

June 13-18, 2003, Atlantic Union College, South Lancaster, Massachusetts

Friday, June 13 - Pre-Conference

Tour

Activities began with a tour of the Heritage Museum in the Village church. Dr. Geraldine Grout, former editor of the *Atlantic Union Gleaner*, gave a wonderful explanation of the history of the church and the college. Dr. Grout is responsible for gathering the items that are located in the museum.

Agape Supper, Vespers

Following the tour, an Agape Supper was held in the Fellowship Hall of the Village Church. The welcome was given by Paulette Johnson and Margareta Sbacchi. Scripture Reading was led by Karen Silverthorn. An introduction to the Agape Supper was presented by Jacqueline Neath-Foster. The blessing was pronounced by Marjorie Whidbee. All participated in a lovely meal and enjoyed great fellowship together. Once the meal was finished, participants moved to the church for Vespers. Sue and Gary Raymond led in hymns followed with prayer by Karen Silverthorn. Elvis Foster led us into worship with special music. Rick Trott, professor of Religion and Psychology at Atlantic Union College was the Vespers speaker. His thoughts focused on leadership. He defined seven deadly sins and seven cardinal virtues of leadership. The meeting ended with the singing of another hymn led by Sue and Gary Raymond and with a benediction by Elder Trott.

Sabbath, June 14

Tour

Attendees got on the bus early to depart for New Hampshire. The group met at Smith Memorial Congregational Church in Washington, New Hampshire for Sabbath School and church, because the Seventh-day Adventist church is under construction. Sabbath School began at 10:00, followed by the church service at 11:30. Special music was provided by Dr. June Kennedy and the sermon was presented by Dr. Robert Kennedy, religion professor at Atlantic Union College. Dr. Kennedy emphasized the importance of depending on the Holy Spirit to be in our hearts. It is more important than human knowledge. What is necessary at the end of the day? Our experience with Him.

Lunch was served in the house adjacent to the church. Then the group went on a Heritage Tour, led by David Knott. Included were the Sabbath Trail and the homes of several pioneers of the SDA church.

After the tour, everyone enjoyed a wonderful supper at the Old Mill Restaurant.

Sunday, June 15

Adventist Resources Section

Welcome and introduction to the program by Jim Ford.

Devotion by Myron Wehjte, Professor Emeritus of History, Atlantic Union College

Keynote Address - "Documentation Initiative"

William Milhomme, Field Archivist, Massachusetts Historical Records, Advisory Board, Massachusetts State Archives, Boston.

BREAK

Presentation - "Issues in Collecting and Preserving SDA materials"

Jim Ford, Curator, Adventist Heritage Center, James White Library, Andrews University

Presentation - "Some Reflections on Finding Early SDA Materials"

Merlin Burt, Chair, Archives & Special Collections, Del E. Webb Memorial Library, Loma Linda University.

LUNCH

Presentation - "Mining the Internet for Adventist Resources"

Larry Onsager, Head, Patron Services, James White Library, Andrews University

BREAK

Business Session

Tour of AUC's Heritage Room

Margareta explained several interesting things in the Heritage Room, then time was given to browse the area.

Monday, June 16

Welcome to the 23rd ASDAL Conference was given by Paulette Johnson, President-elect. Welcome by Cynthia Helms, President of ASDAL, encouraged us to participate at all aspects of the conference program. Welcome to Atlantic Union College by Margareta Sbacchi, Library

Director. Special welcome to those attending for the first time. Oscar Schmidt, former library director at AUC was in attendance.

Devotional

Dr. Richard Brown, Professor of Biology, chair of the Department of Natural Sciences at Atlantic Union College.

Margareta introduced the devotional speaker, Dr. Richard Brown. He referred to a free newsletter *Dana Foundations Brains in the News*. He spoke about brains, mental capacity, and stimulating brain cells. Try stimulating your brain cells by using the opposite hand that you normally use. Have a role to play in maintaining God's creation. Be unique, be fascinating, be creative. "No finite mind can fully comprehend the...works of the Infinite One." Job 11:7-9. "Men may be ever searching, ever learning...." EGW

KEYNOTE ADDRESS - "Looking Into the Future: Online Journals, Secondary Databases, Full Text Databases, Linking - How Will They All Evolve?"

Tim Collins, Division General Manager, EBSCO Publishing and Vice President of EBSCO Industries, Inc.

Definitions, history

Full text databases - embargoes

EBSCO Publishing perspective - where I'm coming from

"The Journal Crisis"

"STM Publishing Circle"

Link Resolvers

BREAK

PRESENTATION - "Leadership for Everyone and Every Day"

Gilbert Abella, Director, Office of Institutional Effectiveness, LaSierra University

Gilbert presented three areas of leadership: spiritual focus, management focus and practical focus. He centered his thoughts on servant leadership and its characteristics. He emphasized going outside the library to make a difference and to make things happen. The future of academic librarianship is dependent on how well librarians work with faculty to enhance learning outcomes.

- Seize the Opportunity!
- Do not stay in your comfort zone!
- Do not regret missed opportunities!
- Seek the path of service and joy!

PRESENTATION - "Orienting the Student Employees at James White Library"

Cynthia Mae Helms - Head, Department of Information Services, Andrews University

This presentation described the orientation program for student workers. Cynthia explained how the program has developed over the years, what changes have been made and how training is done at the present time.

LUNCH

GROUP PHOTO

PRESENTATION - "Personality and You - Part I"

Dr. Bradley Booth - Associate Professor of Education, Atlantic Union College

Dr. Booth gave an overview of character and personality development. We are all individuals, made in the image of God. In twenty years have you changed, has your spouse changed? Dr. Booth provided an overview of different temperaments. He handed everyone a personality profile where we checked off our weaknesses and strengths.

