

MAGIRT Organizational Manual

Revised October 22, 2013

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I. Introduction

The Map and Geospatial Information Round Table (MAGIRT) is a round table in the American Library Association. Formed in 1980, MAGIRT leads and inspires information professionals at all levels of expertise in their work with map and geospatial information resources, collections and technologies in all formats, through community, education and advocacy.¹ This Organizational Manual details the structure of MAGIRT and how it functions as well as the duties and responsibilities of its officers, standing committees, discussion groups, task forces and liaisons.

The current roster of officers, committee and task force chairs, discussion group coordinators and liaisons are listed on the [Officers and Committee Chairs page](#).

Revision history: approved by the Executive Board January 27, 2013; updated June 17, 2013

¹ Per Bylaws – Article II

II. Officers

a. General

- MAGIRT elects the following officers via the ALA election process: Chair, Secretary, and Treasurer. The term of office of Chair shall be a total of three years: one year as Vice Chair, one year as Chair and one year as Past Chair.²
- All officers must be personal members of MAGIRT.³
- All officers serve as members of the Executive Board.⁴
- Officers are expected to attend meetings outside MAGIRT as required by ALA as listed in the [Round Table Coordinating Assembly Handbook](#).⁵
- Any officer or committee member who fails to contribute to the duties and responsibilities of the office or committee can be removed. Vacancies are filled at the discretion of the Chair in consultation with the Executive Board and/or Committee Chair.⁶
- The Chair, Vice Chair and Past Chair are responsible for all fundraising, and shall work with the Executive Board, MAGIRT Committees, and ALA as necessary to coordinate fundraising activities including, but not limited to, sponsorship of programs and events related to MAGIRT activities.⁷

b. Chair

- The Chair shall be the chief executive officer of MAGIRT and Chair of the Executive Board.⁸
- The Chair is responsible for calling and conducting all Executive Board, Membership and Business meetings.
- The Chair is responsible for scheduling all meetings of the Round Table at both the Midwinter and Annual conferences, including arranging for audio-visual needs and any other special requirements.⁹
- The Chair shall delegate duties as he/she deems appropriate and shall exercise general supervision over the affairs of the organization.¹⁰
- Members of standing committees, discussion groups, task forces, and liaisons to other organizations shall be appointed by the Chair of MAGIRT who will designate one member as chair. Letters of appointment, including length of term, shall be sent to all committee chairs, discussion group leaders and liaisons by the Chair immediately following the Annual conference.

² Per Bylaws – Article V, Section 2A

³ Per Bylaws – Article III, Section 2

⁴ Per Bylaws – Article VII, Section 1A

⁵ Per Bylaws – Article V, Section 4

⁶ Per Bylaws – Article V, Section 5

⁷ Per Bylaws – Article V, Section 2F

⁸ Per Bylaws – Article V, Section 2B

⁹ Per Bylaws – Article V, Section 2C

¹⁰ Per Bylaws – Article V, Section 2B

- The Chair of MAGIRT is responsible for forwarding contact information for new committee chairs, discussion group coordinators, task force chairs and liaisons to the Secretary for the roster; for further information, see [Section XIII](#).
- The Chair serves as a member of the Nominations and Awards Committee.¹¹

c. Vice Chair

- The Vice Chair shall assume the responsibilities and perform the duties of Chair in the event of absence, death, disability or resignation of the Chair, and serve as Chair in the year following their term as Vice Chair.¹²
- Vice Chair serves as Chair of the Program Planning Committee in order to plan the program(s) that will occur during their year as MAGIRT Chair.
- The Vice Chair plans social events and/or local tours for the Midwinter and Annual conferences.
- The Vice Chair serves as mentor to the MAGIRT-sponsored Emerging Leader or Emerging Leaders project group.
- The Vice Chair serves as a member of the Nominations and Awards Committee.¹³

d. Past Chair

- The Past Chair serves as Chair of the Bylaws and Governing Documents Committee and facilitates the revision of the MAGIRT Bylaws and/or MAGIRT Organizational Manual as deemed appropriate by the Executive Board.¹⁴
- The Past Chair also serves as Chair of the Nominations and Awards Committee.¹⁵
- In the absence of the Chair or Vice Chair, the Past Chair conducts meetings of the Executive Board.

e. Secretary

- The Secretary shall perform their duties as outlined in *Standard Code of Parliamentary Procedure, Alice Sturgis*, in the latest edition.¹⁶
- The Secretary shall keep minutes of all Executive Board meetings and report all actions of the Executive Board at Midwinter and Annual meetings to the membership via publication of minutes in *base line*, the MAGIRT listserv and through other avenues as deemed appropriate.
- The Secretary is responsible for compiling, sending, and/or coordinating the submission of items, including Executive Board meeting minutes, to the

¹¹ Per Bylaws – Article VI, Section 1A

¹² Per Bylaws – Article V, Section 2D

¹³ Per Bylaws – Article VI, Section 1A

¹⁴ Per Bylaws – Article V, Section 2E

¹⁵ Per Bylaws – Article VI, Section 1A

¹⁶ Per Bylaws – Article V, Section 3B

MAGIRT Archives. For further information about the MAGIRT Archives, see [Section XII](#).

