LETTER FROM THE CHAIRPERSON

First of all, my apologies to all of you for the tardiness of this issue. Our newsletter editor has been patiently waiting for me to get information to her and I promise her and you be much more prompt in the future. I do want to take this opportunity to thank the editor, Emily Carr, and the production/distribution manager, Mon Yin Lung, for the work they do in getting the newsletter issues to us. Getting out the newsletter is a big job but the newsletter is vital to the communication effort of the SIS. I encourage each of you to help that communication effort by passing along information or articles to Emily for inclusion in future issues.

Although getting off to a late start, I hope we can provide some worthwhile information and services to you this year and build upon the efforts of past chairpersons to provide you with an active SIS. We hope to get the next newsletter out at the beginning of February. Please contact me before that time if you have concerns, suggestions, or ideas for the group and I will share your input with the rest of the membership in this column.

Planning continues under Vice-Chair David Gay for three programs at the Indianapolis conference. David and I are also planning the business meeting. If you have issues that you would like discussed, please contact one of us.

Paul Arrigo has suggested a new project for the SIS regarding specialized Internet searching for Law related Federal agency informa-

tion. Please see the related article in this newsletter.

We are looking for volunteers for our various committees. Please use the form located in this newsletter to sign up. We need you!!!

Finally, I encourage you all to be active participants in this time of change in the documents

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area. In speaking with Mary Alice Baish, AALL Assistant Washington Representative, I learned that one of the ways we can help her the most is by identifying SIS members who know members of Congress or who are from the same states as members of Congressional oversight and budget committees. If this description fits you, I encourage you to contact me or Mary Alice and become an active participant in the debate that continues over federal information.

I look forward to hearing your suggestions and concerns:

Kay Schlueter  
Texas State Law Library  
P.O. Box 12367  
Austin, TX 78711

E-Mail: ulcg001@access.texas.gov  
Phone: 512-463-1725  
Fax: 512-463-1728

FROM THE EDITOR

We need a new editor (and/or general help)! Please call me, Emily Carr, if you'd like to contribute your editing, PageMaker and other creative talents to this worthwhile triannual publication. Anyone interested may contact me or the GD/SIS Chair. I appreciate your patience in awaiting this issue, with apologies for the combined volumes. Many thanks to kind souls who helped make this issue possible in these last minutes of 1995 -- Brenda Carr for her editorial assistance (courtesy of a government-imposed holiday) and Adrian White and Brian Baker at Howard Law for their emergency Macintosh help.

Columns, articles and letters to the editor are welcome and encouraged. Materials may be sent to the editor in a variety of formats: e-mail, paper (fax or regular mail), or disk (DOS or Macintosh). E-mail is preferred. Questions? Please contact Emily Carr at ecarr@gmu.edu or (703) 993-8062.

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CALENDAR -- Future Conferences

**AALL**  
July 6-11, 1996  
Indianapolis, IN

July 19-24, 1997  
Baltimore, MD

July 11-16, 1998  
Anaheim, CA

July 17-22, 1999  
Washington, DC

**ALA**  
June 20-27, 1996  
Orlando, FL

June 26-July 3, 1997  
San Francisco, CA

June 25-July 2, 1998  
Washington, DC

June 25-July 1, 1999  
New Orleans, LA

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Materials for publication may be submitted to the editor (see staff listing on endpage of each issue). The editor reserves the right to reject materials submitted for publication. The only exception to this rule is for letters submitted for the "Letters to the Editor" column by current GD/SIS members. This exception is provided so that the members have an open forum within which to express their opinions. All of the opinions expressed in **JURISDOCS** represent only those of the individual authors, and do not represent those of the GD/SIS or the AALL. Claims for missing member issues should be directed to the business manager (see staff listing on endpage of each issue). Claims for missing special AALL subscription issues should be directed to AALL headquarters.

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**JURISDOCS**, Summer-Fall 1995; page 2
SUBJECT COMPILATIONS

Recent Subject Compilations of State Laws in Federal and State Documents

by Cheryl Rae Nyberg

This brief bibliography describes fourteen government publications that identify and compare state laws on several subjects. Topics include budgets, capital punishment, consumer protection, courts, elections, juvenile courts, Medicaid, public health, snowmobiles, and teachers.

This information is taken from the author's database, which will be used to produce the 1994-95 annual volume of the Subject Compilations of State Laws bibliography series. Bibliographies with similar scopes have appeared in Jurisdocs at 14:30-36 (1992), 12:39-43 (1990), and 10:55-63 (1988).

Budgets

Essay, tables, and summaries. Cites to constitutions and codes at pp. 63-68, "Appendix, Legal Citations."


Pp. 5-17. Table. Cites to constitutions, session laws, codes, and cases in footnotes.

Capital Punishment

P. 5, "Table 1. Capital Offenses, by State, 1993." Summaries. Some citations to codes. Includes thirty-six states.


Note: Published annually. Previous editions annotated at 1985-88 Nyberg 1102.11 and 1979-83 Nyberg/Boast 458.03.

Consumer Protection

Pp. 13-1 to 13-399, "Chapter 13, Compendium of State Statutes." Summaries. Cites to codes. Cover credit reporting, debt collection, home solicitation sales, contracts by minors, repossessions, statutes of limitations, truth in lending, unfair and deceptive trade practices, warrants, and other consumer laws.

Note: Available from NTIS.

Courts

Pp. 17-55. Essay. Cites to constitutions, session laws, and codes in footnotes. Covers the fourteen states that have tax courts.


Tables. Some citations to constitutions, codes, and court rules. Covers appellate and trial courts and judges, judicial selection, terms of office, retention elections, judicial qualifications, judicial nominating commissions, continuing education, performance evaluations, judicial discipline, governance, rule-making authority of the court of last resort, judicial councils and conferences, budgets and funding, administrative offices, statistical reporting, court clerks, mandatory and discretionary jurisdiction of appellate courts, review of administrative agency decisions, expedited procedures, limits on oral arguments, electronic recording of trial proceedings, cameras in the courtroom, tribal courts, juror qualifications,
sources of juror names, juror exemptions and fees, voir dire, peremptory challenges, jury size and verdict rules, grand juries, sentence enhancement, sentencing in noncapital felony and capital cases, intermediate sanctions, sentencing commissions and guidelines, collateral consequences of felony conviction, RICO, good time allowances, and parole. Includes Puerto Rico and the United States (federal). Note: Previous editions published in 1987 (1988-90 Nyberg 1441.02) and 1980.

Criminal Records


P. 73-95. Tables. Cites to constitutions, codes, and court rules. Covers laws that make firearm possession by a convicted felon a criminal offense (pp. 73-76), require or permit criminal records to be considered in bail decisions (pp. 77-79), authorize enhanced sentences for habitual criminals (pp. 80-82), provide for upgraded charges for offenders with prior convictions (pp. 83-85), provide for enhanced sentences for offenders with prior convictions (pp. 86-88), use criminal history in correctional classification and supervision (pp. 89-92), and consider prior convictions in determining parole eligibility (pp. 93-95). Includes the Virgin Islands and U.S. (federal).

Note: Tables taken from several Bureau of Justice Statistics publications.

Elections

Pp. 49-50. Citations only. Cites to codes. Covers the thirty-five states that have election laws that “classify vote buying as a bribery offense.” Includes Guam.

Juvenile Courts

P. 2, “Figure 1, Statutorily Defined Age and Offense Provisions for Judicial Waiver of Juveniles to Criminal Court, 1992.” Chart. No citations. Covers minimum age; transfer for any criminal offense or for murder, offenses against persons or property, drug crimes, weapons offenses, felonies, or capital crimes; and waiver based on previous delinquency adjudication or criminal conviction. Note: “Source: Szymanski, L. (1993) Waiver/Transfer/Certification of Juveniles to Criminal Court: Age Restrictions. Center for Juvenile Justice.”


P. 4, “Figure 2, Serious Offenses for Which State Statutes Give Prosecutors Discretion to File in Criminal or Juvenile Court and Related Age Restrictions, 1992.” Chart. No citations. Covers same types of offenses in Figure 1. Includes...

P. 5, “Figure 3, Serious Offenses Excluded from Juvenile Court by State Statute and Related Age Restrictions, 1992.” Chart. No citations. Covers same offenses as Figure 1. Includes twenty states. Note: “Source: Szymanski, L. (1993) Statutory Exclusion of Crimes from Juvenile Court Jurisdiction (1992 Update), Pittsburgh, PA: National Center for Juvenile Justice.” Note: “The information in this Update was developed for OJJDP’s forthcoming National Report on Juvenile Offending and Victimization.”

