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From the Editor

John A. Shuler

Welcome to the Round Table's new quarterly publication. These past two years have been tough on our venerable journal. We endured. We learned. We evolved. What you now hold in your hands is a renewal of the promise and influence long enjoyed by our membership and their written record. Beginning with this issue, *DttP*: A *quarterly journal of government information practice and perspective* is just a first step to establish a new editorial "voice" within the profession's vibrant discussion on significant practices and perspectives surrounding the creation, organization and distribution of government information. This editorial perspective will depend, as it always has, on the individual talents and experiences of our membership. In the future, you will see more articles on local, state, and international government information issues. You will see a change in columns and regular features. You will see a greater effort to use the best of the printed and electronic distribution channels to get vital conference information. Most of all, the publication will continue to be delivered on time.

Now, let's deal with the old issues that are still outstanding:

**March 1997, Vol. 25 No. 1**: we have every reason to believe that this issue was produced and delivered properly to the readership. Claims for this issue appear to be related to a normal amount of disruption to distribution.

**June 1997, Vol. 25 No. 2**: we have every reason to believe that this issue was printed, copies do exist, but we are unclear about the distribution. We are working on trying to get information on what happened, and how we can make sure it is properly distributed.

**September 1997, Vol. 25 No. 3**: this issue exists, we have determined that the printed copies sit in the warehouse of the old mailer in Albany New York. For over the past year they lacked mailing labels. They now have mailing labels, and we are working with the Albany folks to get them distributed as soon as possible.

**December 1997, Vol. 25 No. 4**: We here at UIC have the copies for this issue and will be producing it for distribution in later this year. Better late than never.

**March 1998, Vol. 26 No. 1**: We here at UIC have the copies for this issue and will be producing it for distribution later this year. Better later than never.

We thank you for your patience while we push this publication into the future and solve these historical problems.

From the Chair

Kathy E. Tezla

With the publication of *DttP*'s March issue, we have reached the midpoint of my term as GODORT's Chair. A prevalent theme during the Midwinter meetings in Philadelphia between January 29th–February 2nd was renewed dedication to the workings of this dynamic round table within ALA. The agenda of each Task Force and Standing Committee was full and as equally dynamic as the round table itself. As you read the reports in this issue of *DttP*, you will see that:

- *DttP* is back on schedule and comes to you with a new look to it.
- ITDF is exploring ways to coordinate their work with international documents with librarians in foreign countries, within ALA and IFLA.
- Awards has brought forward a distinguished list of award recipients we will honor at Annual in New Orleans.
- For Bylaws, their proposal to expand their charge to include being responsible for structural and organization concerns of GODORT was approved by GODORT Membership at our Business Meeting along with codifying the new positions of the GODORT Web site Administrator and Councilor to ALA Council and approving the wording in our bylaws to bring GODORT into compliance with ALA with regard to parliamentary authority by which we conduct our business as a round table within ALA.
- Cataloging continues to define its working relationship with GPO and its catalogers.
- Education's work on creating a Web-based clearinghouse for government documents management continues apace while taking on a new task of spearheading GODORT's participation in ALA's planned Congress of Professional Education to be held in Washington, D.C. April of this year.
- GITCO is about to introduce the results of the CD-ROM documentation project which will provide access to documents information on this medium via the Web.
- Legislation continues to keep abreast of legislation relevant to both GODORT and ALA.
- Membership is working on ways to increase membership, such as updating GODORT's brochure and recruiting more student members, which they will pursue at the request of Steering and will bring to Annual the Committee's recommendations for a reduction of dues for students and retired librarians.
- Nominating presented an exciting slate of GODORT members willing to step forward to take on the necessary leadership roles on our behalf.
- Program's plans for GODORT's annual program to be held right after the GIS Breakfast Monday morning in New Orleans are being finalized. While a topic for GODORT's
The Association of Public Data Users (APDU) holds its annual conference each October in the Washington area. Since APDU is a network of users, producers and disseminators of government statistical data, it attracts the major players in government statistics to its conferences. This year was no exception, and in what may be a record, attendees at this conference got four Census Bureau directors for one admission price. With the next census approaching, that was inevitably one of the focus points of the conference. One program was a “View from the Outside” with two recent past Directors of the Census Bureau, and the final day’s luncheon speaker was to be the current Acting Director. However, in the days just before the conference, Congress confirmed the Bureau’s new Director. So the new Director came too and shared the luncheon podium.

While there were other topics and workshops on the agenda, the census was the focus of more than half the programs, so this report will begin with the comments from and about the Census Bureau and the 2000 census. In the program “Two Invaders’ Views from the Outside: Reports from Former Census Bureau Directors,” Barbara Everitt Bryant, Director from 1989-1993, started out by saying you can’t take politics out of the census. She identified her “hot button” issues - forbidding the counting of undocumented aliens when the Bureau can’t identify them; using overseas military and government employees for reapportionment; sampling sizes and errors; and of course adjusting for the undercount (which she called a “5-year Mylanta moment”). Reflecting on the 1990 census, she said a terrible questionnaire and non-professional advertising hampered it. Poor communication between census and local governments made for problems with housing counts. All of these problems will be addressed for the 2000 census, but she reminded us that the 1990 census proved that it is impossible to count everybody, even with full funding! The 98% coverage rate is actually excellent; the problem is that the undercount is not spread equally.

Martha Farnsworth Riche, who was Director from 1994-1998, harkened back to the Founding Fathers and their goal of representative government. In the 1790 census they counted about 4 million people, which is about the number missed in 1990! Each census has had problems, and now that public trust
is down, it reduces the response rate. Part of the job of census users and intermediaries is to educate the public on the need for quality census data. James Holmes, Acting Director of the Bureau until two days before he spoke, talked about the dress rehearsals held in 1998. The point was to work out the kinks, and the fact that there were some is not necessarily bad. The laptop entry program worked, and there was good response. He sees opportunities and risks with new technologies, which may turn the American Community Survey program into a “rolling census.” He also emphasized the importance of educating the public and Congress, a task for the statistical community. Then the newly confirmed Director, Dr. Kenneth Prewitt, talked about the current schedule and the challenge of delays caused by uncertainties. Still to be seen will be the effects of the November election, the Supreme Court’s role, and budget hearings for the Bureau.

Tom Hofeller, Staff Director for the House Committee on Government Reform and Oversight, Subcommittee on the Census, talked about current budget and planning issues. While the Bureau is fully funded through June 15, 1999, decisions must be made by that date on a “full count” census. He emphasized the problems many members of Congress have with proposed methods for follow-up to non-response, and the application of adjustments from sampling. Field hearings are being held with local officials, partly to emphasize the importance of the census.

A panel entitled “Data Dissemination and the 2000 Census —Less is More?” identified many of the concerns users have about the plans for Internet delivery of data from the next census. Nancy Dunton of Midwest Research Institute discussed the Census Bureau’s current plans for dissemination through the American FactFinder (which was called DADS during its development phase.) It will include static products such as tables and profiles; summary data products similar to the CD-ROMs from the 1990 census; and microdata products from which the user will customize tabulations. Paul DesJardin of the Metropolitan Washington Council of Governments described the detailed data needs of local government, but pointed out that many do not yet have Internet access. He expressed concern for entry-level users—will they find the definitions and data they need?

Paul Overberg, Database Editor for USA Today said the media is looking for quick access to new information, responsiveness to peak demand, and raw data for analysis. With increasing competition in the media to be first to describe population changes, the system’s capability to handle heavy demand will be essential. He found the DADS system too cluttered and confusing, and suggested that a system which requires training won’t be used by journalists. He pointed out those users like journalists who are more verbally than statistically literate will require extensive metadata. Ken Hodges of Claritas, Inc. discussed the needs and roles of private sector information providers. He is very concerned about long-term access to data provided electronically. How long will it be “out there”? Will some get thrown away? It is essential to provide some predefined tables for standard categories, so that data can be compared. This will be especially important for the new and very confusing race and ethnic categories. As a representative of data vendors, he expressed concern about the Bureau’s role in delivery as well as collection of data, and worried about the competition between the two for resources.

APDU’s discussant to this panel, Joe Salvo of the New York City Department of Planning, provided some important information about the user community’s input. APDU has a seat on the Census 2000 Advisory Committee, which is making recommendations on products, data documentation and metadata, and educational needs. APDU is also proposing a select APDU committee to provide a direct conduit to the Census Bureau for product planning. He specifically identified libraries as one of the constituencies that should be part of this committee.

The 2000 Census was not the only topic on the agenda. The keynote speaker was Katherine Wallman, Chief Statistician in the Office of Management and Budget. She talked about three goals she has had while at OMB. First is to make finding statistics easier and she cited FedStats on the Web as a giant step in that direction. Second is to enable agencies to share data without endangering privacy, by implementing uniform confidentiality policies. The proposed legislation to move in this direction did not pass in 1998, but will be reintroduced. Her third issue is statistical literacy; it should be noted that she specifically mentioned libraries in this regard. Policy makers and the public depend on federal statistics, but they don’t always know it. Balancing the scientific versus the political aspects of statistics can be tricky, but awareness needs to be raised.

Lawrence E. Brandt of the National Science Foundation spoke on a project that should be of special interest to document librarians. The NSF is sponsoring a Digital Government Program which is to fund information technologies research projects that “innovatively, effectively, and broadly address potential improvement of agency, interagency, and intergovernmental operations and/or government/citizen interaction.” Among the areas addressed are large-scale data and information acquisition and management, and information services for citizens/customers. Papers from a conference held in May 1997, and links to the current NSF program, can be found at http://www.nsf.gov/nsf/.

Another issue of major concern to librarians was addressed in a video and responding panel. The 1998 video produced by the Council on Library and Information Resources entitled Into the Future: On the Preservation of Knowledge in the Digital Age was shown. It was aired on PBS in January 1998, and illustrates the problems of digital preservation. Jeff Rothenberg of the Rand Corporation discussed two methods of digital archiving, migration and emulation. He feels that migration is not useful, since it is very labor-intensive and data is lost in translation. He discussed a model that includes annotation, encapsulation, translation, and emulation. A graduate student at Carnegie Mellon has developed a new model called the object model (TOM). P. C. Hariharan of Systems Engineering and Security, Inc. discussed scientific problems with preserving magnetic media. He introduced the problem of “data ozone,” where data is constantly migrating to slightly newer versions of technologies.

John Moeller, Staff Director for the Federal Geographic
Data Committee, described the National Spatial Data Infrastructure. The program aims to promote effective management of spatial data at all levels of government, to promote "place-based" availability of data, including field measurements, maps, remote sensing images, and spatially-referenced data. Important programs of the committee include work on standards for framework data and metadata. The emphasis is on data sharing and public access. Hank Garie of the New Jersey Department of Environmental Protection and Doug Nebert of the National Geospatial Data Clearinghouse described state and local activities and partnerships, and the clearinghouse that will simplify access. Information may be found at http://www.fgdc.gov/mds/nvd.html.

Several workshops focused on the statistical resources of specific agencies, and while it is not possible to summarize all of those presentations, here are a few suggestions for useful agencies and Web sites:

- Be sure to bookmark FedStats, the gateway to Federal statistical data http://www.fedstats.gov
- Behavioral Risk Factor Surveillance System ("Are people in your state behaving badly?") http://www.cdc.gov/nccdphp/bfs
- The Statistics of Income program of the IRS has a wide variety of useful data available, and only some is on their Web site at http://www.irs.ustreas.gov/prod/tax_stats/index.html. More SOI data is available for a fee on their electronic bulletin board and on magnetic tape. For information on available products, contact SOI at (202) 874-0410 or send e-mail to soi@irs.gov.
- The Department of Transportation compiles vehicle crash information (they no longer use the term "accident") on their Fatality Analysis Reporting System at http://www-fars.nhtsa.dot.gov
- HUD's Community 2020 software was demonstrated. It is available on CD, and has a lot of community planning data for areas served by HUD programs. See information about it at http://www.hud.gov/cpd/c2020sft.html
- The Urban Institute is involved in a project to investigate the implications of the New Federalism, where many policies are shifting from the federal to the state level. A great deal of data about states has been assembled, and is available without charge through http://newfederalism.urban.org/nfdh/index.htm

The Association of Public Data Users (APDU) was founded in 1976 to serve the users, producers and disseminators of government statistical data by assisting users in the identification and application of public data; establishing communication linkages between data producers and users; and bringing the perspectives and concerns of public data users to bear on issues of government information and statistical policy. APDU consists of representatives from academic, governmental, commercial and private sectors, and GODORT has been a member for several years. While the annual conference is the main (and very substantial) value of APDU membership, the APDU Newsletter is also an excellent source of current statistical information. At this time there is little of substance, outside of conference information, on the APDU Web, but that might change, so check it out at http://www.apdu.org. 


Susan E. Tulis

Third Quarterly Meeting, September 18, 1998

The third quarterly meeting of 1998 was held September 18, 1998, Edward Spar, COPFS Executive Director, briefed the Council on the status of the budget for the federal statistical agencies. He said that no appropriations bills had passed the Congress as of this date and that the federal agencies would operate under a continuing resolution through October 9. Funding levels for the American Community Survey is in doubt at this time, but continued operation of the survey is likely.

Regarding international statistics, Spar said that the Internet posed serious copyright issues for many statistical agencies around the world because many agencies rely on sales of their statistical products as a primary source of revenue. It may cost more for an agency to monitor and protect its copyright of data products than for it to simply distribute the data free of charge.

Office of Management and Budget (OMB) Clearance Process

Nancy Kirkendall, Office of Management and Budget, explained the forms clearance process mandated by the Paperwork Reduction Act of 1995 (PRA). Under PRA, the Office of Information and Regulatory Affairs (OIRA) reviews agency requests to collect information to ensure that these activities minimize burden, have practical utility, reduce duplication, and reduce the paperwork burden on the public. PRA calls for an annual 5% reduction in burden and produces an annual report entitled “The Information Collection Budget”.

Kirkendall reported that 80% of the information budget is
by the Department of the Treasury for tax collection purposes. The remaining 20% of the burden budget is for regulatory and compliance reporting (14%) and applications for benefits (5%). Program and management evaluation, general-purpose statistics, and research account for the balance of 1%.

The forms clearance process requires agencies to submit forms and questionnaires for review and approval from OMB, and once approved, to inform the respondent of the reasons for collecting the information, planned uses, average burden on the respondent, the nature and extent of confidentiality, if any, and the OMB number. Kirkendall noted that the purpose of the PRA is to protect the public, and law does not require that response to a federal questionnaire form unless the form displays an OMB number.

**STATUSUSA, US Department of Commerce**

Forrest Williams, US Department of Commerce, reported on a for-profit project for the dissemination of economic and business statistics. STATUSUSA began in fiscal year 1995 to distribute economic and business information and statistics in a timely manner and in an easily accessible format. Presently, the agency distributes information from over 40 federal agencies. Although the information is free and publicly available by contacting each of the contributing agencies, STATUSUSA assembles and distributes this information for a fee. Presently, the agency operates at a profit. It uses alternative formats to distribute economic and business statistics to nearly 80,000 customers worldwide, including the Internet, CDROM, and fax. STATUSUSA may be reached at 202/482/1986.

**Congressional Update**

Michelle Ash, US House of Representatives; Tom Hofeller, US House of Representatives; Terri Ann Lowenthal, Independent Consultant; and Kristine Simmons, US Senate briefed COPAFS members on the status of the use of sampling in Census 2000 and responses to the continuing law suit challenging the use of sampling for adjusting population counts. It was reported that the US Supreme Court will hear the appeal to a lower court decision preventing the use of sampling for adjustment in November and will deliver an opinion in March 1999. In the interim the Census Bureau is operating in a “dual mode” fashion, planning for either the use of sampling or the elimination of sampling in Census 2000.

In the question and answer period following the briefing a number of COPAFS representatives expressed concern over Congressional opposition to the use of sampling for adjustment of the undercount. Several COPAFS representatives felt that Congress should work to ensure the most accurate count possible by using the latest sampling techniques available. Alternative census methodologies, such as increased use of administrative records, had been evaluated and discarded during the 1980’s, and sampling has been endorsed by the National Academy of Sciences and other leading scientists as the best alternative to a strict enumeration.

**Automated Data Collection**

Pat Doyle, Bureau of the Census, reported on 12 case studies done by the Demographic Surveys Division during the 1980’s and 1990’s where a computer had been used to assist interviewing. These surveys included Computer Aided Telephone Interviewing (CATI) and Computer Aided Personal Interviewing (CAPI), or a combination of the two methodologies. Doyle reported several important findings from the evaluation of this survey methodology. The methodology improved the quality of surveys by creating a more precise set of questions, improving the definition of the targeted universe, and providing faster problem resolution with the data. The methodology created several new challenges, including reduced flexibility in questionnaire construction, increased need for documentation, more complexity in interpretation and analysis, and less effective pretesting.

Some of the impact on operations included improved data collection, expanded training needs, and more requirements for better testing and control tools. The impact of CATI and CAPI on the cost of surveys was mixed. Fixed costs increased, but variable costs decreased. The overall impact on total costs depended on the frequency of data collection and the sample size. The most favorable cost reductions occurred in surveys that were repeated and had a large sample size.

Doyle reported that the Bureau in response to this evaluation has now increased staff training and testing of the instruments. It is adapting a documentation system developed by Statistics Canada, and is developing more standards for questionnaire design. Presently, it is looking for improved survey instrument development tools.

**Fourth Quarterly Meeting, December 11, 1998**

The fourth quarterly meeting for 1998 was held December 11, 1998. Ed Spar, COPAFS Executive Director, spoke of recent activities of Congress and informed COPAFS that the House Oversight Committee under Rep. Bill Thomas was planning to take over the Census Subcommittee on Government Reform and Oversight. This move would increase the Republican majority. Spar reported that Justice Scalia said at the Supreme Court hearing that the two branches lacked the will to resolve their differences and that they should just “duke it out.” He predicted that a continuing resolution could be expected on June 15 for Commerce, Justice and State but that the census might not be funded. On statistical consolidation, Spar reported that the bill was pulled from the last Congress due to disagreements on fast tract provisions. He noted that the AFL-CIO has written a letter to Congress opposing the legislation. The bill will resurface next year. Spar reported that the EPA was reorganizing its statistical functions.
Updating the Standard Occupational Classification (SOC) System

Dan Weinberg, Bureau of the Census, presented a report on the recent revision of the Standard Occupational Classification (SOC). This was the first major revision of the SOC since 1980. The Economic Classification Policy Committee (ECPC) began its work on the new classification system in 1992. Among the decisions the group made in undertaking this work were to adopt a skills-based system. This system would take the practical approach of “work performed;” there would be 23 major occupational groups; and broad occupations would be created to facilitate data collection. Noteworthy features of the new system are that: 1) OMB has mandated Federal agency compliance, 2) there is a direct link to ONET (which replaces the Dictionary of Occupational Titles), 3) it permits historical comparisons, 4) it integrates military occupations, 5) it provides increased detail for technical occupations, and 6) it provides less detail for clerical occupations. The new system has 23 major groups, 98 minor groups, 450 broad occupations and 810 detailed occupations. The ECPC will issue a two-volume manual with the new system and will also make it available on the Internet.

In response to questions, Dan noted that the standing committee will decide how often to update the system but that perhaps ten years would be a good time frame. He noted that the system provides a detailed crosswalk to other systems and an autocoder. There are also plans to tabulate 300,000 cases from the 1990 Census under both the old and new systems to measure the effects.

Revising Metropolitan Area Standards

Jim Fitzsimmons, Bureau of the Census, presented an update on the ongoing revisions to the metropolitan area standards. The Metropolitan Area Standards Review Project is an interagency effort that began in 1995. Metropolitan area standards have been around for over 50 years with the last major revision coming in 1993. The concept has not changed since its inception: large population nucleus together with adjacent communities with a high degree of social and economic interaction. The Metropolitan Area Standards Review Committee, which Fitzsimmons chairs, has undertaken four studies and issued four reports. The committee’s current proposal will be published in the Federal Register in late December 1998 for public comment. The notice will be a focus for a COPAFS sponsored conference January 21 and 22, 1999.

Some major issues the group addressed include:

1. whether this should be the Federal government’s responsibility;
2. the criteria to be used to aggregate;
3. the building blocks to be used to define hierarchy;
4. recognition within the metropolitan area;
5. whether to use statistical rules only or also use local opinion;
6. the frequency of updating; and
7. territorial coverage - A decision was made to continue to use census as the building block outside New England and subcounties in New England.

The Federal Register Notice, will propose defining settlement types within metro areas, multiple sets of areas, and increasing territorial coverage. It will explain terminology and establish thresholds consisting of three levels - core of 10,000 to 50,000 (metropolitan), core of 50,000 to 100,000 (metropolitan), and core of 100,000+ (metropolitan). Four approaches will be presented: 1) Commuting-based Census Tract approach (similar to current approach); 2) Directional Commuting Census Tract Level approach; 3) Commuting-based County Level approach; and 4) Comparative Densities, County Level approach.

In response to questions, Fitzsimmons noted that the group had considered using zip code as building blocks but discarded the idea since zip codes are not geographically linear and change independently. Other issues involved urban vs. nonurban designations, and suburbs vs. exurbs. Fitzsimmons noted that the approach must account for all territories of the county. Finally, he noted that the group had looked at applications and quality issues in making its recommendations. The Federal Register Notice will have maps showing examples and effects.

Overview of the Medical Expenditures Panel Survey

Steve Cohen, Agency for Health Care Policy and Research, reported on the development of the Medical Expenditure Panel Survey (MEPS). The MEPS consists of a household component, medical provider component, insurance provider component, and a nursing home component. It provides a link to the National Health Interview Survey, has a two-year panel design, provides continuous data collection, and allows smaller annual samples than previous surveys. The MEPS provides estimates of annual health care costs as well as distributional estimates. It supports both person and family level analysis. It also tracks changes in insurance coverage and employment. The household component consisted of 10,600 households in 196 PSUs. The response over three years was 77 percent. This survey introduces periodic modules such as access to care. The Medical Providers Survey is directly linked to the household survey and helps to compensate for household nonresponse - it provides an imputation source. Cohen provided descriptions of the other components and discussed the data release goals. A public use microdata file is planned within one year. These microdata and summary reports are available at http://www.hcpr.gov A CDROM is available free of charge by calling 1-800-358-9295.

Census 2000 Issues and Updates

John Thompson, Bureau of the Census, gave an update on Census 2000 activities and issues. The fiscal year 1999 budget for Census 2000 requires that the Census Bureau plan for two censuses (a sampled census as well as a traditional head count). Congress allocated an additional $178 million for planning for a
traditional census. Thompson reported that the Bureau has decided to increase the size of the questionnaire from a 5 person to a 6 person form to allow its use in either design. The Bureau is currently preparing a report for Congress on how it would conduct a traditional census in 2000. The report is to be completed in early December. The decision on which census design will be used was to be made by March 1 but the compromise pushed the date to June 15 when the Supreme Court is expected to rule on the legal issues.

Thompson concluded by discussing ongoing address list development activities. He noted that 1999 is a big year for putting together the address list and that the Local Update of Census Addresses (LUCA) was going better than expected.

International Documents Roundup
Chuck Eckman, Stanford University

New Listserv

“International Official Publications” is a weekly electronic newsletter established by a commercial source, databeuro. According to the announcement, it provides “Up-to-the-minute details of new publications and information from the world’s leading international organisations: Organisation for Economic Co-operation and Development; European Union; World Trade Organisation; United Nations; International Monetary Fund; World Bank; Council of Europe. To subscribe send an E-mail with “Subscribe” in the Subject to: subscribe@databeuro.com.

Trade Data

The United Nations Statistics Division, jointly with the International Trade Centre, has released commodity trade statistics on a CD-ROM with data for the five-year time-series, 1992-1996. This series is taken from the Commodity Trade Statistics Data Base (COMTRADE) of the United Nations Statistics Division. The CD-ROM covers 1992 to 1996, imports, exports and re-exports, according to the SITC Rev. 3 commodity classification at the 4- and 5-digit levels, 57 reporting countries and territories, and all partner trading countries and territories.

The cost is US$900 for purchasers in developed countries and US$450 for purchasers in developing countries and economies in transition. For further information, please contact Mr. Joseph Habr. Tel: 212-963-6170; Fax: 212-963-9851; E-mail: tradestat@un.org; Mail: United Nations Statistics Division, Room DC2-1480, United Nations Plaza, New York, NY 10017.