- Immediately following the annual meeting, the Secretary compiles and maintains a roster of officers, committee chairs, discussion group coordinators and liaisons, including contact information and term lengths. The roster is delivered to the MAGIRT Webmaster to be published on the MAGIRT website. The Secretary continues to maintain and update the roster through the year. For further information about updating the roster, see [Section XIII](#).

f. Treasurer

- The Treasurer shall perform their duties as outlined in *Standard Code of Parliamentary Procedure, Alice Sturgis*, in the latest edition.¹⁷
- The Treasurer is responsible for managing all MAGIRT financing and works directly with the ALA Staff Liaison on any issues surrounding any MAGIRT transactions.
- The budget process is initiated and managed by the MAGIRT Treasurer, with final approval of the budget by the Executive Board.
- The Treasurer receives and reviews budget reports from ALA Headquarters, reports problems to the Chair, submits the *Treasurer's Report on MAGIRT's Finances* at the Midwinter and Annual meetings, and works with the Chair and other officers on the preparation of an annual budget. In addition to reporting at Midwinter and Annual meetings, the Treasurer provides a summary of MAGIRT's finances before each scheduled Executive Board meeting.

Revision history: approved by the Executive Board January 27, 2013; revised June 17, 2013; revised October 22, 2013.

¹⁷ Per Bylaws – Article V, Section 3B

III. Nominations and Elections

- a. Elections for MAGIRT will be held according to standard ALA procedures. The Nominations and Awards Committee consults prior to election deadlines to nominate the offices of chair, secretary and treasurer.¹⁸

b. **Nomination process:**

- *Candidates for leadership positions (officers, committee chairs, discussion group coordinators, task force chairs)*
 - The Chair of the Nominations and Awards Committee will review the MAGIRT roster to determine impending vacancies for officer positions, and communicate with the Executive Board to determine leadership vacancies on committees or discussion groups.
 - Nominees for officer positions should ideally have held a prior leadership position (i.e. committee chair, discussion group coordinator or task force chair) in MAGIRT.
 - Nominees for committee chair or discussion group coordinator positions should ideally have served as a member of the committee or discussion group they intend to lead.
 - For committee or discussion group leadership vacancies, the outgoing chair or discussion group coordinator will determine if there are any interested candidates for leadership amongst their committee or discussion group membership. If so, they will forward their candidates to the Chair of the Nominations and Award Committee, who will then forward them to the Executive Board. If candidates are not available, the Chair of the Nominations and Awards Committee will advertise for candidates via the usual MAGIRT and ALA communication channels.
 - All candidates for leadership positions must:
 - be personal members of MAGIRT at the time of nomination,¹⁹
 - be willing and available (physically or virtually as necessary) to commit to a specific term (i.e. 2 years),
 - demonstrate leadership potential, good communication skills, and the ability to work tactfully and effectively with committee members and as a member the Executive Board,

¹⁸ Per Bylaws – Article VI, Section 2A

¹⁹ Per Bylaws – Article VI, Section 1B

- possess knowledge of or an interest in the area addressed by their committee or discussion group, and
 - be able to fulfill the duties and responsibilities of a committee chair as described in [Section V-b](#).
- *Candidates for committee membership*
 - Committee chairs will actively seek members in order to maintain membership at levels that are adequate to complete the work of their committee.
 - All candidates for committee membership must:
 - be members of MAGIRT or be willing to join prior to starting their committee membership, and
 - actively participate in their committee’s activities (i.e. not be a member in name only).
 - *Nominees for the MAGIRT Honors Award*
 - The Nominations and Awards Committee will put out a call for nominees for the [MAGIRT Honors Award](#) through the usual MAGIRT communications channels on October 1st of each year, with a deadline for nominees of October 31st.
 - Any MAGIRT member can nominate an individual or organization for the
 - Honors Award.
 - The Nominations and Awards Committee will determine the Honors Award recipient(s) by the Midwinter Conference. The recipient(s) will remain confidential until announced at the Annual Conference.
- c. Officers elected shall assume office at the end of the ALA Annual Meeting.²⁰ For further information about committee chair terms, see [Section V-a](#). For further information about discussion group coordinator terms, see [Section VI-a](#). For further information about task force chair terms, see [Section VII](#).

Revision history: approved by the Executive Board January 27, 2013

²⁰ Per Bylaws – Article VI, Section 1B

IV. Executive Board

Purpose. The Executive Board is responsible for:

- the general supervision of the affairs of the organization,
- the general review of the organization and assignment of new projects to committees,
- review and endorsement of projects submitted by the committees of MAGIRT,
- soliciting and appointing MAGIRT members to fulfill various ALA designated positions as requested by ALA,
- reporting all actions of the Executive Board to the membership at regular intervals through via official ALA communication channels, and
- acting as the advisory group to the Chair.²¹

Membership. Executive Board consists of the elected officers, standing committee Chairs, discussion group coordinators, and the ALA staff liaison. Discussion group coordinators and the ALA staff liaison are non-voting members.²² In the event of an officer vacancy, the Chair shall appoint a temporary replacement.²³

Meetings. The Executive Board shall meet at minimum during the Annual and Midwinter meetings of ALA. A quorum of the Executive Board consists of 2/3 of the voting Executive Board members.²⁴ All Executive Board meetings are open to any member of ALA.

