## Association of College and Research Libraries (ACRL)

### Fall Board Virtual Meeting

Tuesday, October 24, 2023
1:00–3:00 p.m. Central

[Zoom Login](#)

## Agenda

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<th>Time</th>
<th>Item (Document number follows topic and presenter)</th>
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<tr>
<td>1:00 p.m.</td>
<td><strong>1.0 Call to order</strong> (McNeil)</td>
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<tr>
<td>1:00–1:03 p.m.</td>
<td><strong>2.0 Opening remarks/items for New Business</strong> (McNeil)</td>
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<tr>
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<td>ACRL President Beth McNeil will share opening remarks. For the minutes, McNeil will report out on a recent Board vacancy.</td>
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<td>1:03–1:05 p.m.</td>
<td><strong>3.0 Adoption of the agenda</strong> (McNeil)</td>
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<td><strong>Action</strong></td>
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<td>1:05–1:20 p.m.</td>
<td><strong>4.0 Awards Process Implementation Task Force</strong> (Lori Goetsch, John A. Lehner) #4.0</td>
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<td>The Board will receive an update from the Task Force co-chairs and discuss questions from the Task Force.</td>
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<td>1:20–1:30 p.m.</td>
<td><strong>5.0 ALA Operating Agreement Implementation Task Force</strong> (Payne)</td>
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<td>The Board will receive an update on the Task Force.</td>
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6.0 Consent Agenda (McNeil)

[In order to allocate more Board time to the matters of highest priority, it is recommended that we develop a consent agenda for more routine matters on which there is little perceived need for debate or on which more meaningful debate will take place in other forums and need not be repeated in The Executive Committee’s discussions. We will act on these items as a group. Any item may be removed from the consent agenda if any member of The Executive Committee of Directors requests separate consideration of the item. Any separate agenda item can be suggested for inclusion in the consent agenda.]

- Confirmation of virtual votes Annual 2023 to Fall 2023 #2.0
- Proficiencies for Assessment in Academic Libraries #2.1, #2.1a, #2.1b
- Competencies for Academic Library Outreach Work #2.2, #2.2a, #2.2b
- Hip Hop Librarian Consortium Discussion Group Dissolution #2.3

7.0 Framework/Standards Review (Anantachai) #3.0, #3.1

During ALA Annual Conference 2023, the Board discussed possible next steps for several documents that are up for review, and identified several existing groups that should be asked if they have interest/capacity to complete a review. The Board will discuss some questions that were received.

8.0 Chapters Composition (McNeil) #5.0, #5.1

The Board will continue its discussion from Annual 2023 and review new information on the proposed policy to no longer require Chapter Council Officers to be required to also serve on their state Chapter’s Board.

9.0 Section Special Events (TBD) #10.0

The Board will receive an update and take action on the section special events proposed policy that was initially reviewed at Annual 2023.
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<th>Time</th>
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<tr>
<td>2:10–2:25 p.m.</td>
<td><strong>10.0 Member Engagement &amp; Group Reporting</strong></td>
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<tr>
<td><strong>Discussion</strong></td>
<td>The Board will discuss if the current ACRL membership group structure should be reviewed and/or if action should be taken on the proposed Interest Group/Discussion Group Continuation Policy from Annual 2023.</td>
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<td></td>
<td>- <strong>Group Reporting (Payne) #7.0</strong></td>
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<td>The Board will also review the current membership group report structure to better understand how these are used and how reporting should continue.</td>
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<td>2:25–2:40 p.m.</td>
<td><strong>11.0 In-person/Virtual Meetings for ACRL Units</strong></td>
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<tr>
<td><strong>Discussion</strong></td>
<td>The Board will discuss how ACRL members and units, including science librarians, are meeting in the current landscape and if there are ways to better engage members.</td>
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<td>2:40–2:50 p.m.</td>
<td><strong>12.0 FY23 Q4 Report</strong></td>
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<tr>
<td><strong>Information</strong></td>
<td>- <strong>ACRL FY23 Q4 (Mocnik/Payne) #8.0, #8.1</strong></td>
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<td>- <strong>Choice FY23 Q4 (Hendrick) #9.0</strong></td>
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<td>2:50–2:55 p.m.</td>
<td><strong>13.0 ACRL Bylaws Working Group (Ellis)</strong></td>
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<td><strong>Information</strong></td>
<td>The Board will receive a brief update from the ACRL Bylaws Working Group.</td>
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<td>2:55–3:00 p.m.</td>
<td><strong>14.0 Officer Reports (McNeil)</strong></td>
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<td><strong>Information</strong></td>
<td>Written reports submitted. Highlights may be given, and questions will be taken at this time.</td>
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<td>- President’s Report (McNeil) #1.0</td>
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<td>- Vice-President’s Report (Lo) #1.1</td>
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<td>- Past-President’s Report (Ellis) #1.2</td>
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<td>- Councilor’s Report (Whatley) #1.3</td>
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<td>- Executive Director’s Plan for Excellence Activities Report (Payne) #1.4</td>
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<td>3:00 p.m.</td>
<td><strong>15.0 Adjourn (McNeil)</strong></td>
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<td><strong>Action</strong></td>
<td>- Next meeting: December Board Update, Date TBD</td>
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Upcoming ACRL Board Meetings

- **ACRL December Board Update**: Date & Time TBD
- **ACRL Virtual Board Update - January 12, 2024**: 2:00 PM - 3:00 PM (CT)
- **ACRL Board of Directors I - January 26, 2024**: 1:00 PM - 3:00 PM (CT)
- **ACRL Board of Directors II - January 31, 2024**: 1:00 PM - 3:00 PM (CT)
- **ACRL Spring Board Virtual Meeting - April 25, 2024**: 11:00 AM - 01:00 PM (CT)

Upcoming ALA Executive Board Meetings (optional)

- **ALA Executive Board Monthly Conference Call, November 16, 2023**, 12:00 PM – 1:30 PM Central, Join Zoom, Meeting ID: 988 1585 4898, Passcode: 621369
- **ALA Executive Board Monthly Conference Call, December 21, 2023**, 12:00 PM – 1:30 PM Central, Join Zoom, Meeting ID: 988 1585 4898, Passcode: 621369

ACRL Board Ground Rules

*Approved Fall Board Meeting, November 18, 2019.*

1. Accept mutual responsibility for quality of meeting and assess effectiveness.
2. Be present, attentive, engaged and prepared. Avoid side conversations.
3. Lean into discomfort; discuss the undiscussable issues
4. Speak up if you have a question or to test assumptions.
5. Listen with care for the individual and differ respectfully.
6. Signal conclusion, identify next steps, and make clear assignments.
7. Assume positive intent/give benefit of doubt.
8. Enjoy yourself.

Make knowledge-based decisions using these four questions:

1. What do you know about our members/prospective members/customers—needs, wants, and preferences, that is relevant to this decision?*
2. What do we know about the current realities and evolving dynamics of our members’ marketplace/industry/profession that is relevant to this decision?*
3. What do we know about the capacity and strategic position of our organization that is relevant to this decision?*
4. What are the ethical implications of this decision?
   *What do you wish that you knew, but don’t?*

ACRL Board Social Media Guidelines

*Approved Fall Board Meeting, November 16, 2018*

This document addresses ACRL Board members’ use of their personal social media accounts in sharing information from Board work.

1. **Purpose**
Social media offers an opportunity for the ACRL Board to increase two-way communication with members. As such, we recognize the importance of social media not only for sharing information and updates, but in contributing towards greater transparency and member engagement.

2. **Guidelines**

Board members who engage with social media agree to do so in a professional manner and to act in accordance with The Executive Committee’s Ground Rules, which are reviewed and updated each year at the Strategic Planning and Orientation Retreat. The following guidelines are intended to assist Board members in determining what type of social media posts are appropriate. Board members may:

a. use their personal social media accounts to share Board information;
b. share information/discussions and distinguish/label personal opinions clearly as their own;
c. include general summaries of Board discussions without including specific comments or attributing those comments to individual Board members
d. Once vote is taken, support decision in line with Board responsibilities;
e. report on action items;
f. leverage social media to gather feedback from members.

3. **Responsibilities**

Board members who choose to share Board information on social media are responsible for following member responses and closing the feedback loop, as follows:

a. Twitter posts should use the #acrlboard hashtag, along with any individual hashtag(s) for specific discussions.
b. Board members initiating discussion on social media should summarize and report member responses back to The Executive Committee promptly.
c. Board members initiating discussion on social media should report back to responding members with the results of the discussion.
ACRL Fall Board Virtual Meeting: October 24, 2023

Document Inventory

*Each document is bookmarked within the PDF.*

**Blue** = New Documents  
**Red** = Pending  
**Black** = Included

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<td>Plan for Excellence Activities Report (PEAR)</td>
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<td>Board action form: Confirmation of Virtual Vote Annual 2023 to Fall 2023</td>
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<td>ACRL/RBMS Guidelines for Loans of Special Collections Materials for Exhibitions and Resource Sharing Transmittal</td>
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<td>FYI-6</td>
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ACRL Officer Report

Position: Vice-President/President Elect

Name: Leo Lo

Report period: July 1 – September 30, 2023

Date submitted: October 8, 2023

Strategic priority activities

• Made appointments to the ACRL Appointments Committee and the Leadership Recruitment and Nominations Committee

Ambassador activities

• Attending virtual first meeting of ALA’s COC/CoAppt, led by ALA Vice-President Cindy Hohl in anticipation of upcoming appointments work.

Association service

• Participated in weekly Presidents’ calls
Plan for Excellence Quarterly Activity Report (PEAR)
Report Period: June 1, 2023 to September 30, 2023

This is the fourth-quarter report of a cumulative report for FY2023. Data format:
• New entries are in regular font.
• Previously reported entries will be noted in italic.

Strategic Goal Areas

Value of Academic Libraries
Goal: Academic libraries demonstrate alignment with, and impact on, institutional outcomes.

Objective 1: Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
  • In celebration of the fifth anniversary of the Project Outcome for Academic Libraries toolkit in 2024, ACRL plans to publish a book titled Assessment and Advocacy: Using Project Outcome for Academic Libraries, highlighting the value the toolkit has brought to institutions and the academic library profession. In May, ACRL issued a call for proposals for case studies outlining how Project Outcome is used institutions and how it has helped users advocate for their libraries.

Objective 2: Promote the impact and value of academic and research libraries to the higher education community.
  • In late February, ACRL launched the new Academic Library Advocacy Toolkit. Developed jointly by members of the New Roles and Changing Landscapes (NRCL) and Value of Academic Libraries (VAL) committees, the Toolkit is a curated collection of resources that can help equip academic library administrators and library professionals with the resources they need to advocate for the value, roles, and contributions of academic libraries to their campus communities. It was highlighted in the late February article 3 Questions on Academic Library Staffing for ACRL’s Mary Jane Petrowski by Joshua Kim in Inside Higher Ed.
  • The Value of Academic Libraries (VAL) Committee reviewed applications and conducted interviews for new facilitators for two of licensed workshops it oversees “Assessment in Action: Demonstrating and
ACRL FB23 Doc 1.5

Communicating Library Contributions to Student Learning and Success” and “Planning, Assessing, and Communicating Library Impact: Putting the Standards for Libraries in Higher Education into Action.” Kat Bell and Keri Thomas-Whiteside were hired as Standards facilitators. Brooke Doyle and Mariya Gyendina were hired as AiA facilitators.

- A working group comprised of members from the NRCL and VAL continues is finalizing an Academic Library Workers Advocacy Toolkit, designed to help librarians and library workers advocate for themselves, the profession, and the necessity of academic libraries, with guidance from ACRL VP/President Elect Erin Ellis and staff liaisons Kara Malenfant and Erin Nevius.

**Objective 3: Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.**

- NRCL and VAL together offered an online Trend Talk: Listening to Our Students in June.
- Project Outcome for Academic Libraries has 5,189 users as of October 1, 2023. To date, 879 academic libraries have created surveys and collected more than 176,000 responses. In this period, we co-hosted a “Project Outcome 101” webinar with PLA, which was attended by 415 people.
- Project Outcome for Academic Libraries has 4,956 users as of May 30, 2023. To date, 838 academic libraries have created surveys and collected 159,676 responses. In April 2023, the NSSE High Impact Practices were added as a taggable outcome measurement in the toolkit. In this period, we hosted the following presentations
  - 3 paid, private webinars of the presentation “Getting Started with Project Outcome for Academic Libraries” for Kutztown University, Colorado Department of Education, and Minitex.
  - 2 presentations at the ACRL 2023 Conference in Pittsburgh, attended by a total of 166 people.
  - 2 free webinars: “Project Outcome 101” co-hosted with PLA and “Getting Started with Project Outcome for Academic Libraries” for the ALA Library Research Round Table, attended by a total of 463 people.
- Project Outcome for Academic Libraries has 4,598 users as of December 1, 2022. To date, 780 academic libraries have created surveys and collected 137,335 responses. In this period, we hosted 2 paid, private “Getting Started with Project Outcome for Academic Libraries” webinars for SELFIN and the College of Western Idaho.
- The VAL committee offered the free ACRL Presents webcast “Libraries and Learning Analytics: The Future is Now” on November 17, 2022. This was a continuation of the November 2021 ACRL ULS webinar, “Libraries and Learning Analytics: Facts, False Choices, and Future Forays.” This presentation is part of the committee’s effort to refocus attention on using data to support data-driven decision making and making sure academic libraries have a place at the table at the larger institutional level.

**Objective 4: Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.**

- At the behest of the Board of Directors, a VAL working group will begin the review/revision process of ACRL’s Standards for Libraries in Higher Education in early FY24.
The revised ACRL Proficiencies for Assessment Librarians & Coordinators was approved by the ACRL Board of Directors in June 2023 following approval by the Standards Committee.

A working group of VAL, with representation from the EDI committee, continues work to update the ACRL Proficiencies for Assessment Librarians & Coordinators, circulating a first draft of the new Proficiencies for Assessment in Academic Libraries requests for feedback on March 22 and second draft on April 24.

A subcommittee of VAL continues the VAL Spotlight Series: Practices of Equity & Social Justice in the ACRL Insider blog with a post in mid-February of Latia Ward. The series profiles librarians from various corners of librarianship who discuss what it means to integrate equity and social justice into their practice and assessment, as well as how they are working toward that goal.

VAL offered an online discussion forum Creating and Nurturing Partnerships for Equity, Diversity, Inclusion & Social Justice in May.

**Student Learning**

Goal: Advance equitable and inclusive pedagogical practices and environments for libraries to support student learning.

**Objective 1: Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.**

- The Student Learning and Information Literacy Committee (SLILC) offered the online discussion forum on June 21, “Getting Started with OER tools: H5P and Pressbooks.” The webinar provided a brief introduction to Pressbooks, a web-based authoring tool that can be used to create Open Education Resources and books, as well as an overview of H5P, a web-based software that enables users to create interactive digital content. The workshop had 306 registrants who received the workshop recording with 100 live attendees.
- SLILC published “It’s not just us: Sharing the ACRL Framework with writing tutors” in the C&RL News July/August 2023 issue as part of the “Perspectives on the Framework” columns.
- The Threshold Achievement Test for Information Literacy launched as an ACRL product in July of 2023. Staff hosted a webinar introducing the new tool which was attended by 142 people. Since the launch TATIL has been used by 11 schools to administer 27 tests and collected 3,256 responses.
- ACRL has acquired the Threshold Achievement Test for Information Literacy (TATIL), an online information literacy assessment instrument developed by Carrick Enterprises, Inc. Based on the 2017 ACRL Framework for Information Literacy for Higher Education, TATIL launched in 2018 and has been used by more than 75 educational institutions. TATIL is a simple, easy-to-use standardized test that measures the achievement of the information literacy education outcomes, regardless of a student’s major or research focus, across four modules which address learning across all the frames in the ACRL Framework for Information Literacy. TATIL reports help educators identify student areas of strength and areas that need improvement, supporting evidence-based decision-making and inform actions for strengthening student outcomes. Following a redesign and rebuilding period, TATIL will relaunch under the ACRL brand in summer 2023.
• The Student Learning and Information Literacy Committee (SLILC) is offering an online discussion forum in June Getting started with OER tools: H5P and Pressbooks.

Objective 2: Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

Research and Scholarly Environment

Goal: The academic and research library workforce accelerates the transition to more open and equitable systems of scholarship.

Objective 1: Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.

• Final manuscripts for the topical issue of College and Research Libraries spotlighting new research advancing the priority areas established by ACRL’s 2019 research agenda “Open and Equitable Scholarly Communications” were submitted by authors to the issue’s editors on August 1, 2023. Final versions are expected to be transmitted to ACRL staff for production on October 1.
• Work continues on the topical issue of College and Research Libraries (expected Jan 2024) to spotlight new research advancing the priority areas established by ACRL’s 2019 research agenda “Open and Equitable Scholarly Communications: Creating a More Inclusive Future.” Reviewers sent developmental feedback was sent to authors in mid-March and authors sent revised draft manuscripts in mid-May. Proposals were due Oct. 3, underwent open peer review, and editors made their decision and sent notifications. Selected authors are now working on full manuscripts, due Jan. 9.

Objective 2: Enhance members’ capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge-creation systems.

• With SPARC, ReSEC has planned the virtual 2023 ACRL/SPARC Forum, “Editorial Board Resignations to Align Journals with Community over Commercialization,” for October 12, 2023.
• ACRL encouraged the community to celebrate Fair Use/Fair Dealing Week February 20-24, 2023, with a blog post featuring relevant ACRL resources.
• The Research and Scholarly Environment Committee (ReSEC) published “Scholarly Communications” columns in C&RL News in the January, March, April, and May issues. Previously reported: October, November, and December issues.
• The Digital Humanities section, in its efforts to increase the educational impact of its Python webinars, requested that, rather than hosting one class per year, that ACLR sponsor the TAP Institute, which
features ten classes and additional programming. The TAP Institute is a free, open event that teaches text analysis skills, develops open educational resources for teaching, and features community discussions about text analysis in higher education. The TAP Institute was originally funded by the NEH and co-organized with the University of Virginia and the University of Arizona over the last two years. This year, the funding is coming from ITHAKA, a non-profit whose mission is “to improve access to knowledge and education for people around the world.” The switch does not require any funding.

- ACRL encouraged the community to celebrate Open Access Week October 24-30, 2022, with a blog post highlighting ACRL’s array of resources, publications, and events to help libraries and librarians participate.

Objective 3: Increase ACRL’s efforts to influence and advocate for more open and equitable dissemination policies and practices.

- See below, under advocacy, for activities of the Library Copyright Alliance and Open Access Working Group.

- On November 16, 2022, ACRL joined ARL in co-sponsoring a listening session on the 2022 Office of Science and Technology Policy (OSTP) public access guidance, "Ensuring Free, Immediate, and Equitable Access to Federally Funded Research." In this session the academic/research library community shared statements and top-of-mind issues with US Federal agency members of the National Science and Technology Council (NSTC) Subcommittee on Open Science (SOS) about the new public-access memo. Nearly 350 people registered for the session, with approximately 255 in live attendance. Afterwards the organizations sent a brief letter to the Chairs of the NSTC SOS outlining what library representatives highlighted in their statements, along with the video recording, and the data from a survey registrants completed prior to the event.

New Roles and Changing Landscapes

Goal: The academic and research library workforce effectively fosters change in academic libraries and higher education environments.

Objective 1: Deepen ACRL’s advocacy and support for the full range of the academic library workforce.

- In June 2023, the Add-on Roles and Flexible Assignments subcommittee distributed a survey on the emerging roles of academic librarians in order to benchmark their functions and identify training needs; determine librarians’ job satisfaction relative to the new and emerging roles; evaluate the impact librarians believe their role is having on the academic enterprise; and provide employment indicators for librarians in the workforce or entering the workforce in order that they be better positioned to make informed career choices. The survey closed on July 28, and the subcommittee is analyzing results now with the goal of submitting an article for publication early in 2024.

- With the Value of Academic Libraries Committee, NRCL published the Academic Library Advocacy Toolkit in February 2023 to provide techniques, tips, and strategies for academic library advocacy that
Objective 2: Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.

- The Library Space subcommittee held the ACRL Presents webinar “Creating Welcoming Spaces in Academic Libraries” on July 11, 2023. Registration was at capacity with 999 registrants, and there were more than 500 attendees.
- The call for proposals for a book on Inclusive Leadership from NRCL’s Inclusive Leadership subcommittee closed on August 31, 2023. 15 chapter proposals and 26 case study proposals were received and are under review.
- The Open Educational Resources and Affordability Off-RoadShow was offered as a virtual workshop to the Massachusetts Library System in June 2023 and the Minnesota State Universities and Colleges in September.
- NRCL’s User Experience subcommittee, with the VAL committee, presented the ACRL Online Forum “Trend Talk: Listening to our Students” on June 7, 2023. The Forum explored the challenge of reaching students and connecting with groups of students who have a variety of experiences, backgrounds, and circumstances.
- The Inclusive Leadership subcommittee has proposed a new definition of inclusive leadership inspired by the Center for Creative Leadership’s definition: “Inclusive library leaders are individuals who are aware of their own biases, actively seek out and consider different perspectives to inform their decision-making, collaborate more effectively with others through cultural competency, center empathy and compassion in their approach to leadership, and seek to advance equitable outcomes.” On February 7, 2023, they presented the webcast “ACRL Presents: Inclusive Leadership,” to discuss the new definition, share experiences with inclusive leadership, and solicit feedback on the proposed definition, to be submitted here. A call for proposals for a book on the topic from the subcommittee was distributed in May and closes on August 31, 2023.
- The Open Educational Resources and Affordability Off-RoadShow has two upcoming workshops scheduled, in summer 2023 and fall 2023.
NRCL’s User Experience subcommittee has been working with the Value of Academic Libraries committee to create a series of Trend Talks. The first is an online discussion forum, “Trend Talk: Listening to Our Students,” on June 7, 2023, at 1 p.m. Central, exploring the challenge of reaching our students and specifically connecting with groups of students who have a variety of experiences, backgrounds, and circumstances.

The Library Space subcommittee surveyed NRCL on the use of space in academic libraries and developed a panel presentation for July 11, 2023, at 1 p.m. Central, “ACRL Presents: Creating Welcoming Spaces in Academic Libraries.”

