

NASIG Newsletter

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January 2013 Committee Updates

Archivist

Submitted by: Peter Whiting

Members

Peter Whiting, archivist (University of Southern Indiana)
Paula Sullenger, archivist-in-training (Auburn University)
Deberah England, photo historian (Wright State University)
Shana McDanold, board liaison (Georgetown University)

Continuing Activities

Ongoing collection of archival material for the archives.

Completed Activities

- Reviewed and made recommendations for updating the archivist policy manual.
- Deberah England worked with ECC on administration of the NASIG Flickr Group. The Photo Historian was added as a group administrator and is now the official moderator for the group. Char Simser also serves as a moderator. The Archives list (archives@list.nasig.org), instead of the ECC, is now the designated recipient for all Flickr group communications.
- Deberah England reviewed, selected, and downloaded photos from the 2012 NASIG conference uploaded to the Flickr group. Of note, this year there were few postings.
- Deberah England emailed NASIG members who in the past had posted their conference photos to the Flickr group and had not done so for the 2012 conference. Inquired if they would be willing to post

their photos to the Flickr group or share them with the Photo Historian. None responded.

- Peter Whiting emailed Anna Creech asking if she would consider sharing the photos she took of the award winners with me. (After the opening night session, Steve mentioned Anna would take the award winners' photographs so I went out in the lobby and photographed the All-Timers. Anna Creech provided the photos to Deberah England.
- Members of the NASIG Archives met on a conference call with Chris Pom, Assistant Archivist, University of Illinois, Urbana-Champaign to discuss digital photos. The University of Illinois can accept photos and make them accessible.

Budget

Two web conferences on November 2, 2012 (general archives meeting) and November 13, 2012 (meeting with the University of Illinois archivist).

Actions Required by Board and Questions for Board

- How much space do we have on the NASIG web page for photos? Are we at our limit?
- Deberah would like to remove photos that do not really give a sense of the conference. Essentially they are personal photos. For an example there is a photo of a plate of appetizers! Looks good, but is it really appropriate for the NASIG web page. She would transfer those photos to the Yahoo account for archival purposes and then at a future date we could discard. With those photos removed she can add more photos going forward.
- Here is a link to the web site with the NASIG photos http://www.nasig.org/conference_photos.cfm

- If Deberah can transfer the photos from the NASIG web site to the Yahoo account she will need to work with ECC to remove the photos. ECC will probably have to give her permission since she will select and transferring the photos.

Submitted on: January 2013

Awards and Recognition

Submitted by: Sandy Folsom

Members

Sandy Folsom, chair (Central Michigan University)

Leigh Ann DePope, vice-chair (Salisbury University)

Lisa Furubotten, Mexican student grant liaison (Texas A & M University)

Ann Ercelawn, member (Vanderbilt University)

René Erlandson, member (University of Nebraska, Omaha)

Mary Greci, member (University of Oregon)

Megan Kilb, member (University of North Carolina at Chapel Hill)

Betty Landesman, member (University of Baltimore)

Dana Whitmire, member (UT Health Science Center at San Antonio)

Vacant, member

Selden Lamoureux, board liaison (unaffiliated)

Continuing Activities

The Chair and Vice-Chair are fielding inquiries from award applicants. Applications are beginning to come in. The submission deadline for the Merriman Award is February 1. The deadline for all other awards is February 20. A second round of awards publicity will begin in the next week.

Completed Activities

Since the October report, the committee has focused on publicizing the 2013 awards. The awards announcement, web pages, and application forms were updated. The awards announcement was posted on the *NASIG Newsletter* and the NASIG Facebook wall. The

NASIG publicist sent the announcement to several listservs. In an attempt to spread the word, committee members posted the announcement via social media and through other informal contacts.

Ann Ercelawn and Mary Greci finished updating the LIS contact information list from last year. Committee members were assigned a portion of this list and were responsible for sending out awards publicity to the schools in their sections. 57 library schools in North America were contacted. The Chair coordinated with Carolyn Alderson of USKG on essay topic, timeline, publicity, and other issues pertinent to the Merriman Award.

Budget

No budget expenditures to date.

Questions for Board

Not a question but a reminder. If any award sponsorships are finalized, please notify the Awards and Recognition Chair so the publicity can be updated.

Recommendations to Board

No recommendations at this time.

Submitted on: January 9, 2013

Bylaws

Submitted by: Elizabeth McDonald

Members

Elizabeth McDonald, chair (University of Memphis)

Vacant, vice chair

Carol Fricken, member (University of Akron)

Sharon Scott, member (University of California, Riverside)

Susan Wishnetsky, member (Northwestern University)

Leigh Ann DePope, member (Salisbury University)

Continuing Activities

The Bylaws committee is waiting for further guidelines from the board.

Completed Activities

None.

Budget

None requested.

Questions for the Board

The vice chair position is still open.

