDLPs will have SF3 DVDs by March (2 discs),

v. will FDLPs get PUMS?, PUMS will be using Beyond 20/20 software,

vi. Subject Summary Tape Files and EEO File from 1990 - no similar product will be produced for 2000 - can get the data from Summary File 3,

vii. not sure will funding will come from for the American Community Survey,

viii. Senate cut Survey of Income and Program Participation (SIPP), funding was cut to fund a health related survey.

ix. Where are PDF versions of the ZCTA maps? Will there be a School District Demographics product produced?

E. DttP TechWatch Column - Megan Dreger. Need ideas or volunteers to write a short, 800 word column. Anyone who wants to write a column or has ideas please let Megan know. The next deadline is a bit uncertain because DttP publishing schedule may change.

F. CD-ROM Documentation Project - Aaron Dobbs. Megan Dreger said there was nothing new to report. No statistics were retrieved for the meeting. Everything is OK and status quo.

G. Census 2000 Toolkit - Hui Hua Chua. Everything has been added and the toolkit is up. Hui Hua is updating it as necessary.

H. E-competencies - Amy West. Dealing with spam is the latest item added to the e-competencies toolbox. James Jacobs is to start adding information to the e-competencies pages.

I. Model web page - Chuck Malone. Chuck only took this on a few days ago so really has nothing to report. He wants input on: what needs to be updated, best practices, etc. He will be looking at a lot of web pages. Hopefully will have something final by the summer. Will retain content and explain how to insert images from users' own institutions.

IV. New Business

A. Raw Government Data - Amy West for Suzanne Holcombe.
Stephen Woods from the education committee spoke about this. He conveyed ideas that Education has on integrating information literacy standards into presentations/library instruction sessions. There is a huge lack of information on how to use raw government numeric or geospatial data. Education is looking at instruction for statistical and geospatial literacy. What are we thinking of as potential output? The
committee agreed that these type of competencies should be added to the highest level - tier 3. Other ideas? ICPSR, pointing people to information and training already available on the Web, start out with basic information on the e-competencies web site, direct people to other useful sites, include a bibliography, etc.

B. Other New Business.

i. Amy attended the ACRL-ANSS Criminology section meeting. There was a presentation from the Bureau of Justice Statistics. The presenter handed out a CD of major publications on the BJS web site.

ii. What about developing some way of putting together a data set similar to SSTF from 1990 from 2000 data? Can reproduce it or develop instructions on how to reproduce it. Focus on more popular subjects.

iii. USA Trade Online has a rolling date - current year and 2 previous. What is the compatibility between USA Trade Online and the Import/Export CD-ROMs? What about gap that will develop between USA Trade CDs and USA Trade Online? What will happen to that data? Cathy Hartman moved that GITCO ask the Chair of GODORT to write a letter to USA Trade regarding this issue. This motion was approved.

V. Meeting adjourned at 4:05pm.

Wendy Mann, Secretary
Legislation
American Library Association Midwinter Meeting
GODORT Membership Committee
Minutes of Meeting
Friday, Jan. 24, 2003, 2pm
Sheraton Society Hill

Chair: Jill Moriearty
Recorder: Marilyn Von Seggern
Present: Denise Dorris, Nancy Kolenbrander, Erhard Konerding, Becky Lutkenhaus, Cheryl McCoy, Jill Moriearty, Doralyn Rossman, Marilyn Von Seggern
Guests: John Hernandez, John Stevenson, Bill Sudduth, Cindy Wolff

Members and guests introduced themselves.

Agenda: there were no additions to the agenda.

New Members Lunch: Jill made reservations for 16 at the Sheraton Society Hill Wooden Nickel restaurant for 1pm on Saturday, January 25, 2003.

Members Dropped/New Members: Jill has lists of new and dropped GODORT members. Nancy and Marilyn volunteered to draft a letter to dropped members expressing interest in why they dropped GODORT and hoping they will consider re-enrolling. Jill also would like to have a combined list of corporate and institutional members who have dropped membership.

Mentor Program: Jill hopes to have a report from Earl Shumaker soon on the status of the mentor program. She will send it out to members.

Conference Committee Status: a proposed Conference Committee, if created, would assume the planning for activities such as the GODORT booth, reception, hotel, and list of restaurants. The GODORT Bylaws Committee will be discussing this at their meeting on Monday. The group would have 5 members appointed by the GODORT Chair. With this new arrangement the Membership Committee would have more time for initiatives directly related to new members.

