

Depository Library Council Meeting Minutes from 1994-1999



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DEPOSITORY LIBRARY COUNCIL MEETING MINUTES
1994 - 1999
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INTRODUCTION

This document presents the minutes of the Depository Library Council Meetings from 1994-1999. The minutes are in six sections sorted by year, then further divided by Spring and Fall. This document, along with the document titled "*Depository Library Council Meeting Minutes from 2000-2003*" replaces the minutes previously found on www.access.gpo.gov/su_docs/fdlp/council/minutes.html

1994

SPRING Meeting — 1994

Summary of the Spring 1994 Meeting of the Depository Library Council Arlington, Virginia

The Spring 1994 Depository Library Council (DLC) meeting was held April 25-27, 1994 in the Rosslyn Ballroom of the Rosslyn Westpark Hotel, Arlington, VA. Council members in attendance: Beth Duston, Chair; Jack Sulzer, Chair-Elect; Kay Schlueter, Secretary; Miriam Drake (Monday and Tuesday), John Weiner (Monday), Carol Gordon, Judith Rowe, David Hoffman, Cynthia Etkin, Linda Kennedy, Wilda Marston, Daniel O'Mahony, Bobby Wynn.

MONDAY, APRIL 25, 1994

Beth Duston, Council Chair, introduced Wayne Kelley, Superintendent of Documents, to give the welcoming remarks. He welcomed everyone to the Conference and recognized how much work there was to do. The accelerated pace of change at this point in time puts us in danger of going very fast but not having a clear view of where we are going. Therefore, advice to Public Printer is extremely important at this time.

Beth Duston, Council Chair

Opening Remarks

Beth Duston provided some opening remarks. She restated the purpose of the Council which is to give advice to the Public Printer on policy matters dealing with the Depository Library Program as provided by Title 44. After last fall's meeting, seventeen recommendations were presented to Mr. DiMario and Council received responses a few weeks ago. We will be discussing those this afternoon and we will provide a new set of recommendations at the close of this meeting.

There is so much going on that it creates a difficult situation. We can only advise in a linear fashion--react to things that have happened since the last meeting. It puts the Council and the program in a reactive mode. In an attempt to be more proactive, to better understand the issues, and to be a serious player in the information world, Dr. Toni Carbo Bearman, a member of the National Information Infrastructure Advisory Board, has been invited to address the Council. She will give Council a global picture of the information world and U.S. information policy and her vision of how depository libraries fit into that picture.

Beth recognized that this is the first time in recent history that depository libraries have received a lot of attention. An example is the specific mention of depository libraries in the President's 1995 budget. The value of depository libraries is being recognized and we should leverage as much of that attention as possible in order to get more funding and attention for depository libraries.

In a spirit of cooperation, the NTIS Advisory Board invited Jack Sulzer, Jay Young, and Beth Duston to their last board meeting. Jay Young proposed a plan for work on an interagency agreement with NTIS regarding depository libraries. Duston noted that this was a historic moment for both GPO and NTIS to be working together on such a project. This afternoon Dr. Hal Shill, a member of the NTIS Advisory Board, will speak with us.

Duston emphasized three guiding principles of the depository library program:

- With certain specified exemptions, all government publications shall be made available to depository libraries;
- depository libraries shall be located in each state and congressional district in order to make government publications more widely available, and,
- these government publications shall be made available for the free use of the general public.

She noted the parallels being drawn between the interstate highway system built in the fifties and the information superhighway being planned today. In order to improve speed and access, the interstate highway system developed a finite set of controlled entrances onto the system. The information highway will have its own requirements such as hardware and software, which will make some libraries obsolete. Due to budget cuts, equipment needs, and lack of staff training some depository libraries will be in a position to watch activity on the information highway but not be a participant on it.

Quoting from the “Alternatives to Restructuring the Depository Program” report submitted to the Public Printer and the Superintendent of Documents by the Council last year, Ms. Duston reminded the audience of the unique niche of the depository library system. The system “embodies the obligation of a democracy to keep all its citizens informed; it provides the framework for agencies to have an effective means of disseminating information, as well as providing citizens with a means of gaining access to federal information.”

Wayne Kelley, Superintendent of Documents

Sales Update

Wayne Kelley, Superintendent of Documents, provided an update on the GPO Sales Program. The Sales Program is tied to dissemination of information with GPO staff selecting items that might have a public market and making them available at the lowest possible cost. In 1995, the Sales Program will celebrate the 100th anniversary of the Printing Act of 1985 and of the program being placed in the Government Printing Office. The Sales Program today involves various activities. There are direct sales to the public. Also, sales are available through consigned agents -- government agencies who want to sell documents, usually of a technical or specialized nature, that won't be placed in the general sales program area. Another activity is the Consumer Information Center located in Pueblo, Colorado. That center is run by the General Services Administration. A reimbursable program allows agencies to store materials in a GPO warehouse and request the materials as they need them. Agencies are charged just “for the’ cost of handling, storing and sending documents to them.

1993 figures were used to illustrate the financial side of the program. The program must be self-sustaining--sales must recover costs. In 1978, GPO was told they could no longer subsidize the program with appropriations. For 12 straight years, the program has recovered costs. In 1992 the financial figures were very close. The program only made about \$500,000. In 1993, the program had a sales revenue of \$84.1 million. The total net income. nal report before the end of their two year term in order to get feedback before a final edition is issued.

Mike DiMario, Public Printer

Legislative Update

Mike DiMario, Public Printer, presented an overview of some-of the current legislative proposals involving GPO. He began with the National Performance Review initiative (H.R. 3400). In a meeting with Mr. DiMario, NPR staff conceptualized the “reinventing government” as empowering people in government to make their own decisions. In the printing area, their review focused on the issue of what they considered the ridiculous position of managers not being able to acquire low-cost publications in a variety of ways. They centered their discussion on the \$1,000 limitation in the P.L. 102-392, sec. 207 language and expressed concern that there was too much oversight by GPO and JCP. When the draft services section report of the NPR came out, it focused on reorganizing GPO. H.R. 3400 was introduced to carry forward the NPR proposals. The original H.R. 3400 kept all components of GPO together, it transferred out all publication at the \$2,500 level. After two years, GPO would have been in a competitive position with other federal agencies as far as printing. The bill was not passed in that form.

Various amendments to H.R. 3400 were proposed. Congressman Rose amended the bill to close down all agency printing plants and put printing with GPO. His bill abolished JCP and put a great deal of power in the Public Printer's Office. It kept the Depository Program within GPO and transferred all of GPO to the executive branch. In order to affect a compromise, Congressman Rose split the documents function from GPO, placing it with the Library of Congress. Congressman Hoyer in-

roduced an amendment that brought GPO--the printing segment--back to the legislative branch but kept the Superintendent of Documents function in the Library of Congress. The Hoyer version is the bill that passed.

Simultaneous with that action are several actions focusing on the reorganization of Congress. These abolish the Joint Committee on Printing and the Joint Committee on Libraries. S. 1824 by Senator Boren does away with both committees but doesn't create a new Joint Committee on Information Policy as some other plans have. S. 1824 proposes \$1,500 (72% of publications would go away from GPO) as the level at which agencies can go outside of GPO for printing. S. 1824 and H.R. 3400 are currently being considered by the Senate Rules and Administration Committee. The Committee staff and the Office of Management and Budget, Office of Information and Regulatory Affairs, are currently in negotiations over these proposals. S. 1824 is not the only bill in the Senate. S. 1843, introduced by Senator Dole, essentially takes H.R. 3400 as it passed the House and places it before the Senate.

All of this activity means that we really have a policy that is totally undefined at the moment. The variety of players must come together and put issues into a single bill if it is going to be meaningful and affect change in the way government printing is organized, the way government information--both electronically and in existing paper products--is organized, and how ultimately it is disseminated. All of the bills are very supportive of the depository library program. The dialogue seems to have resulted in a greater understanding about the needs of the various constituencies. It does not seem likely that any final legislative action will take place this year.

In the interim, there are several things going on that also affect GPO. The General Services Administration asked the Justice Department, Office of Legal Counsel for an opinion on whether or not they had independent authority to print government publications. The Justice Department issued an opinion stating this authority was not supported by the law. General Services came back and requested to know if the 207 section language in P.L. 102-392 covered duplicating. The opinion on this request stated that JCP regulation and authority was purely advisory and suggested that with respect to duplicating, agencies would not need to come to GPO. JCP defines duplicating and places a volume ceiling of 25,000 copies. That ceiling can now be exceeded with this opinion. The agencies are still bound by the depository law and should still deposit publications with the Superintendent of Documents for distribution. There is some move in Congress to rectify the language problem in section 207 through the current appropriations process.

Another bill to keep in mind is S. 681 by Senator Glenn. This bill would reauthorize the Paperwork Reduction Act. The bill would permanently create The Office of Information and Regulatory Affairs in the Office of Management and Budget. There was a sunset provision in the previous law and this office currently exists primarily through appropriations continuations. Some provisions of that bill are very positive for GPO.

Mr. DiMario closed with the statement that we need to continue in our effort to inform the policy makers about the variety of users and uses of government information. It is hoped that with this information, a rational, defined information policy will come out of all of the various proposals currently under review.

April 26-27, 1994

Council Working Sessions

Council discussed various issues which have been set forth in separate reports: a listing of recommendations, a listings, of commendations, and a listing of action items for future Council work.

GPO Access Demonstrations

GPO staff demonstrated various prototypes of the GPO ACCESS Systems components on Tuesday night. These included the Congressional Record and Federal Register products, the Federal Bulletin Board, and the GPO Locator. Information Sheets on these products and services were provided to the audience. These sheets are also reprinted in Administrative Notes- v. 15, #7, 5/20/94.

Submitted by Kay Schlueter

Secretary, Depository Library Council

Input from Administrative Notes, v. 15, no. 10, July 25, 1994

FALL Meeting — 1994

Summary of the Fall 1994 Depository Library Council Meeting, Clackamas, Oregon October 24 -26, 1994

The Fall 1994 Depository Library Council (DLC) Meeting was held October 24-26, 1994 at the Monarch Hotel and Convention Center, Clackamas, Oregon. Council members in attendance were: Jack Sulzer, Chair; Cynthia Etkin, Secretary; Dan Clemmer, Dave Hoffman; Judith Rowe, Linda Kennedy, Dan O'Mahony; Wilda Marston; Bobby Wynn. Susan Dow; Phyllis Christenson; Jan Fryer, Steve Hayes; and Maggie Parhamovich.

Monday, October 24, 1994

Welcoming Remarks

The Chair, Jack Sulzer, called the 45th meeting of the DLC to order, went over the the agenda, and introduced the members of the DLC and the GPO staff. He then introduced Michael F. DiMario, Public Printer of the United States, who made opening remarks. He spoke of the importance of moving the DLC meetings around the country, stating that it helps us keep sight of our purpose. These meetings provide an opportunity for interaction with working depository librarians, which is very important. While Mr. DiMario praised the electronic information environment, he suggested that caution be taken and warned that we must keep sight of what we do. We inform the nation. We don't want to get so involved in electronic information that we find we are actually taking information away from the public, the public that is not yet capable of handling electronic information.

Mr. DiMario introduced Shirley Woodrow, Joint Committee on Printing (JCP) staff, who welcomed everyone to the Northwest and brought greetings from Senator Mark Hatfield (OR) and Senator Ted Stevens (AK). She reminded us that depository libraries and the DLC are part of the Congressional family; and members of the Joint Committee on Printing and the Joint Committee on Libraries consider depository librarians their librarians. Yet, depository librarians have a responsibility to keep Congress informed about depository libraries and related issues so they are not taken for granted.

GPO Update

Wayne Kelley, the Superintendent of Documents, pointed out that Internet and Reinvention are receiving great coverage from the mass media, creating high expectations. We're told that the information superhighway will promote education, reduce crime, boost the economy and provide jobs. All Federal agencies are now seeking to reinvent themselves by cutting costs, improving customer service, and streamlining operations. In most cases they end up doing the same thing but emphasis is placed on how they are doing it. True reinvention provides something new, not doing old work a new way. GPO is reinventing its ability to deliver the information customers want, when they want it, and in usable formats. GPO wants to serve more customers with more information, not less. Resources should be allocated to invent the future, not to reinvent the past. Mr. Kelley's remarks then turned the storage facility for electronic government information. He reported that a business plan, being written for the facility that will define who are we serving and what the product is. An initial problem is that other agencies do not want to let go of their information. They are looking at information as a commodity from which they can make money, therefore there is not a perceived need for the facility. Because preservation is of interest, the National /archives and Records Administration (NARA) was contacted. Right now they only want ASCII format, but at the same time they are asking that bulletin board information be preserved and electronic images be preserved. Folks at NARA believe there is a role for the storage facility and encouraged GPO to take on this intermediary role. NARA also mentioned the concern for standards for electronic information. The vision for the storage facility is to ensure the integrity and permanence of information, and still make it available to customers. The marketing plan and a position description for a manager of the facility will be available by the end of the year. The manager will have to have technical and marketing expertise, will work within EIDS and the FDLP, and will establish and maintain a relationship with NARA.

Wayne described the National Technical Information Service's (NTIS) beta test system, NTIS Preview. This is available on the WWW using Mosaic software. Through this system librarians will be able to identify and NTIS will make available to depository libraries copies of scientific and technical documents not received through the FDLP. NTIS anticipates receiving about 150,000 science and technical documents from agencies per year. NTIS received \$8,000,000 for equipment to scan documents that are not in electronic form (98%). Before the money was disbursed, they were told to cooperate with GPO to avoid duplication. GPO suggested that the scanned electronic images be transferred to the storage facility. The response was that they would be compressed format and depositories won't be able to use them in a timely fashion. NTIS Preview will provide an abstract and upon request from a depository library, a microfiche or paper copy will be provided. GPO believes that in this instance the customer is not being served. NTIS had offered GPO a fiche copy of reports that they could reproduce and distribute to depository libraries. This is not acceptable to GPO either, as they would then be placed in a position of doing what current law says agencies should be doing. Council was asked to monitor NTIS Preview to find out how useful the system is and to rate the usefulness of the document itself. At present 38 depository libraries have signed up to use the system. GPO wants to cooperate with NTIS and predicts that eventually this will happen.

Jay Young, Director of Library Programs Service, reported the results of the Electronic Capabilities Survey that was conducted in July and August of 1994. There was an 82.9% response rate (1153 of 1391 libraries), including all regional depository libraries. Only Federal agency libraries, Federal court libraries, and special libraries responded at a rate lower than 75%. Only 7% of the respondents indicated that they had no PC available for public use. When asked about daily use of electronic products, 76% of all respondents indicated that they had daily usage. Results indicated that CD-ROM products have become routine in depositories, with 98 % of the regional libraries, 95 % of the academic libraries, and 86% of the public libraries making Cd-roms available to the public. While 80% of the respondents have Internet access, only 37% provide this access to the public. Sixty-three percentage of the respondents indicated that they subscribe to GOVDOC-L. Although only 37% reported they loaded cataloging tapes into their OPAC, 51 % reported having a CD-ROM version of the Monthly Catalog. Because of the rapidly changing environment, another electronic capabilities survey will be conducted next fall. Jay commended depository libraries for rising to the electronic challenge and warned that format choices for documents are bound to disappear, as GPO Access is to be funded out of cost savings.

Sheila McGarr, Chief of Depository Services, presented a history of depository inspections. Looking toward the future, she then provided the DLC with a draft version of a self study that depository librarians would complete prior to the on-site inspection. The advantages of the self-study were pointed out: documents staff could review what they are doing and have the opportunity to make alterations to come into compliance prior to the inspection and thus there would be fewer surprises during the inspection; self-study would be a strategic assessment document to steer librarians toward issues that need careful consideration (e.g. ADA compliance and collection development policies); and the self-study could become an ongoing process to assist documents librarians. Should the self-study be adopted, librarians would be contacted three months in advance of the inspection and asked to submit the self-study to GPO six weeks prior to the site visit. The inspector would confirm the self-study and indicate any action that should be taken. The inspector would still have the regulatory role to identify strengths and weaknesses in the depository operations; the educational role to act as a consultant; and a communications role, as the on-site audit is often the only time some documents staff interact with GPO. Sheila sought Council's advice as to whether the self-study should be adopted.

Robin Haun-Mohamed, Chief of the Depository Administration Branch (DAB), reported that DAB staff monitor GOVDOC-L and answer inquiries posted to GOVDOC-L, when appropriate, while continuing to answer written inquiries submitted to GPO on the inquiry form. DAB is also working on implementing the recommendations from the Item Selection Report. Additionally, a survey is being developed for regionals that would allow them to de select a format for publications distributed in multiple formats.

Given financial constraints, cost of multiple formats, and the fact that electronic products usually offer more information than their paper counterpart, it is GPO's intent to begin enforcing the one copy distribution requirement. Robin requested

Council's assistance in making decisions about products that duplicate many titles (e.g. NTDB and Federal Bulletin Board) and not offering publications in multiple formats. A consistent policy for distribution of materials in multiple formats for selective and regional libraries is needed.

Fugitive electronic documents have been explored. Reasons given by agencies for excluding from the depository program include: use of proprietary software, copyrighted materials, or a determination by the agency that the title is self-sustaining (e.g. Federal Reserve Bulletin and New Serial Titles). Fiscal year 95 appropriations nearly mandated that the United States Code be distributed to depositories in CD-ROM format only. DAB will be working with the Law Revision Council and Electronic Information Dissemination Service to improve the CD version of the U.S. Code, anticipating that it will be distributed in electronic format only in the year 2000.

Robin reported that a Serial Set Study Group was established in June 1994 and charged with investigating alternatives to the bound Serial Set (SS) and reducing its cost. Their report was submitted to the Public Printer in October. Recommendations include implementation of a CD-ROM version of the SS, production of the requisite copies on-demand at the time of binding instead of storing extra copies, and modification of current binding procedures. The Group's recommended actions provide the optimal approach for achieving the objectives without adversely affecting public access to SS information. There are near-term, mid-term, and long-term measures for improving operations while taking advantage of information technologies and reducing costs. Near-term actions include distribution of microfiche index dividers to only those libraries that select them, switching binding procedures from manual flow to machine flow, and libraries' voluntary deselection of paper and microfiche slips when they are available through the GPO Access server. Mid-term actions include the development of a CD-ROM by the end of the 104th Congress and discontinuation of the microfiche format when an electronic version is available. Long-term actions include production of a CD-ROM version of the SS for the 105th Congress (depositories will be able to select bound SS or CD, not both), production of the microfiche SS will cease, and the feasibility and practicality of discontinuing depository distribution of the slip reports and documents will be assessed. A copy of the report was distributed to Council members and they were asked to provide comments.

Tad Downing, Chief of the Cataloging Branch, reported on activities relating to the Monthly Catalog (MoCat) and the GPO Locator. The initial six months of complete MoCat records will soon be supplemented with an additional five months of records. It is expected that when the Locator is operational there will be monthly loads of MoCat and DDIS data, with the ultimate goal being daily loads of MoCat records.

Before proceeding with the production of a CD-ROM version of the Monthly Catalog, Tony Zagami, GPO's General Counsel, was consulted. In his opinion, the Superintendent of Documents may order the production and distribution of the MoCat in a CD-ROM version, but a paper edition would have to be produced as well because of the wording of sec. 1711. LPS is considering a CD-ROM MoCat within the context of the following premises: it is essential to assure that records are available for posterity and provide a permanent record of cataloging activity for a specific period of time; MARC records by GPO and non-MARC records by other agencies would be included; all records will be complete records; and it would be less expensive to produce than the current edition of the paper MoCat. Mike Bright, EIDS, has provided an analysis of CD-ROM MoCat cost estimates. Steve Uthoff has prepared "Data Elements To Be Included in Future Issues of the Printed Monthly Catalog." Implementation of any of these initiatives would be worthwhile and should result in improved products, increased dissemination, and reduced costs.

Gil Baldwin, Senior Program Analyst, reported on the expanded availability of GPO Access to the public. Since the GPO Electronic Access Act was passed, a major goal has been to provide GPO electronic information to the widest audience possible. To achieve this goal, GPO is expanding the number of databases available through GPO Access and actively providing public outreach. The complete Congressional Bills database has replaced the enrolled bills. The History of Bills database has been added to the Congressional Record database, and the Unified Agenda has been added to the Federal Register database. An online users manual has been added as well.

To increase public access, the restriction of one IP address or one SWAIS user id per depository is being changed to any combination of SWAIS and WAIS subscriptions, not to exceed ten. Along with providing these services, depositories must make six basic commitments: libraries that receive additional pre-paid subscriptions must provide service to the general public, just as they would any other information disseminated through the FDLP; any depository may register up to ten subscriptions for each of the three item numbers at no extra charge to the library and a workstation may be a server, if no more than ten simultaneous users will be accessing GPO's WAIS server; a depository may register for either SWAIS, WAIS, or a combination of both -interfaces, not to exceed ten to access; participating libraries must ensure the same level of service and user support is made available to the general public as to the library's primary constituents; and depositories are expected to provide the first line of user support for the GPO Access services.

The model gateway project is available to libraries that want to offer public access to the GPO Access services to off-site users. In this instance the campus or local network server is connected via the Internet to GPO's WAIS server. The first site to offer this was the Columbia Online Information Network (COIN) in Columbia, Missouri. The University of Missouri allocated some of its GPO Access user IDs to COIN, creating the first virtual housing agreement. Seattle Public Library was the second gateway to become operational. These two sites provide the SWAIS interface. The University of North Carolina - Chapel Hill is developing a server client that can access WAIS but does not require WAIS client software at the user end. GPO has a goal of providing at least one gateway in every state. There are two additional requirements for gateway libraries. They must offer all of the GPO Access services. To make the transformation to a gateway easier, they should already have had experience with the services for on-site users.

GPO is streamlining the registration process. The authorization letter is being replaced by a fax-in form. Registration confirmation notices will now be sent. Because the system is growing incrementally, a memory upgrade has been installed on the original server and a complete backup server is being assembled so that service is uninterrupted if the primary server goes down. The backup server will also provide a platform for installing test software enhancements or new databases without affecting the performance of the live system.

Judy Russell, Office of Electronic Information Dissemination Service Director, announced that other databases are pending for inclusion in the GPO Access services: Public Laws, Congressional reports, Code of Federal Regulations, GAO Reports, and the United States Code. Database improvements under development are changing the headers to include page numbers and allowing legal cite retrieval. Judy asked for Council's input as to whether page numbering should begin in November 1994 or January 1995. Council was also asked for advice on how to tag deleted and inserted text into the ASCII text version of the Congressional bills. She also announced that a survey will be e-mailed to bills database subscribers, seeking additional comments on this issue. Sample databases have been developed so that the services may be tried prior to purchase. Telnet to wais.gpo.gov and login as sample (lower case). A sample database will also be available through the GPO Home Page which is currently under construction.

Other projects of EIDS are updating the PRF in the Locator on a daily basis and investigating the possibility of a CD-ROM of all Congressional bills, since PDF files are available, for depository libraries. Acrobat standard low-end reader software is available for free downloading from the Federal Bulletin Board. It is also available on some CDs that have been distributed through the FDLP (Tax form, NESE with the budget, FAR/FIR-NIR).

Version 2.0 of the software allows an index to be generated from the PDF files, allowing greater access to information on the CD. This will be used on the new tax form CD and it is this software that will probably be used on the bills CD.

Training is a very big issue. GPO staff cannot get everywhere, so a "Train the Trainers" program of sorts must be used. Judy is very interested in feedback as to what depository librarians' training needs are. GPO can provide slides, scripts for searches, and a user's manual.

Council Business

Election of Assistant Chair/Chair-elect. Linda Kennedy nominated Dan O'Mahony for Assistant Chair/Chair-elect. Maggie Parhamovich was the second. With no other nominations, Dan was elected by acclamation. Dan will begin to assist Jack after this meeting and take over as Chair of Council after the Spring, 1995 meeting.

ALA GODORT Chair Mary Redmond discussed some of the long-range projects of GODORT. A list of fugitive documents is being compiled for a hearing. At the request of the ALA Washington Office, an examination of Title 44 will be undertaken. As Chair of the Legislation Committee, Linda Kennedy will head up this project. Marketing techniques for the FDLP will be investigated. GODORT has been given time for an open forum at Federal Depository Annual Conference, 1995. This will be an opportunity to talk to colleagues in other associations to come up with possible collaborative projects and coalition building. Specific short-term projects are: response to OMB GILS, Arthur Curley's letter comments on NII, and a letter to President Clinton. GODORT invites volunteers and participants.

Linda Kennedy presented the report of the Operations Committee. Members of the Committee are Cindy Etkin, David Hoffman, and Linda Kennedy. Membership on this committee was solicited, noting that it would be nice to have someone involved in the day-to-day operations of a depository library on the committee. Committee members have been monitoring GOVDOC-L. Internet access at GPO has allowed LPS staff to monitor GOVDOC-L and they have been responding in a timely matter to concerns that have been posted. The LPS Update has addressed many issues. It was announced that there has been a reduction in the backlog of inquiries, from 1000 to 200. It was clarified that GPO does follow-up with agencies on "Whatever happened to..." inquiries. Sometimes this takes a long time and it would be helpful if there were a mechanism that informs librarians of the progress of their inquiry. It seems as though there is a lengthy conversion and turn around time for fiche production. Robin explained that microfiche contract specifications say that they have 15 days, after pick-up, to complete a job. Lengthy delays are from the agency, prior to sending the material to the microfiche contractor. The possibility of CD-ROM of FBIS was mentioned. A concern was raised over the abbreviations used in microfiche headers, who enters them and are standard abbreviations used? Some headers are incomprehensible because of all the abbreviations used. It was asked if there was data available on the accuracy of fiche shipments and claims by contractor. Seventy-five percent of fiche is produced by Microform and there have been significant problems with claims. Regional depository microfiche shipments are now being monitored 100%. If problems continue, contact Linda Frazier at Microform and/or Robin Haun-Mohamed. LPS Update indicated that LPS will return to the traditional item survey process with clip art cards provided with item number information, when possible. Robin explained that they were forced to change the process when there was no advance notice for a publication. In these instances the publication is linked to an existing item number and it is noted on the shipping list by an alert in all capital letters. It was also asked that the current practice for series within a series be shared in Administrative Notes.

John and Vickie Phillips have compiled earlier DLC recommendations in an electronic format. Agendas and Council members are also included. John indicated that there were gaps from the first Council meetings of the early seventies, 1981-82, and 1991-92. Volunteers have agreed to fill them. Currently the document is over 400 pages. John indicated that it is the pleasure of Council as to how this information will be disseminated. It was suggested that perhaps they be mounted on the Federal Bulletin Board or at a gopher site.

Dan O'Mahony reported for the Information Exchange Committee. Members of the Committee are Dave Hoffman, Dan O'Mahony, Judith Rowe, Jack Sulzer (Council Liaison), and Jay Young (GPO Liaison). The Committee is currently working on three projects. The first, explained in a letter that went to depositories in a regular shipment, is to solicit testimonial letters to continue to document the value of the FDLP. The letters will be used to put a local and human face to the FDLP and be used as a public relations item. Phase II of the testimonial project is to organize a public hearing. The third project is a handbook for new Council members. At this point it is in draft form.

Cindy Etkin reported for the Monthly Catalog Working Group. The members of the Working Group are Linda Kennedy, Dave Hoffman, and Cindy Etkin. The charge of this group was to look at how the production costs of the Monthly Catalog

can be reduced and to investigate the feasibility of producing the Monthly Catalog in CD format. In May there was a posting on GOVDOC-1, to solicit input on these issues. There was little response and there was an intent to repost at a later date. Additionally, questions about the Monthly Catalog and cataloging tape loads were incorporated into the Electronic Capability Survey. In the meantime the memorandum from Tony Zagami was received, which indicated that a paper MoCat would have to be produced. This turned the focus of the Group from the creation of a CD product to what can be done to lessen the cost of the printed MoCat. Again, to solicit input from the depository community, a letter soliciting ideas, thoughts, and concerns went to all depository libraries and a message was again posted on GOVDOC-L. About 50 responses were received. Two major concerns expressed were the unknown life of a CD-ROM and the loss of cataloging data if MoCat entries were shortened. Popular suggestions were to eliminate the number of indexes, specifically the semi-annual indexes, keyword index, and contract/report number index. Other creative suggestions included less white space on the pages, fewer preliminary pages, and smaller print.

Tom Anderson reported for the Ad Hoc Committee on the Regional Structure. The Committee was formed in late February 1994 with Gary Cornwell as Chair. Other members of the Committee are Cindy Etkin, Dan O'Mahony, Tom Andersen, Maureen Harris, Greg Lawrence, Paul Pattwell, Sheila McGarr, and Jay Young. The Committee was charged with examining alternatives to the existing Regional system of the FDLP and to develop proposals for new "regionals" or other configurations or networks which may better serve the needs of the Program, libraries, and users of government information. Issue briefs were prepared and presented at Spring 1994 Depository Library Conference and they generated much discussion. Most of the Committee was at ALA in Miami and the Committee had a chance to meet. Paul and Greg volunteered to write a "vision statement" with three sections: where do we see 'Regionals in ten years or is there a need for regionals; where we are now and the transition process necessary to reach our "vision," a section that relies heavily on the issue briefs; and short and long-term steps to achieve the "vision." The vision statement is finished, but to date there has been no reaction from the regional community. Gary has suggested that a full day discussion on this topic be arranged for Spring 1995 Council meeting.

Steve Hayes reported for the Ad Hoc Committee on Restructuring Alternatives Report. Members of the Committee are Jan Fryer and Steve Hayes (Co-chairs), Phyllis Christenson, Susan Dow, Dan Clemmer, and Maggie Parhamovich. This Committee was charged with reviewing "Alternatives for Restructuring the Depository Library Program" and to bring forward to Council a document to spark discussion or items for action. Members selected, from those reports, what they saw as the five most important elements from their perspective as a "type" of library (agency, academic, law, public, special). The underlying assumptions of the Committee were to limit discussion to those items that are within the purview of the Public Printer, avoid areas already decided by statute or regulation, avoid thorny issues in hopes that other discussion and action would eliminate the thorny issues, and we want to do what we have a long tradition of: provide a structure that is parallel to ink on paper. The Committee sees five areas that need restructuring: goals of the program, depository library program membership, formats included in the program, cooperative/ interactive structure of the program (regions and regionals), and dissemination. The work of this Committee and that of the Ad Hoc Committee on Regional Structure are dovetailing.

Site for Fall 1995 Depository Library Council Meeting. Dan prepared a map which indicates previous meeting sites. Circled cities have hosted more than one meeting. Jack opened up the floor to suggestions. Anchorage, Fargo, Salt Lake City, Kansas City, Nashville, Jackson (WY), Sioux Falls, Research Triangle, Asheville, St. Louis, Little Rock, Reno, St. Paul, Tulsa, Lexington, and others were mentioned. Consider air transportation, the possibility of public hearings, perhaps should choose an area in which there is a Council member to handle the logistics of a hearing, and an area with a large concentration of depositories. A Committee of Bobby Wynn, Wilda Marston, Cindy Etkin, and Dan O'Mahony was formed to provide a short list of meeting locations.

Committee Structure of Council was looked at. After discussion about the differences between work groups and ad hoc committees, it was decided that the only standing committees of Council would be Operations, Information Exchange, and Preservation & Archival Issues. Ad Hoc Committees are Regional Structure and Restructuring Report. The possibility of having non-Council members on committees was raised.

Open Forum

The discussion during the open forum was dominated by electronic information issues. Major concerns were the elimination of selection choices for titles that are available in multiple formats, particularly electronic (CD and online); no CD or online version duplicates a paper version; although the results of the electronic capabilities survey were positive, they are not an indication that depositories are ready to move into an all electronic environment; the survey results do not indicate that the libraries are where they would like to be electronically; although we answered that technical assistance was available in library, it does not necessarily mean the assistance is “right at hand” and available when users need it; because depositories serve persons with diverse electronic abilities and informational needs, our patrons are not ready for the transformation into an all electronic environment; electronic products must be user friendly before they are forced upon us; GPO was urged to be flexible and not make hasty decisions about replacing sources with electronic versions, electronic products are not conducive to telephone reference service; guidelines or a policy statement for electronic information should be established; training in the use of electronic products was raised as a major concern; people were reminded that GPO does not have Jurisdiction over products produced by other agencies, with this in mind, suggestions were made for training for electronic products--GPO could encourage agencies to produce tutorials for their products, the annual depository conference provides an opportunity for agency persons to provide training for their products, agency liaisons could play an active role in training. In addition to electronic information issues, a concern for the representation of public libraries on Council was voiced.

Tuesday, October 25, 1994

Government Printing and Information Dissemination Initiatives Update

Michael DiMario provided a legislative update and insight into the political environment affecting GPO and the Federal Depository Library Program. He indicated that it was a strange year in the legislative process. Mr. DiMario began with an explanation of the National Performance Review Report, H.R. 3400, and S. 1824. It was “a great relief to many of us” when no bill passed the Senate side of Congress. The next hurdle was with the issue of duplicating. GSA, in an independent initiative, alleged that they had independent legal authority and could skirt the mandates of Title 44. The Assistant Attorney General issued an opinion that upheld the language of sec. 207 that requires agencies to go through GPO for printing or else indicate that it is economically feasible to do their own printing and obtain certification from the Public Printer. When GSA asked if this included duplicating, they were told no. The opinion upset the printing industry and ALA. This meant that work being done by GPO through procurement could now be done by agencies, leading to more in-house duplicating and more fugitive documents. In the appropriations bill from the Senate, duplicating was included as part of sec. 207. Duplicating was not included in the House version. After the conference committee met, the bill passed with duplicating language included. The President signed the bill into law but he attached a transmittal message indicating that he viewed the scheme of printing and binding as unconstitutional and agencies would interpret Sec. 207 to mean the GPO was a mandatory source only for publications that have public use as their primary purpose. This would lead to additional fugitive documents because the primary purpose of most documents is for the internal activities of government and the distribution to the public is secondary. Although secondary distribution to the public it is the most critical, because it is the way the American public gets basic information as to what their government is doing. Some viewed this action as a line item veto of sorts. Potential ramifications are enormous.

In summation, we are now facing an election and the faces may change, but the depository world has received much support from the JCP and the Appropriations Committees. In many ways GPO is stronger because the printing industry, the library community, and the labor forces at the GPO are working together because of the common interest to preserve the government printing process. ,On the other hand, GPO as an Organization has also become the “whipping boy. “ The legislative branch has the need to reduce itself, particularly in the support agencies. There was a resolution that GPO break even this year and next year. This is a monumental task. But if you look at the tone of government generally, GPO has fared quite well. We are reaching goals and still reducing. Congress is still ‘the senior body. The champions of the library program are growing in number. If we can show the actual uses being made of information flowing through the program, we have the ability to gain much more

support. The Public Printer was optimistic and he applauded the efforts that librarians put forth on behalf of their constituencies and the tremendous service that they provide and their volunteerism through associations and organizations that make the process work so well.

Open Forum

The rest of the day was devoted to open forum discussion of various issues. Discussion was divided into specific segments including GPO Access, Format Issues, Regional Restructuring for Electronic Information, and Operational Issues. In the first segment, GPO Access, various methods of training were suggested: tutorials, mentoring programs, state and regional organizations could play a role, train the trainers program, cheat sheets, and good documentation. Attempts to communicate with library directors and those with budgetary purse strings was raised as a concern and it was suggested that the minimum technical guidelines be strengthened.

The second discussion segment, Format Issues, raised the following concerns: usefulness of the format, informational content, how the product is used, standards, multiple electronic versions (diskette and CD), preservation, user support, reliability of systems, and flexibility during the transition period, timeliness of the information, physical permanence of CDs, and the need for an SOD 13 for electronic products.

Regional Restructuring for Electronic Information was the third discussion segment. Questions, comments, and observations that were made include: we have to move toward the point of all depositories having minimal technical abilities; is referral sufficient; perhaps a minimum would be to be able to use the GPO Locator and be able to use CDs that come with software; is ILL different for electronic products; how can we say we don't select something if it is available to others online; depository librarians must have a threshold level of electronic expertise in order to provide service; library patrons are going to force smaller libraries to enhance their technical capabilities; more electronic products need to be placed on the core list of items to be received by all depository libraries; we need to avoid saying "go electronic or get out of the program;" libraries that cannot support electronic information should be required to seek selective housing agreements; cooperation must be promoted; and libraries may drop out of the depository library program, but others may join as electronic libraries.

The fourth discussion segment dealt with Operational Issues. Items discussed included NASA Thesaurus terms for subject headings, the self-study in the inspection process, the future of the Serial Set, new item selections, and elements of the Monthly Catalog.

Another topic that arose was Gateway Libraries. Observations and comments included the following: Gateways represent restructuring of the depository program as they provide new cooperative efforts with local officials and other entities besides libraries; Gateways represent a great opportunity to expand the reach of the program; Gateways require a new commitment of institutional resources; software revisions must not lock out clientele that are technological have nots; state plans need to be revised to include electronic information and the possibility of networks; and GPO's vision of what depositories need to be doing in the electronic era needs to be communicated.

Following the Open Forum, Council selected and discussed the issues that would become recommendations and action items for Council to address. Teams were established to provide draft recommendations.

Wednesday, October 26, 1994

Draft versions of the Council's recommendations to the Public Printer were presented and discussed. Action items for Council were also discussed. Committee and Working Group assignments were made:

- GPO Operations Committee: Dave Hoffman, Cindy Etkin. Two additional members from outside DLC/GPO membership to be appointed at a later date.

- Information Exchange Committee: Dan O'Mahony (Chair), Judith Rowe, Linda Kennedy, Jack Sulzer, Dan Clemmer, Phyllis Christenson, Jay Young (GPO Liaison).
- Preservation and Archiving Issues Committee: Dan Clemmer (Chair), Phyllis Christenson, Wilda Marston, Judy Russell (GPO Liaison). Two additional members from outside DLC/GPO membership to be appointed at a later date.
- Monthly Catalog Working Group: Dave Hoffman (Chair), Cindy Etkin, Bobby Wynn, Tad Downing (GPO Liaison)
- Revision of SOD #13 Working Group: Steve Hayes (Chair), Maggie Parhamovich, Susan Dow, Robin-Haun-Mohamed (GPO Liaison). Plus one member from a Gateway Library to be added at a later date.
- Revision of Depository Guidelines Working Group: Jan Fryer (Chair), Susan Dow, Bobby Wynn, Sheila McGarr (GPO Liaison). Three additional members from outside DLC/GPO representing a regional library, a gateway library, and a state library to be named at a later date.
- Testimonial Working Group: Cindy Etkin, Judith Rowe, Dan O'Mahony.
- Ad Hoc Committee on NTIS Preview: Maggie Parhamovich (Chair), Linda Kennedy, Phyllis Christenson, Jay Young (GPO Liaison). One additional member from outside GPO/DLC to be added at a later date.

Closing Remarks

Mr. DiMario thanked the Council members and all the people who attended the meeting for putting forth great efforts for the depository library program, saying that a healthy exchange of information has taken place at this conference. Each meeting is unique not just because of the rotating membership of Council, but also because of the nature of the audience and the degree to which the audience participates.

Some issues need to be looked at not just from the library organizational structure but from that of the fundamental purpose of the depository program, the nature of selectives, the role of public libraries, and the political element. Congressmen tend to focus on local issues and they need to know what use is being made of the information being distributed to depository libraries. The testimonial project was started with this in mind. To members of Congress, research uses of information provide a less persuasive argument for depositories than delivery of services back home. Depository librarians are a cohesive body that provides GPO with information on how to operate the program. The Public Printer does not want to see divisive issues. He fears that the restructuring issue has the potential for divisiveness and suggested that if you focus on restructuring, focus on it with the sense that you do not want to create two organizations or two advisory bodies. The Depository Library Program is an extension of Congressional services provided to the constituencies and part of the Congressional family. We are very proud of the institution and the great service we provide to the public through the depository program. We want to improve the organization. The electronic age and changes taking place provide a tremendous opportunity to expand service to the public. But we want to be very careful that we do not disenfranchise anyone.

Jack Sulzer thanked Mr. DiMario for bringing us all together. The Chair was pleased with the discussion that the audience provided. It was very valuable to Council as we discussed and considered recommendations. A word of thanks was given to the GPO staff for their participation in the meetings and making all the meeting arrangements. A special thanks was given to Willie Thompson.

*Maggie moved, and it was seconded, that the meeting be adjourned.
Respectfully submitted,*

*Cynthia Etkin, Secretary
Depository Library Council*

Input from Administrative Notes, v. 16, no. 6, April 15, 1995

1995

SPRING Meeting — 1995

Summary of the Spring 1995 Depository Library Council Meeting, Rosslyn, Virginia
April 10-12, 1995

Monday, 10 April 1995

Chair, Jack Sulzer welcomed everyone to the first joint meeting of the Depository Library Council and the Federal Depository Conference. Jack encouraged conference attendees to participate in Council's deliberations and open forums. He announced that the agenda was full, with Tuesday night being the time for deliberations on recommendations to the Public Printer. By Wednesday all would be aware of the sense of the recommendations.

Next Jack introduced members of the Depository Library Council and the GPO staff. Acknowledgments were given to Wayne Kelley, Jay Young, Judy Russell, Gil Baldwin, Sheila McGarr, Tad Downing, and Robin Haun-Mohamed for all their planning and participation in Council's activities. A special thanks was given to Willie Thompson for making all the local arrangements for the meeting. The Chair then introduced Michael DiMario, the Public Printer of the United States.

Mr. DiMario, Public Printer of the United States, began his remarks by saying that he was pleased to see attendance at the conference from all over the country. As this was their last meeting, he thanked Judith Rowe and Jack Sulzer for their hard work for the depository program. DiMario took this opportunity to announce the new appointments to the Depository Library Council: Eliot Christian, USGS; Dan Clemmer, US Department of State Library; Lynn Walshak, Georgia Southern University; Anne Watts, St. Louis Public Library; and Richard N. Werking, US Naval Academy Library Director. It was also announced that Maggie Parhamovich will be accepting a temporary position at GPO, beginning in July, to work on the Pathfinder Project. This will result in her resigning from the Depository Library Council. Dave Hoffman, retired Director of the State Library of Pennsylvania, will fill the remaining two years of Parhamovich's term.

Other announcements by DiMario included the addition of the GAO Reports to GPO Access beginning today and the formation of a Task Force on the World Wide Web that he will be chairing. A prototype page is up and running, it will be expanded and made part of the Program. GPO is committed to this operation and it will be on a fast track with a demonstration planned for ALA in Chicago this June.

DiMario then provided a legislative update. A number of proposals have been put forward by the 104th Congress. The Klug (WI) Resolution, HR 24 (originally HR21), gives a sense that legislation needs to be drafted that would result in a decentralized structure, much like the proposed HR3400 from the 103rd Congress. Jennifer Dunn (WA) introduced HR1024 which keeps GPO in the legislative branch, but does away with GPO in-plant printing and shuts down printing in the Executive Branch. A common thread among the legislation is to do away with the Joint Committee on Printing. A rescission bill proposes that \$600,000 be taken away from GPO's FY95 budget for the library program. A House rescission bill proposes that Congressional printing and binding be reduced by \$3 million. A Senate bill has increased the amount by \$2 million. This will go to Conference. Given all this, the landscape is strange and it is not sure where we are headed. DiMario's prognostication is that we will survive the year but will be significantly injured in appropriations. Not in appropriations on the depository side, but rather the printing side. In spite of all this, DiMario stressed that we are moving forward. He also said that every proposal supports the depository program, the program has become the hallmark of GPO and the Superintendent of Documents Office.

DiMario also announced that GPO was the recipient of the Madison Award, given by the Coalition of Government Information and the American Library Association. GPO also received the 1994 leadership award given by Government Executive magazine.

Bernadine Abbott Hoduski, retiring from the Joint Committee on Printing staff, was recognized by the Public Printer for her many years of hard work dedicated to public access to government information and support for the Federal Depository Library Program. She was presented the Public Printer's Distinguished Service Award, GPO's highest honor.

Wayne Kelley, Superintendent of Documents, said we are in a period of great change, with an emphasis on cutting costs and tendency to regard technology as a solution rather than a tool. Some people, including people on "The Hill" think that digitized information can or should replace all print. There's a belief today that privatization can solve problems that government has failed to solve. There's a belief that control of tax dollars by states will produce better results than program guidelines in DC. Some of this may be true. Kelley cautioned that we must keep a few things in mind, some roots, foundations to cling to in these times of change. There are principles worth defending, one of which is the right to free access of government information for citizens. Results that we want to achieve must be defined before reinventing the process. We should not privatize the responsibility of policy and oversight. People need to be reminded that libraries are essential to every community. They are storehouses of knowledge, places to learn and explore, cultivate community and promote civility. It must be recognized that in this new world of electronic information, librarians are more important than ever before. Information may be global but training and support for users will still be largely at the local level. Meaningful change requires thought and priorities. We need to ask for rationale and look at the likely results. Otherwise, we are likely to become a society that knows the cost of everything and the value of very little. GPO is doing everything to make sure that we are doing those things to bring its programs and the Federal Depository Library Program into the electronic era in a thoughtful and constructive way. Kelley urged that each of us do everything we can to play a role in the process of change, and not to let others change us without consultation.

Jay Young, Library Programs Service Director, began by announcing that the next Council meeting will be in Memphis, TN, October 16-18. Young also recognized the new Council appointments.

Because of the electronic highway Young sees the FDLP as a partnership, more now than ever before. In the paper and microfiche environment there was a break in the process. With GPO Access online there is a direct connection between GPO, the library, and the user. Roles are changing dramatically. GPO must now provide user support and continuous system development and maintenance. The role of the library is changing as well. Libraries will need more equipment and technical capability. Librarians will become more of an intermediary. Young believes that connectivity has strengthened the partnership and is the strength of the program. He urged that we exert peer pressure and offer assistance to those libraries not yet connected to GPO Access. Connectivity of 1,391 sites around the country will make the FDLP the Government Information Infrastructure of the Nation.

The Federal Depository Library Program and the Cataloging and Indexing Program have embarked on a thoughtful period of transition to expand the use of electronic media. There are many challenges that face us during this time of transition into the electronic age:

1. The need to catalog and distribute both traditional and electronic formats to serve diverse needs;
2. Political and financial trends dictate moving rapidly to an on-demand delivery of government information products through depository libraries;
3. The nature of electronic information offers the capability to go beyond the walls of the library, thus providing more equitable access than ever before;
4. With the rapid proliferation of government information on bulletin boards, CDs, and the Internet, there must be an increased emphasis on the content and usability of the information;
5. There is a need to maintain electronic information for continuing public access should the originating agency no longer make it available; and

6. There is a need for direct assistance to the public in identifying, locating, and sorting through the massive amount of electronic information.

To meet these challenges GPO must maintain traditional program support functions (acquisitions, classification, format conversion, distribution, cataloging, and inspecting), provide the capability to deliver electronic information to depositories and the public, and develop and provide support services and tools to depositories so that they may more effectively perform the intermediary role of assisting the public.

On-demand delivery will become one of the most critical elements of the depository program of the future. Some members of Congress have expressed interest in having all depository materials delivered in electronic formats. Although electronic delivery of information offers potential future economies for GPO and libraries, electronic formats are not preferable in every case. Nor is there standardization or consensus about file format or structure of stored electronic information. In the near term we are grappling with defining, planning, and designing this service. GPO needs better information on the needs, expectations, and capabilities of depositories. GPO intends to conduct an analysis of libraries' requirements for on-demand delivery service.

