American Library Association
Government Documents Round Table

MINUTES

Annual Conference
June 23 - 29, 2005
Chicago, IL

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ALA Annual Conference 2005
Steering Committee I
Friday, June 24, 2005, 9:30 am-12:30 pm
Chicago Hilton and Towers – Boulevard Room
John Stevenson, Chair
Nan Myers, Secretary

Welcome and introductions. Chair John Stevenson called the meeting to order at 9:50 am. Steering Committee members and attendees introduced themselves. Agendas and Treasurer's Report were distributed. Stevenson asked that Steering provide him with cell phone or hotel numbers for ease in communications during the Conference.

Adoption of the Agenda. It was moved and seconded that the Agenda be adopted. The motion passed unanimously.

Approval of Minutes from Midwinter. Bill Sleeman moved and Bill Sudduth seconded a motion to approve the minutes from ALA Midwinter 2005 in Boston. It passed unanimously.

Announcements:
General: Attendance sheets were distributed. Chairs were asked to take attendance at each meeting and provide this information to the Chair of Nominations. The ALA Bin and Reprographics account numbers were provided. The deadline for material submission to the Business Meeting packet was set for Sunday at 5:00 pm.

Problem with the GODORT Meeting Schedule (green handout): David Utz pointed out that the tour of the Newberry Library was mistakenly recorded for Sunday afternoon, June 26. The correct information is that this tour will be held on Friday, June 24 at 3:30 pm. Andrea Morrison will correct this. John Stevenson requested that hotel codes be spelled out on the green program.

Report of Chair on Activities since ALA Midwinter 2005 (John Stevenson): Stevenson reported that there has been considerable GODORT activity this spring. Both GITCO and FDTF had irons in the fire, including a July 2 deadline for submitting comments to the GPO regarding FDsys. With regard to the FLDP, GODORT has become a lightning rod for questions to the GPO, as we try to get answers that will satisfy the documents community. In this transition time, our administrators will notice statistics are down. People will get reassigned to other areas of library. Libraries are not getting electronic records from GPO in a timely fashion. In addition, we are still looking for corrections to problems we see in the GPO Access database. GITCO is preparing a list of known problems with GPO Access. GPO representative T. C. Evans stated that the GODORT Update will address many of these issues. In addition, GPO wants GODORT to help them with a new analysis of GPO Access.

Treasurer's Report (Ann Miller): Using the handout titled "Revised GODORT Budget 2004-2007, Miller stated that GODORT is currently doing well financially. The report she passed out is dated April 30, the latest available from ALA. She noted that we have royalty income not reflected in the total income. She thanked the membership for being cost-aware, especially with conference equipment rentals (line 5301). Conference equipment for Midwinter was only $891, a $700 decrease from the past Midwinter. However, subscription processing (line 5903) has gone up and the budget reflects an adjustment for this. The actual cost for supplies (ribbons, copying,

etc. in line 5500) was only $296 rather than $400; thus, that for next year has been lowered by $100 to $300.

Miller explained details about the scholarship and endowment funds. GODORT has not been touching money given to the Endowment fund for the Rozkuszka Scholarship, even though the money appears as a Revenue line item. Miller clarified that we will have to have $10,000 to establish an endowment through ALA. This is an ALA regulation for endowments. At present, the funds are listed as operating funds, but they will not be used for operations. It becomes an interest bearing account at 10K. Other details covered: Miller thinks that dues will go down a bit, and revised dues income downwards from $19,000 to $18.500. The current preconference was fully attended, with the potential of $6,000 income. Finally, in Line 4200, Miller does not know what the -$25 is for and will inquire. Concerns were expressed concerns about ALA practices. If ALA raises Conference fees, GODORT may have lower attendance and/or membership. GODORT and other scholarships do not appear on the ALA website scholarship page. Cathy Hartman, Councilor, will pursue this. Stevenson requested the sense of the group regarding conference fees. David Utz offered a motion that our GODORT Councilor oppose the raising of conference fees without some added value. Myers seconded. Bill Sudduth stated that if ALA doesn't get the money from the conferences, they will get it from membership dues. David Griffiths proposed a friendly amendment to remove phrase "without some added value." Valerie Glenn seconded. The motion read: "GODORT will ask its GODORT Councilor to raise the issue with Council that this roundtable is concerned about the proposed raising of conference fees, explaining that it is more and more expensive to travel to these conferences, institutional funding is lessening, and more people are having to attend on their own dollars." Bill Sleeman called the question after considerable discussion. The motion passed unanimously.

GODORT Councilor (Cathy Hartman): Hartman reported that Council 1 meets on Monday, Council 2 meets on Tuesday (same time as Steering), and Council 3 on Wednesday. Most motions will not arrive until Wednesday. She stated that the general membership meeting is on Saturday from 4-5 pm. A quorum of 75 is needed, and we were encouraged to attend. The Opening Gen Session is at 5:30 pm. Hartman will have more information on other resolutions at the Business Meeting. In addition, she'll be sitting in on Legislation meetings.

TASK FORCE REPORTS

FDTF (Brian Rossman). The Preconference was successful, with a capacity registration of 50. He thanked Northwestern University for providing the space gratis. He reminded the group that if they have concerns about the future of the depository system, the FDTF meeting on Saturday afternoon is the meeting to attend.

IDTF (Jackie Druery). Drury expressed her concern that the IDTF meeting tomorrow is separated by geography from the other task force meetings, prohibiting people from moving among the meetings. She expects two resolutions to come out of the meeting, related to UN classification and UN distribution of official records. The speaker from the UN at the GODORT Update will provide an update on UN publications. Chair Stevenson stated that GODORT has still not received a response to the letter sent to the UN about classification.

SLDTF (Jim Church). Church reviewed the SLDTF program presentations.

COMMITTEES

Awards (Susan Tulis). The awards ceremony will be at 7:00 pm. Award winners were reviewed, and Tulis reminded us that the committee did not award the Readex grant this year.

By-Laws (Barbara Miller). Miller presented discussion by the committee to refer to the Membership Meeting as both Business and Membership. A motion was made by Miller and seconded by Sleeman to rename the Business Meeting the Membership/Business Meeting. In discussion it was pointed out that to be consistent with ALA, we should call this the Membership Meeting. The motion was amended and passed unanimously.

Cataloging (David Griffiths). The first half of the Cataloging meeting will be a presentation by Gil Baldwin, followed by a Q&A session.

Conference (Bill Sleeman). The committee's work is complete. Sudduth asked that the record reflect kudos to Beth Clausen for finding a great reception location. The GODORT booth still needs volunteers: every day from 2-3, Sat 9-10, Mon 10-11. We filled all our rooms at the Allegro. He also passed around reception directions.

Development (Sandy Peterson/Erhard Konerding). Peterson reported on the fund-raiser in the GODORT booth and thanked those contributing items. The auction will shut down at noon on Monday.

Education (Karen Hogenboom). There will be a resolution about a government @ your library campaign. The committee will also will discuss processes for establishing competencies, and recommendations about how to tackle this.

GITCO (James R. Jacobs). Mike Wash will be at their meeting from 2-5:30 pm Sunday. This is an excellent time to pose questions to him about the future of the FDLP.

LEGISLATION (Valerie Glenn). All meetings of the committee will be in the conference center. Major issues include FOIA, the national weather system, and privatization of USGS water data. A priority for the committee is not just writing resolutions, but trying to be better advocates.

MEMBERSHIP (Marilyn Von Seggern). The new member luncheon is set to go. There are plenty of red GODORT ribbons available.

NOMINATING (Bill Sudduth). Sudduth stated that election results were posted. There was one glitch in the ballot, which stated that the Awards Committee had two places to fill. However, there were three slots, and all three candidates were elected.

PROGRAM (Arlene Weible). Weible stated she has identified all her appointments except for one on Education. The Preconference went really well – good speakers, host, and attendance. The Program Committee is meeting this afternoon to finalize details for the Monday GODORT program. The program for 2006 Annual will be from the Education Committee.

PUBLICATIONS (Sherry DeDecker). DeDecker reviewed the committee agenda: a couple of pending publications will be discussed, as will online access to DttP, and the job posting for editor to be filled by end of next annual.

RARE & ENDANGERED GOVERNMENT PUBLICATIONS (David Utz). Utz announced their meeting time. He reiterated that the Newbery library tour is at 3:30 this afternoon. There are 16 signed up, so can handle more (up to 25).

SCHEDULE (Andrea Morrison). Morrison mentioned the Lexis/Nexis breakfast and program. She also explained what happened to legislation scheduling meeting.

LIAISON REPORTS

> • **Cartographic Users Advisory Council (Mary McInroy). McInroy** gave the GODORT Chair the liaison report for the Business Meeting. She thanked us for giving CUAC $100 for their Map Libraries in Transition Conference, held at the Library of Congress. 109 people attend. All presentations are available in Powerpoint on the CUAC website.
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> • **Freedom To Read Foundation (Bernadine Abbott Houdouski)**. The Foundation met all day yesterday from 9-6. She is on the membership committee as a liaison. Most of discussion concerned laws and actions regarding Internet filtering. She provided follow up on work about the Patriot Act, in particular the campaign titled "Is someone reading over your shoulder?" They are trying to get 1 million people to sign a petition against the Patriot Act. There are free bookmarks supporting this campaign in the ALA shop at the conference center. Libraries can obtain graphics from the Freedom to Read Foundation. FTRF would like the units of ALA to pay the $35 dues.
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> • **ALA Literacy Committee (Mary Ann Mason).** This committee will be working to define an overall definition of "Literacy" when they meet at noon today.

OLD BUSINESS – None

NEW BUSINESS
Morrison reminded us to pay attention to the schedule – there is only one Program and one Membership meeting. In past there have been two.
Regarding the minutes for each task force and committee, Stevenson reminded chairs to make minutes concise for distribution at our Membership Meeting. Stevenson will edit the highlights for the next DttP. His deadline is July 5.
Aimee Quinn had two announcements. First, all the roundtable pages are missing from the web version of the *ALA Handbook of Organization*. She e-mailed ALA seven times and went to their office once inquiring about this problem. Stevenson will pursue this at the Round Table Coordinating Assembly. It can also be brought up at Council. It relates to the integrity of the whole document. Second: next year is the 40th anniversary of FOIA and she wants GODORT to observe the occasion.
T. C. Evans got notice that the House Committee on the Judiciary is having hearings on the USA PATRIOT Act. The first hearing is already posted on the Internet, and eleven more are to come. ALA problems and glitches were discussed. Members had problems checking in to the Allegro and with ALA Housing. Problems were reported with voting online. John Stevenson mentioned multiple ALA web site problems. For example, all the a's and l's disappear when printing the map for Annual hotels, making it appear that GODORT is at the "egro" Hotel. Ann Miller reported that Satellite registration is inefficient. The staff said "We ran out of everything." Miller commented that "This is ALA's hometown!" How can they fail to supply their Satellite sites?

Andrea Sevetson complained about ALA's online voting setup. It took her 1.5 hours to read the council nominees biographies and vote. Cathy Hartman stated that the whole voting issue has been discussed a lot by Council. The Conference planner software also came under fire. It was noted that vendors sort alphabetically but printing booth locations in numeric order is more desirable. It was also noted that members cannot customize their ALA profiles and that ALA should survey members as to what they want in "My ALA."
The meeting adjourned at 11:35 am.

ALA Annual Conference 2006
Steering Committee II
Tuesday, June 28th, 2005, 8:30am – 11:00am
McCormick Place – Room N136
Chair – John A. Stevenson
Acting Secretary – Beth L. Rowe

Attendance – Arlene Weible, Valerie Glenn, Mary Mallory, Sherry DeDecker, Sandy Peterson, Jackie Druery, Brian Rossman, Aimee Quinn, Beth Clausen, Charles E. Malone, David Utz, Andrea Morrison, Reginald Scott, Marilyn Von Seggern, Justin Otto, James Jacobs, Beth L. Rowe, Bill Sleeman, Karen Hogenboom, Barbara Miller, Marianne Ryan, John A. Stevenson, Cathy Nelson Hartman, John Phillips, Jill Vassilakos-Long, Barbara J. Mann, Stephen Woods, Bill Sleeman, Nan Myers, Jill Moriearty, Jim Veatch, Dan Barkley.

1. Welcome & Introductions
Steering Committee II – John Stevenson - Called to Order at 8:46am

2. Adoption of Agenda
Agenda Adopted

3. Announcements
Andrea Morrison in capacity as past chair – send conference reports for *DttP* Annual Conference Round Up to Andrea by July 5th, 2006.

4. Treasurer's Report
Jill Moriearty per Ann Miller - No changes

5. GODORT Councilor (Cathy Hartman)
Conversation with Pat Smith, Chair of BARC, about the cost of conference registration. Issue is that ALA has had flat funding since 2000 but expenses are increasing – funding has to be increased. Pat understands the situation with librarians but no good solutions have been presented – if anyone has some, bring them up. Steering discussed the issue and provided feedback to Cathy.

