## Table of Contents

1st Steering 3
2nd Steering 8
Steering Committee Reflector 11
GODORT Business 13
Awards n/a
Bylaws & Organization 17
Cataloging 18
Conference 20
Development 22
Education 23
Government Information Technology 26
Legislation 29
Membership 32
Nominating n/a
Program 36
Publications 38
Rare & Endangered Government Publications 32
Federal Documents Task Force 44
International Documents Task Force 46
State & Local Documents Task Force 50
Welcome and introductions. Chair John Stevenson called the meeting to order at 9:30 a.m. Steering Committee members and other attendees were asked to introduce themselves. Agendas and Treasurer’s Report were distributed. Stevenson asked for phone numbers for the Conference to be added to the Steering Sheet for communications during the Conference.

Parliamentary Procedure Review (Marianne Ryan, Parliamentarian). Ryan passed out two handouts for use of Sturgis Rules of Order (4th ed, 2001) – “Quick Guide to Parliamentary Procedure” (tan) and “A Brief Introduction to Rules of Order” (blue). Ryan attended the ALA meeting with Mr. Eli Mena (author of the blue handout) on parliamentary procedures. Some tips: Keep to time limits and keep things moving. Most things do not need motions, such as approving the minutes. Attendees should get agenda items to the Chair before the meeting. The Chair votes only to break a tie. Regarding small group work (sub-committees, etc.), do not vote to accept – just accept.

Adoption of the Agenda. The agenda was adopted as presented.

Approval of the Minutes (postponed). In the absence of Secretary Nan Myers (delayed due to institutional obligations), approval of the minutes for ALA Annual 2004 was postponed until Steering II. Stevenson thanked Barbara Miller for taking minutes in Nan’s absence.

Announcements. GODORT Attendance Sheet Forms were circulated to Chairs and they were reminded them to give these to the Nominating Committee Chair after they are completed. Steering is to use Bin #25 for handouts at this conference, with ALA Account #1-3-604-5910-000 for printing. Summaries of minutes for each meeting should be placed in the GODORT Secretary’s folder in the Washington Office by Sunday evening (one copy only). We were reminded not to re-use discs, because the local computers are virus prone. The “Washington Office” is located on the Convention Center’s 3rd level, Ballroom A, Table 42 in 3rd row against the wall.

Conference Problems. Stevenson reported that the Conference Committee has had problems with ALA housing for the Chicago hotel. The lack of support from ALA will be discussed in the committee meeting. Reggie Scott from the Washington Office will only be at the Business Meeting. His associate, Pat May, is no longer GODORT’s liaison. According to Treasurer, Ann Miller, however, she is still the liaison for monetary issues. Because GODORT is a round table, we do not give money to the Washington Office; this may be the reason for a lack of support. Stevenson stated that we should always copy Pat May if we e-mail Reggie. Other issues with ALA: Stevenson reminded us that we are only one of two round tables using the Washington Office as an administrative link to ALA. (The other group is the Federal and Armed Forces Round Table.) Arlene Weible stated that we could send ALA administration a letter outlining some problems. However, Miller repeated that the financial relations are very good. Andrea Morrison said that ALA made several errors in scheduling at ALA Annual and Pat May helped a lot. It was the Chicago office that messed up. The room setup was handled poorly. A reminder
was issued that if equipment is not delivered as requested at any meeting, notify Miller or Morrison so GODORT does not get charged for it.

Chair’s Report on Activities Since the Orlando Annual Meeting (John Stevenson). Stevenson summarized the Fall 2004 GODORT activities as follows:

- Worked with the ALA Washington Office responding to GPO’s Collection of Last Resort, Electronic Collection and Decision Framework in three separate letters.
- Wrote a letter commenting on the National Bibliography.
- Wrote letters of thanks to retiring GPO employees Sheila McGarr and Willie Thompson. They wrote back in appreciation of the letters.
- In August, wrote in support of Michael DiMario for honorary ALA membership.
- At the fall FDLC, held an open forum on FDLP operational issues, providing a question and answer session with GPO staff. (A summary of this October 20, 2004 forum is posted on the GODORT website.)
- In October and November, Stevenson represented GODORT in ALA 2010 planning meetings.
- In November, GODORT sent a letter of support to the University of Hawaii/Manoa Library regarding their disastrous flood.
- Worked with GPO for the transfer of the GITCO database to GPO.

Treasurer’s Report (Ann Miller). Miller handed out copies of the GODORT budget status for 2004/2005 and the actual and proposed budgets 2003-2007. She commented that GODORT ended up last year with $16,000 rather than the $3,000 originally stated. Also, 2004/2005 has been a good year so far financially. Omitting microphones when possible at the conferences helped a lot. Income was generated for the preconference by Stevenson and for the reception by Jill Moriearty. All the scholarship money this year came from the scholarship fund. In addition, DttP is very close to breaking even without GODORT funds. Perhaps some of the dues assessed for GODORT membership (say, $6 or $7) should go to DttP. Miller would like to see us planning for a reserve fund. Ideally, we should have $20,000 to start an endowment fund, plus a reserve fund. When asked what the advantage of an endowment would be, Miller responded that many people have said they would contribute money to an endowment. David Utz added that an endowment guarantees the survival of an organization and ensures some freedom in planning. Finally, Miller stressed that GODORT should not spend the surplus.

GODORT Councilor’s Report (Cathy Hartman). Hartman reported that since Council will not meet until Monday morning, she will give her report at the Business Meeting. The second meeting of Council is Tuesday morning, so she will not be at 2nd Steering. She will report to Stevenson and this will be published with the minutes posted on the GODORT website.

Task Force Reports

Federal Documents Task Force (Brian Rossman). FDTF will have a presentation on the 2002 Economic Census and then a session with GPO staff, including Judy Russell.

International Documents Task Force (Jackie Druery). The representative from Canadian depository libraries will be in attendance. IDTF did write a letter in support of their program. In addition, they will have a Pre-Conference proposal for 2006 in New Orleans and will discuss this with the program committee.
State and Local Documents Task Force (Jim Church). Betty Siegel of the Massachusetts State Library will attend this meeting, in addition to GODORT Update speaker Julie Schwartz from the Connecticut State Library.

Committee Reports

Awards (Susan Tulis). No report.

Bylaws and Organization (Barbara Miller). Changes to GODORT Bylaws voted on at the last meeting have been uploaded to the PPM. There is a proposal that the Bylaws be changed to state that GODORT councilors shall serve for three years. Bylaws will report further on this at 2nd Steering. The charge to alphabetize committees in the Bylaws will not be acted upon, because it would require too many link changes in the PPM and the Bylaws online.

There was a discussion about archiving bylaws. According to the Bylaws, the Bylaws should be published in *DttP* every three years. Sevetson stated that this is too costly to GODORT. Paper copies of Bylaw changes are archived by the Archivist and the PPM is archived in paper format. There are no electronic archival copies of the PPM or Bylaws. Miller stated that we should consider ALA requirements for archiving, and that the Publications Committee, GITCO and the Archivist should consider PPM archiving. Hartman proposed periodic capture of the entire GODORT site, with proper development of procedures for doing so. Stevenson charged the Bylaws and Publication Committees with collaborating on this issue and reporting to 2nd Steering. He also reminded Chairs to send GODORT documents to Archivist Vicki Tate regularly. And, he thanked Publications and the Webmaster for putting up the official history of GODORT.

Cataloging (David Griffiths). No report.

Conference (Bill Sleeman). Problems with the hotel for ALA Annual have been resolved. The reception should hopefully come in under budget.

Development (Sandy Peterson & Erhard Konerding). Will be discussing ways of earning money and guidelines for approaching vendors with financial requests.


GITCO (James Jacobs). George Barnum of GPO will be attending their meeting. GITCO is establishing a working group to liaise with GPO on transferring the GITCO clearinghouse database to GPO. Also, GITCO is thinking of proposing a preconference for 2007.

Legislation (Valerie Glenn). Legislation will have four meetings and an extensive agenda, including these issues: 1) SOD 72, the GPO plan for withdrawal of documents; 2) National Geospatial agencies withdrawal of data; 3) GPO’s 2006 appropriations request, which will include money for essential titles only. It also includes budget for allotting $500 to each selective depository and $1500 to regionals for print on demand titles, with a cushion for titles considered “hot items.”

Membership (Marilyn Von Seggern). No report.
Nominating (Bill Sudduth). GODORT sent the following names to ALA as recommendations for GPO Council: Bert Chapman, Lou Malcomb, and Nan Myers. We still need candidates for the following GODORT offices: Treasurer, SLDTF Secretary, Bylaws members and Awards members. Forward names to Sudduth.

Program (Arlene Weible). They will discuss planning of the 2005 preconference and program, as well as program ideas for 2006. The 2nd meeting of the committee is scheduled for 8:00 pm on Monday; however, the committee is meeting at 6:00 pm for dinner and hopes to accomplish the remainder of their business at that time. Chairs should deliver proposal information to Weible at the Business Meeting. Weible also requested suggestions for potential committee chairs in 2005/2006.

Publications (Sherry DeDecker). DeDecker commended the DttP editors. Anyone interested in an editor job should attend the Publications meeting.

Rare & Endangered Government Publications (David Utz). Utz reported that they have a subcommittee for rare and endangered Federal documents between 1932-1962, with six subcommittee recommendations to vote on.

Schedule (Andrea Morrison). New schedules were passed out with the note “You must be registered for the ALA Midwinter Meeting to attend GODORT meetings.” Additional copies of the schedule and the flyer for the preconference at Annual will be placed in Bin #25. Morrison requested notification if any equipment setup is not correct. Also, the Legislation III meeting is correct on the green schedule, and NOT on ALA’s schedule. Rare & Endangered’s meeting is scheduled against another meeting, so she will find another room for it and make an announcement at the GODORT Update.

Liaison Report

CUAC. Mary McInroy passed out flyers for “Map and Geographic Information Collections in Transition,” a joint conference sponsored by CUAC and the Library of Congress/Geography & Map Division on May 12-13, 2005 at the Library of Congress. She also requested and was given $100 to help sponsor this joint conference. In addition, CUAC has made many updates to their website.

Old Business

None.

New Business

GITCO Clearinghouse. Various issues were discussed regarding the transfer of authority for this database from GODORT to GPO. GPO plans to maintain the entire database, but GODORT will have to update any information related to non-federal listings. James Jacobs will write a letter of transfer for this action.

Dues Proposal. Membership is considering raising dues, then giving a discount for multi-round table joining, as well as discounts for students. Chair Marilyn Von Seggern circulated a flyer with the following proposals: 1) Round table reciprocity with FAFLRT, LSSIRT and MAGERT, with $5 off dues for choosing GODORT and either FAFLRT, LSSIRT or MAGERT. 2) Dues increase to $25 for regular, organization, and corporate members; $20 for support staff; $20 one-
year introductory rate for students and new documents librarians. She stated that the last GODORT dues increase was in 1998. GODORT currently has 981 members. Mary McInroy stated that some divisions are starting to give discounts for multi-division memberships. This will be a topic at the ALA Membership Committee meeting this week. Stevenson will be checking new numbers on multi-roundtable joining. Discussion produced several concerns about administering this plan, including how members would be counted towards round table councilors.

ALA Ahead to 2010. Stevenson reported that he had attended two meetings regarding this new ALA initiative. Discussion ensued and the topic will be discussed further at the Business Meeting. Stevenson commented that when you ask ALA leaders or members the question “What is ALA?” that leaders see it as an advocacy group and members see it as a professional group. Morrison made a motion thanking Stevenson for attending these strategic planning sessions. It was seconded by Miller.

Sudduth moved that the meeting adjourn. Miller seconded.
Welcome and Introductions. Stevenson called the meeting to order at 8:30 a.m.

Adoption of the Agenda. The agenda was adopted as is.

Approval of Steering I and II Minutes. The minutes were approved for Steering I and II meetings during the 2004 ALA annual meeting in Orlando.

