

CLS Communications Committee Minutes, December 2002

The Communications Committee held its first virtual midwinter meeting via e-mail November 18th through the 26th. An agenda and invitation to participate were posted on COLLIB-L on November 17th and also on the CLS website.

Participants: Catherine A. Lee, Chair; Terry Ballard, Member; Anne Garrison, Member; Ruth Connell, Member; Denise Shorey, Member; Mike Thompson, Member; Philip Swan, Member; Tracy Ralston, Member; Claudia Timmann, Member; Amy Wolfe, Guest; Cheryle Cann, Guest; Chris Millson-Martula, Guest; Mark Cain, CLS Chair.

Catherine Lee, Chair, began by reminding participants of the charge of the Communications Committee and asking participants to introduce themselves. Lee volunteered to prepare the minutes due to the newness of the meeting format.

Lee gave an update from Damon Hickey on COLLIB-L, the CLS listserv. The listserv continues to have more than 1,000 subscribers and be hosted by the College of Wooster. Lee then asked for a volunteer to survey some of the listservs that are housed on the ALA server about the advantages and disadvantages of being housed on the ALA server. Mike Thompson & Phil Swan volunteered for this and will bring information gathered to Annual for discussion. Ruth Connell shared a link that lists the ACRL listservs. Of the 16 listservs identified, 11 are still hosting their listservs on non-ALA servers.

The next item on the agenda was an update on the CLS website from Lee and Ruth Connell, web editor. Lee asked committee members to review the new look of the website, which is now housed on the ALA server, and to make suggestions for possible improvements/enhancements. Lee reported that she will attend a web editor training session at Midwinter and will pass along details of that training to Connell. Connell reported that the website is in a maintenance phase. She changed the layout and look of the site this spring, and is now just making changes as she receives them. Connell also reported that one of her student assistants is regularly checking the Newsletter links from the website. Swan suggested that the procedure for signing on to COLLIB-L be made more explicit for individuals who visit the CLS home page. Lee suggested that the "Guidelines for College Libraries Section Virtual Midwinter" also be posted on the website. [**Note-During our virtual meeting, Susan Richards, CLS Chair-Elect, e-mailed me about getting the Committee Volunteer form on the web. The form has been updated and is now on the website.]

The next item on the agenda was a review of recent changes to the CLS Newsletter. Lee, Newsletter editor, reported that the Fall 2002 issue had recently arrived to members in the mail and that she sent the PDF version to Connell to be added to the website. She also asked for a volunteer to strip down the full-image Publisher version of the Newsletter to a plain HTML text version. The HTML text version is the one that is archived on the website. Denise Shorey volunteered for this task. [**Note-After the meeting we discovered that the Spring 2002 full-image version of the Newsletter had not been converted to plain HTML text. Shorey agreed to convert this issue as well.]

Lee then brought up a suggestion that had been proposed at the last Communications Committee meeting by Mark Cain. Cain suggested that we might try to have a feature, either on the website or in the Newsletter, that profiles a college library or a college library website. Lee asked for volunteers to pursue this, who could draft guidelines for how we, as a committee, would choose a website or library to profile. Shorey and Timmann volunteered and will present draft guidelines for review at Annual.

Lee then reported on contact she had with Hugh Thompson, Director of Publications for ACRL, regarding the linking policy of ALA and how this might affect the website and online version of the Newsletter. At this time it appears that linking without getting permission in each case is acceptable. However, Lee suggests that we develop a standard permission form that CLS can use whenever there might be a question or concern regarding linking from any of our communication sources. At this time there are no volunteers to work on drafting a permission form. Assignment of that task will be carried over until Annual.

Lee then reviewed the CLS events scheduled for Midwinter. Lee and Thompson will both be attending Midwinter. The following CLS activities are scheduled:

The CLS Standards Committee – Saturday, 9:30-11:00

The Medium Sized Libraries Discussion Group – Sunday, 9:30-11:00

The College Directors Discussion Group – Sunday, 2:00-4:00

Lee will also be representing CLS at the Newsletter Editors' meeting (Sunday, 2:00-4:00) and at the ALA web editor training (Saturday, 1:00-3:00). Mark Cain, as Chair, will be representing CLS at numerous meeting and functions.