Letter from the Chair
by Paul Arrigo
Washburn University of Topeka
School of Law Library

GOVDOC SIS STRATEGIC PLAN 1998-2003

MISSION

The Government Documents Special Interest Section strives to serve government documents librarians in the day-to-day operation of their depository collections by providing quality educational programs and practical publications. GOVDOC SIS reaches out beyond the depository community by promoting the free access to government information, in all of its various formats, to all citizens of the United States.

I. Why do we need a strategic plan?

GOVDOC SIS will need to grow and develop along with its membership if it truly wishes to be responsive to the needs of its constituents. This can be achieved by conducting regular member surveys and other means of member feedback (i.e., listservs and the annual meeting). Once the membership needs have been defined then GOVDOC SIS can proceed with a consistent plan of action for the future. A strategic plan should be written every five years and it should mirror the strategic plan of AALL.

II. WHO ARE WE: evaluation of the membership survey

A member survey was included in the fall edition of JURISDOCS. It was also available as a Web form off of the GOVDOC SIS homepage. Unfortunately only 19 of the members responded to the survey. To get a better percentage for some of the questions, data was gleaned from the GOVDOC SIS membership information obtained from AALL headquarters.

(continues on p. 2)
What types of libraries?
GOVDOC SIS is not just an organization made up of Academic Law School Libraries: 17% of the membership are from Private Law Libraries, 9.5% are from Government agency libraries, and 7.1% from court libraries. There has been an assumption in the past that some members sign up just to receive the JURISDOCS publication. That might be true, but if we wish to reach out to librarians outside of GOVDOC SIS then we need to first get a majority of our membership involved.

What types of job titles do we have?
The number one job title from analyzing the GOVDOC SIS membership list was Public Service positions which include reference, research, collection development and law librarians. This was followed closely by technical service positions, which include: acquisition, serials, catalogers, and technical service titles. Then came documents librarian titles, administrative positions (library directors), subject and format specialists and finally and automation librarians. The question is, are we meeting the needs of these types of positions? Can we meet them all? If not, which ones should we be focusing on?

This strategic plan will be alluding to the membership survey throughout this document. In-depth analysis at this point will only bog us down. For complete results of the survey, see appendix 1 (p. 5).

From the Editor
Sharon Blackburn
Texas Tech University
School of Law Library

This is my last issue as editor of JURISDOCS. It’s been a fun two years (only two?!) and I hope you’ve enjoyed the content and look of our SIS’s publication. A new editor, Cecily Giardina, will take over with the next issue, so please send all of your suggestions and recommendations to her. The complaints need to come to me 😊

JURISDOCS (ISSN 0162-3079) is the triannual publication of the Government Documents Special Interest Section of the American Association of Law Libraries. Subscriptions are available through membership in AALL and in the GOVDOC SIS or through the AALL special subscription plan. The Government Documents Special Interest Section as a matter of policy does not print advertising in JURISDOCS.

Materials for publication may be submitted to the editor. The editor reserves the right to reject materials submitted for publication. The only exception to this rule is letters submitted for the “Letters to the Editor” column by current GOVDOC SIS members. This exception provides members 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 GOVDOC SIS or AALL.

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20:3 JURISDOCS (Summer 1998):2
III. OBJECTIVES FOR THE STRATEGIC PLAN

A. Getting the members of GOVDOC SIS more involved.

Description: It is imperative that GOVDOC SIS serve its membership as well as possible. The survey showed that GOVDOC SIS membership is more diverse than originally thought of before. There are many librarians from private law firms as well as many people who predominate in technical services work. We need to try to reach as many different types of people in our membership as possible by providing relevant programs and collaborating with other SIS’s.

Rationale: To meet the needs of most of the members of GOVDOC SIS. If their needs are being met then perhaps they will get more involved.

Initiatives:

Educational Programming

Automation: In the survey several individuals expressed a desire to have more programs on CD-ROM networking and other types of electronic access programs. This can be done by working closely with the Automation SIS when developing programs.

Para-professional training: 53% of respondents had documents assistants who would be interested in some type of training. This could be done through videotape, satellite, or even a web course. One could include tips on documents processing, document processing manuals, etc.

Private Law Libraries: a significant portion of our membership (17%) are employed at private law libraries. Perhaps some programs could be developed that would point out how government document resources could help them in their day-to-day work.

Technical Services: 30.5% of our members are working in technical services positions. This is second only to public services. More collaboration with the Technical Services SIS when developing programs would be beneficial to attract more of our members.

Tracking Legislation: GOVDOC SIS will continue to work with the Government Relations Committee when it comes to tracking legislation impacting GPO and soliciting active participation in alerting congressional leaders to our views.

Automation:

The survey pointed out a great need for technological training and practical hands-on assistance. Perhaps a technological expert database could be created where members could call on the expertise of other government documents librarians when faced with a networking problem. This could be a collaborative project with the Automation SIS.

SIS Activities:

Recruit one newer member for most committees and task forces and ask members to participate in other SIS activities, such as writing for the newsletter, working on the State Bibliography Series, moderating and coordinating programs, etc.
B. Recruit more people into GOVDOC SIS

Description: GOVDOC SIS must produce highly professional publications to attract new members. Active recruitment of new members to AALL, in addition to awarding grants to library students, will help recruit potential members in the future.

