Connecting...

The Newsletter of Computing Services SIS
American Association of Law Libraries

The Evolution of Systems Librarian to Project Manager

by Jean L. Willis, San Diego County Public Law Library

Volume 3, Issue 1
December, 2002

For those of us who have made the full-blown shift to being an IT manager in a Library, the concept of project management must become second nature. That's because technology systems work requires a project-oriented approach to introducing new systems, upgrading current systems and sometimes even just troubleshooting problems that arise over the course of a day.

To say that technology is complex and changes quickly with each passing day is now a boring cliché, but this statement does not convey the amount of thought, research and development that must be the underpinning of most new and ongoing developments in any organizations' IT Department. Most can relate to frustrations inherent even in purchasing new PCs that suddenly are not compatible with anything else on the LAN due to some latest-greatest hardware or operating system upgrade. This results in tech staff spending hours to days surfing the 'net, as well as "playing" with the new equipment to make it compatible with what's on hand.

Often what seems like a simple technology upgrade will suddenly develop into a full-blown, complex project without prior warning. A recent example occurred in my library when we started investigating how to upgrade our patron printing situation. Currently we have a very crude, but practical, system developed by our copy concession vendor, which utilizes the same debit cards that our customers purchase and use for the copy machines. Simple, straightforward and reasonably problem free.

However, the printers are old with little memory, and they cannot handle the amount and type of information that our patrons want to print off the Internet. In addition, we are rapidly increasing the number of our patron-access PCs and require good, high-speed printers so that our patrons can handle some complex document production tasks. The old system is obsolete.

Our copy concession vendor has just given us a proposal to upgrade our copy machines to network digital copier/printers. This new scenario requires the implementation of network printing software to manage patron printing as well as charging for the print jobs. Patrons will have to be trained to pick up print jobs at selected copiers within our locations, and staff will have to manage and collect the copy/printing money differently from how we do it now.

But further than this, we have to research all four of our current LAN structures to determine if we have enough ports on our servers to manage the additional networked copiers, a new print server PC, along with extra patron PCs. This last bit places us in the territory of having to negotiate with our County on the installation of LAN cables, potentially moving some of our branch file servers to new locations, and adding more electrical lines into one or two of

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Happy Holidays From the Editors of Connecting...

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our branch libraries. There is also the question of whether we will need to upgrade our file servers.

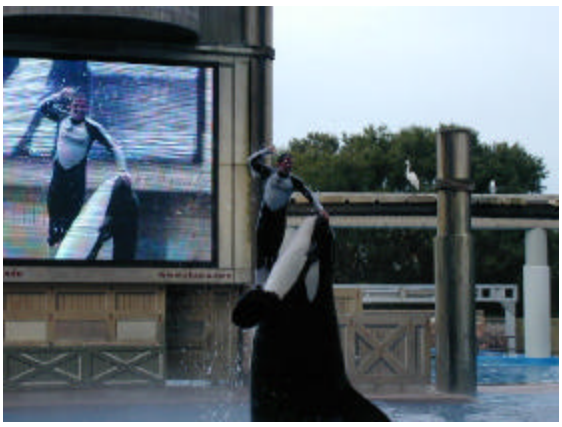
At this point, my head begins to spin, and our copy concession vendor is perplexed when I clutch my head and groan. The vendor, of course, wants us to make this happen quickly. My boss throws a new spanner in the works by suggesting that, perhaps as a public agency, we should send the whole shebang out to bid to multiple vendors. Then my boss is perplexed when I clutch my head and groan louder (well, actually he's not perplexed, as he's seen me do this many times before). The final point is the most salient: show me the money. On top of the technical expertise it will take to migrate our library system to this new era of copying and printing, somehow the numbers have to be crunched to come up with the goods. Not cheap, and not easy.

And so it goes in the life of Library (or really any) IT manager. From here, it will take careful planning with an eye to ensuring that both the big picture and small details are taken into account. I, myself, don't use any project management software, having developed my own personalized system over the many years of handling these types of situations. Some find software to be helpful, especially in creating timelines.

The project, itself, has to take into account our Library's budget cycle, as well as staff and customer training issues. Little details, like who creates the new signs, have to be negotiated amongst Senior Managers and delegated to appropriate staff. And this is just one project amongst about 6 others that I'm juggling this year, which I consider an "easy" year in comparison to some in the past.