Announcements. None.

Treasurer’s Report (Ann Miller, Treasurer). Miller thanked Steering for their support during her three-year term of office. Stevenson thanked Miller for her skillful handling of GODORT funds over the past three years, thereby bringing our organization’s financial status into the black. Sandy Peterson moved that $400 be allotted to the Development Committee for postage for the upcoming solicitation letter for a GODORT endowment fund. The vote passed. A discussion ensued regarding the establishment of a reserve fund and an endowment fund. Miller stated that the reserve fund should be 20% of our annual budget.

GODORT Councilor (Cathy Hartman). No report due to the scheduling conflict with ALA Council, requiring the GODORT Councilor to be present at another meeting.

Task Force Reports

Federal Documents Task Force (Brian Rossmann, Chair). No report.

International Documents Task Force (Jackie Druery, Chair). Druery stated that Vivienne Monty gave a report at IDTF on the state of the Canadian Depository Library Program. The Library Advisory Committee for the program will meet in February. Monty will communicate with IDTF after that meeting whether they would like GODORT to write a letter in support of the program.

State and Local Documents Task Force (Jim Church, Chair). No report.

Committee Reports

Awards (Susan Tulis). Tulis sent around a list of winners for Steering to review. This list will remain confidential until the committee has time to notify the winners. Tulis announced that the Readex award was not granted this year. Only one application was received and it did not meet the criteria for the award.

Bylaws and Organization (Barbara Miller, Chair). The vote passed on the proposal to change the wording in the Bylaws regarding a three-year term for the Councilor to be in accordance with the ALA Bylaws about the Councilor terms. Miller initiated a discussion on the fact that the Bylaws and PPM do not discuss the procedure of the GODORT Archivist sending materials to ALA archives. There is also no section devoted to the Archivist in the Bylaws, but rather all duties are discussed under Chapter 1.3c, dealing with Conference. She voiced a concern that the
Bylaws and PPM be more in line organizationally. Finally, regarding Liaisons, Miller stated that the Bylaws do not make clear what the liaison’s relationship is between committee appointments and their task force commitment. Thus, expectations are unclear for liaison appointments. She also suggested using “external” and “internal” to clarify whether the liaison is within GODORT or is attached to another ALA group, or is outside of ALA. Morrison requested that language be inserted into the Bylaws that liaisons should report to the GODORT Chair before a conference. Miller will post possible wording on the Steering Reflector.

*Cataloging (David Griffiths, Chair).* No report.

*Conference (Bill Sleeman, Chair).* No report.

*Development (Sandy Peterson & Erhard Konerding).* No report.

*Education (Karen Hogenboom).* No report.

*GITCO (James Jacobs).* No report.

*Legislation (Valerie Glenn).* **Action item:** Glenn moved that GODORT send a letter to the Superintendent of Documents expressing concerns about the new Information Dissemination Policy Statement, ID 72 on “Withdrawal of Federal Information Products from Information Dissemination Collection and Distribution Programs” which superseded SOD 72 on January 10th 2005. This passed unanimously. Glenn also asked that an effort be made to schedule the GODORT Business Meeting in the same hotel as the Committee on Legislation and that the ALA COL be asked to request the same.

*Membership (Marilyn Von Seggern).* Von Seggern moved that the GODORT appropriate $70.00 to register one GODORT member to attend a Pre-conference entitled "Membership Development: Low Cost High Impact Strategies for Confronting the New Reality of Membership Development in the 21st Century" in Chicago. This pre-conference is sponsored by the ALA Membership Committee and ALA Chapter Relations Committee. GODORT Membership Committee members will have the first opportunity to volunteer to represent GODORT before it is opened up to GODORT Steering Committee members. The motion passed unanimously. Von Seggern then presented a dues proposal addressing several categories of members, including new categories for students, support staff, and new documents librarians. Discussion ensued, with the observation made that the last time we raised dues, we lost members, and that we have not demonstrated need. A substitute proposal was made that we raise organization and corporate members’ dues up above the $30.00 level. Tulis moved that we divide the question and vote on each part separately. The motion to raise organization and corporate dues to $35.00 carried. The proposal to raise member dues to $25.00 failed. The proposal to establish a student member rate of $10 carried. New categories for support staff and new documents librarians were withdrawn pending more investigation. The proposed new dues rates for organizations/corporate members and students will be presented to the membership for a vote at the ALA Annual Conference in Chicago.

*Nominating (Bill Sudduth).* Sudduth presented the slate for spring 2005 elections and he requested approval of the ballot, which passed. He stated that he has until January 28 to submit the slate to ALA.
Program (Arlene Weible). Weible asked Steering to approve a program proposal from the Education Committee for ALA Annual 2006. The title is “Information Literacy is the Destination, Government Information is the Road: Using Government Information to Illustrate Information literacy Concepts.” Weible also presented a pre-conference proposal for ALA 2006 from IDTF titled: “It’s a Small World After All: The Globalization of International Documents, The United Nations, European Union, Organization of American States, and Beyond.” Both the program and pre-conference proposals for 2006 passed. Weible thanked the committee chairs, Karen Hogenboom and Jackie Druery, for their proposals.

Publications (Sherry DeDecker). DeDecker requested approval to revise the PPM to reflect the following change: The Bylaws will no longer be printed every three years in the DttP. This passed. B. Miller suggested web archiving, but Web Administrator Pease stated that standards are not yet developed for web archiving and we should revisit this matter later. A discussion then ensued on PPM Chapter II (At Conference), section IID1 (Content of the Minutes). Complete minutes should be forwarded to the Web Administrator for posting on the main GODORT website. A short summary of the minutes will be submitted for the Business Meeting and a condensed version of one or two paragraphs are forwarded to the editor of the DttP. There was further discussion on whether it is important to harmonize formats and whether Chairs should continue to post committee minutes on individual committee sites.

Rare & Endangered Government Publications (David Utz). Action item. Utz requested that the GODORT Chair write a letter of thanks to the Boston Public Library for the tour of its resources on Sunday during ALA Midwinter. He also stated that a publication is being prepared on why the Serial Set got started. Co-editors Aimee Quinn and Donna Koepp are in the outline stage, with publication slated for 2007.

Schedule (Andrea Morrison). Morrison stated that Monday, January 24 is the deadline for summary minutes. January 31 is ALA’s date for posting the preliminary schedule for ALA Annual 2005, and our deadline for all changes is January 25. February 22 is the final deadline for corrections to the schedule. In addition, she reminded us to use ALA’s logo for all print materials.

Old Business – None

New Business

All of the new business and action items were addressed during the reports from task forces and committees.

Adjourn. The meeting was adjourned at 10:55 a.m.
Appointments. Steering approved the appointment of Valery King, Oregon State University, as intern to the Education Committee and Jill Vassilakos-Long, California State University at San Bernardino, as intern to the Legislation Committee.

Steering approved the following appointments: Sara J. Striner, Library of Congress, Cataloging Committee (2006); Timothy L. Byrne, University of Colorado Boulder, and Kris M. Kasiyovitz, UCLA, Education Committee (2006); Kevin McClure, Chicago-Kent College of Law, GITCO’s representative to FDTF (2006); Nancy Kolenbrander, Western Carolina University, Membership Committee (2006); Bernadine Abbott Hoduski, Liaison to the Freedom to Read Foundation (2007); Christof Galli, Duke University, Liaison to ACRL’s Western European Specialists Section (2006);

Resignation & Appointment. Steering voted to accept the resignation of Karen Nordgren from her appointment as the FDTF representative to the Rare and Endangered Government Documents Committee. Karen took a medical retirement from her position at Emporia State University in April 2004. Jill Vassilakos-Long contacted her by phone in July 2004 and confirmed orally that Karen has resigned from the committee and no longer plans to attend ALA meetings. Sheri Irvin, Claremont Colleges, was then nominated and appointed to fill a one-year term as the FDTF representative on REGP.

Sympathy Card. A sympathy card was sent to Reginald Scott at the ALA Washington Office and signed for the GODORT Steering Committee by Chair John A. Stevenson on behalf of all GODORT members. Reg Scott is GODORT’s ALA staff liaison.


Electronic Collection Letter. Steering agreed to approve the content of a letter being sent to the GPO commenting on their discussion draft titled “Managing the FDLP Electronic Collection (EC).”

Collection of Last Resort Letter. Steering agreed to approve the content of a letter being sent to the GPO commenting on the Federal Depository Library Program’s draft proposal regarding a “Collection of Last Resort.”

Decision Framework. Steering agreed to approve the content of a letter being sent to the GPO commenting on their discussion draft titled “Decision Framework for Federal Document Repositories.”

Letter to the University of Hawaii. Steering approved a letter from ALA GODORT to the Director of Hamilton Library at the University of Hawaii at Manoa expressing support after major flooding seriously damaged their collection and facilities. As this library has been a U.N. depository library since 1949 as well as serving as the Regional depository library for Hawaii and the Pacific, the loss of their government documents collection was particularly devastating.
GODORT’s Representative to the ALA Literacy Assembly. Steering voted unanimously to appoint Marianne Mason as the GODORT Representative to the ALA Literacy Assembly through 2007.
Welcome and Introductions. Stevenson called the meeting to order at 2:00 pm.

Parliamentary Procedure Review (Marianne Ryan, Parliamentarian). Ryan drew our attention to the two handouts she made available at Steering I for the use of Sturgis. She reminded us that almost everything requires a second, and that most votes require a 50% majority to pass.

Adoption of the Agenda. A motion was made by Stevenson to amend the agenda to allow the Legislative Committee to report first. The agenda was adopted as amended.

Legislative Committee (Valerie Glenn, Chair). Glenn reported that the Legislation Committee had planned to review the “Report at the Request of Council Regarding the Removal of Documents from the Federal Depository Library Program” (SOD72). However, the GPO issued a revised document last Monday (ID72), rendering this moot. Now, the new GPO document will need review. Two resolutions were introduced. 1) “Resolution on Access to National Geospatial-Intelligence Agency Publications,” and “Resolution on FY2006 GPO Salaries and Expenses (S&E) Appropriations.” Both resolutions passed. Michelle McKnelly moved to endorse the first resolution and Valerie Glenn moved to endorse the second. There was substantial discussion about the 2nd resolution, and several rewrites were suggested. Andrea Morrison suggested that the endorsement go forward with rewrites and the resolution was endorsed in principle. Stevenson then acknowledged the fine work of the Legislation Committee.

Approval of the Minutes. Minutes from the Business meeting during the 2004 ALA annual meeting in Orlando were approved.

Announcements. Stevenson announced that a letter has been sent to GPO from the New England Librarians questioning the new format of Council meetings. He reiterated to the group his full activities as Chair (see Chair’s report in Steering I Minutes). He also thanked the Membership Committee for organizing the New Members luncheon. Finally, he advised us to look for a revised schedule from GPO this week for the Spring DLC, which includes a change as to when the Public Printer will be speaking. GPO has also scheduled a meeting for Regionals in conjunction with the DLC meeting.

Treasurers Report (Ann Miller). Miller handed out copies of the GODORT budget status for 2004/2005 and the actual and projected budget 2003-2008. She stated that last year went well and GODORT is now operating in the black. All the money came in for the scholarship. DttP is doing well.

GODORT Councilor (Cathy Hartman). Hartman reported that at Council I, ALA complimented GODORT on getting its finances in order. ALA has a new “Draft Strategic Plan” titled “ALA: Ahead to 2010” which will be going out into library communities for comments. She announced that there will be a privacy audit of the ALA Office’s website. The 2005 ALA election will again be online, because of the success of last year’s online voting. While only
9,000+ members voted in 2003 (paper), over 12,000 members voted electronically in 2004. Elections will be held in March and April, with results announced on May 2. Registration for this conference in Boston exceeds 9,000 attendees with over 2,000 vendors. This is more than the attendance last year in San Diego. Council is discussing a Resolution on the closing of the Salinas, CA Public Library. There is much controversy about whether ALA should respond to the closing of one library, when so many have had to close. Also a resolution will come forward on privacy issues.