Objective 3: Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

- The ACRL Library Worker Retention Toolkit prepared by ACRL’s Diversity Pipeline subcommittee was reviewed by ACRL’s EDI Committee and published in June 2023.
- The Diversity Pipeline subcommittee has completed the ACRL Library Worker Retention Toolkit (currently set to private) and shared it with ACRL’s EDI Committee and the full NRCL Committee for feedback. Publication is anticipated in June 2023.
- NRCL’s Diversity Pipeline subcommittee is creating a Retention Toolkit using existing and new resources, including possible video testimonials on how people have successfully increased retention in their libraries. This group will be working on content until May, at which time it will be sent to the full NRCL Committee and the EDI Committee for review and feedback, with eventual incorporation into the existing ACRL EDI LibGuide.

Equity, Diversity and Inclusion (EDI)

Objective 1: Enhance members’ capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.

- ACRL Presents: ACRL’s Strategic Vision for Equity, Diversity & Inclusion was held on Tuesday, June 13, 2023, 11:00 a.m. - 12:00 p.m. Central. Members of the ACRL Board of Directors and ACRL EDI Committee spoke on the goal area development and future plans to support ACRL’s newest goal area.
- The ACRL Equity, Diversity, and Inclusion Town Hall (Zoom registration link) will be held on June 29, 2023 01:00 PM Central Time.
- In November 2022, the ACRL Board approved the EDI goal and objectives for the Plan for Excellence.
- The EDI Committee will have a table at the 2023 ACRL Conference Engagement Fair.
- Out of 135 programs accepted for the ACRL 2023 conference (first round of acceptances in summer 2022), 44 had selected Equity, Diversity, and Inclusion as their primary tag (33% of accepted programs).

Objective 2: Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.

- The ACRL Diversity Residency Institute 2023, which is being managed and supported by Harvard Libraries, was held on August 4-6, 2023 in Cambridge, Massachusetts. This 2-day institute featured
nationally and regionally recognized speakers on a variety of library diversity topics, along with structured cohort exercises for the residents.

Objective 3: Build relationships and coalitions to cultivate “collective ownership, accountability, and responsibility” (Cultural Proficiencies for Racial Equity: A Framework, 2022).

- Prior to his departure, Jay Malone had been holding periodic meetings with HBCU Library Alliance leadership and included Allison Payne in the May 2023 meeting. Allison will seek to continue these discussions to learn if there are ways ACRL can work with the HBCU Library Alliance.

Core Commitment to Equity, Diversity & Inclusion

- Throughout FY23, ACRL staff have worked with our Project Outcome developer, Community Attributes, to update the online toolkit to align more closely with WebAim’s Web Content Accessibility Guidelines (WCAG) 2. Additional web accessibility upgrades have been budgeted for FY24.

Enabling programs and services activities

The regularly recurring operations relevant to the ability of ACRL to lead academic and research librarians and libraries in advancing learning and scholarship are reported below.

Advocacy

- The ACRL Board of Directors, at their June 16, 2023 ACRL Board Pre-Annual Virtual Meeting, reviewed and approved the 2023 ACRL Legislative Agenda.
- ACRL’s Government Relations Committee completed the 2023-24 Legislative Agenda and submitted to the Board for consideration during their June meetings.
- Together, with colleagues in the ALA Public Policy and Advocacy Office, ACRL staff member Kara Malenfant and Broadband Advisor to ALA Michelle Frisque worked to expand awareness of funding available to academic libraries via the Digital Equity Act and the Broadband, Equity, Access, and Deployment Grant. The United States federal government is making historic investments in advancing digital equity, literacy, and inclusion so every American can affordably access and successfully use high-speed internet to achieve their economic, educational, and social goals. Libraries of all types, including academic libraries, can apply for some of these programs. In February, Frisque and Malenfant offered a pre-recorded project briefing for the Coalition for Networked Information. In April, ACRL issued the online current awareness publication Keeping up with . . . Digital Equity Funding. In May, they offered open office hours sessions first for members of CARLI and then through ACRL for all academic librarians to strategize comments on digital equity for state planners. This unprecedented digital equity funding will help community organizations provide broadband/devices, build information/digital literacy skills, and support workforce development. There is unlikely to be another opportunity like this in our lifetime to further the good work libraries of all types are already doing.
- ACRL’s Government Relations Committee began drafting the 2023 Legislative Agenda.
Strengthening partnerships with other organizations

- On March 27, 2023, ACRL joined other organizations in supporting the reintroduction of the Affordable College Textbook Act (H.R.1811/S.978) by U.S. Senators Durbin (D-IL), King (I-ME), Smith (D-MN), and Sinema (I-AZ) and U.S. Representative Neguse (D-CO). This bill would reduce the cost of textbooks at U.S. colleges and universities by expanding the use of open textbooks (and other open educational resources) that everyone can use, adapt and share freely. It would formally authorize the Open Textbook Pilot grant program at the U.S. Department of Education which has provided $47 million in grant funding since its inception in 2018.

- On December 9, 2022, ACRL joined 5 other organizations that participate in the Open Access Working group to provide feedback to the White House Office of Science & Technology Policy as it works to develop its Fifth National Action Plan. The comments recommended that federal agencies covered by the Nelson Memo align their public access plans with open government principles by requiring research articles and data to be made public under an open license that allows for full reuse and carefully considering the impacts of publishing models that may limit participation.

- ACRL suspended its participation in the Library Copyright Alliance, effective January 1, 2023. Part of the reason was budgetary combined with the recognition that having both ALA and ACRL (as a division of ALA) as a member of LCA did not make sense.

- Together with ARL and ALA, as part of the Library Copyright Alliance, ACRL took the following actions:
  - December 1, 2022, joined comments to the Copyright Office to support the notice of proposed rulemaking regarding termination rights under the Music Modernization Act’s blanket license.
  - October 13, 2022, joined an amicus brief in Hunley et al. v. Instagram, which concerns the "server" test for the display right, in support of the defendant.

Education

Immersion Institutes

- A new Facilitator Team was hired in summer 2023; the three-person team is comprised of a Lead Facilitator, Past Facilitator, and Incoming Facilitator. The group is convening in early fall 2023 with the goal of offering Immersion programming in 2024.

- The in-person Immersion Program has been on hiatus since the pandemic. Additionally, the Immersion Facilitator Coordinator resigned in summer 2022. Staff are working with the current facilitator team on potential virtual offerings for 2023.

Licensed Workshops

- Most of the ACRL RoadShows have resumed offering in-person workshops; virtual workshops (Off RoadShows) remain an option for hosts as well. Three RoadShows were offered during this reporting period:
ACRL Conference

• ACRL 2025 will be held in Minneapolis, April 2-5, 2025. Alexia Hudson Ward, Associate Director for Research and Learning at MIT, has been appointed as the ACRL 2025 Conference Chair. The Call for Programs will launch in January 2024.

• Nearly 4,000 library staff, exhibitors, speakers and guests from around the world met March 15-18, 2023, in Pittsburgh and online for the ACRL 2023 conference. John Culshaw, Jack B. King University Librarian at the University of Iowa, was the conference chair.

ACRL 2023: Forging the Future
In-person paid registrants: 2,154
Virtual paid registrants: 718
Guests/Staff/Others: 231
Exhibitors: 644
Total: 3,747

• 2,154 in-person registrants represents 110% of our in-person registration goal (1,950); 718 virtual registrants represents 68% of our virtual registration goal (1,050). Total registration revenue was $1,075,257, 106% of our budgeted registration revenue.

• ACRL awarded 99 scholarships in six categories worth nearly $90,000.

• Vendor sponsorships totaled $186,250 (89% of budget); library sponsorships totaled $106,000 (101% of budget). Total sponsorships totaled $292,250 (93% of budget).

• 224 exhibit booths and 8 table-tops representing 149 companies were sold for ACRL 2023. More than $609,000 came in through booth sales.

• ACRL 2023 offered more than 500 peer-reviewed programs, as well as a number of networking, wellness, and social events. Key topics of discussion focused on advocacy, equity, diversity, and inclusion, teaching and learning, open access and a variety of other issues affecting academic libraries. ACRL 2023 featured 35 hybrid programs, presented onsite in Pittsburgh and available in real-time to both in-person and virtual attendees, plus an additional 46 virtual-only programs. Keynote speakers included Rebecca Nagle and Heather McGhee. Rebecca Nagle is an award-winning advocate, writer, and citizen of the Cherokee Nation. Her writing about Native representation and tribal sovereignty has been featured in The Washington Post, The Guardian, USA Today, Teen Vogue, The Huffington Post, and more. Heather McGhee designs and promotes solutions to inequality in America. Over her career in public policy, McGhee has crafted legislation, testified before Congress, and helped shape presidential campaign platforms. Her book, The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together spent ten weeks on the New York Times bestseller list and was longlisted for the National Book Award and Carnegie Medal for Excellence in Nonfiction.
• 49.2% of in-person and 36.9% of virtual registrants responded to the conference evaluation. Highlights are below:
  o More than 9 out of 10 in-person attendees (92.5%) characterized their experience at ACRL 2023 as either “very positive” (36.8%) or “positive” (55.7%). More than 8 out of 10 virtual attendees (84.0%) characterized their experience at ACRL 2023 as either “very positive” (26.4%) or “positive” (57.6%).
  o 90% of in-person respondents would recommend the ACRL Conference to a colleague. 81% of virtual respondents would recommend the ACRL Virtual Conference to a colleague. The ACRL 2023 in-person Net Promoter Score is 39; virtual Net Promoter Score is 22 (NPS 30-70 = “great”; NPS 20-30 “favorable”).
  o 89.2% of in-person respondents and 65.5% of virtual strongly agreed or agreed (the top two responses) that the conference provided a welcoming and inclusive environment; 89.5% of in-person respondents and 81.7% of virtual strongly agreed or agreed that they learned something they would quickly apply to their work. 86.9% of in-person and 80.9% of virtual respondents strongly agreed or agreed that they were inspired to think of their own unique solution/innovation to apply to their work. 63.8% of in-person respondents, in contrast to the only 14.5% of virtual, who strongly agreed or agreed that they established one or more connections with people they did not know and plan to maintain.
  o The top three factors that influenced in-person people’s decision to attend ACRL 2023 were to keep up to date professionally (58.1%); to seek out new approaches to their work (46.2%); and network with peers (38.5%). The top three factors that influenced virtual people’s decision to attend ACRL 2023 were to keep up to date professionally (70.7%); virtual format (55.9%) and to seek out new approaches to their work (51.2%).
  o When asked to identify the two best aspects of the conference, the majority of in-person respondents indicated: 1. networking/(re)connecting with colleagues, and 2. programs. Additional responses included keynote speakers, academic focus, location, and presence of EDI throughout presentations. When asked to identify the two best aspects of the conference, the majority of virtual respondents indicated: 1. programs, and 2. ability to attend virtually. Additional responses included chat, variety, technology that worked well, and keynote speakers.
  o More than 9 out of 10 in-person respondents (94.4%) received financial support from their institution for their attendance. 89.3% of respondents had at least 50% of their conference expenses paid for by their institution.

Conferences, Pre Conferences, and Workshops
• The RBMS 2023 Conference entitled, A New Kind of Professional, took place June 27 – 30, 2023 at Indiana University Bloomington and virtually. This gathering not only addressed questions of how to welcome, prepare, and retain new workers for the increasingly complex demands of GLAMS (Galleries, Libraries, Archives, Museums, and Special Collections) professions, but also address continuing education framed around changes in critical library theory and new approaches to our collections and careers. RBMS successfully launched its first-ever hybrid conference and was delighted to return to
Indiana University Bloomington, the original host institution of the 2020 canceled conference. There were 306 in-person registrants and 221 virtual registrants for the conference. The conference also included 40 companies participating in the in-person ABAA Booksellers’ Showcase and 36 companies participating in the Virtual Booksellers’ Showcase. The conference expects a modest financial net and many positive comments and testimonials were provided in the evaluation feedback.

Annual Conference Programs

• 15 ACRL programs were offered at the 2023 ALA Annual Conference in Chicago on topics including employee retention, interdisciplinary and humanities librarianship, and support and outreach for indigenous patrons.
• ACRL received 85 proposal submissions for the 2024 ALA Annual Conference, a 129% increase from 2023. The Professional Development Committee is currently reviewing proposals; 15 programs can be accepted for presentation (18% acceptance rate).
• ACRL received 32 program submissions for the 2023 ALA Annual Conference. The ACRL Professional Development Committee reviewed proposals and selected 15 programs for presentation (47% acceptance rate) at the upcoming ALA Annual Conference in Chicago.

Online learning

ACRL offered the following e-Learning events during the reporting timeframe:

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<th>Title</th>
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<th>Learning Outcomes</th>
<th>Recommended (9 to 10 ratings)</th>
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<tr>
<td>Exploring AI with Critical Information Literacy</td>
<td>Course</td>
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<td>98%</td>
<td>99%</td>
<td>71%</td>
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<tr>
<td>Developing Signature Pedagogies in Information Literacy</td>
<td>Course</td>
<td>9/25-10/20/23</td>
<td>24</td>
<td>92%</td>
<td>99%</td>
<td>50%</td>
<td>12</td>
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</table>

See additional webinars in the CHOICE section of this report.

Member Engagement

Membership units/Governance

• At Annual 2023:
  o Approved the creation of the Threshold Achievement Test for Information Literacy (TATIL) Editorial Board.
  o Renewed for another three years the Digital Badges Interest Group and History Librarians Interest Group.
  o Dissolved the Student Retention Discussion Group.
Transitioned from an interest group to a discussion group the Library Marketing and Outreach Interest Group Transition and Asian, African, Middle Eastern Studies Interest Group.

Approved for all Chapter Speaker Bureau visits be virtual, effective immediately.

- **The Chapters Council Legislative Representative steps in as interim Secretary for this term. They are currently holding two roles due to lack of engagement in finding a new leader.**
- **The Undergraduate Librarians Discussion Group Dissolved at the Fall Executive Board Meeting.**
- **The Research and Assessment Metrics Interest Group transitioned to a Discussion Group at the Fall Executive Board Meeting.**
- **Chapters Council Secretary position remains vacant as multiple attempts to find someone to serve have failed.**
- **As of November 14, Chapters Council chair resigns. The Vice-Chair stepped in as interim Chair while the group looks to find a new Vice-Chair. Currently Chapters Council is operating with two vacant positions (Vice-Chair and Secretary.)**
- **The Asian, African, Middle Eastern Librarian Interest Group transitioned to a Discussion Group at the ALA 2023 Annual Conference Executive Board Meeting.**

**Awards**

- **The Awards Process Implementation Task Force continues to meet and will give an update at the October 24, 2023 Fall Board Virtual Meeting.**
- **The Awards Process Implementation Task Force, which was formed by the board in August 2022, continued its meetings throughout the second and third quarters. On February 17, 2023, co chairs Lori Goetsch and John Lehner presented an oral report to the board. On the recommendation of the Board, the TF decided not to pursue the establishment of a new award for EDI, instead emphasizing that EDI considerations will inform all awards moving forward. The co chairs also provided an update on the TF at the Leadership Council and Membership meeting on April 25, 2023. The co-chairs will produce an interim written report for the board at its June 2023 meeting. The Task Force is on track to provide a final report at LLX2024.**

**Membership**

**Special events at ALA Conferences**

- **Hosted a First-Time Attendee Orientation / Engagement Fair for approximately 800 first-time attendees at the 2023 ACRL Conference in Pittsburgh on March 15, 2023.**
- **ACRL publishing staff David Free, Editor-in-Chief of C&RL News, and Erin Nevius, Content Strategist, along with Choice staff Rachel Hendrick, Interim Editor and Publisher, and Anne Doherty, Resources for College Libraries Project Editor, presented the panel “Publish It with ACRL” at the 2023 ACRL Conference, a discussion of the different opportunities and processes for publishing in ACRL’s many outlets.**
Consulting services

- In-progress consulting engagements run through early 2024, and new engagements are on hold pending new staff.
- Held discussion, submitted proposal, negotiated contract, and began strategic planning work at a consortia.
- Held discussion, submitted proposal, negotiated contract, and began strategic planning work at a mid-size public university.
- Held discussion, submitted proposal, negotiated contract, and completed external review at a community college.
- Continued facilitative support at a small private university.
- Amended contract for additional strategic planning work with a small private research university and completed extension.
- Completed strategic planning work with a very large public research university.
- Completed strategic planning and reorganization with a mid-size private university.
- Completed external review at a very small private university.
- Completed external review at a very small private college.
- Held discussion, submitted proposal, and began negotiating contract for external review at a large public research university.
- Held discussion, submitted proposal, and began negotiating contract for external review at a community college.
- Began facilitative support at a small private university.
- Continued strategic planning work with a very large public research university.
- Continued strategic planning and reorganization with a mid-size private university.
- Continued external review at a very small private university.
- Finalized contract and began external review at a very small private college.
- Completed strategic planning work with a small private research university.
- Completed strategic planning work with small private university.

Fundraising

- ACRL awarded 99 scholarships worth nearly $90,000.
- ACRL hosted a donor reception in Pittsburgh on March 16, 2023, for approximately 100 donors attending the 2023 ACRL Conference. New inductees into the ACRL Circle of Friends, Circle of Excellence, and Circle of Distinction were recognized.

Publications

Non-periodical Publications

- ACRL finished FY23 with 20 new books published, tying our record for most books published in one fiscal year. The last five published from June through August were:
  - Managing Crises in the Academic Library: Past, Present, and Future, edited by Doris Van Kampen-Breit
Instructional Identities and Information Literacy, Volume 1: Transforming Ourselves, edited by Amanda Nichols Hess
Instructional Identities and Information Literacy, Volume 2: Transforming Our Programs, Institutions, and Profession, edited by Amanda Nichols Hess
Instructional Identities and Information Literacy, Volume 3: Transforming Student Learning, Information Seeking, and Experiences, edited by Amanda Nichols Hess
The Critical Librarianship and Pedagogy Symposium: Reflections, Revisions, and New Works, edited by Yvonne Mery and Anthony Sanchez

Through September, three new books have been published in FY24:

Creators in the Academic Library: Instruction and Outreach, edited by Alexander C. Watkins and Rebecca Zuege Kuglitsch
Creators in the Academic Library: Collections and Spaces, edited by Rebecca Zuege Kuglitsch and Alexander C. Watkins
Practicing Privacy Literacy in Academic Libraries: Theories, Methods, and Cases, edited by Sarah Hartman-Caverly and Alexandria Chisholm

The next books to publish will be:

Scholarly Communication Librarianship and Open Knowledge, edited by Maria Bonn, Josh Bolick, and Will Cross (publishing simultaneously in print and open access editions)
Comic Books, Special Collections, and the Academic Library, edited by Brian Flota and Kate Morris
Everyday Evidence-Based Practice in Academic Libraries: Case Studies and Reflections, edited by Claire Walker Wiley, Amanda B. Click, and Meggan Houlihan

ACRL has published 15 new books in FY23 through May 31, 2023. Here are the most recent:

Academic Librarian Burnout: Causes and Responses, edited by Christina Holm, Ana Guimaraes, and Nashielci Marcano
Cultural Heritage and the Campus Community: Academic Libraries and Museums in Collaboration (Publications in Librarianship #80), edited by Alexia Hudson-Ward, Julie Rodrigues Widholm, and Scott Walter
Teaching Critical Reading Skills: Strategies for Academic Librarians, 2 Volume Set, edited by Hannah Gascho Rempel and Rachel Hamelers
Undergraduate Research & the Academic Librarian: Case Studies and Best Practices, Volume 2, edited by Merinda Kaye Hensley, Hailley Fargo, and Stephanie Davis-Kahl
Thriving as a Mid-Career Librarian: Identity, Advocacy, and Pathways, edited by Brandon K. West and Elizabeth Galoozis
Exploring Inclusive & Equitable Pedagogies: Creating Space for All Learners, 2 Volume Set, edited by Melissa Mallon, Jane Nichols, Elizabeth Foster, Ariana Santiago, Maura Seale, and Robin Brown
Integrated Library Planning: A New Model for Strategic and Dynamic Planning, Management, and Assessment, by Myka Kennedy Stephens

Conducting a Map Collection Review: A Workbook to Help You on the Journey (digital publication only), by Janet Reyes

Five more are anticipated through the end of the fiscal year:

Managing Crises in the Academic Library: Past, Present, and Future, edited by Doris Van Kampen-Breit

Instructional Identities and Information Literacy, Volume 1: Transforming Ourselves, edited by Amanda Nichols Hess

Instructional Identities and Information Literacy, Volume 2: Transforming Our Programs, Institutions, and Profession, edited by Amanda Nichols Hess

Instructional Identities and Information Literacy, Volume 3: Transforming Student Learning, Information Seeking, and Experiences, edited by Amanda Nichols Hess

The Critical Librarianship and Pedagogy Symposium: Reflections, Revisions, and New Works, edited by Yvonne Mery and Anthony Sanchez

ACRL has published 4 new books so far in FY23:

The Data Literacy Cookbook, edited by Kelly Getz and Meryl Brodsky

Academic Librarian Faculty Status: CLIPP #47, compiled and written by Ed Bailey and Melissa Becher

Designing Libraries for the 21st Century, edited by H. Thomas Hickerson, Joan K. Lippincott, and Leonora Crema (published simultaneously in September as paid hardcover and open access editions; the hardcover sold out in November, and has been reprinted in a paperback edition at a lower price)

Using Open Educational Resources to Promote Social Justice, edited by CJ Ivory and Angela Pashia (published simultaneously in paid print and open access editions)

The next books to publish will be:

Academic Librarian Burnout: Causes and Responses, edited by Christina Holm, Ana Guimaraes, and Nashieli Marcano

Cultural Heritage and the Campus Community: Academic Libraries and Museums in Collaboration (Publications in Librarianship #80), edited by Alexia Hudson-Ward, Julie Rodrigues Widholm, and Scott Walter

Teaching Critical Reading Skills: Strategies for Academic Librarians, 2 Volume Set, edited by Hannah Gascho Rempel and Rachel Hamelers

Library Statistics

The 2022 ACRL Academic Library Trends and Statistics Survey data was made available in the Benchmark toolkit in June 2023. The 2023 survey was opened the week of October 2, 2023, with trends questions focusing on equity, diversity, and inclusion.
The 2022 ACRL Academic Library Trends and Statistics Survey closed on April 15, 2023. 1,509 academic libraries completed the survey for a response rate of 44.4%. The 2022 data will be available in the Benchmark toolkit on June 12, 2023.

The 2022 ACRL Academic Library Trends and Statistics Survey was opened in early October and will close on March 31, 2023. The response rate is expected to be at least 50%.

