ALA Midwinter Meeting
Saturday, January 15, 2005
11:30 am- 1:00 pm

Committee Members Present: David Wright (Chair), Damon Hickey (CLS Chair), Corey Williams-Green, David Jensen, Elizabeth Kocevar-Weidinger, Chris Loring, Bill Nelson, Gene Ruffin, Marcia Thomas, Ann Watson

Agenda Items

David Wright welcomed Damon Hickey, CLS Chair to the meeting. There was discussion regarding the change in committee appointments. David said that several members were at the end of their terms and to thwart a complete turnover of the committee, including the chair, the committee would like to have 3 staggered one year appointments. It was decided that no more than one half of the CLIP Notes committee should rotate off at the same time to insure some consistency. Marsha Thomas, David Jensen and Gene Ruffin all agreed to stay on one additional year. Ann Watson will take over the Chair position following the ALA Meeting in June 2005.

I. Present Projects

a. **Special Collections** – CLIP Note #35 is scheduled for publication in February 2005. This will be marketed in time for ACRL in April and ALA in June 2005.
b. **Plagiarism** – Gene Ruffin reported that compilers Robert Nelson and Vera Stepchyshyn have the survey in draft form and they have received an updated list of CLIP notes schools. The hold up is that Robert would like to use the online survey method utilizing "survey monkey." David Wright mentioned that he has experienced problems with "survey monkey" specifically that survey participants cannot get to the survey because of security firewalls set up to block SPAM. David suggested sending out a postcard to survey participants notifying them that the survey will be sent to them shortly via email and to be watching for the survey. Gene will contact Robert Nelson and tell him this suggestion and tell him to proceed with the survey next week. Gene stated that he would monitor the plagiarism survey through "survey monkey" to help ward off problems for future compilers and editors.
c. **Emergency Response Draft Questionnaire** – David Jensen had sent this questionnaire to the committee prior to our meeting in Boston asking for comments. He will add one suggestion to include a line after #27 to include any other names that the surveyed schools call their emergency response committee. David Jensen is looking into 2 possible venues to offer this survey online. David stated that he would also mention disaster planning in his cover email with this survey.

The timing of sending out this survey was discussed. The committee decided that it is important to wait to send this survey out 2 or 3 weeks after the plagiarism survey goes out.
It was suggested by David Wright that the three surveys that will be done this spring be sent out at one month intervals:
Plagiarism – February 2005

Emergency Response – March 2005
Student Workers – April 2005

d. **Student Workers Draft Questionnaire** – David Jensen will be the editor of this 3rd edition CLIP Note. Suggestions for the CLIP survey were identified. David Jensen will get a revised survey to the CLIP Note committee for a final review before it will be sent out in April 2005. David Wright noted that copies of documents related to student hiring and student job descriptions would be a valuable addition to the CLIP note.

It was recommended by the committee that in the cover letter of instructions to the survey participants there be a suggestion that the main contact person make copies of the survey and then distributes them to others in the library. This would help expedite the process as well as spread some of the responsibility for the responding to the survey.
David Wright also appointed a subcommittee to write up a job description of the CLIP Note Lead Editor to be completed and ready for the committees review by ALA in June 2005. Ann Watson, Chris Loring and Brian Rossmann were appointed.

II. Possible Projects

a. Copyright Policies – Trish Keogh and Kim Sando are possible compilers for this CLIP Note. David Wright will check with them to see if they will do this project. A Lead Editor is needed. Corey Williams-Green will check on a possible Lead Editor.

b. User Surveys (revision) - Liz Kocevar-Weidinger agreed to be the Lead Editor for this possible CLIP Note. A preliminary survey needs to be completed as well as locating some compilers for this project.

III. Brainstorming Session for other future CLIP note topics

David Wright encouraged the committee to keep a constant lookout for possible topics and compilers. The committee has had a problem locating compilers for future projects.

Some of the ideas that were expressed are as follows:

1. Information Commons Concept – including the reconfiguring of space and the role of IT.
2. Digital Projects – partnering projects between schools
3. Architectural Standards for library buildings – physical attributes
4. Fund Allocation/Fund Raising and Budgeting – Legislative Advocacy could also fall under this topic. (It was noted that there was a previous CLIP Note entitled Allocation for Funds in College Libraries; is it time to do a revision of this publication?)
5. Gifts to libraries
6. Outsourcing of services

Meeting adjourned 12:50 pm

Respectfully Submitted,

Ann M. Watson
21 January 2005