Medicaid

Chart. No citations. Covers optional services provided by medicaid programs, including services by podiatrists, optometrists, Christian Science nurses and sanatoriums, psychologists, medical social workers, nurse anesthetists, private duty nurses, dentists, physical therapists, and other professionals and other types of services, including occupational therapy, speech and hearing, prescription drugs, dentures, prosthetic devices, eyeglasses, diagnostic services, screening, prevention, rehabilitation, inpatient services, psychiatric services, emergency hospital services, personal care, transportation, case management, hospices, respiratory care, and tuberculosis treatment. Includes American Samoa, Guam, the Northern Marianas Islands, Puerto Rico, and the Virgin Islands. Note: Published by the Illinois General Assembly, Legislative Research Unit.

Teachers

Chart and summaries. Cites to codes. Covers the sixteen states that have laws on arbitration and/or strikes by teachers.

STATE BIBLIOGRAPHY SERIES

Thanks to the efforts of Marsha Baum, who is now handling the production and distribution of our state bibliography series, we are again looking at a profitable, effective project. We are always looking for volunteers to create new bibliographies or revise existing titles that are outdated due to new electronic sources that became available after the bibliography was created.

If you would like to work on a bibliography for your state, please contact Kay Schlueter for additional information via one of the addresses listed for her under the letter from the Chairperson. Currently we have volunteers working on bibliographies for Colorado, Hawaii, Iowa, Maryland and Texas.
FEDERAL ELECTRONIC INFORMATION PROJECT

Paul Arrigo has suggested a new project for Government Documents SIS members. He suggests interested members divvy up the law-related Federal agencies and develop Internet searching specialties at their institutions. For example, Washburn might specialize in Administrative Law or Department of Justice. Another institution might specialize in the Food and Drug Administration, etc. Since no institution can master all the information from all the agencies, this would be a way to pool our collective knowledge and expertise. Paul suggests that participants create a bibliography of what each agency produces, loading it on AALLNET and created links to it. For an example of what he has in mind, see the project he did on Administrative Decisions at: http://lawlib.wuacc.edu/washlaw/doclaw/doclaw5m.html

Paul recognizes this is an ambitious project but one that could be handled with enough participation. He also suggests we divvy up searching on Fedworld and have members share the expertise they have developed searching particular databases through that connection.

If you would like to participate in this project, please contact Paul Arrigo at Washburn University: zzarri@acc.wuacc.edu or Kay Schlueter at Texas State Law Library: ulcg001@access.texas.gov

GOVERNMENT DOCUMENTS/SIS E-MAIL DIRECTORY

Marianne Mason at Indiana University has done a wonderful job over the last several years of keeping our E-Mail directory up to date and providing a way for members to distribute a single message to the entire group. I encourage you to sign-up to be on this distribution list if you have not done so and to use it to get pertinent information to our membership. Marianne can use volunteers to help with the updating and maintenance of this Directory. If you would like to work on this project with Marianne, please contact her for details on how you can assist:

Marianne Mason
Indiana University
Phone: 812-855-9666
Fax: 812-855-7099
E-Mail: masonm@indiana.edu

VOLUNTEERS NEEDED FOR SIS COMMITTEES

In the hustle/bustle of the annual meeting, I did not get back any sheets from members volunteering to serve on our various committees. So, if you think you signed up, please do so again because the information did not reach me. If you have not thought about serving on a committee, please do so now. The committees are:

Grants: Receive and review grant applications; award grants for the current year.

Newsletter: Provide input on the contents and organization of JURISDOCS; assist the editor and contribute or solicit contributions for each issue.

Nominating: Prepare a list of candidates, prepare, mail, count ballots, and announce election results according to SIS bylaws.

Program: Assist the Vice Chair with planning programs for the annual meeting.

Please complete and return this form or E-mail your name and the name of the committee on which you wish to serve. Thanks!!

Name: __________________________
Committee Choice: __________________________
Library: __________________________
Phone No.: __________________________
Fax No.: __________________________
E-Mail: __________________________

Return to: Kay Schlueter
Texas State Law Library
P.O. Box 12367
Austin, TX 78711-2367
Fax: 512-463-1728
E-Mail: ulcg001@access.texas.gov
GD/SIS MINUTES 1995

Minutes of the GOVDOC/SIS Annual Business Meeting at Pittsburgh, Penn. July 18, 1995

I. Carol Moody, Chair of GOVDOC/SIS, opened the meeting and laid out the agenda. There will be a business meeting first followed by a presentation by Judith Russell of GPO.

II. AALL Program Report: Kay Schlueter
Kay was excited at the number of GOVDOC/SIS programs offered this year. They included the following:

B-3 SEC's EDGAR SYSTEM: POLICY ISSUES & FUTURE DIRECTIONS (William Taylor and Douglas Lind) Coordinators
E-4 PRIVACY AND THE ELECTRONIC AGE (Kay Schlueter) Coordinator
J-5 RESEARCHING GOVERNMENT CONTRACT LAW: A GUIDE THROUGH THE MAZE (Darcy Kirk) Coordinator
K-1 FEDERAL DEPOSITORY PROGRAM IN LAW LIBRARIES: STATUS SYMBOL OR ESSENTIAL SERVICE? (William Taylor) Coordinator

III. David Gay - Program Director for Indianapolis Meeting 96
David said he needed ideas for next year. The deadline for idea submission is either August 11th or 15th. He also announced that GOVDOC SIS was given two extra program slots and those ideas could be sent in as late as October 1, 1995. It is scheduled for the Wednesday afternoon slot.

IV. Secretary/Treasurer’s Report
Paul Arrigo Carol asked Paul if he was ready. He said not yet. The minutes were left back at the office. So the minutes of the 1994 Seattle meeting could not be approved.

The treasurer’s report said that the Association ended up in the black this year. We had a net increase of $1,208.11. No small thanks to Marsha Baum who sold the State Bibliographies.

V. State Bibliography Program
Marsha Baum GOVDOC SIS took control of the State Bibliography program in November of 1994. Headquarters sent Marsha all of the bibliographies plus some unfilled orders 2 or 3 years old. This year GOVDOC SIS sold 95 bibliographies. 31 were a response to claims. The price for the bibliographies increased from $10.00 to $15.00. The printing costs were $250.00 and the revenue was $1,010.00. The printing costs to help shore up the inventory for the AALL meeting was $1,000.00.

Marsha suggested that GOVDOC SIS begin a marketing campaign for the State Bibliographies. Marsha suggested putting advertisements in GODORT chapter newsletters. Another suggestion was to provide the bibliographies in electronic form and make them available over the Internet. Marsha also said it would help her if the authors would send her a disk copy of the bibliography. It would be easier for her to print this way. Cheryl Nyberg suggested that the issue be brought up at the Council of Newsletter editors. Marsha also said that there were many superseded issues that were being sold at the AALL meeting for only $5.00 and after the meeting they would be discarded.

VI. NEW STATE BIBLIOGRAPHIES - Carol Moody & Marianne Nicely
Carol Moody recognized Marianne Nicely for her newly revised 1995 OKLAHOMA State Bibliography. She has added more Native American coverage.

Carol raised the idea of updating even more State Bibliographies. They could include all of the new electronic resources that did not exist before including Internet connections.

Marsha Baum stated that there should be a maximum number of 30 to 40 pages per State Bibliography. This would decrease the cost of reproduction.

VII. E-MAIL NETWORK - Marianne Mason
Marianne said that she just updated the list and would be sending out a new copy very shortly. She requested assistance in maintaining the list.

VIII. JURISDOCS - Carol Moody
Carol Moody discussed the situation with JURISDOCS over the past year. Emily Carr has been very swamped at work and only two JURISDOCS issues were published this year. She asked for volunteers to help Emily put the newsletter together. It uses the PageMaker word processing program.

IX. ELECTIONS - Carol Moody
33% of the ballots were returned. David Gay was
X. GPO’S WWW DEMONSTRATION

1. MONTHLY CATALOG - FEDERAL LOCATOR
Judith Russell demonstrated some of GPO’s new additions to its WWW. She showed how the Monthly Catalog was loaded with records from 1990 to the present. These records are linked to the item number selection. People can then locate the nearest depository by entering their area code.

2. PDF FILES - The federal register is now available in PDF format. This will allow people to print the document in the same format as the regular printed copy with the multiple columns. These PDF files will include diagrams.