Rationale: If the membership is actively involved and the SIS is vibrant then more people will be attracted to GOVDOC SIS. Additional tasks can also be developed to attract people not normally interested in our SIS.

Initiatives:

Create quality publications

The Publications Review Committee was established to maintain the quality of every publication disseminated with the name of GOVDOC SIS. This includes JURISDOCS, the State Bibliographies, the GOVDOC home page, and the GOVDOC SIS brochure.

The bylaws of GOVDOC SIS should be amended to add this committee as a permanent committee consisting of 3 members, representing the various professional positions of GOVDOC SIS members based on the survey results.

If we wish to recruit new members it is imperative that they see all of our publications as being professional and of good quality.

Recruitment

The Public Relations Committee was established to actively recruit new members to the GOVDOC SIS from both inside and outside of AALL. This entails analyzing the membership list of the Annual CONELL attendees and contacting former members. This committee is also charged with planning the Welcome to GOVDOC SIS program on Saturdays of AALL as well as helping with the CONELL.

The bylaws for GOVDOC SIS need to be changed to add this committee as a permanent committee of GOVDOC SIS.

Grants

The Grants committee would be in charge of awarding grants to both GOVDOC SIS members and non-law librarians. A grant could be given to a library school student interested in working with government documents in a law school setting. This grant would allow the students to attend AALL’s annual meeting. If not enough applications have been received then the grant money could be given to the current chair and chair/elect of GOVDOC SIS to attend a Depository Library Council Meeting. Two grants are already awarded to GOVDOC SIS members.
IV. EVALUATION

A. Strategic planning committee

The Strategic planning committee will be charged with evaluating the strategic plan once the five years are up in 2003. The strategic planning committee consists of the Current executive committee (Chair, Vice Chair/Chair elect and Secretary/Treasurer) as well as the past two Chairs of GOVDOC SIS. This will make the composition of the committee different each year but still have some of the former Chairs who may have instigated past initiatives. In 2003 a evaluation will be made and hopefully a new long range plan would be developed.

Appendix I

Question number 1

Our survey returned only 19 responses. I went and analyzed the AALL Directory to pull out more information. I had Jason Hinkle email me a spreadsheet of the GOVDOC SIS portion of the AALL directory.

Results of original survey

<table>
<thead>
<tr>
<th>Library Type</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>15</td>
<td>79%</td>
</tr>
<tr>
<td>Court Library</td>
<td>4</td>
<td>21%</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Law Firm</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Military Law</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Prison Librarian</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Results of GovDoc SIS membership analysis

<table>
<thead>
<tr>
<th>Library Type</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>170</td>
<td>51%</td>
</tr>
<tr>
<td>Law Firm</td>
<td>56</td>
<td>17%</td>
</tr>
<tr>
<td>Government</td>
<td>32</td>
<td>9.5%</td>
</tr>
<tr>
<td>Court</td>
<td>24</td>
<td>7.1%</td>
</tr>
<tr>
<td>Undesignated</td>
<td>18</td>
<td>5.3%</td>
</tr>
<tr>
<td>Corporate</td>
<td>13</td>
<td>3.8%</td>
</tr>
<tr>
<td>Unknown</td>
<td>13</td>
<td>3.8%</td>
</tr>
<tr>
<td>Other</td>
<td>8</td>
<td>2.4%</td>
</tr>
</tbody>
</table>
2. What percentage of time is directly related to government documents work?

Average of 32%

3. What percentage of your time is spent on other tasks?

<table>
<thead>
<tr>
<th>Task</th>
<th>Number of Respondents</th>
<th>% of respondents</th>
<th>% of time spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cataloging</td>
<td>6</td>
<td>32%</td>
<td>23%</td>
</tr>
<tr>
<td>Information Tech</td>
<td>2</td>
<td>11%</td>
<td>1.5%</td>
</tr>
<tr>
<td>Legal Research</td>
<td>8</td>
<td>42%</td>
<td>13%</td>
</tr>
<tr>
<td>Reference</td>
<td>17</td>
<td>74%</td>
<td>37%</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selection</td>
<td>1</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Instruction</td>
<td>1</td>
<td>5%</td>
<td>15%</td>
</tr>
<tr>
<td>Training</td>
<td>1</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Collections Dev.</td>
<td>1</td>
<td>5%</td>
<td>25%</td>
</tr>
<tr>
<td>Stacks Maint.</td>
<td>1</td>
<td>5%</td>
<td>25%</td>
</tr>
<tr>
<td>Preservation</td>
<td>1</td>
<td>5%</td>
<td>25%</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>2</td>
<td>10%</td>
<td>40%</td>
</tr>
<tr>
<td>Tech. Research</td>
<td>1</td>
<td>5%</td>
<td>20%</td>
</tr>
<tr>
<td>Binding</td>
<td>1</td>
<td>5%</td>
<td>20%</td>
</tr>
<tr>
<td>Electronic Access</td>
<td>1</td>
<td>5%</td>
<td>40%</td>
</tr>
<tr>
<td>Serials</td>
<td>1</td>
<td>5%</td>
<td>45%</td>
</tr>
</tbody>
</table>

Since we had such a small sample I again analyzed the GOVDOC SIS membership list based on the members' job titles. I could not gather figures for the percentage of time spent on each title but I could glean information as to what our members are assigned to do.

