Chapter 24: Publications Committee

I. Purpose

The Publications Committee shall have responsibility for:

- Coordinating the dissemination of information in *DttP* or other publications or through correspondence to member affiliates;
- Publishing from time to time appropriate bibliographic or other special publications by and for the benefit of document librarians and others;
- Compiling information on publication options and procedures, reviewing to approve proposals or submitted texts of items to be published, distributed, or endorsed by GODORT and making recommendations on publishing to the GODORT Steering Committee
- Maintaining a Notable Documents Panel responsible for the compilation and publication of an annual list of significant government documents;
- Recommending and submitting for endorsement to the GODORT Steering Committee the Notable Documents Panel Chair.
- Functioning as publisher of *DttP*; recommending and submitting for endorsement to the GODORT Steering Committee the *DttP* editor, and endorsing the members of the *DttP* Editorial Board upon the recommendation of the *DttP* editor.

II. Organization

In accordance with the GODORT *Bylaws (Article IV, Section 1)*, all appointments begin at the start of new business at the Steering Committee meeting of the annual conference.

The Publications Committee is composed of nine members:

A. Chair

The Chair of the Committee is elected by the GODORT membership to serve a three-year term: One year as Assistant Chair/Chair-Elect, followed by one year as Chair, then one year as Immediate Past Chair.

B. Assistant Chair/Chair-Elect

The Assistant Chair of the Committee is elected annually by the GODORT membership to serve a three-year term, rotating through the positions of Assistant Chair/Chair-Elect, then Chair, then Immediate Past Chair.

C. Immediate Past Chair

The Immediate Past Chair is the third year of a three-year elected term.

D. GODORT Treasurer

E. Editor of *DttP* (non-voting)

F. Website Administrator (non-voting)

G. Chair of the Notable Documents Panel

H. Two at-large members, appointed to staggered two-year terms.

III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair
   1. Is required to have an active ALA Connect account for Steering communication.
   2. Have activity updates posted to committee and GODORT membership following the Steering communication schedule (*PPM, Chapter 3).*
   3. Prior to Annual Conference: Have the agenda for committee meeting posted to the website by the Technology Committee.
   4. At conference: Submits committee's minutes in format as described in *PPM Chapter 1: Conferences (Article III. Section D)* to the GODORT Secretary by the evening before the GODORT membership Meeting. If this deadline is missed, Committee Chair is responsible for making print copies (50) to bring to GODORT Membership Meeting.

B. Secretary
   While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.
   1. Secretary takes the minutes of the meeting as described in *PPM Chapter 1: Conference, Article III, Section D.*
   2. Secretary submits the draft minutes to the committee Chair at the end of the committee's meeting.

B. Interns
   ALA allows interns to be appointed as one-year, non-voting member of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication

A. According to the GODORT *Bylaws (Article V, Section 2),* this committee will meet as necessary.

B. It is recommended that all committee members use ALA Connect for GODORT business.

C. All committee information to be shared with GODORT members should be submitted to the Technology Committee for inclusion on the GODORT website.

V. Activities and Projects

A. *DttP: Documents to the People*

DttP, issued since 1972, is GODORT's quarterly journal. The purpose of *DttP* is to disseminate information of interest to librarians who provide and promote access to government information and who manage government documents collections. It examines recent developments in document librarianship, including news and reports on international, federal, state, and local government publications. The scope of the journal includes government information in all formats as well as issues related to providing reference services and developing collections for libraries of all sizes and types.

1. Management

The editor is appointed for 3 years and is given an annual stipend of $750. Future editors are free to create their own models; below is the model that the journal has followed since 2003, issue 3.

Model: Team Management. This model is comprised of a lead editor, advertising editor, reviews editor, contributions editor(s), and general editor(s), who make up the Editorial Board.

The *lead editor* establishes and manages deadlines, corresponds with authors and potential authors, collects copyright forms, and works with all members of the editorial team on *DttP* content and publication management. The lead editor also manages the business relationship with ALA (subscriptions and distribution, tracking payment of advertising and subscriptions through ALA, publication layout, publication schedule etc.) and the GODORT Treasurer to ensure proper routing of payments. The lead editor is on the GODORT Publications Committee as a non-voting member.

The *advertising editor* manages all aspects of advertising for *DttP* including soliciting advertisements, proposing advertising rates, relaying camera-ready copy to the publisher, preparing invoices and processing payments.

