

Documents

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The following article emphasizes three aspects of the present situation of state documents in North Carolina—the role of the State Library in providing services to users of state documents, the North Carolina Administrative Code, and the State Data Center project.

"Recent developments in state documents services in the Division of State Library," by Cindy Ansell and Cheryl Wood, of the Division of State Library, reports the present situation on a topic of interest to all librarians in the state. It is important to know about the existence of state documents in order to help our many users locate information. The problem of access to state publications has existed in North Carolina for a number of years. Most recently it was reiterated at the Fall, 1978 meeting on State Documents at the McKimmon Center in Raleigh, at which librarians from state agencies as well as college, university, and public libraries all complained of problems in learning about new documents and trying to obtain copies of them.

Barbara Frichtman, Forsyth County Public Library, explains the structure and services of the State Documents Center, and Robert F. Gaines, UNC-G, addresses the North Carolina Administrative Code.

Recent Developments in State Documents Services in the Division of State Library

In the past two years the State Library has taken strides toward its goal of improving access to North Carolina documents. As plans were formed and new policies and procedures implemented, the Guidelines for Minimum State Servicing of State Documents approved by ALA in January 1975¹ were used as a model by which to measure achievement. This progress will begin to be evident in 1981 as printed products such as the *Checklist*, Classification Scheme, OCLC bibliographic records become available. Access to state documents encompasses three major areas of concern: acquisition of documents, bibliographic control of documents, and reference services.

Prior to 1980 all aspects of state documents were handled exclusively by the Information Services Section of the State Library. But in order to take advantage of new technology and conform to national standards for documents cataloging and *Checklist* production, Information Services and Technical Services now cooperate in the servicing of state publications. Information Services handles acquisition of publications, reference activities, and the cataloging of pre-1981 imprints. Technical Services is responsible for the North Carolina government agency authority file, cataloging of documents beginning with 1981 imprints, classification scheme revision, and file maintenance. Both Sections share in the production of the *Checklist*. Many

details are still being worked out and the physical separation of the two Branches involved complicates work flows, but the commitment of the Library and its staff to improving access to documents has made the transition a smooth one.

Acquisitions

DEPOSITORY LAW

One of the goals of the State Library is to acquire a comprehensive collection of items published by the State. To help achieve this goal, the depository law (G.S. 147-50) was amended by chapter 591 of the 1979 Session Laws. Prior to this revision, state agencies were required to deposit "on request" five copies of their publications to the Department of Cultural Resources. The current law (G.S. 147-50.1) makes depositing mandatory: "Every State official and every head of a State department, institution, or agency issuing any document ... *shall* deposit five copies with the Division of State Library of the Department of Cultural Resources" (emphasis added).

Another improvement in the depository law is the inclusion of a more comprehensive definition of state publications: "any document, report, directory, statistical compendium, bibliography, map, rule, regulation, newsletter, pamphlet, brochure, periodical, or other publications .." and "publications issued by private bodies, such as consultant or research firms, under contract with or under the supervision of a State agency." However, the definition does not include "Administrative materials intended only for the internal use of a State agency."²

The State Library has to date concentrated on bibliographic control, and when the improvements in control are in place a concerted effort will be made to inform state agencies of their responsibilities mandated by the change in the General Statutes. This should greatly improve acquisitions of state documents.

Bibliographic Control

The area of bibliographic control is currently being emphasized by the State Library. The Library's goal is to create and maintain both manual and automated document records which are accessible through a variety of approaches. Without bibliographic control over state publications, services to information seekers can only be incomplete and unreliable.

NORTH CAROLINA AUTHORITY FILE PROJECT

In March 1980 the State Library received an LSCA Grant to begin the North Carolina Authority File Project. The goal of this project, which will continue through August of 1981, is to create a card file which contains the official names and histories of all the North Carolina government agencies beginning in 1971. This monumental task involves many hours of research using General Statutes, session Laws, departmental organizational charts, and personal interviews. The files have been completed for the Departments of Administration, Commerce, Human Resources, Insurance, Natural

Resources and Community Development, Revenue, and State Treasurer, as well as most independent agencies, boards, commissions, and councils. These files are being used by documents librarians to establish the form of corporate names appearing in the documents catalog. As names are used in cataloging they are established in the official North Carolina authority file. This project is essential to the revision of the North Carolina Documents Classification Scheme,³ and will enable librarians to make bibliographic records more consistent and reliable. It will also bring the State Library into line with the Guidelines for Inputting State Documents in Data Bases approved by GODORT on January 26, 1978.⁴

