Activities Working Group Report

Submitted by the Activities Working Group
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I. Executive Summary

Members of the Working Group identified a wide variety of activities supported by the three divisions. Members provided documentation of activities in both a calendar format and using visualization tools to represent the frequency, time of year, and medium (online or in-person) of each type of activity. It is fair to say that we found value in practically every activity undertaken by the divisions. Further given the volume of comments in the topical recent e-forum, held November 27-28th, and responses to the early survey on the new division, these activities are also highly valued by members. Optimistically, we see potential in the new division being able to expand resources and capacity to continue the majority of these activities, with some consolidation of efforts.

The report provides an overview of each type of activity identified, along with specific recommendations for moving forward with that activity under the new division. Recommendations are also summarized at the end of the report.

One major recommendation that will result in a cessation of an activity: to discontinue meeting activities at ALA Midwinter, effective for the 2020 Midwinter Meeting. This recommendation acknowledges three areas of concern for each division: first, the decline in attendance at Midwinter; second, member frustration regarding the demand to attend the two major conferences in a year and the lack of thematic distinction between the Annual Conference and the Midwinter Meeting; and third, the pressing demand for robust facilitation of virtual collaboration and activity by our committees and other user groups. We believe this change will free up staff time and member time to focus on online activities through the year, and special divisional conferences to alternate online and in-person. Ample support for online meetings will be needed, and this report includes some recommendations from the Committee on Cataloging: Description and Access Virtual Participation Task Force as a potential model.

The Working Group also discussed the idea of a division-wide forum, both in-person and virtually. A well-established model in the LITA Forum is already in place, and the single ALCTS Exchange offers an example of how hold a virtual conference. The Working Group considers the division forum a critical activity for the new division, particularly if activity at Midwinter is halted. To reach a broad audience, we recommend holding a division forum in the fall, alternating between online and in-person activities. Because of the time involved in planning, and need for staff support, we also recognize a division forum will not be able to occur during 2019. **Contingent on staff capacity, we recommend holding an online division forum in Spring 2020, an in-person division forum in Fall 2020, and thereafter alternating between online and in-person, and held in the fall.** To make this work, logistics for the in-person forum will need to be outsourced. If this is not feasible, the online forum should be skipped in Spring 2020, with the first forum held in person in Fall 2020.

Because bringing together activities from three separate divisions is a complicated process, we also came up with some recommendations that require immediate action and others to be deferred until after the establishment of the new division. Our recommendations also will require some organizational infrastructure to support the continued activities of the new division.

Prior to the establishment of the new division, we recommend immediately creating these groups:
1. Combined Continuing Education Working Group
2. Combined Mentoring Program Working Group
3. Combined Programming Committee

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4. Planning Committee for 2020 In-Person Forum
5. Planning Committee for 2020 Online Forum (contingent upon outsourcing logistical support for in-person Forum)
6. Preservation Week Committee
7. Activities Coordinating Committee, with representation from Continuing Education, Publications, Programming, and Interest Group activities
8. Working Group to identify Midwinter Activities that should move to Annual

Upon establishment of the new division, we recommend these additional steps:
1. Create a central communications channel, modeled after *ALCTS News*, with a paid editor, to promote and report on division activities and areas of member interest
2. Establish Publications Task Force and to hire a consultant to review the publications programs and recommend a path forward for merging and harmonizing disparate publication practices (per the Financial Working Group's recommendation)
3. Create Working Group to determine appropriate ceremony/mechanism to recognize awards recipients
4. Review existing IGs for overlap/consolidation and mechanisms to bring IGs into Forum planning and other activities outside of Annual Conference
5. Continue to support Emerging Leaders, scholarships and other mechanisms to encourage new members of the profession to get involved
6. Review other communication channels, email discussion lists, and projects overlap and relevance
7. Continue to support, and possibly expand, Core Competencies work

II.   Activities by Type

In an effort to parse the many varied activities supported by the Divisions, the Members of the Working Group categorized activities into seven major types, [in roughly descending order of Division activity frequency level](#):
1. [ALA Conference Activities](#)
2. [Continuing Education](#)
3. [Mentoring and Pathways to Leadership](#)
4. [Publications and Communications](#)
5. [Awards Recognition](#)
6. [Special Events](#)
7. [Standards Bodies and Responsibilities](#)

ALA Conference Activities

While all divisions engage members year-round, conference activities at the two ALA conferences were the most common category of activity. This points to both the importance of a continued, thoughtful presence at ALA Annual, as well as the need to implement strategies and frameworks to maintain member engagement throughout the year. Our work confirms the findings of the Financial Working Group, which noted that in 2018, "the three divisions are presenting 9 pre-conferences (1 virtual, 1

unconference), 56 programs (3 President's, 3 held annually), and as many Interest Group programs in addition to other events."