To date there are nine Model Gateway Libraries that provide the GPO Access services beyond the walls of their libraries. GPO has a goal to have a gateway in each state. The visibility of GPO Access is expanding. Jay Young, Wayne Kelley, and Judy Russell made a presentation at COSLA and encouraged them to support gateways in their states. Notices will be sent to Senators and Representatives to inform them that electronic government information is available in their districts. A new electronic logo was unveiled. The depository eagle resides on the screen of a PC. An electronic depository logo will be distributed to all libraries that register for the GPO Access services.

Depository libraries can participate in the national electronic meeting, May 1-14: "People and Their Governments in the Information Age," sponsored by OMB, NPR, NTIA, and NTIS. The meeting is intended to gain opinions and discussion about information technology by government, and the public's expectations for an electronic government. GPO is providing pre-conference registration and general information. Young encouraged depository libraries to be Public Access Sites to enable the public to participate in the online meeting.

The GPO Locator will soon be available to depositories for testing and comment. The Locator provides records from the Monthly Catalog, and the Publications Reference File, and it provides a registry of information resources from other federal agencies. The user will be directed to the nearest depository library or provided with the necessary information to acquire the document through the GPO Sales Program.

A "Pathfinder Service," is under development at GPO. This will provide depository libraries a tool to assist the public in finding government information available via the Internet. The development of the Pathfinder falls under GPO's mandate to collect and catalog US government information. This service will be dynamic and require constant updates. The service will focus on the needs of depository librarians who are acting as intermediaries for the public in search of government information. GPO will use the expertise of documents librarians. GPO will maintain and operate the Pathfinder, provide training, and do the necessary liaison work with federal publishers. Maggie Parhamovich will be working on this Pathfinder project.

GPO Personnel Notes:

The inspection team has two new librarians, Carole Callard and Gail Snider. Stevie Gray has been promoted out of micrographics and LPS, into Employee Relations. Nick Ellis will be working in micrographics.

Notes on Traditional Services:

Efforts to develop a CD-ROM version of the Monthly Catalog are continuing. Tad Downing and the Cataloging Branch are currently testing retrieval software packages. In order for the CD to save costs, the printed version will have to be downsized.

Regionals will be able to deselect one of dual format items with this upcoming annual selection update. Regionals will continue to receive both formats if they do not respond to the survey.

By June 1, 1995 a new contract will be in place to convert to microfiche the bound volumes of the Congressional Record from 1985 to the present.

Separate shipment problems are the results of contractor problems. They have not followed routine instructions, have shipped improperly collated material, and several shipments have been delayed. Fifty per cent of claims have been for publications handled by this contractor. They have been given 30 days to improve service or the contract will be voided. The TanData InMotion parcel manifest system was recently purchased and installed in the Depository Distribution Division. This is an improvement to the lighted bin system. It automatically scans the barcoded shipping labels on each box and through box weight and zip code, determines which bulk shipment carrier will deliver that package at the lowest cost. This will reduce shipping costs, the amount of human labor needed, and will speed up the process of getting shipments on the way.

Judy Russell, Electronic Information Dissemination Services Office Director, said “electronic information is permeating discussions at GPO at all levels. “ Russell further discussed the new database on GPO Access, the GAO Reports. This is the first database not created at GPO to be included in Access. GAO is continuing to support free access to government information by underwriting the costs to all users. The reports are available within 24 hours of publication. It is hoped that this will be true of other agencies in the future. The GAO Reports run under a new version of WAIS server software. It is anticipated that the rest of the databases will be using the new version by 24 April. Data are being reformatting and fields have been added. The new version of the software will not affect users who choose not to use the new features. That is, the new software enhances searching (for example date ranging is possible) but the old method of searching is still usable. GPO has a test database of Senate and House documents and reports. A prototype database of House and Senate Calendars is also being worked on. There will be a new version of the GPO Access Users Manual out by the end of month. It will be a loose-leaf format. Many requests for speeches and training for GPO Access have been received. As much as they would like to say yes to all the offers, it is not feasible. EIDS is developing a Power Point slide show and other tools that can be sent and used locally. Judy solicited suggestions for items to be included on GPO’s WWW site. It is intended that one will be able to access the Model Gateway Libraries from the WWW page. An underlying objective of anything that is produced at GPO is to have it GILS compliant. Similarly, anything GPO produces must be compliant with the American with Disabilities Act. Because of GILS and ADA, GPO sees production in multiple tiers, so that the low end user does not get left behind.

REPORTS OF COUNCIL COMMITTEES - OPERATIONS

Monthly Catalog Working Group

Dave Hoffman, Chair, reported for the Working Group: Cindy Etkin and Bobby Wynn from Council, Dena Hutto (Pennsylvania State University) and Jill Moriarty (University of Utah) from Off-Council, and Tad Downing, the GPO Liaison. The Working Group had a meeting this morning and will have a recommendation ready for this Council meeting. The responses to the Data Elements report that was published in Administrative Notes totaled only four. These four responses supported the revision of the Monthly Catalog.

Revision of Depository Library Guidelines Working Group

Jan Fryer, Chair, reported for the members of the Working Group, from Council: Susan Dow, Bobby Wynn, from off-Council: Andrea Severson (UC Berkeley), Pat Grace (Seattle Public), Ann Bregent (Washington State Library) Ridley Kessler (UNC), from GPO: Sheila McGarr. It was reported that the Working Group is in the process of reviewing the guidelines and choosing those that should take precedence. Training, staffing, collection development, and access issues are coming to the forefront. They will meet later this week and hope to have a draft revision by this summer and have a final report for the Fall 1995 Council meeting.

Revision of SOD #13 Working Group

Steve Hayes, Chair, reported for the Group: Susan Dow and Maggie Parhamovich from Council, Robin Haun-Mohamed from GPO and Debora Cheney (Penn State) from Off-Council. It was reported that the Working Group has sent a draft report to Robin Haun-Mohamed at GPO. The charge of the Working Group was to incorporate electronic formats into the paper to microfiche conversion policy already in existence (SOD #13). This is only to affect GPO publications. GPO has no authority over publications from other agencies. Two additional elements for consultation are being put forward: "Priorities for Disseminating Electronic Products and Service from the U.S. Government Printing Office," DttP: Documents to the People. 20(2):78-79 (June 1992). Online and CD are of particular concern. The Electronic Capabilities of Federal Depository Libraries, Summer 1994 (GPO, 1995) should be used as a yardstick for migration to electronic format. A third element being proposed is that there be a partnership with library organizations in selecting future items for conversion. The Working Group is suggesting that GPO should act as a spokesperson between depositories and agencies, in trying to get agencies to migrate their publications to electronic format. The Working Group is also attempting to introduce a migration effort toward electronic products. Multiple formats could be selected during a clearly defined interim period, and then other formats will go away. The only area that is being proposed as a reversal of SOD #13 is in the area of statistical publications (section I). The Working Group is recommending a case by case review for conversion of statistical publications back to paper from fiche.

Testimonial Work Group

Cindy Etkin reported for the Working Group, Judith Rowe, Dan O'Mahony, and Jack Sulzer, on the testimonial letters project. To date 140 letters from all but 8 states have been received. The letters represented all categories of users from all types of libraries. Letters were received from the commercial sector, faculty, students, researchers, non-profit organizations, citizens, and state and local government agencies. "Federal Depository Libraries, Your source for yesterday's, today's and tomorrow's government information," the first of what is hoped to be many products resulting from the collected letters is now available. It was completed in time for dissemination at Freedom of Information Day. Another product, a compilation of all the letters with additional text, is also in the works. Subject-based pamphlets is also an idea that has been considered. As this is to be a continuing project, please continue to submit letters. It is the intent of Council to maintain a clearinghouse of letters and additional materials such as newspaper articles relating to depository libraries and gateways so that information will be on hand for various uses. Already some letters have been shared with the ALA Washington Office for preparing testimony for hearings.

Hearings

Judith Rowe. We had hoped to hold hearings to get across the message that although we are moving in the direction of online access, we are also making available obscure documents that will never be digitized or privatized. The idea has not been abandoned totally, and we now have names of people that could immediately be called up. It is a major concern that many believe that there are "10 winning documents and the world stops there." The letters that were collected indicated otherwise. We still hope for an opportunity to hold hearings.

Title 44 Linda Kennedy. HR24 (Scott Klug) and HR1024 (Jennifer Dunn) legislation affecting Title 44

ALA passed a number of resolutions, at the mid-winter conference in Philadelphia, that provide good information about the depository program, "Reaffirmation of the Government Printing Office," "Resolution on the Federal Depository Library Program for the 104th Congress," and "Resolution Regarding Continued Unimpaired Access to Government Information." They may be used in communicating with members of Congress. Linda reminded us that there are many new members of Congress and they must be informed as to what depository libraries are and what role depository libraries play in the dissemination of government information.

Depository Library Council Handbook

Dan O'Mahony reported that the final version will be available after this meeting and will be distributed to depository libraries through regular shipments. Dan congratulated GPO for their quick response to Council's recommendation and for taking advantage of the ALA Mid-winter Conference to communication with library administrators.

Compilation of Depository Library Council Recommendations

John Phillips reported that he is continuing to unearth more recommendations of Council and responses from the Public Printer. To date 460 recommendations, from fall 1978. There are 49 instances of responses with no recommendations. John would like to maintain this information on the Oklahoma State Web Site, and later, transfer the information to the Library site. John is now working on indexing this information. Ridley Kessler suggested that John check with the University of Illinois to see if missing years can be found.

AD HOC COMMITTEES

Preservation and Archival Ad Hoc Committee

Dan Clemmer, Chair. Other members of the Committee from Council include Phyllis Christenson and Wilda Marston. Judy Russell is the GPO liaison from the Committee and John Shuler is the Off-Council member. Dan described this issue as a many-headed monster, with the whole life cycle of information involved. The problems are many. How can we be sure what is online today will be available 5, 10, or 15 years from now? Knowledge for preservation of paper, film, and fiche is there. The information for preserving digitize data is unknown. The National Archives is prepared to preserve electronic information. They may have to reformat or migrate to another platform. Suggestions in the report include consideration of formats for long-term preservation of information. It may well be that we will have a mixture of formats. Perhaps the only way to ensure the preservation of government information is to give the information to the, National Archives immediately so that they may begin to preserve it or migrate it to another format.

NTIS Preview Committee

Maggie Parhamovich, Chair. Other members of the Committee are Phyllis Christenson, Linda Kennedy, Jay Young (GPO Liaison), and Arlene Weible (Willamette University). A survey was conducted in March of participants in the NTIS Preview Project. They were asked about their perceived value of service. Librarians believe there is a benefit of identifying technical reports through NTIS, particularly fugitive documents. Potential for receiving NTIS documents through the program is supported. Current a delivery system is nonexistent. Only one library out of nine received documents from Preview. At this time the database is limited, it would be of more value if the entire NTIS database could be searched. Reports may be of limited appeal, but depositories still need to be able to identify them for patrons. The recommendations of the Committee to Council are that the Depository Library Council continue to urge the GPO to pursue a cooperative agreement with NTIS in the identification and delivery of technical reports. Urge the use of DOE agreements as a model. This should be extended to NTIS. The Committee wanted to clarify the perception that the reports at NTIS are all technical reports. They do have some documents that have broad based appeal, e.g., an SBA publication. Regardless of content, inclusion within the Depository Program is based upon Title 44, not a market approach. Support GPO in identifying delivery methods for NTIS publications. "Just in time" options would be acceptable. An effective identification and timely delivery system would have to be in place for this to be successful. The Committee encourages Council to encourage GPO to expand the NTIS database for broader appeal for identifying and delivering technical reports through NTIS.

Ad Hoc Committee on Regional Restructuring

Dan O'Mahony reported for Gary Cornwell, Chair.

Members of the Committee are: from Council, Dan O'Mahony, Cindy Etkin, from Off-Council: Paul Patwell (New Jersey State Library), Gregg Lawrence (Cornell University), Maureen Harris (Clemson), Tom Anderson (California State Library) and from GPO: Jay Young and Sheila McGarr. The Committee was established in" October 1993. Dan thanked all members for their efforts. The Committee was established to look at alternatives to the current regional system, to address problems within the structure as it is, and to look at regional services in an electronic information environment, The Committee will meet in the morning to present specific proposals and an opportunity to respond. The meeting will be facilitated by Duncan Aldrich. The

comments from this meeting will be the basis for recommendations. The March 15, 1995 Administrative Notes was devoted to regional issues as background. The afternoon meeting will be a continuation of the ongoing discussion of the Committee meeting. Dan O'Mahony will facilitate the afternoon meeting.

Linda Kennedy raised the issue of titles being automatically sent to libraries based upon other item selections. Linda asked that this be discussed further at the general forum.

ELECTION OF SECRETARY OF COUNCIL:

Susan Dow was elected secretary of the Depository Library Council. She will assume this responsibility at the end of September.

Mary Redmond, representing ALA GODORT, addressed the Council. Among the GODORT activities of interest to this body were the establishment of National Action Alert Network (NAAN). Mary encouraged education of legislators by inviting Senators and Representatives to visit depository libraries and encouraged librarians to visit offices and attend town meetings. Activities such as this are important and must continue. Other GODORT actions included providing a list of fugitive documents in "Documents to the People," letters sent to Commerce Secretary Ron Brown addressing concerns over the demise of the Industrial Outlook, and to the Library of Congress about the discontinuation of the Monthly Checklist of State Publications. In closing Redmond encouraged membership and participation in GODORT.

The afternoon was devoted to an open panel discussion about GPO Access. Ridley Kessler (UNC) moderated the panel. GPO Gateways are providing fabulous access that we never dreamed of. The first week of April the University of North Carolina had 350 users, 60% of whom were from off campus, 10% from the library, 15% from on campus, and 15% were dial-in users. For the first time depositories will have to expand their boundaries of administration beyond the library. Cooperation was necessary from other departments on campus. This is a new world for depository librarians. Members of the panel were Gil Baldwin, GPO; Derek Rodriguez, University of North Carolina; George Barnum, Case Western Reserve; Greg Lawrence, Cornell University; and T.C. Evans, GPO.

Gil Baldwin. The expansion of GPO Access began last summer. GPO was looking for a way to provide free access that would capitalize on the strengths of the depository system. A team was established at GPO to look at these issues. It is an interdisciplinary group: LPS, EIDS, Production services, and the telecommunications area are all represented. Gil encouraged experimentation with GPO Access. Do whatever works for you. Work with freenets, or use selective housing agreements. This is one way to go beyond the ten IP address limit. There are different levels of service that can be provided: fundamental level with mediated search services, a public workstation, and the next level is to become a gateway.

Derek Rodriguez (UNC). The computing center at the University of North Carolina seized the opportunity to provide GPO Access services. Initial contacts were made in August of 1994. The goals of the project were to provide WAIS service within confines set by GPO. They wanted to look forward yet still provide low-level users access. UNC chose an open model of computing, using a web client (lynx) capable of WAIS searching. Access is provided to users who telnet or dial-in. This model is quite easy to maintain. Although this does not support graphics, the advantages of using this are:

1. minimizes load on GPO Server
2. accommodates most hardware
3. remote access is possible

UNC is now working on moving to the next level, being able to provide the graphics. They are looking at a Netscape client with an acrobat reader to web-WAIS gateway while maintaining the remote text terminal (90% of users).

GPO is making a clear statement for the future: libraries must get an electronic information librarian. Success with Access was indicated by one week's statistics: 350 users: 10 % from inside library, 15 % dial-in, 15 % from campus, and 60 % from remote users.

George Barnum (CWRU) described SWAIS access to GPO Access. At Case Western Reserve the environment doesn't allow for thinking about electronic resources as being available for just one workstation. If something cannot be on networked it is looked at very skeptically at CWRU. This has had a profound affect on how day-to-day operations are handled. The future is now. Because of this he responded immediately to the call for Gateway Libraries. After exploring options with the computer people on campus, the only option appeared to be to use SWAIS. After having used SWAIS for a program for Ohio GODORT, George relayed that there is nothing inferior about SWAIS. He refers to this as his "conversion in Dayton." At about this same time CWRU was asked, by their online catalog vendor, to be a test site for their new service, Gateway. Gateway allowed for scripted logins to remote databases from their online catalog. This permitted an opportunity to merge the two gateway projects. Two systems are running simultaneously, one system if on campus, another if using remote dial-in. As of this date, CWRU has been an active gateway for two weeks. The response has been remarkable. The first week there were 140 logins, 5 more than OCLC WorldCat. They are currently using 4 simultaneous users; this will be increased right away. Within the year they are looking at 18 simultaneous users (the law school has ten to add through a shared housing agreement). George is pleased about the decision to provide access to Access through the online catalog. Future possibilities also include working with cataloging to provide bibliographic control. George has forged blindly ahead, but he is very pleased with the results.

Gregg Lawrence (Cornell) said Mann Library has chosen not to select the GPO Access services. But there is another depository on the Cornell campus. Being aware that providing information online is a very time consuming job that demands a lot of staff and institutional resources, Gregg asked, "Should GPO Access be a required resource for most or all depository libraries?" There was concern that his library might be seen as out-of-step by GPO and his colleagues who are embracing GPO Access. Who is Mann library? Mann Library is the New York State land grant library for life sciences, agriculture and human ecology. Their mandate is to provide a centralized resource for the citizens of New York to access agricultural and related information. Information is to be made available through education and research. Their major contact with the public is via Cornell Cooperative Extension office. As a selective depository they select heavily in agriculture, education, health and human services, and interior. They also act as an interlibrary loan coordinator for USDA for the northeastern United States. Depository digital agricultural information has not mushroomed. By choice, they are becoming an unofficial agriculture depository library. They manage a gopher server for USDA. A new service, time-sensitive commodity reports, will be available within an hour of release. They average 350 users a day. With the new commodity reports, they expect that this will double or triple. Gregg questions whether they should deviate from their policy to focus on providing agricultural and natural resources information and shift resources to provide access to GPO Access. It might be better to leave legislative information to another library. Another question: is the information within GPO Access redundant? There already are services that provide this same information (Thomas, Counterpoint, CQ Alert, DIALOG). Although they are not asked for this kind of information very often, Mann library will remain committed to provide legislative information support through a commercial product, for two reasons. First, patrons are accustomed to features of the commercial vendor that are not available via GPO Access, and second, it was very easy to network CQ Washington Alert. Gregg is uncertain if the university community's government information needs will really be enhanced if GPO Access were provided. For the public, he questions if GPO Access is the superior free service to meet their needs. At this point Mann Library, from a philosophical approach, cannot move back to a one workstation, one IP address environment. Providing a networked collection is expensive and making products more user friendly puts demands on resources. These demands must be kept to a minimum. Mann Library has an Electronic Resources Council which reviews Internet resources to be networked. The Committee is moving toward providing "plug and play" resources. Most are gopher or web based, as telnet-based services do not seem to meet the criteria to pass through the Committee. For each of the three points mentioned, the purpose of his institution, redundancy of information, and issues involved in facilitating network access, are questions and problems that he faces when trying to decide if and when to advocate access to GPO Access. These concerns

are very institution-specific. But similar concerns may have arisen in other institutions represented at this conference. Is a chicken in every pot or GPO Access in every depository is realistic or feasible? Gregg worries that GPO Access will become the centerpiece of an electronic depository program and will begin to overwhelm other pieces of an emerging electronic depository library system. A greater diversity of networked depository initiatives needs to be promoted. It is time to declare GPO Access a success and begin to develop other core groups of information to serve as networked resources.

T.C. Evans, GPO. The core element of the GPO Access services is to provide broad public access to government information. This does require an enormous commitment for libraries if they choose to become a gateway or provide a single user station. All participants are deserving of applause in terms of commitment. Although Gateway Libraries must meet certain criteria, creativity is encouraged in the program. GPO Access gateways must be able to serve all levels of the bell curve of computer ability. People who do not have equipment are using depositories to get information, dial-in users, telnet, client-server with WAIS client, and web browsers. The GAO database was just added. This is the first agency sponsored database to become part of the GPO Access services. Last Friday GPO lost its Internet connectivity. The first people heard from were from Gateway Libraries. This was a learning experience. An early warning system will be developed and put in place shortly. Gateways will be contacted immediately, should GPO lose its Internet connection. TC addressed Gregg's question of redundancy. GPO Access is not redundant. A variety of alternatives are necessary, and not all are free.

QUESTIONS:

How is the help line working? How many people? Eight people, the GPO Access User Support Team ' are scheduled to answer phones and respond to e-mail messages. With e-mail messages, there are six periods during the day when messages are checked. This is rotated among the User Support Team. They are responding within 24 hours. They are receiving 300 phone calls each day and 40-60 e-mail messages.

What is the advantage of using WAIS over SWAIS at the University of North Carolina, if no graphics are available?

None, it is just another option.

How will the phase II software change GPO Access through the Gateway Libraries? GPO is uncertain, but the current system is a very good foundation.

How often are users calling depositories for help? Ridley Kessler: UNC developed help screens and used him as a guinea pig, thinking that if Ridley could understand, anyone could. Each screen has a message to contact the documents section for help. Cheat sheets have been developed. They are trying to eliminate questions before they can be asked. In six weeks there have been three phone calls. George Barnum: The documents section is also handling questions. The number of questions has not been high. He created a pathfinder from the search guides from EIDS. Jack Sulzer: at Penn State they point people to their gopher, which points to the UNC help screens.

Have Gateway Libraries noticed an overload on their systems? Does GPO intend to hold to the limitation of ten simultaneous users? UNC: recently upgraded to a machine will last for ten years, no strain was noticed as they implemented the gateway service. Gil Baldwin: Limitation of 10 subscriptions is a step to where they want to go. This is being defined by financial limitations. One of the good things to come out of the ten limitation is that it forces creativity and partnerships in the community to pull resources. Ridley Kessler: the UNC system allows for 350 simultaneous users but the most they have had at one time using GPO Access is six. Jack Sulzer: Penn State has three ports into the mainframe. If they offered 10 simultaneous users they would use up half of remaining ports. They limited use from the OPAC and point their gopher to other gateway sites.

Dan O'Mahony: Do not let the ten simultaneous users block you. GPO has been very cooperative in entertaining creativity. On April 26 the Ocean Front Freenet will provide access to GPO Access. There Will be local dial-up from five phone numbers. Depositories are pooling their resources, two passwords from twelve depositories which will allow twenty-four simultaneous users. User support is shared with other libraries and the technical people at the Freenet.

Tuesday, 11 April 1995

Tuesday began with an open forum for discussing issues raised by the Ad Hoc Committee on Regional Structure Report. Duncan Aldrich acted as facilitator for the discussion. The overarching question was, "What is the future role for Regional Federal Depository Libraries, particularly in the electronic environment?" Discussion was divided into three propositions with questions and possible solutions offered for each.

PROPOSITION 1:

Recent trends, particularly the increasing demands of technology, have forced Regional Libraries to reassess the support services they provide to Selective Depository Libraries.

Question: What administrative support services should Regional Depository Libraries provide?

Solution 1: Regionals should only provide those services that are required by statute.

Solution 2: Regardless of format, Regionals should provide those services that are required by statute and those services that traditionally they have elected to provide in their region.

Solution 3: Regionals should continue to provide all statutory and traditional services that are currently expected of them. In addition, Regionals should also provide a wide array of services for electronic information.

Comments ranged from solution three because it comes with the territory, to we can't be expected to do all because of staffing and financial constraints. Librarians from selective depositories mentioned that they do not expect Regionals to be able to do everything. Persons from the Regional public library sector indicated that they would feel uncomfortable with having to take the lead in the technological environment, they don't have the computer support services that most academic institutions have. It was also pointed out that the problems of the emerging technologies are not unique to Regionals, Selectives are making decisions every day about whether they will do such things as download and print on demand. Options that allow Regionals and Selectives to work together need to be explored.

PROPOSITION 2:

Archiving and preserving Federal information in all media, particularly electronic formats, remains an unresolved and troubling issue for Regional libraries and the FDLP.

Question: Should Regionals serve the primary role among depositories in archiving all Federal publications for the purpose of preservation for access?

Solution 1: Regionals would archive government information for the purpose of access in accordance with the provisions of Title 44.

Solution 2: Regionals would meet existing statutory requirements for archiving depository materials. In addition, they would set up mechanisms to guarantee all libraries within their region access to in-house and remote government information.

Solution 3: Regionals would meet existing statutory requirements for archiving depository materials. They would guarantee all libraries within their region access to government information by becoming remote storage and retrieval sites for electronic government products.

Comments from the forum began with questioning the definition of archives. Before any solutions can be identified, we must know whether we mean archive for the life of the material or archive to preserve. We should archive for access, we are not in the archiving business, we are in the access business. It must be remembered that the only agency that is federally mandated

to archive material is 's the National Archives and Records Administration. Electronic information should be turned over to NARA immediately, they have the means to preserve and to migrate to other levels. Information available via the Internet is not depository, therefore we have no obligation to store or access it. Electronic information should be viewed as fugitive documents in another format. Jay Young stated that GPO is committed to identifying electronic government information, that is what the Pathfinder Project is all about.

Finite electronic information will be stored by GPO. Dynamic databases need to remain in the hands of the agency. In these cases GPO will identify the databases and indicate how they may be accessed. Information identified by Pathfinder falls within the parameters of Title 44 and depositories are obligated to provide access, but not obligated to store.

PROPOSITION 3:

The current structure of Regional libraries within the FDLP must be examined and revised to ensure the Program's future effectiveness in the electronic information arena.

Question: What vision do librarians share for a revised Regional structure that would ensure the future effectiveness of the FDLP?

Solution 1: Maintain the status quo and apply the existing regional model to electronic information.

Solution 2: Revise the Regional library network based on proposed models, electronic Regionals, multi-state Regionals, subject-based Regionals, shared regional responsibilities within a state, or super Regionals. **Solution 3:** Regional libraries, in conjunction with the GPO and selective depository libraries, would be responsible for coordinating efforts both nationally and regionally to ensure the -future effectiveness of the FDLP.

If you are trying to change the structure of the Regionals, you have to look at the entire program. Selectives would have to change as well. In actuality changes are taking place now, whether we like it or not, whether we want it or not. The system will have to change from the bottom up. The National Performance Review and the Contract with America are changing the program. The creation of the GPO Gateways is another example of change taking place. Our priorities have been defined as service first, collections second. This will continue in the new electronic environment. Regionals do not have, to be within state boundaries, a multi- state approach would be reasonable. No one library can do it all, there must be flexibility and cooperation. State plans would be a mechanism to define local practice. Trying to fit an electronic environment into a paper and fiche based structure will not work. Does there have to be just one system? Can there be a Regional for paper and fiche-based collections and another Regional for electronic information? The Ad Hoc Committee thought there would be discussion about developing minimum standards for services provided by Regionals or to the public. But the discussion has indicated that the print-based responsibilities of the Regionals must be maintained, but the Committee should look at standards and other services that might be provided in an electronic environment. These would be services not necessarily provided by the Regional, but they would be defined in a state plan.

Wednesday, 12 April 1995

After discussions, open forums, and deliberations from the previous two days, the Depository Library Council presented its draft recommendations to the Public Printer of the United States and action items for Council to pursue. The recommendations numbered seventeen and dealt with disappearing depository publications, Monthly Catalog, pagination of the Congressional Record, regional structure, cooperation with NTIS, item number selections, depository inspections, communication with other organizations, non-GPO produced electronic information, GPO Access database enhancements, training for new documents librarians, new electronic initiatives, and disposition of documents policy. Action items for Council include an ongoing effort to collect testimonial letters and related items, encouraging participation in the National Electronic Open

Meeting, monitoring opportunities to hold public hearings, cooperation with non-profit organizations, and completing the revision of the Depository Library Council Handbook. The status of the Serial Set recommendations from last fall, the Congressional Record CD-ROM, and the marketing plan for the storage facility will be addressed in the cover letter of the recommendations to the Public Printer.

With the official Council business completed, Jack Sulzer thanked Council for their dedication and hard work over the past year. He then passed the gavel and responsibilities of Council Chair to Dan O'Mahony.

Wayne Kelley recalled the contributions of the outgoing class of Council and welcomed Maggie Parhamovich to GPO. Kelley recognized Judith Rowe, saying that she has brought knowledge and wisdom to these proceedings, a willingness to speak out, and has embodied the spirit and enthusiasm of this Council. Judith was then presented a certificate. Jack Sulzer, has been demanding but fair, faced tough issues with patience and good humor. He has the ability to pull together the talent of the Council to come up with thoughtful recommendations and to give them fair and equitable review in public forums. The Depository Library Council and GPO are both better because of their association with Jack. He, too, was presented with a certificate.

Dan O'Mahony, on behalf of Council, thanked Judith and Jack for their commitment and guidance. The depth of their expertise was critical to the work of this Council. Willie Thompson, John Tate and Sheila McGarr were recognized for their efforts in planning the first joint Depository Library Council/Federal Depository Conference. Dan then adjourned Council until the fall meeting in Memphis, Tennessee.

Respectfully submitted,

*Cynthia Etkin, Secretary
Depository Library Council*

Mon, 02 Oct 95

Input from Administrative Notes, v. 16, no. 10, October 25, 1995

FALL Meeting — 1995

Summary of the Fall 1995 Depository Library Council Meeting, Memphis, Tennessee

October 16, 1995

Chair, Dan O'Mahony welcomed everyone to the 47th meeting of the Depository Library Council to the Public Printer. Chair O'Mahony introduced Dr. Les Pourchiau, Director of the University of Memphis Library, who presented a special welcome. Dr. Pourchiau welcomed the participants to Memphis. Saundra Williams and the staff of the University of Memphis Library were thanked for the Sunday evening reception they hosted at the Library.

Members of the Depository Library Council and the GPO staff were introduced. GPO participants included Superintendent of Documents Wayne Kelley, Director of Library Programs Service, Jay Young, Sheila McGarr, Robin Haun-Mohamed, Judy Russell, Director of Office of Electronic Information Dissemination Services, Ric Davis, Maggie Parhamovich, RaeAnne Dossett of the Electronic transition staff; Betty Jones, GPO cataloger and Willie Thompson. Chair O'Mahony introduced Public Printer Mike DiMario.

Public Printer Michael F. DiMario

Mr. DiMario provided an update on political activities in Washington that affect the Depository Library Program. GPO testified at two legislative branch appropriations hearings one in the House and one in the Senate. There is interest in the Congress and the White House to reduce paper distribution. The House suggested that GPO's budget request of 32 million be reduced to 16 million. The House felt that this would be an encouragement for executive agencies to produce more products electronically. Cost was shifted from GPO budget's to the Executive branch although no indication that funds would be allocated to the executive branch for this purpose. Library community and GPO had great concerns about this.

The Senate established funding to 30.5 million dollars. Vice Chairman of the JCP, Senator Stevens was very supportive of GPO's budget request. At conference, a compromise was reached that restored funding to GPO subject to a study being done by the Superintendent of Documents in conjunction with budget planning and to include participation by various elements of the Congress and Executive branch. Conference Report passed in both House and Senate.

A continuing resolution was passed by Congress that would be in effect through November 13th. Funding has been determined by taking an average of the suggested House and Senate levels of funding, including a 5% reduction. The Legislative Branch Appropriations Act was submitted to President Clinton who, although in essential agreement with the Act, did not feel that Congress should fund itself before taking care of other parts of the budget. At this time, Congress probably could not override the presidential veto. GPO is currently in limbo.

Several other bills affecting GPO have been introduced. During this summer, Congressman Thomas, chair of the House Oversight Committee held hearings on the bills with a view toward introducing his own legislation from the House Oversight Committee. Mr. DiMario, Betty Turock, President of the American Library Association, members of the Information Industry, and Sally Katzen, OMB were among the participants at the hearing. Thomas indicated his hope that there would be a bill introduced this Fall and further hearings would be held. So far nothing has happened.

The resignation of Senator Packwood has had an impact of GPO because it has changed the composition of key legislative committees. Senator Stevens, a champion of the FDLR, has moved from Chair of Senate Rules and Administration to Chair the Senate Committee on Governmental Affairs. He is no longer a member of the Joint Committee on Printing. Shirley Woodrow of the JCP has resigned. Senator Warner is now Chairman of Senate Rules and

Administration. His new staff person is George Cartegena. GPO is working closely with the Senate and House house-keeping staff.

Senator Ford and Senator Stevens continue to be a supporter of the Depository program. There is more division within the House concerning GPO. Ongoing dialogues are continuing with both the House and Senate.

GPO is maintaining an advocacy role for the depository library program and Congress is the body that should be responsible for responding to the information needs of the American public. The testimonial letters collected by Council have been useful to GPO.

Superintendent of Documents Wayne Kelley

The Federal Depository Library is at a crossroads. The future of the program is at stake and all of us have to step up to the challenge. Deadlines are short and unavoidable, LAP requires that GPO submit a strategic plan for a transition to a more electronic federal depository library program by December 1995. Public Printer is directed to conduct a study to identify the measures necessary for a successful transition to an electronic program which is due in March 1996. Congress intends that the program move to an electronic program.

Certain assumptions have to made:

1. The Federal Depository Library (FDLP) will be primarily electronic.
2. Existing law must be amended to define electronic products as publications and include them within the scope of the FDLP. Inclusion should be compulsory, not
3. The funding available to the FDLP from the legislative branch appropriation will not exceed the current level. voluntary.
4. These factors will lead to changes in the structure of the FDLP.

Council should keep in mind a couple of guiding principles when discussing the current challenges:

1. Preserve free public access to federal government information for the American public. Format is less important than denying access
2. Don't turn against each other or buy false assumptions
3. There is a need for a strong central coordinating authority and a need for depository libraries as partners committed to public access and a government policy that guarantees access

GPO needs Council's active leadership. Audience needs to tell Congress what it is we want through the GPO study group. The Study Group is composed of many different participants.

GPO Updates

Jay Young - Director of Library Program Services

Jay extended a welcome to the new council members. Jay provided the following information concerning the Biennial Survey. To date only 332 or 23.9% had responded to the Survey. Surveys shows that more libraries are keeping in touch electronically.

1. 1995 75% monitor GOVDOC
2. 302 Of 332 have Internet for Staff use
3. 223 have access to the WWW

4. Only 2 libraries have no plans to acquire access to the Internet
5. 22% do not have Internet access for the public and 15.6% have no plans to plan Internet access to the public
6. 44.5% registered for GPO Access
7. 19% use another institution's Gateway for access to GPO Access
8. 31% plan to register for GPO Access within the next two years
9. 10% have no plans to provide GPO Access
10. 48.7% not registered for GPO Bulletin Board
11. Over 90% have cd-rom capability
12. 65 libraries do not use cd-roms
13. 59 libraries use cd-roms for more than half-hour daily
14. 8.7% would not retain depository status if materials were distributed through the depository program in electronic formats only

Members of the Congressional study group want depository responses to the Biennial Survey. Jay mentioned that this is a top priority and LPS personnel will call libraries if necessary to get responses returned. Study was initiated by Republicans but representatives from all branches of government are around the table at one time. The opportunity to affect change is great.

Jay feels we need to think of changes in terminology. Terminology for two keys elements of the Program. Information Products and Services encompasses the terms publications and documents and includes electronic and physical electronic materials. Access represents the customer. Means distribution and dissemination. Near Line means cd-roms or optical disks which are housed in a remote site in a jukebox and pick from the jukebox for use. "Electronic Information Access and Dissemination in the Federal Depository Library Program" is a new policy statement on this issue. An electronic transition staff has been created to deal with these issues. Rick Davis, heads the transition team which includes Maggie Parhamovich and RaeAnn Dossett and Joe Paskowski.

ELECTRONIC TRANSITION STAFF UPDATE

Ric Davis

Head, Electronic Transition Staff

Mr. Davis, who is serving as Head of the Electronic Transition Staff in the Library Programs Service, introduced himself and the other members of the Electronic Transition Staff. The other members of ETS are Maggie Parhamovich, RaeAnn Dossett and Joe Paskowski. He mentioned that the primary purpose of the ETS is to "identify, assess, and implement information technology solutions, as LPS moves towards a more electronically based program". ETS will be developing electronic policies, procedures and documentation that will support the mission and organization of LPS. Other tasks include the design, development and implementation of "Pathway" services, the coordination of world wide web applications, participation in the implementation of the recommendations from the "Report of the Serial Set Study Group" (October 7, 1994) and "to determine types of electronic information products and services to be maintained for the FDLP at sites operated under the authority of the Superintendent of Documents and define requirements for depository library access".

ETS has drafted a new policy statement entitled, "Electronic Information Access and Dissemination in the Federal Depository Library Program". Mr. Davis mentioned that the basic tenet of the statement is that Federal information in paper and microfiche formats will be increasingly converted into electronic formats. While most of the transition will occur as Federal agencies publish their information electronically, the Superintendent of Documents will convert paper and microfiche publications to electronic formats when it is feasible and cost-effective to do so.

The public will receive information in three ways: via physical copies of electronic products disseminated to depository libraries; via Internet and dial-up connections, and via "Gateway Libraries". It is expected that depository libraries must offer their users access to workstations with a graphical user interface, cd-rom capability and Internet connections. Users should be able to access, download and print extensive documents.

Mr. Davis mentioned that GPO is "making a commitment to provide for long-term access to electronic information at sites under its authority as long as usage warrants". He also mentioned that legal responsibility for transferring electronic information for permanent preservation to the National Archives is the responsibility of the originating agency. If a Federal agency charges for its electronic services, GPO will make every effort to make arrangements for free access through depository libraries.

NEW ROLES IN THE DEPOSITORY LIBRARY PROGRAM

Maggie Parhamovich

Internet Specialist, Electronic Transition Staff

Ms. Parhamovich, Internet Specialist, on the ETS mentioned that GPO is beginning to focus more attention on access to information as opposed to dissemination. The development of finding aids for locating federal government information on the Internet will assist depository libraries as they become electronic centers for access to government information. Pathway Services is being developed by the LPS to assist depository libraries with locating government information.

It is envisioned that Pathway services will use advanced indexing, searching and retrieval tools to identify, describe and link users to Federal information. Pathway will provide links to Federal Internet sites that contain .gov and .mil Internet domain names. In addition, links will be made to sites which are operated as official government databases in cooperation with private companies or universities.

Pathway will provide two methods of linking. An indexer, referred to as Scout and a category approach using Subject Bibliography subject terms. An individual can query Scout similar to using a web index or crawler. Using these two methods provides access to government information by specific keywords or by browsing to see what may be available.

Pathway services will also provide narrative information on linked sites. Future plans for Pathway include the identification of specific documents for long-term access and the provision of catalog records for those documents. Probably will be several years before full implementation since Pathway is an ambitious project.

SCOUT FOR GOVERNMENT INFORMATION ON THE WEB

Raeann Dossett

Internet Specialist, Electronic Transition Staff

Raeann Dossett, Internet Specialist, Electronic Transition Staff provided information on Scout, a "group of Internet tools that will present a web-based interface for searching Federal government information on the Internet". Scout will look similar to already existing web tools, such as Lycos and InfoSeek however, Scout will focus specifically on government information on the Internet.

The following will be components of the Scout software: a web crawler or a broker/gatherer which will go out on the world wide web and obtain specific information about the content of Internet sites. It will obtain information on the content of the documents or files such as programming language; and directory level information for groups of documents stored in various Internet protocols such as FTP, Gopher, WAIS, HTTP.

An additional piece of software will filter the information retrieved and create a fielded database. Among the fields created will be titles, URLs originating agency and keywords.

A database search engine will allow for boolean and natural language queries. Searches can be limited to particular fields. Scout will provide an active link to the information resource. Point directly to content rather than just Internet address.

Additional fields can be added to the records in the database. Title tracing fields and additional keywords can be added manually. A prototype of Scout is running at GPO and it is hoped that the system can be beta-tested within the next six weeks.

DEPOSITORY ADMINISTRATION BRANCH UPDATE

Robin Haun-Mohamed

Chief, Depository Administration Branch

Robin introduced Betty Jones, Chief of Cataloging Section 2 of the Cataloging Branch who will be demonstrating a new prototype Monthly Catalog on cd-rom this evening. Betty is part of the MOCAT products development team and will be available to answer questions on the cd-rom. Jay Baumgardner, Deputy Director, Library Programs Service retired from GPO effective September 30, 1995. He was instrumental in helping to clear-up the microfiche backlog. Since 1993 the DAB has lost three staff members who classified publications and two library technician positions. The procedures for identifying and acquiring publications has changed as GPO moves to a more electronically-based program.

In FY 1995, there was an increase in the distribution of paper and electronic publications, while the distribution of microfiche titles has remained consistent. The increase in paper and electronic distribution may be attributed to the identification and location of fugitive documents.

Beginning with Shipping Lists created after October 1, 1995, paper shipping lists contain the notation P; separates contain the notation E; and microfiche shipping lists contain the notation M. The first set of requirements for Phase II of the ACSIS online system details requirements for the online preparation of shipping lists with the ability to transfer the shipping lists to the Federal Bulletin Board on a regular basis. Shipping lists produced on or after September 1, 1995 are available on the U.S. Fax Watch Service. The DOE, DMA and USGS shipments are not currently available through this service.

LPS has been connected to the Internet e-mail since April, 1994. Please include your depository number and e-mail address in the body of the message when e-mailing LPS. LPS also subscribes to the GOVDOC-L listserv.

Depository Administration Branch staff are working on the Congressional Study. Ms. Haun-Mohamed has been assigned the following four tasks: Serial set, the Bill Service, publications not traditionally included in the FDLR, and publications that were included in the FDLR in the past, but are now only available online via a fee-based service. She is working with Steve Hayes, Susan Dow, and Debora Cheney on a review of the SOD policy for electronic resources.

Work on breaking out item numbers is continuing, focusing on the List of Classes database for inconsistencies and clean-up. There has been a change in policy regarding duplicate su-doc number inquiries on pre-1976 publication. LPS is no longer able to research duplicate su-doc numbers for publications unless a requesting library feels that is crucial that the inquiry be researched. Pre-1976 requests have been returned to the requesting library.

Ms. Haun-Mohamed provided the following statistics on electronic item selections. The GPO WAIS server has 549 libraries selecting the Congressional Record; 552 libraries selecting the Congressional Bills; 558 libraries selecting the Federal Register; 488 libraries selecting the GAO reports online and 341 libraries select the Federal Bulletin Board.

490 libraries have signed up for access to STAT-USA. If you have been unsuccessful in registering for this system and have not received confirmation of your authorization number please contact Robin.

The "List of Classes" will in the future be available on the GPO FTP site. The List will be updated monthly.

GPO participated in a focus group organized by the Bureau of the Census to discuss the information needs of the library community when information is available mostly in an electronic format. The Census Bureau's Data Access and Dissemination System (DADS) is a database that will replace many printed Census publications. Although Census anticipates charging for access to the database, they want to insure that the public can access the database and free access through a federal depository library may be a method used to insure public access.

Ms. Haun-Mohamed has met with staff from the House Documents Room to explain the depository library item selection procedure and the location of libraries selecting House and Senate reports and publications.

Ms. Haun-Mohamed requested Council's advice on whether or not a "congressional" or priority box was still needed. This box contains congressional publications and other "hot" publications and is given priority for classification and shipping list preparation. These boxes are generally shipped within 72 hours of receipt.

The contractor for the Bound Congressional Record in microfiche, Information Resources Incorporated, is in default for the contract. The new contractor is B&B Information and Image Management.

Comments: Census focus group members also included Diane Garner, Chair of GODORT, Anne Watts, St. Louis Public Library and Dan O'Mahony, Chair, Depository Library Council representing the user community perspective for input on Census planning process for the DADS system.

Judy Russell

Director, Office of Electronic Information Dissemination Services

Judy began her presentation by thanking the staff at the University of Memphis for providing a location for demonstrating the GPO Access system.

FTP access to files on the Federal Bulletin Board should be available sometime in early November. Separate FTP site that GPO has been maintaining will be shut down and all files on that system will be transferred to Federal Bulletin Board. Now is the time to revisit the Federal Bulletin Board and consider registering if you have not already done so. Some materials are unique and available at limited sites. The Environmental Protection Agency will be including some materials on the Federal Bulletin Board that used to be printed in the Federal Register. A notice will be placed in the Federal Register to this effect.

GPO has been assisting Federal agencies with its GILS activities. The Privacy Act database, compiled by the Office of the Federal Register, is being added to the WAIS server as an online database. One of the requirements of OMB to the Office of the Federal Register is that their Privacy Act records be posted as GILS records. All of the Privacy Records will be in one place.

GPO has made presentations to the Small Agency Council, non cabinet level organizations. 72 agencies have signed up to have GPO production staff produced GILS records and mount on GPO WAIS server and accessible through Pathway servers. This activity benefits the agency as well as GPO since GPO is able to recover some costs for the unfunded mandate Locator service.

Still lots of development on Web pages. Working on an online order form whereby customer selects item from Subscription Catalog or Subject Bibliographies and GPO fills in much of the information.

By first of November, GPO should have received the entire OTA Web Site and records will be available on the GPO server. GPO is working with Center for Electronic Records at NARA to handle permanent storage of some OTA records and for long-term access to the records through the GPO web site. GPO has been offering its service for the development of web pages for other Federal agencies; primarily for mounting on the GPO web server. OTA will be preparing a cd-rom disk of all its reports for distribution to depository libraries and for the sales program.

GPO working with Federal agencies to maintain sponsored databases, such as the arrangement with the General Accounting Office.

CD-ROM development still continuing. In connection with the GPO Study, a survey is being conducted to determine what Federal agencies have produced in cd-rom format over the past several years. The results of the survey can be matched with what has been disseminated through the FDLP to determine fugitive cd-roms and the reasons why Federal agencies do not make their cd-rom products available for depository distribution.

New databases have been added to GPO Access. They include House and Senate documents and reports, Economic Indicators, Congressional Directory, and House and Senate Calendars. House and Senate Calendars will contain only the current day's calendar. Bill information in calendars are cumulative. At end of Congress, a cumulative edition will be added and all cumulative editions will be available.

Discussion: Audience members requested clarification on the proposal to include only the current day's calendars on GPO Access. Judy responded that Monday edition could be placed on the Federal Bulletin Board and that GPO could ask that a historical file on Monday editions be retained, however this will have financial impacts. Positive development in that users will have access to the House and Senate calendars on the same day that the calendar covers rather than several weeks later.

Updated GPO Access User's Manual is in the final stages and should go for printing first week of November. It will be issued in looseleaf format for easier updating. New gateways are being added for GPO Access.

The contract for the Phase 2 software for ACCIS will be awarded within next 4 to 6 weeks. Once the contract is awarded the contractor has 90-120 days for the software interface to be delivered. The Phase II software will use the same user interface for cd-rom and online products and will primarily access SGML databases. A prototype should be ready for demonstration by the Spring Council meeting.

COUNCIL BUSINESS

Jan Fryer was elected Assistant Chair/Chair-Elect. The following cities were suggested for the Fall 1996 meeting of Council: Cincinnati, Denver/Boulder, Ft. Lauderdale, Milwaukee, Salt Lake City, Dallas/Fort Worth, Kansas City, Anchorage, Honolulu, and Guam.

There will be no report from Ad Hoc Committee on Regional Restructuring. The Ad Hoc Committee will be working with Council's Guidelines subcommittee.

MONTHLY CATALOG WORK GROUP

There will be a demonstration of the prototype Monthly Catalog cd-rom Monday evening.