NORTH CAROLINA DOCUMENTS CLASSIFICATION SCHEME

The State Library is using information gathered in the Authority File Project to revise completely the North Carolina Documents Classification Scheme. This new edition will arrange documents by issuing agency, having eliminated the previous subject/agency approach. An effort was made to keep existing agencies in their original place in the schedule; however, this was not possible in every case due to expansion restrictions in some areas. An agency which has changed position or name while remaining under the same department will continue in the same class number with a note indicating the agency's new position or name within the department. Cross references will be present in the scheme indicating the locations and names of agencies past and present. An agency which has been transferred from one Department to another will be assigned a new class number. Notes and cross references indicating dates of transfer will be included. The inclusion of name histories, dates, and cross references has enlarged the scheme and transformed it into a working tool for reference and cataloging librarians. The State Library does plan to index the scheme. Currently in working draft form, the scheme will be finished after the Authority File Project is completed. The schedules will be printed and distributed in the Fall of 1981, with update pages released periodically.

CATALOGING NORTH CAROLINA DOCUMENTS

In an effort to gain bibliographic control over state publications and establish a machine readable file of bibliographic records, the State Library began systematically inputting state documents into the OCLC data base on January 19, 1981. Monographs with 1981 imprints receive priority handling. As current issues of serial titles are received, they are evaluated and input selectively. All items input are cataloged following AACR2 and classified under the revised edition of the North Carolina Documents Classification Scheme. Items with pre-1981 imprints will continue to be cataloged following previous conventions with cards being produced in-house.

OCLC records input by the State Library contain some fields defined for special users. The 035 field contains the North Carolina documents classification number derived from the revised class scheme. The 037 field contains an issuing body code number which will be used in the future to arrange entries

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by issuing body when the *Checklist* is produced on-line. The 090 field contains a suggested LC class number. Prices of documents will be included in the 020 field when known.

These new cataloging procedures will create standard cataloging records in the MARC format and conform to the Guidelines for Inputting State Documents into Data Bases.

LC NAME AUTHORITY CO-OP PROJECT

The State Library and the Library of Congress are negotiating the terms of an agreement which would make the Division of State Library the authority for the form of names used in cataloging North Carolina state documents. The Library of Congress requires each library cooperating in this project to have access to both LC's authority file and a state authority file. The State Library's OCLC terminals provide access to the on-line LC authority file and the State Library has purchased the North Carolina portion of the authority file on cards. When the contract is signed, and the State Library has had its personnel trained by the Library of Congress in procedures, the State Library will begin sending established names to LC. These names will be reviewed and entered into the LC authority file.

CHECKLIST

The *Checklist of Official North Carolina State Publications*, published bimonthly by the Division of State Library, contains approximately 150 to 250 new titles received from state agencies. Although priority is given to new titles, the State Library does attempt to make the *Checklist* as complete as possible by including titles of older publications as they become available. Entries are arranged alphabetically under the agencies which issue them. Serials are listed twice a year in the May/June and November/December issues. The *Checklist* is indexed annually. Items listed in the *Checklist* should be requested directly from the issuing agency and not from the State Library.

As indicated above, the State Library has implemented a new editorial policy regarding the inclusion of older publications. Prior to 1981, *Checklist* entries were limited to items published during the preceding six months. Selected older publications will now appear in the *Checklist* as they are processed.

New cataloging policies and *Checklist* reproduction procedures have resulted in changes in the *Checklist* format. The State Library is receiving OCLC cards for the items cataloged on the system, and catalog cards for pre-1981 titles are produced in-house. These cards are photographically reproduced in the *Checklist* offering its users full cataloging information.

Improvements in editorial policy and the format of entries make the *Checklist* a reference tool as well as a means for bibliographic control. The *Checklist* now exceeds many of the Guidelines for State Documents Checklists approved by GODORT on June 21, 1977.⁵

Reference

As the reorganization of the documents program is implemented, one effect will be the improvement and expansion of reference activities provided by the Documents Branch. The backlog of publications to be cataloged will gradually decrease, thus eventually freeing staff to devote more time to reference services. The result of a more current and comprehensive *Checklist* and the utilization of the OCLC data base will be greater access to information for both patrons and other libraries. With better access to information in the State Library's collection, efforts will be increased to make potential users aware of the services available.

It would be hoped that the future will see a distribution center for documents at the State Library. However, in the short range the 15 libraries listed in the depository law will continue to request publications direct from the issuing agency.

