

# **ACRL Distance Learning Section Manual**

**2019-2020**

***Upcoming vote for approval  
06/23/2019***

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## 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.

**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, web site, 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 developed 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* (Robert’s Rules of Order) 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. (See H. Committees)

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 (officer) 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.

DLS Standing Committees must have co-chairs. This is to ensure continuity in the work of the committee. Co-Chairs should be staggered whenever possible. Exceptions to the co-chair model are *Nominating, Program Planning, and Special or ad hoc committees*. A co-chair model is possible for these committees but not required. (Approved June 2017)

### **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 alternate 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/Co-chairs of Standing Committees and two elected Members-at-Large. Chairs of Ad Hoc committees do not have a vote.

### **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.
- Chair all meetings of the section's Executive Committee at Annual and Midwinter Conferences.
- Monitors work of the committees to ensure they are active and on task.
- Meets deadlines for requests for payment and reimbursement, according to the budget submitted.
- Schedules all of the Section's Executive Committee meetings and programs for 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 an annual report of the section's activities to the ACRL Board and to the Archivist who posts it in electronic location(s) that are accessed by the section membership.
- Shares section representation duties with Vice-Chair/Chair-Elect, at ACRL Leadership Council (Annual) and ACRL Communities of Practice (Midwinter) meetings.
- Presents reports on section events and attends ACRL Board Meeting at Annual and Midwinter.
- Communicates between meetings with Executive Committee through e-mail distribution list and ALA Connect.

- Prepares and distributes to the Executive Committee roster of all Committee Chairs and members.
- At close of term, coordinates the review of the DLS Section Manual with the Strategic Planning Committee and the DLS Archivist, so that it remains a useful working document. (See Archivist duties re: distribution of updated pages).
- Coordinates the Section Strategic Planning Committee's efforts to keep the section membership informed of the activities and actions taken at the Midwinter and Annual meetings of the Strategic Planning Committee.
- Appoints ad-hoc committees as necessary.
- Submits section's budget requests for year by deadline.
- Meet with all chair/co-chairs at the beginning of the term to review plans for the upcoming year.

### **Section Past-Chair Responsibilities**

- Serves as an officer of the section and assists in advancing the goals and objectives of the section and ACRL.
- Based on results of the Strategic Planning Committee's annual review of the DLS Section Manual completed at end of term as Chair, Past Chair works with Archivist to ensure that all revisions and distribution of revised pages that the Archivist possesses, be communicated 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).
- Chairs the Nominating Committee whose work begins in March.
- Participates in other tasks according to the section bylaws or as assigned by the section Executive Committee.
- Orients new Section officers to their responsibilities.

### **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 as Chair of the Nominating Committee.

- Appoints a Conference Program Planning Committee and Chair responsible for planning the section's program(s) at the Annual Conference during year as Chair.
- Makes appointments to all other section committees for terms beginning when term as Vice-Chair begins.
- Appoints/reappoints Committee co-chairs of all continuing committees.
- Responds to inquiries from members and nonmembers regarding section interests and activities.
- Co-represents the section, with Chair, on ACRL Leadership Council.
- Presides at meetings in the absence of the Chair.
- Monitors communication on the DLS-L list, and represents the DLS in communicating with the list, as appropriate.

### **Secretary/Archivist-Elect Responsibilities**

- Records and maintains minutes of DLS Executive Committee meetings, annual and midwinter meetings, sends copies to the Executive Committee members, and posts copies of minutes to ALA Connect.
- Sends out reminders regarding goals, midwinter, and annual report due dates.
- 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.
- Ensures all committee reports are completed, posted, and forwarded to Archivist who will distribute them to the ACRL Programming Officer and the Strategic Planning Committee chair. Works closely with Archivist to ensure Section records are in order and archived.
- Coordinates all voting methods for the Annual meeting, which includes maintaining a detailed record of the software used, the nature of the vote, the number of participants, and the final results.
- Manages shared DLS accounts (e.g., Google Drive) and shared passwords. Note: Both the Secretary and Archivist can manage the shared passwords.
- Provides certain materials for face-to-face meetings of the Executive Committee, including but not limited to, name plates, sign in sheets, and print agendas.

- Coordinates participation for virtual attendees for Annual meeting

### **Archivist Responsibilities**

- Works together with Secretary to collect, organize, and disseminate (through appropriate electronic forums) all section committees' reports of the service year to the section membership.
- Copies of the reports will also be forwarded by the Archivist to the ACRL Programming Officer as per ACRL Archives Policy (see "Archives Policy", ACRL Guide to Policies and Procedures, Chapter 15.2), and to the Strategic Planning Committee chair.
- 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. Note: Both the Secretary and Archivist can manage the 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 all Executive Committee meetings, including American Library Association Annual and Midwinter meetings.
- Coordinate with the Section Chair, 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.
- As appropriate, meet with the current Section Chair at strategic times of the year (e.g., prior to ALA Annual, the DLS Conference, and the ACRL Conference) to identify ACRL committees to approach for possible collaboration on joint committee projects.
- Serve as liaison to other selected DLS 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.
- Advise DLS standing committees on procedural matters. Communicate any recommendations on improving committee communication and collaboration (e.g. joint committee projects) back

- to the Executive committee.
- 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 2019)*

*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>

## July

**All officers and committee co-chairs begin term of office at the conclusion of the ALA Annual Conference.**

Past Chair:

- Write and submit Excellence Implementation Report (ACRL) due in **mid-July**.