Task Force Reports

*Federal Documents Task Force (Brian Rossmann).* Rossmann referred attendees to the FDTF meeting minutes in the packet. There were no action items.

*International Documents Task Force (Jackie Druery).* Druery reported on one action item regarding the value of the UN Treaty Database. IDTF requested that the Chair of GODORT submit a letter to the United Nations Commissioner for Human Rights emphasizing the Databases’ importance and requesting that all treaty body documents continue to be loaded on the Treaty Body Database.

*SLDTF (Jim Church).* Church stated there were no action items. The program title for the 2005 Annual Conference Program will be: “Born Digital, Dead Tomorrow: Classification, Capture and Curation of Resources at Risk.”

Committee Reports

*Awards* (Susan Tulis, Chair). Tulis stated that the committee has selected the award winners for 2005. The results will be shared with Steering at the Steering II meeting.

*Bylaws and Organization* (Barbara Miller, Chair). Miller asked that attendees refer to their committee report for details on upcoming changes to the Bylaws. She reported that the Parliamentarian ruled that the proposed Bylaws change to bring the Councilor's term of office in sync with ALA Bylaws can be voted on by Steering and will not require a membership vote. Rationale is that the practice of serving three years is in place, but just not stated in GODORT Bylaws. This will be voted on at Steering II.

*Cataloging* (David Griffiths, Chair). Griffiths stated that the Cataloging Committee would delay its request that the GODORT Chair write a letter to UN officials regarding the United Nations Classification Scheme. The Committee will seek input from IDTF and then bring the matter to GODORT for a vote at the Annual Conference. He also reported that links to three draft documents on which GPO is seeking comment would soon be added to the Committee's web site.

*Conference* (Bill Sleeman, Chair). Sleeman announced that they have nine vendors who have indicated they will assist with the reception at ALA Annual in Chicago.

*Development* (Sandy Peterson and Erhard Konerding, Co-Chairs). Peterson stated that they hope to coordinate the efforts of the Program, Membership and Development Committees in fund-raising. They will be sending out a solicitation letter to all GODORT members and former members asking for donations to initiate an endowment fund. There will be a silent auction again at Annual 2005, which benefits the Rozkuszka Scholarship.
Education (Karen Hogenboom, Chair). No action items. At their meeting, they had personnel from GPO talking about training modules, and the committee will be working with them.

GITCO (James Jacobs, Chair). No action items.

Membership (Marilyn Von Seggern, Chair). After a drop in membership in 2001/2002, GODORT member numbers are slowly coming back.

Nominating (Bill Sudduth, Chair). Sudduth announced that there are still several uncontested positions and other slots to fill on the ballet. Those interested in running for office should see him immediately.

Program (Arlene Weible, Chair). Weible reported that planning for 2005 Annual program and pre-conference are well in hand. The committee also had initial discussions for program and pre-conference in 2006 New Orleans. The committee will have dinner together tonight in lieu of the scheduled 8:00 pm meeting.

Publications (Sherry DeDecker, Chair). DeDecker introduced and welcomed Lesley Pease, GODORT’s new web administrator. No action items.

Rare & Endangered Government Publications (David Utz, Chair). Utz announced one action item: The Committee requests the Chair of GODORT write a letter to the U.S. Superintendent of Documents supporting the plan to establish a National Clearinghouse for Digital Collections, which should include comprehensive information concerning projects for the digitization of federal documents published in the period 1932-1962. Utz explained that documents in this time frame are viewed by the committee as being in danger of physical disintegration and vulnerable to loss. Utz moved that the action item be adopted, and it passed unanimously, with the caveat that language be included which explains the need for this digitization effort.

Schedule (Andrea Morrison, Chair). Morrison stated that there have been some glitches with room setup at Midwinter. She thanked people for speaking up, since microphones were not available for this business meeting. The deadline for summaries of minutes to be sent to Andrea Sevetson for DttP is Monday, January 24, 2005. One or two paragraphs will be fine. The final date for inputting schedule changes for Annual is about three weeks away.

Liaisons

ALA Membership (Marilyn Von Seggern). Von Seggern shared that overall 22.7% of ALA members participated in a recent online survey by ALA. However, GODORT’s response rate was 36%.

Roundtable Coordinating Assembly (John Stevenson). Stevenson has attended these meetings and gotten tips on how to better obtain data services from ALA.

Old Business – None

New Business

GODORT Bylaws Revisions. Revisions were presented. Cathy Hartman moved to approve, and Bill Sudduth seconded. Revisions were approved unanimously.
ALA Ahead to 2010. Stevenson reported on the draft strategic plan of Big ALA, which is titled “ALA Ahead to 2010.” The Round Table Coordinating Assembly was asked to send two members to participate in draft discussions in the fall of 2004. Stevenson and Jim Hill of LSSIRT attended. Weible commended Stevenson for the addition of the phrase “permanent public access” to this document. Mary Martin inquired whether GODORT is considering a strategic plan process. Stevenson commented that three ALA divisions prepared strategic planning documents before ALA did, and much of the ALA document is based on these. He prefers to wait for ALA document to be completed before beginning a GODORT strategic plan. Ann Miller stated that she thinks we have a role on disseminating information about trends in government information. She does not think the 2010 document is a very ambitious plan. Andrea Morrison and Barbara Miller think the new guiding principles contribute to the goals of the GODORT organization. Other comments included: Nothing new is included – the document is basically a recodification of ALA’s long-time vision and goals. The goal seems to be adequate funding. This is a very safe document. For example, see “Membership” where it states “members will receive outstanding value for their ALA membership.” What is the purpose of stating this? It is too vague. Examples of questions are like: “Why do you belong?” It is too simplified perhaps. The ALA 2010 document will be further discussed on the Steering Reflector. Any individual not on Steering should forward their comments to John Stevenson.

As may arise. Tulis called for items to be donated for the scholarship auction at Annual.

Adjourn. The Business Meeting was adjourned at 3:55 pm.
Bylaws and Org. Committee  
ALA midwinter  
Friday January 14, 2005

The Meeting was called to order at 2 p.m.

The Bylaws and Organization Committee discussed adding a statement to the Bylaws section on GODORT Councilor (Article V Section 7), indicating that the councilor shall serve for three years. Cass noted that this would put GODORT Bylaws in line with ALA Bylaws Article IV Section 2d, which states the term of office for the Councilor. The Committee is consulting the Parliamentarian to determine whether such a Bylaws change would require a vote of the entire GODORT membership or just Steering approval. The practice of serving three years is in place, just not stated in the GODORT Bylaws.

The Committee will await a discussion of the Publications Committee, with GITCO advising, to determine whether to discontinue the practice of publishing the Bylaws every three years in Documents to the People. It is felt that the current practice is too expensive (about $800) and unnecessary in an electronic environment, and that an electronic archive would better serve GODORT. If this idea is approved by Steering the Committee will reword the PPM section covering this procedure and come up with new wording and procedures for forwarding revised Bylaws to the archivist and web administrator.

The Committee discussed the fact that the Bylaws and PPM do not discuss the procedure of the GODORT Archivist sending materials to the ALA archives, and will bring this up at Steering II. There is also no section devoted to the Archivist in the PPM, but rather all duties are discussed under Chapter 1 3c, dealing with the Conference. The Committee was of the opinion that there should be parallel sections in the Bylaws and the PPM discussing the "special officers", and the PPM can be adjusted to reflect the wording in the bylaws.

Cass is working on an organizational chart of GODORT, with Committee input, and will present a suggested chart at Steering II.

The Committee discussed the fact that there is no mention of liaisons in the chapters of the PPM which discuss appointments made to committees by chairs of the task forces. Bylaws will bring this up at Steering II. We feel a change of wording is necessary here to indicate that the appointments are to serve as liaisons, and are members of both the task force and the committee, and should attend both meetings and report back and forth.

Finally, the Committee discussed the necessity of all web page managers being aware of archiving material being removed from their web pages. Should this removed material be archived on their individual web site only, or sent also to the GODORT archivist? Hopefully this can be discussed at the web managers meeting during midwinter.

Meeting adjourned at 3 p.m.

Submitted by
Barbara Miller, chair
Bylaws and Organization Committee.
The meeting was convened by David Griffiths, and Committee minutes from the ALA Annual Conference were adopted without discussion.

GPO Cataloging Update

Laurie Hall (Director, Office of Bibliographic Services, GPO), Linda Resler (ILS Implementation Team Leader, GPO)

GPO will implement its first ILS this spring and is working to enhance ftp procedures for exporting records to local catalogs. GPO is also preparing to convert its shelflist to MARC format.

In a June 2004 draft policy statement entitled, The National Bibliography of U.S. Government Publications: Initial Planning Statement, GPO stated its intention to “apply different levels of cataloging to different types of resources, following applicable standards,” noting that “the default level of cataloging applied to U.S. Government publications, regardless of format, will be equivalent to OCLC ‘Full’ level, when none of the alternatives is applicable.” Laurie said that GPO still plans to create separate bibliographic records for different formats, and that it would provide full-level cataloging for electronic resources and minimum-level cataloging for tangible materials. In response, attendees urged that GPO provide full-level cataloging for tangible as well as electronic resources. Laurie stated that while the implementation of a multiple record policy is very likely and that comments on GPO’s proposed policy had been positive, several questions remain:

- Are there any FRBR-related consequences of using separate records that GPO should consider?
- How will this affect searching and displays in local OPACs?
- What is the preferred practice when only one or two issues of a serial are distributed in microfiche? Should GPO create a separate record for these pieces?

Gil Baldwin and Laurie would like to receive comments regarding these questions and the multiple record policy in general by mid-February.

There will be multiple 856 fields in GPO’s ILS. GPO recognizes that some systems can display only one URL and would like to know if these multiple 856s might create problems in some libraries.

GPO will suspend the printed Monthly Catalog. Because Title 44 requires that it be published in print, GPO will seek a waiver from the JCP. In the meantime, it will continue printing the Catalog.

Liaison Reports
Becky Culbertson reported on the Committee on Cataloging: Description and Access. She seeks GODORT catalogers who are willing to review a draft of the first section of proposed AACR3 rules. Offers to provide comments on parts of this section are also welcome. When asked whether updates on AACR2R will be issued, she replied that the current packet of additions consists of only six pages.

Eva Sorrell reported on the Federal Documents Task Force, and Robert Rohrbacher reported on the International Documents Task Force. Tanya Finchum and Jim Church, who reported on the State and Local Documents Task Force (SLDTF), requested that librarians who catalog state government documents join a task force to determine the future direction, design, and content of the SLDTF Cataloging Toolbox.

New Business

David Griffiths made a presentation on the United Nations Classification Scheme and distributed a list of recommendations for ameliorating its flaws. Susan Pinckard moved to request that GODORT’s Chair submit a letter to the appropriate UN offices requesting the formation of a group to address problems in the Scheme. Eva Sorrell seconded the motion, which was approved by voice vote. A similar presentation will be made to the International Documents Task Force in order to gain additional input and support for these recommendations.

Eva Sorrell raised the issue of statements of extent in records for electronic resources. John Stevenson argued in favor of this, noting that whether a PDF document consists of 900 pages or only a few is important to users. Laurie Hall agreed to consider implementation of this option.

Eva and others expressed a need for better dissemination of information regarding changes in government document cataloging practices. She referred to an inquiry John Stevenson made, through which the Committee learned that GPO was including the 300 field in PDF documents that were not “born digital” but rather printed and then digitized at a later date. Few if any Committee members had been aware of this practice until John forwarded this information to them. Laurie stated that GPO recognized this need and will consider ways to address it.

Respectfully submitted by Sara Striner
GODORT Conference Committee Meeting  
Friday, Jan. 14, 2005. 2:00 – 5:30 pm.

