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ABSTRACT

This document is an annual guide that serves as the organizational handbook and directory of the Bibliographic Instruction Section (BIS) of the Association of College and Research Libraries (ACRL). It contains five sections: the organizational structure of the BIS, procedural information such as bylaws and the responsibilities of officers and committees, the 1992-93 BIS strategic plan, lists of standing and ad hoc committees complete with the committee charges and members, and an alphabetical list of officers and committee and task force member names and addresses.

(DGM)

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# BIS HANDBOOK

## An Organizational Manual & Directory

Prepared for  
Officers and Committee Members of the  
ACRL Bibliographic Instruction Section  
by  
The ACRL BIS Communication Committee  
1994-1995

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*Mary Ellen Davis*

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Revised 1994  
Trudi E. Jacobson, Chair  
Communication Committee

## STRUCTURE OF THE BIBLIOGRAPHIC INSTRUCTION SECTION

The Bibliographic Instruction Section is composed of an Executive Committee, an Advisory Council, and various standing committees, ad hoc committees, and task forces.

### Executive Committee

The Executive Committee has authority over the affairs of the Section and is responsible to the ACRL Board. Its members are the seven elected officers of the Section: Chair, Vice-Chair/Chair-Elect, Secretary, Past Chair, and three Members-at-Large. The entire BIS membership has the opportunity to vote for the officers as part of the general ALA election each spring. Their terms begin immediately after the Annual Conference.

### Advisory Council

The Advisory Council is composed of the Executive Committee, plus all the chairs of the standing and ad hoc committees and task forces, and two ex officio members which are the BIS Newsletter editor and the director of the Library Orientation & Exchange Clearinghouse (LOEX). Advisory Council meetings provide a forum for communication and coordination, with committees and task forces reporting on activities and making recommendations for Executive Committee consideration.

### Committees and Task Forces

All committee and task force chairs and members are appointed for the coming year by the Vice-Chair/Chair Elect of the Section. It has been the general policy of the Section to try to appoint committee and task force members who have not previously served on Section committees or task forces. In some cases, members are reappointed for a second term. Terms are staggered to provide overlap and continuity. The committee and task force rosters list the term of appointment for each member.

In 1984-85 BIS began the practice of appointing one year internships for each committee in order to provide an opportunity for new members to become acquainted with the work of the Section. The intern's responsibility for taking minutes helps to involve them more fully in the committee's work.

## ACRL BIBLIOGRAPHIC INSTRUCTION SECTION BYLAWS

### Article I. Name

The name of this organization shall be the Bibliographic Instruction Section of the Association of College and Research Libraries, a division of the American Library Association.

### Article II. Mission Statement

The mission of the Bibliographic Instruction Section of the Association of College and Research Libraries (ACRL) is to foster the profession of academic and research librarianship and to enhance the ability of academic and research bibliographic instruction librarians and their libraries to effectively serve the library and information needs of current and potential library users.

### Article III. Membership

Any member of the Association of College and Research Libraries may elect membership in this Section.

### Article IV. Meetings

Sec. 1. The regular meeting of the Section shall be held at the time and place of the annual conference of the American Library Association. Special meetings may be called by the Chair with the approval of the Executive Committee. The Section may, with the Approval of the Board of Directors of the Association of College and Research Libraries, hold closed meetings or joint meetings with other sections.

Sec. 2. Fifteen members of the Section shall constitute a quorum for the transaction of business.

Sec. 3. Meetings of the Section shall be conducted in accordance with Robert's Rules of Order and these Bylaws. The Chair of the Policy Committee shall act as parliamentarian for the Section.

### Article V. Officers

The officers of the Section shall be a Chair, a Vice-Chair/Chair-Elect, the immediate Past Chair, and a Secretary. The officers serve one-year terms.

### Article VI. Executive Committee

Sec. 1. Composition. The Executive Committee shall consist of the officers and three Members-at-Large who shall serve three-year terms which shall overlap so as to provide continuity of policy.

Sec. 2. Meetings. Regular meetings of the Executive Committee shall be held at the time and place of the annual conference and midwinter meeting of the American Library Association. Special meetings may be called at the discretion of the Chair.