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>total number</th>
<th>total percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
<td>63</td>
<td>23%</td>
</tr>
<tr>
<td>Documents/Gov.</td>
<td>36</td>
<td>13%</td>
</tr>
<tr>
<td>Technical Services</td>
<td>27</td>
<td>9.2%</td>
</tr>
<tr>
<td>Library Directors</td>
<td>25</td>
<td>9%</td>
</tr>
<tr>
<td>Information Tech/A</td>
<td>19</td>
<td>7%</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>18</td>
<td>6.5%</td>
</tr>
<tr>
<td>Law Librarians</td>
<td>16</td>
<td>5.9%</td>
</tr>
<tr>
<td>Serials Librarians</td>
<td>11</td>
<td>4%</td>
</tr>
<tr>
<td>Associate Directors</td>
<td>11</td>
<td>4%</td>
</tr>
<tr>
<td>Legislative Librarians</td>
<td>8</td>
<td>2.9%</td>
</tr>
<tr>
<td>Catalogers</td>
<td>7</td>
<td>2.5%</td>
</tr>
<tr>
<td>Research Librarians</td>
<td>7</td>
<td>2.5%</td>
</tr>
<tr>
<td>Collection Development</td>
<td>6</td>
<td>2.2%</td>
</tr>
<tr>
<td>Foreign Librarians</td>
<td>6</td>
<td>2.2%</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microform</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ILL</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Corporate President</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Circulation Librarians</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Special Collections</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

20:3 JURISDOCS (Summer 1998):6
If I combine the specific titles into general categories the results look a little different.

<table>
<thead>
<tr>
<th>Job Duty</th>
<th>Number of librarians</th>
<th>% of Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Services*</td>
<td>83</td>
<td>30.5%</td>
</tr>
<tr>
<td>Public Services**</td>
<td>92</td>
<td>33.8%</td>
</tr>
<tr>
<td>Documents Librarians</td>
<td>36</td>
<td>13.2%</td>
</tr>
<tr>
<td>Administrative</td>
<td>36</td>
<td>13.2%</td>
</tr>
<tr>
<td>Subject/Format Specialties***</td>
<td>20</td>
<td>7.4%</td>
</tr>
<tr>
<td>Info, Technology/Automation</td>
<td>19</td>
<td>6.9%</td>
</tr>
</tbody>
</table>

*Technical Service includes Acquisitions, Serials, Catalogers, Technical Services
**Public Service includes Reference, Research, Collection Development, Law Librarians
***Subject/Format specialists includes Foreign Law Librarians, AV Librarians, Microforms, Legislative, Special Collections Librarians

3. What are the main obstacles to running an efficient government documents department at your library?

Staff reductions was the response from 8 of the librarians as well as a lack of money. Several of the librarians were also frustrated about the consistent changing of formats for government publications and how difficult they are to track. Others were having difficulty getting their CD-ROM networks running.

Some of the other issues were:

- reorganization
- merging of service points
- lack of time to adequately train new reference staff
- Unpredictable patterns of publication on the part of agencies.
- Not enough time to devote to documents due to other assignments
- Not an adequate response from GPO to cataloging serial questions.
- Unfilled claims
- Gaps in retrospective runs of serial titles
- Still check-in documents on cardex
- Lack of space
- Lack of support and interest from other staff
- Getting check-in on automated system.

There was no question as to what percentage of item selection for each library.

4. How many document assistants and students do you have working in the document department?

1 Document Assistant = that works 27 hours a week on average
1.5 Students = that work 17 hours a week on average
5. Are you a member of a local government document organization in your state?
   
   89% Yes  
   11% No

6. Are you a member of ALA/Godort
   
   26% Yes  
   68% No

7. Does you administration pay for your expenses at professional conferences/meetings?
   
   95% Yes  
   5% No

If so how much:

   Average coverage is 90% of cost of travel

8. Do you keep up with Information Policy Issues?
   
   100% Yes

   Jurisdiction preference:
   
   | State | 21% |
   | Federal | 89% |

   ** some people answered this one more than once

9. How frequently do you track information policy issues?
   
   Daily | 26% |
   Weekly | 37% |
   Monthly | 47% |

   ** some people answered this one more than once.

10. Listservs
   
   GOVDOC-L | 68% |
   CalDocs-L | 16% |
   GDSIS | 10% |

   All other responses received only one entry.
   GILS
   WaterPubs
   Vadoc
   ACE
   Azdoc
   Docsca-l
   Fedref-l
   Law-Washburn School of Law Library
   Intl-Doc

20:3 JURISDOCS (Summer 1998):8
11. Do you get good support from the director or administration?

88% Yes
12% No

12. Are your colleagues interested in working with government documents?

59% Yes
36% No
5% Maybe

Are the other reference librarians willing to answer government documents questions?

100% Yes, although some said 50% or improving

Are they willing to refer difficult questions to the government documents librarian?

100% Yes, although some said they were referred questions only 50% of the time.

13. Are there any restrictions to the public?

41% Yes
58% No

Descriptions of restriction policies are noted below.

No Internet accessibility, cannot use Westlaw, fewer hours open to public than law community, no borrowing privileges for public, highest appellate court libraries are exempt from public access issues, only government documents collections and related accession tools are open to non-students, have to go through security check to enter the building, some of the government documents formats are not conducive to circulation e.g. microfiche etc.