The *reviews editor* receives and solicits material for review in *DttP*. The reviews editor also works with reviewers and relays reviews to the lead editor for publication.

The *contributions editor* develops ideas for publication and may also receive and forward unsolicited materials to the lead editor for review.

The *general editors* review and edit materials received for publication. They work with authors and columnists to ensure that materials are publishable and meet the journal style sheet standard.

2. Other practices and policies:
    a. The costs of publishing *DttP* will be defrayed by a mix of advertising revenue, subscription revenue, and membership dues.

    b. Each calendar year will begin a new *DttP* volume number.

    c. *DttP* retains first consideration rights to publish papers presented at GODORT programs and to publications generated by the committees and task forces, including white papers and reports.

B. **Publications submitted to be published, distributed, or endorsed by GODORT**
    1. Responsibilities
        The Publications Committee approves any bibliographic or other special publications produced by the Task Forces, Committees, or other GODORT units or individual GODORT members for the benefit of government information librarians and others or who wish to publish such materials through ALA or GODORT, or under the name of ALA/GODORT, or any unit within GODORT. GODORT Committees and Task Forces may publish/distribute their work as follows:

        ● By GODORT as a stand-alone publication under the name ALA/GODORT or any unit within GODORT. For example, "GODORT Recollections 20 Years" (prepared for the GODORT 20th Anniversary Celebration June 27, 1992). Such publications will frequently require funding for distribution and reproduction or for other expenses that must be approved by Publications Committee and by the Steering Committee.

        ● Under the auspices of ALA/GODORT or any unit within GODORT. For example, a questionnaire or survey. To avoid redundancy and resolve questions regarding content, distribution method, and expense, any questionnaire should be submitted for review by the Publications Committee and by GODORT's ALA Staff Liaison prior to distribution.

        ● In *DttP*. GODORT Committees and Task Forces are encouraged to submit their products to *DttP*, which are subject to guidelines established by the *DttP* Editor and editorial board. The *DttP* Editor has first consideration rights to publish papers presented at GODORT programs and publications generated by the Committees and Task Forces.

        ● ALA Editions will consider a manuscript for publication, but also offers editorial opinions and services that can aid in the development of manuscripts.

- By other library publishers when ALA/GODORT or any unit of GODORT is listed as the corporate author, co-publisher, or sponsor. For example the *Directory of Government Document Collections and Librarians* (8th edition). Typically these arrangements assign some percentage of royalties to ALA/GODORT (in exchange for the use of the ALA/GODORT name as corporate author, co-publisher or sponsor). The publisher contract is typically between the GODORT author and the publisher.

2. Royalty advances
   GODORT authors may receive an advance against royalties as specified in the publisher's contract with the approval of the GODORT Steering Committee. The author shall send the Treasurer acknowledgement of the receipt and amount of a publisher's advance against royalties at the time of payment. The author will send an itemized accounting of expenses by August 15 and a refund of any unexpended funds when the author's role in the project is completed. This refund of unexpended funds is sent to the Treasurer who will send to GODORT's ALA Staff Liaison for deposit in GODORT account. The Treasurer will send the author an acknowledgement of receipt of such funds.

3. General Policies
   There are many ramifications to these guidelines and to the policies of ALA. The Publications Committee is prepared to serve as an information resource and as an intermediary in negotiations with ALA Editions and any other publisher. The Publications Committee should be consulted before any negotiations with a publisher begin. The process of getting something into print requires a good deal of negotiation, a lot of patience, and a large amount of time.

   The Publications Committee can assist GODORT units with advice and recommendations for planning a publication and in selecting an appropriate publisher. General guidelines apply for selecting a publisher/distributor:

   a. GODORT units are encouraged to submit their materials to *DttP* for first consideration and are subject to the guidelines established by the *DttP* editor and editorial board.

   b. Proposed publications that may generate revenue for GODORT should be submitted first to ALA Editions for consideration. Once ALA Editions has exercised its "right first option," regardless of whether or not it chooses to accept the matter for publication, the Publications Committee, with suggestions from the appropriate GODORT unit and the Steering Committee, may investigate other avenues of publication. It is the responsibility of the individual authors to be sure that the ALA Publications Office makes their decision with deliberate speed.

   c. An offer to publish from ALA does not have to be accepted. After ALA Editions makes it decision, and extends a contract offer, or not, individual authors and editors in GODORT, or units of GODORT, may choose to offer their work to a

commercial publisher and still have their work published under the name of ALA/GODORT, as long as they have the approval of the GODORT Publications Committee.

