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From the Chair

Larry Romans

NTIS and Access America: Two Proposals in Search of a Rationale

Commerce Secretary William Daley has proposed closing the National Technical Information Service (NTIS), the federal government's clearinghouse for almost three million scientific, technical, engineering and related business reports produced by or for the U.S. government. Ironically, an entirely different government group has proposed establishing an Access America Clearinghouse for Government Information to allow using the same searching software to search hundreds of online government information databases from many different agencies. Both of these proposals could have an important effect on public access to government information.

Starting Access America
(www.gils.net/AccessAmerica/clearinghouse.html)
The Access America Clearinghouse proposal seeks to create a government-wide clearinghouse for government information, so that the public can search hundreds of decentralized agency databases without switching search software. The Clearinghouse would be "facilitated" by the General Services Administration (GSA), which manages real estate and procurements for civilian federal agencies. The Clearinghouse would have "user friendly but powerful" search and browse features and would have a catalog of standard locator records. It would incorporate one or more standard classifying schemes, such as the "Blue Pages" used by the General Services Administration (GSA), the Library of Congress Subject Headings used by the Library of Congress (LC) and the Government Printing Office (GPO), the COSATI (Committee on Scientific and Technical Information) scheme used by the National Technical Information Service (NTIS), as well as special-purpose classification schemes created especially for Access America.

As proposed, the Access America Clearinghouse cannot be the user-friendly, one-stop source for government information that library staff, researchers, and the public all want. Such a source must be more than a cooperative program. It must have significant legislative authority and funding, executive and legislative long-term support, mandated participation by the entire range of government agencies that would have to provide the content, and significant infrastructure (servers, for example). The Access America proposal has none of these.

The proposal would try to provide many of the services that GPO Access and other systems already provide, and developing an additional system like Access America could make public access more complicated rather than easier. GPO has much more experience than GSA in providing public access to government information and is a logical lead agency for such a program. GSA's Government Information Xchange and Federal Information Center are rudimentary compared to GPO Access. The coordinating agency should be GPO. Although no politician created the Internet, politicians could create an Internet-friendly government. However, that would require more than a program announcement; it would require commitment and funding. Instead of creating a comprehensive site for accessing government information, Access America may create just one more under-funded selective web site using still another search method to learn in order to access the same information. If the Access America proposal fails because of promising more than it can deliver, it will be more difficult in the future to initiate a more substantial proposal to create a one-stop government Internet site.

Access America: GODORT's Next Step

Since the Access America proposal has been based on interagency cooperation and no new appropriations, no enabling legislation has been introduced. GODORT and its individual members must respond to the proposal by advocating thorough study, adequate funding, and the designation of GPO as coordinating agency.

Closing NTIS
(www.house.gov/science/ntisreport_091499.htm)
The Commerce Department proposes to close NTIS, shift its archives and bibliographic database to the Library of Congress (LC), and develop a decentralized program to get each agency to post its scientific, technical, and business information on its own database. Since no existing program provides the essential service that NTIS does and since the agency is making significant progress towards being self-sustaining, it is puzzling why the Commerce Department wants to move so quickly to close NTIS. Although Commerce officials say that NTIS has "outlived its usefulness" and no longer can be self-sustaining, NTIS officials think they will break even this year. The specific clearinghouse deficit of $10 million was offset by other NTIS services. Thus, the overall NTIS deficit after ten months was only $200,000 out of a budget of more than $28 million.

A Public Good

Providing ready access to government scientific and technical reports is what some people call "inherently governmental." It

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is a public good that is not profitable enough to be provided privately but which benefits us all. Given the importance its reports have to national research and development, operating the clearinghouse at a deficit may well meet the mandate to be self-sustaining “to the fullest extent feasible.” It may be the most efficient way to encourage scientific breakthroughs and inventions that keep U.S. business competitive. It is difficult to see how closing NTIS will benefit the Commerce Department; it’s impossible to see how it will benefit researchers, businesses, libraries, and the general public.

**Conjurers Misdirection**

In the proposal to close NTIS the Department of Commerce emplows the conjurer’s art of misdirection. Commerce focuses attention on information that seems to support their position, hoping that we won’t notice the crucial elements that undermine that position.

The first sleight-of-hand involves the availability of reports in the NTIS collection. Commerce asserts that many agencies put their reports on the Internet. Yet not even Commerce makes the crucial claim—that all reports collected, cataloged, and disseminated by NTIS are on the Internet and are easily accessible. Commerce should be required to demonstrate whether NTIS reports are accessible online by analyzing a scientific sample of NTIS reports to find out how many are available on the Internet and how easy, or difficult, it is to find them.

The second sleight-of-hand involves the accessibility of the reports. Commerce asserts that closing NTIS and moving its collection and database to the Library of Congress would require the least cumulative appropriations for the Department. Yet not even Commerce makes the crucial claim—that there will be the same level of access and ease of use if there is less funding for the program after it is transferred. Since the clearinghouse operations are likely to cost about the same at LC as they would at Commerce, the only way to save money is to offer fewer services, and that will adversely affect not only research and development but also public access.

**Access Issues: Decentralization and Contracting Budgets**

Replacing NTIS dissemination of scientific and technical information with decentralized Internet access—posting individual reports on individual agency Internet sites—will not ensure continuing and permanent access to the reports. GODORT members are all too aware that some agencies post their technical reports and business information on their Web sites, but others do not; some agencies keep their reports online for long periods, but others remove them after a short period of time.

During times of contracting budgets, other agencies may emulate the Department of Commerce and try to end their public access obligations. Such action directed at NTIS, which has a comprehensive collection, leads to extensive public discussion. Similar cutbacks by more specialized agencies may occur before the general public can be mobilized. There is no guarantee that the American public will have long-term access to these valuable resources if no agency is responsible for a comprehensive collection.

**The Recipient Agency**

The decision to transfer the collection and database to the Library of Congress is an odd choice. Commerce chose LC because it has lots of science and technology books and a photo-duplication service. This line of argument could turn LC into a mammoth agency, since it has lots of books on almost any subject. The only other reason given is that fully ten years ago the Librarian of Congress expressed interest in the NTIS collection. Before announcing their decision to close NTIS, Commerce hardly discussed the proposal with LC; they apparently did not consult the National Archives (NARA) or GPO at all.

If NTIS functions must be moved, GPO is a logical destination for the database and the sales program. GPO has extensive experience with vast bibliographic databases, it has a long track record of promoting permanent public access, and its sales program dwarfs that of NTIS. NARA is the logical destination for the permanent preservation of the reports.

**NTIS: GODORT's Next Steps**

The library community would prefer a thorough study of NTIS, including how to increase free public access to its material. GODORT's report to the ALA Washington Office (www.library.vanderbilt.edu/central/staff/ntis.htm) identifies a number of issues that the study should address. Since the Commerce Department wants to move quickly, however, a thorough study appears unlikely.

The proposal to close NTIS presents a real dilemma to the documents community. On one hand, it’s difficult to be a strong advocate of keeping the database and collection at NTIS, which has hardly been a champion of free public access to government information. The agency drags its feet on fulfilling its legislative requirement to provide information products to the federal Depository Library Program, and it charges users just to access its catalog. (It’s hard to imagine Amazon.com charging customers to see what books it has for sale.) On the other hand, it’s difficult to advocate that they be transferred to another agency, since these essential functions will likely be downscaled and decentralized regardless of where they are transferred. We can argue that NTIS performs an essential public good, that it must have the requisite appropriations to fund its activities, and that its mission must include a strong emphasis on public access. If that is not a viable option, we must work to minimize the
decrease in services and we must specify that we want NTIS clearinghouse functions to be transferred to GPO.

**Member Action**

We in the documents community, as well as those in the broader library community, must make our concerns known on both Access America and NTIS. We cannot rely solely on resolutions and the ALA Washington Office to promote our interests. Kevin Reynolds' Legislation Committee column in this issue outlines some possible ways for GODORT to develop a network to increase the amount and effectiveness of the contact we have with legislators.

Our efforts must involve both education and advocacy. Our education effort must be focused on public access issues and must be directed to other library groups as well as to government bureaucrats and elected officials. Our advocacy cannot be limited to the efforts of individual members of ALA's and GODORT's Legislation Committees. We need action from all of our members.

**Acknowledgment**

I thank the people who commented on earlier drafts of this column, including Barbara Levergood, Mary Mallory, Michele McKnelly, Kevin Reynolds, Betsy Richmond, and John Stevenson.

With full-page, detailed entries written by veteran reporters, these Almanacs—formerly published by Almanac Publishing, Inc.—have long been Washington insiders' preferred source for information on government leaders. Much more than just directories of addresses and phone numbers, these valuable references give you in-depth analyses so you can assess the leaders' motivations, interests, and responsibilities, and then gauge where they are likely to stand on key issues.

