## ALL-SIS Faculty Services Committee Handbook for Committee Chairs

## Committee Charge:

#### **FACULTY SERVICES COMMITTEE**

- Develop and maintain information for ALL-SIS web site
- Plan and conduct Faculty Services Roundtable
- Survey membership and share results on the range of faculty services provided by academic law libraries
- Other projects that the Committee has identified as useful
- Submit one column to the ALL-SIS Newsletter describing the work of the committee during the current year

From ALL-SIS website

## **Appointment of Committee Chair (or Co-Chairs)**

The Committee Chair (or Co-Chairs) and members of the Committee for the following year will be appointed in the spring or early summer. Departing chairs may be asked to contribute information about who was a particularly valuable member of the committee during the current year, and how long various committee members have served.

#### June

The chair(s) contact the new membership and make arrangements for the new members to attend the committee meeting at AALL, if possible.

#### July

The new chair(s) will cooperate with the existing chair(s) to plan and conduct the Faculty Services Roundtable at the AALL Annual Meeting. While this is really the responsibility of the outgoing chair(s), getting familiar with the process is helpful for the next year.

The chair(s) should also review with the outgoing chairs any ongoing issues and priorities from the previous year.

#### **Annual Meeting**

The meeting of the committee at AALL will have two parts – planning for the Roundtable and identifying and setting priorities for the ensuing year. It is really up to the committee to decide what activities it wants to undertake to meet the charge of the committee. This committee differs from others in that it has no definite assigned duties (unlike the Program Planning Committee or the Nominations Committee, for example). The membership has to brainstorm and decide for themselves what activities will meet their goals. So a significant amount of time at the committee meeting is devoted to establishing priorities and dividing up tasks so that each member has the opportunity to work on something they will find both useful and, hopefully, congenial.

At the meeting, leadership officially passes to the new chair(s), although the outgoing chair(s) will preside over the roundtable.

## **During the year**

The committee chair(s) take the lead to ensure that the priorities established at the committee meeting in July are met. This is a fairly new committee: the priority for the first year was a survey of faculty services at academic law libraries. During the second year, the priorities were writing a report on the survey and conducting three listserv discussions. For the third year, we undertook two listserv discussions (one on boundaries in faculty services and one on copyright issues as they relate to faculty services), adding content to the committee website, and sponsoring a program for the 2007 AALL Annual Meeting on blogs and legal publishing.

At least one article has to be written for the ALL-SIS Newsletter. Natural candidates for this are a report on the Faculty Services Roundtable at the Annual Meeting, or a report on activities during the year. Previous articles contributed by the Committee are posted on the Committee website.

The committee has to host the roundtable at the Annual Meeting. The ALL-SIS chair will send inquiries about timing and information on rooms and signage; the chair(s) respond as necessary. Topic selection, planning and coordinating the roundtable itself are the end-of-the-year priority for the committee.

## **Annual Report**

By June 1, the chair(s) produce an Annual Report to be submitted to the ALL-SIS Chair and update this Committee Chair Handbook. The Annual Report should be posted to the Faculty Services Committee website.

#### **Conference Calls**

The committee should have a conference call or email meeting by September to continue to discuss their plans for the coming year.

There should be a minimum of one conference call in the Fall and one in the Spring to plan the listserv discussions.

Conference call instructions – Email committee members offering at least 3 days and morning and afternoon times for the conference call. After choosing a date and time, email Kim Rundle (<a href="mailto:krundle@aall.org">krundle@aall.org</a>) at AALL (call also if you don't hear back in case she is out of the office). She will send instructions similar to those below. The phone number will change each time.

"All participants should dial into the conference center, just prior to the start time, 800-\*\*\*-\*\*\*, and enter pin code # \*\*\*\*\*\*. The first person on the call will experience complete silence until the second participant is connected. If at any time during the call you need operator assistance please press \* 0 and an operator will assist you during your conference call."

#### **Listsery Discussions**

One of the most valuable activities of the Committee is the discussions we have hosted on the Faculty Services Committee listserv. The address of the listserv is <a href="mailto:all-fsr@aallnet.org">all-fsr@aallnet.org</a>. Examples of publicity for one of the 2006-2007 listserv discussions are set out below.

