

State Plan for Florida and Caribbean Federal Depository Libraries  
August 11, 2008  
Meeting Minutes

Attendees: Jan Swanbeck, University of Florida  
Judy Russell, University of Florida  
Elizabeth Barron, University of Tampa  
Tom Fischlschweiger, Broward County Main Library  
Sherry Mosley, Florida International University  
Barbara Costello, Stetson University  
Cindy Etkin, GPO  
Marcia Gorin, Florida State University  
Rich Gause, University of Central Florida  
Cheryl McCoy, University of South Florida

Chelsea Dinsmore, Facilitator and Jody Hewitt, Note Taker

Jan began the meeting with the announcement that Jane Canfield from Puerto Rico could not attend the meeting due to a death in the family.

Jan announced that Chelsea Dinsmore would facilitate and Jody Hewitt would take notes.

Chelsea went over the ground rules and asked for everyone's goals for the meeting.

Elizabeth Barron, University of Tampa would like to see a solid state plan that all can look to.

Tom Fischlschweiger, Broward County Main Library, said his concerns are mostly the same as ours though some are different. Tom Fischlschweiger wants to wave a flag for the public libraries.

Judy Russell, University of Florida, has a personal interest and also believes it is an important part of being a regional.

Sherry Mosley, Florida International University, is glad to see it come to fruition. Sherry believes it will be helpful to present a plan to her Directors that will keep their library on track.

Jan Swanbeck, University of Florida, hopes that as the regional it will help us serve everyone better. It will also give Jan a better understanding of the selectives' needs.

Barbara Costello, Stetson University, is a smaller selective who depends on the larger collections.

Cindy Etkin, GPO, is here as a resource and is also enjoying herself!

Marcia Gorin, Florida State University, is the largest selective in Tallahassee and the area. Marcia has been going through lots of changes at her institution in the last couple of years. Marcia's institution has severe space problems and she is the lone voice for documents. Marcia hopes the plan will show her administration the importance of documents.

Rich Gause, University of Central Florida, believes a shared vision will create unity. Rich also thinks it will show how we will serve smaller selectives in the area.

Jan explained that she decided to use the FLDP Handbook as a guide for the planning process instead of using another state plan such as Virginia or Iowa. She stated using someone else's plan is the easy way out. Jan thought the committee could go through the handbook and pick out the parts that are relevant. The committee also needs to set a deadline. It was decided that sections would be assigned to specific committee members. The individuals would fine tune the section they are responsible for. The committee would then get back together to finalize.

#### **Pubic Services – Chapter 4**

After discussion, it was decided that assignments would be made after the discussion of each section on the agenda. Jan would like the highlighted sections (those that are law) included in the plan. Rich Gause would like to see emphasis on the general public, not just our users on campus. Elizabeth Barron mentioned that public libraries are important. Tom Fischlschweiger tries to get the word out to the other branches and staff to please refer to documents people if it is a documents question but with 700 staff in the Broward system, not all can be trained to be documents librarians. Sherry Mosley said "must be comparable to reference service provided to primary users" is an important statement and would like that statement to be emphasized. Sherry has not been absorbed into reference. Judy said the plan should fit into the mission of the library. Reference people probably already use government information and don't realize it. Training reference staff would be helpful.

UF uses on-line tutorials for training. Cindy said GPO has OPAL available for on-line training.

Rich felt referrals are important. This small group knows each other and contacts each other. It should be known statewide who to contact. We need to strengthen contacts around the state.

Barbara commented that the size of the state makes referrals so important. It wouldn't make sense to refer someone from Miami to UF in Gainesville. Substantial documents collections around the state are important.

Chelsea felt a better web presence might be a big help for geographic problems in the state.

It also seemed important to make non-depository libraries aware of depository libraries.

Nobody seemed to have filter problems when Jan polled the committee. It was noted that public libraries have time limits on computers. The public libraries deal with patrons trying to get something from the government such as disaster assistance not information like academic library patrons.

Rich wondered how we coordinate statewide to get appropriate staffing levels and training.