TESTIMONIALS PROJECT

Cindy Etkin reported on the status of the testimonials project. Appreciation was expressed to those who solicited letters. Additional letters can now be sent to Susan Dow, Council Secretary. Pamphlet distributed at Spring meeting will be distributed to depository libraries and a reproducible edition will also be sent. A compilation of most of the letters has been compiled in a document entitled, "Fulfilling Madison's Dream". The compilation contains a subject index. History and purpose of the FDLP is also included. Council has copies of the final draft. Copies will be distributed to depository libraries.

COUNCIL ARCHIVAL DOCUMENTS

John Phillips has been working for several years on compiling Council documents. University of Oklahoma has agreed to load materials on the University's web site. Handouts were provided showing the look of the web page, its address and its contents.

Discussion: E. Christian mentioned that wording in the GPO Policy Document statement, SOD-E, draft October 11th, under application section 3 talking about relationships with GILS, should refer to Pathway Services as a component of the Government Information Locator Services so that people understand that the government is not developing two locator systems.

Concern was expressed that Gateways were not notified in advance that GPO intended to make several new databases available on GPO Access. Gateways need advance warning so they can program their systems for access.

L. Kennedy asked for clarification on the item number selection process. Adding item numbers to existing item numbers is still problematic.

Question about what is in the sales program and what is sent to depository libraries. Purchase of multiple copies of depository publications may not be possible if it is felt by sales that the item would not result in many purchases.

Concern was expressed that GPO indicate in its cataloging records when an item stops distribution in a physical format and is converted to an electronic format. Concern was also expressed that GPO provide cataloging entries for individual titles located on cd-roms. If GPO intends to provide long-term access to a document than GPO will provide a catalog-like record. NARA has created a manual on how to create GILS records.

A copy of the newly developed Depository Library Council handout will be distributed to all depository libraries.

REVISION OF SOD 13 WORK GROUP

Steve Hayes

Member, Depository Library Council

Jay Young, Director LPS, outlined the development of Superintendent of Documents Policy Statements. Internal tool for own use. Policy Statements deal with scope, application, and policy. Applications do not get deal into procedures; those are incorporated into documents called Office Procedures. Office procedures often cross branches of GPO and are more detailed. Desk Instructions are used to instruct personnel. SOD 13 was an unusual document because it included alot of what would be included in desk instructions.

Recommendation from Subcommittee to Council is to accept "Draft Policy Statement" as an overall policy document. The need still exists to develop a migration plan for the conversion of paper/microfiche formats to electronic formats. Many of the elements of a migration plan were included in the original draft sent by the Subcommittee to GPO.

There was concerned expressed about some of the basic philosophy behind the draft supplied by GPO, such as the FDLP becoming primarily an electronic depository program. Much of the detail, such as what was in SOD #13 has been drafted by the Subcommittee, and it is envisioned that this will be incorporated in the next level of documentation, not in the general policy statement.

J. Young stated that as implementation plans are developed to carry out the policy statement it might be necessary to revise Title 44. It will be necessary to speak with Federal agencies about their plans for their publications and with the most cost-effective methods of disseminating their electronic information through the FDLP. It might also be possible to change some microfiche products to electronic products.

D. Clemmer felt that the issue of preservation needs to be more clearer. He feels that in reality most of the responsibility of preservation and archiving will fall to libraries. GPO feels that the responsibility for long-term storage and preservation of electronic materials falls to the originating agency. Perhaps GPO could work with NARA to see that the originating agency transfers materials to NARA. GPO cannot enforce the transfer of the materials. Audience members expressed concern that there is a difference between long-term storage, and long-term access and this needs to be spelled out in the policy document.

Clarification needed about phrase, “access, download and print” at no charge. J. Young have to provide free access, not necessarily free printing. Question about Pathway Services providing a link to a site and libraries having to provide access to that site because it is linked under Pathway Services. This does not provide depositories with the option of selecting those sites most useful to their clientele. J. Young mentioned that in a paper depository an act of volution is needed to indicate that a selection has been made. At this time, Title 44 would need to be revised if depository libraries needed to provide access to sites Pathway Services linked to.

There was concern that the move toward an electronic depository system would cause problem for those depository libraries that do not have resources to provide electronic access and that these libraries and the public they serve should be considered.

GUIDELINES FOR THE FEDERAL DEPOSITORY LIBRARY PROGRAM, AS ADOPTED BY THE DEPOSITORY LIBRARY COUNCIL TO THE PUBLIC PRINTER

Jan Fryer

Member, Depository Library Council

The Working Group was charged with revising the Guidelines to incorporate electronic products and services and to provide a vision for improving depository library service and standards to the reflect the dynamics of a changing information infrastructure. Goal was to outcome based Guidelines rather than descriptive guidelines.

1,380 depository libraries received copies of the Draft Guidelines. The draft was also available on GOVDOC-L and Law-Lib. There were 31 responses to the call for comments. Most comments focused on Section 2, “Superintendent of Documents, U.S. Government Printing Office” responsibilities. Many comments were also received on Guideline 7.8, which reads as follows, “Appropriate hardware should be provided for public users accessing CD-ROMs and on-line databases available through the Federal Depository Library Program. This hardware should include CD-ROM players, printers, and computer terminals capable of providing Internet access to government textual and world wide web sites.” Many people felt that software should be added after “hardware” in the first sentence of the Guideline. Discomfort with using electronic products was also expressed.

Audience Discussion:

Comments included the need to define services provided to remote users, especially in the electronic environment; incorporation of Americans with Disabilities Act requirements for depository library access; questioning the need for basic collection requirements; and concerns about the provision of ILL services from Regional Libraries (Guideline 10.2). The Guideline for the replacement of lost materials was discussed.

The role of the regional in providing electronic information was discussed. Intention was that if a selective library in an area did not have access to the Internet, the regional for that area would assist the selective depository. Concern was also expressed about the length of the document and whether or not the Guidelines adequately reflected the emerging electronic environment. Some felt that perhaps the Guidelines would be short-lived and that more emphasis should be placed on developing Guidelines for the electronic depository scenario.

GPO needs to provide more training for electronic products, not just GPO Access. Guideline should be re-written to be more expansive and all types of electronic information products and services.

The Working Group will review the comments, re-work the Guidelines document, and submit it to Council for consideration for adoption. If Council approves the document, it will be sent to the Public Printer.

ELECTRONIC PRESERVATION AND ARCHIVING ISSUES COMMITTEE “PRESERVING DIGITAL INFORMATION FOR FUTURE USERS”

Dan Clemmer

Member, Depository Library Council

Librarians and preservationists are concerned with the future accessibility of information in digital formats, generally the producers of digital information are not. Money, expertise and personnel can stop the deterioration of paper-based information and preserve that information indefinitely. Information in paper format is readable without the use of technological devices.

Preserving usable digital information presents different problems. Hardware and software changes and unless steps are taken to convert electronic information to successive migrations of hardware and software, the information will be lost. Who will take on the responsibility of preserving digital data? Most depository libraries and the GPO do not have the resources to perform this function. The Center for Electronic Records at the National Archives can preserve digital data, however, not all electronic data makes it way to the Archives.

There are several questions that need to be addressed at this meeting of Council.

1. How can we assure that all agencies will send their electronic data to GPO or Archives? Council might aid in the drafting of legislation.
2. Council might work on preservation language to be included in agreements between agencies and libraries. The long-term preservation of the data must be included in the agreement.
3. GPO does not believe that it has a long-term preservation role, but it might have a short-term role if it needs to refresh data and migrate it to other platforms and software before it goes to the National Archives.
4. How can the Archives assure access to enhanced data formats? Archives now asks agencies for electronic data in ASCII format which may not be useful for some applications. What about spreadsheet applications?
5. Can the Archives provide access to all government data forever?
6. GPO is looking at several official storage facilities rather than just one.
7. How will continually updated databases be preserved. How will the Archives handle electronic supplements?
8. Is there a role for libraries in the preservation of government information?

A member of the audience expressed the need for redundancy in preservation. There is a need for access as well as preservation. Concern was also expressed as to what criteria should be used when making decisions as to what should be preserved.

More attention is being focused on the issue of preservation of data. The Commission on Preservation and Access and the Research Libraries Group have authored a white paper entitled, “Preserving Digital Information” which deals with all digital information including governmental information.

Audience Discussion:

Responses to the Spring 1995 Council recommendations have been received. A discussion was held on the possibility of the conversion of the “Code of Federal Regulations” to electronic dissemination only. Question about whether or not electronic versions of legal materials can be considered official. Concern about being able to capture information at a particular time period, for instance, the regulations in effect as of a particular time period. The agencies issuing the publications often want the information in a paper format for their own uses.

The revised SOD policy seems to indicate that the information content is less important than the economic savings to be incurred when GPO makes decisions on whether or not to convert to an electronic format. Question about Council developing a list of documents that will never be converted to an electronic format.

The problem with lack of return of the “Biennial Survey” may be the last question which asks if your library would remain a depository library if the program were to change to all electronic in two years. Depository librarians are having trouble answering this question. S. McGarr, GPO stated that the purpose of the question was to assess general trends by type of libraries. No library will be dropped from the FDLP by answering yes. A suggestion was made that the results of this question should explore the reasons why libraries would drop out of the FDLP. Those concerns could be channeled back to the Congressional representative so that they are aware of the problems depository libraries face in providing electronic access to government information.

It may be necessary for the Federal government to help some libraries obtain computer hardware so that government information can be provided to the disenfranchised.

What is the purpose of depository libraries in an electronic environment? It is especially important to answer this question since people can gain direct access to the electronic information.

FDLP STATISTICAL MEASUREMENT COMMITTEE

There is a need to gather information on the FDLP. Is there a way that we can help libraries who may find they do not have resources to participate in an electronic depository library program? Council had a joint meeting with the ALA-GODORT Statistical Measurement Committee at the annual meeting of ALA to see if the resources of both groups could be pooled. There is interest in updating survey of users of depository libraries, but the ALA-GODORT Statistics Measurement Committee is in the process of disbanding. It was thought that an Ad Hoc Committee of Depository Library Council would be a better approach.

FDLP has many statistics on input measures, less on output measures. Important to determine how information is used. There is a need for baseline surveys in various areas, such as the survey done last year on the technical capabilities of depository libraries and there is a need for updated statistics on the users of depositories that can be used in public relations efforts and when conversing with Congress.

Council will look at charging an Ad Hoc Group with looking at the issues discussed. If anyone is interested or has expertise in this area, please contact the Chair of Council.

Tuesday, October 17, 1995

Chair O’Mahony called the meeting to order at 9:15 a.m. After explaining the logistics for dividing up the audience into one of three study areas: legislative issues, library issues and GPO issues, a brief outline of the GPO study process was given by Wayne Kelley, Chair of the GPO Study Committee.

Wayne Kelley

Chair, GPO Study Group

The GPO Study Group was set up under the requirements of the 1996 Legislative Branch Appropriations Act. The Study Group was charged by Public Printer DiMario with focussing on the FDLP and the transition to an electronic environment. The Group includes an unusual mix of people including 8 to 10 legislative committee staffers who are actively following the work of the Group. At the beginning of the process was a “tug-of-war” with the staffers wishing to control the study.

When the appropriations was cut in half by the House Appropriations Committee, GPO was directed to spend no money except for electronic dissemination. This meant no paper or microfiche distribution. The purpose was to encourage the Executive Branch to produce materials electronically by mandating that paper production costs would be borne by the Federal agency. However, Congress did not appropriate any monies to the Executive branch agencies to carry this out. Quick transition from paper to electronic was not going to happen and result would be a mass exodus of materials from the FDLP.

The Senate was more sympathetic and budget was restored with a study requested. The study will, “identify the measures that are necessary to insure a successful transition to a more electronically-based program”. In Conference, the monies were restored to GPO budget’s with added language from the House side stating, “that the GPO is to assure substantial progress toward the maximum use of electronic dissemination technologies by all the partners, agencies and other entities of the Government with respect to the depository library program and information dissemination generally.”

Assumptions discussed yesterday based on clear intent of Congress to move program to electronics. It is in the best interest of all who care about the FDLP to assert some leadership about how the transition will occur. Full picture includes not only the realization that Congress is cutting budgets but also a realization that information is power. In the traditional model, depository librarians are custodians of the information they receive, now information is available on web sites. Librarians must ensure that government information is available for the public.

M. DiMario stated that reality is that program will be electronic and we need to focus away from paper-based distribution to electronic dissemination

Judy Russell

Chair, GPO Working Group

The language of the House and Senate reports are different. 1997 budget will be based on a transition to an electronic environment. If a transition plan is submitted with the GPO 1997 budget request showing how the program will progress to electronics, there maybe more of a chance to influence the process rather than having the decisions taken away from GPO.

An incredible opportunity exists to inform and educate members of the Congressional staffs on the nature of GPO because so many staffers are participating in the GPO Study. GPO proposed that the following structure be employed for the Study. A Working Group comprised of members of the publishing agencies, GPO, the depository community, and the National Archives was proposed. At the request of the Legislative committees, staffers were placed on the Study Group along with OMB and the Congressional Research Service. A representative from the Administrative Office of the Court was placed on the Working Group. Julia Wallace, on sabbatical from University of Minneapolis was placed on the Working Group as a representative of depository librarians. An Advisory Group composed of representatives from CENDI, the National Commission on Libraries, the National Governors Association, and the Depository Library Council. Working Group has met with representative from the Information Industry Association. A coalition of representatives from the major library associations has been formed as a channel for communicating information back to the Associations members.

Real issue in the GPO Study is public access. Seems as if there is a strong committment to the FDLP on the part of the legislative staffers. No one is saying that there shouldn't be a FDLP but that the Program does need to be looked at.

A number of discrete tasks were developed. A handout is available that lists the tasks and the progress made to date on each task. Each task in a mini study in itself. GPO study is on a fast track since a strategic plan is needed when GPO submits its 1997 budget request. Funding for a technical assistance grant was requested that so that GPO could obtain some quick data collection and analysis. The JCP asked that any grant funding be deferred until GPO is more sure of what data it would like collected. Julia Wallace is looking for any documents that depositories may be have compiled that may shed light on the cost and problems of providing public access to government information.

CRS has been asked to identify all the laws and policies that relate to information dissemination no matter how narrow or broad. This provides an opportunity is presented to identify where changes in the law may be needed to improve the FDLP. (Study Task 2)

A survey of all the cd-rom titles that are published by Federal agencies is being undertaken with the cooperation of the Office of Management and Budget. Reasons for not sending cd-roms through GPO for the FDLP will be investigated. (Study Task) The Group is also looking at the Report of the Serial Set Working Group.

Results of the Group discussions will provide input for the GPO Study and will also provide input to Council for its recommendations. Basic ground rule for the group discussions is the assumption that the FDLP will be primarily a electronic program.

Report on Activities of the Legislative Group

Linda Kennedy, Group Leader

1: Are the exemptions from depository publication eligibility presently in Title 44 U.S.C. still appropriate and should they apply to electronic information?

There was consensus that the agencies should not determine that publications are “strictly administrative or operational” because agencies define these provisions broadly thereby limiting distribution of information. The burden of proof for not supplying a publication should fall on the agency.

Publications that fall under security classification exemptions should not be in the FDLP. These classifications should, however, be correctly applied. Information should be in useable formats.

“Cooperative publication” should be eliminated as an exemption although it is understood that this is a complex issue.

2: Should agencies be required or permitted to charge user fees for information developed at public expense? Are there barriers to access and usage associated with cost-recovery mechanisms?

Agencies should be permitted, but not required, to charge user fees for the public. However, information should be available for free in depository libraries. If software licensing is necessary, the agency should take that into account when developing the electronic product.

3.: Who should pay for depository CD-ROMs or other electronic information products and services not produced through GPO?

The agencies producing the CD-ROM should pay for the CD-ROM. The major cost of the CD-ROM is in the development of the CD-ROM. The distribution of depository copies is not felt to be that expensive.

4.: Should the current structure of selective and regional depositories be changed to reflect open access to electronic information? If so, how?

The current structure of the FDLP is essential in the transition period. When everyone is directly connected to the electronic network, the current structure may be less important. In the future the commercial sector may be running the Internet and there may be substantial charges involved in using the Internet so the FDLP may become more important.

Political realities dictate that it is important that the structure of the FDLP be based on congressional districts. However, the number of libraries that could be participants in an electronic FDLP could increase as it would not substantially raise the cost of the program. The issue of connectivity to the Internet remains a concern.

5: *What are the responsibilities of depository libraries, issuing agencies, GPO, the National Archives, and/or other partners in preserving government information?*

The key issue is preservation and long-term access to information. Libraries have traditionally had physical custody of materials: the situation with electronic information is much different. There are consortium models within the library community that could serve as models for the preservation of Federal Government information.

NARA should be given the authority and the appropriations for permanent preservation and, to the extent possible, for access. Federal agencies also have the responsibilities for developing plans for long-term access to information when they design an electronic information product.

6: *How can users determine if they have “official” information? Can or should electronic information be authenticated?*

It was felt that information should be authenticated.

Report on Activities of the Library Group

Jan Fryer, Group Leader

1.: *How will depository libraries cope with the following administrative, service, and cost burdens that will likely accompany an increasingly electronic FDLP: technology, human resources, local printing expenses, reader services, and loss of selectivity and control?*

2.: *If electronic information is “free” over the Internet, what would motivate a library to become or continue as a depository?*

3.: *What are depository library obligations when the Superintendent of Documents (SOD) points to information freely accessible at Federal activity sites?*

The Study Group addressed questions 1+2, but did not have time to address the third question. Libraries are finding that they must rely more heavily on other units on their campus or in their organizations to help with the technology necessary to maintain access to online services. This reliance can cause difficulties because these units often have multiple constituencies to serve. Librarians are being asked to learn and to perform technical skills which have not traditionally been part of the practice of librarianship.

The need to acquire more computer hardware because of the growth of CD-ROM and online sources may force some libraries to have to make decisions about restricting access in order to serve the needs of their primary clientele.

It would be advantageous if GPO could provide standardized software for government information products. Common software interfaces would make it easier for the public to learn, and for librarians to instruct the public in the use of electronic products.

The issue of training was discussed. It would be beneficial if GPO could put effort into training both depository librarians and agency publishers about accessing government information. More documentation for government produced CD-ROMs and online services would be appreciated.

There is a need for better ways to measure the time spent dealing with electronic products, especially when it appears that personnel may have to be reassigned to deal with the increasing demands of an electronic environment.

Loss of selectivity in an online electronic environment was not seen as a major problem, although some smaller depository libraries did see lack of selectivity as a potential problem.

Depositories are concerned about the issue of printing from online services and CD-ROMs. Does access mean providing a hard copy, if requested? Some felt that providing access to the information was sufficient and that there was a parallel situation as most libraries do not pay for photocopies when a patron wants a copy for their own use.

Multiple passwords for popular online services, such as STAT-USA would be desirable. It was determined that most libraries are not interested in providing e-mail services for their users,

Although there are challenges for depositories in migrating to an electronic depository program, most current depositories wish to remain depositories.

Report of Activities of the GPO Issues Group

Cindy Etkin, Group Leader

- 1.: What is the role of the SOD with respect to electronic information freely accessible at other Federal activity sites?*
- 2.: What arrangements can or should GPO make to obtain free access for depositories when an agency or its non-government agent charges fees?*
- 3.: What are appropriate criteria for converting paper products for direct electronic access or to physical electronic format? What should be the mix of media formats and what types of files should be available?*
- 4.: What should be the modes for direct electronic access to information storage and retrieval sites?*
- 5.: What criteria should be used to determine the availability and method of delivery of electronic files at SOD sites?*
- 6.: What is the responsibility of GPO/FDLP in providing access to electronic files not immediately available online?*

The underlying philosophy of the FDLP should remain, and decisions in an electronic environment should continue to be based on providing free public access to government information. The GPO has a definite role to play in making electronic information freely accessible at other Federal activity sites to depository libraries. Interagency agreements for providing information should be developed between GPO and the producing agency. These agreements should provide for depository access and include provisions for preservation of the information.

It is necessary to identify what the user community really needs and GPO should concentrate on obtaining access to that information.

GPO should pay access charges for depository library access when an agency charges for access to its electronic services.

The appropriate criteria for converting paper/fiche to electronic formats should be based on what the user needs. User needs and usability should be the major issue before an item is converted to an electronic format. Cost savings cannot be the only rationale for conversion. A common software would be useful

There will be a need for multiple modes of access to electronic storage and retrieval sites. Depository libraries have varying technological abilities. In some cases, depository libraries may not be able to access the Internet because the infrastructure is not present to do so. In these cases, alternative methods of accessing information will be necessary. Regionals with support from GPO, could serve as gateways for selective libraries.

Once Pathway Services points to an agency site, GPO should enter into a contractual agreement with the producing agency to provide for continued access to the data. Various methods of delivering electronic files located at SOD sites should be explored. GPO already uses protocols such as FTP, the Federal Bulletin Board, the WWW and the WAIS server.

It was felt that GPO should provide a bibliographic record of electronic information that includes how the data can be retrieved. It might be possible to create a CD-ROM of information when the information is no longer available online.

Depository libraries should inform GPO when they undertake any arrangements to preserve government information. GPO could make this information available to other depository libraries.

NOTE: For a more in-depth report on the Study Groups, please consult, "Report of the Depository Library Council to the Executive Working Group of the Study to Identify Measures Necessary for a Successful Transition to a More Electronically Based Federal Depository Library Program," reprinted in *Administrative Notes*, v. 26, no. 16, December 5, 1995.

Council/Audience Discussion: Federal agencies usually do not produce electronic products for public usage. Since GPO distributes what it receives, it may not always be the most user-friendly product. Once GPO is aware of potential problems, they may be able to let the agency know. It is up to the depository libraries to inform GPO and the producing agency of user problems. If depository libraries are not the primary users of the product, is it reasonable to expect that the agency will resolve the problem? What is the difference between in-house production of library guides for commercial CD-ROMs and the need for depository libraries to produce in-house guides for government CD-ROMs? There is a level of customization that needs to be done in-house, especially for GPO Access, since individual depositories have different systems. This points out a need for guides and finding aids on multiple levels.

Have members of the GPO Study Group actually visited a depository library to see how electronic information is handled in the real world? Judy Russell mentioned that this might be difficult but would be useful.

With the emergence of an electronic environment, what incentives are there for libraries to continue to be depository libraries? Incentives may not be any different than those of a paper environment. Even with current regulations, there are still libraries that are committed to providing public access to government information.

SERVING THE PUBLIC IN AN ELECTRONIC FDLP

Anne Watts, Facilitator

What is an information have-not? What happens when the information-haves become the information have-nots because the information is no longer available? Information haves may have the intelligence and economic means but need depository libraries to locate and organize information. Depository libraries have a broad vision. Librarians are frequently the advocates for the public.

The electronic environment will require more direct work with patrons and a reorganization of work responsibilities. In order to make this interaction easier, a suggestion was made that GPO try to encourage agencies to use uniform software. GPO can make suggestions but it cannot coerce an agency into using any particular software. It might be more advantageous to focus on standards, such as Z39.50, and SGML which all agencies should use. Depository librarians can also provide suggestions to GPO and the producing agency for improvements. GPO will be providing specialized training for Federal agencies. They will also shortly attempt to provide a GILS compliance record for each of the top thirty Federal agency sites and place these records on their WAIS server.

Many in the audience felt that the "Minimum Technical Guidelines for Depository Libraries" should be a requirement for participation in the FDLP. It was suggested that GPO write a letter to depository library directors about the need for minimum technical guidelines.

MANAGING ON-SITE AND REMOTE ACCESS TO MULTI-MEDIA INFORMATION SOURCES

Steve Hayes, Facilitator

Depository libraries were asked what they want and/or need in the electronic environment. Documentation is a prime need, especially documentation written in a form that is usable by the public and does not include lots of agency jargon.

The problem of running multiple CD-ROMs on limited equipment was discussed. GPO thought it might look at the possibility of obtaining a jukebox that would house CD-ROMs. Depositories could access these products remotely, eliminating the need for some equipment for depository libraries.

Full cataloging of files on agency world wide sites would be useful for depository libraries. Depository libraries would find links between paper/microfiche and electronic versions of the same title helpful since this would aid patrons with accessing government information. It was mentioned that the issue of cataloging Internet files is being discussed on the national level in relation to both government and non-government electronic files.

The standards for servicing electronic information should be the same as those for servicing paper or microfiche information. In order to accomplish this, librarians need time to explore the products available. Technical assistance is necessary at both the local level and from GPO. A file of "Frequently Asked Questions" available on the GPO server would be helpful.

There was concern that GPO expected that once SOD Pathway Services pointed to an agency web site, it was considered selected by a depository library. Some felt that this wasn't a major problem, while others felt that depositories would now have a greater number of sites to become familiar with and these sites may contain materials outside the general collecting patterns of a particular depository. This situation would have an impact on library collection development policies.

ASSURING LONG-TERM ACCESS TO GOVERNMENT INFORMATION

Dan Clemmer, Facilitator

The question, "What can we do in our own libraries to ensure preservation of electronic government information" was discussed. It was suggested that groups of libraries could explore participation in projects such as those being developed by the Association of Research Libraries, where libraries take responsibility for preserving specific kinds of electronic information products.

The preservation tasks may be fulfilled by the commercial sector when they produce paper/microfiche products from electronic products. An example of this situation includes the CIS microfiche for congressional bills and reports.

Perhaps it is necessary for depository libraries to convince their congressmen that specific products should be preserved in paper format. It would be more helpful if specific titles were given with an explanation of the need for paper preservation. The types of titles that should remain in paper format will be part of the the conversion guidelines that GPO develops based on the "GPO Draft Policy Statement on Electronic Government Information".

Long-term access and preservation of electronic information needs to be part of any contractual agreements between GPO and the producing Federal agency when GPO agrees to provide access to the product or to convert a paper/microfiche title to an electronic format. In fact, archiving has to begin at the level of creation of an electronic product. Archiving is part of the life-cycle of information.

COOPERATION WITH FEDERAL AGENCIES

Eliot Christian, Facilitator

Agencies are looking for real life applications about why a particular activity should be funded. Agencies tend to feel that they serve a particular clientele based on their mission statement. The mission statement might not recognize that Federal agencies have a wider audience that is interested in their activities. Federal agencies do not always understand the public service mission of libraries. The Department of State (DOS) DOSFAN project was fueled by the interest of DOS public affairs staff to inform the American public about DOS activities.

Libraries could co-sponsor training sessions with Federal agencies that could train users on using agency produced information products. The results of this activity might provide good feedback to the agency on the product. It could also serve as a marketing role for the Federal agency.

Libraries could serve as beta test sites or as focus groups for agencies when they develop products. The Census Bureau has used the focus group approach.

One of the outcomes of the electronic environment may be that more partnerships are formed between Federal agencies and depository libraries, without the intervention of GPO.

It was suggested that when a depository library enters into an agreement for providing access to an electronic site, that the depository library notify GPO of the arrangement.

GPO could provide assistance for depository libraries and other Federal agencies. GPO could develop model agreements for access to electronic information that could be used between Federal agencies and depository libraries. These model agreements should contain information relating to agency homepages, creation of electronic reading rooms, and a mechanism for providing feedback to the agency.

It is also necessary to provide authenticity of information in electronic format. This should be done by the Federal agency working with GPO.

Council/Audience Discussion Based upon discussions today, the following areas are of major concern. Council will discuss the following areas as it drafts recommendations tonight:

1. Remote access for depository libraries to CD-ROM products loaded on a jukebook located at GPO
2. Model agreements for preservation activities
3. FAQ files
4. Minimum technical requirements implementation
5. Cataloging issues related to electronic government information
6. List of titles or categories of materials that should remain in paper format
7. Vision statement for depository libraries in the electronic age
8. GPO advocating open standards for software development
9. GPO providing a mechanism for notifying libraries when items are being archived by other depository libraries.

Wednesday, 18 October 1995

Chair O'Mahony called the meeting to order.

Several questions were placed in the Suggestion Box. One question requested clarification on selective housing agreements for electronic materials, especially GPO Access and sharing of passwords. Receiving library must abide by requirements of FDLP and provide public access. GPO will try to be as flexible as possible with selective housing agreements for electronic products.

A suggestion was made that extra copies of the testimonials collected by Council be made available so that depositories could send to their own congressional representatives.

Council will be providing written input to the GPO Study Group.

The following preliminary recommendations drafted by Council were presented.

DRAFT RECOMMENDATIONS:

REVISED GUIDELINES

Council recommends that the Library Programs Service implement the revised "Guidelines for the Federal Depository Library Program" as adopted by Council (10/17/95). Council further recommends that the Guidelines be reviewed every two years.

CONGRESSIONAL PRIORITY BOXES

To ensure the timely delivery of high demand items, Council recommends that the practice of GPO providing Congressional priority shipments and hot item priority shipments continue.

LINKAGES WITHIN THE MARC RECORD TO ELECTRONIC VERSIONS

Council recommends that GPO work with other CONSER libraries to implement a consistent methodology to provide the necessary linking information for titles converted from paper/fiche to electronic format.

TRANSITION TO ELECTRONIC FORMATS

Council recommends that GPO prepare a plan for conversion from paper/fiche to electronic formats. This plan should balance the needs of users with the potential economic benefit of such conversion and affirm that some information is most appropriate in paper. Council is willing to work with GPO in the preparation of a plan.

PRESERVATION ISSUES

Council recommends that the Public Printer in cooperation with other federal agencies seek federal legislation that will insure the preservation of all electronic public information products from the time of their initial release to the public.

MODEL AGREEMENTS

Council recommends that GPO develop model agreements that depository libraries can use when negotiating information dissemination partnerships between federal agencies and depository libraries. GPO should be notified when a depository library enters into an electronic partnership with a federal agency.

NO FEE ACCESS TO GPO ACCESS

Council recommends that GPO make GPO Access available at no charge to the public, except for customized services available by paid subscription.

STAT-USA ACCESS COMMENDATION AND LOGON PROCEDURE

Council requests that the Public Printer express our appreciation to the Department of Commerce and STAT-USA for making free accounts to STAT-USA available to federal depository libraries. Council also requests that the Public Printer communicate our concern about limiting each depository library to a single free password. The number of passwords available to a library

should more properly reflect the high use and diversity of electronic products once issued to depositories but now available only “bundled” through STAT-USA.

ADVANCE NOTICE OF GPO ACCESS CHANGES

Council recommends that the Public Printer provide advance notice to subscribers of GPO Access when new databases are added and when user interfaces are changed.

USER INPUT INTO SOFTWARE DEVELOPMENT

Council recommends that GPO involve the depository library community in the development of the user interface for the GPO Access Phase II software. Council recommends substantive involvement of the user community throughout the development of GPO electronic products, including further development of the Monthly Catalog CD-ROM.

CENTRALIZED ACCESS

Council recommends that the GPO investigate the feasibility of establishing centralized access to cd-rom products which have been distributed through the FDLP.

SUPPORT SERVICES

Council recommends an expanded role for the Government Printing Office in the provision of support services for libraries and end users. These services include, but are not limited to: technical services, user services, financial services, including grants to libraries, training, documentation preparation and resource sharing. This expanded role should be reflected in the transition plan.

MINIMUM TECHNICAL GUIDELINES IMPLEMENTATION

Council recommends that the Government Printing Office establish as minimum technical requirements those guidelines outlined in Administrative Notes, January 25, 1995. These requirements should be effective October 1, 1996.

TRAINING FOR OTHER AGENCIES

Council recommends that the Government Printing Office arrange workshops which will assist agencies to publish government information products and provide services suitable for use by the general public.

SOFTWARE STANDARDS

Council recommends that the Government Printing Office take an active role in advocating and promoting open standards related to information processing and access, such as SGML and ANSI Standard Z39.50.

DLC ON THE WWW

Council recommends that the Government Printing Office include DLC records on the GPO web page.

IDENTIFYING WEB SITES THROUGH CATALOGING

Council recommends that the Government Printing Office in cooperation with other cataloging agencies consistently utilize existing mechanisms for identifying web sites within cataloging records.

MONTHLY CATALOG

Council recommends that the Government Printing Office investigate the inclusion of cataloging records from July 1976- to date on the Monthly Catalog CD-ROM, and add OCLC record numbers to the new paper edition.

FAQ's

Council recommends that the GPO establish an information resource on GPO Access consisting of a compilation of Frequently Asked Questions.

FALL MEETING SITE

Council recommends that one of the following be the site of the Fall 1996 Depository Library Council meeting: Cincinnati, Denver/Boulder, Ft. Lauderdale, Milwaukee, or salt Lake City.

Commendations will be written for Jay Baumgartner, Shirley Woodrow of JCP, Mark Scully and John Philips.

There are two action items for Council: the preparation of a written report for submission to the GPO Study Group based on input received during this Council meeting, and the report will be printed in Administrative Notes. The establishment of a DLC Working Group on FDLP statistics. The Working Group will develop output measures, review results of the Biennial Survey and determine which depository libraries need assistance in meeting the Minimum Technical Guidelines and in making a smooth transition to a more electronic FDLP.

Audience Discussion:

Clarification requested on providing free access to GPO Access. Would a statutory change be necessary to accomplish this? Some of the resources on GPO Access are available free through other sites.

Perhaps, providing centralized access to cd-rom as a means of providing libraries with a method of access should occur only during the transition period.

Focus on items to be converted to electronic format should be public useable, not economic considerations.

Recommendation on Transition Plan expresses two concepts. Conversion of materials and useability. Needs to be separated.

GPO is preparing a transition plan as a result of the Congressional study, therefore, Council doesn't need to recommend that GPO prepare a transition plan.

Audience comments will be taken into consideration and Council will prepare a more final set of recommendations with rationales.

Chair O'Mahoney adjourned the meeting at 10:15 a.m.

The next meeting of Depository Library Council will be held on April 15-18 in Virginia.

Respectively Submitted by:

*Susan Dow, Secretary
Depository Library Council
1/16/96*

1996

SPRING Meeting — 1996

Summary of the Spring 1996 Depository Library Council Meeting, Washington, D.C.
April 15 - 18, 1996

Monday, April 15, 1996

Chair Dan O'Mahony called the 48th meeting of the Depository Library Council to order at 8:35 a.m. This is the second year that the Council meeting and the Depository Library Conference are being held during the same week and the first time that concurrent sessions are being held.

The depository library community is being faced with many challenges as a new century begins. Dan presented an audio-visual presentation that demonstrated that technology alone has never been the answer to all the problems. It will take the collective talent of librarians to solve the problems of providing depository library services. He asked for suggestions and possible solutions from those attending the joint Council/Conference meeting.

Chair O'Mahony introduced the Public Printer, Michael F. DiMario.

Michael F. DiMario

Public Printer of the United States

The Public Printer began his presentation by welcoming the over 600 attendees to Washington, D.C. He was pleased to see so many people in attendance. GPO plays only a part in the role of providing government information to the public. The front line workers, in libraries, are the ones that interact most directly with the public. It was the Printing Act of 1895 that began the process of creating depository libraries with the goal of providing government information to the public. DiMario wonders if the increased reliance on technology will create an information elite that books can help to prevent. The process leading to the release of the publication entitled, Study to Identify Measures Necessary For a Successful Transition to a More Electronic Federal Depository Library Program (hereinafter referred to as Study Report) was reviewed. This report, currently in draft form, is the result of deliberations with all branches of the Federal government. It is very ambitious and comments on the draft are important.

Although the Study Report suggests a time frame of five to seven years for conversion to an electronic depository library program, the Subcommittee on Legislative Branch Appropriations, chaired by Representative Packard is not responsive to the time frame. Representative Packard prefers the two-year transition time frame originally suggested in The Electronic Federal Depository Library Program: Transition Plan, FY 1996-FY 1998 submitted by GPO to the House Appropriations Committee in December as part of its budget request for the next fiscal year. The allocation of one time technology grants totaling an appropriation of \$500,000.00 for use in assisting technology-needy depository libraries is not supported by the Committee. DiMario did mention that he realizes that GPO provides little moneys for the Federal Depository Library Program (FDLP) in relation to the amount of funds actually spent by depository libraries.

The Senate has expressed some sympathy for the plight of GPO and depository libraries. A hearing has been tentatively set for May 13 the Senate Appropriations Committee. This hearing will focus on the Study Report. The Senate Committee on Rules and Administration has indicated that they will be holding hearings on revision of Title 44 of the United States Code in May. Any revisions to Title 44 will probably not occur in the Senate before the end of the current congressional session. Action on GPO's budget request will most likely occur during the conference committee process.

Federal agency replies to the Study Report have resulted in concern about the expanding role of GPO in the provision of electronic information. The Office of Management and Budget (OMB) has not responded directly on the Study Report, but has

drafted its own legislation concerning GPO's involvement in executive branch printing which has been submitted to the House Appropriations Committee. Agencies also feel that the conversion to an electronic depository library program is occurring too quickly.

Wayne Kelley

Superintendent of Documents

Superintendent of Documents Wayne Kelley mentioned that there are no rules for the FDLP at this time. Confusion will exist for some time to come, but the confusion will be resolved. The role of depository libraries is to help steer GPO in the right direction and to help plan the electronic future. Technology should serve the citizenry. There are five main principles that will guide the development of an electronic depository library program. These principles are as follows:

1. The public has the right of access to government information
2. Government has an obligation to disseminate and provide broad public access to its information
3. Government has an obligation to guarantee the authenticity and integrity of its information.
4. Government has an obligation to preserve its information
5. Government information created or compiled by government employees or at government expense should remain in the public domain

Judy Russell

Director, Office of Electronic Information Dissemination Services

Ms. Russell, who also served as Chair of the Working Group for the GPO Study provided an overview of the Study Report. The Study Report contains an introduction, methodology, a set of principles for the FDLP, missions and goals of the FDLP, policy issues affecting the GPO, NARA, the depository libraries and the public and private sectors and a section on the historical development of the FDLP. Task force reports are included in the Study Report in Attachment D. The Task Force Reports provide various alternatives for dealing with the issues being addressed. One interesting situation was the fact the many of the Working Group members were unaware of the relationship between the National Archives and Records Administration (NARA) and the Government Printing Office. GPO's strategic plan for FY 1996-2001 is also included. The following highlights from the Study Report were presented.

1. There is need for centralized management of the FDLP.
2. A program created by statute is necessary.
3. Equitable access to government information, including computer workstations for the public is important to Congress.
4. While it is important to provide electronic information, it is also important to maintain the range of information products currently in the FDLP.
5. GPO will convert products to electronic formats when it is cost effective to do so and when the means to convert a product are not available to the agency issuing the product.
6. An emphasis is being placed on providing access to products not in the FDLP because of cost or because of administrative reasons.
7. There is a need for standardized formats for electronic products and there is concern about the wide range of software being used.

8. GPO is seeing more occurrences of copyright-like restrictions on electronic and print products which means that these materials are not being included in the FDLP.
9. The increasing number of dissemination points for electronic information means that such services as the Pathway Services are becoming more and more important as a way for the public to access government information.
10. There is a need to preserve government information for permanent retention and the National Archives and Records Service does retain materials sent to depository libraries.

Jay Young

Director, Library Program Services

Mr. Young thanked all who participated in the development of the Study Report. He particularly thanked Judy Russell, Chair of the Working Group. GPO is now focusing on future planning. The GPO Transition Plan, the GPO Study Report, and various internal reports will guide GPO with future planning. Legislative changes will be needed in Title 44 of the U.S.C. before many elements of an effective electronic FDLP can be realized.

It was mentioned that the number of titles distributed in microfiche as of the beginning of 1996, is less than the number of paper titles distributed. This is probably due to the fact that much agency material is not suitable for conversion to microfiche format.

The Library Programs Service will approach an electronic depository library program by concentrating on four main responsibilities. The people and divisions responsible for carrying out these responsibilities are in parenthesis.

1. Acquisition of Electronic Products (Robin Haun Mohamed and the Depository Administration Branch)

For acquisition of electronic products to be effective, the definitions in Section 1902 of Title 44 of the U.S.C. need to be expanded to especially include electronic products and services. GPO will concentrate first on those electronic products that the Superintendent of Documents has control over. The GPO web page will contain references to government information products available on the Internet.

An ad-hoc committee at GPO is looking at the application of su-doc numbers to electronic products. The committee is reviewing the elements that comprise a standard su-doc number to determine what should be included in the number. A modified classification number may be assigned to electronic products until a persistent uniform resource locator (PURL) has been developed for these products. On-line electronic resources will not be included on GPO Shipping Lists and these resources will not be given item numbers. Announcements of new resources will be included on the "New and Hot" section of the GPO web pages.

GPO has been conducting tests using scanning technology and these tests have produced mixed results. The process is expensive and there are high character recognition errors. It appears that the best publications for scanning are those that are highly graphic in nature and that are thirty pages or less.

The best situation for reproducing items in electronic formats is to obtain the source data file from the issuing agency.

2. Cataloging and Locator Services (Tad Downing, GPO Cataloging Branch with the assistance of the Electronic Transition Staff)

Concern has been expressed over linking titles published in multiple formats using Marc linkages tags. The experts at the Library of Congress have been contacted and are identifying a range of options for the catalogers at GPO. On-line Monthly Catalog records will contain URLs but will not be hot-linked at this time. There are approximately 30,000 cataloging records

on the GPO web site. One can link to a list of depository libraries holding the title. Pathway Services will provide hot links. A prototype Monthly Catalog CD-ROM will be sent shortly to Depository Library Council members for evaluation. The Pathway indexer functions similar to the Yahoo search engine, but is limited to .gov and .mil sites. It will also be possible to browse through GPO subject bibliography categories and titles and link directly to a government site through the Pathway Browse option. When GPO links to a government agency through its web page, it is implied that all depository libraries have selected that material and that depositories will provide guidance to users in using the materials found at that site.

3. Training and Inspection Program Revisions (Sheila McGarr and the Depository Services staff)

Depository libraries will be required to provide public access to the Internet as of October 1, 1996. GPO inspectors will focus on whether or not a depository library is providing access to electronic products, not on the means or hardware that the library is using to provide the access

The Depository Library Self-study will be adopted as the GPO inspection program. Inspectors will be sent to depository libraries when there appears to be a need, or when a depository library requests an onsite inspection.

4. Establish a System of Permanent Retention of FDLP Materials (Ric Davis and the Electronic Transition Staff)

The FDLP has assured permanent access to tangible products through depository libraries. There is a need for preservation and persistent bibliographic access for electronic products and services. Legislation will be needed to insure permanent retention. GPO will be ensuring access to information under their custody.

Audience Discussion

1. What can be done to re-educate congressional officials about the importance of the FDLP? People should contact their elected representatives and should get the representative's constituency involved in speaking about the importance of the FDLP in meeting their information needs.
2. OMB has drafted a bill, in response to the Study Report that attempts to place executive branch printing in the hands of the individual agencies. DiMario feels that this bill has not been sent to the appropriate congressional committee and that it will not be acted upon during this Congress.
3. Concern was expressed over the disappearance of products from the FDLP. Materials once distributed in paper are no longer available in either paper or microfiche formats. The emphasis on electronic dissemination should not mean that the problem of fugitive documents is not addressed.
4. There is a need for concrete data on the cost to the depository libraries for participation in an electronic FDLP. Also, has GPO identified all the costs it will incur in the shift to an electronic FDLP?
5. Concern continues to be expressed that not all products are suitable for conversion to electronic formats. When the decision to convert a product to an electronic format is reached, the question of printing the information should also be considered. There are problems with printing out large documents and the need exists for a variety of printing options.
6. There will be a loss of selectivity for selective depositories if GPO considers that a depository item has been selected because the GPO web page links to that item. Concern was expressed over the service expectations for products that fall out of the overall specialty of the depository library, (i.e. small public libraries, law libraries).
7. One audience member felt that there were inherent contradictions in the Task Force report included in the Study Report when agencies are required to recover costs for their products, yet these same products are distributed for free through the FDLP.
8. The Minimum Technical Guidelines do not adequately address the needs of those who deal with maps. Hardware and software requirements are needed.

9. GPO needs to be reminded that the products that are most popular to the public and easiest it scan are the same products that are most cost extensive for libraries, if converted to electronic formats, because of the need for higher grade equipment, especially equipment that can print and display graphics.
10. There is a continuing need for good documentation for electronic products and depository librarians may be able to assist GPO in the production of more useful documentation.
11. Questions concerning the authenticity of information on the Internet and citing to government information accessed via the Internet were raised.

Council Business

Steve Hayes, Notre Dame, was nominated seconded and elected as Secretary-Elect of Depository Library Council. He will begin his duties at the Fall 1996 Council meeting in Salt Lake City, Utah.

Monday Afternoon Session

Council will be preparing a response to the GPO Study Report. Comments at this Council meeting will assist Council in drafting its response. The following items as they relate to the Study Report were mentioned.

1. The five to seven year time frame for the conversion to an electronic program is more realistic than the two year time frame mentioned in the GPO Transition Plan.
2. There continues to be a need for some kind of grant program that would extend beyond a one year time frame. How to allocate these funds is not known, however, responses to the Biennial Survey of Depository Libraries should provide information about those libraries which might be candidates for technology grants. GPO's target is to have at least one technologically-capable library in each congressional district. Funds allocated should not be limited to equipment purchases.
3. It would be useful to identify libraries which would help sell the value of the FDLP to specific congressmen. It would be of great benefit if each depository library invited their representatives to visit their depository library.
4. The problems of scanning documents and which documents are chosen for scanning still needs to be addressed.
5. Most users still want a paper copy. A shift will occur from GPO supplying a paper document to the depository library, to the depository library providing a paper copy to a library user. It is therefore, necessary for GPO think about the ease of printing and downloading electronic text when converting materials, or adding materials to on-line databases.
6. How will it be possible to enforce Federal agency compliance with any standards that GPO develops? This brings up the separation of powers issue.
7. GPO has traditionally dealt with documents librarians, who may or may not have much technical skill. It will become more common for GPO to also interact with the technical personnel in depository libraries.
8. The printing of maps will need to be addressed since printing maps often takes lots of time and requires more sophisticated printers.
9. GPO is to be congratulated on its more aggressive stance in obtaining fugitive documents.
10. Statistics on the cost of participation in the FDLP are needed.

DLC Activities

Jan Fryer, Chair-Elect, presented the GPO responses to the Fall 1995 DLC recommendations. (For full text of Recommendations, see the v.16, no. 16 issue of Administrative Notes).

- The revised, "Guidelines for the Federal Depository Library Program" (Recommendation no. 10) have been completed and sent to depository libraries.

- The technical requirements outlined in the “Guidelines” are still undergoing revision (Recommendation no. 11) and will be discussed at Tuesday’s Council session.
- No fee-access to GPO Access (Recommendation no. 12) is now in effect.
- A file of “frequently asked questions” has been added to GPO Access (Recommendation no. 15).
- The Depository Library Council Web page is now accessible on the WWW thanks to John Phillips at Oklahoma State University (Recommendation No. 21).
- There will continue to be a Congressional Priority Box (Recommendation no. 22).

Recommendations numbers 1-6 deal with areas of concern related in the development of the GPO Transition Plan.