When the discussion is completed, the chair(s) should post on the Committee website either a link to the archive of the discussion on the ALL-SIS website or a compilation of the posts.

# **ALL-SIS Faculty Services Committee Listserv discussion examples and instructions**

First announcement: sent to <u>all-sis@aalInet.org</u> (that is, so it will go to all members of ALL-SIS) about 1 ½ weeks before

The ALL-SIS Faculty Services Committee invites you to join the Faculty Services Discussion List on AALLNET. We will begin a discussion on "Law Faculty, Copyright and Law Libraries" on May 1, 2007. The discussion will begin at 10:00 AM EDT on May 1 and run til 6:00 PM EDT on May 2.

Who handles copyright permissions at your library for course reserve material, electronic reserves or postings on course or faculty webpages? When a professor wants to download a music video from the web for a presentation, who is responsible for obtaining the license to display it? Does the library provide guidance or information for the faculty on copyright issues? Now that so many materials are provided to

students in electronic format, copyright issues are more problematic than ever for our faculty. How do we help them navigate these issues while accommodating new methods of teaching and learning? We'd like to exchange ideas and information on how these issues are affecting or adding to the services we provide to law faculty

You need to be subscribed to participate in the discussion. Subscribing is easy. Go to <a href="http://share.aallnet.org/read/all\_forums/">http://share.aallnet.org/read/all\_forums/</a> Click on the tab "My Forums" to see if you are already subscribed. If not, locate ALL-FSR in the All Forums list (you may have to click on the "show more" tab at the bottom of the list), click on the "subscribe" link at the end of the line. Enter the information requested.

We are looking forward to some great discussions and information exchanges. Sign on as soon as you can.

Margaret Schilt and Marianne Alcorn Co-Chairs, ALL-SIS Faculty Services Committee

Reminder sent 2 days before

Same message with "Reminder - Faculty Services Discussion Begins May 1, 2007" in the subject line.

Last reminder – day of discussion

Same subject line as number (2), then the following message:

The ALL-SIS Faculty Services Committee's discussion is starting this morning. See announcement below, and check to make sure you are subscribed so that you can join us!

Margaret Schilt & Marianne Alcorn Co-Chairs, ALL-SIS Faculty Services Committee

First post: Go to the List Manager site at AALL (<a href="http://share.aallnet.org/read/all\_forums/">http://share.aallnet.org/read/all\_forums/</a>) and log into all-fsr. Then go to Create Message, put in the message and send. This sends the message to anyone who is subscribed to the list. From then on, all someone needs to do is hit reply and the messages will be sent to all subscribers.

Welcome to the ALL-SIS Faculty Services Committee discussion of "Law Faculty, Copyright and Law Libraries." Please join our discussion by responding to all-fsr@aallnet.org with your comments on the topics below:

Who handles copyright permissions at your library for course reserve material, electronic reserves or postings on course or faculty webpages? When a professor wants to download a music video from the web for a presentation, who is responsible for obtaining the license to display it? Does the library provide guidance or information for the faculty on copyright issues? Now that so many materials are provided to students in electronic format, copyright issues are more problematic than ever for our faculty. How do we help them navigate these issues while accommodating new methods of teaching and learning? We'd like to exchange ideas and information on how these issues are affecting or adding to the services we provide to law faculty.

## Annual Meeting – Room setup request

You will receive a notice in the Fall to request your equipment and room set-up.

Committee meeting – In 2006 and 2007 requested conference style, about 15 chairs around a conference table (that will be the maximum needed).

Faculty services round table - 2006 they had approximately 50 in attendance. 2007 the request was for 75 chairs (hard to estimate, shorter annual meeting period may result in less attendance). Request a speaker podium (raised podium with room at the table for four speakers) with microphones, and classroom set up (50 to 75 chairs facing the podium, no tables). The past two years the round table has broken up into three groups. It is important to request the chairs not be connected. Request three large flip easels with writing markers.