Types of Activities at Conferences:
- Official Programming: Each division has 15+ programs at Annual. Slots for LLAMA and LITA tend to be more competitive, while the high number of Interest Group sessions in ALCTS may compete with program proposals
- Special programs:
  - Each division has a President's Program.
  - LITA offers the Top Technology Trends, something it wants to turn into a brand with follow-up events during the year outside of conference. These used to be organized outside of the main ALA program, but now sections are required to submit their proposals through the conference proposal process, although ALCTS generally guarantees they will be offered
  - LLAMA offers a special session for leadership and development.
- Interest Groups: ALCTS held 41 Interest Group sessions in 2018 while LLAMA and LITA offered at least 15 discussion groups and interest group meetings, respectively. Within LLAMA, discussion groups tend to be truly discussion oriented while LITA and ALCTS offer a mix of discussions and "programs by another name" in which the individual interest group solicits presentations and organizes a program outside of the ALA program system
- Each division offers 1-3 preconferences, including the AvramCamp, designed to support women in technology, offered by LITA
- LITA and ALCTS offer orientation programming and social events
- ALCTS in the past few conferences, has hosted a program called, "Preservation in Action." This program, organized through PARS (Preservation and Reformatting Section), travels to a particular location to provide volunteer preservation work
- Business meetings: All three divisions have boards that meet at least once, and committees that take advantage of face time to accomplish work. ALCTS also has section-level committees that meet throughout the conference

The challenge for conference activities is going to be consolidating the myriad and occasionally conflicting activities, into a smaller, tighter, and more cohesive set of programming.

Recommendations for ALA Conference Activities:
- The new division confirm and communicate the number of program slots to be made available for Annual programming from the Conference Committee
- A consolidated number of committee and board meetings continue to take place at Annual
- Overlapping social events can be consolidated, while other special events can continue as is.
- A new Programming Committee (potentially with subcommittees) work to solicit program proposals, identify topics/themes and build cohesive programming for the conference
- The Programming Committee reserves some slots for IG submissions to guarantee coverage across topical areas of interest
- Greater awareness and use of the program submission process occur / Interest Groups host informal discussion sessions during conferences and funnel programs through the official process
- Continue specialized and high visibility programs, including Top Technology Trends and Preservation in Action, as appropriate.

- IG topics/membership be reviewed for overlap and activities, and IG activities be funneled into Programs when feasible (see additional recommendations for IGs below)
- Midwinter activities cease or move to Annual (see below)

Interest and Discussion Groups

Interest groups (being used generically for discussion groups and interest groups) are a key part of the organization of the three divisions. There are 63 interest groups between the three divisions, and the focus of their activities is primarily around the two conferences. Interest groups traditionally have worked independently, either having discussions around a topical area of interest, or putting out calls for speakers and topic ideas close to the conference date. IGs and DGs appear on the schedule, but without further description. This approach allows for autonomy and nimbleness in developing sessions, but also keeps descriptions out of formal (and sometimes informal) conference schedules, and separate interest groups outside from other conference activities, and potentially reduce outside of the awareness of non-members or new members. Late scheduling can also make for uneven programming. That said, the Working Group recognizes the importance of IGs as a mechanism for member involvement, providing a sense of community, as well as content generation at in-person conferences.

The Working Group recommends continuing to harness the power of IGs while also making strategic choices about the number, overlap in content, and overall activities of the groups to make the number more manageable. Should the three divisions pull out of the Midwinter Meeting, IGs would be able to focus more effort into alternative online programming and potentially with the Division Forum. Without having to develop a session for Midwinter, interest group work could instead be channeled toward formal Annual programs that can appear in ALA's conference schedule and perhaps drive registration. The new division could choose to reserve slots for IG programming on a semi-competitive basis that would appear within the Program guide for conference. Some slots for discussion/hot topics could also be reserved. IGs could be paired with formal programs to have themed roundtables and discussions following presentations. The Informz mailing software can inject a member-topical focus into marketing emails, e.g., top half of marketing email could be general, but then the next three stories could be more specific to classes of members. This could help get IG activities out to the communities of users who would be interested in them most.

The Future of Midwinter

ALA is still reviewing the direction for the Midwinter Conference. During 2018, the ALA Conference Committee and ALA Conference Services have been exploring alternatives to the present ALA Midwinter Meeting, and gathering member input. An announcement from Mary Ghikas in September 2018 stated, "ALA Conference Committee and ALA Conference Services have concluded that additional time to analyze options – potentially including work with an external consultant – is necessary. The Committee will continue its work, in collaboration with ALA Conference Services, over the next year." The new division, however, can move forward with its own plan for participation in Midwinter.

At this point the activities at Midwinter are:
- ALCTS and LITA offer receptions
- LITA offers Top Technology Trends
- LLAMA arranges walking tours of local libraries
- ALCTS has section Forums

- Interest groups meet to hold discussions and pseudo-programs. Again, ALCTS has the highest number of sessions, with 31 interest groups meeting at Midwinter in 2018.
- All three divisions hold business meetings, including Boards, committees, and standards-related bodies

Although many members regularly attend Midwinter, attendance has been declining, with all three divisions well under 50% of the number of registrants they had ten years ago. The ostensible purpose of Midwinter is for the association to conduct its business, but this need is increasingly being met through online meetings and asynchronous communication. **The Working Group recommends removing any Division meeting requirements for Midwinter.** This will free up energy to focus on the alternating online/in-person division meeting.

