



<http://www.asis.org/SIG/sigdl/>

Annual Report
1 October 2001

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SIG-DL Chair



Special Interest Group: Digital Libraries American Society for Information Science & Technology

Annual Report

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Editorial Note

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Welcome to the Special Interest Group on Digital Libraries of the American Society for Information Science & Technology's (SIG-DL ASIS&T) Annual Report. As the SIG-DL Chair, I am pleased to present to you the work that the chapter has done for the 2000-2001 administrative year. In this binder you will find all the documentation and information that was produced by the SIG during that time. SIG-DL is working hard to continue the stamina that its groundbreakers established only one and half years ago. This is representative of our efforts.

The following documents have been compiled for not only ASIS&T Headquarters, but also for future SIG-DL leaders, who may have the opportunity to use this as a template in preparing next year's annual report. Upon publications, it will be available from the SIG-DL Web site, on the Officers page, <http://www.asis.org/SIG/sigdl/officers.html>. Standardizing the process of SIG-DL activities, such as this one, improves the efficiency and stability of the SIG. It is my hope that this report helps SIG-DL achieve that.

If you have any questions about this report, please contact: akopczynski@cyber-state.org.



Summary of 2000-2001 ASIS&T Administrative Year for SIG-DL

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This is the first annual report for SIG-DL. In the spring of 2000, motivated by Jim Cretsos (aka: Mr. ASIS and namesake for the Cretsos Leadership Award), Suzie Allard and Allison Kopczyński founded this SIG. Through the direct guidance and support provided by Jim, both Suzie and Allison were able to establish a set of by-laws, prepare a technical program for the 2000 Annual Meeting in Chicago, establish a listserv, create a Website, and recruit a full slate of officers. The most notable achievement is our membership number, which is currently at 167!

While I was in Russia on a teaching engagement (April 2000-June 2000), Suzie took on her role as Chair-elect/Program Chair and worked on establishing a technical program for the upcoming Annual Meeting. This took time and patience, coordinating and networking with potential speakers as well as getting a slotted time incorporated into the already planned schedule for the Annual Meeting. Through a lot of perseverance and work on Suzie's part, the program was scheduled and a standing room only attendance was accomplished that year.

During the Annual Meeting, besides hosting an outstanding technical program, SIG-DL worked with its members and began to appoint people to various open leadership positions. By November 15, 2000, I submitted the SIG-DL Slate of Officers to the SIG Cabinet.

Immediately following the Annual Meeting, Suzie Allard, Cokie Anderson and Bob Gresehover worked hard at pulling together the next Annual Meeting's technical program. Without any hesitation, they dove into this task and accomplished setting up two technical programs, collaborating with SIG-III on a third, and Suzie even volunteered to give a presentation at the Leadership Program. All of these events are listed in our Technical Programs section of this report. In addition, we have planned for a SIG-DL lunch at the upcoming Annual Meeting 2001 for Wednesday, November 7.

SIG-DL has a wealth of expertise to share across other SIGs. We have demonstrated that with SIG-III. Not only did Cokie Anderson organize a collaborative technical program, but Suzie Allard also worked with SIG-III as one of the four judges for the SIG-III paper contest for 2001.

As we prepare for the upcoming year and as Suzie Allard prepares to become our new SIG-DL Chair, elections are currently underway to fill the Chair-elect/Program Chair position. We have received one interested response, which is quite exciting to report! Our aim is to have a ballot out by October 10, 2001, and elections complete by October 17, 2001. To that end, we should have a new slate of officers to report at 2001 Annual Meeting.



SIG-DL Officers 2000-2001

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Chapter Assembly Representative and Past Chair:

Allison Kopczynski,
akopczynski@cyber-state.org

Chair:

Allison Kopczynski,
akopczynski@cyber-state.org

Chair-elect and Program Chair:

Suzie Allard,
slalla0@pop.uky.edu

Secretary/Treasurer:

Karim Boughida,
Boughida@endinfosys.com

Membership Chair:

Pascal Calarco,
pvcalarc@vcu.edu

Membership Records Holder:

Cokie Anderson,
cokieanderson@hotmail.com

Communications Officer &
Web Manager:

Bob Gresehover,
Bob.Gresehover@jhuapl.edu

E-mail Discussion List Administrator:

Suzie Allard,
slalla0@pop.uky.edu



SIG-DL By-laws

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STANDARD BYLAWS for ASIST SPECIAL INTEREST GROUPS

