

## **JTF-PSL-Communication Subgroup Report, December 11, 2015**

### **Introduction**

Since we have both required and desired communication needs to consider, it is our hope that this communication plan will be useful in documenting and guiding the work of the committee, ensuring we are compliant with the processes of SAA and ACRL/RBMS, and aid us in seeking and receiving appropriate feedback throughout the process, with the end goal of ensuring the guidelines are the best product possible and that they pass through the two approval processes as smoothly as possible.

### **Communication Tools**

Working space on Google Drive, SAA microsite, ALA Connect, email listservs of various organizations, and additional tools as required (e.g. skype kits for meetings, digress.it for soliciting feedback).

### **Official Reporting Lines**

*We are required to report semi-annually to both SAA and ACRL/RBMS.*

SAA Standards Committee: Carrie Hintz (Emory) and Meg Tuomala (Gates Archive) mid-year reports by Feb 15, annual reports by Aug 1.

RBMS Executive Board: ALA Midwinter and Annual Meetings, report verbally during the Information Exchange session. We will have a standing space on the RBMS Exec Board Agenda at both meetings. Also send to RBMS Executive Board, any written reports we send to SAA. ACRL ILFSC (IL Frameworks and Standards Committee): This committee will provide us with a liaison to work with us on the process, but not the content. TBD. Written reports, "ideally a few weeks before ALA Midwinter and/or ALA Annual," are desired. There is also a slightly out of date but still useful checklist. Note, we do not need an IL consultant.

[http://www.ala.org/acrl/resources/policies/checklist\\_ss\\_il](http://www.ala.org/acrl/resources/policies/checklist_ss_il)

Other communication channels of note for seeking feedback, and/or just updating on progress: (this section is tentative - we expect to update this section once we see the December Subgroup reports):

- Academic groups
- Other professional archives and libraries groups (e.g., discipline or instruction specific sections, ACRL Framework implementation people, Sharon Mader, e.g.), groups outside the SAA and ALA communication channels)
- Key individual contacts

## **Timeline of Communication**

Below we have elaborated on the task force's general timeline, highlighting known and expected communication events. We anticipate this timeline may slide as the work continues, and is intended as a guide to communication activities. Required dates are noted.

### Fall 2015

#### Goals:

- Research and information gathering (including existing definitions, as well as existing work towards guidelines).
- Develop a working definition of primary source literacy to guide our work

**KEY DATE: September 22 - working groups formed and charged to begin work.**

#### *Communication Actions:*

- *Announce conference call meetings on ALA Connect 10 days in advance and post minutes within 30 days, in compliance with the ALA Open Meeting Policy. Post minutes to SAA microsite in a timely manner.*

### Fall-Winter 2015-16

#### Goals:

- Shape the overarching guidelines at a high level
- By beginning of December 2015 aim to have final reports out of each of the four subgroups doing background research.
- For ALA Midwinter face-to-face meeting:
  - Discussion of what our first draft products should be and what they might look like.
  - Outreach during ALA Annual and SAA Annual meetings (in person outreach) and any virtual/social media outreach that we should also be doing to reach a wider audience.

**KEY DATE: Dec 11, 2015: Subgroup reports due to the Task Force**

**KEY DATE: Dec 18, 2015: Submit written update to the ACRL ILFSC**

**KEY DATE: Jan 4, 2016: Deadline to submit ALA Midwinter Meeting Agenda**

**KEY DATE: Jan 10, 2016: ALA Midwinter Meeting, Boston, MA, 10:30-12 BCEC 259A**

*Communication Actions:*

- *Consult with subgroups and post reports, findings, or other useful information to ALA Connect and SAA microsite, as appropriate.*
- *Frame outline of a Communication Plan for the duration of the Task Force's Work*
- *Submit agenda for ALA Midwinter Meeting via RBMS Listserv (Heather) and ALA Connect (Morgan) by Jan 4, 2016*
- *Consider Skype and other virtual access to the meeting for absent meeting*
- *Prepare and present RBMS Information Exchange Report*

