

Library Instruction Round Table Manual

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I. Organizational and Reference Material

Organizational Mission, Goals and Objectives

(Approved by LIRT Steering Committee, January 21, 2006, updated June 2015)

Founding Purpose and Mission:

The Library Instruction Round Table (LIRT) was founded in 1977. LIRT empowers librarians, from all types of libraries, to become better teachers through sharing best practices, leadership and professional development, and networking.

Our goals:

- To increase professional and public awareness of the need for library instruction and information literacy.
- To encourage the development of American Library Association policy promoting library instruction and information literacy.
- To assist library practitioners in the development, improvement, and promotion of library instruction and information literacy activities.
- To broaden the base of LIRT membership by attracting members from all types of libraries, and to encourage active involvement of LIRT members in the organization.
- To create programming that appeals to instruction librarians from all types of libraries.
- To provide opportunities in which librarians from all types of libraries can share ideas about library instruction and information literacy.
- To encourage the networking of professional library instruction and information literacy groups.
- To encourage library schools to include education for library instruction and information literacy in their curricula.
- To maintain an organizational structure that enables the implementation of the goals and objectives of the Library Instruction Round Table.

Vision:

The Library Instruction Round Table will be an inclusive, energetic and diverse multi-type library organization that is recognized as the first stop for practical methods related to library pedagogy, information literacy and point-of-need service. Our organization will utilize technology to its best capacity to enhance communication, outreach to other organizations, build community and recruit new librarians for active engagement. *(This vision statement was developed from ideas generated at the LIRT retreat held at Midwinter 2004.*

Key Action Areas:

- Mentoring
- Development of practical tools and methods
- Networking
- Streamlining of organizational processes
- Recruitment

Organizational Values:

- Commitment to member service
- Commitment to all types of libraries and librarians

- Open, inclusive and collaborative environment
- Professionalism
- Excellence and innovation
- Transparency and integrity
- Commitment to improving the everyday practice of library instruction

Desired Future:

The Library

- All types of libraries will consider library instruction a vital and valuable part of what they do.
- Library patrons of all ages and educational levels will be information literate according to the professional standards and definitions developed by ALA and its divisions.

The Profession

- Library instruction will be a standard part of the curriculum at library schools.

The Organization

- LIRT will be recognized within ALA as a key player in discussions about information literacy.
- LIRT will be recognized among all librarians as a source of practical information about teaching methods and library instruction.
- LIRT will be an efficiently run organization that maximizes the time of volunteers and communicates well internally.

Short-Term Goals and Objectives, updated June 2005

Goal Statement: Develop strategies for mentoring new instruction librarians.

Strategic Objectives:

- Establish a mentoring committee to look at opportunities for mentoring, such as an Ask an Expert feature on our website, or a more formal and extensive mentoring program.
- Investigate ways that a LIRT award could be used to mentor new librarians.

Goal Statement: Develop the LIRT Website as a first stop or gateway to all kinds of information about library instruction and information literacy.

Strategic Objectives:

- Form a Web Advisory committee to look at ways to enhance the LIRT web site as a clearinghouse for library instruction-related information.

Goal Statement: Develop practical tools and methods for instruction librarians.

Strategic Objectives:

- Encourage LIRT committees to develop practical content for the Website, newsletter, and conference programs.
- Have the Web Advisory committee look at new services or features for the web site that would provide practical benefits for teaching librarians.

Goal Statement: Recruit librarians from all types of libraries for LIRT membership.

Strategic Objectives:

- Hold a membership drive at the LIRT program each year.
- Plan LIRT programs to appeal to a broad audience of librarians.
- Make new LIRT initiatives such as mentoring and awards available to all types of librarians.

Goal Statement: Increase networking with other professional library groups with interests that overlap ours, including LOEX, ACRL-IS, RUSA, etc.

Strategic Objectives:

- Establish more formal relationships with other ALA groups interested in instruction.

Goal Statement: Streamline LIRT administrative procedures to maximize the time of officers, committee chairs and volunteers.

Strategic Objectives:

- Revise LIRT's online organizational manual to include accurate, up-to-date information about the organization and how it functions. Create checklists that clearly spell out the roles and responsibilities for all officers, appointed positions, committee chairs and members.
- Establish a process of systematic review and revision of the LIRT manual.
- Combine administrative committees which overlap in membership.
- Reevaluate and revise committee charges to clarify the purpose and duties of each committee.

Reference Material

ALA Headquarters Liaisons

LIRT ALA Liaison

Danielle M. Ponton American Library Association

50 E. Huron St.

Chicago, IL 60611-2788

E-mail: dponton@ala.org

Phone: 312-280-3213

1-800-545-2433, ext. 3213

Fax: 312-280-50143256

The LIRT Liaison MUST Review

- Grant proposals (Most require approval by other offices or bodies within ALA.)
- Press releases
- Questionnaires and survey forms
- Contracts or negotiations
- Any financial transactions

Communication with LIRT Liaison

The best way to communicate with the LIRT Liaison at ALA is by emailing him/her.

Telephone is also a viable communication option. When emailing the LIRT liaison, be sure to include LIRT in the subject line, as well as a succinct description of the content of the message.

When you contact the LIRT Liaison at ALA, make very clear what you expect him/her to do and when you need to have it done. Write "ACTION NEEDED BY (DATE)" at the top of the letter or email. Be sure to include your name, address, and telephone number.

Follow up if you have not received a response within the time expected. Reimbursement sometimes takes several weeks.

An ALA Liaison's Responsibilities

ALA assigns a professional staff member to each round table. The Liaison's role is to help officers and members of the round table to carry out the work of the round table more effectively.

LIRT's ALA Liaison devotes 5-10% of her time to the round table. This varies in any given week depending upon the time of the year and other priorities of his/her job.

Requests sent to the LIRT Liaison will be handled by the staff liaison. A request may also be referred to another ALA office.

Things LIRT Liaison Can Do for You

- Give good advice.
- Refer you to the appropriate ALA office.
- Interpret ALA policy.
- Make conference room requests and arrangements.
- Oversee the LIRT budget. Process requests for reimbursement and charges billed to LIRT.
- Negotiate contracts and make any financial arrangements for LIRT.
- Receive the LIRT ballot and distribute it to the appropriate entity within ALA.
- Provide membership brochures and other LIRT supplies.
- Guide requests for approval of surveys, grants, etc. through appropriate ALA channels.
- Press Releases are written by the round table. The staff liaison will edit the press release as needed and will get it to the appropriate office for publication.;
- Obtain mailing labels for various groups within ALA.
- Assist the Secretary in preparing materials for ALA archives.

Approvals for LIRT Activities

| | LIRT Executive Board | LIRT Steering Committee | ALA Liaison | ALA Executive Director | ALA Executive Board | LIRT Membership |
|--|----------------------|-------------------------|-------------|------------------------|---------------------|-----------------|
| Budget Request, Annual | X | X | | | | |
| Budget Request, Supplemental | X | X | | | | |
| Conference Programs, Discussion Forums, Co-Sponsoring Programs | X | X | | | | |
| Committee Chair Appointments | X | | | | | |
| Constitution & Bylaws Changes | X | X | | | | X |
| Grant Proposals to groups outside ALA under \$10K | X | X | | X | | |
| Grant Proposals to groups outside ALA over \$10K | X | X | | | X | |
| Press Releases | X | | X | | | |
| Publications | X | X | | | | |
| Research Projects | X | X | | | | |
| Surveys and Questionnaires | X | X | X | | | |

LIRT Guide to Publishing

This guide outlines the steps an ALA Library Instruction Round Table (LIRT) Committee should take to publish a document.

Any committee planning on publishing should notify the President of LIRT and the LIRT Steering Committee of its intent to publish. At that time, the originating committee, in conjunction with the Steering Committee, will decide if the document should be a LIRT publication or an ALA publication. A document whose audience is mainly LIRT members and others interested in library instruction is usually published by LIRT with the help of ALA and its LIRT Liaison Officer. Such a document would usually be less than 100 pages with simple style and graphics requirements.

If the document is to be published by LIRT, the committee then chooses from the following methods of publication:

- Publish as a printed document (See ALA Liaison for specific policies and procedures)
- Publish in *LIRT News*
- Publish as web-based materials
- Publish through ALA

Publishing in the *LIRT News*

The LIRT newsletter, *Library Instruction Round Table News*, should be considered as an option for publishing some types of communications. Frequently included are: short articles of a practical nature on library instruction in all types of libraries; announcements of upcoming events and conferences; calls for papers and poster sessions; specific questions that invite response from readers; book and article reviews; and publicity for publications and other products created by LIRT.

Refer to the *LIRT News* Guidelines for additional information.

Publishing as web-based materials

Some documents may be most useful as online materials, such as web pages, PDFs (Adobe Acrobat documents), or interactive applications. This option may be considered for organized lists of links, handouts, tutorials or searchable files.

Consult with the [LIRT Electronic Resources Manager](#) before creating web-based materials for LIRT.

LIRT committees may also choose to contribute their ideas and announce their publications on ILL-L (Information Literacy Instruction Listserv, ILL-L@lists.ala.org), LIRT-L (LIRT-L@lists.ala.org) or LIRT-MEM (LIRT-MEM@lists.ala.org) listservs. For more information about these listservs, refer to the [LIRT-L](#) or [ILL-L](#) web pages.

Publishing through ALA

If the Steering Committee decides that the document should be published by ALA rather than by LIRT, the Committee should write a proposal outlining the purpose and intended audience. ALA will evaluate the proposal, and if they are interested, they will write a proposal to LIRT, estimate the royalties, and assume all costs. ALA has the "right of first refusal;" that is, all LIRT documents not published by LIRT itself must be submitted to ALA Publishing Services first. Then, if ALA declines to publish, the document may be offered to a commercial publisher.

Reimbursements

To qualify for reimbursement the expense must be included in the committee budget and have been previously approved by the committee chair.

To request reimbursement for LIRT expenses that you have already paid, please follow the process listed below. Committee chairs must let committee members know of the reimbursement procedures and provide them with a form.

1. If you have travel expenses, fill out the [Reimbursements for Travel Expenses form](#).
2. For non-travel expenses, write a memo to the LIRT liaison, describing the expense and the project it is attached to. You can contact the [LIRT Treasurer](#) if you need that information.

Example

Memo

To: LIRT LIAISON

Date:

Re: Project Name non-travel expense reimbursement

Attached you'll find receipts for purchase of plaques for the LIRT Awards. Please send a reimbursement check in the amount of \$X to Name and ADDRESS.

3. Attach documentation for the expenses to the request for reimbursement. THERE ARE NO EXCEPTIONS. Examples of proper documentation include the following: charge card bills, bills marked paid, photocopies of canceled checks, and receipts.
4. Send the memo, and the original copy of the receipt, credit card bill, etc. to:

Danielle M. Ponton, LIRT Liaison

ALA Headquarters

50 East Huron Street

Chicago, IL 60611-2788

dponton@ala.org

5. Send a copy of the memo, and a photocopy of the receipt, credit card bill, etc., to: [LIRT Treasurer](#)
6. Committee members should also send copies to their [Committee Chair](#). Feel free to scan and email copies for the treasurer and chair.

Conference Information

LIRT Conference Meeting Schedule

| | |
|-----------------------------------|---|
| 1 to 2 months prior to conference | Virtual Executive Committee Meeting |
| Saturday: | |
| 8:30 – 10:00 am - 10:30 am | Steering Committee II (Officers and Committee Chairs) |
| 10:30 am - 11:30 pm | All Committees |
| Sunday: | |
| 1:00 - 2:30 pm | LIRT Discussion Forum (Midwinter only) |
| 10:30 am - 11:30 am | LIRT Conference Program (Annual Conference only) |
| 8:30 am – 9:30 am | Executive Committee |

ALA Services at Conferences

ALA Conference Services

The [ALA Conference Services](#) office is responsible for planning and scheduling the ALA Midwinter and Annual Conferences. LIRT works indirectly with ALA Conference Services, via our LIRT ALA Liaison, to request meeting rooms for LIRT committee meetings and the LIRT Annual Conference program, and to ensure that accurate information about our activities appears in the conference program.

ALA Office at Conference

During Midwinter and Annual Conferences an ALA Office is established on site, usually in the Convention Center. You must wear your conference badge for admittance.

Resources available at the ALA Office include:

- Computers: usually PCs. Several computers are typically set aside for general use. These computers have word processing software and access to the printer, but do not have internet access. Computers can be reserved in advance for no more than two hours per day; otherwise, computers are available on a first-come first-served basis.
- Photocopying. Leave off at night, pick up in the morning. For smaller batches, photocopying can sometimes be done immediately. Use the LIRT account number (ask a LIRT officer for the account number) or pay 10 cents per copy.
- Supplies. Paper, envelopes, pens, pencils, glue, tape, stapler, etc. located at tables which designate photocopy area. It is a good idea to bring your own because these go fast.
- LIRT's ALA Liaison can be reached via the Round Tables table in the ALA Office. ALA offices and divisions have tables set up for the use of those writing reports, leaving messages, or needing computer access. The Round Tables' table will likely not be staffed, but you can leave a message or drop off items for them here. This is also where the LIRT Trunk is stored at Annual.
- ALA Conference Services has an office here. The staff can expedite the movement of large boxes and equipment, solve problems with rooms or meal services for meetings, and answer questions. Preliminary schedules for the next conference are available here. In addition, the staff can help to plan and schedule events at upcoming conferences.
- Major ALA publications, such as *Booklist* and *American Libraries*, also have tables in the office. News releases and announcements may be left at these tables or at the Public Information table.
- *COGNOTES*, the conference newsletter, usually has an office or a drop box at the ALA Office. The Public Relations Coordinator usually sends information about the Conference Program and other LIRT activities to the *Cognotes* editor during the conference.
-

Registration Area Baskets

Baskets are placed in the registration area of the convention center that can be used for publicity.

II. Information for Officers

LIRT Executive Board: Roles & Responsibilities

Membership

The [Executive Board](#) consists of:

- President
- Vice-President
- Past President
- Secretary
- Treasurer
- Vice-Treasurer

Ex Officio members are:

- Electronic Resources Manager
- LIRT ALA Councilor
- *LIRT News* Production Editor
- LIRT Archivist

The Newsletter Editor may be asked to attend Executive Board meetings.

Responsibilities

The Executive Board is the governing body of LIRT. It maintains the continuity of the organization throughout the membership year.

The Executive Board is empowered by the Constitution and Bylaws to:

- set policy for LIRT
- develop plans for LIRT activities
- approve the annual budget and any supplementary budget request of more than \$100 which may be submitted during the membership year
- approve the appointment of LIRT committee and task force chairs
- speak for the membership in response to official requests for information, comment, etc. from the American Library Association and its units.

The Executive Board fills a four-part role in coordinating the work of LIRT with that of its parent body, the American Library Association (ALA). These roles are as follows:

- to gather information on ALA plans and activities.
- to process the information and to determine its impact on LIRT
- to bring the information to the Steering Committee and to the membership at large
- to make recommendations to the Steering Committee and to the membership, if action is needed

To fulfill the above roles, LIRT's ALA Councilor shall serve as a liaison between ALA Council and the Executive Board. The Executive Board shall also invite other LIRT members who are on Council to attend Executive Board meetings. It will also encourage LIRT members to run for Council.

The Executive Board receives recommendations from the Steering Committee and uses the Steering Committee to provide input, suggestions and advice. The Executive Board may make decisions independently of the Steering Committee and is not constitutionally bound to follow that group's recommendations.

The Executive Board may appoint task forces and ad hoc committees for any particular or specific organizational purpose within the purview of the organization. Such groups serve until their charges are completed to the satisfaction of the Executive Board.

The Executive Board shall continue to encourage cooperation with other round tables within ALA. Currently this cooperation is being achieved by LIRT's active participation in the Round Table Coordinating Assembly.

Meetings

The Executive Board meets at the Midwinter Meeting and at the Annual Conference. They also meet electronically as needed.

Attendance

All members of the Executive Board are expected to attend each meeting of the Steering Committee and of the Executive Board. A quorum (a majority of the members) is necessary for all meetings of the Executive Board.

President

Checklist of Duties: LIRT President

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT OFFICERS

- _____ Attend ALA Midwinter and Annual conferences.
- _____ Monitor LIRT-S and LIRT-E and respond to any issues or requests that come up on the listserv.
- _____ Ensure that contact information is listed correctly on the online [LIRT Directory of Officers and Chairpersons](#); inform the Vice-President and Electronic Resources Manager of any changes.