Sec. 3. Powers and Duties. The main function of the Executive Committee shall be to provide direction for the attainment of the object of the Section. The Executive Committee has authority over the affairs of the Section during the period between meetings of the Section, subject to review by the members at a meeting of the Section.

Sec. 4. Quorum. A majority of the members constitutes a quorum at any meeting of the Executive Committee.

### Article VII. Advisory Council

Sec. 1. Composition. The Advisory Council shall consist of the members of the Executive Committee plus the chairs of all standing and special committees of the Section.

Sec. 2. Meetings. The Advisory Council shall meet regularly at the time and place of the annual conference

and midwinter meetings of the American Library Association. Whenever possible, the Advisory Council meeting shall be scheduled following the meetings of the standing and special committees of the Section. The Secretary of the Section shall take minutes at the Advisory Council meeting.

Sec. 3. Function. The purpose of the Advisory Council is to provide a forum for reporting, discussing, and coordinating the work of the sections's various standing and special committees.

Sec. 4. Quorum. A majority of the members constitutes a quorum at any meeting of the Advisory Council. If the chair of a standing or special committee is unable to attend the Advisory Council meeting in person, he/she is responsible for sending a knowledgeable committee member to report on the activities of that committee.

#### **Article VIII. Committees**

Sec. 1. Authorization and Discontinuance. Committees of the Section may be authorized or discontinued by the Chair with the approval of the Executive Committee.

Sec. 2. Standing Committees. Standing Committees may be established to consider matters of the Section that require continuity of attention by the members. When such a committee is established, its function, name, and size shall be determined. Unless otherwise approved by the Executive Committee, members of standing committees shall be appointed for terms of two years and may be reappointed for a second but not a third consecutive term; in no case shall a person serve on a committee for more than four consecutive years. Appointment shall be made in such a manner as to provide continuity in membership.

Sec. 3. Special Committees. Special (Ad Hoc) committees may be established at any time for the performance of a particular assignment. No such committee may be continued beyond two years without review and approval by the Executive Committee.

Sec. 4. Appointments. The Vice-Chair/Chair-Elect shall appoint committee members to fill the vacancies due to occur during his/her term as chair. He/she may request each committee to elect its own chair or may name the chair of each committee.

Sec. 5. Reporting. Committee chairs shall report to the Executive Committee at the Advisory Council meeting held at each annual conference and midwinter meeting of the American Library Association.

#### **Article IX. Nominations and Elections**

Sec. 1. Nominating Committee. The Vice-Chair/Chair-Elect shall appoint a Nominating Committee of at least three personal members of the Section, one of whom shall serve as chair of the committee. This committee shall prepare a slate of at least two nominees for each of the offices of Vice-Chair/Chair-Elect, Secretary, and Member-at-Large.

Sec. 2. Additional Nominations. Additional nominations may be made by petition signed by no fewer than twenty personal members of the Section and filed with the Executive Secretary of the Association of College and Research Libraries at least three months prior to the date on which ballots are to be mailed.

Sec. 3. Nominees. All nominees for office shall be personal members of the Section and shall have consented in writing to their candidates.

Sec. 4. Elections. Elections shall be by mail vote. The candidate receiving the largest number of votes shall be elected.

#### **Article X. Vacancies**

A vacancy in the office of Chair shall be filled, for the remainder of the term, by the Vice-Chair/Chair-Elect. This succession shall not prevent a person who succeeds to the office of Chair because of a vacancy from serving his/her normal term as Chair the next year. If vacancies occur in the offices of Chair and Vice-Chair/Chair-Elect in the same term, the Executive Committee shall elect as Chair, for the remainder of the

term, one of the members of the Executive Committee. Any or all of these vacancies shall be filled by election at the next regular election after the vacancies occur.

**Article XI. Amendments**

Sec. 1. Proposals for amending the bylaws may be made by any committee of the Section or by petition signed by twenty personal members of the Section and shall be presented in writing to the chair.

Sec. 2. Voting. Bylaws may be amended by a two-thirds vote of the members of the Section attending a regular meeting of the Section casting ballots in a mail vote.

