American Library Association  
Government Documents Round Table  

Government Information Technology Committee  
(GITCO)  

Minutes  
GODORT GITCO Meeting  
ALA Annual, Washington DC  
Washington Hilton and Towers, State Room  
Sunday, June 28, 1998  
The meeting was called to order at 2:00pm by the chair, Barbara Levergood. The meeting was recorded by Chuck Eckman.  
1. Members of the committee and visitors were welcomed and introduced. Barbara Levergood provided an introduction to the functions and current work agenda of the committee. Barbara also thanked the "Friends of GITCO", individuals who are working on GITCO-related projects but not officially designa members. She asked others in attendance to consider becoming a Friend of GITCO or volunteering to serve as an official GITCO member. 
2. Minutes from the Midwinter meeting in New Orleans were approved as written. 
3. Announcements:  
*GITCO member Beth Baur is continuing to improve following surgery.  
*The current meeting schedule places GITCO in conflict with the Cataloging and Education Committees. This causes a problem for members with overlapping interests and the Committee chairs are looking at ways to solve the problem. 
4. Reports from Task Force Representatives. Dan Blazek (IDTF), Mary Mallory for Beth Baur (SDLTF) a Barbara Levergood (FDTF) summarized key topics at the Task Force meetings. 
5. CIC Technical Documentation Project. Grace York distributed handouts describing the CIC project which is focussed on identifying existing online technical documentation related to US government CD-ROMs, particularly those containing statistical information and to identify documentation that ne to be created online. The project should complement GITCO's existing CD-ROM Documentation Project. 
6. GITCO Web Site and Listserv Update. Doralyn Edwards reported that the GITCO web site and listser have been successfully transferred from their former site managed by Cynthia Jahns to their current site and report any problems to Doralyn. GITCO thanks Cynthia Jahns for maintaining the listserv and web site and Doralyn for taking over responsibility for their maintenance. 
7. Web Page Template Update. Mary Mallory and Cathy Hartman reported on the web page template http://www.library.unt.edu/gpo/template/index.html. The template is proving to be quite successful. GPO has been recommending it to depository libraries. There have been over 1500 user sessions between November 1997 and May 1998. The feedback from librarians who have taken the template and adapted tc their own local needs has been very positive. A collection of messages reflecting user feedback se by e-mail was distributed to the committee. Mary Mallory and Cathy Hartman will be promoting the template on GOVDOC-L in the coming months. 
8. Reciprocal Links of Depository and Congressional Delegation Web Pages. Mary Mallory described the background of the project and recent developments. A letter promoting the concept will be sent to Congressional offices shortly indicating that they can either link to the GPO list of depository libraries on GPO Access or directly link to their local depository’s web page. 
9. CD-ROM Standards. Barbara Levergood and Brian Rossman reported that the draft letter to the National Commission on Libraries and Information Science offering a set of initial recommendations regarding CD-ROM standards and indicating GODORT’s eagerness to participate in the study is ready tc sent. 
10. CD-ROM Documentation Project.  
*Workgroup 5 (Recommended Guidelines for Content.). Doralyn Edwards and Barbara Levergood reviewed proposed content guidelines document. A suggestion was made that the site provide a link to inform about depository libraries and how to locate the nearest depository for further assistance. Another
suggestion is that "file format" not be simply a pointer to the MoCat/GILS record, but that it be internal to the CD-ROM Doc database and thus searchable. 
ACTION ITEM:  Doralyn Edwards and Barbara Levergood will revise and add the following items to be included: subject headings; accession numbers; accession dates; permission to network; etc.

*Workgroup 6 (Style Guidelines for Records Input and Output.)  Annette Curtis-Carroll and Esther Crawford presented a set of style guidelines for records including mandatory and optional elements a samples of input and output based on those records. Discussion in the Committee focused on the need for subject headings (hopefully drawn on an automated basis from the GPO Monthly Catalog record), making the SuDoc field optional (in the case of CD-ROMs from commercial or non-Federal sources), and the desirability of tab-delimited output options for libraries 
ACTION ITEM: Annette Curtis-Carroll, Esther Crawford, Megan Dreger will revise the Style Guidelines reflecting these new concerns and create a list of "database maintenance issues".

*Workgroup 7 (Soliciting a Host Site for the Service).  Mary Mallory presented a working draft developed jointly with Beth Baur, including a general description of the CD-ROM Documentation Project the host's technical capabilities, administrative/institutional issues, professional commitment, and proposal for the evaluation of applications. 
ACTION ITEMS:  Mary Mallory will post the draft to the GITCO list for further comment. A copy of t GPO Partnership Agreement template will be used as a model for the memorandum of understanding requi by the CD-ROM Documentation Project between the host institution and GPO and GITCO. Annette Curtis-Carroll and Cathy Hartman will assist. 

*Workgroup 2 (Existing Documentation on the Web).  The committee reviewed the need to update the lis created by Larry Schankman and William Spivey before Midwinter and agreed that it should be reviewed and updated. 
ACTION ITEM: Stephen Woods will contact Larry Schankman and William Spivey to determine what they ha done since Midwinter. If necessary, he will work with Larry and/or William to update the list. 

*Workgroup 4 (Database Issues).  
ACTION ITEM: Barbara Levergood and Doralyn Edwards will review the document presented at Midwinter i light of concerns expressed at today's meeting. 

*Workgroup 9 (Advertise the Concept and Mockup of CD-ROM Doc).  
ACTION ITEM: Megan Dreger, Esther Crawford and Annette Curtis-Carroll will proceed to advertise the concept and mockup of the Project when Workgroup 6 is complete. 

*Workgroup 10 (Solicit a Host).  
ACTION ITEM: Mary Mallory will continue with this as soon as Workgroup 7 is complete. 

*Workgroups 11, 12 and 13.  The Committee agreed to postpone discussion of the three additional workgroups proposed by Barbara Levergood in the document "GITCO CD-ROM Documentation Project: Summary of Accomplishments and Planning our Next Steps" (June 28, 1998) until the Project is further along. 

*Volunteers for CD-ROM Doc.  Barbara Levergood asked for additional volunteers for the Project, assuming it progresses quickly as planned. She will check with Cynthia Jahns to see whether she wis to continue to volunteer. 

11.  CD-ROM Application Conflicts with Windows 95 and Windows NT.  
GITCO discussed messages posted to GOVDOC-L reflecting conflicts between CD-ROM applications and current operating systems.  The group agreed that a list of known conflicts based on expert knowled within the group would be useful, both as a source of information to librarians in the field and potentially for use in updating the CD-ROM Doc database fields.  The discussion also raised the ne for a listserv oriented toward technical questions related to CD-ROM installation. 
ACTION ITEM: Michael Smith will use the CDROM-DOC listserv to solicit lists of known conflicts betw CD-ROMs and Windows 3.x, Windows 95, Windows NT, and Windows 98. The list will then be posted to GOVDOC-L soliciting additional information on known conflicts. Michael will keep track of those who have submitted conflict information.  

11. ASCLA Merger.  The Committee reviewed the potential impact of the proposed ASCLA merger on GITCC Concern was expressed that it might be difficult to maintain the level of interest and input of the current membership focused on government information technology issues in a larger organization focu on a variety of different information issues.