

American Library Association  
Government Documents Round Table

**Minutes**  
**Annual Conference**  
**June 19-25, 2003**

Toronto, Canada

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**GODORT First Steering Committee Meeting**  
**ALA Annual Meeting 2003**  
**Friday, June 20, 2003, 2:00 PM – 3:00 PM**  
**Sheraton Centre Toronto Hotel – Conference Rooms B/C**  
**Bill Sudduth, Chair**  
**Susan Tulis, Acting Secretary**

**Welcome and Introductions.** The meeting was called to order at 2:10 pm. Bill Sudduth asked for a volunteer to serve as secretary. He then expressed thanks for all who made it to Toronto. Members of steering and other attendees introduced themselves.

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

**Approval of the Minutes, Steering Committee Meetings.** Only first steering committee meeting minutes were available, so a motion to approve just these minutes was made by Andrea Severson and seconded by Tim Byrne. The minutes were approved.

**Announcements.** Attendance sheets were distributed to committee and task force chairs and should be returned to Angela Bonnell. The GODORT bin and copy numbers were announced. The deadline for material submission for the Monday afternoon Business Meeting is Monday morning by 6:00 AM. If your report is not included in the packet you must bring 50 copies to the Business Meeting. Chair Sudduth reminded committee chairs/task force coordinators to keep reports from committee meetings brief. Chair Sudduth also reminded the group as to what constitutes a quorum. It is 50% for committees and 10 attendees for task forces.

**Report of the Chair on Activities since Midwinter Meeting** (Bill Sudduth, Chair)  
No report.

**Treasurer's Report** (Tim Byrne, Chair)

Tim Byrne handed out three reports: GODORT Budget 2002-2003 Year to Date, the proposed GODORT Budget for 2004-2005, and the GODORT Budget Summary 1995/96-2001/02. As of June 2003, we have an ending fund balance of \$14,115 but this doesn't include most of the expenses for the annual conference.

**GODORT Councilor** (Bernandine Abbott Hoduski)

The councilor was not present to present a report but an announcement was made that if you have any resolutions you wish to go forward to ALA Council, please get them to Ms. Hoduski.

Task Force Reports

*Federal Documents Task Force* (Cass Hartnett, Coordinator)

The people's treasure: six national libraries has become four libraries. Two of the speakers had to drop out at the last minute.

***International Documents Task Force (Chuck Eckman)***

The panel discussion on “Promoting IGO Information Resources to Scholars and Citizens” will go on, but there was uncertainty about their business meeting.

***State and Local Documents Task Force (Linda Reynolds)***

Lori Smith will be attending to talk about her book “Tapping State Government Information Sources.”

Committee Reports

***Awards (Susan Tulis, Chair)***

Tulis encouraged all to attend the reception on Monday evening when we will honor the award winners.

***Budget (Tim Byrne, Treasurer)***

No report.

***Bylaws (Andrea Sevetson, Chair)***

Sevetson announced that the four bylaws changes passed and are up on the GODORT website. She was not sure if there were any issues that Bylaws would have to address at this conference.

***Cataloging (Elaine Winske, Chair)***

Winske said they would have one action item to bring to the GODORT Business meeting. The committee expected a comprehensive report from Tad Downing, GPO.

***Education (Dean Hutto, Chair)***

No one from Education in attendance.

***GITCO (Amy West/Megan Dreger, Co-chairs)***

No report.

***Legislation (Dan Barkley, Chair)***

Barkley reported that the Legislation Committee is already working on four draft resolutions and are looking at two other issues. He encouraged people to attend the President’s program on Saturday where Congressman Saunders will be speaking about his plans to do away with the USA PATRIOT Act.

***Membership (Jill Moriearty, Chair)***

Moriearty reported that our membership figures in April were 752, up from the 530 reported at Midwinter. Also, since the bylaws have been changed that are now new avenues to attract additional members.

***Nominating (Karen Russ, Chair)***

Will not be meeting at this conference.

*Program* (Andrea Morrison, Chair)

**Bill Sudduth will serve as Acting Chair of the Program Committee since Andrea Morrison was unable to attend the conference due to illness. Sudduth reminded the group that program proposals for next summer have to be submitted by the end of this conference. For 2005, State and Local Documents Task Force will most likely submit a program proposal. There are plans to repeat the Serial Set preconference in 2005.**

***Publications*** (Bill Sleeman, Chair)

Will not be meeting at this conference.

*Rare & Endangered Government Publications* (John Phillips, Chair)

Phillips announced that their featured speaker, Dr. Marilyn Parr would not be attending, but August Imholtz would be talking about Readex's plans to digitize the U.S. Congressional Serial Set. LexisNexis had also been invited to speak about their digitization project as well, but Phillips did not know if anyone would be attending the meeting.

*Schedule* (Cindi Wolff)

Was not in attendance at this conference.

Liaison Reports

No reports.

Old Business

No old business.

New Business

No new business.

Adjourn

Dan Barkley moved to adjourn and Susan Tulis seconded. The meeting adjourned at 2:58 PM.

## **GODORT Second Steering Committee Meeting**

**ALA Annual Meeting 2003**

**Tuesday, June 24, 2003, 9:30 AM – 12:30 PM**

**Metro Toronto Convention Centre – Room 206B**

**Bill Sudduth, Chair**

**Susan Tulis, Acting Secretary**

**Welcome and Introductions.** The meeting was called to order at 9:32 am. Bill Sudduth asked for a volunteer to serve as secretary. He then expressed thanks for a wonderful conference.

**Adoption of the Agenda.** Dan Barkley moved the adoption of the agenda and Dean Hutto seconded. The agenda was accepted.

**Approval of the Minutes, Steering Committee Meetings.** Minutes from the midwinter second steering committee meeting and reflector minutes were passed out. Den Barkley moved to accept the minutes and Andrea Sevetsen seconded. The minutes were approved.

**Announcements.** The deadline for items for the Fall/Winter issue of DTTP is July 1<sup>st</sup> to Andrea Sevetsen. Members were reminded that your meeting summaries need to go to Bill Sudduth so he can write the summary of the 2003 annual conference for DTTP. Full minutes are due to Christof Galli by July 15<sup>th</sup> for posting on the GODORT website.

