

Committee Final Report

NOTE: ** = Required Field

****Type of report being submitted: Committee Final Report**

****Date: July 5, 2012**

****Committee Name:** Orientation Committee

****Supervising Board Member:** Julie Kane, Networking Director, jkane@sbc.edu

****Chair, Co-Chairs, Assistant Chairs:**

Barbara Lewis, Chair, bilewis@usf.edu

Kirby McCurtis, Assistant Chair, kirby.mccurtis@gmail.com

****Committee members:**

Adrith L. Bicchieri, albicchieri@crimson.ua.edu

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****Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):**

- The committee presented the Midwinter Orientation program, asking speakers to participate in a panel-style discussion. The committee planned, advertised, and presented the program at the ALA Midwinter Meeting in Dallas with the goal of educating attendees to make the most of the meeting experience and, secondarily, to gain new members for both NMRT and ALA.

There were 37 attendees. (See the Appendix for a summary of program evaluation data.) This number is lower than previous Midwinter Orientation programs. Based on word of mouth and evaluations, this was largely due to the competition of other sessions occurring at the same time, particularly Occupy Wall Street.

Committee members Kirby McCurtis, Frank Skornia, and Barbara Lewis were in attendance at the program. Panelists included:

- Kay Cassell, Chair, ALA Membership Committee
- Linda Crook, NMRT President
- Joseph Frueh, Vice Chair-Vendor, Exhibits Round Table
- Corrine Hill, Interim Director, Dallas Public Libraries
- Steve Matthews, Chair, ALA Conference Committee

In addition, ALA President Molly Raphael joined the session for a few minutes and gave a short speech.

- The Committee planned and hosted two orientation programs for the ALA Annual Conference in June in Anaheim, CA. The committee continued to use the panel format for both sessions and potential questions were distributed to panelists prior to the sessions.

Molly Raphael, ALA President, and Keith Michael Fiels, ALA Executive Director, made short speeches during both sessions.

Committee members Frank Skornia, Adrith Bicchieri, Laura Manley, and Barbara Lewis were in attendance at the Friday program and the panelists included:

- Kay Cassell, Chair, ALA Membership Committee
- Linda Crook, NMRT President
- Alice Knapp, Exhibits Round Table
- Steve Matthews, Chair, ALA Conference Committee

Committee members Kirby McCurtis, Frank Skornia, Adrith Bicchieri, Laura Manley, and Barbara Lewis were in attendance at the Saturday program and the panelists included:

- Gaye Hinchcliffe, ALA Membership Committee
- Linda Crook, NMRT President
- Alice Knapp, Exhibits Round Table
- Scott Muir, ALA Conference Committee (scheduled, but did not attend)

Approximately 154 people attended the Friday session. Thirty attended the Saturday program.

- The Committee invited representatives from ALA's divisions and round tables to attend both the Friday and Saturday morning programs. One representative attended on Friday and 1 attended on Saturday. They were introduced at the conclusion of the programs.
- The Committee provided online access to its Conference Tip Sheet prior to the Dallas and Anaheim meeting.
- During the Executive Board meeting at Annual, the Committee offered to transfer half of its budget, which had not been used in previous years, for reallocation to other committees. This offer was accepted.

****Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.**

- Attendance at the Saturday morning program at ALA Annual has decreased over the past two years (54 in 2011, 30 in 2012), possibly because of the early hour and/or competition from other sessions (e.g., Occupy Wall Street at Midwinter, John Irving and George R. R. Martin author talks at Annual). The committee should consider alternatives to this session at Annual, such as, a self-paced online orientation, a virtual orientation prior to the conference, and/or partnering with another committee to provide a similar experience for attendees.

- Per the evaluations, over 25% of the attendees felt that the 2.5 hour Friday afternoon session (Conference 101) was too long. A few people also asked for more opportunity to have the audience ask questions. The committee should look at ways to better engage attendees or consider shortening the program. Perhaps each table could be provided with copies of the moderator questions, then have each table ask questions in turn, either from the prepared list or one of their own. Perhaps let people tweet questions.
- The Committee should consider soliciting questions for the orientation panels via NMRT-L and/or Connect prior to each conference. This information could also be used to build some type of online orientation session.
- The Committee did not review the NMRT handbook to determine if information about the Committee is up-to-date. This review still needs to occur.

