



Annual Report 2006 ARLIS/NA News & Features Editor

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Newly created in early 2005, the news & features editor position is in its second year of existence. The first year was a transition year when the final issue of the print publication *Update* was issued and news and features were moved to the ARLIS/NA Web site (AWS). All work this past year has been done online on the AWS; however, the year was not without changes. I am now posting items directly to the AWS server whereas last year I was sending items to the AWS editor for posting. The transition has gone well except for two incidents with the AWS server. There was a long period in late 2005 and early 2006 when we were unable to access the server, and then recently the Web site was moved to a different server, which caused much havoc. Both of these incidents were out of the control of the AWS editor and myself but caused much frustration and extra work on our part.

Activities

Added news and events items to the news and events sections of the AWS. Content was solicited and received from ARLIS group contacts, and culled from ARLIS-L and other electronic and printed resources.

Added relevant deadlines from the Management Calendar to the event calendar.

Edited and posted Bibliographic Notes.

Began posting items directly to the AWS server.

Solicited contact information for contributing editors from ARLIS groups.

Worked closely with the AWS editor, professional resources editor, and chair of the Publications Committee.

Organized the first meeting of the AWS sub-committee of the Publications Committee comprised of the AWS editor, news & features editor, professional resources editor, and chair of the Publications Committee. Began developing policies for some AWS content areas. Took meeting notes and distributed them to the group.

Participated in Publications Committee conference meeting and e-mail discussions.

To Do

Review job description and suggest revisions.

Create written procedures for the position responsibilities.

Issues

A system is needed for effectively communicating leadership changes to the AWS and news & features editors. A master list from someone on the board would be best. Perhaps the secretary could compile this information from the board liaisons and distribute the list in a timely manner.

Create an efficient means for identifying and learning about changes in AWS news and events contributors. I have had to hunt down this information—a very time consuming process. Also, group contributors need to make it their responsibility and priority to compile and send news and other items to the news & features editor.

A RSS feed is needed for the News and Events Calendar sections of the AWS. The feed would allow people to subscribe to those pages and receive updated information automatically. Otherwise, one has to visit those sections on the AWS on a regular basis, which is not efficient and highly unlikely, to find new information.