Revision history: approved by the Executive Board January 27, 2013

²¹ Per Bylaws – Article VII, Section 2

²² Per Bylaws – Article VII, Section 1A-B

²³ Per Bylaws – Article VII, Section 3

²⁴ Per Bylaws – Article VII, Section 1C-D

V. Standing Committees

a. **Chair terms.** Committee Chair terms are for 2 years starting at the end of the Annual Conference. Upon completion of the term the Chair can renew their appointment for another 2 year term upon mutual consent with the incoming MAGIRT Chair.

b. **Duties and responsibilities of committee chairs.** Duties and responsibilities of committee chairs include:

- Calling and conducting their committee’s meetings,
- Maintaining committee membership at levels adequate to complete the work of the committee,
- Ensuring that the Secretary has current contact information for each committee member for the roster (for further information, see [Section XIII](#)),
- Ensuring that committee members are actively participating in the work of the committee, and
- Attending and participating in Executive Board meetings,²⁵ including reporting on the activities of their committee.

c. **Membership requirements.** All committee chairs and members must be personal members of MAGIRT.²⁶

d. Charges to Standing Committees

i. *Bylaws and Governing Documents*

Purpose. To maintain MAGIRT’s Bylaws, Organizational Manual and other organizational governing documents.

Membership. A Chair and as many members as necessary to complete the work of the Committee. The MAGIRT Past Chair serves as Chair of the Committee.

Duties. The Committee is responsible for ensuring that MAGIRT’s Bylaws, Organizational Manual and other governing documents are kept up to date. The Committee submits recommendations for revisions as necessary to the Executive Board for review and/or acceptance. Upon review and/or acceptance by the Executive Board, the Committee Chair submits the revised document to the *base line* editor for publication and to the MAGIRT Webmaster for inclusion on the MAGIRT website.

²⁵ Per Bylaws – Article VII, Section 1A

²⁶ Per Bylaws – Article III, Section 2

In the case of the Bylaws, per Article IX, Section 1 of the current Bylaws, the personal members of MAGIRT shall adopt, amend or repeal the existing Bylaws by a simple majority vote. Voting may take place at the Annual Membership Meeting by a majority of members present or by official ballot as a simple majority of all voting members. The Committee Chair is responsible for ensuring that notice of any proposed changes is provided to the members of MAGIRT through official ALA communication channels at least thirty, but not more than ninety, days before the presentation of amendments or revision for approval. Upon approval by the MAGIRT membership, the Committee Chair submits the revised Bylaws to the *base line* editor for publication and to the MAGIRT Webmaster for inclusion on the MAGIRT website.

Meetings. All Bylaws and Governing Documents Committee meetings are open to any member of ALA.

ii. Cataloging and Classification

Purpose. To provide a forum within MAGIRT for the discussion of issues concerning descriptive and subject cataloging, including classification and the content designation of cartographic materials

Membership. A Chair and as many members as necessary to complete the work of the Committee. The Chair or his/her designee shall represent MAGIRT at the Anglo-American Cataloging Committee for Cartographic Materials (AACCCM), the Association of Library Collections and Technical Services, Cataloging and Classification Section, Cataloging Committee, Description and Access (ALCTS/CCS/CC:DA), and the MARC Advisory Committee. The Chair is also a resource person for OCLC and the Program for Cooperative Cataloging.

Duties. The Chair discusses and makes recommendations on proposed actions by the ALA ALCTS/CCS/CC:DA, especially those actions which directly relate to the committee's purpose. The committee shall also be concerned with proposals by organizations, such as the AACCCM, the Library of Congress and the Government Printing Office (GPO). The committee should maintain close liaison with MAGIRT's Geotech Committee, which may consider similar issues. Finally, the committee should assist the Program Planning Committee in organizing any conference programs dealing with cataloging and classification of cartographic materials. It should bring to the MAGIRT Executive Board and the annual membership meeting reports of the committee's general activities and any recommendations to be endorsed by MAGIRT.

Meetings. All Cataloging and Classification Committee meetings are open to any member of ALA.

iii. Education

Purpose. To provide for continuing education in geospatial librarianship through organizing sessions at ALA conferences, publications, and via the World Wide Web. The Committee may also undertake projects to study and encourage education in geospatial librarianship at library schools and in other venues.

Membership. A Chair and as many members as necessary to accomplish the work of the committee.

Duties. Chair is the MAGIRT representative to the [ALA Library Education Assembly](#). The Chair should also survey the present status of education for map librarianship in the US and Canada, facilitate web-based or other learning opportunities for members and non-members and confer with the MAGIRT Executive Board to decide on a continuing education for the annual conferences when appropriate.

Meetings. All Education Committee meetings are open to any member of ALA.

iv. Geographic Technologies (GeoTech)

Purpose. To provide a forum within MAGIRT and ALA highlighting current and relevant issues, applications, and practices relating to emerging geographic information sciences and technologies. The Committee seeks to address the questions, opportunities, and challenges around such emerging technologies through the creation of high-quality and tangible outputs that will benefit the larger geospatial library community.