**Standards, Guidelines, and Frameworks**

- The Board approved a revision of ACRL’s Standards for Distance and Online Learning Library Services in February 2023.
- No new or revised standards were approved in Q1.

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<th>Q2 (Dec. – Feb.)</th>
<th>Q3 (March – May)</th>
<th>Q4 (June – August)</th>
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<td>2,751</td>
<td>2,842</td>
<td>NA</td>
</tr>
</tbody>
</table>

**College & Research Libraries**

- Melissa Lockaby of the University of North Georgia Libraries was named the new Book Review Editor and Matthew Johnson of the University of South Florida Libraries was named the new Social Media
Editor for the journal following searches by the editorial board and Publications Coordinating Committee.

- Kristen Totleben has decided to not be reappointed to the C&RL editorship when her term ends at the end of June 2025. A search committee consisting of members of the Publications Coordinating Committee and the C&RL editorial board will begin the search process for a candidate to be appointed editor-designate of the journal starting July 1, 2024, and assuming the full editorship July 1, 2025.
- Issues published on regular schedule.
- A search committee comprised of members of the editorial board is conducting searches for the next reviews and social media editors for the journal. The process is ongoing and should be completed by over the summer if not sooner.
- A special issue focused on one-shot library instruction was published in September 2022, which proved to be quite popular.

**C&RL News**

- Issues published on regular schedule.
- A new bimonthly column, Academic Library Workers in Conversation, launched in the October 2022 issue of C&RL News. Edited by Dustin Fife of Colorado College, the column seeks to minimize barriers to traditional publishing with an accessible format through the sharing of conversations about transforming libraries with ideas from the frontlines.
- Staff continue to work with ALA Production Services on copyediting and layout of C&RL News follow the departure of Production Editor Ann-Christe Galloway. The trial period has gone quite well and the arrangement will continue moving forward.

**RBM**

- Issues published on regular schedule.
- In February 2023, the ACRL Board of Directors approved the appointment of Diane Dias De Fazio as the next editor of RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage, ACRL’s journal covering issues pertaining to special collections libraries and cultural heritage institutions, De Fazio will assume the editorship from Richard Saunders beginning July 1, 2023.
- A search committee from the RBM editorial board and Publications Coordinating Committee has begun work on identifying a new editor for the journal to start in July 2023. The position was posted on a variety of ACRL, RBMS, and external lists in October 2022 and the application deadline was extended in December 2022. The search committee is also doing personal outreach to identify potential applicants for the position.

**Operations**

**Staff**

- On August 21, 2023, Brian Lim was promoted from temporary to permanent staff and will serve as ACRL Program Coordinator, data product support. In his role, Brian will continue to support ACRL’s data products, including Project Outcome, Benchmark and TATIL.
• During February 2023-present, Sara Goek, PLA Project Manager, Data and Research, provided part-time support for ACRL projects, including Benchmark and the Trends & Statistics Survey. Sara will continue to support ACRL data products on a month-to-month basis in FY24.

• On June 9, 2023, Jay Malone stepped down as Executive Director. Effective June 12, 2023, Allison Payne will serve as Interim Executive Director. In the immediate weeks of this transition, some of Allison’s Program Manager work will be reallocated to existing staff.

• After nearly eighteen years at ACRL, Senior Strategist for Special Initiatives Kara Malenfant will be leaving ALA. Since joining ACRL, Kara has coordinated the division’s government relations advocacy, scholarly communication activities, and Value of Academic Libraries initiative and co-developed and managed ACRL’s Consulting Services Program. Among her many accomplishments at ACRL, Kara facilitated the creation of the Framework for Information Literacy in Higher Education, several white papers and research agendas, and led the 3-year IMLS-funded program Assessment in Action. With Kara’s leave, consulting will be paused, and Kara’s other main duties, including her work with the goal-area committees, will temporarily be reallocated to existing ACRL staff.

• In June 2023, Rachel Hendrick was named Editor and Publisher of Choice after serving as Interim Editor and Publisher of Choice since April of 2022.

• On January 30, 2023, Brian Lim was hired as a temporary employee to support ACRL Program Officer Gena Parsons-Diamond with Benchmark and Project Outcome, as well as some membership tasks.

• Associate Director Mary Jane Petrowski retired at the end of March 2023. Her work with membership will be reallocated to Editor-in-Chief of C&RL News/Senior Communications Strategist David Free. Program Officer Gena Parsons-Diamond, who was already working with Mary Jane on data products and services, will take on some of Mary Jane’s work this area.

• Aleah Price was hired as Program Coordinator for Membership/Governance on November 28, 2022. She will help coordinate the division-level committee and section appointments, CoPA, Chapters, and other duties to support membership/governance.

• We were unable to hire a temp employee to help while Allison Payne was on leave. The extra duties were assumed by Elois Sharpe, Jay Malone, and others.

• ACRL Program Manager for Strategic Initiatives Allison Payne will be on leave for twelve weeks between approximately December 1, 2022 to February 23, 2023. While she is out, a temp will be hired to help the ED with governance and budget & finance duties. Other staff have been assigned to support the ACRL liaisons, ACRL Diversity Alliance, and ACRL EDI Committee while Allison is out of the office.

• During September to November, Aleah Price continued as a temporary employee while ACRL is understaffed. Price’s work included support for division-level committee appointments, CoPA appointments, EDI, governance, and Benchmark/POAL.

ACRL Staff & ALA

• Beginning on June 12, 2023, Allison Payne and Rachel Hendrick will be members of the ALA Operating Agreement Implementation Task Force.

• ACRL staff (including Choice) continue serving on and leading ALA cross-functional teams.
CHOICE

Engagement Highlights: June-September 2023

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<th>Platform</th>
<th>Metric</th>
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<tbody>
<tr>
<td>Choice360</td>
<td>141,612 page views</td>
</tr>
<tr>
<td>Webinar</td>
<td>1,167 registrants and 415 attendees over 6 episodes</td>
</tr>
<tr>
<td>Podcasts</td>
<td>The Authority File: 6,465 over 28 episodes</td>
</tr>
<tr>
<td></td>
<td>Toward Inclusive Excellence: 333 steams over 2 episodes</td>
</tr>
<tr>
<td>Newsletters</td>
<td>20,598 total subscribers; 8,340 unique contacts</td>
</tr>
<tr>
<td>Choice Media Channel (YouTube)</td>
<td>29,563 video views</td>
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</tbody>
</table>

Choice Reviews and Choice magazine

Between June and September 2023, Choice reviewers and editors added 1,189 reviews to the Choice Reviews database.

- Total reviews in Choice Reviews database: 225,893 (September 2023)
- Choice Reviews circulation: 807 (September 2023 issue)
- Choice Magazine circulation: 450 (September 2023 issue)
- Choice Reviews on Cards circulation: 75 (September 2023 issue)

Bibliographic essays

- The Growth and Development of Online Commerce, June 2023
- Identifying the Genomic Basis of Biological Variation, July 2023
- Ceramic Studies in Archaeology, August 2023
- Bibliography of Classical Mythology, September 2023

Hot Topics

- Antebellum America, June 2023
- Affirmative Action, July 2023
- Civil War in Literature, August 2023
- Biological metaphors in the Study of Languages, September 2023

Choice Reviews on Cards

At the annual meeting of the ACRL Executive Board in June, the board approved the recommendation put forth by the Choice Editorial Board and ACRL Budget and Finance committee to discontinue printing of the Choice Reviews on Cards product with the February 2024 issue.

Resources for College Libraries

RCL and RCL Career Resources subject editors added 1,762 titles to the database during this reporting period. The comprehensive peer review of RCL’s sixteen arts and humanities subjects occurred, with forty-five referees reviewing the subject taxonomies and title lists comprising approximately 35,000 works in total. Reports from forty-two referees were received, for a 93% return rate. Database clean-up for forthcoming, duplicate, and missing records enhanced over 200 bibliographic records. 1,000 Choice-tagged racial justice selections were distributed to RCL subject editors for selection review, with nearly 200 RCL titles cross-referenced.
Toward Inclusive Excellence

Podcasts

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<tr>
<th>Speaker</th>
<th>Topic</th>
<th>Plays</th>
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<td>Dr. Fredara Hadley</td>
<td>Ethnomusicology, the musical legacies of HBCUs and Shirley Graham Du Bois</td>
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<tr>
<td>Lessa Kanani’opua Pelayo-Lozada and Erin L. Ellis</td>
<td>In Dialogue: community, diversity, and self-care in librarianship</td>
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<tr>
<td>Dr. Danielle Terrazas Williams</td>
<td>The legacy of free women of African descent in colonial Mexico</td>
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</table>

Find all TIE Podcast episodes at [https://www.choice360.org/podcasts/category/tie-podcast/](https://www.choice360.org/podcasts/category/tie-podcast/)

Blog

Top posts for June to September 2023 include:

- **Two Black Women University Presidents Have Died, Spurring Heartrending Accounts of Workplace Discrimination**, September 27, 2023 | 3,020 views
- **“Quiet Luxury” Has a Bigoted Undercurrent Despite Being Inspired by a Black Woman’s Quote**, June 15, 2023 | 954 views
- **Rihanna Is a Self-Made Billionaire: Why Are Her Accomplishments Being Diminished?**, June 14, 2022 | 816 views
- **Stuck in the Middle with You: Gen X Is Aging and It Is Everyone’s Issue**, July 19, 2023 | 707 views
- **In Dialogue with Lessa Kanani’opua Pelayo-Lozada and Erin L. Ellis on Community, Diversity, and Self-Care in Librarianship**, June 23, 2023 | 359 views

DEIA Resource Lists

- **Summer Reading for Social Justice: Books Written by TIE Podcast Guests**, August 23, 2023
- **Leisure, Sport, and Recreation through a DEIA Lens**, August 8, 2023

LibTech Insights

Blog

Since its January launch, LTI has steadily grown its readership. In fact, LTI now accounts for approximately twelve percent of traffic to Choice360.org. The controversially-headlined blog post "Do We Need Librarians Now that We Have ChatGPT?" led the most popular posts with more than 2,500 views and over 1,000 shares.

Other top posts include:

- **Building a Better Library Tech Future with Slow Librarianship** by Meredith Farkas
- **How Should You Cite Generative AI and ChatGPT?** Interview with Dr. Kari D. Weaver & R. Antonio Muñoz Gómez
- **A Tech Librarian Explains How to Build AI Literacy** by Nicole Hennig
- **Using AI for Metadata Tagging to Improve Resource Discovery** by Sandy Hervieux and Amanda Wheatley

We are excited to announce a new collaboration with longtime industry watcher and pundit Gary Price of InfoDocket. Gary will be providing us with content for the LibTech Insights newsletter and will be working on some multimedia projects with the team. Our partnership began September 1st and we're looking forward to working with Gary on all sorts of projects in the coming year.
Webinar

AI is a hot topic for our readership and we've been leaning into this interest with continued blog coverage and our fall webinar programming. On September 19th, ACRL President Elect Dr. Leo Lo spoke on generative AI prompt engineering. We had more than 2,400 signups for this webinar and more than 900 attendees.

Gale Cengage was the second launch sponsor for LibTech Insights.

### The Authority File podcast

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<thead>
<tr>
<th>Month</th>
<th>Sponsor</th>
<th>Topic</th>
<th>Downloads</th>
</tr>
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<tbody>
<tr>
<td>June</td>
<td>Gale Business: Insights</td>
<td>Barbie Keiser: librarians can contribute to the global scholarly community</td>
<td>536</td>
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<tr>
<td>June</td>
<td>OverDrive Academic</td>
<td>Open access resource trends in academic libraries</td>
<td>660</td>
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<tr>
<td>July</td>
<td>Wilfrid Laurier University Press,</td>
<td>Naila Keleta-Mae: performing female Blackness</td>
<td>498</td>
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<tr>
<td>July</td>
<td>University of Ottawa Press</td>
<td>The History and Archaeology of the Iroquois du Nord</td>
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<tr>
<td>August</td>
<td>APA Style Today</td>
<td>APA Style</td>
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<td>August</td>
<td>Adam Matthews</td>
<td>First folios compared</td>
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<td>September</td>
<td>The Global Environmental Justice Documentaries Project</td>
<td>Using Documentary Films in Instruction</td>
<td>271</td>
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</tbody>
</table>

Find all Authority File episodes at [https://www.choice360.org/podcasts/category/the-authority-file/](https://www.choice360.org/podcasts/category/the-authority-file/)

### Choice-ACRL Webinars

Between June and September 2023, Choice hosted six webinars. Our programming attracted over 7,000 (non-unique) registrations. The average attendance rate was 34% percent. We added over 1,000 contract to our webinar mailing list during this time period. The list now stands at 51,817.

Four webinars had over 1,000 registrants: “What librarians need to know about research integrity,” “What Libraries Need to Know Now About the Research Data Lifecycle,” “CLEARer Dialogues with AI: Unpacking Prompt Engineering for Librarians,” and “How Artificial Intelligence Drives Scientific Research.”

View recent webinars at [https://www.choice360.org/media/webinars/](https://www.choice360.org/media/webinars/) or visit the Choice Media Channel on YouTube: [https://www.youtube.com/channel/UC4AQ1G-u32Y9OX5hRzxdXRQ](https://www.youtube.com/channel/UC4AQ1G-u32Y9OX5hRzxdXRQ).

### Custom Publishing

In May 2023, Choice began working with JSTOR to develop a cobranded whitepaper on the value of teaching and learning with primary and secondary digital resources to be published in fall 2023.

### Operations

In July, Choice migrated its email server to the @ala.org server. This move allows Choice staff to use cloud-based tools that the Chicago-based staff enjoy, including single sign on (SSO) and full integration with Microsoft 365 across the association.
Board of Directors Action Form

To: ACRL Board of Directors

Subject: Confirmation of virtual vote: Annual 2023 to Fall 2023

Submitted by: Allison Payne, ACRL Interim Executive Director

Date submitted: October 18, 2023

Background

The Board virtually reviewed and voted on the following action request. Comments were collected via ALA Connect, typically for a one-week period. Following the discussion period, Board members voted virtually via an online poll, typically for a one-week voting period. This confirmation of virtual vote is not to re-cast votes, but to confirm that each Board member previously participated in the asynchronous virtual vote.

Action taken between Annual 2023 and Fall 2023:

- FY24 Budgets for ACRL & Choice:
  - Pre-vote discussion: 9/28/2023–10/4/2023
  - Virtual Vote: 10/5/2023–10/11/2023
  - Result: the ACRL Board of Directors, through a virtual vote held October 5 to 11, 2023, approved the FY24 budget as below:
    - ACRL Revenues $2,281,789
    - ACRL Expenses $2,809,172
    - ACRL NET ($527,383)
    - Choice Revenues $2,356,295
    - Choice Expenses $2,330,295
    - Choice NET $26,000

Per the ACRL Guide to Policies and Procedures: Chapter 2: Board of Directors and Executive Committee, 2.6 Voting, “If a conference call is held and votes are taken, or votes are taken through e-mail or regular U.S. mail, Board members are asked to confirm their vote in open session at the next regularly scheduled Board meeting.” The Board would usually confirm asynchronous virtual votes at its next face-
to-face meeting, but due to the uncertainty about when in-person meetings will resume, confirmation of asynchronous virtual votes are now taking place at the next synchronous virtual meeting.

**Action Recommended**
That the ACRL Board of Directors confirms its asynchronous virtual vote taken between Annual 2023 and Fall 2023

**Strategic Goal Area Supported**
Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

- Value of Academic Libraries
  Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.
- Student Learning
  Goal: Advance innovative practices and environments that transform student learning.
- Research and Scholarly Environment
  Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.
- New Roles and Changing Landscapes
  Goal: Academic and research library workforce effectively navigates change in higher education environments.
- Enabling Programs and Services
  ACRL programs, services, and publications that target education, advocacy, and member engagement.

**Fiscal and Staffing Impact**

**Motion**
- Above recommendation moved
- No motion made
- Motion revised (see motion form)

**Action Taken**
- Motion Approved
- Motion Defeated
- Other:
To: ACRL Board of Directors

Subject: ACRL/RBMS Guidelines for Loans of Special Collections Materials for Exhibitions and Resource Sharing

Submitted by: Ben Hunter, ACRL Standards Committee Chair

Date submitted: September 7, 2023

Background

The draft ACRL/RBMS Guidelines for Loans of Special Collections Materials for Exhibitions and Resource Sharing is a proposed update to the ACRL/RBMS Guidelines For Interlibrary And Exhibition Loan Of Special Collections Materials that were approved by the ACRL Board of Directors in January 2012.

The Rare Books and Manuscripts Section appointed a task force to review the 2012 document in October 2018. The group contacted OCLC SHARES and Conservation Center for Art and Historic Artifacts for input on the development process in 2019 along with soliciting comments from Brian Miller of RUSA STARS and Dennis Massie of OCLC SHARES. Work on revising the guidelines slowed during the COVID-19 pandemic but resumed in earnest in 2022, with a draft revision developed soon thereafter.

A draft of the revised document was shared in early April 2023 through the RBMS and RUSA STARS ALA Connect communities along with OCLC and Ex Libris lists. Feedback was incorporated into a final draft which was approved by the RBMS Executive Committee in May 2023. Complete details on the feedback process are available in the attached Standards Transmittal Form.

The ACRL Standards Committee approved the document in June 2023.

Actions Recommended

That the ACRL Board of Directors approves the ACRL/RBMS Guidelines for Loans of Special Collections Materials for Exhibitions and Resource Sharing as a revision of the 2012 ACRL/RBMS Guidelines For Interlibrary And Exhibition Loan Of Special Collections Materials.
**Strategic Goal Area Supported**
Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

☐ Value of Academic Libraries  
Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ Student Learning  
Goal: Advance innovative practices and environments that transform student learning.

☐ Research and Scholarly Environment  
Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ New Roles and Changing Landscapes  
Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ Enabling Programs and Services  
ACRL programs, services, and publications that target education, advocacy, and member engagement.

**Fiscal and Staffing Impact**

**Motion**

☐ Above recommendation moved

☐ No motion made

☐ Motion revised (see motion form)

**Action Taken**

☐ Motion Approved

☐ Motion Defeated

☐ Other: ____________________
I. Introduction

To enhance access, support research, and promote awareness of their collections, special collections repositories may arrange to lend materials from their holdings to other institutions for research use or exhibition. For the purposes of this document, we use the term “Special Collections” and “Special Collections repository” to encompass any cultural heritage institution or department of a larger institution that houses rare or unique materials. While this primarily includes libraries, archives, and historical societies, this information may also be of interest to other institutions such as museums and private clubs, or even individuals not affiliated with an institution who are interested in best practices for the transport of rare and unique materials. These guidelines address the transfer of original materials for exhibition or research purposes when alternative means of accessing the documents, such as digital facsimiles,
photocopies or microfilm are not adequate to their needs or cannot be provided. For resource sharing, this also includes instances when the researcher is unable to travel to the repository where the material is held. This document seeks to provide point-by-point guidance through the loan process, for borrowing and lending institutions. This document refers specifically to the physical transfer, for a limited period, of original collection materials for the purposes of research consultation or exhibition. Many institutions readily provide requesting parties with digital scans, photographs, or other facsimiles of collection materials for research or exhibition. Such practices, while highly recommended as alternatives to loans of originals, are outside the scope of these guidelines.

For ease of reference, the guidelines are divided into the key considerations a borrowing or lending institution will face in advance of requesting, approving, and facilitating a loan from its collections. Each section will address general best practices, as well as recommendations specific to the practices of exhibition loan and resource sharing. Guidelines specific to resource sharing should be understood and applied in concert with the principles and general guidelines stated above for exhibition loans and following the ALA Interlibrary Loan Code for the United States.

These guidelines are suggestions of best practices, and are not intended to be prescriptive. Institutions should take staffing, budget and other resource limitations into consideration when making decisions about borrowing or lending collection materials. It may be the case that an institution can use these guidelines as a tool when seeking to obtain more resources, or to determine whether or not the loaning of a physical item is the best option.

Most of the information in each section below pertains to any kind of loan. Specific information about exhibition loans or resource sharing is included in certain sections as needed.

II. Institutional Mission

Loans require a significant investment of time and resources, and as such each loan should be evaluated to determine if it is in alignment with the lending institution’s mission, ethics and strategic goals. Lending institutions should consider a loan’s contribution to the advancement of diversity, equity and inclusion in our field.

Both borrowing and lending institutions should refer to the ACRL Code of Ethics for Special Collections Librarians to ensure that their mission and vision align. Both institutions should feel comfortable with the affiliation that accompanies the loan of collections. Borrowed and loaned materials destined for exhibition should adhere to the Code of Ethics guidelines in that they are made accessible, were obtained ethically, and do not create a conflict of interest for either the borrowing or the lending institution during the loan period.
III. Operational Impact/Capacity

Lenders should be considerate of the administrative and operational costs of lending collections. While borrowing institutions are expected to support the direct financial impact of exhibition loans, lending institutions must also invest significant operational capacity in order to receive, review, and process loan requests. These costs are both direct labor costs (staff responsible for loan processes are paid for their work) and costs for staff capacity (staff responsible for loan processes cannot also be doing other work when they are working on loans).

Borrowing institutions should be prepared to justify the need for the loan of originals rather than facsimiles. Loans may be denied if the lending institution determines that a reproduction of the original would be sufficient for the borrower’s needs.

Exhibition Loans:

A detailed workflow should be developed by the lending institution which outlines the steps involved in a typical loan request and names the staff involved with each stage. Some common steps in a Lender’s process may include the following procedures and elements:

- Receiving and responding to an initial inquiry about a potential exhibition loan
- Assessing the requested object’s suitability for exhibition (including condition, impact on lack of access, digitization needs, etc.)
- Assessing the Borrower’s suitability to steward the loaned object
- Formally evaluating and approving the Loan Agreement and its legal terms
- Documenting the object prior to loan (condition reporting, digitization, etc.)
- Preparing the object for display (framing, matting, book supports, etc.)
- Preparing the object and the courier for travel
- Safely packing, shipping, and installing the object at Borrowing institution
- Processing vendor paperwork and payments of loan fees

An established workflow and task assignments will make the organizational impact of an exhibition loan more transparent and predictable.