Financial Report Section:

Your budget appropriation (see budget)	a. 600.00
Amount which you have spent this year	b. 115.00
Difference between budgeted amount and amount spent (a-b)	c. 485.00

****Report submitted by:** Barbara Lewis, Chair

****Email address:** bilewis@usf.edu

Appendices

Appendix A: NMRT Orientation Program Evaluation Data (Midwinter)

Appendix B: Conference 101 Program Evaluation Data (Friday Annual)

Appendix C: NMRT Orientation Program Evaluation Data (Saturday Annual)

Appendix D: Session Logistics and Questions for Panelists

APPENDIX A: NMRT Orientation Program Evaluation Data (Midwinter)

2012 Midwinter NMRT Orientation Program Evaluation Results, Saturday, January 21, 2012
37 attendees, 16 evaluations received (43% response rate)

4 = Strongly agree, 3 = Agree, 2 = Disagree, 1 = Strongly Disagree					
	4	3	2	1	Total
1. The speakers/panelists were useful, informative, and relevant.	12	4			16
2. The topics discussed were useful, informative, and relevant	11	5			16
3. The format of the program was appropriate	10	5	1		16
4. The literature on ALA Divisions and Round Tables was helpful	6	8	2		16
5. The overall length of the program was appropriate	5	11			16
6. I would recommend the program to someone else	11	5			16
7. The date, time, and location of the program were appropriate	9	6		1	16

8. How did you hear about the NMRT Orientation Program and/or NMRT? (Check all that apply)		
<u>1</u> American Libraries <u>0</u> Facebook <u>0</u> Footnotes <u>2</u> NMRT-L	<u>6</u> Conference Program <u>0</u> Conference wiki <u>4</u> ALAConnect <u>2</u> Twitter	Other: • Various listservs (1) • Fellow librarian/colleague (3)
9. Is this your first ALA Midwinter/Conference?	<u>12</u> yes, <u>4</u> no	
10. Is this your first NMRT Orientation Program?	<u>16</u> yes, <u>0</u> no	
11. Are you a member of NMRT?	<u>7</u> yes, <u>9</u> no	
11. If not, are you interested in joining NMRT?	<u>7</u> yes, <u>1</u> no, <u>1</u> maybe	

What topics would you like to see added to the orientation session?

- Places to eat near/at conference center
- What actual committee appointments do
- More local info, more tips on travel – getting from airport to hotel to convention center
- More info about other Round Tables and Divisions
- More info about specialty Round Tables – like GLBTRT – info about how to join them, how to find them, etc.
- More on the acronyms and committee membership stuff

If you know someone who has unable to attend today's session, please share with us why.

- Conflicted with the Fun Run
- Early morning hour
- Other meeting commitment

Additional Comments:

- More interactivity... it's early, keep us moving around
- Please create a high-resolution NMRT graphic – obvious pixilation on it.
- Very helpful – some pre-conference chat / webcast / etc. would be good.

- Most of the NMRT sessions, including Orientation, were scheduled at the same time as placement center orientation and job finding sessions – very conflicting for MLS student/recent grad.
- I have been to ALA but not Midwinter. I expected more programs when I signed up. When I saw the program I was surprised. Might need to (??)

APPENDIX B: Conference 101 Program Evaluation Data (Friday Annual)

2012 Annual Conference 101 Program Evaluation Results, Friday, June 22, 2012
154 attendees, 103 evaluations received (67% response rate)

4 = Strongly agree, 3 = Agree, 2 = Disagree, 1 = Strongly Disagree					
	4	3	2	1	Total
1. The speakers/panelists were useful, informative, and relevant.	52	51			103
2. The topics discussed were useful, informative, and relevant	52	42	8	1	103
3. The format of the program was appropriate	49	46	8		103
4. The literature on ALA Divisions and Round Tables was helpful	32	52	18	1	103
5. The overall length of the program was appropriate	23	53	24	3	103
6. I would recommend the program to someone else	57	35	11		103
7. The date, time, and location of the program were appropriate	71	28	4		103