14. What type of training do you need?

Computer networks stood out as the number one area that needs training
More technical training is also required. Some of the other training needs are listed below.

Learn more about specific CD-ROM, WWW sites.
More GIS training
Cataloging
Tracking Depository serials

15. What type of technological training would benefit you the most?

Web design was the number one hit.
systems maintenance.
Computer software training to operate CD-ROMS
How to help patrons access information in electronic formats.
Mastering Internet search engines and OPO Access.
Technology support

16. Do your para-professionals express a desire for training?

53% Yes
47% No
17. Are there any other needs that could be met by GOVDOC SIS?

New, creative instruction techniques
Alert ASAP on key legislative issues
Support members for Depository Library Council
Evaluate new sources both free and commercial
More networking
More active outreach to new members
Share government document department manuals, procedures, policies between depository libraries.
Column by members devoted to their favorite resources, both GPO and commercial

SIS Election Results
by W. David Gay
Young Law Library, Leflar Law Center
University of Arkansas

On May 8th, elections results for the Government Documents SIS were posted to the GOVDOCS listserv as well as Law-Lib. Pegeen G. Bassett from Northwestern University School of Law Library was elected the new Vice Chair/Chair-Elect of the SIS, and Pamela Tull from University of Kansas School of Law Library was elected the new Secretary/Treasurer of the SIS. Thanks to all four candidates for agreeing to dedicate time and energy to matters concerning government information

AALL Government Documents
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20:3 JURISDOCS (Summer 1998):10
1998 Anaheim
Letter from the Vice Chair/Chair Elect
by Charlene Cain
Louisiana State University
Paul M. Hebert Law Center Library

In mulling over my plans for my year as chair of GDSIS, I think it is appropriate to take into account the history of our section as well as its future. Next year will be the 25th anniversary of the founding of the SIS and the 20th anniversary of the law giving law libraries depository status over and above the congressional district quotient for depositories. Clearly, this is a time to celebrate—but also a time to reflect. The question is, what is the best way to proceed?

Paul Arrigo and the Strategic Planning Committee have done a fine and thoughtful job of laying my work out for me (as well as for my successor, Vice-Chair Pegeen Bassett). Like all organizations, we want our membership to get involved in the work of the SIS. We need you and your ideas. We need to know what you want. For example, in regard to educational programming at the conference next year, responses to Paul’s survey of the membership indicated that people want more technical training. We hope to take advantage of next year’s conference locale in Washington to explore GPO, to hold training sessions in GPO Access, and perhaps to tap into the resources of other agencies, as well. But we need to hear from you! You can still fill out a survey—it’s posted to our web page at http://lawlib.waacc.edu/washlaw/doclaw/govdocsis.html. If you have ideas about a topic or a speaker, please contact me (llcain@lsu.edu).

As a sidelight, if you normally attend the Depository Library Conference you know it is one of the best, if not the best, opportunity for depository librarians to learn about what is going on both at GPO and in libraries across the country. Few law librarians present papers at that conference, and I’d like to see that change. If you have any interest in getting on the program, don’t hesitate to talk to Sheila McGarr at the FDLP. I suspect that law librarians have a lot to offer to this conference.

This leads me to yet another point targeted in our strategic plan. We need to know the interests of our membership. Paul’s survey found that a number of our members are technical services librarians, which came as a surprise to me. Would these members find documents-oriented technical processing programs useful at conference? If so, please contact Pegeen (p-bassett@gwu.edu) or me with your ideas. Be aware that you can better insure that your idea comes to full fruition by volunteering to coordinate the program. If you have never coordinated an AALL program, let me assure you that the headquarters staff and the program committee is wonderfully organized and willing to help every step of the way. Here, too, Pegeen and I can support you.

The GDSIS is also charged with coordinating “the activities of law librarians in representing their interests to public and private groups.” Primarily, that focus relates to tracking legislation related to the depository program. The SIS will work with the Government Relations Committee and the Washington Affairs Office to ensure that our members are kept informed. In the interest of receiving this information, surf the Washington Affairs website on a regular basis (http://www.ll.georgetown.edu/aallwash/). If you are not a subscriber to the GDSIS listserv, please join. Information related to subscription is available on our webpage at http://www.aallnet.org/sis/gds/listserv.html. I’ll note here that our webmaster, Emily Carr, has done a wonderful job of posting a wide variety of information, both historical and current, to the page, and I hope the members will take advantage of it.

In order to maintain our edge, the SIS must recruit new members. Under the strategic plan, our Grants Committee awards grants to SIS members and non-law librarians. I am all in favor of funding attendance at conference (at least partially) for library school students who have demonstrated an interest in documents work in law libraries. This is primarily where our next generation of documents librarians will come from, so it seems to me that it is in our best interest to support their educational efforts.

To aid us in the realms of both publications and recruitment, our Public Relations Committee has designed a new brochure, which will come in handy at membership renewal time. We can get a lot of mileage out of our webpage by using it as an opportunity to publish and create awareness of our work. (In case you haven’t noticed, our choice collection of State Bibliographies is now available for purchase via the web page. Please be sure to link to the our site and make this information available to the public.) If you have ideas about other items we can post which would be helpful to depository work, please let us know about them.

