

ACRL Distance Learning Section Manual

(Last Revision approved June 2015;

Current Update submitted and approved at Annual 2016)

Table of Contents

Introduction...4

Mission Statement...4

Section Goals...4

Governance Procedures...5-11

A. Name

B. Purpose

C. Membership

D. Relationship to ACRL Board

E. Meetings

F. Officers

G. Executive Committee

H. Committees

I. Nominations and Elections

J. Vacancies

K. Amendments to Governance Procedures

Section Officers – Executive Committee...12-15

Composition

Duties & Authorities

Section Chair Responsibilities

Section Past-Chair Responsibilities	
Section Vice-Chair/Chair-Elect Responsibilities	
Secretary/Archivist-Elect Responsibilities	
Archivist Responsibilities	
DLS Member-at-Large Duties Responsibilities	
Distance Learning Section Master Calendar...	16-30
Distance Learning Section Committee Charges...	31-33
Awards	
Bibliography	
Communications	
Conference Program Planning Committee	
Discussion Group	
Instruction	
Membership & Events	
Nominating	
Outreach	
Research	
Standards	
Strategic Planning	
Web	
Checklist of Committee Chair Responsibilities...	34
Non-Performance of a Committee Chair...	35
Non-Performance of a Committee Member...	35
Committee Calendars...	36-46

Awards Committee Calendar

Communications Committee Calendar

Conference Program Planning Committee Calendar

Discussion Group Calendar

Membership Committee Calendar

Nominating Committee Calendar

Strategic Planning Committee Calendar

Checklist for Running a Committee Meeting...47

Appendices...48-63

Appendix A: Tips for Working with ACRL.

Appendix B: Letter to a Committee Member Who Has Not Been Participating in Committee Activities.

Appendix C: DLS Documentation Process for ALA Connect Posts.

Appendix D: Past DLS Officers (1991-present).

Appendix E: Historic DLS Membership Data.

Appendix F: Blank Committee Goals Report Form

Appendix G: Past Distance Learning Section Programs.

Appendix H: Section History.

Introduction

The DLS Section Manual for Officers and Committee Members is intended to assist DLS officers and committee members with their DLS responsibilities and activities. It contains information on the history and organization of DLS, description and responsibilities of committees, conference programming, newsletters and publications, and more.

Executive Committee members should also be aware of two other important sources of information: [The ALA Handbook, and ACRL Guide to Policies and Procedures](#).

The manual is intended to be a working document, and will be reviewed and updated annually by the section archivist. Users of the manual are requested to contact the section archivist with recommendations for changes as needed. New or revised data will be dated.

Approved by: DLS Executive Committee, June 2014

Mission Statement

The Mission of the Distance Learning Section of the Association of College and Research Libraries (ACRL) is to provide leadership in promoting and supporting the development and delivery of library services for distance learning programs offered by higher education institutions.

Section Goals

Demonstrate Leadership: to provide leadership and direction in the area of distance learning library services, including all higher education programs designated as off-campus, extended campus, distance education, or distributed education.

Promote the ACRL Standards for Distance Learning Library Services: to promote the guidelines to librarians within individual institutions, regional accreditation associations, directors of state libraries, library/information science schools, and to professional library and higher education associations and institutions.

Share Information: to facilitate the development and sharing of expertise, practice, resources and research in distance learning library services among librarians, administrators, teaching faculty, instructional team members and students, individually and as members of professional groups and associations.

Support Service Provision at Higher Education Institutions: to promote, discuss, and support library service activities, personnel and resources provided by higher education institutions for distance learners.

Interact with Other Professional Groups: to work with other ALA groups and through the ACRL Council of Liaisons to promote library and information services for those individuals taking and providing courses or higher education programs in distance learning environments.

Develop Conference Programs: to develop conference programs exploring the scope, issues, and research of distance learning library services.

Encourage Professional Development: to enhance the professional development of its members.

Communicate with Section Members: to promote formal and informal networking and communication through a newsletter, website, the OFFCAMP listserv, Discussion Groups and socials at ALA.

Contribute to Professional Knowledge: to initiate projects, research studies, workshops, committees, and open hearings that promote best practices and contribute to the knowledge base in distance learning library services.

Promote the Academic Credibility of Distance Librarianship: to work with library schools to encourage the study of distance learning library services in the academic curriculum and in research projects undertaken by students and faculty.

Governance Procedures

(Approved June 2014)

A. Name

The name of the organization shall be the Distance Learning Section (DLS) of the Association of College and Research Libraries, a division of the American Library Association, hereinafter referred to as the Section.

B. Purpose

ACRL sections are established for the purpose of building communities of learning and providing professional development and networking opportunities for their members. A Section's name, purpose, and mission are

by the Section and approved by the ACRL Board. The ACRL Board ascertains that overlaps between the mandates of various sections are minimized.

The primary objectives of the Section will be to advance distance learning librarianship and to foster and share information on distance library services. It shall be the further purpose of this Section to contribute to library service and librarianship through programs, lectures, and publications and to represent distance librarians.

C. Membership

Any member of the Association of College and Research Libraries may elect to be a member in this Section. Every current member of the Section has the right to vote and is eligible to hold office.

The number of "community of practice" affiliations included in the basic ACRL dues is determined by the ACRL Board. The dues for additional affiliations are also set by the ACRL Board.

D. Relationship to ACRL Board

The Board shall be authorized to establish Communities of Practice (including sections), to monitor their activities, and determine their continuance in consultation with the respective groups. The Board shall also be entitled to establish policies to govern the activities of Communities of Practice. (ACRL Bylaws, Article XV)

The Board liaison role provides a critical connection between membership structures and the ACRL Board of Directors. This liaison role can be particularly helpful in providing perspective, guidance, and insight regarding ACRL policies, procedures, and initiatives; soliciting feedback from Communities of Practice regarding proposed Board actions; and providing helpful advice regarding Action Plan Proposals and Board Action Forms which community of practice leaders will need to submit for official ACRL Board and ACRL Executive Committee action/decisions.

The liaison relationship is meant to enhance communication; it is not an advocacy role and for that reason Board members are asked to liaison with communities in which they have not been active. (Tip Sheet for Board Responsibilities)

The Board of Directors is the voice for the association. Sections, committees, and other established units are not authorized to speak for the association except through the Board. This is to say that unit leaders should refrain from issuing statements, taking positions, or endorsing any statements or

positions except with Board approval. (ACRL Guide to Policies and Procedures, Chapter 5.12.8, Use of ACRL's Name)

E. Meetings

The Section shall hold an annual Executive Meeting at the time and place of the Annual Conference of the American Library Association. Other Executive Meetings may be called at the discretion of the Executive Committee. All meetings are conducted in accordance with the policies of ACRL and ALA.

Other meetings of the Section may be called by the chair with the approval of the Executive Committee. The Section, with the approval of the Board of Directors of ACRL, may hold closed meetings or joint meetings with other sections. Special meetings may be called at the discretion of the chair, and any special meetings that are called are scheduled by the chair.

A majority of the voting members of the Executive Committee at ALA Annual or a virtual meeting shall constitute a quorum of the Executive Committee.

ACRL units are encouraged to work outside of Midwinter and/or Annual Conference to increase group participation, efficiency, and productivity. Electronic meetings are conducted within the environment of ALA/ACRL bylaws and policies. In all cases these requirements must be adhered to, although they may have to be adopted to fit the virtual environment.

The *ALA Policy Manual* 7.4.1 defines a meeting as "an official assembly, for any length of time following a designated starting time, of the members of any board, committee task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions." Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meetings subject to the open meetings policy (ALA Policy 7.4.4). The chair will announce face-to-face or virtual open meetings at least one week in advance and efforts will be made to announce the time and location or modality using appropriate communication channels.

There is a distinction between carrying on work of a committee electronically and conducting an electronic meeting. Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time (*ALA Policy Manual* 7.4.1).

The *Standard Code of Parliamentary Procedure* (Alice Sturgis) applies to meetings of the Section to the extent that it is applicable, upholds the

integrity of the voting processes, helps facilitate progress, and ensures equality, fairness, and common sense.

F: Officers

The officers of the Section shall be chair, vice-chair/chair-elect, immediate past chair, secretary/archivist-elect, and archivist. The vice-chair will serve successively for one year as vice-chair, chair, and immediate past chair. The secretary/archivist-elect will serve successively for one year as secretary/archivist-elect and archivist. All terms of office shall begin at the adjournment of the Annual Conference.

G. Executive Committee

There shall be an Executive Committee consisting of the following voting members: officers of the Section, two elected members-at-large, and the chairs/co-chairs of the standing committees. The chair of the Section shall serve as chair of the Executive Committee.

The Section Executive Committee is responsible for the stewardship of the Section and the coordination of its activities, provided that it operates within the Section mandate and budget as determined by membership level (ACRL Guide to Policy and Procedure, Basic Services, 4.3.2).

The Section's Executive Committee may establish and appoint standing or ad-hoc committees to assist it in fulfilling the Section's mandate.

The elected members-at-large serve for two years with one new member elected each year. The responsibilities of the members-at-large are assigned at the discretion of the chair.

If a committee chair is elected to an Executive Committee position, the chair must resign as chair of the committee but may continue to serve on the committee.

H. Committees

Committees of the Section shall be established or discontinued by action of the Executive Committee.

Standing committees may be established to consider matters of the Section that require continuity of attention by the members. When such a committee is established, its charge, name, and size shall be determined. Unless otherwise approved by the Executive Committee, members of standing committees shall be appointed for two years and may be reappointed for a second term. In no case shall a person serve on a committee for more than four consecutive years. Appointments shall be made in such a manner as to

provide continuity in membership and allow for broad representation from the membership.

Special or ad hoc committees may be created at any time by the chair, with the approval of the Executive Committee, for the performance of a particular assignment. Special and ad hoc committees may not be continued beyond three years without a review and reapproval by the Executive Committee.

I. Nominations and Elections

In order to be nominated, elected, and serve on the Section's Executive Committee, a person must be a current member of the Section (with ALA, ACRL, and Section dues—if applicable—paid).

