
Volume 4
Number 2

*Government Information: Past, Present and
Future (Summer 1998)*

July 2014

Oregon document programs at the State Library

Deanna Iltis
Oregon State Library

Jey Wann
Oregon State Library

Recommended Citation

Iltis, D., & Wann, J. (2014). Oregon document programs at the State Library. *OLA Quarterly*, 4(2), 11-14.
<http://dx.doi.org/10.7710/1093-7374.1482>

© 2014 by the author(s).

OLA Quarterly is an official publication of the Oregon Library Association | ISSN 1093-7374

Oregon Document Programs at the State Library

A History of the Oregon Documents Depository Program

by Deanna Iltis, Cataloging Coordinator, and Jey Wann, Acquisitions Coordinator
Oregon State Library

The Oregon Documents Depository Program (OrDocs), as a concept at least, is nearly as old as the century. In 1905 the secretary of the Oregon Library Commission said in her report, "It will certainly be well worth while to make some provision for making a list and to arrange for preservation of documents through public libraries, among which should be designated depositories. People in different sections of the state should know that all the state documents may be found in certain libraries." (Note that at that time, the State Library was under the umbrella of the Supreme Court, and the Library Commission was a separate entity.)

In 1907, the 24th Legislature passed a law requiring the state printer to give the state librarian 100 bound copies of "reports of each officer, board or institution." They were distributed to the Library of Con-

gress, the territorial or state library of each state, the University of Oregon, Oregon Agricultural College, and the Library Commission "and to each public or normal school library as may be designated as public depositories by the Library Commission." The first depositories so designated were the public libraries of Portland, Eugene, Dallas, Baker City, and Forest Grove.

In 1913, what was then the State Library became the Supreme Court Library, and the title of State Library went to the Library Commission. All federal and state documents went to the new Oregon State Library (OSL), along with the OrDocs depository program. This caused some difficulty for the program, since the state printer technically was not required to give the new OSL state publications. Additionally, in 1915, the state librarian reported a "probable difficulty in state document exchange, now that departments pay for all their own printing, and there is no centralized authority required to attend to deposit of documents with the State Library" (Moberg, 1965). These problems were eventually resolved to some extent in the 1950s and 1960s, although the required number of documents has changed over the years.

For many years, depository libraries were arranged in a hierarchy, with Library of Congress at the beginning, to ensure that large research libraries would receive publications when the number was limited. The number of depository libraries was usually less than 40; OSL added three copies of each document to its collection, and the Library of Congress received two. However, in the 1960s, OSL frequently received 75 copies of agency publications and 125 of legislative publications. The extras went to a special "Stock" area in the stacks. The stock furnished copies to nondepository libraries that requested them and replaced OSL's copies if they were lost or damaged.

OSL published a quarterly Checklist of Official Publications of the State of Oregon and mailed it to 450 agencies and libraries, including the British Museum and the national libraries of Australia, Japan, and Sweden. The Checklist noted which items had been sent to depository libraries and which were in stock and thus available free of charge on request from OSL.

A major change happened in 1972, when depositories were given the opportunity to designate themselves selective rather than full

Oregon State Library Salem, Oregon 97310	OrDocs Shipping List 97-10 Page 4 of 5	23 May 1997
1W 15 OR Ju/C83.6F21	Oregon. Office of State Court Administrator. / A benchguide for the Family abuse prevention act, ORS 107.700-107.732. 28 p.	
1W 15 OR Lab.8P43 / 5	Oregon Bureau of Labor and Industries. Technical Assistance Unit. / Personnel law for the practitioner : manual. NOTE: OCLC #36674516 has been modified for 3 v. set. :2	
1W 15 ORLCD.8C68	Oregon. Dept. of Land Conservation and Development. / Collaborative approaches to decision making and conflict resolution for natural resource and land use issues : a handbook for land use planners, resource managers, and resource management councils. 116 p.	
JR Po/FS1.7H33:995	Oregon. State Fire Marshal. / Oregon hazardous substance annual survey report.	
OR Po/L41.3C86:996	*Oregon. Law Enforcement Data System. / Report of criminal offenses and arrests.	
OR S.8B62:997-98	*Oregon. Office of the Secretary of State. / Oregon blue book. NOTE: Public libraries already received their copies.	
OR S/Aw2.2E88/4	Oregon. Division of Audits. / State of Oregon, Oregon Department of Education, to lead education reform : an appraisal of the Oregon Department of Education. 194 p.	
OR T.1/5:996	Oregon. Dept. of Transportation / Comprehensive annual financial report and summary of operations.	
1W 15 OR T.2D95:rev.	Oregon. Dept. of Transportation. / Revised environmental assessment, Dutton Road to Llan Road, Crater Kale Highway, Jackson County. 80+ p.	