6. Task Force Reports

FDTF – Brian Rossman - No action items
IDTF – Jackie Druery - No action items
STDTF – Jim Church - Not present

7. Committee Reports

Awards – Susan Tulis – No report

Bylaws & Organization – Barbara Miller
Miller indicated a concern with wording in the PPM about liaisons for both taskforces and committees. The incoming Chair appoints liaisons between taskforces and committees according to a set schedule. They shall also be voting members of both and shall attend both meetings and relay info. Miller suggested that a sentence be added under committees that each shall appoint

one liaison during even/odd years. Steering discussed the issue and provided feedback on how to further clarify the language.

Cataloging – David Griffiths
Griffiths moved that the GODORT Chair write a letter to thank Becky Culbertson on her service as CC:DA liaison. Nan Meyers seconded the motion, which passed on voice vote.

Conference – Bill Sleeman – No report

Development – Sandy Peterson
No Report but will be discussing how to make changes in the fundraiser and other options; No total yet on the Silent Auction but estimated raised pretty close to $3000, which will cover the scholarship.

Education – Karen Hogenboom
New Steering – a group looking at competencies – didn't draw in a lot of liaisons – hear from them after mid-winter – Jennifer Abramson.

GITCO – James Jacobs
Did discuss preservation of digital presence – Grace York, Jim and Mark Phillips will be providing some tips on what and how to archive – please send ideas to them. Steering discussed the issue of providing comments on the development of GPO's Future Digital System and the decision was made to solicit more feedback with Stevenson transmitting comments to Mike Walsh at GPO via email with copies to the ALA Washington Office.

In the PPM entry for Rare and Endangered Government Publications there is language regarding a representative from GITCO but the wording and GODORT directory do not make it clear that the representative is an appointed and an active member of both committees. There is a need to harmonize the PPM entries to make this clear.

Legislation – Valerie Glenn – No report

Membership – Marilyn Von Seggern – No report

Nominating – Bill Sudduth
No report – but challenging this group and incoming Steering members to help with nominations of DLC in December and for next year's elections.

Program – Arlene Weible
No report, but ALA forms for GODORT's 2006 program were submitted, so we are moving forward.

Publications – Sherry DeDecker
DeDecker reminded Steering that at business, there was a vote to increase the stipend for the DTTP editor for 2006-2007. DeDecker moved to add the stipend for 2005-2006. Barbara Miller seconded the motion. Steering discussed the issue, including the impact on the budget, before passing the motion by voice vote.

DeDecker moved that ALA GODORT approve the publication *Managing Electronic Government Information* under our auspices. Bill Sleeman seconded the motion. Steering members sought clarification that the revenue generated by the publication would come back to GODORT. The motion passed by voice vote.

Reminder - as new committee directories are available, make sure to send them to the Web Administrator in Word format.

Rare & Endangered Government Publications – David Utz
Utz will send a description of the tour to Govdoc-L. Utz moved that the GODORT chair write a letter of thanks to Special Collections Dept. especially to Susan Fagin and Martin Briggs. Bill Sleeman seconded the motion, which passed by voice vote.

Schedule – Andrea Morrison
Morrison announced that ALA is changing Conference meeting times. The changes may provide opportunities for staggering meeting times.

8. Liaison Reports - No additional reports

9. Old Business - None

10. New Business
Weible moved that the list of Committee appointments be adopted for the upcoming year. Sherry DeDecker seconded the motion, which passed by voice vote.

Stevenson passed on a ceremonial crab mallet to Weible as incoming Chair.

The meeting adjourned at 9:42am.

New Steering - Chair - Arlene Weible - Called to order – 9:50am

Weible thanked outgoing Chair Stevenson and presented him with several gifts reflecting John's culinary interests.

Weible reminded Steering members to speak to outgoing committee Chairs for information not in PPM and other resources. She will forward names and e-mails to the Steering Reflector – hopefully by the end of the week. She will also send out committee rosters with more complete information, and asked Chairs to verify directory information. Chairs were also asked to make sure that minutes from this Conference are sent to the GODORT web administrator, and other files be sent to the GODORT archivist. Both printed and electronic versions are accepted. Weible reminded Steering members who have asked the Chair to write letters that they need to get drafts to Stevenson ASAP.

A Word template is now available for GODORT stationery. If you prefer to have a hard copy, see Bill Sudduth or Nan Myers.

Steering members discussed the scheduling of meetings at upcoming Conferences. General support was expressed for tightening the schedule. Further discussion will take place over the Steering Reflector.

Weible expressed her thanks to those agreeing to serve on GODORT Steering this year, and she looks forward to a productive year. Weible plans to do as much business as possible via the Steering Reflector.

The meeting was adjourned at 10:13am..

GODORT Steering Committee Reflector Minutes
January-June 1995

ALA Ahead to 2010
The chair drafted GODORT comments for ALA Ahead to 2010 and after soliciting changes from Steering, submitted them for the final ALA version.

ITDF Letter re: UN Treaty Body Database concerns
As advocated by GODORT members, a letter drafted by ITDF members expressing concerns that documents related to the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) have not been added to the United Nations' Treaty Body Database since 2002 was approved by Steering. The ALA Washington Office sent GODORT's letter with a cover letter from ALA. The letter is included in the GODORT Web site's Communications from the Chair.

A Digital *DttP*
Publications Committee presented a proposal for putting issues of *DttP* online. A motion to appropriate up to $1000 to make back issues of DttP available to subscribers electronically was passed.

GODORT Web site
To make the GODORT site work better, Web Manager Lesley Pease requested feedback for naming conventions so that committee links would have meaningful names. This was intended to make it easier to maintain links as numeric links (for Bylaws and PPM sections) do not make sit in order as GODORT's structure changes.

Clearinghouse for Federal Documents Digitization Projects
Steering approved a letter drafted by the Rare & Endangered Government Publications Committee to the Superintendent of Documents expressing support for the U.S. Government Printing Office's plan to establish and maintain a national clearinghouse for federal documents digitization projects. The letter is included in the GODORT Web site's Communications from the Chair.

GODORT Electronic Letterhead
The Chair distributed copies of a MS Word template for GODORT letterhead. The template, based on a scanned image of GODORT's printed letterhead, allows for electronic submission of comments and allows Steering Committee members to produce letterhead when needed.

GIQ and GODORT Meetings
The Chair was approached by a representative of *Government Information Quarterly (GIQ)* asking whether time might be allocated at the GODORT Business/Membership Meeting to reintroduce *GIQ* since its merger with *Journal of Government Information*. The consensus of Steering that GIQ should set up a meeting or focus group in conjunction with an ALA or DLC meeting was conveyed to the representative.

ALA Executive Director's Report
The Chair solicited items from Steering to submit for inclusion in ALA Executive Director Director's reports to Council and the Executive Board. Inclusion of GODORT issues in this report brought them to the attention of ALA members outside of the Round Table.

Discussion of a GODORT Email List
The Chair opened discussion of the desirability of an email list for GODORT members through
ALA, noting that FAFLRT offers such a list as a benefit of membership. GODORT lacks an
electronic forum to discuss issues internal to ALA GODORT, such as new dues categories,
volunteer opportunities which require membership, or issues regarding GODORT's direction that
might otherwise be held at a membership meeting. In the absence of consensus, no list was
created.

GODORT Ribbons
A motion passed authorizing expenditure of $130 (plus shipping) for the purchase of 500 red
GODORT ribbons, estimated to provide the Membership Committee a supply for meetings for
the next two years.

Transfer of Clearinghouse of Government Documents Digital Projects
GODORT members approved the transfer of GODORT's Clearinghouse of Government
Documents Digital Projects and a letter was drafted. ALA concerns regarding intellectual
property rights led to further discussion with GPO staff. Following advice of GPO's counsel,
GPO decided to return the digital clearinghouse data to GODORT and will build an xml database
of U.S. federal publication digitization projects of their own. GPO staff indicated that they will
link to the GITCO database as a related resource and plan to include a question in their data entry
form to remind users that projects including state, local, international, or non-U.S. documents can
be registered with the GITCO database.

Digital Preservation: Metadata Specifications Letter
Steering approved a letter to GPO commenting on the Report on the Meeting of Experts on
Digital Preservation: Metadata Specifications, which appears as one of the Communications from
the Chair. The letter was drafted by David Griffiths based on the comments of Kirsten Clark,
Becky Culbertson, Susan Pinckard, and Eva Sorrell, all members of GODORT's Cataloging
Committee.

GODORT Brochures
A motion to expend $95 to pay for the printing of 200 color brochures for membership
recruitment carried with a unanimous vote.

GODORT questions for GPO regarding Information Dissemination (SuDocs) activities
After consultation with Steering, the Chair posted an open message to Judy Russell on
GOVDOC-L dated 16 June 2005. The message asked her to address rumors of a budgetary
shortfall, reductions in services, including cataloging, PURL creation, and the distribution of
tangible items through the FDLP. A handout, *GPO FDLP Statistics Compiled by ALA GODORT
for discussion* was distributed at ALA Annual and was included in the GODORT website.

ALA Annual Conference 2005
GODORT Business Meeting Minutes
Monday, June 27, 2005 – 2:00-4:00 PM
McCormick Place – S503

Welcome and Introductions
Chair John Stevenson called the meeting to order at 2:00 pm. Parliamentarian Marianne Ryan
reviewed the parliamentary procedure under which the meeting would be conducted.

Agenda
The distributed agenda was adopted.

Legislation (Valerie Glenn)
The Legislation committee asked GODORT Membership to endorse in principle the ALA
Committee on Legislation's Subcommittee on Privacy's resolution on the USA Patriot Act and
Libraries (http://www.ala.org/ala/washoff/ogr/councildocs/PatActCD20_6.pdf). The resolution
was unanimously approved.
GODORT membership also approved the following action items presented by the Committee:
- The Chair of GODORT will send a letter to Congress regarding support for full funding
  of the Census.
- The Chair of GODORT will write a letter to the Superintendent of Documents regarding
  concerns about the new revision of ID 71, GPO's policy on Dissemination/Distribution
  Policy for the Federal Depository Library Program.
- The Chair of GODORT will write a letter to the Superintendent of Documents expressing
  concern about communications and information dissemination to the depository
  community.

The Committee also reviewed ID 72, GPO's policy on Withdrawal of Federal Information
Products from GPO's Information Dissemination (ID) Programs and was satisfied that concerns
that GODORT had communicated had been addressed.

Approval of Minutes
Minutes from the GODORT Business/Membership from Midwinter, as posted on the GODORT
web, were approved.

Announcements
Atifa Rawan is the 2005 recipient of the American Library Association (ALA) Elizabeth Futas
Catalyst for Change Award, presented Tuesday, June 28, at the ALA Annual Conference in
Chicago.

Report of the Chair on Activities since Midwinter Meeting (John Stevenson)
Stevenson reported on the excellent comments received about the Pre-conference and gave
special thanks to Arlene Weible, Brian Rossmann, and Beth Clausen and members of the
Program Committee who helped bring this to fruition. GODORT annual program, *Born Digital,
Dead Tomorrow: Strategies for the Preservation of Web-based Government Information* was
impressive and program materials will be on the website for those who missed it or did not
receive copies.

Stevenson noted that this year was an active one for letter writing. In February, the Chair wrote a
letter to UN High Commissioner of Human Rights about all forms of discrimination of women

not being represented in Treaty Body Database (TBD). There has been no response to date but he was advised to send letter again via the librarian in charge of the Dag Hammarskjöld Library. Efforts to assist the GPO yielded a number of communications including efforts to transfer, including GPO's national clearinghouse for federal documents digitization projects; GPO's *Report on the Meeting of Experts on Digital Preservation: Metadata Specifications*; and comments on Information Dissemination Policy Statement 72 (ID 72). Stevenson received responses from Judy Russell on SOD 72 in April (at the Albuquerque DLC meeting), and on the National Clearinghouse right before this conference. He also asked GITCO to compile list of problems with GPO Access to present to Steering process. At Midwinter, he reported on GODORT's participation in the ALA Ahead to 2010 planning process in which GODORT was one of two roundtables asked to participate. Steering voted to expend funds to put back issues of *DttP* available on line and to purchase printed GODORT ribbons for conference and brochures for recruit new members.

Treasurer's Report (Ann Miller)
Ann Miller reviewed budget expenses for the current year. Jill Moriearty has done a great job in raising money to cover the costs of the GODORT reception. Also, donations have helped to build the amount available to establish an endowment.

The proposed 2006/2007 budget was presented. After some discussion, an amendment was approved to increase the DTTP Editor's stipend from $500 to $750. Another amendment to add $250 to line 5402 for the publication of the GODORT membership brochure, and $300 to line 5500 for the ongoing expense of conference ribbons was approved. The budget was unanimously approved with these amendments, and it was noted that GODORT's projected revenue for 2006/2007 would now be $800.

GODORT Councilor (Cathy Hartman)
Cathy reported that attendance at this conference exceeded 25,000. There will be a new committee formed to address the issue of oversight of awards and scholarships by ALA.   ALA-APA (Affiliated Professionals Association) is working of the development of certification programs, and Council voted on the structure for this today. In response to a question from the floor, Cathy indicated the issue of raising registration fees will be coming up in later Council meetings.

Task Force Reports

Federal Documents Task Force (Brian Rossman) – FDTF did not prepare official comments on GPO's Future Digital System, but members are encouraged to contact GPO directly if they have comments.

International Documents Task Force (Jackie Druery) – No report, a summary of the meeting available in the IDTF's minutes.

