

**TLA GODORT Fall Meeting
November 2, 2007 Minutes**

Registrants

Dawn Atkins, UT College of Law Library
Teri Bante, Vanderbilt University
Miriam Barrett, Nashville Public Library
Tricia Racke Bengel, Tennessee State Library and Archives
Sammy Chapman, Lambuth University
Christyne Douglas, Fisk University
Betsy Eckert, University of Memphis
Cindy Elkins, Government Printing Office, Washington D.C.
Anita Etheridge, Tennessee State University
Kelly Ezell, Tennessee State Library and Archives
Mary Freilich, University of Memphis, President of TLA GODORT
Beverly Geckle, Middle Tennessee State University
Wang-Ying Glasgow, Memphis Public Library
(Devin) Sean Hogan, Austin Peay State University
Robert Huguenin, University of Tennessee – Knoxville
Linda Hyatt, University of Memphis
Ania Lasota, University of Tennessee-Martin
Regina Lee, Tennessee Technological University, Secretary of TLA GODORT
Felicia Lott, Tennessee State Library and Archives
Ester McShepard, Fisk University
Joan Osteen, University of Memphis
Stephen Patrick, East Tennessee State University
Betsy Peterson, University of Memphis
Janette Prescod, University of Tennessee - Knoxville
Randy Raper, Tennessee Technological University
Kevin Reynolds, The University of the South
Larry Romans, Vanderbilt University
Jennifer Rydell, Chattanooga-Hamilton County Bicentennial Library
James Staub, Tennessee State Library and Archives, Vice-President of TLA GODORT
Amy Stewart-Mailhot, Vanderbilt University
Kayla Swoape, Middle Tennessee State University
Lori Thornton, Carson-Newman College
Ken Wright, Census Bureau, Charlotte Regional Office

Orientation and Introductions

James Staub planned and coordinated today's meeting. At 9:30 AM, he opened with registrants introducing themselves.

Announcements

Mary Freilich announced there are two celebrations this year: UT-K 100th anniversary as a depository and UT-Martin 50th anniversary.

Ania Lasota is the new UT-Martin documents librarian.

TSLA will celebrate its 150th anniversary in 2008.

Chattanooga-Hamilton County Public will celebrate its 100th anniversary in 2008.

TLA/GODORT's New Electronic Services

The Wiki was originally proposed by Sandra (Williams) Hughes. It can be accessed at <http://loretta.lib.memphis.edu/wiki/index.php>

Amy Stewart-Mailhiot suggested putting the Census Bureau materials and resources on the Wiki.

There is a new listserv for GODORT. Send James Staub your email if you aren't already on it at James.Staub@state.tn.us. Send messages to the listserv at

TNGODORT-L@tnla.org

Online Census Product Training by Kenneth Wright, U.S. Bureau of the Census, Charlotte Regional Office

Folders were distributed with Census Bureau information with the following brochures:

- Partnership and Data Services Program
- Living by the Numbers: Your role in The American Community Survey
- Resources at www.census.gov
- American Factfinder
- American Community Survey: A Handbook for National and Community Organizations
- Introduction to Census 2000 Data Products

Mr. Wright did a presentation on product training online on the American Community Survey and current economic data sets. He started his presentation with how to use your

State Census Data Center

State Data Centers used to distribute products. Now it's all on Internet. To get to Tennessee's State Data Center, go to: www.census.gov

- Then "Subjects A to Z" then "S" to State Data Centers"
- Select "Tennessee"
- "Center for Business and Economic Research" at UT-K, then
- "Tennessee State Data Center"

Services offered: supplying data, methodologies, and procedures.

Economic Survey

Some of the current economic databases the Census Bureau produces are unknown to most people. County economic data from 2005 is available, not just 2002 and 2007. The 2007 data is just now going out, but it's 2009 before they get all of the data compiled. The economic census is employer-based only.

In 2002, the minority business report became the Survey of Business Owners (renamed). This comes out even later, since it's a part of the economic census. The data set will come about 2010 with the 2007 data.