8. How did you hear about the NMRT Orientation Program and/or NMRT? (Check all that apply)		
<u>69</u> Conference Program <u>20</u> ALAConnect <u>10</u> American Libraries <u>7</u> NMRT-L	<u>4</u> Facebook <u>3</u> Twitter <u>0</u> Conference wiki <u>0</u> Footnotes	Other: <ul style="list-style-type: none"> • Word of mouth (16) • Online scheduler (3) • Spectrum scholarship (1)
9. Is this your first ALA Midwinter/Conference?	96 yes, 7 no	
10. Is this your first NMRT Orientation Program?	100 yes, 3 no	
11. Are you a member of NMRT?	34 yes, 67 no	
11. If not, are you interested in joining NMRT?	38 yes, 16 no, 1 maybe	

What topics would you like to see added to the orientation session?

- Perhaps an overview of the divisions (maybe even w/posters vs. people)
- A student service workshop
- I think an overview of the various units and also the structure of the conference would be helpful. I know its on the ALA site, but it would be nice to hear from the people planning the conference what the approach is and the goals (unreadable) how sessions are set up.
- PowerPoint might have helped. Handouts=website, would have been better to have someone go over them verbally (unreadable).
- More Round Table reps here
- Delving further into various divisions. What sort of activities are they involved in?
- Overview of the groups/divisions/RTs within ALA
- How to find networking opportunities after the programs are done for the day
- Free time/social events
- More networking
- ALA activity outside the conference
- Midwinter purpose/relevance
- What the difference fields are in ALA? Kids, etc.
- Good job!

- I was hoping panelists would go over each section of the thick booklet program. That's what drew me to this session.
- More discussion on the various divisions within ALA, what they do and how they help you in your career
- Should we pay to go to the Bash, President's Brunch, etc.?
- A (unreadable) orientation of how to get from place 2 place would be good.
- This year's session was great! I can't think of anything more to add (besides maybe some free food – ha ha).
- Getting around from various locations
- More time on networking within attendees, even within my table it was difficult.
- Less introductory – it was a little too basic, and I would have appreciated a higher level of conversation.
- Map/location overview?
- Quick rundown of different ALA divisions – full name, acronyms, what the divisions are known for
- Free books – how to know if they're free
- Talk about time it takes to get from session to session
- More informal networking
- What to do if you go to learn more about a committee or group and feel you aren't part of the group
- We need Wi-Fi passwords for the hotels.
- I think all the topics were covered. Liked the discussion on what panelists wish they had done at first conference.
- Grant writing information
- How to join NMRT (unless you discussed it at the beginning, I was late).
- More [information on divisions and RTs] would be nice
- Thurs. before conf. would be nice [time to have orientation]

If you know someone who has unable to attend today's session, please share with us why.

- Couldn't attend on a Friday
- Attending another session
- Some had work/volunteering scheduled
- Frankly, I left early, because I expected more in-depth conversation, and it felt like an exhibit/sales session.
- Timing
- They chose not to attend the conference on Friday because it was a weekday and had other obligations
- I almost missed it because I didn't know what NMRT stood for. Luckily, a friend told me to make sure I came.
- Maybe you could have a member (NMRT) application and a box to turn it in so cc# are confidential? Or envelopes to accept checks? I'd like to join today!
- It conflicted w/something else. Another can't come tomorrow because it conflicts with George R.R. Martin.
- How can I determine whether or not my state association is here?
- Can't think of any – nice variety!