The vice-chair/chair elect of the Section shall appoint no less than three members who will serve for one year on a Nominating Committee, designating one member as chair. The committee shall choose, in accordance with the deadlines prescribed by the Executive Director of ACRL, a slate of two nominees each year for each of the offices of Section vice-chair/chair-elect, Section secretary/archivist-elect, and one Section member-at-large. The two members-at-large run for alternative two-year terms. All nominees must be current members of the Section and have consented to their candidacy.

To assist the Section membership in making informed voting choices, each candidate will provide a brief statement of objectives for the Section in time for the statement to be published prior to balloting.

Additional nominations may be made by petition signed by at least ten members of the Section. Petitions must be filed with the secretary/archivist-elect of the Section and the Executive Director of ACRL at least three months prior to the date on which the ballots must be submitted. Any such nominees must be personal members of the Section and must consent to stand for election and provide a statement of objectives.

Elections shall be conducted by ballot. The candidate receiving the largest number of votes shall be elected, and the results shall be reported to the Executive Director of ACRL. In the case of a tie vote, the successful candidates shall be determined by lot.

J. Vacancies

If the offices of both the chair and vice-chair become vacant within the same year, the Executive Committee shall designate one of its members to act as chair until a chair is duly elected. At the next election, two candidates shall

be elected, one to take the office of chair immediately and to serve for one year, the other to serve as vice-chair/chair elect.

If the office of secretary/archivist-elect becomes vacant, a secretary/archivist-elect shall be elected at the next election for a two-year term. A member of the Executive Council shall be appointed by the chair to serve as interim secretary/archivist-elect until the election takes place.

If the office of archivist becomes vacant, the current secretary will assume the responsibilities of the position.

If a member-at-large resigns, the chair, subject to the approval of the Executive Committee, shall appoint a successor to complete the unexpired term.

If there are vacancies on committees, the vice-chair/chair-elect of the Section shall appoint committee members to fill any vacancies due to occur during his/her term as chair. The vice-chair will name the chair of each committee. Special appointments to fill vacancies on committees may be made by the chair of the Section on the advice of the committee chair.

K. Amendments to Governance Procedures

Amendments to these Operating Procedures may be proposed by any committee of the Section or by petition signed by ten members of the Section in writing to the Section chair as long the proposed amendments are not in conflict with ALA/ACRL bylaws, policies, and procedures. Changes to these governance procedures do not require, and should not include, a ballot vote by the membership. The approval process is the responsibility of the Executive Committee. A current copy shall be provided to the Executive Director per ACRL Bylaws, Article XV, Section 3.

Section Officers - Executive Committee

Composition:

Officers of the Section, Chairs of Standing Committees and two elected Members-at-Large.

Duties and Authority:

- Provides general oversight and direction of the affairs of the section
- Conducts all business pertaining to the section;
- Has authority to make decisions for the section, including during periods between meetings.

Section Chair Responsibilities

- Serves as an officer of the section and assists in advancing the goals and objectives of the section and ACRL.
- Oversees the development, implementation, and reporting of the section's contribution to, and support of, the ACRL priorities.
- Chairs all meetings of the section's Executive Committee at Annual and Midwinter Conferences.
- Attends meetings of the section committees where possible. Monitors work of the committees to ensure they are active and on task.
- Oversees section program at Annual Conference; chairs annual meeting of the section which may follow, precede or be separate from the program.
- Meets deadlines for requests for payment and reimbursement, according to the budget submitted.
- Schedules all of the section's committee meetings and programs for Midwinter and Annual Conference after consulting Committee Chairs. Completes "Conference Meeting Space Request Form" for all committees and programs and sends to ALA Conference Services Office.
- Submits reports to the ACRL Board on section activities.
- Responds to inquiries from members and nonmembers regarding section interests and activities.
- Co-represents the section, with Vice-Chair/Chair-Elect, on ACRL Leadership Council (annual) and ACRL Communities of Practice meeting (midwinter).
- Presents oral and written reports on section events and plans to ACRL Board Meeting at Annual and Midwinter.

- Communicates between meetings with Executive Committee through e-mail, telefax, telephone, and/or mail. Appoints a member to manage Executive Committee's listserv (DLSEXEC-L).
- Monitors communication on the DLS-L list, and represents the DLS in communicating with the list, as appropriate.
- Prepares and distributes to the Executive Committee a roster of all Committee Chairs and members.
- At close of term, coordinates the review of the DLS Section Manual, so that it remains a useful working document. (See Archivist duties re: distribution of updated pages).

Section Past-Chair Responsibilities

- Serves as an officer of the section and assists in advancing the goals and objectives of the section and ACRL.
- As a member of the Executive Committee, attends meetings of the committee at Annual and Midwinter Conferences.
- Based on Strategic Planning Committee review of DLS Section Manual completed at end of term as Chair, Past Chair coordinates with Archivist any revisions and distribution of revised pages to Executive Committee.
- May be appointed to represent the section at the ACRL Leadership Council (section is typically represented by the Chair and Vice-Chair). Orients new Chairs to their responsibilities.
- Convenes the Nominating Committee for the coming year and may serve as either chair or member of the committee.
- Participates in other tasks according to the section bylaws or as assigned by the section Executive Committee.

Section Vice-Chair/Chair-Elect Responsibilities

- Serves as an officer of the section and assists in advancing the goals and objectives of the section and ACRL.
- As a member of the Executive Committee, attends meetings of the committee at Annual and Midwinter Conferences, including those at the Annual Conference immediately preceding the taking of office.
- Appoints a Nominating Committee and Chair, responsible for producing a slate of candidates for section office. The section Vice-Chair may not be a member of the Nominating Committee (see ALA Bylaws, Article III, Section 1.a). The Past Chair will serve either as Chair of the Nominating Committee, or may opt to be a member only.
- Appoints a Conference Program Planning Committee and Chair responsible for planning the section's program(s) at the Annual Conference during year as Chair. Serves as an ex-officio member of

the Conference Program Planning Committee, and coordinates the Discussion Group activity with that of the program.

- Makes appointments to all other section committees for terms beginning when term as Chair begins.
- Appoints/reappoints Chairs of all continuing committees.
- Submits section's budget requests for year as Chair by deadline
- Responds to inquiries from members and nonmembers regarding section interests and activities.
- Attends with Chair of the Conference Program Planning Committee the ACRL Conference Program Planning Committee. Reports to ACRL Vice-Chair at meeting of the committee on the section program being planned for Annual Conference during the year as Chair.
- Co-represents the section, with Chair, on ACRL Leadership Council.
- Presides at meetings in the absence of the Chair.

Secretary/Archivist-Elect Responsibilities

- Records and maintains minutes of DLS Executive Committee meetings and sends copies to the Executive Committee members.
- Receives minutes from all Committee Chairs and distributes all minutes to Executive Committee members in the month immediately following receipt of the minutes.
- Records, maintains, and reads minutes of the annual DLS membership meetings.
- Communicates with the ACRL and ALA offices as required.
- Assists the Chair and Vice-Chair in communicating with the DLS membership.
- Prepares records for presentation to the next secretary.
- Maintains correspondence files; stores inactive material; establishes and maintains files for ad hoc committees, and maintains files for all standing committees.

Archivist Responsibilities

- Coordinates collection of necessary reports for year of service as section secretary from all committees, submits copies to ACRL as per ACRL Archives Policy (see "[Archives Policy](#)", ACRL Guide to Policies and Procedures, Chapter 15.2), and prepares records for presentation to the next Secretary/Archivist-Elect.
- Maintains correspondence files; stores inactive material; establishes and maintains files for ad hoc committees, and maintains files for all standing committees.

- Works with Past Chair and the Strategic Planning Committee to update DLS Section Manual annually, paying particular attention to updating calendars.
- Serves as the administrator of the DLS-EXEC-L list.

DLS Members-at-large Responsibilities

- Serve as a member of the DLS Executive Committee and discuss and vote on issues related to Section business.
- Attend Annual American Library Association Meetings, specifically all Executive and Executive Planning Committee meetings.
- Work on special committee projects and activities (e.g., the awards or Midwinter social) or other DLS related activities as authorized and determined by the Executive committee.
- Represent the DLS Section at ACRL committee meetings as designated by the DLS Chair and report back to Exec.
- Members-at-large will meet with the current Section Chair at or around the time of the ALA Annual meeting to determine which ACRL committees to approach.
- Each Member-at-Large will serve as liaison to other selected DL committees of other sections as determined by the DLS Chair and members-at-large. Members-at-large may also attend other ACRL Section meetings in a non-liaison capacity.
- Each DLS Member-at-Large is expected to be able to advise committees on procedural matters.
- Members-at-Large will communicate any recommendations on improving committee communication and collaboration (e.g. joint committee projects) back to the Executive committee.
- Members-at-Large are expected to submit an annual report outlining their activities for the year to the Executive committee at the Annual conference.

Distance Learning Section Master Calendar

(last updated June-2015 **May 2016**)

Dates are subject to change depending on ACRL calendar at the following sites:

Section Chair calendar-

<http://www.ala.org/acrl/resources/chaircalendar>

Vice-Chair calendar-

<http://www.ala.org/acrl/resources/vicechaircalendar>

DATE	OFFICE	ACTIVITY
	All	Officers terms begin at the conclusion of the ALA Annual Conference.
Post-Annual	Chair	Send final completed information (appointment changes, additions, or deletions) on committee appointments to ACRL. Send new Committee Chair names to Web Committee Chair to post on DLS website.
	Vice-Chair	Newly elected Vice-Chair receives written notification from ACRL about election results approximately one week prior to Annual Conference. Submit notice regarding available appointments to the Chair of the Web committee to post on the DLS website and the DLS-List.
	Committee Chairs	Assume responsibility for chairing committee. Send welcome message to committee

		<p>members.</p> <p>Review previous committee and Exec Committee minutes on ALA Connect.</p> <p>Contact outgoing Committee Chair to arrange for transfer of any committee materials not posted in ALA Connect.</p> <p>Outgoing Chair--Send minutes of the committees' annual conference meeting(s) to the Section Secretary.</p>
	Past Chair	<p>Review DLS Section manual with archivist and make updates as necessary.</p> <p>Communicate updates to Secretary and Web Committee.</p>
	Secretary	<p>Submit all section minutes from the Annual Conference to ACRL.</p>
August	Chair	<p>Send all reimbursement requests by section members for expenditures to ACRL by August 15 for processing before the end of the ACRL budget year.</p> <p>ALA fiscal year ends on August 31. Chair receives notice of current budget allocations in early October.</p> <p>Special Event Request form due if planning an event at the upcoming Midwinter Meeting.</p> <p>Send tentative Midwinter meeting schedule and letter of introduction to the Chair of the Communications Committee for publication on website and ALA Connect.</p> <p>ACRL notifies section Chair of approved budget for next fiscal year (September -</p>

