ACRL Orientation Toolkit for New Chapter Leaders / Representatives to Chapters Council

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Welcome! Thank you for playing a leadership role in your organization and for participating in Chapters Council. This Orientation Toolkit is designed to assist you by answering questions about the work of Chapters Council, your Chapter’s relationship to ACRL, and by directing you to helpful resources and services.

From Chapter Chair, Les Kong:

I want to welcome you to the ACRL Chapters Council — this group is comprised of the leaders of the 42 regional and/or state chapters of ACRL. Each chapter may send its Chair (President), Vice-Chair (Vice-President), or an appointed delegate who is a member of the chapter’s executive committee to represent it at Chapters Council meetings (held on Sundays during ALA Midwinter and Annual). Chapters Council serves as a conduit for information and communication between ACRL National and its chapters, and serves to promote membership of ACRL National. The goals of Chapters Council are: 1) to support the goals and initiatives of ACRL National; 2) to facilitate communication between ACRL members and ACRL leadership; 3) to encourage and support ACRL Chapters goals and initiatives; and 4) to build membership of ACRL at the National and Chapter levels.

I would strongly encourage your chapter to send a representative to Chapters Council meetings. There is much we can all learn from each other. We have a number of communication vehicles to assist in the sharing of ideas and best practices — listserv, blog, and Chapter Topics (newsletter). This year, we also have several new initiatives:

1. hosting two virtual orientations for new chapter leaders;
2. making available an online Orientation Toolkit;
3. starting a mentorship program to assist new chapter leaders; and
4. spotlighting a chapter’s "Best Practice" during ALA Midwinter and Annual meetings.

Finally, look for announcements of a fun event — the ACRL Chapters dine around dinner, which is typically held on the Sundays during ALA Midwinter and Annual meetings.

Information for New Chapter Leaders and Key Documents

Here are a few words of advice to get you started. If you are a new Chapter officer, we encourage you to:

a. Participate in ACRL Chapter Leader Online Orientation

b. Take a few moments to read the following key documents:
- The ACRL Chapters page: This page provides officer rosters, plus links to minutes and other resources.
- The ACRL Chapters Roster page: Make sure your Chapter’s information on this page is correct. If not, please notify the ACRL Staff Liaison (see below).
- ACRL Bylaws, Article XIV: Chapters (http://www.ala.org/acrl/aboutacrl/bylaws/bylaws#art14) This brief section of the bylaws pertains to Chapters.
- Chapter 5: ACRL Chapters of ACRL’s Guide to Policies and Procedures (http://www.ala.org/acrl/resources/policies/chapter5): The relationship between Chapters and ACRL is covered here, as is funding and the responsibilities of Chapters, Officers, and ACRL in relation to Chapters.
- ACRL pages, including the ACRL Board of Directors page.

c. Become familiar with ACRL funding and reimbursement arrangements and the reimbursement form; please note the guidelines regarding allowable expenses at ACRL’s Guide to Policies and Procedures, Chapter 5, section 5.5. http://www.ala.org/acrl/resources/policies/chapter5#5four

d. Know that you will need to submit an annual report each year, based on ACRL strategic planning and the Plan for Excellence. Submitting the annual report is a requirement for receiving the ACRL Chapter reimbursement. Instructions for submitting the report will be sent to the Chapters Council email list, acrlchpt@ala.org. A sample report is included in the Appendix.

e. Be aware of support by ACRL for Chapter membership including mailing lists (one free per fiscal year) and additional funds for Chapters pursuing membership drives; please see ACRL’s Guide to Policies and Procedures, Chapter 5, section 5.4: http://www.ala.org/acrl/resources/policies/chapter5#5four

f. Share all of the above with your own Chapter leaders, especially those who are new to their leadership roles.

g. Take some time to understand the governance process for your Chapter, as well as the non-profit status (501 c 3; 501 c 6) if applicable.

