

OFFICIAL MANUAL
for Officers and Committee Chairs and Members

Education and Behavioral Sciences Section
Association of College and Research Libraries
American Library Association
Revised January 2009

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THE EDUCATION AND BEHAVIORAL SCIENCES SECTION

Association of College and Research Libraries

American Library Association

HISTORY¹

The Education and Behavioral Sciences Section of the Association of College and Research Libraries, American Library Association, originated from the interest and planning of two education librarians in 1967, immediately after the summer annual conference in San Francisco.

Barbara S. Marks, then Education Librarian, General University Library, New York University, and Howard W. Dillon, then Associate Librarian of the Graduate School of Education, Harvard University, met at that San Francisco conference and discussed problems that they had in common in their respective libraries. As a result of their discussion, they began a movement to establish a subsection of education librarians within the Association of College and Research Libraries.

Shortly after the 1967 ALA conference, a letter, signed jointly by Mr. Dillon and Mrs. Marks, was sent to education librarians in the organization. The letter, drafted by Mrs. Marks, stated in the opening paragraph:

It was our opinion that we could benefit from regular opportunities to communicate with our colleagues engaged in serving the education community in this manner. The problems worthy of attention are many. We find ourselves administering collections of growing complexity as the media for presenting curricula become more varied. The abstracting and indexing services for the literature of interest to educators today fall far short of our needs. The U.S. Office of Education has committed itself to a major program in indexing and disseminating the research literature of the profession—a program with implications for each of us. How can we voice our concern about these and similar problems and participate in rational solutions to them? We believe the first step is through the American Library Association.

In the same letter, they informed their fellow education librarians that, at that time, there were four subsections in the Subject Specialists Section of the Association of College and Research Libraries, and that:

By petition it would be possible for twenty-five members of ALA to initiate action to form an Education Subsection. Early action is advisable in order to bring this matter before the ACRL Planning and Action Committee at the ALA Midwinter Meeting, 1968. Favorable action at that time could permit the subsection to hold its organizational meeting during the 1968 Conference in Kansas City, June 23-29.

The petition for the formation of an Education Subsection caught the attention of librarians from the East to the West coast, and they joined in the proposal.

From these 27 names were drawn a mailing list for a newsletter written by Mr. Dillon. The newsletter ran to four issues, from November, 1967 to May, 1968. He did not intend it to be an official publication, but a means of communication during the early stages. At the same time he conducted a survey of education libraries. In the first newsletter he reported a suggestion from Wayne Gossage that the petition be broadened to include psychology and sociology.

At the request of Mrs. Marks, Mr. Dillon drafted the statement of purpose for the proposed subsection in November, 1967. This statement of purpose and scope, which was submitted to the Association of College and Research Libraries at the 1968 ALA Midwinter Meeting² was approved:

The Purpose of the Education and Behavioral Sciences Sub-section of the Subject Specialist Section is to provide a forum for the discussion of common problems in providing library service to educators, psychologists, and sociologists.

This Sub-section will concern itself with any issues related to its purpose. Among these are: the collection and indexing of instruments to test and measure intelligence, aptitude, achievement, skills, and attitudes; methods for handling the variety of media now employed in the publication of information, particularly curriculum materials; access problems regarding audio tape, video tape, and film records of teaching and counseling styles; and the presently uneven and limited abstracting and indexing services for these subject fields. The development, scope, and quality of any government, society, or commercial services which publish information or produce products for the bibliographic control of information useful to education and behavioral science library collections will be appropriate subjects for the review of this Sub-section. Consistent with the Constitution and Bylaws of the Association and Division, this Sub-section shall have the authority to draft and issue statements of position on issues falling within its scope of interest.

Appropriate means of communication and discussion, including Sub-section meetings at the Annual Conference and special meetings in conjunction with other library and professional groups, will be considered by the duly elected officers of the Sub-section.

In March, 1968, the third newsletter announced the approval for the formation of the Subsection and the planning for an organizational meeting at the ALA Annual Conference in Kansas City. The fourth, and final, newsletter of May 20, 1968, gave the time for a late afternoon meeting, and the first formal program was to be a discussion of educational abstracting and indexing services. The first program featured a panel composed of Harvey Marron, Chief, Educational Research Information Center (ERIC), James Humphrey III, soon to become a vice-president of the H.W. Wilson Company, and Sidney Forman.

The mechanics of establishing the Subsection were devised by Howard Dillon, Wayne Gossage and Barbara Marks at their meeting in April. According to the words of Mrs. Marks in her letter requesting assistance from other librarians, "...in the absence of any formal democratic machinery", they appointed themselves as temporary officers with Mr. Dillon as Program Chairman, Mr. Gossage as Chairman of the Bylaws Committee, and Mrs. Marks as Chairman of the Subsection.

Two committees were formed, and members were named to the Organizing and Bylaws Committees. The Organizing Committee was composed of Barbara Anderson, Lorraine Mathies and Rose Marie Service, and the Bylaws Committee of Toyo Kawakami, Margaret Mattern, and Jacqueline Peldzus. The first draft of the Bylaws was written by Mrs. Kawakami, and it was amended by other members of the committee.

The first official meeting of the Subsection as a recognized body within the American Library Association was held at the ALA Annual Convention for 1969 in Atlantic City. The scheduled meeting was held on June 24 with Mrs. Marks presiding. About fifty or more librarians, representing the subject areas designated in the name of the Subsection, attended this session.

The program of this section was based on "Tests: Problems of Bibliographic Control, Collection, Maintenance, and Preservation", with Mr. Dillon as moderator. The Speakers were Oscar Buros, the distinguished editor of *Tests in Print* and the *Mental Measurements Yearbook*, and Priscilla Linsley from the Carl Campbell Brigham Center of the Educational Testing Service in Princeton, New Jersey.

At the 1970 ALA Conference in Detroit the Subsection sponsored a series of workshops on ERIC held on successive days, and a lecture by Harvey Marron, Chief of ERIC, at the membership meeting.

The Bylaws for the Subsection,³ written two years before, were ratified at the same 1970 conference.

Archival materials show evidence of three EBSS committees active in 1970:

- Committee on ASCD Curriculum Materials. Chair, Earl Shaffer.
- Committee on Bibliographic and Physical Control of Nonprint Materials. Chair, Margaret Mattern.
- Committee on Psychological Tests. Chair, Priscilla Linsley.

In 1976 Wayne Gossage and Ruth Bauner organized responses to Gossage's "open letter" to EBSS members in the February, 1976, *C&RL News* and ideas generated in "discussion circles" held at the 1976 ALA Annual Conference. Five ad hoc committees were established for the 1976-77 year. Of these five, four become standing committees with slight variation in their titles and charges.

Further, an extensive mailing from Wayne Gossage, Immediate Past Chair, in September 1976, clearly defined expectations for committee members and charges for the newly formed ad hoc committees. The current foci of EBSS are a direct outgrowth of this organization of the Education and Behavioral Sciences Section.

(NOTE: In 1992, during an update of the manual, the archival materials were removed. Copies of these items are located at the ALA Archives at the University of Illinois at Urbana-Champaign Library.)

¹ Drafted by Toyo Kawakami. Edited by Virginia Parr.

² *College and Research Libraries News*, May, 1968, p. 131.

³ *College and Research Libraries News*, November, 1969, pp. 353-355.

EBSS MEMBERSHIP AND RESPONSIBILITIES

Membership: The section shall represent librarians and others in the fields of education and behavioral sciences in academic libraries, independent research libraries, and special libraries [Bylaws Article II, Section 1]. It will act for ACRL in cooperation with professional groups in regard to those aspects of library service that require special knowledge of education and behavioral sciences.

Responsibilities:

- a. To assist librarians in developing and maintaining quality education and behavioral sciences library service and facilities;
- b. To provide means of communication among professionals in education and behavioral sciences disciplines regarding information access and other professional issues;
- c. To review information access in the education and behavioral sciences and to recommend improvements;
- d. To advance the professional interests and continuing education needs of education and behavioral sciences librarians;
- e. To be an advocate for the interests of education and behavioral sciences libraries and librarians before decision-making and policy-setting bodies.

ACRL & ALA INFORMATION

ACRL:	Association of College and Research Libraries American Library Association 50 East Huron Street Chicago, Illinois 60611-2795	Phone: 1-800-545-2433 FAX: 312-280-2520 E-mail: acrl@ala.org Web Page: http://www.ala.org/acrl/
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[ACRL Guide to Policies and Procedures](#) - contact the ACRL office to obtain a paper copy.

ALA:	American Library Association 50 E. Huron Street Chicago, Illinois 60611-2795	Phone: 312-280-2140 800-545-2433 312-944-7298 (TDD) Toll free: 888-814-7692 (TDD) FAX: 312-440-9374 Email: ala@ala.org Web Page: http://www.ala.org
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The ALA Handbook of Organization is distributed without charge to officers and committee members and to personal members upon request.

EBSS MANUAL UPDATING GUIDELINES May 1998, updated 2004

The Manual is an online document maintained by the EBSS Web Manager. The EBSS Publications and Communications Committee, with assistance from the Past-Chair, is responsible for revising the contents of the Manual. The Manual is revised after each Annual Conference.

1. Check with EBSS Section Chair (or Vice-Chair) to find out if any committee charges have been revised.
2. Check with EBSS Section Chair to find out if any committees have become defunct or if any new ones have been instituted. Move defunct committees from "active" section of manual to "defunct" section.
3. Update list of Executive Committee members. Current information should be available on the EBSS Contacts web page.
4. Get names of new committee chairs and discussion leaders from the EBSS Committee Rosters (available on website).
5. Add any new forms that have been developed and replace any revised forms. Check with the EBSS Section Chair or Secretary.
6. Check ACRL and ALA phone numbers and web addresses for any changes.
7. Announce at the Advisory Council meeting that all committee chairs should check the information about their committee in the Manual and give any needed revisions to the Publications and Communications Committee Chair.
8. Provide all changes to EBSS Web Manager.

Converted to HTML, 2/17/99
Updated: 2/27/05; 6/--/06

**GOVERNANCE PROCEDURES OF THE EDUCATION AND BEHAVIORAL SCIENCES SECTION
OF THE ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES,
A DIVISION OF THE AMERICAN LIBRARY ASSOCIATION.
January 26, 2009**

A. Name

The name of the organization shall be the Education and Behavioral Sciences Section (EBSS) of the Association of College and Research Libraries, a division of the American Library Association, hereinafter referred to as the Section.

B. Purpose

ACRL Sections are established primarily for the purpose of building communities of learning and providing professional development and networking opportunities for their members. A Section's name, purpose, and mission are as proposed by the Section and approved by the ACRL Board. The ACRL Board ascertains that overlaps between the mandates of various Sections are minimized. The Section shall represent librarians and others in the field of education and behavioral sciences in academic libraries, independent research libraries, and special libraries.

The Section has the responsibility:

- a. to assist librarians in developing and maintaining quality education and behavioral sciences library service and facilities;
- b. to provide means of communication among professionals in education and behavioral sciences disciplines regarding information access and other professional issues;
- c. to review information access in the education and behavioral sciences and to recommend improvements;
- d. to advance the professional interests and continuing education needs of education and behavioral sciences librarians;
- e. to be an advocate for the interests of education and behavioral sciences libraries and librarians before decision-making and policy-setting bodies.

C. Membership

Members of the Section shall consist of those persons and organizations that, in accordance with ALA Bylaws, Article I, have paid dues to ALA and ACRL and have selected Education and Behavioral Sciences Section membership. Every personal member of the Section has the right to vote and is eligible to hold office. Any member of the Association of College and Research Libraries may elect membership in this Section. The number of "community of practice" affiliations included in the basic ACRL dues is determined by the ACRL Board. The dues for additional affiliations are also set by the ACRL Board.

D. Relationship to ACRL Board

The Board shall be authorized to establish Communities of Practice (including Sections), to monitor their activities, and determine their continuance in consultation with the respective groups. The Board shall also be entitled to establish policies to govern the activities of Communities of Practice. (ACRL Bylaws, Article XV)

The Board liaison role provides a critical connection between membership structures and the ACRL Board of Directors. This liaison role can be particularly helpful in providing perspective, guidance, and insight regarding ACRL policies, procedures, and initiatives; soliciting feedback from Communities of Practice regarding proposed Board actions; and providing helpful advice regarding Action Plan Proposals and Board Action Forms which community of practice leaders will need to submit for official ACRL Board and ACRL Executive Committee action/decisions. The liaison relationship is meant to enhance communication; it is not an advocacy role and for that reason Board members are asked to liaison with communities in which they have not been active. (Tip Sheet for Board Responsibilities)

The Board of Directors is the voice for the association. Sections, committees, and other established units are not authorized to speak for the association except through the Board. This is to say that unit leaders should refrain from issuing statements, taking positions, or endorsing any statements or positions except with Board approval. (ACRL Guide to Policies and Procedures, Chapter 5.12.8, Use of ACRL's Name)

E. Meetings

Section meetings at the ALA Midwinter Meeting and ALA Annual Conference are scheduled by the Section chair.

ACRL units are encouraged to work outside of Midwinter and/or Annual Conference to increase group participation, efficiency, and productivity. Electronic meetings are conducted within the environment of ALA/ACRL bylaws and policies. In all cases these requirements must be adhered to, although they may have to be adopted to fit the virtual environment. The *ALA Policy Manual 7.4.1* defines a meeting as “an official assembly, for any length of time following a designated starting time, of the members of any board, committee task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions.” Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meetings subject to the open meetings policy (ALA Policy 7.4.4). Committees must confirm all decisions made in these forums by affirming the actions at the next face-to-face meeting.

There is a distinction between carrying on work of a committee electronically and conducting an electronic meeting. Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time (*ALA Policy Manual 7.4.1*). The *Standard Code of Parliamentary Procedure* (Alice Sturgis) applies to meetings of the Section to the extent that it is applicable, upholds the integrity of the voting processes, helps facilitate progress, and ensures equality, fairness, and common sense.

The Section shall hold an annual meeting at the time and place of the Annual Conference of the American Library Association. Special meetings of the Section may be called by the Chair with the concurrence of the Executive Committee. All members of the Section shall receive notification of a special meeting at least one month prior to the scheduled date of the meetings. The Section, with the approval of the Board of Directors of the Association of College and Research Libraries, may hold closed meetings or joint meetings with other sections.

The EBSS Advisory Council shall meet regularly at the time and place of the Annual and Midwinter meetings of the American Library Association. Whenever possible, the Advisory Council meeting shall be scheduled following the meetings of the Section and before the final Conference meeting of the EBSS Executive Committee. The Secretary of the Section shall take minutes at the Advisory Council meeting. A majority of the voting members shall constitute a quorum at any meeting of the EBSS Advisory Council.

