ACRL ASIG Convener cheat sheet

Prepared by Brad Warren June 20, 2018

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# Role Responsibilities

## 2023-2024

* There will be two fall virtual forums and two spring virtual forums.
	+ The past conveners (Lesley Brown and HJ Pedelty) will coordinate the first fall virtual forum. Incoming conveners will shadow this process.
	+ Current conveners (Lorelei Sterling and Tori Lieggi) will coordinate the second fall virtual forum. Incoming conveners will shadow this process.
	+ Incoming conveners will coordinate the two spring virtual forums together.
* There will be an in-person meeting for ASIG at ALA Annual.
	+ Current conveners (Lorelei and Tori) will coordinate and run the meeting. Incoming conveners will shadow the process.

## 2024-2025 and in the future

* Past conveners will serve as mentors for the current and incoming conveners.
* There will be two fall virtual forums and two spring virtual forums.
	+ The current conveners will coordinate the fall virtual forums. Incoming conveners will shadow this process.
	+ Incoming conveners will coordinate the two spring virtual forums together.
* There will be an in-person meeting for ASIG at ALA Annual.
	+ Current conveners will coordinate and run the meeting. Incoming conveners will shadow the process.

# Basic Duties

## Plan for ALA Annual Meeting

* Information about meeting requests will be posted on the ACRL Communities of Practice Assembly Connect space in December.
* Notes about meetings during Annual:
	+ You will be invited to the ACRL Leadership Council meetings at Midwinter and Annual, which is usually Friday afternoon / early evening. I have found these sessions to be rewarding and an interesting way to dip your toe in the water of engaging with ACRL. You are always teamed up with more senior people and a board member as well. This has been a great networking opportunity.
	+ Previous ASIG meetings have been held at 2:30 on Saturdays in a room with round tables, holding about 50. You are welcome to change things. It may be a good idea to consult with the RUSA STARS group to ensure that meetings do not conflict.
* Ensure that ALA Annual meeting agendas are set and communicated well in advance to the following listservs:
	+ ALA-acrlasig@ConnectedCommunity.org (ACRL ASIG official listserv – always send to this)
	+ LIB-CIRCPLUS@Princeton.EDU (general circulation listserv – been around forever)
	+ stars-l-request@lists.ala.org (Resource Sharing listserv) Update because of Connect?
	+ access-ip@lists.lib.uchicago.edu (Ivies+ access services listserv) Still Valid?
	+ Share locally within own institutions as well as consortia groups?
	+ Subscribe to other ALA Connect Communities to post to lists? <https://connect.ala.org/faq/home#genquestions>
* Post agenda, minutes and documents to ALA Connect website for the Interest Group at:
	+ <https://connect.ala.org/acrl/communities/community-home?CommunityKey=67f8b4cf-8e78-4722-91c8-fb2012eaec97>

## Virtual Forums

* Identify and schedule 4 Virtual Forums a year
	+ 2 in the ‘Fall’ (September 1 – November 20 range)
	+ 2 in the ‘Spring’ (February 1 – May 15 range)
	+ Usually at set times of day in CENTRAL TIME every two hours, but can make exceptions.
	+ All meetings through Zoom
	+ Convener or designate works with presenters to ensure that they have a:
		- Title
		- Headshot
		- Description of forum
		- Any kind of intro, special needs (tracking questions, e.g.) during presentation
		- Is also a ‘presenter’ in forum to help with getting it started and making any announcements at end
	+ Ensure that flyer for forums are sent out 1 month in advance along with announcement to listservs. Then send out reminders 2 weeks in advance, 1 week in advance, Monday week of, day before, morning of forum.
	+ For more information about scheduling and planning for a virtual forum, visit ACRL’s LibGuide: https://acrl.libguides.com/virtualmeetings
	+ Work with Elois Sharpe (esharpe@ala.org) on details. Once date/time set, book via LibCal at: <http://acrl.libcal.com/booking/virtual-meetings>
		- Meetings are restricted to the following days and times:
			* Mondays, 1:00-2:00 pm CT
			* Wednesday, 1:00-2:00 pm CT
			* Fridays, 3:00-4:00 pm CT
	+ Elois will send link to YouTube recording of forum. Make sure to send it out to listservs and post on ALA Connect within 1 week of forum.
	+ How to find possible presenters: Pay attention to topics at Access Services conference and other conferences that broach Access Services topics, read the journal, stay connected with colleagues. Approach people – it is a low effort and so far to do this and everyone has said yes and been extraordinarily gracious about doing it!

## Annual ACRL Report

Due in July after your convening ends. While the report has several sections, you are only obligated to write up about activities and progress as it relates to what the Interest Group did, so there will be a lot of sections with no responses. It may not be a bad idea to confirm with the outgoing Convener(s) and incoming Convener(s) on the overall content of the report before submission.

## Framework for Access Services Librarianship

About every 5 years, review the Framework for updates: <https://www.ala.org/acrl/sites/ala.org.acrl/files/content/standards/acrl_access_services_framework.pdf>

## Recruiting New Conveners

Starting in January, send out messaging to listservs and the ASIG Connect space that the group is looking for new conveners to volunteer. Previous conveners have hosted a brief, 30-minute meeting to provide information to potential volunteers about responsibilities for these positions. Afterwards, conveners have sent out emails asking potential volunteers to further express their interest and prior experience being on interest groups or committees.