State and Local Documents Task Force (Jim Church) – No report. Jim mentioned that a new draft of SLDTF website will be sent to the GODORT web administrator.

Committee Reports

Awards (Susan Tulis) – No report.

Bylaws and Organization (Barbara Miller) – No report

Cataloging (David Griffiths) – No report, summary available in Committee's minutes.

Conference (Bill Sleeman) – No report.

Development (Sandy Peterson & Erhard Konerding) – The Silent Auction earned between $2,000 and $3,000 for the Rozkuszka scholarship.

Education (Karen Hogenboom) – A summary of the meeting can be found in the minutes. Karen moved that the GODORT Chair write letter to the Executive Director of ALA requesting that government resources be included in the @ your Library campaign. The motion passed unanimously.

GITCO (James R. Jacobs) – No report.

Membership (Marilyn Von Seggern) – Marilyn explained the request for a change in GODORT dues. She moved that the GODORT dues structure be changed as follows:
- Establish a student rate of $10
- Raise the corporate rate from $20 to $35

The proposal passed unanimously.

Nominating (Bill Sudduth) – Bill encouraged GODORT members to run for office and be submit their names to be nominated to Depository Library Council.

Program (Arlene Weible) – Arlene thanked Jim Church, Brian Rossman, and Beth Clausen for the successful GODORT program and preconference. Development of the program related to information literacy and government information and a preconference on international documents are progressing.

Publications (Sherry DeDecker) – The Committee has posted the job of DTTP editor. The position will be filled by the end of the next Midwinter conference. Andrea Morrison & Linda Kopecky will edit new GODORT book on managing electronic government information.

Rare & Endangered Government Publications (David Utz) – There is a summary of the Committee's activities in their minutes.

Schedule (Andrea Morrison) – ALA announced conference meeting time changes. The changes will now allow for staggering meetings in the afternoon. Andrea thanked members for keeping conference equipment costs down. She also explained that ALA does their best to keep meetings in the same place, but it does not always work out given the types of rooms requested.

Liaison Reports
CUAC (Mary McInroy) – The conference that GODORT supported was successful, and CUAC sends its thanks for the support.

Freedom to Read Foundation (Bernadine Abbott Hoduski) – The foundation has new bookmarks available.

Old Business - None

New Business – None.

The GODORT Chair remarked that it has been an interesting year for him. He felt blessed with dynamic committee chairs and members, who contributed to many projects, and conveyed his thanks to all.

The Meeting was adjourned at 3:25 pm.

ALA/GODORT Bylaws and Organization Committee
June 24, 2005
2:00-5:30pm
HIL Conference Room 5A
Barbara Miller, chair

The Committee took actions on several proposed changes to the PPM:

David Griffiths agreed to do a search for all instances of the phrases "Membership Meeting" and "Business Meeting" occurring in the Bylaws and the PPM. These will be forwarded to the Website Administrator, who will change all references to "GODORT Membership Meeting". This wording was agreed upon by Steering 1, since it parallels the ALA Membership Meeting designation.

The committee added words to the PPM under the Website Administrator duties, chapter 20 IV A, bullet 4. The entry will now read: "…updates the GODORT Bylaws *and PPM* as per instructions from the Bylaws and Organization Committee.." (new wording in italics).
Chapter 10 IV C., regarding procedures of the Bylaws and Organization Committee, shall now be titled: Procedure for updating corrected Bylaws: *A copy of any Bylaws revisions approved by the membership shall be forwarded to the Website Administrator to be uploaded to the GODORT Website within 10 days after the ALA Midwinter or Summer Meetings.* This copy will replace wording about the Bylaws being printed in DttP, a procedure no longer in practice.

Under Chapter 3 V, the section on the Membership Committee, the committee changed the number of members to 4 (from 9), 2 in even years and 2 in odd years. This reflects the new division of the membership and conference committees into two entities.

A new section is to be added , for the Conference Committee, This will read as follows:
"5 members appointed by the GODORT Chair with approval of Steering to staggered two year terms 3 appointed in even years, 2 in odd years. The committee Chair will be appointed by the GODORT Chair from among the Committee members.
(This change is cosmetic, to correct the PPM for inconsistencies overlooked when the two separate committees were created).

The Appointment Chart in the same section shall be corrected to indicate 4 members for the Membership Committee, two in even years and two in odd years.

A section to the Chart shall be added for the Conference Committee, with 5 members appointed by incoming GODORT chair, three in even years and two in odd years. (Again, a cosmetic change).

A new section, now to be Chapter 8, is to be added titled *Officers*: *Special Officers.* This will parallel the section on Special Officers in the *Bylaws.*

There are to be entries here for the Archivist, the Parliamentarian and the Website Administrator. The entry ("I") for the Archivist is as follows:

IA. Outline of Duties

The GODORT Archivist is responsible for collecting, organizing, and maintaining the official records of the Round Table.

B Specific Functions
The specific functions of the GODORT Archivist will include, but are not limited to:
> 1. Receiving materials from GODORT members or former members; removing unneeded materials as outlined in the PPM Chapter 1, III C, and organizing the materials.
> 2. Maintaining the printout of information removed from the GODORT web site as received from the Website Administrator
> 3. Soliciting records from outgoing committee chairs and officers, as well as former members.
> 4. Responding to requests from members for information maintained in the Archives.
> 5. Forwarding materials from the GODORT archives to the ALA Archives at the University of Illinois at the appropriate time.

The entry for the Parliamentarian will be as follows:
II A Outline of duties
The GODORT Parliamentarian is responsible for giving advice to the Chair on matters of parliamentary procedure.
> B. Specific functions:

> The specific functions of the Parliamentarian are as follows:
> > 1 Attend the GODORT membership meeting and Steering Committee meetings at the Midwinter Meeting and Annual Conference.
> > 2 Review guidelines on parliamentary procedure at meetings, as needed, to ensure the orderly conduct of business
> > 3 Confer with the Chair prior to and/or between meetings to determine proper procedures for resolving problems and making decisions.
> > 4 Maintain familiarity with the parliamentary authority adopted by the Round Table.
> > 5 Attend ALA-sponsored sessions on parliamentary procedure, as feasible
> > 6 Perform any other responsibilities appropriate to the office.

Section III will be added for the Website Administrator.
The chapters following the new chapter 8 in the PPM will be renumbered accordingly.
Under Chapter 1 Conferences, Part IIIC 2 c. has been reworded and should now read….”requests for publications or information *that no longer have value* after the request has been filled..”

The Committee discussed the fact that there was no wording in the PPM discussing procedures to follow when proposing programs and/or preconferences, or outside tours.

The Committee suggests that the Program Committee create a series of Bullets on such topics as where to get letterhead stationery, thank you notes, badges for non ALA speakers, a checklist for a program or conference covering facilities, digital requirements, food, funding from outside sources, etc., plus a brief timeline to follow when planning an event (based on ALA time frame for event planning).

The Committee created new language in the PPM to clarify duties of the internal liaisons between the task forces and the committees of GODORT.

Under Chapter 8 (which will now be Chapter 9) , which deals with Task Forces, there will be new wording in each section for the FDTF, IDTF and SLDTF.

Under Federal Docs Task Force, part III C Organization, the first line of Officers shall be numbered "1" Officers of the Task force…."
"2" shall be "Internal Liaisons"
"3" shall be Work groups,… etc.

Under part "2", Internal Liaisons", shall be the wording: "*The incoming chair appoints liaisons between the Task Force and various GODORT Committees according to the schedule in the appointment chart in Chapter 3 of the PPM. The liaisons shall be both voting members of their committee and members of the task force steering committee, and shall attend both meetings and relay information between the task force and the committee.*

In the Section on IDTF, Under IV C Organization: There should be a number 1 for Officers, followed by the statement (already in the ppm) that "In accordance with the GODORT Bylaws, Article IX, elected officers of the IDTF shall be: (lists three officers..) , followed by "These officers shall be elected….."

A new sub unit "2" Shall read "Internal Liaisons" and shall be followed by the wording: *The incoming chair appoints liaisons between the task force and various GODORT committees according to the following schedule: (schedule is given in this section). The liaisons shall be both voting members of their committee and members of the task force steering committee, and shall attend both meetings and relay information between the task force and the committee.*

The section following "2" or Internal Liaisons, which presently has no heading, should be designated "3", and named *Working Groups and Committees*

Section IV D shall be called *"External Liaisons"* rather than *"Liaisons"*

In the SLDTF section V, under V C Organization, "1" shall be "Elected Officers" ,followed by the information on elected officers. The next sections shall be called "2", Steering Committee" The third section, designated "3" shall be "Internal Liaisons" and shall have the wording (replacing wording already there) *"The incoming chair appoints liaisons between the task force and various GODORT Committees, according to the following schedule (schedule is already in the section). These liaisons shall be voting members of their committee and members of the task force steering committee, and shall attend both meetings and relay information between the task force and the committee.*

In the chapters for the Committees affected by these changes (Cataloging, Education, GITCO, Legislation, Program, Publicatons and Rare and Endangered),

in each section on Organization, in the wording discussing liaison appointments the words "member " shall be changed to "liaison" After this sentence the following shall be inserted: *"These liaisons shall be members of their task force steering committee and voting members of the committee and shall attend both meetings and pass information back and forth between the two groups.*

The committee awaits word from the Publications Committee and the web administrators for the various committees on any wording for guidelines on what materials need to be archived from the various web sites. At this time they will insert guidelines in the PPM.

Submitted 7 July, 2005
Barbara Miller, chair
Bylaws and Organization Committee

GODORT Cataloging Committee Meeting
ALA Annual Conference, Chicago
June 26, 2005, 2:05 to 4:15 pm
Chair: David Griffiths
Recorder: Kirsten Clark

The meeting began at 2:05 pm with introductions.
The minutes from Midwinter were approved.

Gil Baldwin of the GPO Office of Innovation and New Technology spoke on current and future changes at GPO related to cataloging. In discussing these changes, Gil emphasized that many librarians are involved in the Future Digital System (FDsys) planning processes and that FDLP's viewpoint is well represented. Gil is working directly with Mike Wash, George Barnum, and Robin Haun-Mohamed, and other librarians are members of specific teams. Gil is working with the FDsys development team, focusing particularly on cataloging, access, and preservation. Gil stated that a handout distributed at the GPO Update contains the latest news regarding GPO's ILS implementation. The catalog has been frozen since April 2005, so no records have been added to the online Monthly Catalog. However, GPO catalogers have been using the new system and are adding records to OCLC, and the first monthly record batch will be sent to the Library of Congress at the end of June. The OPAC go-live date will be August 1. The National Bibliography planning process continues, and it involves more than cataloging and the bibliography. For example, the preservation of tangible copies and work on the cataloging section of the new electronic manual must also be managed. Recommendations from DLC in Albuquerque are being incorporated in the planning documents as well.

The Cataloging Committee prepared questions for Gil prior to the Conference. These questions and Gil's responses follow:
Q: When will depository libraries begin to receive GPO records again?
A: Cataloging resumed June 15. Records are being produced in the Ex Libris cataloging module and in OCLC. The June records set will be sent to the Library of Congress Cataloging Distribution Service at the end of the month.

Q: Will the delayed annual update cycle affect cataloging?
   A. No. The proposal to revise the item number system is back on track. There will be movement toward a one-to-one correspondence between the item number and the SuDocs stem.

Q. Why hasn't the committee print, *Freedom Defended*, come out in fiche yet?
A. It will be available soon. The document contains many colored pages, and it had to be determined whether issuing it in black and white would lessen its effectiveness. It was determined that it would not, and this document will be distributed in microfiche.

Q. What is the situation regarding pre-1976 documents cataloging?
A. The FY2006 GPO budget request will include funds for cataloging pre-1976 documents; if approved, the project could take five years to complete. GPO plans to use its shelflist to create short records for these items.

Q. Is GPO using the 300 field for remote access documents?

A. Not yet. (A proposal outlining how GPO would supply physical description for remote access documents in the 300 field was distributed; c omments are needed by July 29, 2005.)

Q. Are revisions being made to the cataloging guidelines, and how is this information being disseminated?
A. There are no immediate plans for making major changes to the guidelines. Small changes are being made as problems arise. Look for announcements of such changes on the National Bibliography Program web page, at http://www.access.gpo.gov/su_docs/fdlp/cip/index.html.

Q. What is the status of New Electronic Titles?
A. No new data has been added to the *Catalog of U.S. Government Publications*, so there are no new electronic titles. The ILS will, of course, include new electronic titles.

David then opened the floor for comments and questions.

Becky Culbertson suggested that updates to the cataloging manual be put on the PDF page for the manual so that changes are clearly noted.

Julie Wallace commented on the National Bibliography Program web page. Under "Related Links," the page indicates that *Government Printing Office Cataloging Guidelines* was last updated in March 2002. Does this mean that the links to this publication haven't been updated since then? Every time the manual is updated, the revision date needs to be prominently displayed. Also, the right-hand portion of the page refers to the shelflist conversion project. Is this the pre-1976 cataloging project? If so, perhaps the project should be renamed to include 'pre-1976', since this is the terminology most librarians use when referring to the project.
It was asked how records will move between GPO's ILS and OCLC.

Gil stated that monograph records are created in the ILS and then exported to OCLC. Records for serials are created in OCLC and then exported back to the ILS.