PRESENTATION - "Leadership in Libraries: Sharing Experiences" - Panel

Moderator: Annette Melgosa

Panel members: Chloe Foutz, Marley Soper, Hernán Hammerly, Keith Clouten

Annette gave a splendid introduction of each panel member. Among the four panel participants there was a total of 163 years of service and 110 years of library directorship. The discussion of the panel centered around the theme "Roles and Purposes of Leadership."

Keith: On retirement of several library directors - effect creates many openings in libraries in North America. Provides opportunities for younger people to move up. We may see the greening of SDA libraries, the fresh energy of younger people.

Roles and purposes of leadership:

Marley: *Is a library director a manager or a leader?*

Leader promotes a vision, leader more of a visionary rather than a manager

Leader makes others feel good and be important in the operation of the library

Leader follows the golden rule, admits his mistakes

Leader criticizes people, but in private

Leader is enthusiastic

Leader thinks about how things are done, plans for changes and makes improvements

Need to be both a manager and a leader

Illustration: manager is the oil in the auto crankcase, leader is the planner

Manager controls and directs according to set policy

Manager cares for day to day duties

Honesty and trustworthiness, key components in leadership

Chloe: *What is the director's role outside the library?*

Time management - must take time to deal with things outside the library

Dealing with faculty and administration

Must determine who wields the power on campus

Who do you have to deal with? Who do you have to convince?

Can't do that by sitting in your office.

Leaky roofs - example -

Department chairs - do they act as your library committee?

President aware of library needs? Faculty aware of needs?

Staff - how do you deal with them? Nursing at Union does a dinner for plant services every year.

Off campus -

Belong to library associations, local consortia, local associations

What other groups should you belong to?

Other groups that could do something for your library.

Hernán: *What is the director's role inside the library?*

Have goals and objectives

Educating patrons is educating future administration

Educate for life

Share vision with staff - they will follow if you give the direction

Develop plans, procedures,

Have librarians who are younger that can follow in your footsteps

Keep in mind the needs of your patrons at all times

Necessary Qualities and training for leadership

Chloe:

Involvement - need to be involved with our own staff, can't just sit in your office.

- with faculty
- need to sit on committees
- with students
- with administration
- with community
- in the church

The more you are known and involved in the surrounding community, the more you will be trusted, the more people will respect what you have to say in reports when you ask for a budget increase. Be involved!

Marley:

It is very good to have a mentor for library leadership - example they set, sometimes they really help you out. Marley's mentor was Leonard Hill - chair of Periodical Dept. at AU. He helped in teaching assignments when teaching library classes, introduced me to faculty, even told me what

I should and should not wear. Mary Jane Mitchell was also a mentor. We can be a mentor to others just by them watching us.

Hernán: *Does a director need training beyond an MLS degree? Specific training.*

Beyond MLS, it is good.

Nothing I learned was a waste.

One can work with students at an advanced level, if you have studied to the same level that they are working.

I can't help with a dissertation if I didn't do one myself.

Participate in professional workshops, learn outside librarianship - computing, networks, learn administration, don't let your library skills rust.

Join professional organizations

Keith: *What can someone do to prepare for future library directorship?*

Studies are the least important in helping with directorship.

There are four areas that will prepare for directorship.

Choosing a mentor - I learned a great deal by observation and how a person deals with situations.

One possibility is to get a mentor through ALA or ACRL.

Read very widely in all areas

Read about all kinds of issues that libraries are faced with

Seminars and workshops - take in as many as possible

team leadership

conflict management

accounting fundamentals

strategic planning

Grasp opportunities wherever you find them

I felt afraid to take positions at first at church and other places, but did it anyway

Therefore, you discover your talents and abilities, gives you a chance to practice them

It helps you balance the weak areas in your life.

Challenges and rewards of leadership

Keith: *Biggest challenge?*

Trying to lead change - bringing change into the library work place

New ways of doing things

technology has brought that about, but it is difficult to make it happen

people respond to change in so many different ways

Total library organization -

to accomplish new needs - result of change happening in the library profession.

To increase efficiency - major paradigm shifts - new ways to achieve objectives of the library

Two methods of trying to produce change

slowly make changes

revolution - do it quickly

both methods will have some success and both some degree of failure.
Neither of them work totally.

Marley: *What is one pitfall to avoid?*

- To remember the library is not a dictator or a driver.
- Gain the support of your staff. Give them ownership of the ideas etc.
- The best way to do this is to have a democratic environment.
- You will be a better team leader if you are not the only leader on your team.
- Staff can help you to look good. Show team members that they are trusted. Ask for their feedback
- Give team problems to solve themselves.

Hernán: *Should only qualified librarians manage day to day duties?*

- Delegate a lot - have students working
- You are only one person - you never have enough time.
- Recommend to train people - at least students - maybe the wife of an administrator - can almost train them to do every job in the library, except what is to be done next, the priorities of when to do things.
- You must trust in your assistants - must trust your students.
- Don't do yourself what other people could do.
- Use a to-do list.

Chloe: *What is the hardest thing to do as a library director?*

- Personnel problems are always difficult.
- Dealing with leaky roofs.
- Real budget constraints - need a budget contingency plan
- What would you do if your library was cut ____%?
- It is very difficult to get budget back, and difficult to buy things you need
- Have reasons for each line on your budget

Great things come to you as a librarian:

Connecting someone with the information they need

Library building projects

Working with some fantastic people through the years

I have approximately 12 students who have gone on to become librarians

Questions from the floor?

Was being a director something you sought or was it urged upon you?

Keith, Marley and Chloe said were thrust into it.

Hernán was in right place at right time.