Winter-Spring 2016

- *Flesh out performance indicators and outcomes*
- *Work on 1st draft of guidelines. Question for consideration: will we wish to seek additional feedback on our first draft from any of the non-required stakeholders as we're working, before we send to SAA and ACRL contacts?*

**KEY DATE: February 15, 2016: mid-year report due to SAA Standards Committee**

*Communication Actions:*

- *Post minutes from ALA Midwinter meeting*
- *Prepare and send SAA mid-year report to SAA Standards and RBMS Exec*
- *Develop plan for public feedback, how people should provide feedback, and how we'll incorporate that into our work.*

Spring-Summer 2016 - Distribute 1st draft to all the appropriate feedback groups.

**KEY DATE: June 3, 2016: Submit update to ACRL ILFSC in advance of Annual Meeting**

**KEY DATE: June (date TBD): Submit ALA Annual Agenda**

**KEY DATE: June 23-28, 2016: ALA Annual Meeting, Orlando** - requested Sunday, June 26 10:30-12 timeslot. Requested skype kit for committee members who cannot attend in person.

**KEY DATE: July 18, 2016: Annual Report to SAA Standards**

**KEY DATE: July 31-Aug 6, 2016: SAA Annual Meeting, Atlanta**

*Communication Actions:*

- *Submit progress report to SAA Council at SAA annual meeting (date TBD).*
- *Post first draft to ALA Connect and SAA microsite and notify required contacts, in advance of ALA Annual Meeting.*
- *Hold open forums for feedback in person at ALA Annual and SAA Meeting. Question for consideration: Shall we use our regular meeting time slot as the occasion for public feedback, or request additional meeting slots at either or both ALA and SAA meetings.*
- *Virtual public feedback period - post to appropriate email lists, identify other useful communication methods.*
  - *Reach out to the stakeholder groups we will have previously identified: SAA and RBMS Listservs; identify academic and other professional (non-SAA/RBMS) communities; key individual contacts*
  - *Gather and share public feedback and SAA/ACRL/RBMS feedback to the task force*

Summer-Fall 2016 - review and incorporate feedback on the 1st draft, start work on 2nd draft

*Communication Actions:*

- *TBD*

Winter-Spring 2017

Goals: distribute second draft for feedback

**KEY DATE: January 2, 2017: Submit written update to the ACRL ILFSC**

**KEY DATE: Jan (date TBD): Deadline to submit ALA Midwinter Meeting Agenda**

**KEY DATE: January 20-24, 2017: ALA Midwinter Meeting, Atlanta**

**KEY DATE: February 15, 2017: mid-year report due to SAA Standards Committee**

*Communication Actions:*

- *Post revised draft to ALA Connect and SAA microsite and notify required contacts.*
- *Virtual public feedback period*

Spring-Summer 2017

Goals: Present final draft. RBMS task force members set to rotate off end of June; SAA members, August.

**KEY DATE: June 1, 2016: Submit update to ACRL ILFSC in advance of Annual Meeting**

**KEY DATE: June (date TBD): Submit ALA Annual Agenda**

**KEY DATE: June 22-27, ALA Annual in Chicago**

**KEY DATE: July 18 2017: Annual Report to SAA Standards Committee**

**KEY DATE: July 23-29, 2017 SAA Annual Meeting, Portland. Final Meeting!**

*Communication Actions:*

- *Submit progress report to SAA Council*

2017-2018

Ideally, guidelines will be with SAA and ACRL standards and leadership groups for review and approval.

*Communication Actions: Chairs may need to respond to questions, check in on progress, and report the final decisions. There are protocols in place for this process on the ACRL/RBMS side. Are there equivalent procedures for SAA?*

**Additional conferences and meetings of interest:** (We can keep adding to this as things come up).

August 11-12, 2016 DePaul University, Chicago, Illinois: IFLA / ACRL / DePaul University are hosting a 2016 IFLA Satellite Preconference, "Information and Artifactual Literacies: Engaging Minds in Libraries and Museums"