		August).
	Vice-Chair	<p>If planning a social activity at Midwinter, submit Special Events Form for section special event by August 29.</p> <p>Submit letter regarding available appointments to Chair of the Communications Committee</p> <p>Receive information from ACRL Office on making appointments. Begin appointment process. Contact Standing Committee Chairs for committee needs and names of potential committee members.</p> <p>Appoint Conference Program Planning Committee for year Vice-Chair will be Chair.</p> <p>Receive information from ACRL about budgets for the coming year.</p>
	Past-Chair	
	Committee Chairs	<p>Contact the committee's Executive Committee liaison if committee files have not been received from outgoing Committee Chair</p> <p>Verify information on committee roster. Changes to information must be made by individual members in the "My ALA" section of the ALA Website.</p> <p>Send materials to be archived to the outgoing Section Archivist</p> <p>Send reimbursement forms for committee expenditures to the Section Chair for approval</p> <p>Work with outgoing Chair to arrange for transfer of any committee materials not</p>

		posted in ALA Connect to the incoming committee chair
	Secretary	
Sept	Chair	<p>Fiscal year begins September 1.</p> <p>Section nominating committees submit names of candidates for spring ballot with formal letters of consent by September 13.</p> <p>Confirm receipt of courtesy copies of all "Annual Committee Charge & Goals" report forms (see Appendix F) due Sept. 15</p> <p>Deadline for submitting fund raising plans for Annual Conference programs to ACRL Executive Director is September 30.</p> <p>Send Section meeting & program day/time requests to ALA Conference Arrangements for Midwinter & Annual per their deadlines.</p> <p>"Midwinter Conference Meeting Space Request Form" is due in ALA Conference Arrangements Office this month. Section Chair is responsible for submitting forms for all section committees and the Discussion Group.</p>
	Vice-Chair	<p>Vice-Chair receives instructions from ACRL on the committee appointment process.</p> <p>Annual Conference program proposals for the next year are submitted by section conference program planning committee for consideration. Due September 1.</p> <p>Attend ACRL Leadership Council, ACRL Communities of Practice Assembly (CoPA) meeting, and DLS Executive Committee</p>

		meeting.
	Nominating Committee	<i>Submit slate of nominees to ACRL office</i>
	Officers/ Committee Chairs	<p>Begin discussion of committee plans and projects for coming year</p> <p>Submit "Annual Committee Charge & Goals" report form (see Appendix F) to Executive Committee Chair and post to ALA Connect by Sept. 15</p> <p>Identify projected budget expenses</p> <p>Submit requests for funds to develop section brochures and manuals (if necessary) to the committee's Executive Committee liaison.</p>
Oct	Chair	<p>Meeting space request forms for Annual Conference meetings due in late-October. Section Chair must submit forms for ALL section committees and discussion groups, except for the unit's program (if applicable). ACRL staff schedule all programs.</p> <p>Section nominee's completed biographical information due in online submission form by October 31.</p> <p>"Annual Conference Meeting Space Request Form" is due in the ALA Conference Arrangements Office this month. Section Chair is responsible for submitting forms for all section committees, the Annual Conference program and the Discussion Group.</p> <p><i>N.B. If we reinstitute face-to-face meetings at Midwinter, then meeting space request</i></p>

		forms for Midwinter meetings are due in early October . Section Chair must submit forms for ALL section committees and discussion groups.
	Vice-Chair	
	Committee Chair	
Nov/Dec	Chair	Request agenda items for Midwinter Conference Executive Committee meetings from the Executive Committee and Committee Chairs. Remind Chairs of standing committees that agendas are due to Section Chair, who sends them to ACRL. <i>N.B. AV requests for Midwinter Meeting (if there is a f2f one) due November 1.</i>
	Secretary & Web Manager	Request copies of all DLS agendas for Midwinter Conference meetings. Secure from the Chair and publish Midwinter schedule of section meetings.
December	Chair	Nominations and applications for ACRL awards due first Friday in December . Submit items for ACRL Board review to ACRL by December 3 . Program Proposals and budget requests for next year's pre-conferences due in the ACRL Office by December 7 . Section award committees notify ACRL office of nominations by December 10 .

		<p>Agendas and schedules of Midwinter meetings due mid-December.</p> <p>Special Event Request form due if planning an event at the upcoming Annual Conference.</p> <p>Chair of Program Planning Committee submits names, addresses, and information about Annual Conference program speakers to ACRL Program Officer.</p> <p>Midwinter Conference agenda should be sent to members of Executive Committee and ACRL liaison.</p> <p>Publish schedule of Midwinter Conference section meetings on ALA Connect, even when meetings are conducted virtually.</p> <p>Send Section Chairs the Midwinter Conference schedule and agenda, along with notice of ACRL Board meeting and agenda.</p> <p>Notify Executive Committee members of times, places, and agendas for Midwinter meeting.</p> <p>Nominations for ACRL awards in December.</p>
	<p>Vice-Chair</p>	<p>Preconference program proposals and budgets due December 7.</p> <p>Appoint Conference Program Planning Chair by mid-December.</p> <p>If planning a social activity at Annual, submit Special Events Form by December 31.</p> <p>Solicit volunteers for committee appointments.</p>

	Secretary	Post Midwinter agenda to ALA Connect two (2) weeks before the Executive Committee meeting date.
	Committee Chairs	Conduct a virtual meeting prior to Midwinter and send minutes to be ratified by the Executive Committee at its meeting.
January	Chair	<p>Names of petition candidates (with completed biographical information) for the spring elections due in the ACRL Office by January 11.</p> <p>Assess on-going committee work by reviewing "Midwinter Committee Report" (Appendix F) forms posted to ALA Connect by January 15</p> <p>Media profiles for award recipients due January 29</p> <p>Letters of agreement and contracts sent to preconference and program speakers by ACRL staff.</p> <p>Send out Midwinter agenda by direct email to Executive Committee members.</p> <p>Send section committee agendas for Midwinter Conference meetings to the ACRL office. Notice of ACRL Board meeting and agenda sent to Section Chairs by ACRL office.</p>
	Committee Chairs	Post "Midwinter Committee Report" (Appendix F) to ALA Connect by January 15
	Vice-Chair	Attend ACRL Planning Session, ACRL Communities of Practice meeting, and DLS Executive meeting.

		Solicit nominations for committee assignments from Executive Committee members.
	Committee Chairs	Chair meeting of assigned committee. Insure that minutes of the meeting are taken. Write meeting minutes. Send by e-mail to committee members to edit and approve (by vote) within two weeks.
	Past-Chair	Attend section's Executive Committee meetings. May be asked to represent the DLS section at ACRL Communities of Practice meeting.
	Secretary	Take minutes at Executive committee meeting.
Post-Midwinter	Chair	
	Vice-Chair	
	Secretary	Submit report of all DLS meetings to the ACRL Office and DLS Executive Committee. Collect committee minutes posted on ALA Connect and send to Web Manager for publication on the section's site. Submit courtesy copy to ACRL liaison.
	Committee Chairs	Post committee minutes to the committee's ALA Connect space (marked "public"). Notify committee members and visitors when minutes have been posted to Section

		<p>website.</p> <p>Send committee appointment and reappointment recommendations to the Section Vice-Chair.</p>
February	Chair	<p>Section Chair confirms that all section committees, task forces, and discussion groups send minutes to ACRL two weeks after the Midwinter Meeting.</p> <p>Letters of agreement and speakers releases due from Annual Conference program speakers.</p> <p>Strategic planning inventory due February 15, submitted by the chair of the Strategic Planning Committee.</p>
	Vice-Chair	<p>Complete committee appointments.</p> <p>Appoint Nominating Committee by mid-February.</p> <p>Online volunteer form deadline is February 15. ACRL staff sends volunteer lists to section Vice-Chairs within one week of volunteer deadline.</p> <p>Notify Executive Committee of committee appointments.</p>
	Secretary	<p>Remind section Secretary/Archivist-Elect to submit all section minutes from the Midwinter Conference to ACRL</p>
March	Chair	<p>AV requests for Annual Conference due March 1.</p> <p>All preconference brochures printed and mailed.</p>

		Section Vice-Chairs finalizes section appointments by March 31 .
	Vice-Chair	Section committee appointments should be completed by March 31 . Section nominating information sent to Chair of the nominating committee to begin the nomination procedure. Appointment Acceptance forms due in ACRL office.
	Committee Chairs	
April	Chair	Request agenda items for Annual Conference Executive Committee Meeting from standing committees and the ACRL liaison. Deadline to update award announcements is April 20 .
	Vice-Chair	Send new committee Chair names to Past-Chair.
	Committee Chairs	If you are holding virtual meetings, invite the incoming Chair to attend.
May	Chair	Send Annual Conference agendas to Executive Committee. Publish schedule of Annual Conference section meetings on DLS-List. Receive instructions for Plan for Excellence Implementation Report, which is due in mid-July . Deadline for submitting items to the ACRL

		<p>Board meeting is early May.</p> <p>As instructed by ACRL, Chair submits brief report of section activities to the ACRL office. (Refer to committees' Annual Reports submitted May 15.) Reports will be compiled and distributed at the ACRL President's program at Annual Conference. Send a copy to the Executive Committee members.</p> <p>Send section committee agendas for Annual Conference meetings to the ACRL office. Notice of ACRL Board meeting and agenda sent to Section Chairs by ACRL office.</p>
	Committee Chairs	<p>Send copy of committee agendas to the Secretary and the Web Manager.</p> <p>Submit any items to Section Chair for Executive Committee to discuss and/or approve before ALA Annual conference.</p> <p>Send approved committee minutes to the Section Secretary by deadline (before Annual conference in June).</p> <p>Post "Annual Committee Report" (see Appendix F) to ALA Connect by May 15</p>
	Secretary	<p>Request agendas from Committee Chairs and submit to the ACRL Office.</p>
June	Chair	<p>Chair arranges for transferring of current files to successor, and sends old files for archival records to ACRL staff.</p> <p>Agendas and schedules of Annual Conference meetings due mid-June.</p>
	Vice-Chair	