For researching county business patterns, go to “Subject A to Z” → “C” → “County Business Patterns” (only establishments with paid help.) This represents a complete data pattern sent by employers when they send FICA money to SSA. It is searchable by county and uses NAICS headings. Compare data with other counties in the same state. You can enter by zip code, too. Comparison will be by zip codes for surrounding areas.

For researching non-employer statistics, go to “Subject A to Z” → “N” → “Nonemployer Statistics.” Use this for the mom and pop businesses. Select a state, then county to see how many firms and their receipts in a county. Many are in the construction industry. Professional, scientific, and technical services in Tennessee is also a large number due to many retiring from the north and opening up consultant business with their laptop and cell phone.

American Community Survey

The American Community Survey (ACS) is powerful. A person can compare years of data. There is a toll-free number on the ACS web page if you need help.

The ACS started in 1996. From 2000-2004 the ACS used a sample size for about 800,000 households representing about ¼ million people. In 2005, they added the sample size to 3 million households a year. This is a survey for about 2.5% of the households in geography all around the country. It produces data annually for places over 65,000, starting in 2005. But there is no reporter information for 2005 that includes dorms, nursing homes, and jails. It’s household population only, for 2005.

In 2006, other groups were included. There will be no long form of the population census in 2010. Everyone will fill out a short form only. Only the headings on the brochure will be asked, then tabulated to the block level in order to do re-districting. All other information will be collected in the ACS. Geographies over 65,000 now have a database that comes out every year, based on a 2.5% sample. See page 5 of ACS brochure.

The ACS now publishes the “Margin of Error” (MOE) in their database. The MOE uses a 90% confidence mid-point. This means that by the 5-year average with using 12%, the margin of error will narrow. The smaller the geographical area, the larger the error.

In 2010, the population base size will change from 800 to 1200 persons to adjust the statistical liability. All of the block groups will be bigger (more population) in 2010. Block group data will be available each year after 2010. There is a higher sampling error at the block level. There should be better quality data every year, instead of once a decade.

The raw data will be available in 72 years.

The procedure for the ACS is as follows: 1) a questionnaire is administered through the mail; 2) 10 days later you get another postcard (usually 80% response after 2 mailings); 3) the next month, someone tries to call the household; 4) after another month, people go

door-to-door (response rate runs about 96-97%, about the same as the last census, which was 98%).

For training on how to get through this vast amount of data with comparing census data with ACS data, go to American Community Survey → Guidance on Comparing 2006 ACS Data to other Data sources → table crosswalk. There is also a complete list of New, Removed, and Modified Tables. This takes all of the table shells in detail for all of the changes. A table shell is a table minus the data.

Go back to ACS on the Census page → get Data → Data Profiles → select State, then county. The MOE is in the table. A profile means that the numbers have been compressed.

A narrative has the text profile with graphs. This is good for putting into a Powerpoint presentation.

Make sure you “clear all selections” if you want to do another search.

Depository Collection Management at the Crossroads by Cynthia Etkin, U.S. Government Printing Office

Ms. Etkin distributed several handouts and newly designed GPO lapel pin.

Handouts included:

- GPO Library Services and content Management Update -October 2007
- Public Access Assessments: Focus on Access, Collections, and Service
- Public Access Assessments: additional information...
- Individual Library Assessment: Draft SOD Policy
- Other handouts available on the front desk

Ms. Etkin announced that presentations from the recent GPO conference are linked from the agenda on the GPO website. Also, Council session podcasts are accessible.

Today's presentation is posted on the Wiki under TLA GODORT presentations.

For additional help, or questions, contact Ms. Etkin at cetkin@gpo.gov.

The FLDP conference proceedings should be posted soon. Indiana will have 4 libraries with different parts of the regional collection. Before discarding, a record should be in the catalog. Everyone needs to be very meticulous in record keeping.

Questions/problems to take back to GPO:

1. Mary Freilich asked about pre-76 cataloging. Ms. Elkin responded by saying a request for proposals was sent out/reissued. Proposals are now being re-evaluated. A contract award should be made this month. It will be a 1-year contract, with option to renew. Ms. Etkin will ask what they will start with.