Regular meetings of the EBSS Executive Committee shall be held at the time and place of the Annual and Midwinter meetings of the American Library Association. Special meetings may be called at the discretion of the Chair. Only elected members of the Executive Committee may vote at Executive Committee meetings, although all Executive Committee meetings shall be open to all members of the Section. A majority of the voting members shall constitute a quorum at any meeting of the EBSS Executive Committee.

F: Officers

Each Section will have a vice-chair/chair-elect and a chair to ensure succession.

Elected and Appointed Officers.

The elected officers of the Section shall be Chair, Vice-Chair/Chair-Elect, Secretary, Immediate Past Chair, and two Members-at-Large. The ex-officio non-voting appointed officers shall be the ACRL Liaison and the Chair of the Publications Committee.

Term of Office.

- a. Chair, Vice-Chair/Chair-Elect: Shall begin at the adjournment of the Annual Conference and be for one year.
- b. Secretary: Shall begin at the adjournment of the Annual Conference and be for two years.
- c. Members –at-Large: Two Members-at-Large shall serve overlapping two-year terms, with one Member-at-Large elected each year with a term beginning at the adjournment of the Annual conference.
- d. Vice-Chair: The Vice-Chair will serve successively for one year each as Vice-Chair, Chair, and Immediate Past Chair.
- e. ACRL Liaison: Shall serve for a two-year renewable term.
- f. Chair of the Publications Committee: Shall serve a two-year renewable term.

Duties of Officers.

a. Chair: The Chair shall be the chief executive of the Section, the chair of the Executive Committee, Chair of the Advisory Council, and the Section's co-representative to the ACRL Activity Sections Council.

The Chair is responsible for:

1. Serving as an officer of the section and assisting in advancing the goals and objectives of the Section and ACRL;
2. Overseeing the development, implementation, and reporting of the Section's contribution to, and support of, the ACRL strategic plan;
3. Chairing all meetings of the Section's Executive Committee and Advisory Council at Annual and Midwinter Conferences; attending meetings of the Section's committees when possible;
4. Overseeing the Section's programs at Annual Conference; chairing the annual meeting of Section which may follow, precede or be separate from the program;
5. Meeting deadlines for requests for payment and reimbursement, according to the budget submitted;
6. Scheduling all of the Section's committee meetings and programs for Midwinter and Annual Conference after consulting committee chairs; completing meeting request forms for all committees and programs and sending or delegating sending to the Section Secretary for transmittal to ALA Conference Services Office;
7. Submitting reports to the ACRL Office or Board on Section activities or delegating the submission of finished reports to the Section Secretary;
8. Responding to inquiries from members and non-members regarding Section interests and activities;
9. Co-representing, with Vice-Chair/Chair Elect, the Section on ACRL Activity Sections Council; presenting oral and written reports on Section events and plans to Council;
10. Delegating responsibility as necessary.

b. Vice-Chair/Chair-Elect: The Vice-Chair assumes the responsibilities of the Chair if that person, for any reason, is unable to carry out the duties outlined above.

The Vice-Chair is responsible for:

1. Serving as an officer of the Section and assisting in advancing the goals and objectives of the Section and ACRL;
2. As a member of the Executive Committee, attending meetings of the Committee and Advisory Council at Annual and Midwinter Conferences, including those at the Annual Conference immediately preceding the taking of office;
3. Appointing a Nominating Committee of three members, which is responsible for producing a slate of candidates for Section offices the Section Vice-Chair may not be a member of the Nominating Committee (see ALA Bylaws, Article III, Section I.a);
4. Appointing a Conference Program Planning Committee and chair, which is responsible for planning the Section's programs at the Annual Conference during the year s/he is chair; Vice-Chair/Chair Elect may serve as chair or as a member of the committee;
5. Making appointments to all other Section committees for terms beginning when the term as chair begins and for reporting these appointments to the ACRL office;
6. Submitting the Section's budget requests for year as chair by deadline, in accordance with ACRL Calendar for Section Chairs and Vice Chairs;
7. Appointing the ACRL Liaison if the position is vacated;
8. Responding to inquiries from members and non-members regarding Section interests and activities;
9. Serving on the ACRL Conference Program Planning Committee; reporting to ACRL Vice Chair at meeting of the committee on Section program being planned for Annual Conference during the year s/he is Chair;
10. Co-represents, with Section Chair, the Section on the ACRL Activity Sections Council.

c. Past Chair: The Immediate Past Chair serves on the Executive Committee for one year. The Immediate Past Chair may serve as the chair of the Nominating Committee.

The Past Chair is responsible for:

1. Serving as an officer of the Section and assisting in advancing the goals and objectives of the Section and ACRL;
2. Serving as a member of the Executive Committee, attending meetings of the Advisory Council at Annual and Midwinter Conferences;
3. Conducting the New Leaders Orientation at Annual;
4. Other tasks according to the Section Bylaws or as assigned by the Section Executive Committee.

d. Secretary: Serves as the communication link between the officers of the Section and the Section membership, as well as the Advisory Council and its members.

The Secretary is responsible for:

1. Taking minutes at the Executive Committee, Advisory Council, and membership meetings;
2. Sending copies of the minutes to the Executive Committee and Advisory Council members;
3. Communicating with the ACRL and ALA offices as required;
4. Assisting the Chair and Vice-Chair in communicating with the Section membership;
5. Maintaining all Section records, including forwarding materials to the ACRL Archives.

e. Members-at-Large: Represent the Section membership on the Executive Committee and may be asked to undertake special projects on behalf of the Executive Committee or to act as an unofficial liaison to other professional organizations. Members-at-Large are also responsible for coordinating the Dutch Treat Dinner at Annual and Midwinter conference meetings.

f. ACRL Liaison: Attends ACRL Board meetings, serves as a spokesperson for the Section at these meetings and reports activities of the Board to the EBSS Executive Committee.

g. Chair of the Publications and Communications Committee: Maintains communication with Section membership; works with the Executive Committee, Publications and Communications Committee, the listserv moderator, the web page managers and the ACRL Publications Office.

G. Executive Committee

The Section Executive Committee is responsible for the stewardship of the Section and the coordination of its activities, provided that it operates within the Section mandate and budget as determined by membership level (ACRL Guide to Policy and Procedure, Basic Services, 4.3.2). A Section's Executive Committee may establish and appoint standing or ad-hoc committees to assist it in fulfilling the Section's mandate.

Composition.

The Executive Committee shall consist of the elected officers and two appointed ex-officio non-voting officers (see Article IV, Section I).

Duties and Authority.

The Executive Committee shall have the responsibility to act for the Section and make decisions on matters that require immediate action before the next scheduled meeting, and to supervise the administration of established policies, programs, and operations. The Executive Committee shall serve in an advisory capacity to the Conference Program Planning Committee to ensure that procedures for the approval of Annual Conference programs as stipulated in the **ACRL Guide to Policies and Procedures** are met before submission of the program for approval by the ACRL Board.

Meetings.

Regular meetings of the Executive Committee shall be held at the time and place of the Annual and Midwinter meetings of the American Library Association. Special meetings may be called at the discretion of the Chair. Only elected members of the Executive Committee may vote at Executive Committee meetings, although all Executive Committee meetings shall be open to all members of the Section.

Quorum.

A majority of the voting members shall constitute a quorum at any meeting of the Executive Committee.

H. Advisory Council

The purpose of the Advisory Council is to provide a forum for reporting, discussing, and coordinating the work of the Section's standing and special committees.

Composition.

The Advisory Council shall consist of the chairs of all standing and special committees of the Section or their designees (see Article VII, Section 3).

Meetings.

The Advisory Council shall meet regularly at the time and place of the Annual and Midwinter meetings of the American Library Association. Whenever possible, the Advisory Council meeting shall be scheduled following the meetings of the Section and before the final Conference meeting of the Executive Committee. The Secretary of the Section shall take minutes at the Advisory Council meeting.

Quorum.

A majority of the voting members of the Advisory Council shall constitute a quorum.

I. EBSS Committees and Discussion Groups

Committees.

Authorization and Discontinuance. Committees of the Section may be authorized or discontinued by the Chair with the approval of the Executive Committee at the Midwinter or Annual Conference, and in accordance with ACRL Bylaws, Section VII.

Standing Committees.

- a. Standing committees may be established to consider matters of the Section that require continuity of attention by the members.
- b. The function, name, and size of a standing committee shall be specified at the time of its authorization.
- c. Terms of appointed standing committee chairs and members shall be two years, unless otherwise approved by the Executive Committee. Reappointment may be made for a second term, but not a third consecutive term; in no case shall a person serve on a committee for more than five consecutive years.
- d. Appointments shall be made in such a way as to provide continuity in membership. In order to set in motion a rotation of committee members, however, some of the initial members of a newly established committee shall be appointed for terms of one or three years.
- e. Chairs are responsible for sending copies of all reports to the Section officers and, when requested, to the ACRL and ALA offices.

All committees shall report to the Executive Committee and the Section membership through their chairs or their designees at the Advisory Council meetings and/or the annual membership meetings.

The committee responsible for publications shall seek applicants for the position of newsletter editor and shall make a recommendation to the Vice-Chair/Chair-Elect, who will make the appointment. The term of appointment shall be two years, with the possibility of one renewal appointment.

Special Committees.

Special (ad hoc) committees may be established at any time for the performance of a particular assignment. No such committee may be continued beyond two years without review and re-approval by the Executive Committee.

Appointments.

- a. The Vice-Chair/Chair-Elect of the Section shall appoint committee members from the membership of the Section to fill vacancies due to occur during her/his term as Chair.
- b. The Vice-Chair shall name committee chairs.
- c. Special appointments to fill vacancies on committees may be made by the Vice-Chair of the Section with the advice of the committee chair during the Vice-Chair's term of office.
- d. The Vice-Chair is responsible for reporting these appointments to the ACRL office.

Liaisons.

The Executive Committee of the Section may appoint liaisons to other groups of related interest. It is understood that such appointment is for informational purposes and does not constitute official representation of ALA, ACRL or the Section, and that no financial support is implied in such an appointment. The Section must contact the ACRL office if it is interested in appointing liaisons. The ACRL office maintains a list of "official representatives" (individuals representing ALA/ACRL to groups approved by ALA Council) and "unofficial liaisons." The term of appointment shall be one year, with the possibility of one renewal appointment.

Discussion Groups.

- a. Establishment. Any group of ten or more members interested in discussing common concerns that fall within the objectives of the Section may form a discussion group upon written petition to and approval by the Executive Committee.
- b. Members. Membership in a discussion group shall be open to all members of the Section.
- c. Officers. When a discussion group is formed, the group chair shall be appointed by the Vice-Chair/Chair-Elect of the Section. In succeeding years each group shall elect a chair and other officers as appropriate. The group chair must report to the Executive Committee and the Section membership at the Advisory Council meeting and/or at the membership meeting.

Dissolution.

A discussion group may be dissolved at its request by the Executive Committee of the Section and shall be dissolved by vote of the Advisory Council if it becomes inactive or fails to comply with the provisions of this article.

J. Nominations and Elections

To be nominated, elected, and continue to serve on a Section's Executive Committee, a person must be a current member of the Section (with ALA, ACRL, and section dues—if applicable—paid).

Nominating Committee.

- a. The Vice-Chair/Chair-Elect shall appoint a Nominating Committee of three members, designating one of the appointees as committee chair.
- b. The committee shall choose, in accordance with the time schedule set by the Executive Director of ACRL, a slate of only two nominees for each of the elected offices that will become vacant at the conclusion of the Annual Meeting. Representation of both education and the behavioral sciences should be considered in the selection of these nominees for office. If, within two weeks of the deadline date for submission of nominations to the ACRL office the Nominating Committee is unable to identify two candidates for any office, it must request authorization the EBSS from Executive Committee to submit a single-candidate slate. Persons who have served in some capacity on the Executive Committee or Advisory Council should receive first consideration for nomination as an officer.
- c. All nominees must be members of the Section and must consent in writing to their candidacy.

Statement of Objectives.

To assist the membership of the Section in making informed choices, each candidate for the office of Vice-Chair/Chair-Elect shall be asked to provide a brief statement of objectives for the Section in time for the statement to be published prior to balloting.

Additional Nominees.

- a. Additional nominations of members in good standing for inclusion on the ballot may be made by petitions signed by no fewer than 20 Section members and filed with the Executive Director of ACRL at least three months prior to the date on which ballots must be mailed.
- b. The petition must be accompanied by the written consent of the nominee to stand for election, and by a Statement of Objectives when the nomination is for Vice-Chair/Chair Elect.

Elections.

- a. Elections shall be conducted by mail ballot in accordance with the procedures and deadlines established by ACRL/ALA.
- b. For each office, the candidate receiving the largest number of votes cast shall be elected. In case of a tie vote, the successful candidate shall be determined by lot, conducted by the ALA Committee on Election. (ALA Bylaws Article III, Section 5)
- c. Candidates elected shall be reported at the Annual Meeting by the Chair of the Nominating Committee.

K. Vacancies

Chair: The Vice-Chair/Chair Elect shall succeed to the office of the Chair and shall continue in the office until the expiration of the term for which s/he was originally elected to serve as Chair. The vacated Vice-Chair/Chair-Elect position shall remain vacant until the next general election.

Vice-Chair/Chair-Elect: Vacancies in this office must be filled only by election.

If both the offices of Chair and Vice-Chair/Chair Elect become vacant within the same term, the Executive Committee shall elect as Chair, for the remainder of the term, one of the members of the Executive Committee. Both of these vacancies shall be filled by election at the next regular election after the vacancies occur.

Other elected officers: The Chair shall appoint a member of the Section to complete the term of the office being vacated, except for a vacancy in the office of Past Chair, which shall remain vacant.

Appointed officers: The Vice-Chair/Chair-Elect shall appoint a member of the Section to complete the term of office being vacated.