Marcia would like to see the directors educated. Some institutions have had a change in directors recently. Judy Russell felt the Directors e-mail list can be used to communicate. Jan should be included in all deliberations. Directors will have to sign off on the plan. Judy Russell said the plan should be what actions we want to take in the state.

Marcia would like to see a referrals page by region to show each library's expertise. Sherry Mosley talked about discussions in previous years about experts in different areas of the state. Judy Russell thought we should identify the minimum training a new librarian would need. The Directors would then know what to expect. Jan asked Cindy if OPAL gave that kind of training. Cindy wasn't sure what is available in OPAL at this time. Marcia suggested all these resources could be on the "referrals" web page.

Jan posed the question: How do we get the State Library involved? It was suggested that state, local and federal could be integrated.

Rich said the plan will help to serve the state. Rich felt we should enhance contacts with local federal agencies and politicians and look for a way to tap into that.

Jan reiterated that a strong web presence would help.

Judy Russell suggested that along with documents librarian mentors, we should have mentors for new directors. Rich and Judy introduced the idea of pride of participation. Directors lose sight of the value of depositories with local politicians. Cindy Etkin suggested public relations should be included in the plan. GPO has marketing tools available.

Tom stated keeping better statistics and referring to the right person increases our value.

Rich announced his institution is working on a project to catalog the federal documents. They have completed A-C. Since the items have been cataloged, he has seen more traffic in the area. Judy Russell commented a lot can be gained from cataloging and digitizing.

The committee decided how to proceed to get things done today. The committee decided the plan would be a 5 year plan.

### **Depository Collections – Chapter 5**

Judy Russell discussed different models for storage. Discussion ensued about multiple copies around the state. For example, Elizabeth may have the only copy available in the state but not know it. Marcia is concerned about weeding things that others will need. Barbara would like to see included in the state plan that our tangible collections aren't just for our own use but for our area. Rich said we need better coordination of collection management. Cataloging the collections is part of it. Jan felt digitizing should also be included in the plan. Marcia would like to emphasize to Directors that these collections will help put the library on the map. Judy suggested grants for digitizing pockets of the collection.

**ACTION ITEM:** survey libraries to identify unique or valuable items in collection for digitization.

Jan began discussing disposition lists. Jan wondered if it would be better to start with local depositories before sending the disposition lists to the regional.

Rich asked if fugitive documents should be addressed as a state and included in the state plan. Cindy Etkin mentioned that Wyoming is working on a project for fugitive documents.

**ACTION ITEM:** identify federal regional offices for agencies.

Sherry suggested we should use the State Library more. Sherry found two documents that had not been cataloged. She alerted the State Library. Within two hours, the State Library sent her the OCLC numbers for the two documents. Marcia receives gifts. Some she doesn't find useful but someone else might. Jan thought maybe we should add the state depository libraries to the e-mail list.

Elizabeth asked if we are going to try to have local depositories work together in collection building. It is important to work locally, statewide and then federally.

Cheryl reminded the group that the big universities can't forget about the smaller selectives.

## **Housing – Chapter 9**

The question was asked, how many selective housing agreements do we have in the state? Cindy didn't know but will find out. Sherry said their Law Library refuses to become a depository so they have a selective housing agreement.

There should be a link to this chapter in the plan; however, it does not merit a separate section.

Sherry said people should remember that documents are federal property, not purchased materials.

Preservation should be discussed. Disaster planning should be included in the state plan. Digitization can help in preservation and disaster planning. Rare and endangered documents should have a high priority in cataloging, digitizing and limited access. If you don't have a secure area, would you be willing to transfer to a secure department or depository? GODORT has a committee on rare/endangered documents. There should be a reminder in the state plan to include documents in disaster planning. The endangered list can be found in ERIC. It was suggested that the GODORT website be reviewed for information on this topic.

## **Staffing – Chapter 10**

Rich feels there should be institutional support for interaction such as meetings. Judy reminded the committee that Depository Library Council will be in Tampa in the spring. Marcia said directors need to see how important it is to attend meetings. Elizabeth announced her director has previous government documents experience. Maybe the directors who have the previous government documents experience can let the other directors know the importance of government documents. Elizabeth and her Director are hosting a reception in Tampa during the Depository Library Council. The committee then discussed having a state plan meeting sometime during library council in Tampa and having a meeting to present the plan to the directors.

