

**GODORT State & Local Documents Task Force  
Minutes of the Business Meeting  
Saturday, June 16, 2-4PM - 2001  
2001 Annual Conference, San Francisco, CA**

Task force members officers attending: D. Hutto (coordinator), N. Myers (assistant coordinator), N. Kolenbrander (secretary)

#### Presentation

Trisha Cruse presented information on California Digital Library, "Counting California" a research tool providing "one-step shopping" for government data on California. The URL for "Counting California – <http://countingcalifornia.cdlib.org>. Trisha will be placing her presentation on the web, notice will be sent through Gov Docs-L. Features of this database: combination of federal and state data at one site, project focus on preserving as well as building and storing data, millions of tables created with meta data allowing multiple entry points.

#### Liaison Reports

Liaison Reports were given by: Margaret Lane (Committee of Eight), Carrie Ottow (GTICO), Cindi Wolf (Program Committee), Yvonne Wilson (Rare & Endangered Government Publications Committee), Patricia Finney (Center for Research Libraries. were given to D. Hutto summarized liaison reports regarding SLDTF Web Coordinator and Publications Committee.

#### Old Business

##### 1) Documents on documents collection

D. Hutto explained the nature of this collection for newer members. It contains materials produced by agencies that manage a state documents collection.. Subject of materials is how to manage those collections. Included materials were produced between 1973 – 1995. It was announced these documents have not been cataloged, hopefully this will be accomplished by next Midwinter. Information will be placed on State & Local Task Force web site to inform people on the nature of this collection. Items in the collections are available through ERIC. They may be requested through interlibrary loan from UCLA. Such requests should include a note, attention Lori Kram. This housing agreement with UCLA requires a memorandum of understanding between GODORT and UCLA. D. Hutto presented a proposed draft. Suggestions were made to include a 12-month notification if UCLA were to discontinue housing the collection and the addition of a statement on the archival nature of the collection.

##### 2) State & local toolbox

A draft copy was presented for a toolbox to assist persons who catalog state documents. Suggestions were made for improvements: arrange cataloging resources by topics – classification, name authority, annotate resources to help users select the most appropriate tool, and include cataloging internet resources.

##### 3) GODORT program for 2002

The official GODORT program at Annual 2002 will be from State & Local Documents Task Force. Topic will be on innovative services for state or local governments in providing access to information sources. Members of the working group to plan the program and identify speakers are: Becky Culbertson, Dena Hutto, Nan Myers, Yvonne Wilson and Rich Gause. Ideas on topics and speakers were given to the working group.

New Business

1) PPM Updates

D. Hutto noted this manual has information regarding the State & Local Task Force which needs to be updated. Due to lack of time, this agenda item was deferred until the next meeting.

The meeting was adjourned at 4:15 PM.