Gil was also asked whether GPO records will overlay OCLC records. He was not sure and stated that he would look into it.

Gil stated that we should take questions related to specific titles and cataloging issues to the GPO Customer Service Center, being sure to put 'cataloging question' in the subject line. It is also appropriate to e-mail Laurie Hall about such concerns.

Andrea Morrison wanted to know how many catalogers are currently working at GPO. Gil said there are about eighteen. Five more are on temporary assignment to reduce the backlog of ONIX records. There is a cataloging backlog, and Gil does not know when it will be eliminated. Priority is given to electronic titles.

John Stevenson asked about GPO's implementation of its policy regarding the creation of records for each format in which a title is issued. Gil stated that this was still being planned. Barbie Selby stated that we need to know the date of implementation well in advance. The amount of lead time required was discussed, and the Committee suggested two to three months.

Michelle McKnelly suggested that GPO provide examples of "before" and "after" cataloging to help library staff visualize the changes being made. She also mentioned that information regarding this change needs to be distributed to all appropriate groups, not just government documents librarians. Gil mentioned October 1 as a possible date of implementation, but he needs

to talk with Laurie about this. An announcement will be made via FDLP-L when the final date is determined.

John Stevenson commented on a document issued in color and the delayed decision to distribute it in microfiche. Gil stated that if the item would have only been available in print, the depository item counts would have been adjusted so that all libraries selecting paper or fiche would get the paper copy. John pointed out that sometimes paper is inadequate when fiche is expected. Gil answered that it is not always possible to anticipate such problems and that GPO does the best it can to meet the needs of libraries. Item selection numbers are used for more than selecting documents. They are also used in catalog records—something that wasn't planned.

Andrea Morrison suggested that GPO create a table distinguishing the various formats for each item selection. Julie Wallace pointed out that this problem is limited to Congressional documents since fiche is being phased out for documents produced by executive agencies.

Julie Wallace asked for more information regarding what is in the GPO cataloging backlog. Does GPO still have a record of which documents have not yet been cataloged? Gil noted that GPO is keeping track, but with so many projects underway and so many people working on the backlog, it might not have a complete list. He encouraged attendees to contact Laurie Hall when they become aware of a title that has not been cataloged. GPO will add it to the list if it is not already there.

Michelle McKnelly asked about adding holdings for serial records. Cindy Etkin of GPO stated that the modules of its ILS will be brought up in the following order: cataloging, the OPAC, acquisitions and fast cataloging, and then serials. Once the serials module is up and running, serial holdings can be addressed.

Julie Wallace said she would prefer that monograph records not be created for serial pieces (this seems to apply mainly to items issued annually). Gil stated that GPO prefers to create a serial record in these instances. Elaine Winske asked about analytics and mentioned the need to update authority records for serials. Adding a subfield 5 GPO would help catalogers know the origin of bibliographic records for serials.

Julie Wallace asked about the shelflist conversion project for pre-1976 documents. If GPO wins the approval of the JCP and receives funding, what will be the project's timeframe? Gil stated that the FY2006 budget would allow GPO to initiate the project, but it would take five years to finish it. The brief records created would be entered in the *Catalog of U.S. Government Publications*.

Andrea Morrison suggested that a "hot topics" list be added to New Electronic Titles on GPO Access.

Becky Culbertson gave the liaison report on CC:DA. CC:DA had asked the Cataloging Committee to propose changes to Part I of AACR3; Elaine Winske, Susan Pinckard, Eva Sorrell, and staff at GPO provided comments. In all, 137 pages of comments were sent to the GSC. Feedback from the review process triggered a major change in course, including a new name: Resource Description and Access (RDA). Major changes will be made in the organization of RDA (e.g., it will be arranged by element), but the content will be similar. Some new terms will be added. 'Main entry' has been replaced by 'main access point'. The prospectus and samples will be available in July. The Cataloging Committee has been asked to comment on Chapter 21, 31-36 (legal works). Becky will send a note about this to the Cataloging Committee.

John Stevenson reported on FDTF. Judy Russell attended the meeting and spoke more about GPO's plans. John created a page of cataloging statistics that was distributed at the GPO Update. While these are not official GPO statistics, Judy did not dispute them. FDTF is looking ahead to its 2006 program proposal on documents literacy. It is also working on a 2007 preconference on the American Community Survey. This year's preconference was well attended and received positive comments. He also mentioned that the DTTP Editor has one year left in her term, and the Publications Committee is looking for a replacement.

Robert Rohrbacher reported on IDTF. A 2006 preconference on using online international documents was discussed. A Working Group on the United Nations Classification Scheme was formed and would like to present its report to the Cataloging Committee, as well as IDTF, at Midwinter 2006. A letter was sent to the UN Commissioner for Human Rights asking that UN treaty documents be placed in the UN documents database, but no response has been received.

Tanya Finchum reported on SLDTF. It is revamping its web page. The most noticeable difference will be the architecture of the page: content changes will be ongoing. SLDTF is sponsoring tomorrow's GODORT program. It also had a guest speaker from the National Agriculture Library who discussed changes in AGRICOLA.

Jim Noel from Marcive described a problem discovered by Maureen Olle. She found that about ten thousand older Marcive records lack valid OCLC accession numbers. New OCLC numbers are approaching the number range used by Marcive, and potential problems could occur due to two records having the same OCLC number. Since Marcive does not have access to OCLC, Maureen is updating the Marcive records by searching on OCLC, inserting the correct OCLC number in the Marcive record, and creating a list of the problem records.

Elaine Winske moved that the GODORT Chair be asked to write a letter to Becky Culbertson commending her for her work as GODORT's representative on CC:DA after the completion of her term of service as GODORT liaison (June 2006). She enabled GODORT to participate in the process and has been the voice of government documents catalogers for many years. The Cataloging Committee approved the motion. The Chair will make a motion at Steering II that a letter recognizing Becky's work be sent by the GODORT Chair.

The meeting adjourned at 4:15pm.

Conference Committee Minutes
Meeting at ALA Annual Conference, Chicago 2005
Friday, June 24, 2005
Hilton Chicago Conference Room 4G, 2:00PM-5:30PM

Attending:
Bill Sleeman, Chair, Conference Committee
Samantha Hager, Web Coordinator
Lora Amsberyaugier, committee member, local contact for 2006 Annual in New Orleans
Kevin McClure, local contact with Chicago-Kent College of Law for 2005 GODORT reception
Justin Otto, committee member and recorder

1. Looking ahead to the 2006 GODORT reception in New Orleans
Lora Amsberryaugier (University of New Orleans) is on the committee for 2005-2006 and will
serve as the local contact for the reception. Lora suggested a club called Twiropa as a potential
site.
Bill Sleeman (University of Maryland) recalled that Maureen Ollie from LSU suggested the
Supreme Court Law Library as a potential site. Bill reported that Jill Moriearty from the
University of Utah raised $2,500 for the 2005 GODORT reception, and that the donors are
LexisNexis, Government Information Quarterly, Readex, and Marchive. Bill also mentioned that
it might be helpful for the Development and Conference Committees to coordinate our
fundraising efforts in the upcoming year.

2. Web Coordinator for 2005-2006
Samantha Hager (Rice University) was the Conference Committee Web Coordinator for 2004-
2005, and will serve as the coordinator again for 2005-2006. Thank you Samantha!

3. GODORT Booth at the ALA Annual Conference Exhibit Hall
Bill Sleeman discussed the situation with the booth at the exhibit hall. When Bill and Justin Otto
(Emory University) went to the exhibit hall (prior to the Conference Committee meeting) to set
up the booth for the Rozkuszka Scholarship Fundraiser, they found the booth empty. The booth
was supposed to have a table, chair, garbage can, and carpet, but none of these things were there.
Bill and Justin planned to return to the McCormick Center after the committee meeting to work to
resolve the situation. (note: after the committee meeting, Bill and Justin were able to procure the
necessary equipment for the booth)

Because of the difficulties at McCormick Center, Bill and Justin raised the idea of exploring
alternate methods for running the Rozkuszka fundraiser at future conferences. Suggestions
included running the auction online, running it during the GODORT Reception, and running it at
the GODORT Update. The committee decided to look at the amount of money raised at this
conference and compare it to a couple of factors - the cost of the booth, the pool of bidders (are
they mostly GODORT?), and how many potential bidders would be lost by holding the fundraiser
by another means. Depending on what is learned, it might be worth exploring other options with
the goal of having a vote-able proposal by MidWinter 2006. Bill mentioned that we should let
GODORT Steering know we are investigating this. (Note: as the conference progressed, we
learned from other GODORT members familiar with the Rozkuszka fundraiser that the booth is
vitally important because much of the bidding comes from foot traffic, and many bidders are non-

GODORT whose donations would be lost without the booth. So this matter was dropped and was never presented to Steering).

GODORT Development Committee
ALA Annual Conference Meeting Minutes
Chicago, Illinois, June 26, 2005, 8:30 a.m.
McCormick Convention Center

Attendees: Susan Tulis (member and incoming chair), Ann Miller (GODORT Treasurer), Jill
Moriearty (incoming GODORT Treasurer), Carol Turner (incoming member), Marcia Meister
(incoming member), Paul Arrigo, and Sandy Peterson (chair and recorder)
Agenda:
      1. Minutes approved as amended: First sentence of the last paragraph changed to read:

"At least $20,000 is required to both provide for an operating revenue and to establish an
endowment."
      2. Scholarship Fundraiser: Discussion of the problems with exhibits booth. It was
      suggested that the Conference Committee communicate with the other groups that share
      the "associations pavilion" to draft a letter to ALA outlining the issue, i.e., that ALA fails
      to adequately communicate to Conference Services the difference in charges between an
      "association exhibitor" and a "vendor exhibitor".
      Other possible venues for conducting the auction were discussed. This will be an agenda
      item at ALA midwinter. If we continue to receive as many donations as this year, three
      tables are needed.

      3. Draft guidelines for soliciting donations from vendors will be handled by email.

      4. Report from Treasurer: The Rozkuszka Scholarship Endowment has a balance of
      $27,042.90; $1679.90 interest was received last year. If GODORT is able to fund the
      scholarship from its fundraiser then the endowment will continue to grow. The goal is to
      earn enough interest to fund the scholarship and to have the endowment grow.
      The goal for GODORT is to maintain a $10,000 balance in the operating budget that is
      not touched (as mandated by ALA) and to have $5,000 more (or a total of $15,000) that
      could be spent when necessary. Anything more than $15,000 could then be rolled into the
      endowment each year. But in order to create an endowment GODORT must have
      $10,000 (that is $10,000 above the $10,000 balance in the operating budget).

      5. Other fundraising ideas: Paul Arrigo outlined a couple of possible publications that
      would generate revenue for GODORT. It was also suggested that we consult members
      who are now doing development work in libraries.

GODORT Education Committee
ALA Annual Meeting
Chicago, IL
Sunday, June 26, 2005
2:00-5:30
Chicago Hyatt Hotel, Cominskey Room
Karen Hogenboom, Chair
Valery King, Recorder

Committee members in attendance: Jenifer Abramson, Marcy Allen, Paul Arrigo, Tim Byrne, Esther Crawford, Judith Downie, Karen Hogenboom, Kris Kasianovitz, Valery King, Sally Lawlor, Marianne Mason
Visitors: Jeff Bullington, Diane Calvin, Barbara Miller, Emily Rogers, Theresa Storey, Heather Tompkins

1. Welcome and introductions
2. Agenda change. Chair's recommended wording change in item 6 from "Closing Clearinghouse" to "Incorporating Clearinghouse" was approved.
3. Minutes from 2005 Midwinter meeting. The minutes (at http://sunsite.berkeley.edu/GODORT/minutes/2005mwconf.pdf#page=23) were approved.
4. Liaison reports

FDTF (Judith Downie) – There was an Open Forum with Superintendent of Documents Judith Russell to follow up the issues raised in the Saturday morning GPO Update concerning the Fall Conference, the ILS release, another Essential Titles survey, and replacing purls with newer technology.

SLDTF (Barbara Miller) – The new State and Local GODORT website will be up soon, and the group discussed what should be dropped from it; NAL issues i.e. Ag Extension document availability in AGRICOLA were also discussed. Liaison information is to be added to the Task Force page. Attendance at tomorrow's program was encouraged.

IDTF (Jenifer Abramson) – Planning for the 2006 preconference on international documents is moving forward; a program proposal for 2007 to encourage use of international documents is also planned.

Literacy Assembly (Marianne Mason) – Assembly has been working on development of a literacy statement related to government information that does not preclude other definitions of literacy, and now have a working definition.

Education Assembly (Karen Hogenboom) – The Education Assembly have not met yet; Karen will post a report on the website and email it to the committee.

5. Announcements

Next year's chair of this committee will be Judith Downie.
Library Instruction Publications has published a book, *Government Publications Unmasked: Teaching Government Information Resources in the 21st Century*, which largely consists of lesson plans. Paul Arrigo has contributed a chapter on the Federal Register.