How do you encourage students to become librarians?

More than saying anything, give them the opportunity to learn about what happens in libraries.

The goal is more modeling than talking.

Let them see the variety in librarianship.

What the simplest thing you've done that made the largest impact?

Behind every successful library director is a supportive staff.

Don't need to make a big change for improvement, sometimes just fine tuning is all that is needed.

BREAK

Poster Sessions -

Larry Onsager - Treasures in your library

Cynthia Helms - Poster session from her morning presentation

BUSINESS SESSION I

Cynthia Helms, President of ASDAL, brought the session to order. She announced that as **VOTED** by Executive Committee, Tony Zbaraschuk is the parliamentarian for the Business Sessions.

Announcement of new officers:

President elect - Bruce McClay

Treasurer - Lee Wisel

Constitution and Bylaws - Carolyn Gaskell

Awards and Scholarship - Elizabeth Mosby

SDA Classification Advisory - Liliana Velasquez

SDA Periodical Index Board - Genevieve Steyn

Site Planning - Sharon Wion

Coordinators

Membership - Genevieve Steyn

Publicity - Patricia Beaman

Oversees Libraries - Annette Melgosa

Nominations for Nominating Committee

Joel Lutz

Morris Iheanacho

Sandy Browning

Margaret von Hake

Ruth Swan

Moved we elect by acclamation, seconded

VOTED

Nominations for Resolutions Committee

Marley Soper
Keith Clouten
Frosty Nesmith
Ana
Ralph

Moved to close nominations

VOTED that the top three, Marley, Keith, Frosty serve on the Resolutions Committee.

President's Report

Main Agenda

- Selection of site for this year's conference - originally planned to go to Kingsway College
- Revival of the School Library Section - Wolfhard Touchard has accepted the chairmanship
- Working with Stan on updating the ASDAL web Site, particularly the directory (a lot of clean up!) and with job openings.

Resignations

- Nominating Committee - Violet Maynard-Reid (2002-2003) replaced by Adu Worku
- Adventist Resources Section - Gary Shearer (2001-2004) not replaced
- SDA Periodical Index Board - Gilbert Abella (2002-2007) will serve till ASDAL 2003
- Statistics Committee - Violet Maynard-Reid ex-officio as past secretary wanted to resign but was persuaded to stay

Actions Taken

- Stan Cottrell (2002-2005), Web Site Coordinator
- Ralph Köhler (2001-2004), Chair of Site Planning committee
- Stan Cottrell (2002-2005), Chair of the SDA Classification Advisory
- Linda Maberly (2002-2005), Chair of the Statistics Committee
- Adu Worku (2002-2003), Member of the Nominating Committee; replacing Violet Maynard-Reid
- Wolfhard Touchard (2002-2005), Chair of the School Library Section; Nancy Kim's term as chair expired

ASDAL Song

At ASDAL in Argentina, this item was referred to the Executive Committee.
VOTED DOWN on the following grounds:

- professional associations do not have songs
- there is no use/purpose for it.

School Library Section

VOTED that flyers be printed to promote the School Librarians Section.

Pending

Treasurer - ASDAL listed in Adventist Professional Network

See Standing Rules:

19. The membership/ mailing list is not generally used for commercial purposes outside the SDA denomination. Exceptions must be approved by the Executive committee. The list (or mailing labels) may be provided by the Treasurer at cost to Seventh-day Adventist any organization or institution listed in the SDA Yearbook upon request. Members wishing to have their names withheld from such lists will be given an opportunity to so state on the membership application form. The membership/ mailing list may not be circulated by a requesting institution or group.

Paulette will continue looking into the matter under her presidency.

Secretary's Report

Moved that the Minutes from ASDAL Argentina be accepted as published.

Seconded

VOTED

Editor's Report: Lauren Matacio

- *ASDAL Action* official publication of ASDAL.
- Have added one new column: "Random surfing" coordinated by Larry Onsager
 - please share web sites of interest with Larry for the column.
- Will not have a theme for each issue, but will have a section that will be devoted to a specific area of librarianship.
 - Fall issue: **Marketing** - Successful marketing in the past, plans for future marketing, marketing theory, how to design eye catching posters.
 - Winter issue: **Behind the Scenes** - Non-public services such as Cataloging, acquisitions, Collection Development and management, Web site development, systems management, ILL, automation, etc.
 - Spring issue: **Human Resources** - including mentoring and staff development, academic rank, communication in the workplace, gender communication, staff classification, etc.

- Lauren encouraged the retirees to keep contributing to ASDAL Action, and to keep everyone informed of what they are doing.
- Suggestions are always welcome.

Moved that Report be accepted

Seconded

VOTED

REPORTS FROM AD HOC COMMITTEES

Distance Education Committee

Distance Education is their 3rd year. Usually an Ad Hoc Committee lasts for one year and up to a maximum of three years. According to the Constitution and Bylaws we must elect a new set of committee members or ask the Constitution and Bylaws Committee to make them a standing committee. Marilyn Gane feels that her service to the committee is finished and that we should close the committee. Carolyn Gaskell will look at past email and find out what Marilyn's suggestions are. According to Genevieve Steyn, Ann Greer is willing to act as chair. Will postpone the report from Distance Education until the next business meeting. Carolyn will do the report at that time.

Library Manual Committee

No report

Business Item - ASDAL Archives:

Have been housed at Union College ever since there have been archives. Since she is retiring, we need direction from Chloe as to how we should proceed. Chloe would like to put them in acid free boxes, then get them to Andrews University.

Moved that the official archives of ASDAL be moved to James White Library, Andrews University.

Seconded

VOTED

The matter of archives location needs to be referred to the Constitution and Bylaws Committee so a change can be made there.