Minutes

Present: Jill Moriearty, Samantha Hagar, Justin Otto, Bill Sleeman (Chair). Guests: Susan Tulis, Sandy Peterson, John Stevenson.

Due to the small number of participants it was agreed to dispense with parliamentary procedure.

1. Introductions/approval of the agenda (approved)

Justin Otto agreed to assist in taking notes for the meeting.

2. Report from the Chair: Bill Sleeman.

   Discussed the registration for the Mid-Winter Hotel. In the last e-mail from ALA on this topic all of the GODORT block rooms had not been sold but ALA Housing could not provide a final count yet.

   Bill explained the challenges posed with the GODORT Hotel for Annual in Chicago. After a rough start ALA Housing has been very responsive in helping us to get our block set-up and working. Bill reminded everyone that the block dates are for the official week of ALA Annual and that it did not include any pre-conference dates. The Hotel Allegro will be the site for the GODORT block.

   Bill reviewed the efforts by our local Chicago contact, Beth Clausen, to locate a reception location. He commended Beth’s hard work on behalf of the Committee.


   The Committee discussed the proposal to host the reception at the IIT/Kent Law School “event room”. The Committee reviewed the two menu options proposed and selected menu option two. Beth will follow up with the hosts as regards the final dollar estimate for bottled water/sodas. The Committee accepted the proposal as presented.

   There was some discussion about inviting other groups to participate – MAGERT, “Armed Forces Librarians,” etc. – due to the space limitations it was agreed that this year it would be more advantageous for GODORT to not invite other organizations to participate in the 2005 reception.


   Jill shared her draft of the letter to go out to the various vendors. She has been in contact with nine different vendors who focus on government information and services and has received expressions of interest from each. All nine vendors provided Jill with the appropriate contact information for submitting a formal letter soliciting support. There was general agreement with the letter form and content. Some suggestions were made in terms of the phrasing but as this letter
has been used with success in the past and includes key features that vendors need for tax purposes very few substantial changes were made. John Stevenson asked if the letter should go directly to Anne Miller, the GODORT Treasurer. Jill explained that her experience in the past has been that the vendors prefer to be able to communicate with the person who solicited the donations. John agreed that this was acceptable. Jill will revise and send the letter out to the Conference Committee via e-mail for final approval.


Susan Tulis and Sandy Peterson discussed how they have conducted the auction in the past and how they planned, since Susan will be driving to Chicago for the 2005 Annual Conference, to organize and install the auction this year. Jill ran through the process from last year in setting up the exhibit space and what steps needed to be accomplished. There was a recommendation to work with Membership Committee to be sure that adequate supplies of GODORT “stuff” was available at the Conference. Bill will be the contact with ALA to coordinate the exhibit space, Justin will work with Susan and Sandy to be sure that everything is in place for the auction and assist them in getting set-up as necessary. Susan asked that we refer in the future to this as the scholarship fundraising initiative since ALA has concerns about with our running a silent auction.

6. Website manager for the Conference Committee: Bill

Samantha Hagar volunteered for this position. The Chair will communicate via e-mail with Samantha and with the GODORT Web Manager to get Samantha into the loop on this task. Samantha will try to attend the 8 a.m. GODORT web managers meeting on Sunday.

No new Business.

Meeting adjourned at 3:15.

Bill Sleeman,
Conference Committee Chair.
GODORT Development Committee  
Omni Hotel, Dickens Room  
January 16, 2005, 8:30 a.m.  
Sandy Peterson and Erhard Konerding, Co-chairs  
Erhard Konerding, Recorder  

Present:  Susan Tulis, Erhard Konerding, Ann Miller, Sandy Peterson

The committee discussed plans for the Rozkuszka Fundraiser at the annual conference, and other methods to raise funds for the Rozkuszka Scholarship.  Susan Tulis, Southern Illinois University, will be coordinating this year’s Fundraiser.

The committee discussed guidelines for soliciting donations from vendors for GODORT activities, including the reception at the ALA annual conference (Conference Committee), program speakers (Program Committee), pre-conferences (Program Committee) and an endowment fund (Development Committee).  The solicitation letter should follow a standard format, including proper phrasing.  Copies of solicitation letters should go to the GODORT treasurer and the GODORT chair.  The Treasurer will keep track of who, and for what, funds have been solicited.  The standard letter will be part of the GODORT Policies and Procedures Manual (PPM).

At least $20,000 is required to establish an endowment.  A letter to retirees and near-retirees seeking major donations, and letters to all members seeking donations for the reserve/endowment will be drafted and sent this.  Ann Miller will recheck about including a check box for the Rozkuszka Scholarship fund on the ALA membership

Other fundraising methods and sources were discussed.
GODORT Education Committee
ALA Midwinter Meeting
Boston, MA
Sunday, January 16, 2005
2:00-5:30
Lowell/Homes room, Omni Parker House

Karen Hogenboom, Chair
Valery King, Recorder

Committee members in attendance: Esther Crawford; Jenifer Abramson; Judith Downie; Karen Hogenboom; Kris Kasianovitz; Marcy Allen; Marianne Mason; Paul Arrigo; Tim Byrne; Valery King

Visitors: Joseph Barnes, Arlene Weible (part), Barbara Miller, Stephen Woods, Jeffrey Knapp, Janet M. Scheitle (GPO), Gretchen Schlas (GPO), Anne Liebst, Jian Anna Xiong

1. Welcome and introductions.

2. Agenda approved.

3. Minutes from 2004 Annual Conference
(http://sunsite.berkeley.edu/GODORT/education/minutes/minutes_062704.html) approved with correction of the spelling of Marianne Mason’s name in the OLD BUSINESS section.

4. Liaison reports:

- FDTF (Judith Downie) – Supt. Of Documents Judy Russell continued the conversation of GPO Vision begun in the morning GPO Update session; discussion of the spring conference for non-depository librarians took place
- IDTF (Jenifer Abramson) – A draft proposal was presented for a one-and-a-half day preconference on international documents, with proposed title “It’s a small world after all: the globalization of international documents.”
- SLDTF (Marcy Allen) (no report)
- Literacy Assembly (Marianne Mason) – Assembly is looking for a one-sentence definition of literacy that doesn’t undermine other more detailed documents, but have no specific program; Marianne will post a paragraph about this to the website.
- Education Assembly (Karen Hogenboom) – This has not yet met; Karen will post a report on the web site.

5. OLD BUSINESS

Discussion and/or Approval of Handout Exchange/Clearinghouse Documents
Most of the meeting was devoted to discussion of the re-design of the Clearinghouse and Handout Exchange. Detailed notes of changes decided upon were taken by Paul Arigo to incorporate.

Thesaurus: The committee approved Grace York’s overall re-design of the subject thesaurus section (http://www.lib.umich.edu/govdocs/gsitemap.html). It was suggested that, for clarity, the archive of older handouts needed to be separated from the Documents Guides, and its name
change to “What’s Old—Archived Handouts.” A further breakdown of the Documents Guides to include a separate Geography section was also recommended.

Statement for Contributors: this section drafted by Larry Romans was approved with minor changes. Some of those changes included amending the review statement under Updating your Contributions on page 3 to indicate that the Education Committee will review the collection periodically and will post a notice on GOVDOC-L when this is happening. Wording to tie updating the contributors’ contact information with updating the content was drafted. Meaning of “Tutorials” (p.2) was clarified by separating it from “guides to reference training” to its own line. The section on format of contributions (p.2) needs clarification and Paul will reword and create a link from the front page to be called “Important information for contributors” or similar. Our thanks to Larry for drafting this statement.

Copyright: Our thanks also go to Kris Kasianovitz, Marcy Allen and Esther Crawford for their hard work on the Copyright statement. This subgroup will now look into how to incorporate the recommended copyright statement into the website.

Discussion of Competencies for Government Information Specialists
Competencies for Government Information Specialists were discussed with GPO representatives. GPO plans to develop various tutorials based on categories that were covered in the inspections (collection development, bibliographic control, maintenance, and cooperative efforts among other things) and they will be contracting training module development specialists. They welcome suggestions from the Committee.

Our discussion covered possible topics ranging from very specific information (like use of various databases or accomplishing specific tasks) or those of a more general nature. While the depository functions being addressed by GPO are part of our job, competencies go beyond that. Several details must be decided, among them: who the audience is, reasons for developing the competencies, and begin to identify topic areas. The topic is somewhat overwhelming, so we need to break our strategies down into pieces that can be accomplished and should begin with a pilot project. A discussion needs to take place with GPO to decide what is appropriate for them to develop and what should be left to GODORT.

Karen formed a provisional subgroup consisting of Jenifer Abramson, Judith Downie, Kris Kasianovitz, Paul Arrigo and Tim Byrne to begin developing a list of proposed competencies for government information specialists. The group will seek out information on the process used by other library groups such as SLA and MLA in developing their competencies, and decide on how to poll members on Govdoc-l and solicit input from other GODORT committees. Committee members were also encouraged to email their ideas to Karen.

6. NEW BUSINESS

2006 Program Proposal
Arlene Weible brought an invitation from the GODORT Program Committee to propose a program for the 2006 Annual Conference, to market to instruction librarians concerning incorporating government information into information literacy instruction. Government information illustrates much of what ACRL outlines in the Information Literacy standards.

We discussed what we would be committing to if we did this. The Education Committee would be responsible for the content of the program, committing to organizing it, writing a description,
defining the scope, establishing titles, identifying possible speakers, and determining how many participants we might expect. We would work with chair of the Program Committee to pull it together; the Program Committee would handle the logistics. The Program Committee asked the Education Committee to approve the idea and provide a title and short description of what we want to do and provide the names of some committee members interested in working on it. We approve the notion of promoting government information to non-government information colleagues. There is potential for finding other ALA groups to co-sponsor, perhaps an Instruction group. Karen took suggestions from the committee for the draft proposal, listing things that should be included in such a program. One suggested title was Information Literacy in Government Information. The committee unanimously approved the proposal for a program for the 2006 Annual conference concerning incorporating government information into information literacy instruction. A subcommittee was formed to work on this consisting of Marcy, Barbara, Karen, and Esther.

2006 Pre-Conference Proposal
An idea was put forward to submit a proposal for a pre-conference for the 2006 Annual conference. Barbara Miller suggested teaching documents librarians ways of improving their instruction, focusing on how to improve teaching methods to better make the point. GODORT needs an pre-conference for 2006, but there was concern that if both this and the program proposal were accepted it would place a heavy burden on the Education Committee. The International Documents committee also has a proposal in mind; it was broadly broached to the Federal Documents Task Force and received general support. If the Steering committee prefers it then we can continue with this it at another date; if accepted we can look for partners.

A motion was made and seconded to submit this idea to the Program Committee, and passed unanimously.

Government information and information literacy discussion
For future consideration, we need to pull together what people are doing in information literacy as it pertains to government information; a website is the obvious place. People are looking for guidance, and the information is not centralized. We may wish to consider including individual initiatives and projects in a location where links can be centralized, such as the Handout Exchange. Consideration was tabled and may be added to a future agenda.