6. OLD BUSINESS

Handout exchange –The Committee extends many thanks to Grace York, who has worked very hard on this project and was open to all the Committee's ideas.
Copyright statement: There are some minor cleanup issues and then we are finished. Karen passed out the change to the Copyright Statement, which will be adopted.
Incorporating Clearinghouse: Everything in the Government Information

Clearinghouse shall be incorporated into the Exchange, and old or unnecessary information dropped. Marianne and Barbara volunteered to go through and decide what should be kept and what should be dropped and establish a redirect for the old url, and will email a report to Judith. Karen will mention that we are doing this at Steering.

2006 Program re: information literacy – Changes were made as follows: dropped the second and third program track choices; removed Program Day and Time category choices; changed title and description to eliminate repetition of the word "literacy." Barbara, Marcy, Esther and Karen will continue working on this and will submit to ALA. ACRL Science and Technology Section may be interested in co-sponsoring; Karen is waiting to hear from them. She will also talk to LIRT and RUSA. Other ideas are to inform ACRL's Instruction Section, Literacy Assembly, and Public Libraries; and request assistance from GPO.

Government information @ your library – Karen abstracted information from the @ *your library* website for us to refer to. They would like a letter from us to the Executive Director of ALA explaining why ours would be a good campaign. Ideas were brainstormed. Letter is due in mid-July. Jenifer Abramson moved that the GODORT chair send a letter to the Executive Director of ALA advocating government resources be included in the @ your library campaign, which was seconded by Tim Byrne. This was unanimously carried by voice vote.

Competencies for government information specialists – The committee thanked Paul for his comparison rubric. Report was made on a review of other groups' work developing competencies as the first step in a long process to develop training for librarians in government information. Most library schools need help with this. Judith noticed a mixture of professional and personal competencies in what was found. She developed a bibliography that she will email to attendees; Esther will also load this on the web page. We could develop a self-evaluation document for professionals. There was only one article on the process of developing competencies. Jenifer wishes to share our information with the Personnel Administrators and Staff Development Officers' Discussion Group in ACRL. Sally shared portions of a draft of the executive summary of a proposed GPO FDLP College, and much depends on training documents being developed by GODORT. GPO's plans to develop tutorials based on inspection categories will likely be delayed due to lack of funding. There is a lot of overlap in what they are interested in and our interests but it won't be exact. In considering our methodology, it was suggested that the RUSA/BRASS methodology would be a good one to look at. We considered requesting representatives from the other committees and task forces. The approach we decided on will start with a smaller group, and then solicit feedback from the other GODORT committees and task forces. The core group should set guidelines for what information we want to get from the other groups, and communicate to them through the liaisons. The whole process will be a long one, lasting at least two years. Paul, Kris, Jenifer, Tim and Valery will work on this. Sally will participate as well. Jenifer will be convener. Missouri GODORT has come up with a long list of competencies. Our goal for Midwinter: come up with questions to ask the GODORT community; decide on our methodologies which we need to define before we can ask other committees. This should be ready for our own meeting, not yet for the other committees. We should have something to share with Steering at midwinter.

7. NEW BUSINESS

   2007 Pre-Conference Ideas. Barbara proposed a pre-conference idea for 2007 and asked for feedback: how do you teach government information? There is a lot of information on how people learn, but not a lot on how you teach. Oklahoma State website has a method for identifying your teaching styles; perhaps we can do something similar on teaching of government documents. There are several opportunities for hands-on exercises. Please send any ideas to Barbara; they would like to present this at midwinter. ACRL is another possibility as a sponsor.

   Tim stated his disappointment that GPO did not send a representative to this meeting. It is important that they attend and get librarian input; it is disturbing that they are developing training programs without it. Action item: ask that Larry Blevins be included in the request that the GODORT Chair makes to Judy Russell that various GPO staff attend ALA. Teachers of government documents classes in library schools have a lot of practical experience and advice they can impart.

   Incoming chair Judith Downie asked which liaisons are rotating off the committee this year: Marcy and Karen will be officially rotating off but voiced an interest in continuing to attend.

   Karen thanked all the committee members for their hard work during her tenure as chair of this group.

8. Adjourn

   The meeting was adjourned at 4:40 pm.

Respectfully submitted,
Valery King, Intern & Recorder

GITCO Committee Meeting
Sunday, June 26th, 2005
Hyatt Regency Chicago Hotel, Grand Ballroom E
2:00-5:30pm
Minutes: Beth Rowe
Edited by James R. Jacobs

In Attendance: James Jacobs (Chair), Hui Hua Chua, Mark Phillips, Grace York, Grace-Ellen McCann, Jennie Gerke, Kevin McClure, Samantha Hager, Richard Matthews, Valerie Glen, Beth L. Rowe, TC Evans, Mike Walsh, Judy Russell, Michael Smith, Amy West, Bill Sudduth, Chuck Eckman, Mary Horton, George Barnum, Geoff Swindells, David Utz, Stephen Woods, Wendy Mann, Mary Martin, Kevin Reynolds, Jim Ovitt, Julie Linden, Brett Cloyd, John Hernandez, Mary Mallory, Chieko Maene, Patricia Cruse, ShinJoung Yeo, Mary Alice Baish, Gil Baldwin, Stephen Sexton, Carolyn Kohler, Ann Miller, Andrea Sevetson

New Business
A. FDSys Question and Answer session with Mike Wash, Chief Technical Officer and Co-Director of the GPO Office of Innovation and New Technology. Presentation of the Future Digital System and Q&A regarding phases 2 and 3 of the FDsys.
Authentication, PKI, digital deposit, privacy, DRM, commitment to open source software and non-proprietary document formats, LOCKSS, P2P, redundancy and failure control, OAIS were all discussed. It was generally felt that the planning for FDSys was thorough technologically up to this point. There were many questions and free flow of ideas and opinions. Mr. Wash agreed that there were still many difficult issues to iron out and was hopeful that the GODORT community could and should be an active participant in the process along with GPO. A number of web conference sessions are being planned starting in late Summer to get feedback on requirements.

III. Minutes
Minutes for Midwinter 2005 are on GITCO website

V. Liaison Reports

V.A. FDTF – Kevin McClure
Still taking comments about Future Digital System
Discussion about July 2nd deadline
40th Anniversary of FOIA
Discussion of Structure of GODORT Update

V.B. IDTF – Brett Cloyd
Check out the Agency Liaison Reports available on IDTF website. Readex is working on digitizing FBIS reports, but it is still in the early stages.

V.C. SLDTF – Michael Smith
SLDTF website has been redesigned by Kris Kasianovitz

VI. Old Business/Updates

VI.A. CD-ROM Documentation Database – Brett Cloyd
Support from community – University of Iowa Library IT has renewed commitment to supporting the database and will have it migrated to a more stable server by Fall, 2005.

VI.B. Digital Projects Clearinghouse – James Jacobs
GPO and GODORT could not agree on the transfer of the database to GPO. The working group set up to work on this will work on a database for non-federal projects. More information at Midwinter 2006.
Russell gave an update on the GPO digital projects database. It is expected to launch by September. GPO is hopeful to continue working with GITCO as much as possible.

VI.C. & VII.D. GPO Access Report
John Stevenson asked for analysis from GITCO and Legislation. The report is forthcoming. Although GPO has long known about the problems and issues with GPOAccess, it was felt that some information from the report may have bearing on current and future systems from GPO
GPO asked for assistance in evaluating 5 databases recently moved over to AKAMAI system. TC Evans will contact James Jacobs to coordinate GITCO volunteers.

VI.D. Web Manager's Report
Minutes are available on GITCO site

VI.E. 2007 Pre-Conference on American Community Survey
John Hernandez is working on the planning for this pre-conference program. He will bring a proposal to Program Committee at Midwinter, 2006.

VII. New Business

VII.B. – GITCO Liaison from Rare and Endangered Publications Committee
GITCO commits to encouraging more active participation with REPG and to harmonizing the GITCO PPM section with the RPG PPM section.

VII.E. Archiving and Preservation of GODORT digital presence
Christof Galli was doing periodic burns of Web pages onto CDROMs– but not sent to Archivist
A working group – comprised of Mark Phillips / Grace York / James Jacobs – will prepare info. to give to web administrators and publications committee re. best practices and tips for Web archiving

VII.F. Census Update - AS
2002 Economic Census Conferences around US – look at
http://www.census.gov/econ/census02/guide/ec02conf.htm for updated information
Meeting Adjourned 5:15PM

GODORT Legislation I Minutes
6/24/2005
McCormick Place S401bc
Maureen Olle, Secretary

The meeting started at 2:00 pm. The committee started with introductions. Minutes from the Midwinter Boston conference were approved.

The task force liaisons reported on their activities. Federal Documents Task Force will be discussing the Future Digital System. International Documents Task Force will be discussing the changes in the United Nations classification scheme and the official records of the United Nations changing from paper to electronic distribution. There was not a report for State and Local Documents Task Force.

Library Legislative Day went well. The Legislation Committee launched a virtual campaign via email to mobilize librarians to contact their members in Congress regarding library issues. This effort will be repeated at next year's Legislative Day.

The committee will develop talking points on the National Weather Service and USGS issues. The committee tabled discussion on the FOIA legislation. The committee will review the situation of the Census Bureau funding. The committee will review the newly released ID 71 and ID 72 Policy Statements from the Government Printing Office.

The committee discussed taking action to call for an oversight hearing on GPO initiatives a follow up to the resolution passed at Boston Midwinter. The decision of the committee was to wait to see the presentation from the GPO at the GODORT Update and consult with the Federal Documents Task Force.

The Government Printing Office released white papers on version control and authentication on Thursday. Comments on these papers are due by August. The revised briefing topics from the Spring Depository Library Council meeting in Albuquerque have also been released.

Valerie Glenn mentioned the efforts by the FreeGovInfo site to gather stories about residents using government information. People are encouraged to post stories. This is not a GODORT or GPO effort. Larry Romans notified the committee that the ALA Washington Office now has a person responsible for coordinating state-by-state advocacy efforts.

Meeting adjourned 2:45 pm.

During the next three committee meetings, members worked on talking points for NWS & USGS privatization issues, and GPO FY2006 appropriations. Members reviewed ID 71 and decided to ask the Chair of GODORT to send a letter to the Superintendent of Documents regarding minor revisions to ID 71. Members reviewed the changes made to ID 72 and decided that no further action is necessary at this time. The committee decided to send a letter to Congress regarding ACS & Census 2010 funding, and a letter to the Superintendent of Documents regarding the lapses in communication between GPO and their depository library partners. The committee endorsed in principle the COL Privacy Subcommittee resolution entitled "Resolution on the USA PATRIOT Act and Libraries," which is available on the GODORT Resolutions page at
http://sunsite.berkeley.edu/GODORT/resolutions/

GODORT Membership Committee
ALA Annual Conference
Sunday, June 26, 2005, 8:30-11am
Hyatt Regency, Skyway 284
Marilyn Von Seggern, Chair & Recorder

Present: Becky Byrum, Chelsea Dinsmore, Nancy Kolenbrander, Andrea Morrison, Catherine Morse, Marilyn Von Seggern

Introductions--After introductions the committee roster for the next year was reviewed. Chelsea Dinsmore will chair the committee and Steve Hayes will join as a new member.

Minutes of the January, 2005, meetings were approved with the exception of the spelling of DttP.

Announcements--Andrea displayed a new member orientation flyer as an example for the committee to use.

Agenda--There were no changes to the agenda.

Membership Development Preconference--Chelsea Dinsmore reported on this ALA Preconference held on Friday, June 24. The speaker talked about how to grow membership using all available resources by identifying what you want to do (development of a membership plan based on organizational goals), identifying people resources and taking advantage of the entire membership, and then maximizing your resources. Several things GODORT could use are a profile of likely GODORT members, a membership recruitment plan, and a member skills database.

Reports New Members Lunch—the lunch in Chinatown on Saturday had an attendance of 28 people and ran smoothly except for some problems with transportation back to meetings. A set menu served family style helped with the time restriction and payment. A list of lunch handouts (such as attendance sheet, GODORT meeting schedule, brochures, and reception information) needs to be developed. The lunch announcement at the Saturday morning GODORT Update needs to be arranged before the conference. Becky volunteered to find a place for the lunch in San Antonio.

Brochures, membership stats, dues--the committee agreed that a notion should be brought before the GODORT membership to specify a budget line for ongoing brochure and ribbon costs. We will request $250 annually for conference badge ribbons and to have a color brochure printed by ALA Publications. Brochures need to be available for prospective members, at the FDLP meetings, for the GODORT bin, at the GODORT Update, at the booth table (annual only), and for mailings to depository librarians and state/regional GODORT organizations.

Current membership statistics were distributed. The dues proposals for students and organization/corporate members that will be voted on at the GODORT Business meeting were reviewed.

List of state GODORT organizations—Nancy reported that the list is complete on our committee website. She used the depository library directory and called regionals to get the information.

Communication with dropped and new members—Nancy called a small sample of dropped members as a substitute to the mailed survey of the previous year. She found that nearly half were dropped unintentionally and intended to remain as members. Those who intentionally dropped usually had changed job duties. Several had negative experiences and suggestions for change. A larger sample is necessary before conclusions can be drawn. Lists of new, dropped, and reinstated members were slow in coming, not received by the chair until May. A note explaining the late welcome was handwritten on letters that went out to new members who joined August-December 2004.

New Member Survey-- Andrea presented a draft survey of GODORT members that covers points such as organizational effectiveness, communication with members, and provision of opportunities for involvement. She recommended consulting with a survey expert after the committee has developed goals.