<p>Annual Conference</p>	<p>Chair</p>	<p>Discuss with the Vice-Chair the work and direction of the section and any specific responsibilities which have been assumed by committee members.</p> <p>Chair section's executive committee meeting.</p> <p>Attend ACRL Leadership Council, and ACRL Communities of Practice meeting, if called.</p> <p>Chair section's Executive Committee meeting.</p> <p>Serve as section liaison to the ACRL Board of Directors meeting and attend the meeting only when DLS has an action item on the ACRL Board's agenda. (Depending on the agenda of the Board Meeting, Chair, Vice-Chair or Past-Chair should determine if and who should attend.)</p> <p>Remind Executive Committee members to submit Reimbursement Request form to chair by August 1.</p> <p>Attend Leadership Breakfast (hosted by Strategic Planning)</p>
	<p>Vice-Chair</p>	<p>Attend ACRL Leadership Council meetings.</p> <p>Incoming Vice-Chair attends the following sessions at the ALA Annual Conference: ACRL Leadership Council, Communities of Practice Assembly (CoPA), and section executive committee.</p> <p>Nominating committee prepares slate of candidates, with the final slate due mid-September.</p> <p>Program Committee for next year's Annual Conference meets and develops preliminary topics, requirements, possible speaker list</p>

		<p>and time lines.</p> <p>Arrange with outgoing Chair to receive section files.</p> <p>Vice-Chair becomes Chair at the conclusion of the ALA Annual Conference.</p> <p>Verify Midwinter and Annual time slots with Committee Chairs. (Deadlines for notifying ACRL of these meeting times are in September and October).</p> <p>Attend ACRL Program Planning Meeting with Conference Program Planning Committee chair.</p> <p>Review with chair of the Conference Program Planning Committee the program proposal that is submitted to ACRL at the end of the conference.</p> <p>Attend Leadership Breakfast</p>
	<p>Secretary</p>	<p>Record minutes of DLS Executive Committee meeting and post of ALA Connect.</p> <p>Collect committee minutes posted on ALA Connect and send to Web Manager for publication on the section’s site. Submit courtesy copy to ACRL liaison.</p>
	<p>Past Chair</p>	<p>Attend Executive Committee meeting.</p> <p>Attend Leadership Breakfast.</p> <p>Participate in All Committees meeting as a representative of Executive Committee.</p> <p>May be asked to represent the section at ACRL Leadership Council, ACRL Communities of Practice Assembly (CoPA), and attend ACRL Board meetings, if Chair is</p>

		<p>unable to attend.</p> <p>Term as Past-Chair ends at close of final day of ALA Annual Conference.</p>
	Committee Chairs	<p>Attend Leadership Breakfast (outgoing and incoming Chairs).</p> <p>Insure that minutes of the committee meeting(s) are taken. Post approved minutes to ALA Connect (marked "public") within two weeks.</p> <p>Attend Executive Committee meeting and report on committee activities.</p>
July	Chair	<p>Plan for Excellence Implementation Report (ACRL) due in mid-July.</p>
	Vice-Chair	<p>Ensure that all section committees, task forces, and discussion groups post minutes to ALA Connect two weeks after the Annual Conference. Send courtesy copies to ACRL liaison.</p>
	Committee Chairs	<p>Send a welcome message to your committee members.</p> <p>Send thank-you letters to all members of your committee.</p>

Distance Learning Section Committee Charges

In this section, you will find a list of the most current committee charges, followed by a checklist of Committee Chair responsibilities (general), along with procedures for determining non-performance of chairs and members.

Awards Committee

Charge: To solicit, collect and review applications for the Routledge Distance Learning Librarian Conference Sponsorship Award and to select the most qualified individual for the annual award in accordance with the Distance Learning Section Awards Committee's criteria.

Bibliography Committee

Charge: To maintain, enhance and publicize research in distance learning librarianship by publishing Library Services for Distance Learning Bibliography. The committee will work with the editor to identify and solicit bibliographic citations in the area of distance learning librarianship. The Committee will establish and maintain procedures for updating and enhancing the bibliography and will work with other appropriate committees within DLS to accomplish this work.

Communications Committee

Charge: To facilitate the sharing of ideas, best practices and news from ACRL/ALA units and relevant outside agencies to DLS members; assess the many communication options available and maintain a formal communication plan to disseminate information among DLS members.

Conference Program Planning Committee

Charge: To plan and organize a program to be presented at the ALA Annual Conference. This program will discuss a topic that reflects the interests and values of both ACRL and DLS.

Discussion Group Committee

Charge: Selects topic(s) for and leads virtual discussions following Annual and Midwinter conferences. May optionally plan and host additional face-to-face discussions during Annual and/or Midwinter conferences, or host additional virtual events throughout the year. Goals are to inform attendees and promote sharing of expertise and ideas. [approved June 2015]

Instruction Committee

Charge: To assist Section members in developing instructional materials for distance learners by facilitating access to appropriate websites, tutorials, and information-literacy related information; to gather and disseminate information on best practices in providing instruction for distance learners; to develop models on collaborating with faculty to integrate library services into distance-delivered courses; to compile for Section members a list of resources and issues on computer literacy and the information-seeking behavior of distance learners; to coordinate the Section's library instruction-related activities within ALA/ACRL; to collaborate with the Instruction Section, LIRT, and other appropriate ALA/ACRL units in activities related to instruction in a distance learning environment.

Membership & Events Committee

Charge: To promote membership and encourage active participation in the Section; to welcome and orient new members; to provide social activities; and to serve as a link between this section and ALA/ACRL membership services.

Activities: Planning and hosting occasional informal socials.

Nominating Committee

Charge: To develop a pool of candidates who are active members of DLS eligible to serve as officers of the Distance Learning Section. The committee will arrange for and conduct a voting process to determine who will serve as officers from this list of candidates.

Outreach Committee

Dissolved: Effective July 1, 2015. [approved June 2015]

Research Committee

Charge: To promote and facilitate research and publication in the area of distance learning library services by identifying areas where research is needed; facilitate communication about research activities; encourage research activities through participation in library and distance education forums; and explore cooperative arrangements and projects within ALA and its divisions.

Standards Committee

Charge: To review and revise the ACRL Standards for Distance Learning Library Services to incorporate current technologies and practices; to serve as a resource regarding the use of the Standards and to work with appropriate committees and agencies to promulgate the Standards.

Strategic Planning Committee

Charge: To develop, review, and make recommendations to the Executive Committee regarding the Section's future direction, goals, objectives, policies, and priorities; to evaluate the progress of the Section and its units, and ensure consistency of policies with those of ACRL; to suggest to the Executive Committee strategies for facilitating communication within DLS and between DLS and ACRL; to serve as a "think tank" for the Section by suggesting areas for development for further consideration of the DLS Committees and interest groups; and to prepare and maintain a policies and procedures manual for the Section.

Activities: Annual leadership breakfast, maintenance of strategic plan, upkeep of DLS Section Manual (with Archivist and Past-Chair).

Web Committee

Charge: To develop and maintain the Section website, including adding information and resources of interest to the Section membership, designing and organizing the various web pages, monitoring the site's contents for applicability and timeliness, and planning for upgrade and updates as required. The Committee will work with other Section committees and external agencies, as appropriate, to identify relevant resources for integration into the website.

Checklist of Committee Chair Responsibilities

- Attend Leadership Breakfast at Annual Conference preceding term.
- Contact new committee members with a welcome message and get their preferred contact information.
- Provide roster and committee's past year minutes to incoming and current committee members.
- Attend DLS Executive Committee meetings at ALA Annual and Midwinter, whether in-person or virtual.
- Determine committee direction and agenda based on committee charge.
- Write agendas for each committee meeting, post them to ALA Connect 10 days before the scheduled meeting, and send a copy of the agenda to the ACRL staff liaison.
- Keep written minutes or assign committee member to act as secretary. Post the minutes to ALA Connect and share them with the ACRL staff liaison.
- Ensure each committee member is assigned work; let no one go "task-less," even members not in attendance.
- Follow-up with committee members who do not attend Annual or the virtual Midwinter Conference meeting. (See Appendix B).
- Work with the section's Vice-Chair to determine committee appointments and reappointments.
- Inform Past-Chair or the Strategic Planning committee of any changes that need to be made to DLS Section Manual.
- At end of term, arrange to discuss the work and direction of the committee with incoming Chair. Pass on archival committee files and section manual to incoming Chair.

Non-Performance of a Committee Chair

The Committee Chair has the obligation to put out a call for agenda items for all committee meetings held (virtually and/or face-to face) at midwinter and annual conferences (and throughout the year); submit the agenda and meeting details to the DLS secretary, the DLS Listserv, the DLS area of ALA Connect, and the ACRL staff liaison; conduct the meeting (virtual and/or face to face) according to ACRL policies; submit minutes in a timely manner; and in general, facilitate the work of the committee and its members. An essential responsibility of the Chair is to communicate with the committee, other Committee Chairs, DLS officers, and DLS membership as appropriate. Chairs must also attend the Executive Committee meetings.

If these duties are not being accomplished, the DLS Chair will communicate with the individual to ascertain if the individual needs additional support or needs to step down. If the Committee Chair is unresponsive or does not follow through on communication or commitments to the committee or to DLS, then the DLS Chair, through consultation with the ACRL Board Liaison can remove the individual from the committee and appoint another member as Committee Chair. The DLS Chair will notify the unresponsive Chair, DLS Vice-Chair and the ACRL Board Liaison of the change.

Use language found in Appendix B when sending letter.

Non-Performance of a Committee Member

Committee members are appointed to a committee by the Section Chair and are expected to participate in virtual conference committee meetings, virtual meetings held between conferences and complete assignments within the time specified by the Committee Chair. If a Committee Chair determines these duties are not being accomplished and if the Committee Chair has made reasonable effort to contact the member, the Committee Chair may send a formal letter (see Appendix B) to the member. If the member is unresponsive, the Committee Chair will notify the Section Vice-Chair and ask that the committee member be removed from the committee roster and a new member be appointed. The DLS Vice-Chair will notify the ACRL Board liaison of the change.