Membership. A Chair and as many members as necessary to accomplish the work of the committee. Members of the GeoTech Committee are expected to actively participate on projects and/or subcommittees, in discussion forums, and in an advocacy role for geographic technologies.

Duties. The GeoTech Committee works in partnership with other MAGIRT and ALA Committees, Task Forces, and Discussion Groups to propose and conduct workshops, programs, produce various resources guides in various formats, and advocate and promote educational opportunities and outreach activities to further increase the knowledge of geographic technologies to those working within the library field.

Meetings. All GeoTech Committee meetings are open to any member of ALA.

v. *Membership and Marketing*

Purpose. To increase MAGIRT’s membership and support current members’ map and geospatial information-related work. The committee focuses on communicating information to members and non-members about MAGIRT’s publications, programs, meetings, and events both online and in person.

Membership. A Chair and as many members as necessary to accomplish the work of the committee. Members of the Membership and Marketing Committee are expected to actively participate on projects and/or subcommittees, in discussion forums, and in an advocacy role for MAGIRT. The Chair also serves as MAGIRT representative to the ALA Membership Committee.

Duties. The Membership and Marketing Committee works to promote MAGIRT’s work through member outreach, publicizing MAGIRT’s meetings, workshops, and sponsored activities, and engaging members and potential members online and in-person.

Meetings. All Membership and Marketing Committee meetings are open to any member of ALA.

vi. *Nominations and Awards*

Purpose. To assure continuity in leadership in MAGIRT by seeking, identifying and securing candidates to run for elected offices, and to determine recipients for MAGIRT awards and scholarships, including presenting the awards to recipients at the ALA Annual Conference.

Membership. MAGIRT Vice-Chair, Chair and Past Chair. The Past Chair serves as Chair of the Committee.

Duties. The Committee is responsible for identifying officer candidates from the membership, including placing calls for officers in *base line* and other appropriate avenues i.e. magirt@ala.org, MAPS-L, GOVDOC-L, etc. The committee will provide a slate of new officer candidates to the Executive Board for review during the Midwinter Meeting. The Committee Chair communicates with the candidates and the ALA Staff Liaison to ensure that the candidates are included in the ALA general election.

The committee is also responsible for nominating and/or choosing

MAGIRT-sponsored Emerging Leader candidates and other scholarship candidates based on the guidelines provided by ALA or the sponsoring organization.

The committee is responsible for determining recipients of the MAGIRT Honors Award, to be presented at the Annual Conference. The committee Chair is responsible for preparing or securing the awards themselves (i.e. having certificates printed or trophies made). Awards are usually given at the last business or membership meeting of the annual conference, or at the MAGIRT reception. See [Awards \(Section XI\)](#) for further information.

Meetings. All Nominations and Awards Committee meetings are closed.

vii. Online Presence Oversight

Purpose. To coordinate and ensure the usability, currency and relevancy of information provided by MAGIRT via all of its online outlets, and maintain a high level of professionalism for MAGIRT’s online presence. The Online Presence Oversight Committee oversees and guarantees coordination of content created by MAGIRT committees, discussion groups, and the general membership.

Membership. Membership shall be comprised of the following:

- One member who is either the Vice Chair, Chair, or Past Chair of MAGIRT;
- One member representing the Membership and Marketing Committee;
- One member representing the Education Committee;
- One member representing the Publications Committee; and
- The Webmaster.

The Chair of the Committee is designated by the committee with the default being the Chair Trio representative. Members of the committee are expected to actively participate with committee duties, on projects and/or subcommittees.

Duties. The committee is not responsible to create content for MAGIRT’s online presence, but rather to oversee and coordinate the information that is presented online on behalf of MAGIRT.

The Online Presence Oversight Committee is responsible for:

- Maintaining and ensuring that MAGIRT’s online presence is professional, relevant and current by coordinating the information

flow across all of MAGIRT’s online avenues, including but not limited to ALA Connect, LibGuides, the MAGIRT website, Facebook and LinkedIn,

- Evaluating the integrity and appropriateness of the MAGIRT Communication Flow Chart,
- Establishing and maintaining the procedures for content creation and a schedule content updates,
- Suggesting and exploring the feasibility of new technologies, functionalities and/or resources that should be included as part of MAGIRT’s online presence,
- Completing tasks that are required for a high-quality online presence but do not fall within the purview of a specific MAGIRT committee or discussion group,
- Working with ALA to ensure MAGIRT’s online presence is accessible for all users.
- Reporting to the MAGIRT Executive Board at all Executive Board meetings.
- Consulting with the Executive Board on challenges or significant proposed changes.

Webmaster-specific duties:

- The MAGIRT Webmaster is responsible for maintaining and keeping the MAGIRT website current. The Webmaster largely takes direction from the Online Presence Oversight Committee and the Executive Board on the MAGIRT website content and design; however, the Webmaster is encouraged to provide direction and initiative on those matters as desired or necessary.

Meetings. All Online Presence Oversight Committee meetings are open to any member of ALA.

viii. Program Planning

Purpose. To plan and execute a minimum of one (1) program or similar activity at ALA Annual Conference meetings.