Statistics Canada has produced a CD-ROM product based on United Nations trade data. The “World Trade Analyzer” CD-ROM contains 17 years of annual data at the SITC (rev.2) 4-digit level, including over 800 commodities and 180 trading partners. The UN source data is adjusted to be consistent with the Canadian version of the SITC (rev.2). The product uses Oracle-based software and provides a wide variety of options for data retrieval and analysis. For more information contact Statistics Canada at 1-800-294-5583 or 613-951-9647. E-mail trade@statcan.ca.

International Monetary Fund

The “IMF Staff Country Reports” is a series of reports with detailed economic and financial data prepared by IMF staff on individual countries. Since 1995 reports have been prepared on over 160 countries. The series includes several subseries titled “Selected Issues”, “Selected Economic Issues”, “Recent Economic Developments” and Statistical Annex”. Individual reports are $15.00 and standing orders are available. Since 1998 all reports are published on the IMF Web site (http://www.imf.org) in page-image format.

OECD

The OECD Washington Office publishes a monthly electronic newsletter reporting significant publications, events, documents, Web postings and other information. To be placed on the mailing list contact Matt Brosius, Deputy Head, OECD Washington Center; matt.brosius@oecd.org (e-mail) or 202-822-3870 (tel).

UNESCO

UNESCO now offers a standing order microfiche service for its Secretariat document series. These are documents identified in the “UNESCO List of Documents and Publications” as category “s” microfiche. The cost of an annual subscription US $1250. For further information including prices for back years of the set contact Doris McCalla-Giuge, UNESCO Microfiche Service, dgiuge@unesco.org (e-mail).

All UNESCO documents published since 1995 in the following series are available full-text in at least one language on the UNESCO Web site (http://www.unesco.org): General Conference documents (“c” series microfiche); Executive Board
documents ("ex" series microfiche); Main & Working Series documents, including speeches of the Director General and the journal “UNESCO Sources” ("s" series microfiche); Field Mission Reports documents ("fi" series microfiche); and Institute and Regional Office reports ("r" series microfiche).

United Nations

The first issue of the new “United Nations Documents Index” covering January-March 1998 has just been published by the UN Dag Hammarskjold Library. The index bears the symbol number ST/LIB/SER.N/1 and is issued in 2 parts. Part one includes a listing of documents and publications in symbol number order (suitable for depository claiming purposes), as well as an author and title index. Part two is a subject index. This publication continues the “UNDOC” index issued between 1979-1997 (ST/LIB/SER.M). And it resurrects the name of the original “United Nations Documents Index” issued between 1950-1973 (ST/LIB/SER.E).

The MBS On-line (Monthly Bulletin of Statistics) service is now offering site-wide access based on IP-address restrictions. The rate for academic and non-profit organizations is $795 per annum.

Internet Waves
Maggie Farrell, Montana State University

“Z - What Is It Good For?”

At the recent ALA Midwinter Conference exhibits, one could not escape noticing how many vendors touted their products as “Z39.50 complaint”. This calls to mind buying a car or a personal computer - do we know what all those standards mean - and are salespeople promoting a gadget which will make a difference in our lives? What exactly is Z39.50 and is it really necessary to be complaint? Z39.50 is an ANSI (American National Standards Institute) and NISO (National Information Standards Organization) standard originally adopted in 1988 and updated several times since with the most recent version 3 approved in 1995. Z39.50 is an information retrieval protocol developed primarily for library systems, but it has developed into broader applications. “It is a set of formats and procedures that allows computers to exchange the information needed to access and retrieve information in a network environment.” Z39.50 works well in a client/server environment and utilizes TCP/IP. It has broadcast search abilities which enables it to search a variety of databases with a single search request. Originally developed for library databases, Z39.50 retrieves records in MARC format which can be viewed or pulled into a local system. This is ideal for copy cataloging as catalogers can search the Library of Congress online catalog, locate the necessary MARC record, and directly import that record into the local system while retaining the MARC format. The development and acceptance of the World Wide Web may imply that Z39.50 standard is no longer necessary since HTTP is so easy to use. However, the Web imports data in HTTP format which limits data transfer. Library online catalogs are not indexed by Web browsers and must be searched individually. Z39.50 enables broadcast searching so that multiple online catalogs can be searched or enables detailed searching such as specific MARC tags. Both of these capabilities are not possible at this time with the HTTP protocol. However, Z39.50 should not be viewed in competition with HTTP. Z39.50, combined with a Web interface, provides a simple yet powerful tool in searching library specific data via the Web.

The initial application for Z39.50 was for retrieval of library information so it is primarily seen in OPAC and cataloging functions. Z39.50 is excellent for OPAC interfaces since the standard supports diversity of systems. Local systems retain their unique interface and patrons are unaware that the system is searching another system which looks completely different than their local system. Imagine surfing the Web and finding each Web site arranged in the same manner. While the content differed, each page was arranged as you would find your local Web page. Sounds simplistic but Z39.50 is an attempt to simplify the search process. As the Z39.50 has developed, other applications have begun to be apparent. Z39.50 is used for broadcast searching such as FirstSearch by OCLC and can be used in non-MARC applications such as reference and article databases. Commercial applications are also being developed.

A single-user license in these categories is $295. For further information contact Isolda S. Oca, Chief, Order Fulfillment/ Customer Service, UN Publications. Rm DC20854, N.Y., N.Y. 10017. oca@un.org (e-mail); 212-963-8305 (tel).

World Trade Organization

The World Trade Organization has discontinued its subscription microfiche service for “derestricted” documents. As of January 1996 all derestricted documents are available on the WTO Web site (www.wto.org) through a service called the “Document Dissemination Facility” (DDF). Documents created prior to June 1998 are in Wordperfect 5.2 format, documents issued later are in Word 97 format. All WTO documents are initially issued as “restricted” documents and available only within the organization to staff and delegations. All documents are reviewed during a biennial declassification process. As documents are “derestricted” they are made available via the DDF.

A number of cd-rom products are envisioned to replace the microfiche distribution service. Enquiries should be directed to Fermin Alcoba Enciso, Director, Translation and Documentation Division, World Trade Organization, Centre William Rappard, Rue de Lausanne 154, Case postale, CH - 1211 Geneve 21.
It is important to understand that there are different “flavors” of Z39.50 since the standard is evolving. Z39.50 version 2 works with version 3 but not as well as version 3 with version 5. And software developers may alter Z39.50 to suit their local software needs. So why bother if not all Z39.50 is the same? The process of developing standards is similar to ALA work - it is developed and completed by committees so the standard represents compromises and consensus which is not necessarily the best solution to a problem. The weak process of developing standards may give Z39.50 its strength in this case. "Z39.50 was deliberately designed to allow plenty of options and not to interfere with internal workings of local systems." Z39.50 requires additional development. It lacks a document delivery interface and vendors may offer additional software which manages interlibrary loan requests. Z39.50 is now overseen by the Library of Congress which is the official maintenance agency.

Z39.50 sounds like the ideal solution to search multiple online databases but it does have its limitations. Since the Z protocol uses the local search interface, results will vary depending upon the remote software interface. If the local interface searches “personal author” and the remote interface searches “author” including personal and corporate, then the results may be a little strange to the searcher. In searching multiple databases, there is no relevancy ranking and the software does not eliminate duplicate records among the databases. Z39.50 is only a search and retrieval protocol which prevents the possibility of updating or correcting the remote database. Unlike Telnet, you can only view the database but do not have access to the data. Z39.50 is used primarily in the United States and Canada and is not applicable worldwide. Even with its broad usage in North America, it is difficult to locate other Z39.50 databases and you must configure the local system to work with the remote database. Once it is configured correctly, the connection enables quick and easy access to remote databases but it is more complicated than entering a simple URL. Despite the drawbacks of Z39.50, the standard is worth pursuing and developing further to promote open access to databases.

With the advancement of the Z protocol, what about GILS (Government Information Locator Service)? When GILS was adopted by the federal government (FIPS 192), it incorporated the Z39.50, 1992 standard. The Z protocol was seen as method to facilitate searching GILS information. There is disagreement about the viability of GILS with the development of the Web. Mr. Temin argues that GILS is not bad but ...the Web is ubiquitous, and inexpensive ... Web browsing and searching sprout almost daily." There is the opinion that GILS is no longer critical since search engines explore the Web on a regular basis and Web access is universal. One of the strengths of Z39.50 is that it can search a variety of database formats. It can search MARC and any number of formatted data. Regardless of the future of GILS, Z39.50 will be able to search GILS, MARC, SGML, or other formatted databases. The Z protocol is not a replacement for GILS but rather a complimentary search standard.

Z39.50 is not the perfect solution which will resolve database searching. It is a practical application which can assist searching library databases. It is important to remember whatever solutions are developed today, they may or may not have any relevancy in future applications. Our current changing and evolving technology environment does not permit us the luxury of analyzing a number of possible solutions to determine which will have lasting value. Therefore, we must develop and apply standards which are flexible to meet the demands of today and hopefully the potential to evolve to meet the demands of tomorrow. The Z protocol appears to be just that standard.

For more information on Z39.50, check out the following:


Endnotes
Ibid., p. 508.

Washington Report
Mary Alice Baish, AALL Associate Washington Affairs Representative

S. 2288, the Wendell H. Ford Government Publications Reform Act of 1998

Members of the Inter-Association Working Group on Government Information Policy (IAWG) discussed legislative plans for the 106th Congress with members of the GODORT Legislation Committee and the Government Information Subcommittee during ALA’s recent Midwinter Meeting in Philadelphia. Washington-based IAWG members have met with some of the groups who openly opposed this important legislation last fall. The broad scope of S. 2288 in rewriting the print procurement laws, added as a package to the library community’s strong provisions strengthening the depositors library program, brought opposition out of the woodwork in the waning weeks of the 105th Congress, thereby doom the bill. Our sense now is that we need to proceed on a smaller scale and gain fuller support from all constituencies for our dissemination provisions that were included as Title IV. With the presidential election only two years away and the centralization and union
issues being so contentious, it is highly unlikely that the Administration would support any movement toward a total revision of Title 44.

While we regroup, we have to take into consideration some significant leadership changes in Congress. On the Senate side, although Sen. John Warner (R-VA) has resigned as chairman of the Senate Committee on Rules and Administration to become the new chairman of the Armed Services Committee, he will remain on Rules under the leadership of the new chairman, Sen. Mitch McConnell (R-KY). However, our other stalwart champions, Ranking Minority Member Sen. Wendell Ford (D-KY) has retired, and Sen. Christopher Dodd (D-CT) has assumed that position. The good news is that Kennie Gill will stay on as minority staff director and general counsel for Dodd. Kennie Gill worked tirelessly on developing S. 2288, consulting regularly with the IA WG to achieve Sen. Ford’s goals of strengthening the FDLP; putting a strong enforcement mechanism into Title 44; and providing for the permanent public access of electronic government publications.

In other news, since the FY 1999 Legislative Branch Appropriations Act had defunded the Joint Committee on Printing (JCP) as of December 31, 1998, staff vacated their office space on the 8th floor of the Hart Senate Office Building in mid-December. Linda Kemp, JCP Staff Director during the 104th, has resumed those responsibilities on behalf of returning JCP Chairman Bill Thomas (R-CA). Kemp, who now works out of the newly-renamed House Administration Committee that is also chaired by Rep. Thomas, is expected to retire in April.

$1.9 Million FY 2000 Appropriations Increase Requested for FDLP

We regret the departure, after just two years, of Chairman James Walsh (R-NY) from the House Appropriations Subcommittee on Legislative. Walsh has a solid knowledge of technology and has been a good advocate for the depository library program. Rep. Charles Taylor (R-NC-11) is the newly-appointed chairman. Fellow North Carolinian Ridley R. Kessler, Jr. testified before the Subcommittee on behalf of five national library associations on February 10, 1999 to urge full support for GPO’s FY 2000 budget request of $31,245,000 for the Superintendent of Documents Salaries and Expenses appropriations. Longtime active GODORT member, former Depository Library Council chair and the Regional Documents Librarian at the University of North Carolina at Chapel Hill since 1973, Kessler’s testimony ([http://www.lib.gmu.edu/aallwash/tm021099.html](http://www.lib.gmu.edu/aallwash/tm021099.html)) focused on three key points:

First, that GPO’s proposed budget increase of $1.98 million is essential to support the FDLP Electronic Collection, including the development of GPO Access. GPO is to be commended for the significant progress it has made during the past year in developing the FDLP Electronic Collection that consists of over 140,000 electronic titles. Approximately 38,000 of these titles are available on GPO Access. In addition, GPO’s electronic locator services, uniquely important in helping citizens locate the electronic government information they need, link to an additional 48,000 titles that exist at agency Web sites.

Kessler’s testimony noted that dramatic increase of monthly usage statistics over the past two years. In October 1995, 837,494 documents were downloaded from GPO Access, in October 1996, 2,880,998 documents were downloaded, in October 1997, 8,195,747 documents were downloaded, and in October 1998, over 12.5 million documents were downloaded. Usage of the Code of Federal Regulations, the most popular database on GPO Access, doubled from more than 5 million documents downloaded months during 1997 to more than 6 million months during 1998.

Second, that the success of GPO Access cannot be measured without acknowledging the substantial services and investments by depository libraries to maintain tangible collections and to facilitate public access to the growing array of electronic Federal government information. Kessler noted that the FDLP collection at UNC Chapel Hill is housed in a 19,000 square foot area of the library where users have access to print FDLP materials dating back to 1884. The collection includes almost 2 million print documents and over 1.4 million microfiche housed in 69 microfiche cabinets. In FY 1997-98, the library received approximately 12,500 print titles, 1,000 CD-ROM and 38,500 microfiche. In addition, there are six computers dedicated to providing public access to electronic government information.

And third, that users are frustrated when the government information they need is fugitive, or when electronic publications disappear from agency Web sites. These actions are counter to the principles of public access. They have fiscal implications as well in that they increase the costs to government and to libraries in administering and providing access to government information. And to the public in locating and using government information. Librarians are committed to ensuring that valuable electronic government information is available to the public today and that it will be preserved for future generations.

In conclusion, Kessler stated that the Federal government must invest in systems and services that provide the public with government publications in all formats, and must ensure that valuable electronic government information created today will be preserved for future generations. The S & E increase of $1.98 million will assist GPO in meeting this responsibility for the FDLP Electronic Collection.

JFK Assassination Records Review Board Honored with 1999 James Madison Award

Daniel O’Mahony, chair of the Coalition on Government Information, recently announced that the board members and congressional sponsors of the President John F. Kennedy Assassination Records Review Board have been named recipients of the 1999 James Madison Award. They will be honored on March 16, 1999, Freedom of Information Day, at a special celebration of the tenth anniversary of the Madison Award. The
Board, consisting of five members, was established by Congress in 1992 (P.L. 102-326) as an independent agency to facilitate the release of documents relating to the assassination of President John F. Kennedy. In 1997, Congress reauthorized the Review Board for an additional year to enable it to complete its work (P.L. 105-25). The Review Board submitted its final report to Congress (http://www.fas.org/sgp/advisory/arrb98/index.html) on September 30, 1998.

The work of the Review Board has resulted in the collection of over four million pages of records related to the Kennedy assassination that now are available to the public. Also being honored at the special ceremony to be held this year at the Freedom Forum are the congressional sponsors of the authorizing legislation, retiring Senator John Glenn (R-OH) and House Representatives Dan Burton (R-IN), Henry Waxman (D-CA), and Louis Stokes (D-OH).

In addition to the Madison Awards, the Coalition also will present a special recognition to Anne A. Heanue who retired in December, in recognition of her strong commitment to the FDLP and public access to government information throughout her career at the ALA Washington Office. Congratulations, Anne!

**New and Notable Reports**

On October 1, 1998 GPO released a new report containing guidelines on Managing the FDLP Electronic Collection: A Policy and Planning Document that serves as the agency’s blueprint for action (http://www.access.gpo.gov/su_docs/dpos/ecplan.html). The guidelines are based on the need to work closely with federal agencies, depository libraries, and other partners to increase the amount of electronic resources available through the FDLP, and to ensure that they remain permanently available. According to the report, Government information products that fall into the scope of the FDLP Electronic Collection include:

1. Core legislative and regulatory GPO Access products which will reside permanently on GPO servers.
2. Other remotely accessible products managed by either GPO or by other institutions with which GPO has established formal agreements.
3. Remotely accessible electronic Government information products that GPO identifies, describes, and links to but which remain under the control of the originating agencies.
4. And, tangible electronic Government information products distributed to Federal depository libraries.

In November, the National Archives and Records Administration endorsed a new standard for use by Federal agencies to effectively manage growing quantities of e-mail, word-processing documents, and other electronic records: the Department of Defense Standard 5215.2. NARA’s announcement noted that this is not an exclusive standard, but just one possible approach to managing electronic records in accordance with the Federal Records Act and implementing records management regulations (http://www.nara.gov/nara/pressrelease/nr9926.html). NARA’s review of the DoD standard found that it does not solve all electronic record keeping problems, but that it does establish baseline requirement for automated record keeping.

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12 DttP
GODORT Nominating Committee

Linda B. Johnson, Chair Nominating Committee

The GODORT Nominating Committee is pleased to present the 1999 candidates for elected offices. ALA 1999 ballots will be mailed to all member in the Spring 1999 and must be returned to ALA Headquarters by April 29, 1999 to be included in the tabulation of votes.

This election cycle includes a new position, GODORT Councilor, on the ballot. The GODORT Councilor will represent the round table’s interest on ALA Council and will be a member of the GODORT Steering and Legislation Committees.

Assistant Chair/Chair Elect
William E. Sudduth
Ann E. Miller

Secretary
Rhonda J. Marker

Treasurer
Tim Bryne

Publications Committee Chair/Chair Elect
Barbara J. Ceizler Silver
Debora Cheney

GODORT Councilor [GODORT’s representative to ALA Council]
Mary Lynn Walshak
Bernadine Abbott Hoduski
Ridley R. Kessler Jr.
Andrea L. Severtson
Maggie Parhamovich Farrell

Federal Documents Task Force Assistant Coordinator/Coordinator Elect
Cass Hartnett
Jill A. Moreartey

Federal Documents Task Force Secretary
Judy L. Solberg
Larry Schankman

International Documents Task Force Assistant Coordinator/Coordinator Elect
Barbara J. Mann
David N. Griffiths

International Documents Task Force Secretary
Jeanne Fong
Sam Dunlap

State and Local Documents Task Force Assistant Coordinator/Coordinator Elect
Dena M. Hutto
Kevin Reynolds

State and Local Documents Task Force Secretary
Nan Myers
Bill Sleeman

Awards Committee (three to be elected)
Rosemary Allen Little
Carol Ann Borchert
Dan Barkley
Linda A. Kopecky

Bylaws Committee (two to be elected)
James A. Galbraith
Cheryl Schrivar McCoy
Sandra K. Peterson
Karen L. Nordgren

Nominating Committee (two to be elected)
Arlene A. Weible
John A. Shuler
Rosemary L. Meszaros

These nominations have been made in accordance with the Round Table’s Bylaws. Submitted by GODORT Nominating Committee: Gayle R. Christian, Cynthia Etkin, Michele T. McKnelly, Larry Romans, Linda B. Johnson, Chair. ☄
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A Survey of Hardcopy Holdings of the U.S. Congressional Serial Set: Issues of Preservation and Completeness

August A. Imholtz, Jr., William Sleeman, and William O. Wears

The Rare and Endangered Government Publications Committee (REGPC) of the Government Documents Roundtable (GODORT) of the American Library Association was established in 1989 and charged to "identify rare and endangered government publications; evaluate materials for preservation and conservation; and plan programs or workshops on preservation of these materials." Pursuant to its GODORT charge, REGPC in 1996 decided to conduct a survey of the completeness of hard copy collections of U.S. Congressional Serial Set holdings and their condition in American libraries. A subcommittee under the direction of REGPC member Bill Sleeman together with August A. Imholtz, Jr. and William O. Wears, both of Congressional Information Service, Inc. (CIS), designed a survey to assess Serial Set completeness and condition in American libraries. The survey was distributed in May of 1997 to 1366 depository libraries by the U.S. Government Printing Office. This article presents some Serial Set background information, a brief review of recent Serial Set literature, an account of the survey design and purpose, the text of the survey, detailed statistical analysis of the survey responses, and some conclusions and recommendations. Appendices provide further data on Part II of the survey and an annotated list of unused Serial Set serial numbers.

Serial Set Background, Surveys, and Literature

The name "Serial Set" refers to the ongoing serially numbered, hence its rather unimaginative but descriptive title, compilation of the publications of the United States House of Representatives and the United States Senate bound into consecutively numbered volumes. The Serial Set began with the House and Senate publications of the 15th Congress (1817-1819) and continues to this date. Despite its longtime unofficial designation as the "Serial Set," the name was not officially confirmed until the 97th Congress. The set's serial numbering scheme was devised by Dr. John G. Ames, chief of the Division of Documents in the Department of the Interior, and his numbering system was first published in 1895 in the second edition of his Checklist of Congressional documents. Publications of the first fourteen Congresses were only retrospectively assembled into 38 folio volumes divided into ten document classes covering the period 1789 through 1823-38, depending on the document class, and were published from 1832-1861 under the title American State Papers. Although the American State Papers volumes were later assigned Serial Numbers 001-038, they technically are not part of the Serial Set and so were excluded from our survey.

The Serial Set numbering scheme, beginning with No. 1 (Senate Journal of the 15th Congress, 1st Session), today runs up to 14387 (House Reports 883-887) through the second session of the 104th Congress. Since many of the numbers were issued in parts and thus constitute more than one physical volume, the actual number of volumes in the Serial Set is considerably larger than the most recent number in the series would indicate. At the Senate Libr ary, for example, their Serial Set to date occupies approximately 2,340 linear shelf feet. From 1817-1969, a period for which CIS statistics are readily available, there are approximately 240,052 reports, 87,560 documents, and 306 regular session journals plus a small number of special session journals.

Publications in the Serial Set are divided into Reports, Documents, and Journals with the Document class of publications being further subdivided into Executive and Miscellaneous Documents for the period 1847-1895. A House Resolution of Dec. 8, 1813, ordered the uniform printing of "all messages and communications from the President of the United States, all letters from the several departments of the Government, all motions and resolutions offered for the consideration of the House, all reports of the committees of the House, and all other papers which [are produced] in the usual course of proceeding or by special order of the House." Similar later resolutions of the House and Senate modified and gradually regularized the incorporation of materials in the Serial Set. During the first half of the 19th century, the Serial Set editorial publication conventions slowly developed and, to a lesser degree, have been evolving ever since.

Reports

Approximately 70% of the reports in the Serial Set are legislative committee reports recommending that a bill or resolution "do or do not pass." The other thirty percent is made up of reports of investigations, on specific subjects required by legislation, on petitions and memorials, on contested election cases, on resolutions, on requests of material from or action by executive departments, and many other miscellaneous matters. In recent decades the proportion of legislative reports in the Reports series has dramatically increased but for purposes of generalization on the whole Reports class of the Serial Set, the figure of 70% is probably not too far from the truth.

Documents

Documents constitute a much broader set of material than reports, including communications from the President and
the Executive Branch, annual reports of executive agencies, petitions and memorials from private citizens and organizations, serial publications of agencies [e.g., the Geological Survey Bulletins, Bureau of Ethnology Bulletins, etc.], investigative reports of all kinds [sometimes including extensive hearings], eulogies, and some reports of nongovernmental organizations whose organic laws require the submission of annual reports to Congress [The American Historical Association, Boy Scouts of America, etc.].

Journals

Journals are the daily diary of the business of the House and Senate for each session of each Congress. After 1953 the journals, though still published, are not included in the Serial Set. The indexes to the journals are especially helpful for legislative history tracking and all the more useful for the 19th century period.

Recent library literature on the Serial Set published through 1992 is well documented in the 1994 article “Security and Preservation of the U.S. Congressional Serial Set” by Mark Thomas, Aimee Piscitelli, and Julia Rholes. In addition to discussing current literature, Thomas et al. comment on Nora Quinnan and David Morrisson’s 1988 surveys of 116 ARL libraries’ conservation and preservation policies for government documents. The results of that survey unfortunately were never published. For their important 1994 article, Thomas, Piscitelli, and Rholes surveyed 237 depository libraries and received responses from 41 regional GPO depositories and 146 other selective GPO depository libraries. Focusing on such issues as Serial Set access restriction, missing and vandalized volumes, theft, and preservation practices, their survey to some degree served as a model for the REGPC survey and the statistical analysis of its responses. The data collected by Thomas et al. led them to recommend that:

- to define more rigorously these endangered groups of materials, a survey that focuses only on the specific volumes or categories that are hypothesized to be at risk needs to be conducted... This would require librarians to have performed more accurate inventories of Serial Set collections, noting irregularities such as missing or damaged volumes until the time that more precise research can be performed. Government documents librarians must seriously consider restricting access to selected portions of the Serial Set.