First adopted: Chicago, June 27, 1978.

Revisions adopted.

## RESPONSIBILITIES OF ACRL BIS OFFICERS AND COMMITTEES

In addition to specific responsibilities outlined below, each participant in the work of the Bibliographic Instruction Section is encouraged to engage in the following activities:

### ALL:

Attend BIS Advisory Council Meetings.  
Contribute appropriate agenda items to Advisory Council or Executive Committee.  
Confer with Executive Committee members on an on-going basis between conferences.  
Monitor handbook for potential revisions and/or corrections to charges, responsibilities, bylaws, rosters, etc.  
Submit news or other items to newsletter.  
Attend specific BIS or other meetings at request of fellow officers or chairs.  
Review ACRL Guide to Policies and Procedures manual.  
Establish goals and objectives in keeping with the ACRL Strategic Plan and the BIS Strategic Plan.  
Participate in providing information for the ACRL Section Review as needed.

### OFFICERS:

#### Chair:

Submit meeting schedule requests to ALA Conference Arrangements Office.  
Coordinate or delegate coordination for BIS dinner.  
Participate in BIS Orientation sessions.  
Submit agenda items to ACRL Board of Directors (see ACRL Policies and Procedures Manual for submission procedures).  
Attend ACRL Board of Directors meetings as well as other appropriate ACRL/ALA meetings.  
Prepare and distribute agendas for Advisory Council meetings and Executive Committee meetings.  
(distribution list includes Advisory Council, ACRL Office, ACRL President and President-Elect).  
Conduct Advisory Council and Executive Committee meetings.  
Appoint ad hoc BIS committees as necessary.  
Monitor all BIS projects via committee minutes and personal contact.  
Serve on Awards Committee.  
Attend Activities Section Council meetings and also luncheons (if possible).  
Attend ACRL Program Committee meetings.

#### Vice-Chair/Chair-Elect:

Appoint all committee members based upon existing vacancies; ACRL office will provide a list of committee members and their status; Nominating and Conference Program Planning Committees should be appointed by August 1 (all other nominations by March 1). Appointments should provide for balanced representation in terms of gender, geography, experience, institutional affiliation; generally appointments are for two years, reappointments are discouraged. Interns cannot have previously served on a BIS committee and are appointed to a one-year non-renewable position; however, they may be appointed subsequently to any BIS committee as a regular member.  
Receive copies of all new committee member acceptance or reappointment forms and assure that this information is also forwarded to the ACRL Office, BIS Communication Committee Chair, and other appropriate individuals.  
Be well informed of deadlines associated with program planning and communicate these deadlines to chair of the Program Planning Committee.  
Solicit and submit section budget requests to ACRL Budget and Finance Committee at Midwinter.  
Serve on ACRL Activity Sections Council.  
Serve on ACRL Program Planning Committee.

**Past Chair:**

Serve on ACRL Nominating and Appointments Committee.  
Chair Awards Committee.  
Ensure committee chairs submit budget requests for reimbursement.

**Secretary:**

Record, prepare, and distribute minutes of all Advisory Council and Executive Committee meetings, indicating names of all attendees and substance of discussion/actions/announcements. Distribution includes all members of Advisory Council and ACRL Office. Prepare Meeting Highlights forms and "To Do" Lists for Executive and Advisory.  
Solicit and maintain for archival purposes copies of minutes and other relevant correspondence from all BIS committees.  
Engage in Section correspondence with ACRL or other agencies as appropriate on behalf of the Section.  
Attend Communication Committee meetings.  
Assume position of Chair of Communication Committee upon completion of term as Secretary.

**Members-at-Large:**

Responsibilities of all three BIS Members-at-Large:  
Attend Advisory Council and Executive Committee meetings.  
Attend BIS committees and task forces as designated to facilitate section work and communication.  
Serve as liaison to BIS committees and task forces working on publications. When it is determined that a committee or task force is contemplating a publication, Executive Committee will designate a member-at-large to serve as liaison to the group. Executive Committee will consider the term of office of the members-at-large and the time frame of the proposed publication when designating the liaison. The liaison serves as coach for the committee involved in a publication, provides guidance on procedures, and keeps Executive Committee informed on the publication's progress.  
Serve as liaison to or member of committees/task forces/projects of interest to the Executive Committee (e.g., LIRT/BIS 15th Anniversary Task Force).