Membership. A Chair and as many members as necessary to complete the work of the Committee. The MAGIRT Vice Chair serves as Chair of the Committee in order to plan the program(s) that will occur during their year as MAGIRT Chair.

Duties. The Committee solicits program ideas from the MAGIRT membership and elsewhere, and then works with the interested parties to execute a successful program. The Committee collaborates with other

entities within MAGIRT and ALA as appropriate. Members of the Program Planning Committee are expected to actively participate in planning a program from idea conception through program evaluation.

Meetings. All Program Planning Committee meetings are open to any member of ALA.

ix. Publications

Publications

Purpose. To coordinate, edit and produce MAGIRT publications, including *base line*, the Electronic Publication Series, the Print Publication Series, and, in coordination with the Membership and Marketing Committee, MAGIRT informational literature. The Committee proposes changes to the MAGIRT website, and serves as intermediary with publishers.

Membership. A Chair, plus as many members as necessary to accomplish the work of the committee. The *base line* Editor and Publications Distribution Manager are also members of the committee.

Duties. The committee oversees the timely publication of *base line* and works to accomplish a flow of other publications as appropriate. The Committee will establish procedures from receiving publication proposals and shepherding them through the editorial process. The committee is responsible for depositing print publications at the ALA Store each ALA Conference and initiating marketing and advertising of its current publications. The MAGIRT membership brochure will be kept current with membership information in coordination with the Membership Committee and with a list of recent publications. Brochures will be provided to the Membership Committee and the Exhibits Coordinator and to the ALA Staff Liaison for distribution as needed.

• *base line* Editor position description: Duties and responsibilities of *base line* editor include the following:

- Solicit and gather regular columns and MAGIRT news for inclusion in the newsletter.
- Manage the timely production of *base line*.
- Review and modify submitted contributions to ensure accuracy, readability and clarity, and edit same to ensure the newsletter maintains a uniform style and appearance.
- Ensure *base line's* roster of MAGIRT officers and newsletter editors is current.

- Produce *base line* and distribute each *base line* issue through a variety of channels.
 - Serve as a member of MAGIRT’s Publications Committee and attend virtual and (when possible) in-person meetings at conferences.
 - Keep committee chair and members informed of any newsletter or production issues.
- Publications Distribution Manager position description: Duties and responsibilities of the Publications Distribution Manager include the following:
 - Maintain stock of MAGIRT publications, keep records of all distribution transactions and communicate said transactions involving MAGIRT monies to the MAGIRT Treasurer.
 - Insure that the ALA Bookstore has a stock of MAGIRT publications.
 - Accept purchase orders from libraries, vendors, and individuals for MAGIRT publications, create invoice(s) and send with the publication.
 - Receive payment checks from libraries, vendors, and individuals for MAGIRT publications and forward them to the ALA Staff Liaison along with copies of purchase orders and invoices.
 - Use a local print shop when possible to print copies of MAGIRT books, pamphlets, brochures, etc.
 - Periodically send receipts for out of pocket expenses for envelopes, postage, and printing to the ALA Staff Liaison for reimbursement and copy the MAGIRT Treasurer on all expenses as they occur.
 - Send distribution statistics to Publications Committee Chair prior to ALA Annual and Midwinter meetings to be included in committee reports.

Meetings. All Publications Committee meetings are open to any member of ALA.

Revision history: approved by the Executive Board January 27, 2013; revised June 17, 2013; approved by the Executive Board and revised August 27, 2013; revision approved by the Executive Board on October 22, 2013.

VI. Discussion Groups

- a. **Coordinator terms.** Discussion group coordinator terms are for 2 years starting at the end of the Annual Conference. Upon completion of the term, the Coordinator can renew their appointment for another 2 year term upon mutual consent with the incoming MAGIRT Chair.
- b. **Coordinator membership requirements.** All discussion group coordinators must be personal members of MAGIRT.²⁷
- c. **Duties and responsibilities of discussion group coordinators.** The duties and responsibilities of discussion group coordinators include:
 - Attending and participating in Executive Board meetings²⁸ as a non-voting member,²⁹
 - Ensuring that the Secretary has their current contact information for the roster (for further information about updating the roster, see [Section XIII](#)),
 - Communicating with MAGIRT and cosponsoring round tables (as appropriate) to seek topics of discussion or brief presentations for Midwinter and Annual meetings,
 - Organizing content for Midwinter and Annual meetings,
 - Sharing meeting agendas in advance of each meeting with the ALA membership,
 - Attending and leading each meeting, and
 - Writing a brief report about the meeting to be published in *base line*.

d. Charges to Discussion Groups

i. **MAGIRT/ALCTS CaMMS Cartographic Resources Cataloging Interest Group**

Purpose. To discuss the basic issues relating to bibliographic control of cartographic resources. To discuss rules and standards covering such cataloging, as well as application of the rules and principles both in general and in response to specific problems, and various practicing options. The group will provide a forum for discussing matters of interest to beginners and experts alike. Because cartographic resources catalogers often have oversight responsibilities for a collection, discussion of administration of cartographic resources cataloging, setting policy for map cataloging, etc., are also appropriate.