A thorough assessment of capacity for loans may lead a lending institution to set a limit to the amount of loans that can be accommodated in a given period. This loan capacity may be documented for potential borrowers as part of a public-facing loan policy, and may entail a limit on objects per loan request, a limit on number of concurrent loans in process, a limit on loans or lent objects per fiscal year, or some other capacity requirement.
An institution’s standard timeline for facilitating a loan may vary concurrently with its operational capacity for loans. For example, institutions may require a loan request be submitted at least 12 months in advance of the loan period, to allow for sufficient time to evaluate and prepare. Any such requirements should be made public to potential borrowers to avoid institutions making or receiving impossible requests. A shorter timeline may be possible, but will require a greater outlay of time and resources. Lending institutions may elect to set distinct processing requirements for cases which would entail a lighter operational impact, such as local and/or familiar borrowers.

Resource Sharing:

Borrowing and lending of special collections for research use falls within the larger context of interinstitutional resource-sharing, document delivery, and interlibrary loan operations. In most circumstances, therefore, the process will involve staff with both interlibrary loan and special collections responsibilities, who should jointly develop documented institutional policies and procedures in support of such lending and borrowing practices, and who should conduct their borrowing and lending procedures with effective communication and collaboration.

An important consideration is whether the loan paperwork will be executed and tracked solely by interlibrary loan staff, jointly with special collections staff, or only by special collections staff.

When possible, consult with the researcher to review the need to work with the original source material requested and to present alternatives, such as digital surrogates, other more readily accessible copies or editions, or other options. If interlibrary loan staff is the first means of contact, it is recommended that the lending institution offer a conditional response to the borrowing institution.

Lending institutions may limit the volume of loaned materials and the duration of the loan period. Loan periods should be set, in concert with the borrowing institution, to provide researchers with sufficient time, excluding transit time, to consult borrowed materials. The researcher who requested the materials should be given access to them in a contained, secure, supervised reading room equipped for the use of special collections materials. The researcher must agree to and abide by the conditions of use prescribed by the reading room’s policies and procedures and must also abide by any additional requirements specified by the lending institution. Access to the loaned materials must not be provided to anyone other than the designated researcher without the prior written permission of the lending institution.
IV. Asset and Risk Management

It is important to consider and manage the risks associated with loaning original rare and unique materials. It is particularly important to know what level of risk the borrowing institution is willing to take on.

Lenders should ensure that they have the authority and ownership to lend requested materials, in accordance with deeds of gift, terms of acquisition and/or donation agreements. Lenders should determine and put into place conditions and policies for loaning materials to minimize risks. Most of these considerations are outlined in this document.

The unique loan documents included with individual loans should be developed in collaboration with an institution’s legal department to ensure accuracy. Once templates have been created and approved, the documentation for each individual loan should be approved and authorized by appropriate institutional representatives. This could be the director or another administrator, and is often legally not the person coordinating the loan.

The borrowing institution should take responsibility for any damage or loss of any borrowed item while in transit from/to the lending institution, in the borrowing institution’s possession, or while being used by the requesting institution's researcher. The borrowing institution must meet all costs of replacement, repair, or appropriate compensation as determined and approved by the lending institution.

V. Costs and Fees

Both borrowing and lending institutions should take into account the potential costs and fees incurred by loaning physical materials. For both exhibition loans and resource sharing, these can be quite high and can occur at different stages throughout the life of the loan.

Exhibition Loans:

Borrowers should be prepared to assume responsibility for all potential costs associated with the loan. Any fees associated with the loan should be agreed upon by both the lender and borrower within the loan agreement. These costs may include, but are not limited to:

- Facility report: a detailed document explaining the current state of the facility where the loan will be temporarily housed and displayed. Lenders will likely require a facility report from the borrower.
- Loan fees: a basic rate for the use of the material. Institutions should take into consideration the ethical, legal or other implications and operational impacts of
charging fees for loans. Similarly, borrowers should take into consideration the impact of this process on the lending institution.

- Conservation fees: may include fees for the stabilization of materials for loan, construction of protective enclosures or mounts, appraisal, or other fees associated with preparing the items for travel and exhibition. Some institutions may also need to outsource their conservation needs if they do not have staff on site.
- Shipping: may include packing materials, use of standard shipping, or fine art shippers.
- Couriers: may include cost of transportation, hotel, per diem, or other assorted fees.
  - Additional costs may be significant if international travel is necessary, including customs fees.
- Insurance: general coverage of the material is a required part of the loan process. If the insurance requested by the lender exceeds the borrower’s limits of coverage, additional riders may be required. More information can be found in section VI below.

If the costs associated with the loan are too onerous for the borrower, the use of surrogates or reproductions may be deemed sufficient in lieu of a loan.

Resource Sharing:
When possible, lenders should share rare and unique materials at a cost equal or comparable to the standard interlibrary loan fee charged for the loan of materials from the institution’s circulating collections. If the costs of shipping, insurance, tracking, conservation treatment, or loan requirements exceed the normal interlibrary loan fee, the lending institution may require additional payment. If the amount to be charged exceeds the maximum cost specified by the borrowing institution, the lending institution should notify the borrowing institution of any additional costs and secure an agreement to pay applicable fees before fulfilling the interlibrary loan request and shipping the requested materials.

VI. Insurance

All materials should be insured by either the borrower or the lender prior to leaving the institution regardless of if it is for an exhibition or resource sharing.

Exhibition Loans:
For exhibition loans, insurance should be provided by the borrower, unless the lender prefers to cover loaned objects under their own policy. Insurance coverage must
be approved by the lender. The borrower should be prepared to provide a Certificate of Insurance (COI) at the lender’s request. A COI is a statement of coverage issued by the insurance company. Coverage should span from pick-up/shipping, through delivery to borrower, and final return to the lender.

A clear value must be assessed for each loaned object. The cost of formal appraisal, if required, should be borne by the borrower. For appraisals, the amount of coverage will vary depending on the object, focusing on “Replacement” and “Irreplaceable” value.

Lending institutions must identify the designated official with the authority to draft and sign insurance documentation. This designation may vary between institutions and carries significant liability implications.

Resource Sharing:

Loans should be conducted under the auspices of interlibrary loan insurance standards, though additional insurance coverage may be required for special collections materials depending on the requested object’s valuation.

VII. Preservation and Conservation

All requested items should be inspected by a professional, either on staff at the lending institution or hired as a consultant, ideally with experience in preservation and conservation. This person will prepare a condition report and make recommendations for necessary or potential treatments (including labor requirements), preparations and packing, production of mounts or protective enclosures, or required display conditions, including maximum light levels and temperature and relative humidity ranges. Condition assessments should contain photographic documentation of each object, and may be provided in advance and/or travel with the loaned materials. Precarious conditions or complexity of required treatments may be grounds for refusal of a loan request. Upon their return, all loaned objects should be assessed by the lender and checked against the initial condition assessment.

The borrower should compile its own condition assessments of the items, upon receipt and then again before returning the items. The borrower must follow the display and environmental requirements provided by the lender. Borrowers should be prepared to provide regular reports of environmental conditions, as stipulated in the loan agreement. Borrowers are required to notify the lender immediately of any damage to the object or lapse in environmental controls. Borrowers should also advise lenders of any expected or potential threats to the stability of the loaned object(s), including natural disasters. No changes or repairs should be done by the borrower without written permission of the lender.
Resource Sharing:
Borrowers should not affix any labels or other markings directly upon the loaned materials. Identifying information should instead be applied to protective containers or sleeves or included on removable slips; materials used for such enclosures and slips should meet relevant conservation standards.

VIII. Security

The safety and security of collections should be a primary consideration during any loan process. All institutions share interrelated responsibilities regarding the security of exhibited and loaned special collections materials and the management of their use, whether for research or for exhibition. Lending institutions have an ethical responsibility to safeguard collections for future use, including any materials they may lend to other institutions. Likewise, borrowing institutions must ensure that borrowed materials are appropriately safeguarded.

Lenders should review borrowers’ security capacity and agree to it. Concerns and needs may vary by institution and by item. Specific areas to consider are: security around transportation, storage locations at the borrowing institution, and the security framework of the gallery space or reading room. The overall chain of custody of the items should be agreed upon and documented. Borrowers should report to lenders any security concerns that may arise after materials are in their custody. Institutions should review current security best practices and guidelines.

IX. Paperwork

Exhibition loans may require specific paperwork throughout the span of the loan. The kinds of paperwork that may be needed are outlined below. Samples of some of these documents are included in the Appendix of these guidelines. All paperwork with legal implications should be developed in collaboration with the institution’s legal department to ensure accuracy.

Much of this paperwork may not be required for resource sharing, as long as the loan is done in accordance with the institution’s internal process for interlibrary loan. However, any of the documents can be used in resource sharing if needed.

Exhibition Loans:
The documents to be completed through the loan process may include, but are not limited to:
1. Loan Request
2. Facility Report
3. Loan Agreement
4. Condition Reports
5. Insurance documentation
6. Customs paperwork
7. Transportation Receipts

Lenders generally require loan requests to be submitted in advance of the date the materials are required. Six to 12 months is most often the length of advance notice required, but the lending institution may request a longer timeframe in the case of larger institutions and for loans involving numerous items and international loans. Sufficient time should be allowed for the lending institution to evaluate the loan request, negotiate conditions, obtain approvals, and carry out any required preparation, such as conservation treatments and appraisals. Additional time may be required if formal approval of a board or committee is required or if the materials requested require conservation treatment or special preparation.

Each loan may start with a formal request by the borrowing institution. While a facility report may not be included in the initial request, it should be ready to be sent to the lending institution at their request so they can make an informed decision about approving the loan.

The loan agreement should, at a minimum, include the following:

- Details about the borrowing and lending institutions, including contact information
- A list of the items to be loaned which may include:
  - Identifying information (author, title, date)
  - Institutional call number
  - Dimensions of the item
  - Monetary value of the item
  - Copyright and/or Citation information
  - How the item will be displayed
- The agreed upon length of the loan
- The conditions of the loan, which may include
  - How items should be handled and installed
  - Security considerations
  - What to do in the event of damage
  - Insurance information
  - Transportation details
Condition Reports should be completed for each item going out on loan. Condition reports are often completed by the conservation department of an institution when available. These reports document, in detail, the condition of the item at the start and end of a loan. This is also where information about how the item will be displayed may be included if it was not included in the item list. Ideally, the borrower would also create their own condition report upon receipt of the item and just before sending the item back to the lending institution.

Other paperwork that may be included as part of the loan process is Insurance coverage, customs documents and receipts from transportation. The loan agreement should be amended or a new loan agreement should be completed if a loan extension is requested. Institutions should retain loan documentation for future reference, in accordance with their record keeping practices.

X. Rights, Credits, Citations

It is the responsibility of the borrowing institution to ensure that all applicable laws related to copyright are followed for exhibition loans and conveyed to researchers in the case of resource sharing. In addition, borrowers should appropriately acknowledge lending institutions in all credits and citations.

Borrowers should familiarize themselves with Fair Use in the United States. More information can be found in the Association of Research Libraries’ Code of Best Practices in Fair Use for Academic and Research Libraries. It is the borrower’s responsibility to determine the copyright status of the materials to be loaned and to contact the appropriate individual(s) in order to gain permission to use the items in the event Fair Use does not apply. Lenders should share copyright information when known.

Exhibition Loans:

In general, physical exhibitions are considered Fair Use. However, it is the borrowing institution’s responsibility to confirm this and take on any copyright risks that may come with displaying materials without permission from the copyright holder. The lending institution should be recognized by acknowledgment and citations in exhibition catalogs, exhibition narrative materials and tags, and other publicity materials as
appropriate. The lending institution should provide a preferred credit statement for borrowed materials and/or exhibitions. Borrowing institutions should consider sending lending institutions copies of catalogs or direct them to any publications, including websites, where the loaned materials might appear. Publishing materials outside of the physical exhibition, such as in catalogs or marketing materials, is generally considered to be outside the bounds of Fair Use. It is the responsibility of the borrowing institution to determine who holds the copyright and acquire the appropriate permissions before proceeding with publication in any form beyond the exhibition.

Resource Sharing:

Any special conditions governing the use of loaned materials should be clearly stated in the paperwork accompanying the loan, including any restrictions or limitations on research use, citation, reproduction, publication, or other forms of dissemination. Borrowers should follow the lending institution’s instructions regarding the reproduction of the loaned materials. If reproduction is permitted, it should be performed by or under the supervision of special collections staff at the borrowing institution in compliance with United States or other applicable copyright law and any other specifications stated in the lending institution’s loan policy or loan agreement. The borrowing institution may decline to make reproductions and may instead refer the researcher to the lending institution to negotiate arrangements for reproduction following the return of the loaned materials. The borrowing institution may permit the researcher to photograph loaned materials for research purposes using a personal digital camera in accordance with the lending institutions policies. Borrowing institutions should refer the researcher to the lending institution to inquire about imaging and publication permission for copyrighted materials.

XI. Transportation

It is important to carefully consider the impact that travel can have on special collections materials whether for exhibition loan or resource sharing. There are many things to take into consideration such as packing material, insurance, and handling. It is also important to take into consideration any unique concerns arising from international travel such as customs. In addition, the transport of physical items can have a negative impact on the environment, and this should also be taken into consideration when making decisions about loan impact. Borrowers and Lenders should agree on methods of packing, shipping, insurance, payment, pick-up and delivery and preferred transportation carriers prior to delivery. These details should be included in the loan agreement as needed.
Exhibition Loans:

Transport may occur via commercial shipping agencies, art handlers, or couriers. Factors to consider when selecting means of transport may include the object(s)’s condition, insurance value, budget considerations, and standard institutional protocols. Items should be packed safely and securely to withstand unforeseen circumstances during shipping. Any damages caused to the loaned items during shipping/travel are the responsibility of the borrower. Out-of-state or international travel may require additional paperwork or insurance, extended quarantines, and the use of a customs broker. The lender and borrower will follow the directives of their respective institutions, as well as applicable laws, rules and regulations at the organizational, local, national and international level. Additional documentation and preparation will be necessary in the case of international loans, to account for materials passing through Customs protocols.

Institutions may require that loaned objects travel via courier, who could be a designated member of the lending institution’s staff who is trained as a courier, or a professional hired for the purpose. In this case borrowers would generally bear the significant cost of travel and accommodation for the courier, and as such lenders should notify borrowers of this requirement as early in the process as possible.

Resource Sharing:

Borrowing and lending institutions should outline transportation plans in loan paperwork including addressee information, verification of physical and mailing addresses, and mail classes. Loans should be conducted under the auspices of interlibrary loan shipping procedures, though additional tracking, certification of delivery, and shipment speed may be required for special collections materials depending on the requested object’s valuation. Upon shipment, provide tracking numbers to the borrowing institution.

XII. Appendices

A. Works Consulted
   1. Big Ten Academic Alliance: Principles and Protocols for Interlibrary Loan of Special Collections Materials
   3. ACRL Code of Ethics for Special Collections Librarians
   4. ALA Interlibrary Loan Code for the United States

B. Additional Resources
C. Terminology
   1. Dictionary of Archives Terminology (SAA)
   2. Art and Architecture Thesaurus

D. Checklists - The following are checklists for both borrowers and lenders of Exhibition Loans and Resource Sharing

**Exhibition Loans Checklist - Borrowers**

Prior to Receiving Loaned Materials:

- Research Lending Institution
  - Consider Ethical Implications
  - Consider Operational Impact
- Request materials from borrowing institution
  - Complete and Send Facility Report
- Negotiate Terms of Loan
- Sign Loan Paperwork
  - Signatory is authorized to sign formal loan documents
- Pay fees as needed throughout loan process
- Obtain Insurance for materials and Certificate of Insurance if needed

After Receiving Loaned Materials

- Check condition of materials
  - Create condition reports
  - Photograph items upon receipt
- Properly store and secure loaned materials
- Photograph items for catalogs or marketing materials if approved in loan agreement
- Exhibit items according to loan agreement

Prior to Installation

- Research copyright considerations
- Cite and credit lending institution in exhibition documentation and any publications
After Deinstallation

☐ Properly store and secure loaned materials until shipping
☐ Check condition of materials
   ☐ Create condition reports
   ☐ Photograph items prior to shipping
☐ Pack materials according to loan agreement
☐ Sign any final paperwork
☐ Ship materials or hand off to courier according to loan agreement

Exhibition Loans Checklist - Lenders

After receiving a loan request

☐ Determine if the loan is possible
   ☐ Consider ethical implications
   ☐ Consider operational impact
   ☐ Review Facility Report of lending institution
   ☐ Initial conservation or curatorial review
   ☐ Obtain approval by the appropriate authority
☐ Negotiate Loan Agreement
☐ Complete Conservation Review
   ☐ Condition Reports
   ☐ Photographs of Items
☐ Insurance Documentation
   ☐ Assess value of the items
   ☐ Obtain approval by the appropriate authority
☐ Pack items for safe transport
☐ Complete any Customs paperwork as needed
☐ Ship or deliver items as agreed upon
☐ Share any copyright information with the borrowing institution

Resource Sharing Checklist - Borrowers

Prior to Receiving Loaned Materials:

☐ Ensure a loan of physical material is necessary
   ☐ Consider Ethical Implications
   ☐ Consider Operational Impact
☐ When possible, follow established workflows for interlibrary loan between your home institution and the lending institution
   ☐ Document the request
   ☐ Negotiate terms and establish a loan agreement
Determine if the material can be photographed by user
☐ Sign Loan Paperwork as needed
    ☐ Signatory is authorized to sign formal loan documents
☐ Pay fees as needed
☐ Obtain Insurance as needed

After Receiving Loaned Materials
☐ Check condition of materials and document any concerns
☐ Properly store and secure loaned materials

Providing Access
☐ Serve materials to patrons in designated area
☐ Discuss photography and copyright concerns with the user

After Access is Provided
☐ Properly store and secure loaned materials until shipping
☐ Check condition of materials and document any concerns
☐ Pack materials according to loan agreement
☐ Sign any final paperwork
☐ Ship materials or hand off to courier according to loan agreement

Resource Sharing Checklist - Lenders

After receiving a loan request
☐ Determine if loaning physical materials is necessary
    ☐ Consider ethical implications
    ☐ Consider operational impact
☐ Negotiate Loan Agreement
    ☐ Review any established resource sharing workflows that exist between the institutions.
☐ Complete Conservation Review as needed
    ☐ Condition Reports
    ☐ Photographs of Items
☐ Insurance Documentation
    ☐ Assess value of the items
    ☐ Obtain approval by the appropriate authority
☐ Pack items for safe transport and include any special instructions for the borrowing institution
☐ Complete any Customs paperwork as needed
☐ Ship or deliver items as agreed upon
☐ Share any copyright information with the borrowing institution
E. Paperwork Samples
   1. Sample Facility Report - American Alliance of Museums (available for a fee)
   2. Sample Condition Report - Free Library of Philadelphia Codex and Non-Codex Condition Reports (in shared folder)
   4. To create your own paperwork, review the guidance below:

(The following outlines for developing paperwork were included in the 2011 ACRL/RBMS Guidelines for Interlibrary and Exhibition Loans of Special Collections Materials and included here with minor revisions.)

Outline for facility report

As an alternative to the AAM report, borrowing institutions may prefer to create their own facility report. If so, the report should include the following information, which can be organized under eight basic headings:

1. The Borrower

State full name of institution, address, fax, and telephone numbers. Briefly describe the nature of the institution. Indicate the size of the staff and name(s) of staff member(s) in charge of the exhibition.

2. The Building

Indicate the date and type of building construction, size of the exhibition space, and its location within the building.

3. Fire Protection

Describe in detail the fire detection and fire extinguishing/suppression system.

4. Security

Describe how items on exhibition will be properly safeguarded against theft or damage. Describe the exhibition cases and locks and the method by which framed items are mounted on
the wall. Describe the intrusion detection system in the exhibition area. If security staff is employed, give the number of security staff employed and the number on duty at any time. Indicate the days and hours that the exhibition will be regularly open. Indicate whether the space may be rented to outside organizations, and if any other use is made of the space other than for exhibition viewing.

5. Environment

Indicate the range of temperature and relative humidity in the exhibition areas and the areas for packing and storage. Indicate the maximum variation percentage within a 24-hour period for temperature and relative humidity in those areas and how the readings were measured. Describe any environmental monitoring equipment. Describe the lighting in the exhibition area. Identify the types of lighting fixtures in the exhibition and work areas and provide the exact light levels in foot-candles, lux, or other standard measure, indicating how these readings were taken. Explain how items on exhibition will be protected from ultraviolet radiation deriving from natural or artificial sources in the exhibition and work areas.

Indicate whether food and drink are ever permitted in the exhibition area for receptions or other functions.

6. Handling the Loaned Materials

Indicate that the institution will use proper, accepted, professional standards at all stages of the exhibition process, including meeting the lender’s requirements concerning such matters as matting, framing, or the fabrication of custom cradles.

7. Insurance

Describe the borrowing institution’s insurance coverage and give the name of the insurer and broker. Offer to provide a copy of the policy if requested.

8. References and Loan History

Include a list of other institutions that have lent items to the borrowing institution for recent exhibitions. The list should include appropriate contact information for each institution.

Work Cited
Outline for a Condition Report Form

A. Administrative information

1. Borrowing institution
2. Exhibition title
3. Title and call/accession number of item to be lent
4. Preparer’s name, date prepared

B. Description of condition before loan

1. Considerations for published materials
   1. Condition of book (spine, cover, corners, edges, etc.)
   2. Condition of pages to be exhibited

2. Considerations for manuscript, archival, or visual materials
   1. Medium
   2. Condition

3. Additional considerations for framed materials
   1. Size of stretcher/panel, image, sheet, frame/mat
   2. Location of signature, date, marks, labels
   3. Condition of frame and any auxiliary supports
      4. Additional remarks on condition
      5. Image(s) of item

C. Packing/travel housing requirements

D. Special exhibition requirements (e.g., maximum number of days item may be exhibited or other special considerations)
E. Report of condition upon return to lending institution

F. Signature and date by preparer/examiner

Exhibition Loan Agreements

Exhibition Loan Agreements used by Special Collections Libraries vary in length from brief (two or three pages) to the very detailed (12 or more pages). The following is a sample only. Institutions should consult with legal counsel before adapting this or any other exhibition loan agreement for their use.

Outline for Sample Exhibition Loan Agreement Form

This form should be on letterhead—or give borrower’s name, address, phone, fax, e-mail address in a heading—and provide ample space for pertinent information, including:

Borrower Information:

1. Institution Name (may wish to include space for a specific department, too)
2. Address
3. Web site
4. Contact person (with telephone, fax, e-mail address)

Date of Request: (while this will be at the end with the signatures, it may be useful for all parties if this is also prominently placed near the top/beginning of the document).

