ACRL
Instruction Section
Subject File, 1979-2002

Box 1:

Bibliographical Organization Project, 1952
Bibliographic Instruction Handbook, 1979
BIS Committee Minutes (2 folders), 1980-84
Task Force on Strategic Options for Professional Education (TFSOPE), 1991-94
BIS Teaching Methods Committee, 1992, 1995
Strategic Planning Task Force, 1992, 1995
Knowledge Base Task Force, 1993-97
BIS ACRL Initiative, 1994-96
Conference Program Planning Committee, 1994-96
EBI Committee, 1994-96
Evaluation Handbook Correspondence, 1994-96
ALA Annual, 1995-96
Annual Report, 1995-96
Avery/Ketchner Article, 1995
Budget Requests, 1995
CNI/IS Web Page, 1995
Dinner Invitation, 1995-96
Editorial Consultants, 1995-96
Gopher, 1995
Handbook, 1995
Name Change Task Force, 1995
Newsletter, 1995
New Members Letter, 1995
Secretary, Archivist, Webmaster Correspondence, 1995-96

Box 2:

ACRL Correspondence, 1996
ACRL-IS Budget, 1996
ACRL National Conference IS Program Proposal, 1996
Continuing Education Committee, 1996-97
Guidelines BI Task Force, 1996
Local Arrangements - San Antonio, 1996
Policy Committee, 1996-97
Web Page Forms and Criteria, 1996
Committee Minutes (including Exec. and Advisory), 1997
1997 Preconference
  Agendas and Minutes, 1996-97
  Communication with ACRL, 1996
  Communication with Committee, 1995-97
  Correspondence with Speakers, 1996-97
  E-mail with Speakers, 1997
  Learning to Teach: Workshop Packet, 1997
  Local Arrangements, 1997
  Planning Committee, 1995
  Program Manual Task Force, 1995
  Proposal and Budget, 1995-97

The materials listed in this document are available for research at the University of Illinois Archives. For more information, email illiarch@illinois.edu or search http://www.library.illinois.edu/archives/archon for the record series number.
Publicity, 1997
UC Berkeley and Donations, 1996-97
Web Page, 1997
ACRL Instruction Section Web Pages - Images and Code, 1998

Box 3:

Advisory Council/Executive Committee Minutes, Annual and Midwinter, 1993 (from Secretary notebook), 1997
Advisory Council
Correspondence, 1996-97
1997-98
Awards Committee, 1997-98
Committee and Task Force Minutes, 1998
Communication Committee
Advisory Council Roster, 1995-96
Brochure Correspondence, 1990-93
Budgets, 1987-93
Committee Charge Revision, 1996
Dinner Correspondence, 1990-93
Directory, 1995-96
General Correspondence, 1992-95
Gopher Correspondence, 1995
Handbook
ERIC Submissions, 1987-94
Revisions, 1992
Intern Orientation, 1995
Liaison Assignment Correspondence, 1994
Listserve Correspondence, 1993
Logo Correspondence, 1991-92
Midwinter discussion Group Photographs, 1995
Minutes correspondence, 1993
Newsletter Revisions, 1991
Newsletter Correspondence, 1987-93
Newsletter Editor Correspondence, 1989-94
Newsletter Editor Recruitment, 1994
Planning Grids, 1993-95
Timetables
Web Site, 1995-96
Conference Program, 1998
Conference Program Cognotes article, 1996
Education for Library Instructors Committee
Agendas, Minutes, Rosters, 1982-89
1990-95
1996
1997
ALISE Breakfast, Midwinter, 1996
1997
ALISE Programs, 1983-89
Annotated Bibliography Project, 1997-98
BI course pros and cons, 1995
Brochure Project, 1996-97
Discussion forum, midwinter, 1991
1997
Dissertation Project, 1997
Employability Study, 1995
History, 1986-96
Liaison with SCOLE (Standing Committee On Library Education), 1986-94
Proficiencies Project, 1989-98
Resource Packets for Library Educators, 1995
Status of Education for BI Project, 1984

Executive Committee Files, 1997-98
1995
Supplementary material, 1994
Correspondence, 1996
1997 (2 folders)

Instruction for Diverse Populations, 1997-98
Knowledge Base Task Force, 1996
Local Arrangements, Washington D.C., 1997-98

Box 4:

Membership Committee, 1997-98
"Planning Tips for Dinner Organizers" Correspondence, 1996
Model Statement of Objectives Task Force, 1997-98
Nominating Committee, 1993
Planning Grids, 1995-96
Policy Committee, 1996-97
1997-98
Preconference Planning Committee Correspondence, 1998
Secretary's Notebook, 1997-98
Strategic Options for Professional Education, "Task Force Summary," 1993
Website, 1997-98

Box 5:

1999 Conference Planning
Audiotapes of Program
Correspondence
Evaluations and Final Report
Membership Roster
Minutes
Publicity and Handouts
9th ARCL Conference Task Force 1998-99
Agendas and Minutes
Membership Roster
Program Proposal and Panel Information
Program Survey and Report
Publication Proposal
9th ARCL Conference Preconference Planning 1998-99
Active Learning Sourcebook Minutes and Meeting Highlights, 1997
Advisory
Meeting Highlights, 1995
Meeting Highlights and Agendas, 1996
Agendas, 1997
Correspondence
1997-98
1998
August
September
October
November
December
1999
January
February
March
April
May
June
July
2000
Minutes
1998-99
Midwinter
Annual
1999-00
Awards Minutes, 1998
Awards Committee
Committee Correspondence, 1998-99
External Correspondence, 1998-99
Dudley Award- Procedural Change, 1998-99
Membership Roster, 1998-99
Minutes
1998
1998-99
1999-00
Nomination (Winning)
1992-93
1995-96
1996-97
1997-98
1998-99
Online Nomination Forms, 1998-99
Planning Documents, 1998-99
Publicity, 1998-99
Chair Correspondence
Mandernak, Scott, 1997
Scholz-Crane, Ann, 1998-99
Communication
Minutes
1991
1997
1998
Conference Program 2000
  Agendas and Minutes
  Membership Roster
  Program Correspondence
  Program Proposal and Materials
  Program Publicity
  Program Report
  Program Website
Conference Program Planning
  Collaborative Solutions to Technostress Flyer, 1996
  Correspondence, 1998
  Imaging the Learning Library Flyer, 1997
  Membership Roster, 1999
  Minutes
    1997-98
    1998
    1998-99
    1999
    1999-00
  Program Proposal- Initial Version, 1999
Continuing Education
  Discussion Forum Guidelines, 1992
  Discussion Forum- "Are They Learning What We're Teaching?", 1998-99
  Emerging Technologies- Discussion Forum- The World Wide Web as a Teaching Tool
    Flyer, 1996
  Minutes
    1997
    1998
  Needs and Interests Survey
  Summary of Needs and Interest Survey, 1997
  Survey in Newsletter Request, 1990
Education Committee, 1999-00
  Annotated Bibliography
  Agendas and Minutes
  Continuing Education Calender
  General Documents
  Membership Roster
  Midwinter Discussion Forum
Education for Library Instructors
  Minutes
    1997
    1998
Emerging Technologies in Instruction
  Agendas and Membership
    1997-98
    1998-99
  Correspondence
    1997-98
    1998-99
  Meeting Highlights, 1997
Internet Education Project
  1997-98
  1998-99
Internet Education Project Expansion, 1998-99
Minutes, 1998
Planning Documents
  1997-98
  1998-99
Webcasting Project, 1998-99

Executive
Agendas, 1997
Correspondence
  1998
    July
    August
    September
    October
    November
    December
  1999
    January
    February

Box 6:

  March
  April
  May
  June
  July

Logo Designs
  1996
  1997
MAL Orientation, 1996
Meeting Highlights
  1995
  1996
Minutes
  1998-99
    Midwinter
    Annual
  1999-00
One-Year Appointments Summary, 1996
Options for Secretary, Archival, and Communications Chairs, 1996
Proposal to Reestablish IS Research Committee and Draft Charge, 1996
Publication Editor, 1997
Timetable for Incoming Committee Chairs, 1995
Web Site/Listserv Administration Recruitment, 1997
Glossary Project Minutes, 1997
Instruction for Diverse Populations
  International Aspect of Adult Learning Styles, 1997
Minutes
1997
1998
Local Arrangements Report
Chicago, 1995
New Orleans, 1999
Management of Bibliographic Instruction Services, Request to Submit "Management of Bibliographic Instruction" Article, 1996
Management of Instruction Services
LAMA Proposal, 1997
Managing the Wired Classroom: Demands and Expectations Discussion Forum Flyer, 1998
Minutes
1997
1998
1999
2000
Resource List and Tips Sheet, 1997
Membership
Dinner Tips Revision, 1998
IS Chair Welcome Letter and Brochure for New Member Mailings, IS Sticker, 1999
Minutes
1997
1998
1999
2000
Midwinter Photos, 1999
Retrospective Photos
Set I, 1999
Set II, 1999
Mimi Dudley, Correspondence and Other Documents
Model Statement of Objectives Minutes, 1998
Model Statement of Objectives Task Force, Recommendations for Revision, 1998
Name Change Implementation Report/Recommendations, 1995
Newsletter Editor
Historical Documents
Organization Chart
1991
Early 90s
Planning Committee
Agendas and Minutes, 1999-00
Annual Planning Information, 1999-00
Annual Report, 1998-99
Annual Timetable, 1998-99
Committee Plans, 1998
Electronic Documents, 1999-00
Historical Statistics Project, 1999-00
Measurable Objectives Training, 1999-00
Membership Roster
1998-99
1999-00
Midwinter Updates to Planning Information, 1999-00
Minutes
1997
1998
Midwinter, 1998-99
Responsibilities, 1998-99
Revising the Planning Process, 1999-00
Sample Forms, 1998-99
Section Review Planning, 1998-99
Policy
Committee Activity Summary Form, 1991
Minutes
1997
1998
1999-00
New Standing Committee Ideas, 1991
Recommendations for Archiving the Web, 1997
Resource List for BIS Committee Chairs, 1991
Preconference 2000
Official Roster
Physical Location
Planning and Identification of Topic
Publicity
Registration
Speakers
Support Needs
Thank You
Publication Manual, 1996
Randy Burke Hensley
Awards Committee, 1998
Instruction Section Dinner
1997
1998
LOEX of the West Conference, 1998
Multilingual Mini Glossary for Today's Library User Language Table, 1998
New Leadership Orientation, 1998
Newsletter Editor, 1998
Think Tank
I, 1981
II, 1989
III, 1999
Website/Listserv Administration, 1997
Research and Scholarship Minutes
1998
1999-00
Revision of Model Statement Task Force
Agendas and Minutes, 1999
Minutes, 1999-00
Roster and Charge, 1999
Ribbon (Blue) for ARCL BIS Member
Secretary
  Correspondence, 1991
  Job Description, 1983
Strategic Plan Implementation IS Response, 1999-00
Teaching Methods
  Agendas and Minutes
    1995-96
    1997
    1997-98
    1998-99
    1999-00
Brainstorming Session
  1995-96
  1997-98
  1998-99
  1999-00
  Managing the Electronic Classroom Flyer
  Team Teaching: Partnerships with Academic Faculty Flyer
Classroom Control Systems Project
  1998-99
  1999-00
  Listserv Postings, 1998-99
Membership Roster
  1997-98
  1998-99
  1999-00
Midwinter Discussion Forum 2000, 1999-00
Poster Session Proposal, 1997
Report to Planning Committee
  1997-98
  1998-99
  1999-00
Textbook Bibliography Project, 1998-99
Web Site Pages, 1999-00
Web Tutorials Project
  1998-99
  1999-00
Think Tank III Task Force
  Agendas and Minutes, 1998-99
  Membership Roster, 1998-99
Vice Chair/Chair-Elect
  Appointment Cycle Report, 1997-98
  BIS Budget Request, 1990-91
  Initiative Fund Proposals, 1998-99
  Resignation, 1998-99
  Section New Leadership Orientation, 1997-98
  Timetable for Incoming Committee Chairs, 1990
Web Site Administrator Webpages, 1999
Box 7:

What’s In A Name Task Force, 1993-1994
Committee Minutes, 1993-1994
What’s In A Name Task Force, 1994-1995
Meeting Highlights, 1994-1995
Conference Program Planning- Chicago, 1995
Correspondence, 1995-1996
Conference Program Planning- New York, 1996
Annual Report, 1995-1996
Executive Committee, 1995-1996
Meeting Highlights, 1995-1996
Pre-conference-Berkeley, 1997
Pre-conference Packet-Berkeley, 1997
Committee Files, 2000-2001

Advisory
Agendas and Minutes
Correspondence

Communication
IS Web Move to ACRL Server
Agenda and Minutes
Correspondence, RE: Committee Objectives
IS List and Web Administrator
Web Improvements

Conference Program Planning
Evaluations
Report and Recommendations
Committee E-mail Correspondence
Program Planning Documents
Minutes
Publicity
Documents
Speaker Correspondence

Education
Annual Forum
Bibliography
Calendar Updates
Continuing Education Needs and Interest Survey
Library School Project
Midwinter Discussion Forum
Minutes
Miscellaneous
Roster
Sponsors of Continuing Education Programs
Web Site

Emerging Technologies (E-Tech)
Agenda, Minutes and Membership Roster
Internet Education Project
Midwinter Discussion Forum
Surveys
Techne for Teaching (formerly Teaching and Learning at a Distance)
Web Site
Executive
Agendas and Minutes
Blueprint for Collaboration
Budget
Guidelines for Instruction Programs
IDP Bibliography
Initiative Fund Proposal
Listserv and Web Administrator Appointments
Membership Brochure and Web Site
Miscellaneous Correspondence
Move to ALA/ACRL Server
Objectives for Information Literature Instruction Model Statement
Research
Strategic Plan
Virtual Committee Membership
Instruction for Diverse Populations
Bibliography Project
Minutes
Local Arrangement for Annual in San Francisco
Planning
Management of Instruction Services
Agendas and Minutes
Bright Ideas
Developing Skills Areas for Instruction Librarians
Miscellaneous Correspondence
Roster
Membership
Agendas and Minutes
“Dropped Member” Survey
Membership Roster
Mentors at IS Dinner
Miscellaneous Correspondence
Printed Welcome Brochures
Newsletter Editor
Newsletters, Volumes 17 & 18
Nominating
Agendas
Correspondence
Roster
Planning
Annual Report
Strategic Plan, 1997
Strategic Plan Revised and Approved
Writing Measurable Objectives
Policy
By Laws Revision Project
Guidelines for Archival Records
Guidelines for Instruction Programs Project
Resource Checklist
Roster and Minutes
Pre-Conference and Conference Program Planning
Manual (revised June 1999)