Another side to project management is the communication and negotiation skills that are required to ensure a smooth work flow. Not only do I need to communicate well with the vendor that we choose, but I will be negotiating with County staff on LAN cabling and electrical wiring issues. I need to keep my IT support staff well in the loop and ensure that their work days are scheduled to handle different jobs accordingly. And finally, I need to communicate well with other library staff, especially those in Public Services, to ensure that they understand the shift and train the patrons.

The satisfaction gained in developing a complex project from start to finish are, for me, huge, but it does require a lot of time to plan and conceptualize how the final product will come to fruition. It is essential to maintain thorough documentation of each step in the process and to track when milestones should be reached. And finally it shows how quickly one can move away from actual hands-on tech support to just being a front-line manager. There simply aren't enough hours in the day to keep my hands dirty on tech tasks, while planning and managing multiple projects like this. Oh, and did I mention that I write grants in my "spare" time?



Opening Reception, Sea World, AALL Annual Meeting, July 2002

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How Graduate/Professional Students Use the Internet to Select a Degree Program, PART II

By Pat Trainor, Ph.D. & Cyndi Dean

This article is the completion of Part I which was published in Connecting in June, 2002.

The NNLSO Journal presented the results of research conducted to understand a student's process in using the Internet and Web pages to select a program of study. This follow-up article focuses on specific web design techniques based on the study's findings.

Eleven graduate and professional schools participated in the research. 1,157 surveys were distributed; 638 surveys were returned for a return rate of 55%.

The students were asked 28 questions grouped into concentration areas including demographic information, why a specific school was selected, student's computer skill level, use of the Internet to research schools and programs, the impact of a school's Web site on their final decision, and use of an on-line application.

Pearson's Chi-Square formula was used to test for significance and complete results were presented in the previous article. This follow-up article focuses on specific Web page design based on the study's findings.

Although it is easy to find a wide array of books and articles addressing Web usability, most target commercial audiences, focusing on marketing and Web applications. There is little information for college and university Web designers who attempt to create Web sites that appeal to a very different audience. Some effort has been made to study teen and preteen Internet use, but research on the technology habits of college-age or graduate students is almost non-existent. The Summer 2001, *C&U Journal* featured an article by Michael C. Poock, Ph.D. and Dennis LeFond, Ph.D. titled *How College-Bound Prospects Perceive University Web Sites: Findings, Implications, and Turning Browsers into Applicants*. Poock and LeFond conducted a study using college-bound high school students that addressed three questions: What elements of a college/university Web page do prospective students find engaging? What elements of a college/university Web page inhibit browsing by prospective students? What elements of a college/university Web page increase the likelihood of prospects submitting applications? The results of Poock and LeFond's research are remarkably similar to our findings yet the need for a comprehensive research effort on this topic remains.

Although our research focused primarily on web site content and did not specifically address design issues, we conducted a limited survey using three UNM School of Law Computer Services staff members and six student employees (five undergrads and one grad). The group was asked to complete a simple task—search for "good" and "bad" higher education Web sites and explain why they believed each fell into that category. No restrictions or guidelines were imposed—the schools could be graduate or undergraduate, professional, located in the United States or abroad. The results were informally tabulated—and were clearly subjective. Interestingly, one student and one staff member listed the same site as a best and a worst! The student found the site was easy to use and provided quick access to all the information he sought. He was impressed that the home page featured over two-dozen links. The staff person, by contrast, found the home page cluttered with too many links. She also did not like the overall look and feel of the site; a picture of a building on campus was predominant on the home page and she found it "boring."

The students we spoke with indicated that if they had to navigate more than three levels to find the information they sought, they became impatient and "bailed out." One student commented that his favorite site's home page listed all possible directions a student might want to search and, most importantly, promoted easy to find deadlines (particularly Admissions) and phone numbers (Bursur's office, Financial Aid, etc). He also liked the pictures of the campus and stated that the site presented text but "was not too wordy," perhaps another indication of an unwillingness to expend much effort in finding relevant information. This confirms our earlier findings from our jury students—for students to judge a site as useful, easy access to information is critical.