- Recommendation 1: The ability to accomplish this recommendation which deals with balancing the needs of users with the potential economic benefit of converting items from a paper/fiche format to an electronic format is premature at this point. GPO will have a clearer picture of the potential costs as the Transition Plan is developed.
- Recommendation 2: The distribution of depository materials in appropriate formats is being addressed in the Transition Plan and is an area that continues to be addressed.
- Recommendation 3: GPO will further pursue the need for a technology assessment study and is disappointed that the Joint Committee on Printing denied GPO’s request for funds to undertake a technology assessment study.
- Recommendation 4: The provision of support services to depository libraries and end users depends on congressional funding.
- Recommendation 6: GPO realizes that the issue of preservation needs additional study.
- Recommendation 8: GPO has been conducting preliminary investigations on the possibility of utilizing cd-rom jukeboxes as a way of providing access to cd-rom products. This approach might help libraries that are experiencing equipment allocation problems.
- Recommendation 13: GPO recognizes that some depository libraries, especially those libraries acting as GPO gateway sites experience problems when they do not receive advance notices of changes to GPO Access. GPO will attempt to provide advance notice although it is not always possible to do so.
- Recommendation 14: GPO will continue to seek Council’s advice on the development of software for GPO Access and other electronic products, as far as it is possible.
- Recommendation 16: Including cataloging records from July 1976 to date on one Monthly Catalog cd-rom would cost money since all of the various cataloging practices would have to be brought into conformity.
- Recommendation 18: GPO is in the process of drafting a comprehensive plan for cataloging electronic materials which will include discussion of providing links from Marc records to titles converted from paper/fiche to electronic formats.
- Recommendation 19: GPO is already providing training for interested Federal agencies in publishing government information products for use by the general public.
- Recommendation 20: GPO is aware of the single password problem for depository libraries that provide access to STAT-USA.
- Recommendation 23: The Fall 1996 Depository Library Council Meeting will be held in Salt Lake City, Utah.

The Council’s Statistical Measurement Committee was established in the Fall in Memphis. It was suggested that this Committee look into the costs of being a depository library. It is important to determine the costs of providing service, accessing the Internet and the overall costs for user workstations. The Committee should look toward the future and determine what output measures are necessary in a changing depository library program. In reference to the allocation for grants, it is important to provide funds for technologically-needy libraries, but the impression should not be conveyed that depository libraries are unable to handle electronic information. A balance needs to be maintained.

The question of service guidelines in an on-line electronic environment has been raised. Some of the questions are:

1. How do we determine appropriate levels of service? (immediate access via contacting a library staff member for assistance; 24 hours)
2. What does the loss of selectivity for on-line products mean? (lack of staff expertise; harder to determine what service needs may be necessary)

Tuesday, April 19

Chair O'Mahony called the meeting to order at 8:40 a.m. The first annual exchange of disks containing help sheets for government information products, sponsored by the Government Documents Roundtable of the American Library Association will take place tomorrow morning. This is a continuation of the exchange which has taken place for the last ten years during the ALA annual meeting.

Tad Downing

Chief, GPO Cataloging Branch

The Chair introduced Tad Downing, who presented an update on GPO cataloging procedures in an electronic environment. GPO is trying to come to terms with how to handle the cataloging of electronic resources. A short time ago the major concern was reducing the cataloging backlog of paper/fiche. Although cataloging is now more timely, GPO is faced with new challenges and the need for new cataloging processes. While GPO is dealing with how to catalog items located on its web site, the cataloging of items residing on non-GPO sites is also a question that needs addressing. For materials residing on the GPO web site, GPO intends to provide full AACRII cataloging records,

GPO has been discussing how to provide links for titles converted from paper/fiche to an electronic format with the Library of Congress and CONSER participants. Twelve Marc tags could potentially be involved in the cataloging linkage process. The Marc tags involved are: 765, 767, 770, 772, 773, 775, 776, 777, 780, 785, 786 and 787. GPO's proposal is to add linking information from the most recent tangible format to the most recent electronic location if the item is located on a GPO web site.

If monographs, maps, and serials are available in both tangible and electronic formats and are located on the GPO web site, a 530 note with the URL will be added to the cataloging record for the paper version of the Monthly Catalog. For instance, the GAO publications located on the GPO web site will be cataloged using a 530 note that reads in effect that GAO publications are also available on the Internet at the GPO web site with an URL included.

The 856 field will be used for cataloging publication that are only available remotely. Maps and monographs located at non-GPO sites are not stable enough to be cataloged since there is no assurance that GPO will be notified if a title is withdrawn from an agency web site.

GPO does not feel that it is in a position to catalog Federal agency Internet sites and one solution to the cataloging situation may be to have the agencies catalog the Internet site themselves.

The Pathway Bibliographic Records Project is designed to aid in the identification of materials located on non-GPO Federal agency web sites. The Pathway indexer will allow users to search government (.gov) and military (.mil) sites on the Internet using keywords. A user can browse through Subject Bibliography Terms. Once the records are located, the records will provide a brief description and will contain several GILS-like elements including title, edition statement, publisher, date, notes and GPO Subject Bibliography Terms. There will be hot links directly to the site included within the records.

FOCUS DISCUSSIONS

1. Bibliographic Access in an On-line Environment

Cindy Etkin, Facilitator

A. What should be GPO's role in identifying, cataloging, and tracking electronic publications on the Internet?

1. GPO intends to provide full cataloging for items available on the GPO web site.
2. Pathway Services will provide some identification of titles, although it will not be full cataloging for non-GPO web sites
3. In an electronic environment, what actually constitutes a title since a data format may be used; an html title record may be different from a paper publication title.
4. Although GPO intends to catalog serials located in its web site, how will GPO catalogers deal with the question of providing linking notes on GPO cataloging records for publications once distributed by GPO in paper and now available on-line via non-GPO web sites.
5. In a distributed electronic environment perhaps Federal agencies should be responsible for creating their own bibliographic data records. GPO could establish liaison relationships with Federal agency webmasters and then GPO would be able to keep track of what is happening on Federal agency web sites.
6. The 856 field of the Marc record could be used for adding an URL to bibliographic records: one library is using a 856 field note that read: "Additional statistical data is available via the Internet: to alert users to additional sources of information. In addition, the 500 Marc tag could be used.
7. In a web-based catalog, a direct link can be made to the Internet location.
8. One audience member felt that maintaining URL links is similar to the process of maintaining name/authority records.
9. Agency policies: There are two different groups of people within an agency that deal with paper and electronic materials. While the policies for handling print publications are very clear, the policies for electronic materials are still new and under development. There is often no communication between these two groups.

B. Who has responsibility for cataloging electronic publications not available via GPO Access?

1. GPO might be able to provide a lead for Federal agencies.
2. A Pathway bibliographic record could be the basis for a Marc record if it is determined that there is stability at the Federal agency site.
3. There are now chief information officers in Federal agencies as a result of recent Congressional legislation.
4. A GILS record is a subset of the Marc record and the existing GILS core elements are based on Marc record elements.
5. The creation of cataloging records for electronic publications is probably not the primary mission for a Federal agency and may not be useful for the agency's primary clientele.

C. What minimum elements should be included in a cataloging record for an electronic publication?

1. There was concern about using Subject Bibliography Terms because it was felt by some that the terms are too broad for locating information. GPO decided on using these terms because they do not need to do any authority work on the records and can maximize their time locating information and browsing web sites for information.
2. Concern was expressed about how records are going to be added to library catalogs, when vendors like Marcive profile by item number and when GPO might not use item numbers for on-line information products.

3. Are we spending too much time concerned about traditional cataloging records when there is much development going into creating indexing software. The creation of a “GPO Master Federal Information Site” would provide a means by which librarians and patrons could access materials on Federal agency web sites. GPO could work with Federal agencies to link with the master site, leaving GPO free to work on creating effective search engines.
4. Pathway Locator is working on creating an indexer. The indexer will retrieve items at the file level. The browse option will get at the site level record.
5. There is a need for more than one site for accessing electronic information because of down time problems.

D. What is the difference between the relationship of GILS records and cataloging (Marc records) for Internet publications?

1. There is a distinction between GILS as a technology and GILS core. GILS core provides for a high file level of identification.

E. What kind of “classification system” should be used for publications on the Internet?

1. Use of the su-doc number and an ACCIS-supplied number
2. The inclusion of a stem would help to link paper/fiche titles with electronic versions.
3. It would be useful to continue to break out series titles.

F. How will libraries be notified of new files/electronic publications?

1. Materials located on the Internet will not be included in shipping lists.
2. There will be a “new item” file on the GPO web site.
3. It would be useful if the URL address remained the same when information is transferred from the custody of GPO to the custody of NARA for preservation.
4. If libraries decide to download publications from Federal agency web sites, how will these publications be shelved in libraries if no su-doc classification numbers are assigned to these publications?

GPO should develop a collection development policy for their electronic data which indicates what is on their web site and how they intend to manage electronic data, This policy could serve as a model for other Federal agencies. GPO should invest in an URL verification product for use with their web site.

2. Long Term Retention and Access to Electronic Information

Dan Clemmer, Facilitator

Dan thanked GPO for their concern on retention and access to government information as reflected in the Study Report. He mentioned that that we know how to preserve print and microfiche. Electronic information, due to its instability presents more of a problem to preserve. The responsibility for preserving government information in the electronic era has shifted from depository libraries to GPO and NARA.

A. What are reasonable expectations/standards for accessing files via GPO Access? Agency web sites? NARA

1. Descriptions and/or summaries are helpful to view before actually accessing an electronic file.
2. There is a big difference between preservation and access. Because something is archived at NARA does not necessarily mean that the information will be easy to retrieve once it is transferred to NARA. One of the problems of the Study Report is that it seems to rely on cooperation between GPO and NARA. There is a need for legislation to insure compliance.

3. The relationship between NARA and GPO needs to be clarified. When material is transferred from the GPO server to NARA, will there be a reasonable turn around time for inquiries for information? Will access be hampered by the need to submit a FOIA request for access?
4. Currently GPO provides copies of materials cataloged for the Monthly Catalog to NARA for preservation.
5. NARA does accept cd-roms for preservation but strips some software from the cd-rom especially if it is proprietary software. There is a question as to how much refreshing of data NARA will be willing to do. Are many electronic products really useful if saved in formats like ASCII?

B. What role can/do libraries play in archiving and providing long-term access to electronic government information?

1. There is a need for a regional system of electronic depository libraries which does not have to be the current regional structure.
2. What NARA can accomplish will be dependent on its level of funding
3. No one library is going to be able to archive all electronic information. They should archive based on the subject specialty of the individual library.

C. Even if the GPO locator points to an agency site, how can agency archiving of data be assured?

1. There needs to be commitments from libraries to assume responsibilities for archiving.
2. It is necessary to provide mirror sites.
3. The RLG conspectus approach might help in assigning archiving responsibilities to libraries bases on subject strengths.

D. How much government information will be saved in perpetuity? Who decides? GPO? NARA?

1. OMB Bulletin 95-1 and GILS might allow depository library materials to be placed on a record retention schedule.
2. There is a need for verifying that electronic information is authentic.

There should be a mechanism for GPO to notify Federal agencies that there is a connection between the agency's electronic files and GPO. What a Federal agency decides to do with its electronic files does affect GPO.

NARA interacts with Federal agencies through the Federal Records Retention Act, which allows NARA to grant a Federal agency's request to discard records. If this Act includes electronic records, perhaps the appraising officials at NARA could notify the agency wishing to discard electronic records that the materials are of interest to depository libraries and NARA can deny the request for disposal.

Wednesday, April 17

Council met to discuss areas of concern and to draft Council recommendations to the Public Printer. The draft recommendations will be discussed at tomorrow morning's council session.

Thursday, April 18

Council presented its Draft Recommendations, which are the result of audience discussion on Monday and Tuesday and Council discussion which took place on Wednesday, April 17th. The recommendations are in draft format and subject to

change. (Please see v. 17, no. 8, June 15, 1996 issue of Administrative Notes for the text of the final recommendations submitted by the Depository Library Council to the Public Printer)

DRAFT RECOMMENDATIONS

GPO Study Issues

Council commends GPO for completing the congressionally directed Study to Identify Measures Necessary for the Successful Transition to a More Electronic Federal Depository Library Program, for including representatives from the library community on the Study Working Group and Advisory Group, and for carefully considering the input of depository libraries throughout the study process.

1. Council support the “Principles for Federal Government Information”, and the “Missions and Goals for the FDLP” as stated in the draft Report to Congress, and Council recommends the adoption of these statements for the FDLP.
2. Council commends GPO for adopting a five-year time frame for the initial transition to a more electronic FDLP, and recommends that GPO continue to work with the library community, federal agencies, and other appropriate parties, to assess the capabilities of program partners and their progress towards implementing and expanding access to electronic government information.
3. Council recommends that the Public Printer seek common ground with the Office of Management and Budget (OMB) on Federal policy that would achieve an appropriate degree of government-wide coherence in public information as has traditionally been accomplished through centralized cataloging.
4. Council commends GPO for its aggressive and creative proposals for expanding access to government information and providing access to previously fugitive government information.
5. Council remains concerned that the transition to a more electronic Federal Depository Library Program (FDLP) continues to proceed without the fundamental data necessary to determine the most cost effective and feasible alternatives for providing access to electronic government information to the public through the FDLP. Council supports the Technical Implementation Analysis outlined in the draft Report to Congress and urges GPO to continue to pursue the means for conducting this analysis.

Revision of Title 44

1. Council supports in concept the definitions of government information product , and government electronic information services as articulated in the draft Report to Congress and Council recommends that GPO continue to work with Congress and the library community to identify and recommend legislative changes necessary for a successful transition to a more electronic FDLP.
2. Council further supports the concept of the role of the Superintendent of Documents in the government-wide coordination of public access to, and long-term access to government information as articulated in the Draft Report to the Congress.

Appropriate Formats

1. Council commends GPO for a timely test of the accuracy, feasibility, and cost implications of scanning paper publications for electronic dissemination to depositories. The depository library community is concerned about GPO’s conclusion that graphic-intensive publications of less than thirty pages in length are candidates for electronic conversion. Council notes that these are publications intended for public dissemination for informational purposes by the agency which may not be suitable for the intended audience in electronic format and which may present printing problems for the depository libraries.

2. Council reaffirms the principle that paper is a viable format. When choosing publications for scanning, Council reminds GPO that a basic assumption stated in the Strategic Plan is that paper and microfiche will continue to be distributed when appropriate for user needs.

Bibliographic Access Issues

1. Council applauds the efforts of the Electronic Transition Staff for their diverse and creative approaches toward providing bibliographic access to government information in electronic formats. However, Council recommends that GPO provide a mechanism that will search these multiple directories simultaneously. Alternately, Council suggests merging the files of the Pathway List of Titles and the Bibliographic Records Project so that those items residing on GPO sites will also be searched along with those items residing on other government agency sites. Rationale: Council sees advantages of this for the depository librarian and public users. As the amount of information available on the Internet increases, it would be increasingly difficult to track or separate, for searching purposes, those on GPO sites and those beyond. GPO could realize advantages as well. Since both of these tools provide title access to electronic government information, the efforts directed toward two projects should be united to create one unified title index.
2. Council recommends that GPO develop and incorporate, within its suite of Pathway Government Electronic Products, records that communicate continues and continued by notes, as well as previous format statements. Council further recommends that depository libraries be notified when print titles are replaced by electronic, Internet accessible titles so that they may make similar notations in their local shelflists and /or OPAC entries.
3. Council supports the practice to apply a Superintendent of Documents classification stem and an accession number to government information accessible via GPO Access. This represents a transitional middle ground, which will assist depository librarians to relate Internet sources to previously printed information and to help identify the provenance of electronic publications. It is anticipated that in the future, this program may be superseded by other programs, such as the Persistent Universal Resource Locator (PURL) that is under development nationally.

Retention, Long-Term Access and Preservation

1. Council affirms that the federal government has the responsibility to ensure that government information is preserved. All government information made available to the public through GPO Access, and to which the public is directed by GPO pathways and links to federal agency sites should be considered federal depository information and should be preserved in perpetuity unless determined otherwise by the Superintendent of Documents.
2. Council recommends that the Public Printer coordinate with the National Archives and Records Administration (NARA) to develop plans for preserving material and request clarification on specific aspects of what NARA will maintain. Also, NARA does not currently retain electronic information for which there is no source documentation. Further, NARA converts information to the lowest common source format, such as ASCII and does not retain the software interface. Council recommends that GPO, in discussions with NARA, adopt the principle that information retired to NARA will, insofar as possible, be as accessible as before it was retired, i.e., as complete, as searchable and as available when needed by the user. For electronic information that NARA will not be maintaining, or for information which it cannot ensure adequate access, GPO and the depository community should look for other partners willing to maintain access to the information.
3. Council supports the concept of distributed housing as one means of ensuring long-term access to government electronic information and encourages the development of partnerships with non-governmental entities toward this end. As recommended in the Fall 1995 Council recommendations, Council urges Library Program Services to assist libraries and agencies interested in cooperative agreements and to develop model agreements to provide guidance on technical and service issues, including archiving responsibilities.

Training and Communications

1. Council recommends that GPO offer a training component at the Fall Depository Library Council meeting in Salt Lake City, as a result of the success experienced at the Spring Joint Council Meeting and Federal Depository Conference. Council offers its services to help plan and assist in the training,
2. Council encourages the GPO staff involved in writing documentation for electronic products to work with Gateway Libraries and other interested librarians (i.e. technical support personnel) in creating user-friendly documentation. Council would be pleased to facilitate the organization of such a group who could develop a mechanism for facilitating coordination and communication among Gateway Libraries and other interested individuals.
3. Council recommends that GPO establish its own LISTSERV or distributed mailing list. The GPO LISTSERV should be designed as the official list for depository libraries. This will enable GPO to communicate directly with FDLP partners and conduct much of its official business electronically.

GPO Operational and Technical Issues

1. Council recommend that GPO set as a high priority supplying their Cataloging personnel with adequate equipment containing appropriate software and with Internet accessibility so that they can carry out their responsibilities. Rationale: As the central coordinating authority for bibliographic access to electronic Federal government information, it is imperative that GPO staff have the necessary technical infrastructure, equipment, and support in place in order to identify, catalog, and monitor government Internet sources and provide necessary bibliographic access to these sources for libraries and users.
2. Council recommends that GPO take full advantage of its WWW site to provide the broadest access to information about the FDLP and databases and resources such as the Publications Reference File.
3. Council recommends that GPO invest in URL verification software. Rationale: GPO must have the necessary software to effectively and efficiently maintain links and determine their stability, within the GPO web pages.

DLC Action Items:

1. Council will submit written responses/comments to GPO on the draft Report to Congress within the 60 day comment period. Copies of these comments will be forwarded to the appropriate Congressional committees.
2. Council will conduct an orientation session at the Fall 1996 DLC meeting in Salt Lake City to introduce new documents librarians and first-time attendees to the mission, organization, meetings, and work of the DLC.
3. Prior to the Fall 1996 Council meeting, Council should examine the issue of service expectations for depository information in on-line formats. The lack of selectivity for on-line formats, and its relationship to collection development should also be considered, as well as the relative responsibilities of regional and selective depositories for depository information in on-line electronic formats. At the Fall 1996 Council meeting, Council should seek public input on these issues.
4. Statistical Measurement Committee

Members:

Anne Watts, Chair
Cindy Etkin
Lynn Walshak

Charge: Support the efforts of the GPO in gathering, analyzing and disseminating statistical information in support of the Federal Depository Library Program. A progress report of the actions of the Committee will be provided at the Fall 1996 meeting of Depository Library Council.

Tasks:

1. To develop a statistical survey that can be used annually
2. To create a glossary of terms to ensure consistent data gathering among all depository libraries
3. To explore or identify existing statistical studies that would be useful for these efforts (i.e. cost benefit, input-output measures)
4. To identify a valid random sampling of depository libraries and other measures of data gathering
5. Council will develop guidelines for the new DLC web site and will develop mechanisms for adding/updating information on the web site.

Commendations

1. The Depository Library Council commends Wayne Kelley, as Chair of the Study, Judy Russell, as Chair of the Working Group and Jay Young for their leadership and hard work in the production of the Report to the Congress: Study to Identify Measures Necessary for a Successful Transition to a More Electronic Depository Library Program.
2. The Depository Library Council commends Julia Wallace of the University of Minnesota for representing the depository library community on the GPO Study Work Group.
3. The Depository Library Council commends Maggie Parhamovich Farrell and Raeann Dossett for assisting in the development of the GPO Pathway Services.
4. The Depository Library Council commends Kathryn McConnell of GPO's Creative Services for her graphic design work and assistance on Council's project, Fulfilling Madison's Vision.
5. The Depository Library Council commends Sheila McGarr and the GPO staff for their extraordinary planning and organization of a very, very successful 1996 Federal Depository Library Conference.
6. The Depository Library Council commends GPO for providing and distributing diskettes of the American Library Association Government Document's Round Table Handout Exchange at the 1996 Federal Depository Library Conference.
7. The Depository Library Council wishes to thank the Public Printer, Mr. DiMario, for extending the Council sessions from 2 and 1/2 days to 3 and 1/2 days.

The Public Printer thanked everyone in attendance for their advice over the past week. He thanked Council for its hard work. He specially thanked Chair, Dan O'Mahony for his work as Chair of Council and for his work as Council's representative to the GPO Study Working Group.

Public Printer DiMario presented certificates of appreciation to the outgoing members of Depository Library Council: Cindy Etkin, Linda Kennedy, Wilda Marston, Dan O'Mahony and Bobby Wynn.

The meeting was adjourned.

Respectively Submitted,

Susan Dow

Secretary, Depository Library Council

No minutes for Fall 1996

1997

No minutes for Spring 1997

FALL Meeting — 1997

Summary of the Fall 1997 Depository Library Council Meeting, Clearwater, Florida
October 20-23, 1997

Monday, October 20, 1997

Morning Session

Chair Anne Watts welcomed everyone to the 51st meeting of the Depository Library Council (DLC). Members of the Depository Library Council were introduced. Chair Watts surveyed the attendees on a variety of topics (e.g., geographical representation, first time attendance, types of libraries represented, etc.). Government Printing Office (GPO) staff were introduced. Attendees were encouraged to attend Council meetings. The Chair then introduced Public Printer Michael DiMario.

Michael F. DiMario, Public Printer

Mr. DiMario announced Wayne Kelley's retirement as Superintendent of Documents. He noted that with ongoing legislation and other activities at this time it was appropriate to select a new Superintendent of Documents. He first thought of Francis Buckley, who has been deeply involved with the depository program and who would bring enormous experience from his work at the Detroit Public Library and as Director of the Shaker Heights Public Library. Mr. Buckley had been chair or member of numerous committees in ALA and had testified before Congress. Mr. DiMario wanted a spokesperson for public access who would have high credibility with "the White House and Congress. In the interim, Jay Young had been leading the Office of Superintendent of Documents and had done an outstanding job. He had worn a dual hat as head of the Sales Program and as Superintendent. Mr. DiMario expected Jay and Fran to be a team leading the program into the future. He believed that they have the ability to move the organization forward.

Mr. DiMario had also appointed Robert Mansker as Deputy Public Printer. Mr. Mansker had 20 years of experience in the Congressional arena and has been working on GPO reform legislation. He would be expected to continue to promote the best interests of the program on the Hill.

In addition, Andrew Sherman had been appointed Director of Congressional, Legislative and Public Affairs. Mr. Sherman has played a significant role in the legislative process.

Mr. DiMario also noted that he was in the process of appointing a new Inspector General. Since this was in process, Mr. DiMario declined to announce the name [Robert G. Andary].

Mr. DiMario further announced that GPO had received full funding for the program for FY 1998 and this had been signed by the President the previous week. The Senate had made a few changes. \$1.5 million of the revolving fund was directed to be available to the General Accounting Office for management studies of certain programs in GPO. These studies would be done by an outside contractor who would be looking at the Office of Superintendent of Documents and the depository program. It will be a routine management review. Some depository libraries may be contacted. There would also be a financial audit by an outside contractor and this would be ongoing.

Mr. DiMario noted an ongoing dialogue with the Senate Rules Committee and the Office of Management and Budget. There has been the promise of draft legislation, and concept papers have been issued from time to time. Eric Peterson, Staff Director of the Joint Committee on Printing (JCP), was to be present on Wednesday and was expected to have more information.

Mr. DiMario concluded that we needed to publicize the program, that we as a group had the ability to advance the program, but that we needed to have our voices heard.

J.D. Young, Director, Library Programs Service (LPS)

Mr. Young began his remarks by noting how he looked forward to Council meetings because of the people in attendance, and that the program symbolized what was best about Government. He expressed his regret that Wayne Kelley was not present and acknowledged Mr. Kelley's great contributions to the program.

After welcoming Fran Buckley, Mr. Young introduced Vicki Barber, new Chief of the Depository Distribution Division. After briefly describing her background and current duties, Ms. Barber was identified as the person who brought the claims of tangible depository products back in-house.

In addressing concerns of the community of how fast and how far we were into the transition, Mr. Young quoted Dr. William Miller in a recent article, "all information is not yet electronic and probably never will be." Mr. Young stated that when an agency produced a title in paper, GPO would continue to provide it to depositories in paper, even if it were also available in another format. This policy would continue as long as appropriations continued; should appropriations decline, then obviously they would have to look at it. If agencies discontinued paper, then GPO would also. Mr. Young further stated that electronic would not replace paper as long as GPO had funding.

When addressing the problem of fugitive documents, he said that for many years the most practical solution was to get one copy and convert it to microfiche. Now the availability of many information products on the Internet offered another solution. A list of 100 microfiche titles that would be replaced by an electronic format was published in Administrative Notes [see vol. 18, no. 13 (10/15/97) & no. 14 (11/15/97)]. He requested advice from the libraries if it would have a negative impact on their service to the public. GPO wanted to hear from libraries.

GPO was working with NTIS on a pilot project that would allow free online access for depository libraries to scientific and technical publications in electronic image format. Linda Kennedy at the University of California-Davis has been working with NTIS. NTIS was interested in expanding to another library this fall. In 1998 four to six more libraries would be added, GPO's intention being to include up to twenty libraries. GPO would determine the libraries to be included. Council Chair Watts requested that small academic and public libraries be included. Mr. Young agreed.

Mr. Young moved on to the topic of the Journal of the National Cancer Institute. Through negotiations spearheaded by Wayne Kelley, the journal was once again included in the program. Back issues were also being sent so that there would be no gaps.

Mr. Young then proceeded to report on the Sales Program. The new Integrated Processing System (IPS) was to be unveiled on November 17 [rescheduled to 3/30/98]. This would greatly improve customer service. There would not be parallel system testing so there might be some transition difficulties. Historical data would be maintained on the mainframe. Northrup Grumman won the contract. The new IPS would affect telephone and mail orders. It would reduce costs. There would be some downsizing through attrition. The Publications Reference File (PRF) would be replaced by the Sales Product Catalog (SPC). This would be a masterfile for information professionals consisting of two subsections: the "SPC Domestic" (which would not include international prices); and the "SPC International" (which would include the international prices). The SPC would be a report or output from the overall database. There would be no microfiche version. It would contain two years of records. GPO was looking at CD-ROM for the out-of-print documents. There would no longer be a twelve digit stock number, but a six digit one. For the first year, the focus would be on the Sales Program. Mr. Young expressed interest in getting source files from

agencies that were electronic and republishing them in print if they were marketable. He requested feedback from the depository community in identifying such products.

The National Commission on Libraries and Information Science (NCLIS) was continuing on its interagency agreement to conduct an assessment of Government electronic products, gathering information particularly on medium and format standards. Woody Horton was the consultant. Mr. Young suggested that our use of the term format needed to be changed; that we needed to recognize that format is the arrangement of the material on the medium.

Robert Willard, Commissioner, National Commission on Libraries and Information Science

Mr. Willard brought greetings from Jean Simon, who had attended the Fall 1996 Depository Meeting in Salt Lake City. He announced that Peter Young had left the Commission and was back at the Library of Congress. A new executive director would be named soon. Mr. Willard reviewed the history of the assessment of standards study. Its focus would consist of three components: creation, dissemination, and permanent accessibility. The study resulted from two different developments: the Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program and a need for an independent technological assessment. The Public Printer thought an independent body would be appropriate to conduct the study. The Commission had focused on a number of issues: public access, libraries and the Internet, and the economics of information. In July 1996, the Commission passed a resolution that they would help GPO with the study and focus on the end user. There were five aspects: future publishing plans, cost effectiveness, usefulness of information to the public, training requirements, and publishing format.

The Commission signed an interagency agreement with GPO to put the study into effect. After a false start, they engaged the Computer and Technology Board of the National Research Council. They contracted a researcher, Alan Inouye, who prepared a draft report which became the final report accepted by NCLIS in late July. This report was available at <www.nclis.gov>. The conceptual plan had three phases:

1. preparing the document (containing a detailed statement of work and the framework of the document)
2. directing the collection of data
3. developing a series of reports (informed opinion based on data).

The real focus would be on phases one and two. The Commission felt that some of the issues raised in the framework document needed to be addressed; this would occur in phase three. In August, Woody Horton was engaged as adjunct staff to shape the Statement of Work (SOW) in the Washington contracting environment. He had worked at the Office of Management and Budget in the 60s helping to computerize the budget. The SOW was presented to the staff director of the Joint Committee on Printing. There were questions about the focus and direction. An amended SOW was resubmitted. It would shortly be submitted to an outside contractor who would create the survey.

Mr. Willard stated that, since there was a broad array of information, they needed input on which products to include in the survey. He believed that these efforts would create a major landmark in understanding information policy.

Audience Discussion:

1. In response to a question, Mr. Willard attempted to clarify what NCLIS was doing. He said that they had developed a document--a series of questions and a Statement of Work--which directs a contractor to survey electronic products. The third phase was conceptual whereby the questions would be taken from the framework and answered. The Commission would bring a body of experts to review the results and then might come out with a final document. Mr. Willard noted that there were some documents that pertained to the study at the National Academy of Science web site <www.nas.org>.

Jay Young noted that phase three was beyond the scope but the depository program would get a product out of this that could be used.

2. In response to a question on the timeframe for phase two, 4-6 months was given. The timetable was in the Statement of Work.
3. A question was asked on who would be adjudicating the data. The response was that Woody Horton would be working on it, but it would probably be a private contractor.
4. There was concern about all the different software that depository libraries were dealing with and whether this was the group involved in looking at that. Mr. Willard responded that this group was precisely looking at that. Jay Young added that GPO would not be able to ordain what agencies used, but that what came up in the study would be useful for that purpose.

Council Business

Chair Anne Watts requested attendees to place their suggestions in the DLC suggestion box. She announced the Spring Council meeting would be held April 20-23, 1998 at the Washington National Airport Hilton in Arlington, VA.

Gil Baldwin,

Chief, Library Division, Library Programs Service

Mr. Baldwin presented an update on activities of the transition to electronic in the Library Programs Service.

Highlights included:

1. Began the partnerships and agreements between GPO, other Government agencies, and depositories. Partners included the University of Illinois-Chicago with the Department of State, University of North Texas, Department of Energy, Department of Education, and OCLC;
2. Developed permanent access initiatives including the “collection management” concept for GPO Access and the FDLP Electronic Collection;
3. Sponsored the Regional Librarians Conference;
4. Developed new GPO Access web applications and services including the addition of the Council’s web page and creating the “Core Documents of U.S. Democracy;”
5. Began the use of the web to conduct the Biennial Survey and the Item Selection Update;
6. Developed the Item Lister and mounted an electronic version of the shipping lists;
7. Partnered a shipping list label service;
8. Raised awareness concerning privatization of Government information products and copyright-like restrictions;
9. Renovated office space for the first time since the 1985 move, and
10. installed a Windows NT LAN, which provided Internet access at the desktop for most staff and Internet connectivity to OCLC for catalogers.

Mr. Baldwin noted that this was the third year for the Electronic Transition Staff (ETS) whose role was to identify, assess, and implement information technology solutions for the transition. The staff included George Barnum, from Case Western University, who has a one year appointment and is concentrating on permanent public access for electronic information and on partnerships between depository libraries, Federal agencies and GPO; Lee Morey, Joe Paskoski, and Sandy Morton-Schwalb. Ms. Schwalb was reappointed for a second year and is working on the NTIS dissemination, the Department of Energy, and the NCLIS assessment projects.

A key development was the collection management concept for GPO Access whereby GPO would manage various Government information products as a library-like collection permanently accessible via GPO Access. It was part of the planning for permanent access through a distributed network system. The digital collection of “Core Documents of U.S. Democracy” was one of the manifestations of the collection management concept. It went live in late June, giving users access to basic Government documents that define our democratic society. Mr. Baldwin was appreciative of Council’s consideration of this collection at last Spring’s meeting and was interested in suggestions to expand it.

Since 1991, GPO had participated in the Supreme Court’s Project Hermes. Beginning this month, the file would be sent in ASCII and Adobe PDF. This has stimulated GPO to look at how these files would be handled. They have been working on building a browsable index and an index page. Council’s advice was being sought on how to proceed. GPO would like to move to provide ASCII and PDF versions for each new opinion, as well as a summary file.

LPS has had to realign some of their resources as digital publishing, especially on the Web, had defied centralization. More LPS staff had been assigned to discovering and evaluating Government information on the Internet. There are more people building locator tools than obtaining print products. They were continuing to chase fugitive products. Complicating this was software licensing, copyright-like restrictions, and Government/private sector arrangements. By September, the Browse Electronic Titles page had more than 2100 titles and about 30 titles were being added each week.

LPS was working with the National Imagery and Mapping Administration (NIMA), formerly the Defense Mapping Agency (DMA), to revise the interagency agreement to bring back NIMA products for distribution to depository libraries.

Mr. Baldwin announced that 735 titles of tangible electronic products (i.e., CD-ROM) had been shipped to depository libraries so far. Of the two popular online services provided via LPS to depository libraries, STAT-USA had 812 registered, and Censtats had 882 registered.

The Superintendent of Documents Salaries and Expenses Appropriation for FY 1997 was \$1.23 million less than requested. House Report 104-657 explained a reduction of \$1.2 million would be possible through conversion of most Serial Sets to CD-ROM. A paper copy of the Serial Set would be distributed to each Regional depository and to one depository library in each state without a Regional. Senator John Warner, Chair of the JCP, reaffirmed this position in response to a proposal from GODORT (the Government Documents Round Table of the American Library Association) that GPO make the Serial Set title pages and tables of contents available to all requesting depository libraries. Distribution of House and Senate documents and reports would continue. All depository libraries requesting the bound Serial Set would receive it until the 104th Congress was completed. With the 105th Congress, title pages and tables of contents would be sent to selecting libraries. The bound Serial Set would then be limited to the Regional depository libraries, plus one depository library in each state without a Regional in its boundaries.

The Joint Committee on Printing had directed GPO to facilitate Congress’ maximum utilization of electronic creation and transfer of information. A growing number of House and Senate reports could be found on GPO Access.

Depository libraries could soon expect the U.S. Industry & Trade Outlook to be arriving. NTIS arranged for distribution to GPO. There would also be depository copies of the NAICS (North American Industrial Trade Classification System) Manual.

The Cataloging Branch had a backlog of approximately 4600 titles. These were mostly microfiche titles. There were cataloging workstations with Internet access at each desk. Two new cataloging librarians had been hired and would be devoting much of their time to cataloging Internet sites. With 87,000 records cataloged since 1994 on the Monthly Catalog on the web, the web site was a true daily record. 2300 records had URLs. Mr. Baldwin stated that there was concern for longterm accuracy of the URLs. They considered their decision on using PURLs (Persistent Uniform Resource Locators) software and decided that it appeared to be the best alternative. They expected to use advanced PURLs software, but would be looking at Universal Resource Name or “handles.”

Mr. Baldwin reported that 55 depository libraries were inspected, and 125 self-studies had been sent in. Summaries of their reviews were sent out to libraries. Two new inspectors were named: Thomas Oertel, from the University of Utah Law Library; and Cynthia Etkin, from Western Kentucky University. Twelve libraries relinquished their depository status (only two reported that it was because of the electronic requirements), and two libraries became new depositories. In July 1997, 150 libraries last inspected in 1990 and 1991 were notified to submit self-studies. The self-study has allowed some resources to be reallocated to FDLP systems support related services for depositories.

Mr. Baldwin acknowledged Council's input for the 1997 Biennial Survey and announced that it was "in the mail" with a December 1 due date. A web application of the Biennial Survey was developed and tested. As part of the Biennial Survey, the name and address updates could be submitted on the web.

The Regional Librarians Conference was held in Minnesota in August. Mr. Baldwin noted that there was representation from states without a Regional within the borders. The Conference strengthened the Regional's services to the selectives. He thanked Julia Wallace and Anne Watts for their help on this conference.

Mr. Baldwin acknowledged the variety of input to LPS staff, via phone, fax, e-mail, etc. Noticing the number of postings to GOVDOC-L, LPS has been predicating a web-based approach to this avenue. LPS would like feedback on "AskLPS" test pages on the web. At LPS, there would be a designated person, the "traffic cop," who would distribute the questions to the appropriate persons to answer. They would decide if the question was appropriate to post for all to see or if it was just one library's problem.

Mr. Baldwin also requested each depository library to view its Library Profile regularly for updating.

The "AskLPS" web site was then demonstrated.

T.C. Evans,

Assistant Director, Office of Electronic Information Dissemination Services (EIDS)

Mr. Evans announced that there would be new and exciting changes to GPO Access. He placed emphasis on user feedback and encouraged attendees to take advantage of the focus group sessions scheduled for Tuesday and Wednesday afternoons.

EIDS has been working on GPO Access response time. Usage has continued to grow with over 6.5 million documents downloaded in September alone. The Federal Register and the Code of Federal Regulations have been the biggest growth areas with 2.3 million and almost 2.0 million documents respectively downloaded from each.

Redesigned GPO Access web pages were rolled out on Friday. Objectives included affording the new user a clear and easier path while still providing a useful point for the seasoned user, shorter links, quick jumps, easier to follow links. There was a new page on "What is GPO Access." A New and Noteworthy Products page had items appearing chronologically and contained new sales releases. All posting to this would remain permanently accessible, arranged by year. There is a "Browse Federal Bulletin Board Files" and also a "Search Databases" selection which would allow users to select a general search page, more specialized search pages, or more about each of the individual databases.

Mr. Evans announced that the online version of the Monthly Catalog of U.S. Government Publications would now be known as the Catalog of U.S. Government Publications, that the Publications Reference File (PRF) would now be the Sales Product Catalog (SPC), and that there would be a link to the new Weekly Compilation of Presidential Documents application. A link to the new GPO Access home page would provide users help in finding Government information on GPO Access and other Federal Internet sites. There would also be linking to a page to "Find Products for Sale." Where possible, order online or print a form to mail or fax. There would be a link to a bookstore page. A new online GPO Access survey form was reported. Over 400 have already tried it. Its URL was <www.access.gpo.gov/su_docs/dpos/surveyoct97.html>.

A number of projects were on the horizon. There has been positive feedback on the browsability of the Congressional Directory and the U.S. Government Manual. Interim online products might appear in advance of their printing. Work was underway to extend the coverage of the new Weekly Compilation of Presidential Documents back to the beginning of the Clinton administration. An increasing number of committees were requesting various Senate hearings to be mounted on GPO Access which might lead to a more comprehensive Congressional hearings application. The 104th Congressional Record had been converted to SGML and the Code of Federal Regulations was 50% complete to date. Commerce Business Daily was using SGML.

George Barnum,

Electronic Transition Staff, LPS

Mr. Barnum had been with the Electronic Transition Staff (ETS) for three months. ETS, which has four staff members, worked with all sections of GPO. New developments included the FDLP, Council, and Partnership web pages. Pathway Services continued to grow with the Pathway Indexer in a “maintenance mode,” awaiting further developments. ETS reached out, forging partnerships around the community. Mr. Barnum noted that the University of Illinois-Chicago partnership with the Department of State, the University of North Texas as a second partnership on the Advisory Commission on InterGovernmental Relations. Other partnerships were moving forward. There was an agreement with OCLC and the Department of Education to place ERIC documents online. The pilot project would begin in January for one year and would include those reports that depository libraries were used to receiving in microfiche through the depository program. Mr. Barnum was optimistic about an NTIS partnership. They were awaiting approval from the Joint Committee on Printing to move forward on partnering with the Department of Energy (DOE) to forge an information bridge for the DOE E 1.28: and E 1.99: microfiche reports. This would involve 12-15,000 reports annually.

As a visiting expert consultant, Mr. Barnum was able to observe projects outside of GPO. Two such observational opportunities were the National Agricultural Library and the foreign affairs documents at the United States Information Agency. As part of his agency visitations, Mr. Barnum informed them about the FDLP.

Mr. Barnum reported that the Gateway Program was being observed. A discussion on Gateways and “where now” would be held on Wednesday. There was a need to update the role of the Gateways.

Audience Discussion:

1. Clarification was requested on what ERIC reports would be online. Mr. Barnum indicated that it would be the subset that depository libraries received, just the Government funded reports.
2. A question concerned the difference between a Gateway or a “button” on the web. Mr. Barnum responded that that was what would be discussed. When Gateways started, there was a different climate than now. There was a lot of value being added by Gateways.

Monday, October 20, Afternoon Session

Chair Anne Watts announced that there would be a Question and Answer session, reports from Council, and the election of the incoming Chair (Assistant Chair/Chair-Elect).

Question and Answer Session:

1. Diane Garner asked T.C. Evans about the GPO Access survey on the web site, noting that there were questions that were similar to those on the Biennial Survey. Mr. Evans responded that this was coincidental.
2. Tom Andersen commended LPS on the “AskLPS” and inquired about modifying it by breaking it down by week, by month, a Frequently Asked Questions section. Mr. Baldwin indicated an interest in looking at this.

3. Diane Garner asked Gil Baldwin if “AskLPS” would be browsable or searchable. Mr. Baldwin responded that it was browsable now, searchable later. A further question on a date when this would be operational drew the response that it would depend on feedback. It could be operational quickly.
4. There was a question on the date to expect the NAICS Manual. Mr. Baldwin said that they would get the information out as soon as they knew.
5. A question was asked on what the title pages for the Serial Set were and how different were they from the microfiche. Mr. Baldwin responded that the title pages did not go with the microfiche, but were to assist those who might want to bind the Serial Set. There was a suggestion that title pages be on acid-free paper.
6. A question about the Inquiry Form on AskLPS: would there be a way for the form to repeat the directory information on each library? Mr. Baldwin replied that now anyone could ask a question of GPO; that they were not requiring depository libraries to fill out the form in order to ask a question.
7. A question whether a clerk sending queries under the librarian’s name could put his/her own e-mail address on the query for the response. Mr. Baldwin replied that the response could go back to whoever input the form.
8. A Regional, who tested the Biennial Survey, inquired whether there would be any space for “sidebar” comments on it. Sheila McGarr said the 1997 Biennial Survey was frozen, in the mail already and on the web. Comments could be e-mailed to her.
9. Tom Andersen asked how one could comment. Ms. McGarr said it could be a piece of paper placed in the file.
10. Diane Garner suggested that there be a “Tell LPS” as well as an “AskLPS.”
11. Diane Garner identified the Council’s Statistical Committee (consisting of Council and non-Council members) and its original impetus to assist with the development of the Biennial Survey. Ms. Garner inquired of T.C. Evans what kind of process went on or what kind of data gathering methodologies were done. She elaborated further on the question on whether the data was already being gathered at libraries (e.g., ARL, public libraries). Mr. Evans said there was a basic set on a wide variety of data being collected. Specific applications had specific needs. An example was the Commerce Business Daily (CBD) requiring statistical gathering for the Department of Commerce for quality assurance. Mr. Evans further added that some data was not shared to protect the privacy of users.
12. Denise Davis indicated concern about the privacy of users. Ms. Davis posed a question to Mr. Evans on whether they were measuring input or output. Mr. Evans responded both, but primarily output. He said that their legal counsel had ruled that an FOIA request for output at DTIC was a violation of privacy.

Depository Library Council Committee Reports

Chair Anne Watts requested that the chair of each committee provide highlights.

GPO Operations,

Diane Eidelman

Ms. Eidelman reported that the background and information for the Service Issues Guidelines Work Group had been published in the September 15, 1997 Administrative Notes. It has been posted on the Council’s web page at GPO. There would be a discussion on the draft guidelines at a meeting tomorrow at 9:00 a.m.

- Cataloging Work Group, Carol Bednar
- No report at this time.
- Web Page Working Group
- The Group does not have a chair at this time. No report.

Electronic Preservation and Archives,

Dan Clemmer

No report at this time.

Announcements

Chair Anne Watts announced that Mary Mallory would be reading Barbara Levergood's paper on the CD-ROM Documentation Project.

Chair Anne Watts thanked Jan Fryer for her assistance and for compiling a new Council handbook.

Nomination/Election of Chair-Elect

Carol Bednar nominated Tom Andersen for Assistant Chair/Chair-Elect; seconded by Duncan Aldrich and Julia Wallace. Mr. Andersen was elected by acclamation.

Council Business

Tom Andersen asked Gil Baldwin about further feedback for the "Core Documents." Mr. Baldwin indicated that they were always accepting suggestions for additions.

Diane Garner expressed appreciation for the list of 100 microfiche titles that would be converted to an electronic format and inquired whether GPO was keeping track of those titles that did not come directly from GPO. Mr. Baldwin responded that several people were mining the Internet to look for publications. Ms. Garner inquired whether they were collecting numbers of things that were disappearing from the program and appearing on the web.

Julia Wallace said that there were a number of issues on items going to be just electronic and of long term access. Ms. Wallace raised a question concerning GPO printing some items in paper, but not sending those to depository libraries; but, instead, providing them electronically. Mr. Baldwin responded that if funds were available at GPO, then they would provide paper. Some electronic products hosted on GPO Access after time may migrate to a partner. Agencies were encouraged to notify GPO of changes but this has not been routinely done.

Julia Wallace suggested that cataloging records be purged of URLs that were not there anymore. Mr. Baldwin had asked OCLC to create a PURL-like software to check links. This has not been done yet; but Mr. Baldwin thought OCLC was moving in that direction.

Chair Anne Watts stated that Council would be attending some of the presentations and addressing some of these issues.

Tom Andersen inquired about appropriations and the status of the drive to conversion to electronic formats. Mr. Young believed the 5-7 year timetable was still present, but that the pressure had abated.

Dan Clemmer announced that the Department of State would soon be establishing a home page for declassified FOIA information. There would also be a collection of documents relating to certain issues. Mr. Clemmer believed that this would be occurring this fall and he would announce it on GOVDOC-L.

A question from the audience concerned the PURL software. Mr. Baldwin said it was still being tested. He also stated there would not have to be notification; but that it would be automatic. Louisiana State University reported that they have changed 60% of URLs.

The meeting adjourned at 3:00 p.m.

Thursday, October 22

Chair Anne Watts called the meeting to order at 8:40 a.m. Ms. Watts announced that copies of the draft of Council's recommendations and commendations were available for the audience. Ms. Watts reminded all present that Council had not copy edited this draft, but that Council had agreed on the concepts of them. The recommendations and commendations would be posted on the Council listserv where they would be edited and completed by November 15. They would then be forwarded to GPO for posting to the Council web page and printing in Administrative Notes [see v. 18, no. 16, 12/15/97]. A notice would be posted to GOVDOC-L. Again the Chair reminded the audience that these recommendations and commendations should be considered drafts. A rationale would accompany each recommendation. Chair Watts then presented the topics of the draft recommendations for comments and questions.

DRAFT RECOMMENDATIONS

Serial Set

Council recommends that the Government Printing Office investigate the feasibility of distributing those documents and reports that comprise the Serial Set in a stable (archival) medium (format) to those depository libraries that select them. The Council does not consider CD-ROM a permanent archival medium. Two possibilities that might be considered are second generation silver halide microfiche and acid free paper that can be bound.