7. Announcements
Since resources are not available to do this, the @ your library campaign is not going forward.

8. Adjourn
The meeting was adjourned at 4:28 pm.

Respectfully submitted,
Valery King, Intern & Recorder
Government Information Technology Committee (GITCO)
ALA Midwinter Conference, 2005, Boston, MA
Sunday, January 16th, 2005
2:00-5:30pm
OMNI Kennedy Room

I. Welcome and Introductions
Attending: James R. Jacobs (GITCO chair), Amy West (minutes taker), Mark Phillips, Hui Hua Chua, Grace York, Grace-Ellen McCran, Dave Brown(?), Jennie Gerke, Brett Cloyd, Hillary Campell, George barnum, Cathy Hartman, Judy Russell, Mike Smith, Kevin McClure, Carol Spector, Mary Horton, John Hernandez by phone

II. Approval of Minutes. Summer ’04 minutes approved

III. Liaison Reports
a. FDTF: presentation of Economic Census, Chicago preconference on govt. information for non-specialists, Q&A on SuDocs proposal for distribution
b. IDTF: concern that GPO not committed to intl. projects in Digital Clearinghouse, UN ODS, IDTF is asking GODORT to write a letter concerning the UN Treaty Database, preconference for 2006 on Intl Doc instruction, Vivian Monty reported on CA Depository Program: canadiana.org, 19th Century CA docs, CA purls? Is it true that StatCan is going to give full and free access to CA depositories? Apparently not…
c. SLDTF: homepage will be moving from UArizona to sunsite and redesigned, will include the Cataloger’s Toolbox, Julia Schwartz discussed Connecticut’s Digital Archive program with OCLC, various other speakers, SLDTF will be involved in a program entitled “Born Digital, Dead Tomorrow”
d. Grace contacted by IBM about revamp of AFF database; Grace’s main suggestions were that mapping improved, better download, better manipulation of images and, if they’re going to include the Economic Census, it needs to be consistent with other functionality on American FactFinder

IV. Old Business
a. Legacy CD-ROM Issues
i. Seen a steady decline in usage, but probably related to decline in maintenance of database
ii. This project dovetails with Future Digital System (FDS) and could be a potential bridge or subsumed into the FDS; continues to be useful for the collected metadata and as a place to hold information about when you run into technical difficulties; John H suggested contacting Ann Gray about ICPSR’s project to help protect non-ICPSR data in danger of terminal obsolescence
b. Digital Clearinghouse
i. Grabbed by GPO
ii. Going to reformat, keep all the entries, provide new submission structure
iii. Any changes in non-federal content would be handled by GITCO, although all of the records would remain in the single, GPO supported database would remain
iv. Still open for discussion by the small working group listed in agenda, plus John H; James has mentioned the working group to Rare &
Endangered, Publications, IDTF, SLDTF to include all possible relevant GODORT members

v. Judy said one issue to deal with is what if someone says they’re going to dig. Something and then doesn’t

vi. How close are we to *seeing* it? Judy’s got to see it first, but very soon to have new template for small group to look at, will include new fields

vii. The MOU was the problem so far b/c no preceding precedent for same between ALA and GPO, but Robin was referring to agreements between individual projects and GPO

viii. Was a letter sent? It was drafted, sent to Steering/John Stevenson for review before sending it out; this meeting should resolve those issues and the letter should go out pretty soon

ix. Is the new url up? Is there a re-direct? Old site still live since GPO version isn’t yet live

x. Thanks to Robin and Judy for working on this

c. Update on Planning for 2007 ACS Pre-conference;
   i. John H brought it to Programs; they said fine, give us a budget, detailed plan, etc. by unknown deadline, presumably by next conference
   ii. anyone working on with John? Andrea Svetson, presumably...
   iii. Amy volunteered IPUMs as part of pre-conference if anyone was interested

V. New Business

a. GPO’s Concept of Operations for the Digital Future – George Barnum
   i. It’s a CMS, but also includes Digital Asset Management; integrates across GPO
   ii. Critical Functions: to make delivery of digital content to GPO both more attractive and more uniform, will include style tools
   iii. OAIS-compliant
   iv. Rules-based and policy-neutral
   v. System will be modular
   vi. Now in requirements development; wrapping up in March
   vii. Being developed by x-functional teams in GPO
   viii. Who was on the team that wrote the ConOps? Lots of Information Dissemination (LPS) staff, some IT folks, some acquisitions staff
   ix. They will not, repeat not, be creating metadata and/or schema; they will be putting out RFPs
   x. Goal is to get metadata to create system that generates a central metadata system that functions a la x.500 database
   xi. James Jacobs hopes that requirements include free access, privacy protections
   xii. Grace thinks it’s nifty; not clear whether databases are included (neither is GPO), although they’ll have to be; what’s the trigger for format migration: don’t know yet; will find out
   xiii. Not insisting that the development of the system be exclusively open-source/non-proprietary, but the output must be open-source; some harvesting cos. Have developed alert structures for proprietary formats and rules for migration; typical approach is to retain native format, but also migrate out to other format
   xiv. Desire is to make compatible format (e.g. open-source/non-proprietary) the most attractive option for pubs pushed to GPO, for harvesting, they’ll
do the retain/migrate structure, also conversion on ingestion; harvesting will be biggest issue because that’s the point of the least control; still not looking at a really broad set of formats

xv. They feel ok about existing discovery tools, but need to learn to manage production as a supplement to access

xvi. Lifecycle – where is FDLP in lifecycle: will you outgest to FDLPs? Yep; although when something is produced in print it will be primarily driven by agency requests; FDLP is at the point of content delivery

xvii. So…when the system is ready and a dep. Says give me the digital docs, will you? Yes, probably, but specifics not clear; overall plan is to match output to need w/in context of agency desires; the agencies are the authors – what if they say they don’t want the same output that end users do

xviii. What if agency arbitrarily decides to remove old data, can we have a superceded designation that might make agencies feel better? Would be attractive to agencies.

xix. Joke about, but also would like to have some kind of recommender software to provide context in the absence of mediation from librarian

xx. Please don’t let the agencies dictate too much

xxi. What about free access to user not coming to content through a dep. Lib.; that’s a policy question, not a system decision; the system will deliver both free and fee content

xxii. What about re-purposing content – would agencies accept that if end result is fee-system? What about mixing public-domain and commercial content? Also policy; the system will handle what it will handle. Not everyone thinks that policy and system req. are necessarily distinct.

b. DTTP / Tech Watch
   i. Move responsibility for TechWatch to GITCO from Megan Dreger personally
   ii. No sense form the committee that they should be responsible as opposed to Megan

c. Announcement of Google Print
   i. Should we be tracking this officially for GODORT? No. Goal is access masters only, not preservation masters; not worrying about overlap between collections; too expensive to de-dup with initial libraries; also not all of initial library collections are being digitized; UMich is comprehensive, Stanford may be; Grace expects that bibliographic control will be the biggest issue; no reason why UMich can’t repost the digital copies they receive on their site.

d. Census Update
   i. See handout

e. Summary of ConOps discussion
I. Introductions

II. Adoption of Agenda

III. Adoption of Minutes from Annual – moved, seconded, approved

IV. Updates
   a. Task Force Liaisons
      i. FDTF – discussion of GPO Strategic Plan at FDTF meeting starting at 3pm, 1/15/05
      ii. FDLP Fact Sheets and Law and Legislation pages are now Legislation Comm. Responsibility
      iii. Recommendation to ALA Council regarding withdrawal of FDLP materials
         l. discussion of SOD 72 rev. (now known as ID 72)
            a. appeal to Congress
            b. what’s sensitive/classified?
            c. Doesn’t include the “educational/informational” aspect listed in Title 44
            d. Given names of pubs distributed to; include those who bought from Sales publications?
            e. Because the rev. covers some of the issues that came up last summer, but now there’s new issues and a new policy, so we should tell ALA Council we need a bit more time or provide a provisional report to them…
            f. Options: 1) respond to ALA Council’s request for guidance and 2) add new concerns
            g. Small group to work on it: Janet, Maureen Olle, Cathy Hartman & a couple of folks from GIS: Dan Barkley & Mary Alice Baish

V. Removal of National Geospatial-Intelligence Agency Proposal
   a. Will write resolution in opposition

VI. GPO FY 2006 Appropriations Request
   a. Provides funding for distribution of Essential Titles only
   b. Provides $500/Selective and $1500/Regional for purchase of print materials (not rider rate, not sales)
   c. Microfiche would cease? Probably not this year?
   d. Will digitize formats not now electronic
   e. Will try to revise Essential Titles to include Congressional Publications not already listed.
   f. Concern that Essential Titles list doesn’t address enough types of libraries
   g. Plan based on expected appropriations, not chosen policy change
   h. Concern about authentication of epublications; needed, but not currently available & behind schedule
   i. Concern that part of issue is that new initiatives are taking away wrongly from printing budget
   j. Maps excluded and they’re much more appropriate to print
k. The basic law of what GPO distributes has not changed; just because appropriations have changed, doesn’t mean that much b/c the law is still in force
l. Concern that move to electronic will exacerbate the digital divide and will disproportionately affect minorities and/or rural users
m. Change excludes USGS maps, charts (b/c GPO pays only for distribution) and similar, “critical documents” like 9/11 report, Essential Titles
n. Change includes those produced and distributed by GPO, microfiche and ??
o. Recent natural disasters show that redundant copies are needed and more of them than typically considered
p. We will work on creating an advocacy sheet by Sunday morning (1/16/05)
q. Public Printer has supported Congressional request for no funding increase requests
r. Concern that if GPO doesn’t ask for more appropriations & ALA opposes them, it will not help anyone
GODORT Legislation II / GIS
1/15/04
2.30 – 5pm
HCC 107
Chair: Dan Barkley, GIS

I. Discussion of National Geospatial-Intelligence Agency
II. Discussion of Strategic Vision in small group
III. Small group went to Federal Documents Task Force meeting to hear presentation by Judy Russell, Superintendent of Documents; group returned and reported to committees
IV. Small group established to write resolution on proposed allocations of GPO’s S&E funds for FY2006

GODORT Legislation III
1/16/05
8 – 11am
OMNI Kennedy
Chair: Valerie Glenn

I. Group met as a whole briefly to allocate tasks and set goals; broke up into resolution writing groups

GODORT Leg IV / Joint GIS
1/17/05
9.30 – 12.30am
OMNI Louisa May Alcott
Chaired: Mary Alice Baish

Welcome and Introductions
Resolutions Discussion
National Geospatial Imagery Maps
Draft revised and endorsed
S&E Appropriations
Bernadine Abbott-Hoduski submitted language via P. McDermott. GIS Chair took under advisement.
Draft revised, with input from Superintendent of Documents, Judy Russell
Final version endorsed
Brief discussion of Privacy Issues resolution from Committee on Legislation
IV. Report on impressions of the Strategic Vision for the 21st Century from GPO

Final versions of the resolutions are available on the GODORT Resolutions page, at http://sunsite.berkeley.edu/GODORT/resolutions/index.html#2005
GODORT Membership Committee
ALA Midwinter 2005, Boston
Meeting I Friday, Jan. 14, 2005, 2-5:30pm
OMNI Lowell
Marilyn Von Seggern, Chair

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

Announcements
The Sunday meeting will begin at 8:30am.

Changes to the Agenda
There were no changes.

Approval of minutes from 2004 Annual Conference
The minutes from the 2004 Annual Conference were approved.

Ongoing Projects
• New Members Lunch: Will take place tomorrow at the Globe Restaurant. GODORT Chair will welcome people to the lunch.

• New dues structure: In an effort to increase membership, GODORT is interested in reciprocal memberships with other roundtables. There was concern that ALA may not be able to support this change, since there is no established procedure. It will be proposed to the Steering Committee that the dues be $10 for students, $20 for new documents librarians, $25 regular membership, and $30 for organizations/corporations.

• GODORT brochure: There was discussion about a box to check in membership brochures that would indicate interest in receiving an extra copy of DTTP. We will need to determine if there are any extra copies of DTTP to give away.

There was also discussion about changing the quote on the front of the brochure.

Marilyn will talk to John about the possibility of GPO distributing the GODORT brochures.

It was decided that we could use as many as 500 color which could be distributed at FDLP, state GODORT meetings, and the New Members Roundtable. We also need a supply of non-color brochures.

• List of state GODORT organizations: Nancy has communicated with just about all of them. She will send the final list to Becky. The list will be organized by state and by region.

Becky will ask Lesley to link to it from the GODORT homepage.

• New Member Letter: The committee discussed editorial changes. Andrea will rewrite the letter.

• Survey to dropped members: There haven’t been any responses unless the previous webmaster has received responses to the electronic version. The committee decided it is not worth continuing. Nancy and Chelsea volunteered to call a sample of dropped members to gather information after Marilyn has received the next batch of labels from ALA.
• Information for new and prospective members web page: 
  Should include information on how to join a committee. Andrea will write about the New 
  Members Lunch and send it to Becky.

