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In addition to the Chair, the members of the 2007 Distinguished Service Award Committee were Sherman Clarke, Janine Henri, Trudy Jacoby, and Allen Townsend. All were appointed in spring, 2007, prior to the 2007 annual conference in Atlanta. The Chair contacted Carol Terry, the 2006 DSA committee chair, to review procedures and recommendations from her committee to the Board.

The committee met at the Atlanta conference and mapped out the work for the year including dates for announcements of the award and a deadline for nominations to be sent to ARLIS/NA headquarters. We agreed on the following timeline:

- May, 2007: post-conference announcement to ARLIS-L
- Sept 15, 2007: 2nd announcement to ARLIS-L
- Mid-Sept: contact chapter chairs and regional representatives
- November 15, 2007: 3rd announcement to ARLIS-L
- Jan. 9, 2007: deadline for nominations submissions to HQ

The Chair took responsibility for the announcements to ARLIS-L, contacting chairs and regional reps, and submitting a special funding request to cover costs for a possible winner’s conference attendance and registration. All were sent at the designated times.

According to the guidelines, Headquarters staff was responsible for sending copies of all nomination packets to the committee members within a week following the January 9 deadline. One nomination packet was received. Unfortunately, due to turnover in staff, and the nomination arriving at the wrong office, the committee members did not receive their packets until late January, and one in early February. This caused a delay in deliberations.

Each committee member submitted their comments to the Chair within two weeks of receipt. A recommendation was made and sent to the President, Deborah Ultan-Boudewyns. The President approved the nomination and conferred with the Chair regarding protocol for contacting the award winner, and convocation planning. The Chair notified the nominator of the approval of her nomination.
Recommendations for changes to the guidelines:

- Change the guidelines to identify which McPherson Clarke office should receive the nomination packets.
- The guidelines should be changed to reflect a recommended change in procedure. McPherson Clarke sent copies to the committee of the title pages and table of contents of the nominee’s publications. The committee thought this was adequate, despite the guidelines indicating that the committee should receive complete copies of all materials, and the Chair should receive the complete publications in order to compile a list of them for the committee. Title pages and table of contents were considered to be sufficient, and a list of publications is not necessary as it appears in the nominee’s curriculum vita.

Therefore, in the guidelines, under the heading “Deadline,” the following sentence should be changed: “Copies of all materials submitted in nomination packets shall be distributed from Headquarters to all Committee members within one week of receipt, with ONE EXCEPTION....” Change to: Copies of all materials submitted in nomination packets shall be distributed from Headquarters to all Committee members within one week of receipt (for any publication included in the packet, only copies of title pages and tables of contents need be distributed).

Respectfully submitted,

Betsy Peck Learned, Chair