REPORTS FROM STANDING COMMITTEES

Conference Planning Committee: Ralph Köhler

2004 Florida Hospital College ALA Orlando

2005 Union College General Conference at St. Louis

Open for suggestions for conferences from 2006-2010

2006	Oakwood or Brazil?	ALA at New Orleans	
2007	South Africa? Brazil?	ALA at Washington D.C.	CUC willing to give up their turn at hosting so an International Conf. could be possible
2008	Loma Linda or Walla Walla	ALA at Anaheim, CA	
2009		ALA at Chicago	
2010		ALA at Orlando	

Suggestion that we have an international conference every 5 years.

Constitution and Bylaws Committee: Steve Sowder

About 2 months ago Steve sent a message sent to the list serv mentioning that there was a web page with suggested changes: some substantial and some editorial changes.

Will mention substantial changes first.

Bylaws. Article II. Dues

Executive Committee recommending we changes dues to \$20.00. A suggestion was made that those from developing countries be given the student rate.

Moved that ASDAL make a change in amount of dues: \$20 for regular members, \$10 for developing countries, students and retirees.

Seconded
VOTED

New section Article III, Section 3 - new section is being suggested

Membership Meetings

Host Library Staff

Host library staff, whose library responsibilities prevent them from attending the entire conference, will be allowed to attend the conference sessions without registering. They will not receive the conference packet.

Moved that Section 3 of Article 3 be accepted.

Seconded
VOTED

Session closed.

Breakout sessions

Library Directors
School Librarians
Public Services
Technical Services
Systems

Wednesday, June 18

Devotional in Founders Hall

Everyone was welcomed by Dr. George Babcock. He said a few words about becoming president of Atlantic Union College. He expressed his delight to be at AUC and feels that bringing AUC back to what it used to be is do-able.

Devotional

Elizabeth Castle, Associate Pastor of the College Church, Pastor for Evangelism - outreach and training. She is also an adjunct professor at AUC.

Special music was presented by "One Voice" Quartet. Usually a group of six men, this morning the quartet favored us with two numbers "Dig a Little Deeper," and "This Little Light of Mine."

Pastor Castle called us to "Give God a face." Her text was 2 Corinthians 5:17. She communicated that leadership is influence. We are called to move people toward the Kingdom. Secular leadership means leverage and power, being a boss.

Spiritual leadership requires servanthood, developing people, depending on God, obeying the Lord. There will be eternal gain. The Father is our leader. Love made Jesus serve. We teach servanthood by example. Servanthood will put others ahead of our schedules, look for a need, perform small acts anonymously, develop a bias for action.

Other texts used were Philippians 2:11, 2 Corinthians 3:4-6, John 13:1-17.

PRESENTATION - "Using Electronic Polling to Gauge Customer Opinion"

Ruth Swan - Associate Director for Library Administration, Florida A & M University

Adventist institutions have nothing to apologize for.

Library Leaders -

Create a sense of mission
Work magic with insufficient funding
Help those who don't like each other get along
Have super resource collections

We aim to exceed customer expectations.
Constantly ask how can we exceed expectations?

Be alert to advancements among our peers
Be competent

Be client-centered rather than management centered
Ask God

Customer assessments are necessary

What factors are important to customers?

- Reliable service
- Competent staff
- Adequate resources
- Comfortable and convenient facilities
- Empowered front line staff

What customers want - Today

There is a need for continuous and diverse customer assessment. Leaders have questions, they must have answers.

Polling can guide decision making. It is a process.

Polling will give customer perceptions regarding current operations

Steps used in Polling

- Defined survey objectives - who do you want to reach
- Acquired hardware and software
- Trained staff
- Designed the survey
- Administered the survey
- Analyzed and used results

Purchased TouchPoll Software

Exit poll

- Did you find what you came for today?
- What library resource did you need?
- Are you satisfied with what you found?

Faculty Poll - done during Faculty Colloquium

What have we done since polling?

- Extended hours and services for systems
- Beefed up public relations efforts
- Continued efforts to protect and expand budgets
- Will consider how to improve the use of little used collections

Electronic polling has...

- not dramatically increased assessment activity
- increased access to targeted customer groups
- dramatically decreased time to receive results
- helped in decision making

Must set aside time for analysis
Must publish the results

Options to consider
local software - Excel
Desk in reference area, laptop

Web-based survey
Apiaian Software - SurveyPro 3.0
Allows for more analysis
Starts at about \$500.00. Are several modules.
Ruth did a demonstration - tutorial of this product.

Conclusions:
Electronic polling is a useful tool for gathering and analyzing customer opinion.
People are more likely to complete an electronic poll than a paper poll.
Electronic polling allows greater access.
Every time we conduct a survey it raises new questions.
Train your library staff and students in polling.
Librarians must design the survey.
Be client based.

PRESENTATION - "Googling - Our Future?"

Larry Onsager - Head of Patron Services, James White Library, Andrews University

A recent article in *Chronicle of Higher Education* asked, "Has Google Won?" In that survey 66% of students said they seldom or never used the library, and 77% use the free resources on the Internet frequently.

Information is not important until a user needs it. Convenient access is important. The library must be re- invented as the new inviting intellectual center.

What is [Google](#)? This company began in 1998. Search engine. The name came from Googol, which is the name for the number one followed by 100 zeros. Google wants to organize the world's information. Larry went on to talk about the dilemma of librarians. They are being asked to provide access to more and more books, periodicals, databases and media. Students are overwhelmed by too much data. On the other hand, funding is being cut back and costs of materials are rising.

New service models were discussed and examples were given.
MyLibrary - "private space" libraries that can be customized.
Open URL linking
Information Commons

Conclusions:
Googling is a searching tool, it has not won, it is not our future.