Submitted on: January 11, 2013

Conference Planning

Submitted by: Susan Davis and Cindy Hepfer

Members

Susan Davis, co-chair (State University of New York, Buffalo)

Cindy Hepfer, co-chair (State University of New York, Buffalo)

Michael Arthur, registrar (University of Central Florida)

Katy Ginanni, registrar-in-training (Western Carolina University)

Lisabeth Becker, member (Roswell Park Cancer Institute)

Jill Church, member (D'Youville College)

Nancy Cunningham, member (Roswell Park Cancer Institute)

Jennifer Frys, member (State University of New York, Buffalo)

Kevin Furniss, member (Tulane University)

Kathryn Johns-Masten, member (SUNY Oswego)

Teresa Malinowski, member (California State University, Fullerton)

Marie Peterson, member (State University of New York, Buffalo)

Janet Pingitore, member (EBSCO Information Services)

Ted Sherman, member (D'Youville College)

Micheline Westfall, member (University of Tennessee, Knoxville)

Allyson Zellner, board liaison (EBSCO Industries, Inc.)

Anne McKee, conference coordinator (Greater Western Library Alliance)

Continuing Activities

- Working with offsite evening venues. One is still in contract negotiations with Anne; we are finalizing the menu with the other. Menus for meals/breaks/receptions during the conference being developed; particularly in light of the required food and beverage spending amounts in the contracts.
- Exploring speakers for the opening session on Thursday evening. We have several possible candidates.
- Looking into musical acts for the offsite evening events. Possibilities: a swing band (we have a connection) on Thursday.
- Ted and Jill are working on updating the conference website. Ted is exploring a widget to link NASIG's Facebook page to the conference page. We expect to have the "information forthcoming" changed to "registration rates will be posted in January" any day. Other local information sections: Travel, Hotel, Tours, and Explore Buffalo will be next in line to populate.
- Login info for Café Press has been requested from the NASIG Treasurer. Teresa Malinowski has volunteered to be the Café Press liaison.
- The registrar, Michael Arthur, and registrar-in-training, Katy Ginanni, have begun to work on the conference registration form with the program information supplied by PPC. Our goal is to have registration open by February 8, 2013.
- The co-chairs will work with the hotel and designated board members to schedule the pre-conference site meeting sometime in early May. Expect to be contacted for availability before the January 15 board meeting.

Completed Activities

- Submitted article for the December issue of the *NASIG Newsletter*.

- Conference logo submitted to the Board Dec. 18th. Logo has now been approved.
- Held a committee meeting on December 17 with some in person attendance and others via phone. Will use NASIG's conference calling service in 2013. We tried to save a few dollars but UB's conference calling service has a limited number of connections.
- Google Docs/Drive region set up for 2013 committee. Members asked to share Google login emails so the region could be shared.
- The registrars recently assisted CEC by creating registration for a CEC Webinar in a service called RegOnline. The Board wanted to test RegOnline for possible use for the annual conference. Although RegOnline turned out to be easy enough to set up and use, it will not interact with NASIG's member database. Since the Board is not yet ready to also move our database from ArcStone, it was determined that RegOnline will be used for webinars, but we will use ArcStone for registration for the Buffalo conference.
- Discussed registration hours for the conference and expanded the time on Thursday. Will finalize schedule closer to the conference.
- Hyatt Hotel and Buffalo Convention Center contacts have been sent the final program schedule to ensure appropriate meeting space is reserved.
- 100 tickets have been reserved for the BISONs baseball game on Friday, June 7.

Budget

Conference submitted separately

Questions for Board

Is NASIG membership required for CPC committee appointment? If not, may a "volunteer" be added to the committee's email list?

Submitted on: January 3, 2013

Conference Proceedings

Submitted by Sharon Dyas-Correia and Sara Bahnmaier

Members

Sharon Dyas-Correia, (University of Toronto)

Sara Bahnmaier, (University of Michigan)

Continuing Activities

The editors will soon begin compiling a list for Taylor & Francis to distribute complimentary copies and generating thank you emails to authors and others.

After the publisher typesets the issue, the editors will need to proof the papers.

Other activities for the editors over the next month or so include reviewing the Editor's Manual, Author Guidelines, and Working Calendar.

The Board Liaison has distributed a call for applications for the next incoming editor. That editor will need to be selected within the next month or two.

Completed Activities

We have finished editing work on all *Proceedings* reports.

We have submitted all papers, copyright forms, the Introduction, remaining front matter, and back matter to Taylor & Francis via the CATS manuscript system.

Budget

Although Sara and Sharon have been able to use long distance telephone calling, we hope the line item about conference calling in the budget will be kept next year because not everyone's employer will permit long distance calling or the use of Skype.