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Washington Report
October 1999
Mary Alice Baish, AALL Associate Washington Affairs Representative

Department of Commerce to Close NTIS

In the last issue of DttP, I noted that the National Technical Information Service (NTIS) had unsuccessfully requested $2 million for their Revolving Fund as part of the Department of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act for FY 2000 (S. 1217). In mid-August, Department of Commerce Secretary William M. Daley issued a press release announcing his plans to close NTIS at the end of FY 2000. Daley noted that NTIS has lost money since 1993 and that, without the $2 million in appropriations, they would not be able to fulfill their congressional mandate of sustaining themselves on a cost-recovery basis. The $2 million may have been a low figure, because I located in the fine print of a March 1999 report by Commerce’s Inspector General that NTIS had actually requested $5.69 million for FY 2000, but that OMB had cut it down to the $2 million. We have no dollar figures on what the actual losses might be for the various NTIS functions, including the clearinghouse. Secretary of Commerce Daley stated in the press release that agencies today can put their own documents on the web and no longer need the services of NTIS. In addition to determining what agency or agencies should take over NTIS various functions, there is also the labor issue of lost jobs that concerns the “regional” members of Congress. Since the Department of Commerce does not want to support an agency whose functions it believes to be outmoded, the other serious over-arching issue will be the cost of continuing the clearinghouse, particularly if it is to come out of the legislative branch appropriations.

During the past month, we have attended numerous meetings with congressional staff, officials from the National Technical Information Service (NTIS), the Department of Commerce, the Government Printing Office, the Library of Congress, and the National Archives and Records Administration to discuss the closing of NTIS. The Department of Commerce has recently circulated a draft bill for agency comment, the Access to Government Scientific, Technical, and Engineering Information Act. It would close NTIS and move its functions to LC by the end of FY 2000. A September 14, 1999 hearing on NTIS by the House Science Committee’s Subcommittee on Technology was very comprehensive. Chairwoman Connie Morella (R-MD-8) noted the financial problems faced by NTIS and at the same time acknowledged the need to preserve the agency’s valuable functions and ensure equitable public access to government information resources. The unique importance of the NTIS clearinghouse and its over 3 million reports was reiterated by each of the witnesses. Their formal statements are now available at www.house.gov/science/106_hearing.htm#Technology. Caroline Long of George Washington University presented the joint library testimony, noting that:

* First, NTIS should not be closed nor its services transferred until there is a thorough assessment of the full range of NTIS services, of alternatives for providing each service, and of the current requirement that the NTIS program be self-supporting.
* Second, NTIS provides unique centralized services that are critically important to the ability of the public to locate and have access to the government’s STI resources, including the tangible collection and current agency web-based publications.
* And third, technology has not yet solved key challenges in moving towards greater dissemination of STI reports through the Internet; those challenges are centralized bibliographic access and permanent public access.

The Senate Commerce Committee plans to hold a hearing on October 21, 1999 and we suspect that its theme will be Commerce’s draft legislation. Although the draft bill focuses on the clearinghouse collection and the transition to disseminating STI publications through the Internet, it does little to address the future of FedWorld or the World News Connection. For GODORT’s comprehensive analysis on the proposed closing of the National Technical Information Service, see www.library.vanderbilt.edu/central/staff/ntisfull.htm.

New Life for the Next Generation Electronic Government Information Access Act of 1999?

The closing of NTIS may get us a foot in the legislative door with a more focused and incremental approach to amend Title 44 and close loopholes in current law to improve and enhance public access to electronic publications. The draft bill, the Next Generation Electronic Government Information Access Act of 1999 (www.law.berkeley.edu/godort/laws.html), provides solutions to two of the most urgent challenges of electronic government information that are now at the forefront in discussions of putting all STI materials on the Internet. Its goals are: to broaden, strengthen, and enhance public access to electronic government information, including both tangible and online; and to

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provide permanent public access to and ensure authenticity of electronic government information.

In mandating that agencies put STI reports on their websites, the need for centralized cataloging and locator services and for ensuring permanent public access to these materials is crucial. Enactment of the following four provisions from the Next Generation draft bill would make a smooth transition to ensure that these valuable materials can be easily located by the public and will remain permanently accessible despite future changes in technology. The draft bill:

☆ requires publishing agencies to notify the Superintendent of their intent to produce, procure, substantially modify, or terminate an electronic government publication so that the Superintendent may include the publication in directories and locator services.
☆ allows the Superintendent to request the electronic source files of government publications from agencies so that the Superintendent may produce the publication in an appropriate format for the program, and to enable the Superintendent to provide permanent public access to electronic publications.
☆ requires the Superintendent to establish a committee to make recommendations within two years on the components of a distributive system for permanent public access to electronic government publications.
☆ makes agencies responsible for maintaining permanent public access to their electronic information products until a comprehensive government-wide system of continuous and permanent public access is in place.

House Floor Battle Over Legislation to Protect Databases

Staff of Rep. Tom Bliley (R-VA), chairman of the House Commerce Committee, and Rep. Howard Coble (R-VA) of the House Judiciary Committee made no progress in negotiating the fundamental differences between their two database protection bills. The committee reports have finally been filed on H.R. 1858, the Commerce Committee's Consumer and Investor Access to Information Act of 1999 (H. Rept. 106-350 Pt. 1) which we strongly support, and the Judiciary Committee's Collections of Information Antipiracy Act of 1999, H.R. 354 (H. Rept. 106-349 Pt. 1), which we oppose.

ALA and AALL have put out urgent alerts to get additional cosponsors for H.R. 1858. There are currently 18 cosponsors of H.R. 1858, and 76 cosponsors of H.R. 354. Four quick reasons why the library and educational communities support H.R. 1858 are that:
☆ it does not over turn the Feist decision, thereby affirming a basic tenet of U.S. information policy that facts are in the public domain;
☆ it recognizes the need to exclude primary legal materials;
☆ it allows academic users and others to benefit from permissible uses, patterned after traditional copyright “fair use” provisions;
☆ and it permits transformative uses of data that are critically important to electronic commerce and to the creation of new information products.

New Barriers to Community Right-to-Know

Portions of the Senate Report on the HUD-VA appropriations bill for FY 2000 (S. Rept. 105-161) come directly from a paper written for the Coalition for Effective Environmental Information that alarmed environmental and public access groups who fight for the RTK. Nor does it bode well for the future dissemination of EPA information through the Internet. We certainly saw the handwriting on the wall this past spring in the unsuccessful battle to release to the public worst-case-scenario data submitted to the EPA by chemical companies as mandated by the Clean Air Act Amendments of 1990. Below are some troubling excerpts from that report language:

Under Environmental Data Management, "... While EPA has taken the important first step of establishing a new information office to consolidate and provide uniformity in EPA's approach to information management, much remains to be done. EPA, in the past several years, has disseminated large volumes of environmental data to the public, relying heavily on the development of new information products for its Internet web site. While government agencies should be sharing important information with the public, agencies must exercise the new powers afforded by Internet disclosure of data in a fair and responsible manner. The Committee is concerned that EPA has not always provided adequate opportunities for public involvement in the development, maintenance and refinement of the many information products that have been placed in the public domain during the last several years."

The report language goes on to list the following expectations for EPA's information management activities, including: "... the Committee believes that the recent controversy under Section 112(r) of the Clean Air Act, over the availability of "off-site consequence analysis" information to potential terrorists underscores the need for a more systematic process to consider the security implications of information dissemination. EPA shall consult with the Department of Justice, the Federal Bureau of Investigation and other appropriate national security and law enforcement agencies to define the decision making process and criteria the government will use to provide the proper balance between the disclosure of environmental information and protection of public security."

ALA and AALL have joined a large number of other nonprofit and environmental organizations in sending a letter to every member of Congress noting three major concerns with this language: first, that the report opens the door on subjecting EPA to legal liability for agency information dissemination activities; second, that the report goes in the wrong direction by suggesting less mandatory disclosure of information; and third, that the requirements go well beyond current law by restricting EPA efforts to analyze its own data and create new

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information products.

In addition, ALA and AALL recently participated in a conference sponsored by the Bauman Foundation to develop a Citizens Environmental Right-to-Know Platform that will be the first step in developing a coordinated campaign to educate the public, the non-profit community, the media, and policy makers about the importance of the RTK. Many environmentalists view the remarkable clean-up success rate following the release of the Toxic Release Inventory (TRI) for having united industry in working to slow down or even halt the release of EPA digital information.