Note: This interest group is run jointly by MAGIRT and ALCTS CaMMS, but

²⁷ Per Bylaws – Article III, Section 2

²⁸ Per Bylaws – Article VII, Section 1A

²⁹ Per Bylaws - Article VII, Section 1B

based in ALCTS; as such, its charge is dictated by [ALCTS CaMMS](#). However, this interest group is typically led by a MAGIRT member, and meetings are scheduled by MAGIRT. All MAGIRT/ALCTS CaMMS Cartographic Resources Cataloging Interest Group meetings should be cross-posted in the MAGIRT and ALCTS meeting schedules.

Membership. A Coordinator (typically from MAGIRT’s membership) and unlimited number of discussants from both organizations.

Meetings. All MAGIRT/ALCTS CaMMS Cartographic Resources Cataloging Interest Group meetings are open to any member of ALA.

ii. *MAGIRT/GODORT GIS Discussion Group*

Purpose. Provides a forum for the discussion of issues concerning geographic information technologies including: geographic information systems, electronic mapping, electronic geographic and cartographic products, digital geo-spatial and metadata issues. Usually meets before the [Geographic Technologies \(GeoTech\) Committee](#).

Note: This discussion group is cosponsored by GODORT in name only due to the complimentary nature of its topic. This interest group is led by a MAGIRT member and meetings are scheduled by MAGIRT. All MAGIRT/GODORT GIS Discussion Group meetings should be cross-posted in the MAGIRT and GODORT meeting schedules.

Membership. A Coordinator and unlimited number of discussants.

Meetings. All GIS Discussion Group meetings are open to any member of ALA.

iii. *Map Collection Management Discussion Group*

Purpose. To provide a forum for discussion of and action on issues concerning spatial data and map acquisition and in particular to work on cooperative acquisitions and cooperative collection development.

Membership. A Coordinator and unlimited number of discussants.

Duties. Discusses issues, new developments, and problems in the selection and acquisition of spatial data and maps. Seeks to find and implement methods of cooperative acquisitions and cooperative development.

Meetings. All meetings of the Map Collection Management Discussion Group are open to any ALA member.

Revision history: approved by the Executive Board January 27, 2013; revised June 17, 2013

VII. Task Forces

- a. **Purpose.** Task forces may be created by the Executive Board for the performance of a particular assignment within a designated timeline.³⁰
- b. **Membership requirements.** All task force chairs and members must be personal members of MAGIRT.³¹
- c. **Duties and responsibilities of task force chairs and members.** Task force chairs and members are appointed by the Executive Board. Duties and responsibilities of each task force are dictated by the issue to be addressed, and approved by the Executive Board. The task force chair is responsible for ensuring that the Secretary has current contact information for each task force member for the roster (for further information, see [Section XIII](#)).

Revision history: approved by the Executive Board January 27, 2013; revised June 17, 2013

³⁰ Per Bylaws – Article VIII, Section 3

³¹ Per Bylaws – Article III, Section 2

VIII. Liaisons to other organizations

- a. **Liaison terms.** Liaison terms are for 2 years starting at the end of the Annual Conference. Upon completion of the term the liaison can renew their appointment for another 2 year term upon mutual consent with the incoming MAGIRT Chair.
- b. **Membership requirements.** All liaisons must be personal members of MAGIRT.³²
- c. **Duties and responsibilities of liaisons**
 - Liaisons to other organizations may be invited to attend MAGIRT meetings at the discretion of the Executive Board.
 - Liaisons are expected to ensure that the Secretary has their current contact information for the roster (for further information about updating the roster, see [Section XIII](#)).
 - Liaisons are expected to submit reports (written or in person) of activities to the Executive Board at the Midwinter and Annual meetings.
- d. **Liaisons to other organizations.** MAGIRT appoints liaisons to the following organizations:
 - Anglo-American Cataloguing Committee for Cartographic Materials (AACCCM)
 - [Association of College and Research Libraries – Rare Books and Manuscripts Section \(ACRL-RBMS\)](#)
 - [Association for Library Collections and Technical Services, Cataloging and Classification Section, Committee on Cataloging: Description and Access \(ALCTS-CCS CC:DA\)](#)
 - [Freedom to Read Foundation \(ALA\)](#)
 - [GODORT](#)
 - [GODORT Committee on Rare and Endangered Government Documents](#)
 - [Library of Congress Geography and Map Division \(LC G&M\)](#)
 - [MARC Advisory Committee](#)
 - [North American Cartographic Information Society \(NACIS\)](#)
 - [United States Geological Survey \(USGS\)](#)
 - [Western Association of Map Librarians \(WAML\)](#)

³² Per Bylaws – Article III, Section 2

Revision history: approved by the Executive Board January 27, 2013; revised June 17, 2013