Submitted on: December 18, 2012

Continuing Education

Submitted by: Lori Duggan

Members

Lori Duggan, chair (Indiana University)

Todd Enoch, vice-chair (University of North Texas)

Melissa Cardenas-Dow, member (University of Redlands)

Linda Dausch, member (Chicago Public Library)

Jane Skoric, member (Santa Clara University)

Paula Sullenger, member (Auburn University)

Stephen Clark, board liaison (College of William and Mary)

Continuing Activities

Working with the ECC Liaison on CEC-PPR Proposal for promoting the contribution of NASIG membership in continuing education programs [See Appendix A]

Webinar Activities In-Progress

- Developing FAQ on NASIG webinars based on questions that were received on inaugural webinar in May and Second webinar in December 2012
- Developing webinar program for mid-February 2013 on Kuali OLE project; secured speaker Bob Persing, and 2nd speaker TBD (from OLE E-Resources Spec team)
- Program to be developed for early-May 2013; potential speaker, Lisa Kirk, University of Nevada Reno – Visualization Tools for Statistics
- Program to be developed for September 2013; potential topic, Discovery Services

Completed Activities

Great Lakes E-Resources Summit 2012 sponsorship proposal forwarded to Board for approval

Webinar Activities Completed

- Established primary CEC volunteers for WebEx administration (Todd Enoch and Linda Dausch)
- Prepared Tips for NASIG Webinar Presenters [See Appendix B]
- Developed PowerPoint Template for NASIG Webinar Presenters

- Worked w/ NASIG registrars on RegOnline software for December Webinar; Registration software for webinars moving forward TBD.
- Completed December webinar: Publisher Metadata in Library Systems and How It Helps the User, presented by Steven Shadle; Recorded webinar distributed to registrants

Budget

BUDGET CATEGORY - CEC	2012	NOTES
contributions/ sponsorships	\$6,000.00	1 sponsorship proposal received
webinar software	\$1,500.00	WebEx \$99/month + audio
TOTALS	\$7,500.00	

Requested Budget for 2013

BUDGET CATEGORY - CEC	2012	NOTES
contributions/ sponsorships	\$7,000.00	
webinar software	\$1,500.00	WebEx \$99/month + audio
TOTALS	\$8,500.00	

Submitted on: December 19, 2012

Appendix A

NASIG CEC-PPR Proposal

Submitted by: Kelli Getz, 5/26/2010

During the months of April and May, the Continuing Education Committee and the Publications and Public Relations Committee worked together to come up with better ways to promote the contributions of NASIG's membership in continuing education programs. This then led to a discussion of ways that NASIG could

promote both upcoming and recently given presentations that our membership gives at local, state, regional, and national conferences in addition to making these continuing education contributions accessible to the NASIG membership.

Call-Outs and Receiving the Information from Individuals

We feel that the simplest way to send out a call requesting information on upcoming presentations and article publications is via email, such as the call outs for inclusion in the *NASIG Newsletter* are done currently. It will be easy for NASIG to send out the request, and it will be easy for members to respond with their information attached to the email. Both CEC and PPR agree that the emails should be sent out every three to four months.

Additionally, we know that NASIG presenters are asked to turn in their PowerPoint slides before the conference because USB flash drives with those presentations are given out at the annual conference. We spoke with the individual in charge of gathering the PowerPoint presentations, and he felt that email was an easy way for him to contact the individuals and to collect their information, so we believe that based on his recommendation, this method would also work for our purposes.

Also, other ideas for getting the word out include promoting via the NASIG blog and via social networking sites such as Facebook and LinkedIn. However, we aren't 100% sure as to who has control over such accounts or how they are maintained, so these would be supplements to the central email system.

Distributing the Information to the Membership

The information that is collected should be included in the *NASIG Newsletter* to be sure that the full membership will be reached. Then, the CEC will keep a current list on their webpage of the upcoming presentations/articles. Once the presentation has occurred or article published, the CEC could then

contact the presenter/author for any "extras" such as presentation slides, recordings, and/or handouts. Once these "extras" are received by CEC, they will then be posted on the NASIG web site in the Resources section (or a similar space that is dedicated for NASIG members-only).

Archiving the Information

An interesting idea came up on archiving the information. We discussed several ideas about creating a repository to store the data. As we all know, technology changes rapidly. Storing the information in a NASIG repository would help to provide a stable environment (or a more stable environment) than just posting the items to the Resources section of the website. The documents in the repository would then be linked to the Publications or Resources site. Newly added items could be listed and linked to in the NASIG newsletter.

One particular repository that was recommended was E-LIS, or E-Prints in Library and Information Science, located at <http://eprints.rclis.org/>. We decided against uploading the documents into an institutional repository since some libraries do not have institutional repositories. If the NASIG Board approves of the repository idea, then further research into repositories will be conducted.

Appendix B

Tips for NASIG Webinar Presenters

PREPARATION

- Allow 1-2 months for planning and preparation
 - Select topic and identify learning objectives. ID top 3 things to learn. Keep it simple.
 - Identify and contact speakers
 - Schedule and ensure marketing of event
 - Create outline and show a version of it to your audience
 - Create a descriptive and engaging webinar title
 - Build content
- Bite-size learning objectives—10-15 minutes of coverage per objective. 1-1.5 hour total length is ideal.

- Consider Creative Commons licensed images
- Pay attention to beginnings and endings
- Practice set-up with the software/equipment/in location you will be using

Especially important if you will be transitioning between slides, desktop sharing, and other tools.

- Practice complete run-through of presentation with a couple of live viewers
- Preload content before presentation

Set up your browser windows to any sites you may be using. Load pages into tabs and arrange in order for easy click through

DURING THE PRESENTATION

- Have 2 computers running
One with which to present and the other with which to monitor audience view, sound, etc.
- Create an interactive learning environment
Involve participants. Ask questions. Ask for feedback.
Use chat, polling.
- Maintain high energy level
Do you need coffee?
- Stay calm
Things can go wrong but you can recover.