- Jobs and resumes
- More specific info on how to get involved in the committees (step-by-step)
- More info on different round tables

Additional Comments:

- Thank you, this was very helpful
- Glad it was on Friday, too. I would not have been able to attend on Saturday.
- A little long.
- Having 3-4 people respond to each question is a little too much. I think the intro should maybe address certain common questions or FAQs in a prepared intro and then allow questions to come from people in the audience. (Note: The moderator asked for questions from the audience twice during this session. There was one question the second time. – bil)
- Thank you!!
- I loved the program but I was going to leave early to get to a 3pm session. Glad it wrapped up early.
- The level of conversation and questions was exceptionally low. Way too long.
- Thanks!
- The session should be shorter
- All in all a good event
- I liked the icebreaker game. Nice conference. Helpful topics
- Nice recycling – double sided sheets = good for the world
- I think this session could have been shorter – maybe 1.5-2 hours (Note: The session actually lasted just under 2 hours. – bil)
- Maybe have more questions from the audience. Moderated questions were good, but there is something to be said for audience participation. Maybe intersperse moderator and audience questions so those who have to leave early can have a chance to ask questions too. (Note: The moderator asked for questions from the audience twice during this session. There was one question the second time. – bil)
- This is a very useful orientation meeting – many thanks for holding it.
- Thanks for a great session – I'm so glad I came!
- **The panel members were all lovely, but it was interesting to hear that ALA is really diverse and to look up and see a not so diverse panel.**
- **NMRT – put together “snack packs” w/water & nutritious snacks – to help keep us going**
- Panelists went on a bit long at times and got dry – time limits might help
- It would've helped to know the moderator's questions in advance – it helps me concentrate & follow along.
- A little long, some basics are common sense
- A little slow; could be shorter but informative
- Thank you! It was very helpful. I really enjoy the speed dating idea
- Nice to have the executives come in and introduce themselves
- It's a bit early on Friday – a later session might better serve those of us traveling on Friday.
- Good presentation! Thank you!

- I would suggest that it be held multiple times throughout the conference, perhaps an area specifically for NMRT members
- Ending early was good. 2.5 hrs would have been too long
- Thank you! Very informative
- Loved hearing information, esp. about how it's ok to leave a panel if you feel it's not for you. All the anecdotes were great. Very helpful all around
- Thanks!
- We were briefly confused about where the Hilton was, but all we had to do was ask a few people.
- Thank you!
- Presenters were friendly, helpful, and approachable. This was one of the best presentations at the conference
- This was very helpful and informative. Thanks
- Awesome! Thank you for all the inspiration.
- This was a great place for me to network.
- I wondered why you don't serve lunches or snacks like other conferences. It would sure be nice to at least have yogurts, muffins, or fruit to snack on.
- Great way to orient oneself. Thank you!
- Thank you!

APPENDIX C: NMRT Orientation Program Evaluation Data (Saturday Annual)

2012 Annual NMRT Orientation Program Evaluation Results, Saturday, June 23, 2012
30 attendees, 22 evaluations received (73% response rate)

4 = Strongly agree, 3 = Agree, 2 = Disagree, 1 = Strongly Disagree					
	4	3	2	1	Total
1. The speakers/panelists were useful, informative, and relevant.	15	6	1		22
2. The topics discussed were useful, informative, and relevant	14	7	1		22
3. The format of the program was appropriate	13	7	2		22
4. The literature on ALA Divisions and Round Tables was helpful	7	11	2		21
5. The overall length of the program was appropriate	7	11	2	2	22
6. I would recommend the program to someone else	14	5	3		22
7. The date, time, and location of the program were appropriate	12	9	1		22

8. How did you hear about the NMRT Orientation Program and/or NMRT? (Check all that apply)		
<u>12</u> Conference Program	<u>0</u> Facebook	Other: <ul style="list-style-type: none"> • Word of mouth (1) • Online scheduler/website (3) • Registration (1)
<u>4</u> ALAConnect	<u>2</u> Twitter	
<u>3</u> American Libraries	<u>0</u> Conference wiki	
<u>3</u> NMRT-L	<u>1</u> Footnotes	
9. Is this your first ALA Midwinter/Conference?	20 yes, 2 no	
10. Is this your first NMRT Orientation Program?	22 yes, 0 no	
11. Are you a member of NMRT?	8 yes, 14 no	
11. If not, are you interested in joining NMRT?	8 yes, 1 no, 3 maybe	

What topics would you like to see added to the orientation session?