3. SUBJECT BIBLIOGRAPHIES - The Subject bibliographies are now on the WWW. These subject bibliography headers are being used as a subject breakdown to better organize federal internet resources. Judith said she would like to have a partnership with the library community to annotate these federal internet sites and write mini abstracts explaining their content.

4. GPO ACCESS GATEWAYS - GPO has loaded 11 gateways to better search GPO ACCESS.

5. FEDERAL BULLETIN BOARD - Don’t forget the Federal Bulletin Board there is still a lot of valuable information available there. A handout was prepared that listed all of information that can be found there.

-Submitted by Paul Arrigo

GD/SIS MINUTES 1994

MINUTES OF THE GOVERNMENT DOCUMENTS SIS BUSINESS MEETING, JULY 12, 1994, SEATTLE, WASHINGTON.

I. MINUTES OF THE 1993 BUSINESS MEETING

The minutes of the 1993 business meetings were published in the Fall 1993, JURISDOCS. The minutes were approved as published.

II. TREASURER REPORT by Paul Arrigo

This past year GovDoc SIS spent $4,015.66. This year AALL conducted an internal audit. After the audit we were left with $343.89 less than before. We also noticed that in October 1992 they credited GOVDOC SIS for $869.70 due to a math error. GDSIS must now follow the audited number.

Emily Carr and Paul Arrigo have set up an account at Kinkos for photocopying JURISDOCS issues. The Financial Report can be found at the end of the minutes.

III. COMMITTEE REPORTS

A. AWARDS COMMITTEE REPORT by Sally Holterhoff
Two $400.00 grants were awarded this year due to a shortage in the budget. The award winners were:

1. Cheryl Nyberg, University of Illinois Law Library, for attendance at the Depository Library Conference.

2. Paul Arrigo, Washburn University School of Law Library, for attendance at the Depository Library Council Meeting.

B. GOVERNMENT RELATIONS COMMITTEE REPORT by Steve Lambson (read by Cathy Hardy)

It seems that the term GOVERNMENT RELATIONS has taken on new meaning this year. With all the legislative initiatives, both rumored and real; with shake-ups and changes in agencies that print and distribute materials; with funding riding a congressional roller coaster; and GODORT’s flexibility as a representative body being challenged, there have been plenty of issues to keep us all on our toes. Thank goodness for AALL Government Relations Committee and all the overtime they have put in staying on top of all this and giving us a voice. It was all our little committee could do to stay up with their activities. And thank goodness for Veronica, who kept us supplied with various meeting and conference call minutes, which made keeping up infinitely easier.

In all the noise about impending crisis, there is a program which deserves some attention that has been sort of pushed into the background. Cathy
Hardy has been our contact for the GODORT domestic agency liaison program, which has great promise for resolving some of the nettlesome problems in the distribution of agency publications. While there are currently some librarians functioning as liaisons, the program has been put on hold somewhat as a replacement is sought for Rosemary Mazzaros, former coordinator of the program, who is changing jobs. Cathy will bring us up to date in the next issue of JURISDOCS.

C. JURISDOCS
Emily Carr is the new editor/production manager. Mon Yin Lung from the University of Kansas will be the new distribution person replacing Mark Zaleck. She will begin with the Fall issue.

D. PROGRAM COMMITTEE
1. Veronica thanked the coordinator for the first program and said it went well with exception of the speaker from Hein. She hoped that the other program “Administrative Decisions in an Electronic Environment” would do well also.
2. Kay Schlueter passed out the survey for next years possible GDSIS programs. She wished to get responses at the meeting so she could submit the proposal by August.
3. Carol Moody explained the program procedure, especially the exception next year. She said that there would be just as much program time as this year, with a different emphasis.

E. ELECTIONS RESULTS, Kathy Nachod
Kathy said that the elections this year were very close and the votes had to be counted several times. 148 of the 369 ballots were returned for a 40% response rate. The winners were:
1. President Chair-elect, Kay Schlueter
2. Secretary/Treasurer, Paul Arrigo

F. DEPOSITORY LIBRARY COUNCIL REPORT, by former DLC member Kay Schlueter
Kay said that she would be off the Council officially in September. Susan Dow was appointed as her replacement to represent AALL. Kay encouraged GDSIS members if they were interested in being on the Council to attend the meetings.

Kay also mentioned that there will be no more activity by the legislature this year concerning H.R. 5455. Toni Bearman will also be looking for a good example of how Depository Libraries serve their clientele, with the preferred format being a 3-5 minute video tape.

Kay also highlighted the Spring Depository Library Counsel recommendations, the major theme this year being redefining the role of the DLC and GPO. The council wished to have a stronger advisory role than in the past. Some of the other recommendations were:
1. Continued need to link dissemination to production
2. Encourage more interagency agreements (i.e., NTIS)
3. GPO continue good work on GPO Access and recommend that GPO back up the archive center and have a disaster plan installed for the storage facility in Owensborough Kentucky.
4. Continue to gather in more fugitive electronic publications. Especially ones outside of the Internet.
5. Set up a special committee to study the conversion of the Monthly Catalog to electronic format.
6. GPO develop training and technical support for information products.
7. Congratulated GPO on good work on item selection report.
8. More work needs to be done with analytical cataloging. The Council recognized GPO’s limitations.
9. GPO allow regional libraries to select one format rather than all formats when a publication is disseminated in more than one format.
10. Shorten the length of the Depository Conference and Depository Library Council Meeting.
11. Operations committee compile a list of citation manuals in Administrative Notes.

III. NEW BUSINESS

A. STATE BIBLIOGRAPHIES
Veronica said that there are no new State Bibliographies for this year. She said that five states (NC, OH, OK, TX, WA) are in the process of being revised and several others will be new bibliographies (HI, SC, and UT).

In the past there had been no copyright transfer/release forms so Marsha Baum created one. It must be approved by the AALL attorney.

Marsha investigated and found an old Jurisdocs v.10, no. 3 p.47 which states that GDSIS should receive 66% of State Bibliography revenue and AALL HQ 34%. Marsha sent out a protest letter to Roger Parent at Headquarters. He responded by saying that all direct expenses for production of future GD/SIS publications will be charged to the SIS plus a 27% indirect cost rate for AALL over-
head. The SIS could use revenues to cover these direct and indirect expenses. Any money left over after direct/indirect expenses are deducted belongs to the SIS. According to Peter Beck, the 27% indirect cost rate is to be based on revenues, not on direct expenses.

Marsha proposed that GDSIS take back the publishing of the State Bibliographies from Headquarters. She is willing to make a two year commitment to disseminate the Bibliographies. The money from the State Bibliographies would go toward grant money. A motion was then made by Bill Taylor, from Georgetown University, for the GDSIS to publish the State Bibliographies. It was seconded by Kay Schlueter.

Carol Meyer from University of Cincinnati Law Library asked who will be responsible for archiving the State Bibliographies. Marsha said she will keep a copy and a copy will be sent to AALL archives at the University of Illinois. Carol suggested Francis Bob Doyle of Loyola of Chicago to update his list of state bibliographies.

Sally Holterhoff provided some more historical background to the entire State Bibliography issue. At one time GDSIS was producing and disseminating the State Bibliographies but AALL HQ was concerned that we were making too much money. In 1986 GDSIS turned over the dissemination of State Bibliographies to HQ. She said that she has the out of print list. Sally was also concerned that HQ could not handle standing orders or even keep track of needed revisions.

Paul Arrigo pointed out that the addition of State Bibliographies will affect the workload of the Secretary/Treasurer as well.

B. GOVDOC SIS BYLAWS
The executive board of AALL requested that every SIS change their bylaws to comply with the overall policy of electing officers prior to the AALL annual meeting. The proposed amendment follows:

Text to be added is enclosed within brackets, text to be deleted is enclosed within parenthesis.

Article VI: NOMINATIONS AND ELECTIONS

Section 2. Elections

b. Prior to [April 5] (April 15th), the Chairperson of the Nominating Committee shall mail a copy of the official ballot to each member in good standing of the GD/SIS. Ballots shall be marked, sealed in plain envelopes marked “BALLOT” and returned to the Chairperson of the Nominating Committee [No later than two months prior to the annual AALL meeting]. (before May 15th)

This motion was made by Janice Greer, from Fordham University and Seconded by Cathy Hardy. This amendment will be given to the Constitution and Bylaws Committee of AALL for approval.

IV. ANNOUNCEMENTS

A. MENTOR PROGRAM
Mena Sieber, from Hofstra Law Library, reported that there was a shortage of people volunteering to be mentors. Veronica wanted to encourage members to be mentors and get involved.

