



# NASIG Newsletter

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## NASIG BUSINESS ISSUE

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### NASIG EXECUTIVE BOARD ANNUAL REPORT

Steve Savage, NASIG President 2004/2005

NASIG Executive Board 2004-2005:

*Officers:*

Anne McKee, Past President  
Denise Novak, Treasurer  
Mary Page, Vice-President/President-Elect  
Elizabeth Parang, Secretary  
Steve Savage, President

*Members-at-Large:*

Jill Emery  
Beverley Geer (Oct.-May)  
Judy Luther  
Carol MacAdam (June-Oct.)  
Kevin Randall  
Stephanie (Step) Schmitt  
Joyce Tenney

*Ex-Officio:*

Char Simser

The 2004-2005 "conference year" was another busy year for NASIG, full of accomplishments, experiments, failures, completions of some projects and beginnings of new ones. It was also our 20<sup>th</sup> anniversary, and several activities celebrated this. In addition to the Board, NASIG had 23 active committees, teams, and task forces this year:

*Standing committees and teams:*

Archives  
Awards & Recognition  
Bylaws  
Conference Planning  
Continuing Education  
Database & *Directory*  
Electronic Communications

Evaluations & Assessment

Finance

Mentoring Team

*Newsletter*

Nominations & Elections

Online Registration

*Proceedings*

Professional Liaisons

Program Planning

Publications

Site Selection

Translators Resource

*Task Forces:*

Anniversary Task Force

Conference Evaluation Review Task Force

History Task Force

Strategic Support Task Force

Possibly the most important developments of the year had to do with managing our finances. As NASIG has grown during the past several years, the non-conference budget has become roughly twice the non-conference income. Reliance on conference surpluses is a risky basis for funding the entire organization. This factor, combined with recent, major, unforeseeable events which have caused difficulties for other organizations, and the increasing cost of attending our conferences as we have been forced to move to the hotel-only environment, convinced the Board that we needed a new approach to financing NASIG. Consequently, one of the major developments of this year was creation and adoption of a comprehensive, long-range financial plan. This is available in the Members Only portion of NASIGWeb. Its primary elements are:

- covering non-conference expenses with adequate non-conference income
- developing new income sources
- increasing income from existing sources
- creating endowments to support grants, awards, and continuing education programs
- creating emergency reserves adequate to fund a full year's non-conference activities and a year's conference
- expanding the responsibility for managing the organization's finances to the Board as a whole, rather than just the Treasurer and President

The other major financial development this year was passage by the membership of the proposal to change the membership dues. (See the annual report of the Bylaws Committee for the text of the proposal.) This was one

component—possibly the most important one—of implementing the financial plan, but it also addressed other, more long-standing concerns about membership, especially outside the U.S. Consequently, the changes to dues addressed three very different goals:

- increase annual income from membership dues so it will equal the annual, non-conference expenses
- create a separate dues category for retirees
- encourage increased membership from Canada and Mexico by basing the dues amounts on a combination of the organization's needs and the differing national contexts within which our members live, rather than solely on the organization's needs; the result was replacing the previous flat-rate structure with a parity approach

The new parity approach means that all 'regular' members from Canada, Mexico, and the U.S. will pay the same percentage of their country's average national salary. Consequently, after determining the total amount of dues income needed to fund NASIG each year (approximately \$80,000 per year) and then applying the parity method, the resulting changes for 'regular members' are:

- tripling the amount for members in the U.S., to \$75 USD
- slightly more than doubling the amount for Canadian members, to \$60 USD
- decreasing the amount for Mexican members by slightly more than 1/4<sup>th</sup> (\$7), to \$18 USD

The adoption of the parity approach is just one step in on-going efforts to address concerns about low numbers of members from Canada and Mexico. These efforts began several years ago with the Bilingual Focus Group held during the Boulder conference and the later creation of the Mexican Student Grant. Another step taken during this past year was creation of the Translators Resource Team. This group of volunteers has already translated the membership forms and Strategic Plan 2003 from English into French and Spanish, and will continue translating other important NASIG documents. All of the efforts to-date intended to address this membership concern are simply beginning steps within a long-term effort. Hopefully additional steps will be developed in the coming years, and we will begin seeing increased numbers of Canadian and Mexican members within a few years.

Many additional, smaller projects were completed this year. Some of these were simplifying and shortening the conference evaluation form, creating a Chairs Manual, and starting a manual for new Board Members. A joint project with our sister organization, the United Kingdom Serials Group, resulted in creation of the NASIG edition of UKSG's bi-weekly, online newsletter about the serials industry, *Serials eNews*.

Another project was creation of the "Guidelines for Board Members." This document is available to members in NASIGWeb. It consists of a list of skills and characteristics needed for successful performance on the Board, and is intended to assist in producing the best possible Board by supporting three tasks. First, members who are considering running for a position on the Board should read this document carefully. Second, the Nominations & Elections Committee will use these Guidelines while selecting nominees for the final ballot. Finally, this document may help members with their voting decisions making it easier to understand information in candidate's statements within the context of the needs of the Board.

The 2005 conference in Minneapolis, Minnesota was our twentieth successful one in a row. The hotel venue worked very well and the Program Planning Committee provided a particularly outstanding program.

Several activities celebrated our 20<sup>th</sup> anniversary. One was creation of the "NASIG History" in NASIGWeb by the History Task Force. This publication recounts much of NASIG's history to date, and can be expanded in the future to serve as a running account, along with the *Newsletter*, of our organization. Another anniversary activity was creation of the NASIG Champion Award by the Awards & Recognition Committee. (Its first recipient was Tina Feick, one of NASIG's founders and it's 2<sup>nd</sup> and 3<sup>rd</sup> President.) The Anniversary Task Force organized two conference activities celebrating this 20<sup>th</sup> anniversary. One was a panel of past and present NASIG officials recounting highlights from the past and looking toward our future. The Task Force also presented a set of 3 skits, largely written by Marty Gordon and performed by volunteers, during the Friday Birthday Bash dinner. Another anniversary event at the conference was a drawing for a *beautiful* quilt made by NASIG member Martha Burk from

past conference's t-shirts, many of which were donated by members. (This drawing and the drawing for a free conference registration for the 2006 or 2007 conference brought in approximately \$4,300.)

This was our second conference held entirely within a hotel environment, and we continue to learn more about managing a conference in such a venue. The most significant of these new experiences this year was the Conference Planning Committee's use of the RFP process for audiovisual services. This was the first time NASIG had done this for a conference, and it was certainly an eye-opening and useful effort: it reduced conference expenses by \$26,000 and also provided a broader scale of equipment and support services. As is customary, CPC did not produce an annual report, so I would like to thank the committee once again for its excellent work:

Cecelia Boone  
Cecilia Genereux  
Fariha Grieme  
Anna Hood  
Linda Hulbert, Co-Chair  
Betsy Polakowski  
Dani Roach  
Miki Scholl  
Jenni Wilson  
Jill Yaples  
Susan Zuriff, Co-Chair

Many major developments were accomplished by committees, teams and task forces during the year and are discussed in their annual reports found elsewhere in this *Newsletter* issue. Just a few of these are:

- the Nominations & Election Committee's standardizing its use of reference calls, and implementation of the annual election's new petition process
- the Continuing Education Committee's investigation of web-based options for continuing education events programming
- the Online Registration Team's migration of the membership database to a new platform, which enables distributed maintenance, online new and renewing membership functions, and several important enhancements to the conference online registration system
- the Awards & Recognition Committee's creation of a new award for paraprofessionals, to be implemented next year

- the Publications Committee's first publications, several sample NASIGuides
- the *Newsletter's* addition of a 5<sup>th</sup> issue every year, which will be an "annual report" issue containing all of the year's committee annual reports, task force final reports, and a Board annual report
- the *Newsletter's* and Archivist's work to begin creating a comprehensive archival policy and procedure for NASIG

Finally, I would like to thank all of the 130+ volunteers who made NASIG happen this year. I would particularly like to thank Executive Board

members Denise Novak, Anne McKee, Joyce Tenney, and Beverley Geer; Program Planning Committee Co-Chairs Marilyn Geller and Emily McElroy; Conference Planning Committee Co-Chairs Linda Hulbert and Sue Zuriff; Nominations & Elections Committee Chair Kathryn Wesley; and Ex-Officio member of the Executive Board and Editor-in-Chief of the *NASIG Newsletter* Char Simser. On a personal level, I would like to thank my partner (and NASIG member) Tom Champagne for his patience and support during this past year.

## COMMITTEE ANNUAL REPORTS

[Ed. note: In May, the NASIG Executive Board affirmed the creation of a committee annual reports website in order to consolidate access to items published in the *NASIG Newsletter*. This site provides an excellent resource for use by the committees, the Board, and the members of NASIG. I am pleased to inform you that a webpage is now "live" on NASIGWeb. The URL is: <http://nasig.org/newsletters/committees/commreports.html>]

### Archives

Marie Seymour-Green, NASIG Archivist  
Elizabeth Parang, Board Liaison

#### ACTIVITIES SINCE LAST REPORT

1. Created Archives Retention Policy document for inclusion in the New Chairs Manual.
2. Responded to question regarding dates the first NASIG conference was held.
3. Printed out pdf files of NASIG Newsletter as they became available (to be forwarded to U of Illinois Archives).
4. Took part in email discussion with Simser, Tenney and Parang concerning relationship of the NASIG Newsletter and Archives.
5. Shipped NASIG Conference t-shirts to Denise Novak for photographing and so that they could be made into a quilt.
6. Shipped other NASIG Conference memorabilia and photo disks to Gail Julian, Chair of the Anniversary Task Force, for use in a slide show and exhibit.
7. Corresponded with U of Illinois Archives and reported back to Elizabeth Parang regarding:
  - Amount of money being held on NASIG's behalf by the Archives
  - Procedures for accessing items in person at the Archives
  - Handling of charges for mailing and photocopying

#### ACTION ITEMS

1. The charge of the NASIG Archivist is to collect and preserve the *papers and electronic documents* of NASIG, though this Archivist inherited quite a few t-shirts, totes, pens, etcetera. Now that the print NASIG Archives are being housed at the University of Illinois, it has become obvious that a policy needs to be developed for the handling of conference memorabilia. U of Illinois does not accept this kind of material. Questions: Should this material continue to be collected? By whom? Stored where? Should someone have the responsibility of photographing such material and placing it on the NASIG website? Who?
2. NASIG currently has \$661.25 in our account at U of Illinois. Does the Board wish for this money to be used only for the processing of future shipments or should photocopying and shipping costs also be applied to it?

#### STATISTICS

History Task Force inquired about visiting the U of Illinois Archives in person. U of I requested advance notice (a few days) of the visit. I asked

when the visit might be taking place, but did not receive a response. I do not know if the visit

took place or what particular material might have been requested.

**Checklist for Receipt of Archival Materials**

<u>Committee</u>	<u>Description of Material</u>	<u>Date Received or Date Forwarded to Permanent Archive</u>
Publications	Newsletter v.19:no.3	Printed by Archivist when announced on listserv.
Publications	Newsletter v.19:no.4	Printed by Archivist when announced on listserv.
Publications	Newsletter v.20:no.1	Printed by Archivist when announced on listserv.
Publications	Newsletter v.20:no.2	Printed by Archivist when announced on listserv.
Bylaws	1998-2004 docs.	Received June 2004
CEC	2002-2004 committee docs.	Received via email 7/6/2004
S. Savage	Board Mtg. docs. Oct. 2004	Received October 2004
EAC	19 <sup>th</sup> Annual Conference evaluations	Received October 2004
B. Caraway, former Sec'y	Board Mtg. docs. Fall 2003, Jan. 2004, Annual 2004	Received April 2005

**Awards & Recognition**

Rachel Frick and Jeff Slagell, Co-Chairs

Committee Members: Evelyn Brass (University of Houston), Susan Chinoransky (George Washington University), Susan Davis (State University of New York), Fang H. Gao (University of Illinois at Urbana-Champaign), Jessica Gibson (Illinois Library Computer Systems Office), Tony Harvell (University of California, San Diego), Joe Hinger (St. John's University), Judy Irvin (Louisiana Tech University), Marcella Leshner (St. Mary's University), Smita Parkhe (Arizona State University), Cheryl Riley (Central Missouri State University), Priscilla Shontz, Sarah Sutton (Texas A&M Univeristy, Corpus Christi), Gerry Williams (Northern Kentucky University), Anne McKee (Board liaison).

