

**Minutes of the Spring Meeting for the
Kentucky Library Association's Government Documents Round Table
Young Library, University of Kentucky, Lexington, KY
Friday, May 14, 1999**

Participants

Gary Austin, Houston Barnes, Vicki Baggott, Lee Caruthers, JoAnn Collins, Julie Gilmore, Eileen Haddix, Tom Houlihan, Sallie M. Howard, Roxanna Jones, Connie Klimke, Kevin Kretschmer, Sandra McAninch, Cecil Madison, Bruce W. Miracle, Matt Onion, Cindy Jasper-Parisey, Bill Richardson, Carrie Stephenson, Phillip Tajeu, Maria Terrell, Dee Wood, and Philip Yannarella.

PROGRAM

Welcome and Background Information

Sandra McAninch, regional depository librarian and chair of KLA/GODORT, began the meeting at 9:40 a.m. with a welcome. Earlier she had taken some of the members on a tour of the Young Library. Participants then introduced themselves.

Ms. McAninch announced that the revision of the State Plan for Kentucky Federal Depository Libraries can be accessed on the regional's web page. The plan is designed to promote the use of federal government information and cooperation among the state's federal depositories. The U.S. Government Printing Office (GPO) requires such a plan for each state.

She then explained that the regional depository had space issues and a lack of staff so she welcomed volunteers to help house and service parts of the collection. The Kentucky Department of Libraries and Archive (KDLA) and Western Kentucky University will copy microfiche to microfiche. Northern Kentucky University has the shipping lists for microfiche from 1973 to date while the University of Kentucky (UK) has the lists for paper shipments from 1950 to present.

Ms. McAninch reported that Young Library passed its inspection. She is awaiting her administration's response to increasing staff before she makes changes to the exchange list process. The possibility of a state depository council may help. The Kentucky Commonwealth Virtual Library (KCVL) may also impact the depositories.

Exchange List Exercise

Ms. McAninch then distributed an exercise in finding exchange list items in Young Library. Most participants located one item in Young Library, one item that would be found in King Library, and encountered one item that could not be found at all.

Report of State Publications Librarian on the KCVL

Bill Richardson, co-chair of the Government Information Access Subcommittee of the KCVL, represented Ling-yuh (Miko) Pattie, director. The KCVL will have its groundbreaking at

Marriott East in Louisville May 17-18. It will begin with an online course demonstration. Mr. Richardson reported that Eric Weig is working on state and federal links accessible by broad topics such as agriculture or economic development. After a consultant is hired, there will be links to the State Data Center as well.

Outcomes-based Revision of the State Plan

Matt Onion, chair of the revision committee, reported the committee felt that the plan needed to change more than words in combining new and old content. The committee recommended a change in format and planning style after considering the Federal Depository Library Manual and its 1996 guidelines, plans from other states, and articles in the Journal of Government Information. Mr. Onion then discussed and compared different planning models, ending with outcomes-based planning. He then divided participants into five groups based on areas of emphasis in Kentucky's plan. Financial responsibility was not considered.

After the participants identified goals, they broke for lunch from 11:45 a.m. to 12:45 p.m. When the meeting reconvened, each group presented its three goals then refined them into outcomes with attendant assessment measurements. These were then reported to all assembled.

Collection Development

The collection development group identified these goals:

- 1) Acquire federal publications in multiple formats.
- 2) Maintain collections of those publications that meet the needs of the depository's clientele and serve clients within the Congressional district and the depository's primary service area.
- 3) Select and acquire pertinent finding aids to the depository's collections.

Reworded the goals were:

- 1) Acquire and maintain multi-formatted federal publications in publicly accessible collections.
- 2) Increase the public's access to these collections through supplementary purchases of related finding aids and display equipment.

The group next worked on outcomes and possible assessment measures. The first outcome was that users of government documents should be able to identify and locate relevant publications quickly and efficiently. Assessment measures included counting the number of assistance-type questions and directional questions, tallying the numbers and comparing them over a given period along with tallying document circulation statistics.

The second outcome was documents users will increase their usage of the depository collection by a certain percentage each semester/year. Assessment measures would include counting the number of documents reference requests over a given period, the number of documents left on tables, and those on sorting shelves.

Bibliographic Access and Control

The second group focused on bibliographic access and control. The first goal was to develop an electronic union catalog of Kentucky federal depository library holdings. The first outcome would be the ability of document users to locate and access government publications from throughout the Kentucky depository library community. The second outcome would be the ability of document users to access newly cataloged government documents soon after their acquisition by the depository. Possible measures for verifying these outcomes would be the online circulation/browsing statistics and the date checking of in-process holdings.