Council questions/comments: None

Audience questions/comments: None

AskLPS

Council applauds the development of the AskLPS feature on the FDLP Administration home page, as a significant step forward in efficient communication between LPS and all depository libraries. As this new service is developed, Council would like to advise the development team on the most effective organization and features to fulfill the needs of depositories.

Council questions/comments:

Chair Watts noted that comments received in the Council's suggestion box indicated that the participants were pleased with AskLPS.

Julia Wallace stated that Council has a number of thoughts on enhancements for AskLPS and she requested the audience to share their thoughts also.

Audience questions/comments: None

GPO Access Collection (Managing GPO'S Electronic Collection)

The Depository Library Council is encouraged that the Government Printing Office has produced the white paper, "Managing the GPO Access Collection," and that GPO is drafting a collection plan with which to manage GPO Access databases and other electronic Federal Government publications made available through the FDLP. Council recommends that in preparing the collection plan GPO address:

1. the scope and coverage of the FDLP Electronic Collection;
2. mirror sites to provide the necessary redundancy that will ensure uninterrupted service and permanent access to materials in the collection;

3. outreach to agencies and depository libraries which delineates procedures for capturing fugitive electronic publications from agency web sites;
4. the preservation of and permanent access to information distributed on CD-ROM and other tangible electronic mediums, and
5. effective bibliographic access to the Collection.

Council questions/comments:

Richard Werking commented that Council had discussed the recommendation's title which would be "Managing GPO's Electronic Collection."

Duncan Aldrich noted that there were five areas listed to be addressed; but in the final wording, there may be more. The five listed were of particular interest.

Audience questions/comments:

Clarification of the word "tangible" in item four was requested. Mr. Aldrich said that it was a concern of Council and there may be a need for planning to coordinate migration of information to a more stable medium.

Monthly Catalog Display on GPO Access

Council recommends that GPO modify the public display of entries in the Catalog of U.S. Government Publications to a more user-friendly, labeled format. The underlying MARC tags should remain available as an alternate display format.

Council questions/comments: None

Audience questions/comments: None

OpenText Z39.50

Council recommends that GPO provide the Z39.50 search interface for the OpenText software.

Council questions/comments: None

Audience questions/comments: None

GILS Compliance

Council recommends GPO install GILS-compliant software for all of the WAIS databases and assist libraries in obtaining GILS-aware client software.

Council questions/comments: None

Audience questions/comments: None

Migration of Microfiche Publications

Council recommends that GPO develop, in consultation with Council, selection criteria for migration of microfiche publications to online format only.

Council questions/comments: None

Audience questions/comments:

A member of the audience indicated mixed feelings on the topic. He noted that he did not remember voluntarily giving up anything. He was also concerned about an archival, tangible copy.

Diane Garner mentioned that the depository library community had been given a list of 100 titles that would be converted. Council's thought was to slow the process and look at these titles. Certain classes would be better in an online format but the purpose of the recommendation was to look at this.

Several members of the audience concurred that it was not always true that statistics were better online and that it was good to have them in paper. One suggested that if it is to be studied, that it could be tied in to the mirror sites under the recommendation on managing the GPO Access Electronic Collection.

Chair Watts said criteria would be developed and that Council understood the urgency of GPO to migrate these titles.

Richard Werking said that the rationale would include that criteria be established first. Diane Garner suggested a friendly amendment, "selection criteria and plan for permanent access"

One of the audience asked whether leaving out partnerships was an oversight. Chair Watts said that this was in response to the 100 titles. SOD 13 was developed for conversion of paper to fiche. She added that the partnership question belonged in the "Managing GPO Access Electronic Collection" recommendation. Duncan Aldrich said that Council had listed some particular items and may have missed this.

Gil Baldwin interjected that the Collection Plan, which Council has not seen, does include partnerships.

Julia Wallace added that Council discussed microfiche and permanent access. She noted that there is a need to tie the microfiche conversion more closely to collection management and that is why Council was slowing the process (microfiche/online conversion) down

Chair Watts reiterated that Council supports partnerships and considers them very important.

Carol Bednar inquired whether there would be a comment in Administrative Notes about the delaying of the process due to Council's recommendation since the list of 100 titles was published there. Gil Baldwin responded affirmatively [see vol. 18, no. 14, 11/15/97].

Supreme Court Opinions on GPO Access

Council recommends that GPO give a high priority to making the HERMES collection of Supreme Court opinions available as a searchable database on GPO Access.

Council questions/comments: None

Audience questions/comments: None

DRAFT COMMENDATIONS

Regional Libraries Conference

Council commends the Public Printer for agreeing to sponsor a very successful Regional Libraries Conference held in August 1997. The conference provided Regionals an opportunity to strengthen their ongoing services and responsibilities, as well as identify new areas for service, to Selectives. Council is aware that the conference was planned as a one-time event, but because

of the conference's long term benefit to the entire Federal Depository Library Program, we encourage GPO to consider requesting funding for a second Regional Librarians Conference in the future.

Council comments:

Tom Andersen said this would become a recommendation.

Recent GPO Appointments

Council commends the Public Printer on his appointment of Robert T. Mansker as Deputy Public Printer, and Andrew M. Sherman as Director of Legislative and Public Affairs as well as his intention to appoint Francis J. Buckley, Jr. as Superintendent of Documents. Council is pleased and impressed by all of their qualifications and with the timeliness in which these appointments were made.

Council comments:

Julia Wallace said this would be clarified and completed. Mary Alice Baish suggested that more information may be added to Francis Buckley's background.

Council's Home Page

Council commends Susan Dow and Joe Paskoski for their extraordinary efforts in the development of the Depository Library Council's home page.

Council comments: None.

Paper Claims

Council commends the Library Programs Service for resuming the fulfillment of paper claims to LPS. The prompt fulfillment of claims is important to depositories, and the Government Printing Office will be able to provide more efficient service, and to monitor problems more accurately by managing this service in-house, rather than relying on an outside contractor.

Audience comments:

The audience applauded on the return of paper claims to LPS. A concern was voiced that the West coast was still receiving few claims filled and requested GPO to consider the time frame when filling claims.

ETS Role

Council commends the Electronic Transition Staff (ETS) for the role they have played in implementing goals outlined in the GPO Strategic Plan. Council recognizes that ETS was directly responsible for the Pathway Indexer and the FDLP Administration pages, and has been intimately involved in the development of various other electronic products on the Superintendent of Documents web site. Council also recognizes the important role ETS has played in establishing content and service partnerships with FDLP libraries and Federal agencies, and in supporting GPO's work with NCLIS to initiate the Assessment of Standards.

GPO Access Training

The Depository Library Council commends the Government Printing Office for making significant progress in providing GPO Access training for depository librarians and others. The high-quality training sessions conducted by the staff of the Office of Electronic Information Dissemination Services, with scheduling coordinated by the Depository Services Staff, have been highly praised by participants. The successful completion of the first cooperative "train the trainers" workshop will also lead to a broadening of efforts which will benefit even more end users.

Members of the audience encouraged others to take the “train the trainers” and that it was an excellent project.

Wayne P. Kelley

Council commends Wayne P. Kelley for his service as Superintendent of Documents for his professional and personal commitment to the Federal Depository Library Program and the GPO Sales Program. Since his appointment as Superintendent of Documents in 1991, Mr. Kelley has provided strong leadership within the Government Printing Office and the depository library community. We appreciate his substantial role in the development of and enhancements to the highly acclaimed GPO Access system, its User Support team and the Superintendent of Documents home page. Mr. Kelley’s commitment to the broad principles of public access to Government information are further evidenced by his chairmanship of the GPO Study group and his willingness to bring all interested constituencies, including the library community, into the process.

We especially commend Mr. Kelley for his dedication and firm resolve to keep Government information in all formats in the public domain. This is perhaps best exemplified in his eloquent speech regarding the Journal of the National Cancer Institute that so impressed Senator John Warner that it was attached to the Senator’s remarks in the Congressional Record.

Council comments:

Chair Watts noted that this commendation would be expanded.

Audience comments:

The audience showed its appreciation of Wayne Kelley through hearty applause.

ACTION ITEMS

Chair Watts explained that Council had a number of activities and that these were “action items.”

Paragraph Numbering of Supreme Court Opinions on GPO Access

Assigned to Mary Alice Baish.

Continue Gateways Dialogue

Would be continued by Diane Eidelman on the Gateways listserv. Diane Eidelman said there had been discussion on the role of Gateways on the listserv and at a meeting the previous day. One opinion was that Gateways were no longer needed and another opinion was that these Gateways did serve a political purpose. Ms. Eidelman indicated they were not ready to make any recommendations at this time.

Access Equity for Electronic Products

Chair Watts noted this involved a number of issues including passwords, etc. The entire Council would work on this topic. It was announced that GODORT’s Federal Documents Task Force would have a work group on this issue at ALA Midwinter.

Microfiche Conversion

A criteria group has been established to work with GPO. The GPO Operations Committee consisted of Diane Eidelman, Chair Carol Bednar, Peggy Walker, Julia Wallace, Tom Andersen and Lynn Walshak.

Core Documents of U.S. Democracy

GPO has asked for feedback from Council and the depository community.

ANNOUNCEMENTS

Diane Garner requested all to provide input on criteria for selection of products and agencies to be included in the NCLIS study to Woody Horton at <woody@cni.org> by Monday, November 27, 1997.

Chair Anne Watts announced that committee assignments have been made and would be posted to the Council web page and also to GOVDOC-L. Chair Watts listed the Council's committees and memberships. She also told the audience that some committees have non-Council members. Those in the audience interested in being on a committee should communicate their interests to Chair Watts.

Chair Watts raised the issue of the location of future Council meetings. The Public Printer had approved Council recommendations for location for two years in advance this time. After which Council would recommend one year in advance. This provides GPO staff with more lead time in arrangements.

Suggestions for the 1998 list include the following cities: Houston, Denver, Cleveland, Austin, St. Louis, San Antonio, Cincinnati, Dallas/Ft. Worth. Suggestions for 1999 included the following: Kansas City, Sacramento, Seattle, Albuquerque, Denver, Reno, San Diego, San Francisco.

Chair Anne Watts and Council expressed their appreciation to William Thompson for his arrangement of the Clearwater Beach site.

A question from the audience concerned the lack of comment from Council on Title 44's revision. Chair Watts responded that there was no bill yet on which to comment, and that Council recommends to the Public Printer (not to Congress). Chair Watts further stated that this should never be interpreted that Council did not care.

Another suggestion from the audience was that a communication be sent to the director of each depository library with an update on the status of the transition plan. Chair Watts reported that a letter was being drafted.

Chair Anne Watts remarked that John Blodgett, who was at the Missouri State Data Center and was now at the Census Bureau working on the Census 2000, had reported to the Chair that she had been quoted that the Census 2000 could be done entirely electronic. Chair Watts corrected that impression by stating that she would "never have said that."

Chair Anne Watts expressed Council's appreciation to Sheila McGarr, GPO, and the speakers as well as to the Council's secretarial team: Denise Davis, Carol Bednar, and Peggy Walker.

The Spring Conference would be April 20-23, 1998 at the Washington National Airport Hilton.

Chair Anne Watts adjourned the meeting at 9:45 a.m.

Respectively submitted by:

*Margaret Walker, Secretary
Depository Library Council*

1998

SPRING Meeting — 1998

Summary of the Spring 1998 Depository Library Council Meeting, Arlington, VA
April 20-23, 1998

Monday, April 20, Morning Session

Sheila McGarr,

Chief, Depository Services, Library Programs Service

Sheila McGarr welcomed the audience to the 1998 Federal Depository Conference. She described the contents of the conference packets and encouraged all attendees to complete the conference evaluation forms. Tours of Federal libraries and information centers had been scheduled. Since pre-registration had been required for both the STAT-USA and the Department of State tours, those tours were now closed. Ms. McGarr described the symbols used on the attendees' badges. With more than 500 registrants, networking with colleagues was encouraged. The proceedings for the conference would be published in both Web and print editions. Ms. McGarr then announced a few program changes.

Dan Barkley,

Chair, Government Documents Round Table (GODORT), ALA

Dan Barkley announced an information session that evening co-sponsored by the American Library Association's Government Documents Round Table (GODORT) and the Inter-Association Working Group on Government Information Policy (IAWG). Eric Peterson, Staff, Joint Committee on Printing, and Daniel O'Mahony, Chair, IAWG, would be speaking on developments to reform Chapter 19 of U.S.C. Title 44, the law governing the Federal Depository Library Program.

Anne Watts,

Chair, Depository Library Council

Chair Anne Watts welcomed everyone to the spring 1998 Depository Library Council meeting. Members of the Depository Library Council were introduced. Chair Watts then surveyed the attendees on a variety of topics (e.g., geographical representation, first time attendees, types of libraries represented, etc.). The Government Printing Office staff was introduced. The audience was encouraged to attend meetings of the Council. The Chair introduced Public Printer Michael F. DiMario.

Michael F. DiMario,

Public Printer

After welcoming attendees to the conference, Michael DiMario noted that Eric Peterson of the Joint Committee on Printing would be speaking that evening and that he would have information on the initiative to revise Title 44.

Booz-Allen & Hamilton had delivered a draft management audit report of GPO conducted by the General Accounting Office (GAO). The draft report reviewed GPO's document sales program, production, procurement, document delivery, and financial management. While there was some criticism of management issues and the sales program, the draft report viewed the depository program positively. GPO was in the process of reviewing the report and preparing comments.

Mr. DiMario was expecting appropriations to be decided soon. There had been three hearings on GPO appropriations since January. Funding was most likely to be level which would be essentially a decrease because of rising costs. If that is the case, there may be some negative impact to the Federal Depository Library Program. Mr. DiMario hoped that these problems could be overcome with the continuing electronic transition. GPO had assured legislators that they would be in compliance with the Year 2000 computer requirements.

Francis J. Buckley, Jr.,*Superintendent of Documents*

Fran Buckley considered this his “maiden” speech as the official Superintendent of Documents. He noted that he had served on Council and had been Council Chair. He also noted that his overall concern was access to information, either at low cost or no fee, reiterating his long-standing commitment to provide access to Federal information. His hope was to bring a public service orientation to the Superintendent of Documents position.

Mr. Buckley enumerated his areas of responsibility, including the Federal Depository Library Program (FDLP), GPO Access, the nationwide Sales Program, the Consumer Information Center, the International Exchange Program, and the reimbursable program for Federal agencies. His goal is to ensure that these programs operated efficiently, complementing each other in order to provide effective public access to Government information.

The past four months have been challenging because of GPO’s size, scope, and organizational structure. Mr. Buckley reviewed the major SuDocs program statistics. 1,365 depository libraries have received 13.4 million copies of 44,820 tangible products within the past year. More than 30,000 items have been cataloged for the Monthly Catalog. Approximately 188,000 people are served each week in depository libraries. Over 89% of depository libraries provide direct patron access to the Internet, while another 4% offer staff mediated access. Use of GPO Access continues to increase, with March statistics indicating 13.5 million documents downloaded since 1994. Over 65,342 titles had been mounted on the GPO servers and 44,204 links provided to agency Web sites. GPO Access had been highlighted in Roll Call (December 1996) and in the Federal Computer Week (March 23, 1998).

Mr. Buckley reported on his outreach and public awareness activities. Interviews and articles have appeared in a number of journals, including Library Journal and the AALL Newsletter. In addition, he has participated in hearings, forums, and has written an editorial column for American Libraries. Mr. Buckley thanked Sandy Morton Schwalb and Gil Baldwin for their assistance in these outreach activities.

Mr. Buckley noted that automation had been the backbone of the Sales Program. The Integrated Process System (IPS) had taken longer to implement than initially expected. It was hoped that it would be available this summer.

Mr. Buckley acknowledged the assistance of Duncan Aldrich on the development of the Collection Management Plan. The plan would help set up a policy framework for GPO collections. Council would discuss the plan in later sessions.

A new Department of Energy Office of Scientific and Technical Information partnership, the Information Bridge, was announced. Mr. Buckley recognized Dr. Walter Warnick and Kathleen Chambers of the Office of Scientific and Technical Information for their work on this new partnership. The Information Bridge would provide on-demand access to DOE reports similar to those that depository libraries had received in microfiche. Access to the collection, which dates from January 1996, would begin this week.

The NTIS pilot project providing on demand and free access to scientific, technical and business reports is being expanded. The initial pilot was at the University of California-Davis. The University of Nevada-Reno is the next depository in the pilot phase.

Mr. Buckley addressed the problem of fugitive documents. He estimated that only 50% of Federal documents are currently included in the FDLP. This is because of the growth in agency Web sites and agency failure to notify GPO about the electronic versions of the reports; the failure of agencies to print through GPO or provide copies to depository libraries; an increase in agency contracting printing resulting in copyright-like restrictions; and the increase in use of the language in Title 44 to exclude publications from depository libraries. Mr. Buckley also attributed the increase in fugitive documents to both a lack of agency knowledge about the FDLP and lack of interest in providing copies to depository libraries. He noted that one major

compliance issue was publications in electronic format. Some executive agencies have not provided access for depository libraries to electronic information through GPO.

Mr. Buckley commented briefly on the Booz-Allen management audit draft report. He said that the Booz-Allen approach was to view GPO as a business. The draft report also suggested outsourcing or privatizing the Sales Program. GPO believes that there are a number of positive findings in the report.

J. D. Young, Director,

Documents Sales Service

Jay Young was pleased with Mr. Buckley's proactive attitude regarding the Sales Program. Mr. Young noted that Mr. Buckley brought a new way of looking at the Sales Program. The Sales Program staff would like to develop their on-line site to resemble Amazon.com and to provide an optional notification system for new products. Mr. Young reiterated that the Sales Program was required to recover costs. In 1997 there was a surplus of \$1 million and a projected surplus in 1998. He acknowledged the hard work of the Sales Program staff in controlling costs.

The new Integrated Processing System (IPS) for the Sales Program would replace eighteen mainframe systems. The startup of IPS had been slowed by legal problems.

T. C. Evans, Assistant Director,

Office of Electronic Information Dissemination Services (EIDS)

T.C. Evans stressed EIDS's goal of providing the best possible service to its customers. He described the growth of GPO Access including the inclusion of over 700 individual databases, requiring more than 80 gigabytes of memory. More than 100 megabytes were added daily. More than 57 million documents had been downloaded through March in FY 1998 and usage had doubled in the first half of this fiscal year. EIDS answered more than 9,000 user questions per month either by telephone or e-mail. In mid-May, user support service hours would be expanded to 7:00 a.m. to 5:30 p.m. E.S.T. EIDS user surveys had shown that the general public was happier with GPO Access than depository librarians.

EIDS had recently added NARA and NCLIS GILS sites. The Weekly Compilation of Presidential Documents now dated from 1995. Hearing applications had been added and Mr. Evans requested feedback on this effort.

Mr. Evans spoke of the constant need for training of users on GPO Access and of the Department of Energy Office of Scientific and Technical Information training interactions with EIDS staff on the new Information Bridge. A new GPO Access training booklet would be distributed and available for downloading.

EIDS had worked with the Sales Program to develop a shopping cart feature available in the Web. Customers could now order up to twenty products at a time.

Gil Baldwin,

Chief, Library Division, Library Programs Service (LPS)

Gil Baldwin presented the status of the electronic transition. The depository program was about two and one-half years into the five- to-seven-year transition. Last year GPO had been in the process of identifying microfiche and discontinuing this microfiche where the information was provided electronically. GPO believed that it was premature to eliminate tangible products; but was working on developing content partnerships, notification procedures and other mechanisms to ensure permanent public access to agency electronic information products. They would then proceed to identify and replace selected tangible products with reliable, official, and permanent electronic versions. Mr. Baldwin said the focus today was on what agencies were doing and incorporating their products into the Federal Depository Library Program.

He described the FDLP Electronic Collection as containing titles on GPO Access, at agencies, and 160,000 pages indexed in Pathway Indexer. Over 200,000 tangible product titles had been distributed over the past four years. The FDLP collection was already more than 35% electronic. He predicted that electronic products would soon outpace tangible products and that the number of tangible products would decline but not disappear.

Mr. Baldwin described the improvement in the cataloging service locator. GPO had an integrated process for providing bibliographic control to Internet resources. When a new Government product was found on the Web, that resource would be assigned a PURL and announced in the Browse Electronic Titles Pathway service. It would be cataloged with the PURL in the catalog record. Where GPO cataloging records were used, PURLS software would update the URL changes. This effort combined the work of the staff in the Cataloging and Depository Administration Branches, the Electronic Transition staff, and GPO's Production staff.

The collection management concept would have GPO manage the various electronic Government information products made permanently accessible through GPO Access as a library-like collection. They would see the whole body of the electronic collection in the scope of their responsibility. There were four main components: (1) permanent core legislative and regulatory GPO Access products; (2) remotely accessible products (GPO or partnership management); (3) tangible electronic products distributed to depository libraries; and (4) remotely accessible electronic Government information that GPO would identify, describe and link, but which would remain under the control of the originating agencies. He reiterated GPO's goal of current and permanent access to Government information.

Mr. Baldwin thanked Cindy Etkin for her assistance in developing a set of "FDLP Electronic Collections" Web pages which would provide links to resources inside and outside of GPO. He requested feedback on this new service when it was available.

Mr. Baldwin discussed the NCLIS assessment and suggestions of products for the process. An explanation of criteria had been made available in the handouts.

He described askLPS, which had been announced at last fall's Council meeting. This past month askLPS began to accept Web-based inquiries. askLPS had five components: the electronic inquiry form; WEBTech Notes (which dated back to 1991); FAQs & News; the existing FDLP Contacts page; and a FDLP directory.

Last month, LPS received 2200 inquiries, of which 75% were by e-mail and 20% by phone. The askLPS inquiry form would provide automatic acknowledgment. LPS expects that an initial response would occur within 10 business days. Inquiries received by askLPS would have priority over fax, telephone, or mail inquiries. These inquiries would be responded to on askLPS if they were general questions that might be of interest to others.

Robin Haun-Mohamed,

Chief, Depository Administration Branch, LPS

Robin Haun-Mohamed summarized the activities of the Depository Administration Branch. She emphasized LPS's service and reiterated the five components of askLPS. The inquiry form had two separate parts with one having a general inquiry form and the other having password protection. WEBTech Notes contained the Administrative Notes Technical Supplement retrospective to 1991 and would be updated weekly. The FDLP Directory was the SGML database for PAMALA and was password protected for corrections by depository libraries. She reminded everyone that inquiries to askLPS would be prioritized over fax, telephone, or mail inquiries. Response would normally be within 10 business days, but the response might also be a request for more information.

She announced another new electronic service: the Documents Data Miner (DDM), which would be a collection management tool featuring a searchable List of Classes, the Discontinued Item List, complete depository profiles, union lists, and a searchable library directory. The DDM was developed through a service partnership between the University Libraries at Wichita State University and the National Institute for Aviation Research.

The Union List of Item Selections would be updated the first Friday of each month and could be downloaded in ASCII format from the Federal Bulletin Board.

Ms. Haun-Mohamed also announced that the Shipping List service would now include the USGS Automatic Sendings. These would be posted on the Federal Bulletin Board in Word Perfect 6.0. GPO was working with their shipping list partners to find a better way to post this information.

Ms. Haun-Mohamed also presented a product update. The 1997 World Factbook in print and on CD-ROM had been distributed with additional software instructions posted on askLPS. House Committee Print 105-P, the documents relating to the Committee's hearing on the proposed tobacco settlement, had been distributed, as well as numbers 16 and 17 of the FBIS CD-ROM series. LPS had not been provided enough copies of the CIA declassified report on Cuban operations, so LPS would convert it to microfiche for further distribution.

A new Memorandum of Understanding had been signed between LPS and the National Imagery and Mapping Agency (NIMA, formerly DMA) which would bring NIMA products back into distribution. By early May, libraries should have begun to see the NIMA products arrive.

The Depository Administration Branch had a 94% response rate to Survey 98-001, the first on-line survey. The 1998 Periodicals Supplement had been distributed under an incorrect item number. Additional stock would be obtained for redistribution under the correct item number. The new CD-ROM tour of the White House was verified as not being a Government document and would not be distributed. Bound volumes 52-59 of the Tax Court Memorandum Decisions would be distributed after conversion to microfiche, since the title was now being published commercially. The FED LOG CD-ROM would not be coming since it had been classified as "For Official Use Only."

The Depository Administration Branch was monitoring and modifying PURLS as part of its numerous responsibilities in support of depository libraries. The item selection process had been changed in 1997 and the on-line application had enabled staff to work on other projects.

Thomas A. Downing,

Chief, Cataloging Branch, LPS

Thomas Downing noted that PURLS was a critical element in the FDLDP electronic collection. He acknowledged the work of Michael Clark on the PURLS project. He also thanked OCLC, the Production Department and the Library Programs Service for their work on the substantial changes in PURLS software. PURLS would support efforts to provide continued access to electronic resources. As links changed, the Depository Administration Branch would substitute new links for old ones. As they learned of new URLs for old records, they would change them to PURLS on a record-by-record basis. They expected to gradually convert most in the months ahead. With LPS PURLS, libraries would not need to update their records locally when URLs changed.

Mr. Downing announced that effective this March catalogers would apply a collection level cataloging policy when cataloging Browse Electronic Title entries. He thanked Arlene Weible and the GODORT (ALA) Cataloging Committee for their assistance in establishing a satisfactory level of bibliographic control to many Internet works.

The Cataloging Branch was involved in the revision of ALA's 1984 edition of *Cataloging Government Documents: A Manual of Interpretation for AACR2*. Rhonda Marker, Head of Rutgers University Cataloging Department and member of GODORT, was editing this publication.

Mr. Downing said that the Depository Administration Branch had posted 2,728 entries to the Browse Electronic Titles Web page. They had processed 13,287 pieces to date. Most of their cataloging backlog, 6,858 pieces of work, was associated with serials, many of which had been received recently.

The Monthly Catalog CD-ROM and paper issues were late. There was also a delay with cataloging tapes which was caused by shifting components of data support staff, partially to assure compliance with Year 2000 requirements.

The Web Monthly Catalog was moving towards 100,000 MARC records. Mr. Downing said that when links were broken, GPO would add a note "No longer available from the Internet." In response to Council's recommendation, they were presenting a more user-friendly display for users. For those interested in using a numeric MARC display, that would still be available.

Mr. Downing reported that they would again publish the paper edition of the Periodicals Supplement which had ceased in 1995. Costs saved in publishing the Abridged Monthly Catalog had made this possible. There would be no significant difference in the Periodicals Supplement. It would also be available for purchase.

Sandy Morton-Schwab,

Management Analyst, LPS

Sandy Morton-Schwab reflected on her work at GPO first as an Expert Consultant and now as a permanent staff member of the Library Programs Service. The Electronic Transition Staff consisted of LPS staff Joseph Paskoski and Lee Morey and one outside Expert Consultant, George Barnum, who was working on the FDLP Electronic Collection, Gateways, and visiting agencies. Ms. Schwab reported on a new link from the FDLP Administration page to a virtual tour of LPS. She was also working on information on the mission and operation of ETS with Joseph Paskoski and Lee Morey. Ms. Morey had prepared a draft of the new recommended specifications for computer workstations and would like comments from depository libraries by May 5.

They had also been working on an initial collection of sites for the Browse Topics (subject) lists. Their goal was to update all topics on a quarterly basis. She requested volunteers for this task. There were 33 topics being maintained by volunteers.

ETS staff was also working on Gateway status. Step-by-step information on Gateway status could be found in the April 15 Administrative Notes.

She also said that the Electronic Transition Staff continued to work with other staff on other Web products including askLPS. The Department of Energy would roll out OSTI's Information Bridge on Wednesday. She acknowledged Kathy Chambers and Walter Warnick from the Department of Energy who had been working with GPO on this product for over eighteen months. The FDLP ERIC digital pilot project would be rolled out this summer and would contain public domain documents from January 1997. By July 1998 300 pilot depository libraries would be accessing the database with the remaining depository libraries accessing it by late 1998. A Century of Lawmaking site from the Library of Congress would be added to the Core Documents of U.S. Democracy site.

Volunteers were requested on GOVDOC-L for the NTIS pilot project. Twenty-six depository libraries had volunteered and from them twenty would be selected for this part of the project. LPS continued to provide feedback to the Foreign Affairs Documentation Center. Later in the conference there would be more discussion on content partnerships with the USGS and Cartographers Users Advisory Council representatives.

Dan Barkley,

Chair, Government Documents Round Table (GODORT), ALA

Dan Barkley reported that Sunday's Regional meeting was very productive and was attended by approximately 45 regional librarians or their representatives. Regionals are looking at partnerships with selectives and the need to rely on selectives for their expertise. He encouraged selectives to offer their assistance and support to their regionals. The regionals did not consider depository library work as a one-sided relationship. Electronic service guidelines would be presented later in the conference. The goal of the guidelines was to provide better service in an electronic environment. He reported that many Regionals were working on the State Plans, including adding electronic service components.

Promotion of Government information was discussed at the Regional meeting. A more proactive stance was suggested with the example of providing public access training on the Web beyond the campus.

The Regional meeting was a follow-up to the meeting in Minneapolis last August. Both meetings provided a great opportunity for Regionals to share ideas. Chair Anne Watts expressed appreciation to the University of Maryland and GPO for hosting the Regionals meeting.

Monday, April 20, Afternoon Session

Chair Anne Watts announced that the afternoon session would include reports from the committees, a review of the recommendations from the previous Council meeting, and a discussion of possible new recommendations.

Diane Garner,

Statistics Committee

Diane Garner summarized the report of the Statistics Committee's work on the Biennial Survey. She suggested that we concentrate our work on sections 3, 4, and 5 of the survey. She reported that the committee believed that the Biennial Survey should be consistent from year to year, or at least for three survey cycles. New questions or topics should be announced ahead of time. She suggested that experts in statistical methodology needed to look at the survey and suggest how to collect the data. She emphasized that the main issue was to formalize and standardize the Biennial Survey. The Committee did not look at content, believing they had neither the time nor the knowledge.

Ms. Garner identified an article about statistical reporting written by Bruce Morton 10-15 years ago. Data on the costs of operating a depository library could provide us a market basket cost similar to the Cost of Living Index. Data should include public service, bibliographic control, conservation, binding, reformatting, training, etc. She recommended that another committee work on this project.

Comments:

Several members of the audience suggested adding binding questions. The cost of binding the Serial Set was mentioned.

Mr. Baldwin stated that concentrating on public service aspects for public advocacy reasons would be helpful in talking to legislative people. Questions of definition are important but this was increasingly problematic. Separate data gathering for a cost survey was being discussed.

It was noted that defining depository libraries by type, size, and selection rates was important, as well as determining cost figures for different types of depository libraries.

There was some discussion of the difficulty of gathering uniform statistics or cost figures from libraries that vary widely in their organization and practices. The usefulness of statistics as leverage to obtain more resources was mentioned.

The possibility of hiring experts to work on the survey was raised. Mr. Buckley agreed that valuable information could be obtained by sample or enumeration. He noted the lengthy process entailed in the use of consultants by GPO.

Members of the audience expressed an interest in having the Biennial survey questions remain the same from one survey to the next, while having advance notice of any changes. Mr. Baldwin said that this was a trade-off. Some of the questions were in response to questions from the legislative branch. He indicated that LPS would need to have another way of collecting this ad hoc information.

Diane Eidelman,

Electronic Service Guidelines Committee

Diane Eidelman reported on the Draft Depository Library Public Service Guidelines for Government Information in Electronic Formats. Copies would be distributed the next morning and the Guidelines had been posted on GOVDOC-L. Ridley Kessler and Dan Barkley would present the Guidelines. Julie Wallace asked for clarification about the depository libraries that might not be covered by the guidelines, such as court libraries. A question on whether Federal agency libraries were outside the guidelines was also raised. Mr. Baldwin said that GPO would review the guidelines to be certain that they are consistent with other guidelines and laws before finalizing them.

A number of wording changes were suggested. It was noted that some libraries had hardware installations that might make it difficult to comply with some of the requirements. A suggestion to coordinate the public service requirements with the “Recommended Specifications for Public Work Stations” was made.

Anne Watts,

Chair, Council, Fall 1997 Recommendations and Commendations

Chair Anne Watts began the review of the Fall Council Recommendations.

Recommendation: Serial Set

Discussion ensued on the physical form of the printed copy of the Serial Set, and on the eventual production of an electronic Serial Set and what form it might take. Gil Baldwin reported that about 80% of the reports and 20% of the documents were now received in electronic form. GPO production staff are encouraging Congressional committees to become more electronic.

Recommendation: askLPS

Council would continue to monitor and suggest enhancements to askLPS. Documents librarians are encouraged to consult it regularly. It was noted that it would take time to train people to consult askLPS.

Recommendation: Managing GPO’s Electronic Collection

Gil Baldwin said that GPO’s response and additional information would be provided the next day in the presentation on the electronic collection. The scope of what would be in the collection would be expanded and many collection management issues would be addressed. There would need to be additional discussion on how the electronic collection would relate to withdrawal requirements and to the 5-year tangible versions.

Mr. Baldwin reminded the group that some issues were firmly established in Chapter 19 of Title 44. Mr. Buckley noted that in some quarters it was questioned whether electronic titles were viewed as “depository documents.”

Recommendation: Monthly Catalog Display

Thomas Downing and the Cataloging Branch staff were thanked for their work on the Web Monthly Catalog display.

Recommendations: Opentext Z39.50 / GILS Compliance

T.C. Evans noted that the issue of using Z39.50 or SGML was part of GPO planning discussions. It was noted that the National Library of Medicine did not see a future in Z39.50, while it was also reported that some countries were translating databases for Spanish use and they would not be able to do that if they were not using Z39.50.

The issue of GILS compliant servers was raised, since some are accessible for searching only via WAIS. Mr. Evans said GPO was not moving toward proprietary software and Mr. Baldwin said that GPO was moving away from client software.

It was recommended that Council revisit the issue in the interest of the community. There was some discussion of using client software.

Recommendation: Migration

Further consultation with the depository library community was suggested.

Recommendation: Supreme Court Opinions

Gil Baldwin said GPO was running into some problems but production staff continued to work to make this information available. GPO would appreciate feedback from people knowledgeable about legal citations.

Recommendation: Regional Meeting

Council members who attended the meeting on Sunday were pleased with the discussion. Council thanked both GPO and the University of Maryland.

Council Business

Diane Garner requested the e-mail addresses of the new Council members. The omission of Council names and addresses from the list of attendees was noted. Mr. Baldwin said that the addresses were in the April 15, 1998 issue of Administrative Notes.

Tuesday, April 24, Morning Session

Chair Anne Watts called the meeting to order. She announced that there would be several presentations: the electronic service guidelines and the Statistics Committee report.

Dan Barkley, Draft Depository Library Public Service Guidelines for Government Information in Electronic Formats

Dan Barkley directed people to look at the overhead transparencies and noted that there had been some wordsmithing since they were completed. He briefly reviewed the background of the drafting of the guidelines, which began at the Council meeting in Salt Lake City (October, 1996). During a discussion on State Plans, an interest was shown in service guidelines for electronic formats. This coincided with the evolving technical specifications requirements.

Dan Barkley and Ridley Kessler began work nearly two years ago in response to Council's request for assistance. Those guidelines are the result of their work. He reiterated that these were very general guidelines and that they were probably not very different from what many libraries were presently doing. The objective was to be consistent within one's own institution and with GPO. In response to a question from Carol Bednar, Mr. Barkley said they anticipated that these guidelines would be incorporated with other GPO guidelines. Mr. Barkley proceeded to read the guidelines as amended to date.

Guideline #1. All depository libraries should have a written policy regarding public services for Government information in electronic formats. This policy should contain provisions for no-fee access to computer workstations with CD-ROMs, diskettes, and the Internet. These should be equal to or exceed the services provided for other collections in the library.

Guideline #2. All depository libraries should offer access to electronic information for the general public. Attempts must be made to purchase hardware that meets the latest Recommended Specifications for Public Access Work Stations in Federal Depository Libraries as published in Administrative Notes (updated annually).

Guideline #3. All depository libraries should make tangible electronic products and services (CD-ROMs, floppy diskettes) available to the general public in a timely manner. For example, if a product is not currently loaded and/or supported on a depository library's computer workstation, the depository library should attempt to provide access to it within a designated time frame as determined by each library. If the depository library is unable to provide adequate access to and technical support of tangible electronic products, circulation of those products should be made available in accordance with the library's circulation policies of other non-Governmental tangible electronic products or other depository resources.

Guideline #4. All depository libraries should provide Internet access to Government information at no cost to the general public. Access should also include Telnet and FTP capabilities to encourage downloading and/or transmission of electronic data.

Guideline #5. Depository libraries are encouraged to develop home pages or bookmarks for Government information and/or work cooperatively with other depository libraries in their area to provide links to prominent or useful sites for the general public; such efforts would be in line with Section 8-6, (publicizing the depository collection) of the Guidelines for the Federal Depository Library Program.

Guideline #6. Depository library public service areas should have a capability for fax and e-mail delivery of Government information to distance users in accordance with existing policies in the library.

Guideline #7. Depository libraries are obligated by law to provide public access to depository receipts, including electronic Government information products. Depository libraries should provide the ability to download or print electronic Government information in accordance with GPO requirements and guidelines. Limits to or cost associated with printing or downloading shall be consistent with other public service provisions of the library.

Guideline #8. Whenever possible, depository libraries are encouraged to provide disk space on publicly available computers for temporary storage of electronic Government information for patron use.

Guideline #9. Depository libraries should provide appropriate reference service and help guides/documentation of tangible electronic products and the Internet for the general public.

Guideline #10. Depository libraries are encouraged to offer training for the general public in using tangible electronic products and Internet resources.

Comments/Questions:

There was extensive discussion on the circulation of CDs. It was noted that depository libraries have different circulation policies and that circulation of CDs may not be consistent between libraries. Most libraries do not routinely circulate CDs while other libraries collect duplicates to circulate. Some libraries work with the state data center to have backups or purchase additional copies of selected CDs. Sheila McGarr said that GPO encouraged libraries to circulate CDs if they did not have equipment or software for the product, or sufficient expertise. Comparable treatment was important.

A question was raised on whether documents could be disposed of if they became available on-line or on CD-ROM. Ms. McGarr responded that the law had not changed although they would check with GPO's General Counsel for additional advice.

Chair Anne Watts formally thanked Dan Barkley and Ridley Kessler for their work on the draft guidelines.

Diane Garner, Statistical Measurement and the Biennial Survey

Diane Garner acknowledged the members of the Statistics Committee and announced that there would be a recommendation emanating from their work. She briefly described what the Biennial Survey was and noted that last year it had appeared on the Web. GPO uses the data in various ways, including updating the Mast Data Base, management, inspections, and for reports to Congress. She also noted that the law required only one question, "Does your library wish to continue as a depository library?" She said that there had been a lack of coherence over time because questions were often asked in response to immediate information needs.

The Statistical Committee has compiled the following “General Principles for Data Collection in the FDLP”:

1. The data that are gathered should meet the needs of GPO and the program libraries for program management, for program advocacy, for reporting to Congress, for depository library management, for depository library advocacy, and to satisfy the requirements of the law;
2. The data should complement and be standardized with other major data surveys, insofar as possible, e.g. IPEDS, ARL, and the Public Library Data survey;
3. Each data element should be sufficiently defined so that FDLs can complete the survey instrument with accuracy and consistency;
4. Data elements and definitions should be consistent over time. There must be compelling reasons to add or change data or definitions;
5. Program libraries should have sufficient advance notice of new data or definitions to allow them to prepare, e.g. if annual data are required, the libraries should know at least a year in advance;
6. The content, wording and methodology of the Biennial Survey should be reviewed and tested in advance by experts in statistical and survey methodology;
7. The content, wording and methodology of the Biennial Survey should remain relatively constant or should change only with advance warning. If other data are needed on an occasional or emergency basis, GPO should use other means or special surveys. With the assistance of the Depository Library Council, GPO should review the survey instrument biennially in the off years, looking at old responses and suggesting substantive and reasoned revisions. In general, a question should be of sufficient lasting import to stay on the survey for at least three surveys.

Diane Garner further stated that the Statistics Committee was looking at questions that would be valid over time and that would assist GPO in studying their relationships. She read the Statistics Committee’s recommendations:

“We recommend that GPO formalize and standardize the Biennial Survey. Issues to consider in this process include the general principles for data collection that were outlined in the report of the Statistics Committee. We further recommend that: the Council and program libraries be consulted in developing the content and methodology; that GPO seek expert methodological advice in developing the instrument; review the Biennial Survey in off years; keep unique questions off the Biennial Survey and use other mechanisms for gathering that information; make the compiled data available to program libraries in a timely fashion.”

Ms. Garner said that the last recommendation would be reworded as a commendation since GPO had already made the Biennial Survey data available on the Bulletin Board.

Comments/Questions:

The audience understood why questions remained the same; but was concerned that there would be a proliferation of questions coming out. The audience suggested that perhaps there could be a standard part and another part could be a miscellaneous section. Ms. Garner indicated that their suggestions would be taken into consideration. If GPO needed immediate information, they could not wait for the Biennial Survey. A suggestion was made that GPO could use questions every year as a test. It was also suggested that the classification of collections by size be revised.

It was noted that the topic of the cost of being a depository library was so overwhelming that it should be considered separately, and outside assistance might be needed. Chair Anne Watts reported that the St. Louis Public Library was undertaking a three year cost-benefit study. She said that designing a cost study would take considerable time. She inquired if the audience was in support of looking at the cost of being a depository library. The audience responded with a show of hands in support. It was noted that information would be valuable, particularly when speaking to elected representatives who might not realize

the contributions made by depository libraries. It was suggested that an alternative might be case studies to provide a baseline rather than do a thorough analysis as at the St. Louis Public Library.

Chair Anne Watts thanked Diane Garner and the members of the Statistics Committee.

Council Business

Chair Watts asked if the audience had any questions from GPO's presentations on Monday.

There was some discussion about the priorities of producing the cataloging tapes, and the role of the Library of Congress in the process. Thomas Downing indicated that the problem was complicated and that GPO would be discussing a solution with the Cataloging Distribution Service of the Library of Congress.

Concern was expressed about the LPS response time to written self-studies. Sheila McGarr responded that they had been short-staffed and were rebuilding the staff.

There was further discussion on Congressional hearings being available on GPO Access. T. C. Evans responded that GPO would like that to happen but that it was probably not possible in the foreseeable future, because the files are not provided to GPO in electronic form.

The use of hot links in library catalogs was discussed. Several libraries reported that there had been some problems with broken links, but that PURLS would help alleviate the problem, and that using dumb terminals for accessing the on-line catalog freed up library computers for other uses. Broken links were a general concern. The audience was reminded that vendors provide changes and updates as part of their services.

Subsequent discussion concerned the Congressional Research Service (CRS) material being distributed to depository libraries. Two bills have been introduced into Congress, and librarians were urged to write letters to their Congressional representatives on this issue. Apparently there is some resistance to providing public access to CRS data.

Francis Buckley, Gil Baldwin and George Barnum, Managing the FDLP Electronic Collection

Fran Buckley said that this project was a way of recognizing developments in the electronic transition of the program. Previously, attention was focused on distribution; now, with the advent of technology, the transition would take a fresh approach, using library management tools in the development of a collection plan. More attention should be paid to content, collections or knowledge management. He thanked Duncan Aldrich for his work in bringing this approach to GPO. Mr. Buckley said that there was a new role, a need to institutionalize all the elements of information. The electronic collection framework was still a draft.

Gil Baldwin began the presentation on "Managing the FDLP Electronic Collection" by indicating that he would discuss the collection from the Government's perspective and George Barnum would cover the librarian's point of view.

Mr. Baldwin said that the focus on the electronic collection was based on a policy and planning document that LPS had been working on for months. They had what they were going to do, but not fully how they were going to do it. Under the GPO Access Act, GPO was taking responsibility for the life cycle management of electronic products. This was a corollary to the responsibilities of the regional depository libraries for tangible products.

George Barnum listed some key assumptions and guiding principles: no-fee access was a right of the people, all Government information that was statutory in nature was to be included, and there would be a central coordinating authority.

The implementation of the FDLP Electronic Collection's goal was predicated on several assumptions including the following: GPO Access would be the primary delivery vehicle, the mix of institutions and users would be diverse and complex, and

products would be selected and added according to the needs and demands of constituents. Success would depend on several factors: cooperation is key; agencies must inform GPO of new products and changes; GPO must provide timely and accurate services; and GPO must facilitate partnerships. Mr. Baldwin continued the description: a variety of media and formats which would comprise the collection; the mix of media and formats would be adjusted to meet user need and advancing technology; copyright-like barriers would be avoided; standards-based tools would enhance access and empower a broad spectrum of users; and the experience and expertise of FDLP libraries would form policies and practices for managing the collection.

Eliot Christian inquired about the central coordinating agency/authority, stating that “authority” does not imply authority. Mr. Baldwin responded that the concept was not in a strict legal definition. This central authority is needed because agencies forget their responsibilities to depository libraries and the central authority is responsible for providing for public access. In further response to a question on the involvement of agencies in developing the plan, Mr. Baldwin reported that they had not gotten to that stage yet. This document was still under review within GPO. After that, they would share it with Council, then have a public comment period from agencies such as NARA. Mr. Baldwin also responded that they were not suggesting that anyone (e.g. partnerships) would assume sole responsibility. He said that partnerships recognized that no single entity could accomplish all of this alone. The responsibility of the Government (in this case, GPO) is primary, however.

In response to a question on the explanation of “copyright-like barriers,” Mr. Barnum said they wanted to avoid problems when proprietary client software was selected by the agency. Obtaining licenses for public access required a great deal of work. Mr. Baldwin pointed out that the process is slowed when they are involved with proprietary software.

Further comments from Council included the suggestion that focusing first on the presentation of information was backwards and that it seemed better to focus initially on content. Mr. Baldwin responded that this document was speaking to a number of audiences.

Julie Wallace said that she was interested and pleased that GPO was including metadata.

A member of the audience said the real interest was access to information. Proprietary software was incompatible with permanent public access.

Mr. Baldwin continued with the presentation. The FDLP Electronic Collection would include electronic Government information products except those determined by their issuing agencies to be required for official use only or for strictly administrative or operational purposes which had no public interest or educational value. Publications classified for reasons of national security are also excluded. The elements of the FDLP Electronic Collection: (1) core legislative and regulatory GPO Access products; (2) other remotely accessible products maintained by GPO or other institutions with which GPO had agreements; (3) tangible electronic Government information products distributed to depository libraries; and (4) remotely accessible products which GPO would identify, describe, and link to, but which remained under the control of the originating agency. He continued that the public could use the Electronic Collection without depository libraries but depository libraries do add the value that the public needs. Open system standards would be encouraged.

A question from the audience was raised on whether GPO was envisioning this as duplicating what agencies were doing on their own sites (like census reports). Would GPO say “Gee, Census is covering that?” Mr. Baldwin responded that GPO would like an understanding with the agency on the agency’s responsibility to keep their information accessible. Things would be maintained at the agency site, but they would be considered part of this collection.

Tom Andersen said that one of the criteria would be permanent public access. Mr. Baldwin responded that if the agency made their access time short, then GPO would need to have some mechanism for making the information available long term. Considerable work had been done on criteria for what products were to be included in the collection and how to deal with them.