Authors or units within GODORT must submit a written proposal and receive approval from the Publications Committee for a publication.

4. Guidelines for GODORT Authors and Units
Any publication which is published by a task force, committee or other GODORT unit to be published through ALA, GODORT, or under the name ALA/GODORT or which may require funds for publication/distribution must be submitted for approval by the Publications Committee and the GODORT Steering Committee. The Publications Committee carries any funding requests to the Steering Committee once it has given its approval to a project. This requires additional time and should be considered in the publications timetable for publication.

The process for a publication typically includes several stages: project proposal; review and recommendations by the Publication Committee; and production (if being produced by ALA/GODORT).

The process for submitting a publication is:

a. Project Proposal Submitted to Publications Committee
Authors should supply to the GODORT Publications Committee Chair, at least three (3) months in advance of the intended publication or distribution date, a project memorandum and any accompanying materials such as the proposed text (if appropriate), texts(s) of cover letters, transmittal documents, etc.

The project memorandum must address the following questions:
i.   Where is the text to be published? (may be included for review by Publications Committee)
ii.   How will it be distributed?
iii. Who is the intended audience?
iv.   Is the submitted text the entire publication, or is it part of a larger document? Please explain fully.
v.   Is the submitted text a draft, a camera-ready copy, or in some other form?
vi.   Is there a deadline by which Publication Committee approval is needed?
vii. Will you be requesting funding for your project? What will be the cost? Are there alternatives available for publishing? What number of copies is expected? What is the projected distribution, and revenues?
viii. Description of final product including size, paper stock, quality and color of paper, ink color, graphics, type fonts, method of production, (i.e., printing, photocopy), etc. Please attach a sample copy of the publication in an exact mock-up, if possible.
ix.   Names, addresses, fax and telephone numbers and email addresses of editors or other persons responsible for final decisions.

b. Publications Committee Review Report
Upon receipt of this information, the Chair of the Publications Committee will forward the material to the voting members of the Publications Committee for review. Committee members will study all material submitted for publication under the auspices of ALA/GODORT (except those submitted directly to *DttP*) and generate a review report that will include, but not be limited to, purpose, format, contents, style of presentation and graphics. The goal is to assure a consistent level of quality in publications issued by ALA/GODORT by using a single group to consider all proposed publications.

The Committee Chair may request further information or clarification on any subject pertinent to the proposed publication and will communicate this information to Committee members.

The Chair compiles and evaluates all responses and develops the Committee's final recommendation and communicates that decision to those responsible for the proposed publication.

Note: Approval by the Publications Committee is necessary for all publications which carry the following organizational names: ALA, American Library Association, GODORT, Government Documents Round Table, or any of the task forces, committees, or subcommittees of GODORT. Publication is not precluded if the Committee does not approve; however, none of the above names may appear on the publication without that approval.

PLEASE ALLOW ADEQUATE TIME IN PLANNING FOR A PUBLICATION. In most cases, the proposal approval and recommendation stage can be lengthy and take longer than anticipated. The length of the publication, its complexity, and its scope can affect how much time the publication process can take.

C. **Information available for publishing through ALA:**
See – Guidelines for Authors:
http://www.ala.org/tools/author-guidelines

D. **Notable Documents**
1. Panel and List
The Notable Documents Panel consists of the chair of the Panel, a federal selector and two judges, an international selector and two judges, and a state & local selector and two judges.

The Notable Documents List highlights up to sixty (60) notable documents across international, federal, state and local governments. Nominations are accepted from the community and then selected, judged and compiled annually. The final list is published in a *Library Journal* issue prior to the ALA annual conference.

2. Purpose
   a. To recognize excellence in government publishing, identify resources of distinction, and commend individual works of superlative nature.
   b. To advertise the extensive range of material available in government information resources, illuminate the role of documents in society, and encourage their use by people of all ages.
   c. To involve all sectors of the library community in the search for meritorious publications.
   d. To encourage non-depository libraries to acquire government information.
   e. To promote awareness of the Federal depository system, stimulate development of state and local depository systems, and foster awareness of foreign, international, state and local documents available in American libraries.