Responsibilities specific to one member-at-large:

First year: ACRL Chapters Council liaison  
Second year: LIRT liaison  
Third year: User Instruction for Information Literacy Committee liaison

**COMMITTEE CHAIRS**

**General Activities:**

Recommend to Vice-Chair/Chair-Elect prospective committee appointments and/or reappointments.  
Recommend appropriate committee meeting schedule.  
Establish agenda and conduct committee meetings; review minutes taken by intern. Minutes should be sent to ACRL, BIS Chair, Vice-Chair, and Secretary (2 copies), as well as committee members and guests.  
Communicate with all committee members and intern, via mail or telephone, regarding on-going committee business as necessary between conferences.  
Send changes of address for committee members to ACRL, BIS Chair, Vice-Chair, and Communication Committee Chair.  
Prepare and submit budget requests to Vice-Chair; approve and submit reimbursement forms for all committee expenditures.  
Attend Advisory Council meetings and orientation sessions and report as appropriate.  
Attend Executive Committee meetings as appropriate.  
Establish goals and objectives in keeping with the ACRL and BIS Strategic Plans.  
Establish and maintain appropriate timetables for accomplishment of projects, tasks, etc.

Participate in producing information for the ACRL Section Reviews.  
Maintain and update Redbooks.  
Submit committee activities updates to Secretary prior to Midwinter and Annual.

**Specific Activities:**

Each committee, because of its unique purpose and charge, will accumulate and share with subsequent members of the committee, any relevant historical information regarding committee processes and on-going as well as past activities. Insofar as possible, information of historical value should be submitted in written form to the BIS Secretary for preservation in the ACRL BIS Archives and for use in the ACRL Section Reviews.

In addition to the above, Chairs of the following committees must assume specific responsibilities as outlined:

**Communication Committee:**

Update Handbook on annual basis and distribute to all BIS Officers and committee members.  
Coordinate with Executive Committee any BIS press releases to publications such as C & RL News, Cognotes, etc.  
Assist newsletter editor in gathering information by providing for liaisons with each BIS committee.  
Remind committee chairs to send copies of previous minutes and other relevant information to new committee members immediately following their initial appointment.  
Provide for planning and organization of all BIS Orientation sessions.

**Conference Program Planning Committee:**

Secure written agreements from speakers or other participants regarding expectations for program content, etc.  
Arrange for speaker's unique needs, e.g., audio-visual equipment.  
Compile pertinent bibliographies or other handouts to accompany programs.  
Prepare program evaluation materials; share results with Executive Committee and subsequent Conference Program Planning Committees.

**Nominating Committee:**

Obtain list of all ACRL BIS members from the ACRL Office.  
Solicit nomination suggestions from BIS Officers, Committee Chairs, and other appropriate groups of individuals.  
Prepare a slate of at least two nominees for each of the following offices; Vice-Chair/Chair-Elect; Secretary, Member-at-Large.  
Submit slate to ACRL office no later than September 1.  
Maintain list of past and potential nominees.

**COMMITTEE MEMBERS**

Attend BIS Orientation session at commencement of term of committee service.  
Submit agenda items to Committee Chair for meetings.  
Participate in all meetings of committee.  
Communicate as needed with chair and other members between meetings regarding concerns.  
Assume primary responsibility for certain activities for projects as appropriate.

**INTERNS**

Take minutes of committee meetings and submit to chair and/or other members for review. Assume other assignments and determined by needs of individual committees.  
Revised January, 1994.

## 1992-93 BIS STRATEGIC PLAN

The Mission of the Bibliographic Instruction Section (BIS) of the Association of College and Research Libraries (ACRL) is to foster the profession of academic and research librarianship and to enhance the ability of academic and research librarians involved in bibliographic instruction to serve effectively the library and information needs of current and potential library users.