B. E-MAIL DIRECTORY
Marianne Mason has compiled the GDSIS e-mail directory. This is a quick way for GDSIS members to communicate. Veronica wanted to make sure that people check the accuracy of the e-mail list and make any necessary corrections.

V. MISCELLANEOUS
Veronica described the procedure she used to get the new brochure made. The new officers were introduced: Carol Moody, chair for 94-95, Kay Schlueter, Vice-Chair for 94-95, and Paul Arrigo, Secretary Treasurer for 94-95.

Several people have volunteered for the mentor-mentee program, which is great news! Carol Moody emphasized the necessity of volunteers. She also explained about the format of the Pittsburgh convention and the opportunity it presents to expand our programs and our influence. The meeting adjourned at 8:25am

GD/SIS FINANCIAL STATEMENTS

The GD/SIS financial statements are attached on pages 11 and 12.
## AALL GDSIS FINANCIAL STATEMENT 1993-94

**6/30/93 Through 5/31/94**

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**Total 6/30/93 - 5/31/94**  
-4,015.66

**Total Inflows**  
992.98

**Total Outflows**  
-5,008.64

**Net total cash flow 6/30/93 - 5/31/94**  
-4,015.66

**AALL Headquarter balance 5/30/94 after audit**  
3,021.84

**Original total before audit**  
2,496.03

**Balance Difference on October 1992 statement**  
869.70

**Difference After Audit**  
-343.89

**Actual Balance after audit**  
3,021.84

The May charge for JURISDOCS publications, photocopied at AALL headquarters was for people who subscribe to JURISDOCS who do not belong to GOVDOCSIS. We will be reimbursed for this expense when subscription moneys are credited to our account. This was the first time headquarters had charged us for the Subscriptions Program.
### AALL GDSIS FINANCIAL STATEMENT 1994-95

6/30/94 Through 5/31/95

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Total 6/30/93 - 5/31/94 4,229.95

Total Inflows 3,035.00
Total Outflows -1,826.89

Net total cash flow 6/30/93 - 5/31/94 1,208.11

Headquarters Balance as of 4/31/95 4,989.35

Outstanding debits & credits -759.40

4,229.95

The reason the GOVDOCS SIS ended up in the black this year is the sales of the State Bibliographies. This has helped to boost our revenue. Thanks to Marsha Baum for all of her work and allocation of resources.

JURISDOCS, Summer-Fall 1995; page 12
DEPOSITORY LIBRARY COUNCIL

Summary of the Fall 1995 Meeting

Change, transition, and the future were all discussed during the fall meeting of the Depository Library Council in Memphis, TN, October 16-18, 1995.

Public Printer Michael DiMario started the meeting with an update on legislative activities. In accordance with the 1996 Legislative Branch Appropriations Act, the Public Printer has initiated a study to identify measures necessary for a successful transition to a more electronically based Federal Depository Library Program (FDLP). This study is to be done in conjunction with GPO’s budget planning for next year, and involves a wide array of participants. The elements of the study, which include a strategic plan are outlined in Senate Report 104-114.

At this point, the federal government is operating under a continuing appropriations resolution, H.J. Res. 108 (PL 104-31), which allows spending 5% below the average of appropriations in bills already approved separately by the House and Senate. Although President Clinton vetoed H.R. 1854, the Legislative Branch Appropriations Act, 1996, his only objection was timing, not the content of the bill or the funding levels. “It would be inappropriate to provide full-year funding for Congress and its offices while funding for most other activities of government remain incomplete, unresolved and uncertain,” Clinton said.

This past summer, Representative Thomas (D-CA) held hearings on GPO. His plan was to introduce his own bill and hold more hearings - neither of which has happened. Lastly, due to various shifts in chair assignments as a result of Packwood’s resignation, Senator Warner is now Chair of Senate Rules Committee.

Wayne Kelley, Superintendent of Documents (SuDocs), began by stating that the FDLP is at a crossroads - the future of the program is at stake and all of us must step up to meet the challenge. There are real deadlines, they are short and we can’t avoid them. We need to talk about a plan for a transition to a more electronic FDLP. Kelley is coordinating the study mentioned by DiMario; Judy Russell is Chair of the Working Group.

Kelley continued by saying that our talks should keep in mind the environment in which we must operate - new developments in technology and cuts in budgets. We can and we must make certain assumptions if we are to effectively plan for the future:
1. FDLP will be primarily electronic.
2. Existing law must be amended to define electronic products as “publications” and include them in the depository program. This inclusion should be mandatory, not voluntary.
3. Funding from the legislative branch will not exceed current level.
4. These factors will lead to changes in the current structure of FDLP.

These assumptions may be seen as opportunities by some, problems or challenges by others. But we must and will deal with them. We need to take the initiative in dealing with the inevitable change. Or change will be forced upon us without consultation.

Kelley asked Council to keep in mind some guiding principles as they discussed these important issues. Foremost, preserve public access to Federal government information. Whether you publish it in print, electronic formats, on microfiche, record it, film it, or chisel it in stone - do not deny access to the American people. Almost as important, don’t turn against each other or buy false solutions. There may be proposals to let private enterprise do it. To let non-profit organizations do it. To let a few select libraries do it. To let government agencies do it voluntarily. Remember we need a strong central coordinating authority. We need depository libraries as partners committed to public access. We need a government policy that guarantees access. Kelley ended by asking the collected group for its council/advice/recommendations on the future of the Depository Program.

Jay Young, Director of Library Programs Service, presented some highlights from the early results of the Biennial Survey. Of the 332 responses to date, 74.6% monitor Govdoc-L; 302 have Internet for staff use; 22% have no Internet access for the public; over 90% have CD-ROM capability; and 8.7% would drop out if the FDLP was electronic only.

Young observed this to be the most challenging
and interesting period in federal information that he'd seen in 25 years as both player and observer. Change is occurring throughout the government and the program must change to remain viable. He feels that it is a good thing we have the opportunity to be a player and to lead! The Congressional directed study is the centerpiece for a negotiation involving access to Federal information. Study also includes a strategic plan that will assist Congress in redefining a new and strengthened Federal information dissemination policy and program. The opportunity to affect change is certainly at hand since our Program is centerpiece and SuDocs is Study Chair.

Young feels it is important to think in terms of new terminology. First, information products and services encompasses the terms publications and documents and includes electronic files, databases, etc., as well as physical electronic products such as Cd-ROMs, diskettes. Second, access represents customer and user, encompasses terms distribution and dissemination, and includes the availability of on-line or near-line electronic information (CD-ROMS or optical disks housed at a remote site.) SuDocs has a new draft policy statement - "Electronic Information Access and Dissemination in the FDLP". In this draft, dissemination refers to CD-ROM's or diskettes that would be physically sent to and used in libraries. However, this would change if CDs were mounted at a remote site for near-line access rather than being sent to you. "Access," however, must mean one other thing - "usefulness." Our program is to make Federal information not only available, but useful, to the general public who paid for its creation. Council and various library associations are the link with ultimate users.

Young ended by announcing that LPS has established an Electronic Transition Staff (ETS) consisting of Ric Davis, Maggie Parhamovich, Raeanne Dossett, and Joe Paskoski. ETS was created to meet the challenge facing us all.

Ric Davis, Head of ETS, talked about the purpose and tasks of ETS. Purpose of ETS is to identify, assess, and implement information technology solutions as LPS moves to a more electronically based program. ETS's assigned tasks are:
1. develop electronic policies, procedures and other documentation necessary to support LPS mission, organization and operations.
2. determine types of electronic information products and services to be maintained for FDLP at sites operated under authority of SuDocs and define requirements for depository library access. Also, initiate and participate in application R&D.
3. design, develop and implement "Pathway Services" to facilitate access to Federal information.
4. coordinate WWW applications for LPS and Documents Sales Service.
5. participate in implementing the recommendations from the Report of the Serial Set Study Group.

In accordance with these objectives, they drafted the new policy statement already mentioned by Young. The basic tenet of this policy statement is that federal information which has traditionally been distributed to depository libraries in paper and microfiche formats will be available *instead* via remote electronic access or will be disseminated in physical electronic format for local access at depository library. This transition will occur as federal agencies continue to originate and publish information electronically and through conversion of paper and microfiche by SuDocs to electronic formats when deemed feasible and cost-effective. (More and more agencies have stated their publications will only be available in electronic format in near future.)