Chair:

- Send final completed information (appointment changes, additions, or deletions) on committee appointments to ACRL.

Secretary/Archivist:

- Collects all section committees, task forces, and discussion groups annual meeting minutes to send to ACRL two weeks after the Annual Conference.
- Secretary should get accounts and passwords from Archivist as part of onboarding.

Outgoing Committee Co-Chairs:

- Send minutes of the committees' annual conference meeting(s) to the Section Secretary.
- Arrange for transfer of any committee materials to incoming co-chairs not posted in ALA Connect.
- Send Thank-You notes to committee member from previous cycle,

shared duty with returning Co-Chair.

Incoming and returning Committee Co-Chairs:

- Assume responsibility for chairing committee.
- Send welcome message to committee members.
- Send Thank-You notes to committee member from previous cycle, shared duty with Outgoing Co-Chair.
- Review previous committee and Exec Committee minutes on ALA Connect.
- Contact outgoing Committee Chair to arrange for transfer of any committee materials not posted in ALA Connect.

## August

Chair:

- Send all reimbursement requests by section members for expenditures to ACRL by **August 15** for processing before the end of the ACRL budget year.
- ALA fiscal year ends on **August 31**. Chair receives notice of current budget allocations in early October.
- Special Event Request form due if planning an event at the upcoming Midwinter Meeting.
- Send tentative Midwinter meeting schedule and letter of introduction to the Chair of the Communications Committee for publication on website and ALA Connect.
- ACRL notifies section Chair of approved budget for the next fiscal year (September - August).

Vice-Chair:

- If planning a social activity at Midwinter, submit Special Events Form for section special event by **August 29**.
- Submit letter regarding available appointments to Chair of the Communications Committee
- Receive information from ACRL about budgets for the coming year.

Committee Co-Chairs:

- Contact the Section Chair and Vice-Chair if committee files have not

- been received from outgoing Committee Chair
- Verify information on committee roster. Changes to information must be made by individual members in the "My ALA" section of the ALA Web site.
- Send reimbursement forms for committee expenditures to the Section Chair for approval
- Send materials to be archived to the outgoing Section Archivist
- Meet with committee and begin discussion of committee plans and projects for the coming year

## September

Chair:

- Fiscal year begins **September 1**.
- Section nominating committees submit names of candidates for spring ballot with formal letters of consent by **September 13**.
- Confirm receipt of courtesy copies of all "Annual Committee Charge & Goals" report forms (see [Appendix A](#)) due **Sept. 15**
- Deadline for submitting fundraising plans for Annual Conference programs to ACRL Executive Director is **September 30**.
- Send Section meeting & program day/time requests to ALA Conference Arrangements for Midwinter & Annual per their deadlines.
- "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.

Vice-Chair:

- Attend ACRL Leadership Council, ACRL Communities of Practice Assembly (CoPA) meeting, and DLS Executive Committee meeting.

Annual Conference program co-chairs:

- Proposals for the next year are submitted by section program planning committee for consideration. Due **September 1**.

Nominating Committee:

- Submit slate of nominees to ACRL office

Committee Co-Chairs

- Submit "Annual Committee Charge & Goals" report form (see Appendix

A) to the Executive Committee Chair and post to ALA Connect by **Sept. 15**

- Identify projected budget expenses
- Submit requests for funds to develop section brochures and manuals (if necessary) to the committee's Executive Committee liaison.

## October

Chair:

- 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.
- Section nominee's completed biographical information due in online submission form by **October 31**.
- "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.
- *(N.B. If we reinstitute face-to-face meetings at Midwinter, then meeting space request forms for Midwinter meetings are due in **early October**. Section Chair must submit forms for ALL section committees and discussion groups.)*

## November

Chair:

- Deadline for submitting fundraising plans for Annual Conference programs to ACRL Executive Director is **November 30**.
- Call for agenda items for Midwinter Executive Committee meeting.

## December

Chair:

- Remind Committee co-chairs that Midwinter meeting agendas must be submitted to Secretary
- 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.**
- Agendas and schedules of Midwinter meetings due **mid-December.**
- Special Event Request form due if planning an event at the upcoming Annual Conference.