### Strategic Management Directions

Position BIS as the organization of academic and research librarians involved in providing library user education. BIS is the organization which represents them, speaks for them, asserts their interests, and assists them in reaching their goals.

### Goals and Objectives

**Goal I:** To contribute to the total professional development of bibliographic instruction librarians.

**Subgoal A:** To sponsor and encourage opportunities for BI librarians to update existing competencies, learn new skills, and exchange information among peers.

*Objective 1:* Expand the number of opportunities (at reasonable cost) for BI librarians to participate in professional development activities at regional and state locations.

*Objective 2:* Create an ongoing process for assessing continuing education needs and evaluating the success of BIS professional development activities.

*Objective 3:* Coordinate BIS CE program activities with those of related organizations.

**Subgoal B:** To promote a sense of professional identity and peer reinforcement among BI librarians.

**Goal II:** To enhance the capability of bibliographic instruction programs and librarians in academic and research libraries to serve the needs of users.

**Subgoal A:** To develop, disseminate, and review standards and guidelines for bibliographic instruction.

**Subgoal B:** To identify, explore, and act on problems and issues facing bibliographic instruction librarians in academic and research libraries.

**Subgoal C:** To promote and evaluate innovation in bibliographic instruction.

**Subgoal D:** To identify, develop, and promote bibliographic instruction programs for diverse populations.

**Goal III:** To promote and speak for the interest of academic librarians involved in bibliographic instruction.

**Subgoal A:** To enhance the awareness in the academic community of the librarians' instructional role and to develop effective working relationships with faculty and other professionals.

**Subgoal B:** To promote communication and collaboration among all ALA units involved in supporting library instruction.

**Subgoal C:** To develop mechanisms to attract, recruit, and retain outstanding individuals to the field of bibliographic instruction.

**Subgoal D:** To promote the adoption of personnel policies that enhance BI librarians' status, compensation, working conditions, professional development, and CE opportunities.

**Subgoal E:** To help shape library education programs in accordance with the needs of BI in academic libraries.

*Objective 1:* Develop an action plan describing how library schools might address the changing needs of academic BI librarians.

*Objective 2:* Identify areas of BI which might benefit from graduate level research.

*Objective 3:* Create opportunities for dialogue between library school faculty and BI librarians.

**Goal IV:** To promote study, research and publication relevant to bibliographic instruction in academic and research libraries.

**Subgoal A:** To identify topics for study and research.

**Subgoal B:** To encourage improvement in research skills among BI librarians.

**Subgoal C:** To support and promote BI research projects, report works in progress, and disseminate research results.

**Subgoal D:** To advance the professional knowledge of BI librarians through development, production, and promotion of BI publications.

**Goal V:** To promote the health, diversity, and viability of the BIS section through membership growth, membership services, and cooperation with other organizations which share common concerns.

**Subgoal A:** Seek new members through a variety of recruitment techniques; extend efforts to retain present members; regularly assess membership needs; provide ACRL officers with timely and useful membership information.

**Subgoal B:** Serve as liaison to other ALA divisions and sections working on instruction and user education issues and work collaboratively with these units on projects and programs of mutual concern.

**Subgoal C:** Support all elected and appointed officers and committee members in fulfilling their leadership roles and committee assignments through carefully prepared programs, publications, and liaison with ACRL division and headquarters staff.

**Subgoal D:** Provide members with a communications forum (e.g., BIS NEWSLETTER) and collegial resource network for the exchange and development of ideas and experiences.

## ALA/ACRL BIBLIOGRAPHIC INSTRUCTION SECTION 1994-95

### EXECUTIVE COMMITTEE (elected)

#### Officers 1993-94

CHAIR	Katherine Branch
VICE-CHAIR/CHAIR-ELECT	Esther Grassian
PAST CHAIR	Lori Arp
SECRETARY	Mary Jane Petrowski