Results were later combined into one workbook and final scores were tabulated.

Jessica Gibson, Electronic Communications Committee liaison, mounted all of the applications for review on a password protected Web site accessed by committee members.

**RECOMMENDATIONS:**

We recommend the continued requirement of electronic submission, use of the identity matrix to track the blinding process, use of the master scoring workbook, and the posting of all material in a Word format on the A&R Web site for committee review.

**PART I: CONTINUING COMMITTEE ACTIVITIES AND RECOMMENDATIONS**

**ELECTRONIC SUBMISSION/DISTRIBUTION OF AWARD APPLICATIONS**

The 2005 awards cycle saw the second year of electronic submission and distribution of award materials. All applications and supporting documents were required to be submitted in an electronic format which reduced processing and formatting considerations. In addition, all award material was blinded by the co-chairs before being posted to the committee Web page in Word by utilizing a find and replace function. An identity matrix was again used to match applicants to scores and an Excel spreadsheet was distributed to committee members so that they could record their scores for all awards.

We recommend a comprehensive review of A&R documentation to ensure that all procedures and documents are clear and consistent. It became apparent that some of the committee's documentation was not adequate and did not require enough supporting information from applicants. In addition, we recommend that all reviewed and revised documentation be compiled to create a comprehensive A&R committee handbook. This activity should be done by next years Co-Chairs, with possibly a past co-chair and past board liaison also helping, and should be completed by July 30<sup>th</sup> 2005, in time for the next award cycle.

We recommend that a formal relationship be established between the Conference Mentor/Mentee program and the A&R committee. This would allow award winners to

be paired with A&R committee members, further strengthening an already successful awards and recognition program.

We recommend that more extensive and creative means of advertising be used for the awards program next year. The number of applicants has steadily decreased in recent years.

We also recommend that for the years the Champion award is given that the award to cycle off should be the Marcia Tuttle award, and not the Horizon award. The Co-chairs were sent comments by many members of NASIG inquiring about the Horizon award and its importance. Also recommended is revising the timeline for awarding the Marcia Tuttle award.

#### *PART II: COMPLETED ACTION ITEMS*

Committee reviewed 22 applications that were screened for eligibility and blinded by the committee co-chairs. This is down from 48 from last year. Part of the decrease could be attributed to the fact that the Horizon award was not offered. Winners were chosen by each individual member reviewing the electronic documents on the web, scoring the applicants on a standardized Excel worksheet. The worksheet was then submitted to the co-chairs, and scores tabulated. Winners were approved by the board, notified and registered for the conference, and announced to the membership via NASIG-L and the *Newsletter*.

Recommendations for continued service on the committee and co-chairs for 2005/06 were made to the president-elect.

The Committee also investigated and created the Champion award and the Paraprofessional award. All supporting documentation governing this award has been mounted on the committee's web space. The paraprofessional award – to be renamed by next year's committee, is slated to be awarded next year.

#### *PART III: 2005 AWARDS*

Co-chair Frick received and compiled the ratings for the Student Grants and Champion Award. Co-chair Slagell received and compiled the ratings for the Fritz Schwartz Scholarship and the Tuttle Award. Winners were approved by the board, notified and registered for the

conference, and announced to the membership via NASIG-L and the *Newsletter*.

#### *NASIG CONFERENCE STUDENT GRANT*

Number of applications - 12

Winners' names and Library School affiliations:

- Martha Cannon - Drexel University
- Andrea N. Schorr - University of North Texas
- Rebecca Davies-Venn - University of Maryland
- Tammy Steinle - University of Missouri-Columbia
- Jenny Benevento - University of Illinois at Urbana-Champaign
- Christine Freeman - Texas Women's University

#### *MEXICO STUDENT CONFERENCE GRANT*

Claudia Haydee Barba Valdes was selected from many qualified candidates. She is pursuing her library degree at Colegio de Bibliotecologia, Facultad de Filosofia y Letras, UNAM (School of Library Science, Faculty of Philosophy and Arts, National University of Mexico).

#### *FRITZ SCHWARTZ SERIALS EDUCATION SCHOLARSHIP*

Number of applications - 6

Award winner's name and affiliation:

- Sarah M. Vital - School of Library and Information Science, San Jose State University

#### *CHAMPION AWARD*

Number of applications – 4 (2 eligible candidates)

Award winner's name and affiliation:

- Tina Feick, Swets Information Services Inc., Vice President, Customer Service (Customer Relations) for North America

#### *MARCIA TUTTLE INTERNATIONAL GRANT AWARD*

No applications were received.

## ACKNOWLEDGEMENTS

The Co-Chairs of the Awards & Recognition Committee would like to extend special thanks

to those members cycling off the committee and extend a warm welcome to the members of the 2005/06 committee.

## Bylaws

Adolfo R. Tarango, chair

Committee Members: Janet Arcand, Konstantin Gurevich, LadyJane Hickey, Wendy Highby, Christee King, Joyce Tenney (Board Liaison), Bob Persing, Alison Roth, Virginia Rumph

Tenney, our Board Liaison, for their contributions to the Committee's work and for making my chairing this committee such a pleasant experience.

Report of meetings: The Committee held its annual meeting at the NASIG annual conference in Milwaukee, WI, on June 19, 2004, at 7:00 am, where Wendy Highby was selected to be the Committee's web liaison. The Committee reviewed its past year's work, its charge, and potential ballot items for the coming year (none were identified). There was some discussion as to whether ballots other than original NASIG letterhead ballots would be counted. The Committee decided to continue to count only original NASIG letterhead ballots.

### BYLAWS COMMITTEE STATISTICS

Number of questions/proposals received: 1  
Number of questions/proposals in progress: 0  
Number of Bylaws Committee proposals submitted to NASIG membership: 1

During this report period the Committee received one proposal (Appendix A) which was mailed to NASIG voting members on February 1, 2005, along with the Nominations and Elections Committee ballot for NASIG offices; the postmark deadline for the ballot was March 1, 2005.

### FOR EACH PROPOSAL RESULTS AS FOLLOWS

Proposal 1: NASIG Membership Dues Change  
Number of votes for: 349  
Number of votes against: 130  
Number of abstentions: 1  
Number of votes cast: 480  
(ca. 47% of ballots mailed)

Proposal 1: NASIG Membership Dues Change  
Status: Approved by NASIG membership; effective July 1, 2005

### APPENDIX A

#### NASIG MEMBERSHIP DUES CHANGE PROPOSAL BALLOT

Other business: The Committee revised its 2004/2005 calendar and submitted its budget requests for 2005. Joyce Tenney was welcomed as the Committee's new Board Liaison beginning October 7. To reduce costs and make for a more efficient voting process, the Bylaws Committee Chair and the Nominations & Elections Committee Chair, Kathryn Welsey, agreed to a joint printing and mailing of ballots and to subsequently forwarding the Bylaws ballot to the Bylaws Committee Tabulator for counting. As a final business action for this report period, the Committee adopted a template for the Tabulator's report (Appendix B).

The NASIG Bylaws currently state the following regarding a change in dues. This proposal does not change the Bylaws, it only changes the amounts in dues charged.

Article III. Membership. Section 2. Dues and fiscal year.

Dues, which shall cover a fiscal year of January 1 through December 31, shall be remitted to NASIG annually by individuals desiring active membership. Proposals for changes in dues shall originate with the Executive Board and shall be voted upon by the membership by a mail ballot. A two thirds majority of those voting shall constitute a decision. Corresponding membership shall be complimentary.

As a concluding note, I express my sincere thanks to each committee member and to Joyce

*CURRENT DUES*

United States:	\$25 USD
Canada:	\$35 CAD
Mexico:	\$25 USD
Outside North America:	\$35 USD
Student:	\$ 5 USD

*PROPOSED DUES*

Regular (i.e. non-student, non-retiree) members in the U.S.:	\$75 USD
Regular members in Canada:	\$60 USD
Student members in Canada & U.S.:	\$25 USD
Regular, student, and retiree members in Mexico:	\$18 USD
Retiree members in Canada & U.S.:	\$25 USD
Members in areas outside Canada, Mexico, and the U.S.:	\$75 USD

If approved, the change in dues shall be effective July 1, 2005, for new and renewing members.

*RATIONALE*

This proposal reflects two philosophical changes. One of these is a change of fiscal philosophy, as well as practicality: raising the dues to these amounts will result in NASIG's recurring, stable income being slightly higher than its current general (non-conference) operating expenses. The second philosophical change has to do with how membership dues affect membership development, and how they therefore should be structured in light of our three North American constituent countries. NASIG has always used an unevenly applied flat-rate approach to dues. This proposal replaces this flat-rate approach with a parity approach: the amounts above represent the same percentage (.2%) of the average annual, nation-wide salary in Canada, Mexico, and the U.S.

For detailed discussion of the budgetary rationale for raising dues to the proposed level, see:

- "President's Corner." *NASIG Newsletter*, Sept. 2004  
[http://www.nasig.org/newsletters/newsletters\\_2004/04sept/04sept\\_presidents\\_corner.html](http://www.nasig.org/newsletters/newsletters_2004/04sept/04sept_presidents_corner.html)
- "President's Corner." *NASIG Newsletter*, Dec. 2004  
[http://www.nasig.org/newsletters/newsletters\\_2004/04dectoc.html](http://www.nasig.org/newsletters/newsletters_2004/04dectoc.html)

For detailed discussion of the rationale for the change from the flat-rate approach to the parity approach, see:

- "Parity in Dues : proposal for a change of approach." *NASIG Newsletter*, Dec. 2004  
[http://www.nasig.org/newsletters/newsletters\\_2004/04dec/04dec\\_other\\_nasig\\_news.HTML#DUES](http://www.nasig.org/newsletters/newsletters_2004/04dec/04dec_other_nasig_news.HTML#DUES)

*APPENDIX B*

*NASIG BYLAWS COMMITTEE TABULATOR'S ELECTION BALLOT REPORT*

NASIG Bylaws Committee Election Ballot [year]

Regarding Proposal #1: [proposal title]

- Yes (voting for ...)
- No (voting against ...)
- Abstained

Regarding Proposal #2: [proposal title]

- Yes (voting for ...)
- No (voting against ...)
- Abstained

Total ballots received: \_\_\_\_\_

Ballots not counted: \_\_\_\_\_

[Reason ballots not counted]

\_\_\_\_\_  
Independent counter's signature

\_\_\_\_\_  
Tabulator's signature

Authority: NASIG Bylaws Committee's Guidelines

IV. Revision/Amendment Processing

4. Tabulation of all ballots received will be finalized by a Committee member designated as "Tabulator." All ballots will be counted twice and the results signed by the independent person performing the cross-checking.