L. Amendments to Governance Procedures

These Operating Procedures may be amended by the EBSS Executive Committee as long they are not in conflict with ALA/ACRL bylaws, policies, and procedures. Changes to these governance procedures do not require, and should not include, a ballot vote by the membership. Sections may determine their approval process (e.g., responsibility of the Executive Committee, vote at face-to-face Section membership meeting, etc.). A current copy shall be provided to the Executive Director per ACRL Bylaws, Article XV, Section 3. Available at <http://www.ala.org/ala/acrl/aboutacrl/resourcesforwork/tipsheets/tip27procedures.cfm>

SUMMARY OF EBSS STRUCTURE

Executive Committee		Subject Oriented Committees		Task Oriented Committees	
Position	Duties	Committee	Activities	Committee	Responsibilities
Chair (Elected)	Coordinate Section Plan Annual Program	Communications Studies	Write articles, books, etc. Create Web pages Plan committee programs, tours, discussion groups, etc. Tackle subject related issues.	Advisory Committee	Report, discuss & advise Executive Committee
Vice Chair (Elected)	Appoint Committee Chairs & Members	Curriculum Materials		Conference Planning (2)	Plan annual program
Past Chair (Elected)	Update EBSS Manual	Electronic Resources in Communications		Distinguished Librarian Award	Select recipient
Secretary (Elected)	Minutes	Higher Education		Membership & Orientation	New leader orientation Membership recruitment Plan social
2 Members-at-large (Elected)	Midwinter Current Topics Discussion	Information Literacy		Nominating	Develop slate of officers
ACRL Liaison (Appointed by Executive Comm.)	Attends ACRL Board	Instruction for Educators		Publications and Communications	Approve all publications – articles, books, web pages, newsletter, etc.
Publication Committee Chair (Appointed by Vice Chair)	Monitors all EBSS Publications	Online Learning Research		ERIC Users	Coordinate open ERIC User Group meeting Advise ERIC developers
		Psychology/Psychiatry	Ad Hoc Committees	Perform specific tasks or projects, often prepare a specific publication.	
		Reference Sources & Services			
		Research			
		Social Work/Social Welfare			

EBSS MASTER CALENDAR

Dates are subject to change depending on ACRL calendar.

DATE	OFFICE	ACTIVITY
Post-Annual	Chair	1. Send new Committee chair names to Web Manager. 2. Submit "From the Chair" column to Newsletter Editor
	Vice-Chair	Appoint Nominating and Conference Program Planning Committees.
	Committee Chairs	Send minutes of the committees' annual conference meeting(s) to the EBSS Secretary.
	Past Chair	Ensure that committee chairs submit requests for reimbursements. Assist Publications Committee and web manager in updating the Manual.
	Secretary	Submit report of all EBSS committee meetings to ACRL Office, EBSS Executive Committee, Committee Chairs, Newsletter Editor, Web Manager and ACRL Liaison.
	Nominating	1. Solicit nominations for offices. May be done by writing to <i>C & RL News</i> , EBSS Committee Officers & Committee Chairs, and EBSS-L 2. Obtain list of EBSS members from ACRL Office or EBSS Vice-Chair.
August	Chair	Draft meeting day/time requests for upcoming Midwinter & Annual Conferences.
	Past Chair	Submit reimbursement requests to ACRL Office.
Sep/Oct	Chair	Send Section meeting & program day/time requests to ALA Conference Arrangements for Midwinter & Annual per their deadlines.
	Nominating Committee	Submit slate of nominees to ACRL office
	Members-at-Large	Decide on Current Topics for Midwinter.
	Officers/Committee Chairs	Submit articles to Newsletter editor for Fall issue by the deadline
Nov/Dec	Chair	Request agenda items for Midwinter Conference Executive Committee meetings from the Executive Committee and Committee Chairs
	Secretary & Web Manager	Request copies of all EBSS agendas for Midwinter Conference meetings.
	Web Manager	Secure from the Chair and publish Midwinter schedule of section meetings.
December	Chair	Midwinter Conference agenda should be sent to members of Executive Committee and Advisory Council. Publish schedule of Midwinter Conference section meetings on EBSS-L.
	Vice-Chair	Solicit volunteers for committee appointments
	Secretary	Submit Midwinter Conference agendas to ACRL Office.
	Committee Chairs	Send copies of meeting agendas and any relevant materials to committee members.
Midwinter Conference	Chair	1. Chair EBSS Executive Committee and Advisory Council meetings. 2. Attend EBSS committee meetings. 3. Attend ACRL Section Council and ACRL Leadership Council meetings.
	Vice-Chair	1. Attend EBSS Executive Committee meetings 2. Attend EBSS committee meetings, especially Conference Program Planning. 3. Attend ACRL Conference Program Planning meeting. 4. Attend ACRL Section Council and ACRL Leadership Council meetings.
	Secretary	1. Record minutes of EBSS Executive Committee and Advisory Council meetings. 2. Attend EBSS committee meetings. 3. Collect Meeting Highlights forms from committee chairs and submit to ACRL
	Members at-Large	1. Attend Executive Committee meeting. 2. Attend EBSS Committee meetings, especially the Current Topics Discussions. 3. Attend related section/committee meetings as assigned.
	Past Chair	1. Attend Executive Committee and Advisory Council meetings. 2. Attend EBSS Committee meetings.
	ACRL Liaison	1. Attend Executive Committee and Advisory Council meetings 2. Attend EBSS Committee meetings. 3. Attend ACRL Board of Directors meeting.

Midwinter Conference (Con't.)	Committee Chairs	<ol style="list-style-type: none"> 1. Chair meeting of assigned committee. 2. Insure that minutes of the meeting are taken. 3. Attend EBSS Advisory Council meeting, reporting on activities of assigned committee. 4. Write meeting highlights and give to secretary
Post-Midwinter	Committee Chairs	Send copies of minutes of the committee meeting(s) to the Secretary and the Web Manager.
	Chair	Submit "From the Chair" column to Newsletter Editor
	Secretary	Submit report of all EBSS meetings to the ACRL Office, EBSS Executive Committee, Advisory Council, Web Manager, <u>Newsletter</u> Editor, and ACRL Liaison.
February	Vice-Chair	Complete committee appointments.
March	Officers & Members	Submit articles to the <i>Newsletter</i> Editor for spring issue
April	Chair	Request agenda items for Annual Conference Executive Committee and Advisory Council meetings.
	Vice-chair	Send new committee chair names to Past-chair.
	Secretary	Request copies of all EBSS agendas for Annual Conference meetings.
	Web Manager	Secure from chair & publish Annual Conference schedule of section meetings.
May	Chair	Send Annual Conference agendas to Executive Committee and Advisory Council. Publish schedule of Annual Conference section meetings on EBSS-L.
	Committee Chairs	Send copy of committee agendas to the Secretary and the Web Manager.
	Secretary	Request agendas from committee chairs and submit to the ACRL Office.
Annual Conference	Chair	<ol style="list-style-type: none"> 1. Chair EBSS Executive Committee and Advisory Council meetings. 2. Chair annual Membership Meeting. 3. Attend EBSS committee meetings. 4. Attend ACRL Sections Council and Leadership Council meetings.
	Vice-Chair	<ol style="list-style-type: none"> 1. Attend EBSS Executive Committee and Advisory Council meetings. 2. Attend EBSS committee meetings, especially Program Planning Committee. 3. Attend ACRL Sections Council and Leadership Council meetings.
	Secretary	<ol style="list-style-type: none"> 1. Record minutes of EBSS Executive Committee and Advisory Committee meetings. 2. Record minutes of the annual Membership meeting. 3. Record summary of section conference program. 4. Collect Meeting Highlights form from committee chairs and submit to ACRL 5. Attend EBSS committee meetings
	Members-at-Large	<ol style="list-style-type: none"> 1. Attend EBSS Executive Committee and Advisory Council meetings. 2. Attend EBSS committee meetings. 3. Attend related section/committee meetings as assigned.
	Past Chair	<ol style="list-style-type: none"> 1. Attend EBSS Executive Committee meeting and Advisory Council meetings. 2. Conduct New Leaders Orientation
	ACRL Liaison	<ol style="list-style-type: none"> 1. Attend EBSS Executive Committee and Advisory Council meetings. 2. Attend ACRL Board of Directors meetings. 3. Attend EBSS committee meetings
	Committee Chairs	<ol style="list-style-type: none"> 1. Chair committee meeting(s). 2. Insure that minutes of the meeting(s) are taken. 3. Attend EBSS Advisory Council meeting, reporting on activities of assigned committee as appropriate. 4. Attend EBSS Annual Membership meeting. 5. Write meeting highlights and give to secretary.
	Membership & Orientation Committee	Assist with orientation for new committee chairs and officers

EBSS EXECUTIVE COMMITTEE GUIDELINES ON CONSULTING WITH EXTERNAL AGENCIES

Section I. *Purpose*

These guidelines have been developed to provide information to EBSS Officers and Committee chairs regarding their interaction with agencies/organizations outside of EBSS. These guidelines are not intended to restrict the activities of Committees in fulfilling their charge; rather they are provided to ensure compliance with ALA/ACRL guidelines and coordinated efforts among EBSS committees.

Section II. *Relevant ALA/ACRL Policies*

The [ACRL Guide to Policies and Procedures](#) serves as EBSS's basic guide in structuring its activities. Policies that are particularly relevant to work with external agencies are:

Liaisons to Other Groups

ACRL sections may appoint liaisons to other groups of related interest. It is understood that such appointment is for informational purposes and does not constitute official representation of ALA, ACRL or the section, and that no financial support is implied in such an appointment.

Sections should contact the ACRL office if they are interested in appointing liaisons. The ACRL office maintains a list of "official representatives" (individuals representing ALA/ACRL to groups approved by ALA Council) and "unofficial Liaisons".

Endorsement of Publications

ACRL should not endorse any book or other publication and only free materials produced by librarians should be announced. Individuals or groups who inquire about endorsement of publications should be advised on procedures for renting ALA/ACRL mailing lists.

Grant Proposals

Any grant request going forward with ACRL's approval must be for a project that will benefit either academic/research libraries or their clientele. It is mandatory for ACRL staff to do a technical procedural review of all funding proposals submitted to granting agencies, including ALA. Every grant request going forward with ACRL approval must have been reviewed for content and competence and the Board must approve and, where appropriate, forward only one proposal to each granting agency.

Section III. *Committee Activities That Require Prior EBSS Executive Committee Approval*

In addition to the activities addressed by ALA/ACRL policies, EBSS Committee chairs should also request approval from the EBSS Executive Board prior to initiating or responding to external agencies under the following circumstances:

- A. Written comments on the behalf of EBSS or its committees that are addressed to publishers, vendors and organizations regarding specific publications, products or issues.
- B. The distribution of surveys and questionnaires to publishers, vendors and organizations for the purpose of obtaining information.
- C. Interaction with any consultants either requiring or offering financial reimbursement.

Section IV. *Procedures For Obtaining EBSS Executive Committee Approval*

When a committee anticipates contact with an external organization as described in Section III above, the Committee Chair should request that the specific issue be placed on the agenda for the Executive Committee meeting at the Midwinter Meeting or Annual Conference. If the issue cannot wait until a regularly scheduled meeting for resolution, the Committee Chair should send their request to the EBSS Chair who will consult with the Executive Committee as directed in the EBSS bylaws.

In submitting the request the Committee Chair should submit a draft of the written comments, survey or questionnaire and should also provide copies of any correspondence or minutes related to the issue at hand.

Section V. *Committee Activities that Require EBSS Executive Committee Notification*

EBSS Committee chairs should also notify the EBSS Executive Board when initiating or responding to external agencies under the following circumstances:

- A. Written requests for information about the Committee's activities or from the Committee regarding publications, products or issues.
- B. Requests for representatives from publishers, vendors or organizations to meet with a Committee for the purpose of providing information.
- C. Scheduling tours or visits to local facilities which are of interest to the Committee membership. All EBSS members should have the opportunity to participate in a tour or visit which is planned by a specific EBSS Committee.

Adopted, EBSS Executive Committee, Midwinter Conference, 1993

EBSS PUBLICATIONS AND COMMUNICATIONS

List of Section Publications

(Committee publications are listed with committee information.)

EBSS Newsletter, Vol. 1. No. 1, May 1986--, ISSN No. 0887-5189.

Responsibility of the EBSS Newsletter editor. See responsibilities under COMMITTEE CHARGES AND CHAIRS - Active.

EBSS Manual for Officers and Committee Members.

Responsibility of the EBSS Publications and Communications Committee with assistance of the past chair. Updated after each Annual Conference.

EBSS Membership Brochure.

EBSS Listserv: Subscription address: EBSS-L@listserv.uncc.edu

EBSS web page: <http://www.ala.org/ebss>

EBSS PUBLICATION APPROVAL PROCESS

Approved by EBSS Publications and Communications Committee

June 25, 2005

A. Preliminary Development of a Publication Not Requesting Funding

1. Originating Committee sends completed Preliminary Publication Form to EBSS Publication Committee Chair.
2. Publication Committee deliberates and Chair notifies the originator regarding one of the following potential decisions:
 - a. Completely rejected (specify reasoning)
 - b. Accepted but need revisions (specify revisions)
 - c. Completely accepted
3. A Member of the Publication Committee is assigned as liaison to the originating committee.
4. Completed Preliminary Publication Form (including any revisions) is sent by the Publication Committee Chair to the ACRL Publications Program Officer.
5. Comments or decisions made regarding the Preliminary Publication will be passed back to the originator.

NOTES: 1) All decisions should take place within two months. 2) A complete rejection by the EBSS Publication Committee may be appealed to the EBSS Executive Committee.

B. Completed Publication Approval Process (Funded or Non-Funded)

1. Originator sends completed project to EBSS Publication Committee Chair.
2. Publication Committee deliberates and Chair notifies the originator regarding one of the following potential decisions:
 - a. Completely rejected (specify reasoning)
 - b. Accepted but need revisions (specify revisions)
 - c. Completely accepted
3. Completed project (including any revisions) is sent by the Publication Committee Chair to the ACRL Publications Program Officer.
4. Comments or decisions made regarding the completed project will be passed back to the originator.
5. If the project is completely rejected for publication by ACRL, the EBSS Publication Committee Liaison works with originating committee to pursue other avenues of publication.

NOTES: 1) All decisions should take place within two months.

2) A complete rejection by the EBSS Publication Committee may be appealed to the EBSS Executive Committee.

- C. **Preliminary Publication Approval Process Requesting Financial Support (As funding is involved, this process is more complex and subject to a timeline.)**

Year 1:

- By September 1: Preliminary Publication Form and Budget Request to EBSS Chair
- By September 15: EBSS Chair forwards proposal and budget request to EBSS Publications and Communications Committee for deliberation. Liaison is assigned. Originator makes changes if necessary. Revised proposal and budget sent to EBSS Chair.
- By December 1: EBSS Chair sends revised proposal and budget to ACRL Publications Program Officer.

Year 2:

- At Midwinter: ACRL Budget and Finance Committee reviews proposal and budget.
- At Annual: ACRL Budget and Finance Committee makes final decision.
- By August 1: EBSS Chair is notified of ACRL decision
- By August 15: EBSS Chair notifies EBSS Publications and Communications Chair and originator of ACRL decision.

Year 2 and 3: Publication developed (see B. above.) By August 1,

Year 3: Invoice for associated costs submitted by originator to EBSS Chair.

EBSS ELECTRONIC DISCUSSION LIST GUIDELINES

June 2003

I. Purpose

- A. To provide an electronic forum for Education and Behavioral Sciences Librarians to discuss topics of interest in the areas of Education and the Behavioral Sciences as they relate to the field of Librarianship.
- B. To provide specific information about EBSS/ACRL/ALA activities To provide an electronic forum for Education and Behavioral Science Librarians to discuss topics of interest in the areas Education and the Behavior Sciences as they relate to the field of Librarianship. B. To provide specific information about EBSS/ACRL/ALA activities.