#### Members-At-Large

1992-95	Bee Gallegos
1993-96	Susan Hoffman
1994-97	Sara Penhale

### ADVISORY COUNCIL

#### Members of the Executive Committee (see above)

#### Standing Committee Chairs (appointed):

Awards (1994-95)	Lori Arp
Communication (1994-95)	Trudi Jacobson
Continuing Education (1994-96)	Lynn Bailey
Education For BI (1993-95)	Betsy Park
Emerging Technologies in Instr. (1993-95)	Barbara MacAdam
Instr. for Diverse Population (1993-95)	Kwasi Sarkodie-Mensah
Management for Bibliographic Instruction Services (1993-95)	Scott Mandernack
Membership (1994-96)	Eugene Engeldiner
Planning (1994-95)	Barbara Conant
Policy (1993-95)	Mary Beth Allen
Teaching Methods (1993-95)	Loanne Snavelly

#### Ad Hoc Committee and Task Force Chairs (appointed):

Conference Program Planning 1995	Robert Rose
Conference Program Planning 1996	Scott Mandernack
"Evaluating BI Handbook" Task Force	Lynn Randall and Valerie Feinman
Guidelines for BI Task Force	Beth Woodard
Local Arrangements, Philadelphia 1995	Betty Tsai
Local Arrangements, Chicago 1995	Kristin Jacobsen and Terry Taylor
Nominating 1995	Betsy Baker
Nominating 1996	Shirley Cody
Preconference and Program Manual Task Force	Susan Miller
Video Task Force	Mary Jane Petrowski and Randy Hensley
"What's in a Name?" Task Force	Betsy Wilson

#### Ex officio:

LOEX Clearinghouse	Linda Shirato
Newsletter Editor	Stephen Fitt

### **AWARDS COMMITTEE (Standing)**

To coordinate BIS Awards including the Miriam Dudley Bibliographic Instruction Librarian Award and the Bibliographic Instruction Publication of the Year Award; to periodically review the selection criteria for honorees; to coordinate publicity related to individual awards and award recipients according to ALA/ACRL award procedures; to evaluate the need for new awards and to investigate ongoing funding sources.

#### **Chair 1994-95**

ARP, Lori

#### **Members 1993/95**

BISHOP, Cliff      HAGLE, Claudette S.  
BROYLES, Susan    RAMSDELL, Kristin  
DUDLEY, Mimi      ROSE, Robert F.

#### **Members 1994/96**

DEDONATO, Ree    WRIGHT, Carol  
SPENCER, John S.    ZABEL, Diane

### **COMMUNICATION COMMITTEE (Standing)**

To facilitate communication of information about the Section and its activities to members through a newsletter; to produce annually a handbook as a resource for officers and committee members; to conduct regular orientation activities for prospective or new committee members; and to pursue other appropriate channels of communication outside as well as with the Section.

#### **Chair 1994-95**

JACOBSON, Trudi E.

#### **Members 1993/95**

GARRISON-TERRY, Suzanne  
HAYNES, Evelyn      NIBLEY, Elizabeth  
KENDRICK, Mary Beth    VOGEL, Kristin

#### **Members 1994-96**

CANTERBURY, Leslie    JACOBSEN, Kristin  
CHRISTENBERRY, Faye    ZHANG, Sha Li  
COOKSEY, Elizabeth

#### **Intern 1994/95**

ZAMBELLA, Beth Ann

#### **Ex Officio (Newsletter Editor)**

FITT, Stephen

### CONFERENCE PROGRAM PLANNING 1995 COMMITTEE (Ad Hoc)

Chair ROSE, Robert F.

Members BARTA, Carol R.                      LEE, Daniel R.  
BORDEN, Julie                              RIELLY, Loretta  
DEMPSEY, Paula R.

### CONFERENCE PROGRAM PLANNING 1996 COMMITTEE (Ad Hoc)

Chair MANDERNACK, Scott

Members FARWELL, Laura                      MULDER, Craig  
FORD, Collette                              OKA, Christine K.  
JACKSON, Rebecca                      SARKODIE-MENSAH,  
LAGUARGIA, Cheryl                      Kwasi  
LAIDLAW, Sheila                      SIMMONDS, Patience L.

### CONTINUING EDUCATION COMMITTEE (Standing)

To facilitate and promote continuing education in the area of academic bibliographic instruction; to provide for discussion forums, preconferences, and other continuing education activities; to investigate innovative methods for delivery of continuing education to the widest possible audience; to cooperate with the ACRL Continuing Education Committee.