A timely new report, New World Coming: American Security in the 21st Century, was published in September by the recently established United States Commission on National Security/21st Century (www.nssg.gov/Reports/reports.htm). The work of this committee bears watching because it is going to chart the increase in non-traditional threats stemming from information technologies and chemical and biological weapons. It notes, for example, that citizens may be at risk from cyberattacks on air traffic control systems as well as chemical or biological warfare. It has undertaken to fulfill its mandate in three phases: the first, the New World Coming report, describes the world emerging in the first quarter of the next century. The phase two report, Seeking a National Strategy, will design a national security strategy appropriate to that world. And the phase three report, Building for Peace, will propose necessary changes to the national security structure in order to implement that strategy effectively. The study will contemplate the changes needed over the next twenty-five years to develop a U.S. national security strategy appropriate to the environment. The current trends that the Commission views as components of change are technological, economic, political and military. Former members of Congress Gary Hart and Warren B. Rudman are the Commission’s co-chairs.

Farewell Footnote

I have had the wonderful privilege of writing the Washington Report column for DttP since 1992. I hope that the column has proven to be a very informative look at how our federal government addresses information policy issues. The other night, while watching my one weekly hour of TV, “Washington Week in Review,” a well-known journalist commented that Congress and the FCC were reviewing some big mergers, such as the one between MCI World and Sprint. He was asked whether members of Congress really understood technology issues, and his response was that most members understand very little about technology. In fact, he added, you could probably put everything they know onto one tiny little Post-it note.

That pretty well sums up the challenges that the depository library community has in getting sponsors and support for legislation to improve citizen access to government information. While we benefited during the 105th Congress from the work of the Inter-Association Working Group on Government Information Policy (IAWG), we will not have as major legislative success without grassroots support from all of you. How often has this been a topic of GODORT discussions? I firmly believe that if we don’t develop strong relationships now with our Senators and Representatives, we will accomplish very little. Do your representatives know about all the wonderful FDLP services that you provide for their constituents? Do they value your collection and services? Do they understand difficulties the public has in locating government information, especially in the decentralized web-based environment? And do they recognize the dangers of relying solely on web-based dissemination without provisions to ensure permanent public access? The answers are likely no, no, no, and no. These are messages that your representatives need to hear from you—the success of our legislative agenda depends upon it. I hope that we can re-energize GODORT into becoming a major proactive voice by building a stronger grassroots program.

As you all know, by now, DttP has never been in better hands than it is under the creative and visionary leadership of our current editor, John Shuler. Which makes it much harder for me to accept the fact that my ever-growing job responsibilities, particularly in the intellectual property and copyright arena, leave me very little time to continue to write the “Washington Report.” So, with many regrets, it’s time to pass the torch. I know that the column will be placed in good hands, and I hope to be able to find time to submit an occasional article about what is really going on here in Washington! Thanks to all for your
Internet Waves
Maggie Farrell

Security on the Internet

The strength of the Internet has always been its openness. The Internet enables quick and easy access to a wealth of information. The Internet was developed by the military and researchers who sought open standards and free exchange of information. But when that openness applies to your credit card information, the benefits of the Internet quickly disappear. Security and authentication issues on the Internet are becoming more critical and will determine the role of the Internet in our personal lives. Security is not just an issue for e-commerce although commercial interests are driving security development. Even non-profit industries, such as libraries, use the Internet to conduct business. Vendors accept orders via the Internet, journal brokers have electronic claiming functions, interlibrary loan software programs use forms, and libraries use authentication procedures to restrict access to online databases. Also reflect upon the variety of databases, which contain personal information: medical records, retirement benefits, bank accounts, insurance records, and human resource databases. Increasingly our identity is becoming more virtual than real.

Organizations can utilize various security methods. Many libraries use IP authentication to restrict access to databases. This requires an approved list of IPs that are authorized to access databases. This method is fairly simple to put in place, but tracking IPs can be time consuming. Another method is using ID numbers and passwords. This method can be easily compromised as individuals share passwords. And frequently changing passwords can require updating patrons. If passwords are automated, such as with the circulation system, it will reduce the manual maintenance workload. IP authentication and passwords can be used together for an added level of security. IP and password strategies provide a fair level of security for organizations.

Encryption is another method which is still under development and subject to governmental regulations. Encryption is a promising technology for exchanging documents. Symmetric encryption is a simple process in which one “key” is used to decipher a document. The key can be given out multiple times and used by anyone who has the key. An analogy is a house key, which can be given out to many people, and it opens one lock. Asymmetric encryption is more advance and requires two keys to decipher a document. This is similar to a safe deposit box in which there is a bank key and an individual key—both are required for opening a box. Asymmetric encryption uses both a public and a private key.

Many organizations are implementing asymmetric encryption to develop a public key infrastructure of PKI. With PKI, a user creates a document and generates a public and private key. The public key is sent to a certificate authority (CA) which verifies the key and attaches a digital certificate. The user encrypts the document with the private key and the recipient uses the public key to decrypt the document. The certificate authority resides on its own server and each personal computer requires the PKI software. PKI is fairly advanced and relatively secure. Netscape and Microsoft already support secure mail transactions using S/Mime (Secure Multipurpose Internet Mail Exchange). And Microsoft Windows 2000 will support digital certificates. These methods provide a level of security without a separate security system. Your level of security should be determined by how confidential your documents are. Corporations, which need to protect trade secrets, will have a higher level of security than a research library, for instance.

One of the problems with current encryption methods is that the data resides on servers and as such is always vulnerable to theft. Under development is the use of “smart cards” in which the user keeps the data, which is maintained on a chip. The data does not reside in a central server but is under the control of the individual. The user submits the data at his/her discretion. A stumbling block in the advancement of encryption is government regulation. U.S. companies are currently restricted to 56-bit. The Clinton administration has announced that it will relax export restrictions to enable 128-bit encryption. This will permit U.S. companies to develop tighter encryption software programs as well as compete with foreign software companies. The trick is to balance company and personal security with national security. While there are no methods to completely ensure computer security, there is some security measures everyone can take to protect information.

★ Treat all e-mail as “postcards”—anyone can read them. Do not send any confidential or indiscreet information via e-mail.
★ Do not send any private information through the Internet unless you trust the security of the site.
★ Know the Internet site if you are sending secure information. Just as you would never give your credit card to anyone on the street, be careful with whom you share personal information.
★ After transmitting confidential information, clear the browser cache and close the browser, especially if you are on a personal computer to which others have access.
★ Install and keep current a PC virus checker to prevent malicious destruction of files.
★ Do not open attachments from strangers.
★ Back up files and keep backup disks in a separate physical location.

Maggie Farrell is Associate Dean of Libraries at Montana State University in Bozeman, Montana.
Limit physical access to your personal computer. At work, password your PC and encrypt important files.

Security on the Internet is similar to home and personal safety. It is a matter of being alert and taking precautions. Every organization and individual needs to be responsible for confidential information. For more information on Internet security and encryption, check out the sites in figure 1.☆

Server Security www.hackpcweek.com
S/Mime www.rsa.com/smime
Cryptography www.ssh.fi/tech/crypto/algorithms.html
Electronic Frontier Foundation www.eff.org
Center for Democracy and Foundation www.cdt.org
International Computer Security Association www.icsa.net

Figure 1. Sources for Information on Internet Security and Encryption.
Closing Down a Government Documents Collection
The Experiences of Millsaps College

Edward Kowinski

In November, 1996, the Millsaps College library decided to relinquish its depository status for U.S. government documents. We notified the Government Printing Office about this decision, and they advised us to work out the details of closing down the collection with our Regional depository at the University of Mississippi. This article will focus on the steps we took in this process, as well as the issues we encountered. (The disposal was completed in January 1999.)

Accounting for Documents and Reclassification

Once we gave up our depository status, the first task was to determine which documents were cataloged and shelved in the circulating stacks and periodicals. (Like many depositories, the documents were selectively cataloged; most of the titles were shelved in the documents section and were not cataloged.) The library had implemented an online system several years before and included the cataloged documents; however, because of concerns about space on the system, the MARC 086 field (for Superintendent of Documents number) was not included in most of the records. Thus, we searched for the documents by keyword (which searches the entire bibliographic record) for variants and abbreviations of “Superintendent of Documents” and “Government Printing Office,” both of which are included in the MARC 260 field.

We printed the records and checked the shelves for the titles. In addition, after we finished searching for those documents on the system, we double-checked specific areas of the stacks (particularly the books with call numbers beginning with “H,” “J,” “K,” “L,” “R,” “S,” “T” and “Z”) and found titles that were not in the system. All of these documents were pulled and shelved in a temporary location.