Exhibition:

Specify title of exhibition, location(s), and inclusive dates of loan.

Lender:

1. Institution Name
2. Address
3. Web site
4. Contact person (with telephone, fax, e-mail address)
5. Credit (exact form of lender’s name for catalog, labels, and publicity)
Description of Item(s) to be Loaned:

1. Author/artist (with dates, if known)
2. Title or description (as appropriate)
3. Imprint and date(s) (as appropriate)
4. Lender’s call number or accession number
5. For art work, location of date (if any)
6. For art work, form and location of signature (if any)
7. Medium/material and support
8. Specify how you wish to exhibit the item
9. Specify desired page opening for bound material
10. Dimensions of item alone (height, width, depth, weight)
11. Dimensions of item with mat, frame, base or required cradle, if any (height, width, depth, weight)
12. Condition, noting existing breaks, tears, scratches, abrasions, paint losses, other insecurities or defects in the work (if necessary, a separate sheet of paper can be attached to the form)
13. Does the lender own copyright to the work? If not, who does?
14. Value

Special instructions:

1. For artwork, may the borrower reframe or remat?
2. Substitute Plexiglas for glass?
3. Date by which loans are to reach the borrower (borrower will be in contact with the lender regarding shipping arrangements)
4. Other instructions for packing, transport, and installation
5. Borrower will provide copies of the exhibition catalog, or other materials bearing descriptions or images of the items to the lender as a courtesy

Insurance:
Also see Terms and Conditions, stated below.

Does the lender prefer to maintain insurance? If yes, state the estimated premium to be charged to the borrower. If no, state the insurance value (fair market value) in U.S. currency.

**Photographs and reproductions:**

Unless permission is declined here, it is understood that this item may be photographed, digitized, videotaped, telecast, and reproduced for publicity purposes connected with this exhibition and for illustrations in a catalog or other publication, printed or electronic, and that reproductions of it may be made and distributed for educational use.

Except for loan-related publicity and condition documentation purposes, the borrower may not photograph or otherwise reproduce the items without written permission from the lender.

May the borrower reproduce the item in a catalog or brochure, a website, or for print or online publicity or educational purposes?

Are reproductions available from the lender? If so, in what format?

Does the lender hold exclusive copyright? If not, whom might the borrower contact to acquire reproduction rights?

**Environment:**

In addition to having a Facility Report on file, institutions may want to include a statement about environmental conditions of the exhibition space within the loan agreement form.

**Terms and conditions governing the exhibition loan agreement:**

1. The conditions set forth in this form apply to all objects lent to [Insert name of borrowing institution] (the “Borrower”) and cannot be altered, changed, waived, or otherwise amended, except as agreed upon in writing.

2. The Borrower will exercise the same care with respect to the item (the “work”) referred to as it does in the safekeeping of comparable property of its own.

3. The work shall remain in the possession of the Borrower and/or the other institutions participating in the exhibition (the “participating institutions”) for which it has been
borrowed for the time specified, but may be withdrawn from such exhibition at any time by the Borrower and/or any of the participating institutions.

4. The work will be returned only to the Lender at the address stated unless the Borrower is notified by the Lender in writing to the contrary. If the legal ownership of the work shall change during the duration of the loan, whether by reason of death, sale, insolvency, gift or otherwise, the new owner or agent may, prior to its return, be required to establish this legal right to receive the item by proof satisfactory to the Borrower. It is incumbent upon the Lender to notify the Borrower of any change of address.

5. Unless otherwise indicated, the cost of transportation and packing will be borne by the Borrower. The method of shipment shall be agreed upon by both parties. The Lender certifies that the property is in such condition as to withstand the ordinary strains of packing, transportation, and handling. The Lender shall assure the property is adequately and securely packed for the type of shipment agreed upon, including transmitting to the Borrower any special instructions for unpacking and repacking.

6. Unless the Lender chooses to maintain insurance, the Borrower will insure the work on a wall-to-wall basis under a fine arts exhibition policy for the amount specified above by the Lender against all risk of physical loss or damage from any external cause while in transit and on location during the period of this loan. Note that the Borrower’s fine arts policy may contain the usual exclusions for loss and damage to the work due to wear and tear, gradual deterioration, insects, vermin, inherent vice, damage resulting from any repairing, restoration, or retouching process, nuclear reaction, radiation or radioactive contamination, and risks of war and that, in the event of loss or damage, recovery may be limited to such amount, if any, as may be paid by the insurer, hereby releasing the Borrower, each of the participating institutions, and the Trustee officers agents and employees of the Borrower and of each of the participating institutions from liability for any and all claims arising out of such loss or damage.

7. If the Lender chooses to maintain insurance coverage, then, prior to the shipment of the work, the Borrower must be supplied with a certificate of insurance naming the Borrower and each of the participating institutions as an additional insured party or waiving
subrogation against the Borrower and each of the participating institutions. If the Lender shall fail to supply the Borrower with such a certificate, this loan agreement shall constitute a release of the Borrower and of each of the participating institutions from any liability in connection with the work. The Borrower cannot accept responsibility for any error or deficiency of information furnished to the Lender’s insurer or for any lapses in coverage.

8. It is understood that the Borrower will not unframe, clean, restore, repair, rehouse, or otherwise alter the work without the express consent of the Lender. Evidence of damage to works in transit or while in the Borrower’s custody will be reported immediately to the Lender.

9. Unless the Borrower is notified in writing to the contrary, it is understood that the objects lent may be photographed by the general public.

10. The Borrower’s right to return the work shall accrue absolutely at the termination of the loan. If the Borrower, after making all reasonable efforts and through no fault of its own, shall be unable to return the work within 60 days after such termination, then the Borrower shall have the absolute right to place the work in storage, to charge regular storage fees and the cost of the insurance therefore, and to have and enforce a lien for such fees and cost. If, after five years, the work shall not have been reclaimed, then, and in consideration for its storage, insurance, and safeguarding during such period, the work shall be deemed an unrestricted gift to the Borrower.

11. The Borrower accepts this agreement on the understanding that the Lender has full authority to enter into such an agreement as the legal owner of the work or authorized agent of the owner.

The conditions of this loan, as stated above, are accepted:

[To be signed and dated by representatives for the Lender and the Borrower.]
Transmittal Form for Draft ACRL Standards, Guidelines, and Frameworks

(To Accompany All New and Revised ACRL Standards, Guidelines, and Frameworks)

Title of Standard, Guideline, or Framework:
ACRL/RBMS Guidelines on Exhibition Loans and Resource Sharing

Section or Committee Submitting:
Rare Books and Manuscripts Section

Submitting Section or Committee Chairperson:
Sara Logue and Nicholas Martin, co-chairs

Date of Previous Version:
January 2012

Means used to solicit comment on earlier drafts of the new/revised Standard, Guideline, or Framework:

- ✔ Disseminated on email distribution lists (listservs): (give list names and dates):
  RBMS List via ALA Connect (04/04/2023); RUSA STARS via ALA C
  ILL-L via OCLC Lists (04/04/2023); Ex-Libris (04/04/2023)
  
- ✔ Letters to "experts" requesting comments: (list names and dates):
  Brian Miller, RUSA STARS (first contact 04/08/2019);
  Dennis Massie, OCLC SHARES (first contact 01/14/2019);

- ✔ Other professional associations consulted (e.g., Society of American Archivists):
  OCLC SHARES: representatives Dennis Massie and Brian Miller att
  Conservation Center for Art and Historic Artifacts: representative Mi
Other (please list):

__________________________________________
__________________________________________
__________________________________________

Date Approved by Section executive committee (if applicable) 5/15/2023
Date Approved by Standards Committee 6/5/2023
Date Approved by ACRL Board

Where and on whose responsibility should this (Standard, Guideline, or Framework) be published or otherwise disseminated?

__________________________________________

C&RL News by ________________________________

Other (please list):

__________________________________________
__________________________________________
__________________________________________
Board of Directors Action Form

To: ACRL Board of Directors

Subject: Competencies for Academic Library Outreach Work

Submitted by: Ben Hunter, ACRL Standards Committee Chair

Date submitted: September 7, 2023

Background

In 2020, Rebecca Metzger and John M. Jackson conducted a mixed-methods study of academic library outreach work for the purpose of developing professional competencies. Their work, published in College & Research Libraries in July 2022, included a content analysis of LIS literature published between 2010-2020, a content analysis of job advertisements posted in Spring 2020, and a survey of academic librarians in Fall 2020. As a result of their analysis, Metzger and Jackson proposed 18 competencies for academic library outreach work.

In Spring 2022, Jackson brought the list of 18 competencies to the attention of the ACRL University Libraries Section (ULS) Academic Outreach Committee and proposed that the committee work toward recommending ACRL to formally adopt competencies of outreach library work. In July 2022, the ACRL ULS Academic Outreach Committee formed a subcommittee to explore the adoption of professional competencies for academic library outreach work.

The subcommittee drafted proposed competencies (Doc 2.2a) for outreach work that were shared with the academic library community for feedback in spring 2023. Feedback was solicited through the main ACRL ALA Connect community along with a variety of ACRL sections and interest groups. Feedback was incorporated into the draft competencies which were approved by the ACRL Standards Committee in June 2023. Complete details on the feedback process are available in the attached Standards Transmittal Form (Doc 2.2b)

The ACRL Standards Committee approved the document in June 2023.
**Actions Recommended**
That the ACRL Board of Directors approves the Competencies for Academic Library Outreach Work.

**Strategic Goal Area Supported**
Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

- [ ] Value of Academic Libraries  
  Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

- [ ] Student Learning  
  Goal: Advance innovative practices and environments that transform student learning.

- [ ] Research and Scholarly Environment  
  Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

- [ ] New Roles and Changing Landscapes  
  Goal: Academic and research library workforce effectively navigates change in higher education environments.

- [x] Enabling Programs and Services  
  ACRL programs, services, and publications that target education, advocacy, and member engagement.

**Fiscal and Staffing Impact**

**Motion**
- [ ] Above recommendation moved
- [ ] No motion made
- [ ] Motion revised (see motion form)

**Action Taken**
- [ ] Motion Approved
- [ ] Motion Defeated
- [ ] Other: ___________________
Competencies for Academic Library Outreach Work

Foreword

In July 2022, the ACRL ULS Academic Outreach Committee formed a subcommittee to explore the adoption of professional competencies for academic library outreach work. The subcommittee included Jilliam Eslami (convener), Sarah LeMire (co-chair), John M. Jackson, Randa Lopez Morgan, Leslie Poljak, and Amanda VerMeulen. In collaboration with William Schaeffer from the ACRL Standards Committee, the sub-committee drafted the following white paper.

Introduction

Background

In 2020, Metzger & Jackson conducted a mixed-methods study of academic library outreach work for the purpose of developing professional competencies. Their work, published in *College & Research Libraries* in July 2022, included a content analysis of LIS literature published between 2010-2020, a content analysis of job advertisements posted in Spring 2020, and a survey of academic librarians in Fall 2020. As a result of their analysis, Metzger & Jackson proposed 18 competencies for academic library outreach work. In the conclusion to their study, they noted: “As of the publication of this article, there is no set of approved competencies for outreach librarianship in the same way that there are competencies for e-resources, special collections, and reference librarians. The authors of this study encourage future researchers and, most notably, the Association of College & Research Libraries to formulate and codify competencies for academic library outreach work.” (664)

In Spring 2022, Jackson brought the list of 18 competencies to the attention of the ACRL University Libraries Section Academic Outreach Committee and proposed that the committee work toward recommending ACRL to formally adopt competencies of outreach library work. In Summer 2022, the ULS AOC formed a sub-committee to explore the proposal. In consultation with the ACRL Standards Committee, the ULS AOC drafted a proposal that was shared with the academic library community for feedback. The ULS AOC reviewed the feedback and incorporated recommended changes in order to develop a final white paper for ACRL Standards Committee.

Relationship to other Competency Statements

These Competency Standards define the most prominent areas of outreach work in academic libraries. While many other competency statements mention outreach or aspects of it - especially marketing and advocacy - as important foundational skills on their own or as aspects of other competencies they do not define these terms through the behaviors, knowledge, and skills needed. In addition to providing concrete definitions of outreach competencies, this document provides guidelines specifically for academic librarians and the specific needs of academic library patrons.

How to Use these Competencies

While the activities and experiences of academic outreach library work varies widely, establishing a core set of competencies will aid our profession in a variety of ways. As Metzger & Jackson note, “Managers can use professional competencies to write job descriptions, define organizational best practices, and assess individual and program performance. Individuals can employ competencies to track personal progress toward proficiency in a field and identify gaps for further training. Library schools and continuing education programs can use competencies to develop courses that educate the next generation of practitioners that libraries need.” While the following list is not comprehensive of every practitioner’s experience, these competencies describe the most useful behaviors, knowledge, and skills needed for academic library outreach work.

Proposed Competencies for Academic Outreach

It should be noted that the following list is not prescriptive. Not all competencies will apply to all positions. For example, not all outreach requires teaching. However, based on a review of job descriptions and the professional literature, the following behaviors, knowledge, and skills are the most common foundational concepts for academic library outreach work.

Advocacy: Understands the unique ecosystem of colleges and universities, especially of their particular institutions and surrounding communities, and can leverage this knowledge to effectively advocate for the role of the library in academic and student success. Also advocates within the library to promote and harness support for outreach activities.

Assessment: Sets programmatic goals aligned with library and institutional goals. Ethically uses qualitative and quantitative methods and tools to understand diverse user needs and experiences, measure impact, incorporate feedback toward improving programs and services, and demonstrate the value of the library to the institution.
Collaboration: Collaborates effectively with individuals and teams throughout the library and beyond to define mutually beneficial goals, marshal resources toward those goals, and participate in shared decision-making.

Communication: Has adaptive, persuasive, clear, and organized verbal and written communication skills. Regularly seeks new and customized ways to connect with diverse audiences through communication channels used by those communities.

Creativity: Draws on their own creativity and other creative resources in designing unique programs and marketing materials that can reach target audiences in a competitive information landscape.

Diversity and Inclusion: Is aware of and seeks to continually learn more about the diverse and multicultural communities their libraries serve as well as the intersectional identities of library users. Strives to create inclusive and welcoming spaces, programs, and communications, as well as provide platforms for a diversity of voices in the library’s outreach efforts.

Emotional Intelligence: Outreach work can be stressful, involving competing deadlines, high-profile activities, and constant social interaction. Practices self-awareness and self-care to manage their emotions and bring empathy to their professional interpersonal relationships.

Marketing: Creates ads, print and digital media, and marketing deliverables using specialized design tools and services. Cultivates and maintains the library’s online image by using best practices for branding and reputation management.

Networking: Cultivates and maintains trusted relationships outside the library. Actively networks with campus constituents and surrounding communities. Reaches out to potential ambassadors and partners to identify connections and support for achieving common goals.

Professional Growth: Stays abreast of emerging trends, especially in the areas of student success, library pedagogies, cultural competencies, social media, communication, programming, and assessment and integrates this knowledge into their daily work.

Programming: Develops and presents programs and activities that promote library collections and services, foster a sense of belonging, and position the library as a vibrant cultural, educational, and civic center within its community.

Project Management: Is able to plan and deliver complex events and projects by breaking them down into discrete tasks with deadlines and assigned responsibilities, effectively using organizational and communication tools to enable teams to achieve desired goals. Works strategically to create long-term goals.

Research and Policy: Uses market research, industry trends, published literature, and needs assessments to develop relevant organizational policies and plan outreach strategies.
Resource Management: Harnesses, organizes, motivates, and manages staff and/or volunteers from within and without the library to work toward library outreach goals. Manages funds responsibly by projecting, spending, and tracking outreach expenses in accordance with institutional, state, and federal policies, and ensuring fair and timely compensation for vendors and talent.

Service: Uses a patron-focused, holistic approach to meeting the needs of their students, faculty, and campus community members through both traditional and emerging library service models.

Teaching: Employs pedagogical methods to design, deliver, and assess instructional experiences that promote library services, collections, and staff to distinct groups, especially lower-level undergraduate students.

Technology: Is comfortable learning, using, and teaching new technologies that help connect users to library resources and programs, as well as working with technology specialists to design and implement connected spaces and experiences.

User Engagement: Ventures outside the doors of the library to reach students, faculty, and other community members where they are, including virtual spaces. Utilizes relationship building to build connections, serve as a point of contact with library users, and improve other aspects of outreach work.

ACRL ULS Academic Outreach Committee Members

Laura Birkenhauer, Co-Chair
Sarah LeMire, Co-Chair
Nicholas Alonzo Casas
Linda K. Colding
Jillian Eslami
Holly Flynn
John M. Jackson
Travis L. Jones
Randa Lopez Morgan
Dee Anna Phares
Leslie Poljak
Jessica Szempruch
Amanda VerMeulen
Transmittal Form for Draft ACRL Standards, Guidelines, and Frameworks

(To Accompany All New and Revised ACRL Standards, Guidelines, and Frameworks)

Title of Standard, Guideline, or Framework:
Competencies for Academic Library Outreach Work

Section or Committee Submitting:
ACRL University Libraries Section Academic Outreach Cmte.

Submitting Section or Committee Chairperson:
Laura Birkenhauer and Sarah LeMire

Date of Previous Version:
n/a

Means used to solicit comment on earlier drafts of the new/revised Standard, Guideline, or Framework:

☐ Published in C&RL News (date) _______________________________

✔ Disseminated on email distribution lists (listservs): (give list names and dates):
All for the following sent in March-April 2023: ACRL University Libraries Section, ACRL Members (ALA Connect), College Libraries Section, University Libraries Section, and Instruction Section
Community and Junior College Libraries Section, Library Marketing and Outreach Interest Group, Programming Librarians Group (Facebook)
Academic Library Services to International Students Interest Group, Academic Library Services to Graduate Students Interest Group

☐ Published in Section newsletter (date) _______________________________

☐ Public hearing held [optional] (date) _______________________________

✔ Letters to "experts" requesting comments: (list names and dates):
These competencies are based on previously published research (2020-2021) in which experts were consulted, including:

Maria Atilano, Kylie Bailin, Lauren Bedoy, Jillian Eslami, Shannon Farrell, Jamie Hazlitt, Katy Kelly,
Kristen Mastel, Sarah (Moxy) Moczygemba, Mark Aaron Polger, Hannah Rael, and Alex Regan.

☐ Other professional associations consulted (e.g., Society of American Archivists):
Other (please list):

Results of review of outreach-related professional literature and job descriptions:

https://crl.acrl.org/index.php/crl/article/view/24961/33414

Date Approved by Section executive committee (if applicable) _______________________________

Date Approved by Standards Committee _________________________________________________

Date Approved by ACRL Board ________________________________________________________

Where and on whose responsibility should this (Standard, Guideline, or Framework) be published or otherwise disseminated?

____________________________________

C&RL News by __________________________________________

Other (please list)

____________________________________

____________________________________

____________________________________
Board of Directors Action Form

To: ACRL Board of Directors

Subject: Dissolution of Hip Hop Librarian Consortium Discussion Group

Submitted by: Aleah Price, ACRL Program Coordinator

Date submitted: 9/27/2023

Background

The Hip Hop Librarian Consortium Discussion Group has had a significantly low engagement for the past few years. After repeated attempts to contact the past convener to find a new convener, staff received no response. The group’s ALA connect space has 34 members and the most recent post from leadership is from 2021. Due to the inability to find leadership, and the inability to get ahold of the most recent convener, ACRL staff is requesting the group be dissolved.

Stakeholders

Attempts were made to contact previous leadership with no response.

Fiscal and Staffing Impact

This will impact staff time regarding maintaining the discussion group space. If approved, staff will remove the ALA Connect group, update the ACRL Director of Leadership and membership materials.

Action Recommended

That the ACRL Board of Directors approves the dissolution of the Hip Hop Librarian Consortium Discussion Group.

Strategic Goal Area Supported

Please see the ACRL Strategic Plan, and select from the drop-down the goal area that will be affected most by this action.

- [ ] Value of Academic Libraries
  Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.
- [ ] Student Learning
  Goal: Advance innovative practices and environments that transform student learning.
- [ ] Research and Scholarly Environment
  Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.
- [ ] New Roles and Changing Landscapes
  Goal: Academic and research library workforce effectively navigates change in higher education environments.
- [ ] Enabling Programs and Services
  ACRL programs, services, and publications that target education, advocacy, and member engagement.
Board of Directors Discussion Form

To: ACRL Board of Directors

Subject: ACRL Frameworks/Standards Review Follow-up

Submitted by: Allison Payne, ACRL Interim Executive Director

Date submitted: 10/17/2023

Background
At the June 23, 2023 ACRL Board Update meeting, the ACRL Board of Directors had an initial discussion regarding a potential review of the ACRL Framework for Information Literacy for Higher Education; ACRL Standards for Libraries in Higher Education; ACRL Guidelines for Media Resources in Academic Libraries; and ACRL Status of Academic Librarians documents. The Board discussion forms from Annual are included as Doc 3.1 for your reference.

During the June 23 meeting, the Board identified existing groups that could be asked to review these documents. Between Annual and Fall, outreach was made to the groups and a summary is below. Questions for the Board to discuss on October 24 are highlighted.

- **Framework for Information Literacy for Higher Education:** The Board supported a revision of this document and would like to ask existing groups (ACRL Instruction Section and ACRL Student Learning and Information Literacy Committee) if they have capacity to review and revise. After checking with SLILC and IS, the groups had the following questions:
  - SLILC: Does the Board have any information about timelines and/or expectations for participation in this work? Also, do you know if there is a process in place for this kind of review, or will the process be determined by the group charged with the review?
  - IS: How would folks be assigned/selected to take part in the review? What is the time frame for delivery of revisions/suggestions to the Board?

- **Standards for Libraries in Higher Education:** The Board supported a review and revision of this document and would like to know if the ACRL Value of Academic Libraries Committee can complete this.
  - VAL confirmed they would like to undertake the review of Standards for Libraries in Higher Education.
• **ACRL Guidelines for Media Resources in Academic Libraries.** The Board suggested that ACRL contact Core to see if they have interest in reviewing. If the Board would like Core to take on updating this resource, the ACRL Board should take formal action to rescind the 2018 guideline.
  
  o Before reaching out to Core, can the Board clarify if Core members should be included on an ACRL/Core joint task force or if the Board would like the document to move from being an ACRL resource to a Core resource.

