

American Library Association
Government Documents Round Table

Government Information Technology Committee (GITCO)



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Minutes

GODORT GITCO Meeting

ALA Annual, Washington DC

Washington Hilton and Towers, State Room

Sunday, June 28, 1998

The meeting was called to order at 2:00pm by the chair, Barbara Levergood. The meeting was recorded by Chuck Eckman.

1. Members of the committee and visitors were welcomed and introduced. Barbara Levergood provided an introduction to the functions and current work agenda of the committee. Barbara also thanked the "Friends of GITCO", individuals who are working on GITCO-related projects but not officially designated members. She asked others in attendance to consider becoming a Friend of GITCO or volunteering to serve as an official GITCO member.

2. Minutes from the Midwinter meeting in New Orleans were approved as written.

3. Announcements:

*GITCO member Beth Baur is continuing to improve following surgery.

*The current meeting schedule places GITCO in conflict with the Cataloging and Education Committees. This causes a problem for members with overlapping interests and the Committee chairs are looking at ways to solve the problem.

4. Reports from Task Force Representatives. Dan Blazek (IDTF), Mary Mallory for Beth Baur (SDLTF) and Barbara Levergood (FDTF) summarized key topics at the Task Force meetings.

5. CIC Technical Documentation Project. Grace York distributed handouts describing the CIC project which is focussed on identifying existing online technical documentation related to US government CD-ROMs, particularly those containing statistical information and to identify documentation that needs to be created online. The project should complement GITCO's existing CD-ROM Documentation Project.

6. GITCO Web Site and Listserv Update. Doralyn Edwards reported that the GITCO web site and listserv have been successfully transferred from their former site managed by Cynthia Jahns to their current site and report any problems to Doralyn. GITCO thanks Cynthia Jahns for maintaining the listserv and web site and Doralyn for taking over responsibility for their maintenance.

7. Web Page Template Update. Mary Mallory and Cathy Hartman reported on the web page template

<http://www.library.unt.edu/gpo/template/index.html>. The template is proving to be quite successful.

GPO has been recommending it to depository libraries. There have been over 1500 user sessions between November 1997 and May 1998. The feedback from librarians who have taken the template and adapted it to their own local needs has been very positive. A collection of messages reflecting user feedback seen by e-mail was distributed to the committee. Mary Mallory and Cathy Hartman will be promoting the

suggestion is that "file format" not be simply a pointer to the MoCat/GILS record, but that it be internal to the CD-ROM Doc database and thus searchable.

ACTION ITEM: Doralyn Edwards and Barbara Levergood will revise and add the following items to be included: subject headings; accession numbers; accession dates; permission to network; etc.

*Workgroup 6 (Style Guidelines for Records Input and Output.) Annette Curtis-Carroll and Esther Crawford presented a set of style guidelines for records including mandatory and optional elements and samples of input and output based on those records. Discussion in the Committee focused on the need for subject headings (hopefully drawn on an automated basis from the GPO Monthly Catalog record), making the SuDoc field optional (in the case of CD-ROMs from commercial or non-Federal sources), and the desirability of tab-delimited output options for libraries

ACTION ITEM: Annette Curtis-Carroll, Esther Crawford, Megan Dreger will revise the Style Guidelines reflecting these new concerns and create a list of "database maintenance issues".

*Workgroup 7 (Soliciting a Host Site for the Service). Mary Mallory presented a working draft developed jointly with Beth Baur, including a general description of the CD-ROM Documentation Project, the host's technical capabilities, administrative/institutional issues, professional commitment, and proposal for the evaluation of applications.

ACTION ITEMS: Mary Mallory will post the draft to the GITCO list for further comment. A copy of the GPO Partnership Agreement template will be used as a model for the memorandum of understanding required by the CD-ROM Documentation Project between the host institution and GPO and GITCO. Annette Curtis-Carroll and Cathy Hartman will assist.

*Workgroup 2 (Existing Documentation on the Web). The committee reviewed the need to update the list created by Larry Schankman and William Spivey before Midwinter and agreed that it should be reviewed and updated.

ACTION ITEM: Stephen Woods will contact Larry Schankman and William Spivey to determine what they have done since Midwinter. If necessary, he will work with Larry and/or William to update the list.

*Workgroup 4 (Database Issues).

ACTION ITEM: Barbara Levergood and Doralyn Edwards will review the document presented at Midwinter in light of concerns expressed at today's meeting.

*Workgroup 9 (Advertise the Concept and Mockup of CD-ROM Doc).