

EBSS Web Info Sheet for Committee Chairs

Please see the EBSS Manual for full policies and procedures:

<http://www.ala.org/acrl/aboutacrl/directoryofleadership/sections/ebss/ebsswebsite/workingdocs/docs>

Web Editing Team: The EBSS website is managed by two web managers with the oversight of the EBSS Publications Committee

- Tina Mullins, tina.mullins@umb.edu, Web Manager
- Jackie Sipes, jsipes@temple.edu, Assistant Web Manager

Meeting Information:

At least two weeks before a meeting: Post the meeting information: where (face to face or online), when, agenda, and login information (if needed) to the EBSS Listserv and ALA Connect. Also email your web editor (see page 2) to post the information to the EBSS website.

After the meeting: Email minutes to the EBSS Secretary, who will consolidate meeting minutes from all EBSS committees into a single document, which she will send to the web manager for posting on the website.

EBSS Web Presence:

EBSS Website: <http://www.ala.org/acrl/ebss/>

Official documents such as: minutes, EBSS manual, meeting announcements, and contact information for committees. Your committee pages can also contain completed publications and links to web projects.

ALA Connect : http://connect.ala.org/acrl_ebss

This is a work space for your committee. Please make open meeting announcements, agendas and materials **public**. You can have discussions, post documents, drafts, create polls, calendars or store files, such as webinar recordings or chat transcripts. This site is maintained by ALA staff, the Help button is top right corner.

ACRL LibGuides: <http://acrl.libguides.com/>

ACRL has recently begun a partnership with Springshare to provide LibGuides to ACRL sections. Several EBSS committees have created LibGuides.

Web Editing Team: A designated editor will work with your committee. As a committee chair, you will be essential in communicating information about your group's activities to the web managers.

| Committee/Group | Editor |
|---|--|
| Executive Committee & Advisory Council | Tina Mullins, tina.mullins@umb.edu |
| Awards | Jackie Sipes, jsipes@temple.edu |
| Communication Studies | Tina Mullins, tina.mullins@umb.edu |
| Conference Planning | Jackie Sipes, jsipes@temple.edu |
| Curriculum Materials | Tina Mullins, tina.mullins@umb.edu |
| Education | Tina Mullins, tina.mullins@umb.edu |
| Education Research Libraries | Jackie Sipes, jsipes@temple.edu |
| Electronic Resources in Communication Studies | Tina Mullins, tina.mullins@umb.edu |
| ERIC Users | Tina Mullins, tina.mullins@umb.edu |
| Higher Education | Jackie Sipes, jsipes@temple.edu |
| Instruction for Educators | Jackie Sipes, jsipes@temple.edu |
| Membership & Orientation | Tina Mullins, tina.mullins@umb.edu |
| Nominating | Jackie Sipes, jsipes@temple.edu |
| Online Learning Research | Jackie Sipes, jsipes@temple.edu |
| Psychology | Tina Mullins, tina.mullins@umb.edu |
| Publications & Communications | Tina Mullins, tina.mullins@umb.edu |
| Reference Sources & Services | Tina Mullins, tina.mullins@umb.edu |
| Research | Tina Mullins, tina.mullins@umb.edu |
| Scholarly Communication | Jackie Sipes, jsipes@temple.edu |
| Social Work | Jackie Sipes, jsipes@temple.edu |