This group's second goal was to develop training materials for new depository staff with emphases on the proficient use of Federal Government web resources.

Service

The third group looked at service. Its number one goal was to update depository library systems hardware and software on a systematic basic with two objectives:

- 1) update staff training modules to accommodate system upgrades, and
- 2) train staff in use of newly accessible electronic information sources made available by the system upgrades.

The first outcome would be that document users would be satisfied with the currency of online depository collections and services. The assessment would come from a user's survey where document users would indicate their satisfaction with the level of skill in mediated searches provided by the depository library staff. The second outcome would be compliance with FDLP's "Recommendations & Specifications For Public Access Work Stations in FDLs." Assessment would come from an annual review and inventory of the depository library's computer resources.

The group's second goal was to provide immediate access to the latest electronic government publications, databases, and other online resources.

Public Relations

The fourth group looked at public relations. Its first goal was to identify the needs of FDL user groups and then develop service plans tailored to each group. The second goal would employ various public relations' practices and communication techniques that are pertinent to a particular user group. The group's third goal would involve training FDL staff in developing and applying public relations' skills as prescribed in the GPO manual.

The outcome would be that depository libraries' training and publicity initiatives would become more cooperative in nature within each service and a Congressional district. The assessment would come with a survey on which users would cite depository library publicity as their primary source of information about FDL services, as well as their use of FDL services and collections.

Depository Library Relationships and Cooperation

The last group considered depository library relationships and cooperation. Its first goal was to provide FDL services and collections to all document users, regardless of their home district. The outcome would see the use of depository collections and services increasing for Kentucky FDLs at an average percent per annum. The assessment would come with a reference survey where users indicate the expectation of at least one return visit to the depository library.

The group's second goal was to orient groups of users to new document resources by means of classroom demonstrations. Its third goal was to provide access to and funding for professional development of Kentucky FDL staff members.

BUSINESS MEETING

Minutes, Reports, and Announcements

Ms. McAninch began the meeting at 2:10 p.m. The members approved the previously distributed minutes of the Fall Business Meeting held October 23, 1998. Carrie Stephenson, secretary-treasurer, reported membership of 29 and an account balance of \$399.78. This day's expenses have not been deducted.

Ms. McAninch announced that Vickey Baggott and Ms. Stephenson would do a presentation at KLA the morning of October 15. The conference will be held at the Galt House in Louisville.

Report of Regional Depository Librarian

Ms. McAninch announced that the semi-official reports of Tom Oertel, GPO inspector, showed all nine libraries inspected had improved although a few have their status in question. Cumberland College and Kentucky Wesleyan will be inspected later in 1999. She congratulated those libraries not needing an inspection.

She also reported using the members' self-studies at the Spring Depository Library Council/ Federal Depository Conference April 12-15. The Fall Depository Library Council Meeting will be held October 18-21 in Kansas City and Spring Council Meeting in 2000 will be April 10-12 in Newport, Rhode Island. As the Depository Library Council requested, the conference in the Washington, D.C. area will expand and move to the Fall in 2000. Ms. McAninch encouraged members to attend these conferences because they are becoming more valuable as more documents go online and changes in technology accelerate. She passed out a conference handout on how to use Microsoft Access for a shelf list. She and Dee Wood have other handouts, which should be printed in GPO's Administrative Notes.

With the issues of a new building and less staff, Ms. McAninch indicated a state depository library council would help, especially with exchange lists.

She then reported that Roxanna Jones was monitoring the GOVDOC-L discussion list for her. She assumed all members were also subscribed to it so had not posted its information to the

state discussion lists. Lee Caruthers recommended that urgent matters on GOVDOC-L be posted to KYSELECT anyway. Ms. Baggott suggested investigating the Usenet version of GOVDOC-L. She agreed that important information from GOVDOC-L be posted to KYSELECT and also to the LTD, KLA/GODORT's discussion list. The consensus agreed with this proposal.

Other Business

After a half-hour refreshment break, the participants reconvened and approved a nominating committee consisting of JoAnn Collins, Connie Klimke, and Ms. Stephenson. Several have volunteered to run for offices so we may have three names for each position on the Fall ballot. The group then applauded Ms. McAninch for her excellent work as chair and regional depository library. She expressed her thanks to all for their support of the round table, and encouraged members to make documents visible in the new integrated, electronic library environment. The meeting adjourned at 3:10 p.m. after which Ms. Jones took members on a tour of the Young Library.

Respectfully submitted by Carrie Stephenson, Secretary/Treasurer, KLA/GODORT