



22/13/6
ACRL
Instruction Section
Subject File, 1979-2002

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Box 1:

Bibliographical Organization Project, 1952
Bibliographic Instruction Handbook, 1979
BIS Committee Minutes (2 folders), 1980-84
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ACRL Correspondence, 1996
ACRL-IS Budget, 1996
ACRL National Conference IS Program Proposal, 1996
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 ACRL Instruction Section Web Pages - Images and Code, 1998

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Advisory Council/Executive Committee Minutes, Annual and Midwinter, 1993 (from Secretary notebook), 1997
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- BI course pros and cons, 1995
- Brochure Project, 1996-97
- Discussion forum, midwinter, 1991
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- Dissertation Project, 1997
- Employability Study, 1995
- History, 1986-96
- Liaison with SCOLE (Standing Committee On Library Education), 1986-94
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- Resource Packets for Library Educators, 1995
- Status of Education for BI Project, 1984
- Executive Committee Files, 1997-98
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- Supplementary material, 1994
- Correspondence, 1996
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- Knowledge Base Task Force, 1996
- "Library Instruction Clearinghouses: A Directory," 1986, 1989
- Local Arrangements, Washington D.C., 1997-98

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- 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
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- 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
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- 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

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Mandernak, Scott, 1997
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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
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- 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

Discussion Forum- National Information Literacy Institute: Plans and Possibilities Flyer, 1998

Education Committee, 1999-00

- Annotated Bibliography
- Agendas and Minutes
- Continuing Education Calender
- General Documents
- Membership Roster
- Midwinter Discussion Forum

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- Minutes
 - 1997
 - 1998

Emerging Technologies in Instruction

- Agendas and Membership
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- Correspondence
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- Meeting Highlights, 1997

Internet Education Project
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 One-Year Appointments Summary, 1996
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 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

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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
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Name Change Implementation Report/Recommendations, 1995
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 Resource List for BIS Committee Chairs, 1991
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- Correspondence, 1991

- Job Description, 1983

- Skill Areas for Instruction Librarians Task Force Final Report, 1998-99

- Strategic Plan Implementation IS Response, 1999-00

Teaching Methods

- Agendas and Minutes

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- Brainstorming Session

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 - Managing the Electronic Classroom Flyer

 - Team Teaching: Partnerships with Academic Faculty Flyer

- Classroom Control Systems Project

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- Listserv Postings, 1998-99

- Membership Roster

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- Midwinter Discussion Forum 2000, 1999-00

- Poster Session Proposal, 1997

- Report to Planning Committee

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- Textbook Bibliography Project, 1998-99

- Web Site Pages, 1999-00

- Web Tutorials Project

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- Agendas and Minutes, 1998-99

- Membership Roster, 1998-99

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- 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

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- Advisory
 - Agendas and Minutes
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- 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
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 - Speaker Correspondence
- Education
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 - Bibliography
 - Calendar Updates
 - Continuing Education Needs and Interest Survey
 - Library School Project
 - Midwinter Discussion Forum
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 - 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)
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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

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- Agendas
- Correspondence
- Roster

Planning

- Annual Report
- Strategic Plan, 1997
- Strategic Plan Revised and Approved
- Writing Measurable Objectives

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- 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
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 Announcements
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 Evaluations
 Flyer for Programs
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 Schedule
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 Pre-Conference Program Planning-San Francisco, 2001
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 Assessing Instruction
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Revision of Model Statement Task Force
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 Comments on Drafts
 Communications with ACRL Standards and Guidelines Committee
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 E-Mails
 Notices to Newsletter, C&RL News, BI-L
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 Goals
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 Instruction Section Knowledge Base
 Publication Policies and Procedures Manual, updated 1997

ACRL/S - Instruction Section
 Meeting Highlights, 1996-1997
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Box 9:

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ILI-L List

Instruction Section Handbook

IS Web Site Inventory

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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
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 - Annotated Bibliography
 - CE Opportunities Calendar
 - Continuing Education Survey
 - Library School Survey
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- Executive
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 - Archives Discussion
 - Classroom Control Systems Page
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 - Distance Learning Panel Proposal
 - Guidelines for Instruction Programs
 - IDP Bibliography
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 - Membership Brochure and Web Pages
 - Membership Roster
 - Preconference Program Webcast
 - Research Agenda
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- 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
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- Management of Instruction Services
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 - Toolkit for Developing Skill Areas
- Membership

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- IS/LIRT 25th Anniversary Celebration
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