Vice-Chair:

- Preconference program proposals and budgets due **December 7.**

Secretary:

- Collect all committee Midwinter meeting agendas and send to ACRL
- Post agenda of Midwinter Executive Committee meeting out by **mid-December** (See "DLS Documentation Process for ALA Connect Posts" (pg. 32))
- Remind Committee Co-Chairs that Midwinter Committee Reports are due **January 15th**

Chair of Program Planning Committee:

- Submits names, addresses, and information about Annual Conference program speakers to ACRL

Committee Co-Chairs:

- Agenda for Midwinter meeting should be posted by mid-December. Send copy to Secretary.

## January

**All committees, task forces, and discussion groups are required to have a Midwinter meeting. Ensure that minutes are taken during the meeting.**

Chair:

- Media profiles for award recipients due **one week after Midwinter.**
- Letters of agreement and contracts sent to preconference and program dspeakers by ACRL staff.
- 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.

Vice Chair:

- Vice-chair receives instructions from ACRL on the committee appointment process.
- Vice-char attends ACRL virtual meeting on the section appointment process.

Secretary:

- Call for Midwinter Committee Reports (See [appendix A](#)), due **January 15th**.

Awards Committee Co-Chairs:

- Media profiles for award recipients due **one week after Midwinter**

Committee Co-Chairs:

- Meet with committee for Midwinter meeting. Ensure that minutes are taken and approved afterwards.
- Midwinter Committee Reports (See [appendix A](#)) are due by **January 15th**.

## February

Chair:

- Section chair ensures that all section committees, task forces, and discussion groups send minutes to ACRL two weeks after the Midwinter Meeting.
- Special Event Request form due if planning an event at the upcoming Annual Conference.
- Letters of agreement and contracts sent to preconference speakers by ACRL staff.

Vice-Chair:

- Solicit nominations for committee assignments from Executive Committee members.
- Appoint Nominating Committee chair and Conference Program Planning Committee Co-chairs by **mid-February**.
- Online volunteer form deadline is **February 15**. ACRL staff sends volunteer lists to section Vice-Chairs within one week of volunteer deadline.

Secretary:

- Submit report of all DLS meetings to the ACRL Office and DLS Executive Committee.
- Collect DLS committees' minutes posted on ALA Connect and submit courtesy copy to ACRL liaison.

Committee Co-Chairs:

- Submit Midwinter Meeting minutes to Secretary
- Send committee nominations and suggestions to Vice-Chair when solicited.
- Remind committee members that online volunteer form deadline is **February 15**.

Strategic Planning Co-Chairs:

- Strategic Planning Inventory **Due February 15th**.

## March

Chair:

- AV requests for Annual Conference due **March 1**.
- All preconference brochures printed and mailed.

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.

Secretary/Archivist

- Call for review of Distance Learning Section Manual by Section officers and all committee co-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

- Communicate with Committee Co-Chairs about who was appointed as new incoming Co-Chairs

#### Secretary:

- Remind Committee Co-Chairs that Annual Reports (Appendix A) are **due May 15th.**
- Collect Annual Meeting agendas to send to ACRL Office.

#### Archivist

- Collect all input on Section Manual to create draft for approval at Annual Meeting.

#### Committee Co-Chairs

- Agenda for Annual meeting should be posted 10 days prior to meeting. Send copy to Secretary.
- Invite incoming co-chair to attend Annual committee meeting.

## May

#### Chair:

- Send Annual Conference agendas to Executive Committee.
- Publish schedule of Annual Conference section events and 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 Board meeting is **early May.**
- 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.
- 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.

#### Secretary:

- Request agendas from Committee Co-Chairs and submit to the

ACRL Office.

- Collect Annual Committee Reports **due May 15th**

Committee Co-Chairs:

- Send copy of committee agendas to the Secretary
- Submit any items to Section Chair for Executive Committee to discuss and/or approve before ALA Annual conference.
- Send approved committee minutes to the Section Secretary by deadline **(before Annual conference in June)**.
- Post "Annual Committee Report" (see [Appendix A](#)) to ALA Connect **by May 15**. Send a courtesy copy to Executive Committee.

## June

**All committees, task forces, and discussion groups are required to have an Annual meeting. Ensure that minutes are taken during the meeting.**

Chair:

- With Archivist, arrange for transferring of current files to successor, and sends old files for archival records to ACRL staff.
- Agendas and schedules of Annual Conference meetings due **mid-June**.
- Discuss with the Vice-Chair the work and direction of the section and any specific responsibilities which have been assumed by committee members.
- Attend ACRL Leadership Council, and ACRL Communities of Practice meeting, if called.
- Chair section's Annual Executive Committee meeting.
- 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, the Section's Chair, Vice-Chair or Past-Chair should determine if and who should attend.)
- Remind Executive Committee members to submit Reimbursement Request form to chair by **August 1**.

Vice-Chair/Incoming Vice-Chair:

- Attend ACRL Leadership Council meetings.

- Vice-Chair arranges with outgoing Chair to receive section files.
- Vice-Chair becomes Chair at the conclusion of the ALA Annual Conference.
- Incoming Vice-Chair attends the following sessions at the ALA Annual Conference: ACRL Leadership Council, Communities of Practice Assembly (CoPA), and section executive committee.