2. Digitization of the shelf list is a separate project, done in-house. Digital Conversion Services is working on the shelflist cards. Ms. Etkin doesn't know the rate they are going. The end result will be pdf files, but there's still a long way to go. Brief records will be the result.

3. Mary Freilich inquired about inspections. Ms. Etkin said a program being created, going back to the mandate for when conditions warrant for a particular library. A multi-layered program is being reviewed. The biennial survey results may raise some questions, also library web pages, warranting an inspection. GPO is looking at access policies that may restrict access to information. Also, they are looking at the ease of getting to sites, and if there is contact information on your department website. You might get a phone call, visit, and/or assistance from your Regional Depository library. The main focus is on the Title 44 requirements. The inspection does not focus on how, but inspectors will be looking at the end result and that you are doing these things. The Self-Study is not used, but this may be revisited. Now it serves as a learning manual and training guide for planning.

Lunch

A card was circulated to sign thanking Annelle Huggins for money to purchase boxed lunches and today's continental breakfast.

James Staub said another way to thank Annelle was to renew your TLA membership.

FDSys demonstration by Cynthia Etkin, GPO

The old name of FDSys was the: Future Digital System (FDSys). New name will be Federal System (FDSys.) See the handout "*Tecline: an FDSys update*"

Ms. Etkin showed us the FDSys search page. It is release 1B now. This is the first release (internal release) of FDSys. They are soliciting outside comments/feedback, but it is being done internally. The first public release will be 1C, scheduled for late 2008.

The search service used is FAST; totally different from WAIS. (audience applause) It's more intuitive, and has more options. There's a google-like box for inputting search terms. This will replace GPO Access eventually.

Even agencies can put in a request for print products, and still have permanent public access. It also takes care of the entire life-cycle of publications. It communicates back and forth with the Catalog of Government Publications; has preservation metadata, MARC data, and all metadata. It will be used by GPO, users, and agencies.

You can narrow search by terms in right margin (keyword or resource.) There is a breadcrumb trail at top of screen. Click on the file for the pdf to come up. Click on "content" at the bottom, too. There are navigation changes on right margin. Select "Narrow by Date issued" when you have a list of results on screen. The search is a full-text search. Look at "Search Tips" for additional help. Advanced search options should be available in future releases.

There is a 20 page user manual for FDsys.

James Staub said he is going to miss the 3 results from the WAIS server that says I didn't get any results. Is there going to be a retirement party for it?

Building and using the archive of Tennessee Electronic Government Information by Tricia Bengel and Kelly Ezell

In new building, there will be automated storage and retrieval, so everything has to be barcoded. Everything needs to be in archival quality holders/boxes, too.

Recent meetings with Tennessee state depositories have opened up more communication and identification of state documents, especially fugitive documents. The Public Records Commission is meeting next week. They appointed an E-records Committee, now taken over by the Office of Information Resources. A whole set of legislative proposals are expected, since our current laws are weak for non-tangible items. Hopefully, it will be easier to identify State documents.

Archive-It will harvest State agency websites quarterly. The Legislature is done twice a year, after each session.

Suggestions can be sent to Kelly Ezell for other things to harvest (not on list). Ask Kelly for MARC records to put into your own ILS.

The search engine not so great in Archive-It, so other state software programs are being studied. Hopefully this will improve the amount of publications.

Archive-It is not just for State publications anymore. There's plenty of space for other things, such as materials for genealogists. Microfilm is digitized and will be accessible. Internet Archive is used for old city directories, death indexes, Civil War pensions, and more. Content DM will make resources available for a fee. Internet Archive is for free documents.

Larry Romans –asked what kind of advocacy do we have relative to State documents. Some classes do community assessments, and they use TN Dept. of Health. The most recent digital copy is 1999. Much of that department's material is out of date on the Internet. Ordering is sometimes difficult. Tricia Bengel said State standards set by the government, but there is no standards police.

New Initiatives at Our Libraries

We went around the room giving everyone an opportunity to share new initiatives, or news.