SOURCES

Reynolds, Garr. Presentation Zen: Simple Ideas on Presentation Design and Delivery. Berkeley, CA: New Riders Pub, 2008. Print.

Silberman, Melvin L. Training the Active Training Way: 8 Strategies to Spark Learning and Change. San Francisco: Pfeiffer, 2006. Print.

TechSoup for Libraries. 2011. Training an Invisible Audience: Delivering Effective Webinars [Recorded webinar]. Retrieved from

<http://techsoupforlibraries.org/events/training-an-invisible-audience-delivering-effective-webinars>

Database and Directory

Submitted by: Mary Bailey

Members

Mary Bailey, chair (Kansas State University)

Alice Rhoades, vice chair (Rice University)

Andrea Imre, member (Southern Illinois University Carbondale)

Jessica Ireland, member (Radford University)

Jennifer Arnold, board liaison

Activities

All committee members have now had practice using the ArcStone software which NASIG utilizes to manage the membership database and directory. This fall, the committee performed some database cleanup, reviewing all current members' records, as well as keeping current with the routine business of invoicing members for their dues payments and updating member records.

The committee will be investigating RegOnline to see if it can be used in conjunction with ArcStone for future event registration.

Membership

Current active membership as of January 4, 2013 is 575 members.

Submitted on: January 8, 2013

Electronic Communications

Submitted by: Sarah Gardner & Char Simser

Members

Sarah Gardner, co-chair (University of California, Davis),

Char Simser, co-chair (Kansas State University)

Kathryn Wesley, vice co-chair (Clemson University)

Carol Ann Borchert, vice co-chair (University of South Florida)

Meg Mering, member (University of Nebraska)

Smita Joshipura, member (Arizona State University)
Chris Bullock, member (Southern Illinois University
Edwardsville)
Tim Hagan, board liaison (Northwestern University)

Continuing Activities

Listserv activities are primarily the duty of list managers Sarah and Carol Ann though all members are trained and serve as back-ups. Maintenance & upkeep, including monitoring spam filters daily, continues. No listserv outages have been reported.

Web services are primarily the duty of webspinners Kathryn and Char, with back-up provided by the rest of the committee.

Blogs, etc. are primarily the duty of webspinners Meg, Chris, and Smita (backups: Kathryn and Char). Posts for the NASIG Blog are gathered and reformatted if needed from NASIG-L, blasts, NASIG committees and individuals. Jobs information for the Jobs Blog is received via submission form or gathered from other lists.

Meg provided recommendations about tags & categories for the NASIG Blog; the committee reviewed and provided additional comments

Documentation will be updated; tag clean up (including adding tags to numerous untagged entries) will begin in January

A new look was implemented on the NASIG Blog, <http://nasig.wordpress.com>, in early January, which provides more “real estate” (i.e., it’s wider) for the text of items posted. The top menu was updated to add a page entitled “Learn about NASIG” menu with sub-pages, which include short descriptions (of Awards, Member Benefits, & more) that link to the main website. Additional pages and/or sub-pages could be added in the future.

Status of Action Items from the Board

ACTION ITEM: Hagan will ask ECC to make recommendations for the entire Resources section in terms of what to call it and what to include there.

- Proposal submitted for the January board meeting.

Older items

ACTION ITEM: Hagan will ask ECC to work with ArcStone on getting organizational dues added to the invoice form.

- NO UPDATE SINCE OCTOBER REPORT. Char reviewed the current invoicing process with D&D chair Bailey and contacted treasurer Jennifer Arnold to clarify this request.

ACTION ITEM: Hagan and Clark will talk to ECC and CEC about working together on the Archiving Information section of the CEC-PPR proposal.

- NO UPDATE SINCE OCTOBER REPORT. Char is the liaison to CEC and PPR. She provided them several options in an email in August; awaiting their feedback

ACTION ITEM: Hagan will ask ECC to explore where we could add advertisements into the NASIG website without ArcStone intervention, and pass that information to FDC.

- NO UPDATE SINCE OCTOBER REPORT. ECC provided information to the Board about the placement of ads in 2011.

Completed Activities

- Members’ training completed on website and blog-related duties
- Uploaded all awards materials for A&R; moved and relinked currently used documents to A&R private web space; removed outdated content
- Continued a website review to update or remove outdated contact, fix broken links, etc. (See questions for Board below.)
- Discovered that 2 sets of live pages existed related to past award winners: ECC determined that this page, http://www.nasig.org/about_awards_pastwin.cfm, should serve as the only page for that information. It is linked both from the main Awards page,

http://www.nasig.org/about_awards.cfm, and from two links on the “About NASIG/NASIG History section,”

http://www.nasig.org/about_history_more.cfm

- NASIG listservs and @nasig.org lists for Evaluation & Assessment were updated to reflect new and past committee members; associated committee pages & website permissions were updated in January.