Next, our Regional instructed us to reclassify those documents from Library of Congress to SuDoc call number. One of the challenges with this task was that the library began receiving documents in 1963, and we had to consult the print Monthly Catalogs for the documents published before 1976. In addition, those numbers were not always current; for these older documents, once we located a call number, the Regional often had to ask us reclassify them again to the most current SuDoc number.

Retaining Documents

As we began planning the disposal of the documents collection, the head of the Regional advised us to read the April 1992 revision of “Instructions to Depository Libraries,” which stated that libraries may request permission to keep parts of the collection (p.2). After consulting with the other Millsaps librarians, we submitted a request list to the Regional that included reference titles (Statistical Abstract, etc.), Census materials, and periodicals such as Economy Indicators. The Regional approved our request, and we shelved (or reshelved) those documents into the main collection with a LC call number. However, those documents must continue to be considered government property, and the library will have to consult the Regional if they decide to weed those titles in the future. In addition, we distinguished those documents with a SuDoc number on the first page if it did not already have one, and we stamped each title (including the periodicals) as a document. We also added the MARC 086 field to the bibliographic records and made the necessary content notes to distinguish the documents from subsequent issues that we purchased.

Producing Offers Lists

Libraries that relinquish their depository status must offer their collection to other depositories, and we had to figure out the most efficient way to create the offers lists. Our Regional instructed us to make entries for every print and electronic title because libraries would be more likely to request them. (We produced over 1500 pages of offers lists.) However, for microfiche, we told the Regional that we did not have the staffing or time to make entries for each piece of fiche. We compromised and agreed to make lists that included general ranges of SuDoc numbers for the fiche, and if libraries were interested, they would contact us to see if we had specific titles or issues. (Several depositories...
requested microfiche, but the majority went to another regional outside of Mississippi.)

The second, and more pressing, issue concerned how to type the lists. At the time, government documents was in the Special Services Department, which also included reserves and audiovisuals services and employed between nine and ten students. We decided to use those student workers to type the lists, and we instructed them to include, for each document, the SuDoc number, title (at least two lines if the title was long) and year of publication. Because most of us were working with terminals that did not have disk drives at the time, our systems librarian worked with the head of computing services to establish a special account on the VAX system that the students could access when they logged on to that account; for security and quality control reasons, though only the systems librarian and I controlled which students could use this account. When all of the departments in the library switched to PCs in the summer of 1997, we regularly backed up the lists on floppy disks.

Cycle for Offering Documents

Because we wanted to complete the disposal process as quickly as possible, we worked out a timeline for offering the documents with our Regional. (Because of the volume of lists, we only sent one or two agency letters each month.) First, the offers lists were printed and sent to the Regional, which had two months to make requests (although we extended the deadline if they needed more time). Next, the lists would be mailed to the other depositories in Mississippi, which had one month to respond. Third, the lists were then sent to the National Offers List, where libraries had two months to respond. After the deadline on National Offers expired, we disposed of that particular set of documents.

Concerning the disposal of documents, though, we had to follow two other rules. First, all requested documents had to be shipped at our own expense. Second, the unclaimed documents were sent to the recycler, but the library could not receive funds (i.e., make a profit) for recycling those materials.

Miscellaneous Issues

As the disposal process was implemented, we had to make decisions about various issues. First, when the disposal was completed, all of the related files (official correspondence, requests, offers lists) were placed in the library's archives, in case questions arise in the future. Second, because government documents has been dissolved, the library's technical services department will be responsible for disposing of any documents that we decided to keep in 1996, and they will have to contact the regional for instructions. ☆
State and Local Documents Bibliography
June 1999
Compiled by Kathy A. Parsons


14 DttP
New Publications, October 1999
Susan Anthes and Marcia Meister

Archon Books


Bernan Publications

Several new titles from Bernan Publications are compilations of statistical sources based on government data.


Includes a CD-ROM. First edition.


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Cambridge


CIS

CIS State Capital Universe. Lakewood, N.J.: CIS, Subscription information available.

CIS History Universe. Lakewood, N.J.: CIS, Subscription information available.


Pricing information for the index and microfiche set is available from CIS.

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Routledge


Salem


Sharpe Reference


Provides basic demographic data on a global level. Available at www.mesharpe.com.

UNHCR


Web Reference Guides


UNESBIB. Available at http://unesdoc.unesco.org/ulis/unesbib.html.

UNESBIB is a searchable bibliography of UNESCO documents, publications, and library collections from the UNESCO library.

European Union Internet Resources. 1999. Available at www.library.yale.edu/un/.

Source for references to print and electronic information.


POTUS: Presidents of the United States. Available at www.ipl.org/ref/POTUS/site. Produced by Bob Summers for Internet Public Library.

President. Available at http://sunsite.unc.edu/presidential/pres-home.html. Produced by the Leadership Information Archives, a private/public consortium managed by the University of North Carolina at Chapel Hill.


One of several new titles about Great Britain.

Russian Regional Database. Available at www.strath.ac.uk/Departments/CSP/rusregframe.html.

Maintained by the University of Strathclyde in collaboration with the Russian Centre for Public Opinion and Market Research.
U.S. Census Bureau's American FactFinder.
Available at http://factfinder.census.gov.
Free access to selected information.

Declassified Documents Reference System.
Available at www.ddrs.psmedia.com/
Online database containing full-text scanned and keyed documents from the microfiche collection. Free thirty-day trial period or subscription information may be requested.

Digital National Security Archive.
Available at www.chadwyck.co.uk/.
Online database containing the full-text of declassified U.S. documents on twelve topics such as the Cuban Missile Crisis. Price and trial information available online from Chadwyck-Healey.


Online directories of over two hundred cities. Contact the company at sales@psmedia.com for subscription information or to request a free trial.

Produced by NewsBank. Contact the company for more information on price and content.

Produced jointly by the House and Senate.

Also Available


China Marketing Data and Statistics


Available from DTIC as AD-A 346 513 Defense Technical Information Center [DTIC] 8725 John J. Kingman Road, Ste. 0944, Ft. Belvoir, Va. 22060-6218; 703-767-8274; or e-mail msorders@dtic.mil for $11. ☆
1997 Bibliography on Documents Librarianship and Government Information
Linda B. Johnson and Louise A. Buckley

Foreign National Governments

**Intergovernmental Organizations**


See also: 16, 77, 99, 168, 170

**State & Local Government**


U.S. Government—General


See also: 90, 95, 104, 113, 118, 135, 156, 159–60, 165

Automation and Technical Services


See also: 56, 92, 117

Bibliography


See also: 41, 49, 67, 97, 171–72

Census


82. Games, Leonard M. “Preliminary Findings About the Selection of


**Electronic Information—General**


See also: 19, 32, 34–35, 46, 48, 82, 83–84, 109, 128, 132, 146–47, 150, 152, 158, 162

**CD-ROM**


See also: 39, 42, 55, 79

**GPO Access and Government Information Locator Service**


See also: 71, 105, 103

**Internet and Online**


Freedom of Information, Information Access, and Privacy


See also: 7, 10, 18, 25, 29, 31, 129, 162

Geographic Information


See also: 79

Government Archives and Information Management


See also: 1, 24

**Government Information Librarianship in Theory and Practice**


See also: 6, 12, 21–22, 27, 30, 34–35, 54, 64, 76, 93, 103, 106, 109

**Information Policy**


See also: 3, 11, 17, 19–20, 25, 32, 40, 47, 59–60, 108, 124, 129, 143, 146

Retrospective and Historical

See: 15, 94, 127, 135

Statistics


See also: 85, 98, 111

Winter 1999 Volume 27, Number 4
Meetings Preview for ALA Midwinter Meeting
San Antonio, Texas
January 13 through January 19, 2000

Federal Documents Task Force

A major project for the Federal Documents Task Force (FDTF) this year is the recharging and revitalizing of the Agency Liaison Program. Inactive in recent years, the program is designed to establish and maintain active relationships with federal agency information producers to identify information resources the agency produces to ensure that these resources will be identified for public access, and to communicate concerns and interest of the library community regarding agency responsibilities for public access through the Federal Depository Library Program (FDLP).

We will want to review and revise existing guidelines to ensure the program can perform as needed in the electronic age. For example, we will want to include mechanisms to remind liaisons from agencies of the importance of URLs to librarians and others, and therefore should not be changed arbitrarily. We may also wish to use the program as a Web preservation watchdog, a service to identify disappearing sites and titles and trigger appropriate action. An active program will require an active Web site for posting information about the program and information gleaned from it. Of course, such a vision will require a cadre of interested and enthusiastic volunteers.

