# ELECTRONIC PUBLICATIONS SUBCOMMITTEE RECOMMENDATION REPORT TO THE ERC

The Electronic Records Committee (ERC) identified electronic publications as one area that required further study. As such, the Electronic Publications Subcommittee was established. The Subcommittee met three times (minutes attached) between January 1999 and April 1999.

The charge to the Electronic Publications Subcommittee of the ERC was to meet the following objectives:

1. Create guidelines for the creation of electronic publications.
2. Advocate a system for dealing with electronic publications that duplicates the functions of the existing system for hard-copy publications. (This system should to include clear delineation of custody for electronic publications, i.e. who is responsible for them at which point in time.)
3. Create guidelines for the preservation of electronic publications.
4. Advocate changes in ORC 149.11 to accommodate the above.

## THE ELECTRONIC PUBLICATIONS SUBCOMMITTEE RECOMMENDS THE FOLLOWING TO THE ELECTRONIC RECORDS COMMITTEE:

### RECOMMENDATION # 1:

The ERC should adopt the following definition of an electronic publication:

*An electronic publication is information that is created, stored, and presented electronically for general public use and distribution.*

### RECOMMENDATION # 2:

The OhioGILS (Government Information Locator Service) metadata core should be the foundation for describing electronic publications, with additional metadata added by the State Library in accordance with cataloging standards.

### RECOMMENDATION #3:

The Department of Administrative Services Office of Policy and Planning (DAS-OPP) and the State Library of Ohio (SLO) should spearhead an effort to communicate the necessity of complying with a revised ORC 149.11 to all state agencies, boards and commissions.

### RECOMMENDATION #4:

Each state agency, board and commission should identify a liaison to work with the State Library Documents staff to assure that metadata guidelines are followed for electronic publications.

### RECOMMENDATION #5:

The State Library of Ohio and the Ohio Historical Society (OHS) Archives-Library should collect (electronically) metadata from agency Web sites and store the collected metadata so that it can be searched and retrieved in order to provide public access to the electronic publication documents. The State Library cataloging staff should review the metadata before it is loaded to

the SLO catalog. The data will be located on both the OhioGILS database and the State Library OPAC.

### RECOMMENDATION #6:

The Ohio Historical Society Archives-Library should review all electronic publications for possible historical value and long-term preservation.

### RECOMMENDATION #7:

DAS, OHS and SLO should lead an initiative to research and recommend a strategy for permanent storage of all electronic publications with long-term historical value. The strategy should include procedures and standards for harvesting, editing and updating permanent electronic publications.

### RECOMMENDATION #8:

To ensure permanent public access to electronic state publications, the state should develop permanent data storage for permanent electronic publications, with a sound collection management plan and with the assurance that files saved today will be available to future Ohioans.

### RECOMMENDATION #9:

SLO should recommend revisions to ORC 149.11. Upon completion of a review and edit of the recommendations by DAS and OHS Archives-Library, DAS, OHS and SLO should advocate adoption of the proposed revisions by the General Assembly.

### REFERENCES:

Federal Depository Library Program Administration. Managing the FDLP Electronic Collection: A Policy and Planning Document. 1 October 1998.
http://www.access.gpo.gov/su_docs/dpos/ecplan.html [dead link-2011]

State Library of Ohio. SLO Electronic Publications Group Meeting Notes. 11 February 1999.

Westat. Report on the Assessment of Electronic Government Information Products. Prepared under contract (#RN 97007001) for the United States National Commission on Libraries and Information Science [NCLIS]. 30 March 1999.
http://www.access.gpo.gov/su_docs/nclisassessment/FinalRprt [dead link-2011]

ORC 149.11 http://orc.avv.com/title-1/sec-149/sec-149.11.htm [dead link-2011]