Librarians will reinvent themselves in the future as they have in the past.
 Googling the Internet is only one method of accessing information.

BREAK

PRESENTATION - "Your Personality and You, Part 2"

Dr. Bradley Booth - Associate Professor of Education, Atlantic Union College

Reviewed Monday's presentation.

We were created in God's image. Can thank God every day for that.

Temperament is a nuance of personality

Graph - Dimensions of Personality

Melancholy and Phlegmatic - more introverted

Choleric and Sanguine - more extraverted

Phlegmatic and sanguine - more emotionally stable

Personality in the workplace							
Persona - Sanguine		Power - Choleric		Perfection - Melancholy		Peace - Phlegmatic	
animated	brassy	bossy	adventurous	Bashful	analytical	adaptable	blank
playful	undisciplined	unsympathetic	persuasive	Unforgiving	persistent	peaceful	unenthusiastic
sociable	forgetful	frank	strong-willed	Fussy	self-sacrificing	submissive	fearful
convincing	interrupts	impatient	competitive	Insecure	considerate	controlled	indecisive
refreshing	haphazard	headstrong	resourceful	Hard to please	respectful	reserved	hesitant
optimistic	angered easily	argumentative	outspoken	Pessimistic	orderly	obliging	plain
delightful	naive	nervy	daring	Alienated	detailed	Diplomatic	aimless
inspiring	scatterbrained	short-tempered	independent	Negative	idealistic	inoffensive	nonchalant
mixes easily	restless	rash	mover	Suspicious	musical	mediator	sluggish
bouncy			bold	Revengeful	behaved	balanced	reluctant

Character development and our roles for God.

"Angels are watching the development of character and weighing moral worth." 1T, 242

Jesus did not let his circumstances control his life. He was the most balanced person that lived.

(Solomon says) God is keeping track of the good and the bad we do.

"A good character is more precious than worldly possessions and the work of forming it is the noblest in which men can engage." 4T, 657

"Stand in your God-given personality. Be no other person's shadow. Expect that the Lord will act in and by and through you." MH, 495.

BUSINESS SESSION II

Cynthia Helms, ASDAL president, brought the session to order.

Nominating Committee: Joel Lutes

Handout to all participants - The handout has a place for suggestions to recommend others and a place to volunteer for positions. Please feel free to volunteer if you have a talent in a certain area.

Conference Planning: Deanna Stevens

Deanna gave a welcome and invited everyone to Orlando, Florida, "the Sunshine state" for the next conference.

The tentative date for 2004 ASDAL - just prior to ALA, June 20-24. Sunday-Thursday. We will look forward to seeing everyone in Orlando.

Section Reports

School Library Section: Wolfhard Touchard

www.andrews.edu/library/RefDesk/ASDAL/sls.html

Being chair of the School Library section is interesting and fun, but it is a tough job. I knew we had to create an image. We printed a flier: "Reaching our Potential"

MISSION STATEMENT

Offer goods and services that will:

1. provide teachers with opportunities for spiritual growth
2. enable students to discover the joy of service while preparing for the workplace
3. foster professional growth and development
4. provide training in information literacy and instruction skills
5. assist libraries in locating electronic resources

OBJECTIVES

- provide time for spiritual growth and Christian fellowship at workshops, seminars, and annual conferences
- arrange opportunities for networking and sharing

- introduce community services projects - what they are like, their need & how to get started
- offer workshops and seminars in information literacy and instruction skills

Wolfhard has contacted all the librarians in the Southern New England Conference.

Notes on discussions.

CEU's - Continuous Education Units 1 hr lecture = .1 CEU

Bibliographic instruction and information literacy

How to assess our teaching and instruction

Column in Journal of Adventist Education

Online course for Introduction to Libraries

Library assignments - Paulette had a very good presentation on this

Paulette volunteered to get the survey from NAD for evaluating school libraries.

Must keep in mind things that are do-able with school librarians

Wolfhard showed and explained the web site. - Website needs to be advertised.

Needed someone to evaluate bibliographic instruction - emphasis on how to access our teaching, the outcomes - Ana will do this for us.

Suggested we get a column of the School Library Section in the *Journal of Adventist Education*. Annette will look into this.

Would like to look into an online course for instruction to school librarians Annette will help with this item.

Suggested to compile a list of school librarians, media specialists, volunteers - Wolfhard took responsibility for this

Need someone to coordinate our school library initiatives - to show the various programs to the public.

Project Mustard Seed - will give a chance to reach our potential.

Adventist Resources Section: Jim Ford

Met all day on Sunday, had about 20 people.

Presentation - Inspired us to act locally in our own regions to collect church documentation and can apply to all types of SDA materials.

Presentation - Jim Ford - Collecting and preserving SDA materials

Presentation - Merlin Burt - experiences in finding early SDA materials

Lunch

Larry Onsager - mining the Internet for Adventist resources - how to use Google to search for materials.

Adventist Resources also has a web page. [ASDAL - link to Adventist Resources](#)

Elected two people to the planning committee: Tony Zbaraschuk and Merlin Burt

The rest of the time was an information session

- heard about works in progress
- databases available
- Ellen White bibliography
- SDA bibliography will work to have both available on the Adventist Resources page
- SDA classification scheme - on the ASDAL web page as well
- Obituary project - Newbold has added all the British Messenger obituaries from the beginning through 2002.
- GC Archives web page - lot of new material that will be of benefit to many people
- Future discussion ideas for next year were mentioned.
- Walla Walla also has photos on its web page
- Warren John mentioned a bibliography of Ellen White's private and office libraries - are on 3rd edition, but it is 10 years old. Want to update by listing holdings from the respective institutions. - Warren made a call for those interested to add to the project.