Second Meeting: there will not be a second meeting of the Membership Committee at this conference.

Toronto: Jill has been working with the Canadian Librarian Association documents counterpart organization to plan the reception at the Toronto meeting. They are offering $800 Canadian ($5-600 US) towards the event which will be held at the University of Toronto Faculty Club. As the estimated cost of the reception is $1500-1800 around $1000 needs to be raised.

Suggestions were made for revisions to the vendor donation request letter. Jill will make corrections and send it out next week. Becky will put a printable map to the reception site on the Membership Committee web page. Denise will work on a list of Toronto restaurants.

Other: Cheryl and Denise offered to plan the New Members Lunch for Toronto. A hotel has been chosen and will be announced soon. There will not be a silent auction in Toronto. Becky will put the minutes for this meeting and the reception information on our web site. Erhard and Cheryl are working on a list of state government documents organizations and chairs.

The meeting adjourned at 3:50pm
Program
Publications Committee I – Friday Jan. 24, 2003 – Mid-Winter Meeting

Present: Duncan Aldrich (Chair-Elect); Anthony Anderson; Angel Batiste; Tim Byrne; Debora Cheney; Megan Dreger; Christof Galli; Margaret Jobe; Anne Liebst; John Shuler; Bill Sleeman (Chair); Susan Tullis.

Meeting called to order at 2:10.

Agenda approved.

D. Aldrich agreed to take notes.

Minutes from Annual in Atlanta approved.

Reports:

Chair: B. Sleeman: Recollections from the 20th anniversary of GODORT have been scanned and are available from the Publications portion of the GODORT Internet site. Chair has begun the process of preparing the GODORT history to be mailed to library school libraries in North America, anticipate completing the mailing by Annual (if all goes well). Much of the Chair’s time has been focused on the process of recruiting candidates for Editor of DttP.

Chair Elect: D. Aldrich: Nothing to report

GODORT Web Administrator: C. Galli: Working on review of the site so all pages conform to design standards. Several committees have moved their page to the sun site. Chair asked if REGP had moved yet. Galli indicates that it has.

Notable Documents Chair: M. Jobe: Reported that the project for this year is progressing. Additional nominations are needed for international and state/local documents. Jobe reminded the Chair that a new Chair for notable documents is needed by Annual.

DttP: Editor John Shuler: The next issue of DttP will be a double issue. Several production challenges led to the decision to combine the issues. Shuler explained that the problems of Divine/FAXXON have contributed to a loss of income from those subscribers who use that jobber. He has been working diligently on resolving this but it has taken up a great deal of time. When his term as Editor ends at the next Annual meeting Shuler offered to continue to work on resolving this challenge. Shuler indicated that at the close of this volume year we would have resolved all of the outstanding debts owed to advertisers from the “missed” issues period. The start of the new volume year should see the publication generating some income from advertising. Shuler speculated that this might not be very much though and it might be wiser for GODORT to think of DttP as a revenue neutral item rather than an income-generating tool. Tim Byrne asked if the budget line for DttP should be zeroed out? Shuler thought that this would be appropriate. Sleeman informed Shuler that at the First Steering meeting a representative of ALA’s Washington Office offered to assist GODOT with managing the financial side of publication. Could ALA assist with the FAXXON issue? Shuler explained that he had spoken with Pat May and that their assistance (ALA) was mostly limited to depositing checks. A detailed discussion of the staffing needs of DttP followed. The Chair thanked John Shuler for doing such a wonderful job in getting DttP to this point.

Publications page 2

Task Force Reports:
All three task force representatives were present. There were no reports as none of the groups had met.

**Old Business:**

GODORT History – being prepared for mailing to library school libraries in North America.

Occasional Papers series – report prepared by Suzanne Ebanues was discussed. Shuler asked if these might be published in the same manner as the ACRL publications? Some discussion of perhaps perusing this as an ALA publication. Question raised by Cheney if this publication series would conflict with DttP even if not intended to? Occasional Papers would offer newer professional an opportunity to publish was offered as a reason to pursue this. Could they not use DttP was the counter to this. Sleeman asked if there was a comprehensive plan for putting GODORT publications on the Internet? If not, proposed that the report be tabled until a vision for how GODORT will disseminate information on the web site was developed. Committee agreed to this. Sleeman and Galli will work on this plan. Suzanne Ebanues and her group will be asked to participate.