### **Treasurer's Report** (Tim Byrne, Chair)

Tim Byrne passed out the proposed 2003-2003 budget and reminded steering that any changes to it should be given to the incoming Treasurer, Ann Miller, at the midwinter meeting in January 2004. In response to a question about the fundraiser for the Rozkuszka scholarship, Byrne responded that most of the donations received to date were for the scholarship and not the endowment. He offered to take any remaining Canadian money that people had and put it towards the endowment. Ann Miller hoped that the new Development Committee would be working on ways to increase our endowment fund.

### **GODORT Councilor** (Bernandine Abbott Hoduski)

**Not in attendance at this meeting.**

### Task Force Reports

#### *Federal Documents Task Force* (Cass Hartnett, Coordinator)

**Harnett stressed how wonderful this conference was in terms of working with and meeting many Canadian government documents librarians. She raised a question as to how we could continue working together. Ann Miller reported that she had raised the possibility with GPO about having a joint Depository Library Council meeting with the Canadians. It was also suggested that people write letters to the editor of American Libraries about how**

**wonderful this joint CLA/ALA conference was so that others might be planned in the future.**

***International Documents Task Force (Chuck Eckman)***

No report.

***State and Local Documents Task Force (Linda Reynolds)***

No report. Barbara Miller, Coordinator-elect, asked a question about the action item that came from Legislation Committee during the GODORT Business meeting which asked SLDTF to monitor the privatization of state and local government information and the taking down of information off websites. It was clarified that it would make sense for State and Local to take on this initiative, but with assistance from others and hopefully have a couple draft resolutions coming forward at the midwinter meeting. Dan Barkley offered to work with State and Local on this during the next few months.

Committee Reports

***Awards (Susan Tulis, Chair)***

Susan Tulis moved to increase the Awards line in the 2002-2003 budget by up to \$150 to cover the increased charges for the various award plaques. It was seconded by Andrea Sevetson. The motion was accepted.

***Budget (Tim Byrne, Treasurer)***

No report.

***Bylaws (Andrea Sevetson, Chair)***

Sevetson repeated that the membership passed the four bylaws changes in the Spring and it was now necessary for the affected committees to look at their sections of the Policies and Procedures Manual, as well as their committee website to see what changes were necessitated.

***Cataloging (Elaine Winske, Chair)***

No report.

***Education (Dean Hutto, Chair)***

Hutto reported that the previous Education Committee chair has mentioned at the last conference that it might be nice for GODORT to get involved with the *@ your library* campaign. Deb Davis, from ALA, came and spoke to the Education Committee about what could be done for a no or low cost campaign. We could develop our own plan and have ALA plug it in; we could decide what materials we would want, ALA could design them and put in a PDF file on the website; or we could have ALA do a more expansive project. It was her guesstimate that designing a logo would cost \$150-200, doing a quotable facts card would be \$200 for the card and additional charge for the number of copies produced. ALA would like to have at least 6

contact names for any fact sheets we might develop. ALA also is maintaining a file of stories on how people using libraries have been helped.

Questions were raised about how we go forward with this idea. While it would be great to roll it out at midwinter it wasn't clear we were far enough along to do that. Dena Hutto moved that steering committee appoint a small group to work with ALA to develop an *@ your library* campaign appropriate for government information. Andrea Sevetson seconded and the motion was accepted. Other comments made during the discussion included that it would be nice to have something at the GODORT booth, what should GODORT's involvement be in any fact sheets, should the GODORT logo be on the materials for a Government Information@ your library campaign. Concern was also expressed about spending even \$200 since it does sound like there are some things we could do for free. The consensus was to let a smaller group work on this, put together a proposal and vote on it at midwinter.

*GITCO* (Amy West/Megan Dreger, Co-chairs)

West reported that they had sold 15 notebooks from the preconference and turned the money over to the Treasurer.

*Legislation* (Dan Barkley, Chair)

All of the resolutions that GODORT endorsed in principle made it through the Committee on Legislation (COL) and should be going forward to ALA Council. The FCC resolution was dramatically changed from what we saw during the GODORT Business meeting, but the principle was the same.

*Membership* (Jill Moriearty, Chair)

Moriearty reported that new Conference Committee will be reviewing their bylaws and working with Membership to divide up their duties. She also announced that there is a big push by ALA for lifetime members.

*Nominating* (Karen Russ, Chair)

Not in attendance at this meeting.

*Program* (Andrea Morrison, Chair)

Bill Sudduth announced that the preliminary information for the 2004 program had been submitted. The title is "Potholes on the Information Highway: Improving access to Local Information." The information for a preconference on cataloging and processing of government resources would be submitted soon.

***Publications*** (Bill Sleeman, Chair)

Sleeman was not in attendance at this meeting, so Bill Sudduth announced that a new editor of DTTP had been selected and a new editorial board was in place. Linda Johnson has been selected as Chair of the Notable Documents Panel. Andrea Sevetson, Lead Editor of DTTP, moved that GODORT increase the DTTP subscription rates to \$35 in North America and \$45 elsewhere. Jill Moriearty seconded and the motion was approved.

*Rare & Endangered Government Publications* (John Phillips, Chair)  
No additional report.

*Schedule* (Cindi Wolff)

Not in attendance at this meeting, but Bill Sudduth requested that all think about any scheduling changes you might request since changes result in a domino effect.

#### Liaison Reports

No reports.

#### Old Business

The memorial resolution for Barbara Aldrich should be going forward to ALA Council at this conference.

#### New Business

Andrea Sevetson, Lead Editor of DTTP, announced that she would be looking at the section of the Policies and Procedures Manual dealing with DTTP to see what changes are required as a result of the new Editorial Board.

Dan Barkley moved that the slate of 2003 committee members and chairs be approved. Andrea Sevetson seconded and the slate was approved.

#### New Steering Committee

The new steering committee members took seats at the table. John Stevenson, Assistant Chair/Chair-Elect read a letter from Andrea Morrison, GODORT Chair, who was not in attendance due to illness.

#### Adjourn

Bill Sudduth moved to adjourn the meeting and ??? seconded it. The meeting adjourned at 10:45 am.

## Steering Reflector Minutes

**GODORT Business Meeting**  
**ALA Annual Conference, 2003**  
**Monday, June 23, 2003, 2-4pm**  
**Toronto Metropolitan Convention Center, 715A**  
**Bill Sudduth, Chair**  
**Amy West, Secretary**

**Welcome and Introductions.**

1. Chair called the meeting to order at 2:00 p.m.
2. Chair thanked steering committee
3. Chair announced that Karen Russ's surgery had gone well and there would be a card to sign after Business and Steering meetings.
4. Announced provisional committee appointments; asked appointees to confirm before Steering II.