It is envisioned that information will be available to the public through FDLP in 3 ways: 1) via physical copies of electronic products disseminated to depository libraries (includes CDs and diskettes), 2) via Internet and dial-up connections, and 3) via "gateway libraries" which provide off-site access to electronic information. In order to meet these commitments, depository libraries must offer access to work stations with graphical interface, CD-ROM capability, Internet connections, and ability to access, download and print extensive documents. Internet capabilities will be critical for providing future depository services to public. Another expectation of depositories is that when Federal information is available at no charge at an agency site via Internet and is identified in Pathway Services, you are expected to provide free public access to that information.

A commitment LPS is making is to provide long-term access to electronic information at sites under our authority as long as usage warrants. LPS will provide access, minimize deterioration and assume technological currency. They will also coordinate with NARA to assure that elec-
tronic information which no longer warrants main-
taining at SuDocs sites for the FDLP is furnished
to NARA. However, transfer of electronic informa-
tion to NARA for permanent preservation is the
legal responsibility of originating agency.

Other commitments - working with Federal agen-
cies to assure that electronic information encom-
passed in scope of this policy is available to you.
Also, when a Federal agency charges for its
electronic services, every effort will be made to
establish an arrangement whereby access will be
provided at no charge to depository libraries.

Again, LPS recognizes this as time of transition
from paper and microfiche distribution to the
expansion of services required for handling elec-
tronic information. It's anticipated that similar but
more advanced, technical capabilities as outlined
in revised “Recommended Minimum Technical
Guidelines (1/15/95)” will become requirements for
all depository libraries by 1998.

Application of this policy statement will continue to
ensure that electronic access will be available
through FDLP at no charge to depository library or
to public. This new policy establishes guidelines
for access and dissemination. Old SOD-13 will
continue to address paper and microfiche publica-
tions. Next task is to begin work on another SOD
statement that will establish policy guidelines for
types of publications that should be converted by
SuDocs to electronic formats and Davis asked for
Council input on this.

Maggie Parhamovich, ETS, began by noting that
one new role for GPO is providing access and not
just dissemination. It follows that a new role for
librarians is to provide access to this information.

Current trend in the information field is to provide
timely electronic information to the general public.
This is clearly illustrated by the proliferation of
Internet providers, development of web pages,
including shopping and entertainment, and the
bundling of software such as web browsers with
Windows 95. Internet has begun to develop
“depth”, being used for both commercial and
government information.

Yet, you can't effectively utilize Internet resources
unless you are able to find the information you
need. Fortunately, we are seeing the develop-
ment of indexers such as WebCrawler and search
engines to assist individuals in finding information.
In order to facilitate the development of depository
libraries as electronic centers of government
information, it is necessary to create finding tools.
Pathway Services is being developed by LPS to
assist depository libraries in locating electronic
government information. Pathway Services
continues the traditional role of GPO in providing a
central catalog of records and indexing tools to
government documents - only tailoring to the
electronic environment.

Pathway Services will utilize advanced indexing,
search and retrieval tools to identify, describe and
dynamically link users to Federal electronic infor-
mation. Pathway Services will be an evolving
system since indexing and Internet technology is
continually changing. Pathway Services will only
analyze government electronic sites. Pathway
Services will link to sites by 2 methods - 1) index-
er (called “scout”) - to find government information on
particular topic (like other web crawlers, but limited
to government information), or 2) categorize
government sites by Subject Bibliography terms.
This browse feature will be effective for those who
want to see what’s available. “Scout” is the first
and primary component of Pathway Services, but
the next step is to go beyond finding information
and begin to investigate content and provide
narrative information on federal sites specifically to
identify what information is available at that particu-
lar site. Pathway Services will attempt to build
relationships with other agencies it points to other
Federal sites and solicit information regarding that
site.

Future plan for Pathway Services is to develop
procedures for identifying and cataloging govern-
ment information sites. GPO will identify specific
documents for long-term access and provide
cataloging records for those documents. Pathway
Services is an ambitious project which will take a
couple of years to fully implement. It is hard to say
what it will even be in a year. There is the need to
remain flexible and aware of current technology in
order to develop a system which is transferable to
the next generation of software, Internet and
computers.

Raeann Dossett gave more details on Scout. ETS
is using a group of Internet tools to provide web
based access to government information. A
webcrawler is going out to search for specific things, and then ETS is going in and manually editing some files (ie. adding a title trace of what was in paper.) Scout has a minimum of Boolean searching, some natural language searching, and ETS is also looking at fuzzy searching. Scout will be a searching tool, not a browsing tool. It will go narrow and deep in .gov and .mil domains, not broad and shallow. Prototype is up at GPO - will be soliciting comments soon.

Robin Haun-Mohamed, Chief of the Depository Administration Branch (DAB), updated the group on all sorts of odds and ends.
* DAB continues to struggle to maintain the right mix of resources to deal with backlogs in classification of publications for microfiche conversion and depository inquiry forms. In addressing one backlog, the other continues to grow larger.
* Since 93, DAB has lost 3 staff members who classified and 2 library technicians. The move to a more electronically based program requires DAB to change procedures for identifying and acquiring publications. In many cases, a publication cannot, and should not be acquired, but hopefully can be identified and located.
* LPS distribution statistics for FY95 showed an increase in paper and electronic publications, while microfiche titles remained constant. Increases were due to LPS responding to fugitive inquiries from document librarians. DAB appreciates the help from the depository community.
* Changes in shipping lists include the use of “s” and “e”, and numbering on fiscal year basis. LPS is working towards getting shipping lists available in an electronic format on FBB. Shipping lists (produced on or after 9/1/95, but no DOE, DMA or USGS shipments) have been posted to U.S. Fax Watch service.
* DAB continues to struggle with problems associated with separates shipments - contact GPO if you have problems.
* If you e-mail GPO, please include your depository number in your e-mail address and a name. If you post on Govdoc-L, make sure you cc to LPS.
* DAB is involved in “the study”. Haun-Mohamed is on 4 tasks - Serial Set, bill services, publications not traditionally included in FDLP, and publications that in past were included but are now available only online via fee-based services.
* DAB is continuing to work on item number breakout.
* Aug 15th Admin Notes announced change in policy to not research duplicate SuDocs numbers for pre-76 publications. This change is due to staffing shortages and that ACSIS online system only goes back to 1976 tape load. If truly important, let Robin know on inquiry form.
* List of Classes (LOC) should be available on GPO FTP site soon. LOC will then be updated on a monthly basis.
* STAT-USA has over 490 libraries signed up for it. Access to this useful service has been hampered by registration procedure. If you haven't received notification of your authorization number, contact Robin.
* NESE CD-ROM is being discontinued due to lack of sales and lack of participating agencies to provide material for inclusion on disk. August 1995 is the last one.
* Haun-Mohamed participated in Census Bureau discussion group. Census is developing DADS (Data Access and Dissemination System) to replace most print publications. This is being done because of funding cutbacks. Census anticipates charging users for access to database.
* Haun-Mohamed met with House Documents Room staff to explain depository item selection and location of libraries selecting House and Senate reports and documents. The reorganization of House documents staff into Congressional Resource Center has put a real limitation on number of copies they can distribute.
* Haun-Mohamed asked whether there was a need to continue a "Congressional" or priority box (shipped within 72 hours of receipt of publication.) * Information Resources, Inc. - the microfiche contractor for the bound Congressional Record has defaulted. B&B now has contract. Robin noted that the depository community was very helpful in notifying GPO about problems with this contract.

Judy Russell, Director of the Office of Electronic Information Dissemination Services, also gave us odds and ends, but from an electronic point of view.
* FTP access to the FBB should be a reality in November.
* Currently testing an order form for the GPO web page. * OTA web site will move to GPO for longer term access. Most recent OTA reports will be PDF files on a CD-ROM; the rest of the reports will be scanned images on CD-ROM.
* New Toxic Release Inventory is due out soon.
* New databases on GPO Access are: House and Senate Reports and Documents (some machine readable, some scanned images); Economic Indicators; Congressional Directory (already more current than paper version; expected to be updated continually); and House and Senate Calendars (full text searchable.)
* Updated User Manual is to go to press November 1, 1995, in a looseleaf version.
* GPO continues to get more gateway libraries.
* Contract for Phase 2 software is expected to be awarded within next 4-6 weeks.

Other than Council business (Jan Fryer was chosen as Chair-Elect), and updates from various Council committees, the rest of the meeting was
devoted to various break-out group discussions. The GPO Study group discussions were devoted to legislative/legal issues, library issues, and GPO issues. Another set of discussions centered on “Defining ‘Depository Libraries’ in the Electronic Information Age.” Topics for these discussions were 1) Servicing the public in an electronic FDLP, 2) Managing on-site and remote access to multimedia information sources, 3) Assuring long-term access to government information, and 4) Cooperation with Federal agencies. [Council will have a summary of these discussions in an upcoming issue of Administrative Notes.]