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT PRESIDENT

- _____ Chair the Executive Board and Steering Committee.
- _____ Establish routine communication with officers and committee chairs via LIRT-S and LIRT-E.
- _____ Train Vice-President so s/he is prepared to assume the role of President.
- _____ Ensure the realization of the goals and objectives of LIRT as established by the Organization & Planning committee.
- _____ Serve as a LIRT representative to the [Round Table Coordinating Assembly](#) (RTCA) .
- _____ Serve as LIRT's primary representative to ALA via the LIRT ALA Liaison.
- _____ Send out thank you letters to LIRT members for additional donations. ALA Liaison (Danielle Ponton) will email the contact information, there is a form letter in ALA Connect for use and the ALA Liaison will mail to members.

Timeline of Duties

POST-ANNUAL CONFERENCE

- _____ Prepare an action list based on notes and minutes from the Annual Conference.
- _____ Write "From the President" column for *LIRT News* (deadline is typically August 1 for September issue).
- _____ The Secretary should send a copy of the minutes from Annual conference. Review and make suggestions for revisions, if needed.

BETWEEN ANNUAL CONFERENCE AND MIDWINTER

- _____ Contact ALA Staff Liaison () Danielle Ponton about changing settings so Committee Appointment duties are assigned to Vice-President/President-Elect.
- _____ Write "From the President" column for *LIRT News* (deadline is typically November 1 for December issue).
- _____ Confirm with Conference Program Planning Chair the final time, audience size, and equipment needs for upcoming Annual Conference Program.
- _____ Contact LIRT committee that proposed hosting Midwinter Discussion Forum to confirm that they still intend to host this event. Confirm time, audience size, and any equipment needs.
- _____ Prepare meeting room information for the LIRT ALA Liaison for the Midwinter and Annual conference (usually in August or September). Request meeting rooms for the following meetings/events: All Committees/ All Membership, Steering Committees , Executive Board , Midwinter Discussion Forum, Annual Awards Ceremony and Reception and Annual Conference Program.
- _____ Send preliminary Midwinter meeting schedule to Steering Committee and Executive Board members via LIRT-S listserv by October 15 (to meet *LIRT News* deadline for October newsletter). Remind committee chairs to let their committee members know which meetings they need to attend).

_____ Although the LIRT ALA Liaison should send you this information, check the [ALA Conference Services](#) web page frequently for Midwinter schedule to be posted. Check LIRT meetings and events to make sure that everything is accurate.

_____ Plan and hold a virtual Fall Steering and Executive Committee Meeting between Annual and Midwinter.

BEFORE MIDWINTER

_____ Email LIRT-S to request that committee chairs complete the [Committee Conference Planning form](#) prior to the Midwinter Conference.

_____ Email LIRT-S to request that Steering Committee and Executive Board members send housing information via the online [Housing Information form](#).

_____ Send emails to LIRT-S and LIRT-E to solicit Midwinter agenda items for Steering Committee and Executive Board Meetings.

_____ Create agendas for Steering Committee and Executive Board meetings based on input from chairs and officers..

_____ Plan and hold a virtual Executive Board Meeting to be held one to two months prior to the Midwinter Meeting. Send agenda to LIRT-E prior to meeting.

_____ Remind Conference Program Planning Committee chair that s/he will need to submit a preliminary title and description of the ALA Annual Conference program that will take place the following year and the final program title and description for the current year's conference program.

_____ Consult with Vice-President about plans for Midwinter meetings. Determine which committee meetings the Vice-President should attend.

_____ [Sign up for BITES with LIRT](#).

MIDWINTER MEETING

Non-LIRT Meetings to attend:

_____ [Round Table Coordinating Assembly](#) (RTCA) (usually Friday; check conference schedule for time).

_____ (*Optional, depending on topic*) ALA Planning and Budget Assembly (usually Saturday; check conference schedule for time).

LIRT responsibilities:

_____ Chair Steering Committee and Executive Board meetings (see: [Conference Meeting Schedule](#) for times).

_____ Attend Organization and Planning committee meetings at All Committees (see: [Conference Meeting Schedule](#) for times).

_____ Make announcements and welcoming remarks at the All Committees I meeting.

_____ Discuss proposed budget with Steering Committee. Finalize and approve it in Executive Board meetings.

_____ Consult the [Discussion Forum Responsibilities](#) page to determine the responsible committee. At Steering I Committee meeting, ask Committee Chair if they have discussed possible topics. Committee chairs can discuss this idea with their members, then decide by Steering II if they will host the Forum. _____ At the Steering II Committee meeting, the Conference Program Chair will submit a preliminary title and description of the ALA Annual Conference program that will take place the following year and the final program title and description for the current year's conference program. The two descriptions need to be approved by the Steering Committee and submitted to the LIRT ALA Liaison at conference.

_____ Conduct new committee chair orientation. This is typically done online.

- _____ Remind committee chairs at Steering Committee meetings to complete the [Committee Conference Summary form](#) after Midwinter conference.
- _____ Attend the [LIRT Discussion Forum](#) (usually on Sunday).
- _____ Prepare agenda or list of questions for LIRT ALA Liaison. The Liaison may attend one of the Steering Committee meetings.

POST-MIDWINTER MEETING

- _____ Send an email to LIRT-S to remind committee chairs to complete the [Committee Conference Summary form](#).
- _____ The Secretary should send a copy of the minutes from Midwinter. Review and make suggestions for revisions, if needed.

BETWEEN MIDWINTER AND ANNUAL CONFERENCE

- _____ Write “From the President” column for *LIRT News* (deadline is typically May 1 for June issue)).
- _____ Consult with the Vice-President to appoint LIRT Appointed Representatives to ALA Assemblies as necessary. Follow the Guidelines for Appointing LIRT Representatives (page 31).
- _____ Send preliminary Annual Conference meeting schedule to Steering Committee and Executive Board members via LIRT-S listserv by May 1 (to meet *LIRT News* deadline for June newsletter). Remind committee chairs to let their committee members know which meetings they need to attend.
- _____ Check the [ALA Conference Services](#) web page frequently for Annual Conference schedule to be posted. (The LIRT ALA Liaison should send you this information, but likely you will not be notified when the schedule is posted). Check LIRT meetings and events to make sure that everything is accurate. In particular, make sure that the Saturday and Monday meetings are scheduled in the same room.
- _____ Review proposed list of committee chairs that Vice-President sends to LIRT-E. Discuss any concerns with Vice-President and approve final list.
- _____ Request annual reports from committee chairs (due at the close of Annual).
- _____ Plan and hold a virtual Spring Steering Committee and Executive Board Meeting.
- _____ Send out congratulatory letters to LIRT Award Winners. The Awards Committee Chair will email form letter, sign and the chair will mail to winners.
- _____ Notify all candidates and announce election results to LIRT-S and LIRT-L.

BEFORE ANNUAL

- _____ Email LIRT-S to request that committee chairs complete the [Committee Conference Planning form](#) prior to Midwinter conference.
- _____ Email LIRT-S to request that Steering Committee and Executive Board members send housing information via the online [Housing Information form](#).
- _____ Contact [LIRT Appointed Representatives to ALA Assemblies](#) to ask them to attend either the Steering Spring or Steering Annual committee meetings to report on the activity of their assembly.
- _____ Send emails to LIRT-S and LIRT-E to solicit Annual Conference agenda items for Steering Committee and Executive Board Meetings.
- _____ Create agendas for Steering Committee and Executive Board meetings based on input from chairs and officers. Send the agenda to LIRT-S prior to conference.
- _____ Plan and hold a virtual Executive Board Meeting to be held prior to Annual. Send agenda to LIRT-E prior to meeting.
- _____ Send list of housing information for committee chairs and officers to LIRT-S prior to conference.

- _____ Remind Conference Program Planning Committee chair that s/he will need to submit detailed title and description of the ALA Annual Conference Program that will take place the following year.
- _____ Consult with Vice-President about plans for Annual conference meetings. Determine which committee meetings the Vice-President should attend.
- _____ Prior to conference, send final Annual Conference meeting schedule to Steering Committee and Executive Board members via LIRT-S listserv.
- _____ [Sign up for BITES with LIRT](#).

ANNUAL CONFERENCE

Non-LIRT Meetings to attend:

- _____ Attend [Round Table Coordinating Assembly](#) (RTCA) meeting (usually Friday; check conference schedule for time).
(*Optional, depending on topic*) Attend ALA Planning and Budget Assembly meeting (usually Saturday; check conference schedule for time).

LIRT responsibilities:

- _____ Chair Steering Committee and Executive Board meetings (see: [Conference Meeting Schedule](#) for times).
- _____ Attend Organization and Planning committee meetings at All Committees I and II (see: [Conference Meeting Schedule](#) for times).
- _____ Make announcements and welcoming remarks at the All Committees I meeting.
- _____ Discuss proposed budget with Steering Committee. Finalize and approve it in Executive Board meetings.
- _____ At the Steering II Committee meeting, the Conference Program Chair will submit a detailed title and description of the ALA Annual Conference Program that will take place the following year. The title and description needs to be approved by the Steering Committee and submitted to the LIRT ALA Liaison at conference.
- _____ Remind committee chairs at Steering Committee meetings to complete the [Committee Conference Summary form](#) after Midwinter conference.
- _____ Attend the [LIRT Conference Program](#) (typically on Sunday morning). The LIRT President sits on the stage during the conference program and makes brief remarks promoting LIRT.
- _____ Prepare agenda or list of questions for LIRT ALA Liaison. The Liaison may attend one of the Steering Committee meetings.

POST ANNUAL CONFERENCE (also see Past President's Checklist)

- _____ Update the LIRT Manual.
- _____ Write thank you letters to all officers and committee chairs.
- _____ Write and submit final President's report for September *LIRT News* by deadline (typically August 1st). This report is usually an annual report to the membership.
- _____ Send an email to LIRT-S to remind committee chairs to complete [Committee Conference Summary form](#).
- _____ The Secretary should send a copy of the minutes from Annual Conference. Review and make suggestions for revisions, if needed.

Guidelines for Appointing LIRT Representatives to Outside Entities

Current LIRT Representatives

These guidelines outline the procedures involved in appointing official LIRT representatives to ALA assemblies and other outside entities.

Entities to which LIRT has a representative:

- Committee on Library Advocacy (COLA)

Charge: A mobilization effort sponsored by ALA to develop a national network of library advocates who are committed to speaking up and out for libraries.

- [ALA Literacy Assembly](#)

Charge: To establish a focal point with ALA that will emphasize the Association's continuing commitment to literacy beyond divisional and unit membership committees; to provide an opportunity for broad representation of the membership and affiliated groups to exchange information and share ideas, identify concerns and omissions, and coordinate programming; and, to develop and promote strategies for increased literacy activity with the Association.

- ALA Membership Promotion Task Force

Charge: Along with the 15-member Membership Committee, these task force members -- 56 state and regional representatives and their subcommittees, 11 division representatives, and the 17 round table representatives -- are charged with promotion ALA membership within their respective units.

Note: The chair of the Membership Committee is automatically designated the LIRT representative to this task force

- [ALA Recruitment Assembly](#)

Charge: To facilitate communication about activities related to recruiting for the profession among ALA units and other groups. To foster coordination and cooperation of recruitment efforts among ALA units and other groups. To avoid unnecessary duplication and enhance individual and collective recruitment efforts. To develop a multi-year systematic national recruitment plan. To expand the "Each One Reach One" network through publicity and involvement. To make recommendations for recruitment policies, programs, publications, or other activities to appropriate bodies. To communicate with other national library/information organizations with an interest in recruitment. To report to and advise the HRDR Advisory Committee and office on issues and activities related to recruitment.

- International Federation of Library Associations and Institutions (IFLA) Information Literacy Section

IFLA has an Information Literacy standing committee. LIRT and ACRL/IS alternate as the ALA units to nominate a representative to this position. For information about IFLA's election process and qualifications, applicants are encouraged to carefully read "[Serving on IFLA Standing Committees](#)".

LIRT representative term of appointment:

- Appointment to ALA Assemblies is a two-year term (expiring after Annual Conference in the second year), with the option for renewing the appointment at the end of the term.
- The LIRT Representative to the Institute for Information Literacy Executive Committee is an appointed position that has no set term.
- Appointment to IFLA is a four-year term (expiring after the IFLA conference in the fourth year), with the option to renew the appointment one time.

LIRT's expectations of representatives:

- LIRT Representatives to outside entities shall be familiar with the organization and structure of LIRT. Representatives shall have at least one year of involvement with LIRT at the committee level or above.
- Representatives to outside entities will be expected to report back to LIRT annually, at a minimum. Representatives shall attend at least one LIRT Steering committee meeting per year. Representatives will be added to the LIRT-S listserv.
- LIRT Representatives are volunteer positions. LIRT cannot offer funding to attend meetings, conferences, etc.

LIRT appointment process for ALA Assembly representatives:

- The President and President-elect shall appoint representatives as a part of the usual appointment process.
- After Midwinter conference, the President-elect shall contact any LIRT representative whose term is expiring that year to ask if the person is interested in renewing their appointment.
- If any appointments will be open, the President-elect shall send out a call to the LIRT-S listserv after Midwinter conference asking for volunteers to fill any open positions. Committee chairs shall be asked to pass on the information to their committee members. Volunteers will be asked to send a brief statement outlining their qualifications and interest in the position.
- The President and President-elect shall examine the responses and determine who to appoint to the positions.
- The President-elect shall forward the name of the LIRT representative to the chair (or appropriate contact person) for each assembly or entity.
- Prior to Annual conference, the list of current representatives shall be forwarded to the Electronic Resources Manager for posting on the LIRT Website, and to the Secretary who will forward the information to the ALA Staff Liaison.

Vice-President

Checklist of Duties: LIRT Vice-President

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT OFFICERS

- _____ Attend ALA Midwinter and Annual conferences.
- _____ Serve on the Executive Board and Steering Committee.
- _____ Monitor LIRT-S and LIRT-E and respond to any issues or requests that come up on the list.
- _____ Ensure that your contact information is listed correctly on the online [LIRT Directory of Officers and Chairpersons](#); inform the Electronic Resources Manager of any changes. (Note: this contact information will be listed in the ALA Handbook of Organization).

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT VICE-PRESIDENT

- _____ Receive Committee Volunteer forms and appoint committee members. Appointments and edits to committee membership are handled through ALA's Committee Appointing Officers Homepage: https://www.ala.org/cfapps/Volunteer/admin/ao_home.cfm. If you are not given access to this website, email the ALA Liaison for access.
- _____ Coordinate with committee chairs and the Electronic Resources Manager to maintain updated rosters of committee members and their contact information.
- _____ Assist current President. In the absence of the President, preside at meetings and conduct LIRT business.
- _____ Become familiar with the work of LIRT and its administration in preparation for succession to the Presidency.
- _____ Monitor organizational progress, in conjunction with the Organization & Planning committee, in meeting LIRT's goals and objectives.
- _____ Serve as a LIRT representative to the [Round Table Coordinating Assembly](#) (RTCA).
- _____ Serve as LIRT's representative to the ALA Planning & Budget Assembly. Notify LIRT Officers of the Planning & Budget Assembly meeting agenda includes topics of interest to their position.

Timeline of Duties

Between July 1 and Midwinter

- _____ Send email with the following information to give to incoming (and continuing) committee chairs.
 - Committee goals from previous year
 - Committee charge
 - Current list of committee members and their contact information (Note: because of restricted access to the Committee Appointing Officers Homepage, committee chairs don't always have a way to view their committee members' contact information, so they might be reliant on you for this information)
- _____ Consult with President about Steering Fall and Executive Fall meeting agendas
- _____ Attend the Steering Fall meeting. Encourage incoming chairs and officers also to attend.
- _____ Consult with President about plans for Midwinter meetings. Determine which committee meetings to attend.
- _____ Recommend Midwinter Steering Committee and Executive Board agenda items.
- _____ Complete [Housing Information form](#) as requested by President.
- _____ [Sign up for BITES with LIRT](#).