Chapters Council:

a. Please contact the listserv chair to make sure you have been added to the Chapters Council listserv. You should receive a welcome message after you have been added.

b. Decide who from your Chapter will attend the Chapters Council meetings at the ALA Midwinter Meeting and Annual Conference; these meetings are usually on Sunday. Representatives on Chapters Council include your president and vice president, or a...
delegate who serves on the executive board. If your Chapter uses a different organizational structure, select a delegate involved in the governance of the Chapter.

c. Please review, and contribute to Chapter Topics. Published twice a year, Chapter Topics provides a wealth of ideas to consider for your Chapter. All Chapters are asked to submit an update on their activity to Chapter Topics.

d. Please review and contribute to the Chapters Council blog.

e. Each Chapter is a little different, so please take some time to confer with other Chapter leaders to learn how they are structured and inquire about their programs and offerings to Chapter members.

Key Contacts:

- Chase Ollis, ACRL Staff Liaison; 312-280-2521; collis@ala.org
- Mary Ellen Davis, ACRL Executive Director; 312-280-3248; mmdavis@ala.org
- Les Kong, ACRL Chapters Council Chair, lkong@csusb.edu
- ACRL Chapters Mentor Contact: contact the Chapters Council Chair, Les Kong, lkong@csusb.edu

About Chapters and ACRL

A Chapter provides an opportunity for members to participate in ACRL programs locally and provides a framework within which librarians can meet for professional development, discussion of professional issues, and social purposes. Chapters organize programs and other activities, and provide a bridge to participation in the national organization. Chapter structure varies from state-to-state. Each Chapter is autonomous and organizes to best meet the needs of its members.

ACRL Bylaws make it clear that Chapters are separate legal organizations interested in academic and research libraries that request affiliation with ACRL. In other words, ACRL recognizes Chapters if they meet certain criteria. ACRL affiliates with the Chapter; it does not, however, establish the Chapter as an organization, it does not control it, and it is not responsible for its actions.

ACRL’s recognition of the importance of its Chapters is shown by the presence on the ACRL Board of two directors-at-large nominated from within the Chapters Council. The Chapters Council director-at-large candidates run on the ACRL Board ballot every other year, and each serves a four-year term.
ACRL support

- **Funding:** ACRL support includes providing Chapters with $1 for each national ACRL member within a Chapter’s geographic region (as described in the ACRL’s Guide to Policies and Procedures, [Funding Programs for Chapters](http://www.ala.org/acrl/resources/policies/chapter5#5four)). Budget memos are distributed in September each year.

- **ACRL Chapter Speakers Bureau Program**
  For several years, funds have been available to give Chapters the opportunity to invite members of the ACRL Board and the Executive Director to the region as participants in Chapter activities. The purpose of the visit is to speak about the activities and initiatives of ACRL and to learn of members’ interests at Chapter level.

  The number of budgeted annual visits increased from six to ten for 2013-2014, allowing Chapters to take further advantage of the program and its slate of distinguished speakers eager to share ideas. The Chapter may indicate a preference for a particular officer, but if that person is not available (or is already over committed) another officer may represent the Association. To maintain equity, each Chapter is visited at a frequency of approximately every four years.

  For more information, including the speaker visit calendar and the online 'Request an ACRL Officer' form, please visit [http://www.ala.org/acrl/aboutacrl/directoryofleadership/chapters/officersspeakers](http://www.ala.org/acrl/aboutacrl/directoryofleadership/chapters/officersspeakers) and ACRL’s Guide to Policies and Procedures, Chapter 5, section 5.4: [http://www.ala.org/acrl/resources/policies/chapter5#5four](http://www.ala.org/acrl/resources/policies/chapter5#5four).