## Continuing Education

Robert Alan and Nathan Rupp, Co-Chairs

Committee Members: Linda Blake (West Virginia University), Cris Ferguson (Furman University), Tim Hagan (Northwestern University), Lei Jin (Ryerson University), Kay Johnson (University of Tennessee, Knoxville), Sheila Moran (Massachusetts General Hospital), Keiko Okuhara (University of Hawaii at Manoa), Rocki Strader (Ohio State University Libraries), Sarah Tusa (Lamar University), Elizabeth Urbanik (Mississippi State University), John Wiggins (Drexel University), David Winchester (Washburn University), Paoshan Yue (University of Nevada, Reno), Judy Luther (Informed Strategies), Board liaison.  
Incoming Committee Members: Beverly Geer, Nathan Rupp (Cornell University)

### *CEC EVENTS AND PROJECTS SUCCESSFULLY SPONSORED AND COMPLETED, JUNE 2004-APRIL 2005*

#### *SEPTEMBER*

SCCTP Advanced Serials Cataloging Workshop, Las Vegas, Nevada (\$500)

#### *OCTOBER*

Potomac Technical Processing Libraries (PTPL) pre-conference –“Serving and Preserving Digital Collections” at PTPL Annual Meeting, Charlottesville, Virginia (\$750)

#### *NOVEMBER*

SCCTP Basic Serials Cataloging Workshop, Toronto, Canada (\$200)

#### *MARCH*

SCCTP Electronic Serials Cataloging Workshop, Toronto, Canada (\$750)

#### *APRIL*

Serials Preservation: At a Crossroads, Ann Arbor Michigan (\$750 allocated not needed and reallocated. Generated income of \$11.17 for NASIG)

SCCTP Integrating Resources Cataloging Workshop, Honolulu, Hawaii (\$980)

North Carolina Serials Conference, Chapel Hill, North Carolina (\$750)

### *FORTHCOMING EVENTS*

#### *MAY 2005*

Ohio Valley Group of Technical Services Librarians (OVGTSL) Annual Conference, Newark, Ohio (\$500)

### *BUDGET ALLOCATIONS, LACKING FIRM DATES OR COMMITMENTS*

E-journal workshop, Mississippi State University (\$1000)

SCCTP Integrating Resources Cataloging Workshop (\$750)

E-resources related seminar based on presentations from last NASIG – cosponsored by PALINET (\$500)

Caribbean/Puerto Rico/Mexico outreach (\$1500)

Distance education development (\$1500)

### *EVENTS CANCELLED: FUNDS REALLOCATED*

Scholarly Publishing: Standing at the Crossroads (event cancelled due to lack of matching funds and \$1000 reallocated to SCCTP Basic Serials Cataloging workshop in Virginia)

### *SUMMARY AND CONCLUSIONS*

The Continuing Education Committee (CEC) continued to support a variety of serial related programming last year. In addition to the widely supported SCCTP workshops on serials cataloging, programming covered very timely topics on scholarly publishing and archiving of digital resources. In addition to supporting programming in the continental United States, support was provided for workshops and conferences in Hawaii, Canada and the Caribbean/Puerto Rico/Mexico regions. It is recommended that future committees include at least one Spanish speaker to help coordinate programming in these regions.

The Continuing Education Committee (CEC) also began to examine the feasibility of developing online programming to supplement on-site programming (e.g. NASIG pre-conferences) or replace the need and expense of on-site training. The NASIG CEC Online

Education Task Force Final Report was submitted for Board consideration in March 2005. This report was well researched and will serve as the basis for discussion and planning for the future as CEC begins working with a model of generating revenue through continuing education programs. The committee co-chairs wish to congratulate and thank task force members Paoshan Yue (chair), Kay Johnson,

Keiko Okuhara, Marsha Seamans, and Sarah Tusa for all their hard work!

We also want to take this opportunity to thank committee members for their efforts and the NASIG Board for its generous support this past year. We look forward to another successful year in 2005/2006.

## **Database & Directory**

Jo McClamroch, Chair

Committee Members: Pamela Arroues, Jana Brubaker, Northern Illinois University, Daisy Cheng, University of Mississippi, Smita Joshipura, Myrtle Myers, OCLC Inc., Sandhya Srivastava, Hofstra University, Jill Emery, University of Houston (Board Liaison)

At the same time that NASIG replaced the old Micro Soft Access-based version of the Membership *Directory* with a new web-based version, leadership of D&D changed hands in January 2005. Rene Erlandson stepped down as Chair, due to pressing responsibilities at work, and I stepped in.

### *D&D WEBMASTER*

Not known

January was a rocky month. As the new Chair I had to master the mechanics of the new database interface and had to learn the procedures for processing new and renewing members. At the same time, the NASIG calendar required that memberships be renewed by January 31, 2005 in order to qualify for reduced member rates for the Annual Conference set for May 2005. With the capable assistance of Denise Novak (Treasurer), Step Schmitt (database coordinator), Jill Emery (Board Liaison) and other NASIG officers and Board Members, the January 31 deadline was met. Since February 2005, I have handled all the routine processing of new and renewing members.

### *DATABASE BACKUP HOLDER*

Sandhya Srivastava

### *PRINT DIRECTORY COORDINATOR*

None. See text for details.

### *MEMBERS ROTATING OFF THE COMMITTEE AFTER THE ANNUAL CONFERENCE*

Pamela Arroues, Jana Brubaker, Rene Erlandson, Myrtle Myers, Sandhya Srivastava

The traditional work of the Committee members was dramatically impacted by the introduction of the new *Directory* infrastructure. As a result of a change in leadership on the Committee and a change in the annual calendar for the conference, the timing was perfect to discontinue the print *Directory* and the Board voted to do that. I "reconvened" the Committee to resume our primary work of proofreading *Directory* entries.

### *NEW CHAIR*

Jo McClamroch, Indiana University Bloomington

### *NEW COMMITTEE MEMBERS*

TBA

### *ACTIVITIES*

This was a year of dramatic change for the Database & Directory (D&D) Committee. The former chair, Rene Erlandson, resigned in January 2005. She has already submitted an Annual Report for the period June 2004-December 2004. [Ed. note: See that report below]

Our work has gone as well as can be expected in light of the unexpected changes in January 2005. I look forward to welcoming new members for 2005/06 and to discussing how we can better distribute tasks among D&D members.

## RENEWALS

The Annual Report template for the D&D Committee requests numerical data for a number of categories. However, since the migration from the old Access-based version of the membership *Directory* to the new web-based version, I have not been able to connect to the Access-based portion of the new interface and therefore I have no numerical data to provide at this time. I regret to give the Board this disclaimer but technological difficulties leave me no alternative. This statistical information will be provided as a supplemental report to the Board as soon as the technical challenges are overcome.

## MEMBERSHIP PROFILE

The Annual Report template for the D&D Committee requests numerical data for a number of categories. However, since the migration from the old Access-based version of the membership *Directory* to the new web-based version, I have not been able to connect to the Access-based portion of the new interface and therefore I have no numerical data to provide at this time. I regret to give the Board this disclaimer but technological difficulties leave me no alternative. This statistical information will be provided as a supplemental report to the Board as soon as the technical challenges are overcome.

## EXPENSES

There was not a print version of the *Membership Directory* supplied for 2004/2005, therefore no expenses to report for that item. There should have been expenses for the annual mailing of renewal notices to members which was handled by the former Chair, Rene Erlandson and would have been reported in her Annual Report to the Board.

## PRINT DIRECTORY

At our 2004 Committee meeting at the Annual Conference in Milwaukee, it was the unanimous recommendation of the D&D Committee that the print directory be discontinued. The Board voted on our recommendation and the print *Directory* was officially discontinued in 2004/2005.

## OTHER ISSUES

One of the primary issues before the D&D Committee is how to restructure and redistribute the work load now that there is easy access to a web-based *Directory*. It has long been the practice that the Chair of D&D was responsible for making all the entries into the membership directory precisely because it was \*not\* web-based. With the new interface, all Committee members should be authorized to make entries and corrections in the administrative module of the *Directory*. I look to the Board for advice and direction.

At our 2004 Committee meeting at the Annual Conference in Milwaukee, we also recommended that the Board take a look at a restructuring of the D&D Committee in relationship to the Membership Committee. It was our view that the boundaries and responsibilities of those two Committees in particular have blurred and might benefit from a reassessment of their respective duties. The hope is that a reexamination of roles and responsibilities would lead to a more effective internal operation for these very important tasks. It was the Committee's view that contacting and registering new members should perhaps be under the purview of the Membership Committee, and that maintaining the *Membership Directory* and providing statistical reports on the membership should perhaps be the focused purview of the Database & *Directory* Committee.

## **Database & Directory**

Rene Erlandson, Chair (through Jan. 2005)

## RENEWALS

As of Jan. 3, 2005, there are 1,322 members in the NASIG database. Of these, 31 are new members who joined after Oct 1, 2004.

Prior to Sept. 11, 2004, 1,273 paper renewal forms were sent out. Individuals who joined NASIG after July 1, 2004, members who were comp/gratis members or members who paid twice during 2004 were sent email notices asking them to verify their membership information—renewal forms were not sent to

these individuals. To date, 987 renewals (78%) have been returned and processed. All processed renewals have already been acknowledged by email. Twenty-seven individuals notified D&D they will not be renewing their NASIG membership due to retirement or change in job assignments. Multiple email reminders were sent out to all members who had not returned their 2005 Renewal forms between Nov. 16 and Dec. 17, 2004, asking them to please return their forms or notify the D&D Chair if they were electing NOT to renew their NASIG membership.

A final renewal reminder will be sent out January 5, 2005 to all members who have not yet renewed their membership.

### **Electronic Communications** David Burke and Kitti Canepi, Co-Chairs

The ECC membership currently consists of Robert Congleton, Anna Creech, Jennifer Duncan, Terese Jerose, Marina Oliver, Ruth Richardson Scales, Laura Sheble, Sheila Tawney, William Walsh, and Margaret Willingham. Our Board Liaison is Kevin Randall.

#### *NASIGWEB*

David Burke and his backup Webspinner, Ruth Richardson Scales, have updated the Web pages regularly and been involved in supporting several projects from other committees. The backup webspinner continues to compile monthly statistics for the website (see form below). Jennifer Duncan and Sheila Tawney continue to maintain the Jobs page.

The malfunctioning search function for the *NASIG Newsletter* (mentioned in the previous report) is fixed.

In working on NASIGWeb, David has noticed considerable clutter—older versions of certain files no longer available publicly. Because some of these files may be kept by various committees for archival reasons, these excess files were not touched. But perhaps over the next year committees should review appropriate files and determine which to keep and which to eliminate.

Also, the Executive Working Calendar is still organized around a June annual conference. If NASIG is moving to May conferences on a more

#### *OTHER ACTIVITIES*

- In October, D&D worked with Kathryn Wesley of the Nominations & Elections Committee to verify membership status of nominees.
- Continue to add new members to the online *Membership Directory*.
- Continue to process *Membership Directory* information changes to the online *Directory*.
- D&D is working with appropriate committees and individuals to migrate the membership database.

permanent basis, the Calendar should change to reflect this.

#### *E-MAIL LISTSERVS*

Kitti Canepi and backup List Manager Laura Sheble have been keeping busy monitoring list activity with help from former list manager Merle Steeves. Updates and additions to the list membership were delayed because of the change in *Directory* and Database chair in January, but resumed in March. Updates remains time intensive as names have to be checked to a previously-printed version of the *Directory* to obtain the previous email address so it can be removed when the new one is added. Some names also need to be checked to committee rosters on the website so that the address can be changed on those related lists as well.

This year new email addresses were set up for use by the Treasurer for conference receipts as that information needs to be retained for 5 years. Numbered sequentially, the addresses can be rotated on a 5-year cycle and the passwords set by, and known only to, the treasurer for that year's conference.