II. Selection and Role of Electronic Discussion List Moderator

- A. A member of EBSS.
- B. Selected by the Publications and Communications Committee with the approval of the Chair.
- C. Serves as an ex-officio member of the Publications and Communications Committee.
- D. Serves as a non-voting, ex officio member of the Advisory Council.
- E. Keeps informed of ACRL and ALA electronic discussion list policy decisions and maintains the EBSS discussion in compliance with those policies.

III. Membership Guidelines and Responsibilities

- A. The EBSS Electronic Discussion List is open to anyone interested in the Education and the Behavioral Sciences as it relates to the field of librarianship. They do not need to be a member of EBSS, ACRL or ALA.
- B. Discussions and communications should be related to librarianship, education and/or the behavioral sciences such as psychology, gerontology, sociology, communications, etc.
- C. There will be no advertising of specific commercial products or projects by companies.
- D. The posting of job opportunities is permitted as long as they are related to librarianship, education and the behavioral sciences.
- E. Discussions and communications will be conducted in a professional manner.
- F. Members posting to the list should include at minimum their name, institution and contact information.
- G. The Electronic Discussion List Moderator can remove without notice any member who does not abide by these membership policies.

IV. Current Configuration of the Electronic Discussion List

- A. It is a closed list, which means the moderator must approve all subscription requests.

EBSS ELECTRONIC DISCUSSION LIST MODERATOR

The moderator of the EBSS Electronic Discussion List is selected by the Publications and Communications Committee with the approval of the Section Chair. Upon appointment the Electronic Discussion List Moderator becomes an ex-officio member of the Publications and Communications Committee. There is no set term for the position. The Electronic Discussion List Moderator should endeavor to provide 3-6 months notice of her/his intent to resign to allow for continuity and transition.

The Electronic Discussion List Moderator's responsibilities include:

- a. hosting the EBSS Discussion List
- b. monitoring discussions to assure subscribers adhere to the EBSS Discussion List policies; and
- c. addressing technical needs of subscribers and/or the list itself.

Moderator:

1998– Judy Walker

EBSS NEWSLETTER EDITORIAL POLICIES

March 1991

I. Purpose

- A. To disseminate regularly to EBSS members information about EBSS, Executive Committee actions and other EBSS activities, projects, and committee (standing and ad hoc) work from all areas of the Section.
- B. To announce EBSS meetings and programs for the ALA Midwinter Meeting and Annual Conference and ACRL national conferences in a timely manner.
- C. To carry information of interest to education and behavioral science librarians.
- D. To apprise EBSS members of state and regional activities and projects of interest to education and behavioral sciences librarians.
- E. To increase awareness of Section activities on behalf of membership and to encourage participation in EBSS formal committee structure and other activities.

II. Editor

- A. Is a member of EBSS.
- B. Is appointed by the Executive Committee on recommendation of the Publications Committee.
- C. Serves a two-year, once-renewable term of appointment.
- D. Serves as non-voting, *ex officio* member of the Executive Committee.
- E. Serves as an ex-officio, voting member of the EBSS Publications Committee and attends meetings of the ACRL Section Newsletter Editors Group.
- F. Works closely with the Executive Committee and the Publications Committee on matters of policy and budget.
- G. Works closely with ACRL Publications Office on matters of layout and design.
- H. May appoint assistant and/or feature editors as needed.

III. Contents

- A. The editor has sole responsibility for determining content that best meets the purpose of the newsletter within the following general guidelines.
- B. Typical article and column topics include continuing education, grants, awards, draft guidelines and position statements, EBSS committee appointments, EBSS Executive Committee actions, and EBSS section, committee, and discussion group news and reports.
- C. In-depth articles or articles of a scholarly nature are referred to *C & RL News* or *C & RL*.

IV. Frequency

- A. Two times per year: May, November.
- B. The *EBSS Newsletter* began in 1986 as volume one and issues are numbered one through two.
- C. Changes in the format and frequency of the newsletter that cannot be made within budget constraints should be proposed to the EBSS Publication Committee for discussion and forwarding to the EBSS Executive Committee.

V. Format

- A. The editor determines size, layout, typography, and other aspects of format within existing budget constraints.

VI. Distribution

- A. Members of EBSS receive *EBSS Newsletter* as a perquisite of current membership.
- B. Individual and back issues are available at prices established by the EBSS Executive Committee

Adopted by EBSS Executive Committee: 1-28-92

EBSS NEWSLETTER EDITOR

Association of College and Research Libraries
American Library Association
March 1991

The Editor of the *EBSS Newsletter* is a non-voting, *ex officio* member of the EBSS Executive Committee and a member of the ACRL Section Newsletter Editors Group. The *EBSS Newsletter* editor is appointed for a two-year, once-renewable term by the EBSS Executive Committee upon recommendation of the Publications Committee. The editor works with the EBSS Executive Committee to implement policy and to coordinate activities with the ACRL Publications Office and its staff.

The editor reports administratively to the Publications Committee. The Publications Committee presents to the Executive Committee budget, policy, and other items requiring Executive Committee action. The editor provides information reports to both the Executive Committee and the Publications Committee.

The editor's responsibilities include: (a) preparation of the *EBSS Newsletter*, (b) maintaining communication with the various committees and discussion groups within EBSS to obtain information of interest to the membership and others interested in EBSS activities, (c) working with the EBSS Executive Committee and ACRL Publications Office to publish and distribute two issues of *EBSS Newsletter* per year in a timely manner, (d) attending regularly-scheduled EBSS Publications Committee and ACRL Newsletter Editors meetings at both Annual and Midwinter meetings, and (e) providing a written report to the ACRL Publications Committee at Annual Conference.

It is the responsibility of the editor to revise, lengthen, or shorten articles submitted to accommodate space limitations, rectify syntactic irregularities, and the like. If this involves more than stylistic changes and may influence an article's content or meaning, the editor will consult with the author of the report or article to insure unambiguous content. The editor may also request that extensive revisions be undertaken by the author.

The editor may also decline to include material if it is not revised to conform to length limitations, appropriateness to the audience, or quality of the material. The editor will consult other members of the Publications Committee and Section officers as necessary.

The Executive Committee and the Publications Committee affirm their roles of non-interference with editorial decisions as articulated in "ALA Policy Manual" section 10.2.

Adopted by EBSS Executive Committee: January 28, 1992

Editors:

1986-87:	Tom Peischl
1987-90:	Pam Baxter
1990-91:	Nancy O'Brien
1991-93:	Laverna Saunders
1993-95:	Deborah Rollins
1996-2001:	Helga B. Visscher
2001-2004:	Doug Cook
2005-	Beth Broyles

EBSS WEB SITE GUIDELINES

January 2000

I. Purpose

- A. To make essential information about EBSS, its committees, activities and projects readily available to the membership.
- B. To provide specific information about EBSS meetings and programs.
- C. To serve as a recruiting tool for section membership and committee activities.
- D. To provide professional information as a service to education and behavioral science librarians.
- E. To serve as a cost-effective method of making detailed historic and governance information about the section available to anyone with web connectivity.
- F. To utilize input forms and other similar capabilities of the web to solicit information about selected EBSS activities from interested users.

II. Selection and Role of Manager

- A. A member of EBSS.
- B. Selected by the Publications and Communications Committee with the approval of the Chair.
- C. Serves as an *ex-officio* member of the Publications and Communications Committee.

- D. Keeps informed of ACRL and ALA web site policy decisions and maintains the EBSS site in compliance with those policies.
- E. Serves as a technical consultant for EBSS committees pursuing web publication.

III. Contents

- A. The site will prominently display information about the purpose of EBSS and ways to contact officers.
- B. Pages created by EBSS or any of its committees, will include a link back to the EBSS home page. Exceptions may be made for forms and reproductions of printed documents.
- C. Committee web projects are welcomed. Once they have gone through the publication approval process they should be linked from the section pages and housed on the main section server. Any project so linked will include a welcoming front page in the current official EBSS format, and will be maintained using the same criteria as the general EBSS pages.
- D. All information must be current to within three months unless otherwise specified in these Guidelines. Conference information must be updated within one month.
- E. The web version of the EBSS Manual is the official version and must be maintained promptly and accurately. Updates and changes should be made within one month of their receipt from the Membership and Orientation Committee.
- F. The *EBSS Newsletter* is published simultaneously in print and electronic formats. The EBSS web site will make the *Newsletter* available in two electronic formats, so that users with differing computer configurations can access it easily..

IV. Format

- A. The manager consults with the Publications and Communications Committee on matters of overall site format and design. Final approval of the design template is made by the Executive Committee.
- B. The EBSS site must conform to ALA and ACRL policies and guidelines.
- C. Between Publications and Communications Committee meetings, the web manager has sole responsibility for determining whether pages on the site meet format guidelines.

Adopted by EBSS Executive Committee: January 12, 2001

Web Managers:

1997-1998: Deborah Rollins
 1998-2005: Kate Corby
 2005- Jessica Albano

EBSS WEB MANAGER

January 2000

There are two managers of the EBSS web site. Managers serve staggered terms and are selected by the Publications and Communications Committee with the approval of the Section Chair. Upon appointment the Web Managers become ex-officio members of the Publications and Communications Committee. Terms are two years, with possibility of reappointment.

The Web Managers' responsibilities include: (a) hosting the EBSS web site; (b) maintaining the currency of information and links on the core EBSS pages; (c) consulting with EBSS committees on the technical aspects of web projects; (d) assuring that all pages that are products of EBSS or one of its committees adhere to guidelines established by ALA, ACRL and EBSS.

Adopted by EBSS Executive Committee: January 12, 2001
 Amended by EBSS Executive Committee, January 23, 2000

EBSS NEW CHAIR INFORMATION

ACRL PROCEDURES

A key resource for all ACRL leaders is ACRL's [Guide to Policies and Procedures](#). Make certain you review it carefully. Particularly useful sections are:

- ACRL Foundation Documents including the Strategic Plan, ACRL Constitution and Bylaws.
- Budget and Finance
- Publications
- Sections (includes responsibilities and calendars for section officers)

Committee chairs should be familiar with the EBSS *Manual* for Officers and Committee Members, which includes guidelines and the policies of EBSS.

Other EBSS publications that may be helpful are the [EBSS Executive Committee and Committee Chair Roster](#) and copies of the [EBSS Newsletter](#).

COMMITTEE PROCEDURES

If you are new to your Committee, it is a good idea to meet with the past chair. This meeting should provide information on the formal work of the committee by reviewing the past minutes. A meeting with the previous chair can also help you learn the Committee atmosphere and traditions (Does the group provide sharing time at the beginning of the meeting? Is arranging a lunch or dinner prior to or following the meeting a tradition for the Committee?)

NUMBERS TO KNOW

ACRL OFFICE

Mary Ellen Davis, Executive Director:

1-800-545-2433, ext. 3248

Mary Jane Petrowski, ACRL/EBSS Liaison

1-800-545-2433, ext. 2523

Adam Burling, ACRL/EBSS Liaison

1-800-545-2433, ext. 2521

Megan Griffin, ACRL Program Coordinator

1-800-545-2433, ext. 2514

FAX: 312-280-2520

WEB: www.ala.org/acrl/

USE ACRL OFFICE FACILITIES AT CONFERENCE

The ALA Office at Annual Conference and Midwinter Meeting can provide great support to Committee Chairs. Computers are available for last minute document preparation and revision. The ACRL Office can supply you with copies of ACRL forms as well as information on ACRL procedures. Copies made for committee business can be charged to ACRL at the ALA Copy Center.

CHECKLIST FOR COMMITTEE CHAIRS

Adapted from a Draft: Committee Chair Responsibility Checklist, Task Force for Support of New Committee Members and New Committee Chairs
Developed by: Beverly L. Renford (May 25, 1983)

LOGISTICS OF A MEETING

1. Immediately prior to meeting:
 - a. Start a sign-up sheet (name, institutional address, check mark for committee members, asterisk for visitors who would like to be committee members).
 - b. Ask one member to take minutes, if there is no secretary
2. Start on time.
3. Introduce all members and visitors.
4. Check on comfort (enough chairs?).
5. Reading and/or approval of minutes of last meeting.
6. Announcements (time and place of related meeting, etc.).
7. Review committee charge; relate committee purpose to other section committees and to other related ALA committees and activities.
8. Discussion of agenda items, with reports from committee members, as assigned. Committee members should be given copies of any documents to be reviewed; extra copies should be distributed to visitors.
 - a. Keep the discussion focused and the group on-task.
 - b. Establish time constraints, as needed, for each agenda item.
9. Summarize the discussion, set action items and make individual assignments, with deadlines for correspondence or other reports, as needed; develop preliminary agenda for the next meeting.
10. Set date and time of next meeting.
11. Close the meeting

AFTER THE MEETING

1. Send meeting reports to EBSS Secretary with copies to Section Chair, Vice-Chair and Web Manager.
2. Approximately one month before the next meeting, send copies of meeting report (or minutes of the meeting) to all committee members, together with agenda for the forthcoming meeting.

PRELIMINARIES

- Committee chairs assume responsibility for the work of the committee immediately after the ALA annual conference. Committee appointments also take effect at that time. The first required meeting for new committee chairs and members is the midwinter meeting following the appointment.
- Outgoing and incoming chairs should make arrangements to discuss the work and direction of the committee and any specific responsibilities that have been assumed by committee members. This should be accomplished at the annual conference or immediately following the conference.
- Outgoing and incoming chairs should make arrangements to have archival material transferred. Active files are given to the new chair and the inactive files to the section secretary for forwarding to ALA/ACRL official archives at the University of Illinois.
- Members of section committees (ad hoc or standing) are appointed by the vice-chair/chair-elect of that section; ACRL standing and ad hoc committees are appointed by the vice-president/president-elect of ACRL. Names and addresses of committee appointees are due in the ACRL office by the beginning of March. **Committee chairs DO NOT make committee appointments**, but are encouraged to make suggestions to the vice-chair/chair-elect.
- Committee chairs are responsible for maintaining a roster of current names/addresses/phone numbers of all committee members and for distributing the roster to all committee members.
 1. Obtain roster of continuing members from outgoing chair.
 2. The vice-chair or president-elect will have the names and addresses of new appointees.

MEETING OBLIGATIONS

- Committee chairs are responsible for conducting any scheduled committee meeting(s). Some committees may meet more than once.
- EBSS requires that committee chairs report the committee activities at the membership meeting during annual conference. Chairs also attend Advisory Council, and may be asked to speak about committee activities at that meeting.

- ACRL standing and ad hoc committee chairs and ACRL section chairs must attend the ACRL Board meeting at both midwinter and annual.