IX. Finances

- a. Funds to support MAGIRT will come from the dues of the general membership, publications, advertisements in publications, workshops and voluntary contributions. Dues are established by the Executive Board at the Annual Meeting and are collected by ALA through its regular membership channels.
- b. Revenues generated from membership dues, sale of publications or promotional items, profits from workshops, and voluntary contributions are deposited into ALA's bank account under MAGIRT's name by MAGIRT's ALA Staff Liaison and are maintained by ALA Headquarters Fiscal Services Department.
- c. Financial transactions involving MAGIRT funds shall be channeled through the MAGIRT Treasurer and the ALA Staff Liaison following these procedures:
 - i. **Deposits.** Any MAGIRT officer, Committee Chair, or Task Force Coordinator who receives money to be deposited into MAGIRT's account shall send a check or money order to the ALA Staff Liaison with instructions for processing and copy the MAGIRT Treasurer (*see item "d."* below).
 - ii. **Withdrawals.** Any MAGIRT officer, committee chair or task force with an Executive Board-approved expenditure will arrange payment by:
 1. Sending an invoice or original receipts to the ALA Staff Liaison who will forward it to Fiscal Services, where it will be entered into the account records and paid, or
 2. Requesting an Executive Board-approved cash advance from the ALA Staff Liaison who will instruct Fiscal Services to withdraw the amount from MAGIRT's account and issue a check to the payee.
- d. Executive Board members who conduct any monetary transaction directly with the ALA Staff Liaison will copy the MAGIRT Treasurer on all documents and correspondence.
- e. All Financial transactions sent to the ALA Staff Liaison must include:
 - An itemized account of purpose for deposit or withdrawal,
 - Name and address of the person to be paid, if applicable,
 - Clear indication of which MAGIRT line item, including its name and number, is to be credited or billed. The MAGIRT Treasurer **should** be consulted for which budget line item is appropriate for the transaction.
- f. A monthly financial Performance Report (budget report) is sent to the MAGIRT Treasurer by Fiscal Services through the ALA Staff Liaison, which includes a detailed breakdown of revenue and expenses for the current month and year to date. Frequency of receipt of these Reports will be determined by the Treasurer (e.g., monthly or quarterly), and communicated to the ALA Staff Liaison.

- g. The MAGIRT Chair may approve expenditures of up to \$250; the MAGIRT Executive Board must approve expenditures of more than \$250.
- h. **Budget.** MAGIRT Treasurer must prepare a budget with justifications for known and anticipated expenses and submit that request to the Executive Board. Submitting the budget is one of the first tasks of the new Treasurer each year. The budget schedule:
- September 1 through August 31--ALA Fiscal Year
 - September--Requests for special allocations for programs planned for the next ALA Annual Conference must be submitted to the ALA Deputy Executive Director by September 15.
 - September - October--Instructions for submitting requests for the next fiscal year are distributed.
 - December 1--All budget requests from committees and task forces are due.
 - Midwinter--Treasurer prepares a draft budget for Executive Board review. The Executive Board reviews the proposed budget in consideration of budget requests from committees and task forces. The Treasurer prepares the budget based on the review. The Treasurer submits the budget to the ALA Staff Liaison shortly after the Midwinter meeting.
 - Annual Conference--Budget for next fiscal year is reviewed
 - August 1-- *base line* publishes MAGIRT budget for the fiscal year beginning September 1.
 - August 15--Soft deadline for submitting requests for reimbursement of expenses incurred in the past fiscal year.

Revision history: approved by the Executive Board January 27, 2013; revision approved by the Executive Board August 27, 2013; revision approved by the Executive Board October 22, 2013

X. Minutes

a. **Format.** Meeting minutes should include:

- Name of the committee,
- Date of the meeting,
- Type of meeting (virtual or in-person), and
- List of attendees.

b. **Where to post.** All committee meeting minutes should be posted in two locations:

- ALA Connect
 - o Go to MAGIRT ALA Connect page, click on the “Files” icon, and select “Go to the file folders”. Each committee has its own folder. Approved minutes and other official documents should be posted in the appropriate folder.
 - o The title format for the minutes is as follows:

CommitteeName_Minutes_#month_#day_#year_Approved

Example: ExecBoard_Minutes_06_14_12_Approved

- *base line*
 - o Email minutes as a Word document to the [base line editor](#).

Revision history: approved by the Executive Board January 27, 2013

XI. Awards

- a. **Criteria.** The MAGIRT Honors Award is presented in recognition of outstanding achievement and major contributions to map and geospatial librarianship and to the Round Table.
- b. **Eligibility.** Any individual or organization meeting the award criteria as described in [Section XI-a](#). The nomination process is described in [Section III-b](#).
- c. **Award.** The MAGIRT Honors Award is presented at the Annual conference to the individual(s) or organization(s) chosen by the Nominations and Awards Committee. Historically, a single individual or organization is honored each year; however, multiple recipients may be honored in any given year at the discretion of the Nominations and Awards Committee. If no suitable nominations are received in any given year, the Honors Award is not presented.

Recipients receive a certificate, a trophy or similar item, and a cash award, as determined by the Executive Board. Remarks made at the awards reception and pictures of the recipients are published in *base line*. Notification of the award will be sent to the director of each recipient's institution as appropriate.

- d. **Past awards.** The Hammond/MAGERT Award was presented in 1986 and 1987 for the best English language paper on map librarianship. Recipients received an award certificate and a check for \$300 from Hammond, Inc. Further information about the Hammond/MAGERT Award criteria can be found in *base line* 7(2):33.