Pre-Conference Program Planning-Denver, 2001
Agenda and Minutes
Announcements
Correspondence and E-mail
Evaluations
Flyer for Programs
Roster
Schedule
Speaker Handouts

Pre-Conference Program Planning-San Francisco, 2001
Agendas and Minutes
Assessing Collaboration
Assessing Instruction
Assessing Student Learning
Assessing Your Impact
Planning and Publicity
Roster

Research and Scholarship
Agendas and Minutes
Annotated Bibliography of Publications
Annual Discussion Forum
List of Research Committees
Membership Roster
Research Agenda (preparation)
Website

Box 8:

Revision of Model Statement Task Force
Agendas and Minutes
Comments on Drafts
Communications with ACRL Standards and Guidelines Committee
Drafts
E-Mails
Notices to Newsletter, C&RL News, BI-L
Roster

Teaching Methods
Brainstorming
Goals
Minutes
Website

Website
Correspondence
Instruction Section Knowledge Base

ACRL/S - Instruction Section
Meeting Highlights, 1996-1997
Conference Program Planning, 1996-1997
Correspondence, 1996-1997
Box 9:
Awards
   Academic or Research Librarian of the Year Award
      1989-90
      1990-91
      1991-92
   Hugh C. Atkinson Memorial Award
      1991-92
      1993-94
      1994-95
      1995-96

Box 10:
   Samuel Lazerov Award
      1989-90
      1990-91
      1991-92
      1992-93
      1993-94
      1994-95
      1995-96
      1996-97
      1997-98
   K.G. Saur Award
      1989-90
      1990-91
      1991-92
      1992-93
      1993-94
      1994-95
      1995-96
      1996-97
      1997-98

Box 11:
Committee Files, 2001-2002
   Advisory
      Agendas and Minutes
      Correspondence
   Communication
      Agenda and Minutes
      Annotated Bibliography
      Correspondence
      ILI-L List
      Instruction Section Handbook
      IS Web Site Inventory
      Membership Roster
      New Intern Orientation
      Newsletter Editor Position Renewal
Proposal on Committee Web Pages
Publication Policies and Procedures
Tips for Taking Minutes
Web Site/Listserv Administration Tips
Web Site Usability Testing

Conference Program Planning
  Committee Roster
  Correspondence with ALA and ACRL
  Correspondence with Speakers
  Program Handouts and Material
  Program Publicity

Education
  ACRL Panel Submission
  Agendas and Minutes
  Annotated Bibliography
  CE Opportunities Calendar
  Continuing Education Survey
  Library School Survey
  Membership Roster
  Midwinter Discussion Forum
  Planning Document

Executive
  Agendas and Minutes
  Archives Discussion
  Classroom Control Systems Page
  Correspondence
  Distance Learning Panel Proposal
  Guidelines for Instruction Programs
  IDP Bibliography
  ILI-L
  Membership Brochure and Web Pages
  Membership Roster
  Preconference Program Webcast
  Research Agenda
  Sponsorship of Program Proposals

Box 12:
  Strategic Plan
  Summary of Executive Actions between Conferences
  Think Tank III
  Tips for Listserv Administration and Web Site Administration
  25th Anniversary

Instruction for Diverse Populations
  Agendas and Minutes
  Discussion Forum: Assessment and Diverse Populations
  Membership Roster
  Planning Document

Management of Instruction Services
  Agendas and Minutes
  Membership Roster
  Toolkit for Developing Skill Areas

Membership
Agendas and Minutes
Brochure Project
Correspondence
IS/LIRT 25th Anniversary Celebration
Correspondence
Posters
Membership Roster

Planning
Agendas and Minutes
Membership Roster
Reports

Policy
Agendas and Minutes
Guidelines for Instruction Programs
Membership Roster

Pre-Conference Planning Task Force, Atlanta 2002
Agenda and Minutes
Correspondence
Handouts
Membership Roster

Research and Scholarship
Agendas and Minutes
Membership Roster
Proposed Programs
Research Agenda
Research Resources and Leads
Web Page

Teaching Methods
Agendas and Minutes
Brainstorming Sessions
Planning Documents
Projects
Roster

Website Administrator
Correspondence
Instruction Section Website #1
Instruction Section Website #2