The Council did not have final versions of its recommendations and supporting rationales available before the close of the meeting. The following is the “sense” of the forthcoming recommendations.

REVISED GUIDELINES - Library Programs Service implement the revised “Guidelines for the Federal Depository Library Program” as adopted by Council (10/17/95) and that Guidelines be reviewed every two years.

CONGRESSIONAL PRIORITY BOXES - To ensure the timely delivery of high demand items, practice of GPO providing Congressional priority shipments and hot item priority shipments continue.

LINKAGES WITHIN THE MARC RECORD TO ELECTRONIC VERSIONS - GPO work with other CONSER libraries to implement a consistent methodology to provide the necessary linking information for titles converted from paper/fiche to electronic format.

TRANSITION TO ELECTRONIC FORMATS - GPO prepare a transition plan for conversion from paper/fiche to electronic formats, balancing the needs of users with the potential economic benefit of such conversion. Public Printer in the congressional study should clearly state that certain information must be made available to the public in paper at federal government expense for the foreseeable future.

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

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

NO FEE ACCESS TO GPO ACCESS - GPO make GPO Access available at no charge to the public, except for customized services available by paid subscription.

STAT-USA ACCESS COMMENDATION AND LOGON PROCEDURE - Public Printer express our appreciation to the Department of Commerce and STAT-USA for making free accounts to STAT-USA available to federal depository libraries, but communicate our concern about limiting each depository library to a single free password. The number of passwords available to a library should more properly reflect the high use and diversity of the electronic product once issued to depositories but now only “bundled” through STAT-USA.

ADVANCE NOTICE OF GPO ACCESS CHANGES - Public Printer provide advance notice to subscribers of GPO Access when new databases are added and when user interfaces are changed.

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

CENTRALIZED ACCESS - GPO investigate the feasibility of establishing centralized access to CD-ROM products which have been distributed through the FDLP. SUPPORT SERVICES - expanded role for the GPO in the provision of support services for libraries and end users. These services include but are not limited to: technical, user, financial (grants to libraries), training, documentation preparation and resource sharing. This expanded role should be reflected in the transition plan.

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MINIMUM TECHNICAL GUIDELINES IMPLEMENTATION - GPO establish as minimum technical requirements those guidelines outlined in Administrative Notes, January 15, 1995. These requirements should be effective October 1, 1996.

TRAINING FOR OTHER AGENCIES - GPO arrange workshops which will assist agencies to publish government information products and provide services suitable for user by the general public.

SOFTWARE STANDARDS - GPO take an active role in advocating and promulgating open standards related to information processing and access, such as SGML, and ANSI Z39.50. DLC on the WWW - GPO include the DLC records on the GPO web page.

IDENTIFYING WEB SITES THROUGH CATALOGING - GPO in cooperation with the other cataloging agencies consistently utilize existing mechanisms for identifying web sites within cataloging records.

MONTHLY CATALOG - GPO investigate the inclusion of cataloging records from July 1976 to date on the Monthly Catalog CD-ROM, and add OCLC record numbers to the new paper edition.

FAQs - GPO establish an information resource on GPO Access consisting of a compilation of Frequently Asked Questions.

FALL MEETING SITE - possible sites for Fall 1996 Depository Library Council meeting: Cincinnati, Denver/Boulder, Ft. Lauderdale, Milwaukee, or Salt Lake City.

Submitted by:
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GOVERNMENT RELATIONS UPDATE

GRC UPDATE #95-2 (posted 11/20/95)

To keep AALL members informed of the activities

JURISDOCS, Summer-Fall 1995; page 18
NTIS’s new service, the World News Connections, provides translations of foreign news reports and broadcasts related to business opportunities, foreign legal information, environment, and political news. LATE BREAKING NEWS: The House has agreed to drop the elimination of Commerce from the budget reconciliation bill.

OTHER ISSUES:
L.A. BOARD OF SUPERVISORS DECISION: The proposed “Information Access Provider” agreement passed the LA Board of Supervisors. The agreement was designed to raise additional revenues for the County during its current budget crisis by developing and charging access fees for an enhanced online database for court information. The County is anticipating revenue in FY 95-96 of $700,000 from this agreement. The AALL Washington Office is hearing more and more frequently about initiatives such as this one throughout the country and at all levels of government. The Washington Office thanks Hal Brown (SCALL President) for his assistance on this issue.

PACER MEETINGS: Mary Alice Baish attended a PACER meeting in Newark, N.J. The meeting focused on registration problems associated with the PACER Service Centers, as well as the use of PACER. Final dates are not set for upcoming meetings in the New York City area, Phoenix, Miami, and Philadelphia. More information will be posted later.

NII REPORTS: Two NII reports were released recently by the Commerce Dept.: “The Survey of Rural Information Infrastructure Technologies” and “Privacy and the NII: Safeguarding Telecommunications-Related Personal Information.” Both reports are available at the National Telecommunications and Information Administration home page (http://www.ntia.doc.gov).

GPO STUDY WORKING GROUP: The Administrative Office of the U.S. Courts representative on the Working Group has indicated that he is limiting his work to circuit court information only. AALL Washington Office is expecting the draft of his preliminary work shortly.

TELECOMMUNICATIONS ISSUES: The House/Senate conference committee on the deregulation of the telecommunications industry met for the first time on 10/25/95 to begin reconciling the differences between S.652 and H.R.1555. Two of the issues which concern the AALL are being discussed now. The AALL supports the Snowe-Rockefeller-Kerrey-Exon amendment, which provides for discounted telecommunications rates for libraries and K-12 schools. The Senate overwhelmingly approved this amendment by a vote of 98-1 last June, but there is no similar provision in H.R.1555.

The Washington Office is working with library associations and larger coalitions to oppose any language which would impose federal regulations over online content or violate an individual's privacy by censoring online communications. A recent letter to conferees from the Interactive Working Group (of which AALL is a member) urges parental empowerment rather than government regulation, adopts a principle that there should be no vicarious liability for interactive computer service providers, proposes a uniform national policy which would preempt any state/federal/local judicial or regulatory sanctions, and urges that the vague “indecency” standard should be replaced with a more specific “harmful to minors” standard.

GOVERNMENT DATA: The U.S. Congress is taking steps to reduce drastically the funding for federal agencies responsible for collecting and distributing government data, such as Census and Bureau of Labor Statistics information. Budget reductions of varying amounts have been approved in the House and the Senate for the Commerce Department’s Economic and Statistics Administration. The House cuts are more severe than the Senate cuts, but the two houses have yet to reconcile their proposals in conference.

REMEMBER: The AALL Government Relations Policy (revised July 1995) can be found in the AALL Directory & Handbook 1995-1996 (p. 363)

(NOTE: If you would like additional information, contact Timothy L. Coggins, GRC Member, at tcoggins@ua1vm.ua.edu or 205-348-5927, or Mary Alice Baish, Assistant Washington Affairs Representative, at baish@law.georgetown.edu or 202-662-9200.)

Submitted by Timothy L. Coggins, University of Alabama Law Library.
PLANNING FOR A LIBRARY INSPECTION
Remarks by Sheila M. McGarr Chief, Depository Services
California Depository Librarians University of California, Irvine September 14, 1995

[This speech is updated from one which appeared in JurisDocs, v. 8 #1 (1985), pp. 5-10.]

In my role as a representative of the Superintendent of Documents, I, and the three Depository Library Inspectors, examine depository libraries for compliance with Chapter 19 of Title 44, United States Code. We are especially concerned with the provisions of Section 1911 which state in part that “depository libraries shall make Government publications available for the free use of the general public.” A library must observe this stipulation in order to gain, and thereby retain, its depository designation.

History of Inspection Program

To better understand the inspection program, I will briefly summarize its short history. Since the Printing Act of 1895, later codified as Section 1909 of Title 44, the Superintendent of Documents has been authorized to make “firsthand investigations of conditions for which need is indicated.” Until 1972, depository libraries were infrequently visited. Instead, GPO relied on the “Biennial Survey,” inaugurated in 1947, for data.

The first inspection form, a 12-question checklist, was developed in late 1971 and used in 1972. Bookstore managers, GPO staff on travel, as well as specific examiners, “dropped in” on depositories without warning. The examiners would visit several libraries in a day. The form was filled out and placed in the depository library’s permanent file at GPO. No copy was mailed to the library or the regional. Often, the documents librarian was not available and other staff answered the questions.