Approved by Board, 2/2/82; Amended 10/2/86; Amended 5/20/87; Amended 5/25/99

American Society for Information Science and Technology Special Interest Group on Digital Libraries (SIG-DL)

ARTICLE I	GOVERNANCE
ARTICLE II	NAME AND PURPOSE
ARTICLE III	MEMBERSHIP
ARTICLE IV	OFFICERS
ARTICLE V	DUTIES
ARTICLE VI	EXECUTIVE COMMITTEE
ARTICLE VII	MEETINGS
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ARTICLE X	OPERATING RULES
ARTICLE XI	DISSOLUTION

ARTICLE I GOVERNANCE

These bylaws shall be the operating standard for all Special Interest Groups of the American Society for Information Science and Technology. The term "SIG" is used throughout to apply to each SIG individually and its constituency.

ARTICLE II NAME AND PURPOSE

The purpose of each Special Interest Group shall include but not be limited to (1) advising the Board of Directors or the Society officers on matters pertaining to the Group's special interest or area; (2) organizing technical programs for such interests and areas including programs at conferences of the Society; (3) collecting and disseminating information concerning the special interests; and (4) at the request of the Board of Directors, either as a Group or through one or more of its officers or members, representing the Society in international, interdisciplinary and interorganizational activities.



SIG-DL By-laws

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SIG Digital Libraries shall be concerned with the following areas:

SIG Digital Libraries (DL)

SIG/DL Mission Statement: SIG/DL provides a forum for discussion about research, development and use of digital libraries in corporate, academic and public contexts. It is concerned with all aspects of digital library design and implementation including, but not limited to: copyright issues, networked infrastructures, interoperability of distributed databases, database management, policies and standards in relation to the digitization of material, metadata, preservation, providing electronic access, authentication, software, hardware, peopleware, and project management. SIG/DL also works to facilitate increased international, interdisciplinary and inter-societal collaboration focusing on digital libraries and related issues.

ARTICLE III MEMBERSHIP

Section 1. Membership in the SIG shall be open to any member of ASIST who elects to join and who satisfies the dues requirements established by ASIS.

Section 2. All SIG members are eligible to serve as officers of the SIG. All SIG members are eligible to vote on questions submitted to the membership by formal ballot or at official meetings.

Section 3. Members shall be informed of the activities of the SIG and are entitled to receive publications of the SIG.

Section 4. Any member whose membership in ASIST has been terminated shall no longer be a SIG member.

Section 5. SIG memberships shall always run concurrently with the member's ASIST membership.

ARTICLE IV OFFICERS

Section 1. Officers of the SIG shall include, at a minimum, a presiding officer to be known as the Chair, and a Chair-elect. Although not required, a SIG can also choose to provide for other officers such as a Secretary, Treasurer or Secretary/Treasurer, or Communications Officer in its Operating Rules. (See Article VI, Section 2, for the filling of vacancies.)

Section 2. Officers should be elected prior to the Annual Meeting of ASIST and shall serve for terms specified in Article V, on an Administrative Year basis (coinciding with the terms for ASIST National Officers). Individuals may be re-elected to an office, or may hold more than one office, except that the Chair and the Chair-elect may not be the same person. The SIG Chair will serve as the Cabinet Representative and the Chair-elect as the Alternate Cabinet Representative.



SIG-DL By-laws

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ARTICLE V DUTIES OF OFFICERS

Section 1. The Chair is elected to serve for a one-year term (unless two-year terms are provided in the SIG's Operating Rules) and shall preside over all SIG meetings. The Chair shall appoint all committee chairs and members and act as Chair of the Nominating Committee. It is the responsibility of the Chair to develop and implement the SIG's annual activity plan, which shall be filed with the SIG Cabinet Director and headquarters within 30 days after the Chair takes office. In addition, if the SIG does not have a Treasurer or Secretary/Treasurer, the Chair is responsible for submitting the annual activity plan to the SIG Cabinet Director by August 15, and for keeping records of all meetings and activities. At the close of the year, the outgoing Chair must submit an activity report during the SIG's annual business meeting.

Section 2. The Chair-elect is elected to serve for a term of one year (unless a two-year term is provided in the SIG's Operating Rules) and automatically becomes Chair at the end of that term. The Chair-elect works closely with the Chair in planning and executing SIG programs, and shall assume the duties of the Chair in the event of the Chair's absence, resignation or death.