Membership Committee web page—updates were made to the state and regionals organization page, and the committee-sponsored professional resources page. Becky reported on the meeting of web managers.

GODORT advertisements in DttP—three ads developed by the committee were printed in the most recent issue of DttP. Additional ads of several sizes need to be developed so they are ready as needed for upcoming issues. Nancy offered to compile a list of topics for the ads.

PPM revisions A new draft Policy and Procedures Manual section for the committee was discussed. Minor changes were suggested. After revision it will be sent on to the Bylaws and Organization Committee.

Mentoring Program alternatives Nancy reported on mentoring issues she had investigated with an expert at her campus and distributed, "Report of Basics of Mentoring Programs and Evaluation of GODORT Mentoring Program 2002-2003." A mentoring program, though difficult to administer, is of ongoing interest to the organization and committee. It will be discussed again at the next meeting.

After reviewing task assignments the meeting was adjourned.

GODORT Program Committee
ALA Annual Conference
Friday, June 24, 2005
2:00-4:00 pm
Chicago Hilton and Towers – Conference Room 5C
Arlene Weible, Chair and Recorder

Attendance: Elizabeth Margutti, Rebecca Culbertson, Jim Church, Chuck Malone, Karen Hogenboom, David Utz, Matthew Marsteller

Arlene described the successful preconference at Northwestern University Library on Thursday. There were 52 registrants, and the evaluation forms indicated a high level of satisfaction with the speakers and program. Arlene will compile the comments and pass them along to the speakers and committee members after the conference. She will also pass along suggestions for future programs to Aimee Quinn, the incoming chair of the committee.

The committee discussed the logistics of getting handouts copied and transported to the program on Monday morning. The handouts were divided up between the members, and they should be copied and delivered to the program location by 9:00 am on Monday morning.

Karen Hogenboom provided information about the program scheduled for the 2006 annual conference, "Information Literacy in the Destination, Government Information is the Road: Using Government Resources to Illustrate Information Literacy Concepts." The description of the program will be further refined at the Education Committee meeting on Sunday, and a list of potential speakers will be identified. There was a discussion about the difficulty of assigning the program to a specific "track" in the ALA program because of the inflexibility in the time slots for programs. Suggested long term solutions including speaking to Lexis-Nexis about the scheduling flexibility of their breakfast. It was agreed that we would list possible tracks on the call for proposals form, but be very specific about our preferred time. Hopefully that will bring attention to the problem, and perhaps lead to another opportunity to provide feedback about the tracking inflexibility. If this cannot be resolved, we will not track the program.

Matthew Marsteller from the ACRL Science and Technology Section indicated this group's interest in working on a program with GODORT. Possible topics of interest include; the issue of sensitive government information being scrubbed from the Internet and what librarians can do to deal with the problem, how to find government produced science and technology information, and the history of government information repositories of scientific information. It was suggested that there could be a way to work science information into the upcoming program on information literacy, and Karen will work with Matthew to follow up on this idea. The other ideas will be turned into the incoming chair for potential ideas for the 2007 program. Co-sponsorship of programs was also discussed.

The meeting ended with a brief discussion of the 2006 preconference on international government information. While paper work is not due until later in the fall, it is hoped that a description and a list of potential speakers can be determined at the International Documents Task Force meeting on Saturday. Arlene also provided some suggestions about organization and focus based on the positive feedback from this year's preconference.

David Utz distributed a potential program proposal for 2007 on Congressional Publications in 18th-19th Century United States History. This will be considered at the Midwinter meeting.

ALA/GODORT Publications Committee Meeting
ALA Annual Conference
2:00 - 5:30 p.m.
Friday, June 24, 2005
Chicago Hilton and Towers, Lake Michigan room

Members Present: Sherry DeDecker (Chair), Barb Mann (recorder), Linda Johnson, Lesley Pease, Brett Cloyd, Ann Miller, Andrea Sevetson, Brian Rossmann, James Jacobs
Guests: Paul Arrigo, Joe Fitzanko, Helen Sheehy, Julie Linden, Susan Tulis, Aimee Piscatelli Quinn, Dan Barkley, Bill Sudduth

Notable Documents Report (Linda Johnson)
       Notable documents appeared in the May 15 Library Journal. The panel recommended changes to the PPM, stressing documents that reflect the mission of the agency, as well as including more information, especially if available in electronic format. The panel asked that Publications recommend the inclusion/exclusion of databases from the criteria.
Ann asked suggested that databases be extended to web sites or mixed media. Helen suggested using the term "electronic resources" to encompass all.
       Publications approved the PPM changes.

Action: Sherry will forward recommendations to Lesley after annual.
       Linda will send thank you letters to all who submitted nominations. She also sent a
       congratulatory letter & a copy of the LJ article to every agency that had a winning
       document.

Treasurer Report (Ann Miller)
       GODORT has received $530 in royalties this year, from the Directory and citation guide. Advertising revenue for 2004 for DttP was $12,120.75, with $1139.50 outstanding. Advertising as of 4/30/05: $6043. There is an increase in the processing costs; previously $200 was budgeted, it is now $850 ($4.50 per subscription).
       Sherry asked where in the budget electronic access to DttP will appear. It will be included in the DttP billing from ALA Production services.

DttP Report (Andrea Sevetson)
       Subscriptions are down to 240 as of May, from 301 in 2004; expected to increase through the year, as only 1 cancellation so far.
The committee discussed electronic access to DttP; soon-to-be free access from Stanford from v. 1-28; online access for subscribers only through ALA from v.31 to present. Andrea will check with ALA to see how access is restricted; can we restrict to GODORT members? If so, how do we offer access to our 300 subscribers who are not members of GODORT? [Note: In the DttP Staff Meeting Saturday we determined that Stanford will post volumes 1-30, as ALA Production Services does not have the electronic files. Angie Hanshaw (ALA Production Services) also told us that access to publications on the ALA site was limited to GODORT members only.]
       The committee discussed whether to allow free access to all issues (or sections of them), also whether to offer subscribers option of e-only DttP. Would we lose our 300 non-GODORT subscribers? If so, it would mean a loss of $10,500 a year. Would a freely accessible DttP remain an attractive venue for authors? How would we price an e-only subscription?
Action: Barb Mann, Aimee Quinn, Dan Barkley, and Andrea Sevetson will explore issues involving electronic DttP and report back to Publications at midwinter 2006. They will look into

the open access model for journals. In the interim, GODORT members have access to both print and electronic versions. Angie (ALA Productions) is following up on how we can offer electronic access to subscribers who are not GODORT members.

Web Administrator Report (Lesley Pease)

PPM chapter links have been changed from numbers to names. The old PPM will be removed from the site and archived. Sunsite will not support blogging, so Lesley is linking to current news blogs. Lesley will strip out contact information from old directories.

The GODORT site has recently been indexed, updated every Friday. Sunsite has updated security on their site, supporting secure FTP. The committee discussed whether to explore other options for hosting the GODORT site. Move to ALA? Some other site?

Action: Lesley will discuss moving the GODORT page with web administrators group. The committee should send comments on the site to Lesley, especially as to using committee names instead of numbers for the navigational links at the end of each chapter.

New Business
1. Job posting for DttP editor

Barb submitted a draft job posting for the position, which will become vacant with issue 3, 2006. New editor should be in place by end of midwinter 2006.
The committee discussed increasing the stipend for editor from $500/year to $750. It was noted that the stipend amount is not in the PPM.

Action:
Sherry will bring copies of the ad to the GODORT Membership Meeting, and post to govdoc-l.
Sherry will bring the stipend increase recommendation to the Membership meeting for vote.
Sherry will add the stipend amount to the PPM.

2. Editorial responsibilities for DttP advertisers
Barb suggested that we explore whether the DttP editor should edit content of advertisements. Instead of that, Publications decided to add a sentence on the Advertising Rates page stating that ads will adhere to ethically accepted practices.

3. Publication proposals
a. U.S. Congressional Serial Set (Aimee Quinn and Donna Koepp)
Committee made recommendations; Aimee will bring a full proposal to Publications at midwinter 2006. Projected publication is end of 2007.
b. Managing Electronic Government Information in Libraries: Issues and Practices (Andrea Morrison and Linda Kopecky)

This book will be loosely based upon Diane Smith's <u>Management of government information resources in libraries,</u>" but is not a second edition. Projected publication date is end of 2006.
The committee voted to approve publication under auspices of ALA/GODORT.

Action: Sherry will bring recommendation to second Steering.
c. Local Municipality Government Documents Series (Paul Arrigo)

The committee made recommendations; no timeline for publication, possibly as e-only. This may be an occasional papers series. We discussed the options of web vs. print publication.

Paul will survey state associations, etc., and bring a business plan to Publications at midwinter 2006.

4. Aimee announced that Nancy Pearl has included government documents in her book <u>More Book Lust</u>.

The meeting adjourned at 5 p.m.

GODORT Rare and Endangered Government Publications Committee
2005 ALA Annual Conference, Chicago, IL
Hyatt Regency Chicago, Columbus Hall K/L, 9:30 a.m.-12:30 p.m.
June 26, 2005
David Utz, Chair
John Phillips, Secretary

Present: <u>Committee Members</u>: David Utz, Chair, August Imholtz, Geoff Swindells, Anna Korhonen, Timothy Skeers, Aimee Quinn, Jane Gillis, Charles Malone, Mark Phillips, Jian Anna Xiong, Stephen Sexton; <u>Non-Members</u>: Charles Pennell, John B. Phillips, Bill Kenz, Kris Kasianovitz, Yvonne Wilson, Carol Wheeler, Bert Chapman, Bill Sudduth, George Barnum, Gil Baldwin, Andrew Laas, Julia Wallace, Steve Daniel, Jackie Druery, Rebecca Hyde, Judy Russell, Jim Walsh, Kathleen Gaul, James Jacobs
The meeting was called to order by the Chair at 9:37 a.m. This was followed by introductions. John Phillips agreed to take minutes, for which the Chair thanks him.
After the Chair determined that sufficient Committee members were present to constitute a quorum, the agenda was adopted, and the minutes of the 2005 Midwinter meeting were approved.

Report of the Chair:
The Chair reported on activities since the 2005 Midwinter meeting:

1. On May 31, 2005, the Chair of GODORT sent a letter to the Superintendent of Documents expressing support for the U.S. Government Printing Office's plan to establish and maintain a national clearinghouse for federal documents digitization projects, including those which preserve Federal documents published in the period 1932-1962.
2. David worked with Aimee Quinn to try and secure appointments of PARS liaisons to REGP. As a result of their efforts, Winston Atkins will again become active in one position, and Patricia Selinger, PARS Past-Chair, informed David that PARS would be appointing a second representative to work with the REGP Committee.
3. Following the appointment at the Midwinter meeting of Jane Gillis, August Imholtz, Anna Korhonen, and Anna Xiong to review the results of GPO's "Digitization Ranking Survey" and nominate materials for initial digitization activities, each of these individuals compiled a list of those twenty titles which each felt should have priority for digitization, and, of these, which would be most suitable for initial digitization. These lists were communicated to Robin Haun-Mohamed at GPO. Aimee Quinn suggested that these lists also be sent to the other members of REGP and posted on REGP's website. David agreed to forward this material to Aimee, who will aggregate it for posting and dissemination.
4. David served as a member of GITCO's taskforce for the GODORT digital projects database. Although GODORT had approved, at its 2004 Annual meeting, the transfer of the database to GPO, legal difficulties prevented the completion of this process, and GPO will establish and maintain its own database. GODORT will continue to maintain its database, especially for projects to digitize non-Federal (state, local, and international) documents, which will not be included in GPO's database. Julie Wallace expressed a concern that the database be maintained.

5. An REGP-sponsored tour of the Newberry Library took place on Friday afternoon, June 24, with thirteen attendees. A tour of the Library's Reference Department and Reading Room was followed by a visit to the Special Collections Department, where a selection of 17th-19th century government documents were introduced and circulated among the tour participants. A number of individuals reported on what they had found particularly interesting. David will request the Chair of GODORT to send a letter of thanks to the Newberry Library. Other potential tour venues will be investigated for the 2006 Midwinter and Annual meetings.

Reports from Liaisons:

The FDTF liaison did not make a report.

The SLDTF liaison, Tim Skeers, described presentations at the SLDTF meeting concerning Illinois state electronic publications (Illinois State Library), cooperative cataloging of state extension publications (National Agricultural Library), and the history and current status of the Chicago Public Library's collection of Chicago municipal documents. Paul Arrigo, SLDTF Coordinator-elect, explained his new initiative to begin a series of electronic publications concerning primary sources for municipal documents.

The IDTF liaison, Chuck Malone, described a program which the UN held on classification problems. IDTF is continuing to plan for a pre-conference at the 2006 Annual meeting on accessing (electronic) international documents, including both free and fee-based resources. The presentations will be agency-based, although another pre-conference could present resources in a subject-based format.

The RBMS liaison, Jane Gillis, reported on the RBMS pre-conference in St. Louis, summarizing some of the presentations.

MAGERT and PARS did not make reports.

