

Louisiana Libraries Association Meeting, March 6-8, 2007
Holiday Inn Select, Baton Rouge, Louisiana
Theme Title: *Louisiana Libraries: Bridging Communities*
GODORT Breakfast & Business Meeting: *Geographical Sources on the Internet*
Wednesday, March 7, 2007, 7:30 a.m.-9:00 a.m.

Minutes

(Amended and corrected March 3, 2008)

At 7:30 a.m., all partook in Breakfast. After breakfast, Kelly Blessinger, Reference Assistant Coordinator at Louisiana State University presented a program on free government resources available on the Internet, how to navigate the sites and introduce the sites to research patrons.

After presentation, GODORT Chair, Lora Amsberryaugier called the meeting to order and welcomed all to the breakfast, program and the meeting. Lora Amsberryaugier stated the following:

First, I would like to thank the current officers and committee members for their service: Donna Vavrek 1st Vice Chair – Donna has successfully organized this year's programs and pre-conference.

Melanie Sims – 2nd Vice Chair – Melanie led the Margaret T. Lane Committee in selecting a winner for this year. Georgia Chadwick served as a committee member.

Mary Wernet – Secretary – Mary has the task of taking minutes at this meeting.

Committee Members and representatives for GODORT are as follows:

Nominating committee: Ferol Foos and me.

Tellers: Melanie Sims and Sandy Himel

GODORT representative for the Louisiana Libraries editorial board has been Elissa Plank.

GODORT Webmaster: Mary DeMajo

I want to welcome the new officers, who will be leading GODORT beginning July 1:

Donna Vavrek, Chair; Lori Smith Vice Chair/Chair Elect; Melanie Sims, 2nd Vice Chair; and Judy Smith, Secretary.

While it would be nice to see our numbers grow, the membership of our section has remained relatively stable for the past couple of years. According to LLA, we have 44 paid members.

Our financial situation is overall positive. For this fiscal year, we had a total of \$408.50 in allocated funds and \$1,153.95 in designated funds. We expect to net approximately \$600 from the pre-conference held yesterday on the LSU campus.

LLA is a little behind in posting GODORT information to the web. I have been in touch with Beverly, Mary and the web oversight committee, but for some reason, we are still missing the 2005 minutes and our committees were not updated this year. I will continue to work with everyone to get these projects completed.

I am pleased to announce that Mr. Brantley Cagle has been awarded the Margaret T. Lane Award for many years of service and advocacy of government information. He will be presented his award at the second general session on Thursday.

I hope that everyone will be able to attend the remaining two programs sponsored by GODORT this year; Lori Smith will present a session on the new GPO Catalog and Cynthia DuBois will discuss Collection Gray Literature.

Soon after her address to the members, she turned the floor over to Ferol Foos, Louisiana Recorder of Documents. Foos presented a partial report of the minutes of 2006 LLA GODORT Breakfast, Program & Business Meeting because there were no full minutes of the 2006 meeting. With no full minutes to read to the members, Foos read the partial minutes, and the members accepted the partial minutes.

Donna Vavrek took the floor and reported that GODORT was forty-four members and hoped to grow. Pre-conference brought in a good bit of money to the membership. Financial picture of the membership looked good and reminded all the number of GODORT presentations in the 2007 LLA program.

Ferol Foos took the floor to present Brantley Cagle, McNeese State's newly retired Documents Librarian, with a distinguished Certificate of Recognition. At the time of the recognition, all members stood and applauded Brantley Cagle for his accomplishments.

Ferol Foos continued with an annual report of the state of the State Documents program. She delivered a summary the Louisiana State Documents program report highlighting the Louisiana Digital Libraries project and the enormous effort to ensure all Internet links from the state library catalog were checked and were live, not dead links.

Ferol Foos continued with Lori Smith on the subject of the Louisiana State Documents Depository Program Logo. Foos and Smith explained the contest for the logo and named the winner. Both introduced the logo. All members approved of the logo.

Old Business

Amsberryaugier took the floor to inform the members that the by-law changes were submitted and changed. GODORT printed directory was a dead issue because the directory was now on the Web. The question of a newsletter editor was resolved when Cynthia DuBois agreed to serve as the new GODORT newsletter editor. Reminded all to check the GODORT URL and links and make sure they are live. Made sure to remind all to test the ALA Wikis and urged the members to attend ALA.

New Business

Lora Amsberryaugier informed the members of the retirement of Carol Billings from the Law Library of Louisiana and introduced Georgia Chadwick as the new Associate Director, Law Library of Louisiana.

Donna Vavreck spoke up to introduce the new Regional Government Documents Librarian at Louisiana State University, Stephanie Braunstein. Vavreck also introduced the two new Documents Librarians. Vavreck introduced Rebecca Troy Horton as McNeese's new Documents Librarian and Cynthia DuBois as Nicholls' new Documents Librarian.

Ferol Foos asked the members if they wanted another census workshop. If there is a need, Foos asked the members to let her know.