Judy suggested there probably should be site visits to go along with phone and e-mail contact. Celebrations might be good for get togethers for support. It is part of marketing and education. Tom asked if we can also invite obscure/smaller libraries that may be interested in becoming a depository. Cindy will find out how many vacancies there are in the state of Florida. Judy will talk with Kathy Price about law libraries having a meeting or including them at the DLC in Tampa meeting.

If the committee decides to have a pre-conference meeting at University of Tampa, we need to let Elizabeth know so she can reserve meeting space. The dates for Depository Library Council are April 20-22.

**ACTION ITEM:** analysis of staffing levels in Florida compared to other libraries across the country.

Rich feels there are more staffing problems with public service not processing. Elizabeth said people need to realize even though lots of documents now come in electronic version, we still have to deal with the records. It's still work! Rich thinks as things go electronic; more time will be spent on public service.

Sherry mentioned and discussed the article "Hiding in Plain Sight". The article can be found at <http://www.ombwatch.org/info/searchability.pdf>.

Jan asked Cindy about FDLP's proposed self assessments. Will the self assessments be shared with directors'? Cindy said the self assessments are voluntary and are approximately 22 pages long. Judy wondered if it would be helpful to pick and choose parts of self assessment and have everyone do it for our own use. We could then see what's going on around the state. We could do it again in 2-3 years. Cindy Etkin thinks it's a good idea and should be shared with other states.

Rich spoke about a GODORT committee he's on – relating ALA competencies to government documents. People don't even realize they are using government documents.

## **Technical Services – Chapter 6**

New attendees were introduced to the committee.

Jimmie Lundgren--UF, Cataloging and Metadata Department  
Jean Phillips—FCLA  
Mary Ann O'Daniel--FCLA

Jan reiterated the high points from the morning. Jan stated the committee is going to make it a 5 year plan.

Cataloging is handled differently in each institution. It should be noted somewhere that piece level records are required by law. OCLC holdings are not required by the program. Elizabeth announced that no holdings are added for anything (even non-government documents) at her institution. As the regional, ours are added by GPO. Marcive will add holdings to OCLC for a cost. FCLA can add holdings to OCLC but a priority would have to be set. Broward County Main Library has some holdings in OCLC.

Jimmie Lundgren asked if in the reclamation project, they match by OCLC number only. Jean Phillips doesn't know much about the reclamation project but it will match by other fields. The reclamation project is not on the priority list now.

Jimmie Lundgren shared ideas. She did a search and found there are 26, 719 records in the UF catalog dated through 1975. Her search was government documents as location and year limit. Serial records could be helpful. Items with same agency but not a series could be cataloged as a collection. Core and K-Level cataloging requires less work for the records. Jimmie passed out two handouts to the committee. The first handout "Collection Level Records" can be found at <http://www.uflib.ufl.edu/alephpro/CLR.htm>. The second handout "Record Level Comparison Chart" can be found at <http://www.uflib.ufl.edu/alephpro/catmet/bibcofull.html>.

Jan gave background on what we have in storage. There isn't a quick and easy way to catalog what is located in storage. A list of items located in storage can be found at <http://www.uflib.ufl.edu/msl/toolbox/storage.htm>.

Judy said barcodes will have to be on the back of the book to be in the new storage facility. UF has 1,000,000 items in storage. Each will have to be handled in the move. We should determine from selectives the highest priority. What kinds of collections would be most helpful to know we have?

## **Storage Facility**

Judy described the proposed SUL Shared Facility. It is based on a Harvard high density storage design. The shelves will be 35' high. The temperature will be 50 degrees and the humidity will be 35%. It will have deep shelves with cardboard trays. The books will be shelved by size. The facility will hold 3,000,000 volumes in about 6 rows. Every shelf, range and item is barcoded for retrieval by staff. Government documents will be included in the facility with different policies. Once the facility is built, it will require 6 staff members. We now have 4 staff members. Judy anticipates approximately 2 years to move in to the storage facility once it is built. Digitization and preservation will be located in the storage facility. There will also be a small reference room for patrons. We are supposed to get the initial funding next year. The worst case scenario is we would get half the money next year and the rest the next year. We are hoping to get an endowment to cover the operation of the facility. It will be located by the airport next to ALF. There is space for 3 more buildings which would hold 12,000,000 volumes.