Archivist:

- If there are substantive changes to the Section Manual that need Executive Committee Approval, send out and prepare for Annual Meeting.
- With Section Chair, arrange for transferring of current files to successor, and sends old files for archival records to ACRL staff.

Secretary:

- 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.

Nominating Committee:

- Prepares slate of candidates, with the final slate due **mid-September**.

Program Committee Co-Chairs for following year's Annual Conference

- Meets and develops preliminary topics, requirements, possible speaker list and time lines.

Committee Co-Chairs:

- Conduct an Annual meeting with your committee and take minutes.
- Post approved minutes to both Section's and the committee's ALA Connect space within two weeks. Send a courtesy copy to Secretary.

## **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. *See Appendix F. History of the section for a description of the Committee structure change.*

### **Awards Committee**

*Charge:* Solicits, collects and reviews applications for the Routledge Distance Learning Librarianship Conference Sponsorship Award, selects the most qualified individual for the annual award in accordance with the Distance Learning Section Awards Committee's criteria, and coordinates the presentation of the award.

### **Communications Committee**

*Charge:* Facilitates the sharing of ideas, best practices and news from ACRL/ALA units and relevant outside agencies to DLS members and from DLS to the library community; assesses the many communication options available and maintains a formal communication plan to disseminate information among DLS members.

### **Conference Program Planning Committee**

*Charge:* Proposes, plans and organizes at least one 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 and may be presented jointly with another section.

### **Discussion Group Committee**

*Charge:* Selects topic(s) for and leads the discussion group at annual and midwinter conferences. Goals are to inform attendees and promote sharing of expertise and ideas.

### **Executive Committee:**

*Charge:* Provides a forum for reporting, discussing, and coordinating the work of Distance Learning Section's committees and task forces. Facilitates information exchange and collaboration between Section

committees.

## **Instruction Committee**

*Charge:* Creates professional development opportunities for DLS Section members and librarians from other Sections who have an interest in library instruction and instructional technology in distance learning environments; hosts professional development events via Webinars, online panels, and other virtual platforms as appropriate; facilitates meaningful conversations among librarians associated with the distance learning community, on topics such as best practices for teaching and learning in online and blended learning environments, and develops models for collaborating with faculty to integrate library instruction into online and blended courses; coordinates the Section's library instruction-related activities with ALA/ACRL; collaborates with the Instruction Section, LIRT, and other appropriate ALA/ACRL units in activities related to instruction in a distance learning environment.

## **Membership, Events and Fundraising Committee**

*Charge:* Promotes membership and encourages active participation in this section; organizes Section social event.

## **Mentoring and Networking Committee**

*Charge:* Develops and oversees the DLS Library mentorship program, pairing mentors and mentees together to help librarians interested in learning more about distance and online library services. Promotes and facilitates research and publication opportunities in the area of distance librarianship; develops opportunities for distance learning librarians to meet and discuss topics related to research and librarianship.

## **Nominating Committee**

*Charge:* Develops a pool of candidates who are active members of DLS eligible to serve as officers of the Distance Learning Section; arranges for and conducts a voting process to determine who will serve as officers from this list of candidates.

## **Research and Publications Committee**

*Charge:* Highlights and publicizes research in distance learning librarianship

by creating, organizing, maintaining and distributing published and unpublished research materials designed to enhance librarians' knowledge of the field.

## **Standards Committee**

*Charge:* Reviews and revises the ACRL Standards for Distance Learning Library Services to incorporate current technologies and practices; serves 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:* Develops, reviews, evaluates, and makes recommendations to the Executive Committee regarding the Section's progress, future direction, goals, objectives, policies, and priorities; evaluates the progress of the Section and its units, and ensures consistency of policies with those of ACRL; serves as a "think tank" for the Section by suggesting areas for development for further consideration of the DLS Committees and interest groups; prepares and reviews regularly a policies and procedures manual for the Section.

## **Web Committee**

*Charge:* Develops and maintains the Section web site, 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 web site.

# Checklist of Committee Co-Chair

## Responsibilities

Generally, committees meet virtually but they are welcome to meet how/when they want to. All committees are required to have a virtual Midwinter meeting and a virtual Annual meeting.

- **Attend Virtual Orientation** conducted by Section Leadership (Chair or Past Chair) in July
- **Contact co-chair** and meet to strategize and review the work of the committee during the previous year.
- **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 (in-person or virtually), Midwinter (virtually), and the monthly or quarterly virtual meetings.
- **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. See "DLS Documentation Process for ALA Connect Posts" (pg. 32) for naming conventions and instructions on uploading.
- **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: Megan Griffin ([mgriffin@ala.org](mailto:mgriffin@ala.org)). See "DLS Documentation Process for ALA Connect Posts" (pg. 32) for naming conventions and instructions on uploading.
- **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 regularly attend committee meetings (See Appendix B).
- **Work with the section's Vice-Chair** to determine committee appointments and reappointments.
- **Inform Past-Chair of any changes that need to be made to DLS Section Manual.**
- **Write Thank-You notes** to committee members at the end of the term.
- **Pass on archival committee files to incoming Committee**

**co-chair.** At end of term, arrange to discuss the work and direction of the committee with incoming Committee co-chair.