We are also progressing with the related Reciprocal Links Project, an effort to encourage members of Congress to link to depository libraries in their districts and/or to the FDLP depository library directory. The libraries would, in turn, provide a link to that Congressperson’s Web site from the library’s Web site.

These topics and more will be discussed at the 2000 ALA Midwinter Meeting in San Antonio. Leading off is a FDTF Steering Committee Meeting on Friday, January 14, in the 3–5:30 p.m. time slot immediately after the GODORT Steering Committee Meeting. This will allow us to get acquainted/reacquainted, to touch base with one another, and to review the agenda in an effort to promote an efficient and effective Midwinter. All interested members are welcome to join us. We certainly do not expect to take up the entire time slot, and it’s entirely possible we’ll go have some fun afterward.

The GPO Update will be held as usual Saturday, January 15, and will be shortened to one and a half hours, allowing time for a Hot Topics Discussion Session similar to the one held at Annual Conference in New Orleans, but even more informal. Hot topics include the proposed closure of NTIS (for GODORT’s response see www.library.vanderbilt.edu/central/staff/ntis.htm), the proposed Assess America Clearinghouse for Government Information (www.gils.net/AccessAmerica/clearinghouse.html), and probably other issues as they arise. This is your chance to chew the fat, air some issues, get some answers. What are your thoughts? What should we be doing? Bring your own topics, or better yet, send them on ahead to carolyn-kohler@uiowa.edu. The Agency Update is scheduled for Sunday, January 16, 9:30–11 a.m.; speakers to be announced. The Business Meeting will occur on Monday, January 17, 8–9 a.m. Time will be very tight, with much to cover, so liaisons are requested to report only on those items of key interest to FDTF.

FDTF Business Meeting Draft Agenda

Monday, January 17
8–9 a.m.

1. Welcome and introductions
2. Adoption of agenda
3. Approval of minutes from Annual 1999, New Orleans (www-lib.usc.edu/~anthonya/fdtf/nobm99.htm)
4. Announcements
5. Reports from liaisons on matters of interest to FDTF. Key points and action items of interest to:
   ⊺ FDTF
   ⊺ IDTF
   ⊺ SLDTF
   ⊺ Cataloging
   ⊺ Education
   ⊺ GITCO
   ⊺ Legislation
   ⊺ Program
   ⊺ Publications
   ⊺ REDTF
6. Old Business
   ⊺ Letter to Census Bureau re Genesis
   ⊺ Liaison to FLIRT
   ⊺ Agency Liaison Program
   ⊺ NTDB Work Group
   ⊺ Reciprocal links
   ⊺ Web preservation
7. New Business
   ⊺ Program suggestions for Annual 2001.
Proposed NTIS closure
Proposed Access America
clearinghouse
FDTF Web page review
Frequently used sites Web
default
Conference scheduling
Other
8 Adjourn

International Documents Task Force

The International Documents Task Force (IDTF) acts as an open forum for all GODORT members interested in international and foreign national government information. We are currently involved with several projects that promise to make our Midwinter Meeting a lively event. After a spirited debate at ALA Annual in New Orleans, IDTF decided to move its Web pages to the University of California, San Diego. The new site (http://gov.info.ucsd.edu) has been constructed by a Web subgroup of hardworking volunteers who has contributed jointly to its development. The group will meet at 8 p.m. on Friday during Midwinter, to develop a mission statement and decide on key issues for the future of the site. The subgroup plans reach a consensus before IDTF business, and report its decisions to the task force membership.

Another upcoming event of interest for IDTF is the GODORT Program on International Statistics, which was developed and originally sponsored by the task force. The working title of the program is “International Statistics: A Crash Course,” and will feature a group of five speakers. The task force coordinator has worked with the GODORT Program Committee and Jackie Druer at Northwestern University to recruit speakers with expertise in international data, including librarians from Harvard and Princeton Universities, a faculty member from Northwestern University, and a representative from Statistics Canada. The program will focus on sources of IGO statistics, ICPSR datasets, interactive statistical Web sites, commercial repackaging of IGO statistics, uses of statistics in a research environment, and trends in the acquisition and dissemination of international trade data. The program is sponsored by the International Association of Social Science Information Service and Technology (IASSIST), the Western European Specialists Section (WESS-ALA ACRL), and the Business Reference and Services Section (BRASS-ALA USA).

The normal business of the task force will continue to include updates from GODORT committee liaisons and reports from IGO vendors and publishers, but this year we hope to spend more time hearing from the IGO people. To date representatives from Bernan/Unipub, United Nations Publications, and the Organization for Economic Cooperation and Development (OECD) have agreed to give short presentations on publications programs, new titles, electronic products, and more. It is hoped another IGO publisher will attend, making a total of four speakers. By hearing more from publishers, IDTF hopes to expand its educational focus, and help IGO vendors and publishers develop appropriate products and programs. Marian Shaaban has assumed responsibility for the IGO Agency Liaison program. She is at the University of Indiana, Bloomington. This is a project in which librarians establish contact with IGO publishers to investigate trends in information policy, and publications. Although initially greeted with enthusiasm by IDTF members, the program has faltered somewhat. We are hoping to revive it by Midwinter. Other items on the agenda include a potential cooperative project with GODORT Cataloging to develop a Web “toolbox” for processing and cataloging international and foreign documents, and a report on library circulation and reference policies for IGO CD-ROMs and floppy disks. The agenda is still under construction, and additional ideas are welcomed by IDTF coordinator, James Church, University of California, San Diego.

IDTF Draft Agenda
Saturday, January 14

1. Welcome/announcements
2. Approval of minutes of ALA Annual Conference 1999.
3. Reports From IDTF Liaisons
   ✷ IFLA (Helen Sheehy)
   ✷ Cataloging (Kathleen Jones)
   ✷ Education (Angela Bonnell)
   ✷ Legislation (Bert Chapman)
   ✷ GITCO (Barb Mann)
   ✷ Program (Wen-Hua Ren)
   ✷ Publications (Andrea Morrison)
   ✷ REGP (Sam Dunlap)
   ✷ WESS (Sam Dunlap)
   ✷ IRRT (Rosemary Little)

4. IDTF Web Pages (Debi Schaubman)
   ✷ Content, resources, links
   ✷ Report from oversight Web group for IDTF

5. IDTF Program for Annual 2000
   (Jim Church)
   ✷ Speakers
   ✷ Publicity

6. Agency Liaison Program (Marian Shaaban)
7. Old Business
   ✷ UN ESCAP Publications
8. New Business
   ✷ IGO, CDs & diskettes
     issues (Catherine Shreve)
   ✷ GODORT cataloging toolbox
     for Inf’l Docs (Kathy Jones)
   ✷ Other business

9. News From the Field
   ✷ Bernan/Unipub
   ✷ United Nations
   ✷ OECD

State and Local Documents Task Force

The State and Local Documents Task Force (SLDTF) has worked on several continuing projects during the break between ALA Annual Conference 1999 and Midwinter Meeting 2000.

A small organizational group is
working with Ken Wiggins, current chair of COSLINE, to organize the State Documents Coordinators Workshop. Travel and hotel accommodations are currently being investigated. The tentative date for the workshop is May 11–12, 2000 in Hartford, Connecticut. We now have a substantial start toward funding, and fund-raising efforts are continuing. In addition to the $10,000 already donated, the University of Colorado at Boulder has agreed to contribute $2,000 towards this venture. No final details have been determined pending raising the additional funds for the workshop. Debbie Hollis, the 1998–99 SLDTF Coordinator, is continuing to coordinate this project. An update will be provided at the ALA 2000 Midwinter Conference in San Antonio.

The Committee of Eight (CO8) members has been completed and departing members replaced, thanks to Margaret Lane. The updated list of members is available at the SLDTF Web site. Laurie Kram and Jan Goldstein of UCLA are continuing their work with the Docs on Docs Collection. Efforts continue to find a place for a permanent archive for the Docs on Docs Collection. The collection has been shipped to ERIC for filming several months ago. One option would be to put the collection in archival boxes, have it cataloged on a collection level record in OCLC, and have the paper collection cataloged and housed in the University of California’s Southern Regional Library Facility (a storage facility for low-use materials). Concern has been expressed that the collection be made available for interlibrary loan, and this may provide a viable solution.

One last project that is under the auspices of the SLDTF is the proposed “City on a Hill” Urban Documents Program for ALA 2000 Annual Conference in Chicago. John Shuler of the University of Illinois at Chicago is coordinating this project. We look forward to an update on this workshop proposal at Midwinter. SLDTF always welcomes GODORT members and prospective members that are interested in participating. Please contact Mary Martin (909) 621-8923; e-mail mmartin@rocks.claremont.edu if interested in further activities.

