

GODORT Publications Committee  
Midwinter Conference Meeting  
Friday, January 9, 1998, 2:00 - 5:30 p.m.  
New Orleans Convention Center

Marcia Meister, presiding and reporting.

Members present: Andrea Sevetson, Edward Swanson, Barbara Ceizler Silver, Beth Estes, Anthony Anderson, Steven Patrick

Attending: Lisa Beinhoff, Ann Miller, Jill Moriearty, Mary Milnwy

Announcements:

M. Meister announced that she had received an email from an editor at Bernan. Jack Carey, Advertising and Promotions Manager from Bernan Associates, has written to say that Bernan would like to bid on forthcoming GODORT books that we would like published under a similar arrangement to the current CIS arrangement. He was informed that ALA has a first right of refusal to publish any GODORT publications, and, although we currently have no proposed projects, we would keep this offer in mind for any future publications.

M. Meister reported that the letter of apology to advertisers in the late 1996 issues was drafted and sent by Ann Miller (former Publications Committee Chair). The advertisers were given a 10% discount for ads in the late issues. Judy Horn, Treasurer, billed the advertisers for 1996 ads as the Advertising Manager position has been vacant since last summer. She was acknowledged and thanked for her work pulling together the advertising information.

DttP Report and update:

A Distribution Manager was appointed following the Annual Conference in San Francisco. Lisa Beinhoff, Emporia State University ([beinhofl@esumail.emporia.edu](mailto:beinhofl@esumail.emporia.edu)) accepted this position. She has been responding to claims for previous DttP issues.

Advertising Manager was advertised and an application was reviewed at this meeting. The Committee approved a joint appointment of Jill Moriearty and John Shuler as Advertising Managers for a term of two years. They will begin following this conference. The position has been vacant since last summer.

DttP update:

Editor Edward Swanson announced the following schedule for DttP issues not yet published:  
December, 1996: (the last issue by former editor Jim Walsh) at the printer now  
June, 1997: printed and available at ALA annual. Distribution problem.  
September, 1997: delayed by production problems, at the printer right now  
December, 1997: almost finished, scheduled to be at the printer very soon  
March, 1997: back on schedule

The Committee discussed late issues and will recommend to Steering Committee that we will not charge advertisers for ads scheduled to appear in the December, 1996 DttP since the issue is more than 1 year late. The September, 1997 issue is also late and now should be billed at the 10% discount and this recommendation will also be brought to the Steering Committee.

A. Sevetson, in her capacity as Web manager, suggested making links from the web page to ads currently appearing in issues of DttP. Committee members and DttP staff liked this idea and felt that it might help provide additional access to advertisers who have been very patient with our publication problems.

The Committee discussed various production and distribution problems regarding DttP with editor Edward Swanson. It was decided to review printing and distributing options which would be more efficient, for example, price quotations for printing at ALA and at commercial printers in the Chicago area have been solicited and are being reviewed. ALA Publishing has presented an attractive plan for printing, distribution and mailing from ALA headquarters and additional estimates for printing and distribution have been received for comparisons. The many business aspects of producing DttP might be handled by increasing DttP staff positions to include a business manager who might focus on details other than editing.

It was proposed that a working group of Publications Committee members and DttP staff will work on a DttP business plan. Members of the working group are: Edward Swanson, Lisa Beinhoff, John Shuler, Jill Moriearty, Beth Estes, Marcia Meister. The group will explore business problems, including the possible need for a DttP Business Manager, printing and distribution cost estimates, content, and future direction of the publication. Their report should be completed by Annual conference.

#### GODORT/CIS Publications:

Two publications, Guide to Official Publications of Foreign Countries, second edition, and Guide to Country Information in International Government Organization Publications, have been published by CIS. Complimentary copies of both volumes have been offered to representative libraries in underdeveloped countries using a list prepared by Marian Shabaan (editor of the International Government guide). CIS is handling distribution and mailing. GODORT royalties support distribution to the foreign countries.

#### Notable Documents:

Barbara Ceizler Silver is the new editor of the List of Notable Documents, scheduled to be published in a spring issue of Library Journal. Work is currently under way on selecting and judging the documents for inclusion in the list.

#### Website Administrator:

A draft position description was reviewed and suggestions were made for revisions. The position description and advertisement will appear on GOVDOC-L and on the Web pages and a formal appointment should be made following the annual conference.