Section 3. The Chair as Cabinet Representative and the Chair-elect as Alternate Cabinet Representative shall represent the SIG at meetings of the SIG Cabinet. In the event that the Chair and Chair-elect cannot attend a SIG Cabinet meeting, the Chair shall appoint a substitute and notify the Cabinet Director in advance of the meeting.

Section 4. If a SIG chooses to include among its officers a Secretary or Treasurer or Secretary/Treasurer, it must be indicated in the SIG's Operating Rules whether the position is elected or appointed. The Operating Rules must also indicate the length of time (one or two years) that the person will serve. The Secretary or Treasurer or Secretary/Treasurer shall carry out the customary functions of these offices, and shall execute the decisions and policies of the Executive Committee. The Secretary or Secretary/Treasurer shall keep records of all meetings and activities and submit an annual activity plan to the SIG Cabinet Director by August 15.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The Executive Committee of the SIG shall consist of the SIG officers plus any SIG member the chair wishes to include. The Executive Committee shall conduct and manage the affairs of the SIG, subject to these bylaws and the ASIST Bylaws and existing policy, and shall possess all powers necessary or incidental to that purpose, including the right to appropriate and expend SIG funds. If the SIG maintains its own bank account(s), the Executive Committee must ensure that the Executive Director of ASIST is a signatory on all accounts.



SIG-DL By-laws

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ARTICLE VI EXECUTIVE COMMITTEE (cont'd)

Section 2. A SIG office can be declared vacant by the SIG Executive Committee or by the SIG Cabinet Director. In the event of a vacancy in a SIG office other than that of the Chair, the SIG Executive Committee shall appoint a member to the office until the next regular election for that office, but an appointee filling a vacancy in the position of Chair-elect shall not become Chair as provided in Article V, Section 2; rather, a Chair shall be elected at the next regular election.

Section 3. In the event that all SIG offices become vacant at one time, the SIG Cabinet Director shall appoint SIG members to serve as Chair and Chair-elect until such time as official elections can be held.

ARTICLE VII MEETINGS

Section 1. The annual planning meeting shall be held during the Annual Meeting of ASIST. An activity report for the previous year shall be presented at this meeting by the outgoing Chair. Copies of this report shall be filed with the SIG Cabinet Director and with ASIST Headquarters by August 15.

Section 2. Notification of meetings shall be distributed to the membership at least six weeks prior to the date of the meeting along with the recommendations of the Nominating Committee and a ballot. (See Article VIII.)

Section 3. Other meetings may be held at the request of the Executive Committee or on the petition of ten percent of the membership. The membership shall be given at least six weeks notification prior to the date of such a meeting.

ARTICLE VIII NOMINATION AND ELECTIONS

Section 1. Elections shall be held each year by formal ballot at least six weeks prior to the annual business meeting of the SIG.

Section 2. At least ten weeks prior to the annual business meeting the Chair shall appoint a Nominating Committee. The Committee shall consist of the SIG Chair and two members. It shall prepare the ballot for use as provided in Section 1. When possible, at least two nominees for each office shall be provided. Additional names of candidates shall be added to the ballot if proposed by petition of ten percent of an individual SIG membership submitted through the SIG's Chair to the SIG Cabinet or by proposal of the SIG's Executive Committee, the SIG Cabinet, or the ASIST Board of Directors.



SIG-DL By-laws

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ARTICLE IX AMENDMENTS

Section 1. Proposal for amendment to these bylaws may be made by petition of ten percent of an individual SIG membership submitted through the SIG's Chair to the SIG Cabinet or by proposal of the SIG's Executive Committee, the SIG Cabinet, or the ASIST Board of Directors.

Section 2. The proposed amendment shall be distributed to all SIG Chairs by the SIG Cabinet Director at least six weeks prior to the next SIG Cabinet meeting.

Section 3. The proposed amendment shall be voted on at the next SIG Cabinet meeting. Such proposed amendments must receive an affirmative vote of two thirds of those voting in order to be approved. No approved amendment shall take effect unless and until certified by the ASIST Constitution and Bylaws Committee as being consistent with the ASIST Charter, Constitution and Bylaws and until approved by the ASIST Board of Directors. If so approved, it shall take effect immediately.

Section 4. Amendments and/or changes to the SIG standard bylaws that are a result of changes in the ASIST Constitution and Bylaws and/or Board approved policies will automatically be incorporated into these bylaws so that they will not be inconsistent with ASIST policy.