With/For CPC:

- Created the baseball survey
- Provided basic information about event set up to the registrar
- Provided 2012 logo and committee information to the *Proceedings* editors
- Worked with the registrar and CEC regarding registration & member authentication for the December webinar
- Updated other web pages as requested by the Board and/or other committee chairs/members
- Documentation related to updating billing/invoicing forms was added to the ECC Wiki

Budget

Budget Category	2013 Estimate
Conference Calls	\$0.00
Contracted Services	\$0.00
Bee.Net (\$500 per month – web email and listservs)	\$6000.00
ArcStone (NASIG website and association management - \$300. per month) (the total figure includes \$1450 for 10 hours programming in case it is needed)	\$5050.00
Survey Monkey (Online surveys)	\$204.00
<i>UKSG Newsletter</i>	\$750.00
SlidesharePro (for conference handouts)	\$114.00

Contingency	\$0.00
TOTAL	\$12,118.00

Statistical Information

- NASIG has 26 listservs
- NASIG has 26 active @nasig.org email addresses
- There are 580 active subscribers to NASIG-L

Website statistics since our last report (from Google Analytics):

Year	Month	Website Visits
2012	Sept.	1,344
2012	Oct.	1,940
2012	Nov.	1,718
2012	Dec.	1,577
2012	Jan. - Dec.	30,257

Between 1 September and 31 December, there have been:

- 4,028 unique visitors to NASIG website (2012 total: 15,645)
- 6,579 total visits (2012 total: 30,257)
- 28,800 page views (2012 total: 131,535)
- 44.79% returning visitors; 55.21% new visitors (2012 total: 50.82% returning; 49.18% new)

NASIG Blog visitors: 2,328

- Jan-Dec 2012: 8,097 visitors, up from 7700 the previous year

Jobs Blog visitors: 6,509

- Jan-Dec 2012: 28,009 visitors, up from 19,863 the previous year

Slideshare visitors: 18,069, 417 downloads

Questions & Recommendations for the Board's Consideration

Resources section: see the separate proposal

- **NASIGuides:**

ECC recommends that Publications/PR review these annually; for example, Serial Holdings, http://www.nasig.org/publications_serialsholdings.cfm, has phone & email of the author, who is now retired.

QUESTION: Should the contact info be removed & replaced and/or should Pub/PR's email be added as contact?

RECOMMENDATION: Pub/PR should include their contact information on all NASIGuides regardless.

- **Committee Pages:**

http://www.nasig.org/about_committees.cfm
Many public committee pages link to *Newsletter* profiles that are more than 8 years old (some dating to 1994). These seem dated.

RECOMMENDATION: Board liaisons should ask committees to review and make recommendations for disposition of the profiles.

- **Committee Chairs Manual:**

The Appendix--some URLs are noted & linked; other times only the text is linked. If intended for printing, all should be noted. Please advise.

2005 Financial Plan - ECC cannot locate this page/document. If it should be listed & linked, do we have a copy of it elsewhere?

If recommendations regarding the Resources page are approved, a number of links will need to be revised.

- **Committee Annual Reports Webpage:**

http://www.nasig.org/about_committees_annualreport.cfm.

This page is time consuming to update due to the clunkiness of tables format using Arcstone's software. The majority of annual reports appear in the May issue

of the *Newsletter* (or December for Evaluation & Assessment's conference evaluation)

RECOMMENDATION: Individual links to each report should be removed and generic information be provided, pointing to the *Newsletter* website.

- **Conference Archives:**

http://www.nasig.org/conference_archives.cfm
This site has served as the archive for NASIG conference programs. Since moving to ArcStone in 2006, ECC has archived each conference site - all pages - requiring significant time and relinking. (FYI, ECC does not currently check links on archived travel, hotel, explore, etc., pages. Over time, more of these are likely to lead to dead links.)

RECOMMENDATION: In consultation with current & past CPC & PPC chairs, ECC recommends that only the following pages be archived:

- 1) The program information
- 2) Sponsor information
- 3) Conference logo

The updated archival pages would point to the program page, e.g.,

http://www.nasig.org/2012_conference_program.cfm

that would include the logo and a link to the sponsor information

- The table/menu at the top of archived pages would be removed
- Sample pages for the entire conference site can reside in CPC's private web space for them to refer to
- The structure of the current conference pages would not be changed, except as needed to accommodate different types of information

QUESTION: ECC noticed that pages for 2006-present point to the archive of the entire site for the particular year. However, the links for 1992-2005 point to the actual *Conference Proceedings* (our 'old' setup, not to the Taylor & Francis links. The T&F links are already linked from the *Conference Proceedings* link on the sidebar.) The links to the old *Proceedings* links do

require login, but we'd like the Board's guidance about whether to remove the links.

NOTE: T&F *Proceedings* lack the front matter that is included in the print version. Login to view this example:

http://www.nasig.org/conference_proceedings/2005.cfm. Is this something the Board wishes to take to T&F?

- **NASIG History - Annual Conferences Pages:**
http://www.nasig.org/about_history_conferences.cfm

QUESTION: There are some links to *Proceedings* like those noted in the previous bullet. Should they be removed or point to the T&F site?