New Initiatives

• GODORT blurb in American Libraries: Could give GODORT URL.

• DTTP Ads for GODORT: Could mention opportunities for involvement.

• Survey of current members: Find out what is important to members. Andrea will send a draft 
  survey in February or March. We will discuss it via email.

• Mentoring webpage: Mentoring survey had mixed results. It would be easier to create a resource 
  page identifying resource people (perhaps former chairs?) and a “basic question” person. Could 
  also include conference tips for new members.
GODORT Membership Committee
ALA Midwinter 2005, Boston
Meeting II Sunday, Jan. 16, 2005, 8:30-11am
OMNI Hutchinson
Marilyn Von Seggern, Chair
Present: Marilyn Von Seggern, Chelsea Dinsmore, Andrea Morrison, Nancy Kolenbrander, Catherine Morse (Recorder), Becky Byrum,

Announcements
Chelsea mentioned supporting the proposed IDTF pre-conference for Annual 2006. It could be a source for potential membership.

The upcoming pre-conference in Chicago would also be a good source for members. Catherine volunteered to hand out brochures, GODORT histories, and ribbons at the pre-conference. She will find out how many are attending.

Changes to the agenda
GODORT Brochure, GODORT ads in DTTP, and Mentoring were added.

GODORT Brochure
Color Brochure: Andrea passed out the color 30th anniversary color brochure. We will think about modifying it for distribution. Andrea will hang on to the 30th anniversary electronic file. She’ll mail the print copies to Marilyn.

Chelsea will find out some prices for making color copies.

Black and White Brochure: 100 brochures will be put in the bin at the annual conference in Chicago. Another 100 brochures will be available at the GODORT table.

Chelsea will look into a print shop doing the B&W because they can also fold them.

GODORT Ads in DTTP
Marilyn spoke with Andrea Sevetson about adds for DTTP. We could include committee updates. We could include graphics (a screenshot of a webpage) in addition to text Marilyn will play with the logo.

Andrea talked to a representative at the American Libraries booth. Andrea will write a blurb and send it to this committee. We would then send it to the publications committee and they would send it to American Libraries.

New Members Lunch Review
We should save new member lunch information. 29 people attended. For the next New Members Lunch we will encourage task force chairs to come. There was a discussion about the scheduling of the GODORT Update and task force meetings. It would be best if the GODORT Update did not run late. Andrea will work on having the task force meetings in the same place as the GODORT Update.

Becky and Catherine will organize the new member lunch in Chicago.

There was discussion about alternatives for the New Members Lunch such as having a dinner or having a happy hour at the GODORT hotel. Marilyn will talk to conference committee chair.
Policy and Procedures Manual Membership Committee Section
The committee discussed revising the Membership section of the PPM in order to make it more similar to other committee sections. “Purpose, Activities, and Organization” sections need to be added. After we have finished revising it needs to be sent to bylaws and they will send it to the webmaster. Marilyn and Chelsea will work on it and the committee will review it at Annual in Chicago.

Mentoring
We will look into requesting a new member resource page. Marilyn will get feedback from Steering. We could get a draft and then look at it at Annual.

Marilyn will mail the mentoring survey to the committee. Nancy will look into the mentoring program at her institution.

Membership Committee web site
Becky reported that the web managers will ask Membership to be responsible for updating the Professional Resources page. They are looking into making the website more cohesive using cascading style sheets.

Becky will work on the new and perspective members page, dividing them into separate pages.

It was suggested that a top bar be added to the main membership committee page; it would have links to information for new members and an “about us” section.

There was a suggestion for creating an interactive web forum. We will discuss it over email. We could offer a prize for filling it out.

Next Meetings
We will table discussions of a member survey until the next meeting.
The committee discussed the 2005 program, *Cataloging and Preservation of Digital Information: Classification, Capture and Curation of Resources at Risk*. Jim has a tentative agreement with Chuck Eckman to speak about the LOCKSS-DOCS project, but he won’t confirm participation until he knows that a NSF grant proposal is accepted and project will be moving forward. It was agreed that we could keep the speaker list flexible by making some modifications to the title and description of the program. Jim and Arlene agreed to work on this and get it submitted by the deadline for the ALA preliminary conference program, which is January 21st, 2005. The information will also be forwarded to DTTP.

The committee discussed final preparation for the 2005 Preconference, *Demystifying Government Sources, Government Information for the Rest of Us*. Arlene will follow up with ALA to determine the current status of registration so that advertising efforts can be planned. Beth Clausen continues to work on securing Lexis-Nexis’ support for the afternoon coffee break. It was suggested that Bernan or Congressional Quarterly might also be potential sponsors. [A subsequent discussion with members of the GODORT Conference and Development Committees determined that Arlene will send a formal letter to Lexis-Nexis requesting support]

Jan agreed to create evaluation forms for participant of both sessions.

Arlene will send letters to speakers for both sessions confirming participation, and advising them about the possibility of publishing papers in DTTP. Jim and Brian agreed to send Arlene contact information for speakers immediately after the conference.

Arlene Weible presented several ideas that had been sent to her for 2006. They include: government information and library instruction, ILS migration, programming and outreach for depository libraries, the FRASER project by the Federal Reserve, and the NDIIPP project. There was preliminary discussion of a program related to using government information in library instruction and information literacy initiatives. Further development of this topic will take place at the GODORT Education Committee meeting.

The International Documents Task Force will be discussing an idea for a Preconference on basic international government information for new librarians in their meeting at the Conference. In addition, a potential preconference about teaching government information librarians “how to teach” is also being developed.
The Committee considered two proposals for a 2006 GODORT Preconference. The first was from the International Documents Task Force on learning how to find international government information in the current environment. The tentative title is: *It’s a Small World After All: The Globalization of International Documents, the United National, European Union, Organization of American States, and Beyond.* The second proposal was for a preconference on teaching government information librarians about teaching methods. After some discussion, the Committee chose the IDTF proposal.

The Committee discussed the 2006 GODORT Program proposal offered by the GODORT Education Committee. The tentative title is: *Information Literacy is the Destination, Government Information is the Road: Using Government Information to Illustrate Information Literacy Concepts.* Another possible topic was an update on the National Digital Information Infrastructure and Preservation Program (NDIIPP) research project entitled: *The Web at Risk.* It was decided that the first topic would have broad appeal to other ALA members, and that NDIIPP update might work better as a session at the GODORT Update session. The committee endorsed the Education Committee’s proposal. Arlene will take these proposals to the GODORT Steering Committee’s second meeting for endorsement.
GODORT Publications Committee
OMNI Hotel, Press Room
Friday, January 14, 2005, 2-4:30 p.m.
Sherry DeDecker, Chair
Barbara Mann, Recorder

Members Present: Sherry DeDecker (Chair), Barbara Mann (recorder), Brett Cloyd, James
Jacobs, Linda Johnson, Ann Miller, Lesley Pease, Brian Rossmann, Andrea Sevetson (DttP).
Visitors: Anthony Anderson (Publications web manager), Susan Golden, Janet Shiloh, Susan
Tulis (DttP)

Notable Documents Report (Linda Johnson)

Nominations have closed on schedule, and have gone to selectors. There are 39 federal, 27 state
and local, and nine international. The nomination form has been revised. There was previous
discussion of changing selection criteria, but there is not general agreement from the panel.
  • Jim Church had suggested sending a thank-you to those submitting nominations; Ann
    suggesting reinforcing this at the GODORT Business meeting.

Action: Linda will send acknowledgements to those who have submitted nominations.
  • Linda sends calls for nominations in October, November and December. Nominations
    close December 31; final report is due by May. Discussion of broadening the call
    throughout the year to encourage more nominations.

Treasurer Report (Ann Miller)

DttP is doing well financially for 2003/2004. Expenses still exceed revenue, but the gap is
narrowing. There will always be a gap; approximately $5-7 of member dues go to the publishing
of DttP.

2003/04 DttP Revenue: subscriptions 9061
  advertising 7380
  Total: $16,441

2003/04 DttP Expenditures: approximately $21,702

$2010 royalties from new Directory and a few residuals; Publications should encourage new
publications to ensure a steady royalties income.

Andrea Morrison spoke to Sherry at the business meeting regarding the proposed book
Managing Electronic Government Information in Libraries. She is proceeding with her plans to
edit this book, and is actively recruiting authors. More information will be coming to
Publications by annual in Chicago.

DttP Report (Andrea Sevetson)

Projected subscriptions 2005: $10,500
Projected advertising 2005: approximately $3000/3300 per issue (4 issues per year)
  We are beginning to get new vendors for advertisements. Andrea stressed the importance
to our advertisers of getting issues out on time.
Projected expenditures 2005: $26,700
  • Andrea is working with Stanford to scan DttP backfiles; will be available by Spring 2005
    covering 1972-98.
  • Also planned: archive of current DttP covers (jpegs)
• Discussion of possibly making DttP available electronically in future, also of adding backfiles from 1999 forward through ALA (when ALA started publishing DttP)
Action: Andrea will ask ALA about cost of doing this.
• GODORT Bylaws will no longer be printed in their entirety in DttP, as they are on the GODORT website. Proposed changes will also be posted on the GODORT website.
Action: Suggest Bylaws & Organization Committee revise PPM.
• Content has been planned for the remainder of 2005. They would like to find a cartoonist for some of the issues.
The editor of News from the North asked for ideas for content. Suggestions: where are maps, travel and tourism in Canada.
• Barb suggested broadening focus to include issues such as public policy, GIS.
• Discussion of how to bring others into DttP for the future, such as mentoring/interning.

Web Administrator Report (Lesley Pease)

• Confirmed ability to remain on Sunsite server o.k. for now.
• She has made changes to the PPM but internal links needs changing.
• She plans to index the directories, stripping out older contact information.
• Discussion of responsibility for sections of the GODORT website.
Action: Sherry will contact relevant committees asking them to take sections and note committee name on page, including note to steering reflector re contributing to GODORT-Created Resources. Fact sheets: to Legislation. Professional resources: to Membership.
Action: Lesley will discuss current news section with web managers group.
• James suggested creation of a blog where web administrators could post changes to their site.

New Business

• Discussion of archiving, and what is being done re archiving electronically esp. for the committees and task forces not on the “main” GODORT server.. There is no reference to this in the PPM.
Action: Lesley will discuss with web managers group. She plans to take periodic snapshots of the main site.

The meeting adjourned at 4:15.
The meeting was called to order by the Chair at 9:36 a.m. This was followed by introductions. John Phillips agreed to take minutes, for which the Chair thanks him.

The agenda was adopted after the addition, under “New Business,” of a discussion about the appointment of (external) liaisons.

The minutes from the 2004 Midwinter meeting were approved (with two minor corrections), as this had not been possible at the 2004 Annual meeting, due to the lack of a quorum. The minutes from the Annual 2004 meeting were also approved.

Reports from Liaisons:

The FDTF liaison reported on remarks made by Judith Russell, the U.S. Superintendent of Documents.

The SLDTF liaison reported that a program was planned for the 2005 Annual meeting concerning preservation of “born-digital” government documents. There were discussions at the SLDTF meeting concerning how DatP is doing, and the continuation of the State and Local Documents Toolbox. A representative from CRL discussed progress on organizing the state collections which they hold and the possibility of organizing tours at the 2005 Annual meeting in Chicago. Aimee suggested a tour of the Newberry Library for the REGP Committee. The Chair appointed Aimee and August to work on this plan for the 2005 Annual meeting.

The IDTF liaison reported that IDTF had discussed the problems facing the Canadian depository library program. There had also been a discussion of the UN Treaty Database and how to keep it up-to-date. Some treaties are not being added. IDTF plans to propose a pre-conference for the 2006 Annual meeting on the basics of finding international documents and information from foreign governments and international organizations.