I’m sure it is evident that as this newsletter goes to press, we’re still weighing ideas and opportunities. Anything is possible. I look forward to the promise that the coming year holds.

20:3 JURISDOCS (Summer 1998):11
Here’s a sneak peek at some of the programs you’ll want to attend at the Anaheim Meeting:

POLICY, GUIDELINES, AND “GENTLEMEN’S AGREEMENTS”: GOVERNMENT INFORMATION IN THE SHADOWS (Monday, July 13, 1998, 8:30-10:00 AM)
Most law library patrons are experienced enough to recognize that the first step in locating legal information is by studying statutes and regulations. More sophisticated users will look for legislative history materials and administrative rulings. Particularly erudite investigators will be aware of the policy and guideline documents buried or rarely found among depository materials. The most tenacious researchers will be aware that items of vital interest sometimes evolve as “gentlemen’s agreements” which cannot be found in any published form. The purpose of this session will be to go beyond the traditional “fugitive documents” program to an explanation of how policy is promulgated and legislation formulated at the highest levels. The speakers, Supreme Court Librarian Shelley Dowling, Senate Librarian Gregory Harness, and National Security Archive Director Thomas Blanton, will also examine the most efficient means of locating internal documentation, through a thorough working of traditional indexes and databases and/or agency contacts. The final question will be whether Internet access will have any impact on the availability of internal documentation. Moderator Cheryl Nyberg will add the law librarian’s perspective to the mix and field questions from the audience.

MY DINNER WITH GPO (Monday, July 13, 1998, 3:15-5:15 PM)
In this program, a take-off on the theatrical film “My Dinner with Andre,” our fearless leader GOVDOCS-SIS chair Paul Arrigo and Superintendent of Documents Francis Buckley will converse about recent and expected changes to the Federal Depository Library Program. The two will discuss several topics, including the give and take of depository status, the advance of technology, and the new “collection management” approach of the FDLP. Buckley and Arrigo will also examine the maintenance of bibliographic control of documents and electronic sources, training available for both public and technical services, and the partnering of depository libraries with agencies to ensure preservation of electronic publications.

TEACHING LEGAL RESEARCH USING GOVERNMENT DOCUMENTS (Monday, July 13, 1998, 5:30-6:15 PM)
Peggy Jarrett (U. of Washington, Seattle) and Mary Hotchkiss (U.S., Courts Library, Seattle) will team up to discuss the following questions: Are law students and new lawyers lacking research skills in certain areas? How is government information taught? Should government information be integrated into a general research program? Should government materials not usually considered to be law-oriented be included? If so, which ones should be used? How can librarians work with legal research instructors in preparing law students for the realities of research after graduation? Both, of course, will answer questions from the audience.

LOCAL GOVERNMENT INFORMATION ON THE INTERNET (Monday, July 13, 1998, 6:15-7:00 PM)
Joshua Wallingford, webmaster for the Orange County WWW Internet Project, will show off the County’s webpage and review how it came together—including the factors used for inclusion of materials, the practical ramifications of putting local government information up on the Web, and how the legal community makes use of data. Wallingford will also discuss plans for future expansion.
The Spring Depository Library Council (DLC) meeting and joint Federal Depository Conference held here this year from April 20-23 attracted a record attendance, including many first-timers. It was wonderful to see so many law librarians on hand, and 18 of us enjoyed the now regular Tuesday evening law librarians' dinner at the Cafe Italia which is always great fun!

This spring meeting ended my first year on Council, and, while those who attended the conference were able to attend a plethora of interesting sessions, Council members worked hard on developing recommendations and doing final edits to the "Depository Library Public Service Guidelines for Government Information Electronic Formats." These draft guidelines, approved by Council at the end of the meeting, have been a long time—actually years—in the making and offer useful suggestions on how depository libraries should provide public access to electronic resources. Included among the guidelines are: having a written policy dealing with public services for government information in electronic formats; offering public access to electronic information, including tangible products and services, in a timely manner; offering no-fee Internet access, including Telnet and FTP capabilities; and developing home pages to assist users in finding and linking to electronic resources. The Guidelines will be published in the June 15th issue of Administrative Notes.

In addition to endorsing these guidelines, the Council also approved the Report of the Statistics Committee regarding the Biennial Survey and drafted twelve recommendations and several commendations. Key recommendations were:

- that the Biennial Survey be standardized so that core elements are consistent over time and compatible with other major data surveys;
- that the Public Printer set aside adequate resources for training and user support and that GPO move forward on setting up an Access Learning Center at the Government Printing Office;
- that GPO resolve the tape processing problems that have caused a backlog in the production of GPO's own products. (One of the advantages of these meetings—as in this case—is the opportunity to raise important issues face-to-face with GPO. Tad Downing, Chief of the Cataloging Branch, reported by the end of the week that progress had been made in solving this problem and that updates would be available shortly);
- that GPO provide guidance on the retention of tangible products that are available in the FDLP Electronic Collection;
- that the online Superseded List be updated more frequently;
- that if legislation passes this year (S. 1578/H.R. 3131) to provide no-fee access to reports of the Congressional Research Service, these be made available through GPO Access;
- and that GPO work with Congress to have more committees create electronic files of their hearings so that these can be added to the GPO Access database of congressional hearings.