Session closed.

LUNCH

PRESENTATION - "Assessment Workshop"

Dr. Tom Abbott, Dean, Libraries and Instructional Support - University of Maine at Augusta and Dean, University of Maine at Lewiston-Auburn.

Chartered Member of Library Information - British

Assessment - ongoing improvement will make us a better institution.

Why assessment is important

Must analyze data and understand what we are doing.

The process is as important as the outcome.

Library student learning goals

Library employee work goals

Sampling - a randomized group

Polling - get all the people

All conference participants did activities in groups

The team leader is an important part of the process.

Assessment is a good way to build teams.

BREAK

BUSINESS SESSION III

Cynthia Helms brought the session to order.

Constitution and Bylaws: Steve Sowder - continued from yesterday.

Article VI, Section 4 SDA Periodical Index Board.

Board is composed of 8 members

Moved that changes be made in wording of the section.

"The managing editor shall serve as the secretary."

"Those elected to this board should a) be a library director from a financially supporting institution; b) be an active member of ASDAL and c)..."

Seconded.

VOTED

At the top of ASDAL Bylaws, there is a long list of revision dates

Proposal was made to post only the most recent revision date.

Moved, seconded

VOTED

Article VI, Section 2

Updated copies sent to... (what is currently in Bylaws)

Moved to change the wording to say

"Current version shall be made available on the website."

Seconded

VOTED

Article III, Section 2

New wording

"A majority of the members at the conference shall constitute a quorum at any meeting."

Amendment to the motion was made to insert word ASDAL

VOTED the amendment

VOTED the motion

Standing Rules

Moved to post only the most recent date on the Standing Rules

Seconded

VOTED

Standing Rules, #5

Official documents are to go the treasurer for the archives.
It has been voted that the archives will now go to Andrews University.
Will refer this issue to Constitution and Bylaws committee.

Distance Education

Marilyn Gane sent a report to Carolyn. What do we need to do with the committee, make it a standing committee or disband the committee? We could establish a liaison representative between Distance learning body (ADAC) and ASDAL.

What does ASDAL want Distance Ed committee to look at?

Moved Let the Executive Committee establish a liaison representative between Distance learning body (ADAC) and ASDAL.

Seconded

VOTED

Scholarship and Awards: Sandra Browning

Three people were interested in obtaining scholarships this year. The scholarship has \$6,000 dollars so far.

Sandy encouraged all members of ASDAL to contribute.

Community Foundation

3800 Orange St, Suite 230

Riverside, CA 92501

Be sure to include a reminder in *ASDAL Action* to contribute to the scholarship

SDA Classification Committee: Stan Cottrell

SDA Classification Schedule is [on the web page](#)

The goal is to get the schedule into an HTML form

Another goal is to send out a survey to libraries how the schedule is being used, how it could be used better.

Stan noted the retirement of Keith Clouten.

Marilyn wants this to be her last edition of the Classification Scheme.

Statistics: Marge Seifert

Linda asked if Marge could chair a committee during the conference, but since no other committee members could attend the conference, Linda asked that the library directors to look at the statistics form to see if it needs to be revised. During breakout sessions, that item was discussed and will be reported on in the Breakout Session Reports.

ALICE: Carolyn Gaskell

Newbold is now a member

Added another full text database, PsycARTICLES

Added 3 new directors

Discussed that school libraries in California are interested in a database project.
If at least 3 schools in a conference were interested, we would be able to do a project.
Could charge \$200 for conference membership, \$500 annual membership fee for Union membership.

SDA Periodical Index Board: Jim Ford

Finances - in fairly good shape with a small reserve
Subscriptions are dropping. We need to know how to finance the part that is covered by that aspect.
Decided to drop the registration process on the web site.
There are new guidelines for titles for inclusion in the Index. The guidelines have seven criteria.
Retrospective indexing - are working on 1975.

Coordinators:

Oversees: Keith Clouten

For the first ten years of ASDAL's existence, we were mostly a North American division association. Now it is truly International. Three international conferences have helped that. There are now two international chapters, European and South American. The first full conference by a regional chapter is taking place this summer in Germany.
ALICE is an indicator of the international progress of ASDAL.
This makes me wonder if it is necessary to have an oversees coordinator?
SAIL (Services to Adventist International Libraries) program from James White Library will continue, as it is active, has 40 members. It is not an ASDAL program.

Publicity:

No report

Membership: Genevieve Steyn

We have five new members since January when then the addendum was published. Three of those were able to attend the conference this year.
We thank you for remembering to renew your membership.
We will work on ideas to promote ASDAL, especially to those in library school. Many of those students have no idea ASDAL exists.

Web Site: Stan Cottrell

We have copies of all issues of *ASDAL Action* from v.1, no.1. They have been scanned in to the site in PDF.
Stan believes he has a complete set of *ASDAL Action* on the web site.
Stan updated the membership list this year.
The statistics page has been redone.

Job listings are up - remember to tell Stan when to take your job off the list when the position is filled.

Stan will keep working with Sandy to update the Scholarship page.

Chapters - South American Chapter: Sergio Becerra

Have two goals for South American chapter

1. contact SDA librarians in South America and get them to join ASDAL.
2. translate some articles from ASDAL Action and share them by email. We have had some mixed results.

We have managed to contact people in Brazil and in the Austral Union. In other countries results have not been very positive.

We need get the group working on some projects that will be useful for all, so they will feel there is benefit to joining ASDAL.

A few ideas on group projects are:

- translate into Spanish Adventist resources that are in English, or produce our own materials.
- bibliographic project - Ellen G. White books in Spanish and Portugese
- including more titles in Spanish in SDA Periodicals Index or start something similar in Spanish on our own.
- We are interested in the SDA classification scheme in Dewey.
- We would like to cooperate with the Obituary project with data we know is already being collected in South America.

