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Public Services Working Group Minutes for August 25, 2010

Consortium of Academic and Research Libraries in Illinois

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Public Services Working Group Minutes

August 25, 2010

CARLI Office

Members attending: Jane Currie (LUC); Susan Franzen (ICC); Lisa Hinchliffe (UIU); April Levy (COL); Sean McCarthy (IIA); Bruce Stoffel (ISU); Susan Tulis (SIC), Chair; Michele Ukleja (WRH).

Members attending by phone: Matthew Rutherford (NBY)

Staff attending: Elizabeth Clarage

Staff attending by phone: Jennifer Masciadrelli

Guests attending: Susan Singleton, CARLI

Decisions:

1. Minutes of the June 17, 2010 meeting were approved by some group members prior to the meeting. Other members are asked to review and initial their approval of the minutes in the wiki.
2. The PSWG decided to focus on the following projects this year: expansion of the Policies Clearinghouse; creating Ethnographic Research Methods Webcasts with the expertise of participants in the ERIAL project; and a forum about Reference.
3. The meeting was adjourned at 2:10 p.m.

Announcements:

1. Susan Singleton announced that CARLI's Annual Meeting this year will be a webinar with a possible topic included E-books in the Consortial Environment. She is soliciting participants for a presentation on the integration of e-books into course management systems.
2. All new members have been added to the PSWG electronic list. Other communication channels available for publicizing group events, projects, and announcements include the open Public Services Interest Group email list, the CARLI blog, and CARLI Facebook and Twitter accounts.
3. CARLI now will use Adobe Connect for conference calling and webinars.

Tasks assigned:

1. Sean volunteered to serve as the third member of the Policies Clearinghouse subcommittee, with continuing members Matt and Michele.
2. The Policies Clearinghouse subcommittee will add policies from the new group members' libraries (Illinois Central College, Illinois Institute of Art, Loyola University), and will solicit public services policies from all CARLI libraries; if policies are converted to PDF, the date of conversion will be inserted on the first line of the policy.
3. Elizabeth will send information to all members regarding VoIP capability, needed for conference calls. Elizabeth will send instructions for using the wiki to new group members.
4. All group members will read the list of ethnographic methods used in the ERIAL Project (<http://www.erialproject.org/project-details/methodology/>), choose the top three methods they would

most like to learn more about, and send their choices to the PSWG list.

5. Lisa will create an action plan and timeline for the Ethnographic Methods Webcast project, with Susan Tulis' assistance.
6. Susan Tulis will check with all group members about whether to schedule conference calls on the second or third Thursdays of each month, and will report the decision to the group.

Meeting Dates and Deadlines

Next Meeting: TBD Schedule of Public Services Working Group Meetings: Second or third Thursdays each month, 1:00 p.m., via conference call

Minutes respectfully submitted,

April Levy