Kitti submitted a brief article for the March *Newsletter* to remind everyone of appropriate use of NASIG-L according to the guidelines posted on the web. In addition to the *Newsletter*

article, ECC decided to amend the footer or "Epilogue Text" of NASIG-L messages to add:

"The focus of the discussion list is NASIG organizational issues. Persons wishing to participate in a serials content forum and/or to address matters of general interest to serialists should find another forum. For more information about NASIG-L, email the NASIG listmanager: lists@nasig.org.

To unsubscribe, send the message UNSUBSCRIBE NASIG-L to nasig-request@nasig.org."

Kitti also updated the NASIG-L welcome message Post, Office software company web info, and removed outdated information about the web interface (i.e. mail.bee.net:81/guest no longer works).

The full text version of the Serials e-News: NASIG edition proved too large for the mail service to handle even after increasing the size allowed per message to 40K. Because we have 1292 subscribers (out of a maximum of 1600), if we need any further increases, Bee.net will have to move our list to different server, therefore, the abbreviated version was chosen to distribute instead. It does, however, tend to get caught by the SPAM filter, so the list manager needs to check the Positini filter to manually forward it to the list.

We had several reported problems with the Bee.net webmail for accessing special email (such as for the publicist). Bee.net recommends that we use a regular pop3 e-mail program such as Outlook to access Bee.Net hosted e-mail since webmail is a very limited client. They are even willing to help people set it up (email to support@bee.net). The problem with this suggestion is that every year people would need to change their email set-up.

Several people also reported getting messages that looked like they came from NASIG addresses but had no content (and no NASIG

header); some of the people were not even subscribed to any of our lists. Bee.net indicated it was likely due to viruses on user computers that picked up addresses from old email and mixed them up randomly to send out bogus messages.

As of 5/12/05, NASIG has 39 lists (3 currently inactive) and 77 email addresses (40 are archive addresses, 5 are currently inactive).

#### *OTHER PROJECTS*

Marina Oliver and Anna Creech serve on the Online Registration Task Force. Anna is also working with CPC to introduce a conference blog on the NASIG site. Jennifer Duncan volunteered to help develop online nomination forms, and William Walsh volunteered to help develop online program proposal forms. Merle Steeves, last year's chair of ECC, will serve on behalf of this Committee on the Online Survey Software Task Force.

David and Kitti suggested to the incoming President that the Webspinner and List Manager positions should not be coupled with the positions of co-chairs of ECC. The former two positions generate plenty of work in their own right. The list manager would also benefit from having two back-up people to which he/she can turn to help cover the list and resolve problems.

#### *OUTSTANDING ISSUES*

The emails generated from the web forms for committee volunteers, program proposals, and poster session proposals all end up in the Postini SPAM filter because the sender's email address does not get entered in the "from" line. David, Merle, Sarah, and Bee.Net all looked into the problem and adjusted the coding in the web page to no avail. The next list manager needs to be diligent about checking the filter to forward these. Occasionally regular NASIG messages also get caught in the filter.

## **NASIG Newsletter**

Char Simser, Chair

Board members: Beth Bernhardt (Submissions Editor), Pam Cipkowski (Copy Editor), Sharon Heminger (Columns Editor), Susan Andrews (Columns Editor), Maggie Rioux (Profiles Editor), James Michael (PDF Editor), Mykie Howard (HTML Editor), Kathy Kobyljanec (Conference/Calendar Editor), Char Simser (Editor-in-Chief), Joyce Tenney (Board Liaison).

### **PRODUCTION SCHEDULE**

Issues since June 2004 were produced with minimal delays, with the exception of the September PDF, which was hampered by hurricanes and technology issues!

Because of the annual conference timing (in May 2005), the *Newsletter* editor-in-chief recommended that the June issue be pushed up to a May publication schedule in order to accommodate conference details. The NASIG Executive Board supported this recommendation and Simser provided information to committee chairs concerning the change in early 2005. A reminder concerning submissions deadline for the May issue was sent to chairs-I and board-I at the beginning of March. Reasons for the schedule change were outlined in the March 2005 issue.

A fifth issue will be produced mid-summer 2005 as a special "business issue" that will mainly highlight committee annual reports. Rationale: waiting until the September issue to provide the membership a wrap up of committee business was not conducive to keeping the membership informed of committee activities in a timely fashion. Additionally, the inclusion of committee annual reports in the September issue, which also includes reports of all conference sessions, would create a huge issue.

### **SEARCH ENGINE**

The search engine on the *Newsletter* website died sometime in November. BeeNet worked with ECC's D. Burke and tested a new search engine in late December and January. The new search engine went live at the end of January.

### **PERSONNEL CHANGES**

Pam Cipkowski resumed her copy editor position in Aug. 2004 after a one-year 'sabbatical' as CPC co-chair. Unfortunately, Pam will step down from her duties after the annual conference in Minneapolis. Pam's contributions to the timely production of the *Newsletter* have been greatly appreciated since she joined the editorial board during the summer of 2001. Many thanks to Pam for all her hard work – she will be missed.

Kathy Kobyljanec, who has served on the *Newsletter* editorial board since 2003 as Conference/Calendar Editor, will assume responsibilities as Copy Editor in June.

### **NEW CONFERENCE/CALENDAR EDITOR**

Lillian DeBlois joined the editorial board at the end of April and will work with Kathy Kobyljanec on coordination of the conference reports.

### **REVIEW OF ACTION ITEMS FROM BOARD MEETINGS**

### **ARCHIVES AND THE NEWSLETTER**

Archivist Seymour-Green, Parang, Tenney, and I opened email discussion of archival issues after Savage requested that we examine *Newsletter's* archival role. Simser recommended that Seymour-Green poll committee chairs to gather information concerning guidelines for record retention and submission to the archives.

Though the *Newsletter* is not the archival home of information about NASIG, it can be used to provide easy, consolidated access to certain types of information – for example, Executive Board minutes. For years, the *Newsletter* has maintained a board minutes website, which is linked from the Board homepage (see <http://www.nasig.org/newsletters/tocminutes.html>). Expanding upon this idea, Simser will present a Committee Annual Reports page at the May board meeting (see <http://www.nasig.org/newsletters/committees/commreports.html>).

## REVIEW OF 2004/2005 GOALS

- Complete the *Newsletter* manual
  - Updates were completed to several sections of the *Newsletter*, “Process” sections for copy editing and PDF production are in draft form and should be completed by the end of this years
- Experiment with a template-based web design for the *Newsletter* & consider other improvements to make navigation and access easier
  - A template-based design was implemented with the June 2004 issue, which allows much quicker revisions to the sidebar table of contents and reduces the chances for errors.
  - Simser has experimented with a couple of designs that would place the main “group” titles from the table of contents as a header just before the start of the first article in a group (i.e., Other NASIG News.) Categories in this header would be short, unlike the current sidebar TOC which lists each article within a group. The only place all articles would be listed would be within the main TOC. Simser will gather feedback from editorial board members about this design before implementing.
- Report usage data at the fall Board meeting
  - Simser reported that Web usage data provided by bee.net indicated that hits on the main index page doubled after the username/password requirement was dropped.
- Do an informal poll of NASIG members at the 2004 Conference: do they read the *Newsletter*? What do they like/dislike?

What would they like to see in the *Newsletter*?

- At the Milwaukee conference, Simser informally gathered comments concerning the online *Newsletter* from conference attendees. Approximately ¼ of those polled indicated they regularly read the *Newsletter*, 1/3 noted they “sometimes” read it (this same group noted they read it more frequently now that the publication is not password-protected); 1/3 feel that online-only is fine; no one polled printed the PDF for later reading. Favorite columns: title changes, president’s corner, conference reports, profiles, and treasurer’s report. No one had suggestions for additional topics to cover; all agreed that the *Newsletter* is a useful tool for keeping up on NASIG activities.

## GOALS FOR 2005/2006

- Complete the *Newsletter* manual
- Review position descriptions; work with the Exec Board to recruit a replacement (editor-in-chief’s term ends in May 2006)
- Train new conference/calendar editor
- Provide training and instruction for new copy editor
- Work with incoming EiC

Many thanks to Board liaison Joyce Tenney for her encouragement and support throughout the year. Also a huge thanks to the *Newsletter* editorial board for their efforts to ensure a quality product in a timely fashion for the NASIG membership.

## Nominations & Elections

Kathryn Wesley, Chair

Committee Members: Ladd Brown, Karen Jander, Catherine Nelson, Philenese Slaughter, Martha Spring, Christine Stamison, Peter Whiting (web liaison), Susan Williams, Anne McKee (Board liaison).

### NOMINATIONS AND CANDIDATE SELECTION

1. A call for nominations form was included in the Milwaukee conference packet with the nomination deadline of October 15. The deadline was subsequently moved up a month to September 15 to accommodate the

earlier conference date for 2005. Calls for nominations were posted on NASIG-L on August 11, September 1, and September 8, giving special emphasis to the earlier deadline. A call for nominations also appeared in the September issue of the *NASIG Newsletter*.

2. Seventy seven individuals were nominated by the September 15 deadline (139 total, with some individuals receiving multiple nominations, some for more than one

office). Five were eliminated as ineligible (2 members of N&E, 3 nonmembers), for a total of 72 eligible nominees. The number of nominations received was 26% lower than last year (2003/04=187), and the number of individuals nominated was 39% lower (2003/04=110). Numbers of nominations per office were:

VP/PE	14
Treasurer	20
MAL	54

- Each committee member (except the chair) contacted 9 nominees. The following numbers agreed to be considered for the ballot and returned nominee profile forms. Several others agreed initially, but later withdrew:

VP/PE	1
Treasurer	4
MAL	23

Two nominees agreed to be considered for more than one office. However, because one of these returned a nominee profile for only one position, the committee considered her for that position only.

- Because of the relatively small number of nominees who agreed to be considered for office, all committee members read and evaluated all nominee profile forms. Based on the initial evaluation, the committee identified the strongest contenders for each office and contacted those nominees for the names of NASIG references. Each committee member contacted references with a standard list of questions. Reference names and comments remained confidential between the committee member making the contact and the chair, although the general nature of reference comments and pertinent quotes were shared with the entire committee. The references contacted by the chair were also read by one other committee member to insure that their substance was fairly conveyed to the committee.
- The final slate selected by the committee appears below and was sent to the president on December 13, 2004.

*Vice President/President Elect*

Denise Novak

*Treasurer*

David Bynog

Rose Robischon

*Member At Large*

Adam Chesler

Rachel Frick

Katy Gianni

Kim Maxwell

Emily McElroy

Steve Murden

- All nominees were contacted by December 17, either by phone or email, and told whether or not they were placed on the committee's final slate. Successful nominees were offered the opportunity to revise their nominee profile forms with a deadline of January 14. Formal follow up letters were mailed the week of January 14, 2005.
- A notice appeared in the December issue of the *Newsletter* announcing that a call for nominations by petition would be issued in mid-December. The call for nominations by petition was posted on NASIG-L on December 13 with a January 14 deadline, and a reminder was posted on January 6. Rick Anderson was nominated for MAL by this process and was added to the final ballot. The other candidates for MAL were given the name of the petition candidate before it was announced to the membership at large.

*BALLOTING*

- A total of 1021 ballots were mailed on February 1 with a postmark deadline of March 1 (972 US, 38 Canada/Mexico, 11 outside North America). Ballots were mailed to members active as of January 5, 2005. Thirteen ballots were returned with bad addresses, for a total of 1008 ballots presumed received.
- A total of 513 ballots were returned by the March 1 postmark deadline, for a return rate of 50.9%. Eleven ballots postmarked after March 1 were received.
- The chair counted the 513 valid ballots, and a local computer science student verified the count. In addition to the candidates on the ballot, there were 3 write-in candidates for VP/PE, 1 for treasurer, and 2 for MAL. The final count included a tie for the third MAL slot. In accordance with NASIG bylaws, the committee resolved the tie by blind lot.