**Adoption of Agenda.** Dan Barkley moved to amend the agenda to allow Legislation to give their report first. Agenda was adopted as amended.

**Approval of Minutes from 2003 Midwinter.** (Bill?) Moved to table approval as they were incomplete. Motion passed.

**Announcements.** No additional announcements.

**Legislation Committee Report.** Legislation chair Dan Barkley moved that the five pending resolutions from Legislation be approved:

1. Resolution on Superintendent of Documents FY2004 Salaries and Expenses Appropriations - approved in principle
2. Resolution concerning the Education Resources Information Center (ERIC) - approved
3. Resolution on Security and Access To Government Information - approved
4. Resolution on Terrorism Information Awareness Program - approved
5. Resolution on New Federal Communications Commission (FCC) Rules and Media Concentration - approved

**Treasurer's Report.** Treasurer Tim Byrne reported that the GODORT budget picture had improved substantially from Midwinter. The preconference would probably add between \$3000 and \$6000 to this year's revenues. The Census workshop after the Spring Depository Library Conference in Reno was not as well attended as expected.

Jill Moriarty asked who hadn't yet contributed to the reception. Tim answered that he had yet to deposit the contributions from the Canadian Library Association and FAFLRT.

**Task Force Reports.**

1. Federal Documents Task Force: Cass Hartnett had nothing to add to the FDTF summary, but that there would be an action item later in the meeting

2. International Documents Task Force: Chuck Eckman added to the IDTF summary only the fact that he would try to get the panelists' presentations on the IDTF web site ASAP.
3. State and Local Documents Task Force: Linda Johnson (or was it Barbara Miller) reported that Jim Church was interested in putting together a 2005 preconference on digitizing and cataloging non-Federal publications.

### **Committee Reports.**

1. Membership: Jill Moriarty reported that the New Members luncheon had 15 total with 9 new members. She also provided directions to the University of Toronto Faculty Club for the reception.
2. Awards: Susan Tullis reported that the award winners were James Bennett Childs Award: Carolyn Kohler, University of Iowa Libraries; LexisNexis/GODORT/ALA "Documents to the People" Award: Nan Myers, Wichita State University; NewsBank/Readex/GODORT/ALA Catharine J. Reynolds Award: Greg Lawrence, Cornell University; Bernadine Abbott Hoduski Founders Award: Margaret Mooney, University of California, Riverside & John B. Phillips, Oklahoma State University; W. David Rozkuszka Scholarship: Naomi Frantes, in school at Southern Connecticut State University and working at North Dakota State Library.
3. Budget: Tim Byrne: no report
4. Bylaws: Andrea Sevetson reported that the bylaws changes proposed at Midwinter had passed.
5. Cataloging: Elaine Winskie: no additional report beyond summary
6. Education: Dena Hutto: no additional report beyond summary; one correction: Debra Davis, not Beth Clausen, is from the ALA PIO office.
7. GITCO: Amy West: described new project to deal with CDs and proprietary software and to investigate the technology behind the Terrorism Information Awareness Program.
8. Nominating: didn't meet
9. Program: Bill Sudduth for Andrea Morrison: working on logistics of Orlando Cataloging pre-conference.
10. Publications: no meeting. Andrea Sevetson alerted membership to new DttP organization and columns. The deadline for submissions to "Round the Table" is July 1.
11. Rare and Endangered: John Phillips: see minutes
12. Scheduling: Bill Sudduth for Cindi Wolff: Midwinter scheduling must be complete by the end of August, 2004 Annual complete by the end of September and all corrections completed by the end of October. Must include equipment needs so that the Treasurer can anticipate costs. See the GODORT web page for guidelines: ?  
[http://sunsite.berkeley.edu/GODORT/forms/sched\\_form.html?](http://sunsite.berkeley.edu/GODORT/forms/sched_form.html)

**Liason Reports.** No reports. Sandy Peterson should be the new IFLA Liason, but there are still some details to work and she was unable to come to the conference.

**Old Business.** Andrea Sevetson asked if the equipment cost estimates would be added to the Scheduling web page as promised at Midwinter. Ann Miller asked if we knew what they were. Bill Sudduth said we'd find out and would post them. Tim Byrne reminded everyone to account for labor costs in addition to equipment.

### **New Business.**

- 1) Budget: Susan Tulis asked about the amount allocated for the Hoduski award and Tim Byrne said it could be increased after the meeting. Jan Goldsmith asked where the royalties came from. Tim Byrne said they came from LexisNexis-GODORT publications and the citation manual. He also said we would receive our royalty check from Lexis on July 1. Acceptance of the budget was moved and adopted.
- 2) Action Items:
  - a) FDTF: Cass Hartnett moved that "The Federal Documents Task Force will draft a letter for the GODORT Chair to sign and send to the Government Printing Office commending the Public Printer for brokering such an innovative agreement with the Office of Management and Budget" and membership approved.
  - b) Legislation: Dan Barkley moved to request the GODORT Chair to task the State and Local Documents Task Force with maintenance of a list of changes to state law as a result of the Patriot Act. Barbara Miller asked for the name of the person to whom such information should be sent if one knew of such changes. ?Dan Barkeley said that the SLDTF chair can decide that.? Amy West asked if Legislation was aware of the AALL list of state laws. Dan said that they were. The motion was adopted.
  - c) Legislation: Dan Barkley moved that the GODORT chair tasked membership as appropriate for implementing recommendations in Restrictions on Access to Government Information (RAGI) report, which would be available after the conference. Barbara Miller asked if this was the committee that Duncan Aldrich was on. Dan said it was. The motion was adopted.
  - d) Tim Byrne announced we were \$85 from the goal for the Rozkuszka scholarship fund and that he would accept funds in any quantity and denomination.
  - e) Cass Hartnett asked if there were any folks interested in doing the Fun Runs always held at ALA conferences and, if so, to please contact her.
  - f) Bill Sudduth said that as outgoing GODORT Chair he would like to thank all of the folks who planned and ran the preconference: GITCO, the Program Committee, Cathy Hartman who got the speakers, John Hernandez for getting contributions from vendors, Peter Hajnal for assisting with on-site logistics and getting us a nice and inexpensive location for the conference and Cathy, John, Peter, Megan Dreger and Amy West for handling logistics during the conference itself.
  - g) Bill also thanked Cass Hartnett and the FDTF for this year's program; he thought it was the best yet. Bill also thanked Lindsay Johnston of the Access to Government Information Interest Group (AGIIG) of the Canadian Library Association (CLA) for her interest, assistance, welcoming attitude and great programming.