Midwinter Conference

Non-LIRT Meetings to attend:

- _____ (Optional) [Office for Human Resource and Development Recruitment](#) (HRDR) Leader's meeting (usually Friday; check conference schedule for time).
- _____ (Optional) The [Budget Analysis and Review Committee's](#) (BARC) Financial Planning Seminar (usually Friday; check conference schedule for time).
- _____ [Round Table Coordinating Assembly](#) (RTCA) (usually Friday; check conference schedule for time).
- _____ ALA [Planning & Budget Assembly](#) (PBA) meeting (usually Saturday; check conference schedule for time).

LIRT responsibilities:

- _____ Attend Executive Board and Steering Committee meetings (see: [Conference Meeting Schedule](#) for times).
- _____ Attend Organization and Planning committee meeting during All Committees Meeting (after you have finished conferring with committee chairs). (See: [Conference Meeting Schedule](#) for times).
- _____ Visit as many LIRT committee meetings as you can to get a sense of their activities and projects.
- _____ Consult with committee chairs about their need for new members. Also, give committee chairs a copy of the current committee roster and ask them to have their members verify and update their contact information.
- _____ Attend the LIRT Discussion Forum (usually on Sunday; check conference schedule for time).

Between Midwinter and Annual Conference

- _____ If any committees' memberships have changed, update this information in ALA's Committee Appointing Officers Homepage: https://www.ala.org/cfapps/Volunteer/admin/ao_home.cfm
- _____ Contact current committee chairs to obtain their recommendations for committee chairs for the following year . To the best of your ability, appoint two chairs to each committee to staggered, two-year terms. This allows for one co-chair to remain on the committee as another new co-chair starts her/his two-year term, allowing for both continuity and new leadership. When appointing co-chairs, consider the volunteers' ability to attend the Annual and Midwinter meetings in person. For some committees, this ability matters, and for other committees, in-person attendance does not matter. Email directly and individually with potential chair appointees to make sure that they can commit to a 2-year term and to the expectations before appointing. _____ Write "From the Vice-President" column for *LIRT News* (deadline is typically February 1 for March issue, may be March 1 for end of March issue if Midwinter is late January/February).
- _____ Check LIRT web site to see if any LIRT Appointed Representatives to ALA Assemblies have terms that will expire after Annual conference. Work with President to identify potential representatives. Final choices of representatives should be reported to the ALA Liaison.
- _____ Attend virtual Steering Spring Meeting.

Before Annual

- _____ Consult with President about plans for Annual Conference meetings. Determine which committee meetings to attend.
- _____ Recommend Annual Steering Committee and Executive Board agenda items.
- _____ Attend virtual Executive Spring Meeting.
- _____ Complete [Housing Information form](#) as requested by President.
- _____ [Sign up for BITES with LIRT](#).

Annual Conference

Non-LIRT Meetings to attend:

- (Optional) [Office for Human Resource and Development Recruitment](#) (HRDR) Leader's meeting (usually Friday; check conference schedule for time).
- _____ [Round Table Coordinating Assembly](#) (RTCA) meeting (usually Friday; check conference schedule for time).
- _____ (Optional) ALA [Planning & Budget Assembly](#) (PBA) meeting (usually Saturday; check conference schedule for time).

LIRT responsibilities:

- _____ Attend Executive Board and Steering Committee meetings (see: [Conference Meeting Schedule](#) for times).
- _____ Attend Organization and Planning committee meeting during All Committees I (after you have finished conferring with committee chairs). (See: [Conference Meeting Schedule](#) for times).
- _____ Visit as many LIRT committee meetings as you can to get a sense of their activities and projects.
- _____ Consult with committee chairs about their need for new members. _____ Attend the [LIRT Conference Program](#).

Post Annual Conference

- _____ If any committees' memberships have changed, update this information in ALA's Committee Appointing Officers Homepage: https://www.ala.org/cfapps/Volunteer/admin/ao_home.cfm
- _____ Review this checklist and suggest any changes or additions to the LIRT Manual (send to Past President).

See: Guidelines for Appointing Representatives

Committee Appointment Guidelines and Process

The process of appointing committee members and chairs is a shared effort among the President, Vice-President, and committee chairs. Members are appointed to committee using two methods.

The [Conference Summary form](#), which is submitted by committee chairs after Midwinter conference, is used to apprise the LIRT leadership of the condition of existing committees, how many members are either leaving or staying on the committee, who may be a likely candidate for chair of the committee, etc.

The [Committee Volunteer Form](#) is used to appoint prospective members to committees and to appoint members whose terms of service on other committees is ending.

TIMELINE FOR COMMITTEE APPOINTMENT PROCESS

ONGOING

[Committee Volunteer forms](#) are submitted to the Vice-President on an ongoing basis. S/he reviews the forms, comparing the volunteer's preferred committees to the current committee rosters. The Vice-President will usually try to appoint the volunteer to one of his/her top three committee choices. However, if the volunteer's

preferred committees already have full rosters, the Vice-President may encourage the volunteer to join another committee that needs additional members.

The Vice-President will contact each prospective member by e-mail to answer any questions and to offer the volunteer a committee appointment, if applicable. Once a volunteer has agreed to serve on a committee the Vice-President sends an appointment offer using ALA's appointment system.. The volunteer is asked to follow a link in order to accept or decline the appointment. The Vice-President follows up on the emails to ensure receipt and response.

LIRT expects committee members to attend both Midwinter and Annual Conferences. If a volunteer is not able to regularly attend conferences, s/he may be appointed as a virtual committee member. Virtual committee members participate in the work of the committee electronically or by telephone and are expected to attend at least one Midwinter or Annual conference. Because of their charges, certain committees should or should not have virtual members. Certain committees truly need their members to be present in-person at conferences, such as the Awards, Conference Program, and Membership Committees. The Vice-President consults with committee chairs to determine whether or not their committees will accept virtual members before offering a virtual membership appointment to a volunteer. Once a volunteer has agreed to serve as a virtual member of a committee, the Vice-President appoints them as a virtual member via ALA's appointment system. The volunteer is asked to follow a link in order to accept or decline the appointment. The Vice-President follows up on the emails to ensure receipt and response.

MIDWINTER CONFERENCE

Committee Chairs are asked to submit the [Conference Summary form](#) electronically following the Midwinter conference.

Completing and submitting the Committee Questionnaire and Current Activities Report allows committee chairs to make recommendations to the LIRT leadership for both the chair and membership of LIRT committees. This is a critical step in establishing strong committees with strong leadership and continuity.

Chairpersons are asked on the form to:

1. Recommend a committee chair for the following year;
2. Indicate those current members who should be continued or reappointed;
3. Indicate those current members who are interested in appointment to other LIRT committees.

MARCH -- MAY

The Vice-President appoints committee chairs for the following year after Midwinter conference. Ideally, the committee chair appointments will be completed by March 15, and committee member appointments will be finalized by late April. Additional members may be added to the committee as needed or as volunteers become available at the discretion of the Vice-President.

After Midwinter conference, the Vice-President will review the [Conference Summary forms](#) submitted by the committee chairs to see who the current chair is recommending to serve as chair the following year. If necessary, the Vice-President will contact committee chairs individually to obtain their recommendations. Because of the important role that the committee chairs play in LIRT's activities, the Vice-President will contact each prospective chair by e-mail or telephone to secure agreement.

The Vice-President will compile a list of proposed committee chairs and send it to the LIRT-E listserv for discussion and approval. Once the roster of committee chairs has been approved by the Executive Board, the Vice-President will make the appointments using ALA's appointment system. The chair is asked to follow a

link in order to accept or decline the appointment. The Vice-President follows up on the emails to ensure receipt and response.

POST ANNUAL CONFERENCE

Committee appointments are for two years, overlapping so that approximately one-half of the members shall be retired in one year. Appointment to the same committee should not exceed two consecutive terms. Appointments are typically for two years, beginning July 1 and continuing until June 30.

Committee chair appointments are also for two years. To the best of the Vice-President's ability, committees should have two co-chairs with staggered terms. Appointments begin July 1 and continue through June 30.. The Vice-President must make it clear to new committee chairs that they are required to attend the Steering Committee meeting at each conference (Steering Committee meeting times are listed on the [Annual Conference Meeting Schedule](#) and the [Midwinter Conference Meeting Schedule](#)).

ADDITIONAL INFORMATION ABOUT COMMITTEE APPOINTMENTS

- **Committee Composition**
Every effort should be made to ensure that committees are composed of representatives from different types of libraries. Committee composition should reflect several types of libraries whenever possible. Due to their underrepresentation in LIRT, volunteers from public and school libraries should be given special consideration in committee appointments.
- **ALA Policy Concerning Individual Appointment Limits**
According to the [ALA Member Service Policy](#) (Section A.5.4 of the ALA Policy Manual), no member of the Association may serve simultaneously in more than three positions. (Ex-officio participation or participation on a governing board, committee, liaison, subcommittee which is required due to service in another position is not counted as part of the three positions).
- **Committee Rosters**
The Vice-President maintains the current committee roster, which includes the following information:
 - Names of committee members
 - Institutional address and telephone number
 - Email address
 - Term of service

The Vice-President will provide the committee chair and the Electronic Resources Manager with current committee rosters.

Past President

Checklist of Duties: LIRT Past President

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT OFFICERS

- _____ Attend ALA Midwinter and Annual conferences and virtual meetings.
- _____ Serve on the Executive Board and Steering Committee (in an advisory capacity).
- _____ Monitor LIRT-S and LIRT-E and respond to any issues or requests that come up on the list.
- _____ Ensure that contact information is listed correctly on the online [LIRT Directory of Officers and Chairpersons](#); inform the Vice-President and Electronic Resources Manager of any changes. (Note: this contact information will be listed in the ALA Handbook of Organization).

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT PAST PRESIDENT

- _____ Update the LIRT Manual and online organizational material from officers, appointed positions, and committee chairs.
- _____ Serve as chair of Organization and Planning Committee.

- _____ Prepare a slate of candidates for LIRT office.
- _____ Lead LIRT long-range planning exercises, such as a retreat every few years.
- _____ Assist and advise current President and Vice President.

Timeline of Duties

Note: The Past President serves as the chair of the Organization and Planning Committee, s/he should refer to Committee Chair checklist for the timeline of duties that apply to all committee chairs. That checklist should be used in conjunction with this one. The Past President must switch LIRT Google account recovery information in order for

POST ANNUAL CONFERENCE

- _____ Pass along information about any pending projects or issues to the new LIRT President.
- _____ Request that outgoing officers and committee chairs send you revisions and corrections for the LIRT Manual via emails to LIRT-S and LIRT-E.
- _____ Write and submit final President's report for September LIRT News by deadline (typically August 1st). This report is usually an annual report to the membership.
- _____ Discuss with outgoing Past President about pending projects related to LIRT organizational issues (bylaws changes etc.) and the LIRT organizational material online.
- _____ Prepare a slate of candidates for LIRT office and submit the final slate to the Executive Board for approval. Once the slate is approved, forward the approved slate of candidates to the LIRT ALA Liaison. The approved slate is forwarded to the LIRT ALA Liaison who will provide the deadline.

BETWEEN ANNUAL CONFERENCE AND MIDWINTER

- _____ Submit Bylaws changes to LIRT ALA Liaison for inclusion on next year's ballot (deadline December 15).
- _____ Consult with Electronic Resources Manager about best way to make corrections and additions to organizational material online.
- _____ Review the [Committee Conference Planning form](#) and the [Committee Conference Summary form](#). Recommend any changes to the Executive Board
- _____ Attend virtual Steering Committee Meeting.

BEFORE MIDWINTER

- _____ Recommend Midwinter Steering Committee and Executive Board agenda items.
- _____ Attend virtual Executive Board Meeting.
- _____ Complete [Housing Information form](#) as requested by President.
- _____ [Sign up for BITES with LIRT](#).

MIDWINTER MEETING

- _____ Attend Executive Board and Steering Committee meetings (see: [Conference Meeting Schedule](#) for times).
- _____ Chair Organization and Planning committee meetings at the All Committees meeting.
- _____ Attend the [LIRT Discussion Forum](#) (usually Sunday) if possible.

BETWEEN MIDWINTER AND ANNUAL CONFERENCE

- _____ Work with Electronic Resources Manager to finalize revisions to the LIRT Manual.
- _____ Submit any proposed constitution or bylaws changes for the March issue of *LIRT News* by deadline (typically February 1 if March 1 issue, or March 1 for late March issue).

_____ Attend virtual Steering Committee Meeting.

BEFORE ANNUAL

_____ Recommend Annual Steering Committee and Executive Board agenda items.

_____ Attend virtual Executive Board Meeting.

_____ Complete [Housing Information form](#) as requested by President.

_____ [Sign up for BITES with LIRT](#).

ANNUAL CONFERENCE

_____ Attend Executive Board and Steering Committee meetings (see: [Conference Meeting Schedule](#) for times).

_____ Chair Organization and Planning committee meetings at the All Committees meeting.

_____ Attend the [LIRT Conference Program](#) (usually Sunday) if possible.

AFTER ANNUAL CONFERENCE

_____ Talk with incoming Past President about pending projects related to LIRT organizational issues (bylaws changes etc.) and LIRT manual.

_____ Review this checklist and suggest any changes or additions to the LIRT Manual (send to incoming Past President).

Checklist of Duties: LIRT Nominations

The Past President is responsible for the selection of a slate of candidates for LIRT offices, which is submitted to the LIRT Executive Board for approval. The Past President may convene a subcommittee of the Organization and Planning Committee if necessary.

Nominations Guidelines:

The selection of the slate of candidates is critical to the future of LIRT. The quality of LIRT leadership depends on the qualifications of candidates for office, their understanding of the offices' roles and responsibilities, and the opportunity for candidates to represent themselves accurately in election materials. Therefore, the selection of candidates should be guided by the following:

1. **Confidentiality.** Until the slate of nominees for an election has been approved by the LIRT Executive Board, the compilation of potential nominees by the subcommittee must remain confidential. This protects the privacy of individuals under discussion and yet allows the subcommittee to openly discuss nominees' qualifications to ensure that the best possible candidates are selected.
2. **Officer Rotation by Type of Library.** Because LIRT's mission is to serve librarians in all types of libraries, the leadership of LIRT must represent the various types of libraries – academic, public, school, special. Traditionally this was accomplished by rotating the three elected offices – Vice-President, Secretary, and Treasurer – sequentially among the types of libraries (with school and special libraries forming a single category.) However, if this is not possible, candidates should be selected to represent the broad spectrum of LIRT librarians.
3. **Qualifications of Candidates.** A candidate for office must have an understanding of LIRT's mission and activities and therefore must have been active in LIRT (e.g., through committee membership) within the last three years. In addition, a candidate should have demonstrated successful leadership through chairing a LIRT committee and/or serving on the LIRT Steering Committee. Officers must be able to attend all ALA Midwinter and Annual Conferences for the duration of their commitments.
4. **Identification of Potential Candidates.** The process of developing an election slate begins in the preceding year, as early as Midwinter Conference, if possible. Nominations are solicited from Steering Committee, through the online Nomination Recommendation form on the LIRT web page, and through an announcement in the June issue of LIRT News (typically due to editor by May 1st). Before accepting, nominees must be fully informed of the roles and responsibilities of the office for which they are nominated, particularly the duration of their commitment, if elected, and the requirement to attend all ALA Midwinter and Annual Conferences during that commitment. The Past President submits the final slate of candidates to the LIRT Executive Board (via the LIRT-E listserv) for approval. This process should be completed by early September so that the slate of candidates for each office is ready to present to ALA by September 15.

Timeline of Duties (LIRT Nominations)

ANNUAL CONFERENCE

_____ Announcements for potential candidates are made at Executive and Steering Committee meetings.

POST ANNUAL CONFERENCE

_____ Contact committee chairs and current and former LIRT officers for additional information about potential nominees.

_____ Send messages to LIRT-L and LIRT-S asking for nominations (including self-nominations) for LIRT offices. Include a link to the online Nomination Recommendation form.

_____ The Past President will submit the final slate to the Executive Board for approval via LIRT-E listserv. Once the slate is approved, the Past President will forward it to the LIRT ALA Liaison who will provide the deadline.

BETWEEN ANNUAL CONFERENCE AND MIDWINTER

_____ ALA sends each candidate a Candidate Information form with a deadline of ALA Midwinter. Forms are returned to ALA directly. The LIRT ALA Liaison should send the Nominations chair and the Past President a copy of the ballot for verification.

