

**Association of College and Research Libraries, New Jersey Chapter
New Jersey Library Association, College and University Libraries Section**

**User Education Committee
Minutes of Meeting on 09/29/06, Tuesday, at the Bankier Library,
Brookdale Community College (BCC), Lincroft**

Attendees (alphabetical listing): Caroline Geck, John Gibson, Ruth Hamann, Theo Haynes, Chris Herz, Ma lei Hsieh, and Karen Topham

- A key question generated at the meeting was:

Will the committee be sponsoring a program at the 2007 Annual NJLA Conference?

- Members continued to discuss the *Online Database Tutorials* grid. Questions concerning the project focused on which team members are compiling data on particular databases, and whether the database grid list is comprehensive?
- Theo will contact Annemarie to assist with the finalization of the grid. After the final grid is distributed to the committee, members should try filling in the grid by the next meeting.
- Ruth mentioned that the database vendor WilsonWeb offers librarians in-person and e-learning sessions with live trainers, and whether the committee should annotate this kind of information in the grid? Ma Lei commented that potential meetings with trainers might provide opportunities to ask them about their online tutorial offerings.
- Other members inquired if the committee should recognize vendors that are doing a good job providing support and that are furnishing online tutorials?
- The committee discussed if a truncation character guide should be created like the guide created by Ryan Womack at Rutgers University?
- Members agreed to update their Yahoo! Group profiles. Theo suggested adding a member's real first and last name, location, and occupation.
- Some members of the committee shared news that they are submitting poster session applications for the 2007 Annual VALE Conference.
- After the meeting, both Chris and Leslie provided links to access their virtual tours created using Macromedia Captivate. Chris's tour can be accessed by clicking *Virtual Tour* from <http://www.gccnj.edu/library>. Leslie's tour can be accessed by going to http://www.princeton.edu/%7Elmurtha/Instruction/orientation_09_01_06.htm.
- Leslie inquired if the team is planning a program for the NJLA conference? The committee brainstormed various ideas, including a Captivate showcase of projects accomplished by librarians throughout the state or a session about assessment and online tutorials. If the committee decided to host a program, the pre-proposal form would be due November 1st, 2006. The committee decided to write the pre-proposal together at the next meeting.
- The next User Education Committee meeting will be 10 a.m., Friday, October 27th, 2006 at the Bankier Library, Brookdale Community College, Lincroft, New Jersey.

Submitted: 10/27/06 by Caroline Geck