**Meeting Adjourned at 3:00 p.m.**

## Bylaws & Organization

**GODORT Cataloging Committee**  
**Sunday, 9:30-12:30 a.m.**  
**Courtyard by Marriott, College**  
**Elaine Winske, Chair**  
**Barbie Selby, Recorder**

Present: Becky Culbertson, Karen Highum, Barbie Selby, Elaine Winske

Absent: Kirsten Clark, Esther Crawford, Tanya Finchum, Julie Wallace, Priscilla Williams

Summary:

Lacking a quorum no business was conducted. But the following reports and discussion took place:

**GPO Cataloging Update:** Tad Downing reported that GPO has been in a constant state of recruitment and training that has impacted production, but they are beginning to reap the rewards. Fourteen (14) new catalogers were hired this year bringing the number of catalogers to an all time high of 24. They are still in the process of recruiting 5 additional catalogers. Relevant statistics: since 1994 over 210,000 titles have been cataloged; the PURL count is up to 32,000; according to the 2003 Serials Supplement there are 3,280 active serials. Tad noted the practice of creating a separate online record for online serials, but using the single record approach for monographs. He also indicated GPO was emphasizing an early identification of serials. The issue of major/minor title changes, resulting from the AACR2 revision of Chapter 9, is a hot topic that awaits clarification. He reported on the special projects with the University of Arizona (identifying online equivalents for existing records), University of North Texas (cyber cemetery), and the University of Indiana (floppy disc conversion). Tad also talked about the National Bibliography indicating the expected scope but also seeking input from the Cataloging Committee. A rough estimate of the number of records from MoCat that could be added to the National Bibliography for the period of 1950-1975 was 516,000. With the expanded scope of the National Bibliography, GPO is interested in partnerships for cooperative cataloging projects. GPO is now at the stage of doing a 'statement of work' for the new ILS and is still on target for the implementation at the beginning of next year.

**CC:DA Report:** Becky Culbertson reported LC has added 48 new catalogers, 2 new Dewey classifiers and has 10 catalogers assigned e-resources. The new edition of the LC Subject Headings will include an introduction with 3,250 free-floating sub-division including usage notes. Revision of AACR2 continues with the goal of making Chapter One dominant. In the future it will be revised annually as an integrating resource.

**SLDTF Report:** Barbara Miller reported for Tanya Finchum that cataloging source information for agricultural publications had been gathered for 40 states and forwarded to the NAL. She consulted with the Committee to see if there was an overlap/conflict between the 2004 pre-conference planned by the Cataloging Committee and a proposed SLDTF program for 2005 and was advised there was no conflict.

The Pre-conference Sub-committee met to continue planning. The title will be 'Making the Most of What You've Got: Improving Access to Government Information in Your Online Catalog'.

The audience will be those with collection management and/or cataloging/technical processing responsibilities for government information.

**GODORT Education Committee Minutes**  
**ALA Annual Toronto, Canada**  
**Sunday June 22, 2003**  
**2:00 – 5:30 p.m.**

Dena Hutto, Chair  
Kathryn Mills, Recorder

**In attendance:** Dena Hutto, Judith Downie, Karen Hogenboom, Joyce Lindstrom, Marianne Mason, Barbara Miller, Millis, Janette Prescod, Lynne Stuart

**Visitors:** Paul Arrigo (FDLP Council), Beth Clausen (ALA/PIQ), Brett Cloyd, Connie Reik, Erhard Konerding, Sheila McGarr (GPO), Marily Von Seggern

1. Approved agenda.
2. Minutes were not available to be approved.
3. Made introductions and liaison reports.
  - a. Judith Downie reports that at FDTF GPO announced that they:
    - i. Will increase training for depository librarians at Council & other venues.
    - ii. Will increase outreach to non-depository librarians, including K-12 & public librarians, & to subject specialists like college faculty, K-12 teachers, etc.
    - iii. Encourage depository librarians to teach MLS courses on government information.
  - b. Barbara Miller reports that Publications is working on a book about e-government. She has been contacted for a chapter about government documents education, but not heard follow up.
  - c. Karen Hogenboom, working with David Griffiths, has surveyed people who currently teach government documents at ALA accredited MLS schools. They are compiling the results, which they hope to write up this summer.
  - d. Brett Cloyd reports that IDTF heard three short presentations about teaching international documents. He noted that Readex sponsors a program in Vermont every summer.
  - e. Paul Arrigo reported that the SOAR subcommittee of Council has asked us to work with GPO/FDLP on increased education and training.
4. There were no announcements.
5. Old business.
  - a. Marianne Mason and Kathryn Millis reported on their focus group with new documents librarians, held at the April FDLP Council meeting in Reno. In that meeting, and in general discussion in Reno, we heard that new documents

librarians want and need training that is: web based, basic, focused on common tasks or problems; and points toward appropriate resources (e.g. listservs, specific web sites, journals, and individuals or state groups) who can help with specific questions.

The committee discussed how training is/should be divided between GPO/FDLP, GODORT, and other groups. Thoughts n our role/activities included:

- i. Focus on activities that help GODORT better meet the needs of new documents librarian, and help with recruitment to GODORT.
- ii. Promote the GODORT website.
- iii. Look at GOVDOC-L to determine frequently asked questions and plan activities related to them.
- iv. The BRASS website is very useful; adapt it?
- v. Several years ago a “welcome wagon” package was created. Did FDLP mail it out in the depository shipments? Should it be revised?
- vi. Can we add anything to Interagency? (Probably not appropriate venue.)
- vii. Could we ask the GOVDOC-L moderators to notify us or someone else when people join or leave the listserv, as a way of identifying librarians who might want help?

Paul will serve as liaison to Council on this issue. Downie, Mason, & Millis will work on this.

- b. Steve Woods, Lynne Stuart, Joyce Lindstrom, and Barb Mann are working with Grace York and Larry Romans on the Clearinghouse and Handout Exchange to weed, archive dated material, and establish policies for further work. The committee plans to solicit new material; questions to be addressed before that include whether to get copies of files or link to them, how to annotate the files so users can tell which ones are most relevant to them, and defining basic standards. Thoughts included:
  - i. Balance between materials for librarians and for the public.
  - ii. Weeding and archiving standards vary widely by topic.
  - iii. CSU’s “Merlot” is well organized and annotated; adapt it?