The present survey, described below, is intended to serve as a first step in providing a broader statistical base for assessing Serial Set hard copy holdings and condition. In 1993 a resource packet, devised jointly by ALA’s Rare Books and Manuscript Section, the Map and Geography Roundtable, and GODORT, identified the security of rare and unique government publications as one of the key areas with which document librarians need to be concerned as they move into the twenty-first century. Since the Thomas et al. 1994 article, a few periodical publications on the Serial Set have appeared; but they do not focus on holdings integrity or preservation concerns. The 16-volume publication CIS US Serial Set Index Part XIV: Index and Carto-Bibliography of Maps, 1789-1969, edited by Donna P. Koepp, directs the attention of researchers and others to the wealth of cartographic information published in the Serial Set, but is only of incidental relevance here in that it pointed out a small number of content discrepancies between various hardcopy sets of the Serial Set.

REGPC Survey

The survey [Appendix A] was designed both to cover Serial Set current access and preservation policies and to develop tools for estimating the completeness of holding in paper copy. Part I of the survey asks questions on shelving, access restrictions, estimate of vandalized volumes—many of which are identical to the questions in the Thomas et al. survey. Questions 1–2 were strictly for identification purposes. We added questions 3–5 on the date when an institution became a depository for the Serial Set, the volume number with which Serial Set holdings begin, and on Serial Set shelf-reading surveys and question 8 on periods in which an institution may have ceased receiving the Serial Set. Responses to those questions made it possible for us to interpret accurately the responses to the second and third parts of the survey since it told us for which sections of those parts the institutions’ responses were valid. Questions 6–7 and 9–11 address access and shelving issues. Question 12 concerns a “general estimate” of amount of vandalized material and question 13 covers the specifics of preservation efforts.

Part II of the survey consists of a checklist of 156 randomly generated Serial Set volume numbers so that there would be two numbers for each Congress of the Serial Set through the 91st Congress. This cutoff point was chosen because it represents the period for which CIS has the most data readily available and, since it comprises 89.5% of the Serial Set to date, it seemed adequate for generalization purposes. Librarians were asked to check any numbers on the list for which the Serial Set volume or volumes were missing from their collection. By a simple ratio of the number of missing numbers from the randomly selected volume the approximate total number of missing volumes could be calculated (e.g., 12/156 = x/13000, x = 1000). This part of the survey, like Part III, was first tested at the United States Senate Library. On the basis of the random number inventory check, it was expected that “x” number of volumes should be missing from the Senate Library’s Serial Set collection. In fact, the actual number missing according to internal Senate Library records is within 2 of the calculated “x.” Since all of the Serial Set volumes are shelved in the same location at the Senate Library, this phase of the survey took only about 30 minutes. A similar test conducted at the Enoch Pratt Free Library in Baltimore took somewhat longer because of less centralized shelving practices. Appendix B identifies the title or for those volumes consisting of more than one title the general contents of each item, the Congress and Session of the volume, the number of libraries reporting the volume missing, and the
number of libraries who reported holding ranges including that number.

Part III of the survey asked for a limited shelf reading to record the total number of Serial Set volume numbers missing within five separate ranges of Serial Set 80 numbers apiece: i.e., Serial Set volume numbers 2650-2730, 3220-3300, 5705-5785, 7300-7380, and 9200-9280. Here the goal was not to identify particular missing volumes, but rather to give the institution an idea of the size of the gaps in holdings that might become apparent through shelf-reading. At the Senate Library this task took about an hour and at the Enoch Pratt Free Library about twice as long.

A fourth unnumbered section of the survey form listed for the benefit of the librarians completing the survey a list of unused Serial Set volume numbers. There are various explanations for these legitimate gaps in the numbering system; but most often, it seems, a number was assigned to a volume, which simply was never printed (see Appendix C for a detailed volume by volume explanation of the “unused” numbers).

Survey Distribution, Response, and Analysis

The survey was distributed by the Government Printing Office through the “lighted bins” procedure at the end of May 1997, and we are most grateful to Ms. Robin Haun-Mohamed of GPO for her assistance in this manner. It was sent to 1366 Federal Depository Libraries from whom we received 299 responses. Since non-depository libraries were omitted from the survey, a few U.S. libraries with sizable holdings of especially 19th century Serial Set materials (like the Newberry Library in Chicago) were not covered.

Table 1 describes respondents and rate of response, both by type of library and by regional or selective GPO depository library status. Library types include: academic 2-year institutions, academic 4-year institutions, academic law libraries, Federal agency libraries, Federal court libraries, public libraries, service academy libraries, State court libraries, State libraries, and special libraries. Although the raw response rate is 22%, or 299 of the 1366 libraries surveyed, the actual number of depositories libraries selecting the hardcopy Serial Set is 419. Of the 299 respondents, 253 indicated that they selected the Serial Set; hence, the meaningful response rate is actually 60%.

Table 2 shows by type of library the number of libraries whose Serial Set collections begin by broad chronological classification. Data tabulated in Table 2 refer to Survey Part I, question 4 on date the library became a Serial Set depository but due to variant answers the table shows broadly the beginning volume in individual Serial Set collections.

In answer to Survey Part I, Question 5 on the number of libraries that have shelf-read their Serial Set holdings (see Table 3), rather surprisingly 149 institutions [or 59% of hardcopy Serial Set holders] answered affirmatively. The survey did not ask when the shelf-reading had occurred. One obvious advantage of the whole Serial Set numbering scheme is that it makes shelf-reading not an easy but certainly a more performable task than shelf-reading other comparably sized collections of material. Question 6 asked whether the whole Serial Set is shelved in one location. Obviously if the annual reports, periodical publications, etc. etc. have been shelved under the agency classification in another section of the library from the place where the uniquely Serial Set materials are shelved, the task of shelf-reading increases considerably.

Table 4, summarizing the responses to Question 7 of Part I shows the location distribution of Serial Set holdings in the following sections of the library: documents department, law/legal department, reference library section, special collections, regular stacks, and other. Most of the respondents (30%) house the Serial Set in the Documents Department of the library with 21% indicating other locations beyond the choices offered. That probably means a combination of locations, thus again somewhat complicating a shelf-reading inventory task.

Question 8 (see Table 5) of Part I asked whether there were periods when the institution stopped receiving the Serial Set and what number ranges may have thereby been involved. Some 28 institutions reported no knowledge of gaps while 30 libraries noted the existence of gaps in their holdings.

Question 9 of Part I inquires about the approximate number of volumes for which access is restricted and question 10 asks where the restricted volumes are housed, i.e. enclosed area of documents department, enclosed area of general stacks, special collections, institution archives, or other areas (see Table 6). Only 36 libraries responded to this question with the majority electing to provide secure access in the special collections.

**Table 1**

<table>
<thead>
<tr>
<th>Depository Type</th>
<th>Academic 2 Year</th>
<th>Academic 4 Year</th>
<th>Academic Law</th>
<th>Federal Agency</th>
<th>Federal Court</th>
<th>Public</th>
<th>Service Academy</th>
<th>State Court</th>
<th>State</th>
<th>Special</th>
<th>Total</th>
<th>% of Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional</td>
<td>-</td>
<td>21</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>9</td>
<td>1</td>
<td>32</td>
<td>11%</td>
</tr>
<tr>
<td>Selective</td>
<td>3</td>
<td>164</td>
<td>29</td>
<td>7</td>
<td>3</td>
<td>41</td>
<td>1</td>
<td>7</td>
<td>8</td>
<td>4</td>
<td>267</td>
<td>99%</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>188</td>
<td>29</td>
<td>7</td>
<td>3</td>
<td>42</td>
<td>1</td>
<td>7</td>
<td>17</td>
<td>5</td>
<td>299</td>
<td>100%</td>
</tr>
<tr>
<td>% of Response</td>
<td>1%</td>
<td>62%</td>
<td>10%</td>
<td>2%</td>
<td>1%</td>
<td>14%</td>
<td>&lt;0%</td>
<td>2%</td>
<td>6%</td>
<td>2%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

*A total of 1,366 questionnaires were sent to all depositories in September of 1997 for a raw response of 22%*
Table 2
Description of Respondents by Depository Selection of the Serial Set and by Beginning Volume of Their Collection (Survey Part I. 4)*

<table>
<thead>
<tr>
<th>Collection Begins with Vol 1</th>
<th>Collection Begins Before 1850</th>
<th>Collection Begins Before 1900</th>
<th>Collection Begins Before 1950</th>
<th>Collection Begins After 1950</th>
<th>All Respondents Holding/Selecting Serial Set Vols</th>
<th>Compared with Selectors of Serial Set Item Numbers (Paper)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution—Library Type</td>
<td>70</td>
<td>45</td>
<td>4</td>
<td>1</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Federal</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Court</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Public</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>State Court</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Special</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

*Response from current selectors of serial set = 60%
**From the Union List, §98

Table 3
Libraries That Have Shelf-Read Their Serial Set Collection (Survey Part I. 5)

<table>
<thead>
<tr>
<th>Institution—Library Type</th>
<th>Academic 2 Year</th>
<th>Academic 4 Year</th>
<th>Academic Law</th>
<th>Federal Agency</th>
<th>Federal Court</th>
<th>Public</th>
<th>Service Academy</th>
<th>State Court</th>
<th>State</th>
<th>Special</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional</td>
<td>-</td>
<td>14</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>5</td>
<td>1</td>
<td>21</td>
</tr>
<tr>
<td>Selective</td>
<td>2</td>
<td>90</td>
<td>15</td>
<td>1</td>
<td>2</td>
<td>11</td>
<td>-</td>
<td>4</td>
<td>2</td>
<td>128</td>
</tr>
<tr>
<td>Total</td>
<td>2</td>
<td>104</td>
<td>15</td>
<td>1</td>
<td>2</td>
<td>12</td>
<td>-</td>
<td>4</td>
<td>7</td>
<td>149</td>
</tr>
</tbody>
</table>

% of Response | 1% | 70% | 10% | 1% | 1% | 3% | 0% | 3% | 5% | 15% |

Respondents That Hold Serial Set (n=253)

Department. Access restriction constitutes a step toward preservation of the materials at least from the threats of vandalism and theft.

The criteria for access restriction, Question 11 of Part I (see Table 7) are various. Of the single reasons, date and subject matter were each 15% of the respondents, whereas 18% listed "other reasons" which in some instances included "condition of volumes," "date" and "condition" [which often are directly related] are easy to determine and apply, but subject matter requires a more labor-intensive analysis of the Serial Set materials. Geographic subjects would be expected to play a role in regional collections, though other classes of documents, including those containing maps and engravings, are also important.

Question 12 dealt with the issue of vandalism to the Serial Set (see table 8). In the 1991 survey the authors found that for the sample group involved the number of volumes reported vandalized was difficult to quantify. We wish that we could report that this survey's more recent findings were dramatically different. Of the 174 Graduate level academic institutions (four-year institutions) that responded 114 of them claimed no vandalized volumes! Of the remaining institutions: 14 libraries estimated their vandalized volumes at 30 volumes or less; ten indicated that 11 to 99 volumes were vandalized; one library thought approximately 5% of their Serial Set volumes had been vandalized while another estimated their vandalism rate at 20%. Of the fifteen state libraries that responded to this question twelve claimed no volumes of the Serial Set had been vandal-
Table 4
Where Serial Set Volumes Are Shelved (Survey Part I, 6 & 7)

<table>
<thead>
<tr>
<th>Shelved in</th>
<th>Academic Year 2</th>
<th>Academic Year 4</th>
<th>Academic Law</th>
<th>2 Year</th>
<th>4 Year</th>
<th>Institution—Library Type</th>
<th>Federal Agencies</th>
<th>Federal Court</th>
<th>Public</th>
<th>Service Academies</th>
<th>State Court</th>
<th>State</th>
<th>Special</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Location</td>
<td>1</td>
<td>104</td>
<td>17</td>
<td>1</td>
<td>2</td>
<td>14</td>
<td>-</td>
<td>2</td>
<td>7</td>
<td>3</td>
<td>151</td>
<td>60%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Majors</th>
<th>Documents Dept.</th>
<th>Law/Legal Lib.</th>
<th>Reference Lib</th>
<th>Special Coll.</th>
<th>Regular Stacks</th>
<th>Other</th>
<th>Total*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelved in</td>
<td>1</td>
<td>52</td>
<td>7</td>
<td>1</td>
<td>-</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| % of Responses with Divided Shelving | 1% | 63% | 8% | 3% | - | 11% | 1% | 3% | 5% | 2% | 100% |

*Includes some responses with multiple locations.

Table 5
Awareness of Periods when Serial Set Was Not Received by Depository (Survey Part I, 8)

<table>
<thead>
<tr>
<th>Unaware of Any Gaps in Receipt</th>
<th>Academic Year 2</th>
<th>Academic Year 4</th>
<th>Academic Law</th>
<th>2 Year</th>
<th>4 Year</th>
<th>Institution—Library Type</th>
<th>Federal Agencies</th>
<th>Federal Court</th>
<th>Public</th>
<th>Service Academies</th>
<th>State Court</th>
<th>State</th>
<th>Special</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>12</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>1</td>
<td>28</td>
<td>11%</td>
<td></td>
</tr>
<tr>
<td>Aware of Gaps Generally**</td>
<td>-</td>
<td>11</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>17</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>Specified Gap(s) by Vol Nos., Dates</td>
<td>-</td>
<td>9</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>13</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Identified Stopped Receiving at Specific Date or Vol. No.</td>
<td>-</td>
<td>6</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>10</td>
<td>4%</td>
<td></td>
</tr>
</tbody>
</table>

*Total responding = 68.
**Especially portions of collection from gifts.

dalism, actually much higher. It would be beneficial to the documents community of a large library, one that might have a nearly complete span of the serial set, could develop a method to survey their set and share with the library community the rate of actual wholesale theft of volumes and the rate of internal vandalism—that is, missing reports, illustrations, and maps.

Of the active preservation steps undertaken, Question 13 of Part I (see Table 9) covers Phase boxes, Mylar jackets, maps and/or plates removal, other means, and no means. Phase boxes were the highest choice of specific preservation means; perhaps reflecting the condition of heavily used volumes, especially some of the nineteenth century ones.

Forty percent of the respondents to these two survey questions representing the largest group involved in some type of preservation or conservation activity listed a variety of individual efforts these included:
Table 6
Number and Location of Serial Set Volumes to which Access Is Restricted (Survey Part I, 9 & 10)

<table>
<thead>
<tr>
<th>Institution—Library Type</th>
<th>Respondents That Hold Serial Set (n=253)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic 2 Year Library</td>
<td>- 29 2 - - 3 2 3 1 3 3 36 14%</td>
</tr>
<tr>
<td>Academic 4 Year Library</td>
<td>- 8 1 - - - - - - - - 9 4%</td>
</tr>
<tr>
<td>Academic Law Library</td>
<td>- 5 - - - - - - 2 1 5 2%</td>
</tr>
<tr>
<td>Federal Agency Library</td>
<td>- 17 - - - - - - 1 1 20 8%</td>
</tr>
<tr>
<td>Federal Court Library</td>
<td>- - - - - - - - - 1 4 2%</td>
</tr>
<tr>
<td>Public Library</td>
<td>- 2 1 - - - - - 1 - - 4 2%</td>
</tr>
<tr>
<td>Service Academy Library</td>
<td></td>
</tr>
<tr>
<td>State Court</td>
<td></td>
</tr>
<tr>
<td>State Library</td>
<td></td>
</tr>
<tr>
<td>Special Library</td>
<td></td>
</tr>
<tr>
<td>Total*</td>
<td></td>
</tr>
</tbody>
</table>

*Total number of serial set volumes housed in an enclosed area of the document department or closed stacks, or in special collections, archives, and other areas = 40 (includes some responses with multiple locations).

Table 7
Criteria for Restriction of Access (Survey Part I, 11)

<table>
<thead>
<tr>
<th>Institution—Library Type</th>
<th>Respondents That Hold Serial Set (n=253)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic 2 Year Library</td>
<td>- 28 3 - - 3 2 3 1 3 39 15%</td>
</tr>
<tr>
<td>Academic 4 Year Library</td>
<td>1 24 2 - - 5 4 3 1 39 15%</td>
</tr>
<tr>
<td>Academic Law Library</td>
<td>- 18 - - 1 - - - 1 1 23 9%</td>
</tr>
<tr>
<td>Federal Agency Library</td>
<td>- 10 2 - - 1 - - 2 - 15 6%</td>
</tr>
<tr>
<td>Federal Court Library</td>
<td>- 26 4 1 - 8 - 2 4 - 45 18%</td>
</tr>
<tr>
<td>Public Library</td>
<td></td>
</tr>
<tr>
<td>Service Academy Library</td>
<td></td>
</tr>
<tr>
<td>State Court</td>
<td></td>
</tr>
<tr>
<td>State Library</td>
<td></td>
</tr>
<tr>
<td>Special Library</td>
<td></td>
</tr>
<tr>
<td>Total*</td>
<td></td>
</tr>
</tbody>
</table>

*Total criteria = 161 (includes some responses with multiple criteria).

- Treating leather bindings and returning material to the shelves
- Sending non-fragile material out for rebinding
- Acquiring replacement pages via inter-library loan and re-copying onto acid free paper then tipping into place.
- Having the Collection professionally dusted and vacuumed.
- Replacing paper copies with fiche.

While the number of institutions that indicated they were removing plates or maps for separate encapsulation was small, only 4%, the awareness of this approach as a means to protect material from both theft and age seems to be growing; as a recent Nov. 9, 1998 posting to GOVDOC-L by Ramona L. Reno from the Nevada State Library and Archives suggests:

The Nevada State Library and Archives is considering a stabilization project for the Nevada maps and the American West maps in our Serial Set. We are considering removing the maps from the bound volumes and encapsulating them for flat storage. We are very interested in hearing the experiences of those of you who have undertaken a similar project.

Based upon the limited number of positive respondents to the preservation
### Table 8
General Estimate of Vandalized Serial Set Volumes (Survey Part I, 12)

<table>
<thead>
<tr>
<th>Institution—Library Type</th>
<th>Respondents That Hold Serial Set (n=253)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>None</strong></td>
<td>144</td>
</tr>
<tr>
<td><strong>Federal Court</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Public Service Academies</strong></td>
<td>25</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Special</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>220</td>
</tr>
<tr>
<td><strong>Percentage</strong></td>
<td>87%</td>
</tr>
</tbody>
</table>

*Total for all estimating that vandalism has been done = 40

### Table 9
Preservation Efforts Undertaken with Serial set Volumes (Survey Part I, 13)

<table>
<thead>
<tr>
<th>Institution—Library Type</th>
<th>Respondents That Hold Serial Set (n=253)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>None</strong></td>
<td>185</td>
</tr>
<tr>
<td><strong>Phase Boxes</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>Mylar Jackets</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Maps/Plates Removed</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Engaged in Preservation Efforts</strong></td>
<td>174</td>
</tr>
<tr>
<td><strong>Percentage</strong></td>
<td>51%</td>
</tr>
</tbody>
</table>

*Multiple responses allowed

### Table 10
Missing from Collection Rates Based on Random Selection of Volumes from the 15th through 91st Congresses (Survey Part I, 13)*

<table>
<thead>
<tr>
<th>Institution—Library Type</th>
<th>Respondents That Hold Serial Set (n=253)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>0</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>10% or less</strong></td>
<td>11</td>
</tr>
<tr>
<td><strong>20% or less</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>30% or less</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>40% or less</strong></td>
<td>17</td>
</tr>
<tr>
<td><strong>50% or less</strong></td>
<td>19</td>
</tr>
<tr>
<td><strong>60% or less</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>70% or less</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>80% or less</strong></td>
<td>36</td>
</tr>
</tbody>
</table>

*Each respondent's missing percentage was calculated based on the number of volumes in the random selection for which the institution was properly a depository, using the response to Question 3 regarding the beginning volume of the collection.

**Total for entire range = 203 (80%).
<table>
<thead>
<tr>
<th># of Volumes Not Found</th>
<th>Academic 2 Year</th>
<th>Academic 4 Year</th>
<th>Academic Law</th>
<th>Federal Agency</th>
<th>Federal Court</th>
<th>Public</th>
<th>Service Law</th>
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*Total for entire range = 130.

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*Total for entire range = 110.

Table 11a
Missing from Collection Rates Based for Selected Volume Ranges (Survey Part III)
Serial Set Volumes 2650–2730

Table 11b
Missing from Collection Rates Based for Selected Volume Ranges (Survey Part III)
Serial Set Volumes 3220–3300

Table 11c
Missing from Collection Rates Based for Selected Volume Ranges (Survey Part III)*
Serial Set Volumes 5705–5785

22 DttP
These tables (11d and 11e) provide a statistical analysis of the missing collection rates based on the survey data. The tables are organized by the number of volumes not found and their respective institutions, showing the percentage of response for each category. The tables include records for different volume ranges and institutions, such as Academic 2 Year, Academic 4 Year, Academic Law, Federal Agencies, and others, indicating the extent of missing volumes in various departments.

*Percentages shown are based on the total number of responses for each category.*

The survey compilers believe that there may be a need to identify how preservation decisions are made within institutions that house government document collections. At the risk of adding one more thing to do if documents librarians are going to protect our collections for future users, we must become involved in our institutions' preservation decision making process.

Part II of the survey constituted a check for the presence of 156 randomly generated Serial Set volumes, two numbers for each Congress from the 15th through the 91st Congresses. Table 10 aggregates the libraries by the percentage of randomly selected volumes missing from their collections.

Appendix B provides the title of each volume that constitutes a single item and a description of the contents for volumes containing multiple items, most often report volumes with numerous reports in a single Serial Set volume. The number of libraries reporting missing volumes is surprisingly high in the early and mid-range Serial Set numbers. With the higher Serial Set numbers (e.g., above 4000), however, the number of Serial Set volumes reported missing may be misleading because many of them represent annual executive department reports. These reports, published in the document series, were either issued to the depository libraries only in the departmental edition or the library cataloged and shelved the item under its departmental classification. Hence it is unlikely in the extreme that 159 libraries would be lacking the 1964 Annual report of the Library of Congress or 135 libraries lacking the 1956 Smithsonian Institution annual report. Since a random number-generating program selected the numbers listed in Part II, what does this tell us about annual reports? First, we think it tells us that the annual reports, as a class of publication, form a high percentage of the Serial Set volumes. In the early years of the Serial Set, the executive agency annual reports tended to be shorter than they became in later years when they regularly occupy a whole Serial Set volume. Secondly, these executive department annual reports were almost invariably issued in the document series. The document series through 1969 numbers about 87,560 titles and although hard figures are difficult to determine, more than 6000, or more than 7%, of those titles are annual reports. The consequence for the validity of this part of the survey is that a number of the vol-
...are not missing from the library even if they are not shelved with the Serial Set and are present only in their departmental edition. It might be noted here that the departmental edition is not always identical with the Serial Set edition. CIS discovered that in some instances the departmental edition contained maps or other material excluded from the Serial Set edition, and this phenomenon persists well into the 1960s at least.

Table 11 aggregates, again by type of library, the responses to Part III of the survey which required shelf-reading for five randomly selected ranges of 80 consecutive Serial Set volume numbers thus totaling 400 out of the 14,000 Serial Set volumes, or 3% of that total. Why no library reported anything missing in the range 57–5785 is somewhat puzzling. These volumes are all House documents of the 61st Congress, 2nd Session and do contain a large number of annual reports and bulletins, such as Hygienic Laboratory and Geological Survey bulletins, which conceivably could have been shelved outside the Serial Set.

Conclusions

The first general point about the survey results that surprised the survey compilers was that so much of the Serial Set does indeed seem to be missing from institutional collections. For CIS personnel, this was particularly surprising because CIS had come to rely so heavily on the Senate Library, the Libraries of Congress, and the holdings of the National Archives and the Supreme Court and all of those institutions taken together have very solid holdings with relatively few gaps. To determine the precise state of Serial Set holdings it would unfortunately be necessary for all institutions to complete a thorough inventory of their collections. That is admittedly a large task but perhaps not as onerous as some might believe. If an institution’s Serial Set holdings have been shelved in one sequence, then it should not take more than six or seven days to complete a full Serial Set the inventory. If some materials, like departmental annual reports, have been removed from the set and shelved under their own classification numbers elsewhere in the library, the task obviously would be more difficult. Nor would it be surprising to us if no single library, with the possible exception of the Library of Congress, in fact holds an absolutely complete U.S. Congressional Serial Set: The results of the survey of GPO depository libraries adequately demonstrate that.