MIDWINTER MEETING

_____ Consult with all candidates to make sure they have submitted the Candidate Biographical Information forms to ALA and answer any questions.

POST MIDWINTER MEETING

_____ Submit LIRT officer candidates' names, personal information, and statements for the March issue of *LIRT News* by deadline (typically February 1 if March 1 issue, March 1 if late March issue).

_____ The Past President will submit any LIRT bylaws changes for the March issue of *LIRT News* by deadline (typically February 1 if March 1 issue, March 1 if late March issue).

BETWEEN MIDWINTER AND ANNUAL CONFERENCE

_____ Request *LIRT News* Editor to include the call for nominations for LIRT officers (with link to online form) in the June issue of *LIRT News* (deadline is typically May 1).

_____ Obtain election results from LIRT ALA Liaison (the results are typically posted in May). Notify LIRT President and Vice-President.

_____ Send Electronic Resources Manager contact information for newly elected LIRT officers.

POST-ANNUAL CONFERENCE

_____ Review and revise this checklist as needed (send comments to Past President).

Secretary

Checklist of Duties: LIRT Secretary

Note: During the second year of the Secretary's term, the Secretary becomes the Archivist.

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT OFFICERS

- _____ Attend ALA Midwinter and Annual conferences as well as virtual Executive and Steering committees.
- _____ Serve on the Executive Board and Steering Committee.
- _____ Monitor LIRT-S and LIRT-E and respond to any issues or requests that come up on the list.
- _____ Ensure that contact information is listed correctly on the online [LIRT Directory of Officers and Chairpersons](#); inform the Vice-President and Electronic Resources Manager of any changes. (Note: this contact information will be listed in the ALA Handbook of Organization).
- _____ Prior to conference, send final Midwinter meeting schedule to Steering Committee and Executive Board members via LIRT-S listserv.

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT SECRETARY

- _____ Record, transcribe, and disseminate the minutes of the LIRT Steering and Executive Board meetings at Midwinter and Annual Conference.

Timeline of Duties

BEFORE MIDWINTER

- _____ Get copies of the previous Annual Conference Executive Board and Steering Committee meeting minutes from past secretary. Make extra copies to distribute at Midwinter conference.
 - Recommend Midwinter Steering Committee and Executive Board agenda items.
 - Complete [Housing Information form](#) as requested by President.
 - [Sign up for BITES with LIRT.](#)

MIDWINTER MEETING

- _____ Attend and record minutes for all Executive Board and Steering Committee meetings (see: [Conference Meeting Schedule](#) for times).
- _____ Attend the [LIRT Discussion Forum](#) (usually on Sunday) if possible.

POST MIDWINTER MEETING

- _____ Transcribe minutes from Executive Board and Steering Committee meetings.
- _____ Send advance copies of minutes to President and confer about necessary changes.

BETWEEN MIDWINTER AND ANNUAL CONFERENCE

- _____ Send copies of the Executive Board Midwinter Meeting minutes to the LIRT-E listserv. Send copies of the Steering Committee Midwinter Meeting minutes to the LIRT-S listserv.

BEFORE ANNUAL

- _____ Make extra copies of minutes from Midwinter Executive Board and Steering Committee meetings to distribute at Annual Conference.
- _____ Recommend Annual Steering Committee and Executive Board agenda items.
- _____ Complete [Housing Information form](#) as requested by President.

_____ [Sign up for BITES with LIRT](#).

ANNUAL CONFERENCE

_____ Attend and record minutes for all Executive Board and Steering Committee meetings (see: [Conference Meeting Schedule](#) for times).

_____ Attend the [LIRT Conference Program](#) (usually on Sunday) if possible.

POST ANNUAL CONFERENCE

_____ Transcribe minutes from Executive Board and Steering Committee meetings.

_____ Send advance copies of Annual Conference minutes to outgoing and incoming Presidents. Confer with incoming President about necessary changes.

_____ Send copies of the edited Executive Board Annual conference minutes to the LIRT-E listserv. Send copies of the edited Steering Committee Annual conference minutes to the LIRT-S listserv.

_____ Review this checklist and suggest any changes or additions to the LIRT Manual (send to Past President).

Archivist

Specific Responsibilities of the LIRT Archivist (outgoing Secretary):

ANNUAL AND MIDWINTER CONFERENCES:

_____ Remind elected officers, appointed positions, committee or task force chairs at the first Steering Committee meeting that they should email materials to be archived to the Archivist by a specified date.

_____ Work with the Electronic Resources Manager to automatically receive all Midwinter Meeting and Annual Conference Committee Conference Summary forms submitted.

POST ANNUAL CONFERENCE:

_____ Collect and confirm receipt of materials sent by elected officers, appointed positions, committee or task force chairs.

_____ Create an inventory of all items sent by elected officers, appointed positions, committee or task force chairs.

_____ Print a paper copy of any materials received electronically.

_____ Convert electronic archival materials (Executive Board and Steering Committee Minutes, Membership Rosters, Five Year Trend Reports, LIRT Archives Inventory) into PDF format.

_____ Send the paper materials plus inventory, with a cover letter, to the ALA Liaison, no later than the end of September.

_____ Send archival materials to the LIRT Web Site Administrator to post as a PDF on the LIRT web site.

Treasurer

Checklist of Duties: LIRT Treasurer

[Additional information about LIRT's budgeting process is available in About the LIRT Budget (page 64).]

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT OFFICERS

- _____ Attend ALA Midwinter and Annual conferences as well as virtual Executive and Steering committees.
- _____ Serve on the Executive Board and Steering Committee.
- _____ Monitor LIRT-S and LIRT-E and respond to any issues or requests that come up on the list.
- _____ Ensure that contact information is listed correctly on the online [LIRT Directory of Officers and Chairpersons](#); inform the Vice-President and Electronic Resources Manager of any changes. (Note: this contact information will be listed in the ALA Handbook of Organization).

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT TREASURER

- _____ Oversee LIRT's budget and provide information about it to LIRT officers and committees.
- _____ Maintain a spreadsheet that internally tracks LIRT funds budgeted and carried over for awards and retreat.
- _____ Review monthly financial reports from ALA. Contact the LIRT ALA Liaison with any questions.
- _____ Serve as a LIRT representative to the [Planning & Budget Assembly](#) (PBA) which is sponsored by the [Budget Analysis and Review Committee](#) (BARC).
- _____ Serve as a member of the Organization and Planning committee.
- _____ Train Vice-Treasurer in the LIRT and ALA budgeting process so s/he is prepared to assume the role of Treasurer.

Timeline of Duties

POST ANNUAL CONFERENCE

- _____ Establish contact with Vice-Treasurer.
- _____ Remind LIRT committee chairs and officers to send all reimbursement requests directly to the LIRT ALA Liaison by August 1. The person requesting reimbursement should complete the [Reimbursements for Travel Expenses form](#) or send a memo for non-travel reimbursements. The Reimbursement Form and original copies of the receipt(s) should be sent to the LIRT ALA Liaison. A copy of the form and the receipts should be sent to the LIRT Treasurer for her records. (The Reimbursements page (page 17) provides the form and additional information).
- _____ Give incoming Treasurer an electronic copy of the internal spreadsheet that tracks LIRT funds budgeted and carried over for awards and retreat.

BETWEEN ANNUAL CONFERENCE AND MIDWINTER

- _____ Ask LIRT officers and committee chairs for their budget requests for next fiscal year (which will begin September 1 of the following year). Deadline for return to you should be mid-November. Send reminders to LIRT-S as needed.
- _____ Prepare end-of-year financial report comparing last fiscal year's budget and actual expenses. Email copies to LIRT-S listserv.

_____ Attend virtual Steering Committee meeting. Present the financial report at meeting.

BEFORE MIDWINTER

_____ Attend virtual Executive Board meeting.

_____ Complete [Housing Information form](#) as requested by President.

_____ [Sign up for BITES with LIRT](#).

_____ Set up time to meet with Vice-Treasurer at Midwinter.

_____ Communicate with President, Vice-President and Vice-Treasurer about proposed budget.

_____ Prepare year-to-date financial report (current fiscal year) and proposed budget (next fiscal year) for presentation at virtual Executive Board meeting and at Midwinter. Bring copies to distribute at Midwinter.

_____ Email copies of revised budgets (current year and/or next fiscal year) to LIRT-S.

_____ Recommend Midwinter Steering Committee and Executive Board agenda items.

MIDWINTER MEETING

Non-LIRT Meetings to attend:

_____ ALA Finance Workshop (formerly known as ALA Finances 101 and BARC Financial Planning Seminar) sponsored by BARC ([Budget Analysis and Review Committee](#)).

_____ [Planning & Budget Assembly](#) (PBA) sponsored by BARC.

_____ Round Table Coordinating Assembly (RTCA).

LIRT responsibilities:

_____ Deliver Treasurer's Report at Executive Board and Steering Committee meetings .

_____ Discuss year-to-date financial report (current fiscal year) and proposed budget (next fiscal year) with Steering Committee and Executive Board meetings.

_____ Make notes about revisions to current and proposed budgets.

_____ Attend Organization and Planning committee meetings at All Committees I and II.

_____ Meet with Vice-Treasurer to train for Treasurer position.

_____ Attend the [LIRT Discussion Forum](#) (typically on Sunday) if possible.

_____ Attend meeting with LIRT ALA Liaison (as needed).

POST MIDWINTER MEETING

_____ Send reimbursement reminder to LIRT-S with deadline.

_____ Send reminder to LIRT-S to include budget requests on the Committee Conference Summary form.

_____ Finalize draft budget for next fiscal year. Revise budget for current fiscal year as necessary.

_____ Communicate with President, Vice-President and Vice-Treasurer about final form of proposed budget.

_____ Email copies of finalized budgets for current year and/or next fiscal year to LIRT-S listserv.

_____ Late January: Send draft copy of proposed LIRT budget for next fiscal year to LIRT ALA Liaison by deadline.

BETWEEN MIDWINTER AND ANNUAL CONFERENCE

_____ Attend virtual Steering Committee meeting.

_____ Prepare up-to-date LIRT financial report and present at virtual Steering Committee meeting.

BEFORE ANNUAL

- _____ Attend virtual Executive Board Committee.
- _____ Prepare up-to-date LIRT financial report and present at virtual Executive Board Committee meeting.
- _____ Consult with Vice-President about any updates required to the online New Chairs and Officers Orientation.
- _____ Consult with Vice-Treasurer to assist in preparing the budget for the current and next fiscal year.
- _____ Recommend Annual Steering Committee and Executive Board agenda items.
- _____ Complete [Housing Information form](#) as requested by President.
- _____ [Sign up for BITES with LIRT](#).

ANNUAL CONFERENCE

Non-LIRT Meetings to attend:

- _____ [Round Table Coordinating Assembly](#) (RTCA) (usually Friday afternoon).
- _____ [Planning & Budget Assembly](#) (PBA) sponsored by [BARC](#).

LIRT responsibilities:

- _____ Deliver Treasurer's Report at Executive Board and Steering Committee meetings. Review proposed for next fiscal year and revise budget if necessary. Note: Any changes in budget must notify the ALA LIRT Liaison.
- _____ Attend Organization and Planning committee meetings at All Committees I and II.
- _____ Attend the [LIRT Conference Program](#) (typically on Sunday) if possible.
- _____ Attend meeting with LIRT ALA Liaison (as needed).

POST ANNUAL CONFERENCE

- _____ Review this checklist and the About the LIRT Budget and suggest any changes or additions to the LIRT Manual (send to Past President).
- _____ Give incoming Treasurer an electronic copy of the internal spreadsheet that tracks LIRT funds budgeted and carried over for awards and retreat.

About the LIRT Budget

1. ALA fiscal year is September 1 - August 31. At the end of the fiscal year any money left in the LIRT budget is transferred into the net asset balance. Funds do not carry over in individual committee and office budgets; all committee budgets begin anew at the beginning of each fiscal year. If LIRT wishes to track how much money has been saved over time (for example, track the savings of a budget line to save money for an award or event), LIRT needs to maintain separate internal documents to track the amount accumulated over time.
2. In mid-September, ALA cuts off charging expenses to the fiscal year just ended the preceding month. Actual cut-off date varies from year to year. Do not count on the cut-off ever extending as far as September 30.
3. Prepare proposed budget in November. It is approved at the Midwinter meeting and takes effect the September following that Midwinter meeting.
4. In ALA's budget structure, everything is broken down into Projects. Each Project uses one or more expense Accounts. Funds are budgeted and spent at the Account level. On ALA's monthly budget reports, Projects appear as Activity Numbers (e.g., Project 6550 is "Officers & Committees") and

Accounts as Expense Numbers (e.g. under Project 6550 “Officers & Committees,” Account #5301 is Conference Equipment Rent).

5. ALA budgeting policy allows a Project to be assigned only if the total budget for that Project (sum of all Expense Numbers used for the Project) is \$5,000 or more. Because of that, LIRT has Projects only for 1) Administrative; 2) Officers & Committees; 3) Publications; 4) Endowment; and 5) any large special expense LIRT may have (e.g., LIRT Retreat, or LIRT 25th Anniversary). Because of this policy, we cannot separately track each committee’s budget and expenses.
6. ALA’s monthly budget reports for LIRT show all Expense Numbers currently in use by LIRT. The Unit 612 Budget Worksheet, which is used to submit LIRT’s proposed budget for the upcoming fiscal year, shows all Expense Numbers available to be used.
7. LIRT can add descriptions under the “Explanation” column to the budget worksheets to help us keep track of how various budget lines are spent.
8. The LIRT budget needs to be submitted to the LIRT ALA Liaison in the project format. The LIRT ALA Liaison will send the Treasurer spreadsheets to use to submit our proposed budget. The spreadsheets will be populated with the budget figures from the previous fiscal year. The Treasurer should update the proposed budget and submit it to the LIRT ALA Liaison using the budget worksheet provided by the LIRT ALA Liaison.
9. Overhead charged LIRT by ALA is 10% of LIRT’s income each year.
10. LIRT pays no LOEX membership fees. We have a reciprocal agreement with LOEX and pay no institutional fees because of that agreement.
11. Deposit any money or checks through LIRT ALA Liaison at ALA Headquarters.
12. All requests for reimbursement go directly to the LIRT ALA Liaison. The person requesting reimbursement should complete the [Reimbursements for Travel Expenses form](#) or send a memo for non-travel reimbursements. The Reimbursement Form and original copies of the receipt(s) should be sent to the LIRT ALA Liaison. A copy of the form and the receipts should be sent to the LIRT Treasurer for her records.
13. Be prepared to report on LIRT finances at virtual meetings and at Midwinter and Annual meetings.

Vice-Treasurer

Checklist of Duties: LIRT Vice-Treasurer

[Additional information about LIRT’s budgeting process is available in About the LIRT Budget]

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT OFFICERS

- _____ Attend ALA Midwinter and Annual conferences.
- _____ Serve on the Executive Board and Steering Committee.
- _____ Monitor LIRT-S and LIRT-E and respond to any issues or requests that come up on the list.
- _____ Ensure that your contact information is listed correctly on the online [LIRT Directory of Officers and Chairpersons](#); inform the Vice-President and Electronic Resources Manager of any changes. (Note: this contact information will be listed in the ALA Handbook of Organization).

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT VICE-TREASURER

- _____ Review monthly financial reports from ALA. Contact the LIRT ALA Liaison with any questions.
- _____ Communicate regularly with Treasurer to learn about LIRT and ALA budgeting processes to prepare to assume this role next year.
- _____ Serve as a LIRT representative to the [Budget Analysis and Review Committee](#) (BARC) .
- _____ Serve as a member of the Organization and Planning committee.

Timeline of Duties

ANNUAL CONFERENCE (before your term begins)

_____ Review the online New Chair and Officers Orientation.

POST ANNUAL CONFERENCE

_____ Establish contact with Treasurer.

_____ Obtain from outgoing Treasurer an electronic copy of the internal spreadsheet that tracks LIRT funds budgeted and carried over for awards and retreat.