In general, research shows that web pages that are well designed and streamlined experience a bailout rate of 7–10%. A load time of less than 10 seconds is ideal, but up to and including 20 seconds is considered acceptable. "Fat" pages, or those that are graphic intensive, have a bailout rate of around 25–30%. Yet our survey found that 68% of the students indicated that use of graphics was very important or somewhat important in web site design; therefore, use of graphics must be balanced with quick load time. Students

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also indicated that pictures of people were often more important than graphics. One student was particularly interested in how diverse the campus appeared.

One trick often used to keep the audience's attention while a fat page loads is to quickly present useful text so the user can immediately start processing information while the slower-loading graphics download. The first screen displayed should engage the audience as soon as possible and will often prevent bailout entirely. Techniques for quick-loading pages discussed in *Designing Web Usability: The Practice of Simplicity* (see references listed below) include the following:

- The top of the page should be meaningful without images
- Images should contain ALT text attributes so users can see what the image will be before it is downloaded. This is also a guideline for ADA compliance.
- Use WIDTH and HEIGHT attributes on all images and table columns.
- While tables are frequently used to format text and images, large, complex tables are slow to download. Divide the information into smaller tables to improve load time. The topmost table should be simple and quick to load.

The following are some resources the authors found helpful. They should be a good starting point for anyone attempting to learn more on effective Web design.

- **Jakob Nielsen** is the co-founder of the Nielsen Norman group and is considered by many to be the "guru" of Web usability. His latest book is *Designing Web Usability: The Practice of Simplicity*. His Web page on technology (http://www.useit.com/) features his bi-weekly column on Web usability, recommended books on Web design and usability, and a "hotlist" of recommended sites for additional research.
- **Robin Williams** is the author of several books, including *Web Design for Non-Designers*, and is a regular columnist on Adobe's Web site. Check out her Web site (http://www.ratz.com/) and follow the link for design features of good and bad sites. Ms. Williams is a Macintosh user and therefore brings that perspective to her writings.
- **internet.com** (http://www.internet.com/) internet.com corporation is "the leading provider of global real-time news and information" for Internet IT/Web professionals. The site offers 16 channels, one of which is the Web Developer's Channel. With a network of 170 Web sites, over 350 email newsletters, over 400 online discussion forums, and over 100 moderated email discussion lists, there's something here for everyone! This is a great starting point to locate anything you need related to Web site design and implementation.
- **The Web Developer's Journal** (http://www.WebDevelopersJournal.com) promotes itself as having "all the tools you need…in one place." This site is a good resource for downloadable Web tools including design, site management/traffic analysis, FrontPage plugins, and multimedia goodies. It provides a tutorial on building Web sites for beginners and documents the top ten commonly made mistakes. It also features an article on how to write an RFP for a Web project, including what sections to include and how to schedule the development and implementation process.

While a school's web site should be considered the preferred source for official information, research shows that older students, who are returning to school to earn a second or third degree, are less likely to perform Internet research. Therefore, their needs must still be met through printed materials.

As more and more people gain Internet access, the web becomes increasingly important as a marketing tool. Make sure your site prominently displays the information students ranked as most important to find on a school's web site. The cost of building a terrific web site should be considered just another cost of marketing your school to a large target audience.

CS-SIS Karoke, AALL Annual meeting, July 2002

Remote Access and Remote Control

By Kenneth J. Hirsh, Duke University School of Law

AWhoops, I left that file on my office computer.@ Many of us have exclaimed that upon discovering we did not have a crucial document or presentation when we needed it most. At that moment we wished we had universal remote access to all our files. Although in the early years of personal computing carrying your crucial files with you on a diskette was the only way to keep them handy, today operating systems and utilities offer ways to access your office computer and its files from anywhere on a computer with an Internet connection.

Remote Access to Your Network

If you keep your files on a local area network, the network operating system may provide for remote access. Novell NetWare 6 offers two remote access functions: NetStorage and iFolder. NetStorage lets you login to the network with any web browser and access your networked files. You can upload them and download them, and of course open them if you have the appropriate application on your computer. NetStorage lets any client operating system - Windows, Linux/Unix, or Mac, access a NetWare folder.