By the mid-1970’s, GPO, on advice from GODORT (GOvemment DOcuments Round Table of the American Library Association) and the Depository Library Council to the Public Printer, concluded that depository libraries needed systematic and formal inspection to insure the effectiveness of the Federal Depository Library Program. Our job in Depository Services is to determine that libraries receiving government documents paid for by the taxpayers are fulfilling the not too onerous responsibility of making government publications freely available to the public.

In 1974, the first full-time inspector, a professional librarian, was hired. A second librarian was employed in 1976. The inspection form was evolving with more questions on bibliographic control, housing, and public access. By 1977, the Depository Library Council had developed standards to “provide an inspection tool for the Superintendent of Documents, a guide for education of documents librarians, and a tool for communication with library administrators.” These Guidelines for the Depository Library System (Guidelines) were distributed to all depositories and became the basis for the next version of the Inspection Report. In conjunction with issuing the Guidelines, a wholesale revision of the Instructions to Depository Libraries, the rules and regulations of the Program, took place.

Since 1972, the inspection process has evolved from a cursory examination to an all-day
comprehensive review. At first, inspections were unannounced and the inspector visited two or more libraries per day. With no advance warning, our staff found interesting surprises, such as piles of unopened boxes, material in locked rooms, no one in charge of the collection, etc. On occasion, we still find that today.

Preparing for the Inspection

Since 1978, we have notified depository staff of the specific inspection date from 4-6 weeks in advance and request an appointment for an oral exit interview with the library director in order to summarize our overall evaluation and recommendations. The regional librarian is also notified of our trip and invited to accompany us, if possible, because he or she can provide valuable insights about funding sources, cooperative networks, disposal guidelines, etc.

The inspectors have always been professional librarians. We help to identify areas of strength and weakness by rating the entire operation, not judging the documents librarian. We are fully aware that librarians and administrators cannot totally control their working environment, architecture, or funding. After inspecting nearly 500 libraries, I am very familiar with the challenges and difficulties facing most depository libraries.

Libraries are generally inspected in chronological order by date of last inspection. Geography and climate are also considered. For these reasons, Arizona is not visited in the summer nor Minnesota in January. The American Automobile Association tour books and the Rand McNally Road Atlas are invaluable since we make our own hotel reservations and work with a travel agent to obtain airline tickets and rentals cars. The elapsed time between inspections is about six years due to staff turnover and lengthy hiring procedures. The three inspectors travel about 40% of the work year and each examines about 70 libraries annually. Because of my other responsibilities, I examine about 25 libraries a year.

I would like to explain briefly how the inspection itinerary is prepared. Once a portion of a state has been selected, the library staff is contacted by telephone. After we identify ourselves, there is usually 5 seconds of dead silence at the other end. We run down the inspection routine to calm the documents librarian. The appointment is later confirmed by letter. Accompanying the letter is a pamphlet entitled “Preparing for a Depository Inspection,” which is actually Chapter 8 of the Federal Depository Library Manual. We also recommend that the librarians perform a self-study using the draft which was announced in the November 25, 1994 issue of Administrative Notes, pp. 27-37. Such an evaluation can often anticipate the inspector's findings and be communicated to the library administration before we arrive. This internal review may make the inspection process less stressful as there are fewer “surprises” when we orally summarize our findings with the library administration.

With the uniform set of written questions in the self-study, the documents staff can review critically what they are doing and have the opportunity to comply with the law and GPO regulations in advance of the inspection. The self-study can be a strategic assessment document and can steer the documents librarian toward issues such as collection development policy, ADA compliance, etc., which need careful consideration. Even with a self-study, the inspector still has a regulatory role to identify areas of strength and weakness in the entire depository operation and the educational role to act as a consultant and make recommendations based on experience. The communications role as the on-site audit is often the only way some documents staff and library administration interact with a GPO representative. We plan to issue a revised text of the optional self-study as another Federal Depository Library Manual Supplement in 1996.

In the intervening 4-6 weeks before the inspection, the documents librarian is urged to
review the Guidelines for the Depository Library System, the Instructions to Depository Libraries, Superseded List, and the Federal Depository Library Manual and its Supplement, plus collect whatever materials would be useful, e.g., procedures manual, collection development policy, annual reports, promotional flyers, etc.

The Inspection

Before entering the library, we check outside the building for handicapped ramps and for the depository emblem on the entrance doors. Not only is the depository decal the focal point of our entire marketing campaign but it also states for all to see that "public access to the government documents collection is guaranteed by public law." We also look for the new "U.S. Government information ... electronically" decal given to those libraries which subscribe to GPO Access services.

All depositories are expected to serve the public, not just their institution's clientele, except the highest appellate court of each state which is exempt by Federal law. In reality, all appellate court depositories serve the public, except in California, because they receive state funding as public law libraries. Yet we have discovered various tactics, most often in law-related depositories and private institutions, which have a "chilling effect" on public access: charging a fee for a pass to enter the library; enforcing a dress code; age restrictions; actively referring patrons to other depositories; closing the library to all non-students and faculty, etc. Often door guards and student workers are unaware of the legal responsibility to ensure free, unimpeded, access by the public to the depository collection. Misunderstandings are less apt to occur in institutions which openly promulgate their access policies through signs, leaflets, and policy statements.

After entering the library, we look for adequate signs, a floor plan, or directory to locate documents in the building without having to ask a staff member. Some libraries have installed creative signage while others fail to mention the depository collection at all in library handbooks, pathfinders, newsletters, or brochures. We inquire about special procedures for those without the appropriate library card to insure that a guard or access services office will not detain anyone who wishes to use Federal documents in the building.

After meeting the documents staff, some time is spent answering GPO-related questions and becoming familiar with the library and the depository operation. A principal concern is who is in charge of the depository function. Is there a clear demarcation of duties? Is there one person reporting to the library administration on the Federal Depository Library Program? For example, if technical services processes the shipments, circulation shelves and retrieves the pieces, and reference provides access to the information, there should be one person, a professional librarian, coordinating the entire program. GPO needs a point of contact too.

The inspection follows the work flow of the depository operation. Access includes not only physical entry to the building but also record keeping and shelving and filing the materials in all formats in a timely manner and in an orderly fashion. The items do not have to be filed in SuDocs classification order but ought to be arranged in a recognizable scheme such as Dewey, LC, or shelving Army Lawyer with law reviews, Statistical Abstract in the reference collection, etc.

**Processing**

Initial processing is examined first. Federal documents should be handled in a similar fashion as "regular" materials. Is there a shelflist or holdings record for the complete bibliographic control of all monographs, serials, microfiche, CD-ROMs, and maps? Have written criteria been formulated for determining which titles are fully cataloged, rebound, replaced, and
security-plate to insure preservation and uniform decisions? It is always surprising to discover the lack of a specific written collection development policy for Federal documents in view of the public service responsibilities of depositories. To that end, in 1994 GPO issued the Federal Depository Library Manual Supplement to aid in formulating a written collection development policy. We urge the creation of a procedures manual which specifies internal policies and work flow as well as incorporates GPO’s requirements found in the Instructions to Depository Libraries. Too often we meet new documents librarians groping for direction.

The library is expected to assure that the depository collection is used and not merely stored or placed in a remote location. If microfiche, periodicals, and maps are housed separately, we check whether there is a location note on the shelflist. Since many libraries integrate some of their documents into the main book collection, we verify that the call number or location is noted on the kardex, shelflist files, or automated records to speed retrieval. If some material is in storage, have the appropriate shelflist notations been made and can the publications be retrieved promptly (preferably within 24 hours)?

There is a noticeable and encouraging trend to fully catalog documents via a profiled tape load into on-line catalogs using the SuDocs classification system. Another approach to increase visibility and to relieve overcrowding is to selectively house material at another campus library or other local institution. Under GPO Access, depositories may provide up to ten Internet Protocol (IP) addresses to GPO for the on-line services. We also allow selective housing of excess IP addresses at a gateway site, e.g., Portals in Oregon, Ocean FreeNet in Rhode Island, etc. Should a depository library adopt either or both of these methods, a “Memorandum of Agreement” outlining the host institution’s responsibilities toward public access and retention should be signed and forwarded to GPO and the regional librarian. A sample agreement for traditional products can be located in Chapter 2 of the Federal Depository Library Manual. The model agreement for on-line services appeared in the December 15, 1994 issue of Administrative Notes on pp. 18-19; in the booklet entitled GPO Access: Information for Depository Libraries dated January 1995, and on U.S. Fax Watch (202) 512-1716 as document number 3357.