Publications: Citing Government Documents (Cheney). It has been published. Cheney has not received a payment yet. When she does GODORT will begin to see some revenue from this.

GODORT Directory (Tullis). Near completion. Hopes to see page proofs by the end of Mid-Winter.

**New Business:**

Discussed John Shuler’s report on DttP. Agreed to endorse the first recommendation that the final issues of the next two volumes be published as a joint issue. This will save GODORT approximately three to five thousand dollars per volume year. Other bullet items were discussed at length but not acted on.

Sleeman has been in touch with ALA Editions about turning the Digitization Report (prepared by the Ad-Hoc Committee chaired by Cathy Hartman) into an ALA publication. Both Hartman and Luke Griffin (who also worked on the report) have indicated an interest in assisting with any updating that would be required.

No other new business.

**Meeting recessed at 3:20.**

4:30 – 5:30: Publications Committee reconvened in a closed session to meet with the candidate for DttP Editor. The interview process elicited a forthright exchange of ideas and information. At the conclusion the Publications Committee agreed to recommend the candidate to GODORT Steering at Second Steering on Tuesday.
Rare and Endangered Government Publications Minutes
ALA Midwinter Conference, Philadelphia
January 26, 2003
Sheraton-Society Hill, Ballroom A & B

Present: John Phillips (Chair), David Utz, Yvonne Wilson, Timothy Skeers, Elizabeth Robinson, Lynne Stuart, Joe Furlong, Andrew Lans, David Allen, Marilyn Von Seggern, Mark Phillips, Cindi Wolff, Bert Chapman, Winston Atkins, August Imholtz, Kathleen Gaul, David Griffiths, Jackie Druery, Jane Gillis, Anna Korhonen, Catherine Jervey, Margaret Renton

Meeting was called to order at 2:02 p.m. This was followed by introductions.

The agenda was adopted and the minutes of the Annual 2002 meeting were approved.

There was a short background given about the Serial Set Inventory. Donna Koepp was not able to attend but had sent a message indicating that the site had been moved from the University of Kansas to Harvard. The URL for this site will be posted on the committee’s homepage and sent to the members of the committee. August Imholtz mentioned that Donna has a number of inventories that will be added to the site now that the new URL has been established.

David Utz asked the status of August Imholtz’s previous project dealing with documents missing from the American State Papers. August explained to those present what he had been able to find and that he would continue working on this project. David reminded August that he might be in possession of one of these documents.

The NewsBank/Readex project to produce a digital U. S. Congressional Serial Set was discussed by August Imholtz. The first part of this project will cover from the 15th-35th Congress (1817-1859). The first 1021 volumes will be included. These contain 33,700 titles that cover 914,000 pages. There will be digital images of each page with OCR text imbedded and Metadata will be created for each title. Black and white images will be available of each page and the color maps will be added by using those in the collections of the Library of Congress. An advisory board has been established and August will be its Secretary. He explained the reasons why this set will be digitized. He gave examples of things that can be found by keyword searching that were not mentioned in previous indexes. A demonstration product will be available by March 2003. A few comments were made about the importance of this project as well as one concern that once this is done the libraries that purchase the digital set need to notify the rest of the depository world if they plan to discard their original Serial Set volumes. As members of LexisNexis were present, they were asked if they would like to mention anything about their digitization project of the same set. They mentioned that they have had some focus groups looking at their idea for the project and that interested libraries should contact Diane Smith.

The idea for a future Serial Set pre-conference was mentioned and two members of the audience mentioned they would be interested in being speakers as well as working on the
planning of the conference. An idea for a basic how-to preservation conference program was also mentioned. The idea for this program was to give libraries an idea of what they could do to handle the older publications in their collection that were fragile. Those present from PARS and RBMS would let their respective sections know of the need of this type of program. GODORT could co-sponsor such a meeting.

**Reports from Task Force Representatives and Liaisons:**

Timothy Skeers from SLDTF mentioned that NAL is looking for libraries to help them locate fugitive state agricultural documents. He also mentioned that the Center for Research Libraries is working on the older documents in their states collection and that they have completed weeding duplicates from Alabama through North Carolina. The pre-conference on digitization was also discussed at their meeting.