Another question from the audience was on what “facilities and resources of depository libraries” meant. Mr. Barnum said they had wrestled with this. They wanted further discussion on supporting every user including the lower end user in Gateways. GPO had focused on depository libraries and their users but recognized a lot of users were not coming in from there. They recognized depository libraries were adding a great deal of value. They needed users with whom they could talk. Mr. Baldwin reminded the audience of T.C. Evans’ survey yesterday where he pointed out that they received double the return in responses from the depository libraries than from the general public.

Duncan Aldrich pointed out that the plan called for considerable investment in outreach by GPO to Federal agencies.

Mr. Barnum said there were three big questions in evaluation of the FDLP Electronic Collection: (1) did the product meet the criteria of 44 U.S.C. sections 1901-1902; (2) what was the value and importance to the user community; and (3) what priority did it have in relation to other products. He asked what did we already have in the program in print and was it an exact copy, noting that electronic versions can have subtle differences.

Continuing his presentation, Mr. Barnum explained that GPO was responsible for providing locator services that would include standard library descriptive and subject cataloging; GILS records; metadata records including persistent naming; indexers and robots; and the Pathway indexer/browser applications. GPO is also committed to both high-end and low-end users.

Compliance with ADA requirements is expected and would be guaranteed if GPO linked to another agency. They would attempt to provide text only where feasible and cost effective. There would be some redundancy and mirror sites for disaster preparedness and for rapid response. GPO might enter into agreements for mirror sites by sharing the burden of storage and maintenance. Mr. Baldwin continued that the storage of digital information would be accomplished through a variety of mechanisms: core legislative and regulatory material in GPO Access would remain on GPO servers, agency material might be resident on GPO servers, on agency servers, or managed cooperatively by partner institutions.

In response to concern for ADA accessible sites, Mr. Baldwin said that that would be addressed in the evaluation guidelines. Mr. Barnum added that the intent was to make as much available as possible. A person in the audience acknowledged that it was realized that GPO could not replicate all sites.

The audience was also interested in mirror sites, especially on the West coast where geographic equitability was desired. It was also asked if GPO would be overloaded with PURLS and mirror sites. Mr. Baldwin did not see why a PURL site could not be mirrored. They would have to look into that issue.

It was suggested that GPO needed to become more visible. A question was posed on whether usability issues would be discussed. Mr. Barnum said that they did not know how much more they could tell agencies what to do.

Another member of the audience reminded everyone that feedback to the agency was important. GPO could be a conduit between agencies and the Federal depository libraries. Gil Baldwin said that GPO was trying to provide a choice of formats in GPO Access, both PDF and ASCII. Agencies are responsible for complying with ADA requirements. GPO would ensure agencies that GPO Access would be in compliance. He continued with a description of organizational responsibilities. Within GPO, responsibility for the FDLP Electronic Collection would be vested in the Superintendent of Documents. He then enumerated the various responsibilities of the different services under the Superintendent of Documents.

Mr. Baldwin then addressed archival preservation and permanent access, noting that they were frequently asked about their relationship with what NARA was doing. He stated that GPO wanted to complement what NARA was doing and what other national libraries and partner institutions were doing. GPO’s activities were not a substitute for agencies’ responsibilities to NARA.

He repeated that GPO would migrate content where feasible and cost-effective to make Government information available to a wide spectrum of users. Funding would come from the Superintendent of Documents Salaries and Expenses (S&E) appropriations. Depository money would be funding GPO Access.

In conclusion, Mr. Baldwin identified the next steps. They include coordination with other entities; cooperative agreements with agencies for retention; short term strategic planning for hardware and software, system capacity, personnel; and long term planning as data was gathered.

Chair Anne Watts thanked Gil Baldwin and George Barnum. She announced the Council's working sessions and invited the audience to attend them.

Thursday, April 23, Morning Session

Chair Anne Watts called the meeting to order. Ms. Watts announced copies of the draft of Council's recommendations and commendations were available for the audience. Ms. Watts reminded all present that these were drafts and that Council would be wordsmithing and writing the rationales for each before they would be posted on the Council Web page. Ms. Watts would read the recommendations, Council would comment, the audience would comment. She requested those coming to the microphone to identify themselves and their institution.

DRAFT RECOMMENDATIONS

Service Guidelines

Council recommends that GPO adopt the "Draft Depository Library Public Service Guidelines for Government Information in Electronic Formats" as amended at the spring 1998 Depository Library Council. Council understands that GPO may need to make certain technical amendments.

Diane Eidelman presented the rationale: The eighteen-month process of creating the Draft Guidelines had provided the entire depository community with adequate time to comment, recommend changes, and dialog with one another. Many changes were made taking these comments and GPO's into account. It was time to move forward and finalize the Guidelines.

Audience questions/comments: None

Vote of Council: Approval

Biennial Survey

Council recommends that:

- PO formalize and standardize the Biennial Survey;
- the core elements of the Biennial Survey remain consistent over time;
- the core elements of the Biennial Survey be compatible with other major data surveys (e.g., ARL, IPEDS, Public Libraries Data Survey) wherever possible;
- Council and FDLP libraries be consulted on the content of the survey instrument;
- experts in survey research be consulted on the methodology of the survey instrument;
- Council and GPO review the instrument in the intervening years between surveys;
- new questions to survey be announced with sufficient notice; and,
- If the Biennial Survey must be used to gather data needed on an occasional or emergency basis, those questions be relegated to a special section.

Diane Garner presented the rationale: The Survey needed to be standardized and rationalized. We would get our questions in the Survey and GPO would have theirs. The committee believed that the questions needed to be tested before being used. They wanted sufficient notice (1 year) and not be caught short. There was no content presented since the committee was not ready for that.

Audience questions/comments: None

Council questions/comments:

Chair Anne Watts noted that Council was looking for volunteers to serve on the Statistics Committee and work on the Biennial Survey component.

Vote of Council: Approval

Training

Council recommends that the Public Printer allocate appropriate resources for GPO Access training and user support and asks the Public Printer to provide a progress report to Council on the GPO Access Learning Center. In addition Council recommends that GPO expand its GPO Access hands-on training efforts.

Diane Eidelman presented the rationale: the remarkable success of GPO Access as evidenced by the phenomenal growth in its use as well as the positive publicity that had appeared in the professional literature demonstrated the need for expanding training opportunities. Council reiterates the importance of training and user support in the continuing transition to a more electronic Federal Depository Library Program despite the reality of constrained funding. The entire GPO Access user community continues to benefit from the training efforts at conferences as well as on-site training and user support.

Audience questions/comments:

There was some discussion on the GPO Access Learning Center. Council had last year recommended a training center. GPO was developing it and would call it the GPO Access Learning Center. Council wished to be kept apprised of its development.

The Center's location in Washington, DC, was questioned. The general consensus was that there was an advantage in training Government employees and congressional staff, and that the Washington base would help broaden scope of training sessions.

Vote of Council: Approval

Processing of Monthly Catalog Tapes

Council recommends that GPO resolve problems related to the processing of cataloging records so that they are available in a timely manner for the production of GPO's own products and for use by libraries. Specifically, Council urges GPO to: in the short term, intensify the current analysis of tape processing problems within GPO and with the Cataloging Distribution Service of the Library of Congress, to ensure that a usable product is available promptly each month; in the longer term, work toward a solution based on modernizing the entire technological infrastructure; keep the depository community informed of developments because of the importance of these records to the libraries and their users.

Julie Wallace presented the rationale: It would solve two problems: short term and long term.

Thomas Downing expressed his appreciation to Council for their recommendation. He reported that he would be meeting the next day with the Library of Congress Cataloging Distribution Service concerning two data sets, which would speed up distribution. He pointed out a potential problem with the Periodicals Supplement; but he believed that to be small and resolved soon.

Audience questions/comments: None

Vote of Council: Approval

Frequency of Updating the Superseded List

Council recommends more frequent updating of the on-line Superseded List. Council and GPO should establish an ongoing committee of depository librarians to evaluate new items for retention decisions, with special emphasis on tangible electronic products.

Julie Wallace presented the rationale: Mounting the Superseded List on the Web has helped and the ability to update it more frequently was possible. CDs had been a particular problem. This would be a project in which others can participate and she requested people to volunteer. She also noted that Regionals should look at CDs in the likelihood that the Selectives would discard the CDs.

Audience questions/comments: None

Vote of Council: Approval

Guidance on Retention of Tangible Products

Council recommends that GPO provide the FDLP community with guidance on retention of tangible products that are available in the FDLP Electronic Collection.

Julie Wallace presented the rationale: Council believed that even with the on-line electronic collection, there would still be a need to retain tangible documents for five years because of the legal requirements. Council would like GPO to look at the existing law and see what was appropriate and the effects on alternative formats.

Audience questions/comments: None

Vote of Council: Approval

Hearings

Council recommends that GPO work with the Secretary of the Senate and the Clerk of the House to encourage more Congressional committees to create electronic files of hearing transcripts, and that these be made available through the GPO Access database of Congressional hearings.

Mary Alice Baish presented the rationale: She mentioned the encouragement of GPO to work with Congress to develop a more comprehensive electronic collection.

Audience questions/comments: None

Vote of Council: Approval

Congressional Research Service

Congress is currently considering legislation (S. 1578 and H.R. 3131) that would provide no-fee public access through the Internet to issue briefs and reports of the Congressional Research Service (CRS). If this legislation is enacted, Council recommends GPO pursue making these important Congressional materials available through GPO Access.

Mary Alice Baish presented the rationale: She reminded everyone of the previous demonstration of the CRS Web site which was available to Congress but not to the general public.

Audience questions/comments: None

Vote of Council: Approval

Z39.50/GILS

Council recommends that GPO continue to provide an update at Council meetings on its progress in implementing Z39.50/GILS compliance for the databases GPO maintains.

Eliot Christian presented the rationale: Council reiterated its concern, expressed in recommendations of October 1997, that GPO remain committed to the interoperability of its on-line services using the Z39.50 and GILS search interface specification. This particular interface was essential to GPO's ability to keep pace with technology evolution in its own information systems as well as to GPO's ability to enable access to information throughout Government.

Audience questions/comments: None

Vote of Council: Approval

Information Architecture Committee

Council recommends the formation of a committee to provide expert advice to GPO and Council on issues of information architecture in systems operated in support of the FDLP.

Eliot Christian presented the rationale: The complexity of systems supporting the FDLP would be a design challenge under any circumstances. The pace of change in information technologies compounds the challenge and makes it even more critical to attend to the basics of information architecture. Council and GPO could benefit greatly from an ongoing source or architectural advice focused specifically on the FDLP. Council believes such advice could be obtained directly from information architecture expertise available among institutions participating in the FDLP. The work of such a committee might also generate a greater awareness of the FDLP among computer science and networking leaders.

Audience questions/comments: None

Vote of Council: Approval

Chair Watts then read the Draft Commendations.

DRAFT COMMENDATIONS

Electronic Service Guidelines

Council commends Dan Barkley and Ridley Kessler for their extraordinary efforts in the writing of the "Draft Depository Library Public Service Guidelines for Government Information in Electronic Formats." Their commitment to work on this project with the entire depository community and GPO is greatly appreciated.

Persistent Names for Internet Resources

Council commends GPO for its active and positive role in assigning and maintaining persistent names for cataloged Internet resources. In addition to the challenges of tackling a complex technical problem, GPO has demonstrated leadership in accepting the risks associated with choosing among competing technologies such as PURLS and DOIs. Council looks forward to GPO's continued leadership in this critical area.

Biennial Survey Data

Council commends GPO for making the raw data from the 1997 Biennial Survey available for downloading from the Federal Bulletin Board.

Needs & Offers List

Council commends Kevin Reynolds of the University of the South for his implementation and maintenance of the on-line "Needs and Offers List." This service provides a rich opportunity to Federal depository libraries to exchange depository publications.

"User-Friendly" Web Site Display of Catalog Records

Council commends GPO for developing a new user-friendly default public display of entries in the Catalog of U.S. Government Publications, while retaining the MARC display as an option. Council believes that the public would more easily understand this descriptive-label display.

The Periodicals Supplement to the Monthly Catalog

Council commends GPO for resuming publication of the Periodicals Supplement to the Monthly Catalog. The recent selection of this title by 990 depository libraries is a clear indication of the continuing need for this product.

Department of Energy Information Bridge

Council commends the GPO and the Department of Energy for providing no-fee public access to the Office of Scientific and Technical Information's "Information Bridge" through GPO Access. This partnership between a major technical agency and GPO provides a convenient and cost-effective successor to the DOE depository microfiche collection.

Chair Anne Watts requested assistance from the FDLP for several of the following Council Action Items.

ACTION ITEMS:

New Recommended Specifications (high and low) with clarification. Diane Eidelman was leading this.

- West coast mirror sites for GPO Access. Duncan Aldrich and Thomas Andersen were in charge of this.
- Restate charge to Statistics Committee for cost-study. Anne Watts and Diane Garner are leading this. Diane Garner said that the Statistics Committee would be working on a revised Biennial Survey, and the draft would be needed by October 1998.
- Superseded List committee. Council was looking for assistance from the FDLP community.
- Electronic Collection Plan

Announcements:

Chair Anne Watts expressed Council's appreciation to Sheila McGarr, Willie Thompson and the many people at the Government Printing Office who had worked to make this a great conference.

Public Printer Michael DiMario thanked Council for their work. He noted that this was Anne Watts' second term on Council and her numerous contributions to the Federal Depository Library Program. Mr. DiMario expressed appreciation to the institutions for sending representatives to the Conference. Mr. DiMario then presented outgoing Council members (Eliot Christian, Dan Clemmer, Lynn Walshak, Anne Watts, Richard Werking) with Certificates of Appreciation for their work on Council.

Chair Anne Watts thanked everyone. She then presented the Council gavel to incoming Council Chair Thomas Andersen. Chair Tom Andersen announced that Denise Davis would serve as the incoming Secretary. He thanked the outgoing Council members and, in particular, Anne Watts.

Chair Tom Andersen invited all to attend the fall Council meeting in San Diego. The meeting was adjourned.

Respectively submitted by:

*Margaret Walker, Secretary
Depository Library Council*

FALL Meeting — 1998

Summary of the Fall 1998 Depository Library Council Meeting, San Diego, CA
October 19-22, 1998

Monday, October 19, 1998, Morning Session

GPO Update

Council members present:

Fred Wood, Julia Wallace, Margaret Walker, Paula Kaczmarek, Diane Eidelman, Tom Andersen, Duncan Aldrich, Carol Bednar, Diane Garner, Maggie Farrell, Greg Lawrence, Mary Alice Baish, Donna Koepp

Tom Andersen,

Council Chair

Welcome to fall Depository Library Council (DLC) meeting.

Judy McCarthy, member, San Diego City Council, welcomed Council to San Diego. The San Diego Public Library has been a depository library since 1885 and now boasts a collection of 1.7 million items in their collection. Noteworthy titles in the collection include the U.S. Department of the Interior 19th Century Railway Surveys, first publications from the Smithsonian Institution, and early NASA documents. Tours of the San Diego Public Library are scheduled for Wednesday.

A Monday night reception is planned at Scripps Institute of Oceanography, University of California, San Diego.

Introductions of GPO staff and Council members.

There are 145 officially registered participants at the fall DLC meeting. Registrants were invited to stop by Council meetings and were encouraged to leave messages for Council to respond to.

Michael F. DiMario,

Public Printer

Mr. DiMario provided an overview of the status of GPO funding and the status of S2288 (Wendell Ford Government Publications Reform Act of 1998).

Funding and appropriations - salaries and expense for FDLP, printing and binding

Although passed, the bill had not been transmitted to the President for signature until Friday (10/16). Level funding is anticipated for FDLP in FY99 (salaries and expenses). Therefore, there is less funding to support ongoing efforts and for developing new services.

The Omnibus Budget Bill needs to be printed today by GPO, and will be presented to Congress Tuesday.

Government Publications Reform Act (S2288)

The bill was introduced a few weeks ago in Congress. It focuses on the issues facing the library community vis-à-vis FDLP. Many were in opposition to the bill (publishers, industry, etc.). Report 105-413 accompanies S2288. Both will be available on-line and will be printed. The Interlibrary Working Group worked closely with GPO staff to move the issues forward. The Senate Rules Committee reported out the bill for discussion in Congress. Further discussion is necessary, since it has not been read by the House. Significant in any discussion is the dissolution of the Joint Committee on Printing (JCP). Currently, it appears that the JCP will remain through January 1999 (funding extension through 1/99). The statute requiring the JCP remains;

however, funding for staff and operations is significantly reduced or eliminated. Operation of the JCP will likely be through the Senate Rules & Administration Committee and the House Oversight Committee (parent committees of the Joint Committee on Printing). There may be a new version of the bill drafted during the next Congress. These activities should not affect the FDLP; GPO will continue to operate as usual. There are issues surrounding the bill which have more to do with GPO staff, not specifically the Federal Depository Library Program.

Mr. DiMario encouraged participants to bring issues and concerns to GPO staff and Council so the Federal Depository Library Program can be as effective as possible.

Francis Buckley,

Superintendent of Documents

Mr. Buckley welcomed everyone to the Fall Depository meeting and thanked Mr. DiMario for bringing him on board during such interesting times. Mr. Buckley recognized the departure of Jay Young in September 1998 after 27 years with the GPO.

He congratulated Tom Andersen on his recent appointment as California Library Services Act Program Coordinator at the California State Library.

Mr. Buckley outlined the ongoing activities within GPO. Based on discussions on GOVDOC-L regarding access to libraries, fees, etc., Mr. Buckley reiterated the foundation of the program. The Federal Depository Library Program supports free access to depository collections. Charges may be applied for photocopying, circulation, etc., but may not be applied to services associated with use of the collection.

Also discussed on GOVDOC-L is Internet access within depository libraries. An Internet Use Policy Statement is being developed and will align with the free access requirement in the FDLP. [See FDLP Internet Use Policy Guidelines, Administrative Notes, v. 20, no. 2, 1/15/99.]

The Sales Program update would not be complete without mentioning work surrounding the Independent Counsel (Starr Report). The Starr Reports, three in all, were released as House documents. GPO had an obligation to print them, but could not do so until they were officially released as House documents. The reports were made available through GPO Access, Thomas, other Internet sites (CNN) and print. The report generated brisk business for the Sales Program. 6600 copies of the first Starr Report were sold. The second and third Starr Reports generated nearly \$50,000 in revenue and brought new users to the GPO Access site. Overall, the Sales Program is stable and it is expected the Starr Report will help with fourth quarter sales figures.

The GPO Bookstores have been asked to do business plans this year. Not all of the stores are recovering their indirect expenses. Developing business plans will improve the overall performance of the stores. This will be accomplished through marketing and better planning.

Mr. Buckley noted that the Integrated Processing System (IPS) will increase efficiency of ordering in the sales department (inventory control and sales tracking). There are plans to have IPS operational by the end of October and available to the public by early 1999. Until IPS is fully functional orders will be processed by the existing system.

GPO continues to grapple with what to retain in the Sales Program. GPO is determining which titles are historically valuable (Public Papers of the President, etc.), have enduring value in spite of low sales, and where the Sales Program is the only source of replacement copies.

Mr. Buckley thanked everyone for coming and encouraged attendees to bring issues for discussion so GPO and the FDLP remain responsive to your needs.

[see also Remarks, Administrative Notes, v. 19, no. 15, 11/25/98]

Gil Baldwin, Chief, Library Division, LPS

[see Remarks, Administrative Notes, v. 19, no. 15, 11/25/98]

T.C. Evans, EIDS

[see Remarks, Administrative Notes, v. 19, no. 15, 11/25/98]

Thomas A. Downing, Chief, Cataloging Branch, LPS

[see Remarks, Administrative Notes, v. 19, no. 16, 12/15/98]

Robin Haun-Mohamed, Chief, Depository Administration Branch, LPS

[see Remarks, Administrative Notes, v. 19, no. 15, 11/25/98]

Judy Andrews, Electronic Transition Staff, LPS

[see Remarks, Administrative Notes, v. 19, no. 15, 11/25/98]

Questions from Council and attendees:

Fred Wood, Council member, asked about network bandwidth issues, including the inverse study that GPO undertook. T.C. Evans discussed the inverse study first and offered to provide copies if people are interested and reiterated that GPO evaluates network capacity in real-time.

Duncan Aldrich asked about the BCR-sponsored GPO Access Trainer and when sessions would be given. T.C. Evans' department is working with RONDAC trainers and will be measuring training activities, including support materials and feedback from participants.

Julia Wallace asked about the status of the GPO Access Learning Center. Fran Buckley indicated GPO management is reviewing a revised proposal and it will be forwarded to the Public Printer.

Julia Wallace asked about the relationship with the Sales Program for titles no longer in the Depository Program. Is there a better mechanism for recovering copies from Sales? Fran Buckley has designated himself as a Regional Library to keep a handle on how things are going. The Electronic Collection Plan is helping with identifying what titles remain in the FDLP. Robin Haun-Mohamed responded to the specific title mentioned (Defense Series). When possible film is ordered to resume printing. For the title mentioned copies can be acquired in microfiche. Julia Wallace commended Mr. Buckley on his scrutiny of this issue.

Denise Davis asked Judy Andrews about the ERIC OCLC FirstSearch project regarding public library users who are unfamiliar with the OCLC interface. The ERIC Reports are available at no charge to depositories. Judy indicated OCLC is providing search support.

Monday, October 19, 1998, Afternoon Session

Ann Sanders (Library of Michigan), representing the Government Documents Roundtable of Michigan, presented the GODORT-sponsored 1998 Paul W. Thurston Award to Sandra Williams and the staff of the University of Memphis for their Web site: Uncle Sam, Migrating Government Publications.

Question and Answer Session (resumed):

Diane Eidelman asked what happens to the ERIC Report service at the end of 1998? Gil Baldwin responded that the National Library of Education negotiated rights to use this content. GPO is negotiating depository access from the EDRS site, which is Web accessible. GPO will keep everyone posted on the results of the negotiation.

Diane Garner asked about the NRC collection. Judy Andrews responded that a new Web based service, ADAMS, will be providing access to the NRC collection. GPO staff indicated they were not sure if the site will provide Web access to its retrospective content. There are multiple other mirror sites supporting access. Nearly half of depository libraries collect NRC reports.

Andrea Severson, UC Berkeley, asked what functionality will be in MoCat online. Tad Downing responded that upgrading functionality of MoCat is planned. Review of other applications is being handled systematically. Tad would like input from depository libraries and Council regarding the applications they think are essential, valuable and useful.

Linda Kennedy, UC Davis, asked about the appropriateness of GPO downloading and archiving the text of titles in Monthly Catalog records. Gil Baldwin noted it is difficult for GPO to insure permanence of resources when GPO does not have control at the file level, nor does it manage other government sites. GPO feels capturing information and archiving it at GPO, or at a partner site, seems to be the most appropriate way to manage this particular issue.

There was a follow-up question on whether there is any chance of improving Web practices of government agencies. Gil Baldwin noted that during visits to agencies they emphasize that the agency has responsibility to maintain their site and insure permanent public access.

Diane Garner asked about the authenticity of records. Gil indicated this is one of the many issues that need to be worked through.

Fred Wood asked about GPO's perspective on OMB guidance in this effort, and on the possibility of a draft Circular being issued. Gil commented that there has been no official guidance from OMB on this in spite of previous efforts. T.C. Evans added that OMB is not releasing a policy because issues are adequately covered elsewhere.

Linda Kennedy, UC Davis, asked about migrating 5.25" diskettes. Tom Andersen said this issue is on his list. Julia Wallace indicated that the CIC libraries are dealing with this as well, in a cooperative manner.

Linda Kennedy, UC Davis, commented that, if given the choice of recommending the proportion of fiche to paper, she would like to see more paper.

Dan Barkley, University of New Mexico, said that software compatibility issues need to be addressed and suggested that Council address this as a partnership issue. Partnerships need to be formed as soon as possible to provide access to earlier CD-ROM's, perhaps keeping 386 level machines that have the appropriate software to support these titles.

Tom Andersen mentioned this as part of a larger issue, including Web access, consolidating products, multiple formats, and what the costs are to support this. (Cassis discs from the Patent and Trademark Office will be migrated to DVD, which is a good example of an agency's not taking hardware requirements into account before migration.)

Council Business

Committee Reports and Recommendations for Council Action:

Election of Officers

Julia Wallace nominated Duncan Aldrich. Diane Garner nominated Julia Wallace (Julia declined the nomination). Duncan was elected as Council Vice Chair, Chair Elect.

Tuesday, October 20, 1998

Draft Biennial Survey

Diane Garner, *Chair, Statistical Measurement Committee*

Copies of the review draft of the Biennial Survey are available on the table at the rear. Attendees were asked to review the document and identify omissions, needed questions, what could be removed, etc. The final survey needs to be drafted and ready for mailing by the end of 1998.

The Biennial Survey Committee members included Paula Kaczmarek, Lynn Walshak, Greg Lawrence, Cindy Etkin (GPO liaison), Julia Wallace, Anne Watts, Linda Frederick. The Statistical Measurement Committee was split into two groups: cost of being a depository and the Biennial Survey. Although initially divided, the issues were ultimately combined into the Biennial Survey. There is a session planned for Wednesday to discuss the Biennial Survey's cost questions.

Tom Andersen asked if the cost questions should be brought up during the general session or save them for the Survey session. Diane Garner suggested we cover what we can in general session and leave more specific questions for the Wednesday afternoon Biennial Survey session.

Many questions were raised by attendees and Council, and were referred to the Biennial Survey Committee for review or inclusion in the survey. Please contact Diane Garner if you wish more information regarding this general discussion. Tom Andersen was encouraged by the discussion and reminded attendees that it would continue on Wednesday.

GPO Access: Future Developments

T.C. Evans outlined future developments for GPO Access. There were a few hardware problems, but fortunately printed copies of his presentation were available to attendees. T.C. discussed where GPO Access is today, where it will be tomorrow, and the challenges to be faced as they move forward.

Council Discussion

Tom Andersen, Council Chair, began Council discussion, reiterating that Council will deal with its work via e-mail after the fall meeting unless issues come up which require committees.

Issues raised by Council for discussion:

Fred Wood indicated that a certificate format for commendation would be worthy of consideration. Fran Buckley indicated GPO would manage this.

The NCLIS/GPO survey is moving along nicely. NCLIS feels the results will be useful far beyond its original intended purpose. The final report will ready by 2/99 in time for the Spring Depository Library Council meeting. NCLIS requested feedback on this process and the results of the survey, as well as developing policy statements vis-à-vis survey results.

Tom Andersen facilitated discussion of items from the suggestion box, GOVDOC-L, and direct e-mails. Among them were: comments on responses from Spring Council meeting and recommendations; cycle for issuing List of Classes (per Robin Haun-Mohamed); GPO filling the position of electronic collection manager; managing the FDLP Electronic Collection Plan (action item); revising participation on Council Working Groups and Committees: Electronic Preservation and Archiving Issues Committee; Partnerships; Cataloging/Locator workgroup under the Operations Committee; Electronic Transition Committee (New); microfiche contracts; trade-off by discontinuing or consolidating "traditional" products and services to tangible formats of LPS (i.e., List of Classes); and the structure of depository meetings, amount of time spent, and location of meetings.

Possible commendations included: FDLP Tools on the Web; Jay Young (completed).

Possible Action Items included: Internet capability/ability quality (network, backbone, GPO, libraries); Congressional information recommendations; and the NCLIS Study.

Wednesday, October 21, 1998

Council Discussion

Council's work continued throughout the day. Draft recommendations, commendations and action items were completed. The organization and composition of Council committees and working groups was finalized.

Information Exchange Committee

- Tom Andersen (chair)
- Duncan Aldrich
- Gil Baldwin (GPO liaison)
- Operations Committee
- Julia Wallace (chair)
- Paula Kaczmarek
- Maggie Farrell
- Diane Eidelman
- Carol Bednar
- Margaret Walker

Discussion among Council included a review of the spring 1998 Council Recommendations to insure that all items had been addressed.

Francis Buckley raised the issue of maintaining access to historically important items as part of the inventory of the GPO Sales Program. Mr. Buckley asked Council to assist with the identification of participants in a focus group discussion (4 or 5 people). Participants need fiscal awareness of the Sales Program. Peggy Walker offered to identify individuals and forward their names to GPO.

Council completed its work and adjourned at 3:30 p.m. in order for Council members to attend a special session presented by Francis Buckley and Gil Baldwin regarding the FDLP Draft Internet policy.

Thursday, October 22, 1998

Presentation of Draft Recommendations, Commendations and Action Items to attendees.

Tom Andersen read the draft recommendations, commendations and action items, but not the rationale. Comments will come from Council first, then from the audience. After discussion is completed, Council will correspond electronically to finalize all recommendations, commendations, and action items. Tom will forward the document to GPO for response by the spring 1999 Council meeting. *[See Administrative Notes, v. 20, no. 2, 1/15/99 for final recommendations.]*

This meeting was unique in that Council only made 4 recommendations. However, much of Council's discussion was in relation to the Electronic Collection Development Management Plan presented by GPO. Council felt they needed more time to

reflect on the Plan before making substantive recommendations. Therefore, attendees will note the action items reflect Council's need to develop working groups to deal with GPO's Plan.

DRAFT RECOMMENDATIONS

1. GPO fills the position of electronic collection manager

Recommendation:

Council recommends that GPO direct additional resources to building and managing the Electronic Depository Collection, including establishing and filling the position of Electronic Collection Manager described in *Managing the FDLP Electronic Collection: A Policy and Planning Document*.

Rationale:

Council believes it is imperative that GPO allocate sufficient resources, both financial and personnel, to assure the effective coordination of activities directed toward building the Electronic Collection described in *“Managing the FDLP Electronic Collection: A Policy and Planning Document.”*

Council recognizes that various activities and functions associated with the Electronic Collection are currently distributed among various GPO units, e.g. collection development criteria, outreach, marketing, locator tools, metadata, etc.

Council believes that the establishment of the position Electronic Collection Manager would provide the most effective means to coordinate and use this expertise present in GPO.

Managing the FDLP Electronic Collection Plan (action item)

Council is pleased that GPO has developed *Managing the FDLP Electronic Collection: A Policy and Planning Document*. This document represents a significant initiative. Council has assigned work to four committees/workgroups to assist GPO in the process of implementing and establishing priorities for the Plan, and include the following:

- Electronic Transition Committee
- Partnerships Workgroup within Electronic Preservation and Archiving Issues Committee
- Cataloging/Locator Workgroup within GPO Operations Committee
- Electronic Preservation and Archiving Issues Committee

Electronic Preservation and Archiving Issues Committee

- Greg Lawrence (chair)
- Donna Koepf
- Duncan Aldrich
- T.C. Evans, Gil Baldwin (GPO liaisons)

Charge: A standing committee of Council to address issues related to the long-term access, storage, and preservation of electronic information disseminated through the FDLP. This includes, but is not limited to:

- Promote identification of “at risk” digital publications
- Promote digital “risk management” awareness in the FDLP
- With consultation of GPO and member depository libraries, propose and promote model preservation policies and guidelines
- In addition, in consultation with GPO and member depository libraries, promote prototype projects that broaden and enrich features of the digital depository libraries.

Partnerships: Partnership Working Group under the Electronic Preservation & Archiving Issues Committee

- Donna Koepp (chair)
- Diane Garner
- Paula Kaczmarek
- Fred Wood
- Mary Alice Baish
- T.C. Evans, Gil Baldwin (GPO liaisons)
- (additional members from the depository community)

Charge: The development of partnerships as a means of providing data storage, access and preservation, is an integral part of managing the FDLP Electronic Collection. While GPO has developed a small number of model partnerships to date, the working group will examine strategies that would help GPO accelerate their leadership role to facilitate partnerships between agencies and other constituents.

Cataloging/Locator workgroup under the Operations Committee

- Carol Bednar (chair)
- Maggie Farrell
- Julia Wallace
- Diane Eidelman
- Tad Downing (GPO liaison)
- (additional members from the depository community)

Charge: Advise GPO on short and long term policies concerning the scope and effectiveness of cataloging and locator services. Workgroup will solicit comments from the depository library community when possible.

- Electronic Transition Committee (New)
- Duncan Aldrich (chair)
- Margaret Walker
- Greg Lawrence
- Diane Eidelman
- Diane Garner
- Paula Kaczmarek
> Maggie Farrell
- Fred Wood
- Gil Baldwin, T.C. Evans (GPO liaisons)
- (additional members from the depository community)

Charge: Standing committee of Council to address issues related to the FDLP Electronic Transition.

Two immediate issues to be addressed are:

- Criteria for format replacement, including from fiche to electronic and from print to electronic; and
- Outreach to Federal agencies, the depository library community, and others interested in developing the Electronic Federal Depository Library Program (E-FDLP).

Discussion:

Managing the FDLP Electronic Collection Plan

No questions were raised.

Electronic Preservation and Archiving Issues

Francis Buckley asked for clarification of “at risk” and “risk management.” Greg Lawrence responded from a preservation perspective, especially the need for a management plan to appropriately identify and develop guidelines for treatment of such materials or information. Greg offered to prepare detailed descriptions and post them to GOVDOC-L should it be requested by GPO or the group.

Partnership Working Group

No questions were raised.

Cataloging Locator Workgroup under the GPO Operations Committee

Carol Bednar provided an additional explanation of the review of locator services to improve bibliographic access to Government information. Monthly Catalog Committee scope has gone far beyond that since there are 14 different locator services being provided to improve bibliographic access to government information.

Electronic Transition Committee

Duncan Aldrich explained that Council struggled with terminology, especially fiche to electronic and print to electronic, which is now being referred to as format replacement.

2. Microfiche contracts

Recommendation:

Council recommends that GPO evaluate and resolve problems with the current microfiche contractor procedures and performance to identify other options which would better serve the needs of the depository community. Council further recommends that GPO take additional steps to bring microfiche processing procedures and requirements to the attention of the depository libraries.

Rationale:

Since the distribution and claiming of depository microfiche has moved from GPO to full service microfiche contracts with independent contractors, microfiche processing has become more complex for depository libraries. Some contractors’ inability to fulfill all elements of GPO contracts, including shipping list and claims delivery, continue to be ongoing problems. Options which might be considered include multi-year contracts; return of microfiche to GPO for distribution; use of additional resources for shipping list preparation, contract compliance, and quality control; and a link from the microfiche shipping list Web page to an information page on current microfiche shipment practices and procedures.

Discussion: No questions were raised.

3. Trade-off by discontinuing or consolidating “traditional” products/services tangible formats of LPS (List of Classes)

Recommendation:

Council recommends that GPO, in consultation with the depository library community, decrease the frequency of publication of the paper editions of GPO administrative tools that are available online and are more frequently updated. Some titles with a strong sales history should remain in the sales program in print editions as long as sales justify the cost of production.

As an example, since the online List of Classes is updated monthly, Council recommends that the print version of the List of Classes be updated, published and distributed (via FDLP and sales) only annually, and that each library receive only one depository copy.

Rationale:

Frequently updated online tools are more useful than print editions that are often dated by the time they are printed and distributed. All program libraries should have access to the FDLP Web site and the ability to download. The online version of the List of Classes is updated monthly and can be manipulated to serve multiple purposes. However, libraries may need time to learn how to exploit this electronic resource. During the transition period, some titles may need to remain in print even if less frequently updated. This issue should be revisited.

Discussion:

Julia Wallace mentioned that the List of Classes would be updated monthly online. There was a suggestion that the printed List of Classes come out in early spring so depository libraries can mark it up before the online update cycle in June 1999.

4. Structure of meetings, amount of time, location

Recommendation:

Council recommends that the fall Council meeting be held permanently in the Washington, DC area, sometime between the Columbus and Veterans Day holidays, and that the annual FDL Conference coincide with the fall DLC meeting in Washington. The spring DLC meeting would be held in the field, rotating around the country, as it was prior to 1992.

Council further recommends that the fall DLC meetings begin on Sunday evening and end on Wednesday afternoon, instead of beginning on Monday morning and ending on Thursday afternoon. Sunday evening would be reserved for Council's organizational meeting, open to observers. The full Conference would begin on Monday morning and conclude on Wednesday afternoon, with the Regionals' session continuing on the Sunday immediately prior to the FDLC. The spring DLC meeting schedule would be modified in similar fashion.

Rationale:

- fewer conflicts with other library-related meetings
- wider range of choices for hotel accommodations
- restore the opportunity for newly appointed Council members to visit the GPO facility
- reduce meeting space rental and other FDLC expenses, such as extra day's use/rental of meeting rooms at hotel, A-V equipment, and coffee breaks. Potentially, per diem expenses for DLC members would be reduced.

Discussion:

No comments from Council.

Comments from the audience indicated acceptance; however, if there is a drop in attendance, GPO should be cognizant of that and be flexible on dates of the larger conference. Tom Andersen mentioned that GPO is left with very few hotel and meeting locations for spring meetings. For 1999 there was only one valid hotel response. If GPO decided to take action on this, then the changes would begin in the year 2000. The change in schedule would result in two Council meetings in the field back-to-back (fall 1999 in Kansas City, spring 2000 in a site yet to be determined, then fall 2000 conference in DC).

Fred Wood asked how agendas are determined. Sheila McGarr responded that she asks for discussion topics from FDL's. Tom Andersen indicated that Council assists with topics and speakers, especially for programs that will assist Council in its work.

Sheila McGarr mentioned she is already contacting speakers. Gil Baldwin mentioned that GPO identifies emerging issues based on discussions and evaluations completed at DLC meetings. An attendee expressed pleasure that the meeting would be moved to a time other than during National Library Week due to staffing issues.

DRAFT COMMENDATIONS:

1. FDLP Tools on the Web

Council commends GPO staff for developing and continuing to improve the Federal Depository Library Program administrative services offered via GPO Access. Depository libraries now have easy access to interactive tools for communicating efficiently with GPO, as well as up-to date versions of essential administrative information. These services, which are being developed through cooperative team work within GPO and through creative service partnerships, are a significant benefit to individual libraries and the program.

Discussion

No questions were raised by the audience.

2. Jay Young

Council commends James D. Young, former Director of Library Programs Service (LPS), for his substantial and significant contributions to the Federal Depository Library Program, on the occasion of his retirement from GPO. As Director of LPS from 1980 to 1982, and again from 1993 to 1998, Mr. Young has been especially effective in strengthening communications between the GPO and the library community. He deliberately and consistently involved librarians in LPS efforts to implement a transition to a more electronic FDLP. Ever ready to bring change through action, Mr. Young reallocated staff internally to create the Electronic Transition Staff, and initiated a highly successful program to bring documents librarians into the GPO as consultants. Mr. Young exhibited a sense of vision and administrative flexibility that has brought out the best in the LPS staff and has nurtured the FDLP.

Discussion:

This commendation was prepared prior to the Fall Council Meeting so it could be read to Jay before he left GPO. There was applause after the commendation was read.

DRAFT ACTION ITEMS:

1. Internet capability/ability quality (network, backbone, GPO, libraries)

Council recognizes the importance of the Internet as a primary means for information dissemination and access, and for implementation of GPO Access, the FDLP, and the recently developed Electronic Collection Plan. Accordingly, designated Council members will meet with GPO staff to review current and projected Internet connectivity plans and needs for GPO and the FDLP; methods and metrics for assessing Internet connectivity performance; and, possible follow-up strategies and options. Council anticipates that GPO staff will make a brief report on this topic at the spring 1999 Council meeting.

Discussion:

No questions were raised by the audience.

2. Congressional information recommendations

Designated Council members will follow-up on recommendations #7 (regarding congressional hearings) and #8 (regarding publications of the Congressional Research Service) from the Spring 1998 meeting to discuss with GPO staff possible scenarios proposed in their responses as well as additional strategies and actions to increase the scope of legislative materials available through GPO Access. Council continues to recognize, as a priority for GPO Access, the expanded coverage of congressional publications as part of the core collection of U.S. Government information.

Discussion:

No questions were raised by the audience.

3. NCLIS Study

Council has established a subcommittee on the NCLIS Assessment as part of the Information Exchange Committee.

Charge: Monitor developments and disseminate to Council members information regarding the GPO/NCLIS Assessment of Electronic Government Information Products.

Discussion:

No questions were raised by the audience.

Closing Remarks from GPO

Closing remarks from GPO began with Fran Buckley mentioning the Sales Program and requesting participation from FDL's in developing guidelines for what to retain in the program. Contact Peggy Walker if you are interested.

Michael DiMario, Public Printer, made closing remarks encouraging communication between GPO staff and depository libraries to further the program.

Thank you's were extended by Council to Willie Thompson and Sheila McGarr for their tireless efforts in planning these meetings.

Tom Andersen expressed his appreciation for the participation of California librarians and to other first time attendees. Tom also encouraged participation at the spring Depository Library Council meeting in Bethesda, MD.

The fall Depository Library Council meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Denise Davis
Secretary

January 13, 1999

1999

SPRING Meeting — 1999

Summary of the Spring 1999 Depository Library Council Meeting, Arlington, VA
 April 12-15, 1999

Monday April 12, 1999

Sheila McGarr opened the session with remarks about attendance, and welcomed attendees to Bethesda. Sheila noted the color codes applied to attendee's badges are to help in networking. Some interesting information regarding attendance includes:

- 500+ attendees
- 80% of hotel guests are associated with the conference
- 27 of 82 speakers from depositories
- 477 pre-registered
- 292 academic
- 42 public
- 66 law
- 117 first conference
- 75 new document' librarians and first-time attendees

Tom Andersen, Chair of Council, California State Library, called the meeting to order and opened the Plenary Session asking Council members to introduce themselves. Present were:

- Donna Koepp, University of Kansas
- Mary Alice Baish, Georgetown University Law Library
- Julia Wallace, University of Minnesota
- Maggie Farrell, Montana State University
- Duncan Aldrich, University of Nevada Reno
- Denise Davis, The Gale Group
- Greg Lawrence, Cornell University
- Fred Wood, National Library of Medicine
- GladysAnn Wells, Department of Library, Archives and Public Records, Arizona
- Diane Eidelman, Suffolk Cooperative Library System, Long Island, NY
- Carol Bednar, California State University, Fullerton
- Paula Kaczmarek, Detroit Public Library
- Peggy Walker, Citizen
- Diane Garner, Harvard University

Tom Anderson asked the attendees to indicate by a show of hands where they were from. Also, Tom asked attendees to applaud Ridley Kessler for speaking at a hearing on Title 44, and Council Chair recognized him for his testimony and contribution.

The more than 18 GPO staff attending were asked to come to the front of the room and introduce themselves.

Tom Andersen mentioned his change in employment, to oversee funding and support to the California State Library Board. In this role he coordinates programs and meetings, and has new and enhanced appreciation for the efforts of GPO.

Carol Bednar gave a brief overview of the Cataloging Locator committee meeting and Duncan Aldrich gave a brief overview of the Electronic Transition committee. Both of these committees meet Tuesday afternoon during Council working time.

On Wednesday morning, Council will discuss the Draft Specifications for Workspace and Draft Biennial Survey. The remainder of the Council time will be spent working (e.g., discussing and writing recommendations).

Attendees with suggestions for Council and GPO should feel free to put notes in the newly created "suggestion ice bucket."

Tom Andersen introduced Michael DiMario, Public Printer of the United States. Mr. DiMario opened the spring 1999 Depository Library Council and Federal Depository Conference and thanked everyone for attending. He announced that Superintendent of Documents Fran Buckley would not be present due to the death of his mother. Gil Baldwin will present Fran's remarks.

Mr. DiMario described the Federal Depository Library Program as a partnership between Depository Librarians, your institutions, and the Federal Government. It is important to recognize that depository librarians own the program and their contributions are appreciated. The Federal Depository Conference is a valuable venue for networking with other depository colleagues and sharing ideas with GPO staff.

In keeping with ribbons to identify attendees, it may be appropriate to develop campaign ribbons for those who have been to Conferences over the years and survived the battles of keeping the program alive and prospering. Council meetings are events where we can share ideas to improve the Depository Program.

This year there is a new Congress, which impacts how GPO and the Depository Program operate. A great deal of time is being spent educating old groups with new people, and new committees in Congress. The Joint Committee on Printing is a product of two other committees, the Senate Rules and Administration Committee and the House Oversight Committee (now the House Administration Committee). JCP has appointed members to a new committee, in spite of no funding, but they have not yet had their organizational meeting. Members of the JCP committee include Chair Bill Thomas of CA, from the House of Representatives side, and Ranking Minority Leader Steny Hoyer, MD. Both Thomas and Hoyer are well versed in issues of the Depository Program. On the Senate side, advocates include the Vice-Chairman, Mitch McConnell from KY, and Chris Dodd from CT. This is the oversight group for GPO and the Depository Program.

GPO has moved forward on appropriations. The House Appropriations hearing was chaired by Charles Taylor of NC. Ridley Kessler provided testimony during this important hearing. Ed Pastor of AZ is new to the committee, and is important to GPO and the library community. He seems sympathetic to the program.

At the Appropriations hearing, GPO requested \$31.2 million for the Federal Depository Library Program. GPO's total request was in excess of \$80M. An additional \$1 million was requested for the Library Program. There were indications that consideration is being given to the request, but Mr. DiMario is not optimistic. Included in the request was funding for infrastructure, new elevators, staffing, and support for anticipated increased volume of work. This is the largest increase of any Legislative Branch agency, but is based on record data and is appropriate.

The Senate Hearing dealt largely with Y2K issues. Regarding Y2K preparedness, GPO is very close to completing work to meet Federal requirements for compliance. It is expected that remaining issues with the Senate on Y2K compliance will be resolved by late spring 1999. The concerns are largely with the new mainframe at GPO. The new order processing system, IPS, remains to be tested. In addition, the Lighted Bin System will be replaced by the Automated Depository Distribution System (ADDS), which will be Y2K compliant.

Mr. DiMario mentioned Council members ending their appointment terms in September 1999: Tom Andersen, Carol Bednar, Denise Davis, Diane Eidelman, Peggy Walker. Newly appointed Council members are: Linda Fredericks, King County Library, WA; Robert Hinton, Indiana University Purdue, IN; Sharon Hogan, University of Illinois, Chicago, IL; Mary Redman, New York State Library, NY; Andrea Sevetson, University of California, Berkeley.

As a final note, Mr. DiMario spoke about legislation, especially Title 44 and S2288. Senators Warner (VA) and Ford (KY) were advocates for Title 44 Reform. The key was to improve access to Government information and bring fugitive documents into traditional channels of dissemination. The bill was an omnibus bill, working with the Interagency Working Group, and failed although favorably discussed. Senator Warner is no longer on the committee and Senator Ford has retired. A champion is needed to get the word out about the Federal Depository Library Program. In addition, depository librarians have a role in keeping their legislators informed regarding non-compliance with Title 44 and the need to curtail deviations from the program, especially the creation of fugitive documents.

To assist with this effort, Mr. DiMario has brought a staff member from JCP, Mary Beth Lawlor, to work on GPO's behalf to keep Congress informed of the issues and the work of GPO and the Federal Depository Library Program.

Mr. DiMario indicated that future work on Title 44 will not include an omnibus bill, but future legislation will be specific and corrective to deal with important issues. Council has been asked to advise GPO on matters that need attention and GPO will try to identify a sponsor.

Mr. DiMario thanked attendees for coming, wished them an informative and fun conference, and anticipated better weather.

Tom Andersen, Chair of Council, noted that Duncan Aldrich is the chair-elect of Council (1999-2000), and he then introduced Gil Baldwin.

