

**Advisory Committee for the State Publications Clearinghouse Meeting**

**Monday, October 5<sup>th</sup> 2015**

**2:00 pm**

**Department of Administration Building**

**Conference Room C**

**One Capitol Hill**

**Providence, RI**

**Present**

- Deborah Mongeau (URI), Tom Evans (RISL), Greg Facincani (RISL), Chaichin Chen (OLIS), Jen Eibel (WAR), Kate Wells (PPL), Lisa Zawadzki (CRA)

**Also Present**

- Dan O'Mahony (Brown)

**Call to Order & Welcome**

- The meeting was called to order by Deborah Mongeau at 2:05 pm

**Approval of the Minutes**

- In the minutes of the July 13<sup>th</sup> meeting, the text of Announcements from OLIS was changed from "Chaichin is in charge of the data collection" to "Chaichin is helping with the data collection".
- The minutes, with changes, were approved as corrected

**Update on Clearinghouse Activities**

- The updating of the Secretary of State website continues with the new main page to be launched sometime in November of this year
- The page is being designed to be more streamlined, making it easier for the public to find information
  - The information is to be arranged by topic rather the issuing agency. Chaichin said OLIS has a site of topic-based state government links at [info.ri.gov](http://info.ri.gov)
- The page is also being designed to work better with mobile devices
- Greg is working on a shipment of print documents
- The second printing of the RI Owner's Manual will be sent to the Clearinghouse. It has some corrections and updates
- The capture of state web pages continues

## Old Business

- *38 Studios*
- Documents from 38 Studios will go to the Judicial Record Center at the end of litigation
- These documents are outside of Clearinghouse authority
  - There was discussion on whether the documents could be considered within the scope of the Clearinghouse. Tom explained that there are many exemptions in the laws pertaining to what is considered a state publication
  - It was decided to request copies for the State Clearinghouse as this is a special situation with much public interest and the documents have already been made public through the media
  - Tom noted that the courts could be within their rights to refuse to distribute through the Clearinghouse
- The documents were approved for release by the courts
- The Clerk of the Superior Court compiled and digitized the documents. They were made available to the media for download and on DVD
- *Changes to Clearinghouse laws*
- It was proposed to change General Law 29-7-7 to read “The clearinghouse shall publish and distribute to depository libraries an annual list of state publications.”
- The second line of General Law 29-7-8 would be changed to read “The committee shall consist of seven (7) members, four (4) of whom to be selected from the Clearinghouse member libraries and appointed by the State Librarian to two (2) year terms. The State Librarian and the Director of the Clearinghouse shall be ex-officio members of the committee and a state agency representative designated by the chief library officer shall also be ex-officio members.”
- There was discussion about the changing the number of members on this Committee. The impact of expanding and reducing the membership was discussed
- Any prospective members should be informed not to accept unless they are available to attend meetings – reliable members will be even more important if the number of yearly meetings is reduced
- Any changes to the Clearinghouse laws need to get approval and be filed to be considered for legislative review in February of 2016
- *Rules and Guidelines*
- Copies of the Rules and Guidelines of this Committee were distributed by Greg
- The Rules and Guidelines will need to be updated to reflect any changes made in

### Clearinghouse law

- The Committee is going to review the Rules and Guidelines for revision, to be discussed at the next meeting. As the last revision was in 2006, it was noted there are several items that need to be updated
- There was discussion on changing the rules on replacing a committee member who missed a certain number of meetings
- *Other Old Business*
- Create a checklist of current captured electronic state documents for member libraries like the current checklist for print documents
- Merging the electronic and the print lists into one comprehensive list of new state documents was discussed
- Partnering with a university or public library to for a project to make state documents more available through library catalogs
- It was discussed that to merit depository status a library must provide links to state documents through their catalog
- Google does provide some access to state documents, but it is usually by agency not through a central portal

### **Announcements and Introductions**

- Warwick Public Library has ended open hours in their Technology Lab and now book patrons for ½ hour sessions providing technology assistance
- Providence Public Library – there are now more than 4700 items in the digital collection with a goal of 10,000 by January 2016
- New LORI standard are in effect. OLIS will send reminders to member libraries regarding the changes
- Brown University – the John Hay Library has reopened and there is much construction on the campus
- The Cranston Public Library will be remodeling the Children’s Library at Central
- The new dean has begun at the University of Rhode Island Library. The new URI library catalog went live on June 15th
- HELIN offices are leaving URI on November 1<sup>st</sup> and the staff will be working from home

### **New Business**

- Lisa Zawadzki was reappointed for another 2 year term on the committee
- Meeting dates for 2016 were approved

- Monday, January 11<sup>th</sup>
- Monday, April 4<sup>th</sup>
- Monday, July 11<sup>th</sup>
- Monday, October 3<sup>rd</sup>
- These dates are subject to possible changes in the General Laws on the frequency of meetings

**The meeting was adjourned at 3:50 pm**

Respectfully submitted,

Lisa Zawadzki