Jackie Druery from IDTF mentioned that Norman Ross was there to talk about projects that he will continue producing under ProQuest. He will still have a company that will continue publishing the reprints of Census products. Jackie mentioned that CRL is also working on their foreign and international collections and weeding those collections as needed.

Cindi Wolff from FDTF mentioned that the new Public Printer at GPO would be at the FDTF business meeting.

Jane Gillis from RBMS mentioned there was a lot of discussion about digitization of rare books, how it should be done and what cataloging will be done for these publications.

Winston Atkins from PARS mentioned there was a concern expressed over how the various digitization projects over the United States will be pulled together to show what has been done, will there be guidelines set up for repository libraries and what will happen if a library decides to no longer host a digital site.

David Allen from MAGERT mentioned that USGS has a “Product Warehouse” in which they have digitized many of the standard USGS sets. Unfortunately the maps in those publications are not part of the project. He also mentioned that Stony Brook University is working on digitizing pre-1950 soil survey maps.

**Old Business:**

John Phillips reported that the REGP’s website has been updated, moved to the SunSite server and old minutes have been added. A corrected list of members will be added after this conference. Mark Phillips will be the Webmaster and will be an ex-officio member of the committee.

**New Business:**
John Phillips mentioned a new article written by Bill Sleeman that dealt with the digitization and preservation of rare publications.

A letter has been received from the library school at the University of North Texas asking that REGP compile a list of 10 documents that could be used as one of their requirements in their capstone class as well as being used as a training tool for text encoding projects. The idea of this list would be to select useful Federal documents that would not be normal candidates for larger digitization efforts.

Meeting adjourned at 3:45 p.m. Those interested in attending a tour of the Free Library of Philadelphia left with David Utz.

Minutes submitted by John Phillips, Chair-REGP
Federal Documents Task Force Minutes  
ALA Midwinter 2003  
Saturday, January 25, 2003  
Sheraton Society Hill, Ballroom C

Prior to the business meeting, a panel of GPO personnel was present to answer questions or concerns. John Kavaliunas from the Bureau of the Census gave an update of Census releases and products.


After splitting up into small groups, attendees brainstormed the top five concerns GODORT librarians need to convey to the new Public Printer of the United States. A common thread was the need for instruction and training, toughening Title 44, and more agency compliance with Title 44.

Cass Hartnett called the business meeting to order at 5 pm. The minutes from the 2003 Annual meeting in Atlanta were approved.

The Cataloging Committee was unable to give a report since they had not yet met.

The Education Committee has put the 9/11 Background Issues kit in final form on their web page. The committee is looking use of documents in instruction and the incorporation of the Information Literacy Standards for Higher Education. A subcommittee has been appointed for discussion of the overlap between the Government Information and Depository Management Clearinghouse and GODORT Handout Exchange. It was suggested that the Education Committee take a look at making sure the Government Printing Office has the funding to do increased training.

The Government Information Technology Committee has the Census Toolbox, the E-Competencies and the CD-ROM resource posted on their site. GITCO is working on the preconference about the digitization of government information for the ALA Annual Meeting in Toronto.

The Program Committee discussed the logistics of the GITCO preconference, which the Federal Documents Task Force is cosponsoring. FDTF is also sponsoring the Monday Program on the national libraries. The cataloging committee is discussing a cataloging and processing preconference for the 2004 annual meeting in Orlando. FDTF is talking about having a session on marketing services to prisoners, the homeless, and senior citizens for the Monday Program at the 2004 Orlando conference.

The Rare and Endangered Documents Committee is having Readex talk about their plans to digitize the Serial Set. There is a new site for the Serial Set Inventory. The committee is
thinking of doing a preconference on the Serial Set for 2005 in Chicago. There will be a field trip to the Free Library of Philadelphia after the committee meeting on Sunday.

The Publications Committee is looking for a new editor of *DttP*. A proposal for an electronic occasional paper series was tabled. Committees and task forces are encouraged to publish for GODORT. The committee discussed merging issues 3 and 4 of *DttP* to reduce printing costs. The committee would like to hear from people interested in publishing to get involved with the editorial board for *DttP*.

The Legislation Committee discussed the disappearance of government information from the Internet, the E-Government Act, Homeland Security, Total Information Awareness, and the FAR.

Anthony Anderson, the FDTF web master, is planning on resigning his post but will continue on until the Toronto conference.

Final descriptions of the Monday program, including speakers and equipment requests, need to be submitted by January 31st. It was suggested that FAFLIRT be a cosponsor for the program on the national libraries.