Chair 1994/95 BAILEY, Lynn

Members 1993/95 ARNOLD, Judith                      LEDERER, Naomi  
CASSEL, Jeris                              MUCHOW, Michael  
DEW, Stephan                              OSIF, Bonnie  
GELTNER, Sharon                      SIDBERRY, Greg

Members 1994/96 BEATON, Barbara                      CLARK, Susan  
CALZONETTI, Jo Ann                      EDWARDS, Sherri  
CARLE, Daria O.                      STILL, Julie

Intern 1994/95 SMITH, J. Christina

### **EDUCATION FOR BI COMMITTEE (Standing)**

To explore, encourage, and foster the development and expansion of the study of bibliographic instruction in library schools; to promote communication between librarians working in the arena of bibliographic instruction and library schools; and to survey and report to the Executive Committee on the status of library education in bibliographic instruction.

<u>Chair 1993/95</u>	PARK, Elizabeth H.	
<u>Members 1994/95</u>	AVERY, Christine C. STARK, Marcella L.	
<u>Members 1993/95</u>	CODY, Shirley FOOTE, Jody Bales KETCHNER, Kevin LAWSON, V. Lonnie	NEWBY, Jill RODGRIGUES, Helena SCHAD, Maralyn
<u>Members 94/96</u>	CHISMAN, Janet GRIEGO, Francis S. VAN NORTWICK, Barbara	KAPLOWITZ, Joan PETERSON, Lorna
<u>Intern 1994/95</u>	SIMMONDS, Patience L.	

### **EMERGING TECHNOLOGIES IN INSTRUCTION COMMITTEE (Standing)**

To promote and facilitate the use of emerging technologies in bibliographic instruction; to act as a resource and information-sharing vehicle for those who use electronic technologies in bibliographic instruction. Principal areas of interest include new or innovative applications of these technologies in bibliographic instruction.

<u>Chair 1993/95</u>	MACADAM, Barbara	
<u>Members 1993/95</u>	BROWN, Barry FEINMAN, Valerie HUPP, Stephen L. LEE, Daniel R. MORGAN, Keith	OKA, Christine K. STABLER, Karen TAYLOR, Terry TENOFISKY, Debbie
<u>Members 1994/96</u>	BORDEN, Julie CARR, Jo Ann CHESBRO, Melinda DUNN, Kathel	FUSELER, Elizabeth HAHN, Karla HOLT, Jannifer

Intern 1994/95 CRAWFORD, Gregory A.

**EVALUATING BI HANDBOOK TASK FORCE (Ad Hoc)**

To serve as the editorial board for the proposed publication "Evaluating BI Handbook"

<u>Co-Chairs</u>	RANDALL, Lynn	FEINMAN, Valerie
<u>Members</u>	FUSICH, Monica MUROI, Linda READY, Sandra K.	SHONROCK, Diana D. WILLIAMS, Karen

**GUIDELINES FOR BI TASK FORCE (Ad Hoc)**

<u>Chair</u>	WOODARD, Beth S.	
<u>Members</u>	DUSENBURY, Carolyn GRESHAM, Keith JACOBSON, Frances	LIN, Poping PARKER, Linda

**INSTRUCTION FOR DIVERSE POPULATIONS (Standing)**

To identify, study, and promote issues relating to bibliographic instruction and diversity, including but not limited to issues of gender, age, cultural background, race, ethnicity, disability, and sexual orientation; to promote equal access to instructional services, materials, and technology regardless of individual differences.

<u>Chair 1993/95</u>	SARKODIE-MENSAH, Kwasi	
<u>Members 1993/95</u>	BEAVERS, Karen GILTON, Donna C. LIN, Poping	SCHAEFFER, Deborah TSAI, Betty L.
<u>Members 1994/96</u>	DAVIS, Marta A. PHILLIPS, Margaret	POSTERARO, Catherine ECELES, Kim L.

**LOCAL ARRANGEMENTS, PHILADELPHIA 1995 (Ad Hoc)**

TSAI, Betty L.