Web Manager's Report:
Mark Phillips reported that REGP's Web site has been "cleaned up" and is the only GODORT Web site that is currently compliant with the standards which have been set by GODORT's Steering Committee. A "group work space," for use by REGP Committee members, has been established, and those who wish to use it need to register. Mark is still working on providing the Web site with a functional "person counter" for visitors to the site. Additional content, which the REGP Committee requested be added to the Web site, has been added. The Chair asked that August Imholtz' supplementary report concerning "New Deal" era Federal publications, which he presented at the 2005 Midwinter meeting, be added to the Web site, once it has been digitally scanned for this purpose.

The Committee took a break from 11:05-11:15 a.m.

Report of the Sub-committee for Endangered 1932-1962 Federal Documents:
David Utz made a motion to dissolve the Sub-committee and fold work on its six (concluding) recommendations into the continuing work of the REGP Committee, as a whole. This motion was seconded by Geoff Swindells, and the motion passed, 9-0. George Barnum and August Imholtz reported on what they had discovered concerning paper specifications and ink production for Federal documents during this period (1932-62). August mentioned that NARA should have on file what specifications were in use, but these cannot be located. David asked whether these

discoveries concerning paper specifications and ink production (which George and August had made) enabled any conclusions to be drawn concerning which particular periods or titles, within the time frame, 1932-1962, are at greatest risk. David formally appointed August Imholtz and George Barnum to study this issue and to present their conclusions in time for the Committee's 2006 Midwinter meeting. Geoff Swindells said he would help.

Old Business:
August Imholtz reported that the U. S. Congressional Serial Set (hard-copy) Inventories will be transferred from Harvard to Washington University in St.Louis. August mentioned that some problems with adding additional inventory files had developed because of Access database incompatibility problems, which have now been corrected. August expressed his disappointment that only twelve inventories have been contributed, to date.

Aimee Quinn reported on the status of a proposed REGP-sponsored publication concerning the U.S. Serial Set. She reported that the GODORT Publications Committee received the proposal favorably, although it is doubtful whether ALA will be interested in this publication. She has not completed the "draft outline" for the publication, but will send it to Committee members, when it is complete. Aimee reviewed with Committee members a proposed table of contents: Part 1: Overview of how the Serial Set began; Part 2: Contents of the Serial Set; Part 3: Why is the Serial Set important? Part 4: What is the future of the Serial Set in the 21st century. David will send the book's table of contents to members of the Committee, and they can review it for completeness. David Utz circulated to the Committee a proposal for a program at the 2007 Annual Conference concerning 18th-19th century Congressional documents in the history of the United States, on which he and August Imholtz have been working. David made a motion that the Committee authorize August Imholtz and himself to move forward with this proposal and present it to the GODORT Program Committee at the 2006 Midwinter meeting. Aimee Quinn seconded the motion. Motion passed, 9-0. Aimee announced that she was recusing herself from any future planning for this program, to avoid a conflict of interest, as she is the in-coming Chair of the Program Committee. Geoff Swindells, as in-coming REGP Chair, agreed to present the proposal to the Program Committee.

The perennial problem of securing appointments to REGP's two LITA liaison positions has been solved, for the time being, with the appointments of Charles Pennell and Yan Han, for a term of one year (2005-2006), with possibility of re-appointment. However, chronic problems remain with appointments to other external liaison positions (PARS, MAGERT, and RBMS). David made a motion that the issue of external liaisons be revisited at the 2006 Annual meeting. August Imholtz seconded the motion. The motion passed, 9-0.

New Business:
David Utz reported on a proposal which he had been exploring with James Jacobs, the Chair of GODORT's Government Information Technology Committee, to establish a new liaison between REGP and GITCO. David made a motion that REGP implement what is already in GODORT's Policies and Procedures Manual, to allow a representative of GITCO to participate on the REGP Committee, "to assure that the overlapping goals of protecting electronic resources are addressed." Aimee Quinn seconded the motion. The motion passed, 9-0.

Announcement:
David announced the new REGP Committee appointments for 2005-2006. Geoff Swindells has agreed to serve as Committee Chair; August Imholtz and Sheri Irvin will be reappointed for a second term as member-at-large and Federal Documents Task Force liaison, respectively. George

Barnum and Catherine Morse will be appointed as member-at-large and International Documents Task Force liaison, respectively.

The meeting of the Committee adjourned at 12:18 p.m.
Minutes submitted by David A. Utz, Chair.

Federal Documents Task Force, Summary
Hyatt Regency Chicago
June 25, 2005, 2 - 5:30 p.m.
Brian W. Rossmann, Chair

1. Welcome
   Chair Brian Rossmann opened the meeting with the Welcome and Introduction. The
   minutes from the winter meeting in Boston were accepted. Minutes will be submitted to
   Maureen Olle so that they may be posted to the GODORT Web site.

2. An Open Forum with Judy Russell, GPO, followed. Mike Wash, GPO, was not able to
   attend. Judy responded to a number of questions from those in attendance, as a follow-up
   to the GODORT Update in the morning, etc. Questions and answers during this session
   follow.

   a. GPO, Clemson University Partnership: GPO has entered into a partnership
   with Clemson University's Cooper Library, a shared regional with the University
   of South Carolina. Under the partnership agreement, Clemson "will apply GPO's
   distribution policy section criteria to items for which it does not have regional
   responsibilities and will recommend items to GPO for electronic-only
   distribution. GPO will also work with Clemson to develop a project report that
   will examine the effects of a regional depository library maintaining a primarily
   electronic collection." (GPO Update for ALA, June 2005)
   b. Federal Reserve Banks: The Federal Reserve Bank of St. Louis is digitizing its
   own materials. GPO is collaborating with them to make their documents more
   visible.
   c. GPO's decreased travel budget: GPO's decreased travel budget will affect
   depository meetings in that they will not be able to support a separate regional
   meeting. This fall, the regional representatives will meet on Wednesday
   afternoon. At national meetings, GPO will continue to send staff.
   d. Status of WAIS server: GPO Access is being moved from the WAIS server
   with Akamai Technologies and Fast Search & Transfer (FAST) as interim
   replacements. This should yield more accuracy, better response time, and cost
   effectiveness. The data will be moved anyway with the advent of the Future
   Digital System.
   e. Cataloging records: GPO records to potentially be retrieved from the Federal
   Bulletin Board, the Integrated Library Systems (ILS) system, and customized
   reports.
   f. New electronic titles: New electronic titles will also be generated by the ILS
   system.
   g. Web harvesting: The process of Web harvesting has been temporarily stalled
   for security analysis.
   h. Fewer electronic records: Fewer electronic records are coming through the
   depository program/titles are not being harvested. GPO is working on this. The
   last few months have been devoted to the reorganization of the agency, etc. Once
   new systems are in place, the process will again move forward. The tool for
   harvesting is old/out of date. GPO is considering contracting out with a vendor
   for these services.

i. Staffing levels: GPO feels that staffing is at a reasonable allocation at this point, also training. Boundaries between acquisitions and cataloging are currently being examined.

j. Item selection: Selection was taking place during the summer, now it is in the fall. There is a new selection survey. Major publications are being distributed in dual formats. GPO is trying to get the electronic version from the agency. If they cannot, they are scanning the tangible documents and making it available in .pdf. Materials are also being digitized when there are not enough microfiche to distribute. $3 million has been moved to the printing budget, although no significant changes are to be made to printing this year or next. (Decision will be made as to what is better in electronic format). An 'E' category needs to be added, so there are to be three formats for selection. The List of Classes needs to be revised/updated.

k. Various types of electronic formats: Polices are needed as to the different types of electronic formats: Web pages, .ppts., etc. Agencies consider these publications, but they are not getting into the depository program.

l. Instability of URLS: GPO harvests and catalogs materials at the same time. A policy is needed for harvesting from agency sites. GPO is looking beyond PURLs (Library of Congress, etc.), for a more modern persistent identifier.

m. Acquisitions: Acquisitions staff is currently around 30 plus members. In the workflow, harvesting is most important, and cataloging follows later. There has been a drop in PURLs due to staffing in part and other assignments.

n. Partnerships with other agencies: Partnerships with others such as OSTI to provide access to materials can be accomplished by federated searching via the ILS. Some partnerships are more complicated, such as with NTIS, which resells GPO products.

o. Instructions to Depository Libraries: are being rewritten.

p. Spanish language publications: Spanish language publications are not always getting into the depository program even when there is an English equivalent. Depositories should be getting all available language versions of a publication.

q. Braille as a format selection: GPO is currently discussing the different ways of item selection in order to simplify the process. GPO is putting this out to the depository community for discussion.

r. Timeframe as to New Essential Titles List: there are no time limitations here, as it is a living document. There is a committee working with GPO on this; they are currently examining 11,000 titles.

3. Liaison reports were given by the following liaisons to FDTF:

a. Education: Judith Downie reported that the Committee has submitted a draft letter to ALA: why they should be supported for the "At Your Library Campaign." The handout exchange project has been completed; the Committee is now working on how to best keep it up-to-date. They are currently working on the competencies project – processes that develop competencies, tutorials, etc. GPO was a partner in this but has stepped back for the time being. The Committee was approved for the 2006 program: incorporating government documents in teaching information literacy.

b. GITCO: Kevin McClure reported that Mike Wash would be at the meeting on Sunday afternoon for a question and answer session. A new liaison to GITCO will be from the Rare and Endangered Committee, also one from LITA to GITCO. The 2007 Preconference will be on the American Community Survey will be discussed, and Andrea Sevetson will give the Census update.

c. Legislation: Maureen Olle and Cindi Wolff reported that at the Friday morning meeting, Library Legislative Day was discussed. It is hoped that participation in this will continue. Current issues include SB 786, the privatization of the National Weather Service, etc. also House appropriations for FY06, from $196 to $83 billion. This will result in the cutting of the American Community Survey. The Committee may write a resolution here at the meeting on Sunday morning. Information Dissemination internal policy documents, ID 71 and 72, concern the dissemination policy for the Federal Depository Library Program and the withdrawal of Federal Information Products. ALA may lobby for oversight hearings in this regard. The Committee plans to review the privatization of government information at Legislative Day. And they are coordinating a state by state advocacy report.

d. Program: Sally Haines Lawler reported that the FDTF preconference, Demystifying Government Sources: Government Information for the Rest of Us, went very well. It was sponsored by Lexis-Nexis and there were 50 people in attendance, mostly local public libraries. SDTF is sponsoring the Born Digital Dead Tomorrow program on Monday. The IDTF preconference, The Globalization of International Documents, is next-year in New Orleans. The GODORT Education Committee is sponsoring the program next summer Information Literacy and Government Information.

e. Publications: Brian Rossmann reported that at the meeting on Friday, the Committee discussed the redoing of the job description of the DttP editor; the current team has one more year. A $500 year stipend is currently given to the Editor; the Committee is asking for an increase to $750. Three book proposals have been brought forward: managing electronic government Information, a title on the serial set, a directory dealing with state and local government information.

f. Rare and Endangered

g. Other: Maureen Olle reported that FDTF is posting several of the recent GPO documents on its Web site.

h. Bylaws: The Committee is reviewing the GODORT Policies and Procedures Manual; there are several sections of information missing.

4. Old Business: Brian Rossmann, Chair, reviewed the GODORT preconference, Demystifying Government Sources: Government Information for the Rest of Us, held at Northwestern University Library, which was very successful; 50 people attended and evaluations were very favorable.

5. For new business, the Chair of GODORT has asked the FDTF to respond to GPO's Future Digital Content System document as to the impact that it is going to have on depository libraries: http://www.gpo.gov/projects/fdyss.htm. FDTF reports that its members have read the document and will respond to any areas of concern, and that the incoming group will keep its finger on the pulse of this development.

Also under new business Chair Brian Rossmann reported to FDTF members that next year is the 40th anniversary of FOIA.

Chair Brian Rossmann asked the membership to comment on the current length of the GODORT update on Saturday mornings, that it might take place in two sessions, etc. The meeting was adjourned at 5 p.m.

Respectfully submitted,
Suzanne L. Holcombe
FDTF Secretary

International Documents Task Force, GODORT
Annual Meeting Minutes
Saturday, June 25, 2005, 2:00-5:30 p.m.
McCormick Place, Room N226
Jackie Druery, Coordinator
Catherine Morse, Secretary

Coordinator Jackie Druery called the meeting to order at 2:00pm. Present: Sandy Peterson, Lynne Stuart, Bruce Samuelson, Chuck Malone, Triinu Tombak, Carol Wheeler, Gordon Grahame, Christof Galli, Jeffrey Knapp, August Imholtz, Angel Batiste, Sara Striner, Andrea Morrison, Elaine Coppola, Suzanne Edam, Chris Palazzolo, Chuck Eckman, Robert J. Rohrbacher, Beth L. Rowe, Helen Sheehy, Susan White, Elizabeth Margutti, Rebecca Hyde, Linda Johnson, David Griffiths, Mary Fetzer, Diane Campbell, Noriko Gines, Amy Stuart-Mailhiot, Dan Coyle, Julia Wallace, Chelsea Dinsmore, Betty Febo, James W. Gerard, Gloria Hamilton, Lora Amsberryaugier, Christina Perantonakis, Danielle Lachter, Jenifer Abramson.

The agenda was approved as circulated. The Midwinter 2005 minutes were approved.