- More practical, less inspirational
- Networking
- Program etiquette
- How to meet people
- The benefits of joining NMRT
- Networking / CDO[?] options
- I think you've covered all the questions I have so far. Thank you!
- I miss the local info panelist like there was in Dallas
- Think it covered the important things!
- How to tell if books are free because I felt like I was stealing and had to ask someone what was happening.
- Perhaps some specific discussion of committee work (what it entails, examples, etc.) although that may not fall under the purview of this specific session.

If you know someone who was unable to attend today's session, please share with us why.

- Too early
- She was attending the job placement session.
- Competition for time! So many great (unreadable).

Additional Comments:

- I would recommend having the orientation in a common area. As a new member and attendee it would have been easier if the program was held in the ACC. Area near registration would result in more attendees.
- Great panel!
- Thanks!
- I wish I had attended this session yesterday to hit the ground running today!
- Could you ask the registration people to ask whether someone is a first-timer? I forgot to say and missed the initial welcome, which might have helped me feel more stable about what was going on. This orientation was very helpful, though.
- It would have been helpful to have this session Thursday – I was very confused during the exhibits opening.
- Probably could have been condensed into 1 hour
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APPENDIX D: Session Logistics and Questions for Panelists

Session Logistics / Introduction

- Short welcome from moderator
 - Location of bathrooms
 - Describe session format
 - Identify/describe handouts, especially evaluations
 - Point out table with division and round table literature
 - Introduce panelists or have them introduce themselves
- Icebreaker BINGO. Panelists are encouraged to participate
- Q&A with the panel, including questions from attendees. Moderator questions may be chosen from the list provided below.
- Drop-in visit from ALA President and/or ALA Executive Director (as their schedules permit--if/when they show up, take a short break from the panel format to allow them to speak)
- Prior to end of session – Ask representatives from round tables/divisions to identify themselves so that attendees can find them after session.

General ALA Questions:

- What does ALA do?
- Besides librarians, who belongs to ALA?
- What are some of the benefits of joining ALA? Of getting involved?
- What are the differences between a program, discussion group, and interest group?
- How do I decide which divisions/round tables are right for me? How do I get involved?
- Are there options for virtual participation in case I can't attend every conference?
- Now that I know there are so many ways to get involved, how do I?
- Who is in charge of ALA?
- What is the ALA Council? What do they do at their meetings?
- I noticed there are membership meetings listed in the program. Why should I attend one?
- Can I get someone to look at my resume? How?
- Are there resources within ALA to help me get a job?
- What is ALA Connect and why should I use it?
- What are your most rewarding ALA experiences?

NMRT:

- What are the benefits of joining NMRT?
- Who comprises NMRT?
- Are there any resources that will help me keep up with what NMRT is doing?
- How do I join an NMRT committee?

Conference General Questions:

- What is the difference between Midwinter and Annual?
- Who can I contact if I need help while I'm at the conference?
- How do I use the conference program?

- There's just not enough time between some of these sessions! What should I do?
- Can I just walk into any of the meetings that are scheduled?
- Why are Annual and Midwinter held in big cities? How does ALA choose the cities?
- What should I do and see in (host city)?
- What's the best place to eat in (host city)?
- What should I do if I'm attending a session that doesn't meet my expectations?
- I've heard that there's free food if you know where to look. Do you have any tips?
- What do all the nametag ribbons mean? Where do I get some for my nametag?
- What's the best way to meet people/network while I'm here?
- What do you wish that you had done differently at your first ALA?
- How do I know if I'm welcome at a meeting/session?
- What is Cognotes? Where do I get it?
- I've received a lot of business cards from people. Is it really okay to contact them when I have questions or want more information?

Exhibits:

- I can't buy anything for my library. Why should I visit the exhibits?
- Why is there a barcode on my nametag? What do I do with it?
- Are there any drawbacks to handing out my card?
- Why are there so many vendors here? (How many are there?) How do I know which ones to talk to?
- Is it okay to take the free stuff even if I don't have plans to do business with a company?
- How can I possibly see/talk to all of the exhibitors and still have time to go to discussion groups/programs?
- I picked up too many posters [ink pens, ARCs, mints, bags]. How can I get them home?
- Why are so many people carrying around huge bags of books? Where are they coming from?