- The chair notified the president and all candidates of the election results on March 17 by phone. The results were announced to the membership via NASIG-L on March 18. The results were posted on NASIGWeb the following week and announced in the *Newsletter* in the May issue. The president, publicist, and chair conferred on the issue of whether to make an announcement outside of NASIG and decided against doing so. The consensus was that the election is primarily of internal interest.

\$651.57 stationery (\$325.78 N&E, \$325.79 Bylaws)  
 \$499.17 printing/stuffing (\$427.79 N&E, \$71.38 Bylaws)  
 \$719.76 postage (\$554.23 N&E, \$237.53 Bylaws)

<i>Budgeted</i>	<i>Spent</i>	<i>Item</i>
\$850.00	\$325.78	supplies (stationery)
525.00	427.79	printing/stuffing
<u>800.00</u>	<u>554.23</u>	postage
\$2175.00	\$1307.80	TOTAL as of May 9**

\*\*There will be a few small postage items submitted after this report, probably less than \$25.00.

### ELECTION RESULTS

Vice President/President-Elect: Denise Novak  
 Treasurer: Rose Robischon  
 Members at Large: Adam Chesler, Katy Ginanni, Kim Maxwell

### OTHER ACTIVITIES AND RECOMMENDATIONS

Looking ahead to the 2006 conference, which will be in early May, the chair conferred with the N&E's board liaison and the incoming chair about setting the deadline for nominations for the 2006 election. The issue came up at this time due to the need to prepare a call for nominations form for the 2005 conference packet. It was decided to set the deadline for nominations as September 1, 2005.

### BUDGET

Since the ballot mailing included a separate ballot for the Bylaws Committee, expenses for stationery, printing, stuffing, and postage were split with them. The totals for these expenses and the amounts charged to each committee were:

## Proceedings

Pat French and Meg Mering, Co-Editors, 2004  
 Meg Mering and Elna Saxton, Co-Editors, 2005

### ACTIVITIES OF THE YEAR

- The 2004 *Proceedings'* manuscript was submitted to Haworth in mid-November 2004, two weeks past Haworth's suggested deadline of Oct 31. We did not receive papers from Vision Session speakers John Tagler and Heather Joseph until November.
- Editing the 2004 *Proceedings'* galleys occurred in late February, early March.
- Lori Terrill, the indexer, and Anna Creech, the Web editor, completed their work on the 2004 *Proceedings'* the first week of May 2005.
- I hope to bring order forms for the 2004 *Proceedings'* to this year's conference. I have requested them from Haworth. We do

not have a publication date yet for the 2004 *Proceedings'*.

- Pat has not had time to make revisions to the *Proceedings'* Editors' manual. Out going editors customarily make revisions to the manual based on their experience as editors. I hope to revise the manual next spring.
- In December, Elna Saxton of the University of Cincinnati was appointed as a co-editor of the 2005 *Proceedings'*.
- During March and early April, I contacted all of the speakers who would be preparing a paper. All of them believe, at this point, that they will be able to submit papers by the June 15 deadline or within two weeks of it. This year's speakers were more aware of the deadline for their papers than last years'

speakers. Unlike last year, none of them expressed surprise that a paper was expected of them. Last fall, Marilyn Geller and Emily McElroy, the PPC co-chair, contacted Pat and me about establishing a deadline for the speakers' papers for the 2005 conference. I hope next year's PPC co-chairs will also contact the *Proceedings* co-editors about establishing a deadline.

8. In April, Elna sent out a call for recorders. We did not receive as many volunteers this year as compared to last year. Elna contacted Fariha Grieme, CPC member, for names of people attending sessions. I contacted recorders from previous *Proceedings*. All spots are filled as of the first week in May. The recorder reports are due on June 15.

### **Professional Liaisons**

Stephanie Schmitt, Board Liaison

2004/2005 was a year of review for the Professional Liaisons program. Our NASIG President, Steve Savage, requested that an evaluation of purpose, roles and usefulness be given throughout the year. In addition, the program would seek out methods to encourage reporting and enhanced participation by the respective liaisons.

The purpose of the Professional Liaisons program is clear from the charge: the NASIG Professional Liaisons exist in order to "[pursue] mutual enrichment and exchange of information about serials-related activities." This purpose remains a worthwhile endeavor.

This year provided an opportunity to clarify the role of the professional liaison and redefine the relationships that the liaisons maintain both within NASIG and with the respective organizations. We have established that the liaisons are NASIG appointments to the respective organization, not the reverse, though the position can be collaboratively assigned by the NASIG President and the appointing officer of the external organization. The basic reporting role of the Professional Liaison has also been reestablished. The Professional Liaisons report to their appointed Board Liaison and to the editor of the *NASIG Newsletter*. This fulfills the need for information from the Liaisons to the Board and to the *Newsletter*, but does not

### *ISSUES FOR THE BOARD*

1. Earlier this year, Kevin Randall asked me if the *Proceedings* could be done as pdf files. Do we need Haworth's approval to mount them as PDF files on NASIGWeb?
2. Elna and I had planned to visit Haworth Press this spring. Elna is not able to make the trip. I am still able to make the trip. I would like to meet the people I have been working with and will work with in the upcoming year. In April, I tried emailing Bill Cohen and Kathy Rutz about making arrangements for a visit. Is there a better person to contact? 2003 was the last time *Proceedings* editors visited the press. How important is a visit to the press?

ensure nor enable communication links with the Program Planning Committee, the Continuing Education Committee, and the Electronic Communications Committee as stipulated in the charge.

The usefulness of the Professional Liaison program is still undetermined. Information flow has been reinvigorated through various methods (see paragraph below), yet the application of that information is thus far limited to inclusion (heavily edited due to necessity) in the *NASIG Newsletter*. Educational opportunities, program co-sponsorship and coordination have not been pursued and it is that area that measures the effective success of this program. In addition, the information that is provided to the NASIG Board and *Newsletter* editor varies immensely. One of the dependencies that affects the usefulness of the information that we receive is the volunteer liaison him or herself. The Liaison's understanding about what information would be most useful to NASIG is the key component for providing a useful report. The Liaisons do not meet at Conference nor do they have a set of guidelines and recommendations, apart from the charge, to instruct and inform them of our expectations.

The enhancements to the program include implementing an online form that structures the reporting mechanism and provides a template

for content and areas of coverage. The information submitted is sent both to the NASIG Board Liaison and to the editor of the *NASIG Newsletter*. In addition, submission deadlines are provided and email contacts and notifications are made regularly. As a result, the year has produced at least one report from each of the appointed liaisons and this information has been included in two *NASIG Newsletter* issues.

#### RECOMMENDATIONS

- 1) Continue the Professional Liaisons program for the 2005/2006 appointment year.
- 2) Pursue contacts and information flow between the Professional Liaisons and the Program Planning Committee, the Continuing Education Committee, and the Electronic Communications Committee.
- 3) Establish guidelines and expectations for the content of the reports as well as the frequency and structural format of the reports.
- 4) Suspend our Professional Liaison affiliation with the ASA and the AAUP. It is recommended that we continue to maintain the online slots for the liaisons to these three organizations on the Professional Liaison website as this will remind others of the opportunity and will remind the Board Liaison to make attempts to fill the vacancies each year.
- 5) Continue use of the Liaison Reports Submission Form, but further subdivide the report subfields and add to each section descriptive language to guide the liaisons as to what is expected. Providing formatting guidelines is also recommended.

#### SUMMARY OF ACCOMPLISHMENTS SINCE JANUARY 2005 REPORT

##### 1) Liaison Appointments

There are currently three appointments left unfilled at this time: The Association of Subscription Agents, the AAUP, and the ATLA.

##### 2) Liaison Reports Submission Form

The online form (<http://www.nasig.org/liaisons/>) continues to benefit the work of the organization. However, the *Newsletter* editor, Char Simser, has noted that the quality of the form reports varies widely and thus the usefulness of the new reporting system (implemented in the late summer 2004) is relative to the skills of the respective liaison.

#### GOALS AND UPCOMING TASKS FOR 2005/2006

- 1) Promote peer organizations communications. In order to provide updated information to our membership about our peer organizations, determine whether and how to obtain ongoing organizational reports from the German Serials Interest Group (GeSIG), the United Kingdom Serials Group (UKSG), and the Australian Serials Special Interest Group (ASSIG).
- 2) Establish and provide online guidelines for liaison reports which would include formatting requests and specific formatting recommendations.

#### PROFESSIONAL LIAISON REPORTS: HIGHLIGHTS

ALCTS Serials Section – Interest is waning in regards to collaborative efforts between the two groups [ALCTS SS and NASIG]. Exploration of the synergies between NASIG and ALA/ALCTS/Serials Section remains as an executive interest.

AALL – 98th AALL Annual Meeting & Conference July 16 - 20, 2005, San Antonio, TX The theme for the 2005 Annual Meeting is Strategize! Values Visions Vistas.

CLA – “Planning us underway for the CLA Annual Conference, to be held in June in Calgary, Alberta. The Technical Services Interest Group (TSIG) and the Serials Interest Group (SIG) have jointly sponsored two events in addition to the Annual General Meeting: A program entitled "Reorganization of Technical Services in Your Library" will present theoretical and practical ideas for

how technical services departments might be reorganized. A full-day preconference on "Basic Subject Cataloguing with LCSH" (based on the recently developed PCC workshop materials) is also on the agenda, to be delivered by Linda Woodcock of the Vancouver Public Library. The Serials Interest Group was thrilled to receive a NASIG CEC grant to support an SCCTP workshop on Cataloguing Electronic Serials, held March 18/05 on the Ryerson University campus in Toronto. The workshop was successfully delivered by Peter Glenister, who is the Bibliographic Services Librarian at Mount Saint Vincent University in Nova Scotia. Many thanks to CEC, and to Peter!"

CONSER – "Conferences: CONSER Operations Committee Meeting May 2005 May 5-6, 2005 at the Library of Congress Agenda is available from the CONSER Web site (<http://www.loc.gov/acq/conser/ops-05-home.html>) CONSER Meetings at ALA Annual June 2005: Saturday, June 25, 3:30-5:30 p.m. CONSER Task Force on Publication Patterns and Holdings/Publications Patterns Discussion Group Holiday Inn City Center, LaSalle Ballroom II Sunday, June 26, 8:00-9:30 am CONSER At-Large Chicago Hilton & Towers, PDR2 Agendas for these meetings will be made available in June on the CONSER Web site (<http://www.loc.gov/acq/conser/>) CONSER Documentation: Update 2 of the CONSER Cataloging Manual has been issued in early 2005 via Catalogers'™ Desktop and in print. Revisions of the manuals for the SCCTP Integrating Resources Workshop and Basic Serials Cataloging Workshop have been completed. Files for these materials are being processed by CDS and will be available for purchase shortly. Spring 2005 issue on CONSERline is available at <http://www.loc.gov/acq/conser/consln26.html> "

NSDP – "Revision of the ISSN standard is progressing well. With the acceptance of the concept of the "tISSN," the puzzle of how to identify serials at the medium level and the title level seems to be solved. The current

ISSN granularity will remain as it is now (separate ISSN for separate media editions) but the tISSN, placed into MARC field 024 and communicated to knowledge bases, A&I services, subscription services, etc. can be used in those cases where identification without regard to medium is desired. An ISSN users group has been established and will have its first meeting at the end of April. New distribution services and look-up services for ISSN data--particularly relationships between and among the various ISSN and the tISSN--are being planned. The working group will finalize the "Committee Draft" of the new standard at a meeting April 25-26 in Paris, which I will attend. NSDP continues to be kept quite busy assigning ISSN, especially to online serials. NSDP is exploring ways to increase ISSN assignments, especially to titles in OpenURL knowledge bases. NSDP will release an online form to CONSER libraries to facilitate their requests for ISSN."