- **Newsletter - Editorial Board Position Descriptions:**
http://www.nasig.org/about_committees_newsletter_position.cfm

RECOMMENDATION: ECC notes that this page was created on the wrong template; before updating the page, we'd like *Newsletter* staff to review the content and determine if additions or changes are needed.

- **Documents on the Server**
ECC requests that Board Liaisons remind their committees of the new file structure for committee documents that exist both in public web space and on their committees' private spaces. Please place **new** documents in the directories set up for the specific committee/task force/board

ECC will begin a systematic review of documents on the server in 2013 with a goal of recommending disposition of and/or moving and relinking documents within the new committee directory structure.

- **Webpage Disposition:**

RECOMMENDATION: After reviewing web content, ECC suggests the following content be retired:

- 1) Brainstorming Sessions, 2004-2007 (under Annual Conference) -- Content is included in the *Newsletter*, except for 2004. That can be copied

& sent to the Archivist if we don't already have it there.

- 2) Town Halls, 2004-2005 -- Content is included in the *Newsletter*, except for 2004. That can be copied & sent to the Archivist if we don't already have it there
- 3) Site Selection (under Annual Conference) --the FAQ and Survey are from 2007 - do we continue to have these same complaints? Does Archives have or need copies of this information?
- 4) Membership Survey
http://www.nasig.org/members_survey.cfm -- This appears in the My Membership sidebar after login. The survey is 10 years old.
- 5) Bilingual Focus Group Report (Appears in the [Publications](#) menu) -- dated 2001, members only
http://www.nasig.org/publications_bilingualreport.cfm

Evaluation & Assessment

Submitted by: Barbara McArthur

Members

Barbara McArthur chair, (Texas Tech University)
Sarah (Sally) Glasser, vice-chair (Hofstra University)
Bridget Euliano, (Duquesne University)
June Garner, (Mississippi State University)
Maria Hatfield, (WT COX Subscriptions)
Smita Joshipura, (Arizona State University)
Jennifer Leffler, (University of Northern Colorado)
Virginia Rumph, (Butler University)
Patrick Carr, board liaison (East Carolina University)

Continuing Activities

None

Completed Activities

The year began with the addition of two new committee members, Bridget Euliano and June Garner. In February we were tasked by the Executive Board with setting up small survey to poll members about a slight

change in membership dues. This survey was created and a link sent back to the Executive Board.

In April, the committee began editing the Annual Conference survey with help from the Program Planning Committee. The survey was once again created in SurveyMonkey with changes made to reflect the new conference program format.

The conference evaluation was created and provided online a week prior to the conference. Additional questions were requested after that time and those were added a couple of days before the conference started. Reminders were sent out periodically after the conference ended to encourage participation. As an incentive to participate, a free conference registration was awarded by a random drawing and the winner was announced in the *NASIG Newsletter*. The confidential report of the conference evaluation results was sent to the Executive Board in August and an abridged version of the report was submitted for publication in the *NASIG Newsletter* at the same time. The Committee received ten requests for individual conference evaluation results which were sent out in July.

Edits were made to the Committee Manual to help clarify the timing of activities and the duties of certain committee members. Suggestions by ECC Chairs and the NASIG Board were reviewed and used to strengthen the document.

As requested by the NASIG Board, a list of committee “needs and wants” in terms of the computer system and its functionality was sent to and submitted by the Board Liaison.

Budget

None

Submitted on: January 8, 2013

Financial Development

No report.

Membership Development

Submitted by: Steve Kelley

Members

Steve Kelley, chair (Wake Forest University)

Pat Adams, vice-chair (Swets)

Janet Arcand, member (Iowa State University)

Steve Fallon, member (DeGruyter)

Trina Holloway, member (Georgia State University)

Chris Brady, board liaison (U.S. Dept. of Justice Libraries)

Continuing Activities

The committee continues to contact non-renewed members, giving them personalized instructions on how to renew their membership. The committee also sends welcome letters to new members who have joined or re-joined NASIG.

Completed Activities

A total of 48 non-renewed members were contacted by the committee since the September update report.

We have also contacted seven members who joined or re-joined NASIG since September. Feedback from the recipients of the letters has continued to be positive. The committee would recommend that this practice be made a permanent part of the MDC’s charge.

Budget

Nothing has been added to the 2013 budget request that was submitted on September 27, 2012.

Submitted on: January 9, 2013

Mentoring Group

No report.

Newsletter

Submitted by: Angela Dresselhaus

Members

Angela Dresselhaus, editor-in-chief (The University of Montana)

Kate Moore, incoming editor-in-chief, PDF editor (Indiana University Southeast)

Sharon Dyas-Correia, profile editor (University of Toronto Libraries)

Wm. Joseph Thomas, profile editor (East Carolina University)

Kathryn Wesley, profile editor (Clemson)

Kurt Blythe, columns editor (University of North Carolina - Chapel Hill)

Betsy Gardiner, conference editor (EBSCO Information Services)

Rachel A. Erb, submissions editor (Colorado State University Libraries)

Angie Rathmel, copy editor (University of Kansas)

Joseph Dresselhaus, copy editor (Missoula Public Library)

Ning Han, calendar editor, (Concordia University, Portland Oregon)

Bob Boissy, board liaison (Springer Science + Business Media, LLC)

Continuing Activities

- Calendar events sent to ECC
- March 2013 issue in production

Completed Activities

- December issue published
- Positions filled
 - Kate Moore, incoming editor-in-chief (Indiana University Southeast)
 - Sharon Dyas-Correia, profile editor (University of Toronto Libraries)

- Wm. Joseph Thomas, profile editor (East Carolina University)
- Betsy Gardiner, conference editor (EBSCO Information Services)
- Rachel A. Erb, submissions editor (Colorado State University Libraries)
- Joseph Dresselhaus, copy editor (Missoula Public Library)

Budget

No requests at this time. Annual budget request was submitted to the NASIG treasurer.

