

CLIP Notes Committee Meeting Minutes
June 21, 2003: Toronto, Canada

Members present: Christopher Loring, David Wright (Chair). Guest: Susan Richards, CLS Chair. ALA liaison, Hugh Thompson.

Sales report. Hugh Thompson gave a sales report on CLIP Notes and reported that CLIP Note # 33 on First Year Instruction (Malone and Videon) has just been published and copies are available in the ALA Store. There is low stock on #17 (Emergency Planning), which will go out of print soon and low stock on #20 (Managing Student Employees). He also noted that #23 (User Surveys) has sold 1,288 copies. Discussion followed on the possibility of revising that publication since it has been in print since 1995 and is still a viable topic because of the interest in assessment in academe. D. Wright will contact compiler of #23 to see if there is interest in updating or if new compilers need to be contacted.

Special Collections CLIP Note. Special Collections CLIP Note survey has closed out. Publication is projected to be at the end of the summer. Hugh reported that there were some problems with the online survey. The committee will investigate other electronic survey collection possibilities. Hugh will e-mail David the information he has about the survey collecting products.

Marketing Practices CLIP Note. Marketing Practices CLIP Note survey has been delayed. Compiler and David have talked by phone. The suggestion was made that the survey should go out in mid-July if possible. Chris Loring is shepherd for this publication.

Copyright policies CLIP Note. Copyright policies CLIP Note survey draft was not received before conference. Should be received and distributed for committee input before end of June. Survey should go out in early fall. Trish Keogh at St. Mary's Univ./San Antonio is one of compilers for this publication. Gene Ruffin is shepherd.

Future topics. D. Wright reported that the committee had discussed several topics during the March meeting. Topics of interest to the committee include government documents, space and remote storage issues, and recruitment. Other preliminary proposals submitted to the committee include "keeping up" professionally and library cafes. Susan Richards suggested a potential topic of policies related to digital preservation, archiving, etc. in the college library.

Virtual meetings. Virtual meetings held by any ALA committees must be registered ahead of time through the ALA website to allow a provision for guests to attend. There was some discussion of the two virtual meetings held by the committee during the past year. The first one was difficult due to firewall problems at the chair's institution. The second meeting was better, although there are definite problems associated with doing a meeting via AOL IM. The chair raised the issue of polling the committee about meeting in San Diego at Midwinter ALA, even though many of the CLS committees will be holding virtual meetings. The nature of our committee work may necessitate a meeting in January at Midwinter.

Web pages completion project. This issue was raised at the March meeting and Jean Lacovaria and Ann Watson agreed to work on the examples needed to complete the Appendices to the CLIP Notes Guidelines on the web pages. The committee will also be asked to look at all the

information on the web pages and make suggestions for deletions, additions, and corrections. Target completion date: Midwinter conference, '04.

Address database update project. The address database maintained in an Access file by Hugh is in the process of being updated by a graduate student working with D. Wright. Library websites are being search for current name and address information. The database has not been updated since 1995. In addition, there was discussion about how to enlist new survey participants. Coll-lib list was suggested as a way to post a message about the CLIP Notes Survey, to provide a link to a web page where all current participants are listed, with an opportunity to add one's institution to the list or to remove an institution from the list. There was also some discussion about using a subset of the ACRL Survey list that Hugh has access to at ALA. There may be problems in sorting out a "proper" subset in that there are colleges, small universities, and even some higher Carnegie level institutions that current participate in either the CLIP Notes Survey or the College Libraries Section. Also mentioned was the list for the mentoring program maintained by Larry Hardesty. The entire committee will be asked for input on this issue.