

# NASIG Newsletter

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## Committee Reports

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### **Database and Directory Committee Update (January 2012)**

Submitted by: Maria Collins

#### Members

Maria Collins, chair (North Carolina State University)

Mary Bailey, vice-chair (Kansas State University)

Jessica Minihan, member (University of Mississippi)

Alice Rhoades, member (Rice University)

Lisa Blackwell, board liaison (Nationwide Children's  
Hospital Medical Library)

NASIG received another organizational membership from De Gruyter. The process for handling these organizational memberships continue to be streamlined and updated in the committee manual.

#### **Budget**

The committee has no budget requests at this time.

Submitted on: January 14, 2012

### **Continuing Activities**

The committee continues to send out invoices, process renewals, and send out renewal reports to a variety of NASIG committees on a monthly basis.

The incoming chair will begin to learn the five step invoicing processing including creating invoices, sending invoice reminders from D&D, sending a report to MDC for the second invoice reminder, deactivating members, and communicating to other committees as appropriate about new members and deactivated members. This training will begin in February with plans for the incoming chair to switch to invoicing and the outgoing chair to switch back to renewals in March.

The committee is in the process of updating the committee manual with a calendar of regular activities to perform and general training guidelines.