The full text of Council's recommendations and commendations are available on the DLC Web site at: http://www.access.gpo.gov/su_docs/dpos/council/dlc.html. And, for those of you interested in attending the Fall DLC meeting, it will be held at the Handley Hotel in Mission Valley (San Diego) California the week of October 19, 1998. Call 800-676-6567 for your room reservation and be sure to mention GPO to get the group rate. Hope to see many of you there!
More Highlights of the DLC and FDC Meeting for Law Librarians
by Charlene Cain
Louisiana State University
Paul M. Hebert Law Center Library

In assessing my overall impression of the conference, I would say that it is astonishing how far we have come in so little time. GPO is developing new and better products and services to assist the public and the documents community. Among these are the new Integrated Processing System, the expansion of GPO Access, the new AskLPS, the development of PURLs for GPO cataloging records, and the innovative "collection management" approach that FDLP is undertaking.

Remember when we thought the Publications Reference File was the greatest thing since sliced bread? Well, the new Integrated Processing System, coming up this summer, is off-the-shelf software which will replace several existing systems and embody a new sales catalog. GPO Access, which is really a collection of some 700 different databases, has grown to the point that it now takes 80 gigabytes of memory, with a calculated daily growth of about 100 megabytes. Due to vast usage statistics—showing that 13.5 million documents had been downloaded via GPO Access during the first six months of FY 1998—user support hours are being expanded. A new virtual tour of LPS is now available on GPO Access. The Government Printing Office is cooperating with OCLC in assigning PURL's (Persistent Uniform Resource Locators) in their cataloging records as a means to update broken URLs in a timely manner. Links are checked and updated each week and URLs are being converted to PURLS selectively on a record by record basis.

AskLPS, an electronic inquiry form for cataloging and other information, is now up and a goal has been set that all inquiries will receive a response within ten working days (http://www.access.gpo.gov/sw_docs/psv/asklps.html). Questions received via AskLPS are given priority over those received via other means. Part of this updated system is WebTech Notes, an electronic version of "Ad Notes Technical Supplement" containing issues dating back to 1991. (Note: LPS asks that you check WebTech Notes to see if the answer to your question has been posted there before submitting a question to AskLPS.) Raw data from the 1997 biennial survey has been posted to the Federal Bulletin Board in comma-delimited format, allowing users to download and perform custom tabulations. Paul Arrigo's eyes lit up when he heard that he would be able to download and manipulate the data to get a snapshot of law libraries' responses to the survey questions.

I can remember when a Documents Department lived and breathed by the print version of the Monthly Catalog—a sales publication with many flaws as a finding aid. Now it is on CD, and the web version is only one day behind actual GPO cataloging. As reported at the Depository Conference, this web version includes 98,000 records from 1994 to the present.

In an extraordinary paradigm shift, the FDLP has implemented a collection management approach to its electronic collection, which will now be handled as a library-like collection of resources. FDLP will develop a collection management plan which specifies mission and goals, defines the user community and its needs, and provides a framework for establishing procedures.

Depository librarians, once querulous about keeping up with the technical demands of the electronic transition (and still a little anxious), are meeting the challenge now in remarkable ways. Witness the extremely impressive work done by Nan Myers at Wichita State, in cooperation with the National Institute for Aviation Research (NIAR), and the FDLP, in creating the Documents Data Miner. Available through GPO Access, the DDM contains information from the List of Classes, the Inactive or Discontinued Items list, Item Lister, and the directory of depository libraries. The database allows depositories to combine this information in ways that will allow neighboring libraries to perform cooperative collection development.

Then there is the NonProfit Gateway, developed as a central starting point to help nonprofit organizations access online federal information and services. It is linked to all Cabinet Departments and many agencies and contains information about grants, regulations, taxes, and other services. The URL is: http://www.nonprofit.gov.

The executive agencies are enhancing their operations, as well. DOE's Information Bridge (http://www.doe.gov/bridge) accesses roughly 25,000 DOE research reports done since January 1996. Users can search bibliographic information or the full text of the reports. The Census Bureau, too, will be posting a lot of additional data from the next census on the Internet. Researchers will be able to do some of their own custom tabulations with the Internet data using "table shells." The Environmental Protection Agency is now using the web as its primary dissemination medium. EPA has over 100,000 html pages on their site, and they get about a million hits each day.
They're creating metadata and developing “reading rooms” covering various topics on their site.

Okay, so there were problems reported, too. Those of us subscribing to ongoing service to the GPO cataloging tapes have experienced delays due to problems with the Library of Congress' Cataloging Distribution Service (CDS). (GPO sends the tapes to CDS, who de-dupe and manipulate the records a bit and then issue the tapes to vendors). Owing to technical problems, CDS hasn't issued a tape since November of last year. By the time of the Conference, GPO tapes had been re-supplied to CDS and the service should soon be back on track. In another area, the National Labor Relations Board will not be issuing bound volumes of the decisions and orders this year for budgetary reasons. Finally, the new, ever-changing, and developing specifications for workstations have been drafted, and in a few months we will find that the technical specs we worked so hard to comply with are already outdated.

We've come so far in such a short time—both LPS and the depository community. Through the magic of the web, so many of our procedures are now expedited. Every change is instantaneous. The challenges have multiplied and the pace of service intensified. These are, indeed, interesting times.