Mary Freilich, University of Memphis, said back in June, they went from 7 staff members to 5 staff members. Larry Williams and Sandra Williams Hughes were the two who left. Job duties were rearranged. Mary Freilich was named interim Head of Government Documents. She was told that within 6 to 12 months, the Government

Documents Department would be abolished and duties spread out to the rest of the library. There is now only one service point, down from three. All are being trained as a way to get them involved. They are only giving up the department as an entity, not the regional status.

Regina Lee, Tennessee Technological University, didn't have anything new and exciting to report.

Wang-Ying Glasgow, Memphis Public Library, had a name change last year. Shelby County used to fund the library, but now City of Memphis funds it 100%. There is a problem renewing serials. The library migrated from DRA to Sirsi system. The library domain email has changed to Memphislibrary.org.

Beverly Geckle, Middle Tennessee State University, said they have done a cleanup of backlog materials. There is a pilot project with the collection development manager. Campus faculty members are visited to see what they were using. They hope to keep the project going. It's called the Government documents road show. MTSU implemented documents without shelves. They spent lots of time with the data management part, but the best part was getting into talk with faculty.

Janette Prescod, University of Tennessee - Knoxville, said this is the 100th year as a land-grant depository. UT-K just had library program review. They are in a reorganization phase now. The reference desk is consolidated, and is now an information commons. Maps are coming to main building.

Kevin Reynolds, University of the South, said they were NOT consolidating. Down a dark 2nd floor hallway, a music library will be made with 3 rooms and lounge area. Compact shelving planned to be installed in first wave (over winter break) and will include government documents.

Larry Romans, Vanderbilt University said their reorganization was a couple of years ago. Media Services combined with Government Documents. It is now called GEMS. There is a service desk for both. It helps to keep statistics up. The department has grown to four people. Some shelves being cleared out of the annex.

Ester McShepard, Fisk University, expressed she enjoys hearing about everyone else. Still relatively new to the government documents world.

Lori Thornton, Carson-Newman College, said the Periodicals librarian, also in charge of government documents left. Now Lori has government documents again. It was moved under Technical Services. The open position was filled with another reference person, which as needed. They are now getting Marcive records, which is a time saver.

Jennifer Rydell, Chattanooga-Hamilton County Public Library, said the depository will be celebrating its 100th anniversary next year. Time is of the essence, so she is looking

for help. Some branches will be closing in January. They are dropping EbscoHost because they can't afford them. The passport program still being done, since it generates \$30 for the library for each. Last month (Oct.) about \$4400 was generated. The camera purchased by the library for taking passport photos was about \$1200. The passport forms are supplied by the Federal government. A mailing machine is also a good investment if you plan to get into the passport program.

Sean Hogan, Austin Peay State University, said Charles McWorter has been there for 20+ years. They are organized into different departments. The official supervision of government publications was officially moved to Sean Hogan.

Stephen Patrick, East Tennessee State University, said they are being downsized. A temp was hired on a month-to-month basis. The documents holdings were slashed to 39%, under 3000 items, due to the Marcive pricing structure. There is a new person hired half-time, and is shared with ILL. They are now discussing how the department should be reorganized. The Government Documents Department survival is uncertain. Stephen Patrick has been a documents librarian for the last 29 years.

James Staub, Tennessee State Library Association, said TSLA will be celebrating their 150th FDLP anniversary. There is a focus on outreach services and training as part of the celebration. TSLA is about to enter a shared holdings agreement with the Tennessee Supreme Court library.

Anita Etheridge, Tennessee State University, had nothing to report.

Dawn Adkins, UT College of Law Library, said it's been quiet around her library. There is a backlog of things to be cataloged, so Dawn has gotten involved in this, too.

Miriam Barrett, Nashville Public Library, said they are reducing the number of periodicals (all), reducing the number of standing orders, and moving more toward databases. They are moving CHIRT computer help immediately for reference questions. Miriam is on the reference desk more often.

Sammy Chapman, Lambuth University, is in the process of implementing documents without shelves. They are looking at tangible documents and how to improve access to them.

James Staub added that he is looking for advice on retrospective cataloging. He wants to know services, and how you are going about it. It is important to get into records into OCLC, but basic standards need to be set as to what kind of records, and their minimum levels. Take to our director for support. James will send out a message to this affect.