Committee Liaison Reports
Cataloging Committee: Robert Rohrbacher reported. The Committee meets on Sunday to discuss GPO's implementation of their new ILS and they will discuss the use of the 300 field.
Education Committee: Jenifer Abramson reported. The Committee will meet Sunday to discuss how to develop competencies for government information librarians. They will also work on developing GODORT's 2006 program on how government information librarians can use government information to teach information literacy concepts. They are also revising the copyright statement on the clearinghouse web site.

Government Information and Technology Committee: Brett Cloyd reported. The Committee meets on Sunday to discuss the digital clearinghouse project and whether the existing database (including non-federal items) can be maintained or if their will be multiple databases. GPO has agreed to link to any database that GODORT develops. GPO will discuss the future digital system.

Legislation Committee: Beth Rowe reported. At this time, they are not working on specific resolutions. They will be monitoring: funding for the American Community Survey, FOIA legislation, and continued efforts to privatize government information. They will also be reviewing ways to act on resolutions already passed and other means of advocacy.

Program Committee: Elizabeth Margutti reported. The Committee discussed the 2005 Pre-Conference. Fifty-one people registered and they received positive evaluations. There was a good turnout of public librarians. They discussed the length and scheduling of GODORT programs as well as the 2006 Pre-Conference.

Publications Committee: Brett Cloyd reported. The Notable Documents report appeared in the May 15 issue of *Library Journal*. They revised the *Policies and Procedures Manual* regarding judging documents. They approved an ad for the *DttP* editor position. They are looking for contributors to a publication titled "Managing Electronic Government Information in Libraries: Issues and Practices."

Rare and Endangered Government Publications: Chuck Malone reported. The Committee will meet Sunday to discuss the Sub-committee's recommendation on digitizing documents endangered Federal documents from 1932-1962. They will also discuss the draft outline of a book on the U.S. Serial Set, proposing a program or pre-conference for 2007 on eighteenth and nineteenth century documents, and creating LITA and GITCO liaisons.

IFLA: Sandra Peterson reported. The annual meeting will be held in Oslo. GIOPS papers will be available on the web site by the end of next week. Sandra distributed information about the electronic mailing list GIOPS-L.

ACRL/WESS: Christof Galli reported. The Committee meets on Sunday. This year's program is titled "Digitizing Medieval Manuscripts: East & West".
Agency Liaison Program: Susan White, coordinator, circulated the agency liaison report and mentioned openings in the program. The complete report can be found at http://www.library.uiuc.edu/doc/idtf/report200506.htm

United Nations Classification Scheme
David Griffiths, United Nations Librarian, University of Illinois reported on challenges and issues with the UN classification scheme.
Motion: David Griffiths moved to create a working group on the UN classification scheme charged with presenting a report on recommendations for improvement at the 2006 Midwinter meeting.
David discussed how the working group would work with the Cataloging committee. There was a discussion on the timing of submitting recommendations. One of the big challenges for the working group will be to determine who should receive the recommendations.
The motion was seconded by Linda Johnson. All were in favor, none were opposed. The motion was carried.
Those interested in joining the working group should contact David Griffiths, dngriffi@uiuc.edu

Reports from Vendor/Agencies
Bernan (Bruce Samuelson): They are now distributing Council of Europe and China Knowledge Press materials. They have a free monthly email newsletter with a focus on IGO publications. They are organizing a training day at the United Nations in early fall.

Center for Research Libraries (Pat Finney): The next phase of the Foreign Official Gazettes project is full MARC cataloging. From the Area Studies Projects: SEAM completed its collection of Khmer Rouge Top Secret Santebal (S-21) Archives; CAMP initiated a project to support the preservation of President Tubman's papers in Liberia; LAMP's recent projects include *O Correio Paulistano* (1929-1963) and *El Obrero Municipal*. Recent substantial acquisitions include *Brazillian Workers Party (Partido dos Trabalhadores)* 1970s-2002, *Government Publications Relating to the Cape of Good Hope, to 1910*: *Group II: Sir Winston Churchill Papers. Series 1-4.*

Coutts (Steve Forrest): A new interface was launched June 1st for *MyiLibrary*. They now have a table of contents based on LC classification.

Lexis-Nexis (Dan Coyle): Country Analysis is the product of most interest to IDTF participants. Content is being added on a regular basis. *OECD (Suzanne Edam)*: They are working on adding all of the working papers to *SourceOECD* and cross-referencing with the OECD web site. They recently sent out new user guides. *SourceOECD* version three software is still being developed. The goal is to improve searchability. They are looking for input. Suzanne distributed a questionnaire.

Readex (August Imholtz): The *AccessUN* Working Group will be talking with the United Nations about collaborating. Readex will digitize the FBIS internal publications and analytic reports starting with 1939 documents. These documents were not distributed to depository libraries. They will compare the oral and printed versions of speeches and analyze the differences.

Renouf (Gordon Grahame): Renouf is now the only official distributor of ILO publications for North America. Pre-payment is no longer required as Renouf can set up accounts. They offer six different standing order packages, and they can customize plans. They are working on obtaining publications from regional non-Geneva publishing centers.

United Nations (Noriko Gines): The Dag Hammarskjöld Library is changing. They are focusing on outreach and promotion. Depository libraries will receive care packages in August that will contain promotional materials in honor of the sixtieth anniversary of the United Nations. They have allocated an additional five servers to *ODS*. For 2005 there will be no change with print deposit. Nothing will change unless the depository library tells DHL they no longer want to receive publications in paper. The Depository Library Officer will continue to encourage libraries to use the electronic deposit but will not force it. The main supporters of print documents are libraries in the U.S. and developing countries. The end of print distribution will depend on connectivity in the developing countries. There are still depository libraries that do not have computers and/or reliable connectivity; print must continue until that issue is resolved. There is no proposal to electronically distribute UN sales publications that are part of deposit. If conference proceedings are not sales publications they should be in *ODS*. If there is something that should be included in *ODS* that is not, please contact DHL. There is a mirror site for *ODS* in Geneva.

World Bank (Triinu Tombak): The *World Bank e-Library* now offers MARC records. Live reference linking is available. They have added subject categories to each title. *World Development Indicators* includes thirty new indicators.

Old Business
2006 Annual Conference Pre-Conference: Susan White, United Nations Librarian, Princeton University and Chuck Malone, Government and Legal Information Unit, Western Illinois University provided an update. The pre-conference will take place Thursday all day and Friday morning at the University of New Orleans. They have enough space for one hundred participants. The emphasis will be on electronic international documents. They will be working on the speakers and subjects list. The target group is broad, including people with all levels of experience with documents. Chuck and Susan thanked Lora Amsberryaugier, University of New Orleans, for her help in organizing the logistics.

UNHCR Treaty Database: Last year GODORT wrote a letter emphasizing the importance of the database. There has been no reply to the letter.

Canadian Depository Library Program: Vivienne Monty, York University, Toronto, spoke about the status of the program at the Midwinter meeting. An update is included in the agency liaison report. There is also an article by Vivienne Monty in *DttP:Documents to the People*, Summer 2005.

New Business
IFLA Representative: In 2006 IDTF will appoint a representative to start in 2007. Interested GODORT members should contact Chuck Malone.

David Griffiths made an announcement that the Bylaws Committee reminds GODORT members that liaisons between the task forces and committees are considered steering members of both groups.

Andrea Morrison spoke about a presentation she has developed on free online international documents called "Virtual Reference Shelf for International Government Information Sources." It was agreed that it should be linked from the IDTF web site. She will also send a message to intl-doc regarding the presentation. It was also agreed that it should be linked from the GODORT Handout Exchange. Andrea talked about developing a GODORT program for 2007. She will bring a proposal to Midwinter 2006.

Meeting adjourned at 4:21pm.

ALA GODORT State and Local Documents Task Force Minutes
Annual Meeting 2005, Chicago, Illinois
Hyatt Regency Hotel
June 25, 2005, 2:00-5:00

Present: Jim Church (Chair), Paul Arna, Lyle Benedict, Crenetha Brunson, Bob Dowd, Tanya Finchum (Secretary), Patricia Finney, Connie Frankenfeld, Jennie Gerke, Jan Goldsmith, James Jacobs, Kris Kasianovitz, Kristin Martin, Richard Matthews, Barbara Miller, Lorna Newman, Stephen Patrick, Timothy Skeers, Michael Smith, Stephen Want, Yvonne Wilson, Stephen Woods, David Utz.

1. Jim Church called the meeting to order. The agenda was approved. Minutes from the 2005 Annual conference were approved.

2. Liaison Reports

1. Rare and Endangered (Tim Skeers) – the group toured the Newberry Library special collections department which holds old and rare state and federal documents as well as historical state and territory constitutions. There were also Native American materials (Indian Territory) and Cherokee constitutions.

2. Nominating (Yvonne Wilson) – announced the new chair of the Nominating Committee is Vicki Phillips.

3. Publications (James Jacob) – reported DttP subscriptions are down. A call for volunteers to write chapters in a book to be edited by Andrea Sevetson may soon go out. There was some discussion on doing an occasional paper series electronically. A local municipality government documents series is also in the works with an end goal being a bibliography pointing to primary materials similar to the format Mary Martin used with her book on state documents.

4. Legislation (Richard Matthews) – reported they will be doing a 50 state survey to determine which states have designated their online statutes and opinions as 'official' – i.e. authenticated. He reported Oklahoma is one of the few states he is aware of having done this. It is hoped that a legal bibliography can be created with the results of the survey. SLDTF can link to it when completed.

5. GITCO (Michael Smith) – SLDTF needs to have a presence in the clearinghouse project. There is still concern for the usability of some digital materials such as maps in soil surveys that are currently being done only in electronic format.

6. Education – nothing to report.

7. Program (Jan Goldsmith) – reported everything is on target for the program tomorrow (Monday, June 27). Church reported he has seen the powerpoints and thinks the program promises to be a good one.v

8. Cataloging (Tanya Finchum) – the cataloging committee meets tomorrow. There will be discussion regarding the status of AACR3 and Gil Baldwin will provide an update on cataloging at GPO.

3. Kris Kasianovitz reported she has an updated SLDTF website in beta form and will load it once she returns from ALA. She had reviewed the old site and had looked at other task

force sites before creating the informational architecture of the new site. She is now asking for help in deciding what content needs updating and what can be eliminated. Woods will help with this review and will funnel questions back to the task force for input. Church suggested that duplication from the GODORT main page be eliminated such as membership information. There was committee support for adding a page for statistical information. Members voted to accept the beta version of the website and move ahead. Kris will capture and archive all items currently on the site. "Thanks Kris for the great job!"

4. As reported earlier, the 2005 Program "Born Digital, Dead Tomorrow: Classification, Capture and Curation of Resources at Risk" is ready for tomorrow morning.

5. Michael Esman, National Agriculture Library – many institutions did not respond to what his request for helping in cataloging agricultural items at last annual. Agricola is re-scoping and will take about a year to do so. NAL is looking into covering the 'gray' area materials so as not to compete with the private sector. Experimental station materials that used to be published in series now vary from state to state and now many are being published in scholarly journals as opposed to as a series by the department/agency. Woods reported Penn State is in the process of digitizing their agricultural extension items.

6. Lyle Benedict, Chicago Municapal Documents – their collection is one of the last municipal reference libraries and they cover just Chicago. Records and materials are about 'how to do government' well. They have a large clippings file and collect items from newspapers related to the municipality. The collection is now located in the public library with 3 staff and are referred to as the municipal reference department. They attempt to collect 4 copies of everything they can get and currently they have no active preservation project. Most everything is cataloged so they do have access points.

7. Connie Frankenfeld, Illinois State Library – as a point of clarification records from agencies are sent to state archives and publications are sent to the state library. It is codified that 40 copies of anything agencies 'publish' are to be sent to the state library. They keep 3 copies and send others out to their state depositories. They compile a quarterly bibliography of items received and are finding more and more things are web-only. They are trying to print these and they, too, are concerned with preservation of electronic publications. She believes the role of the depository librarian is changing and foresees more 'teaching' document retrieval skills to public librarians. Customers want to find information online or are expecting their local library to find and retrieve information as opposed to them traveling to obtain it themselves. In 2003 legislation was passed that gave the Illinois State Library the responsibility of making electronic items available through their website. In 2003/04 statute was expanded to require electronically published items to be provided to the state library. There, however, are no teeth in the law if agencies do not provide 40 copies of any item they publish. There is a portal for Illinois government information at www.finditillinois.org. When librarians receive grants to digitize items, they are required to take a class on digitizing and provide a copy of the finished source to the state library. More about this will be presented at the program tomorrow.

8. Pat Finney, Center for Research Libraries reported on the status of the Center's comprehensive collection of U.S. State Documents for all 50 states and territories covering the 18th Century to 1950; and Legislative Journals to 1990. 46 states (Alabama

through Vermont, Wisconsin) plus DC, and PR are finished. Virginia is in the works and almost completed. Washington is next.

• New Business

  o Barbara Miller (By-Laws Committee) – reported that a statement about the appointment and duties of liaisons will be added to the PPM. For example "the incoming chair appoints liaisons to committees and the liaison shall be a voting member of the committee…" and the appointment shall be approved by Steering. Committee agreed with action.

Meeting Adjourned 4:45
Respectfully Submitted, Tanya Finchum, Secretary July 5, 2005