

SUBJECT: Minutes, LLA GODORT Business Meeting (Pending Approval)
FROM: Mary DeMajo, Secretary
Date: March 31, 2004

LLA GODORT Business Meeting March 25, 2004
Minutes

8:07 a.m. Ferol Foos called the meeting to order.

Ferol Foos, 1st vice-chair, presided due to the absence of chair Maureen Olle, who has a broken leg.

Thanks to 2003-2004 officers:

Maureen Olle, LSU Baton Rouge, chair
Michelle Pope, Loyola Law, 2nd vice-chair
Mary DeMajo, New Orleans Public Library, secretary

Introduction of new officers for 2004-2005:

Ferol Foos, State Library, chair
Gail Kwak, Northwestern, 1st vice-chair / chair elect
Paula Singleton, Xavier, 2nd vice-chair
Donna Vavrek, La Tech, secretary

Ferol thanked Pricilla McIntosh of Lexis-Nexis Academic and Library Solutions, corporate sponsor of the GODORT breakfast. She also acknowledged the Academic section and the Subject Specialists section of LLA as our program co-sponsors.

Ferol then introduced our program speaker, Cathy Nelson Hartman, Head of the Digital Projects Department at the University of North Texas Libraries and Associate Fellow at the Texas Center for Digital Knowledge. Cathy's topic was: "CyberCemetery: Final Resting Place for Federal Agencies."

Cathy described the CyberCemetery project as a partnership formed in 1997 between GPO and the University of North Texas, for the purpose of providing permanent public access to electronic government publications and preservation of information in digital formats. Included are web sites and publications of defunct U.S. government agencies and government web sites that are no longer funded.

Cathy described the terms outlined in a memorandum of understanding between GPO and the University of North Texas. The university agrees to:

- provide access to the Cybercemetery at no charge to users
- provide adequate band width for multiple users
- secure authenticity of files
- assure back-up of files
- maintain PURLS (UNT has provided GPO a non-changing URL)
- consult with GPO on plans for migration or any changes to the structure of sites

GPO agrees to:

- coordinate the partnership
- recognize UNT libraries as an FDLR site
- provide pointers to publications on the UNT site
- provide catalog records
- recommend additions to the site

General provisions of the partnership include:

- process for ending the partnership whereby UNT must provide 6 months notice to terminate the partnership and UNT must provide GPO with copies of all content
- GPO provides no funding for the partnership

Grants have paid for the server and storage space and UNT pays staff salaries.

Current status of the CyberCemetery includes:

- 27 sites of dead agencies and growing
- between 20 to 30 thousand users per month
- estimated cost of \$55 thousand in staff time since 1997
- cost of \$10 thousand in hardware and software: setting up the server and getting the IP address working

UNT has a long term preservation plan for all UNT digital collections including the CyberCemetery.

In progress in 2004:

- migrating word perfect documents, videos and slides to current software
 - collecting preservation metadata to assist with future preservation
 - planning for a geographically separate location for the cybercemetery (in case the original location is destroyed by fire or other disaster)
- planning collaboration with organizations to acquire grants to further the project

Challenges of the project include:

- difficulty capturing complex web sites
- increasing numbers of dead agencies' sites requiring preservation

Cathy summarized the purpose of the project as the collection and preservation of government information and the assistance of people in its use.

OLD BUSINESS

By-laws committee

Lori Smith presented proposed changes from the by-laws committee. (See attached) The committee members are Lori Smith, Gail Kwak and Georgia Chadwick. Discussion ensued regarding Article 4 D. Donna Vavrek moved that the proposed changes be amended by adding the words "and disseminate" to the duties of the secretary. The motion was seconded and carried. Membership voted to approve the proposed bylaws as amended.

Membership committee

Michele Pope, committee chair, reported that she had made calls to documents librarians who are members of LLA but not members of LLA GODORT, encouraging them to join the section.

Discussion of the problem of low membership ensued. The LLA Code for All Sections says. "There shall be a minimum of one hundred potential members to establish a section..." It was decided that GODORT and LASSAL which also has fewer than 100 members should discuss the possibility of approaching the LLA Executive Board with a proposal to lower the number of members required for sections. Elisa Plank agreed to act as GODORT liaison for this discussion with LASSAL.

Directory

Discussion of the LLA Directory project ensued. Lora Amsberry-Augier agreed to complete the project which was begun by Pat Ferguson who is no longer a member of LLA.

2003 Minutes

The 2003 minutes were approved.

LLA GODORT Newsletter

Newsletter editor, Lora Amsberry-Augier provided the membership with print copies of "LaDocs, Newsletter of the Louisiana Library Association Government Documents Roundtable" issue 2004, number 1. She asked for volunteers to contribute to future issues.

NEW BUSINESS

Liaison to LLA Webmaster

Mary DeMajo agreed to update the GODORT web site. All materials to be posted on the LLA web site are to go through Sona Dombourian, chair of the web over-site committee.

State Documents

Ferol distributed her Recorder of Documents report. (See attached.)
Ferol provided print copies of the proposed 2004 revision to the Louisiana State Documents Depository Program Core Collection List. (See attached). She also presented an update on the La State Docs Core Collection Revision Project. (See attached.)

Announcements

Congratulations to Lori Smith, winner of the 2004 Margaret T. Lane award!

The workshop “Documents, Marcive, Sirsi, Oh My! The Scary World of Documents Cataloging...” will be presented on Thursday May 13, 2004 by LLA GODORT, at the Frey Computing Services Center at LSU. Presenters will be Doris Hutson and Bambi Hernandez of LSU and Lori Smith of Southeastern. Registration is \$10 for LLA members and \$15 for LLA non-members.

Members were encouraged to provide opinions and input for the Federal Depository Library Council meeting in April regarding the proposed change from 5 year retention period for Federal documents to a retention period as authorized by the Superintendent of Documents. The proposal is in the Federal appropriations budget.

Meeting adjourned at 9:29 a.m.