WRITTEN COMMUNICATIONS

- Approximately one month before the midwinter and annual meeting, agendas should be sent to committee members, to the Section Secretary, the Web Manager and to the Section Chair. Extra copies should be available at the meeting.
- Minutes for the committees should be kept. Copies should be sent to each committee member, the Web Manager and to the Section Secretary.
- A meeting report is to be filed with the Section Secretary no later than two weeks following the committee meeting. Each report should include the names of the visitors, the location and time of the meeting, and all actions and recommendations. Visitors' names can be taken from a sign-up sheet circulated at the meeting.
- Only the Section Chairs receive the official mailings from ALA/ACRL headquarters. The chair should inform the committee members of the dates and times of the scheduled meetings. This should be done as early as possible so that committee members can make travel plans.

BUDGET

- The vice-chair/chair-elect of each section and the vice-president/president-elect of ACRL must present budget requests to ACRL by December. Budget allocations are decided by the ACRL Budget and Finance Committee at the midwinter meeting.
- Committee chairs will be asked to submit budget requirements to the vice-chair/chair-elect or vice-president/president-elect before the December deadline. It is up to the committee chair to anticipate the budget needs of the committee. Requests made in December are for the following fiscal year - September 1, 19__to August 31, 19__. (For example, December 1993 for fiscal year September 1, 1994 to August 31, 1995).

REIMBURSEMENTS

- Each unit of ACRL is allotted funds by the ACRL Committee on Budget and Finance and the ACRL Board of Directors. Funds may be used only for the purpose for which they have been approved.
- Requests made for payment or reimbursement must have the approval of the chair of the chapter/committee/section (committee) to whom the claim is to be charged. ACRL provides instructions and [official forms](#) for payment or reimbursement requests.

MEETING TIME SLOTS

- **Section Chairs** are usually responsible for selecting meeting arrangements for midwinter and annual for all section committees. The section committee chairs will not have this particular responsibility, but they should be consulted at the midwinter and annual conference regarding the length and number of meetings required.
- Chairs will automatically receive conference arrangement emails. It is important to submit requests by the set **deadline**. Scheduling instructions are included in the email.
- Room assignments are sent to the section chairs in advance of the conferences. They, in turn, should notify committee chairs and the web manager of the section. Room locations are also printed in the Conference Program available at registration.

TIPS ON RUNNING AN EFFECTIVE MEETING

- Prepare and distribute an agenda several weeks ahead of the meeting BUT always bring extra copies for those who forget things or for your visitors.
- Ask someone ahead of time to take minutes of the meeting so that you can concentrate on the meeting.
- Have a sign-up sheet ready prior to the meeting so members and visitors can record their name, institutional address, e-mail address etc. The committee roster can serve this function as long as you also provide an opportunity for visitors' attendance to be recorded.
- Have committee volunteer forms ready for your visitors.
- Start on time and summarize the agenda so that the committee can focus on the work to be accomplished.
- Take time for introductions including name and affiliation. If individuals come in late to a meeting, take time for a second round of introductions during a break in the agenda.
- Make the meeting comfortable: determine if and when a break will be scheduled if the meeting is going to last more than an hour.
- Read and/or approve the minutes of the last meeting.
- Schedule action and discussion items and allow enough time for work to be accomplished.
- Keep the discussion on target and encourage the group to move on to a new topic when they seem to be stuck.

- At the close of the meeting, summarize the actions and discussions taken. Assign tasks to be completed before the next meeting and set time and date of the next meeting.
- For more tips, consult the ALA Meeting Effectiveness podcasts at <http://www.ala.org/ala/mgrps/divs/acrl/resources/makingthemeeting/makingthemeeting.cfm>

COMMITTEES: CHARGES, CHAIRS, ACTIVITIES, AND RELEVANT DOCUMENTS
ACTIVE COMMITTEES

EXECUTIVE COMMITTEE

The Executive Committee is composed of the Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, two Members-at-Large, and the section liaison to the ACRL Board. The Publications and Communications Committee Chair is ex-officio. Its duties include, but are not limited to, monitoring committee activities of the Section, setting and implementing policies for the Section and holding regular business meetings (See Article V., Sections 1 and 2).

EDUCATION AND BEHAVIORAL SCIENCES SECTION OFFICERS

DATES	CHAIR	SECRETARY	MEMBERS-AT-LARGE
1968-1969	Barbara S. Marks	Wayne Gossage	
1969-1970	Donald Leatherman	Rex Hopson	
1970-1971	Sidney Forman	Rex Hopson	
1971-1972	Shirley Wigmore	Rose Marie Service	
1972-1973	Robert Broadus	Rose Marie Service	James K. Zink
1973-1974	Lorraine Mathies	Victoria Hargrave	
1974-1975	Toyo Kawakami	Victoria Hargrave	Wayne Gossage
1975-1976	Wayne Gossage	Eva Kiewitt	Leslie Bjorncrantz
1976-1977	Ruth Bauner	Eva Kiewitt	Laura Gowdy
1977-1978	Joe Mapes	Leslie Bjorncrantz	
1978-1979	Jean Jones	Leslie Bjorncrantz	Virginia Parr
1979-1980	Theodore Hines	Jim Olivetti	Edwin B. Brownrigg
1980-1981	Eva Kiewitt	Jim Olivetti	Virginia Workman
1981-1982	Ann Randall	Jean Thompson	Ilene Rockman (1981-83)
1982-1983	Hannelore Rader	Jean Thompson	Dave Legel (1982-84)
1983-1984	Virginia Parr	Ilene Rockman	Patricia Butcher (1983)
			Thomas Tollman (1983-85)
1984-1985	Tom Peischl	Ilene Rockman	Ray Gerke (1984-86)
1985-1986	Adele Dendy	Leslie Bjorncrantz	Ray Gerke (1984-86)
1986-1987	Jean Thompson	Leslie Bjorncrantz	Inge Kauffman (1986-88)
			J. Simmons-Welburn (1986-87)
1987-1988	Ray Gerke	Tara Fulton	J. Simmons-Welburn (1987-89)
1988-1989	Nancy P. O'Brien	Tara Fulton	Barbara Kemp (1988-90)
1989-1990	Laurene Zaporozhcz	Jo Ann Carr	Kathy McGowan (1989-91)
1990-1991	Tara Fulton	Jo Ann Carr	Mary Beth Minick (1990-92)
1991-1992	Barbara Kemp	Pam Baxter	Sara Beth Williams (1991-93)
1992-1993	Jo Ann Carr	Pam Baxter	Thomas Tollman (1992-93)
1993-1994	Judith Segal	Mary Beth Minick	(Sharon) Kay Womack (1993-95)
1994-1995	Nancy P. O'Brien	Mary Beth Minick	Kimberly B. Kelley (1994-96)
1995-1996	Patricia Libutti	Rolland H. McGiverin	Gail F. Latta (1995-97)
1996-1997	Mary Beth Minick	Rolland H. McGiverin	Jane McKeever (1996-98)
1997-1998	Nancy Becker	Mary Gilles	Beth Anderson (1997-99)
1998-1999	Janice Wilson	Mary Gilles	Ellie Marsh (1998-2000)
1999-2000	Ellen Gilbert	Lorene Sisson	Kay Womack (1999-2001)
2000-2001	Lorna Lueck	Lorene Sisson	Mary Jane Brustman (2000-02)
2001-2002	Brian Quinn	Judy Walker	Jennie VerSteeg (2001-03 resigned June '02) Term completed by Jeannie Kamerman (2002-03)
2002-2003	Kate Corby	Judy Walker	Julie Tharp (2002-04)
2003-2004	Scott Walter	Helga Visscher	Penny Beile (2003-05)
2004-2005	Judy Walker	Helga Visscher	Deborah Schaeffer (2004-06)
2005-2006	Doug Cook	Sharon Naylor	Melissa Cast (2005-07)
2006-2007	Lisa Romero	Sharon Naylor	Jessica Albano (2006-08)
2007-2008	Penny Beile	Vanessa Earp	Ann Brownson (2007-09)
2008-2009	Deborah Schaeffer	Vanessa Earp	Bernadette Lear (2008-2010)
2009-2010	Lori Mestre		

ADVISORY COUNCIL

The Advisory Council is composed of the chairs of all standing and special committees of the section. Its duty is to provide a forum for reporting, discussing, and coordinating the work of the section's standing and special committees (see Article VI, sections 1-4).

COMMUNICATION STUDIES

Charge: To provide a base of operations for the Mass Communication community of librarians who serve the communications/mass communications fields (including the areas of communications, media studies, advertising, speech communications, broadcasting, journalism and public relations). Goals for the Committee include identifying best practices and resources useful to those in the community as well as addressing current issues that are salient to the advancement of the field. Activities of the committee will include: evaluation and discussion of resources and services, development of activities and programs to improve skills among librarians, and the coordination of liaison activities with other professional organizations as appropriate.

Standing: 2002–

Chair:

2002-2005 Lisa Romero
2005-2007 Heidi Senior
2007- Rebecca Murphey

CONFERENCE PROGRAM PLANNING

Charge: To plan and stage programs of interest and benefit to members of the Section at the ALA Annual Conference. The committee is appointed by the EBSS Vice-Chair/Chair-Elect, who is traditionally a member of the committee. Program planning chairs attend an ACRL level program planning meeting and committee activities follow a rigid schedule of deadlines and communications with ALA and ACRL, which begin two years ahead of the conference. Specific instructions are always sent to the person designated as responsible for the program. Samples of these are available. The Committee is usually fairly small (3-5 members) to facilitate prompt action and decision making.

Programs:

- 1968: Discussion of Educational Abstracting and Indexing Services. Panel. Chair: Sidney Forman.
- 1969: *Tests: Problems of Bibliographic Control, Collection, Maintenance, and Preservation*. Speakers: Oscar Buros, Priscilla Linsley. Chair: Howard Dillon.
- 1970: ERIC Workshops. *Information Dissemination in Education: Report*. Speaker: Harvey Marron. Chair: Sidney Forman.
- 1971: *Implications of the National Council for the Accreditation of Teacher Education*. Panel. Chair: Sidney Forman.
- 1972: *Educational Dynamics of Media*. Joint program meeting with ACRL. Chair: Ellsworth Mason.
- 1973: *Psychological Abstracts Information Services -- Automated Retrieval*. Speaker: Richard Caputo. Chair: Robert Broadus.
- 1974: *Access to Printed and Computerized Census Data: An Instructional Program*. A one & one-half day seminar/workshop.
- 1975: *Human Relations in the Library of 1985*. Speakers: Drs. William Paisley & Matilda Butler-Paisley. Chair: Toyo Kawakami.
Study of Information Requirements in Education. Speaker: Karl M. Pearson. Chair: Toyo Kawakami.
- 1976: *Subject Access to Education Literature: LC, Dewey, Education Index, ERIC*. Panel discussion. Chair: Wayne Gossage. EBSS Discussion Circles.
- 1977: *Issues and Answers for Behavioral Sciences Librarians -- The University Curriculum Materials Center: A Few Nuts and Bolts and a Look at the Literature*. Speaker: Laura Gowdy
Bibliographic Instruction for Educators. Speaker: John Lubans, Jr. Chair: Ruth Bauner.
- 1978: *Education Commission of the States: What It is and How It Serves the States*. Speaker: Gladys Mills. Chair: Joseph Mapes.
- 1979: *Faculty Liaison: Case Studies in Developing Course-Related Library Instruction*. Panel Discussion sponsored by Bibliographic Instruction in Education Committee. Chair: Hannelore Rader.
Wisdom of Make Believe, Psychological Insights from Some Famous Works of Fiction. Speaker: Dr. Jean Roberts. Talk sponsored by Psychology/Psychiatry Committee. Chair: Virginia Parr.
- 1980: *Psych Abstracts: Inside and Out*. Panel presentation. Chair: Dave Legel

- Working Session on Academic Tests*. Chair: S. Kay Womack. Both Sponsored by Psychology/Psychiatry Committee.
- 1981: *Selecting Educational Resources*. Speakers: Marda Woodbury, et. al. Chair: Eva Kiewitt.
- 1982: *Video-Disc Applications in Educational and Behavioral Sciences*. Speaker and panel. Chair: Ann Randall.
- 1983: Midwinter: *Think Tank*. Chair: Hannelore Rader.
Annual: *The Micros are Coming, Models for Public Access*. Panel. Chair: Hannelore Rader.
- 1984: *Involving Departmental Faculty in Library Services: Collection Development, Curriculum Consultation, and End-User Computer Database Searching*. Panel. Chair: Virginia Parr.
- 1985: *Building Teamwork During Times of Declining Resources*. Speaker: Robert Migneault. Chair: Marianna Markowetz.
- 1986: *Getting Testy about Access/New Developments in Access to Tests*. Speaker: Robert Jordan, James V. Mitchell, Jr., and Mary McMahon. Co-chairs: Inge Kauffman and Charles Thurston. Sponsored by Psychology/Psychiatry Committee.
- 1987: *Teacher Education Reform: A Partnership*. Speakers, Laura A. Wagner, Nel Noddings, & Jean Lowrie. Chair: Jean Thompson.
- 1988: *Accreditation Review Strategies in Education and Psychology*. Speakers: Ursula Delworth; Stephen Bensman; Marilyn Miller. Chair: Ray Gerke. Co-sponsored by AASL.
- 1989: *Selecting, Evaluating and Creating Policies for Computer-Based Resources in the Behavioral Sciences and Education*. Speakers: Peggy Seiden, Katherine Chiang, Kathy Jackson. Chair: Nancy O'Brien. Co-sponsored by RASD MARS. Corporate Sponsors: H. W. Wilson and Laurence Erlbaum. Program handouts available as ERIC ED 313 014.
- 1990: *ACCESS ERIC*. Speaker: Sam Fustukjian. Chair: Laurene E. Zaporozhetz.
- 1991: *Teaching Study Skills: The High School to College Experience*. Speakers: Bonnie Armbruster, John N. Gardner, Carol Kuhlthau. Reaction Panel: Denise Dwyer, Bonnie Gratch, Paula Montgomery, Nancy P. O'Brien. Moderator: Tara Fulton. Co-sponsored by AASL, BIS and LIRT. Corporate Sponsors: Garland Publishing, Inc., Greenwood Publishing Group, Inc., Harper Collins Publishers, The Highsmith Co., Inc., and Wadsworth Inc. Additional funding provided by ACRL.
- 1992: *Brief Encounters: Using Techniques from Psychology and Education to Improve the Effectiveness of Reference Service*. Speakers: Anne Lipow, Dr. Bill Winn, Todd Kelley. Chair: Kimberley K. Kelley. Co-sponsored by LIRT and RASD. Program handouts available as ERIC ED 358 843.
- 1993: *Risk Takers and Thrill Seekers - Honoring the Founding Spirit of EBSS*. Speaker: Frank Farley. Chair: Jo Ann Carr. Sponsors: ACRL, American Psychological Association, Barnes & Noble, Lawrence Erlbaum, Marilyn Hicks (EBSS Member), Kraus, Oryx, Reed Reference Publishing (GALE), SIRS, Silver Platter, Vestal, Yankee Bookseller.
- 1994: *Making the NET*WORK: Is There a Z39.50 in Gender Communication?* Speakers: Becky M. Mulvaney, Susan C. Herring, James Carmichael. Moderator: Ruth Dickstein. Chair: Judith Segal. Co-sponsored by ACRL Women's Studies Section.
- 1995: *Distance Education in the 21st Century: Removing the Campus Walls*. Speakers: Steven F. Schomberg, Sharon M. Edge. Chair: Kay Womack.
- 1996: Chair: Laurene Zaporozhetz.
- 1996: *Strategic Academic Partnerships: Leading the Development of Interactive Learning Environments*. Chair: Kim Kelley.
- 1997: *Imagining the Learning Library*. Presidents Program, co-sponsored by ACRL/AAMES/CJCLS/CLS/EBSS/ECLS. Chair: Mary Beth Minnick.
- 1998: *Equity in Education in the Electronic Age*. Chair: Dorothy Persson.
- 1999: *Oh, Say Can You See! Librarian Leadership, Civic Action, and the Electronic Age*. Speakers: Steven L. Clift, Joanne Dittersdorf, Linda Alec Draper, Robin Tremblay-McGaw. Chair: Jan Wilson. Co-sponsored by GODORT Education Committee, Social Responsibilities Round Table, and the Public Library Association.
- 2000: *Collaborative Cool: Partnerships that Produce*. Speaker: Russell L. Lewis Jr. Chair: Ellen D. Gilbert.
- 2000: (Pre-conference). *Visit to the UW Madison School of Education: Sustaining a Sense of Place in a Digital World*. Chair: Jo Ann Carr.
- 2001: *Old Friends, New Partners: Academic Librarians Redefine K-12 Outreach*. Chair: Lorna Lueck.
- 2002: *Games Academics Play: Mastering the Social Psychology of Faculty/Librarian Relationships*. Co-chairs: Penny Beile and Lyn Thaxton. Speakers: John Budd, Mindy Strombler, Lars Christiansen, and Jim Emshoff.
- 2003: *What's Trump? Making Decisions about Professionalism and Ethics in a New Century*. Co-chairs: Sally Lawler and Karen Bacsanyi. Speakers: Roma Harris, University of Western Ontario, and Thomas Froehlich, Kent State University.