The OrDocs shipping list, like the program itself, has changed over the years. The page on the left is of recent vintage; the one on the right is from 1914.

OrDocs depositories. This was done because Stanley Ruckman, who was then the documents librarian, realized that not all depositories added all OrDocs they received; in fact, some evidently returned unwanted items to OSL. Selectives received a document called "Oregon State Documents Selection List" rather than a shipment and had three weeks to return the list, indicating which (if any) items they would like to receive. Twenty-two libraries chose to become selectives.

Many changes occurred in the late 1970s. There was a push for centralized cataloging of all OrDocs, eventually leading to the establishment of the OrDocs classification system and the OrDocs authority file.

In the 1979 legislative session, SB 246 authorized the state printer to withhold 45 copies of appropriate publications and send them to OSL for the depository program. Previously, ORS 182.070 had required agencies to send 25 copies of technical reports and 75 copies of all others but had not authorized the printer to send them directly. Backed by OSL, the Oregon State System of Higher Education (OSSHE), and OLA, the bill passed. In August 1979, all depositories switched to full status again following a meeting at the OSL. The shipping list in more or less its current format, which gives depositories the OrDocs classification number, made its debut at the same time.

As far as we can tell from the records we have from the period, there were never enough depository libraries to use all 45 copies. Extra copies of the most important publications went to the stock area, but as the library's collection grew and the amount of space available for stock shrunk, many extra copies were simply recycled.

By the early 1990s, there were 32 OrDocs depository libraries, including the Library of Congress, which received two copies of each publication, and the California State Library. Two selective depositories received only the OAR and occasional legal titles and two received only the shipping list. The libraries were arranged in a hierarchy, with Library of Congress at the beginning, to ensure distribution to major research libraries and libraries in different parts of the state.

In 1995, a task force of OSL staff and DIGOR members drafted legislation to change the statutes for the depository program. HB 2077 made the following changes:

- Reduced the number of depository libraries to 29.
- Established a two-tiered system of Full OrDoc Depositories, which receive all publications, and Core Depositories, which receive only core publications,
- Defined core public documents as "... those public documents for which members of the public have the most significant and frequent need" (ORS 357.004 (1)).

- Required each agency to have a publications liaison to OSL, who must provide OSL with an annual list of the agency's public documents.

After HB 2077 passed, the same group met to recommend Full and Core Depository Libraries and to draft a core documents list. State Librarian Jim Schepke approved both the list of depository libraries and the core document list. The core list, list of depository libraries, and current OrDocs shipping list are on the depository program Web page at <http://www.osl.state.or.us/techserv/ordocs.html>.

In earlier years, there were few written guidelines for the depository program. In the new program, depository libraries and their obligations are listed in the Oregon Administrative Rules (chapter 543, division 70). Full depositories must keep all depository OrDocs for five years or until superseded; core depositories must keep them for three years or until superseded. All depositories must make the depository materials available to the public without charge and catalog them in their online catalogs.

The current program has allowed state agencies to cut costs by reducing the number of publications they must supply OSL and also made it easier to track down "fugitive" publications. Earlier OrDoc staff sometimes had to navigate a confusing maze of agency divisions and sections to get information about publications or to request publications that agencies had not supplied. Now that each agency has an official publications liaison to OSL, we can often deal with just one person who understands the OrDocs program and knows his or her agency's publications.

The publications liaisons are also required to provide an annual list of their agency's publications. This has been a little more problematic. A few liaisons send their lists automatically each year; most don't send it until reminded; some never supply a list at all. And, unfortunately, some agencies subsequently do not supply depository copies of publications that we do not have and about which we find out from their lists. Still, it's an improvement, and contacts with agency publications liaisons can result in some fun. One of the first publication lists we received turned out to be an OrDoc itself, but one we had never received before. When we contacted the agency for more copies, they quickly replied and also sent us a supply of agency pencils and a couple of garbage bags (which we elected not to distribute on the depository program).