Our Grant Winners' Perspectives on the DLC/FDC Meeting
by Lynn Smith
Washington University Law Library

My name is Earnrolyn "Lynn" Smith, and I was the recipient of a GOVDOC SIS grant. The grant was applied toward my trip to Washington, D.C., for the spring meeting of the depository library council and the 7th Annual Federal Depository Library Conference. I must state that I was truly overwhelmed. The first few days, I felt a little lost and confused. But, overall it was a great conference. The conference offered so many diverse programs and was very informative. As a first-time attendee, I only have one complaint. I wish I had a more elaborate descriptions of the different programs. Therefore, I would have had a better opportunity to evaluate which programs to attend. It was a great opportunity to meet new people. More importantly, it was an excellent opportunity to put names and faces together.

and by Jacqueline S. Wright
Arkansas Supreme Court Library

I really enjoyed the "GPO Access Demonstration: Part 1." It was an excellent program. It was very informative. Terri and Jackie gave an excellent demonstration. The most beneficial part of the demonstration was when Terri and Jackie showed the group a few helpful and easy tricks on how to do legislative history. They presented the group with a nice breakdown of the different products, services and the web page.

I found the program entitled "Hints in Writing the GPO Self-Study" to be the most beneficial. Stephen Henson gave an excellent presentation. He gave the audience numerous helpful suggestions and comments. Like most people, I have many questions about the self-study and how to write it. Mr. Henson's presentation answered many of my questions. I was ready to tackle the self-study after his presentation.

It is always a pleasure to be in Washington, D.C. in the Spring. But what made my trip to the 1998 Depository Library Conference special was the opportunity to hear first-hand from librarians who are not law librarians about the importance of our depository program. This went past the usual "how-to" sessions.

Explanations of the importance of a new Title 44 were excellent and helped prepare me for meetings with staff of the Arkansas Senators, which is why I wanted to attend this meeting. Senatorial staff seemed to be impressed that I thought that current copyright issues and Title 44 were important enough to take precious time out of my schedule to pay them a personal visit.

Because I was so unfortunate as to catch a really terrible summer cold, I had to leave a day earlier than I planned. But the time I was there was profitably spent. My thanks to the GOVDOC-SIS for helping with the expense of this trip. I could not have gone without that help.
Washington Headlines

Third Time's the Charm?
In early March, the Inter-Association Working Group on Government Information Policy (IAWG) submitted the third revision of the "Federal Information Access Act of 1998" to Sen. John Warner and other members of Congress. The bill seeks to meet three goals:

★ to enhance public access to government information in all formats from all three branches of government

★ to strengthen the role of the Federal Depository Library Program to improve public access to government information

★ to ensure that the public has continuous and permanent access to electronic government information.

For informational briefs about these goals and to see how the goals are met in the draft bill, direct your browser to:
http://www.lib.berkeley.edu/IAWG/.

Speaking of public access to electronic government info:
OMB Watch recently issued a report on federal agency compliance with the Electronic Freedom of Information Act (EFOIA). Under the EFOIA, federal agencies must respond to FOIA requests for electronic information, including e-mail and databases, and must provide reference guides to assist the public in obtaining both print and electronic information under FOIA. After examining 135 Internet sites of 57 agencies, OMB Watch concludes that not one single agency is fully compliant with the law, even though the deadline for agencies to develop these guides was the end of last year. The full report, entitled Arming the People "... with the power knowledge gives," is available over the Internet at http://ombwatch.org/www/ombw/info/efoiareport.pdf.

Do you sense a common theme?
Two bills, S. 1578 and H.R. 3131, would make issue briefs and certain reports prepared by the Congressional Research Service available on the Internet. Sen. John McCain and Rep. Christopher Shays, who introduced the bills in Congress, hope that the legislation will expand public access to these important publications.

Variations on the theme:
Public access to agencies’ electronic records got a boost when U.S. District Court Judge Paul Friedman ruled that U.S. Archivist John Carlin violated a court order issued last October by not rendering null and void the National Archive’s General Records Schedule 20 which allows agencies to destroy electronic records. On April 17, NARA published a notice in the Federal Register (63 FR 19368) that the District Court had declared GRS 20 “null and void.” In addition, NARA’s Electronic Records Work Group is developing an alternative approach to GRS 20.

Reaching for the high note:
The 1998 James Madison Awards, given annually by the Coalition on Government Information to recognize those who have championed, protected, and promoted public access to government information and the public’s right to know, were awarded to four recipients this year:

★ Ben Bagdikian, Pulitzer Prize-winning journalist who helped expose the Pentagon Papers

★ Wayne Kelly, former Superintendent of Documents


★ National Library of Medicine for providing no-fee public access to MEDLINE.
Wondering what to do in Anaheim?
Join us for the annual Legislative and Regulatory Update on Sunday, July 12, at 10 a.m. Our guest speaker is California Assemblywoman Debra Bowen who advocates a more open state government and has authored several bills to improve electronic access to California’s public records. She will discuss how librarians and legislators can work effectively together to draft and enact legislation. Other programs you might like to catch:

- Information Privacy and Data Protection: Debating the New Horizon in Law and Technology (Monday 3:15 p.m.)
- New Initiatives in the Nation’s Library will present information about the Library of Congress’s digital initiatives and plans for a Bicentennial international legal conference on constitutional law (Sunday, 1:30 p.m.)
- Policy, Guidelines, and “Gentlemen’s Agreements”—Government Information in the Shadows (Monday, 8:30 a.m.)
- Discover a New Horizon for Government Information Resources (Monday, 10:15 a.m.)
- My Dinner with GPO features our very own Paul Arrigo in conversation with Superintendent of Documents Fran Buckley (Monday, 3:15 p.m.—well, it is hard being in two places at once, but that’s what those audio tapes are for!)
- Law Libraries and the Federal Depository Program: Balancing the Interests will present the pros and cons for law libraries of participating in the depository library program (Tuesday, 11:00 a.m.)

