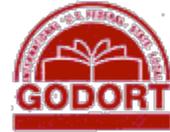


American Library Association
Government Documents Round Table

Government Information Technology Committee (GITCO)



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1. Welcome and Introductions.

The meeting was called to order at 9:30 a.m. by chair Barbara Levergood. Members of the committee introduced themselves. Levergood gave some background on the committee's responsibilities and encouraged GODORT members to become involved in GITCO.

Agenda Addition: Larry Romans (GODORT chair-elect) shared his vision for GODORT and GITCO with the committee. He indicated that along with GITCO, the Cataloging Committee and Education Committee are very popular. These committees frequently rely on "friends" to do work. Consequently he would like to increase the size of the committee to allow more people to receive credit for the work done. He suggested increasing the size of the committee from 9 to 12. The entire committee showed strong support for this plan through an informal show of hands.

Romans went on to suggest that he would like to ensure that the four most popularly attended meetings of GODORT (FDTF Update, GITCO, Education, and Cataloging) are not scheduled in conflict with each other at future Conferences. Most of the committee supported this plan, too; two or three have some reservations and one member strongly opposed it because she believed it would make it more difficult to attend other important meetings such as the Task Forces.

2. The agenda was approved.

3. The minutes from Midwinter '99 were approved as submitted.

4. Announcements:

- A. Members and Friends were advised to ensure the correctness of their GODORT Directory listings.
- B. Several Documents employment opportunities at libraries around the country were announced.
- C. An update on committee member Beth Bauer's condition was given.
- D. GITCO was asked to update the GITCO description for the Policies and Procedures Manual.

5. Task Force Representatives Reports:

- A. IDTF (Barb Mann): The task force web pages are being moved to a new site and a group has been appointed to manage the pages. The Internet liaison program has new life and a new electronic mailing list, Docworld-I, has been established.
- B. SLDTF (Mary Mallory, sitting in for Beth Baur): DTTP was the main topic. Mallory encouraged GITCO members to consider submitting articles for publication in DTTP. The liaison position to SLDTF was discussed and the possibility of contributing to a new webpage. The Chair will contact Rowan with respect to this. A GIS program is being planned and the possibility of GITCO co-sponsoring this was raised. A meeting for State Documents coordinators east of the Mississippi is being scheduled.
- C. FDTF (Cathy Hartman, sitting in for Eric Forte): An effort is underway to get the Agency Liaison Program going again. The Reciprocal Links Project (linking Congressional Representatives' web pages to Depository Libraries' pages) was also discussed.
- D. REGP (Brian Rossmann): The REGP meeting is held simultaneously with GITCO so key REGP agenda items were pointed out. This is a new position and it is unclear what the status of it is since the liaison is not listed in REGP's directory.

6. Updates:

- A. GITCO Website (Doralyn Edwards): The GODORT Web Managers had a meeting at which it was agreed to adopt an informal set of guidelines for GODORT web pages. An electronic list has been established for Web Managers; anybody with an interest may join. It was suggested to alert librarians about major web page updates in DTTP. GITCO members were encouraged to make contributions to the GITCO pages.
- B. Web Page Template (Cathy Hartman and Mary Mallory): The Template has received some publicity through govdoc-I announcements. It has been advertised in a Texas Library Association newsletter; members are encouraged to promote it in their own local associations and newsletters. Some additions have been made such as a link to a page on ADA compliance. Hartman will prepare an article to be submitted to Administrative Notes.
- C. Continuing Education Fund (Mary Mallory): This group did not meet at Conference. Three of the five web tutorials which were awarded funding at Midwinter '99 have been completed.
- D. CD-ROM Standards Project (Brian Rossmann): The NCLIS Report on the Assessment of Electronic Government Information Products which GITCO had written a letter in support of has been published. T. C. Evans from GPO commented that he had not seen a copy of this letter and requested that one be forwarded to him. The committee decided to look more closely at this report and send another letter to both NCLIS and GPO to ensure that its concerns have been heard. Levergood and Rossmann will study the report more closely and report back to the committee.

7. Old Business:

A. CD ROM Documentation Project:

- i. An overview and some background on the project was given.
- ii. Grace York has donated her DTTP award to the project.
- iii. Two proposals have been received: one offers hardware and software while the other (University of Iowa's proposal) also offers personnel and has already demonstrated some

work towards implementation. Consequently the U. Iowa proposal has been accepted and Carolyn Kohler will be the host's overall coordinator.

- iv. GITCO's contact person with the University of Iowa will be Doralyn Edwards.
- v. U. Iowa will clone its existing list and then remove the U. Iowa specific fields.
- vi. Robin Haun-Mohamed can provide some GPO data. She requested a template for this purpose. She will be able to provide some key information such as title and agency before actual shipping from GPO. She wants a person on GITCO and U. Iowa that she can telephone with questions or concerns. Doralyn Edwards will serve as this contact person.
- vii. New Workgroups established:
 - a. Workgroup 11 (Barb Mann, Doralyn Edwards, Megan Dreger, Stephen Woods, Carrie Ottow, Grace York) - Content of Records: set standards for content of the records to be loaded into the system; design a data entry form for entering content information into the database; determine which fields will be removed from U. Iowa's existing list in consultation with Haun-Mohamed; develop an introductory page for the database.
 - b. Workgroup 12 (Esther Crawford, Megan Fitch, Brian Rossmann, Barbara Levergood, Eric Forte) - responsibilities of participants: Plan how to divide up responsibilities among all participants (GITCO, the host, GPO, and participating librarian/libraries); draft proposed partnership agreements, including responsibilities of all participants.
- viii. Edwards will contact Publications Committee immediately to find out if this project needs any additional clearance before publication.
- ix. Periodic updates on the project will be posted to govdoc-I and doctech-I.
- x. Levergood will revive the CD-ROM Document Project electronic list for disseminating information among the project participants.

8. New Business:

- A. A future project might be studying CD-ROMs that run or do not under Windows.
- B. Several suggestions were made for future programs GITCO might undertake:
 - i. Evaluating, managing, and processing CD-ROMs when a shipment arrives.
 - ii. An overview of the CD-ROM Documentation project.
 - iii. Installing and networking CD-ROMs.

Adjourned at 12:20.

Submitted by Brian Rossmann.

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Please send comments and suggestions to jrjacobs@gort.ucsd.edu

URL: <http://sunsite.berkeley.edu/GODORT/gitco/minutes699.html>

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