For every agency that is reluctant or uncooperative in complying with the depository program, there is at least one that is enthusiastic. Agency personnel are glad to have a quick, inexpensive way to get their publications to libraries. Some even provide extra copies to send to nondepository libraries that request them.

The OrDocs program as it exists today deals with all kinds of media—print, graphic, audio, video, magnetic, and optical. These are all physical objects that we can pack in boxes and ship to other libraries. An increasing world of state government information exists, however, that you can't hold in your hand: electronic information. As state agencies become more electronically savvy, some are opting to either publish in both paper and electronic form or to switch to electronic format only. Also, many things that appear on agency web pages have never appeared in any other format but can certainly be considered public documents.

An OSL/DIGOR group called AESOP (Archiving Electronic State of Oregon Publications) met in November 1997 to discuss the problem of losing electronic state government information. Defining "publication" in the electronic environment is difficult and the prospect of coming up with a means for archiving the electronic publications daunting. An informal poll of state agency Web masters revealed that most have no standards for when items are removed from their Web page. Most who responded said that items were removed when "no longer current"; in some cases they kept a backup copy to which the public does not have easy access. At this writing, OSL is considering a pilot Government Information Locator Service for Oregon, which could be combined with a project to identify and archive the most important electronic publications.

Much has changed since 1905 when the idea for the OrDocs Depository Program first appeared. But much remains the same. Whether we're sending copies of the *Oregon Blue Book* to libraries, or pointing libraries and citizens to the *Oregon Blue Book* on the World Wide Web, the OrDocs program will continue to provide citizens with access to Oregon public documents.

BIBLIOGRAPHIC ACCESS

While depository libraries have a three to five year requirement for retention of Oregon documents, the OSL and its predecessor, the Oregon Library Commission, have had the mission to preserve all Oregon documents permanently since the late 19th century. The original guidelines have remained unchanged: Copy one is preserved as an archival copy, while one or two additional copies are available for circulation.

Bibliographic access to the extensive Oregon document collections at the OSL has advanced in step with library technology. During the era of manually typed card sets, bibliographic access was limited to author, title, and subject. Due to the labor-intensive demands of cataloging, at least one unfortunate shortcut was taken: whenever possible, monographic publications were gathered together under a series title. While the author and title of each publication within the series was recorded on the main entry card, no additional cards were prepared to provide author, title, or subject access to the individ-

ual monographs. For example, Robert Stebbins' monograph, *Training and Pruning Apple and Pear Trees*, was accessible in the card catalog only under the author entry: Oregon - State University, and series title entry: PNW Bulletin, no. 156. To remedy this situation, a current retrospective project is underway to provide brief bibliographic records in the State Library's OPAC for all individual publications within series.

Introduction of machine-readable (MARC) records in the late 1960s revolutionized bibliographic access by providing a wide range of access points. The OSL began creating online bibliographic records for Oregon documents in January 1980, providing MARC records for other libraries to use in conjunction with Oregon document depository shipments. When added to local library OPACs, these records are searchable by personal author, state agency (corporate) name, title, series title, subjects, note field information, and OrDocs call number. The current OSL performance standard is to provide OCLC bibliographic access for new Oregon documents by the time shipments are received by the depository libraries.

UNION LISTING

Union lists of serials provide volume and date holdings information for serial publications held by a group of individual libraries. Oregon document serials have been included in statewide union lists of serials since the 1971 hardcover publication of the OSSHE-OSL Pilot Project Union List of Serials (OSSHE 1971), and the first microfiche edition of the Oregon Regional Union List of Serials (ORULS) in 1976. ORULS Project coordination was provided by Portland State University through 1978 when the OSL assumed responsibility with the aid of an LSCA grant.

Union listing has provided resource sharing access to Oregon document serials through the interlibrary loan process. ILL staff used paper ALA forms for borrowing and lending of Oregon documents until January 1984, the date when online union listing began. Since that time libraries around the state have been contributing serials holdings data for Oregon documents electronically, and borrowing/lending them through OCLC. Equally important, libraries have been including union listing of older Oregon documents as a part of retrospective serials projects. Through these efforts, resource sharing access to the historic collections of Oregon documents improves daily.