• **ACRL Status of Academic Librarians documents:** The Board identified the ACRL Value of Academic Libraries Committee and ACRL New Roles and Changing Landscapes Committee as two groups who could review and revise.
  
  o Can the Board identify which group should revise which of the six documents?
    
    ▪ Joint Statement on Faculty Status of College and University Librarians,
    ▪ Statement on the Certification and Licensing of Academic Librarians,
    ▪ Statement on the Terminal Professional Degree for Academic Librarians
    ▪ A Standard for the Appointment, Promotion and Tenure of Academic Librarians;
    ▪ ACRL Standards for Academic Librarians without Faculty Status;
    ▪ ACRL Standards for Faculty for Academic Librarians

**Strategic Goal Area Supported**

- **Value of Academic Libraries**
  Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

- **Student Learning**
  Goal: Advance innovative practices and environments that transform student learning.

- **Research and Scholarly Environment**
  Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

- **New Roles and Changing Landscapes**
  Goal: Academic and research library workforce effectively navigates change in higher education environments.

- **Equity, Diversity & Inclusion**
  Goal: Academic and research libraries will practice cultural humility, promote community accountability, and be unwavering in their ongoing, iterative commitment to remedy systemic inequalities in their contexts.

- **Enabling Programs and Services**
  ACRL programs, services, and publications that target education, advocacy, and member engagement.

*Please send completed Discussion Forms to ACRL Program Manager for Strategic Initiatives Allison Payne at apayne@ala.org. Board document deadlines are posted on [ALA Connect](http://www.alac.com). See Chapter 2, Board of Directors and Executive Committee for policies and procedures.*
Board of Directors Discussion Form

To: ACRL Board of Directors

Subject: Discuss Potential Review of the ACRL Framework for Information Literacy for Higher Education

Submitted by: Amy Dye-Reeves, ACRL Standards Committee Chair, and Jo-Anne Naslund, ACRL Information Literacy Standards and Frameworks Committee Chair

Date submitted: January 4, 2023

Background

In January 2016, the ACRL Board of Directors formally adopted the ACRL Framework for Information Literacy for Higher Education. The framework, developed by the Board-appointed Information Literacy Competency Standards for Higher Education Task Force, grew out of the revision process for the former ACRL Information Literacy Competency Standards for Higher Education and represents a belief that information literacy as an educational reform movement will realize its potential only through a richer, more complex set of core ideas than those embodied in the previous Standards.

According to Chapter 14 of the ACRL Guide to Policies and Procedures, all association standards, guidelines, and frameworks are reviewed every five years. Actions may include (1) continuing the document in force without change, (2) revising the document to address current needs, or (3) rescinding the document. The Framework for Information Literacy is currently due to begin the review process. In cases such as the Framework, where the group that developed the document up for review (such as a Board appointed task force) no longer exists, the Standards Committee (and its component Information Literacy Frameworks and Standards Committee for information literacy-related documents) refers the standard, guideline, or framework to the Board of Directors for potential action.

In November 2020, the Board decided to delay making a decision on initiating the review process until early 2023 to allow the Framework to gain more traction in the profession before undergoing potential revision. If the Board now wishes to initiate the review process for the Framework, options include appointing a new task force to undertake the review or assigning that work to an existing ACRL group, such as the Student Learning and Information Literacy Committee.
Questions for Discussion

1. Is now the right time to initiate review and possible revision of the Framework for Information Literacy in Higher Education, or should the review again be delayed? If delayed further, when should the Board revisit?

2. If the Board would like to initiate the review process now, should an existing group or new group, such as a Board-appointed task force, be directed to review?

Strategic Goal Area Supported
Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

☐ Value of Academic Libraries
Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☒ Student Learning
Goal: Advance innovative practices and environments that transform student learning.

☐ Research and Scholarly Environment
Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ New Roles and Changing Landscapes
Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ Enabling Programs and Services
ACRL programs, services, and publications that target education, advocacy, and member engagement.

Motion

☐ Above recommendation moved

☐ No motion made

☐ Motion revised (see motion form)

Action Taken

☐ Motion Approved

☐ Motion Defeated
To: ACRL Board of Directors

Subject: Discuss Potential Review of the ACRL Standards for Libraries in Higher Education

Submitted by: Amy Dye-Reeves, ACRL Standards Committee Chair

Date submitted: January 4, 2023

Background
In February 2018, the ACRL Board of Directors approved a revision of the association’s Standards for Libraries in Higher Education (SLHE). Revised by a Board-appointed task force, the Standards for Libraries in Higher Education, adopted in 2004 and previously revised in 2011, are designed to guide academic libraries in advancing and sustaining their role as partners in educating students, achieving their institutions’ missions, and positioning libraries as leaders in assessment and continuous improvement on their campuses.

According to Chapter 14 of the ACRL Guide to Policies and Procedures, all association standards, guidelines, and frameworks are reviewed every five years. Actions may include (1) continuing the document in force without change, (2) revising the document to address current needs, or (3) rescinding the document. The Standards for Libraries in Higher Education are currently due to begin the review process. In such cases, where the group that developed the document up for review (such as a Board appointed task force) no longer exists, the Standards Committee refers the standard, guideline, or framework to the Board of Directors for potential action.

If the Board wishes to initiate the SLHE review process to determine if the standard should undergo revision at this time, options include appointing a new task force to undertake the review or assigning that work to an existing ACRL group, such as the Value of Academic Libraries Committee.

Questions for Discussion
1. Does the Board wish to initiate review and possible revision of the Standards for Libraries in Higher Education at this time?
2. If the Board would like to initiate the review process, should an existing group or a new group (such as a Board-appointed task force) be directed to review the document?
**Strategic Goal Area Supported**
Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

☒ Value of Academic Libraries
Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ Student Learning
Goal: Advance innovative practices and environments that transform student learning.

☐ Research and Scholarly Environment
Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ New Roles and Changing Landscapes
Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ Enabling Programs and Services
ACRL programs, services, and publications that target education, advocacy, and member engagement.

**Motion**
☐ Above recommendation moved

☐ No motion made

☐ Motion revised (see motion form)

**Action Taken**
☐ Motion Approved

☐ Motion Defeated

☐ Other: ___________________
Board of Directors Discussion Form

To: ACRL Board of Directors

Subject: Discuss Potential Review of the ACRL Guidelines for Media Resources in Academic Libraries

Submitted by: Amy Dye-Reeves, ACRL Standards Committee Chair, and Jo-Anne Naslund, ACRL Information Literacy Standards and Frameworks Committee Chair

Date submitted: May 8, 2023

Background
In June 2018, the ACRL Board of Directors approved a revision of the ACRL Guidelines for Media Resources in Academic Libraries, developed by the Board-appointed Guidelines for Media Resources for Academic Libraries in Higher Education Task Force.

According to Chapter 14 of the ACRL Guide to Policies and Procedures, all association standards, guidelines, and frameworks are reviewed every five years. Actions may include (1) continuing the document in force without change, (2) revising the document to address current needs, or (3) rescinding the document. The Guidelines for Media Resources for Academic Libraries are currently due to begin the review process. In such cases such, where the group that developed the document up for review (such as a Board appointed task force) no longer exists, the Standards Committee refers the standard, guideline, or framework to the Board of Directors for potential action.

Questions for Discussion
1. Does the Board wish to initiate review and possible revision of the Guidelines for Media Resources in Academic Libraries at this time?
2. If the Board would like to initiate the review process, should an existing group or a new group (such as a Board-appointed task force) be directed to review the document?

Strategic Goal Area Supported
Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.
Value of Academic Libraries
Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

Student Learning
Goal: Advance innovative practices and environments that transform student learning.

Research and Scholarly Environment
Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

New Roles and Changing Landscapes
Goal: Academic and research library workforce effectively navigates change in higher education environments.

Enabling Programs and Services
ACRL programs, services, and publications that target education, advocacy, and member engagement.

Motion
☐ Above recommendation moved

☐ No motion made

☐ Motion revised (see motion form)

Action Taken
☐ Motion Approved

☐ Motion Defeated

☐ Other: ___________________
Board of Directors Discussion Form

To: ACRL Board of Directors

Subject: Discuss Potential Review of the ACRL Status of Academic Librarians Documents

Submitted by: Amy Dye-Reeves, ACRL Standards Committee Chair

Date submitted: May 8, 2023

Background

The ACRL Status of Academic Librarians Standards and Guidelines Review Task Force was appointed by the ACRL Board of Directors in 2016 to review, and revise as needed, six documents related to the status of academic librarians developed and subsequently revised by the sunsetted ACRL Committee on the Status of Academic Librarians. The Board of Directors reaffirmed three of the documents – Joint Statement on Faculty Status of College and University Librarians, Statement on the Certification and Licensing of Academic Librarians, and Statement on the Terminal Professional Degree for Academic Librarians – in April 2018.

The Board then appointed a second iteration of the task force to revise the remaining three documents - A Standard for the Appointment, Promotion and Tenure of Academic Librarians; ACRL Standards for Academic Librarians without Faculty Status; and ACRL Standards for Faculty for Academic Librarians – which were approved by the Board of Directors in January 2021. At that time, the Board also approved a recommendation by the ACRL Standards Committee that all six documents be considered for review together by a single Board-appointed task force at the next round of scheduled review for the initial three documents in 2023.

According to Chapter 14 of the ACRL Guide to Policies and Procedures, all association standards, guidelines, and frameworks are reviewed every five years. Actions may include (1) continuing the document in force without change, (2) revising the document to address current needs, or (3) rescinding the document. The six documents mentioned above are currently due to begin the review process. In such cases such, where the group that developed the document up for review (such as a Board appointed task force) no longer exists, the Standards Committee refers the standard, guideline, or framework to the Board of Directors for potential action.
Questions for Discussion
1. Does the Board wish to initiate review and possible revision of the six documents listed above related to the status of academic libraries at this time?
2. If the Board would like to initiate the review process, should an existing group or a new group (such as a Board-appointed task force) be directed to review the document?

Strategic Goal Area Supported
Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

☒ Value of Academic Libraries
Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ Student Learning
Goal: Advance innovative practices and environments that transform student learning.

☐ Research and Scholarly Environment
Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☒ New Roles and Changing Landscapes
Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ Enabling Programs and Services
ACRL programs, services, and publications that target education, advocacy, and member engagement.

Motion
☐ Above recommendation moved

☐ No motion made

☐ Motion revised (see motion form)

Action Taken
☐ Motion Approved

☐ Motion Defeated

☐ Other: ___________________
Board of Directors Discussion Form

To: ACRL Board of Directors

Subject: ACRL Awards Process Implementation Task Force

Submitted by: John Lehner and Lori Goetsch, co-chairs

Date submitted: October 20, 2023

Background

As a reminder to the Board, the charge of the task force is to make specific, implementable recommendations for streamlining the ACRL awards process. The Task Force and its Working Groups (achievement awards, scholarship/research awards, funding) continued to meet through summer and early fall. The Achievement Awards Working Group and Funding Working Group have presented recommendations that have been discussed and endorsed by the task force, summarized below. Some of these recommendations appear in our prior report to the board from June and we continue to develop and refine them.

The Achievement Awards Working Group has recommended a number of policies revisions for Chapter 12 of the ACRL Guide to Policies and Procedures including:

1. A single virtual awards ceremony each year to recognize all awards recipients
2. Membership in ACRL or its sections is not required in order to be nominated for or receive an award
3. Administering units develop their own criteria and procedures for nominating and selecting award recipients as appropriate to the individual award following a set of policies that will be outlined in the final report.
4. No individual or group should receive more than a single award for the same publication or program; however, this does not preclude them from receiving more than one award in the same cycle.
5. Adoption of an awards nomination portal, a standard submission platform for nominations.
6. Each awards committee is charged with a mandatory review of the description, selection criteria, and selection process for the award it juries. This work should be completed during the 2024-25 academic year.
The Working Group will draft a suggested revision to Chapter 12 of the ACRL Guide to Policies and Procedures as part of our final report.

A further recommendation confirmed by the task force is that ACRL should establish an Awards Coordinating Committee to oversee the awards program on an ongoing basis. A Board action form to request a new ACRL committee will accompany the final report. Elements of the recommendation include regular review of the awards program; collection and analysis of awards nominees and winners; and providing training and resources to awards committees on best practices for equity in the nomination and selection processes. Proposed membership is 6-8 people with broad representation across sections and at least some members having awards committee experience; a representative from the ACRL Board; two-year staggered multi-year terms with no more than two consecutive terms of service; and a Chair, Vice-Chair and Secretary. See the question for Board discussion below.

The Funding Working Group met and affirmed the approach of ending cash gifts for award recipients. The Funding Working Group reported this to the full Task Force at its October 4th meeting. There was a consensus about this approach. The principal rationale for ending cash gifts is the significant equity issues created by the funding processes for various awards.

The Funding Working Group noted that there are two awards that are grants. The European Studies Section award is a grant to support research. The Distance and Online Learning Section award is to support conference attendance. We are suggesting that these awards be continued, but be renamed as grants to clearly distinguish themselves from the other awards.

The Funding Working Group has examined the issues presented by the three endowed awards. These are the Atkinson, Oberly, and Leab awards. We do not believe that there are obstacles to ending cash gifts as part of these awards. The Leab Award does have an underlying donor agreement, but it does not require that a cash gift be made to the award winners. The Leab endowment is used for mailing of exhibition catalogs and other administrative expenses of the award. The Atkinson and Oberly awards do not have underlying donor agreements. We are recommending that these awards continue, but without cash gifts to award recipients. The endowments should be used to pay for the staffing and administrative costs of these awards. The Board of Directors may wish to consider using some of the endowment funds to support administrative costs of additional awards.

We would appreciate Board input on the recommendations above so as not to go down a road that is highly objectionable to Board members. The Task Force also anticipates the opportunity in the fall for feedback from major stakeholders (section leaders and section awards committee chairs and members).

**Questions for the Board to Discuss**

It would be helpful to the task force for the Board to discuss delegation to and authority of the Awards Coordinating Committee. For example, does the committee have final say over awards...
committees’ nomination and selection processes or is it a recommender to the Board for final approval?

**Stakeholders**
Not at present but planned for Fall 2024

**Strategic Goal Area Supported**
- **Value of Academic Libraries**
  Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.
- **Student Learning**
  Goal: Advance innovative practices and environments that transform student learning.
- **Research and Scholarly Environment**
  Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.
- **New Roles and Changing Landscapes**
  Goal: Academic and research library workforce effectively navigates change in higher education environments.
- **Equity, Diversity & Inclusion**
  Goal: TBD

**XX Enabling Programs and Services**
ACRL programs, services, and publications that target education, advocacy, and member engagement.
Board of Directors Discussion Form

To: ACRL Board of Directors

Subject: ACRL Chapters Council Volunteer Requirement Follow-up

Submitted by: Allison Payne, ACRL Interim Executive Director

Date submitted: 10/17/2023

Background
At the June 24, 2023 ACRL Board of Directors Meeting II, the Board reviewed a proposed policy change for the ACRL Chapters Council Volunteer Requirement. The Board agreed it would like to know more information before taking action. The action request is included in this packet as Doc 5.1.

Below, are the questions and responses to the Board’s questions from Annual 2023. These responses were solicited and compiled by Eric Edwards, 2022-23 Chapters Council Chair.

**Question 1: The ACRL Board would like to know more on the current process for how Chapters seek a delegate.**

1. **Florida Chapter (Florida ACRL), Rachel Cooke and Dr. Clarissa West-White**
   a. Usually, the Chapter President or President-Elect attends meetings. Occasionally, the Past President can step in and report back to the group. For the delegate, it has been a volunteer, but there is no formal procedure. In response to the ACRL Board’s inquiry, the Florida Chapter might revise its bylaws to formalize the process for selecting a delegate.

2. **Iowa Chapter (Iowa ACRL), Carrie Dunham-LaGree**
   a. The Iowa Chapter has a designated Executive Board member who serves as representative to Chapters Council. It’s a non-elected position, with appointment by the Chapter’s President. The appointment lasts one year, with the goal of keeping the person in the role for several years. Historically, it has been someone with prior experience on the Executive Board, which is composed of committee chairs, two at-large representatives, the Vice-President, the
President, and the Past President. There is also an appointed Representative for Government Relations.

3. **New Jersey Chapter (New Jersey ACRL), Gary Marks**
   a. The New Jersey Chapter does not have a process for selecting a separate delegate to Chapters Council. The representative is solely the President, with the Vice-President attending in the President’s absence. For the New Jersey Chapter, the President and the Vice-President are the only Executive Board members who are required to belong to both ACRL and the state library association (New Jersey ACRL is incorporated under the New Jersey Library Association). Therefore, the President and the Vice-President are the only Executive Board members guaranteed to meet the ACRL membership requirements for serving on Chapters Council.

4. **Ohio Chapter (Academic Library Association of Ohio), Gerald Natal**
   a. The Ohio Chapter has an ACRL Liaison position with a term length of three years, with reappointment possible. The ACRL Liaison is required to belong to ALA and ACRL. A call goes out for interested individuals before each new term, and an appointment is made at the discretion of the President, with the approval of the Executive Board.

**Question 2: The ACRL Board would like to know if Chapters would like to continue with the requirement of having two representatives from each Chapter, or if there would be a preference to only have one representative from each Chapter.**

1. **Academic Library Association of Ohio President, Mark Eddy:**
   a. “We feel that one representative is sufficient.”

2. **Iowa Chapter (Iowa ACRL), Carrie Dunham-LaGree:**
   a. “For context, we have an appointed ACRL Chapters Council liaison (me). For our two representatives, the liaison and our current president serve. In practice, the president only attends meetings in the case when the liaison cannot. This practice is likely a legacy of having twice yearly in person meetings at Midwinter and Annual, but we agreed it still makes sense. There didn’t seem to be a reason why both would need to attend regularly, but having the option to if something on the agenda made sense to have both.
   b. “Mostly, our board favors keeping two for reasons of succession. If, for example, one of us were to move out of state, become too ill to work (or even die), there's still a contact person with ACRL who could facilitate identifying a replacement. It was also noted that because in our chapter the president leads the initiative on
writing our annual report, receiving that communication directly from ACRL Chapters Council is quite helpful.”

Strategic Goal Area Supported

☐ Value of Academic Libraries
Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ Student Learning
Goal: Advance innovative practices and environments that transform student learning.

☐ Research and Scholarly Environment
Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ New Roles and Changing Landscapes
Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ Equity, Diversity & Inclusion
Goal: Academic and research libraries will practice cultural humility, promote community accountability, and be unwavering in their ongoing, iterative commitment to remedy systemic inequalities in their contexts.

☒ Enabling Programs and Services
ACRL programs, services, and publications that target education, advocacy, and member engagement.
Board of Directors Action Form

To: ACRL Board of Directors

Subject: ACRL Chapters Council Volunteer Requirement Proposed Policy

Submitted by: Dawn Behrend, Chapters Council Past Chair

Date submitted: November 30, 2022

Background
I have served as an officer with Chapters Council since being elected after running unopposed for Vice-Chair in 2020. As the current Past Chair, I have observed ongoing difficulties in recruiting individuals to volunteer as officers for ACRL Chapters Council during the last few years. Eric Edwards served as Secretary for 2 consecutive years (2020-2022) until being elected as Vice Chair this summer. This allowed the position of Secretary to open up. After repeated calls for volunteers, the position of Secretary remains vacant as of July 1, 2022. Eric ran unopposed in all elections.

Most recently, Kelly McCallister was elected in an unopposed election for Vice Chair in 2021. As of November 14, 2022 Kelly has stepped down as Chair and the position became vacant. Eric Edwards, current Vice-Chair, offered to step in as Interim Chair which leaves the position of Vice-Chair vacant. In the past month, efforts to recruit and fill this position, as well as the still vacant Secretary position, have been unsuccessful. It has also proven challenging to fill the vacated roles of Legislation Representative and List Administrator.

One contributing factor that substantially limits the number of potential candidates is the requirement that Chapters Council members must be a member of the executive board of their chapter. Chapter 5.8 of the Guide to Policies and Procedures currently states: “The Chapters Council shall consist of the president (chair) and vice-president (vice-chair) of each ACRL chapter or a delegate who is a member of the executive board of the chapter.”

As we are all aware, it has become increasingly difficult to recruit professionals to serve in leadership roles with ACRL and other professional library organizations. The requirement to also be a member of a chapter’s executive board in order to serve as an officer with Chapters Council places an additional barrier to secure volunteers for these positions. We are recommending that the language be revised to clarify/allow volunteers only to be required to be a member of ALA/ACRL and their ACRL chapter, but
that they should not be required to be a member of their chapter’s executive board to serve as an officer.

If approved, the ACRL Guide to Policies and Procedures: 5.8 Chapters Council Organization should be updated to include the new language indicated in red:

- The Chapters Council shall consist of the president (chair) and vice-president (vice-chair) of each ACRL chapter or a delegate who is a member of the executive board of the chapter. To be considered as a candidate to serve as an official Chapters Council Officer, the individual must be a member of ALA/ACRL and their ACRL state chapter. They are not required to serve on their state Chapter’s Board. Each member of the Chapters Council shall be a member of the national association. Each chapter shall have one vote.

**Stakeholders**

Stakeholders have been consulted including members of Chapters Council, ACRL Staff Liaison, Lauren Carlton. The stakeholders are in favor of this change and think it would help resolve the issue of vacancies in the future.

**Fiscal and Staffing Impact**

This will impact ACRL staff time regarding tracking/keeping appointments up to date. If approved, the Guide to Policies and Procedures will need to be updated.

**Action Recommended**

That the ACRL Board of Directors approves to no longer require Chapter Council Officers to be required to also serve on their state Chapter’s Board.

**Strategic Goal Area Supported**

Please see the ACRL Strategic Plan, and select from the drop-down the goal area that will be affected most by this action.

- [ ] Value of Academic Libraries
  Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

- [ ] Student Learning
  Goal: Advance innovative practices and environments that transform student learning.

- [ ] Research and Scholarly Environment
  Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

- [ ] New Roles and Changing Landscapes
  Goal: Academic and research library workforce effectively navigates change in higher education environments.
Enabling Programs and Services
ACRL programs, services, and publications that target education, advocacy, and member engagement.
Board of Directors Discussion Form

To: ACRL Board of Directors

Subject: Member Engagement

Submitted by: Allison Payne, ACRL Interim Executive Director

Date submitted: 10/17/2023

Background
During the Board’s June 2023 meetings, the Board reviewed an Interest Group Continuation proposed policy (Doc 6.1). During the meeting, the Board did not take action on the proposed policy and expressed interest in further engaging stakeholders.