Submitted on: January 2, 2013

Nominations & Elections

Submitted by: Christine Radcliff

Members

Christine Radcliff, chair (Texas A&M University – Kingsville)

Trina Nolen, vice-chair (Lamar University)

Mark Henley, member (University of North Texas)

Suzanne Thomas, member (University of Pittsburgh)

Jana Brubaker, member (Northern Illinois University)

Rochelle Ballard, member (Princeton University)

Danielle Williams, member (University of Evansville)

Steve Shadle, board liaison (University of Washington)

Continuing Activities

January 2013

The committee is currently checking candidate references. The reference process is scheduled to be completed by Jan. 18. Another conference call will be scheduled to formalize the final rankings and set the slate for the ballot. Nominees will then be contacted and notified whether they have been slated on the ballot or not. The slate is set to be finalized and announced to the Board as a courtesy by Jan. 28.

February 2013

The slate of candidates is scheduled to be announced to the general NASIG membership on Jan. 30. On Jan. 31,

a Call for Petition Candidates will be sent out. Standard nominee profiles will be due from the slated candidates on Feb. 15, and petitions with supporting documentation will be due from petition candidates by Feb. 18. The ballot will then be finalized and made available electronically to the membership on Feb. 25. Online voting will end 10 working days after the election starts, putting that date at Mar. 11.

Completed Activities

October 2012

A reminder email blast was sent out to the NASIG membership reminding them to submit nominations before the October 15th deadline. Eleven individuals were nominated for Vice President/President-Elect, eight for Treasurer, and thirty six for Member At Large. Five of the individuals nominated for Vice President/President-Elect were also nominated for Member At Large, and one individual nominated for Member At Large was also nominated for Treasurer. A conference call took place on Oct. 16 to discuss the next steps of the process. The committee members then contacted each person nominated to determine their willingness to run for the position(s) for which they were nominated.

November 2012

After the committee contacted everyone who was nominated, three individuals agreed to be considered for the ballot for the office of Vice President/President-Elect, two for Treasurer, and eighteen for Member At Large. The nominees all submitted their profile information to the committee by the Nov. 19 deadline. One nominee for Treasurer was also nominated for Member At Large, and that nominee stated their interest for either position, knowing that they would only be slated for one of the positions if they made it onto the ballot.

December 2012

The committee held another conference call to go over the nominees' profile information and discuss the reference process. In the past, several individuals were asked to be references for sometimes up to 5 or 6

nominees. Therefore, in order to give those references advanced notice the N&E Chair and Vice Chair contacted the individuals and let them know how many references they were listed for, so that when committee members contacted them it would not be too overwhelming.

Budget

The N&E budget was submitted before the deadline. The budget allows for three conference calls.

Submitted on: January 2, 2013

Program Planning

Submitted by: Karen Davidson

Members

Karen Davidson, chair (Mississippi State University)
Kelli Getz, vice-chair (University of Houston)
Kathy Brannon, member (Ingram-Coutts Information Services)
Anna Creech, member (University of Richmond)
Diana Reed, member (University of Louisville)
Violeta Llik, member (Texas A & M University)
Buddy Pennington, member (University of Missouri-Kansas City)
Mary Ann Jones, member (Mississippi State University)
Sandy Hurd, member (Innovative Interfaces)
Morag Boyd, member (Ohio State University)
Mike Markwith, member (WT Cox Subscriptions)
Michael Hanson, ex-officio (Lafayette College)
Patrick Carr, board liaison (East Carolina University)

Continuing Activities

1) Pre-Conference Presenters

Les Hawkins, Hien Nguyen, Valerie Bross have confirmed that they will do an 8 hour workshop on RDA split between Wednesday afternoon and Thursday morning. Kevin Smith has confirmed he will do a 4 hour copyright workshop on Thursday June 6, from 8:00-12:00, and Timothy Deliyannides has confirmed that he

will do a 4 hour workshop on library publishing. He might have another colleague present with him since his original co-presenter is unable to present. Kevin Smith has signed an MOU; Valerie Bross has signed an MOU. Les Hawkins and Hien Nguyen are looking into an MOU from the Library of Congress. They will get back to me on that. I have not gotten an MOU signed by Deliyannides yet.

2) Speaker Letters

Speaker Acceptance letters have gone out and we have been notified that all have accepted except two presenters. One is out of town until after January 1st, and the other one is waiting to hear from a co-presenter.