With no further business, Lora Amsberryaugier adjourned the meeting.

Mary Linn Wernet,
Secretary

Recorder of Documents Annual Report May 2006 – February 2007
Ferol Foos presented at Louisiana Library Association Annual Conference
GODORT Business Meeting, March 7, 2007 * = key items

Inspection visits –3: (2006) SUNO, LSU-BR ; (2007) Nicholls.

Liaison visits – 6 (2006): UNO, Homeland Security, DOTD, Legislature, Health & Hospitals
Addictive Office of Addictive Disorders, Wildlife & Fisheries.

Publications: Monthly Shipping Lists March 2006 – December 2006;
Disaster Discard Policy for Louisiana State Documents; State Docs State Plan revision; Selection
List 2006; Semiannual Letters to Agencies.

Depository withdrawal lists approved: 9 (Shreve Memorial, East Baton Rouge Parish).

State documents received: April 2006-Jan 2007: 1667 titles; 7396 issues [includes bills]

Posted State Library federal documents discard lists: 20.

Reference requests: April 2006-Jan 2007: about 1000.

Staff:

Hired great SLIS Student worker in January who may take a public library position in April.

The final FY 2006-2007 State Library budget is adequate for our office. The State Library lost a few slots but has or is filling the remaining positions. A new reference librarian job in the Louisiana Information Section will focus on state documents; we anticipate this will provide help to identify missing serial issues, establish the current status of serials not recently received, and try to get copies of identified documents.

Agencies:

Semiannual letter reminding them about the depository program was brief this year, sent in Dec. 2006. About 2/3 were emailed. The letters generated an influx of items in Jan-Feb.

Regarding board/commission minutes, depository libraries agreed on these exceptions to the depository guidelines:

- All 3 historical depositories (State Library, LSU-BR and LaTech) get and keep only 1 copy;
- Law libraries got to decide if they wanted minutes: LSU, Loyola and Supreme Court wanted. These three then selected which boards/commissions to receive.
- Other depositories cannot choose to get minutes.

This arrangement means agencies do not have to submit a large number of minutes which selective libraries do not need in their collections. It makes the procedure a bit faster for the Records Office distribution. In June, we phoned every board/commission that was sending a large number of copies to tell them to cut back to 3 copies. The Dec. agency letter gave them the final number of copies.

Cataloging:

The State Library has contracted with OCLC for their Digital Archives system @ \$13,000/yr. OCLC maintains the system, equipment and backup procedures. OCLC will migrate the files as needed to accommodate newer software/hardware. The DA system includes software to harvest electronic files from websites then move metadata into the appropriate fields, creating a MARC record. The SLL catalog record has a hot link to the electronic file in the Digital Archives but it is transparent to the user; the file appears to be at the State Library. The agency's URL is also listed in the catalog record.

The State Library Technical Services cataloger began harvesting electronic-only Louisiana docs then ingesting them fulltext into the State Library's Digital Archive at OCLC. Very few have been added but the pace is picking up in March 2007. Some are monographs, some are serials issues, a few are headaches but she is working through them. We are beginning to archive the electronic version of a few important titles for which the agency submitted only 3 copies.

The average number of **new** catalog records required per month:

2005 - 22% 2006 - 29% 2007 - 29%

The State Library technical services/computer section has extending the search deadline for hiring an administrator and a head of cataloging.

With the State Library and LSU-BR both 'cleaning up' their state documents files, there is a lot of LaDoc activity resolving overlapping numbers, multiple numbers per title, assigning numbers to pre 1961 items, and trying to establish if a title has ceased or get copies of missing back issues never submitted to the depository program.

Miscellaneous:

The 2006 State Docs Depository Program State Plan first 5-year revision was approved by the State Documents Advisory Council and depository library directors.

The Disaster Discard Policy for State Documents was issued. There was little activity required of the Records Office as storm-damaged libraries worked heroically to reestablish or continue public service while those with space/staff began rebuilding damaged collections. We have had contact with all the depositories except St. Bernard. We are still holding shipments Aug 2005 - for Delgado, Dillard and St. Bernard. No damaged library asked the Records Office to arrange additional storage space for withdrawn state documents. I arranged for the GPO Needs&Offers website to accept state doc needs lists from disaster recovery libraries. McNeese has a needs list posted.

The list of depository libraries, in the ranking order used to distribute state documents, is now posted on our website. The 2006 revised Weeding & Retention Section of the Manual is posted on our website.

Plans:

Complete PD 107-110 (2003-2004) and PD 112-106 (2005-2006) cumulative bibliographies.

[hope springs eternal; I can send you messy drafts]

Inspection visits to 4 depository libraries; Visit 3+ agencies.

Semiannual letters sent to agencies in July 2007 and Dec 2007.

Continue state documents digital archive project for electronic-only and other documents.

Continue work on the LACSDDP committee to revise the Superseded List.

Revise the Louisiana State Documents Depository Program Manual.