The State Library is presently in a transition phase in the area of state documents. Few changes had been implemented in past years to enable the library to keep abreast of this increasingly important resource. In 1979, the State Library reaffirmed its commitment to improving access to the publications of the State of North Carolina. Having established the means by which to gain bibliographic control over state documents, the library also hopes to improve the quantity and quality of other services for everyone interested in state publications.

References

1. RQ 15 (Fall, 1975), 36.
2. North Carolina, Laws, Statutes, etc., *Session laws and regulations*, 1979, [Raleigh: Secretary of State, 1980] ch. 591, p. 624; North Carolina, Laws, Statutes, etc., *The general statutes of North Carolina*, 1979 supplement, volume 3C, 1978 replacement (Charlottesville, Va.: Michie, 1979), p. 177.
3. M. Sangster Parrott, *Classification scheme for North Carolina State publications ... updated* by Suzanne Sheldon Levy (Raleigh: Division of State Library, 1975).
4. Preliminary guidelines reported in *Documents to the People* 8 (March, 1980), 91-92.
5. *DttP*, 5 (March, 1977), 66-69.

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State Data Centers

North Carolina is one of 23 states that have contracted with the Bureau of the census to establish a State Data Center. Three state agencies—the Division of State Library, the Division of State Budget, and the Institute for Research in Social Sciences (IRSS) at UNC-Chapel Hill—serve as reference points for obtaining U.S. Census information: printed reports, tapes, and computer software. The purpose of the program is to provide the public and business and academic communities with access to statistical data which is often not available except on machine-readable tapes and/or computer software. Private citizens and businesses, moreover, might be more likely to contact public libraries rather than the academic libraries which are depositories for materials distributed through the Government Printing Office.

The IRSS provides data to users in the academic community. Educational institutions which have computing facilities linked to the Triangle University Computation Center (TUCC) can gain access to the reports, tapes, and software through IRSS.

The State Budget Office provides a similar service to government agencies as well as to users in business, industry, social agencies, and the general public. Regional data centers have been established in ten selected public libraries throughout North Carolina to provide local access to the Census Bureau materials. The public libraries are located in the following cities: Asheville, Charlotte, Durham, Fayetteville, Greensboro, Greenville, Jacksonville, Raleigh, Wilmington, and Winston-Salem. The eighteen regional planning agencies or councils of government have also been designated as regional data centers. Each regional data center receives a copy of the North Carolina volumes of all census publications (Population, Housing, Agriculture, Retail Trade, etc.) beginning with the 1970 Census, selected Census Bureau reference materials such as the *Statistical Abstract* and *County and City Data Book*, and selected state government publications, such as the *North Carolina State Government Statistical Abstract and Profile*, *North Carolina Counties*. The Division of State Library sponsors the regional data centers in the public libraries and trains librarians at those libraries to use the printed reports. If statistical data is needed that cannot be found in printed reports, the patron should be referred either through the library or directly to the Budget Office.

Included below are some examples of questions which can be referred to the Budget Office. This is only a small representation and does not reflect the overall capabilities of the information which is available on summary tapes and the computer software. In addition, the Budget Office can often provide more recent information than that which is available in printed reports, such as recent estimates of population or other statistics reported by various state and federal agencies or information from the 1980 Census which might not be available in print for several years.

Example:

- The number of children in Charlotte, N.C., households by age that are 18 and under, living below poverty level;
- The most recent percentage of minorities in the labor force for any North Carolina county;

- The latest figures concerning the volume of production and sales for a particular industry;
- The current income of females in the work force by income and geographical area.
- The State Data Center publishes a *Newsletter*, which is free upon request to: State Data Center, Office of State Budget, 116 West Jones Street, Raleigh, NC 27611. A recent issue contained articles on statistical resources in the State Library, the publication program for 1980 Census reports, and per capita personal income in SMSA's and counties, 1973 to 1978.

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NORTH CAROLINA ADMINISTRATIVE CODE

In 1973, with the passage of the Administrative Procedure Act (G.S. 150A), the state of North Carolina began to provide for the proper organization of the rules and regulations of the departments and agencies of the state government. The passage of this act did not, however, mean immediate access to this important body of information which has such a direct impact upon our lives, businesses, jobs, and other activities. Although publication of these rules and regulations was provided for in the original act (G.S. 150-A63), appropriate funding was not forthcoming from the General Assembly until the 1980 session appropriated \$70,200 for fiscal year 1980-81 in order to publish and distribute a state administrative code on microfiche. It is interesting to note that this figure includes \$21,400 for the purchase of approximately 107 microfiche readers to accompany the free sets of the code distributed to each county, and to seven other locations within the state government.