#### Publications Committee Web Pages:

New Information added to the web page include links to the following:  
Notable Documents nomination forms, including an electronic form version, DttP editor and staff, DttP Advertising Rates are included in the PPM.

#### New Business:

The committee discussed a possible increase in DttP subscription rates. A \$5.00 increase in subscription costs (to \$25.) would increase revenues by \$1850. according to estimates provided by J. Horn, Treasurer. An increase of \$10. for international subscriptions was also proposed. The Committee agreed to raise subscription rates to this amount and the Chair will present this recommendation to the Steering Committee.

The Committee briefly discussed a GODORT dues increase. No significant problems with the idea of a modest increase were reported.

ASCLA merger was briefly discussed with both pros and cons mentioned.

Meeting adjourned at 5:45.

Publications Committee, June 27, 1997 Ann Miller, Presiding and Recording ALA Annual Conference June 27, 1997 San Francisco Hilton, Union Square #22 3 - 5:30 pm Ann Miller called the meeting to order at 3pm. The committee approved the agenda and the minutes of the ALA Midwinter meeting. Notable Documents Panel Ann presented the proposed list of the Notable Documents Panel to the committee. Edward asked for clarification on the terms of office. It was determined that the Policy and Procedures Manual doesn't specify terms of office for members of the panel. After some discussion the committee determined that previously a recommendation had been made for Notable Documents Panel members serve 3 years plus the option of extending for one additional year. In order to preserve rotating membership the committee amended the earlier recommendation to propose a two year term of office with the possibility of one two year reappointment. Current members of the panel appointed in 1995 will be asked to serve a single three year term so that the rotation may begin. Ann will submit the proposal for the Policies and Procedures Manual at the second Steering Committee meeting. The committee then approved the membership of the current Notable Documents Panel. Documents to the People The committee discussed how to reimburse vendors for advertising in the September and December 1996 Documents to the People. Maurie Kelly, the Advertising Manager, has indicated that she has not billed vendors for advertising for these months. She suggested a 10% cut in the rate offered to each advertiser. The committee approved the action, pending approval from the Steering Committee. Approval is required as the additional discount effects the GODORT budget as a whole. In addition, the committee will draft a letter of apology to advertisers for the delay in publication. Edward noted that advertising rates for Documents to the People had not been reviewed in some time and requested that a discussion of the rates be put on the committee agenda for Midwinter in New Orleans. The committee discussed the Distribution Manager position. Ann noted that the applications she had received seemed to be from individuals seeking a salaried position. She has received no response from a letter explaining the situation and requesting a confirmation of continuing interest. Lisa Beinhoff, attending the meeting, noted that she was interested in the position. After discussion the committee requested that she submit a letter of application and vita to Ann. The committee also discussed the vacant columnist positions at DttP. Andrea Morrison, also attending, expressed an interest in the cataloging column. Edward will discuss the position with her further. ASCLA merger The committee discussed the proposed ASCLA merger. Members of the committee expressed concern for what might happen to long standing relationships with publishers, the ability of GODORT members to propose publications and have them accepted, the effect of ALAs right of first refusal, and whether increased competition with other sections in ASCLA would effect GODORT publications. At the same time it was noted that merging with a division would provide ALA support for publications including DttP. ALA/GODORT Guide to Official Publications of Foreign Countries Andrea Morrison, a contributor, noted that there had been some difficulties with

CIS proposed advertising copy for the new publication. The authors objected the wording proposed and noted that the same concern had been expressed during the publishing of the first edition. After email and personal discussion the copy has been amended to the satisfaction of both parties. Andrea requested that the committee address providing complimentary copies of the publication to developing nations. Several developing countries which provided assistance have requested copies. The committee discussed what had been done with the previous edition. Mike Macaffrey-Noviss, also attending, will provide a list from International Documents Task Force of developing nations. The committee will explore the mechanics of providing copies and who will bear which costs. Future of Documents to the People Edward requested that committee members be thinking of what they would like to see Documents to the People become. The committee briefly discussed various directions. In general, there was agreement that DttP should provide more practical documents information and provide an avenue for GODORT members to publish. It was suggested contributions from members be cultivated via postings on GOVDOC-L and other methods. The meeting adjourned at 5:00pm.