Secondly, the fragility and condition of so many 19th century Serial Set volumes together with the rarity of some volumes make certain subsets of the Serial Set prime candidates for: (1) restricted access; and (2) preservation treatment. Furthermore, while certain 19th century Serial Set items are attractive to both book collectors and researchers, it is important to keep in mind that neither age nor physical condition are the sole reasons for moving documents to restricted areas. As Charles Seavey pointed out in his article on government graphics, attractive images have always been prized by collectors and many publications produced by the Smithsonian Institution or in connection with the reports on the country’s westward expansion are items that should be reviewed carefully and, if possible, removed from open stacks. Even some more recent items are of interest to collectors. Recently, for example, a rare book dealer’s catalog offered in addition to the usual assortment of 18th and 19th century government publications, the seventeen-volume Watergate Hearings (Presidential Campaign Activities of 1972, Senate Resolution 60, Watergate and Related Activities) for $750.00.

Local research needs were another factor proposed by many survey respondents for moving rare or unique government documents to secure areas. One library reported setting aside all material dealing with their state, while a service academy retains all of the documents related to their branch. Identifying those government publications dealing with your state or primary clientele and selecting them for restricted access is one simple means of assuring your patrons continued access to those materials. Other reasons offered by survey respondents for isolating portions of the Serial Set include:

- Circulation statistics: if the item circulated less than once every three years
- Famous authors or compilers of reports
- Presence of maps or engravings
- American Civil War materials
- Volumes duplicating microform holdings
- Space concerns given the 20th century growth rate of the Serial Set

Overall, the number of libraries utilizing archives or special collections facilities to house rare or unique government documents was quite small. But while so many other pressing issues facing government information professionals, can there be, should there be a concern about moving our rare documents to restricted shelving? As our paper documents collections will only grow in research value (and perhaps monetary value as well) our answer should be a resounding yes! As pointed out by Daniel P. O’Mahony, Government Documents Coordinator at Brown University, in a recent issue of Government Information Quarterly “there are substantial (and growing) physical collections of government publications that will continue to reside in depository libraries...the care and management of these physical collections will continue to be an issue for the [depository] program and participating libraries.” If the documents produced by the federal government, the Serial Set in particular, and made available to the public through the depository library program are to continue to be available in their original format for citizens of the next century, we must begin now the task of identifying and removing rare items to restricted shelving. If we wait or do nothing, we risk losing this part of our Nation’s heritage to theft, the deterioration of age or neglect.

Organization, communication, and advocacy are the tasks before us. The depository library community should develop plans to identify accurately the precise holdings of hard copy Serial Set materials, to share that information with...
GODORT Web page devoted to this would seem to be a sensible mechanism, and to become even more forceful advocates within the library and university communities for the importance of preserving somewhere a complete hard-copy set of the United States Congressional Serial Set.

References and Notes

1. A summary of the survey results was presented at the ALA Government Documents Roundtable Rare and Endangered Government Publications Committee program “Preserving Our Nation’s Heritage: How Do We Protect Our Rare and Endangered Government Publications? on June 29, 1998 in Washington, D.C.
2. The set was called the “Congressional Edition,” the “Congressional Set,” and even the “Sheep Set” because of the sheepskin binding in use until 1907 when the familiar buckram binding was adopted for the distribution sets.

Appendix A:
Survey of U.S. Congressional Serial Set Holdings

Introduction: The GODORT Rare and Endangered Government Publications Committee of the American Library Association is conducting a national survey of hard-copy holdings of the U.S. Congressional Serial Set. The Committee would greatly appreciate your taking the time to answer the following brief questions and to complete the two numerical-check parts of the survey.

This survey was developed by Committee members August A. Imholtz, Jr. of CIS and Bill Sleeman. Based on the experience of Bill Sleeman checking the Serial Set holdings of the Enoch Pratt Free Library and August A. Imholtz, Jr. checking the holdings of the Senate Library in Washington it is anticipated that the numerical check section of the survey can be completed in a few hours.

Part I

1. What is the name, address and contact information for your institution?
2. What is the name/title of the person responsible for completing this survey?
3. When did your institution become a depository for the Serial Set?
4. With which Serial Set volume does your collection begin?
5. Have you ever shelf-read or conducted an item level survey of the Serial Set?
6. Are all Serial Set volumes shelved together?
7. If not shelved together where are the majority of your Serial Set volumes located?
   a. Documents Department
   b. Law/Legal Library
   c. Reference Library
   d. Special Collections
   e. Regular stack area
   f. Other (specify)________________________________________________________________________
8. Are you aware of any periods when your institution stopped receiving the Serial Set? What number ranges were affected?
9. How many volumes have restricted access? _____________________________________________
   Please list specific number ranges that are restricted__________________________________________
10. Where are restricted volumes housed?
    a. Enclosed area/Documents Department
    b. Enclosed area/General Stacks
    c. Special Collections
    d. Archives
11. What criteria are used to decide which volumes are separated? (please circle all that apply)
    a. Dates
    b. Subject matter
    c. Identify valuable volumes from catalogs, articles, etc.
    d. Subjective judgement
    e. Other (explain):______________________________________________________________________
12. Please make a general estimate of the number of volumes from your Serial Set collection that have been vandalized.

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13. What sort of preservation efforts are being taken to preserve your institution's Serial Set (circle all that apply).
   a. None
   b. Phase boxes
   c. Mylar jackets
   d. Maps/Plates are removed
   e. Other (explain): __________________________

---

**Part II**

The following list of Serial Set volume numbers was randomly generated with at least one number from each Congress. Please check any volume numbers NOT in your collection.

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26 DttP
PART III

Please check the following number ranges, volume by volume, in your Serial Set holdings and indicate the number of volumes missing. It is NOT NECESSARY to indicate which volumes are not present in your collection. Appended to the survey form is a list of unused Serial Set volume numbers, i.e., numbers for which no volume was ever published. This is meant to assist you in reviewing your holdings for gaps. It was generated by CIS and is based on the CIS U.S. Congressional Serial Set on microfiche, which was filmed principally from the holdings of the United States Senate Library.

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7300-7380
9200-9280

Appendix B:
Part II of the Survey: Random Numbers Check

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- House executive documents 1-7 (30)
- Estimates of Appropriations, PO Dept. Receipts 'Treasury' account (31) H.exdoc. 1
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- Exploration of valley of Amazon River and tributaries, vol. 2. (32) H.exdoc. 9
- Maps [to State of Union and accompanying docs] (33) S.exdoc. 1
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- Estimate of appropriations for 1890. (50) H.exdoc. 5
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- Eulogies on Senator Leland Stanford; Randall Lee Gibson (53) S.miscdocs. 122, 178
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Steering Committee First Meeting
Midwinter Meeting, January 29, 1999, 2–3 p.m.

Rhonda J. Marker

Kathy Tezla, GODORT chair, welcomed everyone to the meeting. The members of the Steering Committee and the members of the audience introduced themselves.

Adoption of Agenda
The agenda was distributed and approved as written.

Approval of Minutes
The minutes of the First Steering Committee Meeting of the 1998 Annual Conference, as reported in the June/September 1998 Documents to the People, Vol. 26, No. 2/3, p. 35-38, were approved.

Announcements
Tricia Gruse, Education Committee Chair, will not be at the conference. She has arranged for others to report on her behalf.

Tezla reminded all committee chairs and task force secretaries that all written documentation that is produced at the conference must be archived. It is to be sent to Racann Dossett, GODORT archivist. Tezla announced the possible bin numbers for use at the convention center and noted that the copy number appears on the agenda. The GODORT office for the conference is not yet set because Tezla changing rooms at her hotel and it has not been assigned. Tezla noted that the following letters have been sent since Annual Conference: on 10/5/98, over 70 letters to Congress re: S.2288; on 12/10/98, letter of commendation for Peggy Walker; on 1/24/99, letter to Karen Muller, ALCTS Executive Director re: notification of Aimee Quinn becoming the new GODORT representative to ALCTS Committee on Cataloging: Description and Access.

Treasurer’s Report
Treasurer Judy Horn distributed the Treasurer’s Report for FY 1997-1998 and FY 1998–1999, year to date; the Draft Budget, 1999–2000; and the proposed budget for 2000–2001. The Draft Budget was approved at Annual Conference. The proposed budget for FY 2000–2001 is for information and will be approved at the next Annual Conference. Suggested changes should be sent to Horn. Horn pointed out that the FY 1997–1998 report shows that with a total income of $47,876 and total expenditures of $36,436 we ended the year with a net revenue of $6,440. This year we are showing a similarly significant net revenue, though Horn reminded Steering that most of GODORT’s expenses occur following the Midwinter Meeting and Annual Conference. Horn asked that all bills, invoices, and receipts for payment be given or sent to her as soon as possible.

Task Force Reports
Federal Documents Task Force (FDTF)
Task Force Coordinator Cindi Wolff explained that the GPO Update session during the Federal Documents Task Force update will be spread over two days. The Saturday

GPO update will emphasize policy; the Sunday update will emphasize operations. In a departure from the published GODORT schedule, the FDTF will remain in PCC 103C after the combined FDTF/Cataloging Committee discussion. The Cataloging Committee will adjourn to PCC 105B for a business meeting after the combined discussion.

Wolff noted that the speakers for the FDTF Update on Saturday from the National Transportation Library were excited to be part of the program. Most of the NTL activities have been limited to SLA and this was their first ALA program.

International Documents Task Force (IDTF)
Task Force Coordinator Andrea Morrison is unable to attend Midwinter due to illness.

Assistant Coordinator/Coordinator-Elect James Church reported that the task force will be discussing coordination between U.S. librarians, librarians of other countries, and others who are interested in government information and international documents depository issues.

Committee Reports
Awards Committee
Chair Sandy Peterson reported that the committee is meeting this afternoon in a closed meeting.

Bylaws Committee
Chair Linda Kopecky reported that the committee will consider a request to review the titles for the special officers of parliamentarian and archivist. If changes to those titles are arrived at during this meeting, they will be voted on by the membership at Annual Conference. She reminded Steerin that we approved five bylaws changes at our previous Annual Conference, and they were published in a timely fashion in . They will be voted on at this business meeting. In answer to a question, the parliamentarian said that bylaws changes can only be voted on as published; proposed bylaws changes cannot be amended from the floor.
Cataloging Committee

Chair Arlene Weible reminded Steering of the discussion on Sunday on the topic of cataloging government electronic resources. The Cataloging Committee business meeting will follow that discussion, in PCC 105B.

Education Committee

Elizabeth Cowell, reporting for Cruse, reported that the committee has five candidates for the grants to create an interactive Web tool. These applications will be considered by the committee’s Continuing Education Working Group who will forward their recommendations to the Education Committee. The Working Group’s meeting is a closed meeting.

GITCO

Chair Barbara Levergood reminded Steering that the committee will be meeting on Sunday afternoon and discussing the issues listed in the GODORT annotated schedule.

Legislation Committee

Chair Dan Barkley reported that the committee would meet briefly following Steering to discuss some recent issues. Legislation will be writing a resolution commending Anne A. Heintue, the ALA Washington Office, Associate Director, for her years of dedicated service to the library profession and in particular GODORT.

Membership Committee

Chair Bill Sudduth announced that the flyer for the New Orleans hotel, the Hampton Inn, is available. It also is an ALA conference hotel. Sudduth needs reservations for the New Members lunch before 3:30 today. The lunch is on Saturday right after the Federal Documents Update.

The main topic of the committee meeting will be the GODORT hotel. ALA is actively discouraging GODORT from separately booking reservations for conferences. It might be possible to reserve a block of rooms through the ALA Housing Bureau. Andrea Seveston is on the ALA Conference Committee and would like to hear if any GODORT members have problems getting housing for ALA conferences. It was noted that ALA has contracted out their conference housing business.

Nominating Committee

Chair Linda Johnson announced that this committee will meet immediately after the Steering meeting. Discussion topics include wording of the Policy and Procedures Manual for the Depository Library Council nomination process and an interest form for potential appointees to committees. Johnson thanked the committee members for their work this past year.

Program Committee

Chair Larry Romans announced the committee’s meeting on Monday morning at 8 a.m. The proposed program title is “To merge or not to merge, what are the questions?” on the topic of integrating documents into general reference. The committee has firm agreements with panelists and a moderator. The committee will discuss the format of the program.

Publications Committee

Chair Jill Moriearty reported that Documents to the People is on the committee’s meeting agenda. The secretary notes that John Shuler was applauded for his successful efforts to publish three numbers in two issues since Annual Conference.

Rare and Endangered Documents Committee

Chair Bill Sleeman announced that the committee will meet on Sunday. On the agenda is a discussion of the serials set survey.

State and Local Documents Task Force

Task Force Coordinator Debbie Hollis reported that the task force will consider a proposal to support a workshop for state documents administrators.

New Business

Tezla read correspondence from Peggy Walker who thanked GODORT for our letter of commendation on the occasion of her retirement and fondly recalled her work in government documents librarianship and GODORT:

Dear Kath

Thank you for the Statement from the GODORT Steering Committee on my retirement. GODORT is very special to me. Its support of documents activities and librarians is very important and has such a profound impact on our profession. I don’t believe many documents librarians really realize how GODORT’s advocacy has made a positive difference for them either directly or indirectly. Membership in GODORT has been a highlight (and continues to be a highlight) of my professional career.

With best wishes to all in GODORT.

Peggy Walker

Johnson reported from the Nominating Committee that we have a three-way tie for the fifth position of Depository Library Council nominations. The PPM directs GODORT to forward five names. It was moved and seconded that Steering accept the [top] seven names voted upon for Depository Library Council and that these names be forwarded to the ALA Executive Committee and the U.S. Public Printer as our recommendations. During the discussion it was asked if this tie would be a move that strengthened GODORT’s role in the process. Consensus was that it was because ALA would like to see more names being forwarded. Someone asked how many candidates there were in all. There were eleven candidates. Tezla recommended that we bcc our letter to the Public Printer. The letter from him to ALA, which we were copied on, asked for “one or more” nominations. To the best recollection of steering, the letter does not always say “one or more.” This year is
not the first time we have forwarded more than five candidate. Steering recommended that the PPM be changed so that it does not specify a specific number of names to be forwarded for nomination to DLC. According to the parliamentary rules it is permissible for GODORT to forward more than five names. The question was called. The motion passed unanimously.

Announcements

Web Administrator Sevetson asked all members of Steering to send her any changes related to their committees or task forces, including membership, address changes, and email changes. This is in addition to sending these notices to the Steering reflector and the editor.

Past Chair Barkley noted that we asked for microphones for this meeting but we did not get them. He asked to be notified if we do not get the room equipment we asked for.

Shuler announced that the deadline for the DttP March issue is Monday, February 8. All contributions should be sent to Shuler.

Moricart asked that if anyone is going to visit a vendor who is interested in advertising in DttP to let her know. She has a packet for potential advertisers.

Sudduth asked Steering members to let him know of potential sponsors for the Reception at Annual Conference.

Tezla announced that committees and task forces who are bringing reports to the business meeting should bring 100 copies. Susan Tuil volunteered to make the necessary copies if they are left at the Washington Office desk in the ALA office at least of time.

The meeting was adjourned at 2:55 p.m.

Steering Committee Reflector Minutes


Rhonda J. Marker

Approved Expenditures

Approximately $253.25 to create a digital file for the GODORT logo and have new letterhead and envelopes printed.

Nominees/Appointments

Approved: Cataloging Committee, Tim Byrne (instead of Jill Vassilakos-Long); Education Committee, Ann Roselle replacing Diane Calvin. Patricia Cruse agreed to be the GODORT delegate to the Congress on Professional Education which will be held April 30-May 1, 1999 in Washington, D.C.

Shuler will put forward the name of Lorri Mon as Distribution for approval at First Steering.

Letters

Arlene Weible, Cataloging Chair, posted the draft of a letter which she subsequently sent to Tad Downing, GPO, commending them on the use of IRLIs in cataloging records for government electronic resources.

Approval by Steering to send a letter of sympathy to Mary Schaaf following the death of our distinguished colleague and friend Bob Schaaf, along with a donation to the suggested charity, St. Raymond's Building Fund, Fairfax Station, Virginia. In addition, the proceedings of the preconference on international documents will be dedicated to Bob's memory.

Kathy Tezla faxed a letter in October to all the members of the Senate Committee on Appropriations and the House Committee on Appropriations in support of S.2288.

Approval by Steering of the text of a letter to be sent out by the GODORT Chair to ASCLA regarding the outcome of the vote on the merger question.

Bill Sudduth drafted a letter which GODORT sent on the occasion of Peggy Walker's retirement from Florida Atlantic University.

Merger Vote

534 ballots were returned out of 945 on the question of a merger with ASCLA, for a 56% response. The final vote tally was No: 461 (86%), Yes: 73 (13.6%).

Bylaws

Steering voted unanimously in favor of a Bylaws change brought forward from the GODORT Publications Committee to add language for the new position of GODORT Website Administrator. This was a successful second attempt, after the first proposal's wording resulted in much online discussion, some changed votes, and general confusion. The change that was approved, if approved by the GODORT membership at the
Midwinter Business Meeting, would affect the Bylaws as follows:

New Bylaw Section to be voted on:

“GODORT Bylaws, Article IV. Officers.
Section 6c. GODORT Website Administrator
The GODORT Website Administrator is responsible for developing and maintaining the GODORT Web site and is the editor of the Policy and Procedures Manual under the direction of the GODORT Publications Committee and the GODORT Steering Committee. The Website Administrator is a member of the Publications Committee.”

Additional sections affected:
GODORT Bylaws, Article X. Section 3. f. Publications Committee
From the list of members, immediately after “Editor of DttP (non-voting),” insert “the GODORT Website Administrator who also serves as the Editor …” Add as (6) Maintaining the GODORT Web site.

Larry Romans, ALA Councilor, reported that ALA Council defeated a motion to adopt the Internal Review Policy. This would have required an extensive internal review by each ALA unit those units argued that such a review would require too much time that could be better spent in other ways. Councilors who supported the motion felt that there is a lot of unnecessary overlap in ALA and that units stay in existence beyond their usefulness. Given the defeat of this motion, Steering members wondered if there was a need to proceed with the proposed change in name to the Bylaws Committee to the Bylaws and Organization Committee, and an expansion of that committee’s duties to include “The committee will conduct periodic organizational review of GODORT and its units.” Discussion favored going ahead with the vote to change the bylaws as voted in the Second Steering Committee meeting at 1998 Annual.

**Documents to the People**

Shuler reported on the progress of—and solicited contributions to—the publication of the June/September 1998 and the December 1998 issues of Documents to the People, both of which were subsequently printed and mailed. The December 1997 and March 1998 issues will be published within the first half of 1999, likely by May 1999.

**DLC Nominations**

Tezla and Linda Johnson, GODORT Nominating Chair, participated in a conference call on November 7 with Ann Simmons, members of the ALA Executive Board, and Fran Bucklev (GPO) regarding the nomination process for Depository Library Council. It was made clear that ALA wants GODORT to continue to be the ALA source for nominations to DLC. As a result of this discussion, GODORT gained the sole role within ALA to gather names and send the recommendations, but lost our separate request or call from GPO. It was recommended that Steering review their current criteria to include wording that would admit administrators and those involved with public policy in the scope of candidates.

A total of 11 nominations were received as a result of solicitations by the Nominating committee. Johnson e-mailed or faxed copies of the nomination forms for all nominees to Steering Members, who sent their votes to Johnson and Rhonda Marker, secretary. The final vote left 4 top names and a 3-way tie for the 5th slot. Nominating will have Steering Members vote on the three at the First Steering Committee meeting, which will give us the 5th name. Nominating will then present the slate of 5 names for approval.

**CEF Proposal**

Steering voted unanimously to approve the “Call for Proposals: Contributions to the Electronic Government Information Web Site,” as proposed by the GODORT Continuing Education Fund Working Group. This Call for Proposals outlines the criteria under which small grants will be awarded for the creation of Web based tutorials out of Jack Sulzer’s $2000 gift.

**IAWG and Information Policy**

S. 2288, “The Wendell H. Ford Government Publications Reform Act of 1998” was introduced in the Senate in July. Dan O’Mahony and Andrea Sexton kept Steering Committee members up to date with information, calls for action, and progress of the legislation. In spite of strong support from GODORT officers, members and allies, the legislation failed to pass.

**Programs**

Cruse reported that the ACRL/ Education & Behavioral Sciences (EBSS) program on Sunday afternoon at Annual Conference, which the GODORT is co-sponsoring, has hit a snag with regard to the speaker. Steering Members gave suggestions for speakers and funding sources. EBSS is reconsidering the kind of program they would offer, so GODORT will wait for more information from them before proceeding.

**ALA Presidential Candidates**

Tezla will extend an invitation to the two candidates for ALA President to address the GODORT Business Meeting.

**Information Items**

With regard to Round Table representation, Romans reported from ALA Council that the GODORT member will be elected for a 2-year term in this Spring’s election (this is so ALA can set up staggered terms among the six round table members). Beginning in 2001, the GODORT member will be elected for a 3-year term.

Patricia (Pat) Max, ALA Washington Office, has temporarily assumed ALA Liaison responsibilities for GODORT until a replacement for Patricia Muir is named. May’s email address is plm@alawash.org. The GODORT lap top computer is no longer functioning.
Business Meeting
Midwinter Meeting, February 1, 1999, 2–4 p.m.

Rhonda J. Marker

Kathy Tezla, GODORT chair, called the meeting to order at 2:05 p.m. She thanked everyone for coming, and introduced the officers at the table.

Adoption of Agenda

Tezla proposed changing the order of business so that the Legislation Committee would be the first committee to report. The agenda was approved with this change.

Approval of Minutes

The minutes of the Business Meeting of the 1998 Annual Conference, as reported in the June/September 1998 Documents to the People, Vol. 25, No. 2/3, p. 38-44, were approved.

Announcements

The deadline for the March issue is February 8, 1999. Be sure to get committee chair reports to the editor, John Shuler.

Treasurer's Report

Treasurer Judy Horn reported. She noted that on last year's budget, showing revenues and expenditures, subscriptions to DttP were up slightly. Advertising for DttP was up considerably from the previous year, which showed no revenue from advertising. We show no revenue for conference registration fees, though we had a preconference last year. Apparently we made money on that preconference but we haven't received the money for it. Royalties and donations were up also. The total revenue for last year was $42,876.

On the expenditures side, travel expenses were up due to a lot of traveling. The major expense was conference equipment. That has been going up steadily each year. All equipment beside basic microphone, chairs and tables are charged that requires additional equipment, such as a screen, overhead projector or a data projector (plus a set up fee for each room). Horn suggested finding ways to conserve money in this area. Expenses for printing DttP were down, those expenditures shown were for the printing that the previous publisher had done. There is a new line for expenditures: line 5600, income tax. This is from the investment of the Rozokuska Scholarship fund. We will be getting income from that, but we had to pay taxes up front. Total expenditures for the year were $36,436, giving a net revenue of $6,440 for a total fund balance of $45,390. Horn noted that if we had published all four issues of in FY 1997-1998 we would have a deficit of between $2,000-$4,000.

This year's budget, through November 30, 1998, shows very little expenditures because most of our expenditures occur at conferences. The royalties of $5070 is due to the second edition of Guide to Official Publications of Foreign Countries published by CIS. Since November 30, we have received more dues money. Our major expenditures so far have been for the Freedom to Read Foundation and mailing costs for the vote on the GODORT/ASCLA merger.

The budget for FY 1999–2000 was approved by the Steering Committee at Annual Conference. It now needs the approval of the membership to go forward to ALA. It is a typical GODORT budget in which expenditures exceed revenue. Horn moved that GODORT adopt the 1999-2000 budget. It was seconded. Under discussion, the question was asked when we will know what we received for our preconference. The answer was that the International Documents Task Force has been in touch with the parties that currently hold that money. The budget was approved. Horn also distributed a proposed budget for FY 2000-2001. This is a draft that is likely to change between now and Annual Conference.

Task Force Reports

Federal Documents Task Force

Task Force Coordinator Cindi Wolff reported that the task force discussed problems with tax form distribution to libraries. The task force had no action items.