PARS, MAGERT, and RBMS did not make reports.

Web Manager’s Report:

As GODORT is migrating its Web site technology to XHTML format, the REGP Web site will come to reflect these changes. There was a discussion of the maintenance of “archival” REGP minutes on its Web site. David wants these older minutes maintained permanently on the site, as they are crucial in finding essential information concerning what the Committee did in the past.
Aimee pointed out that, in the original petition to GODORT, to establish REGP as a standing GODORT committee (preserved in the GODORT archives), an allowance for more detailed minutes was set forth. This practice (of maintaining detailed minutes) will continue. August asked whether a counter could be added to the site, and Mark will look into this suggestion. In a discussion of new content which the Committee would like the Web Manager to add to the Committee’s Web site, David asked that the report of the Subcommittee for Endangered 1932-1962 Federal Documents be added. August asked that the hand-out which accompanied his remarks concerning endangered Federal documents of the “New Deal era” be added. The Committee agreed to these proposals. Aimee asked whether a “wiki,” to facilitate intra-Committee electronic communication and discussions could be introduced on the site. David asked that Mark look into this possibility. Susan Golding volunteered to assist the Web Manager in this task.


The Subcommittee report on “Digitization of Federal Government Publications, 1932-1962” was presented by Geoff and Aimee. Following the presentation of the report, and the Subcommittee’s six recommendations, David asked August to make his supplementary report concerning endangered Federal documents of the “New Deal era.” August summarized his findings: Many executive agency reports were not printed on good paper, and substandard printing methods were often used. Many of the reports are not in the Documents Catalogue.

Following these presentations, the Committee proceeded to a consideration of the Subcommittee’s recommendations. George Barnum said he had already begun collecting information on the paper stock and printing technologies used between 1932 and 1962 (the first recommendation). Trade catalogs could also be checked for this type of information. It was agreed that this task would offer an excellent opportunity to re-engage PARS in REGP’s work. Aimee moved and Geoff seconded that this recommendation be adopted by the Committee. The motion passed, 10-0. The second recommendation, to collect information on techniques to determine document brittleness and deteriorating physical condition, was discussed. This would be another area in which to re-engage PARS participation. August moved and Aimee seconded that this recommendation be adopted. The motion passed, 10-0. The third and fourth recommendations, to compile comprehensive lists of pre-existing micro-form or digital preservation projects, were discussed together. Aimee moved and August seconded that these recommendations be adopted. The motion passed, 10-0. The fifth recommendation, that REGP ask the GODORT Chair to write a letter to the U.S. Superintendent of Documents, supporting GPO’s plan to establish and maintain a national clearinghouse for digital collections, was discussed. GPO suggested that, even though they are already committed to this undertaking, it would be good to have a letter making REGP’s position on this issue clear. Sheri suggested that the letter to GPO should specifically mention 1932-1962 Federal documents, and point out the urgent need to preserve these materials. Geoff moved and Aimee seconded that this recommendation be adopted. The motion passed, 10-0. This request will be an “action item” at the GODORT Business meeting. The sixth recommendation, to conduct a national survey of depository library holdings from this period (and their physical condition), was discussed. A survey is necessary to determine what documents exist in actual collections, although a comprehensive survey may prove impractical. Geoff moved and August seconded that this recommendation be adopted. The motion passed, 10-0.

David thanked the Subcommittee for their work, and let those present take a break from 11:09 to 11:20 a.m.
Old Business:

REGP’s project to sponsor a monograph on the U.S. Serial Set was discussed. Aimee (Quinn) and Donna Koepp have agreed to serve as editors, and have already secured commitments from some contributors. The volume will focus on the question, “Why did the Serial Set start?” Aimee and Donna will prepare a draft outline of the volume for the 2005 Annual meeting, and expect the volume to appear in time for the 2007 Annual meeting in Washington. After the presentation of the draft outline in Chicago, REGP will begin discussions with the GODORT Publications Committee concerning the legal and procedural issues which may surround a GODORT Committee-sponsored publication. Geoff made a motion, which August seconded, asking REGP to assume sponsorship of this project. The motion passed, 10-0.

There was a discussion of REGP’s work to review and evaluate pre-existing “priority lists” of Federal government (legacy) publications for digitization, which the Committee originally undertook at the behest of GODORT’s Steering Committee. David reminded those persons from GPO attending the Committee’s meeting that the Committee did not want to reduplicate what others (e.g., DLC, ARL) had been doing. Those present from GPO asked that REGP undertake to review the results of GPO’s “digitization ranking survey,” and guide GPO in the “nomination” of materials which would be optimal for initial digitization activities. David moved and Geoff seconded that REGP would do this. The motion passed, 8-0. Volunteers were solicited, and August Imholtz, Jane Gillis, Anna Xiong, and Anna Korhonen agreed to undertake this task, and work with GPO. T.C. Evans agreed to send David a concise statement of the task, and David agreed to thereafter set a deadline for these Committee members to report the results of their review to GPO.

David withdrew the proposal for a program concerning rare and endangered local documents, which he put forward at the 2004 Annual meeting. He thinks this would be of interest to only a very small group and, therefore, would not be viable as a GODORT program. However, he indicated an interest in initiating an informal (electronic) discussion group for these issues in the future, perhaps under the aegis of SLDTF.

New Business:

A proposal for a (future) program, or pre-conference, concerning Congressional documents in the history of the 18th-19th century United States was discussed. One topic would be “pre-Serial Set” publications which are not included in the Gales and Seaton American State Papers. Aimee, David, August, and John agreed to continue work on the proposal. Geoff moved that members of the Committee continue planning and report back at the Chicago meeting. Aimee seconded the motion, and it passed.

David asked for a motion to extend the time for adjournment until 12:45 p.m. Aimee so moved, and Anna (Korhonen) seconded it. The motion passed.

The Committee discussed how difficult it has been to get appointments of liaisons from LITA. David mentioned REGP’s prior consideration of this problem (see 1998 Annual and 1999 Midwinter REGP minutes), which occasioned a discussion of establishing a liaison with GITCO. As the discussion was taking a lot of time, there was a motion by Anna (Korhonen) to table further discussion of these issues until the 2005 Annual meeting. Geoff seconded the motion, and it passed. The same problem (lack of any appointment) applies to the two PARS liaison positions. David and Aimee agreed to work to solve this problem, which is a more serious hindrance to the Committee’s work.
**Announcement:**

David reminded people to attend the tour of the Boston Public Library’s Government Documents Department at 3:30 p.m.

Chuck moved that we adjourn. August seconded the motion, and REGP adjourned at 12:50 p.m.

Minutes submitted by David A. Utz, Chair.
1. Guest Speakers

   b. Judy Russell and T.C. Evans, GPO, discussed GPO’s recent publication, “Strategic Vision for the 21st Century, that they had reviewed earlier at the GODORT update. The floor was opened to questions concerning the more electronic Depository Library Program. Concerns included the Essential Titles list, shared Regionals, Print-on-Demand, GPO budget allocations.

2. After the welcome and introduction by Brian Rossmann, Chair, the agenda for this meeting and the minutes for the 2004 Annual meeting were approved.

3. Liaison Reports were given by FDTF liaisons to other groups
   a. Cataloging Committee. Eva Sorrell reported that the Committee was meeting Sunday to discuss the ILS implementation and OPAC design of GPO’s automated system. It will include pre-1976 OCLC records. The Committee will request that GPO follow AACR2 guidelines and use the 300 Statement of Extent fields.

   b. Education Committee. Judith Downie reported that at the last meeting the revision and update to the Handout Exchange was discussed. ‘Statement for Contributors,’ ‘Copyright,’ ‘Thesaurus,’ and ‘Collection Development’ groups have been formed and are working on drafts to be presented at the meeting to be held on January 16. Other discussion will include competencies for librarians which at this point is a GPO project, but the Committee has been invited to participate, and information literacy for librarians (going beyond the poster sessions offered last year). The Committee will be presenting a program for 2006 aimed at instruction librarians with a focus on information literacy. Education Chair Karen Hogenboom has asked Brian Rossmann about co-sponsoring this. A decision will be made at the Annual conference.

   c. GITCO. Kevin McClure reported that the Committee will be meeting on January 16. Continuing discussion includes the legacy CD-ROM issue. A working group will be formed to systematically review 5,000 CD-ROMs and floppy disks distributed by GPO for accessibility obsolescence, proprietary software, etc. The Committee will resume consideration of the 2007 Pre-conference at Annual on the American Community Survey. And the Committee is will be tracking the use of electronic depository items via Google’s project to digitize the collections of the University of Michigan and Stanford.
d. Legislation. Maureen Olle reported that the Committee will be commenting on the documents produced by GPO outlining changes to the FDLP, also the Fact Sheets page. They are reviewing SOD 72 and ID72, policy statements of withdrawn materials from the FDLP and will be offering responses to these. The Committee is looking into the National Geospatial Intelligence Agency that is removing items from the public domain. They are reviewing the GPO Appropriations request for FY2006.

e. Programs. Brian Rossmann for Sally Lawler reported on the Annual conference in Chicago: Cataloging and Preservation of Digital Government Information: Classification, Capture, and Curation of Resources at Risk. To be held Monday, June 27, 2005, 9:30 – 12:30 p.m. Note: Stanford University Libraries have received a planning grant from NSF to explore the potential applicability of the (Lots of Copies Keep Stuff Safe) LOCKSS technology to preserve US federal government information. See http://lockss-docs.standard.edu/.

f. Rare and Endangered. Seri Irvin reported that a sub-committee is reviewing the digitization of GPO documents from 1932-1962. It is recommending that GPO digitize these first because of the lesser quality. The Committee is also taking an inventory of documents published during the New Deal era, and a making a priority list of documents to digitize by GPO. The Committee is sponsoring a two volume title on the Serial Set. There will be a future pre-conference focusing on U.S. Congressional documents from the 18th and 19th centuries.

4. Old Business: Brian Rossmann, Chair, reviewed the planning for the FDTF Pre-conference at the ALA Annual Conference in Chicago in June: Demystifying Government Sources: Government Information for the Rest of Us, to be held at Northwestern University Library, Thursday, June 23, 2005, 9 a.m. -5 p.m. Speakers have been set for the program geared to a general audience. A flyer for the pre-conference is available; it has been well-promoted to date via listservs, libraries, and ACRL. Fifty-five spaces are available.

5. New Business: The Task Force discussed if there should be any response from FDTF to GPO’s “Strategic Vision for the 21st Century” document. At this time, the Task Force will attempt to publicize what is happening at GPO at the state level. Tim Byrne, University of Colorado, agreed to coordinate this. As GPO’s implementation of the strategies becomes more defined, FDTF will play an active role in preparing a response, coordinating with the Legislation Committee.

Respectfully submitted,

Suzanne L. Holcombe
FDTF Secretary
Coordinator Jackie Druery called the meeting to order at 2:00pm. Present: Triinu Tombak, Susan Bennett White, Helen Sheehy, Jennifer Abramson, Vivienne Monty, Anthony Anderson, Terri Miller, Brett Cloyd, Suzanne Ebanues, Patricia Finney, Mary Fetzer, Elizabeth Margutti, Anna Korhonen, Suzanne Edam, Lynne M. Stuart, Dena Hutto, Gordon Grahame, August Imholtz, Christof Galli, Sandra K. Peterson, Robert Rohrbacher, Betty Febo, Chuck Malone (Coordinator-elect), David Braden, Linda Johnson, Jeffrey Knapp, Bruce Samuelson, David Griffiths, Susan Xue, Dan Coyle, Jennifer Nason Davis, Susan Jane Golding, Diane Campbell, Chelsea Dinsmore.

The agenda was approved as circulated. The Annual 2004 minutes were corrected and approved.

Committee Liaison Reports

Cataloging: Meeting not yet held. David Griffiths will present on the UN classification scheme.

Education: Meeting not yet held. Jennifer Abramson will inform the committee of the proposed international documents pre-conference.

