“A roof over their heads”
Government documents, the parliament...
developing eDocsLaid

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Head of Collections

Session 211 - Government libraries as knowledge platforms for citizen engagement
Introduction

- Who we are
- Vision and challenges
- Documents Laid
  - Problem
  - Solution
- Building a knowledge platform
Who we are
Library & Research Service

The L&RS is responsible for delivering information and research services to support the work of both Houses, Committees and individual Members in respect of their parliamentary duties.

Our services are impartial, timely, value-added, responsive and accessible.
User Groups

- Members of Parliament
- Researchers
- Oireachtas Staff
- Public Groups
  - Departments
  - Academia
  - Interested citizens
  - Journalists
L&RS Challenges

• Competing Information sources
• Reductions in resources
• Expanding expectations
• Use of ICT
• Where do we add value?
  - Easy access?
  - Relevance?
  - Mobile?
Documents Laid
Documents Laid

Formal procedure regulated by Statute, S.O. of Houses...
Documents laid since foundation of State
Comprise mainly government publications
Listed on Order Papers
  - all documents laid before Houses public documents
  - breach of parliamentary privilege to publish documents before laying
• Broad range of topics
• High but fleeting interest (to Members)
• Labour and paper intensive process (6 copies of each)
• Receive 2500 per annum
• Catalogued within 48 hours of receipt
• Held indefinitely (we have over 80,000)
Foundations

Policies
- Digital Preference Policy
- Revision of Standing Orders
- Review off line process

Technical
- Implemented digital archive
- Digitised back log (1922 – 2009)
- Develop an end user submission module
- Develop and test an authentication system
ICT Approach

- Light authentication
- Clearly defined users
- Emphasis on user friendliness
- High use of controlled metadata
- Integrate with existing systems
  - Utilise existing digital archive
  - Modify existing internal submission form for external use
Implementation

• Pilot in 2Q 2011 – 6 bodies
  • Questionnaires and feedback
• Expanded pilot - + 6 bodies
• 2012 gradual transition of remaining bodies
• Added new bodies once they made contact
• Produced a virtual pack for users
  • How to create and manage pdf files
  • Guides to completing the form
  • FAQs
• Held 4 info sessions
Typical examples of documents laid include:

- Annual Reports
- Statutory Instruments
- In-House Committee Reports/Work Programmes
- Reports of Tribunals of Inquiry and Correspondence
- Green & White Papers
- Statements pursuant to the Ethics in Public Office Act 1995
- Statements in respect of Special Advisers to Ministers/Ministers of State
- Annual Registers of Members Interests and Donation Statements/Statutory Declarations

Procedures

The Library & Research Service manages the procedures for documents laid before the Houses. From 1st January 2012, an electronic documents laid facility is in place for use by departments and agencies and is the primary means of laying documents.

This system (eDocs Laid) replaces the previous paper based system.

Click here to access the electronic Documents Laid facility.

Please contact the docslaid office (docslaid@oireachtas.ie) to register and to request a username and password.

Please click here to review our Frequently Asked Questions

Paper Form

In the event that you must lay a document in paper format, this covering form should be carefully completed and accompany 6 copies of the document to be laid before the Houses of the Oireachtas.

Documents Laid Form
Electronic Documents Laid Facility

This service, administered by the Oireachtas Library & Research Service (L&RS) enables users to submit documents laid before the Houses of the Oireachtas. Please complete the four sections of the form below, attach your document and click the “Submit” button. You will receive an e-mail receipt noting that the document was successfully received by the L&RS.

Please note that although the document will be deemed to have been laid as per the time/date stamp, the L&RS may contact you to confirm details. Fields marked with an asterix(*) are mandatory.

1. Personal Details

Name of Person Laying Document*
First Name*          Last Name*

Postal Address *

Email Address *

Contact Telephone Number *

2. Department Laying Document

Select Department from the List *
Select Department

If “Other” please state name of Agency
3. Legislative Details

Is the requirement to lay the document set out in an Act? *

- Yes
- N/A

If Yes, please state the title and section of the Act(s)

Documents Laid Before House

Dail and Seanad

Must the House(s) approve the document? (e.g. by resolution)

- No

How many sitting days for the House annul or approve the document?

- None

4. Document Details & Upload

Title of Document *

Document Collection *

- Documents Laid
The following file (http://opac.cirtech.as/ANData/Library3/FIN/docs/126160614c 120304.pdf) has been submitted to AW processed. The following details have been recorded:

Name: Patrick Hogan
Address: Room 2.3 South Block Government Buildings Merrion Street Dublin 2
Contact email: patrick.hogan@finance.gov.ie
Telephone: 604 5624
Department: Department of Finance
Abstract:
Motion of Approval: No
Stat period: None
Document laid before: Dáil and Seanad
Corresponding Legislation: European Union (Scrutiny) Act 2002 S.2(1)
Collection: Documents Laid
Time/Date of laying: Thu Jun 26 12:03:04 2014
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<td>Control Numbers</td>
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<td>Corporate Author</td>
<td>Ireland. Department of Public Expenditure and Reform.</td>
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<td>Title</td>
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<td>Place</td>
<td>Dublin</td>
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<td>Publisher</td>
<td>[Department of Public Expenditure and Reform]</td>
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<td>Date</td>
<td>2013.</td>
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<td>D71 (02/07/2013)</td>
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<td>None</td>
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Catalogue record
Online Catalogue
eDocs weekly list

The eDocsLaid Weekly Listing gives direct access to all documents that were laid electronically in the previous week. Entries in bold indicate where the particular document is subject to a 21 sitting days motion. The list of documents is arranged by Department. If you have any questions, please contact Collections Administration & Statutory Services team (edocsaid@oireachtas.ie - ext 4706, 4707, 4708, 4823)

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<thead>
<tr>
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<td>Communications regulation act 2002 -- Section 31(b)</td>
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<td>Proposal for a Council decision on the signing, on behalf of the Union, of the voluntary partnership agreement between the European Union and the Republic of Indonesia on forest law enforcement, governance and trade in timber products to the European Union.</td>
<td>European Union scrutiny act 2002 -- Section 2(1)</td>
<td>Department of Agriculture, Food and the Marine</td>
<td>22 Aug 2013</td>
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<td>Proposal for a Council decision on the conclusion of the voluntary partnership agreement between the European Union and the Republic of Indonesia on forest law enforcement, governance and trade in timber products to the European Union.</td>
<td>European Union scrutiny act 2002 -- Section 2(1)</td>
<td>Department of Agriculture, Food and the Marine</td>
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</table>
Outcomes

- Securing our collection (for us) has created a national repository for official publications
- We can add value through new services
- Opening up the collection has generated interest
- Long tail effect - c.15% of our queries are being answered via the OPAC
- People are spotting mistakes and telling us
- We have created a demand / expectation
Conclusions

[Gov publications] are for use
- Who is responsible for ensuring access?

Every reader their [Gov publication]
- We cannot gauge or judge usage or requirements - Do you talk to your users?
- What do they want?

Every [Gov publication] its reader
- How do you ensure access to your information?
- What services can you develop?

Save the time of the reader
- Where do you add value?

The Library is a growing organism
- Collections will grow over time – how will you preserve them?!
- Can you collaborate? Can you share the burden?
http://opac.oireachtas.ie