



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

Annual Activities Report
15 August 2002

Prepared by:
Suzie Allard,
SIG-DL Chair



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

Annual Activities Report

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Editorial Note

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The Special Interest Group on Digital Libraries is pleased to present ASIST with its Annual Activities Report for administrative year 2001-2002. SIG-DL has had a productive year, during which we have served both the Society and the professional community at large. In its first two and a half years, SIG-DL has focused on providing SIG members with a forum to reach other DL administrators, and developers, as well as to provide the expertise of its membership to those in need. As SIG-DL chair, I have been privileged to work with a remarkable team of officers who have demonstrated commitment and creativity in keeping SIG-DL vibrant and in continuing to help the SIG mature including building alliances with other ASIST SIGs. This report is representative of our efforts.

The format of this report is based on the template designed by our founding chair, Allison Brueckner, who believed it was important to support leadership continuity. Her vision was that the efficiency and stability of the SIG could be improved by standardizing the approach to routine activities such as the annual report, which would allow the chair more time to encourage other types of activities. Upon publication, this report will be available from the SIG-DL Website, on the Officers page at <http://www.asis.org/SIG/sigdl/officers.html>.

I would like to take this opportunity to personally thank the SIG-DL officers for their initiative, insight and hard work, and to express my appreciation for the efforts and enthusiasm of the SIG-DL membership. It has been an honor to serve with such a wonderful team.

If you have any questions about this report, please contact slalla0@uky.edu.



Summary of 2001-2002 ASIS&T Administrative Year for SIG-DL

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This is the second annual report for SIG-DL. The SIG has matured considerably since its inception in the spring of 2000. One example is the number of technical programs sponsored by SIG-DL at the Annual Meetings, as well as the symbiotic relationships forged with other SIGs as evidenced by programs that are being held in conjunction with another SIG. In 2000, SIG-DL organized one program. In 2001, SIG-DL presented three programs and a Leadership seminar. In 2002, thanks to the incredible efforts of SIG-DL Chair Elect Pascal Calarco, SIG-DL is sponsoring six programs and has partnerships with the following SIGs (in alphabetical order) – CR, ED, LAN, MGT, PUB, STI, and USE. The 2002 array of programs promises to be a rewarding package for professionals with a DL interest since topics range from development and service issues to discussions of how DLs can support distance learning.

The sharing of expertise with other SIGs and the Society extends well beyond AM programs. Past-Chair Allison Bruekner has served as chair, and Suzie Allard as a member of the ASIST DL Task Force since its inception in late 2000. On several occasions members were asked for their input on this important project through the SIG-DL discussion list. Additionally, Suzie Allard has worked with SIG-III in planning for the 2002 SIG-III paper contest that includes a DL focus.

Beyond professional service, SIG-DL has fostered a spirit of community among its members. At the 2001 Annual Meeting, the SIG-DL dinner was attended by many members not involved with SIG governance, but who were interested in exchanging ideas and friendship. Additionally, the SIG-DL business meeting included several members who came to learn more about the SIG and to share what they felt could make the SIG more meaningful for them. To be sure no one felt left out, SIG-DL used the discussion list to post brief overviews of SIG-DL events that took place at the Annual Meeting. Also, member Deborah Barreau created a brochure to promote SIG-DL which is a valuable document at Annual Meetings and other ASIST events. A copy of the brochure is included in this report.

SIG-DL is proud of its accomplishments over the past couple years and the upcoming year will be another exciting one as Pascal Calarco leads SIG-DL into the future.



SIG-DL Officers 2000-2001

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Chapter Assembly Representative and Past Chair:

Allison Kopczynski,
akopczynski@cyber-state.org

Chair:

Suzie Allard,
slalla0@pop.uky.edu

Chair-elect and Program Chair:

Pascal Calarco,
pvcalarc@vcu.edu

Secretary/Treasurer:

Karim Boughida,
kboughida@getty.edu

Membership Records Holder:

Cokie Anderson,
cokieanderson@hotmail.com

Communications Officer &
Web Manager:

Bob Gresehover,
Bob.Gresehover@jhuapl.edu

E-mail Discussion List Administrator:

Tom Terrell,
tterrell@chuma1.cas.usf.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
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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 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>

Annual Meeting 2002 Technical Programs

TUESDAY, November 19, 2002 1:30PM. "**Open Sourcing the Digital Library: Open Source Digital Library Tools and Infrastructure**"
In conjunction with SIG LAN, PUB
<http://www.asis.org/Conferences/AM02/tuesday.html#T130-2>

WEDNESDAY, November 20, 2002 8:30AM. "**E-Books Rebound**"
In conjunction with SIGs/PUB, LAN, & STI
<http://www.asis.org/Conferences/AM02/wednesday.html#W830-1>