International Documents Task Force

Task Force Assistant Coordinator/Coordinator-Elect Jim Church reported for Andrea Morrison. The task force had no action items. The task force discussed the following topics: there were few submissions of international documents for Notable Documents. IDTF will draft a letter to help solicit documents from IGOs. IDTF is preparing a discussion document on international documents and cooperating with foreign librarians, other groups in ALA, and IFLA. Other GODORT committees that are interested in international documents cooperation are asked to see someone on IDTF with your suggestions.

State and Local Documents Task Force

Task Force Coordinator Debbie Hollis reported that the task force had no action items. She noted that state and local notable documents submissions also were down. The deadline for submission has been extended to February 15. The task force has a small ad hoc committee
that is working on a proposed workshop for state depository librarians. They will come back at Annual Conference with more information. It is aimed at people who distributed depository documents in their state.

**Committee Reports**

**Legislation Committee**

Chair Dan Barkley reported, with three resolutions for the GODORT membership to endorse in principle. The first resolution is titled: Draft Resolution on Superintendent of Documents FY 2000 Salaries and Expenses Appropriations. Barkley moved that GODORT endorse:

Resolved, that the American Library Association urge Congress to fund fully the Government Printing Office Superintendent of Documents Salaries and Expenses appropriation request of $31.245 million for FY 2000; and, be it further

Resolved, That the American Library Association transmit a copy of this resolution to the Chairs of the House and Senate Legislative Branch Appropriations Subcommittees, other appropriate House and Senate committees, and to the Public Printer of the United States.

There was no discussion and the motion passed.

The second resolution is titled: Draft Resolution Commending Anne A. Heanue. Barkley moved that GODORT endorse:

Resolved, that the Government Documents Round Table of the American Library Association commend Anne A. Heanue in recognition and appreciation of her lifelong commitment to public access to government information, the Federal Depository Library Program, and her service to ALA and GODORT from 1979 to 1998.

There was no discussion and the motion passed.

The third resolution is titled: Draft Resolution on S. 22, The Government Secrecy Reform Act of 1999. Barkley moved that GODORT endorse:

Resolved, that the American Library Association endorse the general statutory framework outlined in S. 22, the Government Secrecy Reform Act of 1999, and, be it further

Resolved, that the American Library Association support S. 22, the Government Secrecy Reform Act of 1999, in that it reflects ALA policy regarding the classification of U.S. government information (ALA Council document 27.8) by:

- instituting a systematic declassification system to ensure future public access,
- including on the Review Board independent professionals well acquainted with the security system;
- including formal public notice and comment regarding the categories and procedures of classification and declassification to be established by the President;
- establishing a balancing test that takes into account the public interest in release of the information;
- ensuring that records are automatically declassified after the set time period expires;
- establishing bulk declassification procedures for older documents to hasten their release at minimal cost;
- establishing mechanisms to ensure independent review of agency classification decisions;
- ensuring that the Review Board be genuinely independent, both in structure of the organization and in the qualifications of the appointees;
- ensuring that any decision reached for declassification purposes be formed in the context of a presumption of disclosure; and, be it further

Resolved, that the American Library Association urge the S. 22 be strengthened to reduce the scope of secrecy within the federal government by:

- classifying information based on the criteria that if there is an identifiable harm from its release information should be classified;
- prohibiting the reclassification of government information already in the public domain;

including formal public notice and comment regarding the development by agencies of standards and procedures for classification and declassification; and, be it further

Resolved, that the American Library Association send copies of this resolution to the sponsors of S. 22 and the appropriations committees of Congress.

There was no discussion and the motion passed.

Barkley moved that the chair of GODORT write a letter to the director of NTIS requesting that a documents librarian with experience in Government Information, including work within the FDLP and who has broad experience with information access issues be appointed to the NTIS Advisory Board. The motion was seconded. Barkley explained that there has not been a documents librarian on that board in three or four years. During discussion it was noted that there is an advisory board meeting on the afternoon of February and it is an open meeting. Further discussion raised the question of whether the appointee should be a practicing documents librarian, a member of GODORT, or someone with that sort of background. The intent is to have someone with a history of commitment to public access to government information. Andrea Stavetson suggested amendment to the motion to specify "someone with a history of commitment to public access to government information." The parliamentarian ruled that this is really a clarification of the wording of the motion and does not have to be voted on. Further discussion suggested that someone with this background could be interpreted to mean almost anyone in ALA. However, "depository librarian" might be too specific. Barkley assured the chair that the Legislation Committee would craft the letter so as to unambiguously convey our meaning, and asked the membership for latitude to put the necessary language in the necessary language. The motion passed.

Barkley reported that the Legislation Committee discussed writing a
letter to the EPA about their Right to Know Act and revisions that are coming out. They have tabled that letter in order to track events first, particularly with regard to their disclosure of information and participation in the depository library program. This issue might be revisited an Annual Conference.

Barkley also reported that they will be looking at the Area Handbook Series. There will be a bill introduced about this, so we can use the bill's language in a resolution. Other issues being tracked are an OMB watch, access to information, working with the GIS committee, and an anti-piracy act.

The agenda was suspended for 10 minutes in order to hear an address from Nancy Kranich, candidate for ALA President.

**Awards Committee**

Chair Sandy Peterson reported that the committee will bring their recommendations to Second Steering for approval.

**Budget Committee**

No report.

**Bylaws Committee**

Chair Linda Kopecky noted that the committee’s minutes are included in the packet of information prepared for the business meeting. The committee will bring forth a proposal to Steering regarding Article VI, Section 6, on special officers and their duties. If Steering concurs, it will be announced in DttP and voted at annual. There are five bylaws changes that were published in the DttP at least thirty days prior to this meeting, to be voted on at this meeting.

Proposal 1: Relationship to the American Library Association

**Article I. Name and Affiliation.**

Section 1. Name.

The name of the Organization shall be the Government Documents Round Table of the American Library Association.

Section 2. Relationship to the American Library Association.

The Government Documents Round Table is a unit of the American Library Association. The constitution and bylaws of that organization, to the extent they are applicable, take precedence over the bylaws of this Round Table.

Additional Sections Affected: None.

Kopecky moved that the bylaws proposal be approved as proposed. The motion passed.

Proposal 2: Addition of the GODORT Website Administrator Position

**Article IV. Officers. Section 6.c.**

GODORT Website Administrator. The GODORT Website Administrator is responsible for developing and maintaining the GODORT Web site, and is the editor of the Policy and Procedures Manual under the direction of the GODORT Publications Committee and the GODORT Steering Committee. The Website Administrator is a member of the Publications Committee.


Kopecky moved that the bylaws proposal be approved as proposed. The motion passed.

Proposal 3: Addition of the GODORT Councilor Position

**Article V. Duties of the Officers. Section 7. GODORT Councilor**

The GODORT Councilor represents the interests of the Government Documents Round Table on the ALA Council. The GODORT Councilor is a member of the Steering Committee and serves on its Executive Committee. The Councilor serves as an ex-officio member of the GODORT Legislation Committee.

The Councilor reports to the GODORT Steering Committee and to the membership on ALA Council Activities, and presents those ALA issues and Council documents upon which the Steering Committee may wish to act. The Councilor receives direction from the Steering Committee regarding positions to be taken on ALA Council issues, and sponsors Council resolutions as requested by the Steering Committee.

Additional Sections Affected: None.

Kopecky moved that the bylaws proposal be approved as proposed. The motion passed.

Proposal 4: Expansion of the Bylaws Committee Change

**Article X, Section 3.h. Bylaws and Organization Committee.**

This committee is composed of four members elected to staggered two-year terms. Two members will be elected each year. The chair shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee. The committee chair shall appoint ad hoc members (non-voting) with the approval of the Steering Committee, as needed to complete the committee task. The committee functions shall include structural and organization concerns of GODORT. The Committee will revise these Bylaws as necessary or upon request from the membership. Such revisions shall be submitted to the membership according to procedures outlined in these Bylaws. Article XV. The Committee will conduct a periodic organizational review of GODORT and its units.

Additional Sections Affected: None.

Kopecky moved that the bylaws proposal be approved as proposed. The motion passed.

Proposal 5: Change of Parliamentary Authority

**Article XIV, Parliamentary Authority.**

The rules contained in the parliamentary authority designated by the American Library Association shall govern the Round Table in all cases in which they are applicable and in which they are not inconsistent with these Bylaws or any special rules or order the Round Table may adopt, or with the Constitution and Bylaws of the American Library Association.

Additional Sections Affected: None.

Kopecky moved that the bylaws proposal be approved as proposed. The motion passed.
Cataloging Committee

Chair Arlene Werble reported. A summary of the meeting and the panel discussion is included in the packet of information prepared for this meeting. The panel discussion was very well attended. Werble thanked the committee members who helped organize it, and GPO for participating. The committee will be sending a letter to GPO about using multiple subfield codes in the 856 field. The committee also encouraged GPO to alert depository libraries when URLs are replaced with PURLs in catalog records. The committee did not have time to complete their discussion of retaining a URL in a record when a PURL is added.

Education Committee

Sherry DeDecker reported for Chair Tricia Cruse. The committee discussed the Congress of Professional Education to be held at the end of April. Information on the Congress can be found at its Web page, <www.ala.org/congress>. The committee is spearheading GODORT's efforts to contribute to the conference and Cruse will be attending as GODORT's representative. The committee is concentrating on the topics of traditional roles and changing roles of librarians, preparing generalists, core competencies and value, and continuing education and training. The committee also discussed the clearinghouse for depository government documents management. It is designed to assist government information librarians in all areas of managing depository collections. Part of this effort utilizes the continuing education grant proposals. The committee will bring a recommendation to fund four of those proposals to Steering. Discussion of the committee's report disclosed that there will be a program at the spring DLC on documents education.

GITCO

Chair Barbara Levergood reported on the committee's CD-ROM documentation project, that provides access to document information on CD-ROM on the Web. This will be turned over to a host and editors. Look for an announcement about this. Documents librarians and library schools are targeted hosts.

Membership Committee

Chair Bill Sudduth reported. A summary of the meeting is in the information packet prepared for this meeting. There were 22 attendees at the New Members Luncheon, including five new or nearly new members. The New Orleans GODORT hotel is arranged. It has been difficult to find a hotel for GODORT in San Antonio. Sudduth has been in touch with the ALA Conference Planning people, who would like to work with GODORT to create a block of hotel rooms for GODORT members. We would have to do this every year at the Annual Conference.

GODORT has one more new member this year as compared to last year at this time, 29 as compared to 28. During discussion the question was asked if we had any hard data—or instinct—about why membership drops. Sudduth said that the biggest group that has dropped has been student members. There also are some who have dropped from ALA membership altogether. It seems a natural turnover, but the number of people dropping is slowing down. Reinstates are actually up from last year. In further discussion it was mentioned that there is an interesting article in Library Trends about membership in library organizations. Sudduth reported that last year the committee sent out a comment card and found that most people had dropped ALA membership and not just GODORT membership.

Nominating Committee

Chair Linda Johnson reported the result of the vote for GODORT nominations to Depository Library Council: Patricia Antrim, Central Missouri State University; Smittie Bolner, Louisiana State University; Tim Byrne, University of Colorado, Boulder; Linda Fredericks, King County Library System, Washington; Roberta Palen, Chicago Public Library; Mary Redmond, New York State Library; Charles Seavey, University of Arizona Library School. Johnson reported that there is a strong ballot for GODORT offices, which will be presented at Steering for approval and published in the March issue of DnP. She thanked everyone who agreed to run. While this year's ballot is set, it is not too soon to think about running for office next year.

Johnson reported that other activities the committee is working on include making changes to the DLC nomination form, revising the GODORT office nomination form, and creating a form to collect information about potential appointees. She thanked the members of the committee for all their work: Michele McKnelly, Cynthia Erkin, Gavie Christian and Larry Romans.

Program Committee

Chair Larry Romans reported that the committee met this morning and established panelists and a moderator for the program at the 1999 Annual Conference. Chuck Eckman took us right over the top. The committee will continue to work on the exact format of the panel discussion and the questions to ask the panel. The title of the program is: To Merge or Not to Merge. What Are the Questions? Integrating Documents Units into Reference or Technical Services.

Publications Committee

Chair Jill Moriearty reported that the committee discussed the status of DnP, which arrived on time before the Midwinter Meeting. [Applause] The committee has one action item: Moriearty moved that the membership approve sending a letter to Lorri Mon to confirm her appointment as assistant to the editor for the four issues of in 1999. The motion passed. Moriearty passed along thanks from the Notable Documents Panel for the contributions and nominations. The deadline has been moved back, and if the deadline is not met the titles can always be carried over to next year.
Steering Committee Second Meeting
Midwinter Meeting, February 2, 1999, 
9:30 a.m.–12:30 p.m.

Rhonda J. Marker

GODORT Chair Kathy Tezla called the meeting to order at 9:35 a.m. and welcomed everyone to the meeting. Members of the Steering Committee and members of the audience introduced themselves. International Documents Task Force Secretary Dena Hutto attended in place of Andrea Morrison. IDTF Chair Amy Spare attended in place of Tricia Cruse. Education Committee Chair.

Adoption of the Agenda

The agenda was adopted as proposed.

Approval of Minutes

A motion was made to accept the minutes of the Second Steering Committee Meeting, 1998 Annual Conference as reported in Documents to the People, December 1998, vol. 20, no. 4, p. 35-41. There was discussion about the proposed reduced membership dues for library school students and retired persons that was discussed at that meeting as recorded in the minutes. It was determined that the minutes accurately reflect the discussion that took place. The motion passed.

Announcements

Tezla reminded Steering members that their work from the conference needs to go to the archivist. DttP contributions are due to John Shuler by February 8, 1999. Attendance sheets should be turned in to Linda Johnson.

Action/Discussion Items from Task Forces

Federal Documents Task Force: No action items.
International Documents Task Force: No action items.
State and Local Documents Task Force: No action items.

Action/Discussion Items from Committees

Awards Committee

Having completed circulation among Steering Committee members, the recommended slate of award winners was moved and passed by Steering. Sandy Peterson will try to notify the award winners quickly so the announcement of the winners can be published in the March 1999 issue of DttP.

Budget Committee

Treasurer Judy Horn reported that there are no action items. However, she reported that GODORT has financial difficulty. We have no play in the budget for extra things. For example, she has budgeted revenue from membership at $24,000 for the next year. If everyone renews, the total membership revenue will be about $1000 less than that.
Also, if we are to have preconferences we must make money and the money must be deposited into the GODORT account. This year an account was set up at another institution and the checks went there. There has been a delay in getting the money from that institution. Tezla assured Steen that we will get the money. The question was asked, What information do we have now regarding the money and the publication related to the preconference? Tezla answered that the money resides in an institution’s account. Horn has tracked down the appropriate channels to operate directly from GODORT to retrieve the money. IDTF has discussed the publication of the preconference proceedings and is in the process of tracking down the text of that and will be bringing forward a proposal for its publication in the future. Hutto reported that Morrison has had a conversation with the appropriate parties regarding the texts of the proceedings. Hutto will pass along the request that Morrison post a report of her conversations on the Steering reflector. Peterson recommended that the Policy and Procedures Manual should include specific procedures for preconferences. Horn replied that she is working on text to the effect that monies for preconferences should under no circumstances be deposited in an account other than GODORT’s. Jill Moriearn reported that this has also been brought to the attention of the Publications Committee and they will follow up on it. GODORT has the right of first refusal for the publication of the proceedings. Shuler reported that at the time of the preconference DnR was not in a state of preparedness to discuss publication; however, both parties agreed that ALA had first right of refusal for publication. Dan Barkley urged the GODORT chair to seek a quick resolution of this matter. Tezla assured Steen and membership that this will be resolved well before Annual Conference.

Horn reported that a year or two ago the Budget Committee was asked to consider purchasing a portable data projector for use at GODORT meetings. That action was tabled until we had the merger vote. While getting a data projector may save us money over the long run, we will have to put money up front and we really do not have the money for that. Our GODORT laptop has died and that is another expenditure. Horn enumerated a number of major revenue reductions and increases, and increased expenses, concluding that we need to look at a way to generate new revenue. Horn proposed that the Budget Committee work via email to come up with some ideas or solutions for our budget problems that we can present at Annual Conference. Barkley asked if Horn had been able to check into the cost of a data projector. Horn replied that it was around $3000, though some of the new portable ones cost less. Barkley asked for a fuller explanation of setup fees and conference equipment costs. Horn replied that the average cost of a room set up is $100, though it varies by city, and has been as high as $300 per room. The cost of a data projector for the Philadelphia meeting is about $150 and about $30 for the screen. For the whole conference, average costs are about $1000. Barkley asked if it was possible to trade in the old laptop for a newer one. Ridley Kessler said the laptop was from a mail order company in Ohio and they might give us a deal on a trade-in. Tezla asked for assistance from past chairs in getting the best possible deal for a new laptop. Kessler remarked that $300 for room set up is disturbing. In the years when the Cataloging Committee was running three or four preconferences GODORT was able to make $300 to $500 per preconference. Weible understood that Round Tables are the only organizations in ALA that must pay this equipment fee. (That is correct.) She wondered if the Round Table Coordinating Council could address these issues at a higher level. Andrea Sevetson replied that it has to do with the operating agreements with the Division and Round Tables. Divisions do not pay any conference fees for set up and equipment, but the higher dues structure take this into account. Horn said that we spent $3916 last year for set up and conference fees. If we get a data/led panel, that is a significant equipment charge from ALA. Microphones are not site and are included in basic room set up. However, an LCD panel can cost as much as $1000 in equipment charges. Barkley suggested that this is something the chair could bring up at the next Round Table Coordinating Committee. It was suggested that we use the fund reserve for an expenditure such as this, which will save us money in the long run. Bill Sudduth added that suggestion that we should build in replacement costs in the budget. Horn said that although we should have done that our margins have been so thin there hasn’t been any place for us to put that in. Recently she asked Pat Max how far we can reduce our reserves and Max will find out for us. Barkley asked if other divisions and round tables have a similar reserve. Tezla replied that ALA divisions are not permitted to carry over reserve funds. Barkley asked if we can put this money in an interest-bearing account. Larry Romans agreed that we could use the reserve fund to buy the equipment if we can save money. Regarding the room set up charges, he remarked that both divisions and round tables pay money for this either directly or indirectly. However, our total charges of about $3 per member for set up is minimal so we might not get anywhere by complaining about this. Barbatha Leverage pointed out that we have been without a laptop for more than one conference. However, we would be in a worse position if the data projector suddenly fails right before a conference. Thus, we should budget money for possible repairs to a data projector and laptop and do careful testing well before conferences. Sevetson suggested that we mount a fund drive for the Rozkuszka scholarship with a half page advertisement in DnR. She also suggested transferring $5000-$10,000 of the reserve fund into an interest paying account such as that for the Rozkuszka, and the $500 interest per year would pay for itself over time. Then the GODORT budget would pay less annually for that scholarship fund. Tezla asked about how GODORT could get the Rozkuszka scholarship listed on the ALA renewal form. Sevetson thought Horn found that there are restrictions on that. Returning to the discussion of the
laptop. Morearty asked what approximate amount we were thinking of spending. Sevetson suggested the amount of $1500 so that we can get a fairly new laptop that does not become soon obsolete. Tezla will look for computers in this price range. On the topic of scholarships on the ALA renewal form, Peterson pointed out that there are division scholarships that are not listed there. Kessler recommended that we put our savings into an interest bearing account that is not locked in. Barkleys asked if we are getting interest on our reserve fund. Horn replied that we are getting simple interest. One of the options we have is taking that and putting it into an investment account. Romans asked the treasurer to investigate that and give a report at Annual Conference.

**Bylaws Committee**

Chair Linda Kopecky brought forward a proposed bylaws change from the Bylaws Committee. Kopecky moved three proposed changes to Bylaws Article IV, Officers, Section 6.

1. The phrase “special officers” be struck and replaced by the phrase “non-voting administrative positions.”
2. In 6a, “term of office” be struck and replaced by the word “service.”
3. In 6c, insert an opening sentence to read “The Website Administrator shall be appointed by the GODORT Chair and serve until either party terminates the service.”

Kessler asked why the Website Administrator is appointed for a three year term. Morearty replied that this was done for continuity purposes. The proposal is to change this to read “until either party terminates the service.” Kessler replied that we should say the position serves at the discretion of Steering, and Steering makes an exception for the first office holder. Romans remarked that this is basically what the bylaws do. Sevetson thought it was necessary to have a three year term. Wolff said “until either party terminates the service” could mean a sudden change, but there should be a transition period. Sevetson explained that her position description dictates a three year term, and until August 1 of the third year. Tezla asked the Publications Committee to look at the PPIF and clarify the term of office. Morearty said the Publications Committee has discussed various termination scenarios. Shuler thought that the title of “officer” would be more attractive to potential candidates than “administrative position.” Edward Swanson said he is performing the duties of his office on his own, and not as a representative of his institution. Quinn asked why this position is being treated similar to an archivist or parliamentarian when it really is like the position of an editor. Romans pointed out that most people list their position on their resume, for example, Web Administrator, not its characterization. He moved that the motion be referred to the Executive Committee, the Publications Committee and the Bylaws Committee for a report back to the Steering Committee at Annual Conference. After discussion that determined that this would defer further discussion of the whole proposal at this meeting, the motion passed.

**Cataloging Committee**

Before bringing the committee’s action item, Chair Arlene Weible asked for advice from Steering about the growing advisory role of the Cataloging Committee to GPO. She expressed some concern about the abilities of the Committee to represent the entire depository library community. After discussion, Steering advised the Committee Chair to encourage GPO to continue to seek advice from the GODORT Cataloging Committee, but to also consult other groups, such as the appropriate groups in ALCTS and Depository Library Council’s Cataloging Work-group. This should ensure adequate cataloging expertise and representation of opinion is received.

Weible moved that the chair of the GODORT Cataloging Committee write a letter to the chief of the Cataloging Branch at GPO advising on the use of subfield u in the 856 MARC field. In addition, the letter will encourage GPO to alert the depository community when PURLs are added to catalog records. The motion passed. Weible will make sure Steering sees the letter before it goes forward.

**Education Committee**

Spare moved that Steering approve the grants recommended by the Education Committee to fund four tutorials from the Call For Proposals, at the amount of $250 each. A list of the recommended fund projects were circulated to Steering members. During discussion it was determined that this will use half of the fund that is available. The committee is working on the Clearinghouse Web page. When that is done, we will see the gaps in that, and write a Call For Proposals to recruit in specific areas. The motion passed. Spare was thanked for her work on this.

The A.L.A. Congress on Professional Education was soliciting recommendations from various parts of A.L.A. to send delegates to this conference. Tezla asked that GODORT be considered, and GODORT was given a slot. The Education Committee was asked to spearhead development of paper(s) which Cruse, our representative to the Congress, will read and contributed to the Congress’s Web page www.ala.org/congress. Tezla summarized the topics, which are listed on the Web page. The committee drew up Talking Points. Sidduth reported that there will be a program at the spring DLC on library education, and he will share that information with the education committee. Wolff suggested that the committee draw on the expertise of Kessler and Dr. Michael Havener [Director of the University of Rhode Island, School of Information and Library Science; a former documents librarian and current GODORT member].

**GITCO**

No action/discussion items.

**Legislation Committee**

The committee had no action items. Barkleys reported that the three resolu-
tions from GODORT passed the ALA Committee on Legislation with no difficulty. He also reported that one pending action is a letter from the GODORT Chair to the NTIS director, with appropriate wording from the committee. He thanked the members of the committee for their excellent work.

Membership Committee

The committee had no action items. Sudduth reported that the committee will be working on getting a block of hotel rooms for Midwinter 2000 and report on how that goes at Annual Conference. He asked how much money is available for the Reception. Horn reported that it is $5000 but we must get the amount in donations that we need on the Reception. Romans expressed concern about dropped memberships and the various reasons for it. Sudduth replied that the committee is working on ways to increase membership such as recruiting more student members and updating the membership brochure. Romans reported that when another librarian did not send in her renewal, she received letters from all ALA groups she had been a member of with the exception of GODORT, and suggested that GODORT do so. Weible suggested that the spring DLC is also a good opportunity for membership recruitment. Quinn reported that some people have dropped GODORT membership because they believe GODORT is too formal. Sudduth replied that the committee is revising the letter to new members that notes the New Member Lunch and other informal gatherings.

Nominating Committee

Johnson distributed the slate of candidates for GODORT offices. She thanked the committee for their work, and for developing the strong slate. Johnson moved that Steering receive the slate of nominations. During discussion it was noted that, following ALA practice, the candidates’ preferred form of name will appear on the actual ballot. The motion passed.