PLA – "A program on periodical collection development issues in public libraries was proposed for PLA's next National Conference in 2006 by two NASIG members, myself and Abby Schor. It was not accepted as a program, but the National Conference Program Subcommittee suggested submitting the idea as a "Talk Table," which is similar to a round table discussion. This was done, although there won't be any notification until September. The hope is to make serials issues visible at the National Conference and to establish contacts with other attendees interested in serials issues. In this way, NASIG can be promoted to a group that is largely not involved with NASIG. At the 2005 NASIG Conference there will, once again, be a program focusing on public libraries as well as an Informal Discussion Group dedicated to public libraries. Hopefully, with this small presence on the list of programs and events, other public librarians will be encouraged to attend the Conference. At the Informal Discussion Group, one of the topics will be how public librarians can be more visible within NASIG and how NASIG can attract public librarians."

## Program Planning

Emily McElroy and Marilyn Geller, Co-Chairs

### *NARRATIVE OF PPC ACTIVITIES*

Since January when the co-chairs submitted our last progress report, the Program Planning Committee has worked to finalize the program. We delivered to the Secretary a list of unused proposals allowing the Secretary to send letters to submitters informing them of the committee's decision. Individual committee members received assignments to act as PPC Shepherds for sessions. Their responsibilities included sending out both unofficial and official notification of acceptance, informing speakers of their reimbursement and audio-visual equipment options and their conference and proceedings responsibilities, gathering biographical information, distributing handout information and receiving handouts to be used during the conference. They also informed selected speakers of their hotel confirmation numbers.

Committee members also chose to participate in subcommittees assigned to specific special events programs. An Informal Discussion Group Subcommittee consisting of Marilyn Geller, Emily McElroy, Paul Moeller and Dana Walker advertised and coordinated nine separate topical meetings. These meetings, formerly Networking Nodes (nee: Informal Discussion Group Meetings) are scheduled to be held on Friday afternoon.

Also scheduled for Friday, the seven User Group Lunches were coordinated by the subcommittee consisting of Marilyn Geller, Sarah George, Emily McElroy, Pat Loghry, and Virginia Taffurelli.

The Poster Sessions Subcommittee included Michael Arthur, Marilyn Geller, Emily McElroy, Rose Robischon and Allison Sleeman. The group sent out the call for proposals, reviewed 13 submissions and selected eight of them, and

coordinated the collection of abstracts and distribution of information. Poster sessions are scheduled for staffed viewing during the morning breaks on Friday and Saturday but will be available unstaffed all day on Friday and Saturday.

The Focused Vendor Demo Subcommittee was staffed by Norene Allen, Marilyn Geller, Tonia Graves, Emily McElroy, and Dana Walker. This group contacted potential participants, planned the session, and coordinated information distribution. Five vendors agreed to participate in this event. Based on feedback from last year's Focused Vendor Demo Session, we have extended the time slot to two hours and scheduled it at a non-compete time. We recommend that if this type of session is done next year, it should be scheduled earlier in the conference in order to allow attendees the opportunity to seek out and discuss issues with presenters in greater detail. One vendor who was asked to participate declined citing the following reasons: "With only 15 minutes of actual presentation time, the placement of the program near the end [sic] of the conference, the requirement to pay full registration and the limitations on our ability to distribute literature we felt the costs outweighed the benefits." We respectfully disagree with this perspective and believe that the conference itself has value for vendors and is not an onerous burden.

The co-chairs also worked with the Conference Evaluation Review Task Force to identify changes to the Evaluation Form that has been used for the past several years and then with the Evaluation and Assessment Committee to finalize the conference survey. The co-chairs also worked with the Proceedings Editors to help them contact speakers and coordinate receipt of papers from Vision and Strategy speakers.

## STATISTICAL SUMMARY OF PPC ACTIVITIES

	<u>2005</u>	<u>2004</u>
Number of ideas/programs reviewed from brainstorming, conference conversations, quick and dirty evaluations, and two calls (total)	178	167
Quick and dirty evaluations	84	60
Brainstorming, conversations	22	41
Proposals from 1 <sup>st</sup> call	46	31
Proposals from 2 <sup>nd</sup> call	26	19 (+16 from 3 <sup>rd</sup> call)
Number of ideas/programs selected (total)	34	34
Pre-conferences	3	3
Vision	3	3
Strategy	10	9*
Tactics	18	19
Number of speakers (total)	63	64
Pre-conferences	6	6
Vision	7	6
Strategy	17	16*
Tactics	33	36

\* These numbers reflect the programs scheduled before the cancellation of one strategy session featuring two speakers and the unexpected cancellation of one speaker at an unrelated strategy session

### SPECIAL PROGRAMMING EVENTS

Informal Discussion Groups	9 sessions, 12 facilitators
User Group Lunches	7 sessions, 10 facilitators
Poster Session	2 staffed sessions, 8 posters
Focused Vendor Demo Session	1 session, 5 presenters
Number of programs (total)	25
Number of presenters (total)	36

### PPC RECOMMENDATIONS TO THE NASIG BOARD

The impact of NASIG's budget has again increased pressure on PPC to reduce AV expenses. This year, CPC was able to send the AV contract out for bids, and we hope this will positively affect future PPC work on AV and allow for more options. Still to be solved is the prohibitively expensive cost of Internet connections for speakers.

There were several instances last year where miscommunication happened over the receipt of program proposals. PPC moved program proposal submission to a web-based form similar to the one used for Poster Session proposals that was automatically submitted PPC co-chairs. This year there were no complaints of lost proposals.

Last year, we recommended that the Board consider appointing *Proceedings* Editors earlier in the year so that PPC and the Editors might

coordinate the information that will be passed on to speakers before this communication has to occur. While this was done and some early communication issues were resolved, the *Proceedings* Editors did not contact speakers until late in the cycle.

This year, the Executive Board asked the PPC co-chairs to create some form of rating chart to evaluate presenter's effectiveness on a variety of quantitative and objective factors in addition to the evaluation by session attendees. The co-chairs have developed a template allowing yes/no (1/0) responses that could be used to create a database of 3-5 years (rolling) of information for the use of CEC and PPC chairs with aid from the vice president (liaison to PPC) and treasurer. A trial was done in the early spring by a small group of past and present PPC members using the 2004 speaker roster. Based on results, some modifications have been made to this database, and a second trial is being conducted with the 2005 speaker roster.

A complete revision of the PPC manual was done in the past month. The manual and supporting documents were sent to the 2006 co-chairs. The current co-chairs will meet with next year's co-chairs during the conference and are ready to consult as needed.

As the current co-chairs are rotating off the committee after the 2005 conference, we would like to thank several people. The following people served on PPC in a busy year of reinvention and helped create the 2004 conference: Jill Emery, Sandy Folsom, June Garner, Lee Krieger, Pat Loghry, Steve Oberg, Erika Ripley, Connie Roberts, Rose Robischon,

and Dana Walker with the incredible support of Steve Savage as Board Liaison. The following people served on PPC during a hectically short conference planning year and helped create the 2005 conference: Norene Allen, Michael Arthur, Sarah George, Tonia Graves, Joe Harmon, Lee Krieger, Pat Loghry, Paul Moeller, Bonnie Parks, Erika Ripley, Rose Robischon, Allison Sleeman, Virginia Taffurelli, and Dana Walker with the stellar support of Mary Page as Board Liaison. It is our firm belief that these are precisely the people who make NASIG such a superlative organization, and we commend every one of them for work we have all accomplished together.

## Publications

Rick Anderson and Anne Mitchell, Co-Chairs

Committee members: Bob Boissy, Morag Boyd, Lillian DeBlois, Dalene Hawthorne, Betty Landesman, Donna Packer, Peter Picerno, Elna Saxton, Michele Seikel, Marit Taylor, Paula Webb

### NEW PROJECTS

1. History Task Force documents  
The Publications Committee received approximately 40 pages of material from the NASIG History Task Force. Anne Mitchell proofread, copyedited and marked up the documents, preparing them for online publication and creating an attractive Web version of the documents in preparation for rollout at the 20<sup>th</sup> annual NASIG meeting in May.
2. NASIGuides  
NASIGuides on electronic resource management and license negotiation were added to the existing guides (to OpenURL and the ISSN) that are currently available to NASIG members on the Web site. The Committee has received the last installment of the MARC Holdings guide from Frieda Rosenberg, and Anne Mitchell anticipates being able to mark up the remaining content prior to the NASIG meeting in May.
3. Human Resources Directory  
The Human Resources Directory is fully up to date, but due to the Committee's suspension no further dialogue has taken

place regarding the future direction of the Directory.

### ONGOING PROJECTS

1. Resources for Authors  
This web page is currently being redesigned, and its links checked and updated. Whether this project will continue, in light of the Publication Committee's suspension, remains to be seen.
2. NASIGuides  
Based on the rankings provided by the NASIG board and the expertise of Publications Committee members, future NASIGuides were previously assigned according to the list below. Some of these guides may appear online prior to the NASIG meeting contingent upon each author's progress to date and willingness to submit a guide without personal attribution.
  - a. Electronic Resources Workflow (Elna Saxton and Dalene Hawthorne, spring 2005)
  - b. Holdings Statements: CONSER, MARC 21, OCLC (Betty Landesman, spring 2005)
  - c. FRBR: Implications for Serials (Anne Mitchell, spring 2005)
  - d. Online Subscriptions Basics (unassigned)
  - e. MARC Fields for Serials (Peter Picerno and Marit Taylor, spring 2005)

- f. Claiming Workflows (Elna Saxton and Dalene Hawthorne, spring 2005)
  - g. E-journal Lists (unassigned)
  - h. Title Changes (Michele Seikel, spring 2005)
  - i. Subscription Vendors: Pros & Cons (Donna Packer, spring 2005)
  - j. Memberships and Packages (unassigned)
  - k. Serials Supply Chain (unassigned)
  - l. Gift Subscriptions (unassigned)
  - m. Exchange Programs (unassigned)
  - n. Consortia (unassigned)
  - o. Electronic publication usage statistics (unassigned)
  - p. Pricing models (Bob Boissy, spring 2005)
3. Online Handouts  
Michele Seikel has already begun gathering electronic handouts from those scheduled to present at the NASIG meeting later this

month, and to forward them to David Burke for uploading to NASIGWeb. She will shepherd the remainder of the process forward.

#### *POTENTIAL PROJECTS*

None. The Publications Committee has been suspended.

#### *DECISIONS OR ACTIVITIES OF NOTE*

In 2005, the Publications Committee's primary projects have been to create new NASIGuides and plan for future installments, to prepare History Task Force documents for online publication, and to continue the annual compilation of conference handouts.

#### *STATISTICS*

N/A

### **Publicist**

Anne E. McKee, 2004/2005 Past President/Publicist

The publicist as Past President is responsible for publicizing NASIG activities to all print/electronic journals and/or listservs. For NASIG related items that are posted to NASIG-L, any NASIG member or committee may post those items directly to the organization's listserv. The publicist is also responsible for the ordering and mailing of NASIG membership brochures to NASIG committees or other events upon request.

#### *DUTIES*

- Publicizes all NASIG activities (i.e. conference, awards/scholarships to all print/electronic journals)
- Publicizes all NASIG activities to all outside listservs. (Any NASIG member or committee may post all NASIG related alerts to NASIG-L without the publicist's intervention.)
- Sends out membership brochures (available in English, French and Spanish) upon request. [The requests need to be to the publicist no later than 2 weeks prior to the event so the brochures can be mailed via ground delivery by the United States Postal Service. The publicist does NOT send membership brochures by expedited shipper unless the

requesting party agrees to pay for expedited shipper costs.]