#### Important Dates

September 15	<ul style="list-style-type: none"> <li>• Complete "DLS Universal Committee Report form (Section 1)" form (<a href="#">Appendix A: Committee ReportsA</a>)</li> <li>• Email courtesy copy to Executive Committee</li> <li>• Post copy to ALA Connect. See "<a href="#">DLS Documentation Process for ALA Connect Posts</a>" (pg. 32) for naming conventions and instructions on uploading.</li> </ul>
January 15	<ul style="list-style-type: none"> <li>• Complete and post "DLS Universal Committee Report form (Section 2) (<a href="#">Appendix A</a>) to ALA Connect and email a courtesy copy to Executive Committee.</li> </ul>
May 15	<ul style="list-style-type: none"> <li>• Complete and post "DLS Universal Committee Report form (Section 3)" (<a href="#">Appendix A</a>) to ALA Connect and email a courtesy copy to Executive Committee.</li> </ul>

# 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.
- When sharing minutes with committee, highlight action items.

# DLS Documentation Process for ALA Connect Posts

## 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.

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

## 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.

Please make sure all posted documents are dated and have page numbers.

## When & where should things be posted?

### Agendas

At least **10 days** before the meeting:

Submit an announcement of the meeting and the agenda to Megan Griffin ([mgriffin@ala.org](mailto:mgriffin@ala.org))

Post an announcement of the meeting and the agenda in ALA connect in the following places:

1. My ACRL Committees > ACRL DLS Executive Committee (Distance Learning Section)

2. My ACRL Committees > Your committee
3. ACRL Sections > ACRL DLS (Distance Learning Section)

Use the Event function for announcements of minutes

Naming convention: <year-month-day><Committee><Agenda>

Example: 2019-02-13 Instruction Committee Agenda

All announcements and agendas should also be posted to the DLS-L and DLSEXE-L listservs.

## Minutes

Within **30 days**:

Meeting minutes must be submitted to Megan Griffin ([mgriffin@ala.org](mailto:mgriffin@ala.org)).

The meeting minutes should be posted on ALA Connect in the following places:

1. My ACRL Committees > ACRL DLS Executive Committee (Distance Learning Section)
2. My ACRL Committees > Your committee
3. ACRL Sections > ACRL DLS (Distance Learning Section)

Naming convention: <year-month-day><Committee><Minutes>

Example: 2019-03-05 Instruction Committee Minutes

Please send the minutes within one month of your meeting, even though they may not be approved until your next meeting. "Reports of meetings should convey a summary of the discussion of each item considered by the unit and any decisions made" ([ACRL's Guide to Policies and Procedures 8.1.2](#)).

Minutes should be 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.

## Committee Charge & Goals

When: September 15

Post: section's ALA Connect page

Email: copy to the DLS Section Chair/Executive Committee chair

Email: courtesy copy to Executive Committee

Naming convention: <year><Committee><Charge and Goals>

Example: 2019 Instruction Committee Charge and Goals

### **Midwinter Committee Report**

When: January 15

Post: Section's ALA Connect page

Naming convention: <year><Committee><Midwinter Report>

Example: 2019-03-05 Instruction Committee Midwinter Report

### **Annual Committee Report**

When: May 15

Post: Section's ALA Connect page

Naming convention: <year><Committee><Annual Report>

Example: 2019 Instruction Committee Annual Report

## **Miscellaneous Naming Conventions**

When uploading other files or documents online, please use the following standard naming conventions

Naming convention: <year> <Committee> <document><draft[if necessary]>

### **Examples:**

2019-2020 Membership Committee Survey Summary

2019-2020 Strategic Planning Committee Survey Data

Sometimes the year alone will suffice.

### **Example:**

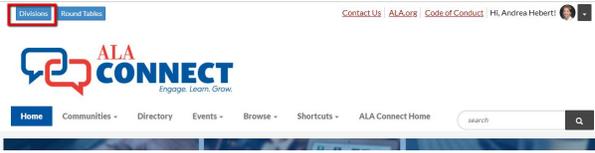
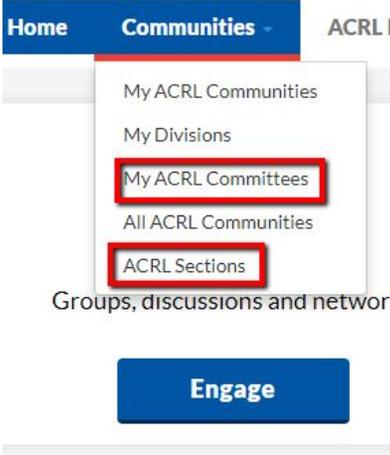
2014 Standards for Distance Learning Library Services draft