- **ACRL e-Learning webcasts:** A 2012-13 pilot continuing through 2014, Chapters are offered two [ACRL e-learning webcasts](http://www.ala.org/acrl/aboutacrl/directoryofleadership/chapters/officersspeaker) per Chapter to offer as events. ACRL e-Learning webcasts are 1.5 hours in length. Webcasts take place in an online classroom and are designed to encourage interactivity and active learning. Technical requirements include a computer with an Internet connection and speakers. Your complimentary webcast registration can be redeemed for ACRL e-learning webcasts offered October 5, 2013 – August 31, 2014. Review the [webcast schedule](http://www.ala.org/acrl/aboutacrl/directoryofleadership/chapters/officersspeaker) and e-mail ACRL Professional Development Manager Margot Conahan at mconahan@ala.org, with the name of the webcast(s) you want to participate in, at least three business days before the live event. We will register your Chapter for the webcast and send the log-in details to your Chapter contact one business day prior to the live webcast. With your Chapter’s group registration, one person must login and keyboard during the event. Your group registration allows you to project the Webcast to participants in the same location.

- **ACRL Promotion:** Consider promoting ACRL at your local events. Contact the ACRL Staff Liaison to Chapters for promotional materials including handouts, brochures, and name tag ribbons, especially during years when the ACRL Conference occurs.
### Planning Calendar for ACRL Chapter Officers

<table>
<thead>
<tr>
<th>November</th>
<th>Submit article to <em>Chapter Topics</em> editor</th>
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<tbody>
<tr>
<td>January</td>
<td>Attend <a href="#">Chapters Council</a> meeting at ALA Midwinter Meeting and report back to Chapters</td>
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<tr>
<td>May</td>
<td>Submit article to <em>Chapter Topics</em> editor</td>
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<tr>
<td>June</td>
<td>Attend <a href="#">Chapters Council</a> meeting at ALA Annual Conference.</td>
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<tr>
<td>July</td>
<td>Chapter Annual report due (see section 5.6.1 of <a href="#">Chapter 5</a> of ACRL’s <a href="#">Guide to Policies and Procedures</a>). Please note that funding will be withheld from Chapters that fail to submit two consecutive reports.</td>
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<tr>
<td>August 15</td>
<td>Deadline for reimbursement requests (they may be submitted earlier); the form is available at: <a href="#">www.ala.org/acrl/sites/ala.org.acrl/files/content/resources/forms/ChapterReimbursemen.p</a></td>
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<tr>
<td>Year-Round</td>
<td>Maintain membership in ALA/ACRL</td>
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<tr>
<td>Year-Round</td>
<td>Submit roster updates, Chapter conference information, and ribbon requests to ACRL staff liaison. New officer contact information must be submitted to ACRL within one month of each Chapter’s election (election dates vary from Chapter to Chapter)</td>
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<tr>
<td>Year-Round</td>
<td>Request one free Chapter membership report (for your Chapter area) per fiscal year from ACRL staff liaison</td>
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<tr>
<td>Year-Round</td>
<td>Keep up-to-date with ACRL happenings through the multiple ACRL communication forums, including the <a href="#">website</a>, the <a href="#">Blog</a>, and <a href="#">listserv</a>. All provide a venue for learning about ACRL and obtaining information to share with members.</td>
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ACRL Chapters Council Orientation Manual; revised January 2014 to two documents: Chapters Orientation Toolkit and Chapters Council Officers Manual, by S. Davis, and ACRL Chapter Council Executive Officers: N. Cooper, C. Fuchs, L. Kong, D. Whren, in consultation with ACRL staff
MLA/ACRL Chapter: Annual Report for ACRL

Notes: 
1-Report submitted to ACRL via online survey. This document contains content.
2-Activity limited to official chapter sponsored events. Each event limited to one category.

2013 ACRL Plan for Excellence Implementation Report

1-ACRL Plan for Excellent Implementation Report: General Information

Provided Chapter Contact Information

2-Strategic Area: Value of Academic Libraries

1. Leverage existing research to articulate and promote the value of academic and research libraries.

During the 2012 (October) Michigan Library Association Annual Conference, the MLA/ACRL Chapter hosted a panel presentation entitled, "Advancing Value: Continuing the Process." This panel included librarians from three academic institutions who shared specific resources and services instituted by their libraries to advance the value of the library on their campuses. The three presenters were Julia Eisenstein of the University of Detroit-Mercy, Gail Powers-Schaub of Baker College, Muskegon and Tim Peters of Central Michigan University. Attendance at the event numbered approximately 25. A bibliography of Advancing Value resources was provided for participants.