GPO Update

Gil Baldwin,

Director, LPS, GPO

Mr. Baldwin spoke in place of Mr. Fran Buckley, Superintendent of Documents.

<remarks reprinted in Administrative Note, v. 20, # 8, 5/1/99 s>

T.C. Evans,

Assistant Director, Office of Electronic Information Dissemination Services (EIDS), GPO

remarks reprinted in Administrative Notes, v. 20, # 8/ 5/1/99

Gil Baldwin,

Director, Library Programs Services, GPO

remarks reprinted in Administrative Notes, v. 20, # 8/ 5/1/99

Robin Haun-Mohamed,

Chief, Depository Administration Branch, LPS, GPO

remarks reprinted in Administrative Notes, v. 20, # 8/ 5/1/99

Thomas A. Downing,

Chief, Cataloging Branch, LPS, GPO

remarks reprinted in Administrative Notes, v. 20, # 9/ 5/15/99

George D. Barnum,

Electronic Transition Specialist, LPS, GPO

George Barnum reported that the Electronic Transition Team is working in 5 major areas:

1. Developing and implementing the electronic collection plan. GPO received good feedback on the plan from depository libraries and partners.
2. Establishing and building the GPO Electronic Collection. The ETS handout contains more information [see Administrative Notes, v. 20. # 8, 5/1/99]. Discussion is scheduled for Tuesday.
3. Exploring the notion of partnerships. George has been enhancing partnership agreements; cleaning up sites that are now defunct (University of Texas), and evaluating whether they should be stored for archival purposes.
4. Updating pilot projects: NTIS and ERIC.
5. Miscellaneous: Digital Publications Preservation Steering Committee at National Agricultural Library (NAL); working to get the Nuclear Regulatory Commission (NRC) documents/resources into the Depository Program, even if in microfiche.

Tom Andersen, Council Chair, thanked all the speakers from GPO and opened the floor to questions, first from Council, then from the audience.

Questions and Answers

Fred Wood, Council member, asked a follow-up question to T.C. Evans regarding increase in usage of the GPO Access site and any explanation for the increase in use. T.C. responded that GPO Access has been used increasingly as the site is improved. T.C. knew that performance was an issue as a result of wear-and-tear on the old equipment. Equipment improvements and the addition of new materials, including the Starr Report, have positively affected the use and visibility of GPO Access. Fred Wood asked again if GPO was confident in its assessment of a 100% increase in traffic and T.C. Evans responded affirmatively.

Julia Wallace, Council member, asked about the binding issues regarding the Congressional Record and presumed the quality would improve with future editions. Robin Haun-Mohamed is aware of the poor quality of binding. GPO is working to rebind or reproduce the volumes in question.

Duncan Aldrich, Council member, asked about the status of the memorandum regarding acceptable replacement of print and fiche products with electronic. Sheila McGarr responded that the General Counsel has approved the draft. Sheila emphasized that attendees should not return to their libraries and begin discarding print/tangible documents. She reiterated that the intent is for depository libraries to work with their regional in coordinating such discarding. The final policy statement would be printed in the May 15th Administrative Notes [v. 20, # 9] <www.access.gpo.gov/su_docs/dpos/ad051599.html>.

Diane Garner, Council member, asked about the revision or replacement of the List of Classes and what the List means in the current environment. Robin Haun-Mohammed responded that the print product is about three months behind schedule. There are monthly updates to the online version of the List of Classes. The print will continue to be distributed twice each year. Robin mentioned that GPO followed Council's recommendation on this matter, but are looking at additional options.

Mary Alice Baish, Council member, asked about the NAL framework for public access document and asked if it was available anywhere. Greg Lawrence is the conduit for getting that framework and provided his e-mail address <GWL1@cornell.edu>. Greg will get copies to Council. George Barnum suggested that it might also be on the NAL preservation Web site. He will check and get back with Council.

Mary Alice Baish elaborated on Ridley Kessler's testimony, mentioned earlier by Mr. DiMario, before the House Appropriations Subcommittee on Legislation for Title 44 and asked Ridley to share his experience with the group. Ridley remarked

that this was his second testimony before Congress. He found the experience very valuable and thought Steny Hoyer's (MD) contribution required many thanks, as will the future contributions of Ed Pastor (AZ). Ridley noted that though he has spent almost 20 years promoting GPO and the Federal Depository Program, that is nothing compared with the work of Mary Alice Baish, the American Association of Law Libraries, and Pru Adler of ARL, who work tirelessly on behalf of access to Government information.

Mary Alice Baish added that testimony was very important this year and encouraged depository librarians to write their representatives. Important background information is available at <www.ll.georgetown.edu/aallwash>. Click on Testimony to review Ridley's and other testimony on the Washington Affairs Web site.

Julia Wallace echoed the need for outreach to legislators, emphasizing how the FDLP benefits their staff and their constituents. This includes linking legislator's pages to your local Web site and through to GPO Access and other Federal Web sites.

Fred Wood commended GPO staff for getting out there and staying competitive in the electronic information marketplace.

Tom Andersen asked for questions from the floor.

Dan Barkley, University of New Mexico, asked about the FBIS CD-ROM, which under the new Folio software restricts output (printing and downloading). Robin Haun-Mohamed commented that the licensing agreement prevents printing and downloading due to copyright restrictions, but that the data is also available on the NTIS World News Connection Web site. Dan remarked that the restrictions have been an ongoing and longstanding problem. Access to the information is wonderful, but is significantly diminished when printing or downloading is prohibited. Robin reiterated that GPO must abide by the license agreement, restricting output options, or not make the information available at all.

Andrea Severson, University of California Berkeley, asked a follow-up question. It is an issue of copyright clearance and material on the FBIS CD which may appear on the NTIS World News Connection Web site, but it is not clear whether either source is complete. Cost is an issue, and it is unclear how to be sure complete information is available to the public. Another small point, because the online Administrative Notes is only in HTML it cannot be easily printed, as it could be if available in PDF. Without a searchable table of contents, it is of limited value.

Diane Garner, Council member, revisited the FBIS issue, reiterating that the copyright extends back to the original publishers of the articles. It would seem the access issues are out of the hands of both GPO and NTIS to resolve. Theresa McGurty, NTIS, stated that it is difficult even for NTIS and other agencies to get their own documents.

Afternoon Session

Tom Andersen, Council Chair, began the afternoon session with an overview of Council committees and a status report from committee chairs, then a review of the agenda.

Electronic Transition Committee, chaired by Duncan Aldrich, with members Peggy Walker, Gregg Lawrence, Diane Eidelman, Diane Garner, Paula Kaczmarek, Fred Wood, Gil Baldwin, and T.C. Evans.

Standing Committee, FDLP Electronic Transition

Topics included: criteria for format replacement; outreach to Federal agencies, library community or others interested in furthering access to Federal Government information.

Duncan Aldrich indicated that a summary of the status of the transition to a more electronic FDLP was available <www.access.gpo.gov/su_docs/dpos/ad050199.html>. The discard format issue will be discussed at Tuesday's meeting along with a review the progress report, outreach to Federal agencies, etc., and recommendations will be prepared.

Partnerships Work Group of the Electronic Transition and Archiving Issues Committee, a standing committee of Council to look at archiving and preservation issues of the FDLP, is chaired by Gregg Lawrence, with members Tom Andersen, Donna Koepp, Duncan Aldrich, T.C. Evans, and Gil Baldwin.

Gregg indicated the group had not yet met, but planned to do so at this conference, and to make suggestions to Gil Baldwin and T.C. Evans of GPO.

Tom Andersen asked Donna Koepp, chair of the Partnerships Work Group within this committee, to update the group. This work group is planning to meet at the conference, and Donna will provide a summary of their discussion to Council.

Tom commented that many of the work groups have not reached the stage to adequately report.

The Cataloging and Locator Services Work Group, within the GPO Operations Committee, is chaired by Carol Bednar with members Maggie Farrell, Diane Eidelman, and Tadd Downing. Andrea Sevetson, and Tim Byrne are also participants in discussions.

Carol Bednar discussed short and long-term issues, including retention of the URL when a PURL has been created, availability records, and replacing the Periodicals Supplement. The long-term issue is the suite of Pathway services, including the function the service performs and how the services are presented. Carol encouraged committee members to attend the PURL presentation Tuesday.

Julie Wallace, chair of the Operations Committee, commented that there have been regular communications with Carol's work group, and with GPO staff on operational issues.

The Information Exchange Committee, chaired by Tom Andersen, has a subcommittee on the NCLIS Assessment of Electronic Government Information Products. Mary Alice Baish, Paula Kaczmarek and Tom Andersen are on the subcommittee. Mary Alice updated the group on the status of the assessment. GPO has been interested in doing an assessment of Government agencies providing electronic information through the FDLP. It was not until 1998 that GPO was able to fund such a survey, working with NCLIS and Westat. The recently completed assessment is the first of its kind. As a seminal study, the assessment sets the groundwork for additional work by GPO and participating agencies. Mary Alice reiterated Gil's comments from earlier in the day that this assessment puts on record issues that GPO has raised in the past. The assessment may be the document that gives GPO the evidence needed to improve standardization of platform, distribution, and preservation of Federal Government information. The assessment is available through the FDLP and should be arriving in your libraries very soon.

Tom Andersen mentioned two action items from the prior Council meeting:

1. Internet capability, working with GPO to improve metrics, etc. Fred Wood commented that GPO has made significant progress in the last six months to improve the infrastructure. Things are moving in the right direction, and T.C. Evans will have more to report later in the conference.
2. Congressional information recommendations, to increase access to Congressional information as part of the core collection of depository libraries. T.C. Evans reported on this earlier in the day. Fred Wood and Mary Alice Baish met with GPO on this item and discussed the need to be as inclusive as possible in GPO Access. Some steps have been taken by GPO to achieve this, but more work needs to be done. Mary Alice commented on the meeting with GPO and the issues they face in getting Congressional information on GPO Access. There is a gap between making print available and then putting electronic versions on the Web. The other issue is permanent public access. In addition, finding the information is difficult and this needs to be remediated.

Tom Andersen plans to keep the membership of the committees as they are. Duncan Aldrich, incoming Council chair, may want to change the membership in the fall, 1999.

Fred Wood commented that GPO Access should be the premier site for access to Congressional information, even if other sites are also hosting this information. T.C. Evans commented that linking to official sites is the mechanism to make that happen and this has been achieved.

Tom Andersen reviewed the agenda for the week to determine which presentations Council members would be attending and to outline their work for the week. Presentations highlighted included GIS, USDA digital preservation, partnerships panel discussion on Wednesday, and Atlas of Understanding session.

Peggy Walker gave a quick update on another committee, Historical Publications Committee, with members Paula Kaczmarek, Maggie Farrell, Markie Powell, Bill Sleeman, Ridley Kessler, John Grant, George Barnum, and other GPO staff. The group has been corresponding via e-mail and GPO has provided them with various drafts of reports on this issue. The committee will meet on Wednesday and Peggy will report on their work.

Council Discussion — working session

Significant discussion occurred with each of the recommendations, especially measurement of use and GPO Access performance, search engines, PURLs, the NCLIS assessment of electronic Government information products, and the Biennial Survey.

1. Discarding tangible products in favor of electronic formats — Electronic Transition Committee (ET)
2. GPO Outreach to agencies regarding electronic products — ET
3. Electronic transition (at various levels — partnerships, NCLIS study) — ET
4. Item selection procedures — Paula Kaczmarek, Diane Eidelman, Gregg Lawrence, Diane Garner, Gil Baldwin
 - Item numbers in online environment
 - Accuracy of List of Classes
5. Competitive GPO Web analysis — Fred Wood
 - What are other agencies doing?
 - Usage of GPO Access — what's driving it?
6. elf Study -Julia Wallace, Tom Andersen
7. Biennial Survey - Diane Garner
8. Availability Records (CLS)
9. Periodical Supplement (CLS)
10. Search Engines (GPO Access) — Maggie Farrell
11. Partnerships - Mary Alice Baish
12. NCLIS Study — continuation of discussions within GPO, link with work of the Electronic Transition — Committee(s) - Mary Alice Baish, Maggie Farrell
13. Fee-based electronic products coming from Government agencies and getting them into FDLP-ET
14. NRC Legacy issues and work of GPO on FDLP behalf — Julia Wallace, Paula Kaczmarek
15. Universal access issues and need for GPO to do outreach to Chief Library Officers (State Librarians) — GladysAnn Wells, Paula Kaczmarek
16. CD software and distribution — Julia Wallace

17. Replacement value of FDLP collections — Julia Wallace

18. Census 2000 issues, especially regarding communication between GPO and Census about plans for distribution of the 2000 census and future permanent access — GladysAnn Wells, Paula Kaczmarek

Duncan Aldrich asked if filling the Collection Manager position at GPO is dependent upon FY2000 funding. Gil Baldwin responded no, the position is not reliant upon new funding.

Julia Wallace noted that no commendations have been raised yet. Mary Alice Baish commented on GPO's exhibit and marketing efforts at various conferences, not just libraries, and felt this needed recognition.

1. GPO exhibit schedule/activities (marketing outside the box)
2. Promotional materials from GPO
3. Data Miner

Tuesday, April 13, 1999

8:30-9:30 a.m.

Plenary Session: Assessment of Electronic Government Information Products: Final Report

Woody Horton, consultant to the National Commission on Library and Information Science for this survey, presented the Assessment of Electronic Government Information Products: Final Report. A copy of the report is available at the following Web sites: <www.nclis.gov/news/news.html> and <www.access.gpo.gov/su_docs/nclisassessment/report.html>.

9:30-10:30 a.m.

DOE Virtual Library Energy, Science, and Technology

Dr. Walter L. Warnick, Director, Office of Scientific & Technical Information, US Department of Energy. The presentation was printed and made available to attendees. *[It will also be published in the conference Proceedings.]*

11:00-noon

Building the FDLP Electronic Collection

Judy Andrews, Electronic Transition Specialist, LPS, GPO
Laurie B. Hall, Program Analyst, LPS, GPO

The presentation was printed and made available to attendees. *[It will also be published in the conference Proceedings.]*

Wednesday, April 14, 1999

Tom Andersen opened Council discussion. Council needs to talk about the Biennial Survey and the Draft Equipment Specification.

Tom reported that attendees are pleased with the program and feel Council is on-track with their work. There are a few suggestions from attendees that Tom will bring up later in discussions. For some issues, Council may need to vote on the recommendations.

Mike DiMario will be first on Thursday's agenda, rather than at the end before open discussion of Council recommendations and commendations.

Discussion

1. Equipment Specifications

- It was agreed that this should be continued
- GPO agrees that the document is useful
- GPO will keep the specifications as current and responsive as possible based on what agencies are doing regarding delivery of their documents
- Council asked GPO to remain cognizant of the inequity of equipment in libraries and recognize initiatives like that of Microsoft may not sufficiently position libraries to deal with changing electronic delivery mechanisms for depository materials.

Tom commended GPO on their attention to “related issues and considerations” of equipment specifications.

2. Biennial Survey

Diane Garner began discussion with the need for consistency over time and the value of the survey helping inspectors, but not providing information valuable to libraries. There are many questions about policies, but no results questions (i.e., do you do binding? If yes, how much?).

Tom asked if the survey satisfies the needs of GPO. Gil Baldwin commented that the Biennial Survey is a management tool for GPO. The Biennial Survey was never intended to be a research tool for longitudinal research purposes.

- Need to have better definitions or examples (investigate context specific help for each question)
- Need to test the questions
- Need to know who is filling out the survey

Julia asked about the presence of a cover sheet and felt that further explanation would be required for new depository librarians.

Cindy Etkin mentioned that institutional data could be made available to researchers. Gil noted that the data is available on the GPO bulletin board.

Maggie Farrell and other Council members expressed concerns about the survey as a tool to describe what depository libraries are doing. The Self Study is a more effective tool. As long as GPO is comfortable with this distinction, and recognizes the inconsistency of the data, the new Biennial survey approach is acceptable.

Specific Biennial Survey questions discussed by Council included:

- Question 2: Improve the numbering system. Gil remarked that suggestions have been made to put a range of numbers in. The use of the word “system” is unclear. GPO asks this question to categorize libraries by size.
- Question 3 is an example of a question to which GPO already has the answer. The question was perceived as benign and will remain in the survey.
- Question 5, regarding selective housing, needs further definition. Diane Garner and other Council members offered different responses to this question, indicating that GPO is not getting the information it needs. Cindy Etkin will work on the examples to derive better responses.
- Question 39: Remove “use occasionally” and confirm latest name of locator service. Only retain the question if necessary.
- Optional portion of the survey: Council hopes libraries answer this portion. Council requests GPO make it clear to respondents that not all questions need to be answered.

- The overhead question may be removed from the survey due to controversy over the percentage used to measure it.
- Council requested that question 14 and the optional question on salaries be evaluated for consistency of collection.
- GPO will investigate developing context specific help screens, with examples, for each question in the Biennial Survey.

Suggestions to Council from attendees

1. Agency name, including sub-agency, to be part of the List of Classes record for each SuDocs stem as a comma delimited field. (forwarded to Gil Baldwin at GPO)
2. Online mechanism to find out what the most recent issue of a serial is. (forwarded to Gil Baldwin at GPO)
3. Electronic versions of Administrative Notes and its Technical Supplement.

As pointed out in the opening session, an electronic version of Administrative Notes in HTML does not match the pagination in the index. While an electronic index is possible, it would be complicated and labor intensive to produce this in HTML with hot links. The HTML version of Technical Supplement is unsatisfactory when printed. Entries are sent off the bottoms of pages and by frames, making them unreliable.

If electronic versions are contemplated, use text searchable PDF files, not mere image files, with thumbnails included. This would allow accurate reproduction of copies for routing and work within FDLP libraries. Searchable PDF files have many advantages for searching within issues and can be generated from many electronic formats. (forwarded to Gil Baldwin at GPO)

4. Accommodation of persons with disabilities. Maggie Farrell reported that Council and GPO need to follow-up with possible programs on this issue. In addition, GPO surveys have neglected this issue (equipment requirements, PC design, services, etc.).
5. Carol Bednar reported on the discussion regarding availability records and serials.

Purpose of Locator Tools

- What is for sale: title index, SuDocs index? Will it be depository?
 - What is cataloged: BET, title?
 - Serials - by frequency (DataMiner), still being published, serials check-in records at GPO continued by (sites).
 - Government Information (regardless of sale, electronic, catalog, etc.) - subject, particular title online, title sites which have data, agency, keyword, PURL listing
 - Serial Set - data on sets
 - Item Lister
 - GILS - metadata information
 - Suite of services - common search, simple searching (more intuitive to public), help information on finding tools page, streamline (less duplicative)
 - Comments to Council by 5/31/99, including likes, dislikes, suggestions
6. Duncan Aldrich, Electronic Transition Committee (ETC) ETC needs a new chair person.

Focused on two recommendations:

- discarding tangible products, (GPO document distributed);
- migration to electronic formats (GPO document distributed).

Discussions will continue via e-mail.

The Electronic Transition Committee has two action items remaining:

- Electronic transition discussions will continue via e-mail (Greg Lawrence will set up a mail list). The Electronic Transition Committee will review via e-mail the Discussion Paper on progress toward the electronic transition that Gil Baldwin provided. The focus will be on the big picture, as well as on individual accomplishments. The details of how that discussion will proceed will be worked out shortly after Council adjourns.
 - U.C. San Diego issue. The committee felt it best to have an e-mail discussion regarding GPO making the Federal Register and other for-fee products available through the depository program, and communicate its thoughts to U.C. San Diego. Conversation during the meeting indicated that the gist of Council's communication will be that U.C. San Diego's interest is a matter for discussion between UCSD and GPO rather than a Council issue.
7. Online Mocat usually displays paper item numbers, which creates a problem when a library selects the microfiche item number. It would be good if GPO would figure out how to display both item numbers with appropriate notes. (relayed by Maggie Farrell)
 8. Please do the Improving Quality of Documents Reference Service again in Kansas City as there was too big a crowd for everyone to get in.
 9. A request was made that title and format be in separate comma delimited files in the List of Classes.
 10. A note sent to Council stated:

In a working session yesterday someone mentioned briefly the issue of what it means to be a depository library in the electronic age. This issue needs to be given serious attention, and the sooner the better. I run a small selective depository, and I need guidelines to follow in handling the electronic (Web-based) publications which have been assigned item numbers that we select. Are we required to have a record in the OPAC for these publications? Do we have to keep a record in the OPAC for five years for these publications? How do I find out what these publications are if I don't get records from Marcive or a similar source? (I do, but what if I didn't?) Etc.

Depositories know what to do with things in tangible formats. Property stamp, label with SuDocs, record in shelflist, keep five years, etc. What are we responsible for doing with Web-based publications, beyond providing computers so patrons can search the Web? Do we have any further responsibilities?

Someone needs to decide these things and let us know. Those among us who are worried about these issues would really appreciate some guidance.

Committee Updates to Council

Duncan Aldrich and Carol Bednar updated Council on changes in various committees due to ends of terms. Carol noted that the Cataloging and Locator Service Committee (CLS) is currently made up of Julia Wallace, Maggie Farrell, and Andrea Severson (community representative). There was discussion of creating a working group to handle future discussions, including operations issues. Julia Wallace will chair this group. New members to CLS will include Tim Byrne and Arlene Weible, and Carol Bednar will remain on the committee after she leaves Council.

The Electronic Transition Committee will be chaired by Maggie Farrell. Diane Eidelman will remain on the committee even though she is leaving Council, and Mary Alice Baish will be a member. Duncan asked interested parties to come forward and those who want to switch committees to come forward.

The Council Handbook needs to be updated. Diane Eidelman agreed to update the Handbook over the summer. Diane will post her update to a Web site at GPO available only to Council.

Council made a final review of all items raised as recommendations, confirming the status of each and clarifying whether the item was a recommendation, commendation, or action item.

Gregg Lawrence later reported the Electronic Preservation and Archiving Issues Committee met informally on Tuesday afternoon. The Committee set out four action items to be completed before the next Council meeting. These items are: investigate issues associated with the preservation of digital information, hold regular discussions with Gil and T.C. Evens, recruit a new Committee member from the incoming class of 2002, and organize a plenary session at the next Council meeting.

Suggestions for new recommendations from Council included:

1. DataMiner commendation for Nan Meyer in taking the initiative to lead the effort.
2. Julia Wallace observed that it would be nice to have a handsome certificate to present to those whom Council commends. Since GPO creates certificates for other purposes, staff was asked to design a simple but attractive Commendation form which can be filled in with the appropriate wording for commendees.
3. Council suggested making prior recommendations, commendations and action items from the GPO FDLP Web site available to Council for purposes of reference during Council deliberations. It was suggested these be downloaded so a live Internet connection would not be necessary.

The following items were held for further Council discussion:

Self Study Process

Council recommends that GPO establish a Self-Study schedule each year which will result in a reasonable turn-around time for responses, and that GPO communicate with all libraries that submit self-studies to keep them apprised of the review schedule in GPO.

Following continuing discussion with GPO staff, it was agreed to handle this through strong communication with GPO staff, not a recommendation. Council made it clear that the many pressures on GPO staff are well understood, but that delays of over a year in communicating with libraries which have worked hard to submit self-studies are not acceptable. GPO was asked to work toward a realistic schedule which will give timely feedback to every library which submits a self-study, and to request only the number of self-studies which staff can manage in a reasonable time. General communications about the process and the status of reports to the FDLP community would also help. The draft recommendation was withdrawn.

Census 2000

Council recommends that GPO continue in its outreach with agencies providing significant electronic information, and that specific concentrated efforts be devoted to insuring that Census 2000 products be available through the FDLP. As the Bureau is arriving at final decisions of the distribution of its products, the rights of the public to no-fee access to the information in the next decennial Census of Population and Housing must be protected.

Rationale:

Products have been lost in the past: i.e., 1990 maps in paper for all states were not available to all depository libraries.

There may be less opportunity to address the issue of Permanent Pubic Access for products not in the FDLP.

Thursday, April 15, 1999

Sheila McGarr made some housekeeping announcements, including the location of the spring 2000 meeting in Rhode Island. Tom Andersen, Council chair, welcomed attendees and thanked everyone for staying through the week. Council has 13 recommendations, 7 action items, and 2 commendations for review after the program.

The schedule is changed to permit the Public Printer to make his closing remarks first in order to leave for another engagement.

Mr. DiMario thanked everyone for attending and reiterated that this is a partnership in sharing ideas between depository libraries and GPO in order for GPO to carry out the needs of depository libraries.

Mr. DiMario remarked that he has not had an opportunity to review the Spring 1999 Recommendations, and thanked Council for their work in crafting the recommendations for his office. Mr. DiMario thanked the outgoing Council members for their contributions and presented them with certificates of appreciation. Outgoing were Peggy Walker, Diane Eidelman, Denise Davis, Carol Bednar, and Tom Andersen. Mr. DiMario especially thanked Tom for his work as Council chair.

Tom Andersen introduced Duncan Aldrich, first speaker in the morning's presentation on Electronic Transition and Partnerships.

Duncan Aldrich, Partnership on the Web: Partnering to Provide Access to Electronic Resources

When Duncan began as a documents librarian very little was automated. Duncan shared a brief outline of the transition to more electronic distribution of depository information from 1988 forward.

Duncan commented on the increase in funds spent by the Federal Government to create and disseminate Government information; interpretation of Title 44 and coordination of public access to Government information in non-tangible formats; the work of GPO to evaluate the feasibility of distributing more electronic information; implementation of the study findings and the strategic plan.

Partnership activities at GPO were facilitated through a variety of staff positions which Duncan Aldrich and others have filled since 1997/1998. A great deal of work was done to identify partners within the Federal Government and higher education such as USDA/NAL and Cornell University, distribution offices such as NTIS, and the efforts of the Interassociation Working Group to evaluate amendments to Title 44.

Duncan stressed the importance of protecting access to Government information that is being removed by Government agencies.

Duncan felt his work with partnership efforts at GPO was modest compared with the work ahead. The greatest challenges facing GPO and depository libraries include:

1. Policy vacuum within agencies to use FDLP for dissemination of agency information
2. No longer a passive chain of events to bring Government information into the FDLP
3. Not clear how permanent access will happen, or who will take the lead to bring this information into the FDLP

Duncan reiterated that GPO takes the lead as matchmaker between libraries and agencies to facilitate the flow of Government information into the FDLP.

George Barnum, GPO and FDLP Partnerships: Coordinator's Perspectives

Key Issues:

1. Issues of capacity required for storage of data
2. Expertise required to make the information available

Models used for partnering with agencies

1. Content partnerships - usually formalized through Memorandum of Understanding
2. Service partnerships — less formalized, usually a letter of understanding between the partner library and GPO gateways

3. Direct agreements with agencies — very formal, usually through interagency agreements, include:

- permanent public access (PPA)
- bibliographic control
- distribution of responsibilities
- increased involvement with libraries
- strengthened partnership with agencies

Questions to be asked:

If a library wants to be a participant, how does GPO get them introduced to the agency?

Is the single agency/single host the only or best model?

Is a topical approach to hosting information a viable model for partnership growth?

What about partners for scanning historical documents?

What does GPO do when a library approaches them with a “really good idea”?

GPO continues to search for a set of models that will work best to facilitate the partnership efforts.

Although there may be some interest in permanent access among agencies, there is little funding and interest on the part of agencies to make this happen. Partnerships become more important to ensure PPA occurs. Initiatives such as that with the University of North Texas is a good example of partnerships that protect access to “dead agency” information.

There is a growing critical mass of agencies that understand the partnership efforts and PPA issues. Depository libraries need to recognize that this is a process and our patience has paid off. The progress is very real, as demonstrated in Gil Baldwin’s comments earlier in the Conference. The effort toward PPA is not unlike other efforts at ETS — a strong start and persistence over time to ensure the success of the partnership initiative.

Donna Koepp, Constructing a Partnership: Nuts and Bolts Perspective

Donna shared her partnership experience with the group and reiterated this is not a “one size fits all” process.

Partnership includes cartographic and spatial data. Two concerns drove Donna to embark on a partnership:

1. Preservation of data
2. Spatial databases were being withdrawn from the FDLP due to cost constraints, esp. Digital Orthophoto Quads (DOQ’s)

The data isn’t the important message to take away from Donna’s remarks, but rather the process she has gone through to become a partner with GPO and Government agencies.

Donna’s membership on the Cartographic Users Advisory Council and her liaison with a few agencies inspired her to initiate a partnership. USGS and Defense Mapping Agency (DMA) were agencies that Donna liaisons with.

USGS was withdrawing DOQ’s from the FDLP. Production and support costs were high and usage was low. USGS was going to produce the DOQ’s on demand and for a fee to GPO. USGS could not afford to continue to send them to libraries as part of the FDLP. If USGS does not distribute the data electronically, libraries do not have access to this information. Microsoft has

facilitated access to a site hosting older DOQ's (Terra server), although only images are available (no data behind the images).

There is an extraordinary quantity of map data produced by other agencies that is not included in the FDLP. It is likely this data is not being preserved in any way. Another agency, Federal Geographic Data Committee (FGDC), was willing to work with CUAC and precipitated Donna's interest in pursuing a partnership around DOQ's and cartographic data among agencies.

A consortium of FDL's will be established to work with agencies and GPO. Agencies would provide one set of data to consortia, and the FDLP consortia would make the data available in a user-friendly way. It is not yet clear who would participate, or the extent of internal partnerships with geography or other academic departments. Storage issues would need to be determined depending upon the data.

Consortia-contributed resources are not enough to make this happen. Donna is investigating grant funds to assist.

Key points:

- Read the Partnership Agreement from GPO
- Identify an area of interest for your institution
- Interest in making this information permanently accessible
- Make contacts with agency concerned and determine its interest in this effort
- Talk with GPO about idea and goals
- Be patient and persistent
- Get permission and commitment from your institution early on in the process

Summary:

Partnerships are charting a new way of preserving Government information. FDL's have an opportunity to pioneer the new frontier of preservation of Government information. There are many exciting opportunities ahead.

John Shuler: DOSFAN: Launching the Partnership System

After 6 years of work a partnership is finally launched. The partnership process is a love-hate relationship — how can we love you if you don't go away?

What the DOSFAN partnership has built is the invention of a shared electronic space between the U.S. Department of State, the University of Illinois Chicago (UIC) Library, and GPO. UIC committed resources, \$60,000 and 4 staff, and is preserving U.S. Department of State through the Electronic Research Collection (ERC). The ERC will be re-launched at ALA Annual, New Orleans. There will be a Web site that provides access to State Department documents (living and dead), citizen reference questions, other foreign policy information, Hall of the Secretaries (Secretaries of State), digitizing correspondence and documents, and more.

There are things that GPO must embrace, including ownership of permanent access. This is a legislative, even congressional, struggle over ownership of the information. Although the DOSFAN partnership was born of the GODORT Adopt an Agency initiative, the agencies need help and are seeking help. There is significant opportunity to collaborate with other Government agencies.

Questions from Council and attendees:

Approximate cost of setting up DOSFAN? What happened to support of the rest of the UIC documents collection.

\$60,000 each year from Dept. of State. This covers equipment and some salaries. Additional funding comes from grants and library support. The estimated annual costs are \$250,000 per year. Regular operations continue uninterrupted.

NTIS - What efforts are being made to maintain partnerships over time?

John Shuler responded that he could not control it. Just keep moving and keep it going.

Donna Koepp reiterated this is a commitment of the institution and is serious. It is just as important as the FDLP agreement.

George Barnum emphasized the durability of the MOU between the agency and the partner/host institution.

Bert Chapman, Purdue University

Concrete benefits that the partnership provides, beyond prestige?

Having this relationship proves to the institution that funding is coming from the agency to support the partnership. The funding helps your boss make the pitch to her boss. Also, there has to be a fruitful relationship between the library and the computing community.

Mary Alice Baish mentioned that the Institute of Museum and Library Services (IMLS) offers leadership grants and funds these types of partnerships.

What do the three other UIC staff do, what departments do they work in, etc?

They are all Documents staff, with one member doing half time in systems and Documents. They are all documents librarians, providing support to Web pages, questions from users, and systems. John is doing the “Web work,” moving pages around, collaborating with State Department staff to design the pages.

Council chair, Tom Andersen, thanked the speakers. Tom next mentioned that Council received many suggestions in the “suggestion bucket” and they have been recorded and passed along to the appropriate GPO staff. He asked attendees to review the Council Recommendations during the break.

Council chair reminded attendees not to put the draft recommendations on any state discussion lists. Each recommendation was reviewed and encouraged questions from attendees. Attendees were reminded to speak into the microphones provided on the floor and to state their name before asking their question.

Review of Draft Recommendations, Action Items, and Commendations

1. Cease Production of Most Availability Records

Carol Bednar, Council member, reiterated that this was a resource allocation issue at GPO.

No discussion.

2. Replace Periodicals Supplement

No discussion.

3. Integrated Library System

Questions and comments from floor.

Incredibly excellent idea. Clarification from Council that you would know when to expect the next issue. Confirmation from the floor that this is a great idea.

4. Fee-Based Products

Comment from floor: Get private letter ruling from the IRS into the program.

5. GPO ACCESS and Search Engines

No comments.

6. NRC Public Document Room Collection

No comments.

7. Migration of Physical Format Products to Online Distribution

Diane Garner, Council member, commented that the recommendation refers primarily to products that GPO might be choosing between microfiche or online distribution. There are concerns about the policies.

No comments.

8. Federal Agency Outreach

No comments.

9. Partnerships

No comments.

10. Substituting Electronic for Tangible Versions

No comments.

11. Permanent Public Access Archive

No comments.

12. Outreach to Chief Officers of State Library Agencies (COSLA)

Comment: This could be a GODORT task for State Libraries interested in setting up national meetings to share ideas and fundraising concepts.

13. Congressional Information/Comparative Web Site Analysis

No comments.

Action Items:

1. Council will work with GPO to plan a report on methods and metrics for measuring usage of the GPO Access Web site and major components thereof.
2. Council will work with GPO staff to identify resources available for evaluating the value of depository collections of various sizes and ages. Libraries that have gathered information will be invited to share it, to be combined with cost information that GPO can supply.
3. Council will continue, through its Operations Committee, to consult with GPO on specific electronic products that present difficult software or usage challenges for GPO and depositories.
4. Council Operations Committee will explore with GPO, Depository Libraries, and vendors the current functions of item numbers for online electronic formats and consider alternatives.
5. Council is pleased to have received the Report on the Assessment of Electronic Government Information Products commissioned by GPO to assist in planning and implementing the transition to a more electronic FDLR, and looks

forward to working with GPO in the analysis of the key findings and data.

6. The Electronic Transition Committee will analyze the Council Discussion Paper Completing the Transition to a More Electronic FDLP and will report that analysis to GPO.
7. Council will respond to the University of California San Diego summarizing our discussions of UCSD's correspondence regarding their suggestion that source files be made available for depository library selection.

Diane Smith, Congressional Research Service

Duncan Aldrich, Council member, responded that Council was not sure how to deal with a request like this, and it should be a communication between the FDL and GPO. There were additional questions regarding cost, delivery, etc. Council has tabled the question for further review. Council discussion will appear in Council Minutes.

Kathy Tezla, Emory University

Duncan Aldrich, Council member, responded that Council would set up a discussion list as soon as members return to their institutions. Discussion will appear as part of the minutes. Duncan mentioned it was unclear how to deal with the document at the Conference. It may be that Council responds in writing.

Kathy Tezla mentioned that it was important not to repeat the process, and asked if there would be an opportunity for FDL's to make additional contributions.

Duncan Aldrich, Council member, mentioned that Maggie Farrell has agreed to chair the ETS committee. Kathy Tezla commented that GODORT stands ready to help.

Reading of Commendations by Maggie Farrell and Julia Wallace

Commendations:

1. Council commends GPO on their latest marketing efforts that include a new Web design, booth display, and promotional materials. Council is especially pleased with efforts to promote the full range of GPO services to existing and new constituencies. Council encourages GPO to continue broadening their marketing efforts to new audiences and industries.
2. Council commends Nan Myers and Ablah Library, Wichita State University, for taking a leadership role in developing and improving the Documents Data Miner, a Web-based, interactive tool integrating GPO-provided and other data elements. The DDM provides significant benefits to individual depository libraries, their ability to network and coordinate collection development, referral and other services

Nan Myers remarked that this is an honor and thanked staff who made this possible. When documents librarians lessen their load, they have more time to spend with users.

Gil Baldwin, on behalf of the Public Printer and the Superintendent of Documents, thanked Council for its advice. Thanks were extended to attendees and they were asked to complete the evaluation form provided in their packets. GPO values the input for planning future meetings. Gil thanked outgoing Council members for their contribution to GPO and the Depository Program.

Tom Andersen commented that this is the part where we get all sappy and sentimental. Everyone at GPO works very hard to make this conference happen. There are three in particular, Sheila McGarr, Willie Thompson and John Tate.

Tom was pleased that no one fell off the platform this year and remarked that it had been a pleasure working with the Public Printer and the Superintendent of Documents. It is especially nice to have worked with Gil Baldwin. GPO administration made a wonderful decision to promote Gil.

Tom regrets this may be his last FDLP Conference due to his recent job change. Tom introduced Duncan Aldrich, Council chair, and handed him the gavel.

Duncan Aldrich commented that he is pleased to chair Council for the coming year and expressed appreciation for Tom's excellent work.

Duncan Aldrich next announced committee chairs for the coming year and encouraged attendee participation in meetings:

- Electronic Transition Committee — Maggie Farrell
- Depository Operations Committee— Julia Wallace
- Subcommittee on Cataloging — Julia Wallace
- Archiving and Preservation — Greg Lawrence
- Partnership Subcommittee — Donna Koepp

Duncan announced Donna Koepp as Council Secretary for next year.

Tom Andersen returned to the podium to thank Peggy Walker for the "Council Road Tour" tee shirts.

Duncan welcomed the incoming class and hoped current Council members would provide assistance.

The spring 1999 Depository Council Meeting and Federal Library Conference was adjourned at 11:28 a.m. by Duncan Aldrich.

Submitted by:

Denise M. Davis
Secretary, Depository Library Council

FALL Meeting — 1999

Summary of the Fall 1999 Depository Library Council Meeting, Kansas City, Missouri
October 18-21, 1999

Monday, October 18, 1999

Morning Session

Council members present:

Duncan M. Aldrich, Chair, Mary Alice Baish, Maggie Farrell, Linda Fredericks, Diane L. Garner, Robert A. Hinton, Paula Kaczmarek, Donna P. Koepp, Gregory W. Lawrence, Mary Redmond, Andrea Sevetson, Julia F. Wallace, Fred B. Wood

Sheila McGarr, Chief of the Library Division at the Library Program Service and Program Coordinator welcomed all to Kansas City on behalf of the Government Printing Office. Ms. McGarr noted that we have a good turn out for this meeting. There were more people pre-registered for this meeting than for the previous two meetings that were held in Clearwater Beach, FL and San Diego, CA. She extended special thanks to Janet McKinney of the University of Missouri, Kansas City Bloch Law Library; Lola Warren of the Johnson County Public Library in Kansas, and Debbie Madsen of the Kansas State University Library for their work on local arrangements, including this evening's reception at the Truman Library in Independence, Missouri.

Chair, Duncan Aldrich, welcomed everyone to the fall 1999 Depository Library Council meeting. Members of Council introduced themselves. Chair Aldrich provided some background about Council. He continued by surveying the audience on a variety of topics and then asked the staff of the Government Printing Office (GPO) to introduce themselves.

Chair Aldrich noted that about 12 years ago, when he was getting started in government documents, we began getting electronic products. We have been gliding into the electronic transition ever since. At this Council meeting one large issue of discussion will be the demise of the National Technical Information Service (NTIS). The Secretary of Commerce, in making his recommendation to eliminate NTIS, noted that the primary reason was access to web based government information and the use of the Internet for information dissemination. These are times of opportunity and change. Chair Aldrich then introduced the first speaker, Public Printer Michael DiMario.

Michael F. DeMario, Public Printer

Mr. DiMario welcomed Council and others who are not members of Council, noting that it is part of the GPO program to inform those who are interested in government information who are not part of Council as well as to meet with Council. He welcomes broad participation from those in attendance.

Again this year there is flat funding to report. In proportion to GPO income, our budget is shrinking. This means that GPO partners, that is, the libraries that participate in the Federal Depository Library Program (FDLP), carry a proportionally larger share of the financial burden. An increase of \$1M was requested last year for the FDLP. This would have been for the funding of the Electronic Collection plan. It was not funded. That plan was very important to GPO. GPO was told to find the money somewhere else within the existing budget. The level funding would need to be managed in a more efficient way. This means that some services in the program will need to be changed, cut, or made more efficient.

Overall, there is concern about the workforce at GPO. There has been a longstanding hiring freeze and GPO is now losing talent. The workforce is aging. As people retire, GPO loses experience and talent. There are 3200 employees now, which is the smallest GPO has been since WWII. Congress was asked not to cut the level of personnel again, but they did anyway. There is a provision, however, that if GPO gets really desperate they can go back and maybe hire a few more, but that is a big if.

GPO has made an effective transition into the electronic world. This is reflected in the number of documents that are being download from the web, which is now in the range of 20 million a month. The number of paper products that are necessary to the program will continue to diminish, although they will probably never totally disappear. It is very clear that they still have great utility. There are still problems in the use of electronic products such as getting online and the need for multiple terminals in libraries when there are multiple users. GPO will continue to produce products as agencies request them. To a large degree, the transition is theirs.

In the case of the Census Bureau, there have been a number of well-known problems in deciding how data will be collected and reported. This has complicated the production of publications necessary for carrying out their mission.

Mr. DiMario complimented Fran Buckley and staff who have done a wonderful job of outreach to agencies, to get as many publications into the program as possible.

The Sales program is in great difficulty. It is losing about \$1million a month. Mr. DiMario has asked the staff to look at the situation, but in the meantime, since this is a self sustaining program and it cannot continue to tolerate these losses, he has imposed a 15% increase in the cost of publications. At the same time, Sales is studying ways to cut costs. They are moving from a paper warehouse in northern Virginia to Laurel, MD to cut the cost of storage. The current lease would have increased rent by 50%. This means moving personnel, which becomes a hardship on some, especially those living many miles south of the current Virginia location. They are trying to relocate some of these to the central office, and are looking for volunteers within the central office to go to Laurel.

Losses have been minimal in other parts of the printing program. Due to fluctuations in the cost of paper, insufficient revenues were coming into GPO for printing. GPO has increased the surcharge to the agencies to cover more of the printing cost. Overall, between printing and sales GPO is close to a break-even point.

The political climate on the Hill is sometimes difficult to follow. There is a lot of partisanship. Within the political climate GPO has been called upon to provide a full range of products. The impeachment products put enormous demands on GPO's operation, while at the same time there were demands from the Office of the President to get the budget out on time. The China report, for example, for which there has been great demand, has also become a politically sensitive document, and this puts additional demands on GPO. There is a lot of secrecy, and there is need to insure there are no leaks in advance of publication. He wishes to thank the staff for their good work, producing and insuring delivery at the same time they are having to deal with cuts.

At the time that Secretary Daley was about to announce the closing of NTIS, GPO decided to try to bring the documents that were about to be lost into the FDLP, which had been a long-standing goal, in any case.

Congressman Davis of northern Virginia has a constituency who would be very adversely affected by the plan to close NTIS. GPO called and asked to meet with his staff. Fran Buckley and others talked to them about the Depository Program's interest in the NTIS publications, the need to preserve the documents, and that the proposal for the documents to go to the Library of Congress was perhaps not the wisest route to follow, pointing out the better match with the FDLP. Their points were well understood by Congressman Davis' staff. Congressman Davis recruited support from other Washington area representatives who also have government employees in their district, and a letter went out to Secretary Daley condemning his arbitrary (or not well thought out) action to close NTIS.

One of the representatives contacted was Connie Morella, Montgomery Co., MD, Chair, Science Committee, Subcommittee on Technology, with jurisdiction for the NTIS program. She convened a hearing with Congressman Moran of Virginia, and others. It was a bipartisan hearing. The library community, Mr. DiMario, and others gave testimony. Mr. DiMario's testimony was specifically in support of the depository program, that the NTIS documents were so important that they should not be lost, and at a minimum these publications should be made available through the depository program. He made it clear that

bringing personnel into the GPO structure would be welcome. Mr. DiMario also pointed out that the NTIS sales had been raiding the GPO sales program as well as the GPO sales program hurting NTIS sales. This duplication in programs was hurting both. (see Mr. DiMario's testimony in Administrative Notes, v. 20, # 15, 10/15/99)

There is now scheduled another hearing, on the Senate side, on Thursday, October 21. Senator Frist of Tennessee has convened this hearing. Mr. DiMario's testimony will be similar to his previous remarks.

Duncan Aldrich supplied Mr. DiMario with a statement from Council and this was submitted to the House Committee to become part of their record.

If partisanship does not get in the way, and if the testimony is heard, NTIS or the NTIS publications will be saved in some way for the American public. The question is in what form it will be retained and maintained.

Fran Buckley

see Remarks, Administrative Notes, v. 20, # 16, 10/25/99

Gil Baldwin

see Remarks, Administrative Notes, v. 20, # 16, 10/25/99

TC Evans

see Remarks, Administrative Notes, v. 20, # 17, 11/15/99

Tad Downing

see Remarks, Administrative Notes, v. 20, # 17, 11/15/99

Robin Haun-Mohamed

see Remarks, Administrative Notes, v. 20, # 16, 10/25/99

Questions from Council and attendees

Maggie Farrell asked a question concerning the Access America clearinghouse project.

Fran Buckley responded that GSA has been working for several years to develop a web.gov site. The Access America project is an expansion of that effort. Their aim is to develop some models with consistency among web sites within government. Then the indexing across all these sites came up. There are ongoing questions of sustainability, legal mandates, and resources to be resolved in order for this to become an effective project.

TC Evans further responded about Pathway Indexer as it relates to Access America. Some of the things that we've been looking at in the context of Pathway Indexer are the same tools as they are trying to use to create the metadata necessary for this Access America project. That would help to fill in any gaps that exist, to use the existing platform of GPO Access for the basis for that.

Julie Wallace stated that we need to learn more about and pay more attention to metadata. The Operations Committee will be working on this. Individuals who have some skill in this area might help the Committee ask the right questions.

Andrea Severson asked TC about a comment in his presentation concerning areas in the country having problems with Internet access.

Mr. Evans responded that they have received information about certain areas, and would like to hear about any others to increase their awareness of where there are problems.

Ms. Severson further noted that this relates to something that Robin Haun-Mohamed was talking about concerning the NTDB transition to web access only. If places are having trouble with web access, they won't be able to get STAT-USA either.

Ms. Haun-Mohamed responded that we have NTDB for another year, and that staff are working on the transition in the meantime.

Ms. Severson asked a question in relation to recommendation No. 3, on the acquisition of an integrated library system at LPS. It appears that although the last line of the response indicates that GPO resources cannot be allocated to assist with the analysis, procurement, and implementation of an ILS in LPS at this time, that certain plans and background checking are taking place. How much time will be required before GPO would be prepared to go forward with this?

Gil Baldwin responded that they are doing the background investigation now, but there is a lot of work that needs to be done. They are not ready to issue a Request For Proposals at this point.

Paula Kaczmarek asked for a clarification of the self-study schedule of letters going out.