As mentioned earlier, the primary role of the inspector is to insure that Title 44 is followed. Our secondary role is advisory. In that capacity, we urge documents librarians to conduct an annual zero-based item selection review with the goal of building a quality collection not only to meet the informational needs of a library’s primary clientele but also of the surrounding congressional district. The “Suggested Core Collections” in the Federal Depository Library Manual is a useful selection tool. The List of Classes in ASCII format is available for downloading from GPO’s Federal Bulletin Board.

Weeding the collection of extraneous material after the five-year statutory retention requirement has met is a key component of collection development. When I hear complaints about the onerous weeding process, I respond by asking whether some of the items in question would have been purchased with acquisition funds. If the answer is no, then I ask why the staff has “purchased” the document with Federal revenues. Setting up a weeding schedule and following the Regional’s guidelines for disposition is preferable and more comprehensive than weeding isolated overcrowded shelves.

Public Service

One of the most important categories in the Inspection Report is “Public Service.” Whether institutions are publicly or privately funded can color their perception of the public. Some private institutions are more open than some publically supported ones. The privilege of depository status imparts more than custodial maintenance and an open door. Depository libraries are expected to provide skilled reference staff, research aids, and equipment. If the reference librarian cringes when someone asks for Federal material or tells a patron to return another day or at another time, the remedy is to conduct “in-service” seminars. The reference staff can then serve as auxiliary documents librarians to insure that government information is an integral part of their
search strategy and not an afterthought.

During our tour of the library, we check for supplementary commercial indexes and databases which have been purchased to facilitate use. Is the Publications Reference File and the Monthly Catalog, in CD-ROM, on-line, or GPO iterations, near the reference desk if that is the only service point? We want to see all of the microfiche readers, reader/printers, and storage cabinets. We want to see the map cabinets, CD-ROM work stations, jukeboxes, photocopiers, fax machines, etc., and when necessary recommend that more be purchased. Is interlibrary loan service provided or referrals made to other depositories or to a GPO bookstore?

Does the public even know that the library is a depository? GPO’s marketing staff has developed a campaign for publicizing depository libraries via posters, bookmarks, and brochures to help you get started. We have recently distributed more order forms so that you can obtain folders, “Federal Publication” stickers, and we now have a new electronic logo on diskette and on decals.

Bibliographic guides, book displays, and library newsletters are basic means to spotlight the collection. Consider using the campus radio station, local cable television, plus speaking before the Rotary or Chamber of Commerce on business tools, the Sierra Club on the environment, or law and education before the League of Women Voters. When reprinting your bookmarks and student and faculty handbooks, add a note about being a depository. Many of you, I am sure, have received urgent long-distance telephone calls from alumni who must have specific information located on the shelves between the second and third window on the left and the book is tan. They think only your library can provide the answer. They have completed their education without ever finding out about the nearly 1,400 libraries in the depository network.

Contacting City Hall, the planning board, and county government officials, plus informing the local office staff of your Member of Congress and state legislator to inform them of depository services available to their constituents are additional public awareness tactics. Conducting a workshop which includes faculty, non-depository librarians, and even campus branch librarians to teach them the nuances of locating government information is another idea. Other ideas can be found in Chapter 7 of the Federal Depository Library Manual or in the Proceedings of the 3rd Annual Federal Depository Library Conference (1994).

Administration

Have you talked with your boss lately about the Federal Depository Library Program? Tips of communicating depository needs to the library administration also appeared in the Proceedings of the 3rd Annual Federal Depository Library Conference on pp. 149-158. I hope you are not waiting for six years until we act as your advocates.

Does your library administration appreciate the monetary value of materials added to the collection in return for the obligation to provide public access? Occasionally, we are asked about the value of materials shipped to an individual depository, especially after a new library administrator is hired. It is impossible for GPO to accurately determine the figure because only about 20% of what we distribute is available for sale, 60% is in microfiche, and, except for the regionals, all other depository profiles are different. We recommend that staff locate prices for essential documents including costly CD-ROMs in the U.S. Government Subscriptions catalog, Publications Reference File, Census Catalog and Guide, etc., to approximate value.

Are sufficient statistics maintained on the number of titles and pieces added and withdrawn from the collection to accurately reflect your workload? Maintaining statistics on the number of questions answered by documents, or not answered because material was lacking, can validate that increased needs of patrons require a larger staff, added space and equipment, etc. Counting the number of pieces circulated is a standard practice and since so many Federal documents never leave the library, you may wish to count and mark documents, maps, CD-ROMs, and microfiche prior to reshelving.
Rating

After bombarding the documents librarians with questions such as the ones I have just enumerated, completing the questionnaire is the next step. Each library is rated in seven categories: Collection Development; Bibliographic Control; Maintenance; Human Resources; Physical Facilities; Public Service; and Cooperative Efforts. Regional libraries are rated in an additional area.

In February 1993, the nearly 20-year practice of assigning point scores for each question and ratings of Excellent, Good, Satisfactory, and Unsatisfactory in each category was abolished because they so often created unnecessary tension, negotiation, and competition among libraries. Instead, we substituted Compliance and Noncompliance. We are interested in the basics of access, custody, maintenance, and service, not whether a library scored a 71 or 83 on the day of the inspection. After the compliance review, the Inspection Report and recommendations are forwarded to the library director, documents librarian, and regional librarian.

Ratings among the over 200 libraries inspected in a year approximate the Bell curve. Few receive compliance in all categories and the majority fail in one or two areas. However, if a library earns noncompliance ratings in three or more categories, which is about 3% per year, it is placed on probation for the legally mandated probationary period of six months. A re-inspection is scheduled at a later date. The majority of probationary depositories make significant improvement in the deficient areas and are removed from probation. Some others have voluntarily relinquished depository status. In my 13 years, I can count on one hand the number of libraries GPO has terminated from the program.

At day’s end, the inspector meets privately with the library director in an exit interview to provide an oral summary of the inspection findings. Inspectors use the ratings as a skeleton. Our narrative comments elaborate certain findings plus offer suggestions and positive strategies to strengthen the depository operation.

From the beginning of the program in 1972, inspections were viewed by both GPO and the library community as a positive supportive experience. Each library is different. Its patrons’ needs and operating constraints are unique. However, every director of a depository library signed a contract entitled “Acceptance of Designation as a Depository Library for United States Government Publications.”

The pertinent paragraph states in part “it is hereby agreed that this library and its staff will abide by the law governing depository libraries and such regulations and instructions as have been or may be issued by the Superintendent of Documents in administering the law.”

It is a fact that a library requests depository designation in its own self-interest. Precious acquisitions funds can be allocated elsewhere now that a source for free material has been found. It is unfortunate that some depositories are under the misapprehension that they are not required to comply with sections 1909 and 1911 of Title 44 which the Superintendent of Documents is entrusted with safeguarding. Libraries which cannot or will not comply with the stipulation of being accessible to the public should voluntarily relinquish depository status.

To sum up, GPO monitors depository libraries through the inspection program which has also proven beneficial to GPO. Regularly scheduled examinations are cost-effective and valuable for this agency since continuing problems in a depository usually mean an increased investment of time and resources on GPO’s part. An efficient and effective Federal Depository Library Program is in everyone’s best interest. Our investigation offers the documents librarian a chance to exchange information, make suggestions for improvements at GPO, and reinforce our mutual commitment to provide the American public with easy access to Federal Government information.

SOURCE: Shipment (psmail@access.digex.net), "ADNOTES: PLANNING FOR A LIBRARY INSPECTION." E-mail Message posted to GOVDOC-L (GOVDOC-L@psuvm.psu.edu) on Friday, 20 Oct 1995 12:16:49 CDT.

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E-MAIL DIRECTORY

AALL Government Documents/SIS E-Mail Directory
(revised July 6, 1995)

The following is a revised GD/SIS Member Directory of electronic mail addresses. Please make sure that YOUR address is correct. You may use this directory to send individual messages or use the mailing list to distribute a single message to the entire group. This is how it works...

Send mail to gdsis@mail.law.indiana.edu
The message that you send to that address is automatically sent to everyone on the list.
They can reply to the message, but if they only reply to the original sender, only the original sender will get it. If they reply and include gdsis@mail.law.indiana.edu on the To: line then everyone will see their reply.
This makes it easy to distribute information and obtain answers to questions, etc.

Thanks for participating in the GD/SIS.

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