ACRL C.L.I.P. Notes Committee
Annual Meeting Minutes
Sunday, June 24, 2007 – Washington, D.C.
9:00-11:00 a.m. Hilton Washington Hotel

Members present: Ann Watson (Denison University), Deb Malone (DeSales University), Gillian Gremmels (Davidson College), Trish Keogh (Long Island University), Dorris Ann Sweet (Simmons College), Jennie Callas (Randolph-Macon College), Elenora Dubicki (Monmouth University), Amy Arnold (East Tennessee State University), and Cherie Madarash-Hill (University of Central Arkansas). Guest: Steve Shaw.

Recent (2007) CLIP Notes Publications: Ann noted the two new CLIP Notes publications: Library Plagiarism Policies (CLIP Note # 37) and User Surveys in College Libraries (CLIP Note # 38) are now in print and can be found in the ALA Book Store at the Washington Convention Center.

Emergency Preparedness CLIP Note: Ann announced that Marcia Thomas will take over as lead editor of the Emergency Preparedness CLIP Note. This CLIP Note is almost ready to go to publication. Former lead editor David Jensen will now serve as a co-compiler.

CLIP Notes Template Tip-sheet: A discussion was held of the possibility of preparing a format template to assist compilers in getting CLIP Notes documents camera ready. The content of the template would include such items as:

- name of the person completing the survey
- title
- email address
- telephone number
- institutional address
- type of institution the library belongs to (public, private, other)
- number of full-time equivalent (FTE) students enrolled
- number of FTE support staff
- total materials and total operating expenditures

Kathryn Deiss of the ACRL Publishing Office noted that other material to be included in the tip-sheet would be guidelines on how to create a header/footer, banks pages required, page breaks placement, print quality scans information, and a copyright page. These procedures will be written up as a standard CLIP Note template for compilers and given to Peter Gilbert (who does the Web site).

Copyright CLIP Note: Ann indicated that Rachael Crowley didn’t want to continue as lead editor of this CLIP unless more input was received from her co-compilers and a division of her duties was made among the other compilers. The Committee marked up the 10 page proposal which was submitted and approved for future publication. A number
of editing changes were suggested. Compiler Trish Keogh will convey the changes to be made to the co-compilers. The deadline for the survey is August 26th. The compilers are aiming for a December 2007 camera ready date with corrections to be made in 2008.

**Blogs and Wikis in Libraries CLIP Note:** The Committee reviewed the proposal for *Blogs and Wikis in Libraries CLIP Note* and agreed to approve it for future publication. Leslie Morgan will be the lead editor and Beth Avery the compiler. Beth believes the CLIP can be camera ready by the end of the year (November 2007).

**Orientation for New Librarians CLIP Note:** The Committee has not yet approved the proposal for the creation of an “Orientation for New Librarians” CLIP Note, which would be compiled by Susanne Clement (lead compiler) and John Stratton. The Committee agreed that the CLIP should only go forward if the survey is confined to small and medium sized universities and colleges as indicated in the CLIP Notes guidelines and not include large research institutions as the proposal suggested. Further clarification to the CLIP proposal is needed at this point. The idea for this CLIP evolved from a 2007 ACRL poster presentation on the same topic.

**New Ideas for Future CLIP Notes:** The Committee is quite busy now and already has a number of CLIP Notes in progress at this time. A further discussion of future CLIP notes indicated possible CLIPs on digital libraries, mentoring new librarians, or a resurrection of the “Outsourcing in Technical Services” CLIP Note.