Bylaws
The Bylaws Committee will be reviewing requests from the Government Information Technology Committee (GITCO) and the Education Committee to expand committee membership from nine to twelve members. Both committees have seen a dramatic increase in issues and projects coming to their committee and feel that the increased membership will help them accomplish the committee’s work and goals in a more timely manner.

GITCO and the Education Committee have also had dramatic increases in GODORT members wanting to work on the committee. Both committees feel that filling the additional positions will not be difficult due to increased interest and participation. Membership interest in GITCO has grown steadily and in conjunction with the increase in electronic federal information products and services. Interest in the Education Committee has also been affected by electronic information and the increase in user education programs being conducted by documents librarians. Additional agenda items will include the review of committee’s Web page and any additional announcements.

Cataloging
The Cataloging Committee and FDTF will present a panel discussion on OCLC’s Cooperative Online Resource Catalog (CORC) project. CORC explores the cooperative creation and sharing of metadata by libraries. The panel of four will consist of a representative from OCLC, one from GPO, and two librarians working with CORC. Among issues the panel will discuss:

GPO’s involvement with CORC, current status and future directions of CORC advice from the trenches.

The Cataloging Committee Business Meeting will either precede or commence immediately after the panel discussion. Reports are listed in the agenda, but of particular interest is the update from the GPO Cataloging Branch. The committee will review the status of its newly designed online Toolbox for Processing and Cataloging Federal Government Documents, pursuing discussion of adding resources for cataloging International and State & Local Documents. In addition, a subcommittee will present a proposal for extracting the data required to regularly report to depository libraries the changes in GPO cataloging records for URLs receiving PURL assignments.

Cataloging Committee
Draft Agenda
Note: Our business meeting will be shortened by the panel presentation, so I am asking for reports in writing, as we did at Midwinter 1999.

1. Approval of minutes from the 1999 Annual Conference
2. Reports
   ☐ GPO Cataloging Branch (Tad Downing)
   ☐ CG:DA (Aimee Quinn)
   ☐ FDTF (Tim Byrne)
   ☐ IDTF (Kathleen Jones)
   ☐ SLDTF (Rebecca Galbertson)
   ☐ Subcommittee to Revise Cataloging Government Publications (Rhonda Marker)
3. Old Business
   ☐ Wrap-up of discussion panel issues (Myers, Byrne, Richmond)
   ☐ Committee Web page (Stevenson)
   ☐ Toolbox for Processing and Cataloging Government Documents (Stevenson)
   ☐ Specialized page for IDTF
4. New Business
☆ Proposal for extracting data required to regularly notify depository libraries of URLs changing to PURLs (Byrne, Noel, Myers)

5. As may arise

Education

The Education Committee will meet during Midwinter at San Antonio on Saturday from 2-4 p.m. We welcome your attendance at this meeting. This will be your opportunity to hear discussion of our current projects and plans for upcoming activities. We are always looking for new ideas and suggestions.

The Education Committee is charged to identify needs and issues concerning the education of users of government information, both librarians and staff working with this information and the public we serve. One of our major activities is creating and coordinating the dissemination of educational resources and information. These could be print and online guides to information as well as educational programs. A recent project of our committee has been the establishment of a Government Information and Depository Management Clearinghouse, located at www.library.ucsb.edu/ala/clearing.html. A major purpose of this site is to assist librarians in the successful management of electronic government information, and in building advocacy skills to promote access to this information. It is a work in progress, and we welcome your suggestions as we refine this site to respond to the needs of government information professionals.

To augment information linked to the clearinghouse, our continuing education working group is soliciting proposals for those interested in creating tutorials designed to assist librarians working with government information in access to and use of this information. These tutorials will be added to the clearinghouse site. A call for proposals has been issued on GOVDOC-L and various discussion groups, and also in DnR, and we encourage you to get your creative juices flowing and consider sending us a proposal. Although we are looking for tutorials on any aspect of working with government information, we are especially in need of those focusing on state, local or international government information management, community advocacy and library administration advocacy. Four tutorials have already been funded, and can be found on the clearinghouse page.

An ongoing and valuable project of the Education Committee is the Handout Exchange, located at www.lib.umich.edu/libhome/documents.center/godort.html. We are grateful to Larry Romans and Grace York for their efforts in maintaining this clearinghouse for guides created by your colleagues. With the online form located on the Handout Exchange site, it’s now easier than ever for you to submit guides created in electronic form. Printed guides can be submitted via email to Larry Romans or Grace York. As you can see from the above, there are many opportunities to become involved in GODORT through participation in activities of the Education Committee. To find out more about our committee, check out our Web page at www.library.ucsb.edu/ala/edcomm.html.

You can also contact Sherry DeDecker, committee chair, at dedecker@library.ucsb.edu.

We look forward to seeing you in San Antonio!

GITCO

The Government Information Technology Committee (GITCO) has a full agenda for the ALA Midwinter Meeting. GITCO serves as the main GODORT body to focus attention on government information in electronic formats. As a part of this effort, we have developed the CD-ROM Documentation Project, set up a Government Documents Web Page template, and plan to have a presentation at the 2000 ALA Annual Conference. GITCO serves as a forum for issues dealing with access to, dissemination of, and use of that information. The committee endeavors to raise awareness of content and availability, to encourage discussion, and to recommend appropriate action with respect to electronic government information.

Having chosen a host site for the CD-ROM Documentation Project, our primary task for this meeting will be to work on issues with the project, hosted by the University of Iowa Libraries. The CD-ROM Documentation Project will consist of a database of documentation for government CD-ROM products. The University of Iowa Libraries have agreed to help collect and organize this information, store it on their Web site, and make this documentation available through the GODORT home page.

GITCO has two workgroups currently working on some of GITCO’s responsibilities for the project. These groups are working on coordinating efforts to implement the CD-ROM Documentation Service; setting standards for content of the records to be loaded into the system; designing a data entry form for volunteer editors to use for contributing content information to the database; helping to recruit editors to provide content data for the service; consulting with the University of Iowa Libraries to achieve mutually acceptable solutions to problems that may arise during the implementation phase or later; and maintaining broad oversight authority of the project throughout the course of its existence. We will continue working in these groups and forming additional workgroups, as needed. For more information on the project, see (http://metalab.unc.edu/reference/docs/cdromdoc/).

We will be receiving updates on other GITCO projects, such as the Government Information Web Page Template (www.library.unt.edu/gpo/template/index.html) and the Standards Assessment Update (www.access.gpo.gov/su_docs/nclisassessment/report.html), as well as task force representative reports.

In an effort to promote conversation and education amongst the Government Documents community, GITCO plans
to hold a presentation/discussion as part of the 2000 ALA Annual Conference. During the Midwinter Meeting, we will be discussing ideas for possible topics and speakers. Anyone attending the meeting can feel free to contribute to this and other parts of the discussion. For those who cannot attend the meeting, please feel free to send your suggestions to the committee chair, Doralyn Edwards at doralyn@rice.edu. For further information on GITCO, please visit the committee's Web site at www.rice.edu/gitco. The meeting is open to anyone with interest in technology and government information.

**GITCO Draft Agenda**

1. Welcome and introductions
2. Approval of agenda
3. Approval of minutes
4. Announcements
5. Reports from task force representatives on matters of interest to GITCO
   - IDTF
   - SLDTF
   - FDTF
6. Old business
   - CD-ROM Documentation Project
   - Status of things at host site (U of Iowa)
   - Workgroup 11
   - Workgroup 12
   - Program ideas for 2000 ALA Annual Conference
   - Other old business
7. Updates
   - GITCO Web site update (www.rice.edu/gitco/)
   - Web page template update (www.library.unt.edu/gpo/template/index.html)
   - Continuing education fund update at www.library.ucsb.edu/ala/godortcf.html
8. New business

**Legislation**

**Getting the Word Out: Increasing Grassroots Participation**

Recently the GODORT Legislation Committee discussed the National Action Alert Network (NAAN), a topic that is fundamental to the ultimate success of much of the work undertaken by the Legislation Committee and to GODORT's ability to effectively promote its position on any number of issues. The NAAN is intended to be a network through which GODORT can quickly and efficiently "get the word out" when librarians are needed to contact their congressional representatives. Whether the action needed is educational or persuasive in nature, the NAAN should serve as the primary means to distribute the message.