Novell iFolder lets you keep one authoritative copy of a file and access it from any Windows computer with the iFolder client or a web browser. As you update the files with changes, the changes are automatically saved to the network iFolder area, and in turn those changes are pushed out to any other computer you use to access those files. You always have access to the latest version. Windows users can think of it as a networked version of Windows Briefcase.

Microsoft Windows 2000 server offers web access to network files via WebDav, AWeb-based Distributed Authoring and Versioning.@ Users can view files on shared folders over a browser. Windows 2000 and Windows XP users can set up web folders to access network folders, or shares, on both Windows 2000 server and Novell NetWare 6 networks. If you want to set up web folder access, check with your network administrator to get the settings (host address and port number) you will need.

Remote Control of Your Computer

If you keep your files on a network share, then remote access to your network does the trick. But you may need to grab files off your computer=s local hard drive, or you may need to run a program that is on your computer because of special requirements. Windows users can use commercial and free products to accomplish this. Remote control software typically

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sends only updated screen information and keyboard commands, keeping bandwidth use relatively low.

Products for Windows Computers

Symantec PCAnywhere (http://enterprisesecurity.symantec.com/products/products.cfm?ProductID=2) is the best-known remote control program. You install a host module on your office computer, and a remote client on any computer from which you wish to access your office computer. PCAnywhere can connect over the Internet, as well as with a modem directly connected to your office computer. It offers both remote control and direct file transfer, and includes security for encrypting the transmissions.

Carbon Copy (http://www.altiris.com/products/carboncopy/), now marketed by Altiris, offers features similar to those in PCAnywhere. Again, remote control and file transfer are supported.

Laplink Gold (http://www.laplink.com/products/llgold/overview.asp) is the third major commercial remote control program. It has grown from a program that initially was used for direct file transfer between connected computers, and competes with PCAnywhere and Carbon Copy.

Windows XP Professional offers built in remote control capability using Microsoft Remote Desktop Protocol (http://www.microsoft.com/windowsxp/pro/evaluation/overviews/remoteaccess.asp). Although the host must run XP Professional, the remote access client runs on Windows 95 and later versions. You can access your host computer with Internet Explorer through an ActiveX control.

VNC and GoToMyPC work on Windows and other platforms and are discussed in more detail below.

An article comparing Windows remote access programs appears in the June, 2002 issue of Mobile Computing and is available at http://www.mobilecomputing.com/fullarchives.cgi?229.

Other Platforms

Of course Linux users can choose from several implementations of Xwindows servers (http://www.x.org/X11_protocol.htm) to have remote control of a GUI interface on a Linux computer.

Two programs for multi-platform use, including Windows, Macintosh and Linux are GoToMyPC and VNC.

GoToMyPC (https://www.gotomypc.com/) from ExpertCity is a subscription service offering multi-platform remote control. Users install the host software and then can access their computer by installing a plug-in on a web browser from nearly any Internet-connected computer. Communication is encrypted. As of this writing start at $19.95 per month or a discounted annual rate of $179.40.

VNC (http://www.uk.research.att.com/vnc/) is developed by AT&T=s U.K. research labs. It is free and works on Windows and Linux, with beta versions for Macintosh and Windows CE. There is even a Palm OS client available (http://www.btinternet.com/~harakan/PalmVNC/), so you can view your host computer on your handheld. I=ve tried that, and it did not seem terribly useful, given the small amount of screen you can see at one time. VNC does not provide any encryption and does not handle file transfer.

In sum, remote access to files and to your desktop is not nearly the challenge it once was. Try one or more of these options to find the one best suited to you.

On the Front Lines

By Ken Hirsh

When you read this column it only may be December or January, but my mind is racing ahead to June, 2003. In fact, it's been there for more than a year already. We're hosting the CALI Conference for Law School Computing, the annual event that brings virtual colleagues together in one physical space. Hosting this event will give those of us at Duke a new meaning for "being on the front lines."

The coming conference will be the 13th annual. The first was held in Chicago in 1991, before Chicago-Kent occupied its new campus on Adams Street. The 1992 meeting was the first I attended. All the meetings since 1992 have been held at that new campus, except 1999 (University of Oregon) and 2001 (Suffolk University). So for many of you, and for the conference itself, this will be a first chance to visit the Southeast. We're working hard to make your visit a productive and exciting one.