BEFORE MIDWINTER

_____ Set up time to meet with Treasurer at Midwinter.

_____ Recommend Midwinter Steering Committee and Executive Board agenda items.

_____ Complete [Housing Information form](#) as requested by President.

_____ [Sign up for BITES with LIRT](#).

MIDWINTER MEETING

Non-LIRT Meetings to attend:

_____ [Round Table Coordinating Assembly](#) (RTCA) meeting (usually Friday afternoon).

_____ ALA [Planning & Budget Assembly](#) (PBA) meeting (usually Saturday afternoon).

LIRT responsibilities:

_____ Attend Executive Board and Steering Committee meetings (see: [Conference Meeting Schedule](#) for times).

_____ Meet with Treasurer to train for Treasurer position.

_____ Attend Organization and Planning committee meetings at All Committees I and II (see: [Conference Meeting Schedule](#) for times).

_____ Attend the [LIRT Discussion Forum](#) (typically on Sunday) if possible.

_____ Attend meeting with LIRT ALA Liaison (typically, Monday afternoon).

POST MIDWINTER MEETING

_____ Contact members of the Steering Committee and Executive Board requesting proposed budget revisions for the current or the next fiscal year for discussion at the Annual Conference.

BEFORE ANNUAL

_____ Communicate with President, Vice-President and Treasurer about suggested revisions to current budget and budget for next fiscal year.

_____ Prepare year-to-date financial report (current fiscal year) and proposed budget (next fiscal year) for presentation at Annual Conference. Email to LIRT-S listserv, and bring copies to distribute at Annual Conference.

_____ Recommend Annual Steering Committee and Executive Board agenda items.

_____ Complete [Housing Information form](#) as requested by President.

_____ [Sign up for BITES with LIRT](#).

ANNUAL CONFERENCE

Non-LIRT Meetings to attend:

- _____ ALA [Planning & Budget Assembly](#) (PBA) meeting (usually Saturday afternoon).
- _____ [Round Table Coordinating Assembly](#) (RTCA) meeting (usually Friday afternoon).
- _____ Division Leaders and the Budget Analysis & Review Committee (BARC) (Sunday afternoon)

LIRT responsibilities:

- _____ Attend Executive Board and Steering Committee meetings (see: [Conference Meeting Schedule](#) for times).
- _____ Discuss year-to-date financial report and proposed budget at ALA Midwinter Steering Committee and Executive Board meetings.
- _____ Make notes about revisions to proposed and current budgets
- _____ Attend Organization and Planning committee meetings at All Committees I and II (see: [Conference Meeting Schedule](#) for times).
- _____ Attend the [LIRT Conference Program](#) (typically on Sunday) if possible.
- _____ Attend meeting with LIRT ALA Liaison (typically, Monday afternoon).

POST ANNUAL CONFERENCE

- _____ Revise budgets for current year and next fiscal year to reflect decisions made at Annual Conference.
- _____ Email copies of revised budgets for current year and/or next fiscal year to LIRT-S listserv.
- _____ Review this checklist and suggest any changes or additions to the LIRT Manual (send to Past President).
- _____ Obtain from outgoing Treasurer an electronic copy of the internal spreadsheet that tracks LIRT funds budgeted and carried over for awards and retreat.

See: About the LIRT Budget

LIRT Councilor

Checklist of Duties: LIRT Councilor

Background Information:

- [Council Composition and Charge](#)
- [Councilor Duties](#)

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT OFFICERS

- _____ Attend ALA Midwinter and Annual conferences as well as virtual Executive and Steering committees.
- _____ Serve as an ex officio member of the Executive Board.
- _____ Monitor LIRT-S and LIRT-E and respond to any issues or requests that come up on the list.
- _____ Ensure that contact information is listed correctly on the online [LIRT Directory of Officers and Chairpersons](#); inform the Vice-President and Electronic Resources Manager of any changes. (Note: this contact information will be listed in the ALA Handbook of Organization).

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT COUNCILOR

- _____ As LIRT Councilor, attend and vote at all ALA and ALA/APA (the Allied Professional Association) Council meetings, which are held at Midwinter and Annual, paying particular attention to issues that may be of interest to LIRT. All ALA Councilors are also members of the ALA/APA Council.

Timeline of Duties

BEFORE MIDWINTER

- _____ Recommend Midwinter Steering Committee and Executive Board agenda items.
- _____ Complete [Housing Information form](#) as requested by President.
- _____ [Sign up for BITES with LIRT](#).

MIDWINTER MEETING

- _____ Attend all ALA and ALA/APA (the Allied Professional Association) Council meetings.
- _____ Attend as many Executive Board and Steering Committee meetings as possible (see: [Conference Meeting Schedule](#) for times).
- _____ Attend any forums and orientation sessions ALA Council holds during the conference to ensure councilors are able to discuss and understand issues.
- _____ Attend the [LIRT Discussion Forum](#) (typically on Sunday) if possible.

BEFORE ANNUAL

- _____ Recommend Annual Steering Committee and Executive Board agenda items.
- _____ Complete [Housing Information form](#) as requested by President.
- _____ [Sign up for BITES with LIRT](#).

ANNUAL CONFERENCE

- _____ Attend all ALA and ALA/APA (the Allied Professional Association) Council meetings.
- _____ Attend as many Executive Board and Steering Committee meetings as possible (see: [Conference Meeting Schedule](#) for times).
- _____ Attend any forums and orientation sessions ALA Council holds during the conference to ensure councilors are able to discuss and understand issues.
- _____ Attend the [LIRT Conference Program](#) (typically on Sunday) if possible

POST ANNUAL CONFERENCE

- _____ Review this checklist and suggest any changes or additions to the LIRT Manual (send to Past President).

III. Information for Committee Chairs

Committee Chair Checklist

The appointment as committee chair will begin at the close of the Annual Conference and continue through the close of the Annual Conference the following year.

ONGOING DUTIES AND RESPONSIBILITIES

- _____ Attend ALA Midwinter and Annual conferences. If the chair is unable to attend, notify the President as soon as possible and arrange for a committee member to run the committee meetings.
- _____ Attend virtual Steering Committee meetings between conferences.

Responsibilities to the committee:

- _____ Chair meetings of the committee during the All-Committee meeting times at each conference. Ensure that committee meetings are productive and worthwhile; remember that some committee members may make travel plans to ALA conference based solely upon their LIRT meetings.
- _____ Plan the work of the committee in accordance with the committee/task force charge. Use the LIRT Mission, Goals and Objectives as guides for planning the work of the committee.

- _____ Communicate with committee members on a regular basis between conferences, preferably via e-mail.
- _____ Ensure that committee members are involved in committee activities and utilize their time productively.
 - Make sure that tasks are evenly distributed so that all committee members have a chance to contribute.
- _____ Follow through with committee members regarding tasks and assignments.

Responsibilities to LIRT:

- _____ Keep the LIRT Executive Board informed of the committee's activities by responding to requests for information and submitting committee information when requested.
- _____ Attend Steering Committee meetings and give brief reports about the committee's activities (see the [Annual Conference Meeting Schedule](#) and Midwinter [Midwinter Conference Meeting Schedule](#) for times). If unable to attend, inform the President as soon as possible and make arrangements for a committee representative to attend and report on the committee's activities.
- _____ Respond to requests for information from Vice-President and President. These will include requests for reports and forms to be submitted; and inquiries from the Vice-President about adding new members to the committee.
- _____ Seek Steering or Executive Committee approval for the committee's activities when appropriate. Examples would include major publications, conference programs topics and titles, discussion forum topics, etc. In brief, any committee activities which will represent LIRT to an outside audience should be communicated to and approved by Steering or Exec.
- _____ Communicate with the Treasurer about your committee's budget needs. Your budget for the year will have already been set by the previous chair; after the budget has been prepared and approved, any additions to the budget must be approved by the Executive Board.
- _____ Ask the LIRT Executive Board questions, if necessary.
- _____ Monitor LIRT-S and respond to any issues or requests that come up on the list.
- _____ Identify articles that the committee might contribute to the *LIRT News*.
- _____ Ensure that contact information is listed correctly on the online [LIRT Directory of Officers and Chairpersons](#); inform the Vice-President and ALA Liaison of any changes. (Note: this contact information will be listed in the ALA Handbook of Organization).
- _____ Ensure that the contact information for each member of the committee is listed correctly on the online committee roster; inform the Vice-President and Electronic Resources Manager of any changes.

Timeline of Duties

ANNUAL CONFERENCE (before the term begins)

- _____ If possible, attend one Steering Committee meeting with outgoing committee chair to see what will be expected of you during your term.
- _____ Discuss ongoing projects with the outgoing chair; make sure s/he has any important documents or information needed to continue the committee's work, including a list of continuing and new committee members, and information about the committee's budget.

BETWEEN ANNUAL CONFERENCE AND MIDWINTER

- _____ The Electronic Resources Manager will notify new chairs when they have been added to LIRT-S. The list includes all committee chairs and officers as well as the ALA Liaison to LIRT.
- _____ Meet *LIRT News* deadlines (typically August 1 and November 1) for any articles.
- _____ Contact any new committee members with an introduction and a summary of the committee's activities.
- _____ Communicate with all committee members about ongoing projects; ensure that significant progress is being made.

- _____ Respond to the Treasurer's request for committee budget for next fiscal year.
- _____ Attend virtual Steering Committee Meeting.
- _____ Complete online Committee Chair Training.

BEFORE MIDWINTER

- _____ Recommend Midwinter Steering Committee and Executive Board agenda items.
- _____ Send committee members information about upcoming meetings at conference, including locations and the planned agenda.
- _____ Complete [Housing Information form](#) as requested by President.
- _____ [Sign up for BITES with LIRT](#).

MIDWINTER MEETING

- _____ Attend Steering Committee I and II meetings and report on the committee's activities (see: [Conference Meeting Schedule](#) for times). At Steering I, the committee report should focus on the committee's progress and activities since Annual Conference. At Steering II, discuss the committee's activities at this conference and plans for the next six months.
- _____ Attend and chair committee meeting. Identify a recorder to take and prepare a draft of minutes of the meetings. Take attendance of committee members and make sure this is recorded in minutes.
- _____ Discuss with the committee members who should lead the committee next year. Submit this name to the Vice-President, who will then submit the name to the Executive Board for approval.
- _____ Attend the [LIRT Discussion Forum](#) (usually on Sunday) if possible.

POST MIDWINTER

- _____ Request committee minutes of the Midwinter meetings from recorder. Make any revisions and then send to all committee members over e-mail, copying president and vice-president.
- _____ Submit the [Committee Conference Summary form](#) as requested by president.
- _____ Follow through on any projects or assignments from conference.

BETWEEN MIDWINTER AND ANNUAL CONFERENCE

- _____ Meet *LIRT News* deadlines (typically February 1 or March 1 and and May 1) for any articles .
- _____ Communicate with Vice-President about the committee's need for new members.
- _____ The Vice-President will request a recommendation for a person to chair the committee during the following year. Submit the name of the person who was elected during the committee's discussion at Midwinter. The Vice-President will then submit this name to the Executive Board for approval.
- _____ Attend virtual Steering Committee Meeting.

BEFORE ANNUAL

- _____ Recommend Annual Steering Committee and Executive Board agenda items.
- _____ Send committee members information about upcoming meetings at conference, including locations and agendas.
- _____ Complete [Housing Information form](#) as requested by President.
- _____ [Sign up for BITES with LIRT](#).
- _____ Prepare any documents or information that will need to be turned over to incoming committee chair.
- _____ Alert incoming chair about meetings that she or he should attend at Annual as well as the online New Chairs and Officers Orientation.

ANNUAL CONFERENCE

- _____ Attend Steering Committee I and II meetings and report on the committee's activities (see: [Conference Meeting Schedule](#) for times). At Steering I, the committee report should focus on the committee's progress and activities since Midwinter. At Steering II, discuss the committee's activities at this conference and plans for the next six months.
- _____ Attend and chair committee meetings. Identify a recorder to take and prepare a draft of minutes of the meetings. Take attendance of committee members and make sure this is recorded in minutes.
- _____ Discuss ongoing projects with incoming chair; pass on any important documents or information at conference or afterwards. Important documents would include: the Annual Report; the budget request for the coming year (placed last fall); the committee's current membership list; and meeting minutes.
- _____ Attend the [LIRT Conference Program](#) (typically on Sunday) if possible.

POST-ANNUAL CONFERENCE

- _____ Write and submit the [committee's annual report form](#) to the President immediately after Annual, copying all members of the committee. The report should be 150-200 words long and include: the names of the members of the committee; the issues considered by the committee at the Midwinter meeting and any actions taken; the activities of the committee since the previous year's Annual Conference; and the issues and activities completed at the upcoming Annual Conference.
- _____ Request committee minutes of the Midwinter meetings from recorder. Make any revisions and then send to all committee members over e-mail, copying president and vice-president.
- _____ Submit the [Committee Conference Summary form](#) as requested by president.
- _____ Meet *LIRT News* deadline (typically August 1) for any articles.
- _____ Send a thank you letter or e-mail to each committee member.
- _____ Suggest any changes or additions to the LIRT Manual (send to Past President).
- _____ By August 1, submit any receipts to the LIRT ALA Liaison and send copies to the LIRT Treasurer. (The Reimbursements page (page 18) provides the [Reimbursements for Travel Expenses form](#) and additional information). The fiscal year ends August 31 and the new fiscal year begins September 1.

Committee Chair Reference Material

About the Annual Report

Each committee or task force chair is required to submit an annual report describing activities or accomplishments in the past year. The annual report is prepared at the request of the LIRT President and must be submitted to the LIRT-S listserv immediately following the Annual Conference. The annual report should also be sent to each committee member.

The President uses the committees' annual reports to prepare a summary written report to the membership distributed at the Steering Committee I meeting at each Midwinter Conference and in the September issue of *LIRT News*. For this reason it is a brief and succinct description of actions and activities of the committee.

The annual report should contain:

- The names of the members of the committee; and
- A narrative of approximately 150 to 250 words which should address the issues and activities of the past year.

FORMAT OF ANNUAL REPORT

Use the online [annual report form](#), completing it with the following information:

Please submit via electronic mail, fax or surface mail immediately following the Annual conference..

YEAR:

NAME OF COMMITTEE:

COMMITTEE CHAIR(S):

COMMITTEE MEMBERS WITH TERMS OF APPOINTMENT: (Example: Cy Brarian, 1997-99)

REPORT (150-200 words):

See: Approval for LIR T Activities

See: Reimbursements

Forms

- Before Midwinter and Annual Conference: [Committee Conference Planning](#) and [Housing Information form](#)
- After Midwinter Conference: [Committee Conference Summary form](#)
- Before Annual Conference: [Committee Annual Report form](#)
- After Annual Conference: [Committee Conference Summary form](#)

Documents for Specific LIRT Committees

Program Planning Committee

Checklist of Duties: Program Planning Committee

The Conference Program Planning Committee Chair leads the Conference Program Planning committee which is charged with planning, organizing, and delivering the Annual Conference program. The Conference Program Planning chair works cooperatively with the Steering Committee and the LIRT officers who can offer guidance and support in this process. The committee has two simultaneous chairs—one chair who is planning the current year's program, and one chair who is planning the program for the following year.

Planning the Conference Program:

The committee starts planning the conference program two years in advance. The final title and description of the conference program is submitted a year in advance, at the Annual conference prior to the conference program.

The conference program is typically composed of three speakers who speak for approximately 20 minutes each. Time will be left at the end of the session for questions. If the program also includes poster sessions, the program is usually limited to two speakers.

The Conference Program Planning committee generally needs to use both All Committees meeting times at conference. Typically, the All Committees I meeting is used for planning the current or upcoming conference program. The All Committees II meeting is used for planning the following year's conference program.

The Conference Program Planning Chair needs to be familiar with aspects of the LIRT budget:

- The LIRT budget includes funds designated for conference equipment rental, such as an audiovisual projector, tables, laptop, etc. The Conference Program Planning Chair does not need to request this money annually.
- Expenses for small speaker gifts are already included in the LIRT budget.
- For any additional expenses, (speaker honoraria, giveaways, supplies, etc.) the Conference Program Planning chair needs to submit a budget request to the Executive Board. The Treasurer will ask committee chairs for their budget requests for the following fiscal year in November. Thus, a budget request needs to be made a year and a half in advance of the conference program. If this deadline has passed, the committee can make a budget request at the Steering Committee meeting at the Midwinter or Annual conference in the year prior to the conference program.
- ALA regulations state that librarians cannot be given an honorarium or be reimbursed for expenses. However, a non-librarian can be compensated for speaking. If your committee proposes to compensate a non-librarian speaker, make a budget request for these funds.
- All financial transactions or negotiations should be coordinated with the LIRT Treasurer and the LIRT ALA Liaison. The LIRT ALA Liaison negotiates on our behalf and is responsible for arranging for any contracts or speaker agreements.