ARTICLE X OPERATING RULES

A SIG may establish Operating Rules which are not inconsistent with these bylaws or the ASIST Charter, Constitution and Bylaws. In the absence of properly-filed Operating Rules, the SIG must abide by specific conditions set forth in these bylaws.

ARTICLE XI DISSOLUTION

The SIG retains its charter at the discretion of the ASIST Board of Directors. In the event of the dissolution of the SIG, the assets of the Group shall, after satisfaction of all just liabilities and obligations thereof, be paid into the general treasury of ASIST.



SIG-DL Technical Programs

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Annual Meeting 2000 Technical Programs:

Tuesday, November 14, 2000

<http://www.asis.org/Conferences/AM00/tuesdaydetail.html#t10302>

The 2000 technical session, "Digital Libraries and their Role in Knowledge Dissemination and Creation" was well-received with a standing room only audience. Speakers for this program included Clifford Lynch, director of Coalition for Networked Information; Dr. Herbert Van de Sompel, from the University of Ghent (currently at Cornell) and Dr. Shalini Urs, Fulbright Scholar from University of Mysore, India. (Organized by Suzie Allard.)

Annual Meeting 2001 Technical Programs:

SUNDAY, 4 November, 3:30PM. Suzie Allard (SIG-DL Chair-elect) will be presenting at this year's Leadership Development Program. The focus of her talk will be, "**Learning What your Organization's Members are Thinking.**"

<http://www.asis.org/Conferences/AM01/sunday.html#s3305>

SUNDAY, 4 November, 3:30PM. In conjunction with SIG-III we have organized a third technical program for 2001, entitled "**Globalization and Cultural Identity.**" (Organized by Cokie Anderson)

<http://www.asis.org/Conferences/AM01/sunday.html#s3303>

TUESDAY, November 6, 10:45AM. "**e-Sphere: Technology, Information and the Networked Future,**" a conversation with Dr. Joseph Pelton, a world renowned scientist and speaker. (Organized and moderated by Suzie Allard.)

<http://www.asis.org/Conferences/AM01/tuesday.html#t10451>

WEDNESDAY, November 7, 9:00AM. "**The Making of a DL: Getting the Census Bureau Online**" featuring James Patrick Madigan and his DL team at the Census Bureau DL.

<http://www.asis.org/Conferences/AM01/wednesday.html#w9003>



SIG-DL Planning Meetings

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ASIS&T Annual Meeting 2000, Chicago

Monday, 13 November 2000, 9:00 am - 10:30 am, Room A

ASIS&T Annual Meeting 2001, Washington, D.C.

TBA – November 5 or November 6



The following is the membership report provided by Cokie Anderson, Membership Records Holder, September 20, 2001:

Total Number SIG-DL Members: 167 (We've acquired over 100 new members since November 1, 2000, with no known losses.)

Regular Members:	102
Student Members:	44
Retired Members:	0
Institutional Members:	5



SIG-DL Finances

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SIG-DL has no finances to report at this time.



Upcoming Year: Anticipated Changes and Projections

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Suzie Allard will lead us through the upcoming ASIS&T Administrative year for SIG-DL, thus leaving the Chair-elect/Program Chair position vacant. A “call for nominees” was sent to the SIG-DL e-mail list in late September, 2001. We have received one interested response since then, which is quite exciting to report! Our aim is to have a ballot out by October 10, 2001, and elections complete by October 17, 2001. To that end, we should have a new slate of officers to report at 2001 Annual Meeting. All other officers have graciously agreed to continue their leadership roles and responsibilities for the next year.

As mentioned before, we have three technical programs lined up for the upcoming Annual Meeting. Our new Chair-elect will have the pleasure of working with our SIG in getting a comparable program in place for the 2002 Annual Meeting.

The ASIS&T Digital Libraries Task Force has both Suzie and myself directly on the team. We have included SIG-DL on periodic status reports and asked for their contributions, as experts in the field. SIG-DL is collaboratively working with the task force as informal advisors and consultants.

We have a volunteer from our membership, Deborah Barreau, is currently working on a brochure. This would be used as a communication and promotion piece, to be distributed at Annual Meetings and other associated events. We look forward to the end result!

To that end, I would like to thank all of the SIG-DL Officers for their dedication and support for this new SIG. Most of all, I would like to extend a special thanks to our SIG-DL members, who supported this SIG through their membership, participation, and support in our activities and programs.