ACRL CLIP Notes Committee Minutes
Sunday, June 25, 2006 – New Orleans

Present:  Ann Watson (Denison University); Deb Malone (DeSales University); Doreen Kopycinski (Lehigh University); Leslie Morgan (University of Notre Dame); Cherie Alexandra Madarash-Hill (Southeastern Louisiana University); Hugh Thompson (ACRL); Amy Arnold (Eastern Tennessee University)

1. Ann said that the revised Lead Editor Job Description had been completed and sent to our web page maintainer.

2. She said that the new CLIP Note, Managing Student Employees in College and University Libraries 3rd edition has been published and is currently available in the ALA Bookstore

She said that 3 of this year’s ACRL Top Ten Best Selling publications are CLIP Notes. These include:

#8 Assessment in College Library Instruction Programs CLIP Note 32
#9 First Year Student Library Instruction Programs CLIP Note 33
#10 Special Collections in College and Research Libraries, CLIP Note 35

3. We discussed current projects in progress

   a. Ann was able to reach the compilers of the Plagiarism Detection and Prevention CLIP Note, Vera Stepchshyn and Robert S. Nelson, and they agreed to complete the project by the end of the month (but we’ll give them to the end of August).

   b. Doreen described the progress on the User Surveys revision. She and Kim Sando have received 133 responses to their online survey and they received 22 documents. Doreen questioned whether this response rate was acceptable, and the committee agreed this was fine. We would ideally like a higher rate of response, but they should have enough data to make their report usable and helpful. Hugh said that the previous user survey CLIP Note was popular and he is looking forward to the new edition.

   Doreen suggested perhaps sending an additional one question survey, simply asking if institutions had done a user survey, yes or no. That would at least give the compilers some data on the relative percentage of institutions that do such surveys.

   Kim and Doreen hope to have a draft document ready to send by September, 2006.
c. Ann reported that the compilers of the Emergency Planning Survey received only 67 responses. D. Jensen sent a reminder to participating institutions last fall. He wanted to know if the survey should be redone or move forward to completion. Hugh Thompson thought that this was an adequate number of responses, considering the fact that many institutions simply do not have an emergency response document yet.

4. New Publications (Beginning stages)

   a. Outsourcing publication- the compiler is still doing preliminary research
   b. Copyright publication – the compiler has indicated interest but nothing has been done so far. Ann will follow-up with the volunteer
   c. CJCLS is doing something on copyright. Ann will follow up and get more information
   d. Amy Arnold volunteered to work on a CLIP Note on media circulation policies

4. Suggestion for new publication titles

   a. Rachel Crowley is interested in compiling a revision of CLIP Note #9. The committee will suggest the Friends Committees which was last published in 1987.
   b. We discussed a CLIP Note on Information Commons policies but decided against the topic as that is a space/resource issue

5. Other topics

   a. The need for compilers was noted. Ann will create a standard message and Doreen will compile a list of email discussion groups for distribution of the message
   b. The committee will do a review and refresh of the instructions to compilers, to be completed by the end of October. Deb will draft a revision to circulate to the committee.
   c. We will include a call for compilers in the CLC Section Newsletter
   d. Hugh suggested we ask that the call be placed at the top of the CLS web page.
   e. Deb said she would like lists of the institutions that responded to the surveys for all current CLIP Notes. This data would be added to our list of participating institutions and would give us a clearer picture of which institutions are actively participating. She would also like compilers to send her lists of bad names/addresses that come back when surveys are sent. This would be something to mention in the instructions to compilers.