Treasurers Report: Lee Wisel

Lincoln SDA Credit Union - interest - \$235.83

ASDAL did make a \$2000 contribution to start the Hilts Scholarship at the foundation in Riverside.

Presented 01-02 report and 02-03 report. ([See copy at end of this report](#)).

Motion to accept both reports

VOTED

European Chapter: Ralph Köhler

The European chapter conference will be held July 29-Aug 3.

Ralph invited everyone to come. There will be a combination of two conferences, the chapter conference and IFLA Conference will follow in Berlin. Thank you for your support.

BREAKOUT SESSION REPORTS

Directors: Bob Baldwin

Dealt with the practical

Consitution and bylaws - voted to request that we add one library director to the Statistics Committee and that we ask the Statistics Committee look at NCES form that U.S. universities are now using to report their statistics to the government. We ask they try to pattern their form after it, with an Adventist addendum. We can print out the NCES form then add SDA needs.

Talked about assessment -

One comment we talked about - Access to serials - holdings vs. access - Is it ok to have the database, not the microfilm? These are pending large issues that we will have to look at.

Marketing - another issue we looked at

Personnel - are there enough up and coming young Adventist librarians to fill library needs?

Public Services: DeForest Nesmith

Pros and cons using student workers

Pros - students are there and are willing to work = the problem is what you consider work and what they consider work are two different things.

Some student workers can be taught how far to go, when to leave things for the professional.

Cons - some students think they know everything and can misdirect students and send them away with the impression that there is no further help available, that the library is inadequate and lacking in even the most basic services

Staffing patterns for extended service hours, how late is too late? - Lee advised, "Get Clarence. Clone Clarence." He is a mature, older student who can be assertive and enforce the rules.

Range of service in various libraries is 10:30 pm, 11:00 pm, 12:00 am, 1:00 am, 2:00 am. We agreed that past 9:00 there needs to be a quiet decorum for students who need and want to study.

Dress code for work and how it is enforced.

Some enforce a no jewelry, no shorts, no tank tops, no flip flops standard.

Others say whatever is worn in the classroom is ok for work.

Others say we need a special work attire for public contact. For students who choose another dress code away from the library, they may need to keep some cover up clothes in the library.

Some students sign a contract regarding dress code. Disregarding the contract is grounds for discipline and/or dismissal

There was no disagreement about hair. Cut or color is not in the contract, is not something to review unless it inhibits work activity.

Technical Services: Jim Ford

Pros and cons of MLS librarian cataloger vs non MLS cataloger

There was a strong consensus. Most felt it was not good a good idea to use a non-MLS cataloger. However, reality does set in and sometimes you must use a non-MLS cataloger. If you want high quality, you need a person that is properly trained. Even if you do have a non-MLS cataloger, they need extensive on-the-job training and good supervision. The professional usually has more commitment than the nonprofessional.

Recruiting - How do you recruit catalogers?

- look for student workers who show aptitude
- find an intern from library school
- recruit current students and para-professionals

Systems: Steve Sowder

Being systems people we took the questions that were given to us, and ignored them.

Should you drop a print journal after going online? If you retain the print and cancel the online, you still have the print.

There is an open source system library system called KOHA. It is free.

Wireless - Some ITS groups are locking out wireless, making it very secure - at Andrews it is deliberately not secure. Anyone walking by, driving by can get access - It is filtered. There is some data you cannot get to. The wireless system in the James White Library reaches out across the parking lot so Education sometimes has better access through us than through their own building. We've noticed we get fairly high usage of library system, especially from 6-7 am. There are community people in the parking lot using the system at that time. They realize that ITS knows they are there using the wireless. ITS has let that happen deliberately as a good will gesture to the community.

We spent most of the time talking about the relationship between the library and the campus ITS department. In some schools ITS refuses to do anything to help the library. The Philosophy at Andrews University ITS department is - make it work. We get their attention when we have a problem, and they come take care of it. Sometimes getting their attention is the problem. We do know from experience what can make that happen.

Suggestions to improve relations with IT dept on campus

ITS departments are overly swamped with demands that take awhile to fix - make them aware that you understand that.

Your goal is to get your request moved to the top of their list.

Where Steve worked, he would get a handwritten note once a year, "I know you're busy and have many things to do, but here is a little problem we are having. Could you please do this, this and this?" The note was very polite. When that note came in, Steve put it at

the top of the list. The ones who complain daily, and are persistent and loud just become background noise and won't get noticed.

When you have a request, make sure you give an accurate description of what the problem is, why it's a problem, what needs to be done and why it is important.

It helps when some major problem gets taken care of, you send a bag of cookies (seriously). Send a note of thanks.

If you are not having problems and everything is going fine, send a bag of cookies or something else over every couple months.

At Andrews, last February the library hosted ITS department for lunch.

Be as helpful as you can. If your request is last on the list, find out who the boss is, tell them you've been waiting a long time and see if they can do something - don't demand, ask nicely.

CIRCLE (Curriculum and Instruction Resource Center Linking Educators)

CIRCLE is looking for librarians willing to help maintain the library section of [CIRCLE web site](#). They will pay these librarians to do some portion of the library section. The library section is poorly maintained and they want some help. CIRCLE will pay \$50 for editorials requested or as solicited submissions. At this time they want names, then they will contact you if they can use you.

Session closed.