If the document has been revised, use the wording of "REVISED <REVISION DATE>"

### **Example:**

2019 Strategic Plan Draft REVISED 2019-03-18

## Navigating ALA Connect

<p>Login into ALA Connect and select "Divisions."</p>	
<p>Select "Assn. of College &amp; Research Libraries (ACRL)."</p>	
<p>Select "My ACRL Committees" or "ACRL Sections" depending on what you need to post and where you need to post it.</p>	

## My ACRL Committees

*Materials that are relevant to the committee only. Open only to committee members. Includes both the DLS Executive Committee and committee you are chairing.*

1. Documents still under discussion/editing
2. Information that should be shared only with the committee (e.g. tentative budget information)
3. Announcements of actions relevant only to committee members (e.g. a reminder of a due date for a committee project)

## My ACRL Committees

COMMUNITY NAVIGATOR

### ACRL DLS Executive Committee (Distance Learning Section)

ACRL (Association of College and Research Libraries)  
ACRL DLS (Distance Learning Section)

member last person joined 8 months ago

Group Heading ACRL DLS (Distance ...

### ACRL DLS Strategic Planning Committee (Distance Learning Section)

ACRL (Association of College and Research Libraries)  
ACRL DLS (Distance Learning Section)

member last person joined 8 months ago

Group Heading ACRL DLS (Distance ...

## ACRL Sections > ACRL DLS

*Materials relevant to the entire section. Open to all members of DLS.*

1. Documents that have been approved and should be available to the membership at large. This includes but is not limited to
  - Agendas
  - Minutes
  - Reports
  - Data
2. Announcements of things relevant to the entire membership
3. Announcements of actions relevant only to committee

## ACRL Sections

COMMUNITY NAVIGATOR

6 total

All C

### ACRL CJCLS (Community and Junior College Libraries Section)

ACRL (Association of College and Research Libraries)

Serves to share common areas of interest to enhance library services and librarianship libraries and learning resource centers in two-year institutions and to support the educational programs of these institutions.

last person joined 2 hours ago

### ACRL DLS (Distance Learning Section)

ACRL (Association of College and Research Libraries)

Advances extended campus librarianship and fosters and shares information on extended campus library services; contributes to library service and librarianship through programs, lectures, and publications, and represents extended campus librarians.

[Learn more about ACRL DLS on the DLS website.](#)

member last person joined 3 hours ago

ACRL DSS (Digital Scholarship Section)

members (e.g. a reminder of a due date for a committee project)	
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## Folders

Files or documents need to be placed in the appropriate folders. Using folders consistently will help us keep ALA Connect organized.

Please assign the appropriate Group heading(s) to the document.

1. In the DLS Executive Committee site, each cycle will have its own year range with subfolders for minutes, agendas, and annual reports. Please place your documents in the appropriate subfolders.
2. In the DLS Section site, the folder for "Minutes" will have subfolders for each committee. Please place your minutes in the appropriate subfolder.
3. Additional folders can be proposed by the membership through direct electronic communication with the Chair, Secretary, or Archivist, who would determine the viability of the proposed folder and effect any changes.
4. 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](http://www.ala.org/acrl/aboutacrl/directoryofleadership/sections/dls/acr-dlsec)).

## 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 committee roster and a new member be appointed. The DLS Vice-Chair will notify the ACRL Board liaison of the change.

# Timelines & Tasks by Committee

## Awards Committee

August/September:

- ✓ 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

- ✓ 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

- ✓ Communicate with ACRL the number of nominations and applications received.
- ✓ Submit final reminders to marketing channels.

Early December

- ✓ Deadline for award nominations.
- ✓ Distribute submissions to committee members for review

January

- ✓ 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.
- ✓ Notify non-winning applicants or nominators of their selection.

February- May

- ✓ Plan Awards Ceremony at ALA Annual
- ✓ Discuss room setup 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

- ✓ Attend Annual Conference & award ceremony
- ✓ Communicate with next year's Committee Chair to ensure smooth transition

## Communications Committee

## August-November

- ✓ Establish task responsibilities for communication outlets, primarily: Facebook, Twitter, Listserv, DLS group on ALA Connect, Slack, 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 committee
- ✓ Utilize ALA Connect as needed.

## December

- ✓ 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.

## January-June

- ✓ Review task responsibilities in preparation for promoting upcoming conferences (ALA, ACRL, DLS, etc.)

## Program Planning Committee

- ✓ This committee **is selected early and begins work prior to July 1<sup>st</sup>**.
- ✓ Schedule initial meeting to consider themes for both ALA and ACRL for the Annual conference once themes have been announced
- ✓ Throughout the process, 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.

## July-August

- ✓ Write program proposal(s), including preliminary budget
- ✓ ALA has been strongly suggesting collaborative programs with other ACRL sections; reach out to potential partners early.
  - Options include a co-sponsored event and in-name-only sponsorship
- ✓ Submit all proposals by due date
- ✓ If non-librarian speakers are planned, talk with Vice-Chair immediately to begin fundraising, 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.