Committee Calendars

Note: The committee calendars in this section are specific to individual committees. The Committee Chair should also refer to the Distance Learning Section Master Calendar and to Tips for Working with ACRL in this manual.

Events pertaining to all Committee Chairs are listed in the DLS master calendar.

Date	Activity
NOTE: All Committees' Section Reporting Requirements	
May 15	<ul style="list-style-type: none"> • Complete and post "Annual Committee Report" (Appendix F) to ALA Connect
September 15	<ul style="list-style-type: none"> • Complete "Annual Committee Charge & Goals" form (Appendix F) • Email courtesy copy to Executive Committee • Post copy to ALA Connect
January 15	<ul style="list-style-type: none"> • Complete and post "Midwinter Committee Report" (Appendix F) to ALA Connect
Awards Committee Calendar	
August/September	<ul style="list-style-type: none"> • Hold virtual "welcome" meeting with committee. <ul style="list-style-type: none"> ○ Review annual goals, timeline, charge, award criteria, award website, and determine plans for publicizing the award. ○ Review award announcement and make any tweaks • Review "Publicity Timeline for Awards Committee Chairs" from ACRL • Review "Award Promotion Activities"

	worksheet" from Past-Chair.
September-November	<ul style="list-style-type: none"> • Publicize the award widely. Distribute responsibilities among committee members. • Work with Communications Committee and Web Committee to publicize as well. • Hold another touch base meeting with committee, if needed.
End of November	<ul style="list-style-type: none"> • Communicate with ACRL the number of nominations and applications received. • Submit final reminders to marketing channels.
Early December	<ul style="list-style-type: none"> • Deadline for award nominations. Distribute submissions to committee members for review
January	<ul style="list-style-type: none"> • Meet with committee to review nominations. Use criteria and checklist to determine winner. • Notify/congratulate winner during Midwinter (or virtually). Tell them ACRL will contact them with details about the ceremony. • By end of January: Complete Media Profile Form. This is needed to prepare press releases, articles, etc. • By end of January, after Midwinter: Notify non-winning applicants or nominators of their selection.
February- May	<ul style="list-style-type: none"> • Plan Awards Ceremony at ALA Annual <ul style="list-style-type: none"> ○ Discuss room set up with DLS Chair, menu options, etc. ○ Secure donation from Taylor & Francis ○ Create PowerPoint or presentation to be playing of the winner ○ Write remarks to share at the

	ceremony when presenting award
June	<ul style="list-style-type: none"> • Attend Annual Conference & award ceremony • Communicate with next year's Committee Chair to ensure smooth transition
Communications Committee Calendar	
Fall Semester	<ul style="list-style-type: none"> • Hold virtual "Welcome Meeting" on ALA Connect. • Establish task responsibilities for communication outlets, primarily: Facebook, Twitter, Listserv, DLS group on ALA Connect, and DLS Calendar. • Ensure that each member is assigned committee work; let none go "taskless," including anyone absent from the meeting. • Begin review of DLS Communications Committee charge & explore additional communication outlets. • Chair establishes communication with new DLS Web and Outreach committee • Utilize ALA Connect as needed.
December	<ul style="list-style-type: none"> • Hold virtual "Touch Base" meeting to review any suggested revisions to DLS Communications Charge or other changes. • Gather and organize input for Midwinter Conference Meeting.
Spring Semester	<ul style="list-style-type: none"> • Review task responsibilities in preparation for promoting upcoming conferences (ALA, ACRL, DLS, etc.) • Utilize ALA Connect as needed.

Conference Program Planning Committee Calendar	
4-6 weeks before the first meeting of the committee	<ul style="list-style-type: none"> • Committee at Midwinter (20 months prior to proposed program): Receive list of committee members. • Send letter to committee to introduce yourself, stating purpose of committee, listing past program topics, announcing first meeting, asking members to begin thinking about topics. Be sure to consider both the ALA and ACRL themes for the Annual Conference. • December (19 months prior to proposed program): • Submit requests for special audiovisual funding to ACRL Budget and Finance Committee. Normal audiovisual equipment such as overhead projectors, slide projector, microphones, etc., are NOT included in this request. This is for very special equipment such as a roomful of microcomputers, video projection system, etc. The normal audiovisual request is part of the meeting room request form submitted by DLS Chair.
Midwinter Meeting	<ul style="list-style-type: none"> • First committee meeting, 18 months prior to proposed program: Committee meets to discuss possible program topics, formats and speakers. • Committee members are given various assignments to complete over the next six months. • Preliminary budget estimate is developed. The Chair may wish to consult with past Program Chairs to determine past budget request amounts.
Immediately after	<ul style="list-style-type: none"> • Send a letter to the C&RL News editor

Midwinter Meeting	<p>requesting that an announcement be placed in C&RL News to solicit speakers for the program. Don't delay! Deadlines are set ahead to get things published on time.</p> <ul style="list-style-type: none"> • If non-librarian speakers are planned, talk with Vice-Chair immediately to begin fund-raising, as ALA funds do not always cover these expenses. (Note: As of May 8, 1995 a new policy regarding "Donor Prospect Coordination" has been implemented by ALA. "ACRL units seeking financial support from vendors, corporations, foundations and governmental agencies, must submit a plan to the ACRL Executive Director (or designee) prior to approaching the above named groups".) If your program plans includes such type of fund raising, contact the ACRL Executive Director for complete details.
Between Midwinter and Annual Conference	<ul style="list-style-type: none"> • Send summary of meeting and job assignments to all committee members. • Correspond with committee members, Executive Committee and ALA/ACRL office as necessary. If possible, set up an e-mail listserv consisting of committee members, Vice-Chair and Chair.
Immediately prior to Annual Conference	<ul style="list-style-type: none"> • In consultation with committee members and Vice-Chair, Conference Program Planning Committee Chair submits written program proposal to the ACRL Vice-Chair for ACRL Board approval.
Annual Conference (12 months prior to the proposed program, 2nd committee meeting)	<ul style="list-style-type: none"> • Committee selects speakers. • Chooses title for program • Assigns publicity team. • Committee Chair reports to DLS Executive Committee on progress and plans. Room size, date, and time for program are settled at this meeting.

September (9 months prior to the proposed program)	<ul style="list-style-type: none"> • Submit "Request for Special Allocation" funding from ALA to ACRL Office.
Between Annual and Midwinter	<ul style="list-style-type: none"> • Contact speakers to formally ask them to speak at your program pending outcome of "Request for Special Allocation" funding request from ALA. • Send letters to committee members summarizing meeting and reviewing assignments.
December	<ul style="list-style-type: none"> • Send agenda to committee members. • Will receive response regarding "Request for Special Allocation" funding from ALA via ACRL office
Midwinter (6 months prior to program)	<ul style="list-style-type: none"> • Committee does final planning for program: <ul style="list-style-type: none"> ○ Final publicity flyer approved. ○ Evaluation form approved. ○ List of substitute speakers compiled. • Committee assignments for copying and distributing forms and flyers are made. • Committee assigned tasks for day of program: Timekeeper, audiovisual assistant, light monitor, evaluation form collector and tabulator(s), room location assistants (if breakaway sessions are planned), program moderator, etc.
February (4 months prior to the program)	<ul style="list-style-type: none"> • Submit final preliminary program copy to Conference Arrangements Office. Check on progress of publicity team's efforts.
March (3 months prior to the program)	<ul style="list-style-type: none"> • Submit final program copy to Conference Arrangements Office.
Annual Conference	<ul style="list-style-type: none"> • Short meeting with committee to tie up any loose ends. • Visit room location to assist with logistics on

	the day of the program. Collect evaluation forms at end of program.
After the Program	<ul style="list-style-type: none"> • Send thank-you letters to speakers and to committee members. • A copy of the evaluation forms and a compilation of the data should be sent to all Executive Committee members.
Discussion Group Calendar [revision approved June 2015]	
<p>The Discussion Group holds virtual sessions following Annual and Midwinter conferences. At the post-Annual virtual discussion, topic is related to the DLS Program that was held at Annual Conference. Committee should strongly consider inviting speakers/panelists/presenters from DLS Program to participate. At Midwinter, the agenda is open.</p>	
Before Midwinter	<ul style="list-style-type: none"> • Committee publicizes Discussion Group virtual meeting through appropriate avenues, including, but not limited to LISTSERVS (DLS-L), DLS website and ALA Connect, and DLS social media.
1-2 Weeks After Midwinter	<ul style="list-style-type: none"> • Committee conducts Discussion Group virtual meeting. • Chair confers with the Conference Program Planning Committee to discuss Program in preparation for virtual discussion planning. • Chair/Committee invites speakers, presenters, or panelists involved in upcoming DLS Program (to be held at Annual Conference) to participate in post-Annual virtual discussion.
March – April	<ul style="list-style-type: none"> • Committee plans post-Annual virtual discussion through virtual meetings and planning sessions.
May - June	<ul style="list-style-type: none"> • Committee publicizes Discussion Group meeting through appropriate avenues, including, but not limited to LISTSERVS

	(DLS-L), DLS website, ALA Connect, and DLS social media.
1-2 Weeks After Annual Conference	<ul style="list-style-type: none"> • Committee conducts virtual Discussion Group meeting. • Incoming Chair obtains all information and documents from outgoing Chair and reviews calendar with Discussion Group new Vice-Chair and Secretary.
September – October	<ul style="list-style-type: none"> • Chair works with committee through virtual meetings and email to solicit topics for the Midwinter discussion. • If hosting optional face-to-face Midwinter discussion (in addition to virtual post-Midwinter discussion), Chair ensures promotional information and room request for the Midwinter Conference Discussion Group meeting are sent to the Section Chair by mid-September. • If hosting optional face-to-face Annual discussion (in addition to virtual post-Annual discussion), chair ensures room request is sent to the Section Chair by mid-October.
October - November	<ul style="list-style-type: none"> • Committee plans Midwinter virtual session through virtual meetings and email.
December - January	<ul style="list-style-type: none"> • If hosting face-to-face Annual discussion, Chair ensures promotional is sent to the Section Chair BEFORE January 11 for Conference Schedule.
Membership Committee Calendar	
Ongoing	<ul style="list-style-type: none"> • Upon receipt of mailing labels from ACRL, mail a form letter to new, dropped and added members of DLS. Use boilerplate letters created by the section.
September – January	<ul style="list-style-type: none"> • Refers potential section committee members