If possible, we aim to have two co-conveners to spread out responsibilities and prioritize those who need service.

# Message Templates

**Subject: ACRL Access Services Interest Group - Fall Virtual Forum (free to register) [insert date and time]**

Hello Access Services colleagues!

Apologies for cross-posting, but I would like to share information about the ACRL ASIG's upcoming fall virtual forum. Details on the program can be found below:

[insert date and time]

Register in advance for this webinar: [insert Zoom meeting URL]

After registering, you will receive a confirmation email containing information about joining the webinar.

We ask that you do not attempt to enter the meeting room more than 15 minutes before the start time, as another meeting may be in progress. As technology continues to change, it is possible you may need to download or upgrade your Zoom application before entering the meeting room. The web browser client will download automatically when you start or join your first Zoom Meeting.

Title:

Brief description:

Learning Outcomes :

ASIG Co-Conveners:

[insert names, titles, and contact information]

**Subject: Call for Volunteers [insert year] Incoming Co-Conveners for the ACRL Access Services Interest Group**

Hello Access Services Professionals!

The ACRL Access Services Interest Group (ASIG) has a need for volunteers to serve as the incoming convener for [insert year]. We're looking to appoint two people to work together as co-conveners for [insert year], so please let us know if you're interested. The role is a three-year appointment: you begin the first year serving as the incoming convener, then becoming the convener the second year, and finally holding the post of past convener for the third year.

In the first year, most work can be completed virtually. We encourage new library professionals, as well as those who may not always be available to travel, to express interest. Please contact [insert names here] using the contact information below.

ASIG Co-Conveners:

[insert names, titles, and contact information]

**Subject: ASIG Incoming Co-Conveners Informational Meeting for Volunteers**

Hello, Access Services colleagues!

The ACRL Access Services Interest Group needs two volunteers to serve as the incoming co-conveners. To learn more about this volunteer opportunity, please join the current conveners and current incoming conveners for an informational meeting. During this meeting, we will discuss the duties and expectations for the position, have time for attendees to ask questions, and will discuss next steps to apply for the position. Below are scheduling details:

Title:

Date and time:

Please contact [insert name] to express interest in volunteering and to receive a Zoom invite to this meeting. We also welcome questions about this position.

**Subject: ASIG Volunteer Selection Questions**

Hi [insert name],

Thank you for attending the informational meeting regarding the ASIG incoming convener position. If you are still interested in this volunteer opportunity, please answer the questions below by [insert date]. These questions will help us determine who will be a good fit for this position:

1. Would you be able to plan to convene an in-person meeting at ALA Annual in the second year of your convenorship?
	1. If you are unable to travel to ALA Annual in the future, please provide a brief explanation of why.
2. Do you have previous experience with coordinating events or committee work that would help you serve in the role of convener?

Please let us know if you have any questions in the meantime. Thank you again for showing interest in this volunteer opportunity!

All the best,

**Subject: ALA Annual ASIG Meeting**

Greetings colleagues,

The ACRL Access Services Interest Group will meet at ALA Annual on [insert day and date, time, and location]. You can find more information about ALA Annual and build a schedule on their website: [insert schedule builder URL]

[provide a brief description of the purpose of the meeting and attach an agenda if applicable]

If there are topics of interest members would like to suggest, please reach out to us. We look forward to seeing you at Annual!

[insert names, titles, and contact information]

# Other Stuff

## ASIG programs at ACRL conference or ALA conferences

The interest group can submit programs for Annual or even MidWinter, but it goes through a blind submission process that has no guarantee of a program being included. I have found our members have gotten a lot out of the virtual forums (each has had in excess of 100 participants), and is a great option for Access services folks who often are support staff or find it difficult to attend conferences with any regularity. If the Interest Group becomes a section, more funds are allocated that could be used for other things – at this point, the current convener knows absolutely nothing about those benefits or expectations. It would be part of the process of petitioning to become a section.

## Petitioning the board

Any ACRL member can petition the board for anything, but it would be good to work with a board member if the Interest Group wishes to petition the board for anything. That is how the interest group was formed in the first place, and it the method in which it would become a section.

## Money

The first convener has been actively talking to ACRL staff about funding and/or sponsoring the Access Services conference (with permission of that executive committee as well). So far, it has not resulted in anything, but that is mostly due to being unable to set a meeting and determining what is possible. Keep in mind that RBMS, which is a section of ACRL, has an extraordinarily active conference every June, that is funded in part by ACRL. I think, why not the Access Services Conference? It is a non-profit and is in its 10th year as of 2018. There is a possibility of money for other things, such as consultants, honorariums, travel, etc., but the ability to secure and petition for those funds increases if the Interest Group becomes a Section – hence, one of the reasons to become a section.

## How to become a section

You need to have a membership in the interest group of 300 people for 3 years straight. Once you achieve that, you may petition to become a section. We have been over 300 people for 2 years as of June 2018.