- 2004: *Pedagogy and the Online Learner* Chair: Mary Jane Brustman. Speakers: Professors Michael Newlin, and Maria LaVooy, Department of Psychology, University of Central Florida; and Jerilyn Veldof, Director of Undergraduate Initiatives, University of Minnesota Libraries.
- 2005: *Empirical Desires, Realized Dreams: Quantitative and Qualitative Research in the Era of No Child Left Behind*. Co-chairs: Kevin Barry and Judy Walker. Speakers: Harrison Dekker, Social Sciences Statistics Librarian, University of California, Berkeley; Lisa Markham, Associate Director of the Education Research Section, Princeton University; Craig B. Howley, Education Studies Department Ohio University; Aimee Howley, Educational Administration, Ohio University.
- 2006: *Shaking the Money Tree: Grant Writing for Librarians*. Co-chairs: Lisa Romero and LeRoy LaFleur. Speakers: Marcia Keyser, Drake University; Elaina Norlin, Institute for Museum and Library Services; Tom Phelps, National Endowment for the Humanities.
- 2007: *Empowering Data: Persuasion Through Presentation*. Co-chairs: Penny Beile and Laura Barrett. Speakers: Steve Hiller, University of Washington; Maribeth Manoff, University of Tennessee; Robert Molyneux.
- 2008: Knowledge Wants to be Known: Open Access for the Behavioral and Social Sciences. Co-chairs: Katherine Corby and Deborah Schaeffer. Speakers: John Willinsky, Stanford University; Alison Mudditt, SAGE Publications; Ray English, Oberlin College. Moderator: Kate Corby.

CURRENT TOPICS DISCUSSION GROUP

Discussion group established 1990. First meeting held at Midwinter 1991.

Conference:	Discussion Leader(s)	Topics:
1991 Midwinter	Pam Baxter Mary Beth Minick	Evaluation of Bibliographic Instruction: How you do it Good (and Might Want to do it Better) Management and Assessment of Curriculum Collections: The Methods and the Madness CD-ROM Products: The Impact of PsycLIT, ERIC, Sociofile and others on Bibliographic Instruction and Reference Service in Education and the Behavioral Sciences
1992 Midwinter	Mary Beth Minnick/Charles Thurston	Accreditation
1993 Midwinter	Gail F. Latta Thomas Tollman	American Psychological Society
1994 Annual	Kay Womack	Internet, Bibliographic Instruction and the Role of Reference in the Overall Scheme of Restructuring
1994 Midwinter	Kay Womack	Co-operative Acquisitions Responsibilities of Support Staff Keeping Up with Technology
1995 Annual	Lorene Sisson Lorna Lueck	California's Learning Resources Display Centers Psychology Resources on the Internet
1995 Midwinter	Lorene Sisson Lorna Lueck	Internet Training for Educators Electronic Information and Collection Development
1996 Midwinter	Jane McKeever Janice Wilson	Test Collections in the Academic Library
1997 Midwinter	Mary Beth Minnick	Tour of the National Library of Education
1998 Midwinter	Dane Ward	Our Collaborative Future: Librarians and Faculty Working Together
1999 Midwinter	Mary Jane Brustman Penny Beile Kate Corby Ellie Marsh/Beth Anderson: Coordinators	Information Literacy and Bibliographic Instruction for Graduate Social Work Students Curriculum Materials Collections: Housing, Administration, Standards and Trends ERIC, SSCI and Other Indexing. Discussion
2000 Midwinter	Nancy Schafer McAuliffe Kay Womack Jeannie Kamerman	Psychology Collection Assessment Electronic Access to Test Materials Curriculum Materials Centers' Classification Schemes, Schedules, and Subject Cataloging

2001 Midwinter	Don Frank from the ERIC Facility and Nancy Cawley from E*Subscribe Linda Beebe, American Psychological Association/PsycINFO and John Kuranz and Dennis Auld, E-psyche.	ERIC and E*Subscribe APA and E-psyche
2002 Midwinter	Scott Walter Sally Lawler Marian Shemberg Lyn Thaxton Trish Lenkowski	Information Literacy For Pre-Service Teachers Guided Autobiography: A Research Technique For Gerontology Role And Control Of The Internet In Collection Development Evaluation Of Social Welfare And Psychology Collections Future Directions For Curriculum Materials Centers
2003 Midwinter	Mariana Boleta, ISI	Institute for Scientific Information (ISI) journal selection process for the citation indexes
2004 Midwinter	Kate Corby, Chair of the EBSS Ad Hoc Committee on Access to Government Sponsored Education Research Nancy Cawley of the ERIC Document Reproduction Service Dave Lankes of the ERIC Clearinghouse on Information and Technology	The Future of ERIC and its Impact on Education Librarians.
2005 Midwinter	Lorna Lueck Jennifer Fabbi Scott Walter Marcia Keyser Jo Ann Carr Kate Silfen.	Supporting the Interdisciplinary Nature of Teaching and Research in Psychology Marketing CMC Services and Resources Observing the Academy: Librarians Studying Higher Education What is a Publication? Teacher Education Assessment Initiative and How We Support Them Evidence Based Practice
2006 Midwinter	Bryan Benilous, ProQuest Information and Learning Laura Barrett and Sharon Black	University Politics 101: Working the System Role of the Electronic Textbook in the Curriculum Materials Center Librarian vs. Vendor: Winning Strategies and Useful Insights. Meeting the Needs of Today's Education Student
2006 Annual	Sponsored by Psychology/Psychiatry Committee: Speakers - Debralee Krahrmer, University of Nebraska-Lincoln (representing Buros Institute), Karen McQuillen, Educational Testing Service; and Nancy O'Brien, University of Illinois at Urbana-Champaign	Testing 1, 2, 3: Navigating the Complex Maze of Tests and Measurements
2007 Midwinter	Bruce Stoffel and Sally Neal Amanda Hornby and Leslie Bussert Several moderators	Tests and Measures in the Social Sciences Using New Media in Information Literacy Instruction Subject-specialized Information Literacy Standards
2008 Midwinter	Lori Mestre Veronica Arellano Suzanne Brown	Open Access to EBSS/ACRL Publications Integrating Undergraduate Research Instruction in the Social Sciences Web 2.0
2009 Midwinter	Lori Mestre, Mona Anne Niedbala, and Corinne Bishop Bernadette Lear Information Literacy Committee Ann Brownson	Facilitating Online Instruction Library Services for Students with Disabilities Education, Journalism, and Psychology Information Literacy Guidelines Online Reference Works

CURRICULUM MATERIALS

Charge: To examine areas of concern in curriculum materials administration; to explore the possibilities for improving curriculum materials administration (including selection, acquisition, classification, reference and retrieval, automation aspects, circulation, personnel, facilities, national and regional needs, cooperation, and continuing education); and to recommend to the EBSS Executive Committee alternative actions for making such improvements.

Ad hoc: 1967-1977

Standing: 1977–

Archives available: 1967–

Chairs:

1976-1979:	Lois Lehman
1981-1984:	Leslie Bjorncrantz
1984-1985:	Adele Dendy
1985-1987:	Nancy O'Brien
1987-1989:	Eileen Schroeder
1989-1990:	Ilene Rockman
1990-1992:	Virginia Nordstrom
1992-1993:	Kay Tavill
1993-1995:	Judith A. Walker
1995-1997:	Lorene Sisson
1997-1998:	Lorna Lueck
1998-1999:	Penny Biele
1999-2001:	Jeannie Kamerman
2001-2003:	Trish Lenkowski
2004-2005:	Jen Fabbi
2005-2006:	Darla Bressler
2006-2008:	Vanessa Earp
2008-2010:	Cindy Judd

Publications:

- Directory of Curriculum Materials Centers*, Lois Lehman and Eva Kiewitt. Virginia Beach, VA: CBN University Library, 1981. (Full results of survey available in ERIC Document ED 194 110.)
- Curriculum Materials Center Collection Development Policy*, 1984. Chicago: ACRL, 1985. ERIC ED 256 360. Developed by Collection Management Subcommittee of Curriculum Materials/Problems of Access and Control of Education Materials Committees.
- Guide for the Development and Management of Test Collections with Special Emphasis on Academic Settings*, 1985. Chicago: ACRL, 1985. Developed by Test Collections Subcommittee of Curriculum Materials/Problems of Access and Control of Education Materials Committees.
- Directory of Curriculum Materials Centers*, 2nd ed. Lois Lehman and Eva Kiewitt. Chicago: ACRL, 1985.
- “Administrator's Checklist of Microcomputer Concerns in Education Libraries,” *C&RL News*, (January, 1986: 69-71). EBSS Ad Hoc Subcommittee on Microcomputer Issues in Education Libraries. Ilene Rockman and Barbara Kemp, Co-Chairs.
- “Cataloging Practices and Resource Sharing of Curriculum Collections in Academic Libraries.” *Journal of Library Administration* 6 (Winter, 1986: 81-88).
- Directory of Historical Curriculum Collections*. Virginia Beach, VA: CBN University Library, 1988. (ERIC ED 313 045)
- State Education Documents: A State-by-State Directory for their Acquisitions and Use*. Chicago: ACRL, 1989.
- Directory of Curriculum Materials Centers*. 3rd ed. Chicago: ACRL, 1990.
- “Curriculum Materials in Online Catalogs,” *C&RL News* 51 (June, 1990: 562-565).
- Directory of Curriculum Materials Centers*. 4th ed. Chicago: ACRL, 1996.
- CMC/EBSS Webliography: Selected Web Sites of Importance to Education Librarians in College and University Settings*, [Online]. (1999). Available: <http://www.ala.org/ala/acrlbucket/ebss2/cimc/cimc.htm>.
- Directory of Curriculum Materials Centers*. 5th ed. Chicago: ACRL, 2009.

DISTINGUISHED LIBRARIAN AWARD

This award honors a distinguished academic librarian who has made an outstanding contribution as an education and/or behavioral sciences librarian through accomplishments and service to the profession.

Charge: To develop, plan and implement the EBSS Distinguished Librarian Award.

Award: A citation presented by the EBSS Award Committee plus a \$1,500 check sponsored by John Wiley & Sons, Inc.

Criteria: Nominees should have demonstrated achievements in one or more of the following areas:

1. Service to the organized profession through ACRL/EBSS and related organizations;
2. Significant academic library service in the areas of education and/or behavioral sciences;
3. Significant research and publication in areas of academic library services in education and/or behavioral sciences.
4. Planning and implementation of academic library programs in education and/or the behavioral science disciplines of such exemplary quality that they could serve as a model for others.

Submission Procedure: Send the award nomination form (available from committee chair, or on the EBSS Web Page), to current committee chair, full address at <http://www.lib.msu.edu/corby/ebss/nomform.htm>. Candidate nomination packets are retained for three years; candidates will need to be renominated to be considered for the award.

Deadline: December 1st of each year

Standing: 1991–

Chairs:

1991-1995:	Laurene E. Zaporozhetz
1995-1998:	Leslie B. Bjorncrantz
1998-1999:	Leslie B. Bjorncrantz
1999-2000:	Adele Dendy
2000-2002:	Tammy Rabideau
2002-2004:	Charles Thurston
2004-2007:	Nancy O'Brien
2007-2008:	Paula S. McMillen

Recipients:

1994:	Mary Ellen Collins
1995:	Hannelore B. Rader
1996:	Donald V. Osier
1997:	Nancy P. O'Brien
1998:	Eva L. Kiewitt
1999:	JoAnn Carr
2000:	Leslie Bjorncrantz
2001:	Charles B. Thurston
2002:	Barbara Kemp
2003:	Ilene Rockman
2004:	Laurene E. Zaporozhetz
2005:	Kate Corby
2006:	Elizabeth Oakley Hutchins
2007:	Patricia Libutti
2008:	John Collins III

ELECTRONIC RESOURCES IN COMMUNICATION STUDIES COMMITTEE

Charge: To investigate relevant electronic resources for communication studies; assess and evaluate relevant electronic resources for usability and function; encourage the development of better electronic resources within communication studies through careful vendor feedback; to inform and educate librarians about relevant electronic resources, their use, and implementation as a library resource; and to update and enhance the Library Resources for Communication Studies web site on a regular basis.

