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Public Services Working Group Minutes for February 17, 2011

Consortium of Academic and Research Libraries in Illinois

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Public Services Working Group Minutes

February 17, 2011

Conference Call

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

Members absent: Matthew Rutherford (NBY)

Staff attending: Elizabeth Clarage

Staff absent: Jennifer Masciadrelli

Minutes from our 1/20/11 minutes were tentatively approved; members who have not yet reviewed the draft minutes and added initials are asked to do so. The minutes will be assumed to be approved following those reviews unless objections are sent to Susan.

Final plans for 4/11 open house at WIU:

Susan, April, Bruce, and Sue plan to attend.

WIU will provide the maximum number of attendees that may register for the open house. A "save the date" announcement of the open house will appear in the 2/18/11 CARLI newsletter and will be posted to the CARLI e-mail lists. Bruce will draft the announcement and send it to Susan for her review. Susan will send it to Elizabeth. Elizabeth and Jennifer will draft a registration form and distribute it for review. The online registration form will be prepared in time to make it available in early to mid March. Participants from WIU will be registered automatically; Bruce will provide a number and individual names of those participants. Parking and hotel information will be incorporated into the online registration form using parking instructions that Bruce has already received from WIU and hotel recommendations listed at WIU's website.

Bruce will discuss several suggested changes to the open house schedule with planners at WIU. He will ask that a third breakout session be added allowing attendees to participate in more sessions of interest to them. To permit this change, each breakout session will be shortened in length and the time set aside for lunch reduced. Tours will be moved to the end of the open house with only a brief wrap-up. The open house will have a scheduled conclusion at 3:30.

CARLI staff will communicate with WIU about food details and payment for it. Bruce will provide her with a contact at WIU with whom she can coordinate.

Status report on policies clearinghouse

Matt, Michelle, and Sean have solicited submissions but have not received any to date. They will send requests

to another set of libraries. Policies posted at the wiki reflect all of those received thus far, all from PSWG members or former members.

Ethnographic methods webcast/podcast project

The webcasts/podcasts would be on the following topics: Reasons for doing ethnographic research, conducting ethnographic interviews, photo diaries and journals, cognitive maps, and mapping diaries. Thus far, Northeastern University, Illinois Wesleyan University, and the University of Illinois at Springfield have expressed interest in making a webcast/podcast during summer 2011.

Lisa will draft introductory and concluding text that could be incorporated into each webcast/podcast to give them uniformity and tie them to CARLI. Lisa, Susan, and Elizabeth will hold a conference call to discuss this project further. They will report on the outcome of their work during our next meeting.

New business

Elizabeth suggested that we begin discussing what event we would like to plan for fall 2011 during our next meeting. Susan asked that members begin developing ideas between now and that meeting.

The meeting adjourned at 1:56 p.m.

Meeting Dates:

Next Meeting: Thursday, 17 March 2011, 1-3 p.m., Conference Call

Schedule of Public Services Working Group Meetings:

Thursday, 21 April 2011, 1-3 p.m., Conference Call

Thursday, 19 May 2011, 1-3 p.m., Conference Call

Thursday, 16 June 2011, 1-3 p.m., Conference Call