We need someone to volunteer to take on a “long term” commitment as chair of the editing and webmastering process.

- c. The committee continued discussion of how to customize and/or apply existing Information Literacy standards to government information. The ALA planning process means the soonest we could sponsor a presentation is 200???. We agreed to:
  - i. Arrange a one hour presentation for interested GODORT members during our Midwinter 2004 meeting.
  - ii. Individual members of the committee may submit proposals for several posters for ALAL 2004.

- iii. Convert information on the posters to a web site so it's available to a wider audience.
2. The committee heard from Beth Clausen of ALA PIO about customizing “@your library” campaign for “Government Information @ your library.” She distributed examples and asked that we (which should be all of GODORT, not just the Education Committee) provide PIO with:
    - a. Stories of how government information at libraries made a difference in someone's life.
    - b. Half a dozen GODORT members to be contacts when media call for information. PIO will provide training and help craft talking points. They must be able to address national security concerns. One problem here is who they'll be authorized to represent? ALA? GODORT? Their employment?
    - c. Ongoing task force to work on the campaign.

PIO can provide GODORT at no significant cost:

- a. Customize the “...@ your library” text.
- b. Fact sheets with talking points (GODORT pays for copying.)
- c. Wallet size quotable facts GODORT pays for copying, about \$200 to create, \$1,000 to print. (10,000)
- d. PSA scripts for live TV/radio announcers. (Tapes too expensive.)
- e. Web site with files of all this for libraries to download and use.

If GODORT will pay PIO can do:

- a. Audio or video tapes.
- b. Customized new “... @ your library” graphic logo.

This is a matter for GODORT Steering, not Education. If they delegate it to a task force, we will provide a representative. (Somebody volunteered, who?) PIO can aim for a Midwinter 2004 rollout.

## **GODORT Government Information Technology Committee**

Sunday, January 26, 2003, 2:00pm-5:30pm  
Sheraton Society Hill, Ballroom 5, Philadelphia, PA  
Megan Dreger and Amy West, Co-chairs

**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

**GODORT Legislation Committee**  
**Friday, June 20, 2003**

Members present: Dan Barkley, Arlene Wieble, Valerie Glenn, Susan Kendall, Mary Mallory, Larry Romans, Becky Byrum

Chair Dan Barkley opened the Legislation I meeting with introductions of those present. The agenda was adopted and minutes approved as corrected. There were no announcements.

**Review of Draft Resolutions:**

Resolution on Superintendent of Documents FY2004 Salaries and Expenses Appropriations was drafted by Valerie Glenn and approved by the Committee after small changes were made in the figure for GPOAccess monthly average downloads.

Resolution Concerning the Education Resources Information Center was drafted by Larry Romans, with Kate Corby of ACRL-EBSS and was approved by the Committee. Larry was not sure whether it would go before COL or ACRL-EBSS. It will be taken up at the joint GIS/Legislation Committee on Saturday.

Resolution on the Terrorism Information Awareness Program was drafted by Sherry Mosley and Aimee Quinn and approved by the Committee.

Resolution Supporting Legislation to Protect our Constitutional Liberties was brought forward by Bernadine Abbott-Hoduski, Chair of ALA's Committee on Legislation, but the resolution will be under the sponsorship of the Privacy Subcommittee.

**New Business:**

Bob Walter, Chair of Government Information Subcommittee, discussed a resolution on Critical Infrastructure Information (CII). Dan Barkley will work on this resolution.

Bob also asked that the Committee discuss two issues relating to state and local government, privatization and security. Committee members Susan Kendall and Mary Mallory will research privatization and Valerie Glenn and Becky Byrum will research security.

Patrice McDermott of the ALA Washington Office reported on sensitive homeland security information issues.

Arlene Wieble asked if action should be taken regarding the Defense Appropriations Bill which calls for elimination of various reports to Congress. It was the consensus of the Committee that more information about the deleted reports was required before any action could be taken. Bob Walter asked that the Committee look at the Restrictions on Access to Government Information (RAGI) Report to see how the Committee could implement any of the Report's recommendations.

A letter of congratulations will be drafted by the chairs of the Federal Documents Task Force and

Legislation Committee to GPO on the GPO/OMB publishing agreement.  
Discussion regarding HR 2429 (Surveillance Oversight and Disclosure Act  
of 2003) and HR 1157 (Freedom to Read Protection Act of 2003) was suspended until further  
consultation with GIS Chair.

Respectfully submitted by  
Becky Byrum

**GODORT Membership Committee  
Minutes of Meeting  
Friday, June 20, 2003, 3pm  
CLA/ALA Annual Conference  
Toronto, Canada**

Present: Jill Moriearty, Chair; Erhard Konnerding, Doralyn Rossman, Marilyn Von Seggern  
Guest: Anna Korhonen

No quorum.

Jill said that Marilyn would be taking over as chair for the next year and turned over the mentor survey and report, statistics, and new members labels. Letters welcoming new members and contacting non-renewals are pending.

New Members Lunch: Erhard arranged for the New Members Lunch to be held in the Sheraton's restaurant, Le Biftheque. Reservations for 12 had been made.

Reception: Jill made most of the arrangements herself along with Lindsay Johnston of AGIIG. She reminded members to thank Readex for their support. Everything seemed to be ready and in place.

New Members Initiatives: Jill had been sending messages to non-documents listservs to interest librarians in GODORT and felt it had done some good. Membership had gone up in the last month but was still on an overall downward trend.

Jill reviewed members for next year's Membership Committee and which activities would stay with Membership and which would transfer to the new Conference Committee which she will chair.

Respectfully submitted,

Marilyn Von Seggern

Program

## Publications

**GODORT Rare and Endangered Government Publications Minutes**  
**ALA Annual Conference, Toronto**  
**June 22, 2003**  
**Courtyard by Marriott, Alexander**

Present: John Phillips (Chair), David Utz, Yvonne Wilson, Timothy Skeers, Mark Phillips, Bert Chapman, August Imholtz, David Griffiths, Jackie Druery, Christof Galli, Wendy Mann, Erhard Konerding, John Hernandez, Susan Xue, Hui Hua Chua, Joyce Lindstrom, Linda Kennedy, Nena Thomas, TC Evans, Valerie Glenn, Diane Smith, Linda Johnson

Meeting was called to order at 9:37 a.m. This was followed by introductions.