The following checklist serves as an outline of the Conference Program Planning Committee Chair's responsibilities during her two-year term.

TIMELINE OF DUTIES: PROGRAM PLANNING COMMITTEE

Note: The Conference Program Planning Chair should also refer to the Committee Chair checklist for the timeline of duties that apply to all committee chairs. That checklist should be used in conjunction with this one.

ANNUAL CONFERENCE (two years before your conference program)

_____ Assist with final preparations for the current year's conference program at the All Committees I meeting and on the day of the conference program.

_____ At the All Committees II meeting (see: [Conference Meeting Schedule](#) for times):

- o Based on feedback from this year's conference program evaluation forms, start thinking about ideas for the topic of the conference program that will take place in two years.
- o Elect a member of the committee to propose as Conference Program Planning Committee Chair for the conference program that will take place in two years. At Steering Committee II, you will announce the name of the proposed chair, which will need to be approved by the Executive Board.

_____ At the Steering Committee II meeting:

- o Discuss preliminary ideas for the topic of the conference program to take place in two years.

BETWEEN ANNUAL CONFERENCE AND MIDWINTER (two years before your conference program)

_____ The Treasurer should contact all the current committee chairs for their budget requests for next fiscal year (which will begin September 1 of the following year), which would be the year of your conference program. Consult with the current committee chair and the committee members to determine if you want to make a budget request (to pay a non-librarian, or for other supplies or giveaways). Submit any budget request by the deadline (typically mid-November).

MIDWINTER MEETING (1.5 years before your conference program)

_____ At the All Committees I meeting (see: [Conference Meeting Schedule](#) for times):

- o Participate in discussions about the current year's Annual Conference Program.

_____ At the All Committees II meeting:

- o Discuss plans for the following year's conference program. Prepare a preliminary title and description and brainstorm potential speakers. Be prepared to present this information at the Steering II committee meeting.
- o Decide if your committee needs to request funds from the LIRT budget to reimburse a non-librarian's expenses, purchase supplies or a giveaway. A budget request would need to be approved at the Steering Committee II meeting.

_____ At the Steering Committee II meeting:

- o Submit a preliminary title and description of the Annual Conference program that will take place the following year. This title and description will need to be approved by the Steering Committee. The President will submit this information to the LIRT ALA Liaison.
- o Submit a budget request, if needed, for the following year's conference program. The Steering Committee will discuss and decide whether to approve the budget request.

ANNUAL CONFERENCE (One year before your conference program)

_____ Assist with final preparations for the current year's conference program at the All Committees I meeting and on the day of the conference program.

_____ At the All Committees II meeting (see: [Conference Meeting Schedule](#) for times):

- o Discuss plans for the following year's conference program. The topic and description of the conference program should be finalized. The committee should have solid ideas for speakers for the following year's conference program. Be prepared to present this information at the Steering II committee meeting.
- o Decide if your committee needs to request any additional funds from the LIRT budget for the following year's conference program (to pay or reimburse a non-librarian's expenses, giveaways, etc.). A budget request would need to be approved at the Steering Committee II meeting.

_____ At the Steering Committee II meeting:

- o Submit a detailed title and description of the Annual Conference program that will take place the following year. The title and description are approved by the Steering Committee and the President submits the information to the LIRT ALA Liaison.
- o Submit a budget request, if needed, for the following year's conference program. The Steering Committee will discuss and decide whether to approve the budget request.

BETWEEN ANNUAL CONFERENCE AND MIDWINTER (Year before your conference program)

_____ Contact and arrange for speakers for the upcoming conference program. You should ideally have speakers committed to the program prior to the Midwinter meeting.

_____ Confirm with LIRT President the final details for the upcoming Annual Conference Program. The President will request the room and equipment for the conference program. Your request should include the following items:

- o PA system
- o 2 microphones in audience for questions
- o 10 tables for poster sessions (if needed)
- o 350 chairs and tables ("Classroom" arrangement, if available. Otherwise, request chairs in rows.)
- o Laptop and audiovisual projector (the LIRT budget includes funds for this equipment)

_____ Submit the first announcement about the Annual Conference Program for the December issue of *LIRT News* (deadline is typically November 1).

_____ The Treasurer should contact all the current committee chairs for their budget requests for next fiscal year (which will begin September 1 of the following year), which would be the year of the next committee chair's conference program. Consult with the incoming current committee chair and the committee members to determine if you want to make a budget request (to pay a non-librarian, or for other supplies or giveaways). Submit any budget request by the deadline (typically mid-November).

MIDWINTER MEETING (6 months before your conference program)

_____ At the All Committees I meeting (see: [Conference Meeting Schedule](#) for times):

- o Discuss plans and preparations for the current year's Annual Conference Program.
- o Prepare a final title and description for the current year's Annual Conference Program to be presented at the Steering Committee II meeting.
- o Discuss tasks to be completed between Midwinter and Annual Conference. Delegate tasks as appropriate to committee members. The tasks include:
 - Create and bring 350 copies of the conference program ([Sample Conference Program document](#))
 - Create and bring 350 copies of the program evaluation form ([Sample Conference Program Evaluation Form](#))
 - Create and bring name placards (printed on card stock) for each speaker, LIRT President, LIRT Vice-President and Conference Program Committee chair
 - Create and bring 350 copies of the handout of poster session descriptions (if applicable), including names, titles, and abstracts
 - Advertise conference program on listservs
 - Advertise conference program in *LIRT News*
 - Purchase speaker gifts

_____ At the All Committees II meeting:

- o Participate in discussions for the following year's conference program.

_____ At the Steering Committee II meeting:

- o Submit the final program title and description for the current year's conference program. The title and description are approved by the Steering Committee and the President submits the information to the LIRT ALA Liaison.

_____ Determine committee members who will be responsible for creating the bibliography to accompany the conference program.

BETWEEN MIDWINTER AND ANNUAL CONFERENCE (6 months before your conference program)

_____ Finalize arrangements for this year's Annual Conference Program. Confirm speaker engagements and purchase speaker gifts.

_____ Confirm that committee members will complete the tasks that have been delegated to them (including making and bringing copies of the program, evaluation forms, handouts, and name placards).

_____ Confirm that a bibliography for the conference program is being prepared. Determine who will bring 350 copies of the bibliography to the conference program.

_____ Contact speakers to ask if they would like to have handouts available at the conference program. Offer to make and bring the copies or ask the speakers to bring 350 copies.

_____ Prepare publicity for upcoming Annual Conference Program::

- o Submit brief announcement for Annual Conference Program for the March issue of *LIRT News* (deadline is typically February 1 or March 1).
- o Submit detailed announcement for Annual Conference Program for the June issue of *LIRT News* (deadline is typically May 1).
- o Provide the information needed for the [program page](#) on the LIRT website
- o Create a flier for the Annual Conference program. Obtain official ALA basket number for publicity fliers from LIRT ALA Liaison.
- o Send email announcements for the Conference Program to appropriate listservs.
- o Determine if an article for the *Cognotes* newsletter should be submitted. A *Cognotes* article would need to be submitted at least two weeks before the conference to ensure inclusion in first issue of *Cognotes*.

ANNUAL CONFERENCE (Year of your conference program)

_____ Retrieve from the LIRT Trunk (at the ALA Office):

- o LIRT Sign
- o Red placemats (if the room arrangement will include tables and chairs for the audience)
- o LIRT bookmarks
- o LIRT membership brochures

_____ At the All Committees I meeting (see: [Conference Meeting Schedule](#) for times), make the final preparations and arrangements for the current year's Annual Conference Program. Discuss the tasks that need to be performed on the day of the conference program and delegate tasks to committee members.

The following tasks will need to be performed on the day of the conference program:

- o Arrive at least one and a half hours early to set up
- o Put placemats (if room setup includes chairs and tables) at each place
- o Place copies of the following handouts at each place:
 - Program
 - Evaluation form
 - Bibliography to accompany program

- Speaker handouts (if applicable)
- Poster session descriptions (if applicable)
- LIRT membership brochure
- Designate two persons count the number of attendees (and compare notes after the program).
- Make sure equipment arrives and is functioning. The hotel or convention center should be able to provide technical support if needed.
- Turn lights up/down as necessary
- Designate two committee members to take notes during the program, then have one person compare the notes and write up an article for *LIRT News* (around 900 words, deadline typically is August 1)
- Help set up poster presentations, if applicable. (It's a good idea to bring tape, scissors, etc.)
- Check temperature in room, and ask for temperature to be adjusted, as needed.
- Have two people stand at the door at the end of the session to pick up evaluation forms

_____ Present current year's Annual Conference Program (typically Sunday morning). The Conference Program Chair will sit on the stage and introduce the program and the speakers. The Conference Program Chair will give speakers their gifts.

_____ At the All Committees II meeting (see: [Conference Meeting Schedule](#) for times):

- Reflect on this year's Annual Conference Program. Read the evaluations, and think about what went well, or what might be done differently next year.
- Participate in discussions about the following year's conference program.
- Based on feedback from this year's conference program evaluation forms, start thinking about ideas for the topic of the conference program that will take place in two years. Be prepared to discuss these ideas at the Steering Committee II meeting.
- Elect a member of the committee to propose as Conference Program Planning Committee Chair for the conference program that will take place in two years. At Steering Committee II, you will announce the name of the proposed chair, which will need to be approved by the Executive Board.

_____ At the Steering Committee II meeting:

- Present a summary of the number of attendees, reaction to, and feedback about this year's conference program.
- Announce the name of the proposed chair for the Conference Program Planning Committee Chair for the conference program that will take place in two years. This person will need to be approved by the Executive Board.
- Also, discuss preliminary ideas for the topic of the conference program to take place in two years.

POST ANNUAL CONFERENCE (Year of your conference program)

_____ Remind committee members who took notes during the conference program to compare their notes and write an article (900 words) summarizing the conference program for *LIRT News*. Submit the article prior to the deadline for the September newsletter (typically August 1).

_____ Review and revise this checklist as needed (send comments to Past President).

_____ [Sample Conference Program](#)

_____ [Sample Conference Program Evaluation Form](#)

IV. Information for Committee Members

Committee Members Checklist

Checklist of Duties: Committee Members

The two-year appointment as a committee member will typically begin at the close of an Annual Conference and continue through the close of the Annual Conference two years later. Existing committee members who wish to be appointed to a second two-year term to the committee must submit a new Committee Volunteer form in addition to being listed by the committee chair on the Committee Questionnaire.

According to the [ALA Member Service Policy](#) (Section A.5.4 of the ALA Policy Manual), no member of the Association may serve simultaneously in more than three positions. (Ex-officio participation, or participation on a governing board, committee, liaison, subcommittee which is required due to service in another position is not counted as part of the three positions).

Committee members may be appointed as either regular or virtual members. Virtual members are required to attend at least one conference, either Midwinter or Annual, in-person during their term of appointment.

ONGOING DUTIES AND RESPONSIBILITIES

- _____ Regular members: Attend meetings of the committee during the LIRT All-Committee meeting times at ALA Annual [Conference Meeting Schedule](#) and Midwinter conferences (see Annual and Midwinter [Conference Meeting Schedule](#) for times).
- _____ Communicate with committee chair and other members on a regular basis between conferences, preferably via e-mail. This is especially important for virtual members.
- _____ Complete committee tasks as assigned.
- _____ Respond to requests for information from the committee chair. These may include requests for your travel plans and housing information prior to conference.

Timeline of Duties

BETWEEN ANNUAL CONFERENCE AND MIDWINTER

- _____ Contact committee chair if you have not heard from him or her; introduce yourself and ask about committee activities. Ask for copies of minutes from recent meetings.
- _____ Meet *LIRT News* deadline (typically November 1 for December issue) for any articles you have been assigned to write.

BEFORE MIDWINTER

- _____ Regular members: Make travel plans so that you are able to attend all committee meetings at Midwinter (committee chair should send all committee members information about meeting times).
- _____ [Sign up for BITES with LIRT.](#)

MIDWINTER MEETING

- _____ Regular members: Attend all scheduled committee meetings (see: [Conference Meeting Schedule](#) for times).
- _____ Consider attending the [LIRT Discussion Forum](#) (typically on Sunday).

BETWEEN MIDWINTER AND ANNUAL CONFERENCE

- _____ Follow through on any projects or assignments from conference.
- _____ Meet *LIRT News* deadlines (typically February 1 or March 1 and May 1) for any articles you have been assigned to write.

BEFORE ANNUAL

_____ Regular members: Make travel plans so that you are able to attend all committee meetings (committee chair should send all committee members information about meeting times).

_____ [Sign up for BITES with LIRT.](#)

ANNUAL CONFERENCE

_____ Regular members: Attend all scheduled committee meetings (see: [Conference Meeting Schedule](#) for times).

_____ Consider attending the [LIRT Conference Program](#) (typically on Sunday).

AFTER ANNUAL CONFERENCE

_____ Follow through on any projects or assignments from conference.

_____ Meet *LIRT News* deadline (typically August 1) for any articles you have been assigned to write.

Committee Volunteer Form

Welcome to LIRT and the Committee Volunteer Form! We appreciate your interest in becoming more active in our organization. Before filling out the form, here is some information you need to know.

You must be a member of ALA and LIRT.

A committee appointment is for two years. The appointment begins immediately after the Annual conference and runs through the next two Annual conferences. For example, an appointment for 2014-2016 begins in July 2014 through June 2016. You will be expected to attend Annual and Midwinter conferences. If you do not attend, be advised your appointment may be terminated.

A Virtual committee appointment is also for two years. You must attend at least one Annual or Midwinter conference during your appointment.

Volunteer forms may be submitted throughout the year but appointments begin immediately after Annual conference.

Please understand we may not always be able to honor your request for a particular committee.

If you are interested in serving on a [LIRT Committee](#), complete the following form:

Date of Application:

Name:

ALA Membership #:

Title:

Institutional Address

Address 1:

Address 2:

City:

State:

Zip Code:

Work Phone:

Fax:

E-mail:

Home Address

Address 1:

Address 2:

City:

State:

Zip Code:

Home Phone:

[LIRT Committee](#) Preferences

Rank your preference for a committee by selecting one committee from each of the 11 pull-down menus below. The first committee chosen is your first choice, and the last committee chosen is your last choice. (NOTE: The choices read from left to right and then to the next row in order of importance.) If there are only a few committees that really interest you, then select the option, "No Other Committees of Interest" for the remaining options.

Would you like to be considered for a "virtual" committee membership? Yes No

If there is additional information you would like for us to know, please contact:

Vice President/President Elect

V. Information for Appointed Positions

ALA Membership Chair

ALA Membership Promotion Task Force

Charge: Along with the 15-member Membership Committee, these task force members -- 56 state and regional representatives and their subcommittees, 11 division representatives, and the 17 round table representatives -- are charged with promotion ALA membership within their respective units.

Note: The chair of the Membership Committee is automatically designated the LIRT representative to this task force.

LIRT representative term of appointment:

- Appointment to ALA Membership Promotion Task Force runs in conjunction with term as Chair.

LIRT's expectations of representatives:

- LIRT Representatives to outside entities shall be familiar with the organization and structure of LIRT..
- Representatives to outside entities will be expected to report back to LIRT annually, at a minimum. Representatives shall attend at least one LIRT Steering committee meeting per year.
- LIRT Representatives are volunteer positions. LIRT cannot offer funding to attend meetings, conferences, etc.

Electronic Resources Manager

Checklist of Duties: Electronic Resources Manager

The Electronic Resources Manager serves as the administrator of technology that assists LIRT in communicating with its members. The Electronic Resources Manager maintains and updates the LIRT web site, posting current information about LIRT's activities, officers and committee members and conference events. In addition, this position maintains LIRT's online forms which facilitate communication between committee chairs and LIRT. The Electronic Resources Manager is also LIRT's listserv administrator and maintains current listservs for LIRT's committee chairs, officers and membership. Further, the Electronic Resources Manager serves as a consultant to LIRT committee chairs and officers who have questions about using technology to enhance LIRT's activities or disseminate information. In order to keep current with the needs and activities of LIRT units and be available as a technological advisor, the LIRT Electronic Resources Manager will serve as an ex officio member of the Steering Committee and Executive Board.