Special Announcement

Cynthia Etkin read a letter addressed to the University of Tennessee–Knoxville from Rick Davis congratulating the documents department for 100 years. GPO can provide materials to support anniversary activities.

James Staub reported there were four depository librarians from Tennessee at the recent FDLP conference.

Depository Library Council report

Mary Freilich reported that at the main DLC meeting, the new public printer was introduced, Robert Tapella. Rick Davis is still the interim Superintendent of Documents. Ms. Etkin wants to know the qualities desired by librarians for search for Superintendent of Documents. Send her a message if you think of any.

James Staub reported that Tim Byrne now working in Oak Ridge, Tennessee. He subscribes to the TLA listserv.

The DARTS pilot program is continuing. It's on the FDLP Desktop. If there are problems or question, contact Ms Etkin.

Mary Freilich reported that Handles will replace the PURLS server. There is supposed to be a seamless transition between servers.

James Staub reported the Government Information Online system will be up and running next week. Ms. Etkin said that any questions received are forwarded into the GIO system, since we are the ones with the collections, not GPO. Promotion is by GPO. Suggestions for a new name will be accepted by James Staub. Service is cheap for reference help.

Mary Freilich asked about assessments. Ms. Etkin updated everyone by saying there will be an assessment update on the FDLP desktop soon. It's under review right now. Mary Freilich also reminded everyone to be to complete the Biennial survey, even though the deadline has passed. Go over previous inspections to assist in assessment and/or possible inspection of your depository library. Let Ms. Etkin know if there are problems with the survey. Deadline has been extended because of problems.

The FDLP website is now www.fdlp.gov It is easier to understand. James Staub has already put in his avatar, so he's looking for buddies. Soon everybody can have their picture on the website. Ms. Etkin added there is are meeting places for chats, a town hall meeting with the Superintendent of Documents, and a registry of experts.

AERSL Cooperative Government Documents Project by Larry Romans and James Staub

James Staub reported there are discussions of sharing responsibilities between libraries. ASERL will have 5 centers of excellence for each agency class. Retrospective cataloging is being done. James on steering committee for ASERL, so any suggestions can be conveyed to him.

Larry Romans said there is much controversy over the shared depositories. Many documents librarians are concerned that the directors of libraries are more behind this

concept due to tight budgets. This gives the impression of budget over service. We need to provide at least the same level of service. Librarians wanted to make sure some thought went into the decision to shared holdings libraries. We must still be concerned with tangible documents that have low use.

The ASERL proposal is for 13 states to pool their resources, which is basically a regional depository.

Larry is concerned of some uncertainty about one center of excellence being like a regional and having everything, or specializing in a particular area. What if a document from State Dept. is in Florida? How quick will you receive it? What's the cost? Who will pick up the tab for shipping the material?

Another concern is how do we know which COE will have what material. Guidelines are vague about this. How do we know which COE to ask? Will a website have this? Regular updating needs to be done.

Finally, the notion of having 5 Centers of Excellence (COE) for 13 states raise the question: why not have one COE for 2 or 3 states? What is the purpose of creating this 13-state mammoth regional? James and Larry want to hear what we have to say about it.

Kevin Reynolds spent the month of June on this issue. He put together a letter that addressed people's perspectives on this, and there was lots of division over this. Ultimately, any compromise failed. All angles were heard on this. ASERL has good intentions, at heart, but why didn't they say training was the first attempt. Communication has been a big issue. It's not really happening. The steering committee minutes are not easy to find. More explanation is needed as to why focus is on the tangible documents. Training would not be as monumental to start with. The things chosen are unclear why they were chosen.

Mary Freilich reported directors are involved in decision making, but it's all about space. The big problem in most libraries is that they are running out of space, including Regionals.

Regional Depositories would still be Regionals and any selective could be a COE.

Amy Stewart-Mailhiot asked about a toll-free number for COEs. She said it's important to talk to a live person. There is also the cost of cataloging, staffing, and along-term commitment, not just gaining space.

Mary Freilich stressed that pre-76 cataloging was very important.

James Staub is developing a proof of concept and trying to figure out how to do retro work.