**New Business**

John Phillips thanked Ms. Hartnett for drawing the audience’s attention to Fran Buckley this morning at the GODORT Update.

The group decided that the Federal Documents Task Force should create a sound bite drawing attention to the high number of federal documents removed from the web in 2002. Task Force members can work on this via email.

The Federal Documents Task Force is seeking volunteers to support GPO’s Electronic Documents Working Group.

**Action Items:**

- Request that the GODORT chair write a letter acknowledging Fran Buckley’s excellent work as the U.S. Superintendent of Documents

- Request that the GODORT Councilor take forward to ALA Council a memorial resolution for Barbara Aldrich (resolution is being drafted at this conference)

Submitted by Maureen Olle, FDTF Secretary
Welcome and Introductions

Coordinator Chuck Eckman called the meeting to order at 2:00 pm. Present: Jim Church (Secretary), Susan Pinckard, Barb Mann, Sandy Peterson (Coordinator-elect), Margaret Renton, Polly Bosch, Matt Brosius, Jackie Druery, David Griffiths, Erminio D’Onofrio, Julia Wallace, Daisy Dominguez, Don Hagen, Libby Bauer, Patricia Finney, Marian Shaaban, Christof Galli, Robert Rohrbacher, Helen Sheehy, Susan White, Jenifer Abrahmson, Tim Klassen, Anna Vorhonen, Lorraine Pellicamo Waitman, Jean-Philippe Decraene, James R. Jacobs, Lynn Stuart, Norman Ross and Barbie Selby.

Approval of Agenda

Chuck Eckman asked for a motion to approve the agenda. The motion was made, seconded & adopted.

Approval of 2002 Annual Conference minutes

Chuck Eckman then asked for a motion to approve the IDTF ALA 2002 Annual Conference minutes. The motion was made, seconded and adopted.

Reports from Committee Liaisons

Chuck Eckman asked for reports from the following IDTF committee liaisons.

1. Cataloging Committee, Barbie Selby. Cataloging Committee will meet tomorrow, and at this time there is nothing to report.

2. Education Committee, Barb Mann. The education committee is working 9/11 information kits for documents librarians, information literacy projects in education, and the GODORT Clearinghouse exchange.

3. Government Information Technology Committee. GITCO will meet tomorrow, and at this time there is nothing to report.

4. Legislation Committee, Susan Pinckard. The Legislation Committee is concerned about two recent and familiar acts of legislation: the USA Patriot Act and the Homeland Security Act. The committee is particularly concerned about FBI surveillance authority under the Patriot Act, and the post of “privacy officer” to be appointed by Secretary of Homeland Security Tom Ridge. Legislation will be working on these issues and drafting resolutions to articulate GODORT’s position on them.

5. Program Committee, Margaret Renton. Program met for the first time on Friday. There was discussion of the 2003 ALA Annual GODORT pre-conference on the digitization of government information. The pre-conference will last one and a half days, and will be hosted by Cathy Hartman. They are expecting a huge turnout, so pre-registration has been set for February 22nd.
They have already booked a room that will hold from 300 to 500 people. Most speakers have been assigned, and the event will probably be video recorded and sold. Program is working on publicizing the conference.

6. Publications Committee, Angel Batiste. The publications committee met on Friday and focused on three initiatives. The first is to combine the four annual DttP issues into two, to save GODORT money. The second is to request additional GODORT membership dues be earmarked for DttP, to ensure better management of the magazine. The third initiative is to find a new editor. One candidate has been interviewed for this position. Other issues discussed included the possibility of distributing DttP electronically. A proposed GODORT occasional paper series is still being studied because publications has yet to adequately define what the series will be about.

7. Rare & Endangered Documents, Jackie Druery. The committee has not yet met. Two agenda items of note will be August Imholz of Readex/Newsbank, who will come to discuss Readex’s plans to digitize the Congressional Serial Set, and Donna Koepp, who will report on the Serial Set inventory.

8. IFLA. Helen Sheehy reported for Debbi Schaubman, who was absent. There will be a call soon for papers at the upcoming Berlin conference, which will be announced on GOVDOC-L. The following year at the Crimea conference there is the possibility of a two-day seminar, following up on the Moscow IFLA program on government information.

9. ALA IRRT/International Relations Committee, David Griffiths. The International Relations Roundtable sub-committees met this morning. The executive committee will meet tomorrow.