Regular attendees know the conference features plenary speakers who address important, current issues in law school technology. Additional sessions offer expert advice and opinions from law school faculty, librarians and technologists on everything from the most helpful browser sites to finding and keeping IT staff to detailed instructions on a Linux kickstart. The meeting is foremost a chance to network with your professional peers.

We're working closely with John Mayer, CALI's Executive Director, on making this conference a terrific one. Planning is well underway, and I expect John will announce plenary speakers and other conference information by the time you read this. CALI's conference web site will be http://www.cali.org/conference/2003. We'll be mounting a companion site early next year (http://www.law.duke.edu/cali2003) where we will offer local information of interest: maps of the law school, transportation hints, getting connected to our wireless network, and more.

If you have not already done so, block off June 19-21, 2003, for your trip to Durham, North Carolina, and I'll see you at Duke!

CS-SIS Members,

It is hard to believe that it is already December! It just seems like yesterday that we were in Orlando with the high temperatures and humidity! Now it is time for the snow to fall.

We have been getting ready for the 2003 AALL Annual Convention. Our SIS had 6 programs accepted and we are busy making arrangements for our business meetings and our wonderful breakfast. We are going to hold the cost of the breakfast to $10 for members again this year. Be sure to check that you are coming when you register for the annual meeting.

We had a record number of volunteers for committees this year. Many thanks to all. I hope you have a safe and joyous holiday season.

Liz Glankler
Chair, CS-SIS, 2002-2003

A Time Saving Tip You Can Do With Your PDA
(Or, How I Learned To Stop Worrying And Love Writing Performance Evaluations)

By Don Arndt

As a supervisor, I like to catch my staff doing something right and then publicly praise them for it. Opinions vary, but I find this approach more likely to build morale than, say, seeking to catch them doing things wrong and then humiliating them for it. As their morale rises, their accomplishments rapidly mount. A happy worker is a good worker, I say, and deserving of praise and a raise. At the end of the year, when it's time to write up their performance evaluations, it would be nice to be able to remember all of their daily good deeds in order to have the empirical justification you need for the good evaluations you're giving them, wouldn't it? But that's incredibly hard because the human brain isn't a computer with total recall. Ideally, you would keep up with it on your laptop or desktop computer each day so that you wouldn't find yourself pulling your hair out annually when faced with this large, difficult chore. If you're like me though, even during the quiet moments it's hard to find the time at the end of each day to write nice things about your people when you have twelve other things on your desk needing attention. What to do?

About a year ago I got my first PDA, a Palm VIIx, and started playing with it. As I found it useful for all sorts of different tasks, I quickly became hooked. Pretty soon I was carrying it around in my pocket all the time. Sure, just about anything you can do on a PDA you can do ten times better on a laptop or desktop--every other type of computer in the world is more powerful than a PDA. The problem is, they don't fit in your pocket. I don't know anybody who lugs even the lightest and thinnest notebook computer around with them all the time. At some point I put two & two together and realized that this wonderful little device was the answer to my performance-evaluation-writing quandary. From that point on, whenever I happen upon one of my staff doing something that makes my heart swell with pride, out comes the PDA and with great fanfare I announce, "That's going into your 'Kudos' file!" They smile, feel good about themselves, and seek out more good things to do. And for me it's terrific because I keep up with jotting these good things down electronically, in real time, and at the end of the year I simply ship all of their accumulated accomplishments in these kudos files to Word documents on my computer and print them out so I can attach them to their performance evaluations. It's simple. It's effective. It's win-win.

AALL NEWS:

2003 AALL Annual Meeting/Workshop Grants, Deadline: April 1, 2003

The AALL Grants Committee is now accepting applications for grants for the 2003 AALL Annual Meeting/Workshops. The AALL Grants Program provides financial assistance to newer law librarians or graduate school students who hold promise of future involvement in AALL and the law library profession. Funds are provided by vendors, AALL and AALL individual members. Grants cover registration costs at either the Annual Meeting or Workshops. Preference is given to newer members of AALL or its chapters who are active participants in the association or one of its chapters. For additional information, including the application form, see http://www.aallnet.org/services/grant_application.asp. The deadline for applications is April 1, 2003.

Nominations Sought for the Andrews Award

The Joseph L. Andrews Bibliographical Award is given each year in recognition of a significant contribution to legal bibliographical literature. The work may be a book, article, pamphlet, or publication in another form. It does not have to be written by a law librarian or a member of AALL.