Government Information and Technology: Meeting not yet held. Brett Cloyd discussed the transferal of the Digital Projects Clearinghouse to GPO. He will pass along the concern of the group that GPO should give the international projects equal treatment. The working group charged with resolving this issue is not limited to GITCO members.

Legislation: They will discuss the National Geospatial-Intelligence Agency proposal and GPO’s Strategic Plan, preservation of born-digital material and issues related to removing government information, government secrecy and/or information security.

Program: Things are on target for the program and pre-conference this summer.

Publications: Brett Cloyd encouraged IDTF members to nominate international documents. He will pass along the suggestion that the forum remain open on the web. The DTTP budget is on track. There was a call for articles, letters to the editor and they are looking for a cartoonist.

Rare and Endangered Government Publications: Meeting not yet held. They will discuss: documents from the New Deal era, a book on the serial set, priority lists for digitizing federal documents. There will also be further discussion on a pre-conference program, a presentation on historical documents not included in the American State Papers and a tour of government publications at Boston Public Library.

IFLA: The next meeting will be in Oslo. The topic for the Government Information and Official Publications Section is the transition from paper to electronic. Sandy Peterson will submit the minutes from the previous conference as well as the list of speakers for the upcoming conference to the web manager. Jackie Druery has been nominated by GODORT and approved by ALA as the second representative from GODORT.
ACRL/WESS: Now there are discussion groups organized by language area. The general membership meeting is on Monday and they will give a prize to European publishers.

Agency Liaison Program: Susan White, coordinator, circulated the agency liaison report. Five agencies and two vendors reported. There are 4 new liaisons: Jeffrey Knapp (Penn State); Susan Golding (Temple); Diane Campbell (Princeton); and Chelsea Dinsmore (University of Florida). Susan White needs three additional people to liaise with APEC, UNIDO, and the World Tourism Organization. Susan will consider adding some foreign publishing programs to the liaison program. She is taking volunteers and suggestions. Jackie thanked Susan for taking over the program.

Canadian Depository Library Program Update:
Vivienne Monty from York University, Toronto spoke. Early Canadiana Online is changing its name to Canadiana.org. It is a subscription database but there is some information available for free. The documents span the 1600s through the 1900s. Amicus, the library and archives database is now free.

The Canadian Depository System is in limbo. The Library Advisory Committee has not met for a year and a half. The depository program in Canada is not governed by legislation. It has been administered by several departments over the years and is now with the new Library Archives Canada. The LAC meeting has been continually postponed and is now scheduled for February. If there is any action that needs to be taken by GODORT Steering Committee after the February meeting Vivienne will notify IDTF.

Most documents are online and not much is distributed in print. Library Archives Canada has captured the electronic materials that depository libraries can access. There is no system developed yet but the documents could be loaded into the Amicus database. LAC is also working on DOIs.

Statistics Canada is doing well. It is no longer headed by a librarian and no longer has a library advisory committee.

Reports from Vendors/Agencies

Bernan: They are in discussion with other agencies about becoming the vendor for their online documents. Contact Bruce Samuelson (bsamuelson@bernan.com) if you would like to receive a free email newsletter.

Center for Research Libraries. Pat Finney reported on the Foreign Official Gazettes project. The next steps include full MARC cataloging with CRL holdings and records on OCLC which will be done in the next fiscal year. They also plan on preserving the holdings that are not yet microfilmed and acquiring the complete collection. Check the CRL website for updates. There is also a newsletter organized by areas of the world, the next issue will focus on Latin American government documents. There have also been recent microform set acquisitions including: Church Missionary Society Archive, Section IV: Africa Missions; Conquistadors: The Struggle of Colonial Power in Latin America, 1492-1825; Foreign Office Files: U.S.A. series 2: Vietnam, 1959-1975; Gay Rights Movement, Series 5-8; The Hall-Carpenter Archives from the London School of Economics; Nazi Propaganda: Literature in the Library of the Yivo Institute for Jewish Research; Russian Archives: The Cold War and the Central Committee, Series 3: Congresses 1955-1986.
LexisNexis: *Country Analysis* will be available for an additional cost to anyone who subscribes to *LexisNexis Academic*. *Country Analysis* includes country specific reports or news stories. It is designed for students writing country profiles, reports on starting up a business in a foreign country, export possibilities.

OECD: All access problems with new SourceOECD have been solved. Usage statistics have been taken down and will re-launch later this year. Sign up for the email alerts. They are willing to do demonstrations to large groups.

Renouf: Renouf has an online catalog with keyword searching. They are working on electronic data interchange so they can take orders online and invoice online.

UNESCO: Albert Motivans could not attend.

United Nations: No report.

World Bank: 400 new titles have been added to the *e-Library* since the Orlando meeting. There are subject categories assigned with all titles to allow for browsing. They plan to start offering subscriptions by subject and region. All books are given DOIs. *Prospects for the Global Economy* is a free website that is an extension of *Global Development Finance*. A book on natural disaster hotspots will be published in 2005.

Coutts/MyiLibrary: They are working with integrating the World Bank *eLibrary*, *World Development Indicators*, and *Global Development Finance*. They are also working on a digital library for the UN. *ILO Insight* has launched, it incorporates the backlist back to 2000 and is intended to be exhaustive. The IAEA site will launch in June. They may be offering MyiLibrary with other vendors.

**Old Business**

IFLA Representative: It was resolved at Steering that the chair would break a tie vote when voting takes place for IFLA representative.

GATT Archives Project Update. Chuck Eckman will post a report to intl-doc when some issues with WTO have been resolved. They hope it will go live in February.

**New Business**

2006 Annual Conference Pre-conference Proposal: Susan White and Chuck Malone developed a pre-conference titled, “It’s a Small World After All: the Globalization of International Documents, The United Nations, European Union, Organization of American States, and Beyond”. The pre-conference is intended for non-specialists and would be of interest to ACRL, public libraries, RUSA and YALSA. It would involve lecture and breakout groups. There was discussion about the length of the conference.

There was discussion about the pre-conference budget, and also the possibility of creating a continuing education credit system to encourage people to sign up.

The chair will submit the proposal and budget to the Programming Committee on Monday.
UNHCR Treaty Database: David Griffiths spoke about the UN Treaty Database which is produced by the Office of the United Nations High Commissioner for Human Rights. He is concerned about the future of this database which is heavily used in academic libraries. These documents are easier to retrieve in the UN Treaty Database than in the ODS interface. Two years ago the UN decided to take CEDAW documents out of the database and only post them on the CEDAW web site. He would like GODORT to support this database and indicate it should contain the documents and not just links to ODS.

Motion: Jim Church moved to request that the chair of GODORT submit a letter to the United Nations High Commissioner on Human Rights emphasizing the Databases’ importance and requesting that all treaty body documents continue to be loaded on the Treaty Body Database.

Seconded by Lynne Stuart. All were in favor, none were opposed. The motion was carried.

Nominees for IDTF Officers: The Nominating Committee is still looking for candidates for coordinator-elect and secretary.

Committee Liaisons: At the annual meeting we will need liaisons for Publications, Legislation, and Rare and Endangered Government Documents committees.

New Business

Lynne Stuart has been writing the international documents column for DTTP since 1999. If someone else would like to write it contact Lynne or Andrea Sevetson.

ALA’s Catalyst for Change Award deadline has been extended until February 7th.

Susan White introduced Susan Golding and thanked her for her work with the agency liaison program.

Meeting adjourned at 4:25pm.
1. Jim Church called the meeting to order at 2:00. The agenda was approved. Minutes from the 2004 Annual conference were approved.

2. Liaison Reports
   a. Cataloging (Tanya Finchum): Jim Church opened discussion regarding the SLDTF Toolbox, and in particular, the cataloging part of the toolbox. The Cataloging members suggested contacting state librarians via their own listserv. Jim requested members from the two groups form a working group. Andrea Morrison volunteered to be a consultant, not an official member of the working group, and there were no further volunteers. The Chair, David Griffith, stated the committee would put out the word for volunteers. There was brief discussion supporting the potential value of the Toolbox but no further action taken. On a different subject, GPO is getting its first ILS (Integrated Library System) and a review of the interface was reviewed at the meeting on January 16th. There is discussion regarding having multiple 856 fields to include a “Locate Libraries” option. As of September 2004, more than 570,000 records had been entered. GPO is required by law to print a Monthly Catalog so will have to obtain a waiver before switching entirely to an electronic version. AACR III is scheduled to be released in 2007.
   b. Education (Marcy Allen): There is an overhaul of the Handout exchange in the works. The development of a list of competencies for information specialists is also in the works. Incorporating government documents into BI sessions is a potential topic of a 2006 Annual conference program.
   c. Govt. Information and Technology (Michael Smith): GITCO will discuss GPO’s document on the future digital system. There will discussion for a 2007 pre-conference on the American Community Survey. There is also an anticipated discussion on the Google/Stanford Initiative.
   e. Program (Jan Goldsmith): The 2005 program has been finalized. Three speakers have been confirmed with a potential fourth one to be decided within the next two months. The Pre-Conference program on “Demystifying Government Information” is ready and is geared toward non-government information specialists.
   f. Publications (James Jacob): DTTP is getting closer to being in the black. DTTP may start a mentor-type program as a means to recruiting new helpers, for example, for people with layout skills, publishing software, advertising, etc. There is a new webmaster and things are moving along and will soon be working on the GODORT page. A blog may be added to the page as a communication venue.
g. Rare and Endangered (Timothy Skeers): The program focusing on older (over 150 years old) state and local documents is being delayed waiting on a more advantageous time.

h. Nominating (Yvonne Wilson): David Utz is running for Chair; needs people to run for secretary of SLDTF. There are also openings in other area of GODORT so please contact Yvonne if interested in running.

3. Jan Goldsmith reported the Documents on Documents Collection has been shipped to GODORT Archives (Vicki Tate). Jan is now weeding the accompanying boxes of correspondence and when finished, she will mail them to the archivist as well.

4. Jim Jacobs and Kris Kasianovitz have volunteered to be the new webmasters for the SLDTF webpage and will host the site as well. Jim and Kris also volunteered to take a look at the toolbox (Diann Weatherly relinquished her role in hosting and managing the toolbox January 6, 2005) and determine what might need to be done to improve it. Discussion followed regarding the perceived value and potential of the toolbox with Jim deciding to attend the Cataloging Committee meeting the next day in hopes of finding a resolution to toolbox issue.

5. As reported earlier, the 2005 Program has three confirmed speakers and can be done without a fourth if need be. The title was reworked to “Born Digital, Dead Tomorrow: Classification, Capture and Curation of Resources at Risk” with the aim being to increase interest in capturing state and local electronic documents.

6. Julie Schwartz, Connecticut State Library, gave a condensed version of her GODORT Update presentation on their project with OCLC on digitizing documents. The project has been active the last 5 years. As the project continues to progress, they are establishing standards for handling metadata. They are harvesting born digital state items and archiving them (data is actually stored at OCLC). As the items are harvested, they are added to the cataloging workflow. At this time they do not have an automatic harvesting mechanism in place. They recently started disseminating the links to their state depositories.

7. Bette Siegel, State Library of Massachusetts, presented information about the state library. By law towns have to provide copies of their annual reports to the state library so they have a large collection of old town documents. Cities, however, are not mandated to do the same so they have to keep a watch out and request copies as needed. There is a constant challenge to track down and request copies for the collection. Items are microfiched and disseminated to depositories in the state. They are just now starting to address issues of electronic documents.

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. Alabama through Tennessee, Vermont, DC, and PR are finished with Texas and Wisconsin almost completed. The Center will be offering tours during ALA Annual 2005 and will run buses Thursday 12:30 -4:00, Friday 9-12 and 12:30 to 4:00. Specific details will be forthcoming.

Meeting Adjourned 3:55

Respectfully Submitted,
Tanya Finchum, Secretary
January 18, 2005