Johnson distributed a draft version of the revisions to the DLC Nomination Form. The committee will work on revisions to PPM wording for the process of nominating DLC candidates at the Annual Conference. Absent any objections from Steering, the committee will begin to use the new form.

Program Committee

Romans had no further report beyond that reported at the business meeting. Severson pointed out that Steering usually decides on the topic of the program to be presented in a year and a half (i.e., 2000). Romans said the committee is not prepared to bring forth that topic, and will try to do that on the reflector. Tezla said that the reason that was not done is because the work to prepare for this year's program was not completed before this Midwinter Meeting. Shuler suggested that the Chicago Annual Conference program be directed to urban informa- tion, and he is willing to help facilitate this process. Romans will ask for more details, and also solicit other program proposals on the reflector. Shuler elaborated, saying that there are two major urban information projects in the United States, one in Los Angeles (the Alexandria Project) and one in Chicago (an image-based project out of the University of Illinois at Chicago) which he is involved in. Quinn urged expediency in establishing a program topic. Romans replied that if we had a deadline we would miss if we did not make a decision today, we should decide it. However, that is not the case and we should allow discussion of other possible program topics. Tezla acknowledged Steering's concern about the timeliness of this and asked to hear from the Program Committee no later than March 1 with a program topic. Levergood asked Shuler to expand on his idea, and he agreed to do so. Romans reported that the Program Committee is not getting proposals from committees and task forces the way we used to and as a result the committee itself is actually putting together the program that a committee or task force usually puts together itself.

Publication Committee

Morecarts stated that all submissions for DtrP should go directly to Shuler. There will be no deadline extensions. She praised the changes that have been put into effect as a result of using ALA as the publisher of DtrP. Beginning with the March issue, the title on the cover will be DtrP with the subheading “A quarterly journal of government information practice and perspective.” In another change, will change from March/June/September/December designations to Spring/Summer/Fall/Winter designations. GODORT has charged ALA Production Services with publishing the Summer issue before Annual Conference and the Winter issue before the Midwinter Meeting. Morecarts also described some of the physical improvements to the publication. ALA might eventually be taking over distribution of DtrP, and in 1999 ALA will take over the advertising responsibilities. There was discussion of the cataloging implications of changing the title of the publication.

Barkley moved to extend the meeting 15 minutes. The motion passed.

Swanson predicted that GODORT will win the “Snake In The Grass Award” for Worst Serials Title Change of the Year.

Rare and Endangered Government Publications Committee

Tezla reported for Bill Sleeman. The committee is working on a revision of the RBMS/GODORT packet of articles and bibliography on preservation of government documents. The committee will put this on their Web page, where some materials are already posted. George Barnum and Ann Miller are working on this together with other members of the committee. The committee plans to develop an annotated list of preservation Internet sites that would be geared toward Documents Librarians and to examine the articles included in the original packet to see if the items were already available on the Internet. Quinn added that the whole packet of RBMS/GODORT articles will not be posted to the Web page because of limitations of copyright for some materials.
Old Business

At Annual Conference we directed Steering to consider reduced memberships for retired persons and [library school] students. We had discussed $10 and $7.50 respectively. Tezla asked the Membership Committee to investigate this and bring a proposal to Steering at Annual Conference.

Treasurer’s Report

Horn reported that the budget for FY 1999–2000 was approved by the GODORT membership at the business meeting. It will be forwarded to ALA. Horn said she was asked why the reports and minutes are different from what is distributed at the Midwinter Meeting. She explained that she gets two or three subsequent budget ledgers after ALA’s end of the year budget close-out. These were not received in time to meet the deadline.

New Business

Wolff reminded Steering that at Annual Conference there will be a changing of the guard for officers and committee chairs. While we have the PPM and word of mouth, there should also be some more formal opportunities to pass along information from one chair to the next. Peterson said that in the early 1980s GODORT had an orientation for new officers.

Wolff also pointed out that FLRT has a liaison to GODORT but there is no liaison from GODORT to FLRT. She asked the GODORT Chair to ask the chair of FLRT to have a GODORT liaison to their Round Table. Tezla recommended in turn that Wolff, as current chair of the Federal Document Task Force draft the text of a letter and send it to the chair of FLRT.

A motion was made to extend time 5 minutes. The motion passed.

A motion was made to ask the Nomination Committee to investigate regular nominations from GODORT to the NTIS Advisory Board. The motion passed.

Levergood asked at what point Steering wanted to see the applications for grants for the CD-ROM project funded by CIS/GODORT/ALA “Documents to the People” award recipient Grace York. She was asked to bring to Steering the committee’s recommendation(s) of which one they wished to accept.

Tezla brought a request from the Ethnic and Multicultural Information Exchange Round Table and Reform to contribute to, endorse, or be an anonymous advertiser for a program they are planning for ALA 1999 annual titled: Racially and Ethnically Mixed People; Information Needs and Services for the 2000 Census. The program is scheduled for Sunday and is not in conflict with our program. Steering agreed to cosponsor as an endorser. Tezla will send a letter in response to them.

The meeting adjourned at 12:48 p.m.

Federal Documents Task Force Steering Committee

Midwinter Meeting, January 30, 1999, 2–4 p.m.

Cass Hartnett

Committee Members in attendance: Cindy Wolff, Coordinator; Carolyn Kohler, Coordinator-Elect; Cass Hartnett, Secretary; Anthony Anderson, Publications Committee Liaison; Sherry DeDecker, Education Committee Liaison, Eric Forte, Government Information Technology Committee (GITCO) Liaison; Erhard Konerding, Program Committee Liaison; Tim Byrne, Cataloging Committee Liaison. Observers: Charmaine Henriquez, Peter Kraus, and Geoff Swindells.

Cindy Wolff called the meeting to order and asked for reports from the Committee Liaisons.

Publications

Anthony Anderson was happy to report that the GODORT journal, Documents to the People (DtTP), is being published on schedule once again. The June 1997 issue will be produced in a PDF format and made available on the Web. The December 1997 and March 1998 issues will be most likely distributed later this year as a double issue. ALA Production Services is now responsible for all printing and distribution. The format is very likely to change to color printing on glossy paper; this will not only be graphically appealing but the lightweight paper will cost less both to print and mail. A continued positive evolution is expected; editor John Shuler is open to suggestions and feedback. Shuler is on his way to reaching his three objectives of producing DtTP on schedule, eliminating the backlog, and guiding the publication into the future. In future incarnations, DtTP may include more articles on the practice of depository librarianship.

Education

Sherry DeDecker reported that Education is considering five proposals for awards (the $250 awards will come from a $2000 fund designated for the creation of Web-based tutorials). They are also creating the Clearinghouse for Depository Management and Government Information, a suite of Web pages covering sample topic areas as cataloging, processing, training, preparing a self-study, etc. See HYPERLINK http://www.library.ucsb.edu/alaclearing.html http://www.library.ucsb.edu/alaclearing.html. Sherry presented sample pages and got feedback from the group. The Education pages have moved from Rice University to UC Santa Barbara. See Education page: http://www.library.ucsb.edu/alacomm.html.

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GITCO

Eric Foster reported that GITCO is proceeding with their CD-ROM documentation project, seeking a host institution and deciding on goals for the project. See: http://metalab.unc.edu/reference/docs/edromdoc/. GITCO is continuing work on CD-ROM standards and is offering Web page templates for documents libraries new to HTML. It was agreed that GITCO and Education can and should work together and should link to each other’s pages where appropriate.

Program

Erhard Konerding announced the GODORT Program for the 1999 Annual Meeting: “To Merge or Not to Merge. What are the Questions? Integrating Documents into Reference or ‘Technical Services’”. Speakers pro and con are already recruited; one more for the “con” side may be needed.

Cataloging

Tim Byrne and Carolyn Kohler said that the Committee concluded its survey of libraries’ cataloging plans/practices for pre-1976 U.S. government documents. Approximately twenty libraries are actively working on cataloging older materials. Some libraries did not respond because they don’t have official plans at this time. However, many libraries are interested in the prospect of retrospective conversion and would be willing to follow other institutions’ leads on this. Look for further reporting in D&T. See: http://www.lib.uiowa.edu/govpubs/survey.htm.

General Discussion

Two other initiatives, the Agency Liaison Program and the NTDB Work Group had no major news to report, their progress having been moderated by the birth of a baby and an illness, respectively. FDTF is still working on a Reciprocal Links project (an effort to encourage federal webmasters to link to each other, to GPO, to depository libraries, etc.) and our own “Frequently Used Sites” page, hosted by Vanderbilt, which won a “Site of the Week” award from US Budget.

Attendees discussed which agencies should be invited to the Fed Docs Update in New Orleans. Ideas: H.D. SBA, USDA (for the Agriculture Census), Arm Corps of Engineers, Treasury, the FFEIC (the purveyors of HMDA on the Web), PTO, INS/ U.S. Customs and the IRS Libraries Program. We discussed the order of events for the Saturday and Sunday morning updates in New Orleans. The FDTF will extend invitations to Government Printing Office staff. NCLIS staff would like to participate again.

Cindi Wolff announced that two information-related Executive Orders were published in January: EO 13110 (“Nazi War Criminal Records Intergroup Working Group”—empowering a group to inventory and recommend for declassification all classified Nazi war criminal records of the United States) and EO 13111 (“Using Technology to Improve Training for Federal Government Employees”—creating a task force to ensure that Federal employees are trained to take full advantage of technological advances), appearing in the Federal Register on January 14 and 22, respectively.

Carolyn Kohler raised the question: how will the inevitable change in presidential administrations (January 2001) impact federal Web pages? Since this is the first Administration to be active on the Web, what will happen to sites like www.whitehouse.gov? Cindi and others will consult with GPO about permanent access to existing pages. Peter Kraus pointed out that the Florida State Library’s Web pages had good examples of an effective transition in government Web pages (i.e. when the governorship changed to Jeb Bush). Editorial note: my search of the Florida government GILS showed, unfortunately, that these transition pages are no longer easily findable, perhaps underscoring the problem. See http://dlib.dos.state.fl.us/fgil/ agencies.htm

Cindi also asked if depository libraries are having difficulties complying with GPO’s electronic access policy. There is concern that non-university-affiliated citizens may not be able to access CD-ROM networks in campus depositories or that public libraries may install Web filtering devices, etc. Carolyn will post a query to GDNDOC-L on this topic.

Cindi raised a concern that there should be a liaison relationship back and forth between GODORT and FLRT, the Federal Librarians’ Round Table. She will look into this.

With no further business, the meeting adjourned at 3:35 p.m. 

Federal Documents Task Force Business Meeting

Midwinter Meeting, January 31, 1999, 4–5:30 p.m.

Cass Hartnett

Approval of minutes

Minutes of the FDTF meeting at the 1998 ALA Annual Conference were distributed and approved.

Announcements

Cindi Wolff announced that two information-related Executive Orders were published in January: EO 13110 (“Nazi War Criminal Records Intergroup Working Group”—
empowering a group to inventory and recommend for declassification all classified Nazi war criminal records of the United States and EO 13111 ("Using Technology to Improve Training for Federal Government Employees"—creating a task force to ensure that Federal employees are trained to take full advantage of technological advances), appearing in the Federal Register on January 14 and 22, respectively. She also announced that Midwestern libraries had not received IRS materials due to a default on a government contract, but noted that libraries in the West and East appear to have received all materials on time. Tim Byrne announced that the STAT-USA booth is showcasing their new CD-ROM, USA Trade Disk, which is a depository item.

Summary of FDTF Steering Meeting (held on 1/30/99 2–3:35 p.m.)

Publications

Anthony Anderson was happy to report that DttP is back on track. The June 1997 issue will be produced in a PDF format and made available on the Web. The December 1997 and March 1998 issues will be most likely distributed later this year as a double issue. ALA Production Services is now responsible for all printing and distribution. The format is very likely to change to color printing on glossy paper; this will not only be graphically appealing but also cost less both to print and mail. Also, another idea is that the publishing of GODORT minutes be limited to one issue per year. A continued positive evolution is expected; John Shuke is open to suggestions and feedback.

Program

Erhard Konerding announced the GODORT Program for the 1999 Annual Meeting: "To Merge or Not to Merge. What are the Questions? Integrating Documents into Reference or Technical Services." Speakers pro and con are already recruited; one more for the "con" side may be needed.

Cataloging

The success of today's combined Update II/ Cataloging Committee program (on the use of Web addresses in cataloging records) was noted. Information regarding the survey of pre-1976 cataloging practices (for U.S. materials) will be reported on a DttP. A list of librarians volunteering to assist with original cataloging will be made available and used to generate an e-mail distribution list for easier communication.

Education & GITCO

Cass Hartnett recapped Sherry DeDecker's report. Education is considering five proposals for awards (the $250 awards will come from a $2000 fund designated for the creation of Web-based tutorials). They are also creating the Clearinghouse for Depository Management and Government Information, a suite of Web pages covering sample topic areas as cataloging, processing, training, preparing a self-study, etc. See: http://www.libraries.unm.edu/ala/clearing.html

Sherry presented sample pages at the Steering meeting and got feedback from the group. Cass recapped Eric Forte's report: GITCO is proceeding with their CD-ROM documentation project, seeking a host institution and deciding on goals for the project. GITCO is continuing work on CD-ROM standards and is offering Web page templates for documents librarians new to HTML.

Two other initiatives, the Agency Liaison Program and the NTDB Work Group had no major news to report, their progress having been moderated by the birth of a baby and an illness, respectively. There will continue to be an attempt to revitalize the Liaison Program; there is already a list of participants and guidelines drafted for this kind of work at the federal level. The Cataloging Committee has suggested that the liaisons express concern to agencies about the stability and permanency of LRS, etc. Cindi promoted the idea of a quarterly newsletter for participants in the program. Regarding the NTDB work group, Ken Rogers of STYEL SA has been ill this past year and has thus taken extended absences from work. On a related note, the problem of libraries missing a volume of NTDB this year was related to a GPO distribution problem, not to any glitch at STYEL SA.

FDTF is still working on a Reciprocal Links project (an effort to encourage federal webmasters to link to depository libraries, etc.) Project members will continue their work once GPO releases a new depository directory. The FDTF's own "Freely Used Sites" page, hosted by Vanderbilt, won a "Site of the Week" award from US Budget.

General Discussion

How will the inevitable change in presidential administrations (January 2001) impact federal Web pages? Since this is the first Administration to be active on the Web, what will happen to sites like www.whitehouse.gov? Cass and others will consult with GPO about permanent access to existing pages, archiving "snap-shots" of pages, etc.—we will keep this in mind as a possible GODORT resolution for New Orleans. Will depository libraries have difficulties complying with GPO's electronic access policy? There is concern that non-GPO-affiliated citizens may not be able to access CD-ROM networks in campus repositories or that public libraries may install Web filtering devices, etc. Carolyn Kohler will post a query to GOVDOG-L on this topic and report back in New Orleans.

Discussed the pros and cons of GOVDOG-L as an effective forum for a) depository librarians, b) GODORT and c) other stakeholders. GOVDOG-L includes many subscribers who are not depository librarians, including Congressional staffers. Would GPO ever want a listerv of their own?

What are optimal meetings times for FDTF Steering and Business meetings in New Orleans? We want to encourage high attendance and participation levels while avoiding duplication of effort. Cass will work with Dan Barkley on scheduling Saturday 2–4 p.m. as an unpopular meeting time and...
International Documents Task Force
Midwinter Meeting, January 31, 1999, 2–4 p.m.

Dena Hutto

Attending: Jim Church (Assistant Coordinator), Enrico D’Onofrio, Chuck Eckman, Mars Petzer, Megan Fitch, David Griffiths, Dena Hutto, Margaret Jobe, Kathleen Jones, Michael Levine-Clark, Rosemary Allen Little, Barb Mann, Sandy Peterson, Brian Rossman, Debora Schawbman, Marian Shaaban, Helen Sheehy, Peter Van Leeuwen, Beth Walker, Julia Wallace.

Welcome/Announcements

Due to illness, IDTF Coordinator Andrea Morrison, Indiana University, was unable to attend the Midwinter Meeting. Assistant Coordinator James Church, University of California-San Diego, chaired the meeting in her absence.

Approval of Minutes

Minutes of the IDTF meeting at the 1998 ALA Annual Conference were approved as published in DttP vol. 26, no. 2/3: 63–65.

IDTF Liaison Reports

Helen Sheehy, Legislation Committee

The committee is working to support Government Printing Office appropriations (including continued funding for the Area Handbook Series). The committee is also discussing S. 22, which proposes a system for declassifying government information, and H.R. 354, the “Collections of Information Antipiracy Act.”

Helen Sheehy, IFLA

About 25 people attended a full-day workshop on international government information sources at the IFLA conference in Amsterdam last summer. Helen will be participating in additional workshops in Moscow, Bangkok, and possibly Beirut during the next year.

Wen-Hua Ren, Program Committee

The committee is planning the GODORT program for the annual conference in New Orleans. The topic will be “To Merge or Not to Merge,” on the pros and cons of combining documents reference and technical services with other library units.

Beth Walker Publications Committee

The committee is discussing the current and future status of DttP. Documents to the People. Additional editorial staff and columnists are being added. A new publication design will be unveiled at the GODORT second Steering Committee meeting on Tuesday.

Kathleen Jones, Cataloging Committee

No report.

Barbara Mann, GITCO

The committee is discussing Web site updates, standards, and continuing education.

Rosemary Little, ALA International Relations Committee

Reported on changes in office staff, activities of the International Relations Round Table Continuing Education Committee, planning for the 2001 IFLA conference, and work on an ALA International Relations Office mission statement.

Old Business

Discussion of the effectiveness of the IDTF Agency Liaison Program

Mercy Sanchez, ITDF Agency Liaison Program Coordinator, expressed concern to Andrea Morrison prior to the conference that she has not received any reports from liaisons recently. She asks whether this program is worth continuing. Several liaisons stated that their agencies often have not responded to letters. In the course of discussion, concerns were raised about international governmental organizations (IGOs) that have discontinued microform publication series in favor of Web access. Sandy Peterson, FAO liaison, is specifically concerned about that agency’s plans. It was noted that Web sites do not contain all of the document series included in the microform collections.

“Notable Documents”

“Notable Documents” panel represent-
tives Enrico D’Omizio and Peggy Jobe proposed that IGO publishers be encouraged to nominate documents for this Library Journal special issue. Suggestions from the discussion were that the “Notable Documents” editor send letters to specific IGOs encouraging them to nominate publications and provide review copies. IDTF plans to make this procedural change by the 1999 ALA Annual Conference. Letters would then be sent to encourage nominations for next year’s issue. Agency liaisons were also encouraged to work with IGOs to increase their awareness of the “Notable Documents” issue.

Publication of the 1998 IDTF Preconference
Because neither the coordinator nor the past coordinator of IDTF was present, there was little information about the publication of the 1998 IDTF preconference on international government information. Andrea Morrison did state in an e-mail message to Jim Church and Dena Hutto that she has discussed this with Mike McCaffrey-Noviss and that he is behind on publication plans.

IDTF Web site
Immediate plans for the Web site are for Mike McCaffrey-Noviss to continue as webmaster. Sandy Peterson offered to represent IDTF at a GODORT webmaster meeting at this conference.

New Business
Communication with International librarians
Discussed a document compiled by Andrea Morrison on ways of improving communication with librarians from other countries concerned about government information (also posted on INTL-DOC listserve prior to the meeting). Some suggestions and observations that emerged from the discussion:

- Use participants in the University of Illinois-Urbana-Champaign’s Mortensen Program and international students in U.S. library degree programs as contacts to reach more librarians from other countries.
- Expand the scope of the INTL-DOC listserve to include international participation. A first step would be to identify and contact listservs that cover government information at a national level in other countries, as well as organizations that foster government information access.
- The ALA International Relations Round Table’s draft mission statement contains a number of points pertaining to this discussion.

Reports from Information Services
- Peter Van Leeuwen, Readex, reported that the Access UN database now indexes United Nations documents from 1956. They expect to complete the backfiles for this product within 2–3 years.
- Matt Brosius, Deputy Head of OECD Washington Center, e-mailed Andrea Morrison prior to the meeting to announce that he is compiling a monthly e-mail notification of significant publication releases, events, documents, etc., at the OECD Web site. Paper copies of the first e-mail were distributed at the meeting. To be added to the distribution list, e-mail matt.brosius@oecd.org. It was also suggested that the announcements be posted on INTL-DOC.
- Patricia Finney, Center for Research Libraries reported that CRL continues its project to catalog and process a collection of foreign official gazettes deposited by New York Public Library. She expects this project to be completed within the next six months. Pat also described the Center’s uncataloged international documents collections in paper and microform.

The meeting adjourned at 4 p.m.

State and Local Documents Task Force
Midwinter Meeting, January 30, 1999, 2–4 p.m.
Deborah Hollis, CU Boulder, SLDTF Coordinator introduced Mary Martin, Claremont Colleges as the Coordinator-elect and David Hellman of Santa Clara University as the new secretary.

Minutes of the 1998 Midwinter Meeting and Annual Conference were distributed for approval. Both were approved.

Committee/working Group Reports
Kathy Parson, Iowa State had nothing new to report for the bibliography. Hollis reported for Jan Goldsmith, UCLA who states that the Documents on Documents has not yet been shipped to ERIC but she will attend to this soon.

Louveller Luster, Virginia Commonwealth University reported that only 22 nominations have been received for Library Journal’s State and Local Notable Documents. One Web page was nominated. This was down from last year’s nominations. She’s willing to extend the deadline to February 15th.

Hollis is currently the SLDTF column editor for DttP. She reported that she has column material for the next two issues but will call on folks in the future to author columns about any/all aspects of state and local government resources.
Reports and Announcements from Liaisons

Hollis attended the ASCLA/SLAS discussion group earlier in the day. The group is interested in statewide database access. What do state libraries offer and do they provide training? Hollis told the discussion group about Colorado by the Numbers, an online statistical abstract of that state and CU colleague Peggy Jobe co-author http://www.colorado.edu/libraries/govpubs/online.htm and CEDIS (Colorado Economic and Demographic Information Service) http://www.dlg.oem2.state.co.us/is/cedis.htm a fee-based online service produced by the Colorado Department of Local Affairs. Public patrons can access this database in four libraries across the state. Colorado state agencies subscribe to this database as well.

Anne Roselle, Eastern Washington University, stated that the Education Committee was scheduled to meet the next day. She provided highlights of the group's agenda.

Hollis reported for Elizabeth Bauer, University of Tennessee-Memphis about the latest GITCO projects.

Duncan Aldrich, University of Nevada - Reno gave a report for the Legislation Committee.

Nancy Kolenbrander, Western Carolina University reported for the Program Committee. [See Program Committee minutes for details on the annual program.]

Yvonne Wilson, UC Irvine, reported that the Rare and Endangered Committee was scheduled to meet the next day.

Gary Cornwell, University of Florida was unable to attend. He emailed his update to Hollis. The focus of the GODORT Publications Committee at Midwinter was the status and future of DnR. As everyone is aware, we are currently several issues behind in the publication of DnR. John Shuler reported that unpublished issues are on track for distribution and we should be seeing them shortly. Future issues will be published in conjunction with ALA publishing and will have a new image beginning with Volume 27. Administrative changes will also be occurring in the structure of the editorial board for the journal that should prevent reoccurrence of past problems with delayed publication and distribution.

Old and Continuing Business

Mary Mallory, UIUC stated that there were no new developments on the StateList: The Electronic Source for State Publication Lists Web site http://www.law.uiuc.edu/library/check/check.htm. There are currently 28 states represented on the Web site. Hollis added that she told the ASCLA/SLAS discussion group about the Web site and the director of the Pennsylvania State Librarians is very interested in having her staff put their checklist on the Web. Pat Finney updated those present on the status of the Center for Research Libraries' State Documents De-accession project. CRL is offering their post-1950 documents to CRL members and their respective states. To date only four states have expressed interest in their state publications (Colorado, Delaware, Idaho and Vermont). Those interested can get more information at http://www.crl.uchicago.edu/info/USstatedocs/full.htm.

Hollis reminded those present that the ASCLA merger had been voted down.

Hollis reported that Andrea Severson, GODORT Web Master was meeting with the folks who maintain the three Task Force Web sites regarding maintenance issues.

Hollis reported that she and Mary Martin, Coordinator-Elect will update the SLDTF unit description.

Margaret Lane reported that information about the Committee of Eight and its members is now available on the SLDTF Web site http://www.libraries.arizona.edu/users/arawan/commit8.html.