Banquet in Thayer Conservatory

Welcome - Margareta Sbacchi

Blessing - Karen Silverthorn

Special Music - Olga Bilan and Linet Cardosa

Buffet

Special Music - Linet Cardosa

Recognition of Service - Lauren Matacio

Keith Clouten

Chloe Foutz

Hernán Hammerly

Jannith Lewis

Marley Soper

Resolutions - Keith Clouten, Marley Soper and DeForest Nesmith

Special Music - Olga Bilan and Linet Cardosa

Cynthia Helms presented the gavel to Paulette Johnson, the new president of ASDAL.

ASDAL Conference Resolutions 2003

- **Resolved**, to record our thanks to Paulette Johnson, Conference Program Chair and president-elect, for an outstanding conference program.
- **Resolved**, that we thank Cynthia Helms, ASDAL President and Chair of Business Sessions, for her leadership during the past year.

- **Resolved**, to thank Jim Ford, as Adventist Resources Section Chair, for his leadership and presentations for the ARS pre-conference on Sunday.
- **Resolved**, to thank Wolfhard Touchard for chairing the School Library Section pre-conference, and his vision for an active School Library Section in future conferences.
- **Resolved**, to thank Margareta Sbacchi and her library staff for their hard work in planning and hosting this conference at Atlantic Union College.
- **Resolved**, that letters of appreciation be sent to each of the conference presenters for their excellent papers or contributions: Tom Abbott, Gilbert Abella, Bradley Booth, Tim Collins, Annette Melgosa, Larry Onsager and Ruth Swan.
- **Resolved**, to thank our worship and devotional speakers for their thought-provoking and inspirational presentations: Richard Brown, Elizabeth Castle, Robert Kennedy and Richard Trott.
- **Resolved**, that a letter of appreciation be sent to David Knott for his colorful and interesting commentaries on our trips to Washington, NH, and to Boston.
- **Resolved**, to express our thanks to Henry Livergood and his Food Service for accommodating our varied conference needs and palates in an extraordinary way.
- **Resolved**, to recognize those who contributed to the international flavor of the conference by coming great distances to attend this conference: Sergio Becerra, Ralph Köhler, Hernán Hammerly, Annette Melgosa, Christal Wilson and Wendy Young.
- **Resolved**, to send our student employees to Cynthia Helms for training.
- **Resolved**, to recommend that the Bunker Hill Monument install an elevator so that Laurie Matacio does not have to climb 194 steps in future visits.
- **Resolved**, that we would rather not read the sentiments expressed in a card that Gilbert had printed in honor of Chloe and Lee, so it shall be passed around the room.
- **Resolved**, that we prescribe special "Alice-in-Wonderland" growth pills for our helms-woman, Cynthia, so that she can reach the microphone.
- In keeping with the mass interest in reading this weekend and the further tales and exploits of Harry and Hermione, this Saturday night all-night parties are planned when thousands of fans will dress up in costumes of their heroes and haunt the Barnes and Nobles and Borders Books stores across the country so that they can be among the first to buy the book at 12:01 am. Therefore in keeping with this interest in books, we **resolve** to confer advanced status on the following people:
 - Paulette: Ms. Punctual, We might call her the wizard of the clock - the schedule must be kept. Blow the horn in New Hampshire so that we could wait longer for supper at the Old Mill Restaurant.
 - Cynthia: Wizard of the vote: If you agree, please say Aye or Nay.
 - Gilbert: Professor Dumbledore of the illustration: We recall many zebras and one giraffe. Resolved to send all our cat pictures to Gilbert.
 - David Knott: The talking lumberjack Wizard of the back roads, the weather, the mosquitoes, the Sabbath Walk, and of course Boston, Irish and all things historical and literary.
 - Robert Kennedy: Wizard of words and especially book recommendations.
 - Can you remember when you wanted to borrow money from someone, he was call a soft touch? When the paging system announced loudly "Wolf Hard-Touch, Paging Wolf Hard-Touch." What do you suppose that means? Could it be calling Wolfhard?

- Wendy: The capturing of all moving objects on video to take back to South Africa, possibly to post a gallery of wanted persons at the Post Office in Capetown.
- Lee Wisel: The Wizard of Eureka who thrilled us all in the middle of the meeting by suddenly balancing the ASDAL accounts without aid of a computer. Plus, by graciously declining to be the host for the upcoming ASDAL meeting by suggesting that ASDAL explore all other options before considering CUC.
- Ralph: The Wizard of Teutonic efficiency because you always knew where he was because he was repeatedly flashing his digital camera to record everything and then backing that up with two more pictures.
- The retired librarians Rest home: Chloe bought a new home with a mortgage, Keith is taking the underground railway to Canada and Marley is already in Florida where he can drive slow and forget, and leave his blinkers on. Old librarians never die, they just check out.
- Finally, **be it resolved**, that at future ASDAL conferences, you avoid electing three miserable, melancholy males for the Resolutions Committee.

Marley Soper, DeForest Nesmith, Keith Clouten

ANNUAL FINANCIAL STATEMENT

For June 1, 2002 to May 31, 2003

Presented June 18, 2003

Balance on hand June 1, 2002		\$9,252.76
INCOME:		
Dues	1,199.00	
Subscriptions	40.00	
'02 Conference	3,169.00	
'01 Conference	1,355.00	
Interest	13.63	
TOTAL:		5,776.63
		\$15,029.39
EXPENSES:		
<i>Action</i>	697.97	
Supply	151.73	
Administration	178.94	
Hilts Mailing	94.62	
'02 Conference	2,500.00	
TOTAL:		3,623.26
		3,623.26

Balance on hand May 31, 2003		\$11,426.13
<hr/>		
Lincoln SDA Credit Union		
Balance on hand March 31, 2002		\$7,093.96
Interest		
Withdrawal of Hilts Contributions	(2,279.29)	
Balance on hand March 31, 2003		\$4,913.83

Last Revised February 23, 2004