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT OFFICERS

- _____ Attend ALA Midwinter and Annual conferences.
- _____ Serve (as an ex officio member) of the Executive Board and Steering Committee.
- _____ Monitor LIRT-S and LIRT-E and respond to any issues or requests that come up on the list.
- _____ Ensure that your contact information is listed correctly on the LIRT Web site. (Note: this contact information will be listed in the ALA Handbook of Organization).

ONGOING DUTIES AND RESPONSIBILITIES FOR LIRT ELECTRONIC RESOURCES MANAGER

- _____ Maintain and update the LIRT web site as needed.
- _____ Maintain up-to-date committee rosters on the [LIRT Directory of Officers and Chairpersons](#).

- _____ Maintain the LIRT listservs: LIRT-L, an open listserv for the LIRT membership; LIRT-E, for members of the Executive Board, and LIRT-S, for Steering Committee members. Update email addresses as needed.
- _____ Maintain LIRT's online forms: [Housing Information form](#), [Committee Conference Planning form](#) and [Committee Conference Summary form](#).
- _____ Consult and coordinate with committees or groups planning projects that involve technology.

POST-ANNUAL CONFERENCE

- _____ Add new Executive Board and Steering Committee members to LIRT-S and LIRT-E and remove leaving members, by September 1.
- _____ Update the [Directory of Officers and Chairpersons](#) and the [committees' descriptions page](#) to reflect the current persons in these positions.
- _____ The Vice-President should send revised committee rosters based on information gathered at Annual Conference. Update the committee rosters on the LIRT web site as needed.
- _____ Write "Tech Talk" column for the September issue of *LIRT News* (deadline is typically August 1).

BETWEEN ANNUAL CONFERENCE AND MIDWINTER

- _____ Write "Tech Talk" column for the December issue of *LIRT News* (deadline is typically November 1).
- _____ Follow up on any special assistance that may have been requested by LIRT Committees.
- _____ Update the recipient list for LIRT's online forms to reflect new officers or committee chairs. LIRT's online forms are:
 - [Annual Report form](#) (Recipients: current President, Vice President/President elect, Archivist, and Electronic Resources Manager);
 - [Committee Conference Planning form](#) (Recipients: current President, Vice President/President elect, Archivist, and Electronic Resources Manager);
 - [Committee Conference Summary form](#) (Recipients: current President, Vice President/President elect, Past President, Treasurer, Vice Treasurer, Newsletter Editor, Archivist, and Electronic Resources Manager); and
 - [Housing Information form](#) (Recipients: current President)
- _____ If any Committee names have been changed, new committees/task forces added or sunsetted, make appropriate changes on the following pages.
 - [Annual Report form](#)
 - Appropriate Checklists in the [LIRT Manual](#)
 - [Committee Conference Planning form](#)
 - [Committee Conference Summary form](#)
 - [Committees' Descriptions](#)
 - [Directory of Officers and Chairpersons](#)
 - [Housing Information form](#)
- _____ Revise the [BITES with LIRT](#) form with current contact, date, and restaurant information.
- _____ Updated content associated with the Midwinter conference (location, [meeting schedules](#), [Midwinter Forum information](#), etc.)

BEFORE MIDWINTER

- _____ Recommend Midwinter Steering Committee and Executive Board agenda items.
- _____ Complete [Housing Information form](#) as requested by President.
- _____ [Sign up for BITES with LIRT](#).

MIDWINTER MEETING

- _____ Attend Steering Committee and Executive Board meetings (see: [Conference Meeting Schedule](#) for times).
- _____ Attend Organization and planning committee meeting during All Committees I and II.
- _____ Attend the [LIRT Discussion Forum](#) (typically on Sunday) if possible.

POST-MIDWINTER MEETING

- _____ The Vice-President should send revised committee rosters based on information gathered at Midwinter. Update the committee rosters on the LIRT web site as needed.
- _____ Write “Tech Talk” column for the March issue of *LIRT News* (deadline is typically February 1 or March 1, depending on how late Midwinter falls).

BETWEEN MIDWINTER AND ANNUAL CONFERENCE

- _____ Follow up on any special assistance that may have been requested by LIRT Committees.
- _____ Check with the Past President about the status of the revisions to the LIRT Manual. Update the online LIRT Manual as needed.
- _____ Write “Tech Talk” column for the June issue of *LIRT News* (deadline is typically May 1).
- _____ Once the election results are known, add the new information to the [Directory of Officers and Chairpersons](#).
- _____ Update the recipient list for LIRT’s online forms to reflect new officers or committee chairs. LIRT’s online forms are:
 - [Annual Report form](#) (Recipients: current President, Vice President/President elect, Archivist, and Electronic Resources Manager);
 - [Committee Conference Planning form](#) (Recipients: current President, Vice President/President elect, Archivist, and Electronic Resources Manager);
 - [Committee Conference Summary form](#) (Recipients: current President, Vice President/President elect, Past President, Treasurer, Vice Treasurer, Newsletter Editor, Archivist, and Electronic Resources Manager); and
 - [Housing Information form](#) (Recipients: current President)
- _____ If any Committee names have been changed, new committees/task forces added, or committees sunsetted, make appropriate changes on the following pages.
 - [Annual Report form](#)
 - Appropriate Checklists in the [LIRT Manual](#)
 - [Committee Conference Planning form](#)
 - [Committee Conference Summary form](#)
 - [Committees' Descriptions](#)
 - [Directory of Officers and Chairpersons](#)
 - [Housing Information form](#)
- _____ Revise the [BITES with LIRT](#) form with current contact, date, and restaurant information.
- _____ Updated content associated with the Midwinter conference (location, [meeting schedule](#), [Non-LIRT Events, Programs, and Meetings](#), etc.)
- _____ Write and submit an annual report to the LIRT President by June 1.

BEFORE ANNUAL

- _____ Recommend Annual Steering Committee and Executive Board agenda items.

_____ Complete [Housing Information form](#) as requested by President.

_____ [Sign up for BITES with LIRT.](#)

ANNUAL CONFERENCE

_____ Attend Steering Committee and Executive Board meetings (see: [Conference Meeting Schedule](#) for times).

_____ Attend Organization and Planning Committee meeting during All Committees I and II.

_____ Attend the [LIRT Conference Program](#) (typically on Sunday) if possible.

POST ANNUAL CONFERENCE

_____ Review and revise this checklist as needed (send comments to Past President).

VI. LIRT News Guidelines and Policies

Guidelines

Objectives of the LIRT Newsletter (originally approved 7/10/82; revised 6/24/03):

- The reader of the LIRT newsletter will be able to:
 1. Learn about LIRT-related activities, including both upcoming event announcements and reports of past events
 2. Learn about library instruction-related publications and articles
 3. Learn about successful, practical tips for executing library instruction activities
 4. Learn about regional and state activities related to library instruction
 5. Read the opinions of guest writers about library instruction related topics

Responsibilities of the Editor:

- Solicits articles
- Sends reminders to lirt-s, lirt-e, and contributing authors
- Makes sure that each issue includes all reports, articles, and other information scheduled for the issue
- Edits, corrects, streamlines, deletes (as necessary) each issue of the newsletter
- Sends completed copy to the Production Editor with indications of what should appear on front page and suggestions for order of articles, if appropriate.
- Suggests final edits to draft returned from Production Editor
- Contacts Web Advisory chair to post final PDF copy of newsletter to LIRT website
- Sends email to lirt-mem and lirt-l announcing the publication of new issue including URL link to PDF

Responsibilities of the Production Editor:

- Responsible for layout and final appearance of the newsletter and sending newsletter to Editor once finalized for online publication
- Text flow, pagination, placement of ads, photographs, font and size, and other graphic design issues are at the discretion of the Production Editor, but should be made in consultation with the Editor, who will “sign off” on the final product

Submissions:

- Made to the Editor in legible format
- Articles should be submitted as Word documents (other text editors may be used, however please make sure that the editor can open the document).
- Submissions may be sent as attachments to e-mail messages.
- Brief submissions may be made as the text of an e-mail, however this method is discouraged for large documents.

Graphics/Pictures:

- Ads or submissions which include graphics should include the graphic file as an attachment
- Graphics that will be used frequently may be submitted to the Production Editor for reference.

Format:

- Currently the Editor uses Microsoft Word on a PC to format and edit all submissions.
- The Editor uploads edited copy as Word Docs and other files to Dropbox folder shared with Production Editor.

- Production Editor creates issue using Microsoft Publisher (or preferred publishing software), sends PDF draft of issue to Editor via email for review and editing suggestions, makes changes as needed, and sends final PDF to Editor for upload to LIRT website.

Deadlines:

- Deadlines are firm
- The Editor will send a reminder to lirt-s, lirt-e, and other contributors at least one week prior to the current deadline
- Deadlines will also be announced at the Steering committee meetings at Mid-Winter and Annual.

LIRT News online availability:

- *LIRT News* is available [online](#).

Policies

LIRT News Advertising Policy

LIRT committees may advertise programs, discussion forums, and other events of interest to LIRT members in *LIRT News* at no charge. Instruction related groups, such as ACRL Instruction Section, may also advertise events of interest to LIRT members in the newsletter at no charge. The editors and the *LIRT News* Editorial Committee (LIRT Executive Board) will review all non-LIRT ads prior to publication in *LIRT News*.

Paid advertising may be arranged on a case-by-case basis for books, journals, products, and services related to library instruction. Please contact the editor for more details.

Ads should be designed to fill either ½ or ¼ of a page. Due to space constraints in the print format of the newsletter full page ads are discouraged, however larger ads can be accommodated in the electronic version of the newsletter.

Advertising copy should be sent to the [LIRT News Editor](#) and [LIRT News Production Editor](#) for review. The *LIRT News* Production Editor will consult with the advertiser about graphics and design. Camera ready copy is appreciated when possible.

Advertising Price Structure:

¼ page = \$125.00

½ page = \$250.00

Full page = \$300.00

Approved date: June 29, 2004

Contents of *LIRT News* Issues

LIRT News - Issue 1 (September) Deadline for submission to editor is generally August 1.

Deadline to Production Editor is generally August 15.

Contents for September issue:

- From the President (written by the current President)
- From the Past President (written by the outgoing President)
- List of LIRT Officers and committee chairs (for current year)
- ALA Annual in Review
 - Committee Reports from Annual (short summaries written from submitted reports)
 - Non-LIRT meetings at Annual that are related to library instruction (written by members of the Liaison Committee).
 - Report on LIRT Conference Program (Conference Program Committee)
- LIRT Awards call for nominations

Items for all issues:

-

- From the Editor
- Member-A-LIRT
- Tech Talk
- URL for *LIRT News* online
- Get Involved with LIRT - Standing Committee information

Created by Caryl Gray, June 23, 2003

LIRT News - Issue 2 (December)

Deadline for submission to editor is generally Nov 1..

Deadline to Production Editor is generally Nov 15.

Contents for December issue:

- From the President
- LIRT meetings at Midwinter (President will provide information)
- BITES with LIRT announcement
- Announcement for LIRT Midwinter discussion forum
- First major announcements for Annual Conference
- LIRT Awards call for nominations

Items for all issues:

- From the Editor
- Member-A-LIRT
- Tech Talk
- URL for *LIRT News* online
- Get Involved with LIRT - Standing Committee information

Created by Caryl Gray, June 23, 2003

LIRT News - Issue 3 (March/April)

Deadline for submission to editor depends on date of midwinter conference. If midwinter is mid-January, aim for mid-February. If midwinter late January/early February, may move to March 1. .

Deadline to Production Editor depends on date of midwinter conference. If midwinter is mid-January, aim for late February. If midwinter late January/ early February, may move to March 15.

Contents for March/April issue:

- From the Vice-President column
- Candidates for LIRT Offices (personal information and candidate's statement of concerns). (Submitted by the Nominations).
- Non-LIRT meetings at Midwinter related to Library Instruction. (Written and submitted by members of the Liaison Committee)
- Any proposed Constitution/Bylaws changes (Information is submitted by the Past President)
- Announcement of the Annual Conference program
- Announcement of the Annual pre-conference program (if there will be one that year)
- LIRT Awards Ceremony teaser
- LIRT @ Midwinter: Midwinter Committee and Task Force Reports (Summaries of reports submitted by committee chairs)

Items for all issues:

- From the Editor
- Member-A-LIRT
- Tech Talk
- URL for *LIRT News* online
- Get Involved with LIRT - Standing Committee information

Created by Caryl Gray, June 23, 2003

LIRT News - Issue 4 (June)

Deadline for submission to editor is generally May 1.

Deadline to Production Editor is generally May 15.

Contents for June issue:

- From the President
- LIRT's Top Twenty (submitted by Top 20 Committee). The committee requests, back to back, so that it can be easily printed/removed.
- Schedule for LIRT meetings and events at Annual Conference (as much information as is available at press time)
- Announcement of the Annual Conference program, pre-conference program (if there is one), and Awards Ceremony, Bites with LIRT, and any additional information related to the programs.
- Announcement and profiles of the LIRT award winners for the year.
- Call for Nominations for LIRT officers (with link to online [Request for Nominations Form](#)) - (Submitted by the Immediate Past President after Annual).

Items for all issues:

- From the Editor
- Member-A-LIRT
- Tech Talk
- URL for *LIRT News* online
- Get Involved with LIRT - Standing Committee information

Appendix

LIRT BYLAWS

SECTION I. DUTIES OF THE OFFICERS.

- A. President. The President shall have the customary duties of the office of president and shall preside over all meetings of the Round Table, Executive Board, and Steering Committee.
- B. Vice-President/President-Elect. The Vice-President/President-Elect shall assist the President and shall be responsible for the coordination and implementation of the work of the committees and task forces as assigned by the President. When the President is unable to serve, the Vice-President shall act as President. This person will assume the presidency after one year of service as the Vice-President/President-Elect. Prior to assuming the office of President, this person appoints new chairpersons for the standing committees and task forces.
- C. Immediate Past President. The Immediate Past President shall serve as chairperson of the Organization, Bylaws, & Elections Committee.
- D. Secretary. The Secretary shall keep an accurate record of all meetings of the Round Table, Executive Board, and Steering Committee and have these records available at or before the next regularly called meeting of the Round Table, Executive Board, or Steering Committee and shall provide the ALA Liaison Officer with copies as appropriate and needed.
- E. Treasurer. The Treasurer shall be responsible for the safekeeping of all funds of the Round Table and for the payment of all duly incurred bills. Funds shall be deposited with the ALA fiscal agent and ALA shall draw checks against these funds, as directed by the Treasurer, to pay obligations incurred by the Round Table. The Treasurer shall prepare and submit a financial statement for review at the Midwinter and Annual meeting, which shall include all income and expenditures of the Round Table. The Treasurer is responsible for submitting a proposed budget to be reviewed at the Annual meeting of the Steering Committee and approved by the Executive Board. The Treasurer shall serve as a member of the Five-Year Financial Planning Subcommittee of the Long Range Planning Committee.
- F. Vice Treasurer/Treasurer-Elect. The Treasurer-Elect shall assist the Treasurer and be responsible for any budgetary duties as assigned by the Treasurer. This person will assume the office of Treasurer after one year of service as the Treasurer-Elect. When the Treasurer is unable to serve, the Treasurer-Elect shall act as Treasurer.
- G. LIRT Councilor. The LIRT Councilor represents the interests of the Library Instruction Round Table on the ALA Council. The LIRT Councilor is a member of the Steering Committee and an ex officio member of the Executive Board. The Councilor reports to the LIRT Executive Board, the Steering Committee and the membership about ALA Council activities, and presents ALA issues and Council documents he/she believes may require action from LIRT. The Councilor receives direction from the Executive Board and Steering Committee regarding positions to be taken on ALA Council issues, and sponsors Council resolutions as requested by the Executive Board and Steering Committee.

SECTION II. ELECTION OF OFFICERS.

- A. The Election/Nomination Committee is responsible for producing a slate of candidates for each position that will ensure representation on the Executive Board from all or almost all types of libraries on a rotating basis.
- B. Persons who volunteer or are nominated to run for office must be current members of the Round Table and have served for at least one year on a committee or task force of the Round Table. All candidates must submit a statement of their goals for the office and a short biographical note to the Election/Nomination Committee.
- C. Winners of all elections shall be determined by a plurality of those members voting. In the event of a tie, run-off election shall be conducted at the annual membership meeting.
- D. In case of death, disability, or resignation of a member of the Executive Board, the Board shall appoint a successor, if succession is not otherwise provided for in these Bylaws, to serve until the next regular meeting.
- E. Terms of all officers shall be from the end of one Annual ALA conference to the end of the next. The representative to ALA Council shall be elected to a three year term, except for the term beginning with the 1999 election, which shall be a two-year term.