## November

- ✓ ACRL announces accepted programs.
- ✓ If accepted, put a call for proposals/presenters out widely
- ✓ 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.
- ✓ Submit "Request for Special Allocation" funding from ALA to ACRL Office, if needed.

#### December-January

- ✓ Committee co-chairs report to DLS Executive Committee on progress and plans. Room size, date, and time for program are settled at this meeting.
- ✓ Committee selects speakers based on criteria and rubric.
- ✓ Committee members distribute publicity tasks
- ✓ List of substitute speakers compiled.

#### February-May

- ✓ Create & distribute publicity flyer
- ✓ Committee assignments for copying and distributing forms and flyers are made.
- ✓ Communicate with Web & Communications committee to publicize event on all channels.

#### During program:

- ✓ 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., recorder to summarize event for C&RL News.

#### After the Program

- ✓ 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

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.

#### August-December

- ✓ Plan discussion topic for Midwinter. May include a call for proposals/presenters, review and selection by committee
- ✓ Collaborate with Communication and Web Committees to publicize Discussion

Group virtual meeting through appropriate avenues, including, but not limited to LISTSERVS (DLS-L), DLS website and ALA Connect, and DLS social media

#### Midwinter Discussion

- ✓ Normally scheduled for 1-2 weeks after the Midwinter meeting
- ✓ Committee tasks:
  - Send thank you to speakers
  - Create evaluation to send to attendees
- ✓ Report to Executive Committee after the event

#### February-May

- ✓ Plan topic for Annual Discussion
- ✓ If possible, include topics or presenters from ALA Annual Program
- ✓ Collaborate with Communication and Web Committees to publicize Discussion Group virtual meeting through appropriate avenues, including, but not limited to LISTSERVS (DLS-L), DLS website and ALA Connect, and DLS social media

#### Annual Discussion

- ✓ Normally scheduled for 1-2 weeks after the Annual meeting
- ✓ Committee tasks:
  - Send thank you to speakers
  - Create evaluation to send to attendees
- ✓ Report to Executive Committee after the event

## **Membership, Events & Networking Committee**

#### Ongoing

- ✓ 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.
- ✓ Work on committee project(s), keeping members informed and involved in tasks.

#### September – January

- ✓ Refers potential section committee members to Vice-Chair/Chair-Elect.

#### February – May

- ✓ Contact ACRL Membership, Events & Networking Committee Chair to determine DLS participation at the ACRL Booth in the Exhibits area.

#### ALA Annual

- ✓ Plan membership events at ALA Annual conference

#### July - August

- ✓ Obtains section membership list from ALA/ACRL.

## Nominating Committee

This committee begins its work prior to July 1<sup>st</sup>.

March (prior to term)

- ✓ 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

- ✓ 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

- ✓ 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

- ✓ 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

- ✓ ALA emails ballots for section officers.

June

- ✓ Candidates for section officers are notified of election results by ALA.

## Strategic Planning Committee

Every year, complete a **Strategic Planning Inventory**. The Strategic Planning Inventory maps all current committee goals to the current strategic plan to make sure our committee work is adequately meeting our Strategic Plan. Due to Executive Committee by **February 15th**.

Ongoing:

Every 3 years, review and update the Strategic Plan. All final updates need to be voted on by the Executive committee.

# Appendices

## Appendix A: Committee Reports

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]

## 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]

Has the charge been reviewed? **Yes/No**

Were changes made to the committee charge? **Yes/No**

If any changes were made to the committee, what changes were made?

[supply your answer here]

### Annual Committee Goals

Identify your committee's goals/ action items for the year	Map each goal/action item to a goal/objective in the <a href="#">Strategic Plan (2018-2021)</a>	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]	
Will these be regular events or once-only activities in the future? [insert answer]	Additional comments: [insert answer]	
What does your committee need from DLS Executive Committee to continue your work, such as a budget item? [insert answer]		

---

## 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*

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

<p>Describe special or new activities your Committee has undertaken. (If none, indicate in adjacent box.)</p> <p>Will these be regular events or once-only activities in the future? [insert answer]</p>	<p>There are no special activities planned at this time. [insert answer]</p>
<p>What does your committee need from DLS Executive Committee to continue your work, such as a budget item? [insert answer]</p>	<p>Additional comments: [insert answer]</p>

## Annual Committee Report (DUE: May 15)

*Instructions for the Annual 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 Midwinter to ALA Annual. The **Annual Report** is due one month prior to the ALA Annual Conference.