In August 2023, staff met with Directors-at-large Yasmeen Shorish and Jessica Brangiel to discuss potential next steps. A broader discussion on member engagement and providing opportunities that best serve members may be needed.

Questions for the Board
1. Does the Board want to take action on the Interest Group Continuation proposed policy from Annual 2023?
2. Is the current communities of practice structure providing meaningful engagement opportunities for members?
3. Should the Board have a broader discussion and/or conduct a review on member participation and volunteer opportunities to best serve membership?
4. Should orientation materials, such as a LibGuide, be developed for CoPA?
5. How the Board/staff support communication across members given the expressed limitations of ALA Connect?
6. Should the Board recommend changes to the current reporting process that is requested from membership groups?

Strategic Goal Area Supported

☐ Value of Academic Libraries
Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.
Student Learning
Goal: Advance innovative practices and environments that transform student learning.

Research and Scholarly Environment
Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

New Roles and Changing Landscapes
Goal: Academic and research library workforce effectively navigates change in higher education environments.

Equity, Diversity & Inclusion
Goal: Academic and research libraries will practice cultural humility, promote community accountability, and be unwavering in their ongoing, iterative commitment to remedy systemic inequalities in their contexts.

Enabling Programs and Services
ACRL programs, services, and publications that target education, advocacy, and member engagement.
Board of Directors Action Form

To: ACRL Board of Directors

Subject: Interest Group Continuation Proposed Policy

Submitted by: Lauren Carlton, Program Officer, ACRL

Date submitted: April, 2022

Background
Over the last few years, ACRL Interest Groups have struggled with member engagement, with Interest Groups being challenged to meet the annual reporting requirement, as well as the annual leadership requirement, which includes identifying an Incoming, Current, and Past Convener. Additionally, there are few posts in Interest Groups’ ALA Connect communities and approximately 10% of Interest Groups submit minutes/agendas.

As participation and engagement has decreased, the following changes (indicated in red) are being proposed to the ACRL Guide to Policies and Procedures. These policies have been in place, but it is recommended to include them in the Guide for clarity and transparency.

4.1.1 Functions

- The Assembly should not be a legislative body but rather a vehicle for communication; unit business should not be filtered through the Assembly before consideration by the Board.

- The Assembly should be a forum for the sharing of information about programming and projects among the Assembly representatives. The Assembly is not a "clearance center" for programs, merely an information exchange and an opportunity for interaction among section leaders. Section chairs and interest group conveners submit a Plan for Excellence Implementation Report on the conference programming, projects, publications, preconferences, and other activities of the unit to the ACRL office by late July each year. These reports are compiled by the ACRL office and shared with membership units.

- The Assembly should take an active role in promoting units in the life of ACRL.
• The Assembly should discuss issues of common interest that are before the ACRL Board or should be brought before the Board.

• Continuance of the group is dependent on submitting an annual Strategic Plan Implementation Report each year. If an Interest Group fails to submit a report, they will have the option to transition to a Discussion Group or dissolve.

4.4.4 Interest group conveners
Interest Groups are governed by a steering committee consisting of a convener, incoming convener and past convener. The steering committee is the only group that would appear in the ALA Handbook of Organization since they are the only members who need to sign formal appointment acceptance forms. Each Interest Group will determine the mechanism for selecting its incoming conveners. Each year, Interest Groups must have three different people in place for leadership. Past conveners cannot serve as incoming convener again until their time as Past Convener has ended. If an Interest Group fails to meet this requirement, they have the option to transition to a Discussion Group or dissolve.

Stakeholders
On April 11, 2023, ACRL Program Officer Lauren Carlton informed Interest Group Conveners of the proposed change.

Fiscal and Staffing Impact.
If approved, staff will update the online Guide and other documentation. The proposed change may result in more Interest Groups transitioning to Discussion Groups, which have fewer administrative requirements and no requirement to submit an annual Strategic Plan Implementation Report. Interest Groups receive an annual budget of $150 so less money would need to be budgeted if a group transitions.

Action #1 Recommended
That the ACRL Board of Directors approves the following clarifying update (indicated in red) to the ACRL Guide to Policies and Procedures:

4.1.1 Functions
• The Assembly should not be a legislative body but rather a vehicle for communication; unit business should not be filtered through the Assembly before consideration by the Board.

• The Assembly should be a forum for the sharing of information about programming and projects among the Assembly representatives. The Assembly is not a "clearance center"
for programs, merely an information exchange and an opportunity for interaction among section leaders. Section chairs and interest group conveners submit a Plan for Excellence Implementation Report on the conference programming, projects, publications, preconferences, and other activities of the unit to the ACRL office by late July each year. These reports are compiled by the ACRL office and shared with membership units.

- The Assembly should take an active role in promoting units in the life of ACRL.
- The Assembly should discuss issues of common interest that are before the ACRL Board or should be brought before the Board.
- Continuance of the group is dependent on submitting an annual Strategic Plan Implementation Report each year. If an Interest Group fails to submit a report, they will have the option to transition to a Discussion Group or dissolve.

Action #2 Recommended
That the ACRL Board of Directors approves the following clarifying update (indicated in red) to the ACRL Guide to Policies and Procedures:

4.4.4 Interest group conveners
Interest Groups are governed by a steering committee consisting of a convener, incoming convener and past convener. The steering committee is the only group that would appear in the ALA Handbook of Organization since they are the only members who need to sign formal appointment acceptance forms. Each Interest Group will determine the mechanism for selecting its incoming conveners. Each year, Interest Groups must have three different people in place for leadership. Past conveners cannot serve as incoming convener again until their time as Past Convener has ended. If an Interest Group fails to meet this requirement, they have the option to transition to a Discussion Group or dissolve.

Strategic Goal Area Supported
Please see the ACRL Strategic Plan, and select from the drop-down the goal area that will be affected most by this action.

[ ] Value of Academic Libraries
Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

[ ] Student Learning
Goal: Advance innovative practices and environments that transform student learning.
☐ Research and Scholarly Environment
Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ New Roles and Changing Landscapes
Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ Equity, Diversity & Inclusion
Goal: TBD

☒ Enabling Programs and Services
ACRL programs, services, and publications that target education, advocacy, and member engagement.
## ACRL Membership Group Reports

| Report name                        | Report description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Group(s) that use report                                                                 | How group(s) have used report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | How Board has used report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Timeline | Examples                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Combined report and work plan     | Outgoing chair completes reflective questions on past year; incoming chair completes work plan with SMART goals tied to the Plan for Excellence for each activity planned for the upcoming program year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Division-level committees.                   | Activities are planned for the upcoming program year. Can be transitional document to help incoming leadership be aware of past accomplishments and multi-year projects. Items with budget implications are identified. These reports are informational, and completion is not tied to funding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Previously, the Board received these, among other environmental scanning documents, in the annual SPOS packet. These documents would help inform them of potential updates needed for the Plan for Excellence. If updates are made or needed for reference, the goal-area committee work plans can serve as background documents for goal-area updates with the Board. The Board liaison approves their committees’ work plans before they are submitted to ACRL. | Instructions are sent to committee leaders in late spring and due in the summer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      | Template: ACRL Report 2022-2023 Work Plan Template 2023-2024  
Completed reports: ACRL Reports 22-23 and Work Plans 23-24 (pending document)  
ACRL Reports 21-22 and Work Plans 22-23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Plan for Excellence Implementation (PFE) Reports | Outgoing leadership includes a short description of a group’s past year activities tied to the Plan for Excellence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Sections, Interest Groups, Discussion Groups, Chapters | Can be transitional document to help incoming leadership be aware of past accomplishments and multi-year projects. Formerly, Chapter funding was tied to PFE completion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Previously, the Board received these, among other environmental scanning documents, in the annual SPOS packet. These documents would help inform them of potential updates needed for the Plan for Excellence. Instructions are sent to membership group leaders by early summer and due in late summer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Online form: Airtable Link  
Completed reports: ACRL Plan for Excellence Implementation Reports 22-23  
ACRL Plan for Excellence Implementation Reports 21-22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
The attached spreadsheet (Doc 8.1) details the preliminary performance for Fiscal Year 2023, ending August 31, 2023.

As a reminder, ACRL’s budget is best considered on a two-year cycle due to the ACRL Conference taking place in odd years. Revenues and expenses for the ACRL Conference will be recognized in the year the event takes place, except for expenses that are non-material (i.e., less than $5K) and monthly payments. It should be expected that there will be surpluses in odd years and deficits in even years. Thus, comparisons of total financial performance to last year, while useful for the Choice budget, are not as meaningful for the ACRL portion of the report. I have presented the ACRL comparisons with the FY21 actual so comparisons between two budgets in ACRL conference years can be made.

Executive Summary
ACRL is beginning to see a return to normalcy since the 2020 COVID-19 pandemic and ended the year $453,321 better than budget.

<table>
<thead>
<tr>
<th></th>
<th>FY23 Actual</th>
<th>FY23 Budget</th>
<th>Variance from Budget</th>
<th>FY21 Actual</th>
<th>Variance FY21 to FY23</th>
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</thead>
<tbody>
<tr>
<td>Beginning net asset balance</td>
<td>$3,218,533</td>
<td>$3,218,533</td>
<td>$0</td>
<td>$2,581,390</td>
<td>$637,143</td>
</tr>
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<td>Revenues</td>
<td>$4,219,216</td>
<td>$4,348,923</td>
<td>($129,707)</td>
<td>$3,229,958</td>
<td>$989,258</td>
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<td>Expenses</td>
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<td>$4,253,403</td>
<td>($583,028)</td>
<td>$2,443,625</td>
<td>$1,226,750</td>
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<td>NET</td>
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<td>$95,520</td>
<td>$453,321</td>
<td>$786,332</td>
<td>($237,491)</td>
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<tr>
<td>Ending net asset balance</td>
<td>$3,767,374</td>
<td>$3,314,053</td>
<td>$453,321</td>
<td>$3,367,722</td>
<td>$399,652</td>
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</tbody>
</table>
ACRL Revenues
To ensure financial stability across ALA, ACRL was asked to generate an additional $100K in revenues in FY23. ACRL total revenues were $4,219,216 versus a budgeted $4,348,923, resulting in a variance from budget of -$129,707 or -3%.

- The **ACRL 2023 Conference** in Pittsburgh, PA and as a virtual event was a financial and programmatic success.
  - 2,154 in-person registrants represent 110% of the in-person registration goal (1,950); 718 virtual registrants represents 68% of our virtual registration goal (1,050). Registration revenues actuals were $859,032 of the budgeted $751,153, performing $107,879 or 14% better than budget.
  - 224 exhibit booths and 8 table-tops representing 149 companies were sold for ACRL 2023. More than $609,000 came in through booth sales. The preliminary reports include $756,055 in booth sales revenues, and it is expected that this number could decrease slightly due to some ACRL 2025 revenue being recognized early.
  - ACRL relies heavily on its biennial conference and expects to see its continued success. More than 9 out of 10 in-person attendees (92.5%) characterized their experience at ACRL 2023 as either “very positive” (36.8%) or “positive” (55.7%). Additionally, 89.2% strongly agreed or agreed (the top two responses) that the conference provided a welcoming and inclusive environment.
  - Staff will continue to explore virtual offerings and support the increasing demand for in-person professional development. In the post-conference evaluation, 14.5% of virtual versus 63.8% of in-person attendees strongly agreed or agreed that they established one or more connections with people they did not know and plan to maintain.

- **Web CE** ended the year above budget. The online learning course “Exploring AI with Critical Information Literacy” was ACRL’s largest online course ever with 170 registrants and over $28,000 in revenue. Due to its popularity, this course will be offered again in FY24.

- The **Immersion program** did not return to in-person as planned in FY23, but planning is underway for soft launch in FY24 via virtual or regional programming, and a return to the classic summer Immersion Program in FY25. In FY23, $200,645 was budgeted in revenues and $193,134; with a budgeted net of $7,511, the postponement did not have a material impact on the overall FY23 ACRL performance.

- **Trends & Statistics** included $228,299 in subscription revenues and $109,368 in actual revenues. FY24 revenues have been reduced slightly, and we hope to see robust growth in the coming years for ACRL’s suite of data products that serve the profession.

- **Classified ads** ended the year with $495,264 in revenues, which is well above pre-pandemic numbers. Even though the ad sales market is leveling slightly, we expect to see strong classified ads revenues in FY24.

- ACRL’s **non-serial publications** ended the year $87,668 or 32% better than budget. There were 20 new books published in FY23—tying our FY22 record for most books published in one fiscal year—and they included multivolume sets, simultaneously published open access editions, and saw both robust print and institutional eBook sales.
ACRL Expenses
Expense savings were seen in FY23, with $3,670,375 in actual expenses versus $4,253,404 in budgeted expenses, with savings against budget of -$583,029 or -14%.
- While there were some salary savings due to departures, this was minimized by the hiring of temporary staff to ensure coverage of key programs and services.
- Travel and related expenses saw cost savings of $80K, as the move from virtual to in-person was unknown at the time of budget development.
- Relatedly, significant cost savings were seen for meetings and conferences, ending the year $325K better than budget.
- Cost of sales had savings of $54K, which is primarily due to Trends & Statistics no longer being sold in print.
- There was $91K in reduced overhead expenses. This is mostly due to $69K is missing overhead for ad sales on online advertising outside of the member perquisite and subscriptions. We expect to see this missing overhead in the final close.

Total Performance
Because expenses declined at a greater rate than revenue, ACRL ended the year $453,322 or 475% better than budgeted. The ACRL year-end net asset balance grew to $3,767,374.

Long-term Investment
The ACRL endowment ended the year at $5,773,259. In FY23, ACRL was required to move $218,047 from the ACRL endowment to operating, and $231,708 was removed from the ACRL endowment at the end of the fiscal year. To help ensure the long-term sustainability of the organization, the Board and Budget and Finance Committee may want to consider future LTI transfers if there are opportunities to resume transfers from operating to ACRL’s long-term investment.
### FY23 actuals through August 31, 2023 (preliminary)

<table>
<thead>
<tr>
<th>FY23 Budget</th>
<th>Q4 Budget</th>
<th>FY23 Q4 Actual</th>
<th>$ Variance</th>
<th>% Variance</th>
<th>FY21* Q4 Actual</th>
<th>$ Variance</th>
<th>% Variance</th>
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<tbody>
<tr>
<td><strong>Beginning Reserves</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reserve Sept. 1: ACRL Operating</td>
<td>$3,218,533</td>
<td>$3,218,533</td>
<td>$3,218,533</td>
<td>$0</td>
<td>0%</td>
<td>$2,581,390</td>
<td>$637,143</td>
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<td>Reserve Sept. 1: ACRL LTI</td>
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<td><strong>Total</strong></td>
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### Membership

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<th>Dues</th>
<th>Standards, Licensing Fees</th>
<th>Advisory</th>
<th>Awards</th>
<th>Special Events</th>
<th>Equity, Diversity &amp; Inclusion</th>
<th>Project Outcome &amp; Info Lit</th>
<th><strong>Total</strong></th>
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### Publications

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<th>CHOICE</th>
<th>C&amp;RL</th>
<th>C&amp;RL News</th>
<th>RIM</th>
<th>Nonperiodical Publications</th>
<th>Library Statistics</th>
<th><strong>Subtotal</strong></th>
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### Education

<table>
<thead>
<tr>
<th>Institutes &amp; Licensed Workshops</th>
<th>ACRL Conference</th>
<th>RBMS Conference</th>
<th>Annual Conference &amp; LLX Programs</th>
<th>Web-CE</th>
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### Special Programs

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<th>Friends of ACRL-Operating</th>
<th>ALA Mandate</th>
<th><strong>Total Revenues</strong></th>
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<table>
<thead>
<tr>
<th><strong>Total Revenues ACRL</strong></th>
<th><strong>Total Revenues CHOICE</strong></th>
<th><strong>Total Revenues ACRL &amp; Choice</strong></th>
</tr>
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<td></td>
<td>FY23 Budget</td>
<td>FY23 Q4 Budget</td>
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<tr>
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</tr>
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<tr>
<td><strong>Publications</strong></td>
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<tr>
<td>C&amp;RL</td>
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<td>Special Events</td>
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</tr>
<tr>
<td><strong>Education</strong></td>
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<td></td>
</tr>
<tr>
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<td>Total Expenses CHOICE</td>
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<tr>
<td>Total Expenses ACRL &amp; CHOICE</td>
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<td>FY23 Budget</td>
<td>FY23 Q4 Budget</td>
<td>FY23 Q4 Actual</td>
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<tr>
<td>Choice</td>
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* = Column G includes FY20 actuals for ACRL to reflect two-year conference budget and FY21 actuals for Choice.
Choice Performance Discussion
FY23 Q4 First Close

As of the first close performance reports for FY23, Choice is $107,261 in the red, which is $77,000 over budget (Choice had an approved budget of negative 30,230 for FY23). Net operating income was $2,175,880 and expenses were $2,283,141. Although advertising revenue was down, the real hit to our budget this year was a $59,000 write down of uncollected advertising debt. While revenue for FY23 is final, ALA finance is still calculating expenses (especially interunit transfers for services Choice provides to other ALA units). There is still hope that the FY23 second close will bring Choice closer to budget.

REVENUES

404 UNIT REVENUES

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget YTD</th>
<th>Actual YTD</th>
<th>Var</th>
<th>% Budget</th>
<th>Prior Year</th>
<th>Var</th>
<th>% Prior</th>
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<td>940,701</td>
<td>40,660</td>
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<td>(131,701)</td>
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<td>Other $</td>
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<td>57,149</td>
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<td>Total Expenses</td>
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NET REVENUE

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<th>Budget YTD</th>
<th>Actual YTD</th>
<th>Var</th>
<th>% Budget</th>
<th>Prior Year</th>
<th>Var</th>
<th>% Prior</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>(30,230)</td>
<td>(107,261)</td>
<td>(77,031)</td>
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<td>124,067</td>
<td>(231,328)</td>
<td>-186.45%</td>
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</table>

SUBSCRIPTIONS: Subscription revenue finished the year strong with better than budget revenues of almost $41k. Choice subscriptions were hard hit during the pandemic, but stabilized somewhat in FY23. Choice magazine subscriptions were down 6% this year, and Choice Reviews subscriptions were up 2%. The better than expected subscription retention rate and an increase in subscription pricing worked together so that our subscription business had a good year.

ADVERTISING: Choice advertising revenue ended the year almost $151k below budget. This 19% decline was due almost entirely to poor performance of our webinar program. Not only were we competing with in-person events for sponsors, but many speakers were not able to participate in our programming due to scheduling conflicts. This is not revenue entirely lost, however, many programs were moved to fall of FY24.

ROYALTIES: Royalty income in FY23 came in $40k better than budget due to timing. $20k for both Choice and RCL that was slated for FY22 ended up coming in FY23.
The expenses for FY23 will not be finalized until the second close, but at the moment, Choice’s direct expenses were $82k over budget. $59k of this is due to the uncollected advertising debt write down (which appears as part of operating expenses). We were over budget on payroll due to some staff raises that came through after the FY23 budget was finalized. Most of these overages were offset by careful spending in outside services and publication related expenses.
To: ACRL Board of Directors

Subject: Section Special Events Policy Updates

Submitted by: Lauren Carlton, ACRL Program Officer
Allison Payne, ACRL Interim Executive Director

Date submitted: May 22, 2023; updated October 17, 2023

Background

Update October 17, 2023
A section special events town hall was held on September 26, 2023. Invites were sent to ACRL Section Chairs and Section Membership Committee Members. ACRL Division Councillor Kara Whatley and ACRL Director-at-large Rebecca Miller Waltz helped plan and implement the town hall with staff. During the town hall, the following questions and suggestions were made:

Questions:
1. Would member engagement events and awards dinners be allowed under the new policy?
2. Would awards dinners be allowed under the new policy? (Get back to CJCLS about this.)
3. Can sections still submit fundraising plans? (Yes.)
4. Do we need to define “professional development events”? (The general sentiment is that sections can define professional development for themselves and that it’s unlikely we’ll have folks taking advantage of this flexibility.)

Suggestions:
1. Scale up Dinner with Colleagues events. The spaces book up really quickly, and at the current level they don’t really fulfill the need/demand.
2. Consider a big social event for ACRL members at ALA Annual Conference. (Like the social at ACRL Conference.)
3. Consider informal member engagement activities.
4. Consider regional gatherings outside of conferences for sections. (Maybe via state ACRL chapters?)

Previously shared at Annual 2023
In light of budget constraints and ACRL still experiencing staffing shortages, we have been pushed to navigate Section Special Events in a new way.

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Officer Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

Page 1
The combination of staffing constraints and the fact that Section Event Lighting has not been reviewed since 2006, has led us to ask the Board to approve the recommendation that ACRL sections no longer use their funds or solicit donations to be used for food/socials outside of professional development events.

ACRL membership has declined significantly in the last few years. We are also making significantly less money than we used to from conferences and fewer members are attending in-person. The idea of providing funds for socials was implemented almost twenty years ago, when ACRL had dues revenues from sections, more members, more money, especially through Net Asset Balances, and higher conference attendance rates. Twenty years ago, sections had a need and were paying dues to support big gatherings. Now, it appears that Section Special Events attract far fewer members and consist mostly of dinner gatherings that are paid for from ACRL’s net asset balance. Whether at a restaurant, or in a contracted space with catering, these events serve increasingly fewer members, and significant staff time is spent managing expensive, time-consuming affairs.

Currently, ACRL Sections can solicit donations to fund their socials, as well as use their ACRL Section Basic Service funds. Whether or not ACRL approves a donation appeal, any donation ask competes with our ACRL and RBMS Conference funding each year. We are asking that the Board vote to not permit use of both ACRL and donated funds for Section Special Events where professional development is not the main focus.

Removing funding from section socials will drastically decrease the amount of time both staff and members spend reviewing event forms, reviewing/negotiating contracts, tracking donations, and processing accounting forms. Please note, members have the option to host a Birds-of-a-Feather (BOF) or Dinner with Colleagues event. These events are no-host and Dutch treat. It could take the form of an unofficial happy hour at the venue of their choice. Sections can invite members to meet at the designated venue (e.g., restaurant, coffee shop).