ORDOCS CLASSIFICATION

During the 1970s Oregon was one of a number of states that developed state document classification schemes. Many of these schemes were based on the federal Superintendent of Documents (SuDocs) model: arranged first by agency and then by type of publication. In 1979 the OSL issued ORDOCS: History Authority List and Classification Scheme for Oregon State Agencies, compiled by Kay Tappan (Tappan, 1979). Based on meticulous research of agency histories (Isseks, 1939) and Oregon law, this publication provided the basic OrDocs classification

scheme from "A," for the State Department of Agriculture, through "WC," for the Workmen's Compensation Board.

Within each agency grouping, documents are subarranged by content type using the following decimal-like table:

1. Annual, biennial, financial reports
2. Monographs
3. General serial publications not included in another number
4. Series
5. Ephemeral publications; e.g., brochures, posters
6. Legal publications; e.g., laws, administrative rules
7. Statistical reports
8. Guides, manuals, catalogs, directories, maps
9. Conference proceedings, minutes, testimony

If needed, final subarrangement can include:

- Date of an edition or issue of a serial; e.g., :997 for the 1997 edition, :1/1 for v. 1, no. 1
- Version; e.g., :draft, :final, :prelim, :append, :ex.summ

The OrDocs classification scheme is both simple and elegant. Despite constant and numerous changes in state agency organization and naming, the OrDocs scheme remains quite usable 20 years after its carefully researched beginnings.

NAME AUTHORITY PROGRAM

The State Library's Name Authority Program grew out of authority work dating back to 1990 that invited libraries to view state agency name authority records in the State Library's OPAC for use in their OPACs (Iltis, 1993). However, for many years staff had the additional goal of providing electronic name authority records that Oregon libraries could download for use in their regular cataloging processes. The purpose was to increase bibliographic access to Oregon documents through nationally authenticated agency name forms and cross-references to related names. In 1995 this goal became a reality (Iltis, 1996).


The University of Oregon had become a participant in the Library of Congress Name Authority Cooperative Project (NACO) in April 1995. The following month, U of O authorities section head, Daniel CannCasciato, became a certified NACO trainer, and the OSL's "funnel project" was launched. After several intensive days of training in Eugene, OSL staff began to produce the first NACO name authority

records bearing the State Library's "Or" symbol in the OCLC authority file.

Under CannCasciato's continuing mentorship, the OSL has created or enhanced over 400 Oregon state agency name authority records in the past two and a half years, including:

- All new agency names for documents distributed through the Oregon Document Depository Program, e.g., "Oregon. State Office for Services to Children and Families."
- Revision of existing Library of Congress authority records, usually to add references to newer forms of name, e.g., the authority record for "Oregon. Children's Services Division" now includes a see also reference to the later form of name, "Oregon. State Office for Services to Children and Families."

The current OSL performance standard is to provide authenticated name authority records in OCLC within a month of affected Oregon document depository shipments.

There is a one final note on government agency name authorities. Working through the ALA MARBI Committee proposal process, the State Library succeeded in having the Library of Congress create a new government agency classification number field in the USMARC authority format (USMARC Format for Authority Data, 1995 update). Although bureaucracy moves slowly, the Library of Congress is due to activate the new 087 field in late spring 1998. After that time, it will be possible for the OSL to include OrDocs classification numbers in the state agency name authority records it creates and enhances. 

REFERENCES

Iltis D., 1993. "ORDOCS Authority Control." DocumentOr 13:1

Iltis D., 1996. "State Library's Name Authority Project." DocumentOr 16:1. Also available at library.willamette.edu/digor/documentor/doc161/nameau.html.

Isseks M.S., 1939. History of State Administrative Agencies in Oregon, 1843-1937. Oregon State Planning Board, [Salem, Ore.]

Moberg B., 1965. Oregon's Documents Depository Laws and Policies: Past and Present. Oregon State Library, Salem, Ore.

OSSHE-OSL Pilot Project Union List of Serials, 1971. Portland State University, Portland, Ore.

Tappan K.M., 1971. ORDOCS: History Authority List and Classification Scheme for Oregon State Agencies. Oregon State Library, Salem, Ore.

USMARC Format for Authority Data, 1993, 1995 update. Library of Congress, Washington, D.C.