### Action Items

*Add lines for additional action items as necessary*

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

<p>Describe special or new activities your Committee has undertaken. (If none, indicate in adjacent box.)</p>	<p>There are no special activities planned at this time. [insert answer]</p>
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<p>Will these be regular events or once-only activities in the future? [insert answer]</p>	<p>Additional comments: [insert answer]</p>
<p>What does your committee need from DLS Executive Committee to continue your work through ALA Annual, such as a budget item? [insert answer]</p>	

## **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: Sample Thank-You Letter to Committee Members**

Dear [Committee Member]:

This letter is to acknowledge your participation as a member of the ACRL Distance Learning Section's \_\_\_\_\_ Committee. Throughout this past year (20XX-20XX), you have actively contributed to committee discussions, and I am very grateful to you for being part of this group.

This year, the committee met regularly to discuss the committee's charge and to \_\_\_\_\_. You were particularly helpful with [task] which [Outcome]. Thanks to the committee's hard work, our online event was a great success.

Again, it is a pleasure to have you as a member of the DLS \_\_\_\_\_ Committee. You serve as a wonderful example of the dedicated professionals who help contribute to the success of our section.  
Thank you,

DLS \_\_\_\_\_ Committee co-chair

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

Year	Vice Chair/ Chair Elect	Chair	Past-chair	Secretary	Archivist	Member @ Large
2019-2020	Amanda Ziegler	Natalie Habert	Kristin Woodward	Stephanie Espinoza Villamor	Andrea Hebert	Karla Aleman Jennifer Rundels
2018-2019	Natalie Haber	Kristin Woodward	Cheryl Blevins	Andrea Hebert	Michael Courtney	Karla Aleman Joelle Pitts
2017-2018	Kristin Woodward	Cheryl Blevins	Stefanie Buck	Michael Courtney	Danielle Skaggs	Joelle Pitts Stephanie Espinoza
2016-2017	Cheryl Blevins	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-	Robin Lockerby	Michele	Patrick	Mark Horan	Michele	Daniel Patrick

2010		Behr	Mahoney		Reid	Gall
2008-2009	Michele Behr	Patrick Mahoney	William Denney	Michele Reid	Sarah J. Hammill	Sandra Lee 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		2005	1541

1993	559		2006	1585
1994	625		2007	1705
1995	778		2008	1437
1996	849		2009	1406
1997	947		2010	1462
1998	1076		2011	1589
1999	1171		2012	1534
2000	1317		2013	1581
2001	1459		2014	1471

<i>2002</i>	1463		<i>2015</i>	1559
<i>2003</i>	1509		<i>2016</i>	1505
<i>2004</i>	1494		<i>2017</i>	

## **Appendix F: 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

2017, Chicago Annual Conference: "Visibility & Engagement: Design, Develop, or Refresh your Online Instruction"

2017, Chicago Annual Conference: "To Teach or Not To Teach Discovery Tools: Balancing Practical Instruction with the ACRL Information

Literacy Framework”

2018, New Orleans Annual Conference: “Open Education Resources (OER): Where Libraries Are and Where We Are Going” (Co-sponsored with the ALCTS, CMS Collection Development Librarians of Academic Libraries Interest Group)

2019, Washington DC Annual Conference: “Accessibility and Creation of Online Library Materials: Applying Universal Design for Learning” (In-name-only co-sponsored with Instruction Section)

## **Appendix G: 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.

In 2015, the DLS formed a subcommittee to review and revise the DLS Mission Statement. The ad hoc committee consisted of Kristin Woodward (University of Wisconsin-Milwaukee Libraries, Chair), Sandy Hawes (Saint Leo University), Harvey Gover (Washington State Univ Tri-Cities), Megan Davis (University of Maryland University College) and Stefanie Buck (Oregon State University, DLS Vice-chair). In December 2015, the committee sent out a brief survey to the DLS membership to gain a better understanding of why people join DLS and what they hope to get out of their membership.

Following a review of the comments from the survey and several discussions with the DLS Exec committee, the DLS Exec Committee approved the new mission statement on 3/8/2016 (?).

In 2016, the DLS underwent a review of the DLS committees. The goal was to review the current charges of the committees, determine if any of the charges needed updating, what committees the section wanted to have in the future, if any committees needed to be retried or reframed, and if any new committees needed to be formed. DLS formed an Ad Hoc committee, chaired by the DLS Chair Stefanie Buck (Oregon State University), to review the committee structure and make a recommendation to DLS Executive Committee. Committee members included Tammy Ivens (UNC Wilmington), Rebecca Nowicki (Ashford University), Sandy Hawes (Saint Leo University), Karla Aleman (Morehead State University Library) and Rebecca Renirie (Central Michigan University Library).

The Ad Hoc committee consulted data including:

- DLS 2014 Membership Survey (xxxx),
- Membership Collaboration Recommendations Report (June 2, 2015)

The DLS Chair also held one-on-one meetings with the Committee chairs in 2016 to gather input about the future of the committees. Based on this information, the Ad Hoc committee recommended a revision of the DLS committees as outlined below. This information was presented to DLS Exec at several monthly meetings for discussion and feedback. On January 10, 2017, the DLS Executive committee approved the new committee structure.