The agenda was adopted with the note that Dr. Marilyn Parr was not able to attend the conference and her presentation would be rescheduled. The minutes of the Midwinter 2003 were approved after one correction was noted.

There was a short background given about the Serial Set Inventory. Donna Koepp was not able to attend but provided a press release about the inventory to the committee for distribution. The site is now at Harvard and the address is: <http://hcl.harvard.edu/govdocs/serialsets/index.html> August Imholtz provided some information about the number of inventories that are on the site and that more were about to be added. August mentioned that Readex would be adding to the site information about any fugitive documents that it finds while working on its digitization project. Some of these are publications that were withdrawn from the Serial Set and those that have been found to be missing. About 100 pieces fall into the latter category.

David Utz asked about items found from this time period that are not in the indexes to the Serial Set. August replied that those from the pre-15th Congress would be reviewed for addition but those after this time period did not fit into the criteria established for the Serial Set. In order to find items missed in the early years of the United States, *Greeley* will be digitized and made available on the site to help libraries in identifying items that they might own as well as helping them identify items that could be classed as fugitive documents.

The current status on the NewsBank/Readex project to produce a digital *U. S. Congressional Serial Set* was discussed by August Imholtz. He had given a longer presentation Saturday afternoon and provided a summary of this report. The project began in January 2003 and in March an advisory board was established. A demo of the project was released in April and this consisted of 38 documents. New metadata has been created for the publications in the set and an agreement has been made with the Library of Congress to add their color maps to the project. A staff of 15 is working on the project. Creating the metadata for the reports is the most laborious part of their work. The first parts of the project will be released in Sept. and there will be monthly installments to the database as other sections are added. Questions were asked about what name and subject authorities are being used. A variety of tools will be used to make sure the names and subject terms are correct and accurately index the publications. August mentioned that the source documents for the project are from Readex's microfiche product as well as additional input from various collections like that at the New York Public Library and the Library of Congress. When a question was asked concerning the indexing of racial groups, August mentioned that there would always be the need for human intervention when using the online version of the product.

Diane Smith from LexisNexis reviewed what her company is doing to provide a similar digitized product. They began looking at digitizing the Serial Set during the summer of 2002. Focus groups were used at midwinter and annual ALA conferences to gather more information. An advisory group has also been established. A prototype will be released soon.

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

Jackie Druery from IDTF mentioned that they had discussions about a possible pre-conference about the digitization of IGO materials and their cataloging.

Timothy Skeers from SLDTF mentioned the publication of a new book by Lori Smith on state and local documents. Their committee also discussed a pre-conference in Orlando concerning cataloging.

### **Old Business:**

More information was provided about the plans for a pre-conference on the Serial Set. Cindi Wolff and August Imholtz are working on the planning for this and the idea will be taken to the Programs meeting on Monday. Most likely this will occur in 2005 and the exact site for the meeting has not been determined. The members of the REGP committee agreed that this would be a great idea and they would lend support in its planning.

### **New Business:**

John Phillips mentioned the need for a book to be written about the Serial Set. Further information on this will be gathered and brought back to the committee.

David Utz mentioned that there needs to be a discussion on the preservation of local documents. This could be part of an REGP meeting or a separate program that would allow more time for the subject.

Meeting adjourned at 11:17 a.m.

Minutes submitted by John Phillips, Chair-REGP

FDTF

## **GODORT International Documents Task Force**

### **ALA Annual Meeting**

**Saturday, June 21, 2003, 2-5:30PM**

### **Joint ALA/Canadian Library Association Meeting**

**Toronto, Canada – Hilton Governor General Room**

#### **Welcome and Introductions**

Chair Chuck Eckman called the meeting to order at 2:00 pm . Present: Andrea Singer, Elizabeth Margutti, Ann Fuhman, Cindy Watkins, David Griffiths, Christof Galli, Amy West, Sherry Smugler, Carolyn Kohler, Lynne Stuart, Peter Hajnal, Susan White, Mike McCaffrey-Noviss, Marian Shaaban, Matt Brosius, Lise St. Jean, Brett Cloyd, Barbie Selby, Valenhua Kalk, Susan Hocker, John Hernandez, Jackie Druery, Don Hagen, Susan Xue, & Jim Church (Secretary).

#### **Panel Discussion: Promoting IGO Information Resources to Scholars and Citizens**

Chuck Eckman introduced the panelists. Peter Hajnal (moderator) is retired faculty from the University of Toronto School of Information and Library Science, and research association at the University of Toronto Centre for International Studies. Mike McCaffrey-Noviss is international documents librarian at York University and adjunct faculty at the University of Toronto School of Information and Library Science, where he teaches course in government information and international organizations. Susan White is United Nations documents librarian at Princeton University . Chuck Eckman explained that Helen Sheehy, documents librarian at Pennsylvania State University , was not able to attend but had forwarded her paper to him to read.

Mike McCaffrey Noviss began the panel discussion by explaining the two courses on government information he teaches at the University of Toronto , and distributed course outlines, assignments, readings, and sample homework questions. The first class, LIS2136 is a general course with an emphasis on Canadian government resources. The second, LIS2137, is a course on International Organizations, which was developed by Peter Hajnal. The course begins with background and history of IGOs: the League of Nations , International Military Tribunals, the San Francisco Conference, and the United Nations system. The rest of the course focuses on IGO documentation, bibliographic control, reference, and depository libraries, as well as United Nations specialized agencies, regional and multi-regional IGOs, NGOs, and special topics on international law and statistics.

Both courses are grounded in real-life reference situations, mastery of traditional and emerging reference sources and databases, and common sense. Students for example are expected to know that the World Trade Organization (WTO) did not exist in 1977 and any reference to the WTO at that time must refer to the lesser-known World Tourism Organization. The course as such does not require intellectual brilliance, but a grounded practical approach involving hard work, attention to detail, and practice solving vexing reference questions.

Chuck Eckman then read Helen Sheehy's paper on the course she teaches at Penn State University : LST 397 "International Governmental Organizations". This is an undergraduate

course taught in collaboration with faculty from political science and international affairs. The emphasis here is on topics like information literacy, problem solving, and systematic approaches to conducting research. Course assignments include reading assignments, weekly exercises, a research topic proposal, research logs, a project outline, a research paper with a bibliography, and a final exam.