- Sends Student Grant notices to individual MLS accredited library schools via publicist listserv.

#### *ACTIVITIES FOR THE YEAR*

- Requests to send out NASIG publicity:
  - PPC "Call for Proposals" and subsequent follow-ups
  - CPC announcements including registration information etc
  - Mentor Taskforce announcements
  - Sent out Continuing Education Committee announcements for 4 different programs
- Membership Brochures Sent:
  - North Carolina Serials Conference
  - Minneapolis 05 conference
  - BCR Seminar

#### *ACTION ITEMS FOR DISCUSSION/CONSIDERATION*

- Membership Brochures
  - With new dues structures, all brochures are now obsolete. Publicist must have contingency plans until new brochures are printed. I would suggest a copy of the new

- dues structure to be inserted in the membership brochures until the new printing
  - ACTION ITEM: budget line needs to be created for this
  - Consider pursuing electronic copies as well
- As always, the Publicist received at least 2 requests for brochures to be sent past the deadline for U.S. mail. I explained both times that if the requesting parties were willing to absorb expedited courier costs-I would send. Otherwise, NASIG does not pay for expedited courier. This is always covered at the New Chairs Orientation and over the Chairs listserv.
- Cost of mailing membership brochures each year (from publicist to publicist) is expensive. Is there a central office NASIG could utilize for this?
- Beenet
  - Went thru VERY frustrating period at beginning of the committee year with beenet. Publicist was NOT able to hit "select all" to delete all emails in inbox. (Which is significant as publicist is on at least 25+ listservs). After receiving little help from beenet, the publicist discovered that

the problem was if you were accessing publicist email via Internet Explorer. If Netscape or Firefox browsers are utilized, the problem and frustration disappears.

- ACTION ITEM: ensure that all future publicists understand they cannot access beenet email utilizing IE.
- Creating a new address book (for MLS accredited programs) proved to be difficult. Beenet's "help" screens were of no help. Publicist had to do this by trial and error
- MLS accredited programs
  - Historically, the Awards and Recognition Committee has been sending student grant announcements out. This has obviously proven to be a difficult and time-consuming task. The Publicist and the Co-Chairs of A&R compromised: if A&R was responsible for updating the MLS contacts AND passing that info onto the Publicist, the publicist would send out the announcements.
    - 04/05 Publicist created an "address book" on beenet for this purpose.
    - Recommendation that this practice continues as A&R Co-Chairs have their hands full with the awards process.

## Site Selection

Committee Members: Mary Page, Judy Luther and Joyce Tenney

The committee concentrated on gathering information on potential sites for the 2007 Annual NASIG Conference. Various locations and cities were considered and contacted for preliminary information.

Promising information has been received from Richmond, VA, New Orleans, LA and sites in

Canada have been contacted. General information has also been received from Rochester, NY, Charlotte, NC, Birmingham, AL, and Phoenix, AZ.

We will continue to review and collect information during the summer.

## COMMITTEE UPDATES

### Evaluation & Assessment

Stephanie Schmitt, Chair

Committee members (2005): Marla Baden (Indiana University, Purdue University, Fort Wayne), Joe Badics (Eastern Michigan University), Carole Bell (Temple University), Ann Ercelawn (Vanderbilt University), Sandy Folsom (Central Michigan University), Leanne Hillery (Florida International University), Lanell Rabner (Brigham Young University), Veronica Walker (North Carolina State University), Josephine Williamson (University of Delaware), Stephanie Schmitt, (Yale Law Library), Board Liaison.

#### *SUMMARY OF ACCOMPLISHMENTS*

Chairship responsibilities transferred from Wendy Baia to Stephanie Schmitt in late January 2005. Manuals and software were shipped to the new chair via Fed Ex in late February. Work for the chair began in March 2005 to learn the software and begin communications with the NASIG Executive Board, the CPC, the PPC and the Conference Evaluation Review Task Force (CERTF) to determine the required changes for the 2005 Conference Evaluation Forms.

Changes were made following the recommendations of the CERTF Report, the E&A suggestions, the NASIG President (Steve Savage) and requests from the PPC and the CPC. The conference evaluation form was

submitted for duplication to the CPC on April 25. Of note, the form changes include:

- 1) Dropping comments for individual presenters.
- 2) Dropping comments on Networking Nodes, User Group Lunches
- 3) Dropping rating and comments on the conference opening

#### *PROCEDURAL CHANGES*

The E&A Committee members with Key Collect (data entry) responsibilities will be receiving and submitting their software files via the website for the E&A Committee on the NASIG website. Previously these files were exchanged via floppy disks. Throughout the year, the E&A Committee will work to update the manual and begin work to place it online. In addition, the committee will convert to CD-ROM and store in the E&A web space for security and archival purposes the historical files previously stored on floppy disks.

#### *RECOMMENDATIONS*

The E&A Committee recommends that a task force be appointed and charged with exploring online evaluations, surveys and evaluation and assessment software.

## TASK FORCE & TEAM REPORTS

### Anniversary Task Force

Gail Julian, Chair

Committee members: Deberah England, Marty Gordon, June Garner, Alice Rhoades, Bob Persing (resigned)

The Task Force has concentrated on two major initiatives for the 20<sup>th</sup> celebration in Minneapolis. First, a panel of NASIG luminaries will discuss the formation and maintenance of NASIG at the Saturday 9-10 Vision Session. In the background, we hope to display images from previous venues if it does not interfere with the presenters' plans.

#### VISION SESSION PANEL

- Tina Feick, Vice President, Customer Relations at Swets Information Services
- Susan Davis, Head, Electronic Periodicals Management Dept. at University at Buffalo, State University of New York

- Dan Tonkery, Vice President, Director of Business Development at EBSCO Information Services
- Connie Foster, Head, Library Technical Services at Western Kentucky University
- Jill Emery, Director, Electronic Resources Program at University of Houston

The Task Force's second initiative is to present three skits at the Friday night anniversary dinner. The three skits are entitled "Dorm Life," "The Workshop," and "Journal Costs." Each skit will be presented in both the Stars and Galaxy rooms if time permits. Marty Gordon led the skit subgroup and wrote the scripts. Eleanor Cooke served as a consultant to the skit group. June Garner is stage manager/prop master and Deberah England is director. I sent out a general call on NASIG-L for actors and received several enthusiastic responses. Apparently there are a number of experienced and budding thespians in NASIG.

### History Task Force

Sheryl Williams, Chair

The NASIG History Task Force is charged with researching and producing a history of NASIG during its first two decades. This history will include concise narratives about the organization, an overview of the serials world during the same years, and the impact it and NASIG have had on each other. The history will primarily consist, however, of lists compiled from various sources, such as lists of major events and accomplishments from each year; rosters of various groups such as the Board, committees, task forces, and award recipients; chronologies; etc.

This charge laid out the content of the document this Task Force was to prepare; we then used the 10<sup>th</sup> Anniversary Special Issue of the *Newsletter* as our starting point. As a committee, we discussed what we had in mind for the product, and Task Force members each

selected their preferred section. The make-up of the Task Force was perfectly suited for this project; everyone was able to utilize their individual talents. The Task Force was made up of six members: Sheryl Williams, Chair (University of Nebraska Medical Center), Elizabeth Lowe (Southern Illinois University Edwardsville), Peter Picerno (St. Edwards University), Rocki Strader (Ohio State University Libraries), Sara Ranger (University of Houston), Joyce Tenney, Board Liaison (Baltimore County Library, University of Maryland). The final report is at <http://www.nasig.org/publications/history/>.

Our resources included the board minutes, committee annual reports, *Conference Proceedings*, and *Newsletter* issues. We attempted to use the archives, but did not receive any responses to our inquiries. As our

timeline was very limited, we did not pursue this access.

Time was an issue from the beginning. In our opinion, the process should have been started four to six months earlier. Task Force members were facing constraints from their regular jobs, such as reclassification, renovation, and staff shortages. But, like the NASIG troopers we are, we all came through.

It was my intention to include as many members of NASIG as possible, beyond the past presidents. If NASIG is truly an organization that relies on its members, then the history should include as many of those members as possible, with both long- and short-term membership. More "general" members should

have been included in the Selected Interviews section, helping to answer the question of "Why is NASIG important to you?"

Overall, the process went well. There is one omission in the document I would still like to have included: a listing of continuing education courses from the last 20 years. I attempted to compile this list from our sources, but many entries were too vague to include. I recommend that the Continuing Education Committee compile this list and include it in the final history.

Seeing this document on the NASIG Website makes us all proud of our part in its creation, and of what NASIG has done over the past twenty years.

### **Mentoring Task Force**

Alice Tucker and Kathy Brannon, Co-Chairs

[Ed. note: The Executive Board renamed the Task Force as the Mentoring Team at the May board meeting.]

The Mentoring Task Force conducted the Mentoring Program for the annual NASIG conference in June of 2004. Mentors and Mentees were matched and notified. The Mentor/First Timers Reception was held at the Milwaukee Conference and was a great success. We had 66 mentor/mentees sign up for the program. Evaluations of the program indicate that it was beneficial for both newcomers and long-time conference attendees.

The formal charge for the Task Force was written during the course of the year, and the Program Checklist was updated.

We have begun the process for this year's (2005) program by soliciting mentors and mentees. The 2005 reception will be held on Thursday, May 19, 2005 in Minneapolis.

### **Online Registration Team**

Marina Oliver, Chair

Committee members: David Bynog, Anna Creech, Fariha Grieme, Bonnie Parks, Step Schmitt

The Online Registration Team (ORT) is pleased to report to the NASIG Executive Board that the work to convert the *Membership Directory* to the NASIG SQL database and the enhancements made to the Online Registration tools and resources for the 2005 Conference have been successful.

*ORT CHARGE (REVISED, AUGUST 2004)*

1. Study the current Linkpoint services and workflow to maximize use of the company's services.

- a. Distribution of Linkpoint Documentation to appropriate members of the ORT (Sept 2004)
  - i. Investigate what additional information may be sent to the Treasurer via the registration form payment mechanism (e.g. separate payment line for fundraising donations)
  - ii. Investigate archiving of previous conference payment data
  - iii. Investigate payment options from multiple sources (e.g. membership renewals as well as conference registration)
2. Improve communications functions within the system, including confirmation forms sent to registrants.

- a. Assessment of Communication exchange points
  - i. Form Introduction and form instructions need to be more detailed (CPC)
  - ii. Structure and description of the program schedule needs better coordination to become more multifunctional as well as clear (PPC)
  - iii. Payment Instructions need clarity (CPC Registrar/Treasurer)
  - iv. Receipt needs to exist and language needs to be more specific (CPC Registrar/Treasurer)
3. Collaborate with the Database & Directory Committee on converting the membership database to support added registration functions such as automatic membership verification/validation check.
  - a. Confirm with NASIG Board that the ECC and D&D are on the same schedule as the ORT.
  - b. Tighten communication with ECC and D&D about the work of the ORT.
4. Create an automatic, dynamic membership verification/validation check functions within the system
  - a. Work is related to charge 3.
5. Create online functions allowing new members to join and continuing members to renew their memberships, including online payment functions using Linkpoint and live, dynamic membership verification/validation for conference registration purposes.
  - a. Work is related to charge 3

### **ONLINE REGISTRATION WORK SUMMARIZED TO DATE**

- Jan. 31, 2005: The finalized conference program was delivered to the ORT.
- Feb. 16, 2005: Registration website and online registration form was complete. Test scripts were sent to the ORT, CPC, PPC and NASIG Board.
- Feb. 21, 2005: Testing of online registration site begins.
- Mar. 1, 2005: Online registration for 2005 conference went live
- Mar.- Apr 2005: Minor changes to online registration webpage and administrative tools.
- Apr.- May 2005: Conference registrar generates reports.