New Business

Hollis distributed a draft proposal for SLDTF consideration regarding a two-day workshop for state documents coordinators of state depository programs. Together with Margaret Lane, Hollis asked that those present consider supporting the concept. A lively discussion ensued ranging from ALA/GODORT financial support to the matters of when and where such a workshop might take place. Everyone present agreed that a workshop of this nature would be an excellent service to those coordinators of state depository programs. Concerns ranged from identifying who would benefit from this workshop to whether this should be a program at a future ALA annual conference. Some suggested trying this idea on a smaller scale as a regional event. Sponsorship was discussed—possible vendors who might want to connect with state depository staff and make a financial contribution towards workshop expenses. Many issues and considerations were raised. All present agreed that further information must be gathered. Lane will contact the Committee of Eight members who in turn, can survey potential interest among state depositories coordinators. Hollis received names of volunteers to look at this proposal more closely. This will be a small and informal ad-hoc group who can discuss this further over email for the time being. For now, the group voted in support of the concept and will await further information.

The meeting adjourned at 3:45 p.m. 

Spring 1999 Volume 27, Number 1
Awards Committee
Midwinter Meeting, January 29, 1999

Sandy Peterson

Present: Sandy Peterson, Chair (1999); Susan Tuls (1999); G. Karen Mergener (1999); Chuck Eckman (2000); George Barnum (2000); Cathy Hartman (2000)

The Committee reviewed the applications for each award and/or scholarship and by consensus reached decisions on 1999 award winners. These recommendations will be to the GODORT Second Steering Committee Meeting on Tuesday, February 1, 1999.

The Committee discussed methods of generating additional nominations, especially for the Catharine J. Reynolds/Readex research award. The Committee suggested changes in the criteria and description of the grant and strategies for promoting it. Peterson will discuss these changes with Readex, the sponsor of the grant.

The Committee will address expanding the descriptions of the awards/grants/scholarships and the award winners on the GODORT Web site: http://www.lib.berkeley.edu/GODORT/awards.html

GODORT Award Winners Announced
The Government Documents Round Table Awards Committee is pleased to announce the 1999 award winners. More detailed information will appear in the June 1999 DtP.

James Bennett Childs Award

CIS/GODORT/ALA “Documents to the People” Award
Donna Koepp, Head, Government Documents and Map Library, University of Kansas

Bernadine Abbott Hoduski Founders Award
Barbne Selby, Documents Librarian, Arthur J. Morris Law Library, University of Virginia; Bette L. Siegel, Documents Librarian, State Library of Massachusetts

David Rozkuszka Scholarship
Amanda Wakaruk, student, School of Library and Information Studies, University of Alberta

Readex/GODORT/ALA Catharine J. Reynolds Award
No award given in 1999.

Bylaws Committee
Midwinter Meeting, January 30, 1999, 8–9 a.m.

Linda A. Kopecky

Kopecky called the meeting to order at 8:03 a.m.

Directory
The attendance sheet and committee directory were routed. Kessler’s e-mail address as listed is incorrect. The correct address is kessler@refstaff.lib. Kopecky will ask Andrea Severson to incorporate this change into the committee list on the GODORT Web site.

Announcements
Sudduth distributed the hotel flyer for Annual ’99. Kopecky successfully obtained a room on Friday only after emphasizing to the Hampton Inn reservations clerk the need to check the “GODORT block” of rooms for availability.

Minutes
The minutes of the 1998 Annual Meeting as printed in DtP, 26 (2/3), June/September 1998, p 78–79, were accepted with one addition. Concerning the ALA Bylaws citation referred to under “New Business: Expansion of Bylaws Committee Charge,” the last line should end with “Article XI”

Proposed Bylaws Changes
The committee reviewed the five proposed Bylaws changes which will be voted on during the GODORT Business meeting on February 1st. The GODORT Parliamentarian has confirmed that the proposals can be discussed and debated but may NOT be amended from the floor. The five proposals will be voted on separately with a simple majority deciding the outcome of each.

Committee Size
Kopecky reported that the GODORT Steering Committee had slightly changed the wording of Bylaws Proposal 4 from the committee’s recommendation at Annual ’98. Steering added the
clarification that ad hoc members will be non-voting and that Steering should approve the members. The other proposals were accepted as submitted.

Bylaws Committee Web Page
Sudduth has volunteered to create a Web page for the committee. It was decided to include a summary statement about the GODORT Bylaws, including a clarification/description of the Bylaws and the Policies and Procedures Manual. Possible features and/or links include:
- Committee directory: GODORT Bylaws; ALA Constitution and Bylaws; ALA Policy Manual; Current Items Under Review; Proposed Bylaws Changes; ALA Washington Office.
Sudduth will draft a page prior to Annual '99 for committee review.

Question to ALA re Parliamentary Authority
At the request of Steering Committee members, Kopecky contacted the chair of the ALA Constitution and Bylaws Committee and also the ALA Council Parliamentarian, explaining that GODORT will be voting on the adoption of ALA’s parliamentary authority (currently Sturgis) and soliciting their opinions on the likelihood of units being exempted from using Sturgis in the future. (The standard rule calls for the subsidiary organization to adopt the parliamentary authority of the parent organization.) Discussion followed: the unanimous committee opinion is to encourage GODORT to comply with ALA. Kopecky will share any replies received with the committee and Steering.

Review of Article IV, Section 6
The proposal to add the GODORT Website Administrator to Article IV, Section 6 raised many questions about the “special officer” positions. Their status as full voting members, as officers, and the duration of service are not all clear. Kessler moved (Gotter seconded) that in regard to Article IV, Officers. Section 6, the phrase “special officers” be struck and the phrase “(non-voting) administrative positions” be inserted. Additionally, in 6a, the phrase “term of office” be struck and the word “service” inserted, and in 6c, insert an opening sentence to read “The Website Administrator shall be appointed by the GODORT Chair and serve until either party terminates the service.” All motions passed. Kopecky will present the proposals to Steering on Tuesday.

Request from the Rare and Endangered Government Publications Committee
The Rare and Endangered Government Publications Committee (R&EGPC) would like to substitute their liaison from LITA with a liaison from GITCO. As LITA is external (GODORT invites LITA to appoint a liaison) whereas GITCO is a GODORT committee, the two are not interchangeable. The committee decided that the correct procedure for both requests calls for R&EGPC to bring their proposals to Steering. Kopecky will communicate this to the R&EGPC.

Affiliates
Sudduth (as chair of Membership) has been contacted by an Ohio documents group who wishes to affiliate with GODORT. Bylaws Article III, Section 2, addresses affiliates; however it is unclear that any of the provisions of that section are being followed. Sudduth will investigate this further and report back at Annual '99.

There being no additional items of business, the meeting was adjourned at 9:04 a.m. x

Cataloging Committee
Midwinter Meeting, January 31, 1999, 9:30–12:30 p.m.

Arlene Weible

Cataloging Government Internet Resources and the Implementation of PURL Technology: A Q&A Session with GPO

Betty Richmond, Ted Downing, and Laure Beefer Hall presented information on unique object identification technologies, an overview of GPO’s policies related to Internet cataloging, and plans for building and managing the FDLP Electronic Collection.

Respondents Tim Byrne, Nan Mixers, and Arlene Weible, as well as members of the audience, followed the remarks with questions covering a variety of topics, including:

- The difficulty some libraries have in making GPO cataloging policies work for local institutional needs.
- Frustration with the inability to use link checking software effectively with PURLs
- The need for GPO to provide some kind “alert” when URLs are replaced by PURLs in catalog records
- The importance of notifying the depositing community when GPO develops criteria for determining the appropriate method of access (GILS, BET, Browse Topics, catalog records, etc.) for Internet resources.
A more detailed summary will be distributed to listers and will be made available from the Committee's Web page (http://library.willamette.edu/digot/catalog/) soon after the Midwinter conference.

Business Meeting

Committee members in attendance: Arlene Weible (Chair), Tim Byrne, Kathy Jones, John Stevenson, Barbara Ceizler-Silver, Betsy Richmond, Nan Myers, Chris Shupala. (As well as numerous guests)

Minutes from the 1998 Annual meeting were approved.

Liaison Reports (submitted in writing after the Business meeting)

Federal Documents Task Force - Tim Byrne

No Report

International Documents Task Force - Kathy Jones

Center for Research Libraries has been working on cataloging serial titles from Western Europe and Latin America from 1850–1950. They still have large collection that remains uncataloged. They want libraries to know if they are looking for older international documents from these countries to submit ILL requests with as much information as possible and they will try to fill. The CRLCATALOG the online public access catalog (OPAC) of the Center is available on the Internet. Contains virtually all titles in the Center's cataloged collections. Telnet to CRCCATALOG.UCHICAGO.EDU (128.135.73.2). Foreign Official Gazettes “in process records” do not contain full MARC record information, but, can be retrieved by author, title, words in title, CRL call number (FOG), and subject. The records are being entered concurrently with the processing of the New York Public Library’s deposit of Foreign Official Gazettes to CRL.

State and Local Documents Task Force - Barbara Ceizler-Silver

No report

ALCTS Cataloging Committee: Description and Access (CC:DA)

Reported by Aimée Pirorelli Quinn. Since my predecessor’s (Rhonda Marker) last report, CC:DA has met twice: Saturday, January 30, 1999 from 8:30am to 12:30pm and Monday, February 1, 1999 from 2 p.m. to 5:30 p.m. The Committee’s next meeting is on Saturday, June 26, 1999 at 2 p.m (room to be scheduled).

The following items may be of interest to GODORT members.

- An announcement was made the AACR2-e ( Anglo American Cataloging Rules, 2nd edition - electronic) is available in both print and ed-rom versions. The ALA store is selling both versions. Future amendments will be handled using SGML technology. ALA Publishing hopes to keep future editions of the print and ed-rom versions released in sync. ALA Publishing is exploring the use of Web technology for further distribution but currently copyright restrictions are in place. The loose-leaf corrections will no longer be supplied to lack of demand. The cost to produce them does not meet the demand, hence this decision. There is no plan to include revisions of AACR2-e as part of the Cataloger’s Desktop. Any further decision regarding the electronic distribution of AACR2 will be in the purview of the Committee of Principles (International Conference on the Principles and Future Development of AACR).

- A proposed joint meeting of program with MARBI (Machine-Readable Bibliographic Information) at the Annual Conference is currently being planned. 1999 marks the 20th anniversary of CC:DA.

- Report from the Joint Steering Committee (JSC); reported by Brian Schottlaender.

- LC 37—repeatable series statement was debated with a request from the CCC to have the Library of Congress clarify the evolution of this revision.

- ALA 27—proposal to change wording of “computer file” as a general material designation to “electronic resource” Proposal never got beyond discussion.

Recommendation from JSC that a task force to review Thomas Delcey’s report be created. Approved with a report due by Annual Conference 1999.

Task Force on Metadata and the Cataloging Rules—No report was provided at the conference.

The Task Force on Rule 0.24, Martha Yee provided a detailed summary of the Task Force’s draft report including the identification of the three functions of Rule 0.24.

1. Provide guidance for multiple characteristics such as an electronic serial map. Should Rule 0.24 guide the cataloger to catalog as a map, serial or as a computer file. One thing that came clear from this discussion was the need to review reorganizing the entire code toward a table of precedence model. The problem with the code is that it is not linear. Michael Gorman’s concept (UCR2) is organized by ISBD and could provide an example of what it would look like.

2. What criteria make a revision a new work? This rule needs to reconcile and codify current rules and guidelines (refer to Mulver Guidelines and ISBD(ER) which allows for ignoring minor variations in a record). Determining the class of materials conflicts between chapters (again the model used was cataloging an electronic serial map).

3. Ensure transcription

The Task Force on the Harmonization of ISBD (ER); Lanne Howarth reported that the greatest challenge for the task force members was getting a hold of a print copy of the
ISBD (ER) because of the difference in printing standards between the United States and the Europe. The task force recommends CC:DA urge Bowker to have print copies available for purchase in the future. The task force reached consensus regarding 9.2.B.2 in defining what is a second edition. They did not reach consensus regarding 9.2.B.8 dealing with multiple versions statement after running into a similar debate as Ms. Yee discussed in the Rule 0.24 Task Force report.

One goal of the group is to identify different dynamic resources especially keeping seriality in mind. Another issue is the need for ISBD (ER) to be international in scope versus the need for a specific language.

Due to the difficulty in keeping ISBD parallel with the text of AACR2 and proposed changes. Recommend that the task force be extended until annual conference to complete their report. Also, a glossary is being compiled.

IFLA Report

Reported by Glenn Patton. (note: reports are all available on the IFLA's Web site at http://www.ifla.org). Edward Swanson is leading a team to revise ISBD (S). This team is one of several examining IFLA's functional requirements in the revision of all versions of ISBD. The group reviewing ISBD (M) completed their review while the ISBD (G) group is beginning their review. These reviews break the guidelines into two categories: requirements and optional. The UBCIM (Universal Bibliographic Control And International MARC) Office plans to make ISBD models available on the Web except for those whose copyright is not owned by IFLA. Working Group papers are available on the Web site and include the Guidelines for OPAC Screens and the revision of anonymous classes document. Task Force created to review these guidelines by April. Please be sure to think about attending IFLA in 2001 because the host city is Boston!

Report on CONSER “Seriality” Analysis

Reported by Jean Haroux. Four groups were set up and their reports are on the CONSER Web site. (http://lcweb.loc.gov/acr/conser/serials.html)

Recommendations made to JSC will not be in the form of rule revisions since the current need is to achieve harmonization before any revision takes place.

Discussion centered around recommendation to JSC to consider a 3 part code (Part 1 - when a part has changed; Part 2 - access; Part 3 - how to relate to other works or manifestations).

Defined a "bibliographic entity" as having discreet parts and a designation but no pre-determined conclusion.

Determined there is not a need to create new records each time a corporate body changes.

Issues still under discussion include: successive entry versus latest entry; uniform titles in electronic records; doing away with chief source of information and providing chief source for title instead.

Preconference publications may be ready by annual conference.

MARBI Report

Reported by Mark Watson. The following proposals and actions were recommended by MARBI:

Proposal No. 99-06: Repeatability of Subfield $u (URL) in Field 856 of the MARC Formats - approved
Proposal No. 99-04: Definition of Field 007 for Tactile Materials in the MARC Bibliographic and Holdings Formats - approved with minor changes.
Proposal No. 98-15 R: Obsolete fields in the MARC Bibliographic Format (Revised) - rejected
Proposal No. 98-16 R: Non-filing Characters in all MARC Formats (Revised) - could only accept one part thus deferred.
Proposal No. 99-07: Field 263 and Year 2000 Compatibility in the MARC Bibliographic Format - approved
Discussion Paper No. 113: Appropriate Use for Subfields in Field 852 in the MARC Holdings Format - discussed with no action
Proposal No. 99-02: Making Field 004 (Control Number for Related Bibliographic Record) Repeatable in the MARC - rejected, but will probably come back up for discussion at annual.
Proposal No. 99-03: Definition of Unspecified Values in Leader in the MARC Holdings Format - approved unanimously
Proposal No. 99-05: Definition of Field 040 in the MARC Holdings Format - approved unanimously
Discussion Paper No. 112: Defining URL/URN Subfields in Fields other Field 856 - discussed with no action

Old Business

Subcommittee to Revise Cataloging Government Publications - Rhonda Marker

Rhonda has distributed a detailed outline of many of the chapters and drafts of some chapters to participating authors. A deadline of May 15 has been established for drafts. Rhonda will begin working with the GODORT Publications Committee to make the appropriate contacts at ALA Publishing. There are still some limited opportunities to contribute to the book, so please contact Rhonda if interested.

Committee’s Web page development – Nan Myers

Nan presented an outline for a section of the Web page that would provide links to resources useful for Internet cataloging, including GPO policies, standards and manuals, and local library procedures. The committee endorsed the basic outline, and work will begin on a draft Web page. The page will be reviewed by the Committee at the Annual meeting.

Progress Report of the Retrospective Conversion Project Survey – Betsy Richmond

Betsy reported on the preliminary work done to summarize the data collected in
New Business

Recommendations to GPO

Based on the feedback collected so far, and the MARBI proposal (99-06) on this topic, the Committee is prepared to write a letter to GPO recommending the discontinuation of the practice of including multiple subfield u's in a single 856 field. Also, the committee agreed that it should encourage GPO to alert depositories that when URLs are replaced with PURLs in catalog records, reports should include the title of the resource, PURL, URL, and OCLC record number. The format in which this information could be distributed includes email messages to GOVDOC-L and/or DOCTECH, listing on GPO Web pages, or inclusion in the Technical Supplement of Administrative Notes. There is no clear consensus in the feedback collected so far on the retention of URL information in catalog records when a PURL is added.

Education Committee

Midwinter Meeting, January 30, 1999

Committee Members Present: Sherry DeDecker (FDTF), Bert Chapman, Elizabeth Cowell, Ann Roselle (SLDTF), Amy Spare, Larry Schankman. Committee Members Absent: Patricia Cruse (Chair), Mike McCaffery-Nous, Friends of the Committee; Kathy Tezla, Larry Romans, Sally Lawler, Wen Hua-Ren (ALA Education Committee), Jim Church, Michael Levine-Clark

The minutes from the annual Education committee meeting, June 28, 1998, were distributed and approved. K. Tezla suggested coordination of Clearinghouse efforts with Cataloging and GITCO to avoid duplication.

Liaison Reports

FDTF

S. DeDecker reported on the GPO Updates and the joint FDTF/Cataloging Program on PURL implementation. At the first Steering committee meeting, GITCO reported on the progress of the CD-ROM documentation project.

SLDTF

A. Roselle reported that twenty-two of the notable documents submitted for Library Journal were state documents. CRL is dispersing its collection of state documents; four states have offered to take documents so far. Discussion took place on the possibility of a workshop for state documents administrators. The committee is encouraging putting checklists of state documents on the Web.

ALA Education Assembly

W. Hua-Ren distributed a proposal to give 501.6 status for certification of public library administrators. Education Committee is being asked to comment. Other topics, discussion of the Congress on Professional Education, and clarification that ALA does not certify education for foreign library school programs. The Assembly also offered to cosponsor any future program with GODORT Education Committee, and asked for information on our Web page and Clearinghouse.

New Business

ALA Congress on Professional Education

K. Tezla explained the purpose of the Congress. Patricia Cruse has been appointed as the GODORT representative to the Congress, and the Education Committee will spearhead GODORT's contribution efforts. Patricia will prepare a paper to present to the first meeting, with input from Education and a representative from each GODORT committee. A. Roselle offered to help with the paper.

ACTION: The Education Committee recommended that the following topics be included in the paper:

- Traditional roles, new roles, additional roles, different roles
- Preparing generalist and specialist practitioners
- Core competencies and values
- Continuing education and training

These topics fall under two broad categories for paper submission, Issues in Library and Information Studies Education and Issues in the Profession.

A. Spare will present these topics to second Steering for discussion. The Committee prepared a list of talking points for these topics.

AALL Proposal for joint development of an interactive tutorial on government documents processing

The Government Documents Special Interest Section of AALL has proposed a joint effort in preparing this tutorial. L. Schankman is interested in pursuing this.

ACTION: S. DeDecker will consult with the Cataloging Committee to avoid
duplication; then will contact AALL to put in contact with L. Schankman.

**Continuing Business**

**Continuing Education Fund Working Group Web Proposals**

Of five proposals submitted to the Working Group four were recommended for approval at $250 each. The Education Committee approved the recommendation.

ACTION: A. Spare will submit the proposals to second Steering, recommending funding.

The Working Group will recommend to Steering at annual that another call for proposals be sent out in Fall 1999, asking for tutorials to be made on topics recommended by the Education Committee.

**Handout Exchange**

L. Romans reported that the Exchange was running smoothly, with many submissions, and many more have been submitted than before. The Committee recommended that the Exchange link to the current year's depositories self-studies, as the requirements change frequently.

**EBSS Conference Program**

S. Lawler explained the progress of the program to be given in New Orleans, entitled "Promoting Citizen Participation and Advocacy in the Electronic Age." Education Committee is co-sponsoring; members gave suggestions on sources for speakers.

ACTION: The Education Committee will link to the conference information from the committee page. S. Lawler will send S. DeDecker a copy of the program announcement, which will be distributed at the Depository Library Conference.

**Government Information and Depository Management Clearinghouse**

The name was changed to more accurately reflect the content of the site. The committee made revisions to the page and volunteered to find sites for missing areas.

ACTION: E. Cowell - Federal Depository Libraries in the Organizational Structure; L. Schankman and B. Chapman - Advocacy within and outside the library; S. Lawler - promoting government information in your local community; A. Roselle - electronic toolbox (will coordinate with Cataloging and GITCO).

The committee will publicize the site after the annual meeting. At annual, the committee will review the page for missing information, and compile a list of topics. Continuing Education Fund Working Group will use this list to send out the next Call for Proposals in Fall 1999, asking for tutorials in these areas.

The meeting adjourned at 5:30 p.m.

**GITCO**

**Midwinter Meeting, January 31, 1999**

Brian W. Rossmann

The meeting was called to order at 2 p.m. by chair Barbara Levergood. Members of the committee and visitors introduced themselves and were welcomed. Some background on GITCO's charge was given by the chair. Those interested in becoming more involved in GITCO were encouraged to contact the GODORT chair or volunteer to assist on GITCO projects as a "Friend of GITCO" (individuals who work on GITCO-related projects but are not officially committee members).

The agenda was approved with the addition of an item under Section 7a. Workgroup 4: Stephen Woods would discuss an option for linking from a MARC record to documentation.

The minutes of the Annual Meeting in Washington, D.C. were approved as written.

**Announcements**

*DuP* publication is almost back on track.

Beth Bauer is doing very well and is expected to be able to attend Annual in New Orleans. Despite being absent from today's meeting she has nevertheless contributed.

Rare and Endangered Documents has indicated that it would like to have a liaison from GITCO. Scheduling difficulties (meetings are currently held simultaneously) and whether or not this might cause a problem with respect to the Bylaws Committee were discussed. Brian Rossmann agreed to act as liaison if these issues can be resolved.

The Superceded Project Committee would like input from GITCO on CD-ROM supersession. Cathy Hartman and Annette Curtis-Carroll volunteered to assist.

**Task Force Reports**

Barb Mann (IDTF), Beth Baur (official SLDTF representative in absentia by email), Mary Mallory (SLDTF), and Eric Force (FDTF) reported on the key topics discussed at GODORT meetings that were of interest to GITCO.
**GITCO Web site and listserv update**

Dorothy Edwards reported that a meeting of all the GODORT Web editors was held during the current Midwinter Meeting. The GODORT webmaster encouraged more communication and cooperation so that GODORT’s Web efforts would be more concerted. Archiving of the GITCO pages was suggested but Edwards does not believe that this is a big issue presently because she has tended to augment the content on existing Web pages rather than replace it with newer additions. She is considering providing links to rosters of former GITCO members.

**Web Page Template Update**

Cathy Hartman is continuing to maintain the Government Documents Web Page template by verifying that the links it contains are still current and adding new links as they come to her attention. She asked the committee if it ought not to be thinking about doing some more marketing to better publicize the template (she had presented a poster session at last Annual; there has been some discussion on GOVDOC-l although this was several months ago). A strategy that the committee suggested was to see if the template might receive some exposure through GPO, in particular in Administrative Notes: Barbara Levergood will contact GPO about the feasibility of this while Cathy Hartman and Mary Mallory will work on alternate ways of promoting it. Hartman will continue to maintain the template.

**Continuing Education Fund Update**

Mary Mallory reported that 4 of the 5 applications were funded for Web tutorials. GITCO members are encouraged to apply for grants on technology topics, such as the development of a Web tutorial on how to install CD-ROMs. Mallory expressed keen interest in continuing to act as liaison to CEF despite her GITCO term being up this summer.

**CD-ROM Standards Project Update**

Brian Rossmann reported that the letter drafted by GITCO to be sent by the chair of GODORT to NCLIS in support of its Assessment of Electronic Government Information Products was completed last summer. Copies of this letter were distributed at last Annual’s GITCO meeting. Bob Willard reported on the progress of this project at the current FDTF Update.

**Old Business**

**CD-Documentation Project**

The Chair gave some background and history on the project and commented that it is progressing slowly at committee speed. The crucial thing at this point is to get through the planning stage—hopefully at this meeting—and find a host well before this summer’s Annual Conference.