10. Agency Liaison Program, Marian Shabaan. Marian Shaaban distributed the report “IDTF Agency Liaison Reports: IDTF Midwinter Meeting, January 25, 2003.” The report included updates on the Council of Europe (Marian Shaaban) International Labour Organization (Susan White), International Monetary Fund (Vida Margaitis), OECD (Lynne Stuart), Readex (Barb Mann), and the United Nations (David Griffiths). Highlights include the debut of International Financial Statistics (IFS) online, the start of a subscription based blanket order for ILO monographs, and the addition of retrospective United Nations Masthead documents to the ODS database. Marian urged all the liaisons to submit reports: they are posted on the IDTF website and distributed at each conference. She also noted two new additions to the liaison list: James Jacobs (UCSD) for WIPO and ITU, and Susan White (Princeton University) for the ILO.

Reports from the Field


The United Nations is launching a new version of UNBISNet. The Beta version will debut in early February. A re-direct will be put up at the old website. The site will include a new platform for voting records which will allow user-defined retrieval of voting data. They are also launching a new version of the UNBIS Thesaurus in six languages. The UN welcomes feedback about these new products: please contact the Dag Hammarskjold Library with suggestions.

ODS is still not free, although they are considering this. Many links for full-text documents available through UNBISNet or elsewhere on the UN webpages now link directly to ODS, even though this remains a fee based service otherwise. The UN has recently
launched a new CD ROM of the complete run of United Nations yearbooks, from 1948-1999. The 2000 update will be released soon. Other new possibilities include the inclusion of UN Sales publications in the ODS, a new e-commerce site, and an online version of the UN Yearbook.

2. OECD

Matt Brosius distributed a two page “Report from OECD.” Usage of Source OECD is up. There are more subscribers and more hits on the database. “Any day now” the International Energy Agency will be adding IEA data to the statistics section. IEA data will be included on Source OECD subscribers until June: after that a separate subscription will be required. OECD health data will also be available soon; unfortunately users will need to download special software onto a local PC to use it. A new statistical compendium will allow users to navigate more easily across the different statistical databases.

In May or June a new Source OECD platform will roll out. There will be less “clicks” to get to text and data. There will also be mirror sites on the U.S. east and west coasts. Data downloads will no longer be limited to 15,000 cells: the number will increase to 60,000. Full-text searching will be available. URLs will be constant, allowing users to catalog specific items. Users will be able to save searches. OECD is also working on archiving and preservation of digital data. They are experimenting with open archives/open URLs, and are collaborating with the Library of Congress.

3. World Bank

No World Bank representative could attend. Chuck Eckman reminded the group of the presentation of the new World Bank E-Library given at the FDTF update that morning.

4. Norman Ross

Norman gave the group a report on his business strategies and years in the business. He’s been doing documents filming for 30 years now. The big news is he’s been acquired by Proquest, so Norman Ross Publishing (NRP) is no more. With Proquest he continues to work on many of the same projects: the EU Official Journal, the London Gazette, Council of Europe human rights decisions, the Commonwealth Law Bulletin, and many others. He still re-prints back volumes of the U.S. Census on his own in a little company called AMI. As always, he’s eager to hear from us about potential new projects.

5. Bernan

Don Hagen reported that last year was Bernan’s worst in 15 years, because of problems with their business software. They had virtually no invoicing of distribution for three months. The good news is Bernan now claims to have achieved “title
comprehensiveness” for IGO publications. They have two new products worthy of note: Basic Instruments and Selected Documents of the World Trade Organization, a continuation of the GATT BISD, and a new WTO Analytical Index, also similar to its GATT predecessor.

6. Center for Research Libraries

Pat Finney reported that the CRL European and Latin American Documents collections have been assessed by David Block (Cornell University) and Mary Gay Anderson (University of Florida). Patricia Finney distributed a summary of the report. The collections are comprised of incomplete holdings of varying spans, usually in short runs. The Latin American collection was characterized as “relatively modest,” the Western European collection as having “few agencies represented in any depth.” The collection needs to be more visible with title and holdings level access. Suggestions for visibility include full cataloging at CRL, a distributed program of cataloging among CRL members, or physical distribution if the collection within the CRL membership. The CRL Collections and Services Advisory panel has reviewed the reports and will make recommendations.