Sheila McGarr responded that there have been three stages worked out to avoid any future backlog and to get rid of the current backlog. She is hopeful that she will soon have a full staff of inspectors, having made a job offer to an applicant just last week.

Fred Wood commended GPO on the discernable progress on the electronic front since the last meeting. He appreciates the additional and deeper level of analysis and efforts to understand what is happening in the competitive environment. The only way to succeed is to try a lot of things and be aggressive, and he stresses his support of GPO and SuDocs for moving in those directions. He also asked a question on the outreach front. What is the overall strategy for reaching out to the Federal agencies, perhaps in new ways? Especially since many of the people in the agencies involved with electronic information are not the same people who are involved with traditional printing.

George Barnum responded that they are reaching out in different ways, some to already established contacts, but pointed out that print publications are still informing them of electronic sources. They are making friends with web masters and they are doing presentations to groups. web masters tend to form groups, meet and talk to one another and GPO is participating in this. They are finding the audience very receptive. Most are not familiar with the FDLP. They are interested in the permanent access concept.

Mr. Evans added that in addition to George's efforts GPO still reaches out in traditional ways, and maintains an awareness of what the agencies are doing.

Mr. Aldrich made the observation that GPO is still primarily dependent on the print job for identifying products for the FDLP. Since NTIS has had to rely on other means of identifying publications, it would be nice to grab NTIS folks who do this work and bring their expertise into GPO.

Mary Alice Baish asked for a clarification about bringing NTIS publications into the sales program.

Mr. Buckley responded that some of these items were already in the FDLP but that cooperative publications would require a waiver in order to add them into the sales program. This is being done in some cases.

Monday, October 18, 1999, Afternoon Session

Mr. Aldrich called the afternoon session to order and made a few announcements. Questions and answers continued from Council and the audience.

Diane Garner noted that GPO is not doing availability records anymore and asked how GPO is keeping track of serials being distributed.

Mr. Downing responded that they are using CATME. All issues are checked in, and good serial records are being kept.

Ms. Severson noted that the online catalog of government publications gives no explanation when a record has many URLs. How does one call up volume information?

Mr. Downing responded that the web site will indicate what is on the record all the way back to '94 when all of this was evolving. Any OCLC changes do not roll over to the web site. These are two different operations. It is very cumbersome now, but GPO hopes to have, in the future, just one database. GPO is open to suggestions on how the display could be improved, but they need to keep other work such as Y2K and other projects and the backlog in mind.

Ms. Severson asked Robin how you could tell when we use our password for fee-for-services database.

Ms. Haun-Mohamed responded by briefly going over the current fee-based services: EHIS (environmental health perspectives), NOAA, and STAT-USA. She reminded everyone of the update that she did for ALA (see Administrative Notes, v. 20, # 11, 7/15/99, pp. 15-16).

Ms. Severson asked what the GPO role at the meeting of the American Association of School Librarians had been?

Mr. Evans responded that they were developing a series of kid's pages (Ben's Guide to the US Government) as well as resources for teachers and parents (K-5, 6-9, 9-12). GPO would appreciate comments on this new site.

Questions from the audience

JoAnne Beesley, Pittsburg State University asked:

1. Is there something that can be done about shipping dates? By the time we get shipping lists, the claim date is sometimes past.

Ms. Haun-Mohamed responded that if the lists arrive as late as 60 days past the printed date, we need to let her or Michelle Harris know. For separates received more than three weeks late, or microfiche, let Robin know. For contract shipments, let Vicki Barber know.

2. When was it decided that USGS shipping lists would not be sent unless a map was sent?

Ms. Barber responded that this should not be happening. Ms. Haun-Mohamed said that they would check into this and correct the problem.

3. Is there a policy change at GPO on the 5-year retention requirement for ephemeral material, or incomplete sets and pieces of things.

Ms. McGarr responded that the law says that you must keep it. But, one may try to find a new home for it.

Ridley Kessler, University of North Carolina, added that when selectives get material like that, they should call their regional and what they decide between the two of them should remain known only to them.

Kathy Brazee, University of San Francisco, asked for an update on the ERIC partnership project.

Mr. Barnum responded that this is a 3-party project with the National Library of Education and OCLC. They still hope to make a subset available to depositories, but as originally configured the project will not go forward. What goes to depository libraries will be a 10% subset; the other 90% is contractor reports with which there are copyright concerns. The 10% subset is what we are now getting in fiche currently.

Linda Fredericks from Council asked what the long term LPS goals were concerning microfiche. She is concerned over the great numbers and now the addition of DVDs.

Mr. Barnum responded that they are looking at long term ramifications. The staff at LPS, as well as Greg Lawrence's Committee on Preservation, will be working on this. One agency has produced a CD-ROM that is an exact duplicate of its web site. GPO decided not to order copies for depositories. What do we do about an interim technology on which the sun is beginning to set?

Ms. Severson asked about snapshots in time of certain databases that are continually changing. How do libraries get copies later?

Mr. Barnum responded that they are working on this.

Karen Nordgren, Emporia State University, Kansas, asked about binding the Serial Set. When will we receive the table of contents and title pages so that they can bind?

Ms. Haun-Mohamed responded that she has talked to Virginia Saunders about this. She completed the final title pages three weeks ago and will reproduce and send them out soon, before the end of the year.

Chauncey E. Epps, Kansas City Bookstore, formerly in Texas and San Francisco, said he has visited many libraries. He encourages all of us to purchase extra or replacement copies through the bookstores. They offer a 25% discount to the libraries. The KC store is in a mall so they work 7 days a week.

Mr. Wood, Council, asked if the main location of the bookstore was in the mall, or was it a branch.

Mr. Epps responded that their main location is the mall and that they service a 5-state area. Although they are currently in a mall, they will be moving to a business area soon. They are leaving the mall because the nature of the clientele at the mall has changed to all teenagers and no one is shopping for books.

Mr. Aldrich asked what kinds of stock they carry.

Mr. Epps responded that their stock was about the same as any of the government bookstores, but somewhat tailored to the area.

Ms. Wallace, Council, asked if given the status of the sales program, can we assume that there won't be many more?

Mr. Buckley responded by saying that there are no plans to close any, but since they are losing money they are not anticipating expanding any time soon.

Ms. Fredericks, Council, noted that her library buys regularly from the Seattle bookstore, and that they are very friendly and efficient.

Committee reports and Recommendations for Council Action

Maggie Farrell, Electronic Transition Committee, announced that the committee will be meeting tomorrow afternoon. They will be looking at the Progress Report on the Transition to a More Electronic FDLP and Completing the Transition to a More Electronic FDLP. They will look at the assumptions and draft recommendations. Probably most of the recommendations will be made at the April 2000 meeting.

Julie Wallace, Operations Committee, reported that many of the issues have already been addressed by GPO this morning. She asked folks to write down the issues that they want the committee to consider, or come to the meetings. On their agenda are the following:

1. Boxes and deliveries
2. Self study process and concern about communications
3. Microfiche shipping lists
4. Congressional Record rebind
5. NRC process, some loose ends and remaining questions
6. Superseded list as it affects CD-ROMs
7. Depository library communication with GPO. Suggestions are welcome for improving askLPS, WEBTech Notes, etc. and the organization of the administrative part of the web.
8. Changes in the direct mailing process
9. Working with the Electronic transition group on locators, Monthly Catalog, browsable tools, and how the projects are being done in cataloging to make things more functional for the users.
10. Mary Redmond is chairing a sub group to establish the value of our depository collections. Also to develop a response to various critical needs for bits of information about our collections, for example, how to respond to a flood, how many documents per linear feet, etc. If anyone has thoughts, talk to Mary.

Greg Lawrence, Preservation Committee, reported that he had been immersing himself in the technology to learn more and be able to give direction to the Committee and suggest things that should be done. The Committee will set up the activities that will take place over the next 6 months and they will then have a plan of action in place.

Mary Alice Baish is working with NCLIS on what next steps there might be on the development of standards. Judy Russell, now with NCLIS, will join the Committee meetings tomorrow afternoon.

Monday Council Working Session

Council met in working session at 3:45 p.m. Monday. The first part of the meeting was devoted to organizational matters and to developing a rough outline and timeline for the business that needs to be accomplished in the next three days.

Council reviewed the agenda for the programs being presented and discussed which ones Council representatives should attend. Fred Wood will attend George Barnum's "Update on the FDLP Electronic Collection" and Paula Kaczmarek will attend the Regional Librarians' meetings, parts 1 and 2. They will each report back to Council on their respective meetings.

On Tuesday afternoon, Council will first meet as a Committee of the whole, followed by Greg Lawrence who would like 30 minutes with Council to follow up on his morning session on "Basic Issues Concerning Digital Preservation." Judith Russell, NCLIS, will address the Council at 3:30 for 15-20 minutes. There will be two Committee work group meetings.

New members should consider what Committees they wish to work on.

The Wednesday working session will be devoted primarily to writing recommendations. In addition T.C. Evans will give Council a quick overview of the GPO Access site search and the kids' page that is in development.

Committees and their membership were reviewed. Current membership is as follows:

Electronic Transition Committee

- **Maggie Farrell, Chair**
- Diane Eidelman
- Diane Garner
- Paula Kaczmarek
- Greg Lawrence
- Kathy Tezla
- Julie Wallace

Preservation and Archival Issues Committee

- **Greg Lawrence, Chair**
- Duncan Aldrich
- Donna Koepp
- Andrea Sevetson
- T.C. Evans & Gil Baldwin, GPO liaisons

Partnership Working Group

- **Donna Koepp, Chair**
- Duncan Aldrich
- Mary Alice Baish
- Diane Garner
- Sharon Hogan
- GladysAnn Wells

Cataloging/Locator Workgroup (with Operations)

- **Julie Wallace, Chair**
- Diane Eidelman
- Maggie Farrell
- Kathy Hartman
- Paula Kaczmarek
- Andrea Sevetson
- Kathy Tezla

Operations

- **Julie Wallace, Chair**
- Carol Bednar
- Tim Byrne
- Paula Kaczmarek

- Nan Myers
- Mary Redmond
- Arlene Weibel

Communications Committee

- **Mary Alice Baish, Chair**
- Duncan Aldrich
- Paula Kaczmarek
- Historical Publications in Sales
- Paula Kaczmarek, Chair
- Ridley Kessler
- Maggie Powell
- Ramona Reno
- Bill Sleeman
- George Barnum, GPO liaison

Potential action items, recommendations, and commendations were briefly listed to get a sense of what direction Council will take over the next couple of days.

ACTION ITEMS

1. Include names of Committee members in the DLC handbooks
2. Further discussion of migration criteria
3. Decide what to do with the report: Comparison of Legislative Resources on GPO Access and Selected Government and Non-Government Web Sites.

POSSIBLE COMMENDATIONS

1. GPO Access improvements
2. F. Buckley/M. DiMario: Meeting with library stakeholders re: Permanent public access. Would we like to see this group more formalized?
3. R. Haun-Mohamed: Getting access for all depositories to Northern Lights free public library version
4. Site search on GPO Access
5. W. Thompson for his travel logs that entice people to attend meetings
6. Supreme Court web @GPO. Is it far enough along yet?
7. PubScience as new bibliographic tool for finding information in the sciences
8. GPO/SuDoc staff for collective ET efforts: more aggressive, proactive, strategy
9. GPO Access: congratulate on recognition of excellence by the AALL award and other awards

POSSIBLE RECOMMENDATIONS

1. Process to be established to identify titles for e-conversion or to remain in paper or microfiche
2. Outreach, Congressional committees
3. PPA-Archive process - move forward to next steps

The remainder of Monday's working session was devoted to a review and discussion of the Spring 1999 recommendations and GPO written responses to insure that all items had been addressed. Members of GPO staff were available to comment and clarify.

Tuesday Morning, October 19, 1999

Diskettes, CD-ROMs, Online, Basic Issues Concerning Digital Preservation

Greg Lawrence, Cornell University, and Council member, organized today's session to share with Council and attendees what he has learned recently in the area of preservation, and to raise issues and generate ideas that may be beneficial for us as we deal with preservation of our government documents collections. He has invited Alan Perry to co-present today. Mr. Perry is Archivist and Regional Preservation Officer at the National Archives and Records Administration, Kansas City.

Mr. Perry spoke to us from the perspective of someone who is not in a library, but someone with many of the same concerns. He pointed out that he is not an electronic records or computer person. He has named his part of this morning's presentation "From Moses to May Flies." He can be reached at alan.perry@kansascity.nara.gov if we wish to communicate with him or request copies of anything he refers to in his talk.

Mr. Perry began with an introduction to the history of preservation, which becomes a sorry tale of degeneration and woe as we go through history. We began with Moses and the stone tablets which, although very stable, were not very portable. Through the years we have a democratization of information that began with the development of parchment and vellum and was enhanced by Gutenberg, but these changes led to problems of a less durable medium. Archivists and librarians tend to worry about two parallel concerns. Preservation or stability and access to information. Sometimes these two concerns are at odds with one another. At the same time our administrative and political masters are far more concerned with the short term and less about the long run.

Archivists throughout the world are very networked and have much in common, maybe more than librarians. There is tremendous communication among them concerning preservation and archival records management, but there is always this tension between preservation and access.

The mass production of paper from wood pulp and chemicals caused the greatest revolution and had the largest effect on widespread access to information. It also had a devastating effect on stability of the medium and preservation. In 1830-1860 we went from rag-based paper to the really crummy stuff that crumbles within a few generations.

In a similar way, photography, sound recordings, color photography, video tapes, etc. have all been in a downward spiral, preservation-wise since the beginning. Access became better with these developments but the medium is less stable. After all of this time, the most stable is still old fashioned paper.

This brings us to the Mayflies, which Mr. Perry illustrated with an article from *The Economist* (September 18, 1993). Generations of technological change now are moving past us as quickly as the lifetime of the mayflies. Therein lies the problem. Access is wonderful, but the stability problem is awful.

Archivists can be gullible and easily led astray. A number of years ago, Mr. Perry learned that microfilm was on its way out and everything would go to optical disc. Many archivists were cautious. But then, along came ODISS, Optical Digital Image Storage System, a device-dependent system of the late 1980's, which was adopted by NARA.

NARA got some money together and decided to put some Civil War records on disc. These records had been microfilmed back in the 1960's. Now with the move to ODISS, these NARA records were digitized and put on optical disc. We heard about ODISS a lot in the late 1980's and early 1990's. About four years ago, we moved to a successor to ODISS. This is the NARA

Electronic Access Project (EAP), Historical Records Digitizing Project. Digital images of these records are being linked to the NARA web site. The EAPs are on the NARA web site to show you what has been digitized.

Not too long ago, Mr. Perry was touring NARA in Washington and was taken to the ODISS graveyard in the basement of the Archives building. There were lots of optical discs, which were really pretty to look at, but that's all they are good for now. The software and hardware upon which they are dependent have changed. They are no longer usable. They have gone back to the microfilm to access these records.

Electronic records are important, but we must learn some lessons from ODISS. And these lessons may be applicable for government documents librarians as well.

1. Don't be dazzled by new technology but look very carefully at technology and learn from the past.
2. You cannot trust vendors. They promise the world but sometimes don't come through on their promises.
3. Be cautious with computer programs. Y2K is illustrative of how far ahead computer people look.
4. It is the business of archivists and librarians to look ahead. We tend to be futurists. We need to make sure that what we are providing access to today will be available in the future.
5. There is no technical problem with preservation. It can be done. It is not a technical problem. It is a financial and an administrative problem, which are even worse problems to deal with.
6. Maintaining electronic data is very much like doing a disaster plan. It is easy to postpone the data migration strategy that would have guaranteed continued use of the optical ODISS discs.

It is very important to remember and understand is that eternal vigilance is the price of maintaining electronic records. The technology is changing with the rapidity of the generations of mayflies. Someone needs to be responsible for this task. Refresh before it needs to be refreshed. Migrate before it needs to be migrated. CD-ROMs should be refreshed every 3 years, even though the industry standard is 5 years.

Greg Lawrence continued the session by sharing his thoughts on digital preservation as it concerns individual Federal depository libraries. All of his remarks are addressed with preservation for access in mind rather than long term preservation.

In our libraries digital preservation will mean that we will need to preserve and sustain digital information products that we receive in tangible format. We will not be considering in this talk today the online electronic government information that is included in the Federal Depository Library Program. Digital preservation of the tangible electronic products that we receive in our libraries is not a trivial matter, since most depository libraries are not equipped, trained, or funded for digital preservation.

To illustrate one of the preservation exercises he has conducted, he described his experience with Extract 1.3. The decision to preserve Extract involved the following: First he needed to consider the purpose of the program and how it fits in with the information life cycle of the 1990 Census products. In making this decision, he questioned if he should focus his preservation energies on Extract, or should he examine the possibility of moving to a commercial dBase-compatible software application that might be more user friendly. Second, how would a preserved Extract fit into the lifecycle of year 2000 Census products? He wondered if a public domain or commercial off-the-shelf product would be developed which would be able to extract data from both 1990 and 2000 Censuses. His concerns notwithstanding, he saw Extract as a document that had both historic and functional value and therefore chose to preserve the information that had been written to the disc. Preservation strategy involved moving the data from a 5.25 inch diskette to a 3.5 inch diskette. He wondered if this was enough. Would it need to be migrated or altered from DOS to work on a Windows 95 or 98 or NT platform. He was successful in doing this, but he still needed to obtain the auxiliary files, which he didn't have, and to verify that the program would work with the different products. Left unanswered was whether or not Extract is Y2K compliant. This needs further examination.

Further in this exercise was the concern about updating the MARC record to indicate that the item had been moved from a 5.25 to a 3.5 inch disc, and the fact that now it was a copy. Also the matter of marking the disc itself with information indicating that it was a copy, and when that copy was made was considered. In the final analysis, the question arose as to whether the status of this item as a government document had been altered by the changes that had been made. A key issue is authenticity. A diskette from the Census Bureau has a degree of authentication in its markings and its internal documentation. These characteristics help to make the diskette a self-declaring item. There remained a question of whether making a copy of a government document alters its ability to be self-declaring.

Illuminating the following issues:

1. Context of making a preservation decision. Concept of the Information lifecycle. (Creation, use and destruction of information). Gaining momentum as a policy device for managing government information.
2. 2. In evaluating the lifecycle decisions keep in mind that the value that we place on information determines the investment that we make to preserve it.

Throughout time the computer has had different roles. In the 1960's one can view it as a super calculator. The computer itself was part of the act of creation, and most frequently the computer was used to create a paper report that was then distributed to our libraries. The digital information was not maintained. In the 1980's we witnessed the emergence of digital reformatting. In this case, the computer became a container, or a replacement for brittle books. Information was captured in the form of an image file and that file goes through its own information lifecycle. In the 1990's we have even more widespread use of the computer and computers and the information they generate have both become commodities. The technology encourages the authors to also be the creators, and printers are being eliminated.

Preservation decisions are not isolated events. They occur in the context of needs and the technology of the period. We should strive to make sound preservation decisions that put us in the position to sustain our collections and meet the future needs of our users.

In summary, Mr. Lawrence charged his Preservation Committee members to help him consider the following:

1. How shall we survey local depository digital collections?
2. How shall we prepare local digital product preservation plans?
3. What might be a sensible division of responsibility among depository partners?
4. What preservation training is required and how do we provide it?
5. What are the organizational considerations of preservation funding?

The hope is that the Preservation Committee will develop a list of issues and solutions that can be reported at the spring 2000 meeting for depository librarians to begin to discuss.

Future sessions concerned with digital preservation should also be planned to keep the issue visible and to measure our progress toward useful policies and practices and to sharpen our goals. Mr. Lawrence recommends that the topic of refreshing be examined at the next Council meeting. This may set the stage for a more technical session for the fall 2000 Council meeting.

Questions

Lou Malcomb, Indiana University, asked who is on the Preservation Committee.

Mr. Lawrence, chair, Andrea Severson, Donna Koepp, Duncan Aldrich and GPO liaisons T.C.Evans and Gil Baldwin.

Debora Cheney, Pennsylvania State University asked if there should be initiatives taken on the preservation of microfiche collections that are now about 25 years old.

Mr. Lawrence: It's going to run in tandem with preserving our digital collections. We will need an inventory of what we own that needs immediate attention.

Mr. Perry: Somewhere there is a silver halide preservation master that can be duplicated. That should be located and new copies can be made.

Ann Miller, Duke University: Reminded us that one partner that we might look to is the Rare and Endangered Government Document Committee which has representatives from GODORT and MAGERT and the Rare Books and Manuscripts Section, and they may be able to offer help on these various issues and formats.

Fred Wood, Council, asked if Mr. Perry could give us a brief overview of what is happening from a NARA national perspective on these preservation issues in an electronic age, and where NARA stands in terms of cooperative efforts with GPO and other agencies in trying to make sure the sum is greater than the parts and what is happening with funding from Congress.

Mr. Perry: NARA is looking at a tie-in with the super computer. Agencies are told that electronic records have to be retired in a very specified format. NARA then stores these records on disc in DC. They have lost some of these. There is a contract pending with one of the national laboratories in California to move all the NARA electronic records onto the super computer. He is not able to give technical details beyond this. NARA has representatives on ANSI for writing of standards. Beyond that, there is not much cooperation, even unfortunately within the archives community. Even the MARC Archives & Manuscripts format was written without NARA participation. There is a good deal more that should and could be done. There has been a fair bit of interagency jealousy with NARA hoping that it could do things on its own. The good news is that there should be more money soon for this type of thing. They are now charging the Federal agencies for the actual cost of preservation of their short-term records in Federal Record Centers. This should provide adequate money for both conventional and digital preservation and for upgrading the staffs to do that work.

Diane Garner, Harvard University, Council member, thanked the presenters for the reminder that these are political and administrative and financial decisions. She thanked Debora for bringing up microforms, and wants to add paper too. We keep saying we want everything and want to preserve everything digital, but we will ultimately have to make some tough decisions about what to preserve.

Mr. Perry pointed out that the School for Scanning, Berkeley, has done a great job. The rule of thumb he learned there is that refreshing and migrating digital data over a ten-year period costs 2 and half times more than cost of the original scanning over the first 10 years of the life of that project. So if we come up with a million dollars for a scanning project, we are going to have to come up with about \$2.5 million over the next ten years in order to take a refreshing and migrating strategy.

Michele McNelly, University of Wisconsin River Falls, asked about old equipment preservation technology. She feels she must keep some old equipment that runs slowly enough for the older databases she has in the depository collection. Are all depositories keeping the old equipment? How do we access the old stuff if we don't?

Mr. Lawrence: This needs to be addressed pretty quickly. We do have products that have to be run in a slower environment. If we were to do an assessment of our holdings, part of this would be to identify those materials that cannot run at the higher technological level we are using today. This is a good point. It is the same with Windows 3.1. The issues are not only preserving the bits, but the software needs the right environment.

Ridley Kessler, University of North Carolina: Barbara Levergood, technical assistant at UNC, just discovered 8 months ago that they were about to lose the last of the machines that took both 5.25-inch and 3.5-inch discs. They quickly decided to retain a couple of them for migrating and refreshing, but even so, some of the software needed was already gone. Also, they have found that the new techies being hired no longer know DOS, nor is it being taught in classes. Anyone needing to know DOS has to buy a book and learn it on their own.

Mr. Lawrence: We are holding on to old equipment, but even if we hold on to it physically, as they break down and wear out there will be challenges and that requires emulation strategy.

Bernadine Abbot Hoduski, JCP staff, retired, noted that the DLC in about 1980 agreed to stop taking silver halide microfiche for the Regionals, and GPO at that time committed to keeping and making available as a backup a silver master. Silver goes to NARA and LC. This policy the DLC agreed to. This can always be reversed. Silver could begin going out to Regionals again. This is the reason she fought so hard for the Serial Set in paper, because that is the only real archival medium. But it is only permanent if it is on acid free paper. She cautioned Council to look at digital media today the same way Council looked at microfiche in the 1980's and make sure we are making the right decision.

Mr. Perry: NARA has done a good job with micrographics. If silver is at NARA it is tucked away appropriately and we could get copies from them.

Ms. Hoduski: Yes, NARA has done an excellent job. They would also do good job with the NTIS silver. The problem is the ongoing access and NARA is not equipped or funded for that.

Mr. Perry: Re-organization is taking place and this is allowing for things like access to be more easily handled. There should be a distinction between durability and stability. The disc that Greg submerged is durable. But stability is what we have with acid-free paper and silver halide microfiche.

Cooperative Online Resource Catalog (CORC) Project

Shirley Hyatt, Manager of the Product Marketing Department at OCLC, with a special emphasis on the Cooperative Online Resource Catalog (CORC) project.

Ms. Hyatt provided an overview of CORC with the goal in mind to make us as excited about CORC as she is and for us to go home and check it out and perhaps be a participant. WWW has been practically ubiquitous for the last 5 years and has really transformed the information landscape. We have moved from an information scarce environment to an information rich environment. This has moved us to a situation of considering how to manage the plethora of information that is available to us. There has been a shift from personal service to relying on automation to serve.

Librarians are having to deal with an incredible number of web sites, and at the same time print is continuing to grow. Just ten years ago, Books in Print listed 781,000 titles. In 1998 there were 1.7 million titles listed. The rate of change is increasing at an amazing rate. It took the Internet just four years to reach 50 million people and today this figure at 100 million people. With this the expectations of our patrons are changing. They can do so much on the Internet, and they are expecting libraries to also perform at a comparable level. But there are some failures as well. The most sophisticated search engines are reaching only a fraction of the sites. But it is a real catalyst for change. The unit cost of storage, replication and distribution is lower.

Libraries today are looking to consortia to help manage the information. Some libraries are loading individual records describing web sites into their OPACs, and also building bibliographies by subject that are web based. Some are calling these webographies or pathfinders. These are very time intensive to maintain. There is a huge duplication of effort being made on these. It would be nice if we could somehow eliminate this with cooperation among libraries. Integrating these resources with all the other information would also be a nice improvement over the current situation.

The Cooperative Online Resource Catalog (CORC) is an effort to bring about this cooperation and to expand access, provide faster access and lower the cost. The model is similar to what OCLC instituted 25 years ago with cooperative cataloging.

CORC started about a year ago as a research project. They opened the doors to libraries in January 1999. Effective July of this year it became a development track project. They expect to offer this as a regular service to all libraries by July 2000. There are about 150 libraries involved as participants today with more signing on all the time.

CORC is a tool for creating bibliographic descriptions of online resources. Pointers to web pages are created and the CORC system goes out and scans those web pages and extracts data that it plugs into a rudimentary catalog record. This is known as automated harvesting. It provides assistance in assigning LC subject headings and in assigning a Dewey classification number. It does this not just in MARC but also Dublin Core. It provides 'linked' authority control, and OCLC is looking at ways in which to keep all of the linked URLs current. Records can be imported into the local system in three different formats. There is automation support for creating pathfinders. They integrate metadata records with the other records in WorldCat today.

The librarian's role is to select, identify the web sites that are of value for our patrons, create a metadata description, harvest, review and edit, select records to create pathfinders for our own constituency.

By using the CORC web site, <<http://purl.oclc.org/CORC>>, we can view records. CORC-MARC view is a web site with hotlinks. CORC Dublin Core View also has hotlinks. There are pathfinders and finding aids with hotlinks.

OCLC's goal has been to create an access system based on a web resources selection model rather than a de-selection system. In the CORC model it allows librarians to select what is needed based on their expertise.

OCLC's new vision is that librarians should be at the center of their patrons' needs. The Libraries web site will be the portal of first choice. The Library is the right location for this portal. They have the most resources, tangible and electronic. And many libraries have the potential of becoming the publisher of choice for their users, faculty, etc. Libraries have the localized knowledge for their area. They are experts at selection and description experts. They are well funded, relatively. We need to promote ourselves and our services.

Questions from the audience:

Kathy Tezla, Carlton College: How many participants are there and how are they geographically distributed?

Ms. Hyatt: 150. Majority is U.S. libraries. 10 outside US, one from every continent, 6 in Asia Pacific, quite a few from Germany and the UK. There are 12 government participants, including state and federal agencies. They are looking for public, special and smaller libraries because they are underrepresented. Currently they have 6 public libraries.

Jim Veatch, Nashville State Tech, asked if all of the folks on the various OCLC projects are working together.

Ms. Hyatt: Each project came out at a different era. There has been some interrelation among them. They expect CORC to be the platform they will build off of. It will be the primary information manager of the future.

Cassandra Hartnett, U.S. Documents Librarian, University of Washington, presented a paper written by Kathleen Forsythe, a cataloger and CORC contact at the University of Washington.

This paper describes the University of Washington's CORC participation. They became a participant in May 1999. Ms. Forsythe and one other cataloger are using CORC mostly to create e-resource records for the University of Washington catalog. Ms. Hartnett and another cataloger have used the pathfinder feature to prepare for a presentation.

Web based record creation was one of the main reasons that they wanted to get involved with CORC. The benefits of using this are that they get a split screen. They can retrieve the web site at the same time they are working on the screen on the cataloging record. Help screens are available about each tag. Each MARC tag is hotlinked and there are other automated tools. The drawback is slower response times as you wait for the screen to redisplay every time you add something. A harvester retrieves descriptive information, as Ms. Hyatt described. This feature works more or less well depending upon the site you are working with and how well their metadata is recorded. There still needs to be cataloger review. They use full MARC cataloging. They have created 200 records using CORC so far. They have exported 100 of them from the web site and these are FTP'd to their OCAT. They have lost a few of these records, which is a reminder that this is still an experimental project.

The cooperative model is excellent. It is hoped that it will be affordable to all sizes of libraries. The University of Washington URL: <www.lib.washington.edu/msd/corc/corc.htm>.

Carolyn Kohler, Head, Government Publications, University of Iowa

There are many kinds of metadata. Metadata is commonly defined as data about data, but it is helpful to think about it as structured information about information. It usually refers to electronic information, but that is not always stated nor is it always true. It was designed to be created by the creators of the information resource rather than by librarians, for the purpose of enhancing indexing and retrieval by web search engines. It is now, however, also appearing in conventional online catalogs. While all cataloging is metadata, not all metadata is cataloging. There are many metadata schemes in development to handle varying aspects of data. Various administrative metadata schemes handle electronic information security, preservation, provenance, data integrity, archiving, licensing, rights management, etc.

Ms. Kohler first began working with metadata in attempting to explain what librarians could do for faculty in managing faculty databases. Not only their published works, but also all of the data and research that went into compiling the published piece. This involved migrating and refreshing the data, and developing a way that this information could be accessible to others, on a rights basis as necessary. From this project she moved into descriptive metadata which is the topic under discussion today.

Descriptive metadata is information necessary to identify, locate and access an electronic resource. And there are many schemes of descriptive metadata, such as that developed by the Federal Geographic Data Committee, for digital geospatial data, which is based on GILS. There are 275 data elements in this compared to Dublin Core's 15 elements. For other schemes, see the green handout resource bibliography, also at <www.lib.uiowa.edu/govpubs/metadata.html>.

With the burgeoning development of web-based information, it is critical that we organize the Internet for retrieval. The point of metadata is to code online resources in such a way as to enhance that retrieval, so that we as librarians can help our users find the information that they need.

The theory is that those best able to develop the metadata are those who have created the data initially. Michael Gorman suggests full MARC cataloging for the top use web sites that are of the most value and Dublin Core metadata for the others. But he also assumes that web search engines will continue to improve.

At Iowa, Ms. Kohler serves on a metadata working group charged to identify and address issues related to the implementation of one or more metadata schemes keeping in mind the staffing levels available for implementation. This working group recommended primary use of Dublin Core, with the addition of other schemes as deemed necessary.

They determined the unit responsible for the web page would review and enhance metadata as necessary, meaning bibliographers and collection managers, not catalogers. It was also determined that for certain significant databases they would use cross-walking to convert these Dublin Core records to MARC for their public catalog.

They were just about to do a partnership with GPO when CORC appeared, which will do much of what they had wanted to do. CORC offered the opportunity for the cooperative creation and sharing of web resource descriptions, and shared maintenance of URLs and automated link maintenance, as well as help with developing standards which Iowa was interested in doing.

Since CORC offered to do collectively what they had determined to do independently they joined the project, not so much as an institution, but as part of a consortium, the Committee on Institutional Cooperation (CIC).

Questions

Ms. Wallace, Council, agrees that this is a wonderful way to integrate public service staff and cataloging. The CORC project was originally seeded with a large number of electronic records from the OCLC database, an enormous number of

which were GPO cataloging records for web resources that are in the depository program. Are GPO and OCLC continuing to work on this to see that all the right records, and the right information is embedded in the records so that we will continue to have these resources in CORC?

Ms. Hyatt: OCLC is eager to continue this cooperation, and will take this as a suggestion to reinforce this effort.

Tuesday Council Working Session

Chairman Aldrich opened the working session with a few announcements.

Mr. Lawrence led a wrap up discussion on this morning's Preservation program that he and Mr. Perry presented.

He asked that we consider how we might begin an assessment of digital products that may be most at risk and to consider what might be the important preservation components for this material.

Ms. Severson suggested that we think about how smaller depository libraries can be involved. Ann Miller followed up by saying that this would give us a better idea of what the impact on the depository community will be. Ms. Garner asked that we keep in mind a distinction between local choices and program mandated things. There is a core list, but there will be local things as well upon which individual institutions will wish to place emphasis. We also need to look at what needs to be preserved in multiple formats. Mr. Aldrich suggested that the 5.25 and 3.5 inch floppies are probably most at risk at the moment. Perhaps we should find people to move this material onto other formats initially. Ms. Wallace said that this is currently being done and is almost finished. They will be on an FTP site. This may or may not be a GPO partner. If it becomes an official partnership, this could replace our floppies in our collections. If it doesn't, then it remains a question.

Mr. Lawrence asked for some input on doing an assessment. He believes that this may help us gather enough information to make some further decisions. We need to decide how we want to deliver the assessment, retrieve the assessment when it is done, and how we would analyze and disseminate the information gathered. Mr. Lawrence and Ms. Koepp will work on coordinating what needs to go into an assessment. GPO will be consulted to see if they can mandate a response to the survey. Mr. Evans and Mr. Baldwin are the GPO liaisons to this Committee and they will be consulted for the process.

Ms. Garner asked for clarification on whether this was to be a survey of products or projects. Mr. Lawrence responded that this was to be a survey of products and their components, specific parts of software, auxiliary files, and any other elements at risk.

Ms. Severson expressed concern about the burden of this on the Regionals and bigger libraries, but had no ideas about how to spread the burden among the libraries. Regionals are not necessarily in the best position to respond to this. They may not have the time, money or inclination that smaller libraries may have.

Ms. Fredericks expressed concern about archiving. She likes the idea of cooperative initiatives within our states or regions, such as for GIS. She doesn't worry about the size of the institution. The bigger ones with the large collections need to be the ones involved.

Mr. Lawrence asked if Ms. Fredericks and Ms. Severson would work together on this issue?

Ms. Wallace asked for clarification on what we are taking responsibility for, adding that we need to make sure that everyone has access but not everyone has to have the data.

Mr. Lawrence asked the group for input on training and funding for this project. He wonders about the knowledge base for this activity. If we adopt the strategies of refreshing and migration, we may need training sessions at conferences, or a workbook that would provide instruction. If we go in this direction, what will we need to do first?

Ms. Wallace asked if this would be similar to the preservation product that GODORT's Rare and Endangered Government Documents Committee has produced.

Ms. Koepp suggested that we need to do the assessment first before we can plan for training or funding.

Mr. Lawrence said that he would attempt to write something that would begin to define areas of knowledge one would need to master or become familiar with before one could jump into the arena of preservation.

Mr. Aldrich volunteered to work with Mr. Lawrence on this. He believes that trying to get a handle on this is an appropriate issue for Council. He asked for confirmation of this from Mr. Barnum and Mr. Evans.

Mr. Barnum and Mr. Evans both agreed that this assessment would be useful on both the partnership and the ET side.

Mr. Buckley confirmed that assessment is the important part, and then we can go on to exploring options for training and strategy development. Philosophy can be discussed, but practical stuff will need to come later, and this is what needs to go out to most of the libraries.

Mr. Aldrich suggested that there might be partnership opportunities with some existing consortia, such as CIC.

Ms. Wallace said that this brings back the idea of the 'super' regional, since not every selective will be keeping this material.

Maggie Farrell, in a report on the Electronic Transition Committee, passed out an agenda and called our attention to the two reports that Gil Baldwin had passed out earlier: Progress Report on the Transition to a More Electronic FDL, 1996-1999, and Completing the Transition to a More Electronic FDL. The charge of the Electronic Transition Committee is to look at these two documents in particular. Ms. Farrell believes that they should not limit themselves to these two documents. There is also a need to analyze GPO and where they are in the Transition. Are they in the right spot and what needs to happen for them to move forward? We need to determine if the assumptions in the Completing the Transition document are correct. In this way we can assist GPO in maintaining the right direction.

Ms. Farrell reported that there is a subcommittee on access issues. Serving on this subcommittee are Mr. Wood, Ms. Tezla, and Ms. Farrell. Mr. Lawrence and Ms. Garner are on the subcommittee representing preservation and archival issues; and Diane Eidelman, Paula Kaczmarek, Kathy Tezla and Julie Wallace represent cataloging and locator issues. Ms. Farrell asked if any of the new members would be interested in becoming involved?

Mr. Aldrich said he would like to work on cataloging and locator issues.

Ms. Wallace pointed out that in terms of the two reports we are dealing with, the Progress Report from last spring tells us what has been done, and we may want to review it to see if this has all really been done. But then we need to look at the moving forward part. This needs some fleshing out, and it is a little harder to discern how to divide it up. How should time to be divided on that? There are many items in the Progress Report where we have a check mark indicating that the work has been done. We somehow have to translate that over into the Completing the Transition document and decide how to deal with it.

Ms. Farrell, speaking about the Progress Report, explained that the subcommittee may say that something was done, but that it wasn't done enough, and that it needs to be reviewed in some way.

Bob Hinton and Ms. Fredericks volunteered to join the subcommittee on Access Issues.

Ms. Farrell reminded the group that Mr. Baldwin and Mr. Evans are GPO liaisons to the Committee.

Ms. Farrell asked that the Council members in subgroups break up into groups for about 20 minutes to discuss their part of the issues and then report back.

After the subgroup meetings Ms. Farrell reconvened the Council session. She had developed a timeframe for their work, as follows:

- October: Committee (subcommittee) Discussions (The Committee will carry out their work via mini discussion groups and e-mail).
- February 1: Comments, etc. are due to Maggie
- March 1: Draft report from Maggie
- April meeting: Final written report submitted to GPO

Mr. Wood, Mr. Lawrence and Mr. Aldrich reported on the discussions of their respective subgroups.

Ms. Farrell summarized the reports and said that she expected good discussion to continue on e-mail.

NCLIS

Judy Russell, NCLIS, joined the Council session at 3:40. She began by saying that she was happy to be back with us. She informed us that Bob Willard will testify Thursday at the NTIS hearing.

Referring to the Assessment of Electronic Government Information Products: Final Report, she said that they were trying to decide the appropriate next steps for the Commission to take, and would like to have Council's input on this topic. NCLIS staff have met with various groups, among them, GODORT, ARL, etc., to get feedback on the next steps.

There has been a lot of interest in the report, but not much substantive direction about next steps. This summer Woody Horton put together some concepts on what might be done, thinking that some strawman may be easier to respond to.

She would like to revisit some of those concepts here and to see what role, if any, we think Council might play. She realizes that we are advisory to the Public Printer and that we are not in a position to advise others. But at the same time we are knowledgeable of the issues and in a general way represent the depository community.

The report has fulfilled at least one goal by giving us a fact base. It is not a scientific sample, but there is a large group of facts. They are not just opinion or anecdotal. But the report is aging, the report came out in March with the data collection completed last January, so we need to act sooner than later.

Is this survey something that needs to be repeated at some regular intervals? If they were to do this would they go back to the same agencies so we can compare, or do we want a different slice of the pie.

Woody's concepts:

1. Work with CIO Council and other comparable groups in the legislative and judicial branches to try to do some education and training to try to reach several different groups at the agencies. One of these would be the policy making people, mid-level program managers, and the product managers. There is a lack of awareness of the depository program, and the need to deposit publications or to have them printed through GPO. To inform just once doesn't work, because personnel keeps changing and so it has to be a continual effort.
2. Prepare a set of white papers. Some work has been done, but in fragments. These would be to explain permanent public access and how it is different from preservation. Beyond this there is the issue of authentication.
3. Develop best practices which are not quite standards. These would call more attention to what good practices are, like permanent public access.
4. Discussion of next steps for policy initiatives or legislation. Look at policy guidance to the agencies.
5. End users. NCLIS is concerned with service to the people. Some agencies have done user surveys. They are suggesting that they do a survey of surveys. How does all of this impact users? How do they deal with software and file formats?

Some of these things have relatively little cost. Training may require some initial cost and some ongoing investment. NCLIS would not do this, but could assist. NCLIS would like to reach out one more time. DLC and GPO are important for giving input on what needs to happen next.

Mr. Aldrich thanked Ms. Russell for her report and said that we had 8 minutes for comments.

Mr. Wood asked if there was something more specific that potentially involves GPO or the FDLP in what NCLIS has considered?

Ms. Wallace noted that one of the things we have been talking about is the long term preservation strategies of tangible format. What we need is data about what products have been distributed to depositories. We need to know a lot about them, and not just what they are.

Ms. Farrell asked if the contract between NCLIS and GPO is finished now?

Ms. Russell explained that it was sort of finished at the end of the report, but that they had always talked about a part 3 or some other aspect.

Mr. DiMario noted that GPO was only interested through part 2. Unless there is some issue that GPO is convinced needs to be examined, they aren't interested in anything further from NCLIS. But they have an open mind.

Ms. Russell said that if NCLIS is going to do something, they want to do it in harmony with GPO.

Ms. Severson said that the Interagency Working Group has already done some things on permanent public access, but at Berkeley they are interested in doing something with authentication. Maybe LITA or CIO Council might be a better body to talk to.

Ms. Russell said that there are a number of issues that white papers could be done on. For example, what is a government document? Something to explain the issue with contractor reports, and the interpretation of the Code.

Mr. Wood asked what the NCLIS position on NTIS is.

Ms. Russell responded that they are thinking broadly on the issue.

Mr. Aldrich summarized by saying that all of these are really good ideas, but they would resonate better if they came from the broader community than from DLC. He commends the report and noted that the work was excellent, but Council needs to talk about it more among themselves and decide how we can best advise Mr. DiMario, and he can get back with NCLIS.

Ms. Wallace reported on the Operations Committee, which incorporates Cataloging/Locator tools, etc.

There are a number of things that have been on the plate of the Committee from the last meeting and others have been added more recently. On the issue of boxes and delivery, it is clear that GPO knows what the problems are and that they are dealing with them. And they are communicating better with the community about this.

Problems with microfiche contractors are also being dealt with at GPO.

On the issue of a mechanism to communicate concerns, the Committee would like to get information from GPO, but this may not warrant a recommendation.

It's been a long time since we have heard anything about Superseded List, and the Committee would like some communication about that. Ms. Haun-Mohamed and her group are working on it with Dan Barkley. Ms. Haun-Mohamed noted that it would be put on the web.

The monetary value of depository collections and putting this information on the web will be an action item for the Committee.

Changes made in the self study process have gotten good reviews, but we need a possible recommendation about further concerns.

The Cataloging Committee has been asked by GPO for input on a couple of things. It is not clear what kind of input they need. In question is the issue of using item numbers and SuDocs classification numbers in the records for online-only resources.

Mr. Downing said that this is a question that is more in Robin's area. They perhaps would like to consider eliminating the SuDocs number from the record.

Mr. Baldwin suggested we start from a clean slate by asking what elements do we need in the record.

Ms. Wallace said that we would need to look at how vendors are using these elements. She asked what the timeframe is for what GPO needs from us. If they need the information by January, then they need to do this differently. We need to know by tomorrow if we need to move faster on this.

Mr. Downing pointed out that there is some pressure. Vendors are wondering what the outcome will be.

Ms. Wallace questioned what kind of savings could be realized, and said that what would be recommended might depend to a certain extent upon this.

Mr. Baldwin suggested that the Committee should assess how these elements are being used. This would be very useful to GPO.

Ms. Wallace said that as an operational issue we need to talk about the LPS web pages and the askLPS and WEBTech Notes and how these support our operations.

Mr. Baldwin reported that this is in progress. Work is under way to correct the problems overall.

Ms. Wallace discussed how the administrative pages are organized and how difficult it is to find things. We know they are there but the way they are structured makes them very difficult to find. They are still structured the way they are in paper.

Mr. Evans pointed out that they are aware of the problems and are correcting them now.

Ms. Severson pointed out that on her page she has organized things differently, and she does this by thinking about it the way we need them.

Ms. Fredericks reiterated that she has looked at the site, tried to use it, and spent way too much time trying to find what she needed.

Ms. Haun-Mohamed commented that this is the first she has heard about this.

Mr. Baldwin made the suggestion that before we reorganize that we let the site search become active and see what effect that has.

Ms. Severson said that we may have to go back to an activity based organization for these pages. We may have to stop and step back and take a look at it. And we haven't talked to Joe Paskoski about this.

Mr. Evans pointed out that they need to get back and refine some site search stuff, but only some minor rearrangements are needed.

Mr. Baldwin suggested that before we get to the stage of a recommendation we need to have a Council group work with GPO on this to pinpoint what the problems are as we see them.

Ms. Wallace asked how best to communicate with GPO.

Mr. Aldrich pointed out that we could do an action item, recommendation, or ongoing communication with GPO, but suggested it be a possible recommendation: GPO locator tools - future/analysis.

Ms. Wallace said that the Committee would consider asking for an online way to search all of the shipping lists.

Mr. Evans said that they would need to be in a different format than they are in now, but that this would be possible.

Ms. Haun-Mohamed said that it may be possible in the future, but not immediately.

Ms. Severson, in commenting about the issue of the serials accounting at GPO, wondered if since every library is checking them in, if there was a way of distinguishing what comes in on deposit and what comes in some other way.

Ms. Haun-Mohamed said that at GPO it can be checked now to see if something has been received, but it is the acquisition system that is checked. It is not automatic, it is one by one. That's how they answer the askLPS inquiries.

The working session was adjourned at 4:45 p.m.

Wednesday Council Working Session

Council worked throughout the day on drafting action items, recommendations, and commendations. The organization of committees was discussed and changes made.

Mr. Evans gave a presentation to Council on the new GPO Access Site Search and on the development of the kid's pages being developed.

After some discussion it was decided that the Committee structure would be improved by dividing the Operations Committee from the Cataloging and Locator Committee. Following is the composition of these two committees:

Operations Committee

- Julie Wallace, Chair
- Linda Fredericks
- Mary Alice Baish

Cataloging and Locator Committee

- Andrea Severson, Chair
- Julie Wallace
- Maggie Farrell
- Bob Hinton
- Paula Kaczmarek
- Carol Bednar
- Tim Byrne
- Nan Myers

- George Carlson
- Arlene Weible
- Cathy Hartman
- Tad Downing, GPO

Thursday, October 21, 1999

Plenary Session

Duncan Aldrich opened this session by thanking all of the GPO staff who helped to make this meeting a success. He also reminded everyone about the Spring 2000 Council meeting to be held in Newport, Rhode Island, April 10 - 12.

The major order of business today is to go over the action items, recommendations and commendation with the audience.

Respectfully submitted,

Donna Koepf

Secretary, Depository Library Council