Standing: 2005–

Chair:

2005-2008:	Lisa Romero
2008-2010:	Catherine Michael

ERIC USERS COMMITTEE

Charge: In an effort to assist the Department of Education achieve their goal of providing effective and efficient access to quality educational resources the ERIC Users Committee will: organize and conduct an ERIC Users Discussion Group at the ALA Midwinter Meeting and Annual Conference; act as a liaison between the education community within ACRL/ALA and the Education Resources Information Center's personnel and the Department of Education by keeping the education community informed of changes occurring with ERIC and the Department of Education and acting as an advocate for the education community by formally presenting concerns and issues to ERIC and the DOE; and finally collaborate with other organizations within the library profession and the broader education community on issues concerning ERIC.

Standing: 2004–

Chair:

2004-2007: Judy Walker
2007-2009: Wilson Frost

HIGHER EDUCATION

Charge: To provide a forum for librarians who serve as liaisons either to academic programs with a focus on higher education or to researchers or practitioners working in the area of higher education; to sponsor discussions or programs that discuss collection development resources for higher education, or public service programs aimed at serving the special needs of researchers and practitioners in the area of higher education.

Standing: 2002–

Chair:

2002-2004: Ann Brownson
2004-2006: Stephanie Davis-Kahl and Lynn Lampert, co-chairs
2006-2008: Carol Wright
2008-2010: Gloria Colvin

INFORMATION LITERACY STEERING

Charge: This steering committee is charged with guiding the creation of subject-related information literacy guidelines for the disciplines represented by EBSS, in compliance with ACRL guidelines for process and structure. The committee will also oversee the details of the 2006 EBSS Action Plan (funded for \$2000) to bring non-library faculty to Annual 2006 to consult on this project.

Ad Hoc: 2006-2008

Chair:

2006-2007: Doug Cook
2007-2009: Judy Walker

INSTRUCTION FOR EDUCATORS

The Committee was entitled Bibliographic Instruction for Educators from 1976 - 1996, Annual Conference.

Charge: To provide a forum for librarians interested in bibliographic instruction in education; to identify the issues and problems encountered by librarians serving schools, colleges and departments of education in colleges and universities; to develop approaches and solutions to those problems and to recommend appropriate actions to the EBSS Executive Committee; to make distinctive contributions as education library specialists to the field of bibliographic instruction.

Ad hoc: 1976-1977

Standing: 1977–

Archives available: 1977–

Chairs:

1976-1978: Patricia Butcher
1978-1980: Hannelore Rader
1980-1981: Joan Worley
1981-1984: Charles Thurston
1984-1987: Tara Fulton

1987-1989: Barbara Celone
 1989-1991: Bonnie Gratch
 1991-1992: Bonnie Gratch and Pat Libutti (Co-Chairs)
 1992-1993: Pat Libutti
 1993-1994: Pat Libutti
 1994-1996: Prue Stelling
 1996-1998: Dane Ward
 1998-1999: Dane Ward
 1999-2001: Doug Cook
 2001-2003: Sarah Beasley
 2003-2005: Natasha Cooper
 2005-2007: Laura Koltutsky
 2007-2009: Kathyanne Dobda

Programs Presented:

Faculty Liaison: Case Studies in Developing Course-Related Library Instruction. 1979. Panel presentation. Chair: Hannelore Rader.

Publications:

“Worksheet on How to Use Resources in Education.” *C&RL News*, (October, 1978: 287).
 “Bibliographic Competencies for Education Specialists.” *C&RL News*, (July-August, 1981: 209-210).
 “BI Tip Sheet for Administrators and Support Staff.” *C&RL News*, (November, 1984: 546-548).
 “Teaching Library and Information Retrieval Skills to Academic Administrators and Support Staff.,” *C&RL News*, (April, 1988: 217-233)
 “Information Retrieval and Evaluation Skills for Education Students.” *C&RL News*, (October, 1992: 583-588).
Teaching Information Retrieval and Evaluation Skills to Education Students and Practitioners: A Casebook of Applications. Patricia O'Brien Libutti and Bonnie Gratch, editors. Chicago: Association of College and Research Libraries, 1995.
The Collaborative Imperative: Librarians and Faculty Working Together in the Information Universe. Dick Raspa and Dane Ward, editors. Chicago: Association of College and Research Libraries, 2000.
 “Partnering with Librarians to Meet NCATE Standards in Teacher Education.” *Education*, (Spring, 2008: 369-379).

MEMBERSHIP AND ORIENTATION

Charge: To propose strategies for recruitment, retention and orientation of members in EBSS and to their leadership roles in the section. To promote active interest in and support for the Section and to enhance members' effectiveness.

Ad hoc: January 1991

Standing: 1992–

Archives available: 1991–

Chairs:

1991-1993: Adele Dendy
 1993-1995: Mary Harrison
 1995-1997: Charles Thurston
 1997-1998: Charles Thurston
 1998-2000: Charles Thurston
 2000-2001: Barbara Kemp
 2001-2003: Laverna Saunders
 2002-2003: Helga Visscher
 2003-2005: Melissa Cast
 2005-2007: Venta Silins
 2007-2009: Laura Ramirez

NOMINATING

Charge: To prepare a slate of candidates for officers of the Section by recruiting nominees who reflect the diversity and professional environments of the Section membership.

Nominating Committee chairs and members are appointed two years in advance of the elections for which they will draw up the slate of nominees. ACRL Procedures for Nominating Committees have been followed for several years. These procedures are available at: <http://www.ala.org/ala/acrl/aboutacrl/resourcesforwork/tipsheets/tipsheet25nominating.htm>

Chairs:

1966-1968 :	Chairs not known
1968-1969 for 1969 elections:	Howard Dillon
1969-1970 for 1970 elections:	Barbara Marks
1970-1973 :	Chairs not known
1973-1974 for 1974 elections:	Katharine Stokes
1974-1975 for 1976 elections:	Lorraine Mathies
1975-1976 for 1977 elections:	Toyo Kawakami
1976-1977 for 1978 elections:	Wayne Gossage
1977-1978 for 1979 elections:	Ruth Bauner
1978-1979 for 1980 elections:	Joe Mapes
1979-1980 for 1981 elections:	Jean Jones
1980-1981 for 1982 elections:	Vera Hinds
1981-1982 for 1983 elections:	Eva Kiewitt
1982-1983 for 1984 elections:	Ann Randall
1983-1984 for 1985 elections:	Hannelore Rader
1984-1985 for 1986 elections:	Virginia Parr
1985-1986 for 1987 elections:	Tom Peischl
1986-1987 for 1988 elections:	Adele Dendy
1987-1988 for 1989 elections:	Jean Thompson
1988-1989 for 1990 elections:	Ray Gerke
1989-1990 for 1991 elections:	Nancy O'Brien
1990-1991 for 1992 elections:	Laurene Zaporozhetz
1991-1992 for 1993 elections:	Tara Fulton
1992-1993 for 1994 elections:	Barbara Kemp
1993-1994 for 1995 elections:	JoAnn Carr
1994-1995 for 1996 elections:	Francine DeFranco
1995-1996 for 1997 elections:	Nancy O'Brien
1996-1997 for 1998 elections:	Charles Thurston
1997-1998 for 1999 elections:	Mary Beth Minnick
1998-1999 for 2000 elections:	Nancy Becker
1999-2000 for 2001 elections:	Jan Wilson
2000-2001 for 2002 elections:	Ellen Gilbert
2001-2002 for 2003 elections:	Lorna Lueck
2002-2003 for 2004 elections:	Brian Quinn
2003-2004 for 2005 elections:	Kate Corby
2004-2005 for 2006 elections:	Scott Walter
2005-2006 for 2007 elections:	Judy Walker
2006-2007 for 2008 elections:	Nancy O'Brien
2007-2008 for 2009 elections:	Mary Jane Brustman

ONLINE LEARNING RESEARCH

Charge: To provide a forum for librarians working with faculty to integrate library resources into courses; to discuss current and future trends and considerations in online learning; to sponsor programs or discussions that highlight effective library/faculty practices in online learning; to conduct projects that explore the intersection of librarian and faculty development of online learning programs in the areas of education and behavioral sciences..

Standing: 2007-

Chairs:

2007-2009 : Lori Mestre

PSYCHOLOGY/PSYCHIATRY

Charge: To provide a forum for librarians interested in psychology and psychiatry to become more active in EBSS; to address issues and areas of interest specific to psychology and psychiatry.

Ad hoc: 1978-80

Standing: 1980-

Archives available: 1977-

Chairs:

1978-1980: Virginia Parr
1982-1984: Ann Marie Breznay
1980-1982: Dave Legel
1984-1986: Inge Kauffman
1986-1988: Dorothy Persson
1988-1989: Robert Jordan
1989-1991: Kimberly Banks
1991-1992: David E. Shontz
1992-1995: Paul Fehrman
1995-1996: Jan Wilson
1996-1998: Jane McKeever
1998-2000: Brian Quinn
2000-2002: Darlene Nichols
2002-2004: Maggie Ressel
2004-2006: Lorna Lueck and Alice Perez, co-chairs
2006-2008: Sally Neal and Bruce Stoffel, co-chairs
2008-2010: Cynthia Crosser and Laura Bowering Mullen, co-chairs

Programs Presented:

1979: *Wisdom of Make Believe, Psychological Insights from Some Famous Works of Fiction*, Jean Roberts, MD, speaker.
1980: *Psych Abstracts: Inside and Out*, presentation & panel discussion.
Working Session on Academic Test Collections, panel & discussion groups.
2008: *Practical Aspects of Open Access Publishing in the Behavioral Sciences*, panel presentation and discussion.

Program Suggestion:

1986: *New Developments in Access to Tests*, EBSS Conference Program.

Publications:

“Psychological Abstracts, Past, Present, and Future.” *Behavioral & Social Sciences Librarian*, 5(1), Fall, 1985, 21-42.
Buros and Beyond: A Test Resource Bibliography, a four-page list of reference sources accessing tests. Produced by the EBSS Psychology/Psychiatry Committee and compiled by Harriet O. Nelson for the 1986 EBSS Conference Program.
Getting Testy About Access? a program flyer for the 1986 EBSS Conference Program.
“Psychology and Psychiatry Serials: A Bibliographic Aid for Collection Development.” *Behavioral and Social Sciences Librarian*, 9(2), 1990, vii-121.
“Library and Information Resource Instruction for Psychology Guidelines,” *EBSS Newsletter*, 10(1), 1995, 5-7.

Other Action:

- 1983: "Letter of Concern" to NIMH about the closing of the National Clearinghouse for Mental Health Information Database.
- 1985: "Memorandum of Concern" to the American Psychological Association about price increases and fulfillment problems.
- 1986: Prepared and compiled results of the program evaluation for the 1986 EBSS Conference Program for the Executive Board.
- 1998: Formed a joint interest group on the Teaching of Psychology with Division 2 of the American Psychological Association.

PUBLICATIONS AND COMMUNICATIONS

Charge: To investigate the avenues of publishing open to the Section; to assume primary responsibility for the EBSS Newsletter; to clarify to the Section the procedures required by ACRL and ALA for publishing; to review all EBSS publications and to provide written procedural guidance during initial planning stages and prior to any submission for funding or publication; to assist the Section and its committees in finding appropriate areas for publishing projects as approved by the EBSS Executive Committee.

See pages 17-21 for more information concerning Publications and Communications work.

Other Action:

- 1988: Prepared, "Guidelines for EBSS Newsletter Content."
- 1992: Updated, expanded and replaced above guidelines with two documents: "EBSS Newsletter Editorial Policies" and "Responsibilities and Relationships of EBSS Newsletter Editor."

Chairs:

- 1986-1987: Tom Peischl
- 1987-1990: Pam Baxter
- 1990-1993: Nancy O'Brien
- 1993-1996: Joan B. Fiscella
- 1996-1998: Barbara Kemp
- 1998-2000: Francine DeFranco
- 2000-2002: Ted Wygant
- 2002-2004: Marcia Keyser
- 2004: Tricia Libutti
- 2004-2006: Anne Fields
- 2006-2009: Deborah Cheney

REFERENCE SOURCES AND SERVICES

Charge: To produce publications, encourage Section sponsorship of programs, and conduct projects to improve academic library reference services in education and the behavioral sciences; to encourage communication among and the professional development of, reference librarians working in these areas; to serve as resource persons and advocates to publishers and vendors producing reference materials in these disciplines, including those accessed via computer and other new technologies; to provide liaison with other ALA groups as appropriate.

Standing: 1991–

Publications:

"Research in Education: A Comparison and Analysis of Databases." *College & Research Libraries News* 61(1), January 2000, 16-19, 24.

Chairs:

- 1991-1993: Charles B. Thurston
- 1993-1995: Peggy Wright
- 1995-1997: Nancy Becker
- 1997-1998: Anne Page Mosby
- 1998-1999: Jack Black
- 1999-2001: Julie Tharp
- 2001-2003: Roland Person
- 2003-2005: Laura Lillard
- 2005-2007: Kate Silfen
- 2007-2009: Geoffrey Morse

RESEARCH

Charge: Investigate and propose ways the section can provide a forum for behavior science librarians to share ideas about new directions in behavior science librarianship, research in progress and current topics of interest.

Ad Hoc: 2005-2007

Standing: 2007-

Chairs:

2005-2006: Penny Beile
2006-2008: Melissa Cast-Brede

SOCIAL WORK/SOCIAL WELFARE

Charge: To provide a forum for librarians who serve social work/social welfare fields in academic settings; to sponsor discussions and programs; to produce publications to meet the needs of this clientele; and to undertake liaison activities with other professional organizations as appropriate.

Publications:

Human Service Organizations and Their Publications: A Directory of Selected Sources. Edited by Francine M. DeFranco and Donna L. Ferullo. Alexandria, VA.: Council on Social Work Education, 1996.

Programs:

2000 Annual: Cynthia Pierard – *Integrating Information Competencies in the Social Work Curriculum.*

Standing: 1991–

Chairs:

1991-1993: Jennifer Kuehn
1993-1995: Francine DeFranco
1995-1997: Ellie Marsh
1997-1998: Ellen Gilbert
1998-2001: Sally Lawler
2001-2003: Karen Reiman-Sendi
2003-2005: Brian Quinn
2005-2007: Mary Jane Brustman
2007-2008: Allison Sutton
2008-2009: Necia Parker-Gibson

COMMITTEE HISTORIES: CHARGES, CHAIRS, ACTIVITIES, RELEVANT DOCUMENTS

INACTIVE COMMITTEES

25TH ANNIVERSARY CELEBRATION

Charge: To plan and implement in coordination with the Conference Planning Committee a celebration to be held at the 1993 Annual Conference to commemorate the twenty-fifth anniversary of EBSS.

Publication: EBSS 25th Anniversary Roster, 1968 - 1993.