Helen noted that course difficulties included the amount of time spent working with students in mastering research methodologies for the assignments, and difficulty in getting faculty buy in for the course, which is one reason it has not been taught for several years. The rewards of the course include working with and educating undergraduates on research skills, which is a badly needed and essential skill often not taught to undergraduates.

Susan White then introduced her course: the Readex/Newsbank International Documents workshop, which has been held annually in the town of Chester Vermont since the early 1980's. The course is designed for practitioners working with international documents, and typically includes library students, documents librarians, law librarians, and librarians from other countries. Many of them are new and intimidated with their IGO job responsibilities. The setting is picturesque and charming which helps to relax everyone attending.

Although much is covered in a very short time, Susan strives to make the content clear and relevant by providing mini-guides to the resources covered and illustrating her points with real-life stories. She is careful to provide accurate references to the sources she mentions. She also seeks to facilitate networking with colleagues at other institutions, who may have specialized collections we can draw upon. Finally, Susan strives to emphasize the relevance of the work of International Organizations by illustrating the role of IGOs in current and historical world events. She brings a passion and seriousness to the class, in which she is proud to observe no one ever goes to sleep.

Peter Hajnal then summarized the presentations of the participants and offered some concluding remarks. He noted each of the classes address different user groups: graduate library school students, undergraduates, and practicing librarians, and as such have different strategies and purposes. He testified to the sound design of Mike's course, its methodology, and the challenges it offers for students to develop critical thinking skills. He also applauded Helen's class for teaching undergraduates research methodologies, and Susan's for deepening professional knowledge and facilitating networking. He noted other professional development conferences such as Barbara Sloan's European Union seminars and the workshops held by the UN Dag Hammarskjold Library. Finally he observed the importance of mentoring as exemplified in librarians such as the late Rosemary Little. He is encouraged by the fact that despite the low esteem the United Nations is enjoying at present there are good groups such as this one and ACUNS (Academic Council of United Nations Scholars) that are decidedly pro-UN.

### **Question & Answer**

Some general discussion ensued regarding the importance of collaboration, collective problem solving, networking, and the need for a new publication on IGO collections and librarians at institutions worldwide. Amy West asked for advice on cross-training reluctant reference librarians intimidated by international government information sources. Susan noted the usefulness of providing tools such as mini-guides in print and online. Jim Church responded that

when he is called out to help with a reference question he always teaches the librarian who made the referral as well as the student. Peter replied that Helen Sheehy and Deborah Cheney authored a good article on teaching documents in library school in the *Journal of Government Information*.

The meeting adjourned for a 15-minute break at 3:30 .

### **IDTF Business Meeting**

The business meeting convened at 3:45 .

Approval of Agenda. Chuck asked for a motion to approve the draft agenda. The motion was made, seconded and carried.

Approval of 2003 Midwinter Minutes. Chuck asked for a motion to approve the minutes. The motion was made, seconded and carried.

### **Reports from Committee Liaisons**

1. Toolkit has been updated and revised. The look and feel is now similar to the federal documents toolkit. It is moving to the University of Delaware where John Stevenson will administer it. Barbie also spoke briefly of the cataloging pre-conference scheduled for ALA Annual 2004 in Orlando , which will focus primarily on federal documents. Chuck thanked Barbie for working hard to update the toolkit.
2. Education Committee. Lynne Stuart reported for Barb Mann. The committee has not yet met but has on its agenda the Government Information Clearinghouse and badly out of date handout exchange.
3. GITCO, Carolyn Kohler. GITCO has not yet met, but is working on a report on the Terrorist Information Awareness system. Megan Dreger will be reporting on Census tape files and the Census 200 toolbox.
4. Legislation, Susan Pinckard. Absent, no report.
5. Program, Margaret Rento. Absent, no report.
6. IFLA, Sandy Peterson. Sandy has been appointed to IFLA starting in 2005 and will attend the 2005 annual conference in Oslo .
7. IRRT, David Griffiths. The IRRT program for this year will be Health Information and Health Care in the World Environment.” IRRT is continuing to work on sister library arrangements.
8. ACRL Women’s Studies Section, Susan White. The section is investigating gender-specific information on IGO web sites., for example the Avalon Project at Yale Law School . Many IGO sites still lack important information on women.
9. Agency Liaisons, Marian Shaaban. This year’s agency liaison report has been posted to the IDTF web site. Andrea Singer ( University of Indiana ) is the new liaison to United

Kingdom , The Stationary Office (TSO). Marian noted Mercedes Sanchez (FIU) is retiring and asked the group acknowledge her work in the liaison project.

### **Reports From the Field**

1. OECD, Matt Brosius. Source OECD has rolled out its Health data, but the format is not compatible with Beyond 20/20 software. In order to use the data separate software needs to be downloaded and installed on the PC being used. The new Ingenta platform for Source OECD is forthcoming. Future enhancements include OECD working papers and greater download capacity for numeric data.
2. World Bank, Valentina Kalk. Valentina gave a presentation on the new World Bank e-library and distributed a handout. The e-library went live in January 2003 and is a “titanic operation” with over 1300 full-text titles going back selectively from 1993 and comprehensive from 1999. “Regional portals” are available for institutions interested in specific parts of the world, which are divided according to the Bank’s organizational structure. Subscriptions can be pro-rated according to the calendar year, and discounts are available for institutions subscribing to World Bank numeric databases.

Susan White raised the question of archiving practices for “other” freely available world bank information , such as the Policy Research Working Papers. Valentina responded saying the Bank is working on the issue and striving to ensure consistency of data archiving practices.

3. The Stationary Office (TSO). The Stationary Office is now the official distributor for all UK Official Publications.
4. Bernan, Don Hagen. Bernan is bringing back the publication “international documents news” as an online newsletter, which is organized by IGO agency.
5. Renouff, Lise St. Jean. Lise announced that Renouff is the primary distributor of IGO documents and publications in Canada and will also welcome orders for publications from U.S. libraries.

### **Old Business**

1. Survey of IGO Preservation practices, Jim Church. The article will appear in a 2004 issue of Documents to the People. The task force reminded the author he still has to write a thank-you letter to participating agencies.
2. Cataloging toolkit – tabled
3. IFLA appointment, see IFLA report, item 6, committee liaisons.
4. NGO database, Christof Galli. The NGO database project has fallen by the wayside. Originally it was intended as a web index of NGO documents on the web. Caroline Kuhler indicated that the University of Iowa may be interested in taking up such a project.