The committee realized as it reviewed the GODORT Policies and Procedures Manual that the NAAN has not been actively maintained or used for a few years. As a result, the revitalization of the NAAN has become one of the committee's priorities. The committee has discussed several approaches to how this will be carried out and what the components of the NAAN will be:

☆ To identify the listservs of state or regional documents groups for use with the NAAN
☆ To use the Regional Depository librarians and their listserv to give GODORT at least one contact in nearly every state
☆ To employ the chairs of state document organizations as contacts
☆ To identify contacts for each congressional district who would then be grouped by congressional committee
☆ To post messages to GOVDOC-L, perhaps instead of spending time developing the NAAN

In order for the NAAN to be most effective, it will have to include not just one of those approaches, but rather a mix of contacts and methods. Simply relying on a message posted to GOVDOC-L, for example, may fail to effectively motivate many people. Almost all of us have deleted a GOVDOC-L message that requested urgent action because we did not know the author of the message, or we simply overwhemed with e-mail that particular day. When urgent action is needed, librarians in the key districts may not be GODORT members and thus less influenced by a general message sent from the GODORT Chair or Legislation Committee Chair. They very well may respond favorably, however, to a message or call from their Regional Depository librarian or another respected librarian in their state or region.

While the committee is currently focusing on the logistics of the NAAN, to be successful we also need to think about the content of the material that is sent when support on issues is requested. A librarian who receives a message or call may not be familiar with every facet of an issue. For some, this creates an uneasy feeling and, as a result, they will not take the step to make a call or write a letter. The material should include clear instructions about what needs to be done, sample messages to be sent to the representatives, and background information. The information that is distributed to librarians should make it possible for them to act regardless of the previous depth of their knowledge of the issue.

In recent weeks, it has been quite apparent how useful a tool the NAAN could be. The proposed closing of the National Technical Information Service (NTIS), the Access America initiative, and H.R. 1858, The Consumer and Investor Access to Information Act of 1999 (for which GODORT is on record as supporting) all provide opportunities to use the NAAN. (For more information on the NTIS and Access America issues, see the GODORT Chair's column in this issue of *DttP*.) As Title 44 revision and other issues present themselves to us in the future, we need to be ready to act. Having a revitalized NAAN will greatly improve our ability to successfully muster grassroots support. The issues
outlined here are some that the Legislation Committee will discuss at the ALA Midwinter Meeting. Please join us at our committee meeting on Friday, January 14, 2000, to help us decide how best to promote the GODORT legislative agenda.

**Membership**

**Friday**

3–4 p.m. Double-check and finalize Plans for this Conference.

4–5 p.m. Deidre Ross, ALA’s Director of Conference Services, will speak about the housing options open to GODORT members at future ALA Conferences. Please come and hear what she has to say.

**Monday**

8–9 a.m. Membership meeting. The agenda will focus on membership concerns, and on projects that must be done to prepare for the ALA Annual Conference.

9–11 a.m. Please come to our discussion group on:

**Transitions: Dealing with Change in Our Professional Lives**

The pace of change seems to be accelerating. We all have responsibilities—to our patrons, our staffs, our libraries, and our communities. We all strive to continue to meet the needs of our patrons. Sometimes it seems as if it is getting more difficult to keep up. We are dealing with change on all fronts. Our patrons’ expectations and the resources we can make available to them, our library director’s expectations and the structure of the organizations in which we work, our government and what it is able to provide to support our work—everything is in a state of flux. The good news is that we are in this together. Come to our discussion group and hear how other government documents librarians meet these challenges!

We will focus on:

- Changes in the government which affect our access to materials
- Changes in policies which affect our technical procedures
- Changes in our organizations which affect our public services
- Changes in how our meetings are run at ALA (i.e. tips on Sturgis)
- How we can help each other cope with these changes—information on networking!

Afterwards anyone who would like to is welcome to join us as we go to lunch at a nearby restaurant to eat and continue our discussion(s).

**Nominating**

For the Nominating Committee, the ALA Midwinter Meeting is busier and more significant than the Annual Conference. It is at Midwinter that the final GODORT ballot is completed for inclusion in the year 2000 Spring ALA ballot. The work on the ballot actually began in the fall with committee members Linda Johnson, Anne Miller, John Shuler, Arlene Weible, and Gayle Christian actively approaching members to determine interest in running for GODORT office and to get suggestions for other GODORT folks to contact. Annual Conference attendance sheets were reviewed for anyone who expressed interest in getting involved. GODORT officers, committee chairs, and task force officers were also contacted with the goal of bringing new members into the election process. In addition calls for volunteers to run for the offices were posted on GOVDOC-L and published in *DttP*. The Nominations Committee also has the responsibility of developing a list of interested persons to be considered as candidates for the Depository Library Council. That work is completed before Midwinter.

While the Nominating Committee has two formal meetings at Midwinter to pull the ballot together, they also work throughout the conference on informing GODORT members about opportunities in GODORT and encouraging both long-time and new members to get involved. Finalization of the ballot occurs during Midwinter. Therefore, it is an excellent time for interested members to explore options for involvement. Attendance at meetings of the committees and task forces is a great way to learn how the units function and let the current leaders get to know you. Some folks begin involvement by offering to assist with a project or even volunteer to run for office. Staring involvement as an elected secretary of a task force is an excellent way to learn how a unit operates and is a fine way to get mentored into the next level of service. Throughout Midwinter, the Nominations Committee members will be at the GODORT meetings not only to participate but also to answer questions and persuade members to run for office. All slots on the ballot must be filled before the Second Steering Committee meeting, since the final ballot must be approved by the GODORT Steering Committee.

Immediately following Midwinter, Nominating Committee members will create the physical GODORT ballot, including biographical information, and submit it to ALA for inclusion in the ALA ballot mailing. In late spring following the election, the committee will notify the nominees of the outcome of the election and then post election results on the GODORT Web page and GOVDOC-L and publish results in *DttP*. The names of those not elected are collected and provided to the incoming chair for consideration when committee appointments are being made.

A related responsibility arises from GODORT’s having the opportunity to recommend interested ALA members as candidates to serve on the Depository Library Council. The initial responsibility for soliciting and compiling this list of interested ALA member nominees rests with the Nominating Committee. This process is completed by a vote of the GODORT Steering Committee at its first Midwinter Meeting. For more details on the entire process, consult the GODORT Web page.

As background, the Nominating Committee is composed of five members: four elected members serving two-
year, staggered terms and the Assistant Chair/Chair-Elect of GODORT, who serves as an ex-officio member. The work this committee does for the organization is described on the GODORT Web page. You will also find a list of the formal officer and committee openings and application forms for nominations and volunteering on that page. You may also request this information from committee members if the Web page is not accessible to you. We hope you will follow up on getting involved with GODORT! Why not consider a year 2000 involvement!

Program

The committee will decide on a program topic for the 2001 GODORT program to forward to the Steering Committee. We will continue to discuss and work on arrangements for the upcoming 2000 programs. Finally, we will attempt to identify ways of reaching out to GODORT membership and encourage program proposals.

Program Committee Draft Agenda

Monday, January 17, 9:30–11 a.m.

1. Discussion and determination of topic for Annual 2001 programs
2. Status report, discussion and assignments for Annual 2000 programs
3. Discussion of methods for actively soliciting suggestions for future programs

Publications

The past few years have seen many changes to the Publications Committee including additional positions appointed to serve. This year, we plan many more interesting and revenue raising ideas. Please plan to attend the Midwinter Meeting of the GODORT Publications Committee for a thrilling discussion of several ideas for publication including updating the Directory of Government Documents Librarians jointly published with CIS, updating the presentation packet created by the Rare & Endangered Government Publications Committee in 1992, a new book based upon two preconferences on international government resources, and a possible book on juvenile government information. Also, the committee will discuss revisions to the all-time classic, the GODORT Policy and Procedures Manual, fondly known as the PPM. The committee is scheduled to meet on Friday afternoon, January 14 from 3 to 5:30 p.m. in San Antonio. More information will be forthcoming in later issues of DttP so stay tuned!

Publications Committee Draft Agenda

Friday, January 14, 2000
3–5:30 p.m.

Note: Location to be announced.

1. Call to order; introductions of committee members and visitors; pass around attendance sheet (Aimee)
2. Approval of agenda (Aimee)
3. Financial report (Tim)
4. Report from editor of DttP (John)
5. Report from Web administrator (Andrea)
6. Update from notable documents chair (Barbara)
7. Update from editorial review board chair (Marcia)
8. Update from task force representatives (TBA)
9. Old Business
   • Chair’s update on activities
   • Publication ideas from Annual
   • Bernan follow-up, CIS follow-up
10. New Business
   • PPM discussions
   Do we need an editorial review board given the new composition of this committee?

Section III. A. 1. The Publications Committee will function as the "publisher" and editorial advisory board of Documents to the People. Do we need to amend this section by restating or redefining the publisher now that we use ALA Publishing as our "publisher" or does the committee still work as a de facto publisher?