Ad hoc: 1991-1993

Chair: Laurene E. Zaporozhetz

ACCESS TO GOVERNMENT SPONSORED EDUCATION RESEARCH

Charge: To explore issues related to ongoing access to government-sponsored education resources, including best practices, censorship, timeliness, and relevancy. This committee will address current federal policy changes, which restrict access to selected material and may affect the ERIC Clearinghouse network. The committee will keep sections members informed, recommend advocacy efforts and interact with appropriate ACRL and ALA offices.

Ad hoc: 2003-2005

Chair: Kate Corby

BEST INSTRUCTIONAL COLLABORATIVE PRACTICES IN EDUCATION

Charge: To complete work on a project that provides models of librarian/educator collaboration, and more largely, academic library/school of education collaboration, in particular in regard to integration of ACRL and standards familiar to teaching faculty and students in education programs. The committee will produce a web site and will consider other publishing alternatives.

Ad hoc: 2004-2007

Chair: Lori Mestre

BYLAWS REVIEW

Charge: To examine current EBSS bylaws in light of ACRL policies and procedures and in light of EBSS goals as noted in the latest section review, to propose changes to both the structure and content of EBSS bylaws at the 1992 midwinter ALA conference, and to draft a new set of bylaws for review by the Executive Committee at the 1992 annual conference. Should the Planning Committee become a standing committee, ongoing responsibility for bylaws review will be assumed by this committee. The Ad Hoc Bylaws Review Committee will be chaired by a present or past member of the Executive Committee and shall consist of a member of the Ad Hoc Planning Committee and two other members.

Ad hoc: 1990-1993

Archives available: 1990–

Chairs:

1990-1991: Jean Thompson

1991-1993: Don Osier

COLLECTION MANAGEMENT ISSUES

Ad hoc subcommittee: 1982-1984

Archives available: 1982-1984

Chair: Ilene Rockman

Publication: *Curriculum Materials Center Collection Development Policy*. 1984. Chicago: ACRL, 1985. ERIC ED 256 360.

COMPUTER-BASED SERVICES AND APPLICATIONS TO EDUCATION COLLECTIONS

Ad hoc subcommittee: 1985-1989

Archives available: 1985-1989

Chair: Eva Kiewitt

CROSS-REFERENCE INDEX ADVISORY

Ad hoc subcommittee: 1982-1984

Chair: Joan L. Kuklinski

CURRICULUM MATERIALS CENTERS DIRECTORY

Charge: Prepare the Directory for publication at five-year intervals; to examine previous editions, develop a questionnaire and cover letter for preparation of the next edition; to develop a mailing list from the previous edition and other sources; to mail the questionnaire; to compile the responses received; to develop a format that will incorporate additional directory entries and the increased information requested; and to control publication costs by staying within the paging of the previous edition.

Ad hoc subcommittee: 1988-1990; 1992-1995; 1998-2002; 2004-2008

Chairs:

1988-1990:	Donald Osier
1992-1995:	Laverna Saunders
1995-1996	Beth Anderson
1998-2002	Fred Olive
2004-2008	Benita Strnad

CURRICULUM MATERIALS COLLECTION DEVELOPMENT POLICIES

Charge: Create a revision of the "Curriculum Materials Center Collection Development Policy" published in 1984.

Ad hoc subcommittee: 1990-1992

Chair: Karin Duran

Publications: *Curriculum Materials Center Collection Development Policy*. (1993) 2nd edition. Chicago: ACRL.

CURRICULUM MATERIALS CENTERS STANDARDS/GUIDELINES

Charge: To develop published standards or guidelines for curriculum materials centers in the areas of, but not limited to, collections, services, management, budget, personnel and facilities.

Ad hoc: 2000–2003

Chair: Ann Brownson and Gary Lare (Co-chairs)

Publication: *Guidelines for Curriculum Materials Centers*. Approved by ACRL and ALA - January, 2003.

CURRICULUM MATERIALS IN THE ON-LINE CATALOG

Charge: Write an article identifying the issues relating to placing curriculum materials in the on-line catalog. The article will also include information and suggestions to facilitate the placing of curriculum materials in the on-line catalog.

Ad hoc: 1988-1990

Chair: Rolland McGiverin

Publication: "Curriculum Materials in Online Catalogs." *C&RL News*, 51 (June, 1990): 562-565.

CURRICULUM MATERIALS SOURCES

Charge: Investigate sources used by librarians in collecting and evaluating curriculum materials.

Ad hoc subcommittee: 1990-1992

Chair: Allison Kaplan

AD HOC COMMITTEE FOR THE DIGITAL PUBLICATION OF THE CURRICULUM MATERIALS CENTERS MANAGEMENT GUIDE

Charge: To extend the work of the Management of Curriculum Materials Centers Committee by developing a parallel Internet based publication. This publication should include the content of the print title and supplement it with case studies of CMCs, links among the articles in the management guide, links to CMCs and other related organizations and supplementary narrative. This committee should work with the Ad Hoc Committee on the CMC Directory to develop an Internet based version of the Directory complete with searchable statistical tables.

Ad hoc: 2000-2002

Chairs: Jo Ann Carr

Publication: *A Guide to the Management of Curriculum Materials Centers for the 21st Century: The Promise and the Challenge.* (2002). Chicago: ACRL.

EDUCATION LIBRARIAN OF THE YEAR

Charge: To plan for and complete the appropriate application process for establishing an EBSS Librarian of the Year Award.

Ad hoc: 1987-1989 Dissolved in 1989 with recommendation to be reconstituted at a later time.

Archives available: 1987-1989

Chair: Laurene Zaporozhetz

EDUCATION-RELATED GOVERNMENT PUBLICATIONS

Ad hoc subcommittee: 1985-1989

Archives available: 1985-1989

Chair: Eileen Schroeder

Publication: *State Education Documents: A State-by-State Directory for Their Acquisition and Use.* Chicago: ACRL, 1989.

EDUCATION SERVICES AND GENERAL REFERENCE

Charge: The committee will examine options for the provision of effective service for education materials. In many libraries education specialists have been incorporated into general reference departments due to budgetary constraints and reorganization decisions. Education specialists may need to orient their colleagues to provisions of education and psychology/ psychiatry education. Education specialists will need to adjust to the general reference environment. The ad hoc committee will investigate these and other problems associated with this development and describe the extent of the change.

Ad hoc: 1982-1986

Archives available: 1982-1986

Chairs:

1983-1984: Vera Hinds

1984-1986: Marianna Markowetz

GERONTOLOGY

Charge: To provide a forum for librarians who serve gerontology researchers, practitioners, and students in academic settings; to sponsor discussions to explore the application of social gerontology research and services in library settings; to sponsor programs and outreach to librarians who serve older adults; to provide publications to meet the needs of these clientele; and to undertake liaison activities with other professional organizations as appropriate.

Standing: 2000-2004

Chair:

2000-2002: Kay Womack

2002-2004: Mary Jane Brustman

GOVERNMENT POLICY

Charge: To monitor federal legislation and other governmental issues of interest to the EBSS community; to help coordinate responses to these issues for the Section; to provide liaison with other legislative groups, both within and outside of ALA, especially the ACRL Governmental Relations Committee; to report back to the EBSS membership through the *EBSS Newsletter*, *C&RL News*, etc.; and to provide expertise and consult with the ALA Washington Office, legislators and government agencies to influence policy formation.

Standing: 1991–2000

Chairs:

1991-1993: James Hodson
1993-1995: Mary Gilles
1996-1997: Paul Fehrmann
1997-1998: Robert Hinton
1998-1999: Robert Hinton
1999-2000: Robert Hinton and Lorene R. Sisson (Co-chairs)

HISTORICAL CURRICULUM COLLECTIONS

Ad hoc subcommittee: 1984-1988

Archives available: 1984-1988

Chair: Lois Lehman

Publication: *Directory of Historical Curriculum Collections*. Virginia Beach, VA: CBN University Library, 1988. (ERIC ED 313 045)

HISTORICAL TEXTBOOK & CURRICULUM COLLECTIONS DIRECTORY COMMITTEE

Charge: To plan and produce a directory of historical curriculum collections in libraries and special collections. This directory will facilitate the identification, retrieval, and access to historical curriculum resources for students, faculty and researchers.

Ad hoc: 2000-2005

Chair: Nancy O'Brien

Publication: *Directory of Historical Textbook and Curriculum Collections*. (2005) Chicago: ACRL.

JOINT SUBCOMMITTEE OF THE CURRICULUM MATERIALS COMMITTEE AND OF THE PROBLEMS OF ACCESS AND CONTROL OF EDUCATIONAL MATERIALS COMMITTEE: CATALOGING, CLASSIFICATION, AND RESOURCE SHARING OF EDUCATION MATERIALS

Ad hoc subcommittee: 1982-1984

Archives available: 1982-1984

Chairs: Carole Wilson and Linda Buescher (Co-chairs)

Publication: "Cataloging Practices and Resource Sharing of Curriculum Collections in Academic Libraries." *Journal of Library Administration*, 6, 81-88.

LEGISLATION

Charge: Monitors legislation concerning education and behavioral sciences information resources and reports to EBSS Executive Committee; provides statements on these issues as needed; develops strategies as appropriate for effective resolution of these issues; and makes a recommendation to the Executive Committee as to whether a standing Legislative Committee should be established.

Ad hoc: 1989-[ca 1991]

Chair: Barbara Celone

Publications:

"Sources of Information on Legislation." *EBSS Newsletter* 6(2) November 1991: 6-7.

"Groups Concerned With Legislative Issues." *EBSS Newsletter* 7(1) May 1992: 6-7.

MANAGEMENT OF CURRICULUM MATERIALS CENTERS (AD HOC)

Charge: To develop a resource on the management of curriculum materials centers and curriculum materials that will meet the professional development needs of those responsible for planning and administering these centers and materials. To review the work of the Curriculum Materials Center (ad hoc) Committee and to revise plans made by the group as required by changes in technology, resources, and audience need.

Chair: JoAnn Carr

MENTORSHIP (AD HOC)

Charge: This committee is charged with overseeing the details of the funded EBSS 2007 Action Plan which proposes to create a scholarship/ALA attendance program for diverse undergraduate juniors/seniors interested in librarianship as a profession. Monies (\$5750) have been included to bring both mentor and student to an ALA conference. The student will accompany the mentor to EBSS meetings. The committee will also coordinate with the ACRL Josey Spectrum Scholar Committee.

Ad Hoc: 2005-2008

Chair:

2005-2008: Jo Ann Carr

Mentee:

Aaisha Haykal

MICROCOMPUTER ISSUES IN EDUCATION LIBRARIES

Charge: Investigate the concerns and needs of education and curriculum libraries as they pertain to the procurement, implementation, and utilization of microcomputers.

Ad hoc subcommittee: 1984-1986

Archives Available: 1984-1986

Chairs: Barbara Kemp and Ilene Rockman (Co-chairs)

Publication: "Administrator's Checklist of Microcomputer Concerns in Education Libraries," *C&RL News*, (January, 1986: 69-71).

ORIENTATION MANUAL

Charge: To review the current EBSS Orientation Manual and to develop a revised manual by June 1995. Five members will include a member of the Membership & Orientation committee. Manual name changed to EBSS Manual, January 2003.

Ad hoc: 1993-1995

Chair: Connie Phelps

PLANNING

Charge: To review the ALA and ACRL strategic plans, and the recent Section review; to identify areas in which the Section is already involved as well as areas where the Section may logically become involved; to identify special goals unique to the Section; to recommend processes to implementation of the strategic plan for EBSS; to recommend to the Executive Committee strategies for the ongoing review of the Section; to make a recommendation to the Executive Committee as to whether a standing Planning Committee should be established.

Ad hoc: 1989-[ca 1991]

Chair: Kathleen McGowan

PROBLEMS OF ACCESS AND CONTROL OF EDUCATION MATERIALS

Charge: To review problems of the subject access systems for education literature and to recommend to the EBSS Executive Committee effective ways of improving such systems.

Ad hoc: 1976-1977, as a Committee on Classification and Subject for Education

Standing: 1977-1996. Sunset at 1996 Annual Conference

Archives available: 1981-

Publications: (See Curriculum Materials Committee.)

Chairs:

1977-1979: Darrell Jenkins
 1979-1981: Toyo Kawakami
 1981-1984: Adele Dendy
 1984-1985: Leslie Bjorncrantz
 1985-1987: Emily Fabiano
 1987-1988: Barbara Kemp
 1988-1990: Ilene Rockman
 1990-1992: Beth G. Anderson
 1992-1995: Allison Kaplan
 1995-1996: Jean Caspers

PUBLICATIONS REVIEW COMMITTEE

Charge: To investigate the avenues of publishing open to the Section; to clarify to the Section the procedures required by ACRL and ALA for publishing within and outside their auspices; to review all EBSS publications during initial planning stages and prior to any submission for funding or publication; to assist the Section and its committees in finding appropriate areas for publishing projects that have been approved by the EBSS Executive Committee. To develop written guidelines for publication review within EBSS; to make a recommendation to the Executive Committee as to whether a standing Publications Review Committee should be established.

Ad hoc: 1989-1991

Chair: Barbara Kemp

Publication: Developed EBSS "Publications Flow Charts," 1991.

STANDARDS FOR EDUCATION LIBRARY SERVICES

Charge: To explore possibilities for developing standards or guidelines for education library services for teacher education and educational research; to explore how such standards or guidelines might relate to ACRL-sponsored college and university library standards; to explore how quality education library programs might become more clearly a part of regional, state, and professional accreditation processes for institutions for higher education; and to make appropriate recommendations to the EBSS Executive Committee.

Ad hoc: 1976-1977, as Committee on Standards for Education Library Services, and Relationships to Accreditation.

Standing: 1977-1986

Archives available: 1979-1986

Chairs:

1977-1980: Clarence Gorchels
 1980-1982: Ruth Bauner
 1982-1985: Betty Cleaver
 1985-1986: Laurene Zaporozhetz

Publications:

"Standards for Education Library Resources and Services," 1983. Unpublished manuscript.

"Checklist for Accreditation Review," 1984. Unpublished manuscript.

TEST COLLECTION DIRECTORY

Charge: To plan and produce a directory of collections in libraries and special collections. To facilitate the identification, retrieval, and access to test resources for students, faculty and researchers.

Ad hoc: 1997-2000

Chair: Nancy O'Brien and Paul Fehrmann (Co-chairs)

Publication: *Directory of Test Collections in Academic, Professional, and Research Libraries.* (2001). Chicago: ACRL.

TEST COLLECTIONS

Ad hoc subcommittee: 1983-1985

Archives Available: 1983-1985

Chairs: Emily Fabiano and Nancy O'Brien (Co-Chairs)

Publication: *Guide for the Development and Management of Test Collections with Special Emphasis on Academic Settings,* 1985. Chicago: ACRL, 1985.