**Workgroup 2**

Stephen Woods reported to the committee on his work updating William Spivey and Larry Shankman’s Web page listing what documentation on CD-ROMs libraries are making available via the Web. He intends to spend more time evaluating sites. The committee decided that GITCO’s page will link to Woods’ revised version of the page; however, the original version will be retained. GITCO has advertised on Govdoc-l soliciting recommendations to sites that contain good documentation; Woods will do so again.

**Workgroup 4**

Dorothy Edwards discussed the GITCO CD-ROM Documentation Project Database Issues document. It lists desired features of the database along with some facts (such as the anticipated size of the database, how much it will grow, be updated, etc.).

Stephen Woods made some suggestions regarding linking from MARC records to documentation. GITCO will explore this further.

**Workgroup 5**

Barbara Levergood presented a revised version of the document Recommended Guidelines for the Content of the CD-ROM Documentation Service. There was no objection to the document as written and it was accepted by the committee.

**Workgroup 6**

Annette Curtis-Carroll outlined her workgroup’s work on the mock-up of the Input Form to be used for entering data into the database. She raised several rhetorical questions and concerns about how this form would work, but felt most of these issues are host-related; accordingly they cannot be resolved until a host is selected. It was decided that a separate field is necessary for non-depository items and that any standard call number should be included in the database. The committee will proceed onto the next steps of soliciting a host.

**Workgroup 7**

Mary Mallory shared the Draft document which will be used to solicit a volunteer to host the ALA/GODORT/GITCO CD-ROM Documentation Service. Some small revisions were suggested including the addition of a section that defines the role of the editors who will be adding data to the database. It was observed that it should be made clear that the host will be responsible for the technical aspects of hosting the site while other functions will be done by a separate editor.

The committee discussed some of the problems and concerns with respect to asking one person or institution to voluntarily assume responsibilities as a host since this could potentially act as a full-time job. It was suggested that GITCO might investigate contacting a library school since library school students might be willing to take on a project such as this as part of their studies.

It was recommended that we get some feedback from GPO at this point in the project. Levergood will check on this.

It was pointed out that the host
must be prepared to attend all GITCO meetings.

New Business

CDs that don’t run on Windows 95/NT

It was decided that GITCO would place a message on Govdoc-l requesting that CD-ROM installation and operating problems, workarounds, and solutions be posted to the list. GITCO would later reconsider whether we wanted to become further involved in the issue of which CD-ROMs run or do not run under Windows.

Adjourned at 5:25 p.m.

Legislation Committee Meetings
Midwinter Meeting, January 29–February 1, 1999

Meeting I, January 29, 3:20–4:30 p.m.

Legislation Committee Chair Dan Barkley convened the meeting at 3:20 P.M. Those present outside of the legislation committee included Jerry Otremba, Francis Buckley, Dan O’Mahoney, Pru Adler, Mary Alice Bash and Jane Sessa.

Dan Barkley announced that primary goal of the meeting was to decide what legislative items needed action by the committee and to break into working groups to address those issues.

The committee heard from Jerry Otremba of the Library of Congress who gave the committee advanced notice of a legislative proposal being drafted to establish a new funding method for FRD’s country studies program. The proposal will call for the creation of a revolving fund and she asked that the committee consider endorsing it once the language is drafted. She expected to share a draft of legislation with the committee prior to the ALA annual meeting in June, 1999. There was some discussion of the current funding methods as well as a discussion about the fiscal solvency of the country studies program.

Dan announced that the committee would be happy to review the proposal subsequent to its creation. He then listed several issues for the committee to focus on in the coming days: a resolution to commend the service of Anne Heanue, a bill regarding the classification/declassification of documents system (S. 22), a resolution about GPO appropriations, and a possible letter to be sent from the GODORT chair regarding the EPA right to know act.

Dan O’Mahoney spoke regarding the EPA issue and shared information about advocacy efforts already underway. He also gave the legislation committee advanced notice of planning for an advocacy training day focusing on documents librarians. He noted that this issue was probably under the purview of the Program Committee.

A recently introduced bill, the Collection of Information Anti-Piracy Bill (H.R. 354) was mentioned and the committee decided that it should be monitored for possible legislative action.

Francis Buckley noted that GPO and LC had recently given briefings about their respective organizations to congressional committee staff members.

The committee discussed whether funding for LC should be included in the resolution regarding GPO and it was decided that two separate resolutions would be a better approach. Helen Sheehy agreed to locate old GODORT resolutions.

The committee decided to meet for additional time at the conclusion of the joint meeting with COL, GIS and IAWG held on 1/30 to break into working groups.

Meeting II, January 30, 2–4 p.m.

This meeting was a joint session of the GODORT Legislation Committee, the ALA Committee on Legislation, Government Information Subcommittee (GIS) and IAWG. Those present included GODORT Chair Kathy Tezla, Superintendent of Documents Francis Buckley, Dan O’Mahoney, Pru Adler, Mary Alice Bash and Jane Sessa.

The meeting was convened by Dan O’Mahoney, who began with a recap of issues in the 105th Congress, such as reform of Title 44 and Copyright legislation. He stated that the outlook for passage of substantive Title 44 reform in the 106th Congress was not optimistic, though that should not preclude advocacy efforts in support of reform.

Discussion of the meeting focused on which issues should be emphasized through advocacy efforts and how to best plan those efforts for maximum leverage. One suggestion was to hold a forum to bring together stakeholders in Title 44 reform to explore common areas.

There was also discussion regarding whether IAWG should continue as an organized group. Those present agreed that the IAWG was a valuable group to bring together a wide range of perspectives and that it should continue in some form. A drafting group will discuss the future of IAWG.

Meeting III, January 31, 2–5:30 p.m.

Chair Dan Barkley opened the meeting and announced that the committee would consider resolutions brought forward by various working groups. He announced that the work group which had met regarding writing a letter about the EPA right to know issue had decided that it was premature to draft a letter at this time and that the committee would revisit the issue at a later time.

Three Resolutions were debated: the Resolution of Condemedation for Anne Heanue, the Resolution on Superintendent of Documents FY 2000 Salaries and Expenses, and the Resolution on Funding for the Library of Congress.
The committee decided to bring forward the first two resolutions but to defer action on the resolution regarding the Library of Congress to the ALA Committee on Legislation.

A resolution on S. 22 was started in draft form to be presented at the last meeting. Dan Barkles and Dan O'Mahoney decided to the last meeting joint venture between the GODORT Legislation Committee and the COL GIS.

Meeting IV, February 1, 9:30–11 a.m.

Meeting four was held in conjunction with the ALA COL Government Information Subcommittee.

A resolution on S. 22 was drafted and approved by both committees. Other discussion centered on the possible incorporation as a nonprofit organization of the Coalition on Government Information.

Membership Committee Meetings
Midwinter Meeting, January 29, 1999

Meeting I, January 29

Members Present: Bill Sudduth, chair; Frances Skiffington, Jill Vassilakos-Long, recorder

Since a quorum was not present, no action items were considered.

The new sign-up sheet was circulated.

Preparations for ALA Annual Conference (New Orleans) were discussed. GODORT has a contract with the Hampton Inn, signed last February. Contract calls for 150 rooms Friday through Monday and 80 rooms Thursday and Tuesday. New Members Lunch is tentatively set for Crescent City Brew House Saturday 1-2:30. The menu will be “the taste of New Orleans”; details should be set in a couple of months. Frances is still looking for a conference reception location in central New Orleans (conference area). Bill recommended that she plan for 175 people and a budget of about $2,000-3,000. Bill will verify during 2nd Steering.

The committee commended Frances for all that she has done and how fortunate we are to have such good connections in New Orleans.

Arrangements for San Antonio. Bill Sudduth tried some preliminary contacts with San Antonio hotels and discovered that ALA has already booked many of the properties. Bill Sudduth has been in contact with Diedra Ross of ALA Conference Services about booking a block of rooms through ALA. The room would be called the “GODORT Block”. Members would ask to be placed in the GODORT Block. GODORT will need to notify ALA in August for Midwinter and October for Annual.

Old Business

Promotional Materials need to be updated with at least a flyer available at the GODORT booth for annual. Bill thought Catherine and Christine volunteered to work on these. This will have to be done by e-mail after conference.

Big Blue—needs to be updated. Peggy Walker sent some state document material to Karen Russ to add to the display. The committee needs to locate some interesting publication or mount covers from titles from the Notable Documents List. Bill will get Big Blue back and then ship to Frances in early June and then set-up the Friday of Conference. A preliminary application for a conference has been submitted.

Conference BoothCa committee member needs to solicit volunteers to work the booth. Jill suggested that volunteers could be rewarded by having their names placed in a drawing for a gift certificate. This would be drawn sometime during conference.

The meeting adjourned at 5:30 p.m.

Meeting II, February 1, 8–9

Members present: Bill Sudduth, chair; Jill Vassilakos-Long, recorder; Dena Hutto.

The meeting was adjourned at 8:05 AM. Minutes were not approved due to a lack of a quorum. The meeting was devoted to reviewing a list of projects that need to be completed by annual. Committee members were assigned the following projects.

Bill announced that the committee would need to keep in touch via e-mail so that the work can get done.

Re-organizing the State Affiliate program—Bill Sudduth

Conference Reception—Frances Skiffington

Revising “Big Blue” (GODORT’s display for Annual Conference)—everyone

Conference set-up—Bill plus a couple of volunteers

Volunteers for Conference Booth—

Jill Vassilakos-Long

Mentor Program—Karen Russ and Jill Vassilakos-Long

Conference Tips—Jill Vassilakos-Long plus other volunteers

Sponsors for Annual Reception—Dena Hutto

Elitism/New Members—Jill Vassilakos-Long, Bill Sudduth, Karen Russ

New Promotional Materials—

Catherine Hansen, Christine Fletcher

The meeting was adjourned at 8:55 a.m.
Publications Committee

Midwinter Meeting, January 29, 1999, 3–5:15 p.m.

John Shuler

Status of Issues

✓ March 1997–Was published as scheduled.
✓ June 1997–Was printed, but was it ever distributed? We do not think so. This issue will be formatted to PDF and posted to the GODORT Web pages.
✓ September 1997–Issue is sitting in Albany, NY at mailers. The project manager from the Center for Disabled has quit. Jill Moroney has been in contact with the Center many times, but having little success with their lack of communication. She has asked Mary Redmond to go there and pick up the mailing list.

Financial State of DttP

Documents to the People is in a financial hole. Although details are being worked out, some discussions need to be had about which volumes (present or past) take priority. With the current monies allocated for DttP, we can either publish the two “missing” volumes or publish the next two volumes of 1999, but not all four. Judy Horn suggested we use some of the GODORT reserve money to complete all of the publishing that is behind. Andrea Severson suggested that the two unpublished issues be combined to create one larger issue, thus only paying for one issue.

John pointed out that if we can publish the missing two issues, that our publication is then back to being continuous.

Distribution of the Publication DttP

The current distribution is a mess. These problems have caused constant delays. Recently, John contacted GODORT and asked for help. He suggested a colleague, Lorri Mon, help him coordinate the distribution responsibilities. This was given the green light. In the future, distribution services will be handled by ALA Production Services. ALA will also handle all future claims. The charge for these services is $1000/year. (Before this hand-over of responsibilities, John and Lorri will straighten out the current mess. John is estimating that this will take about six months.)

Some good news is people are renewing their subscriptions. Individuals and corporations are showing their faith in DttP by this effort and we need to not let them down.

Staffing of the Publication DttP

John is now lonely at the helm and is asking for GODORT to O.K. some positions that will give him moral support. Ben Amata is willing to continue as Associate Editor. His duties will include conference updates, a column and help with other functions. We will create a job description for Ben. John has contacted the other columnists and several will be returning (Linda Johnson, Maggie Parhamovich, Marcia Meister, Chuck Eckman, Deborah Hollis, Mary Alice Baush, and Susan Anthers).

John asked for a better description of how to deploy the editorial staff. He would like to add another Associate Editor who would help with issues of copy editing, the remaining distribution problems and provide back-up support. John is suggesting Lorri Mon. John says that will the help of Ben and Lorri, better quality issues will be produced.

Future Design of the Publication DttP

Fox Linker, ALA’s new Director of Publishing Technology and Christine Taylor, the ALA staff member who handles the editorial flow and production, have been working with the publications committee on ways to redesign DttP. This redesign would include a new look for the cover and inside pages, as well as thinner paper. The publications committee has chosen the future look for DttP and it will be unveiled with volume 28 beginning in March 1999. A minor change proposed (although not for catalogers) is that DttP switch from months to seasons. This gives a little leeway for both the editors and the production staff at ALA. This was approved. Descriptions of these changes will be presented to Steering.

This new look and the fact that ALA will be taking over distribution, mailing, and claims, will save GODORT 10% of what it previously spent. The committee is happy with the changes.
Rare and Endangered Government Publications Committee
Midwinter Meeting, January 31, 1999, 2–4 p.m.

Bill Sleeman

In attendance: Bill Sleeman, Chair, Michael Levine-Clark, David Larkin, Ann Miller, Roberta Palen, Kathleen Jones, Jane Gillis, George Barnum, Donna Koepp, Barbara R. Campbell, Julia Wallace, August Imholtz, Yvonne Wilson, Winston Atkins.

Called to order at 2:10 p.m.

Introductions

Asked for a volunteer to serve as Recorder for the meeting, Barbara Ruth Campbell volunteered (thanks Barbara).

First order of business was to review and accept the minutes from the Committee’s last meeting at Annual in Washington DC. Minutes were approved.

Old Business

Bill Sleeman and August Imholtz reviewed the status of the Committee’s Serial Set Survey. An article authored by Sleeman, Imholtz and Bill Wears will appear in the March 1999 issue of DttP. August Imholtz discussed his work with Virginia Saunders of GPO to produce a list of unused Serial Set numbers which was published in GPO’s Technical Supplement. Imholtz concluded by explaining that he was also working on an additional article that would review the content of his presentation at ALA Annual in 1998 and explore several other publishing discrepancies in the Serial Set and the American State Papers.

George Barnum reviewed the status of his work on revising the RBMS/GODORT packet of articles and bibliography on preservation of government documents. He and Ann Miller have added portions of the bibliography to the Committee’s Web site. Barnum indicated that he would look at “tightening up” some of the topical divisions and urged Committee members to submit suggestions for articles to be added and corrections to be made. Barnum explained that he had two further suggestions for responding to the Committee’s plan: 1) develop an annotated list of preservation internet sites that would be geared towards Document Librarians; and 2) examine the articles included in the original packet to see if the items (or articles of similar content) were available on the internet. If not, proceed with acquiring copyright as needed and scanning the articles to be included on the REGP Web site. Sleeman and David Larkin agreed to work with Barnum on part 2.

Barbara Campbell indicated during the discussion that she was working on an article that was similar in nature and wondered if the Committee would be interested in sponsoring it? Campbell was advised to raise this under New Business.

Ann Miller discussed the development of a internet site for the Committee. Miller provided photocopies of the site as it has been developed so far. Discussed adding the minutes of past meetings to the internet site [Bill Sleeman will provide copies]. Miller also proposed adding links for past members of the Committee, many of whom are still very interested in the issue of preserving unique and rare government publications. Jane Gillis raised a question regarding continuity of the site content with changing membership on the Committee. Miller explained how GODORT had appointed a single individual to serve a three year term as Web Administrator and that it was hoped this person, and subsequent appointees, would address this concern. Miller indicated that she hoped to have the site up and running “live” by Annual (dependent upon approval of her campus technology staff). The Committee agreed with Miller’s plan for proceeding with the Web site.

Bill Sleeman discussed the proposal from last Annual meeting to exchange the LITA representative for a representative from GITCO. This issue had been discussed with Linda Kopecky, Chair of GODORT Bylaws Committee during the first Steering Committee on Friday, 1/29. Kopecky (who was not present at the REGP Committee) reported back via Ann Miller that Bylaws did not think the change was necessary and urged REGP to keep the current Committee structure in place. Instead it was suggested that the Committee invite a member of GITCO to attend Sleeman proposed that REGP follow the recommendation of the Bylaws Committee, to which the Rare and Endangered Government Publications Committee agreed. Sleeman will invite GITCO to attend our meeting at Annual in New Orleans if there is no time conflict.

Before moving to New Business Donna Koepp reminded the Committee that we had discussed the possibility of developing lines of communication with the rare book community to share information on stolen materials and book thieves. Jane Gillis agreed to look into this and report back to the Committee via e-mail.

New Business

The Committee discussed whether or not to proceed with earlier plans to develop a “National Newspaper” like project for the Serial Set. After discussion of various approaches to such a project it was agreed to establish a smaller working group [Koepp, Imholtz, Sleeman, Michael Levine-Clark and Julia Wallace] to try and develop a more focused plan for such an effort.

The Committee discussed possible outreach efforts to keep the issue of preserving rare documents in front of the library community. Miller asked if there
might be something that could be done on international documents: The League of Nation’s digitization project at Northwestern was offered as an example. Other possibilities suggested included a program at FDLC and perhaps a future joint program on State and Local Documents. Yvonne Wilson, representing State and Local Documents, thought that they might be interested in such a program. Jane Gillis proposed including staff of the American Antiquarian Society and offered to communicate with them if REGP pursued that idea.

Sleeman will follow up with Wilson via e-mail to explore the idea further.

Sleeman asked the Committee for its view on developing resolutions for GODORT and AALA on issues of concern to the Committee. It was agreed that this was an appropriate course of action for the Committee. Barbara Ruth Campbell shared with the Committee a copy of her project and it was agreed that she should continue to develop her project.

Meeting adjourned at 4 p.m. (with plenty of time for the Super Bowl). ♦

**Web Group**

**Midwinter Meeting, January 30, 1999, 4:30–5:30 p.m.**

**Andrea Sevetson**


Andrea Sevetson convened the group of people who are the Web managers for the GODORT Task Force and Committee Web pages. Discussion centered around what we each could do to communicate with each other, and the discussion of evolving standards and practices so that we have consistency across the pages.

**Action Items**

A reflector will be established for the group.

A page will be set up with the various graphics for the GODORT pages to achieve some consistency of color and images.

We will try to get a meeting slot in New Orleans that doesn’t conflict with other meetings.

**Discussion Items**

A question was raised about how long minutes were to be maintained on the Web. The report of the Ad Hoc Committee on the GODORT Web Presence [http://www.lib.berkeley.edu/GODORT/ah_web.html] had recommended two years, however Cindy Etkin pointed out that a longer time period (3 years) might prove beneficial for new member recruitment for the Nominating Committee. Sevetson suggested checking the use statistics over the next 6 months, and also mentioned that the whole issue of minutes was being discussed with regard to how these would be handled in DmP.

Sandy Peterson announced that the Awards Committee was considering putting up some of the background material regarding the awards e.g., background on the people for whom the awards were named, as well as the annual announcements of winners which would include project background etc.

Sevetson was asked how long the older Directory lists would be maintained on the Web. She mentioned that they get consistent use, and that after about 2.5 years she goes through and strips out the contact information leaving the name and institutional affiliation as so much of the contact information seems to change. The group concurred that the GODORT Directors information will be maintained online.

The group expressed concern that the GODORT Homepage did not have the GODORT logo on it. Sevetson agreed that this was a problem and agreed to draft an alternative for comment and mounting, if it had the group consensus. ♦
1998 Bibliography on Documents Librarianship and Government Information

Linda B. Johnson, University of New Hampshire
and Louise A. Buckley, University of New Hampshire

Foreign National Governments


See also: 52, 53, 56, 58, 60, 101, 114, 126, 131, 138, 148, 172.

Intergovernmental Organizations


State and Local Government

U. S. Government – General

Automation and Technical Services

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67. Wilson, Yvonne; Michael Oppenheim; and Debora Richey. “Local Publications and Resources.” Journal of Government Information 24, no. 6 (1997): 519-524. See also: 15, 26, 27, 103

Census


Electronic Information—General

87. Gordon, Mark L. and Timothy P. Walsh. “Outsourcing Technology in

CD-ROM


GPO Access and Government Information Locator Service


Internet and Online

See also: 7, 8, 10, 14, 19, 20, 24, 25, 38, 57, 59, 97, 117, 121, 122, 130, 147, 148, 149, 159, 163, 185, 187

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Freedom of Information, Information Access, and Privacy


See also: 2, 11, 12, 36, 165, 171

Geographic Information


Government Archives and Information Management


See also: 93, 182

Government Information Librarianship in Theory and Practice


138. Hajnal, Peter I. Government and


See also: 7, 8, 18, 20, 29, 54, 78, 86, 99, 102, 120, 123, 165, 166, 169, 174, 186

**Information Policy**


See also: 2, 4, 9, 13, 42, 43, 87, 94, 98, 104, 116, 117, 118, 119, 120, 125, 151, 157, 158, 161

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**Retrospective and Historical**


See also: 6, 24, 31, 35, 40, 42, 43, 51, 66, 73, 76, 181.

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**Statistics**


See also: 28, 68, 69, 70, 71, 72, 74, 75, 76, 77, 80, 81, 82, 83, 84, 85, 183.
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Greg R. Notess is an experienced writer, speaker, and teacher of Internet information sources. A reference librarian at Montana State University, Bozeman, Notess is also the "On the Net" columnist for Online and Database, and the "Technical Talk" columnist for the Internet Law Researcher.
## Preliminary Schedule for GODORT Events

### Friday, June 25

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steering</td>
<td>2–3 pm</td>
<td>100</td>
</tr>
<tr>
<td>Awards</td>
<td>8–9 am</td>
<td>10 (CLOSED)</td>
</tr>
<tr>
<td>Legislation (I)</td>
<td>3–5:30 pm</td>
<td>40</td>
</tr>
<tr>
<td>Membership (I)</td>
<td>3–5:30 pm</td>
<td>20</td>
</tr>
<tr>
<td>Program (I)</td>
<td>3–5:30 pm</td>
<td>15</td>
</tr>
<tr>
<td>Publications</td>
<td>3–5:30 pm</td>
<td>20</td>
</tr>
</tbody>
</table>

### Saturday, June 26

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bylaws</td>
<td>8–9 am</td>
<td>10</td>
</tr>
<tr>
<td>Cataloging Subcom</td>
<td>8–9 am</td>
<td>15</td>
</tr>
<tr>
<td>DttP</td>
<td>8–9 am</td>
<td>15</td>
</tr>
<tr>
<td>FDTF Update</td>
<td>9:30–12:30 pm</td>
<td>150</td>
</tr>
<tr>
<td>FDTF Steering</td>
<td>2–4 pm</td>
<td>20</td>
</tr>
<tr>
<td>IDTF</td>
<td>2–4 pm</td>
<td>40</td>
</tr>
<tr>
<td>LegComm (II)</td>
<td>2–4 pm</td>
<td>40</td>
</tr>
<tr>
<td>SLDTF</td>
<td>2–4 pm</td>
<td>30</td>
</tr>
</tbody>
</table>

### Sunday, June 27

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cataloging</td>
<td>8–11:30 am</td>
<td>40</td>
</tr>
<tr>
<td>Education</td>
<td>8–11:30 am</td>
<td>30</td>
</tr>
<tr>
<td>LegComm (III)</td>
<td>9:30–12:30 pm</td>
<td>40</td>
</tr>
<tr>
<td>GITCO</td>
<td>9:30–12:30 pm</td>
<td>40</td>
</tr>
<tr>
<td>Rare &amp; Endangered</td>
<td>9:30–12:30 pm</td>
<td>25</td>
</tr>
<tr>
<td>FDTF Work Groups</td>
<td>2–4 pm</td>
<td>50</td>
</tr>
<tr>
<td>FDTF Business</td>
<td>4–5:30 pm</td>
<td>75</td>
</tr>
</tbody>
</table>

### Monday, June 28

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS Breakfast</td>
<td>8–9 am</td>
<td>200</td>
</tr>
<tr>
<td>Program (Program)</td>
<td>9:30–12:30 pm</td>
<td>40</td>
</tr>
<tr>
<td>LegCom (IV)</td>
<td>2–4 pm</td>
<td>40</td>
</tr>
<tr>
<td>Membership (II)</td>
<td>2–4 pm</td>
<td>20</td>
</tr>
<tr>
<td>Nominating</td>
<td>2–4 pm</td>
<td>10</td>
</tr>
<tr>
<td>Program (II)</td>
<td>2–4 pm</td>
<td>15</td>
</tr>
<tr>
<td>GODORT Bus.</td>
<td>8–10 pm</td>
<td>150</td>
</tr>
</tbody>
</table>

### Tuesday, June 29

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steering (II)</td>
<td>9:30–12:30 pm</td>
<td>50</td>
</tr>
</tbody>
</table>
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