SECTION III. MEMBERSHIP.

Membership in LIRT shall consist of the following categories: personal, organizational and affiliate.

- A. Any personal member of ALA who is interested in library instruction and information literacy may become a personal member of LIRT upon payment of their annual dues. Personal members receive the Library Instruction Round Table News, may participate in Round Table business, vote, and are eligible to hold office.
- B. Any organizational member of ALA which has an interest in library instruction and information literacy may associate with the Round Table as an organization upon payment of annual dues. An organizational member receives Round Table publications, participates in Round Table business by reporting its activities and can ask for the Round Table's advice and support. Organizational membership does not entitle the organization or its individual members who are not personal members of the Round Table to vote or hold office in the Round Table.

SECTION IV. DUES

- A. Dues for personal members shall be \$15.00 per year.
- B. Dues for organizational members shall be \$25.00 per year.
- C. Dues for student members shall be \$5 per year.

As amended April 2019.

SECTION V. STANDING COMMITTEES.

- A. Members and chairs of standing committees shall be appointed by the Vice-President/President-Elect in consultation with the President of the Round Table.
- B. Membership appointments shall be for two years, overlapping so that no more than one-half of the members shall be retired in one year. Appointments to the same committee shall not exceed two consecutive terms. Every effort shall be made to insure that committee composition reflects more than one type of library.
- C. Committee Chairs are appointed for one year terms and may be reappointed at the discretion of the Executive Board. Chairs shall submit an Annual Report at the close of the ALA Annual Conference.
- D. Committees shall meet at least four times a year, either virtually or at ALA Annual and Midwinter conferences. When feasible, face to face meetings will also be made available virtually for those who cannot attend in person. The Committee Chair will be responsible for calling meetings and, if meeting virtually, for making any necessary arrangements. Committees whose main business occurs during conferences must meet in person at both Midwinter and Annual.

A committee chair or other designated representative of each standing committee must attend each Steering Committee meeting (Midwinter and Annual) in person.

- E. The Standing Committees are listed on the [LJRT web site](#) and shall include committees that focus on administrative issues; those that focus on specific tasks such as conference planning; and those that are topical in nature. New standing committees and changes to existing standing committees shall be approved by the Executive Board in consultation with the Steering Committee.

SECTION VI. AD HOC COMMITTEES.

The Executive Board creates, charges, appoints ad hoc committees for any particular or specific organizational purpose within the purview of the Round Table. An ad hoc committee serves until its task is accomplished to the satisfaction of the Executive Board.

SECTION VII. TASK FORCES.

The Executive Board creates, charges, appoints task forces for any particular or specific organizational purpose within the purview of the Round Table. A task force serves until its task is accomplished to the satisfaction of the Executive Board.

- A. Task forces are project oriented groups constituted to fulfill specified missions which disband after completion of their charges. After two years, if the task force has not completed its charge, it may be renewed by the Executive Board for two additional years. In each case, a charge must be developed which is acceptable to both the Executive Board and the task force.
- B. Personal members may volunteer or be appointed to form task forces to work on projects initiated to meet expressed needs or on projects initiated by the Executive Board or Steering Committee.
- C. Written summaries of task force progress will be made to the Steering Committee. A report will be made to the membership following consideration by the Steering Committee.

- D. Task forces may meet as frequently as necessary for their stated duration in order to complete their charge.

SECTION VIII. LIBRARY INSTRUCTION DISCUSSION GROUP.

The Executive Board may establish discussion groups for any specific purpose within the purview of the Round Table. A discussion group is an open forum for exchanging information. The Executive Board approves the discussion group and determines the LIRT unit to which the group will report.

SECTION IX. MEETINGS.

The meetings of the Round Table are as follows:

- A. The annual membership meetings of the Round Table shall be held at Annual ALA conferences. Reports on the activities of the Executive Board and Standing Committees shall be made to the membership.
- B. The Executive Board and Steering Committee will meet at Midwinter meetings and Annual ALA conferences and other times if deemed necessary by the President.
- C. At all meetings, Roberts' Rules of Order (latest edition) will be followed.

SECTION X. QUORUM.

At membership meetings, a quorum shall consist of those personal members present.

As amended May 2005.

LIRT CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the Library Instruction Round Table, hereinafter called the Round Table, of the American Library Association, hereinafter called ALA.

ARTICLE II. PURPOSE

The purposes of the Round Table are:

- a) to provide a forum for discussion of activities, programs and problems of instruction in the use of libraries;
- b) to contribute to the education and training of librarians for library instruction;
- c) to promote instruction in the use of libraries as an essential library service; and
- d) to serve as a channel of communication on instruction in the use of libraries.

ARTICLE III. MEMBERSHIP

LIRT membership shall consist of those individuals, organizations, or groups who meet the requirements specified by the Bylaws of LIRT as well as those requirements found in the "ALA Constitution and Bylaws."

ARTICLE IV. ORGANIZATION

- A. Elected officers of the Round Table shall be President, Vice-President/President-Elect, Secretary, Treasurer, and Vice Treasurer/Treasurer-Elect. The representative from LIRT to ALA Council shall also be an elected position.

- B. The [Executive Board](#) shall be comprised of the elected officers and the Immediate Past President, and ex-officio members as may be appointed by the President in consultation with the Executive Board. The Executive Board shall be the policy setting, planning, and budget approval unit for the Round Table. It approves the appointments of members to committees and task forces, including the chairpersons.
- C. The [Steering Committee](#) shall be comprised of the Executive Board, committee and task force chairpersons, and such ex-officio members as may be appointed by the President. This committee is the coordinating and discussion unit between the Executive Board and the membership. It has the responsibility of:
 - 1. Determining the subject of conference programs.
 - 2. Submitting or endorsing projects to be carried out by the committees or task forces.
 - 3. Reviewing the proposed budget before approval by the Executive Board.
- D. Appointed positions shall be created at the discretion of the President in consultation with the Executive Board. These positions shall be filled by issuing a call for volunteers. Replacements shall be filled in the same manner. The term of office shall be two years with reappointment by mutual consent by the appointee and the President in consultation with the Executive Board. Appointed positions are ex-officio, non-voting members of the Steering Committee and/or the Executive Board. Appointees may also be a member of appropriate committees.
- E. Provision of Explanation of Absences. Members of all LIRT committees, task forces, assemblies and similar bodies are expected to provide explanation of their absences and/or inability to participate to the committee chair or vice-chair. Failure to provide adequate explanation of absences from two consecutive meetings, training sessions or to participate otherwise in the work of the committee constitutes grounds for removal, upon request of the chair and approval of the appropriate appointing official.

As amended April, 2019.

ARTICLE V. FINANCES

- A. Funds to support Round Table activities will come from the dues of the general membership collected by ALA.
- B. Funds
 - 1. Elected and appointed officers may request funds as necessary to implement approved programs of the organization.
 - 2. The Executive Board shall allocate funds to each task force based upon budgets submitted by the task force and funds available.
- C. The Treasurer is authorized to approve requests for reimbursement and payment of bills from Round Table funds in the custody of the ALA Executive Board. Any unbudgeted requests for a total of more than \$100 from a single source in a year will require Executive Board approval prior to Treasurer action.

ARTICLE VI. AMENDMENTS

This Constitution and Bylaws shall be amended by a 2/3 majority vote of the personal members responding to an online or mail referendum included in either an official ALA LIRT ballot or as a separate mailing to personal members. Proposals for revision shall be sent by any personal member to the President for consideration by the Executive Board and shall be sent in the same manner to the personal membership for their consideration.

As amended May 2005.

Appendix B Continuity of Operations Provisions

Donation and Transfer Guidelines

These guidelines provide criteria and instructions for preparing documents for transfer to the ALA Archives. The [ALA Archives](#) are maintained at the University of Illinois at Urbana-Champaign. To contact the ALA Archives directly with questions, do not hesitate to [send an e-mail message](#) or call (217) 333-0798.

[ALAIR](#) - the American Library Association Institutional Repository (ALAIR) is an open access repository, committed to collecting, permanently storing, and providing digital access to the publications and intellectual work of ALA. It is organized into communities reflecting the Divisions, Offices, Committees, and Roundtables that make up ALA. ALAIR is managed by the American Library Association Archives at the University of Illinois Urbana-Champaign. ALA staff and members are invited to deposit documents directly into ALAIR. Please [contact the Archives](#) for assistance with bulk uploads or for more information about ALAIR.

Material should be transferred in the order which the creator maintained it. Both official records and personal papers of ALA officers and members are appropriate for transfer. A letter briefly identifying the material and describing the activity and ALA Unit to which it relates should accompany the shipment. Please contact the Archives to alert us to impending arrivals of material.

All information formats (e.g., published, typescript, audio-visual, and electronic data, such as computer disks and files) are appropriate for consideration for transfer. For documents in formats requiring any machine intervention, such as videotapes, kinescopes, and all computer files, consideration should be given to transferring the equipment needed to access the documents or, preferably, converting the documents to a format accessible to the Archives' users. Early consultation with the Archivist is strongly encouraged for all such materials.

Items to be transferred include:

1. Official records: constitutions, by-laws, minutes, transcripts, rosters, etc.
2. Office files: correspondence, memoranda, and subject files concerning office activities.
3. Historical files documenting policies, decisions, committee reports, questionnaires.
4. Publications: one record copy of all programs, journals, monographs, newsletters, brochures, posters and announcements issued by the association or its subdivisions.
5. Audio-visuals: photographs and sound recordings.
6. Personal papers of members which relate directly to association work; for personal papers not directly related to ALA work, please consult the Archives prior to transfer.
7. Charts and maps.

Records which should not be transferred include:

1. Records of specific financial and membership transactions.
2. Letters of transmittal where the date and routing information is on the document transmitted.

3. Requests for publications or information after the requests have been filled.
4. All blank forms and unused printed or duplicated materials.
5. All duplicate material: keep only the original copy and annotated copies.
6. Papers, reports, work papers and drafts; which have been published.
7. Replies to questionnaires if the results are recorded and preserved either in the archives or in a published report.

These criteria are intended as a general guide. If there are questions about records not listed here or questions about the retention or disposal of specific records or manuscripts, please contact the University of Illinois Archives at (217) 333-0798.

Records Retention Schedule:

Paper Retention:

0 to 1 year: The Archivist (outgoing Secretary) compiles an annual inventory of committee materials that will be sent to the ALA office and shares this inventory with the Steering Committee. The Archivist boxes up materials in accordance with guidelines in Appendices A – C, and sends to ALA Offices.

1 to 5 years: Held in ALA Offices

Older than 5 years: Held in ALA Archives

Official Documents:

Archive materials include originals or copies of written, printed, or electronic versions of books, documents, correspondence, memoranda, maps, drawings, charts, all types of recordings, films and other photographic reproductions, and any other type of audiovisual materials prepared or received in the course of carrying out the business and activities of the LIRT or its committees.

- Minutes. Minutes for closed meetings, or meetings with some component of confidential discussion, should still be submitted to document that a meeting was held, who attended, and what general decisions were made (e.g. selection of award recipients).
- Membership rosters (executive board, steering committee, committees, task forces)
- Materials relating to the history of the round table or committee that have not been published (Committee Conference Summary form, programs, reports, proceedings, proposed projects, decisions made, questionnaires/surveys, etc.)
- Letters or memos (in paper and/or electronic format) defining policies, outlining committee duties, explaining procedures, etc., except when duplicate information was sent to several people, in which case, the originator shall keep one annotated copy showing distribution and any replies.

Projects/Programs

- One copy of each major draft of a project, report, or program will be retained for the Archives. Interim or working drafts need not be retained. Save all accompanying evaluations, publicity, bibliographies, flyers, etc.

Publications

- Publication proposals and one copy of every publication (article, book, brochure, handout, poster session, etc). Do not retain master paste-ups, only final versions.

Photographs

- Selected photographs from LIRT events that feature LIRT officers, members and speakers should be saved, with selection based upon their potential value to the Section or to future researchers. The committee chair should number the photographs **in pencil** on the back or, when the photographs are in digital form, the chair should save these in a fixed media. The event and people in the photographs must be identified. Descriptive information and photographs must be correlated.

Realia

- A photograph of one button, poster, balloon, or bag should be retained for the Archives.

Correspondence

- Important correspondence connected with a project or any correspondence that would illuminate the process or final outcome of activities will be retained. Personal notes and insignificant correspondence need not be retained. Deciding what of this kind of material should be archived might be somewhat ambiguous. Feel free to contact the Archivist or Organization and Planning Committee Chair for help. For paper copies or electronic messages, use the same rules as for other correspondence: the originator of the message retains the message and any replies.

Electronic Documents and Electronic Presence

- Text of all electronic documents produced, distributed or displayed by the committee or task force should be saved in a print format (besides e-mail) if the documents do not already exist in a print format. Such documents should be archived in both print and electronic format as a matter of course under the existing guidelines. E-mail that is insignificant, or does

not lead to major decisions or clarify how decisions were made or committee/task force projects were achieved, need not be retained.

- The actual home page of the LIRT web site will be saved in both paper and electronic format. This will be done twice a year; once the week before the Annual Conference and again the week before the Midwinter Meeting, in both HTML format and output format (e.g., PDF or similar technology). This will record the links or anchors of the Web page without actually saving the documents to which the links lead.
- Convert Committee Roster webpage to PDF.

Organizing the Materials

- The archivist will organize materials into letter-size manila file folders with white labels. The archivist will use the following format for labeling folders:

Committee Name - Year - Topic of Materials in Folder

Research Committee - 2007-08 - Agendas and Minutes
Membership - 2007-08 – Agendas and Minutes

The following folders should be submitted each year as appropriate:

Elected Officer or Appointed Position Documentation of positions such as Agendas, Minutes, or Reports
Committee Name Agendas, Minutes
Committee Name -- Midwinter Meeting and Annual Conference Committee
Conference Summary form
Committee Name - Membership Roster
Committee Name - Year - Project Name - Component of Project

Specific Responsibilities of elected officers, appointed positions, committee or task force chairs:

Elected officers, appointed positions, committee or task force chairs are responsible for all records they receive or produce in carrying out the business and activities of their particular office, position, or committee. All elected officers, appointed positions, committee or task force chairs are ultimately responsible for making sure that archival materials get to the LIRT Archivist who will confirm the receipt of materials with each individual elected officer, appointed position, committee or task force chair.

Outgoing elected officers, appointed positions, committee or task force chairs are also responsible for keeping current working records for the next incoming elected officer, appointed position or chair and for passing them along in a timely fashion.

Incoming elected officers, appointed positions, committee or task force chairs will receive a copy of this policy and procedural document at the New Chairs Orientation during the ALA Annual Conference.

Committee chairs of standing committees are responsible for collecting some of the archival record on behalf of the committee.

- Keep one copy of any report, document, proposal, publicity, handout, calls for papers, etc. produced by the committee.
- Check C&RL and C&RL News for articles or news items published by or about your committee.
- Submit electronically any non-confidential materials to the LIRT Archivist for the ALA Archive; no materials of a confidential nature should be submitted. At a minimum, the archivist should receive committee agendas, minutes, and reports. For further guidelines on materials of interest to the LIRT Archive, see Appendix D.

Elected officers, appointed positions, committee or task force chairs will **retain** the following for their successors:

- All unfinished business.
- Supplies of blank forms, printed or duplicated, relating to unfinished business.
- Correspondence relating to any pending business.

Elected officers, appointed positions, committee or task force chairs will **discard** the following materials:

- All blank forms and printed or duplicated materials no longer current.
- Letters of transmittal, except those of recent date where it may be necessary to trace the materials.
- Requests for publications or information that lose their value after the request has been filled.
- Letters of appointment (either original or copy) to committee chairs, providing that such letters do not contain additional useful information.
- All duplicated materials (keep the original copy if available unless the copy contains annotations).
- Papers, reports, etc. which have been published.
- Replies to questionnaires if the results are recorded and preserved either in the Archives or in a published report.
- Original copies of letters that have gone to any ALA office either as an original or as a copy.