

CEAL Library Technology Committee: 2010-2011 Report

Summary of Activities

by Rob Britt, LTC Chair

June 28, 2011

I. Introduction

The Council on East Asian Libraries Library Technology Committee (CEAL LTC) is chaired by Rob Britt (Coordinator of East Asian Library Services at the University of Washington, Gallagher Law Library). Rob's duties as LTC Chair include working with the CEAL Executive Board (President, Treasurer, Secretary, Membership Chair, and others), CEAL members, and volunteers who assist with CEAL projects. No formal LTC meetings were held, but the LTC Chair works with many CEAL EB members and CEAL members in general on an ongoing basis.

II. Bylaws Changes affecting LTC

In December 2010, CEAL members voted to revise the [CEAL Bylaws](#). The revised Bylaws affect the activities of LTC in several ways (see Article 6, section C). In short, the LTC Chair is no longer an elected position, but instead is now appointed by the President. Consecutive terms are now allowed. The new duties of the LTC chair are succinctly defined in the Bylaws to include managing and developing the CEAL server, and coordinating technical support for the annual meeting.

III. Maintenance of the CEAL Website

Update and maintenance of the CEAL website is an ongoing process. Content, format, and organization are monitored and updated at least monthly.

A. Routine maintenance

1. Update of annual conference pages, with links to Committee minutes and presentations

2. Updating hyperlinks
- B. Additions and Improvements
1. Switch to Google blogger for CEAL Jobs
 2. Addition of “CEAL News” blog

IV. Maintenance of the CEAL Server

Files on the CEAL server are kept up-to-date in various ways. Committees work on their own files in Committee folders. The LTC chair works on folders affecting CEAL as a whole (CEAL Directory, Annual Meeting, Homepage, Library link list, JEAL pages, links to the CEAL listserv (Eastlib), etc.).

A. CEAL Directory Database

B. Administer Folders for CEAL Committee Webpages

Advise Committee chairs about how to update, maintain, and backup their committee’s web files

C. Backup

Backup of CEAL Directory and all CEAL server files is very important. These server files are backed up on local drives by FTP at least once a month.

1. CEAL Directory
2. All CEAL files

D. Passwords

In order to prevent hacking of CEAL data, strong passwords are maintained by the LTC Chair. CEAL Committees are assigned folders on the CEAL server. Each committee can access only their on folder, using their assigned password.

V. Elections

The LTC chair set up, tested, publicized, and administered two online CEAL elections, working with the CEAL President and Executive Board.

- A. November/December 2010: CEAL Bylaws revision vote
- B. February/March 2011: CEAL officers election

VI. Technical Support for Conference Presentations at the Annual Meeting
The LTC chair, with the support of committee members, organized presentation files from presenters, maintained the conference laptop with the presentation files, assisted presenters during meetings, and advised the EB on planning for AV and computer needs at the meeting.

- A. 2010 AAS/CEAL Philadelphia
- B. 2011 AAS/CEAL Honolulu