Section VII. A. 3. (6) Both print and microformats will be eligible for consideration. Print format includes, but is not limited to new editions, reprints, revised editions, new printings; periodicals, annuals, and other series, including individual volumes or issues; posters, maps, and charts. Summary volumes of larger reports or single volumes of multi-volume works may be considered. Microformats must conform to generally accepted standards: e.g., 24X reduction ratio for fiche reproduced from paper copy and 42X–48X for computer generated fiche. Should this section be updated to include all formats including electronic? Or are there not any notable electronic products for the list? Other changes? New publications or other ways we can create revenue? Other?

Rare and Endangered Government Publications

According to GPO’s 1998 fiscal year report, over 100 million paper and fiche products were distributed through the Federal Depository Library Program. With this level of distribution for tangible products it is not very likely that our collections are going to become “paperless” anytime soon. The Rare and Endangered Government Publications Committee (REGP) is committed to identifying and preserving these unique, tangible resources that make up the bulk of most document collections. REGP is planning a short meeting during the Midwinter Meeting devoted primarily to bringing up-to-date projects that were
assigned at the 1999 Annual Conference. We are still looking for input on expanding the committee’s activities and anyone interested in unique, rare and endangered government publications, from any level of government, is welcome. Hope to see you there.

**REGP Draft Agenda**

1. Introductions
2. Volunteer to take notes for the meeting
3. Approval of the minutes from Annual (see REGP Web site at www.tamu-commerce.edu/library/dlarkin)
4. Old Business
   - Report on the status of the REGP Web site (David Larkin)
   - Discussion on the status of the Internet bibliography project (George Barnum, Bill Sleeman)
   - Report of the Serial Set Subcommittee (August Imholtz)
   - Discussion on the status of the Serial Set Web site (Donna Koepp)
   - Follow-up discussion regarding a possible program with PARS (Winston Atkins, Bill Sleeman)
   - Progress report on letter to NRC Collections (George Barnum)
5. New Business
   - Reports from FTDF, SLDTF & GITCO (if there are no scheduling conflicts with other meetings)
   - Discussion of CIS' Impeachment/Censure database (August Imholtz)
   - New officers (Bill Sleeman)
   - Other new business from the floor

**Web Group**

Items on the agenda for the GODORT Web Group meeting include:

1. GODORT Web page guidelines
2. List of GODORT-created resources
3. Archiving
4. Smooth transfer of Committee and Task Force Web Sites. (draft from 6/99 minutes)
5. GODORT Committee/Task Force Web Manager Responsibilities. (draft from 6/99 minutes)
We invite you to get involved in GODORT. There are many opportunities to participate whether you can attend the Midwinter and Annual meetings or not. Please express your interest and we will find a place for you! If you need more space, please attach a separate sheet of paper.

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**Activites and Interests** List professional activities and special interests you would like us to know about.

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**GODORT Interests** List the committee(s) of most interest to you. How did you become familiar with their work (attended meetings, read about it in DttP, Web site)?

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**GODORT Task Forces** You may receive a committee appointment as a representative from a GODORT task force. Please rank the GODORT task forces to indicate your level of interest. (1 = most interested; 3 = least interested).

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**Meeting Attendance** Can you attend both ALA Midwinter Meeting and Annual Conference? **Yes ( ) No ( )**

This is required for formal committee appointments, but there are other opportunities for involvement.

*Return this form* (preferably by e-mail) to any of the following:

- Gayle R. Christian
  Nominating Cmte. Chair
  Ref. and Docs. Librarian
  William R. Pullen Library
  Georgia State University
  Atlanta, GA 30303-3081
  (404) 651-2422
  fax: (404) 651-2508.
  gchristian@gsu.edu

- Linda Johnson
  Docs. Dept. and Data Ctr.
  University Library
  University of NH
  Durham, NH 03824
  (603) 862-2453
  fax: (603) 862-3403
  linda@hopper.unh.edu

- John Shuler
  Docs. Dept.
  University Library
  801 S. Morgan St.
  Chicago, IL 60607-7041
  (312) 996-2738
  fax: (312) 413-0424
  alfred@uic.edu

- Arlene A. Weible
  Gov. Docs. Librarian
  Mark O. Hatfield Library
  Willamette University
  Salem, OR 97301
  (503) 375-5343
  fax: (503) 370-6144
  aweible@willamette.edu

34 DttP
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Now researching country-specific trade information has never been easier. Bernan and the WTO have organized the complete Trade Policy Review series on one, cumulative CD-ROM. This highly searchable CD lets you identify the macroeconomic and structural environment, multilateral and regional issues, sectoral issues, investment policy, and trade policy regime of every country the WTO reviewed from 1995 through 1998. This CD-ROM now includes French and Spanish language reports in addition to English. May 1999 ISBN 0-89059-181-4 $85 (Network licenses also available.)

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This case-bound series includes all WTO Panel Reports and Appellate decisions since the WTO's establishment in 1995. Each volume provides: Full text decisions of all WTO disputes, including the procedural history, factual background, arguments of the parties, and the court’s legal analysis of each case; summary headnotes identifying significant legal issues discussed by the Panel/Appellate Body; detailed tables outlining treaty provisions, citations to previous GATT and WTO disputes, member countries and their involvement in disputes; and the status of all disputes submitted to the Dispute Settlement Body; and a topical index of decisions. Hardback. $75 per volume.

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Co-published by Bernan and the World Trade Organization

Basic Instruments and Selected Documents (BISD) has long been the authoritative source for laws governing all types of international commercial transactions. Updated annually, this indispensable 44-volume series is also the primary reference for locating the legal framework behind existing multilateral treaties.

Now, for the first time, you can acquire this vast library of international trade law information in a convenient, easily searchable CD-ROM. The CD provides all principal decisions, resolutions, recommendations, announcements, and reports put forth by GATT contracting parties since 1952. October 1998 ISBN 0-89059-101-6 $500 (Network licenses also available)
Locating United States Government Information: A Guide to Sources
Second Edition

by Edward Herman
Associate Librarian, Business & Government Documents Center,
Lockwood Library, State University of New York at Buffalo.

NOW WITH 1999 INTERNET SUPPLEMENT!!
One Volume with 1999 Internet Supplement (xvi, 582; xiv, 228 pages) . . . $68.00
1999 Internet Supplement .............................................. $35.00
Item #310920; LC 96-51490; ISBN 1-57588-203-5; 1-57588-498-4 (Supplement)

The main text provides a practical, hands-on guide for locating United States government publications. The textbook-like format is packed with reproductions of indexes, examples of searches, and illustrative charts that are extremely helpful to researchers, while questions and answers are provided to invoke thought on the material covered within each chapter.

The text deals with resources found in most depository libraries, such as: indexes, abstracts, legislative and regulatory materials, and technical reports. It also covers material outside the purview of libraries.

Many changes in government information have occurred since the first edition appeared in 1983. The proliferation of electronic information on floppy disks, CD-Roms, and the Internet is the most prominent difference. Excluding the Dialog and BRS online systems, researchers used few electronic sources in the early 1980's. The author stresses integration of traditional library resources with electronic ones, providing a balanced view of government information in the multiple formats.

Because Internet sites are changing rapidly, limited information exists in the main text pertaining to these sites. Most information about the Internet can be found in the 1999 Internet Supplement, which contains hundreds of new and revised web sites since the 1997 edition. This supplement has proven to be a very valuable tool in government documents research, and will continue to be updated periodically as new sites come into existence or current URL’s change.

This book is a must for anyone who needs to locate government information on a continuing or occasional basis for either educational or professional purposes. This includes practicing librarians and library school students; college and university students and faculty; attorneys, business persons, market researchers, journalists, and other professionals; and citizens who want to keep better tabs on their government.

The book deals with resources found in most depository libraries, such as indexes, abstracts, legislative and regulatory materials, and technical reports. It also covers data outside the usual purview of libraries. These include...

- The Freedom of Information Act that gives people the right to request information from executive and independent agencies.

- The Privacy Act that protects personal information held by the government from inappropriate disclosure.

- The acquisition of personal copies of government documents through the GPO sales program, the Consumer Information Center, the General Accounting Office, and private booksellers.

- Directory information for contacting government employees who are experts in their respective fields. When having difficulty locating and/or understanding government information, contacting the appropriate agency official is often the most effective way of solving these problems.
Since 1989, the Readex CD-ROM Index to United Nations Documents and Publications has been the premier index to UN material in academic, law school and government libraries. Readex is now pleased to introduce AccessUN, a resource offering the same wealth of information via the World Wide Web.

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AccessUN will also provide URL links to full-text documents, where available.

For more information, call: (800) 762-8182, or send e-mail to: sales@readex.com