	<p>to Vice-Chair/Chair-Elect.</p> <ul style="list-style-type: none"> • Work on committee project(s), keeping members informed and involved in tasks. Contact ACRL Membership Committee Chair to determine DLS participation at the ACRL Booth in the Exhibits area.
February – May	<ul style="list-style-type: none"> • Prepares copy for section’s social media sites. • Work on committee project(s), keeping members informed and involved in tasks. • Contact ACRL Membership Committee Chair to determine DLS participation at the ACRL Booth in the Exhibits area.
ALA Annual Conference	<ul style="list-style-type: none"> • Incoming Membership Committee Chair seeks names of potential committee members for any DLS committee. • Incoming Membership Committee Chair provides those individuals with Appointment Acceptance Forms.
July - August	<ul style="list-style-type: none"> • Obtains section membership list from ALA/ACRL.
Nominating Committee Calendar	
October – February	<ul style="list-style-type: none"> • Nominating Committee appointed by section Vice-Chair/Chair-Elect. • Immediate Past Chair invited to become a member of the Nominating committee for the coming election cycle; may be appointed to chair, if asked.
April	<ul style="list-style-type: none"> • Informational materials on nominations and elections sent by ACRL office to Nominating Committee. • Names of members of Nominating Committees and call for nominations published in College & Research Libraries

	News.
Annual Conference August 1	<ul style="list-style-type: none"> • Nominating Committee meets to finalize a slate of candidates. • Nominating Committee invites nominees to become candidates for office. Formal letters of consent, along with biographical data sheets, must be obtained from nominees to be forwarded by the Committee Chair to the ACRL office by January 15. DLS Bylaws mandate that the Nominating Committee ask each candidate to provide a "brief statement of objectives for the section" in time for the statement to be published prior to balloting.
January 15	<ul style="list-style-type: none"> • Names of petition candidates with completed biographical form and "brief statement of objectives for the section" are due in the ACRL office for officer positions.
April	<ul style="list-style-type: none"> • ALA emails ballots for section officers.
June	<ul style="list-style-type: none"> • Candidates for section officers are notified of election results by ALA.
Strategic Planning Committee Calendar	
March	<ul style="list-style-type: none"> • Locate place to hold Annual Leadership Breakfast.
April-May	<ul style="list-style-type: none"> • Complete "Annual Committee Report" form (Appendix F) and post to ALA Connect by May 15 • Review Report forms/action items and write a summary report to submit to Exec for the Annual conference Exec Committee meeting. • Confirm Leadership Breakfast reservation • Send out invitations to Leadership breakfast

	<ul style="list-style-type: none"> • Prepare Leadership Breakfast agenda (ask for input from Chairs and Exec)
June/Annual	<ul style="list-style-type: none"> • Send out agenda for Leadership Breakfast • Send out agenda for Annual conference • Host Leadership Breakfast • Hold annual committee meeting during designated committee meeting time
July	<ul style="list-style-type: none"> • Send out "thank you" notes for attending Leadership Breakfast and follow-up with any notes/minutes
September-November	<ul style="list-style-type: none"> • Complete "Annual Committee Charge & Goals" form (Appendix F) and post to ALA Connect by September 15 w/ courtesy copy to Executive Committee
December-January	<ul style="list-style-type: none"> • Review Report forms/action items and write a summary report to submit to Exec for the Annual conference Exec Committee meeting • Complete "Midwinter Committee Report" (Appendix F) and post to ALA Connect by January 15 • Send out agenda for Midwinter conference meeting
February (after Annual)	<ul style="list-style-type: none"> • Send out Strategic Plan and Section Manual to all DLS Committee Chairs and Executive Committee.

Checklist for Running a Committee Meeting

Post an agenda and related reading materials and assignments via ALA Connect two weeks prior to the meeting.

Immediately prior to the meeting:

Verify attendance (name, institutional address, e-mail address, check mark for committee members, asterisk for visitors who would like to be committee members).

Ask one member to take minutes if there is no secretary.

Start on time.

Introduce all members and visitors.

Read and/or approve minutes of last meeting.

Make announcements (time and place of related meetings, etc.)

Review committee charge; relate committee purpose to other ACRL organization and other ACRL committees.

Begin discussion of agenda item(s). Reports from committee members with assignments should be included. Committee members should be given copies of any documents to be reviewed. Keep the discussion focused and the group on-task. As needed, establish time constraints for agenda items.

Summarize the discussion, set action items and make individual assignments with deadlines for correspondence and other reports; develop preliminary agenda for the next meeting.

Set date and time of next meeting. Close the meeting.

After the meeting:

Post minutes on ALAconnect no later than one month after the meeting.

Appendices

Appendix A: Tips for Working with ACRL

Please review ACRL resources for section leadership, including the webcast of the virtual new leader orientation that takes place every May, on the web at <http://www.ala.org/acrl/resources>.

ACRL contact information:

<http://www.ala.org/acrl/aboutacrl/staff/contactacrl>

Appendix B: Letter to a Committee Member Who Has Not Been Participating in Committee Activities

Dear _____,

The Distance Learning Section (DLS) has an enthusiastic membership which has made it one of the fastest-growing sections of ACRL. DLS committees have a lot of work to do and need active participation by all members. You were selected for membership on the _____ Committee because the leadership of the section feels that you can make a significant contribution.

We missed your participation in our committee activities in the last year. Although ACRL no longer requires attendance at every Annual and Midwinter conference, DLS expects committee members to participate actively in online meetings, email activities, and committee assignments. In the last year you seem to have had some difficulty completing assignments or participating in meetings and discussions. I know that plans change as do professional responsibilities, so perhaps committee membership is not feasible for you at this time. Please let me know if you still are interested in membership on this committee and able to participate actively in the remaining year of your term. If I do not hear from you by _____, we will assume that you are not able to continue as a member of _____ Committee and DLS will remove you from the roster.

Sincerely,

Chair, _____ Committee, Distance Learning Section

Appendix C: DLS Documentation Process for ALA Connect Posts

June 2015 edition

Background

DLS Executive Committee has developed guidelines on how we keep our materials on ALA Connect which will make it easier for the membership to quickly locate the proceedings, section information, and documents that are needed to facilitate any committee's business.

What should be posted?

Materials that are posted to ALA Connect should be official materials related to the work of the section or committee. This includes

- Agendas
- Minutes
- Reports
- Data

If you are not sure if the item should be posted, please contact the section secretary or archivist.

When do things need to be posted?

1. For any meeting, an announcement of the meeting and an agenda must be submitted to Megan Griffin (mgriffin@ala.org) and posted to ALA Connect at least 10 days before the meeting.
 - a. Meeting announcements for committees other than Exec are not required to post an announcement to DLS-L or DLSEXEC-L.
 - b. DLSEXEC-L meeting announcement should be posted to DLSEXEC-L as well as ALA Connect.
 - c. Use the Online Doc format for announcements
2. Meeting notes must be submitted to Megan Griffin (mgriffin@ala.org) and posted to ALA Connect 30 days after the meeting. *Note: This also applies to virtual meetings that take place throughout the year, not just around ALA conference time.*

Where to post?

There are 2 places where ALA Connect materials can be posted.

- My Committees (ACRL DLS Exec Committee and committees you are currently chairing) – *Open only to committee members*
- My Sections (ACRL DLS) – *Open to all members of DLS*

My Committees	My Committees	My Sections
<p>ACRL DLS Executive Committee (Distance Learning Section)</p> <p>ACRL DLS Instruction Committee (Distance Learning Section)</p> <p>ACRL DLS Standards Committee</p> <p><i>Find a Committee to Follow [?]</i></p> <p>My Communities</p> <p>My Divisions</p> <p>My Sections</p> <p>ACRL DLS (Distance Learning Section)</p> <p><i>Find a Section to Follow [?]</i></p>	<p><i>Materials that are relevant to the committee only</i></p> <p>1. Documents still under discussion/editing</p> <p>2. Information that should be shared only with the committee (e.g. tentative budget information)</p> <p>3. Announcements of actions relevant only to committee members (e.g. a reminder of a due date for a committee project)</p>	<p><i>Materials relevant to the entire section</i></p> <p>1. Documents that have been approved and should be available to the membership at large. This includes but is not limited to</p> <ul style="list-style-type: none"> • Agendas • Minutes • Reports • Data <p>2. Announcements of things relevant to the entire membership</p>

Standard Conventions

1. When uploading files or documents online, including virtual meeting held outside of the normal Midwinter/Annual times, please use the following standard naming conventions
 - a. <year-month-day> <Committee> <document type: agenda, minutes, etc.>
 - 2014-08-25 Outreach Committee Minutes
2. For conference meeting minutes, virtual or face-to-face, please use

- a. <year> <Conference: midwinter, annual> <Committee>
<document type: agenda, minutes, meeting summary,
report, etc.> <Draft (if applicable)>

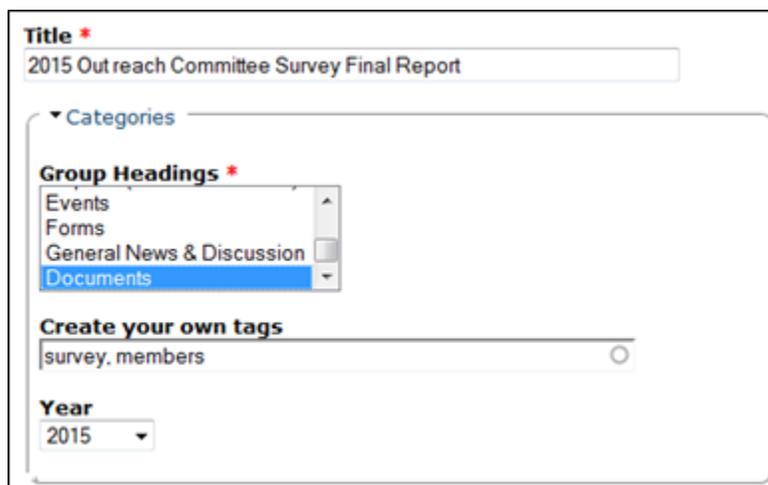
- 2014 Midwinter Outreach Committee Minutes
- 2014 Annual Executive Committee Agenda
- 2014 Standards for Distance Learning Library Services
Draft

NOTE1. Please make sure your documents are DATED and have PAGE NUMBERS. If the document has been revised, use the wording of "REVISED <REVISION DATE>."

