RIS Meeting Minutes
18 / 19 July 2016


Welcome: B. Robinson thanked everyone for coming and turned the meeting over to P. Rustomfram to speak about government publications and our collection and area. She presented a PowerPoint that provided an overview of the Federal Depository Library Program, the Regional-Selective structure, a brief timeline of how our collection developed, and the SuDoc classification system.

We have federal, Tennessee, Shelby County/City of Memphis publications (though don’t actively collect the Shelby County/City of Memphis ones; the public library does). Our strongest collection is of federal documents.

The University of Memphis Libraries has gotten all federal documents—in all formats—since 1989. Former Head of Government Publications Saundra Williams negotiated an agreement with 6 other Tennessee libraries to keep pre-1989 documents. P. Rustomfram explained how we work with others to build a comprehensive collection with discards from other Tennessee depositories, and guide 20 selective libraries in procedural matters and answer reference questions for them.

Government publications personnel answer government documents-related questions at RIS Desk—and away from it. Ask them questions any time—including if you can't find things in the catalog or on the shelves. They're especially great with statistics, the progress of bills, what happened in Congress about an issue, and state-related issues. Email lib_govpub@memphis.edu to send a question, etc., to the entire department, or call 678-4455 or any of their individual phone numbers.

Collection highlights include hearings, special hearings (Kennedy Assassination, Martin Luther King Assassination, Roswell Report, Starr Report, etc., housed on the south wall of the Government Publications Staff Room); the American State Papers (very first documents of Congress—1832 - 1861, part of the Serial Set), and published papers of the presidents.

Most government publications may be checked out. If a government publication is not cataloged and has no barcode, Circ puts one on in order to check it out. When it is returned, the item is sent to J. Osteen who catalogs it. Bound periodicals, microfiche, and topo maps are checked out at RIS Desk with the “RIS Desk Check-Out” slip according to the guidelines on the back of the slip. Catalog should reflect items such as Special hearings or Census items that are not lent as Lib Use Only.

A LOT is not in the catalog. Pre-1989 documents are in the shelf list in the Government Publications staff room (on the wall by Betsy E.’s desk). Some documents are in remote storage in Brister. We will be getting records from 1976 - 1988, but they will take a while to get into the catalog. Government Publications staff are getting pre-1976 documents into the catalog and J. Cole is helping with the process of identifying and pulling those documents off the shelf for retrospective conversion. Topo maps are not in the catalog.

Government documents are not arranged by subject, but by the producing department/sub-department; the SuDoc classification system indicates which agency put out the material. Click the link on Perveen’s PowerPoint to review rules and take a quiz online!

Department members process materials and do corrections and catalog loads. R. Scott is very
helpful with cleaning up the database.

If you can’t find a document in the catalog, double-check with folks in government publications; we may actually have it. Classic Catalog should include everything published from 1989 forward. Searches may be limited to the (location code) Government Publications. (Searches may be restricted to Government Publications in Encore Duet, but the number could be different because information is pulled from different data points AND depends on how the search is faceted.) A single document (online, print, microform) could have multiple records because of RDA rules.

Documents from 1976 forward should be in Marcive. If online, follow the links. They may also be in the shelf list or in “Margaret.” Check with government publications folks. They are getting more PDFs that they hope to host on a server.

Tour
• American State Papers, Serial Set (the 108th Congress) on 28, 29. These are the first Congressional documents. Somewhere in the catalog it will say House Report. Identified by Congress, then Session. More recent House Reports toward the front on 30. Still coming in. We’ll have a mini session on these later. The Serial Set Indices are just outside the Reading Room.
• Congressional Record (27) is the verbatim account of what happens in Congress every day.
• Y4s are hearings. Y1s are House, Senate documents. The letters following the Y indicate the committee releasing them—like Y4J is hearings from the Judiciary Committee.
• Reading room.
  o All reference; nothing may be checked out.
  o Includes slip laws; public acts; the history, proceedings, and discussion of public laws by number.
  o Laws published in the Statutes at Large are indexed by Law and Statute Number.
  o They are then consolidated and published in the U.S. Code (arranged by title).
  o The U.S. Code Annotated (commercially published, so we buy) includes notes, decisions, library reference section discussion; often comes out before the U.S. Code is published. It is indexed by popular name (“Obama Care”), number and includes changes to the Constitution.
  o Next, as laws go through a rule-making process based on how they will affect every possible agency they are published in the Federal Register (a record of what happens each day and allows for public comment).
  o Then they are published in the Code of Federal Regulations.
  o The United States Reports contain Supreme Court cases, should there be lawsuits about a particular law. There is a lag in this bound publication. The Slip Opinions (white) are printed individually, and although there is a lag of a couple of years, they come out before the bound edition.
  o Landmark Cases (bound in red AND in Lexis/Nexis) are in the reading room only.
  o There are no copyright restrictions on government publications.
• The shelf list of what is mostly not in the catalog (like what we received or was superseded; mostly pre-1989) is in the catalog drawers on the wall by B. Eckert’s desk.

We can do some user printing at the RIS Desk, but if someone needs a lot of government publication information printed, contact Government Publications.

Perveen will send the PowerPoint she created.

Next meeting: Tour of the microform and maps in Government Publications and the new ACAD pilot.

Bess Robinson
6 September 2016