WEDNESDAY, November 20, 2002 8:30AM. "**The Library of the Future: Interweaving the Virtual and the Physical**"
In conjunction with SIGs/USE, ED
<http://www.asis.org/Conferences/AM02/wednesday.html#W830-4>



SIG-DL Technical Programs

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Annual Meeting 2002 Technical Programs (cont'd)

WEDNESDAY, November 20, 2002 1:30PM. "Virtual Reference Services: Exploring the Open Source Options"

In conjunction with SIG LAN, ED, STI

<http://www.asis.org/Conferences/AM02/wednesday.html#W130-2>

WEDNESDAY, November 20, 2002 1:30PM. "Foundations of Digital Libraries: Organizational & Management Issues"

In conjunction with SIG MGT

<http://www.asis.org/Conferences/AM02/wednesday.html#W130-4>

WEDNESDAY, November 20, 2002 3:30PM. "Digital Libraries Supporting Distance Education"

In conjunction with SIG ED, PUB

<http://www.asis.org/Conferences/AM02/wednesday.html#W330-3>

THURSDAY, November 21, 2002 8:30AM. "NSDL: the National Science, Mathematics, Engineering and Technology Digital Library"

In conjunction with SIG STI

<http://www.asis.org/Conferences/AM02/thursday.html#TH830-1>

THURSDAY, November 21, 2002 8:30AM. "Media Asset Retrieval Systems"

In conjunction with SIG CR, USE, HCI

<http://www.asis.org/Conferences/AM02/thursday.html#TH830-2>



SIG-DL Planning Meetings

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ASIS&T Annual Meeting 2000, Chicago, IL

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

Annual Meeting 2001, Washington, D.C.

Tuesday, November 6 2001 8:00 am - 9:00 am Room A

Annual Meeting 2002, Philadelphia, PA

TBA-



SIG-DL Membership

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The SIG has 256 members -- with 105 of these new for this year, which I think shows remarkable growth. Our e-mail distribution list has 175 members. It has been reported that our list is more heavily used than most.

Just another example that our team is doing a great job!

Also, please view the attached **SIG-DL brochure**: a tool for recruitment and retention. It's also available on our Website at: <http://www.asis.org/SIG/sigdl/>



SIG-DL Finances

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

BENEFITS OF MEMBERSHIP IN ASIS&T AND SIG-DL

- The opportunity to participate in ongoing discussion of the issues affecting digital library development and use.
- Access to the pre-publication results of research from digital library initiatives.
- Interaction with an international community of scholars and practitioners in the digital library field.
- Subscription to the *Journal of the American Society for Information Science & Technology* and the *Bulletin of the American Society for Information Science & Technology*, and access to other publications of the Society, including conference proceedings.

For more information, contact:



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or visit:

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



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

American Society for Information Science and Technology

If there were one SIG
you could join. . .



ABOUT SIG-DL

The Digital Libraries Special Interest Group is one of several groups chartered by the Board of Directors of ASIS&T to give members with similar professional specialties the opportunity to exchange ideas and keep themselves informed about current and discrete developments in their fields. Only ASIS&T members can belong to SIGs.

THE MISSION OF SIG-DL

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 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.

For more, visit our **Annual Report** for 2000-2001:

www.asis.org/SIG/sigdl/annualreportsigdl2001.pdf

Activities

Sponsored sessions at ASIS& T Annual Meetings include:

- *Digital Libraries and their Role in Knowledge Dissemination and Creation*, 2000
- *Digital Library Use: Social Practice in Design and Evaluation*, 2000 (co-sponsored with SIG-IA)
- *The making of a Digital Library: Getting the Census Bureau Online*, 2001
- *Native American Digital Images: Presenting and Preserving Cultural Identity*, 2001 (co-sponsored with SIG-III)
- *e-Sphere: Technology, Information and the Networked Future*, 2001

An electronic mail discussion list is available for members other interested parties, for more information visit

www.asis.org/SIG/sigdl/ediscussion.html.

ABOUT ASIS&T

Since 1937, the American Society for Information Science & Technology (ASIS&T) has been *the* society for information professionals leading the search for new and better theories, techniques, and technologies to improve access to information.

ASIS&T brings together diverse streams of knowledge, focusing what might be disparate approaches into novel solutions to common problems. ASIS&T bridges the gaps not only between disciplines but also between the research that drives and the practices that sustain new developments.

ASIS&T counts among its membership some 4,000 information specialists from such fields as computer science, linguistics, management, librarianship, engineering, law, medicine, chemistry, and education.

MEMBERSHIP Options

Regular Member	-----	\$ 115.00
Student Member	-----	\$ 30.00
Institutional Affiliate	-----	\$ 650.00
Corporate Patron	-----	\$ 800.00
Special Interest Group	-----	\$ 6.00*

*First SIG is free, \$6.00 for each additional SIG membership.