Group Headings

Group headings are tags that need to be applied to files or documents. Using standard group headings consistently will help us keep ALA Connect organized.

1. Please assign the appropriate Group heading(s) to the document. Use the CTRL key to select all of the group Headings that apply. Group Headings are mostly the same in the My Committee and My Sections. See the Appendix for the list of headings.



The screenshot shows a form for document upload. At the top, there is a 'Title *' field with the text '2015 Outreach Committee Survey Final Report'. Below this is a 'Categories' section with a dropdown arrow. Underneath, there is a 'Group Headings *' section with a list of options: 'Events', 'Forms', 'General News & Discussion', and 'Documents'. The 'Documents' option is selected and highlighted in blue. Below the group headings is a 'Create your own tags' field with the text 'survey, members' and a search icon. At the bottom, there is a 'Year' dropdown menu with '2015' selected.

2. You may add additional tags, if appropriate, to make your document more findable. For example, if you conduct a member survey and post the document on ALA Connect, it would have a Group Heading of "Documents" and an added tag "survey, members".
3. Additional Group Headings can be proposed by the membership through direct electronic communication with the Chair, Secretary, or Archivist, who would determine the viability of the proposed heading

and effect any changes. It will help keep group headings consistent in both areas.

4. Under the Group Heading of "Committees," each committee will have its own subheading. Please select the appropriate Group heading for all materials you post for your committee.

Procedure for Posting Documents

1. If the document is an agenda or minutes, you must check "Public" to allow universal viewing. This makes the document visible on the main ALA Connect landing page.
2. Minutes should be given an appropriate Group Heading(s) and attached as a file. By doing this, corrections can be made BUT such changes should either be highlighted or tracked via Word's "Track Changes" feature.
3. If you are not sure, please contact the section Secretary or Archivist for assistance
(<http://www.ala.org/acrl/aboutacrl/directoryofleadership/sections/dls/acr-dlsec>)

Group Headings are the same for My Committees and My Sections with a few exceptions.

Group Headings (ALL)	Additional Group Headings (EXEC)
Announcements (e.g. Events, Activities)	Budget
Archives	
Committee (each committee has a heading) /Outreach /Membership /Standards /Etc.	

Data /Outreach Statistics /Membership	
Documents /Chair Communications	
Forms	
General News and Discussion	
Minutes and Agendas	
Reports (Annual, Midwinter) /2013 ALA Annual /2013 ALA Midwinter /2014 ALA Annual /2014 ALA Midwinter /Etc.	

Minutes should be attached as a file and assigned the appropriate heading(s). For example, if you are the Chair of the Outreach committee posting your minutes for ALA Annual in 2014, you need to choose

- Committee/Outreach **and** Reports/2014 ALA Annual

A new Chair should be able to locate all the items for his/her committee quickly by searching the group heading.

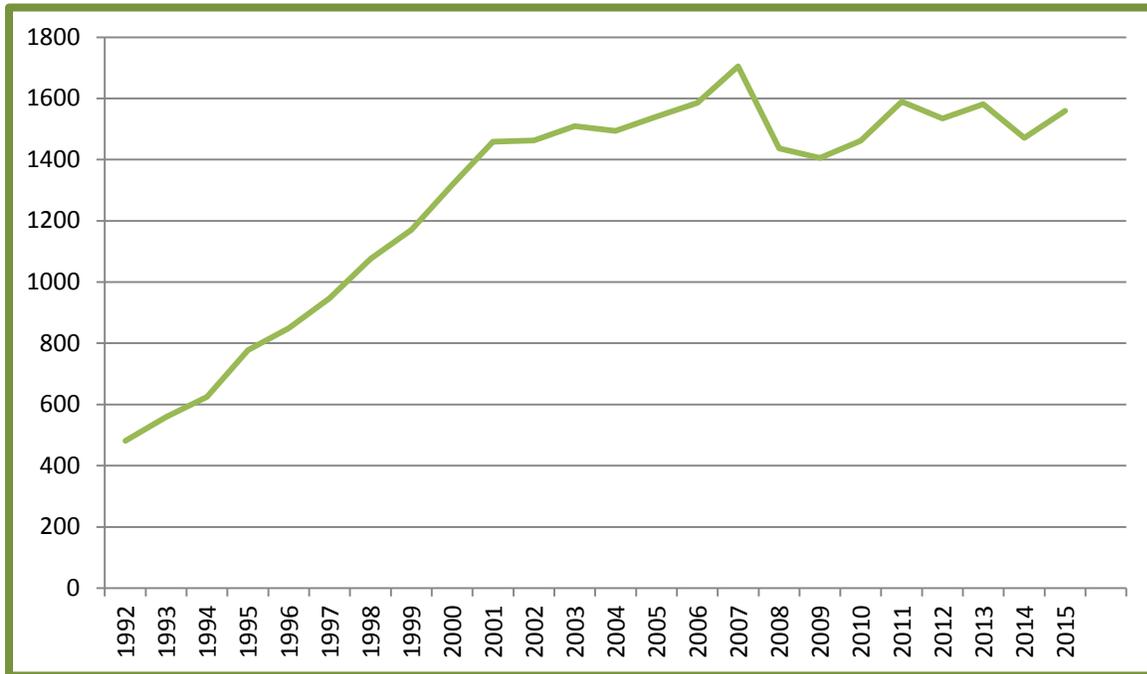
Appendix D: Past DLS Officers (1991-present)

Year	Vice Chair/ Chair Elect	Chair	Past-chair	Secretary	Archivist	Member @ Large
2016-2017	Cheryl Blevens	Stefanie Buck	Megan Davis	Danielle Skaggs	Karla Aleman	Stephanie Espinoza
						Kristin Woodward
2015-2016	Stefanie Buck	Megan Davis	Alice Daugherty	Karla Aleman	Cheryl Blevins	Kristin Woodward
						Cynthia Porter
2014-2015	Megan Davis	Alice Daugherty	Timothy Peters	Cheryl Blevins	Stefanie Buck	Cynthia Porter
						Mou Chakraborty
2013-2014	Alice Daugherty	Timothy Peters	Sandra Lee Hawes	Stefanie Buck	Megan Davis	Mou Chakraborty
						Danielle Skaggs
2012-2013	Timothy Peters	Sandra Lee Hawes	Samantha Schmehl Hines	Megan Davis	Angela Whitehurst	Danielle Skaggs
						Jane Hutton
2011-2012	Sandra Lee Hawes	Samantha Schmehl Hines	Robin Lockerby	Angela Whitehurst	Timothy Peters	Jane Hutton
						Alice Daugherty
2010-2011	Samantha Schmehl Hines	Robin Lockerby	Michele Behr	Timothy Peters	Mark Horan	Alice Daugherty
						Daniel Patrick Gall
2009-2010	Robin Lockerby	Michele Behr	Patrick Mahoney	Mark Horan	Michele Reid	Daniel Patrick Gall
2008-	Michele	Patrick	William	Michele	Sarah J.	Sandra Lee

2009	Behr	Mahoney	Denney	Reid	Hammill	Hawes
2007-2008	Patrick Mahoney	William Denney	Johanna R. Tunon	Sarah J. Hammill	Anne C. Riley	Ann Campion Riley
2006-2007	William Thomas Denny	Johanna R. Tunon	Jack Fritts	Anne Campion Riley	Page L. Brannon	Nan Schichtel
2005-2006	Johanna R. Tunon	Jack Fritts	Stephen H. Dew	Page L. Brannon		Anne J. Haynes
2004-2005	Jack Fritts	Stephen H. Dew	Kathleen M. Conley	Beth A. Reiten		William Thomas Denny
2003-2004	Stephen H. Dew	Kathleen M. Conley	Maryhelen Jones	Sherrill Weaver		Carole S. Hinshaw
2002-2003	Kathleen M. Conley	Maryhelen Jones	Anne Marie Casey	Johanna R. Tunon		Nicole M. Campbell
2001-2002	Maryhelen Jones	Anne Marie Casey	Carol M. Moulden	Rebecca E. Sedam		Marissa R. Cachero
2000-2001	Anne Marie Casey	Carol M. Moulden	Harvey R. Gover	Karen R. Diller		Maryhelen Jones
1999-2000	Carol M. Moulden	Harvey R. Gover	Robert P. Morrison	Elizabeth Orgeron		Leslie Wykoff
1998-1999	Harvey R. Gover	Robert P. Morrison	Nancy Burich	Trish Del Nero		Alexander (Sandy) Slade
1997-1998	Robert P. Morrison	Nancy Burich	Thomas E. Abbott	Jerilyn A. Marshall		Susan Barnes Whyte
1996-1997	Nancy Burich	Thomas E. Abbott	Susan Potter	Betinna Meyer		Monica Craig
1995-1996	Thomas E. Abbott	Susan Potter	Kathleen M. O'Connor	Anne Marie Casey		Ann Taylor Blauer
1994-1995	Susan Potter	Kathleen M. O'Connor	Lynn B. LaBrake			Robert P. Morrison
1993-1994	Kathleen M. O'Connor	Lynn B. LaBrake	Colleen J. Power	Virginia Witucke		Thomas E. Abbott
1992-1993	Lynn B. LaBrake	Colleen J. Power	Barton M. Lessin			Carol M. Moulden

1991-1992	Colleen J. Power	Barton M. Lessin		Kathleen M. O'Connor		Marie A. Kascus
-----------	------------------	------------------	--	----------------------	--	-----------------

Appendix E: Historic DLS Membership Data



Year	Members		Year	Members
1992	481		2004	1494
1993	559		2005	1541
1994	625		2006	1585
1995	778		2007	1705
1996	849		2008	1437
1997	947		2009	1406
1998	1076		2010	1462
1999	1171		2011	1589

2000	1317		2012	1534
2001	1459		2013	1581
2002	1463		2014	1471
2003	1509		2015	1559
			2016	[# available September from ACRL]

Appendix F: Blank Committee Goals Report Form

ACRL DLS Universal Committee Report Form:

Annual Committee Charge & Goals (Sept. 15); Midwinter Report
(Jan. 15); Annual Report (May 15)

Name of committee: [insert name of committee here]

Date: [insert submission date]

Name and title of person submitting report: [insert name of chair/co-chairs]

Email: [insert]

Phone number: [insert]

SECTION 1- Annual Committee Charge & Goals (DUE: Sept. 15)

Instructions for Annual Committee Charge and Goals: 1) Fill in your responses in this section of the form, 2) save it as a **.docx** or **.pdf**, 3) post a copy to the DLS ALA Connect page*, and 4) send a copy to the DLS Section Chair/Executive Committee chair. Leave Sections 2 and 3 of this form blank for the time being.