**Dateline: June 23, 1998**

The “Government Publications Reform Act of 1998” will hopefully be introduced by Senators John Warner (R-VA) and Wendell Ford (D-KY) this week. The bill incorporates provisions of the “Federal Information Access Act of 1998” developed by the Inter-Association Working Group on Government Information Policy (IAWG) discussed earlier in Mary Alice’s column.

Mary Alice has been the AALL representative on the IAWG for the past year and a half, and a member of the drafting team. This legislation has been several years in the making and is critically important to enhancing public access to government information and ensuring continuous and permanent public access to electronic government information. We hope all the hard work pays off!

Readers may find the text of the bill and IAWG issue briefs posted on the Washington Office and IAWG Web sites at: http://www.ll.georgetown.edu/aallwash/ or http://www.lib.berkeley.edu/IAWG/.
Emergency preparedness is an essential part of preservation program management. Every library is vulnerable to a variety of disasters. Many libraries have suffered major losses in contemporary times. In numerous incidents and emergencies, library collections endured substantial damage.

Damage in libraries is most often caused by water or a combination of fire and water. Water damage at libraries is frequently due to the failure of aging building elements such as air-conditioning drip pans, drain pipes, and built-in joints. Other damage and loss have been caused by failure of cooling or humidity control systems, vandalism and theft, and by the presence of the necessary fire suppression systems. In addition, the shut-down of environmental control systems during building maintenance and renovation has resulted in emergency conditions for library collections.

Depositories are responsible for safeguarding valuable material necessary to serve their primary users and the general public. Risks of damage to the buildings and facilities are mitigated by adherence to building codes and maintenance inspections. Similar procedures and policies are needed to protect the collections, wherever housed.

Emergency/disaster preparedness is a collective endeavor and must involve facilities staff, including safety and health services, librarians, and support staff. Emergency/disaster preparedness must be an ongoing process, consciously and methodically cultivated, so that it becomes ingrained into the fabric of routine library functions. To be successful, it must be given the highest priority and it must have strong support and commitment at all levels of library management.

The actions listed below should help any library with the means to prevent emergencies that could damage collections and mitigate the impact should they occur:

★ Have regular meetings of an emergency management team which has the authority to make necessary decisions pertaining both to emergency preparedness and emergency response.

★ Organize an established chain of command for coordinating the recovery effort, based on the tasks to be performed.

★ Develop a communications network through the police alarm center that provides efficient and timely communication of emergency occurrences to necessary personnel.

★ Establish a 24-hour “on call” duty officer system for staff in the preservation program.

★ Maintain a telephone tree of staff and volunteers from the community who can be counted on to provide help in the event of an emergency. Include contacts with any outside organizations that have agreed to provide emergency assistance.

★ Orient all staff to emergency procedures. Collect such procedures in a manual and distribute to all staff.

★ Procure and store in all facilities the supplies needed for immediate response to emergencies. Also, ensure that there is an inventory list of emergency supplies and their locations.

★ Conduct emergency risk assessments and prepare emergency preparedness floor plans for all collections areas.

★ Train selected members of the staff in procedures for the safe handling of damaged collections materials.

★ Prepare a written, comprehensive “Emergency/Disaster Preparedness, Response and Recovery Plan” for the library that defines all policies, regulations, and procedures to be followed in the event of an emergency of disaster.

★ Have locator maps that show the location of collections within the building.
Provide for drills and an evaluation of the drills.

Ensure that there is a back-up system in place in case of power failure.

Have a back up system in place with other libraries when service cannot be provided.

Have handy the names and telephone numbers of preestablished contacts at freezer storage and disaster recovery services.

Make a plan for emergency first response and make sure all staff are familiar with it.

Bibliography


Short handout covering major points of air-drying of paper, framed items, and books, and photographs as well as recovery of water-damaged collections with mold.

Guidelines for a comprehensive emergency preparedness plan including risk assessment, communication system, training and supplies.

Overview of selected reprints issued by Smithsonian Institution, National Archives and Records Administration, Library of Congress, and National Park Service, which are available below.


Emergency Salvage of Flood Damaged Family Papers. Washington, D.C.: National Archives & Records Administration, Preservation Policy & Services Division, July 1993. During the floods in the mid-west floods in 1993, the staff of the National Archives developed some technical tips to guide individuals in emergency stabilization and salvage of damaged documents, photographs, books, and other personal papers.

With extracts from an unpublished revised text, Waters writes that a well-organized plan can greatly reduce the costs of salvage and restoration as well as the proportion of outright losses. Various courses of action discussed in this document are designed to save the maximum amount of material with minimum amounts of restoration on the one hand or replacement on the other.