The Administrative Procedure Act has always been the responsibility of the Justice Department, as is the production and distribution of the new *North Carolina Administrative Code* mandated in the act. Until the recent publication on microfiche, only two copies were available in the state of the more than 18,000 page code. The North Carolina Court of Appeals had taken a dim view of this situation in *Orange County v. Dept. of Transportation* (46 N.C.App. 350), finding that the appellants had been denied "reasonable means" of knowing what the law actually was. Certainly this decision, plus the inexpensiveness of microfiche production, spurred the General Assembly into action in 1980, seven years after initial passage of the Administrative Procedure Act.

As currently available from the Justice Dept., the *North Carolina Administrative Code* comprises approximately 97 standard 4 x 6 inch computer output microfiche with a 42 X reduction ratio. The eye-readable header strip on each fiche includes the subject of the code title, the subject of the first rules on that particular fiche, the code title number, chapter number, subchapter number, subchapter letter (if applicable), and the section number of the first rules actually appearing on the fiche. Each fiche also includes a locator frame in the lower right corner showing the grid coordinates of the rules on the

fiche. The first few frames of each individual title contain a summary of the contents of that title comprised of the headings of the chapters and subchapters. Additionally, each chapter of rules is provided with a table of contents showing subchapter and sections. A summary of all titles and chapters is also provided at the end of the brief paper manual which accompanies each set of the code. Thus, while no index is yet available for the entire code, the Justice Dept. is attempting to provide adequate access through extensive use of title, chapter, subchapter, and section headings. Plans for a full-scale keyword index are progressing, and such an index may be available with the next full edition of the code. The code itself is scheduled to be updated and reissued in its entirety every six months, although the advent of a state register will alter this schedule, as will be noted below.

For those familiar with the relationship between the *Federal Register* and the *Code of Federal Regulations*, the missing link is the state register which would serve to update the administrative code between editions, as the *Federal Register* does for the *Code of Federal Regulations*. Indeed, the Justice Dept. does plan to submit a proposal for such a publication to the 1981 session of the General Assembly. Assuming passage, a weekly state register would then become available to supplement the full administrative code, and the code itself would shift to annual cumulative issuance instead of the currently planned semiannual editions.

Cost of the *North Carolina Administrative Code* and the future state register is of some concern to librarians in the state, especially those working for state-supported institutions. The price of the code has been set by the Justice Dept. at \$25.00 per copy, with free copies going only to those institutions specifically mentioned in the 1980 amendment to G.S. 150A-63 (one copy to each county government, five to the State Library, and five or so other copies to various entities within the state government and judiciary). Those librarians hoping to receive free copies of the code, and any future register, based upon G.S. 147-50 will be disappointed, as the Justice Department believes that the highly specific nature of G.S. 150A-63 exempts that agency from the provisions of G.S. 147-50. Free distribution is, however, academic so long as funding is at current levels. Funding for the potential state register is also likely to provide for only the same number of free copies as is provided for the code, and, until the number of subscriptions is known, it is impossible to set a projected price for the register. The Justice Department estimates that 1000 subscriptions will mean a subscription price of \$60.00 per year for the register, while 2500 subscriptions would bring the price down to \$39.00.

Whatever the eventual solution to the pricing dilemma of the *North Carolina Administrative Code*, librarians from across the state will applaud its final availability, after so many years of frustration with all aspects of acquiring and working with North Carolina State publications.

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NCLA SPRING WORKSHOP MAY 8-9, WILMINGTON

The NCLA Spring Workshop will be held at the Cape Fear Technical Institute in Wilmington May 8-9, 1981. Willie McGough, Technical Institute Librarian, is in charge of local arrangements.

All NCLA Committees will meet Friday evening, have a time to continue their meeting on Saturday morning, and meet with the NCLA Executive Board on Saturday Morning. Arrangements are also being made for a meeting time and place on Friday morning for all NCLA Section Executive Committees.

Two motels are within walking distance of the Cape Fear Technical Institute. They are:

Quality Inn/Heart of Wilmington, telephone (919) 763-0121

Wilmington Hilton Inn, telephone (919) 763-9881

Make your plans now to attend committee meetings and the executive sessions of the sections and NCLA. If you are interested in service on an NCLA Committee during the next biennium, this would be a good opportunity to gain some insight into the committee structure of the association. **All meetings of all committees and executive groups are open to any NCLA member.**

1981-83 NCLA COMMITTEE INTEREST

I am interested in serving on the following NCLA committee(s) during the 1981-83 biennium:

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