Committee Charge

[insert your committee's charge here]
<p>Has the charge been reviewed? Yes/No</p> <p>Were changes made to the committee charge? Yes/No</p> <p>If any changes were made to the committee, what changes were made?</p> <p>[supply your answer here]</p>

Annual Committee Goals

Identify your committee's goals/ action items for the year	Map each goal/action item to a goal/objective in the Strategic Plan (2013-2016)	Describe the criteria for measuring success
Describe special or new activities your Committee is planning. (If none, indicate in adjacent box.)	There are no special activities planned at this time. [insert answer]	

<p>Will these be regular events or once-only activities in the future?</p> <p>[insert answer]</p>	<p>Additional comments: [insert answer]</p>
<p>What does your committee need from DLS Executive Committee to continue your work, such as a budget item?</p> <p>[insert answer]</p>	

SECTION 2- Midwinter Committee Report (DUE: Jan. 15)

Instructions for the Midwinter Report: 1) Fill in your responses in this section of the form, 2) save it as a **.docx** or **.pdf**, and 3) post it to the section’s ALA Connect page*. The report should capture committee activities from ALA Annual to ALA Midwinter. Leave Section 3 of this form blank for the time being.

Action Items

Add lines for additional action items as necessary

<p>Identify your committee’s goals/ action items for the year</p>	<p>Document progress toward meeting goals/action items. (Indicate actual/anticipated completion date, as appropriate.)</p>

<p>Executive Committee to continue your work through ALA Annual, such as a budget item?</p> <p>[insert answer]</p>	
--	--

Appendix G: Past Distance Learning Section Programs

1992, San Francisco Annual Conference: "The Right to Know and Learning at a Distance" (Accreditation Issues)

1993, New Orleans Annual Conference: "Working with the Adult Learner in Academic and Public libraries"

1994, Miami Annual Conference: "Taking the Network Plunge: Remote Users and Electronic Networks"

1995, Chicago Annual Conference: "Can This Marriage be Saved? Academic and Public Librarians Working Together to Support Extended Campus Students"

1996, New York Annual Conference: "Leadership on the Cybercampus Commons: Where Are We in the Vision?"

1997, San Francisco Annual Conference: "Imagining the Learning Library"

1998, Washington, DC, Annual Conference: "Library Services to Distant Students: Values, Ethics, and Cooperation"

1999, New Orleans Annual Conference: "Nothing but Net: Understanding the Digital Library User"

2000, Chicago Annual Conference: "New Trends in Accreditation"

2001, San Francisco Annual Conference: "Integrate, Separate or Outsource: Models for Distance Learning Library Services"

2002, Atlanta Annual Conference: "E-Research Companies: Value Added or Virtually Redundant?"

2003, Toronto Annual Conference: "Crossing Our Own Borders: Partnering with Faculty and Instructional Designers in the Online Environment"

2004, Orlando Annual Conference: "Interlibrary Cooperation and Resource Sharing to Better Serve Distributed Learners"

2005, Chicago Annual Conference: "Distance Learning: We Know Where We've Been, but Where Are We Going?"

2006, New Orleans Annual Conference: "Stand by Your Students: Confront the Textbook Pricing Crisis with Advocacy and Alternatives"

2007, Washington, DC, Annual Conference: "Conquer Your Peer Fear: A Mock Peer-Review Workshop"

2008, Anaheim Annual Conference: "CJCLS/CLS/DLS Joint Program: Learning Virtually: Online Professional Development for Library Workers with Tight Budgets and Full Schedules" (with accompanying CJCLS/CLS/DLS Poster Session)

2009, Chicago Annual Conference: "How Libraries Can Aid in Retention Efforts: Retaining Distance Learning Students"

2010, Washington, DC, Annual Conference: "The Open Access Debate: A Conversation"

2011, New Orleans Annual Conference: "Return on Investment in a Tough Economy: Defining the Value of the Academic Library"

2012, Anaheim Annual Conference: "Embedded Librarian Best Practices: You Can Do It, We Can Help"

2013, Chicago Annual Conference: "Is It Worth It?: Assessing Online Instruction"

2014, Las Vegas Annual Conference: "Leading from the Side: On, Off, and Within Your Campus"

2015, San Francisco Annual Conference: "Intentional Teaching Online: Using Instructional Design to Enhance Distance Library Instruction"

2016, Orlando Annual Conference: no program

Appendix H: Section History—How the Section Was Formed

The ACRL Board of Directors approved the creation of the Extended Campus Library Services Section at the 1990 ALA Midwinter Conference. Following is a brief history of the activity within ACRL which led to the formation of this new section.

At the time the 1981 Guidelines for Extended Campus Library Service were being written a discussion group was created. Records of the early meetings are not very complete but the files at ACRL do show approximately 20 or 25 persons in attendance at some of the early meetings. However, by the mid-1980's attendance had dropped considerably. At 1985 ALA Midwinter five persons were in attendance. Prior to the July 1985 Annual Meeting, Robert Cookingham as Chair of the group sent a letter to all persons who had previously attended or indicated an interest in the discussion group. In that letter he requested that the group discuss at the upcoming conference whether there was sufficient reason to continue.

Seven persons attended the 1985 Annual Meeting. As had often been the case, this was the first meeting for several attendees. Those present decided they needed the group as a forum to share ideas, that discussion topics should be pre-announced, and there should be a concerted effort to publicize the group. Mary Joyce Pickett agreed to chair the group. Since the 1986 Midwinter was to be held in Chicago, several Chicago libraries with extended campus programs were invited to participate and their anticipated participation was included on the flyer announcing the meeting. Nineteen persons attended 1986 Midwinter. Although the attendance dropped to thirteen at the 1986 Annual Meeting, participants were enthusiastic and Lynn LaBrake agreed to serve as Vice-Chair/Chair-Elect for the coming year. Eighteen persons attended at Midwinter 1987 and the 1987 Annual Conference in San Francisco found 28 persons in attendance. Since that date the discussion group has consistently had attendance of 25 or more. At the 1990 midwinter conference there were 40 in attendance.

In the spring of 1987, Mary Joyce Pickett, as chair of and representing the Discussion Group, wrote a letter to ACRL suggesting the need for an Extended Campus Library Services Committee within ACRL which could carry on projects not appropriate for a discussion group (e.g. compilation of a directory of extended campus librarians, sponsorship of programs at ALA conferences). She suggested the first assignment of the committee might be to review the Guidelines for Extended Campus Library Services. The response from ACRL was that the ACRL Standards and Accreditation Committee recommended the appointment of a Task Force to Review the

Guidelines. It was suggested that the request for a permanent committee be resubmitted after the guidelines revision, if it still seemed appropriate. After the 1987 Annual Conference, the names of twelve person who had indicated an interest in serving on the Task Force to Review the Guidelines were sent to Joanne Euster, the President of ACRL. She appointed five persons from the list to the Task Force: Barton Lessen, Lynn LaBrake, Colleen Power, Julie Todaro, and Mary Joyce Pickett, Chair.

As the work of the Task Force progressed, the widespread interest in the guidelines convinced the Task Force that it was time for ACRL to take a stronger leadership role in this increasingly important area of library services. The issue also came to the forefront in discussion group meetings. In the discussion group meeting at the 1989 Midwinter Meeting, Sally Chipman, Lynn LaBrake, Barton Lessin, and Kathleen O'Connor volunteered to draft a statement of charge to be forwarded to ACRL with a request for formation of a committee. In March of 1990 Barton Lessin wrote a letter on behalf of the Guidelines Task Force to Joe Boisse, ACRL Chair, requesting the creation of a standing committee to deal with matters related to off-campus library services. This was followed by a letter from Barbara Emmer, Chair of the Discussion Group which included the charge developed by the Discussion Group volunteers. In addition, Mary Joyce Pickett, as Chair of the Task Force, wrote a letter of support which discussed the ways such a committee might support the ACRL Strategic Plan. At the 1989 Annual Meeting in Dallas, Barbara Emmer spoke in behalf of the request at the ACRL Board meeting. Bart Lessin and Lynn LaBrake were also in attendance. The question was raised by some Board members that a section might be more appropriate than a committee but the attitude was positive. One board member, Evan Farber, gave a very positive statement in support of the proposal. The ACRL Board referred the request to the ACRL Planning Committee.

The proposal came before the ACRL Planning Committee at the 1990 Midwinter Meeting in Chicago. Four guidelines task force members (Lynn LaBrake, Barton Lessin, Mary Joyce Pickett, Julie Todaro) and the Chair of the ECLSS discussion group Joyce Rumery) attended the Planning Committee meetings. The ACRL Planning Committee did not recommend the formation of a committee but recommended that section status be considered. Signatures for a petition requesting section status were readily collected at the 1990 Midwinter Conference. In the discussion group meeting it was reported that the petitions were being presented to the ACRL Board. Mary Joyce Pickett spoke on behalf of the request at the final ACRL Board meeting of 1990 Midwinter. Lynn LaBrake and Julie Todaro were also present. The request was approved.

Once approval was given for the section, questions related to getting the section started needed to be addressed. Barton Lessin agreed to communicate with ACRL concerning procedures for establishing a section and to serve as temporary chair. After consulting with the ACRL office, he appointed three committees. An executive committee consisting of the chair, the three committee chairs, and one Member-at-Large was formed. This group including Barton, Joyce Rumery (ByLaws), Lynn LaBrake (Planning), Kathleen O'Connor (Program), and Mary Joyce Pickett (Member-at-Large) would serve until an election could be held in the Spring of 1991.