### **New Business**

1. ACUNS, Peter Hajnal. Peter spoke about the Academic Council on the United Nations System (ACUNS). ACUNS is a “quasi-NGO” with over 900 members in 50 academic institutions. Its mission is to build a constituency for the UN through education. ACUNS publishes a major journal, *Global Governance*. The title of its 16<sup>th</sup> annual meeting will be “A World Free from Fear” and will include an interview with Kofi Annan. Also included will be four panels, which will focus on topics such as Civilians in Armed Conflict. ACUNS sponsors summer workshops. The next one will be at Yale University on Human Rights. Every five years ACIND changes its headquarters, and this coming year it will move to Wilfrid Laurier University . The new website is <http://www.acuns.wlu.ca/>.
2. Program proposal, Jim Church. Jim is bringing a program proposal on Cataloging and archiving of digital government information to the program committee meeting this conference in preparation for formal submission at midwinter. The proposed program would take place at ALA annual in Chicago , 2005. SLDTF has already met and endorsed the idea. A motion was made to do likewise and the IDTF also endorsed.

**GODORT State & Local Documents Task Force  
Minutes of the Business Meeting  
Saturday, June 21, 2003, 2:00-5:30 PM  
2003 ALA Annual Conference, Toronto, Ontario  
Toronto Hilton, Johnston I/II**

Present: Barbara Miller, Rich Gause, Karen Hogenboom, Yvonne Wilson, Lori Smith, Eric Johnson, Andrew F. Johnson, Nan Myers, Mae N. Schreiber, Timothy Skeers, Kris Kasianovitz, Stephen Patrick, David Griffiths

1. Coordinator-Elect Barbara Miller called the meeting to order at 2:05 PM. After welcome and introductions, the agenda was approved.

Lacking a quorum, the task force took no actions, but reports were delivered and discussed.

2. Lori Smith presented some observations from preparing her forthcoming book for Greenwood Press, "Tapping State Government Information Sources", expected in November 2003. Four co-authors (Eric Johnson, Dan Barkley, Daniel Cornwall, and Louise Malcomb) shared in writing the book, with each person taking responsibility for 10 states, divided by region. Three states (AL, MD, VT) either have no state document depository program or have inactive programs. Some states include county/municipal documents in their state depository programs. States have various approaches to inclusion of electronic resources in their depository programs. Discussion identified possible topics for the next edition, such as cataloging resources and identification of regulations regarding implementation of depository programs. Lori estimated that 10 to 20 percent of the URLs changed between submission of the initial manuscript and her receipt of the proofs to edit. Barbara Miller identified that a frequent problem with municipal documents is that personnel within the agencies come and go and procedures/records regarding distribution of publications don't get passed along. Mae Schreiber pointed out that commercial copyrights sometimes prevent making government information freely available online, such as building codes. In some states the official version of the statutes are commercially produced. Barbara Miller stated that it is important to know or have contacts in each state regarding regulations.

3. The minutes from Midwinter 2003 were reviewed and amended. Approval of minutes from both 2003 meetings will be done at Midwinter 2004 in San Diego.

4. Reports

a. Center for Research Libraries (Barbara Miller for Patricia Finney) - A description and status of the long-term project underway at the Center for Research Libraries will be prepared for Midwinter 2004.

- b. Notable State and Local Documents - No report. Recommendation was made that everyone look at the list in May 15th issue of Library Journal to see if their libraries should order any titles.
- c. SLDTF Web Coordinator - No report.
- d. Bibliography Interest Group - No report.
- e. Program Committee (Yvonne Wilson) - One of the topics discussed at the Toronto digitization preconference was the importance of metadata and cataloging to providing access. The preconference planned by GODORT Cataloging for 2004 Annual in Orlando will focus on cataloging and processing of government documents. Suggestions from SLDTF for the cataloging preconference included providing breakout sessions by system used to facilitate sharing of workarounds.
- f. Education Committee - No report. Barbara Miller will attend for Steve Woods.
- g. Cataloging Committee (Nan Myers for Tanya Finchum) - No report. The need to identify listservs for each state regarding state documents was discussed.
- h. GITCO (Rich Gause) - No report.
- i. Publications Committee - No report.
- j. Rare & Endangered Government Publications Committee (Timothy Skeers) - No report.

## 5. Old Business

- a. Committee of Eight (Barbara Miller) - Barbara Miller reported that contact information has been updated for the Committee of Eight and changes approved at Midwinter have been made to the PPM to make the Assistant Coordinator/Coordinator Elect the chair of the Committee of Eight. The Committee of Eight is in the process of gathering state-by-state cataloging contacts for agricultural publications and has already forwarded contacts for 40 states to the National Agricultural Library.
- b. State & Local Documents Toolbox (Barbara Miller for Diann Weatherly) - The toolbox has been loaded on the SLDTF webpage. Barbara Miller will communicate with the Publications Committee to make them aware of this resource. Barbara will also determine through Steering via the Reflector if this toolbox requires formal approval from Steering.
- c. Documents on Documents MOU (Nan Myers) - Nan Myers reported that she will pursue transfer of the Documents on Documents Collection to the ALA Archives.
- d. Program for ALA Annual 2004 - Rich Gause will submit the program form for the main GODORT program at ALA Annual 2004 Orlando to Program II Monday, June 23. Preliminary title is "Potholes on the Information Highway." and it will deal with access to local government information. Two potential speakers from the Orlando area have been identified and ideas for additional speakers were discussed.

Possible additional areas for program focus included (1) identification of which local documents should be collected and how best to acquire them, and (2) archiving of local documents. Rich Gause was tasked with follow-up regarding speakers.

## 6. New Business

a. Karen Hogenboom and David Griffiths (University of Illinois U-C) briefly described a survey they are completing regarding the degree of inclusion of state and international documents content in government documents courses at library school programs. Their survey addresses amount of time devoted to topics, but does not address quality. They expect to submit an article for publication regarding the survey.

b. Jim Church will be proposing a program for 2005 regarding metadata for local documents.

### c. Status of State Libraries

General discussion took place regarding the State Libraries in Washington and Florida. An update on this topic may be submitted for the DttP column. Kris Kasianovitz is the new contributor to DttP for SLDTF, and she possibly can include this discussion in one of her articles.

### d. UCITA

Discussion focused on the need to track UCITA status state-by-state.

7. The meeting adjourned at 4:50 PM.