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# Public Services Working Group Minutes for November 17, 2010

Consortium of Academic and Research Libraries in Illinois

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## Public Services Working Group Minutes

November 17, 2010

**Members attending:** Jane Currie (LUC); Susan Franzen (ICC); April Levy (COL); Sean McCarthy (IIA); Matthew Rutherford (NBY); Bruce Stoffel (ISU); Susan Tulis (SIC), Chair; Michele Ukleja (WRH)

**Members absent:** Lisa Janicke Hinchliffe (UIU)

**Staff attending:** Elizabeth Clarage; Jennifer Masciadrelli

Susan Tulis, Chair, called the meeting to order at 1:00 pm and Susan Franzen agreed to be the minute taker. Each member introduced themselves.

All members have approved the minutes from the August 25, 2010 meeting.

### **Policy Clearinghouse**

Policy Clearinghouse was discussed. No new policies have been added. The committee would like policies from all working group member libraries in addition to other CARLI member libraries. The group will continue to collect policies, link to the Collections Working Group Collection Development policies, and eventually create a public list of policies on the CARLI wiki.

### **Ethnographic Methods WebCast Project**

Working group members still need to choose the top three ethnographic study methods for webcasts. Susan will touch base with Lisa on topics and timelines for the project.

### **Forum Proposal & Open Houses**

Bruce summarized the forum proposal submitted by John Steirman at Western Illinois University. Bruce suggested combining the forum with an open house, as a representative at Western had also mentioned in the past that they would be interested in hosting. Bruce offered to contact John Steirman about the possibility.

The group discussed other potential locations for open houses, including the Newberry Library and the Illinois Institute of Art – Chicago. Matt and Sean said they would check with others at their institutions about hosting, but space limitations are a concern. The possibility of ½ day visits to each location was discussed.

### **Adobe Connect (Voice Over IP)**

Preference for the next meeting is Adobe Connect. Jennifer will send out an email with a link for everyone to test. Only Susan F. and Matt are unsure whether or not they can connect via Adobe.

Meeting adjourned at 1:55 p.m.

Minutes Respectfully Submitted,

Susan Franzen