To nominate a work, please provide its citation and a brief description. It is not necessary to submit a copy of the item. Only works published during the 2002 calendar year will be eligible for consideration. The award is presented at the AALL Annual Meeting Luncheon. For more information, and a list of previous winners, see http://www.aallnet.org/about/award_jla.asp.

Please mail nominations by February 1, 2003 to Deanna Barmakian, Chair, Andrews Bibliographical Award, Harvard Law School Library, 521 Areeda Hall, Cambridge, MA 02138 or email them to barm@law.harvard.edu.

Connecting…

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Indexing and Searching Electronic Document Collections Using Adobe Acrobat

By Darcy Jones, Mercer University

Anyone looking for a software product that allows you to search a large internal document collection effectively and efficiently should consider using Adobe Acrobat. At Mercer Law, we had a collection of Faculty Minutes spanning more than twenty years, with electronic copies only from 1995 to the present. Searches to locate items from the minutes used to require page-by-page review of hard copy minutes or document-by-document searches of each computer record. This method was time-consuming and risked uncertain and incomplete results, as the searcher could never be sure that something was not missed in a labor-intensive but fallibly human search.

Although we knew that converting the hard copy minutes into computer files via scanning would allow us to search the collection more effectively, we wanted the flexibility to search all documents in the collection at one time, and to utilize advanced searching techniques. We also wanted the minutes to appear in the same format as the word-processed document generated at each meeting, so that a user could print out a full copy of the minutes from a certain month as needed without sacrificing the look and feel of the original documents, many containing charts and spreadsheet attachments. Adobe Acrobat's built-in scanning, indexing, and advanced searching capabilities proved ideal for our needs.

We first converted the electronic versions of each meeting's minutes into Adobe's portable document format (PDF). Using Adobe Acrobat's scanning function and a scanner with a document feeder, we then scanned all hard copy minutes into the software. Adobe allowed us to scan in several months worth of minutes at one time, extracting pages into each separate PDF document. After the scanning and extraction process, we converted each PDF set of minutes into searchable text using Acrobat's "Paper Capture" feature. Both the scanning and conversion to searchable text were quite easy, and using the "Show Capture Suspects" tool made the OCR clean-up go quickly.

After we converted all scanned documents into searchable text, we indexed them using the Adobe Acrobat "Catalog" feature. The Catalog allows you to build indexes based on documents located within specified directories. We saved all copies of the minutes in a directory on the network, with permissions allowing faculty and administration to access them. Each time new sets of minutes were added to the directory, we simply rebuilt the index.

Once all documents are indexed, they are fully searchable. The Search command is more powerful and flexible than Adobe's Find command, allowing the user to search multiple documents and define advanced query criteria. Some of the available searching techniques within Acrobat include boolean operators, word stemming, proximity searching, and relevancy ranking. Before performing a search with these techniques, you can also preview the types of results you will receive using Adobe's Word Assistant.

Once the process was underway, two faculty secretaries during their spare time over a few weeks scanned and indexed our twenty-plus year collection of faculty minutes. Keeping the collection up to date only takes minutes each month. We not only now have the ability to search this collection effectively, but we also now have backup copies of these documents, which served as an added benefit of this project.

The benefits we have reaped from the ability to quickly and effectively search these documents have been well worth the time and effort invested in the creation of the electronic collection. I am sure we will continue to find many other uses for this type of archival and retrieval system in our law school. Just about every organization – and certainly every library and every law school – produces mountains of documents and paperwork. Too often, the work and wealth of information contained therein is more or less lost when it is relegated to a file cabinet and forgotten about. Adobe Acrobat can make your records, archives, and other information searchable and therefore useable now and in the future, for a nominal investment of time and money.

About the Newsletter ... To Print or Not to Print
Notes from the 2002 Annual Meeting, *by Sandy Braber-Grove*

Initial discussion on the issue of whether or not to print the section newsletter was discussed at the Business Meeting at the annual meeting in Minneapolis (July 2001). In May 2002, The Publications Committee, under then Chair Jean Willis, summarized the history of the issue and presented a recommendation to the CS-SIS Executive Board.

