

**GODORT State & Local Documents Task Force
Minutes of the Business Meeting
Saturday, June 15, 2:30-5:00 PM - 2002
2002 Annual Conference, Atlanta, GA
Hayatt Regency, Cairo**

1. Welcome and introductions

Chair Nan Myers called the meeting to order at 2:00 pm and distributed the agenda. Present: Jim Church (recorder), Diane Weatherly, Dan Stanton, Roberta Palen, Susan Tuggle, Jan Goldsmith, John Hernandez, Miki Goral, Patricia Finney, Yvonne Wilson, Karen Hoganboom, Nancy Kolenbrander, Barbara Miller, Al Palko, Vickey Baggott, Linda Reynolds, Michael L. Smith, Stephen Woods, Brian Carpenter, Andrew F. Johnson, Margaret Lane, Gayle Christian, Deborah Hotchkess, Rich Gause, Mary Horton, and Andrea Morrison.

After introductions, Nan called attention to task force handouts available on the table. These included SLDTF minutes from last midwinter, "Top10 List For New State Documents Librarians," "SLDTF Toolbox for Processing and Cataloging State and Local Government Documents", "Data to be Added to State Toolbox Web Page", and "Memo of Understanding: Agreement for Housing of the Documents on Documents Collection." eDatabase on GALILEO, Nan Myers called the MOU integrated Access to Information About the Documents Collection, item 7 on the draft agenda, would be moved earlier. Some other shifts in liaison reports might be necessary. The agenda was approved.

3. Documents on Documents Collection Update: Finalization of the MOU (Jan Goldsmith/Nan Myers).

Nan explained the history of the documents on documents collection. It features legislative pamphlets and other materials on processing, policies and publications for state government information and depository libraries. There are three boxes of materials dating back to 1972 and ending in 1995. The collection has been filmed by ERIC and includes finding aids.

Nan explained the MOU designates UCLA as the custodian and lender of the collection. Records for the collection have been added into OCLC. The collection is available for use by the public and via interlibrary loan. Jan Goldsmith observed that the orig

4. Program

Nan introduced Al Palko, State Documents Librarian at the Connecticut State Library, who led a discussion on issues for state documents practitioners and SLDTF leadership, and reported on the "State

government information after September 11.

See discussion under "Welcome and Introductions".

8. State and Local Documents Toolbox (Subcommittee led by Nancy Kohlenbrander)

Nancy discussed progress on the project to date, and called the committee's attention to two handouts: a printout of the current toolbox webpage, and a printout of responses of state libraries to nine questions formulated by Margaret Lane on classification schemes, authority lists, checklists, selection lists, depository library lists, state agency mailing lists, roster of state officials, OCLC authority files, and other information. Information from the second handout, "Draft Copy of Data to be Added to State Toolbox Web Page" needs to be added. Nancy asked for committee feedback on where to add this information to the site. The toolbox also features information on state libraries, links to state publications checklists, links to state depository library systems, and paper and electronic sources for cataloging state documents

The committee commended the work of everyone who contributed to the toolbox and thought the site, currently hosted by John Stevenson at the University of Delaware, could go live. A link should also be added to the SLDTF website.

There was discussion from the floor as whether the scope of the cataloging toolbox could be broadened to a more general toolbox, encompassing more state & local documents issues. Diane Weatherly (Univ. of Alabama, Birmingham) volunteered to lead this with Vicky Baggot and Tanya Finchum.