The panel served as a follow-up event to the 2012 (May) Academic Libraries Conference (Michigan Library Association), where Advancing Value was the theme. At that event, Megan Oakleaf, Associate Professor, iSchool at Syracuse University, gave the keynote presentation on Advancing Value, featuring information from the ACRL sponsored report she wrote, "Value of Academic Libraries: A Comprehensive Research Review and Report." The purpose of the panel was to encourage libraries to continue efforts to advance value and provide concrete examples of advancing value in practice at Michigan academic libraries.


No entry

3. Influence national conversations and activities focused on the value of higher education.

No Entry
4. Develop and deliver responsive professional development programs that build the skills and capacity for leadership and local data-informed and evidence-based advocacy.

No Entry

3-Strategic Area: Student Learning

1. Build librarian capacity to create new learning environments (physical and virtual) and instructional practices.

No Entry

2. Articulate and advocate for the role of librarians in setting, achieving and measuring institutional learning outcomes.

No Entry

3. Increase collaborative programs that leverage partnerships with other organizations in order to support and encourage local and national team approaches.

No Entry

4. Build capacity for the librarians’ role in supporting faculty development and the preparation of graduate students as instructors.

No Entry

4-Strategic Area: Research and Scholarly Environment

1. Model new dissemination practices.

No Entry

2. Enhance members’ ability to address issues related to digital scholarship and data management.

No Entry

3. Influence scholarly publishing policies and practices toward a more open system.

No Entry
4. Create and promote new structures that reward and value open scholarship.

No Entry

5-Strategic Area: Enabling Programs and Services

1. Education

A-Academic Libraries Conference. This two day conference serves as the key event of the MLA/ACRL Chapter, providing membership with access to an array of professional development opportunities, including keynote speaker sessions, workshops, poster sessions and networking. Held in Traverse City, Michigan, the event attracted 120 participants. Through the ACRL Speaker’s Bureau, AL secured Trevor Dawes as the opening keynote speaker. Barbara Fister, Professor in Library at Gustavus Adolphus College in St. Paul, MN, served as the closing keynote speaker.

Twenty different workshop sessions were offered. The AL Workgroup Programming subcommittee successfully provided participants with a diverse range of carefully chosen breakout sessions. From issues surrounding the upcoming transition to RDA cataloging to demonstrating value through library instruction assessment to managing social media, there were sessions to pique the curiosity of all types of academic librarians. Participants enjoyed various social events, including an opening reception and evening dine-a rounds. 2013 marked the first year for Poster Sessions at Academic Libraries and included 15 posters.

B-Established "The MLA/ACRL Chapter Scholarship for Academic Libraries", funded by the Michigan ACRL Chapter. This scholarship provides one (1) Michigan academic librarian with a full registration ($225.00 value) to Academic Libraries Conference. Development of the scholarship involved working closely with the Michigan Library Association and convening a scholarship selection committee of Chapter members which developed the scholarship criteria, reviewed applications and selected the recipient. The inaugural scholarship was awarded to Barbara Shipman of Oakland University. Responding to the event Shipman commented, “The MLA/ACRL Academic Libraries Conference Scholarship has provided me with endless opportunities of professional development. I am proud that MLA/ACRL has recognized the importance of professional development among MLIS students and librarians who don’t have the means to attend professional conferences.” The MLA/ACRL Chapter looks forward to awarding the scholarship each year.

2. Publications
3. Advocacy

No Entry

4. Member Engagement

Initiated a social event for MLA/ACRL Chapter members at ALA Annual and ALA Mid-Winter. These informal events, hosted by Chapter leadership, offer members the opportunity to network with other Michigan academic librarians in a relaxed setting, strengthen membership ties and connection. These events also serve as an ACRL outreach to Michigan academics who are not members of ACRL. Both events were held on Sunday nights and the Chapter plans to continue this pattern.