3) Committee Liaison Assignments

Committee members will choose/be assigned 3-4 presenters to assist up until the conference to assure necessary information is gathered and communication is maintained.

4) Program information

Anna Creech is working with the new program software and will get information on the Web site by the week of January 7, 2013.

5) Great Ideas Showcase

Solicitations will go out at the end of February. The Great Ideas Showcase has taken the place of the Poster Sessions and will be given an hour for presenters to talk about their projects. If we get numerous responses, a sub-committee will be appointed to handle the details.

6) Informal Discussion Groups

Solicitation for Informal Discussion Groups will go out in March

Completed Activities

1) Vision Speakers

Bryan Alexander, Siva Vaidhyathan, and Megan Oakleaf are confirmed Vision speakers and have signed the MOU's.

2) Slating the Program

The program proposals were distributed to the committee for ratings and comments. A conference call was held November 12, 2012 to evaluate the proposals. A slate of 35 programs was presented to the Board on November 29 and approved December 5.

In January, the PPC chairs will be matching all programs with a PPC member to serve as liaison. PPC members will be working with 3-4 programs.

3) Confirming and Declining Proposals

Once the tentative slate was accepted, the co-chairs approached the primary contact for each proposal. As of December 19, 2012, 33 of the 35 contacts had confirmed. One was out of town until after January 1st and the other is waiting to see if she can get a co-presenter. A list of proposals to be declined has been provided to the NASIG Secretary and also sent to CEC for their consideration as continuing education pieces.

3) Program times

Program times were altered slightly to accommodate for longer break times and also to accommodate the hour for the Great Ideas Showcase.

Budget

1) Session Speaker Expenses

In keeping with reimbursement policy, we have offered half registration waivers to up to three presenters per session. As of December 20, we have 60 slated speakers who were offered half waivers. This rough estimate

includes all anticipated speakers, including those who typically decline compensation. Speakers are asked to confirm their use of the waivers when the liaisons make contact in January, and at that time we will update the reimbursement and speaker costs and update as needed as the conference approaches.

2) Executive report

3) Preconference Speaker Expenses

In keeping with reimbursement policy, up to two preconference speakers per session are offered two nights of lodging and a half registration waiver. As preconference speakers are increasingly being drawn from outside the NASIG community and would not otherwise attend the conference and in accordance with the Board's direction from last year we exercised the option of negotiating alternative compensation with the Library as publisher Preconference Speaker.

Submitted on: December 20, 2012

Publications/Public Relations

Submitted by Bob Persing

Members

Bob Persing, chair (Univ. of PA)

Jennifer Bazeley, Publicist (Miami University)

Char Simser, publicist-in-training (Kansas State University)

Jeannie Castro, member (Univ. of Houston)

Amanda Price, member (Mississippi State)

Eleanor Cook, member (East Carolina)

Bob Boissy, board liaison (Springer)

Continuing Activities

- Jennifer has been sending out announcements generated by CPC to the various subscribed listservs.
- We have been asked to create a list of state library association meetings to which our flyers might be

sent; we're going to ask the membership at large to send us suggestions from their states, and we'll collate them into a master list.

Completed Activities

- We added the 2013 NASIG conference to the conference calendar on the SSP website.
- We did a call for volunteers to be the next publicist. Four people expressed interest, and Char Simser was selected.

Budget

No money expended

Submitted on: January 11, 2013

Core Competencies Task Force

Submitted by: Sarah Sutton

Members

Sarah Sutton, chair (Emporia State University)

Eugenia Beh, member (Texas A&M University)

Steve Black, member (College of Saint Rose)

Susan Davis, member (State University of New York, Buffalo)

Sanjeet Mann, member (University of Redlands)

Cynthia Porter, member (A.T. Still University)

Selden Lamoureux, board liaison (SDLinforms)

Continuing Activities

In late November, 2012, Sarah reviewed the transcript that TF member Steve Black recorded and transcribed from the brainstorming session at the 2012 Annual Conference. She identified four main themes that pervaded that conversation, the strongest of which was "I'll never be an expert at all this." Sarah suggested that the TF (1) consider the recommendation that the CCs be organized based on levels, perhaps similar to those used in [MAGERT's Map, GIS and Cataloging/Metadata Librarian Core Competencies](#), which was brought up in the brainstorming session and (2) write an introductory statement to each section of the CCs. She further

developed a tentative timeline for completing these revisions to the CCs.

In email discussions during December, the TF determined that the timeline Sarah had suggested was too aggressive and would be impossible to meet. The TF also discussed the idea of using levels to help those who might consult the CCs to identify which of the competencies are relevant to them, their employees, teams, and/or institutions (thus relieving the “I’ll never be an expert at all this” issue to some extent). We did not reach a consensus on whether to apply levels or to simply address in an introductory statement how institutional differences (size, organization, patrons served, etc.) might affect the relative importance of individual competencies.

We have not made any progress on competencies for serials librarians.

Completed Activities

None.

Budget

None.

Questions for Board

What is the Board’s opinion on the question of whether to organize the CCs using a set of levels that take into account institutional differences or to address the effects of institutional differences through an introductory statement?

Submitted on: January 10, 2013