To support its goal area commitment to Equity, Diversity and Inclusion, ACRL seeks to be more inclusive with the use of funds, which are intended primarily for professional development, Diversity Equity and Inclusion efforts, and the overall advancement of the strategic plan (as stated in the ACRL Guide to Policies and Procedures). It is our goal that section funds/donations benefit the largest number of members.

We are still encouraging sections to host workshops/meetings, either virtually or in person, at conferences. At ALA conferences, sections have the option to request a meeting space for business meetings/presentations. Instead of spending funds and dealing with external venue/catering contacts, we are asking sections to use the space already provided by ALA which is built into our overhead charges. We would like to see Sections that host workshops in-person work with ALA Conference Services. Sections would be allowed to raise funds and use Basic Service funds to support their workshops and pay for catering at their event, as long as the space and catering is booked through ALA.
during the conference. Sections are not, and will not, be required to meet in-person, this is simply an in-person option.

Sections will still be allowed to host a virtual workshop at any time and use their funds to support workshop (e.g., speaker honoraria, closed captioning).

We are asking the Board to approve the proposed updates (Doc 10.1) to the ACRL Guide to Policies and Procedures Chapter 4.2.5 Special Events Funding, which include:

- Removing mention of any funding given to special events (i.e., advancement loans, donations, ticketing/registration etc.)
- Removing the requirement of a special events form.
- Removing the ability to host a workshop/event at an external venue, as all workshops in-person must be requested through ALA Conference as a meeting space.
- Adding a clear statement that ACRL funds may not be used, and donations may not be solicited to fund section socials.
- Including encouragement of current ACRL event offerings (Dinner with Colleagues and Birds-of-a-feather Annual Conference event) and clarifying the difference between an event such as a workshop and a strictly social gathering.

**Stakeholders**

A memo went out to all section leaders on April 28, 2023 notifying them of the proposed changes. ACRL Executive Director Jay Malone and ACRL Program Officer Lauren Carlton spoke on the proposed changes at the Section Membership Committee Meeting May 1, 2023. A follow up message with the recording to the May 1 meeting and updates to the proposal incorporating member feedback was sent to all section leaders and membership committee chairs.

**Fiscal and Staffing Impact**

This will reduce the annual amount of money, time and maintenance spent on Section Special Events. This will greatly save staff time when it comes to tracking down and processing donations, as well as reviewing/executing external contracts. We are not proposing the elimination of section funding.

If approved, staff will update the ACRL Guide to Policies and Procedures 4.2.5 Special Events Funding per Doc 10.1.

**Action Recommended**

That the ACRL Board of Directors approves the updates to the ACRL Guide to Policies and Procedures per Doc 10.1 to disallow Section Basic Services Funds or solicitation of donations to be used for external social events, effective fiscal year 2024.
Strategic Goal Area Supported

Please see the ACRL Strategic Plan, and select from the drop-down the goal area that will be affected most by this action.

☐ Value of Academic Libraries
   Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ Student Learning
   Goal: Advance innovative practices and environments that transform student learning.

☐ Research and Scholarly Environment
   Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ New Roles and Changing Landscapes
   Goal: Academic and research library workforce effectively navigates change in higher education environments.

☒ Enabling Programs and Services
   ACRL programs, services, and publications that target education, advocacy, and member engagement.
ACRL Guide to Policies & Procedures: Section Special Events

Proposed Language

4.2.5 Socials, Professional Development Events, and Workshops

To support the networking aspects of section membership, ACRL sections have the option to plan socials around ACRL and ALA Conferences. Options for socials include:

- **Dinner With Colleagues**: During ACRL Conferences, sections may opt to participate in a Dinner With Colleagues social, which is hosted by the ACRL Local Arrangements Committee. There are several restaurants with a range of prices and types of cuisines to choose from. Everyone will be responsible for the cost of their own meal. Seats are available on a first-come, first-served basis. Sign up at the local arrangements desk in the ACRL Conference registration area and be sure to note the time of your reservation and meeting location. Dinners are typically hosted on Thursday night. Detailed information on reservations will be communicated by staff during the conference year, in the months leading up to the conference.

- **Birds-of-a-Feather (BOF)**: Sections can host a Birds-of-a-Feather (BOF) event at ALA and ACRL Conferences. These events are no-host and Dutch treat. It could take the form of an unofficial happy hour at the venue of your choice. Sections can invite members to meet at the designated venue (e.g., restaurant, coffee shop). Sections may not use ACRL’s official name in connection with promoting the event, due to liability concerns, but can let members know that there’s an optional meetup happening and provide information on the time, date, and location. The advantage of this type of event is that it allows members to attend as time permits and to order from the food and beverage menu as they wish.

Sections may not use Section Basic Service funds to pay for socials. Sections may not solicit donations to be used for socials. Socials include, and are not limited to, group meals, externally hosted catered events and parties. All Section socials will be Dutch-treat and will not require any contracts to be signed by ACRL. There will be no member reimbursements given for Section socials.

**Professional Development Events/Workshops at ALA Conferences**

Sections will be provided support for professional development events/workshops hosted through ALA Annual Conferences. At ALA Conferences, sections may request a meeting space for their business meetings, workshops and/or presentations. While sections may not rent external venue space/pay for external catering, they may use the space already provided by ALA to request meeting space at the conference location. Sections hosting workshops in-person must be hosted at ALA Conferences and booked through the meeting request process. After requesting the meeting space, sections will be allowed to choose if they would like catering from the ALA Catering menu. Section Basic Service/donated funds may be used to pay for the
catering booked through ALA. Basic service and donated funds may not be used to purchase alcohol and alcohol will not be allowed at any conference events. In order to offset expenses associated with a workshop, sections may solicit corporate donations. Before approaching corporate donors, the section must submit the fund-raising plan Fundraising Form. The ACRL Executive Director will review the plan and the section will receive written notification whether or not to proceed.

**Virtual Professional Development Events/Workshops**
Sections are not required to meet in-person. Sections may host a virtual workshop at any time and use Section Basic Services funds to support the workshop (e.g., speaker honoraria, closed captioning).

### 4.9.2 Budget: Funding & Costs
If a virtual or in-person Professional Development Events/Workshops at ALA Conferences requires outside donor support, you must submit a [fundraising plan](#) in order to have your event approved by ACRL. Under ALA and ACRL guidelines, you may NOT directly approach a potential donor without first clearing it with the ACRL Executive Director. Units receive written notification to proceed after their plans have been reviewed. See 6.16 External Funding for more information on how to approach vendors.

If applicable, corporate donations must be confirmed in writing before the special event is promoted. All funds, including donations, must be received no later than one month before the event.

### 4.9.3 Contracts
Typically, contracts will not be needed, but if an exception is approved by the ACRL Executive Director, sections must adhere to this Contracts policy. Section members are not authorized to sign contracts or letters of agreement for events, socials or other activities. All contracts and letters of agreement must be sent to the attention of ACRL section staff for review and approval by the ACRL Executive Director and ACRL Program Officer. ACRL will return the signed contract directly to the vendor and will notify the section when this has been done.

### 4.9.4 Vendor Payments
Typically, vendor payments will not be needed, but if an exception is approved by the ACRL Executive Director, sections must adhere to this Vendor Payments policy. ACRL will issue deposits directly to the vendor(s). The section will be notified when checks are issued.

### 4.9.5 Publicity
The section member in charge of the event is also responsible for publicity. After posting the workshop on the section website, it is a good idea to promote the event on the section communication channels and direct people to the online form. Multiple reminder postings will be necessary.
Plan to promote the event in the section newsletter that precedes the conference (include approximate deadlines).

**Current Language**

4.2.5 Special Events Funding

To support the networking aspects of section membership, the ACRL Board of Directors has made funding provisions through temporary loans to sections that allow them to enter into agreements for facilities, food and entertainment. ACRL will advance a $1,500 loan to a section annually. The loan is to be repaid in full to the ACRL office one month prior to the date of the event. Requests for special events loans are due 8 months prior to the date of the event and must be submitted with a plan for the event. (See Special Events Request Form)

In order to offset expenses associated with the special event, sections may solicit corporate donations. Before approaching corporate donors, the section must submit the fund-raising plan included in the Special Events Request Form. The ACRL Executive Director will review the plan and the section will receive written notification to proceed.

Corporate donations must be confirmed in writing before ticket prices/fees are set and the special event is promoted. All funds, including donations and registration payments, must be received no later than one month before the event.

In planning for special events, member leaders are authorized to negotiate terms for facilities, meals and entertainment, and collect contract information for ACRL's review and ALA approval or ask the venue to send information directly to the ACRL Senior Program Officer for Events.

Members are not authorized to sign contracts or letters of agreement for use of facilities, meals or entertainment. All contracts and letters of agreement must be sent to the attention of ACRL Senior Program Officer for review by the ACRL Executive Director and signature of approval.

(Source: ACRL Board June 1999; ACRL Executive Committee, May 2006)

4.9.2 Budget: Funding & Costs

ACRL will advance up to $1,500 per section event to cover deposits for facilities, food, and entertainment. The loan is to be repaid in full to the ACRL office one month prior to the date of the event. ACRL is responsible for processing all deposits, payments, and registrations.

If your event requires outside donor support, you must submit a fundraising plan on the Special Event Request Form in order to have your event approved by ACRL. Under ALA and ACRL guidelines, you may NOT directly approach a potential donor without first clearing it with the ACRL executive director. Units receive written notification to proceed after their plans have been reviewed. See 6.16 External Funding for more information on how to approach vendors.
The cost per person for the event must be figured to include food, beverages, taxes, gratuity, room rental fees, and any other expected expenses. (Note: Gratuity is always taxed.) Additional information about venue selection and cost considerations is detailed in the Section Special Event Planning Tip sheet.

Outside vendor support would lower the per person cost. Corporate donations must be confirmed in writing before ticket prices/fees are set and the special event is promoted. All funds, including donations and registration payments, must be received no later than one month before the event.

4.9.3 Contracts
Once ACRL approves an event, the section can begin negotiating contracts with the vendor(s). See Section Special Event Planning Tip sheet for more information on contracts. Venues must be ADA accessible (both the venue and the room utilized).

Section members are not authorized to sign contracts or letters of agreement for use of facilities, meals or entertainment. All contracts and letters of agreement must be sent to the attention of ACRL Senior Program Officer for review and approval by the ACRL Executive Director and ALA Associate Executive Director. ACRL will return the signed contract directly to the vendor and will notify the section when this has been done.

4.9.4 Vendor Payments
ACRL will issue deposits directly to the vendor(s) by the dates indicated on the contract(s). The section will be notified when checks are issued.

ACRL will ensure that the check for the remaining balance reaches the venue before the event during the Midwinter Meeting or Annual Conference.

4.9.5 Registration Form
ACRL staff can assist the section event planners by setting up a registration site, which will include the following information:

1. Day, date and times of event
2. Location: name and address
3. Menu (include vegetarian option, if applicable)
4. Area map
5. Transportation options
6. Cost per person in U.S. dollars; international checks or money orders not accepted
7. Deadline for payment to be received by ACRL
8. Type of payment accepted (checks, credit cards, etc.)
9. No refunds policy

Once the form has been approved by ACRL and the section event planner, it can be advertised to section members.
ACRL Plan for Excellence

Approved April 20, 2011. Effective July 1, 2011
Reaffirmed September 2013. Revised November 2022.

Preamble

The strengths and capacities of ACRL have enabled the association to sustain exemplary programs and results for its members and to shape policies and practices of vital interest to higher education. ACRL’s Plan for Excellence continues that path and focuses attention on four areas that capitalize on our strengths, deliver high member value, and heighten our impact:

- Value of Academic Libraries
- Student Learning
- Research and Scholarly Environment
- New Roles and Changing Landscapes
- Equity, Diversity and Inclusion

These strategic areas will be supported by financial and operational planning, and will guide the development and implementation of programs and services that target education, advocacy and member engagement.

ACRL’s leadership views strategic thinking and planning as an ongoing process. Adoption of this plan for excellence affirms the general intent and direction articulated by the association’s core ideology, envisioned future, shorter-term goals, and objectives. Progress will be assessed annually and will guide the operational planning process. The plan for excellence will be updated based on achievement of the goals and their continued relevance as new needs and opportunities arise.

Timeless Core Ideology

Core Purpose

To lead academic and research librarians and libraries in advancing learning and scholarship.
Core Organizational Values

ACRL is committed to:

- visionary leadership, transformation, new ideas, and global perspectives
- exemplary service to members
- equity, diversity, and inclusion
- integrity and transparency
- continuous learning
- responsible stewardship of resources
- the values of higher education, intellectual freedom, the ALA Ethics policy, and “The Library Bill of Rights”

Core Commitment

ACRL is dedicated to creating diverse and inclusive communities in the Association and in academic and research libraries. This core commitment permeates the work of the Association, cutting across all ACRL sections, committees, interest and discussion groups, and communities of practice. The Association will acknowledge and address historical racial inequities; challenge oppressive systems within academic libraries; value different ways of knowing; and identify and work to eliminate barriers to equitable services, spaces, resources, and scholarship.

Long-term Envisioned Future

Vision

Academic and research librarians and libraries are essential to a thriving global community of learners and scholars.

Vivid Description of a Desired Future

ACRL elevates the position, recognition, and impact of all academic and research libraries and librarians as catalysts in exceptional research and learning. Academic libraries play a critical role in building diverse, welcoming, and equitable communities; developing inclusive organizations, spaces and services; guarding against policies and practices that intentionally or unintentionally create racial inequalities; embodying diversity in the profession; and creating conditions so that all users are respected and supported in their intellectual dialogues and pursuits. Librarians and their colleagues design services that provide scholars and learners the unfettered ability to create, access, evaluate, and use knowledge. College and university students are information literate, informed scholars and citizens who value the opinions, perspectives, and experiences of others. Facile use of information sources and discovery techniques enables them to succeed in their coursework and future careers preparing them to lead new national and global initiatives. Partnering with academic librarians to collect and organize research data, faculty break new ground in their respective fields. Academic libraries, constantly transforming to meet the evolving needs of their campuses, are central to educational and research efforts.
Five-Year Goals and Objectives

Value of Academic Libraries

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

Objectives:

1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
2. Promote the impact and value of academic and research libraries to the higher education community.
3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.

Student Learning

Goal: Advance equitable and inclusive pedagogical practices and environments for libraries to support student learning.

Objectives:

1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

Research and Scholarly Environment

Goal: The academic and research library workforce accelerates the transition to more open and equitable systems of scholarship.

Objectives:

1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
2. Enhance members’ capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
3. Increase ACRL’s efforts to influence and advocate for more open and equitable dissemination policies and practices.
New Roles and Changing Landscapes

Goal: The academic and research library workforce effectively fosters change in academic libraries and higher education environments.

Objectives:

1. Deepen ACRL’s advocacy and support for the full range of the academic library workforce.
2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

Equity, Diversity and Inclusion

Goal: Academic and research libraries will practice cultural humility, promote community accountability, and be unwavering in their ongoing, iterative commitment to remedy systemic inequalities in their contexts.

Objectives:

1. Enhance members’ capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
### ACRL Active Task Force Status Report

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<th>Task Force</th>
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| ACRL/ALA/ARL IPEDS Advisory Task Force | **Charge:** To continue efforts to bring the Integrated Postsecondary Education Data System (IPEDS) Academic Libraries Component up to date and in line with current library practices. To make recommendations regarding definitional issues and responses to questions raised by the academic library community in the 2021-24 survey cycles; to address definitional issues surrounding the nuances of shared print and electronic collections; to publicize changes to the IPEDS Academic Library Component to the academic library community on a regular basis. | **Co-chairs:** Devin Savage  
**Board Liaison:** N/A  
**Staff Liaison:** Gena Parsons-Diamond | **Date final report is due:** 2025 ALA Annual Conference (June 2025)  
**Date interim report is due:** 2023 ALA Annual Conference (June 2023)  
**ACRL Board Virtual Meeting (makeup for AC22):** Board approved task force. | **April 14, 2023:** Waiting on ARL to send their names to complete the roster.  
**September 20, 2022:** Working with ARL and ALA on appointments to the Task Force.  
**August 1, 2022:** At the ACRL Board Virtual Meeting (makeup for AC22), the Board approved an extension with a new charge for the ACRL/ALA/ARL IPEDS Advisory Task Force. |
<table>
<thead>
<tr>
<th>ACRL Awards Process Implementation Task Force</th>
<th>Make specific, implementable recommendations for streamlining ACRL awards process including:</th>
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<tr>
<td>• Establish standardized process, fundraising protocols, and standard/consistent monetary awards structure across ACRL; create new corresponding guidelines or procedures as necessary</td>
<td>Co-Chairs: Lori Goetsch, John A. Lehner</td>
</tr>
<tr>
<td>• Investigate feasibility of collapsing all awards into one new division awards committee, as well as other models that consolidate and centralize the process and provide a nimble structure that responds to member and professional needs and values, share pros and cons of different approaches and gather stakeholder feedback as appropriate</td>
<td>Board Liaison: Beth McNeil</td>
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<tr>
<td>• Ensure equity, diversity and inclusion (EDI) principles are incorporated into all aspects of awards program, including research grants and scholarships, whether administered at the division or section level (Principles include, but are not limited to</td>
<td>Staff Liaison: Brian Lim &amp; Gena Parsons-Diamond</td>
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| Date final report is due: | LibLearnX 2024 |
| Date interim report is due: | Annual Conference 2023 |
| Date for verbal progress report and establishment of realistic timeline for the work: | LibLearnX 2023 |

October 2023: Sub-groups finalizing their work. TF beginning work of final report for LLX 2024. Co-chairs will give an update the Fall Board Virtual Meeting.

June 2023: Co-Chairs Goetsch and Lehner plan to deliver a progress report to the ACRL board.

April 25, 2023: Co-Chairs Lehner and Goetsch provided an update on the TF at the Leadership Council and Membership meeting.

February – October 2023: The larger TF, subgroups, and Co-Chairs and Staff liaison continue to meet regularly.

February 17, 2023: Co-Chairs Goetsch and Lehner presented an oral report to the Board. On the recommendation of the Board, the TF decided not to pursue the establishment of a new award for EDI, instead emphasizing that EDI considerations will suffuse all awards moving forward.

December 8, 2022: First meeting of the Task Force. Members were divided into 3 subgroups to focus on specific issues: 1. Funding, 2. Research and
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|            | definitions of achievement, award eligibility criteria, award nomination processes, and award committee appointment processes)  
- Ensure ACRL awards process aligns with ALA policies and awards procedures |          |          | Scholarships Awards, and 3. Achievement Awards. |
<p>|            |        |            | November 2, 2022: Co Chairs Lori Goetsch and John Lehner met with Jay Malone to chart the path forward. |
|            |        |            | October 2022: Appointments completed – 19 appointed to the TF. |
|            |        |            | September 2022: Task Force appointments underway. |
|            |        |            | August 1, 2022: At the ACRL Board Virtual Meeting (makeup for AC22), the Board approved the ACRL Awards Process Implementation Task Force. |
|            |        |            | April 25, 2022: Awards Town Hall held for awards stakeholders. |
|            |        |            | Spring Board Meeting 2022: The Board approved a continued pause of ACRL’s current award program for the length of time it takes to fully consider and implement the Award Task Force recommendations. |
|            |        |            | LibLearnX 2022: The ACRL Board approved the previous Awards Task Force’s thirteen recommendations, |</p>
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<tr>
<td>National Student Engagement Survey Information Literacy Module Review Task Force</td>
<td>To work with the National Survey of Student Engagement (NSSE) staff to finalize the new version of the Information Literacy Module and perform engagement and outreach to membership and relevant higher education groups. <strong>Tasks</strong>&lt;br&gt;1. Work on creating educational materials;&lt;br&gt;2. Perform outreach to invested stakeholders;&lt;br&gt;3. Complete analyses on the pilot data after summer 2023 and make final changes to the module;&lt;br&gt;4. Report out on the data to ACRL membership and selected higher education groups; and&lt;br&gt;5. The task force will explore proposing a new position within the Liaison’s Assembly to assist with outreach to a specific higher education group (TBD).</td>
<td>Chair: Maoria Kirker&lt;br&gt;Board liaison: Kim Copenhaver&lt;br&gt;Staff liaison: Gena Parsons-Diamond &amp; Mary Jane Petrowski (retired March 31, 2023)</td>
<td>Date final report is due: June 30, 2024 (Annual 2024)&lt;br&gt;Date interim report is due: June 30, 2023 (Annual 2023)</td>
<td>which included the creation of a new awards task force.&lt;br&gt;March – September 2023: TF met regularly to finalize module, which will be included in the 2024 NSSE survey. TF is promoting new module through webinars.&lt;br&gt;February 1, 2023: Task Force roster completed.&lt;br&gt;September 2022: Working to appoint the task force.&lt;br&gt;August 1, 2022: At the ACRL Board Virtual Meeting (makeup for AC22), the Board approved the National Student Engagement Survey Information Literacy Module Review Task Force.</td>
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### ACRL Board Working Group Status Chart

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| ACRL Bylaws Working Group     | The working group will seek to align ACRL Bylaws with the newly approved ALA Bylaws, clarify section appointments, and update the policy for vacancies. The group will also review and consider recommendations from the ACRL Nominations and Policies Audit Task Force’s LibLearnX 2023 report. | Erin Ellis, Jessica Brangiel, Rebecca Miller Waltz, Allison Payne | If the working group wishes to include proposed Bylaws changes on the spring 2024 ballot, changes would need to be finalized and submitted by early February 2024. | Fall Board Virtual Meeting 2023: update to the Board.  
Fall 2023: working group met.  
Annual 2023: working group formed |
### Division-level Committees

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<td>ACRL 2023 Conference Coordinating Committee</td>
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<tr>
<td>Budget &amp; Finance Committee</td>
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<tr>
<td>(Dr. E.J.) Josey Spectrum Scholar Mentor Committee</td>
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<tr>
<td>External Liaisons Committee</td>
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<tr>
<td>Leadership Recruitment and Nomination Committee</td>
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<td>Membership Committee</td>
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<td>Section Membership Committee</td>
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<td>Value of Academic Libraries Committee - GAC</td>
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### ACRL Chapters Council

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<td>ACRL Chapters Council</td>
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The full report packet can be downloaded from [ALA Connect](#)

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<td>with the statewide academic library consortium LOUIS to facilitate discussion and engagement with the membership. The chapter continues to use its website and Twitter to notify its membership of professional development opportunities, promote chapter membership, and recruit officer nominations.</td>
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