Meanwhile, Pat is developing a list of gaps within the Official Gazettes collection, and is up to the P’s in that project.

Old Business

1. IFLA Appointment, David Griffiths.

David Griffiths has put together a draft procedure for selecting a GODORT nominee to IFLA’s Standing Committee of the Government Information and Official Publications section (GIOPS). He distributed the draft to the IDTF membership. The rationale for doing this is that there have been ambiguities in this process in the recent past. These procedures are to be inserted in the GODORT Policies and Procedures Manual.


Jim Church distributed the article “Archiving International Government Information on the Internet: Report from a Survey by the GODORT International Documents Task Force.” The survey was commissioned in January 2001; the article will be published in the Winter 2002 issue of DttP. The article reports on the plans and policies of IGOs to archive digital documents and publications on websites. Notable findings of the survey include that over 40% of IGOs have not yet formulated plans to archive Internet documents, and that nearly 60% are open to the possibility of collaborating with libraries to accomplish this.

Julia Wallace suggested that a thank you letter be sent to all IGOs who responded to the survey, along with a complimentary copy of the DttP issue. It was agreed that Jim Church would write the letter and have it signed by the GODORT chair, and that Jim
would work with the *DttP* editor to supply copies of the magazine to survey respondents.

Susan White and Barb Mann volunteered to work with Jim to review the individual survey responses and develop a set of recommendations for IDTF at its next meeting in Toronto. The group will consider whether the survey should be sent to IGO’s on a regular basis in order to monitor developments in the archiving arena for task force purposes.


   This project looks like it will not be able to continue for now. The original concept was to design a database of IGO/NGO documents dealing with Sub-Saharan Africa. None of the volunteers were able to get enough time and money from their institutions to work on this. It was agreed that the project will be removed from the IDTF agenda, although members of the group may pursue this on their own if they wish.

4. Cataloging Toolkit Integration, Barbie Selby.

   IDTF is looking for a volunteer/webmaster to oversee and update the IDTF section of the GODORT cataloging toolbox. Barbie will gladly welcome any nominations. In the meantime, task force members are asked to review the international documents cataloging toolkit and to send suggestions for changes or additions to Barbie directly.

   It still needs to be determined whether cataloging committee or IDTF will oversee this portion of the toolbox. Barbie will ask when she meets with the cataloging committee.

5. IDTF Website, David Griffiths.

   David noted that some members think the IDTF website needs to be revised from ground up. He will welcome suggestions.

**New Business**


   Jim Church believes that two important and emerging trends in documents librarianship are the cataloging and archiving of digital documents. The Library of Congress has worked with the Internet Archive to preserve US Congressional Senate and House member websites [http://www.loc.gov/minerva/](http://www.loc.gov/minerva/). The University of California has recently embarked on two projects addressing these issues: a shared cataloging project which uses to PURL server to apply Persistent Identifiers (PIDS) to digital cataloging records, including government publications, and a California Digital Library feasibility study to explore technologies for acquiring and preserving digital documents [http://www.cdl.org/libstaff/sharedcoll/gii/MellonGovInfo](http://www.cdl.org/libstaff/sharedcoll/gii/MellonGovInfo). Jim wonders whether other institutions are exploring similar technologies, and whether a future GODORT program or pre-conference on this topic would be a good idea. It was agreed that the task force would consider exploring this option for 2005 ALA annual.

2. 2003 Annual Conference Issues (panel, guests, etc), Chuck Eckman.
Chuck proposed a panel with speakers invited to discuss their approaches to incorporating international documents into library instruction programs and continuing education for librarians. The panel would take place at the beginning of the IDTF meeting in Toronto. Peter Hajnal would be invited to introduce the topic and to moderate. Additional speakers might include Mike McCaffrey-Noviss (University of Toronto library school, library school course on international documents), Helen Sheehy (Penn State University, course on international relations sources), and Susan White (Princeton University, international documents seminar). Speakers would make brief ten-minute oral presentations, and a discussion and QA session would follow. IDTF approved this proposal and Chuck will proceed with planning.

3. IDTF Liaison to ACRL Women's Studies Section.

The task force believes that the literature of IGO’s concerned with women’s issues are critical sources of information and often difficult to identify and acquire. The task force agreed to a proposal to establish a liaison relationship with the ACRL Women’s Studies Section in order to better inform IDTF discussions in this area. Susan White agreed to serve in this new liaison role.
State & Local Documents Task Force