Special awards in honor of MAGERT's 10th anniversary were issued in 1990. The awards recognized those individuals who contributed to the success of MAGERT and map librarianship over the previous 10 years. Further information about these awards can be found in *base line* 10(5):134, 11(2):12, 11(5):5, and 11(5):11.

Revision history: approved by the Executive Board January 27, 2013; last updated February 19, 2013

XII. Archives

- a. The MAGIRT Archives are part of the American Library Association Archives and are located at:

American Library Association Archives
105 Horticulture Field Lab
1707 South Orchard St
Urbana, IL61801
Email: illiarch@illinois.edu Phone: 217-333-7841
<http://archives.library.illinois.edu/ala/>

b. **Items to be submitted to the MAGIRT Archives:**

- At least one copy of all printed items, including publications and promotional items such as postcards, brochures and handouts.
- Electronic files, such as logos, letterhead, meeting minutes and electronic publications not otherwise published in paper. Electronic files should be submitted on CDs or DVDs in their original file format.
- Miscellaneous items not included in the above categories, such as promotional items.

c. **Items that are archived elsewhere:**

- Mailing lists (magirt@ala.org, magirtbd@ala.org, magirtwebmaster@ala.org) – archives for all ALA mailing lists are located on the ALA Mailing List Service page - <http://lists.ala.org/sympa>. [TBD – whether or not we have access to our old lists – magert@ala.org and magertbd@ala.org]
- Website – ALA is responsible for archiving the MAGIRT website.

d. **Items that are not archived:**

- ALA Connect – There is no formal archiving of any ALA Connect content that occurs by ALA or any other organization.

e. **Submission procedures:**

- The Secretary is responsible for compiling, sending, and/or coordinating the submission of items to the MAGIRT Archives.
- The Secretary will put out a call for items to be submitted to the MAGIRT Archives at Executive Board meetings and in conjunction with the Midwinter and Annual conferences.

Revision history: approved by the Executive Board January 27, 2013; updated June 10, 2013; revision approved by the Executive Board on October 22, 2013.

XIII. Contact Information

a. Mailing lists.

- The following mailing lists have been established by ALA for MAGIRT:
 - magirt@ala.org – for communication to and between all MAGIRT members; new members are automatically subscribed by ALA. Used for discussion topics for the MAGIRT membership, posting professional development and employment opportunities, and to advertise MAGIRT meetings, programs and social activities.
 - magirtbd@ala.org – for communication to and between members of the Executive Board and the ALA Staff Liaison; the ALA Staff Liaison adds and removes members from this list. Used for communication amongst Executive Board members; also used to send questions or comments about MAGIRT to the Executive Board.
- Archives for all ALA mailing lists are located on the ALA Mailing List Service page - <http://lists.ala.org/sympa>.
- How to unsubscribe from an ALA mailing list. The following message should be added to the footer of all messages from MAGIRT that are posted to magirt@ala.org:

If you do not wish to receive messages from magirt@ala.org, you may unsubscribe at the American Library Association Mailing List Service Page - <http://lists.ala.org/sympa> . Log in with the email address at which you are receiving the messages. Click 'First Time Login' to gain a password. You will see the lists associated with your email address and be able to unsubscribe.

b. Webmaster email address.

- magirtwebmaster@ala.org - used for issues, comments or questions about the MAGIRT website. The MAGIRT webmaster monitors this email address.

c. Procedures for updating the MAGIRT roster.

- *Responsibilities of the Secretary of MAGIRT:*
 - After the annual meeting, the Secretary creates a new Official Roster to be kept as an Excel file in ALA Connect “MAGIRT Executive Board (Map and Geospatial Information Round Table)” files. The Official Roster from the past year is forwarded to the MAGIRT archives at that time to preserve historical information about the Committees and their members.
 - During the year, the Secretary updates and maintains that year’s Official Roster in ALA Connect.
 - Immediately following the annual meeting and as needed during the year, the Secretary updates and maintains the [Officers & Committee Chairs](#) page on the MAGIRT website via the LibGuide. The list includes the current MAGIRT Officers, Committee Chairs, Discussion Group Coordinators, and Liaisons with their contact information and term lengths.

- *Responsibilities of the Chair of MAGIRT:*
 - When the MAGIRT Chair appoints a new Committee Chair, Group Coordinator, Representative or Liaison, the following information should be sent to the Secretary:
 - MAGIRT position
 - Term start/end date
 - Name
 - Title
 - Library (if applicable)
 - Institution
 - Address
 - City/State/ZIP
 - Work phone number
 - Fax number (if applicable)
 - Email address
 - Skype name
 - The ALA Staff Liaison should also be contacted at this time to make sure that the new appointee gets the proper permissions in ALA Connect and is added to the Executive Board listserv (magirtbd@ala.org).

- *Responsibilities of MAGIRT Committee Chairs, Discussion Group Coordinators, Task Force Chairs and Liaisons:*
 - When a Committee Chair, Discussion Group Coordinator, Task Force Chair, or Liaison has a change in their contact information or affiliation, that person should send the Secretary the corrected information.
 - When a Committee or Task Force member is no longer on that Committee or Task Force or has a change in status or contact information, the Chair of that Committee or Task Force should notify the Secretary so the roster can be updated.

Revision history: last updated February 19, 2013; revised June 17, 2013