Some highlights of the May 2002 memorandum:

· The cost to publish and mail the first two issues of the Newsletter was $700 per issue. Postage costs will increase in 2002, thus increasing the cost to mail the Newsletter to a growing number of members.

· Members at the 2001 Business Meeting believe that the print version of the Newsletter provides the section with PR. The print copy is seen as a tangible benefit of membership and is money well spent.

· At the 2001 Business Meeting it was decided to continue to publish and mail the print version through the June 2002 issue and that the Publications Committee would continue to review the issue.

· CONE (Council of Newsletter Editors) has gathered information from other SISs and Chapters on this issue. Their findings:

· The State, Court and County SIS went to an all electronic newsletter over a year ago and report that it has basically gone really well. An electronic format allows the editors to include color photos and graphics. The electronic format saves the section money. Members are alerted about the new issue via the section's listserv.

· The FCIL SIS also has their newsletter in electronic format. The editor offered to mail a print copy to anyone who could not access the electronic version, but there were no requests. AALL headquarters is the only place where a hard copy is sent. Members are happy with the electronic format.

· The Minnesota Chapter has been electronic for several years. Print copies go to AALL headquarters and six MALL life members.

· When NOCALL went electronic, they announced the change on a bright yellow post card and offered to send a print copy to any members who requested one. Three members requested a print copy.

The recommendation to the Board:

· Discontinue publishing and mailing the print copy of the section newsletter;

· Notify section membership that we are moving to an electronic only publication and offer to print and mail copies to those who request it;

· Notify membership via the section listserv when the newsletter has been posted to the section Website.

Rationale of the recommendation:

· While the printed newsletter is a tangible benefit of the section; we are the technology section and it would make more sense for us to publish electronically;

· The electronic format would save the section money, which then could be spent on other membership benefits such as scholarships, grants, awards, and give-aways.

Outcome:

The CS-SIS Executive Board approved the recommendation. At the Business Meeting at the annual meeting in Orlando (July 2002), those present agreed with the Board's approval of the recommendation made by the Publications Committee.

Wherefore, the June 2002 issue was the final issue to be printed and mailed to each member of the CS-SIS.

Wherefore, this December 2002 issue is the first one to be published only in an electronic format.

Wherefore, members who wish to receive a print copy should notify one of the co-editors and a copy will be mailed as requested.

CS-SIS 2002-2003 Executive Board and Committee Assignments

CS-SIS Executive Board 2002-2003
Chair: Liz Glankler
Vice-Chair / Chair-Elect: Don Arndt
Secretary/Treasurer: Dominick Grillo
Member-at-Large: Kris Niedringhaus
Member-at-Large: Susan Boland
Immediate Past Chair: James

By-Laws Committee
Chair: Ken Hirsh
Dominick Grillo
Lisa Mecklenberg Jackson

Grants Committee
Chair: Susan Boland
Sue Welsh
Brandi Ledferd
James Genert

Awards Committee
Sheri H. Lewis

Job Descriptions Database Committee
Chair: Robert Linz
Don Arndt

Liason to AALL
Sally Irvin

Nominating Committee
Chair: James Duggan
Sheri H. Lewis
Jim Milles
James Genert
Eric Young

Program Committee (2003)
Chair: Don Arndt
Kris Niedringhaus
Jean Willis
Mark Folmsbee
Sally Irvin
Hadi Amjadi
James Genert

Publications Committee
Chair: Lisa Mecklenberg Jackson
Sandra Braber-Grove
Mike McReynolds
Maryellen O'Brien
Deborah Ginsberg
Eric Kistler

Recruitment & Involvement Committee
Chair: June Liebert
Ryan Overdorf (Disability Issues)
Lyonette Louis-Jacques (Disability Issues)
Darin Fox
James Genert

Roundtable Planning and Coordination
Chair: Susan Boland
Eric Young

Strategic Plan Implementation Committee
Chair: Kris Niedringhaus
Susan Boland
Darin Fox

Technology Competencies Committee
Chair: Ken Hirsh
Sally Irvin
Resa Kerns
Debby Webster
Eric Kistler
Susan Dow
Phillip Bohl

Web Development Committee
Robert Linz
Resa Kerns
Deborah Ginsberg
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The West Party was held at the Hard Rock Café.

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