3. Implementing the Program
   a. A list of up to sixty (60) notable documents will be compiled annually and released prior to the Annual ALA Conference GODORT membership meeting.
   b. The list will be publicized through appropriate media by national, state, and local library groups.
   c. Responsibility for the program rests with the GODORT Publications Committee, through the chair of the Notable Documents Panel, who will seek and coordinate participation from the Federal, International, and State and Local Documents Task Forces, and Liaison to GODORT Affiliates, particularly in the nomination AND publicity processes.
   d. The Notable Documents Panel will consist of 10 members: chair, federal selector and two judges, international selector and two judges, and state & local selector and two judges. Panel members will serve on a rotating basis for three years with an option for one term renewal in the same position. The chair is appointed by the Publications Committee with the endorsement of the GODORT Steering Committee and the Panel members are appointed by the chair in consultation with the Publications Committee.

4. Kinds of Documents to be Considered (Characteristics of the list)
   Note: Although the term "document" is used throughout the policies and procedures in this section, it does not refer solely to printed materials. (See point d below.)

   a. Documents prepared by or for official international agencies, individual national government, and subsidiary state, provincial or local government and released for public use are eligible for consideration.
   b. Documents must have been made available through a depository library program, distributed by the issuing agency, or sold by official publications outlets. They need not be in-print currently, so long as they are available in depository collections or through interlibrary loan.
   c. The list may be presented in one alphabetical title sequence or in title sequence within each of the following three groups, and the total number of titles will be divided evenly between the categories: U.S. Federal Documents - 20; International - 20; State & Local - 20. Distribution of titles will be flexible. If, for

example, in a given year, only 19 U.S. documents were selected, one more document could be added among the other categories. As current publisher, *Library Journal* may request fewer items.

    d. Documents may be in any language or format.

    e. While technical report literature as such is not to be excluded from consideration, it is expected that much highly technical information prepared for scholars and experts may not be appropriate for this type of list. Generally, the deciding factor should be that found in Section vi b 7 [Criteria] (below).

    f. Documents published during the present or preceding year will be eligible for nomination.

5. Submitting Entries

    a. Anyone may nominate titles for consideration.

    b. Recommendations may be made via the online nomination form: http://www.library.unt.edu/forms/godort-notable-document-nomination-form or sent directly to the chair or to any of the three selectors.

    c. Copies of international or U.S. Federal documents that are readily accessible should not be forwarded with the nomination. Copies of state, provincial or local materials that are not as accessible as the above should be forwarded to the State & Local selector whenever possible, to facilitate the Panel's work.

    d. Nominations should be accompanied by a brief justifying statement (75 word maximum). Whenever possible, nominators should include the following information:

- Issuing agencies
- Complete titles
- Individual authors
- Dates of publication
- Series or report numbers
- Classification numbers
- Depository/Non-depository status

    e. The selectors will check the accuracy of bibliographic information for all entries.

6. Judging Documents

    a. Selectors are to submit nominations for no more than 40 documents within each provenance group to the judges. The judges then evaluate the nominations using the criteria below.

    b. Criteria. Nominations will be judged on a point basis according to the following nine (9) criteria:

- Extent of lasting value
- Extent of reference and bibliographic value
- Extent to which the document contributes to the expansion of knowledge, gives evidence of innovation in presentation, or demonstrates a creative approach in its treatment
- Extent to which the document contributes to an understanding of government processes, functions or purview; provides significant government information; or reflects the mission of the publishing agency

- Extent to which the document contributes to enhancing the quality of life or provides information that helps the reader make informed decisions on important issues
- Extent to which a document appeals to a broad audience
- Extent to which the document is written in a lucid style comprehensible to non-specialists
- Extent to which the title reflects actual contents and achieves its intended purpose by following through on its thesis and doing what it says it will do
- Consideration is given to the physical appearance including such features as typography, design, paper, quality of illustrations, maps, table charts, graphs, printing, binding, use of color, ease of use of volume; and the extent to which document is generally pleasant to browse through. Additionally, with electronic documents, consideration is given to features such as the ability to browse a document, overall usability, search interface and capabilities, and the frequency of updating.

c. Point System. Points will be awarded in each category as follows:
- Unsatisfactory: 0
- Poor: 1-2
- Average: 3-7
- Excellent: 8-10

d. Evaluation Chart. Judges will use the ratings chart in Appendix F: "Notable Documents Rating Chart" when evaluating documents. The appropriate number of documents scoring the highest ratings will be determined within each provenance group, but there will be no rankings disclosed in the final list.

f. Final selection. In case of questions, ties or possible need to adjust the number of documents to be included in each category, the chair will consult with the Panel members and seek their input.