Barbara asked about delivery of the items. Judy said items would probably be pulled twice a day. We would test using the DLLI (Florida Distance Learning Library Initiative) system for delivery. We will need overnight service for some material. Digitizing will be an option. We also want unmediated borrowing; we don't want it to be ILL. All institutions will need to have a standard loan period

for items in the storage facility. When something circulates, we will look at digitizing the document. We are looking at a plan for high volume digitizing.

Jan asked what the non-SUS selectives want.

Rich asked if the storage facility will act as a 12<sup>th</sup> institution.

Judy said there are 2 or 3 possible scenarios. Outside SUL's will be able to use the Union Catalog.

Judy said OCLC holdings should be a minimal requirement for documents.

Judy then went over the recommendations for the storage facility.

Jan asked the committee if they would put things in the storage facility. Rich said he would not put things in the storage facility. His collection meets his patrons' needs. Sherry Mosley said she will probably put a minimal amount in the storage facility.

Next, Item # 9 from the recommendations was discussed. It was suggested using the GPO records created from the digital shelf list project which would be minimal records. It is hoped the records could be enhanced.

Judy said the storage facility can be part of the state plan. Documents people can think about use, etc.

Tom felt that Broward would get the most use out of older items being cataloged.

Cindy Etkin talked about 4 libraries in Ohio who are creating a collective collection. It will be a kind of mini regional. GPO is allowing ownership to transfer to the collective collection.

Cindy Etkin said Indiana identified documents they want multiple copies of. They are also making notes in the bibliographic record about the condition of the book. They will include notes such as "looking for copy in better condition". The condition is in a note field.

The new storage facility will be inventoried and it will be secure. Rich pointed out that he may find a record in the catalog but the book may not be on the shelf. This would not happen in the new storage facility.

## **Regional Services – Chapter 12**

Jan asked, "What can we do for you"?

Training is important. Jan is concerned about web presence. It was suggested that on-line tutorials would be useful.

Does anyone use FEFDL? Rich and Marcia do. What would be helpful in FEFDL? What would be good to add? What would be good to lose?

It would be helpful to have announcements of new staff. Jan gets a message from GPO when there is a new staff person. It was suggested Jan match the new staff member with a mentor when she e-mails them to welcome them.

Update our directory.

Coordinating special collections on the “new” webpage everyone wants.

We could feature a different depository library from time to time.

Cindy Etkin talked about the new calendar on FDLP. The links in FDLP have encouraged more sharing among libraries.

Collection strengths were on the biennial survey. Are the biennial surveys available to us?

Also, it was suggested to have a “Dear Jan” or “Ask Jan”.

A blog was also mentioned as a possible tool.

We could include an obscure Florida question of the week.

Jan thought we should review the disposition guidelines to make them clearer. Jan asked for any suggestions.

Judy asked how people view superseded materials. It is a huge issue on Regional-L right now. Jan stated that UF keeps everything. It will be up for discussion at the fall DLC.

Marcia asked if microprint and floppies will be accepted at the new storage facility. Judy answered that no decision has been made yet.

Elizabeth asked what happened to the two legacy collections. Judy answered at this point no further work has been done since the initial discussion.

**Assignments:**

Public Services: Elizabeth Barron, Sherry Mosley, and Cheryl McCoy  
Collections: Marcia Gorin and Barbara Costello  
Staffing: Tom Fischlschweiger and Rich Gause  
Storage/Tech Services: Jimmie Lundgren, Jan Swanbeck and Judy Russell  
Regional Services: Jan Swanbeck

**Timeline:**

December 15: Draft sections are due

Through February: Comments

March/April: Finalize draft

There will be a meeting at the DLC meeting in Tampa to present the final draft.

Cindy then showed the FDsys (Federal Digital System). It will be available later this year or early next year.