

**Minutes of the ACRL College Libraries Section CLIP Notes Committee
June 16, 2001, 11:30-12:30**

Crowne Plaza Union Square Hotel/Russian Hill Room

Present: Lewis Miller (Chair), Jody Caldwell (incoming Chair), Doralyn Edwards, Jamie Hastreiter, Chris Loring, Brian Rossmann, Gene Ruffin, Hugh Thompson, David Wright

1. January 2001 minutes were approved

2. Lewis Miller, Chair, presented the report given to the CLS Executive Committee, outlining the activities of the past six months.

3. ACRL Report – Hugh Thompson distributed the current sale figures. First printing usually runs between 600 and 700 copies. Nos.28, Mission Statements (2nd ed.), and 29, Web Policies, did well. No.20, Managing Student Employees, should be considered for revision in 3-4 years. Royalty payments, ten percent of the gross after recovery costs (possible totals in the neighborhood of \$1,000.00), started with No. 29.

4. Update on Appropriate Use Policies

Compilers have survey results and policies in hand and are working on analysis. Final copy will probably be to ACRL by early fall. This CLIP Note was the first to use an electronic survey, and it went fairly well. Hugh Thompson is the contact person for setting up the electronic versions. Jody will get electronic response figures from the compilers.

5. Update on Travel Policies

After significant deadline problems, the final draft went to ACRL in early June. Jamie Hastreiter, the project shepherd, was commended on her success. The compilers produced good data, having had an effectively designed survey. Lewis Miller commented on the need to spend sufficient time on survey design.

6. Update on Assessment Tools for Information Literacy

The compiler, Lawrie Merz, is working on revision of the survey, following the pilot survey and response from a CLIP Notes Committee chat meeting. The survey is scheduled to go out in mid-August after the "summer slump."

7. Update on Access to Rare Books

Lewis Miller received an inquiry from Elizabeth Sudduth, and she is proceeding with the preliminary informal survey, following which she will submit a formal proposal.

8. Committee Membership

In an effort to expand participation in the Section, CLS has proposed appointing "virtual members" on Section committees, naming people who may not attend conferences. The Executive Committee has requested position descriptions. CLIP Notes discussed at some length, concluding that, given the current full membership of the committee, we recommend that no more than one or two virtual members be appointed. The only amendment to the regular

position description would be dropping the requirements to attend ALA conferences, with the stipulation that missing virtual meetings without the permission of the committee chair would be equivalent to missing conference meetings without permission.

9. Lewis Miller was thanked for his exemplary leadership of the CLIP Notes Committee for the last four years.

10. The meeting adjourned at 12:30.

Respectfully submitted,

Jody L. Caldwell