7. Notable Documents Panel Procedures
   a. Overview
      i. The Notable Documents Panel consists of the chair of the Panel, a federal selector and two judges, an international selector and two judges, and a state & local selector and two judges.
      ii. The chair is responsible for the overall coordination of the list. This includes the initial call for participation, coordination with other GODORT groups, forwarding nominations to the selectors, compiling and editing the list, working with *Library Journal*, writing the annual article with input from the Panel, publicity for the list, and sending letters of acknowledgement to the agencies publishing the documents included in the list. In consultation with the Publications Committee, the chair appoints the Panel members. The chair is also responsible for compiling and maintaining a current directory of Panel members, revising the online nomination form, and updating the historical bibliography of Notable Documents lists available via the GODORT website.
      iii. The selectors are responsible for identifying and receiving nominations, narrowing nominations to 40, compiling complete bibliographic citations in accordance with *Library Journal's* prescribed style sheet, writing annotations,

sending 40 nominations to judges, tallying evaluated documents and ranking scores in a spreadsheet, compiling the final list and the list of agencies and distributors, and sending it to the chair.

    iv. The judges are responsible for locating nominated documents within their collections (most state & local documents will be sent to judges), evaluating documents using criteria and evaluation charts, and sending evaluation charts to the selectors. Judges are strongly encouraged to nominate documents. Judges should forward their nominations to the appropriate selector who should consolidate them into one list. In the case of materials accompanied by review copies, the first judge to receive the materials has the responsibility to send them to the second judge, (but does not send evaluation charts to the other judge).

b. Procedures
    i. Each selector compiles a preliminary set of approximately 40 notable documents. All documents received as nominations from outside sources should be included in this first list, even if that makes the number of documents exceed 40. Complete bibliographic citation with agency and price information should be included.

    ii. Selectors send a list of nominated titles and the appropriate nomination forms (if any) to the judges. If copies of the documents are being sent to the judges (as in the case of state & local documents), the nomination form should be attached to the document. In general, copies of federal and international documents will be assumed to be available in the judges' libraries.

    iii. Judges rate the documents according to the criteria outlined above. Judges return the total scores for each nominated item to the selector.

    iv. The selectors total the points assigned to each document by the judges. The selector chooses and annotates those documents with the highest total points. Point ties, or questions regarding the eligibility of a document are left to the discretion of the selector (in consultation with the chair of the Panel). The list of up to 20 notable documents with annotations is compiled and sent to the chair. The selector should also send scanned covers of graphically appealing documents to the chair.

    v. The chair edits the list, writes the article with input from the Panel, sends the list and graphically-appealing scanned covers to the editors at *Library Journal*. Following the publication of the list, the chair sends letters of acknowledgement to agencies publishing the documents on the list.

c. Suggested Timetable:

<u>August 1</u> – First call for nominations posted to GOVDOC-L listserv by chair and to state and other lists and social media by all Panel members.

<u>September through December</u> – Subsequent calls sent out.

<u>January 1</u> - Nomination Deadline

<u>By January 10</u> – Chair sends nominations to selectors.

<u>By February 1</u> - Selectors send list of nominations to judges. State & local judges should each receive 1/2 of the documents, exchanging sets of documents when they are finished judging.

By March 1 - Judges send completed evaluation forms, nomination forms, and copies of documents back to the selectors.

By March 15 - Selectors send ranked spreadsheets, completed lists, annotations, and scans of graphically-appealing covers to the chair.

By March 31 - Chair sends edited list, accompanying article, and cover scans to *Library Journal*.

This is a suggested timetable. Working among themselves, the selector and judges for each area should determine the exact timetable they wish to follow, so long as the selector is able to send the list to the chair by March 15.

Revised 8/2008, 8/2009, 9/2011, 12/2012, 4/2013, 6/2014, 6/2015, 12/2016, 5/2017, 2/2018, 7/2018, 1/2019, 3/2020