Amy Stewart-Mailhiot also asked if there is going to be a map to tell you what COE is nearest, or responsible to you. How do you ensure they will be accountable?

There is a listserv of ASERL for anyone interested, not just COEs.

James Staub will make sure minutes of the steering committee get posted. Non-ASERL libraries should have access, for no charge.

Kevin Reynolds wondered how will you know when the concept works. What's the plan?

James Staub replied by saying that his understanding is step one will focus on the federal works collection and Dept of Education collection; and apply that to a real collection. Training and service, digital deposit (Kevin's idea), and other topics will be considered next. Kevin stressed that he would hate to see it flop if step one doesn't work. The energy needs to still go forward.

James Staub said in Federal Works, (dead agency, pre-76), Kentucky has an abnormally large collection from this agency, but it was not distributed by FDLP. The goal is to get a solid, comprehensive MARC collection.

Larry Romans urges the Steering Committee of ASERL to make plans more concrete to make people more comfortable with it. COEs for a smaller state area are more practical than 13 states. The outcome could be the same, but you could see how it worked sooner for a smaller area. Have a trial run in three states.

Amy Stewart-Mailhiot asked Mary Freilich how the administration feels about this initiative, as a regional? Mary Freilich said they are for it. In fact, no one has dropped out, and Supreme Court has joined in the Tennessee Depository Library system.

Larry Romans asked if other directors understand? Do they know this is a long-term project? We need more information passed down, so we can inform our directors. It would make us feel more comfortable.

Questions and comments should be directed to James Staub, so he can communicate back. Mary Freilich charged everyone to let library directors know about this project. Let your director know that this is not a "get shelf space NOW" project.

James Staub will take these notes back to the committee. Call James at 615-bledhog.

This proposal could be very beneficial for selective depositories. There will be an even bigger effect on smaller selectives. Kevin Reynolds was still concerned because in Tennessee we have a good network already. Communication is good, and he doesn't want to see our service level drop.

TLA/GODORT Business meeting, conducted by Mary Freilich

1. Join/renew TLA membership.

A membership form is in the back of each packet distributed today.

2. Thank Annelle Huggins.

A card for everyone to sign was passed around at lunch.

3. TLA annual conference sponsorship.

Notification is needed NOW, actually 2 weeks ago.

- Stephen Patrick has done a presentation on art using difference kinds of documents. The group approved this idea.

- The ACS program done by Ellie Reed (UT-K) to be done.

We can co-sponsor anything.

James Staub moved we sponsor Stephen Patrick's presentation, and co-co-sponsor Ellie Reed's presentation. The motion was approved.

4. Tennessee State plan

This was last revised in 2005. Subcommittees were put together to make suggestions to the group. It's on University of Memphis website. Think about what you want to see added, and/or changed. Report back at April's GODORT meeting during the TLA Annual Conference in Kingsport.

TLA is in Kingsport this year.

5. TLA/GODORT Scholarships

James Staub presented the idea to ask TLA for more money to fund attending the Interagency Seminar or DLC meeting. Mary Freilich will approach Annelle Huggins with this topic. A formal proposal can be done after first talking to Annelle. It is expected to ask for about \$1400 to \$1600. The recipient would have to be a member of GODORT. James Staub moved that Mary Freilich approach Annelle for a \$1000 scholarship to attend. It was seconded and approved.

Business Announcements

Larry Romans said the time to elect officers should be at this meeting. Attendance is much better at this meeting than at the TLA conference. He proposed the officers this term should serve for 1.5 years, and have elections in Fall 2008.

Kevin Reynolds said the bylaws may have to be changed. A quorum instead of majority is needed to change bylaws.

Larry said to do whatever we have to do to change voting to the Fall 2008 meeting from the Spring meeting. That means Mary, James and Regina will continue another half year. It was seconded and approved. Amy volunteered Larry to look at the bylaws.

Everyone thanked Beverly Geckle for arrangements at MTSU to host today's meeting, as well as James for planning the agenda.

The meeting adjourned at 4:08 PM.

Respectfully submitted,
Regina Lee,
GODORT Secretary