**NOMINATING 1995 ELECTIONS COMMITTEE (Ad Hoc)**

Chair                   BAKER, Betsy

Members               HENSLEY, Randy  
                              MULDER, Craig

**NOMINATING 1996 ELECTIONS COMMITTEE (Ad Hoc)**

Chair                    CODY, Shirley

Members               LOOMIS, Abigail  
                              WOODARD, Beth S.

**PLANNING COMMITTEE (Standing)**

To assist the BIS Executive Committee in the development of the BIS Strategic Plan; to facilitate the planning process including committee reviews; and to monitor and extend the ongoing BIS plan within the framework of the ACRL strategic plan and the continuing interests of the Section.

Chair 1994/95           CONANT, Barbara

Members 1993/95   DURFEE, Linda J.           HUFFORD, Jon R.  
                              GOODSON, Jennifer        NAGEL, Kay

Members 1994/96   HINSHAW, Carole           QIU, Jing  
                              MILLER, Michael J.        SCAUN, Anatole

Intern 1994/95       LANDINGHAM, Alpha Mark

**POLICY COMMITTEE (Standing)**

To advise the Executive Committee concerning policy and procedures for the Section; to identify and suggest policy issues affecting the Section that the Executive Committee should address; to respond to requests from the Executive Committee in regard to policies, procedures, issues, and publications affecting the Section; and to review bylaws and committee charges periodically, or as requested, to ensure that they reflect the aims and activities of the Section.

Chair 1993/95           ALLEN, Mary Beth

Members 1993/95 LEVERENCE, Mari Ellen TALAR, Sister Anita  
MILLER, M. Ann WEAVER, Bruce  
PHILLIPS, Carl WILLIAMS, Claibourne

Members 1994/96 BROYLES, Susan NAITO, Marilyn  
DARAGAN, Patricia SHAW, Georgan  
FAST, Margaret L.

Intern 1994/95 DUGAN, Charlotte

#### **PRECONFERENCE AND PROGRAM MANUAL TASK FORCE (Ad Hoc)**

To provide a manual for policies and procedures for preconferences and programs by Annual 1995, including appropriate BIS and ACRL forms and documents.

Chair 1994/95 MILLER, Susan

Members 1994/95 BAILEY, Lynn ZABEL, Diane  
PARK, Betsy

#### **TEACHING METHODS COMMITTEE (Standing)**

To identify and promote teaching methods and materials useful to practicing bibliographic instruction librarians; to provide a forum for librarians interested in both the theoretical and practical aspects of teaching methods and the broader issues of instructional design and delivery.

Chair 1993/95 SNAVELY, Loanne

Members 1993/95 BIRCHFIELD, Marilee GRADOWSKI, Gail  
CALDWELL, Jody PEDERSON, Ann

Members 1994/96 HANSON, Elizabeth REIT, Janet W.  
ORME, William RODDY, Kevin M.  
PAEZ, Linda B. VOROS, David

Intern 1994/95 BLAKE, Michael R.

#### **VIDEO TASK FORCE COMMITTEE (Ad Hoc)**

Co-Chairs PETROWSKI, Mary Jane  
HENSLEY, Randall

**Members**

COPP, Madeline  
DAVIS, H. Scott  
LAIDLAW, Sheila

SANDORE, Beth  
SMITH, Stephen  
WILLIAMS, Clay

**Intern**

BEACH, Anne

**"WHAT'S IN A NAME?" TASK FORCE COMMITTEE (Ad Hoc)**

To develop a plan that will provide the widest possible input for discussion of the term "bibliographic instruction" to determine whether it accurately reflects the myriad professional activities in which teaching librarians engage. To suggest a procedure to resolve this issue. Specifically, the Task Force is asked to consider mechanisms for soliciting input from present BIS committees, other ALA instruction-related groups, regional chapters, general membership, and recognized leaders in the field. The Task Force is also directed to research the history of the current section name and to synthesize previous Section debates on this issue. The Task Force is asked to provide a plan of action by Midwinter 1994.

**Chair**

WILSON, Betsy

**Members**

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DEMPSEY, Paula  
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