Overall there were relatively few technical problems this year. Most of the changes noted from testing were text changes to the form and/or the registration page. The online registration site went live on March 1, 2005. Since then we have added the following language to the registration page (at the request of CPC):

“May 1, 2005 is the deadline to benefit from the early registration rate. To register as a member, one must have joined or renewed membership by January 31, 2005.”

Additionally an electronic receipt has been introduced and is accessible to registrants using their conference ID number.

### **Translators Resource Team**

Steve Savage, Compiler

#### **TEAM MEMBERS**

French team: Rick Anderson, Wayne Jones, Blythe Kropf, Jonathan Makepeace, Birdie MacLennan, Alicia Wyatt  
 Spanish team: Mariana Baravalle, Derrick Hiatt, Shana McDanold, Frieda Rosenberg  
 TRT Coordinator: Pat French  
 Board Liaison: Beverley Geer  
 Additional assistance from: Nicole Hache, Rogelio Hinojoso

The Translators Resource Team was created in the fall of 2004 to provide English, French, and Spanish translation services, when requested,

for NASIG tasks. The Team completed two projects this year.

The first project was translation of the new and renewing membership forms from English into both French and Spanish. The Online Registration Team will incorporate these elements into the new, real-time renewal form in NASIGWeb soon.

The second project was translation of the 2003 Strategic Plan into French and Spanish. These were large, difficult and complex translations.

Thanks go to the following translators for this work:

French:

Nicole Hache  
Birdie MacLennan  
Jonathan Makepeace  
Alicia Wyatt

Spanish:

Derrick Hiatt

Rogelio Hinojosa  
Shana McDanold  
Frieda Rosenburg

The French translation was available via NASIGWeb by mid-spring. The Spanish translation became available in NASIGWeb on the day before the Minneapolis conference.

## 2005/2006 COMMITTEE ROSTERS

### **Awards & Recognition**

Gibson, Jessica (co-chair)  
Slagell, Jeff (co-chair)  
Brass, Evelyn  
Chinoransky, Susan  
David, Susan  
Gao, Fang H.  
Harvell, Tony  
Hinger, Joe  
Leshner, Marcella  
Parkhe, Smita  
Schontz, Priscilla  
Sutton, Sarah

### **Archives**

Marie Seymour-Green

### **Bylaws**

Tarango, Adolfo (chair)  
Arcand, Janet  
Bynog, David  
Gurevich, Konstantin  
Persing, Bob  
Roth, Alison  
Srivastava, Sandhya  
Walker, Veronica

### **Continuing Education**

Geer, Beverley (co-chair)  
Rupp, Nathan, (co-chair)  
Anderson, Rick  
Blake, Linda  
Ferguson, Cris  
Hagan, Tim  
Jin, Lei  
Johnson, Kay  
Landesman, Betty  
Moran, Sheila  
Okuhara, Keiko  
Strader, Rocki  
Tusa, Sarah  
Urbanik, Elizabeth  
Yue, Paoshan

### **Conference Planning**

Moeller, Paul (co-chair)  
Highby, Wendy (co-chair)  
Bailey, Mary  
Bogdanski, Beth  
Cochenour, Donnice  
Draper, Pam

Gardner, Gene  
Genereux, Cecilia  
Jurries, Elaine  
Kawecki, Barbara  
Lamborn, Joan  
Taylor, Marit  
Whiting, Peter

### **Database & Directory**

McClamroch, Jo (chair)  
Blackwell, Lisa  
Cannon, Heather  
Cheng, Daisy  
Chisman, Janet  
Ercelawn, Ann  
Gordon, Marty  
Joshiyura, Smita  
Kane, Julie  
Mircea Stefancu  
Pennington, Buddy  
Seikel, Michele

### **Evaluation & Assessment**

Schmitt, Stephanie (chair)  
Baden, Marla  
Badics, Joe  
Bell, Carole  
Folsom, Sandy  
Brubaker, Jana  
Corvene, Sarah  
McEwan, Carole  
Mitchell, Anne  
Walker, Veronica

### **Electronic Communications**

McElroy, Emily (co-chair)  
Creech, Anna (co-chair)  
Bordeaux, Abigail  
Canepi, Kitti  
Duncan, Jennifer  
Elmore, Eric  
Hawthorne, Dalene  
Lang, Jennifer  
Mi, Jia  
Scales, Ruth Richardson  
Sheble, Laura  
Shi, Shannon  
Viskochil, James  
Walsh, William  
Willingham, Margaret

**Mentoring Task Force**

Brannon, Kathy  
(others TBD)

**Nominations & Elections**

Slaughter, Philenese (chair)  
Borchert, Carol Ann  
Burke, David  
Jander, Karen  
Markley, Susan  
Rumph, Virginia A.  
Smulewitz, Gracemary  
Spring, Martha  
Williams, Susan

**NASIG Newsletter**

Simser, Char (editor in chief)  
Andrews, Susan  
Bernhardt, Beth  
Deblois, Lillian  
Heminger, Sharon  
Howard, Mykie  
Kobyjjanec, Kathy  
Michael, James  
Rioux, Maggie

**Online Registration Team**

Denise Novak (Board liaison)

**Proceedings Editors**

Mering, Meg  
Sexton, Elna

**Professional Liaisons**

Arnold, Heidi (American Theological Library Association)  
Basch, Buzzy (American Society for Information Science & Technology)  
Courtney, Keith (United Kingdom Serials Interest Group (UKSG))  
Foster, Connie (American Library Association, ALCTS, Serials Section)  
Gammon, Julia (Association of American University Presses)

Grover, Trina (Canadian Library Association)  
Headley, Stephen (Public Library Association)  
Ivins, October (Society for Scholarly Publishing)  
Jeremy, Jenni (Australian Serials Special Interest Group (ASSIG))  
Nguyen, Hien (Library of Congress, CONSER)  
Richardson, Frank (American Association of Law Libraries)  
Walker, Veronica (Special Libraries Association)  
Walravens, Hartmut (German Serials Interest Group (GeSIG))  
Wilkerson, Judy (Medical Library Association)

**Program Planning**

Frick, Rachel (co-chair)  
Graves, Tonia (co-chair)  
Garner, June (co-chair)  
Alan, Bob  
Allen, Norene  
Arthur, Michael  
Clarke, Stephen  
George, Sarah  
Grenci, Mary  
Harmon, Joe  
Kreiger, Lee  
Lindquist, Janice  
Parks, Bonnie  
Ripley, Erika  
Sleeman, Allison  
Wilson, Jenni

**Site Selection Committee**

Page, Mary  
Novak, Denise  
Tenney, Joyce

**Translators Resource Team**

French, Pat (coordinator)  
Anderson, Rick  
Kropf, Blythe  
McDanold, Shana  
McLennan, Birdie  
Wyatt, Alicia

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Steve Savage	Nominations & Elections Publicist	Philanese Slaughter (n/a)
Rose Robischon	n/a	
Elizabeth Parang	Archives	Marie Seymour-Green
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Jill Emery	Continuing Education	Beverley Geer, Nathan Rupp
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## 2006 CONFERENCE CALL FOR PROPOSALS AND PROGRAM IDEAS

### NASIG 21st ANNUAL CONFERENCE

#### “MILE HIGH VIEWS: SURVEYING THE SERIALS VISTA”

May 4-7, 2006

The Denver Marriott City Center, Denver, CO

Rachel Frick, June Garner and Tonia Graves, Co-Chairs

The President of the North American Serials Interest Group will open the first session of the 21st annual conference on May 4, 2006 in Denver, Colorado. The Rocky Mountains provide a dramatic backdrop to a bustling metropolitan area that enjoys 300 days of sunshine a year. Denver has a lively downtown area as the city is overflowing with colleges, parks, museums, sporting events and more. Denver attracted people to its frontier atmosphere, starting off as a rowdy frontier and mining town. Today it still attracts individuals of the same spirit and they have helped it grow into a modern and sophisticated city. Denver's magnetism will be the perfect environment as we survey the serials vista.

To this end, the 2006 Program Planning Committee (PPC) invites proposals and/or program ideas for pre-conference, vision, strategy and tactics sessions. Please keep in mind the following:

- The PPC will review all submitted proposals for their content, timeliness, and relevance to the conference theme and reserves the right to combine, blend, or refocus proposals to maximize their relevance and to avoid duplication.
- PPC will treat all submissions as suggestions and guideposts.
- Time management issues and reimbursement guidelines generally limit each session to two speakers.
- Proposals may be suggested as one type of session and/or format and ultimately be accepted as any one of the other types of sessions or formats; this decision is the purview of the PPC.
- Vision and Strategy speakers are required to produce a written paper for the conference *Proceedings*. Because NASIG publishes its conference *Proceedings*, content needs to be unique for copyright purposes.
- ALL presentations must be original and not previously presented at other conferences.

For more information about the North American Serials Interest Group, please see: <http://www.nasig.org>.

NASIG has a reimbursement policy for conference speakers whose organizations do not cover expenses. For more information about this policy, please see: [http://www.nasig.org/public/reimbursement\\_policy.htm](http://www.nasig.org/public/reimbursement_policy.htm).

#### SESSIONS TYPES

Pre-conferences are in-depth programs that focus on practical aspects of the work and skills we perform on a daily basis. In general, these programs are several hours in duration, have limited attendance, and may include hands-on training.

Vision sessions are offered at no-conflict times to allow all conference attendees to participate. These programs generally deal with the larger universe of ideas and issues that may influence the serials world.

Strategy sessions generally deal with all or, at least, several segments of the serials world including, but not limited to publishers, vendors, service providers, and librarians.

Tactics sessions are designed to address day-to-day issues and generally deal with one or two practical aspects of the serials world.

To suggest a proposal or an idea, please fill out the submission form available at: <http://www.nasig.org/public/forms/idea.htm>. The deadline for this call for proposals and ideas is September 1, 2005.

Inquiries may be sent to the PPC co-chairs Rachel Frick, June Garner or Tonia Graves at: [prog-plan-l@nasig.org](mailto:prog-plan-l@nasig.org).

## 2006 CONFERENCE CPC UPDATE

Paul Moeller and Wendy Highby, Co-Chairs

### *MILE HIGH VIEWS: SURVEYING THE SERIALS VISTA, NASIG 2006, DENVER, COLORADO*

Preparations for the 2006 NASIG conference are off to a terrific start. The conference will be held at the Marriott City Center which is just a hop and skip from the many exciting cultural and entertainment opportunities that beautiful downtown Denver has to offer. Try out the shopping on the 16th Street Mall; check out LoDo --the historic lower downtown--abuzz with jazz clubs, restaurants, and art galleries, some housed in buildings that have been around since

the days of Bat Masterson and Buffalo Bill Cody; visit the Denver Public Library designed by Michael Graves or the nearby art museum created by Gio Ponti with a stunning addition by Daniel Libeskind under construction. The CPC is close to announcing the location of what we are certain will be a memorable social event so be sure to come to Denver, Colorado, May 4-7, 2006 and take part in NASIG's 21st annual convention.

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In 2005, the *Newsletter* is published in March, May, September, and December and a special issue in July. Submission deadlines for the regular issues (February 1, April 1, August 1, and November 1) are 4 weeks prior to the publication date. The submission deadline for the next issue is:

### **AUGUST 1, 2005 NO LATE SUBMISSIONS WILL BE ACCEPTED**

Send submissions and editorial comments to:

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Send all items for "Title Changes" to:

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Fax: (508) 999-9142  
Email: Susan\_Andrews@tamu-  
commerce.edu

Send all items for the Calendar to:

Lillian DeBlois  
Email: lillian@ahsl.arizona.edu

Send inquiries concerning the NASIG organization, membership, and change of address information to:

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