



# Catholic Research Resources Alliance

<http://www.catholicresearch.net>

## CRRA MEMBER GUIDE

### WELCOME TO THE CATHOLIC RESEARCH RESOURCES ALLIANCE (CRRA)

#### Getting to Know Each Other

We are eager to know more about you, and to introduce you to the CRRA membership in our newsletter, the *CRRA Update*. Once you have joined the CRRA, we will contact you for information about your collections and key contacts at your institution who will participate in the CRRA, whether as committee members, collection specialists in the area of Catholic studies, or systems and metadata people working to ensure your content is well represented in the portal.

#### Communication

We have a number communication modes, and all are intended to be two way. That is, we want to hear *from* you and we want to be able to communicate with you.

- *CRRA Update*. Every other month during the academic year, we publish a short newsletter highlighting our progress and events. We welcome your news!

The *Update* is sent via email to the *CRRA Updates listserv*, posted to our Blog, and is archived in the News and Events area of the CRRA website.

- *Logon to the "Member Login" Area of CRRA Website*. This is a members-only, password-protected area which contains meetings minutes. If you do not know your username and password and would like to access this area, send an email to Pat or Jennifer.
- *CRRA Blog*  
We post updates about our portal progress, member news, *CRRA Update*, and other current bits of information. Follow us at: <http://www.catholicresearch.net/blog/>
- *CRRA Mailing Lists*  
We maintain mailing lists to communicate with CRRA members, friends, and committee members. We make every effort to subscribe all individuals at the member institution to our main list, the *CRRA-Updates listserv*. To post an announcement to the list, send to: [cr-ra-updates@listserv.nd.edu](mailto:cr-ra-updates@listserv.nd.edu). If you are not currently on the list and would like to receive our newsletter and periodic announcements, please drop Pat an email at [plawton@nd.edu](mailto:plawton@nd.edu).

*CRRA-Tech List.* If you are interested in technical issues, you might be interested in subscribing to the CRRA -Tech list. Information about the list , including how to self-subscribe is posted to the Blog at <http://www.catholicresearch.net/blog/2011/05/crra-tech/>

## CRRA Meetings and Events

- *CRRA All Members Meetings*

The CRRA generally holds its *Annual All-Members Meeting* every odd-numbered year in conjunction with the Association of College and Research Libraries (ACRL) and every even-numbered year with the American Library Association (ALA) Annual meeting. CRRA also hosts a mid-year reunion during ALA Midwinter. See the [News and Events](#) tab for upcoming and past meetings.

## New Member Steps

1. **Initial contact.** Jennifer speaks with the [official representative](#), who names an institutional [liaison](#), and they are added to the CRRA mailing list and website.
2. **Letter of welcome.** CRRA sends a letter of welcome to the official representative and liaison. Pat and the liaison arrange a time to talk about your membership, to answer any questions you may have, and to discuss making your content available in the portal (#4).
3. **Communicating with you and membership.** CRRA maintains a mailing list of individuals at member institutions. We add individuals from your institution at step 1, but if at any time you would like to have someone added, simply send Pat or Jennifer an email and we will add them to the mailing list.
4. **Getting content into the portal.** Pat will talk with the liaison about the overall process and will refer you and your team to [Eric Morgan](#) who handles the ingest of member content. Eric will arrange to meet with you to discuss ways to expose your content in the portal. Documents at this link: <http://www.catholicresearch.net/cms/index.php/the-catholic-portal/making-content-available/> outline the basic process that he recommends.
5. **Serving on committees.** If you and/or members of your team are interested in serving on CRRA committees or working groups, please let Jennifer ([younger.1@nd.edu](mailto:younger.1@nd.edu)) know of your interests. We have a number of projects on the horizon and opportunities for member participation. For a list of CRRA committees and committee members, see <http://www.catholicresearch.net/cms/index.php/crra-groups/>.

**Contact**

For questions about the website or the Catholic portal, or general questions regarding the CRRA, please contact Pat Lawton, *Digital Projects Librarian* at 574.631.1324 or e-mail [plawton@nd.edu](mailto:plawton@nd.edu).

For questions about joining the CRRA, or activities of the Board, please contact Jennifer Younger, *Executive Director* at 608.231.3153 or e-mail [jyounger.1@nd.edu](mailto:jyounger.1@nd.edu).

For questions about making your content available in the Catholic portal, please contact Eric Morgan at 574.631.8604 or email [emorgan@nd.edu](mailto:emorgan@nd.edu).

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December, 2013

Pat Lawton, *Digital Projects Librarian*

Jennifer Younger, *Executive Director*