This will require some adjustment to Midwinter activities:
- Conduct business and standards meetings online
- Move social events and special programs to Annual
- Other events could be moved to the Division Forum

Virtual preconferences are currently offered by ALCTS. These preconferences are developed from submissions to the Program Committee that are turned into a virtual series. Because they are online and not associated directly with the conference (registration is entirely separate), we are placing them under Continuing Education, as opposed to Conference Activities.

Continuing Education

Continuing education represents the next most heavily-conducted and popular activity. ALCTS provides the most CE opportunities, with webinars, web courses (that repeat throughout the year), and free email discussions through the e-forum discussion list. LLAMA also has a robust CE program and LITA offers more limited options at this time, but is actively trying to expand its offerings. As the Financial Working Group notes, CE provides important revenue for the divisions, particularly within ALCTS. Additionally, participants on the recent e-forum noted the high value of all types of continuing education.

Websites with CE information:
- [ALCTS](#)
- [LLAMA](#)
- [LITA](#)

Continued robust CE offering will be critical for the new division. A regular webinar time slot can continue, with a wider base of content covering the larger division. Web courses can also grow. ALCTS offers a series of "fundamentals" web courses, which provide an in-depth overview of different areas of technical services and collection management. These popular courses are offered multiple times a year, and sell out nearly every session. LLAMA offers "leadership and management competencies courses," which could be marketed similarly to the Fundamentals.

While most webinars are single events, webinars may also be produced in a series. Virtual preconferences held by ALCTS before Annual and Midwinter have essentially served as a series of 2-3 webinars offered in a tight time frame. Registration for the virtual pre-conference has been independent

from registration for ALA Annual and ALA Midwinter. Rather than have those go through conference programming, they could be considered as part of the CE offerings.

E-forums represent a low-barrier, non-revenue avenue for continuing education. ALCTS has a rich history of holding e-forums. They are a great way to engage individuals who may otherwise not participate in division activities. **The Working Group recommends that e-forums continue with a broader scope under the new division.** While currently geared toward division business, LITAchats on Twitter could provide another avenue for online synchronous discussion around topics of interest.

Many of the CE recommendations and questions come from the Financial Working Group.

In regard to CE, the Working Group Recommends:
- A new combined CE committee review offerings and determine a plan for types of offering, scheduling, and content to be covered
- Platforms for CE offering be standardized

Questions:
- Increasing course offerings in technology, leadership, and management offers avenues for growth. Explore expanding the "Fundamentals" approach into additional topical areas.
- Continue to offer different avenues for continuing education, including webinars, web courses, and e-forums.
- Determine staff resources needed to support expanded/concurrent CE sessions.
- Explore opportunities for outsourcing or external support

Mentoring and Pathways to Leadership

ALCTS and LLAMA have formal mentor pairings. ALCTS runs its mentorship program through the Leadership Development Committee. Mentorship was mentioned as an important activity to continue at the recent e-forum. The LLAMA Mentoring Program matches an experienced library leader with a member who wants support to move into a leadership role. It is run by a division-level committee that conducts the matching process, tracks participation agreements, provides training at Midwinter and Annual, sends a topic to participants each month, and evaluates the Program. The cycle runs from Annual through June 30 of the following year.

One participant states, "LLAMA's mentorship program has been a real boon to me this year as I transition to middle management and look for support in growing my capacity to build teams and think ahead of where we currently find ourselves in my institution and in access services more generally (and what I want to do personally in 5-10 years in my career)." LITA has run a Conference Buddy Program for the past two years, but efforts so far have been minimal, and we believe this could be combined with general orientation activities at Annual Conference. ALA Connect may offer a mentorship pairing program where members can be automatically connected based on their stated interests, which would lessen the time-consuming work of trying to match pairs. Mentorship provides a service to members, who may otherwise not be engaged with the division. Additionally, it provides an avenue to get new members involved in the activities of the association. **The Working Group recommends establishment of a combined Mentorship Working Group to harmonize approaches, broaden interest, and carry a mentorship program forward to the new division.**

Other pathways to leadership need to be supported. For example, LITA and ALCTS sponsor ALA Emerging Leaders. ALCTS' Emerging Leader serves as the intern to the ALCTS Board, and then is offered the chance to serve on the President's Program Committee. Securing an intern from the ALA Emerging Leaders' program gets new individuals involved in the association and offers a pathway to leadership within the division. LITA funds scholarships to AvramCamp and was able to provide a scholarship to the ALA Leadership Institute for the first time in 2018. Robust fundraising and donations allow these activities to happen, which we will want to encourage under the new division. **The Working Group recommends that these alternate leadership activities continue under the new division, with structures developed to formalize support and integrate those efforts.**

Publications and Communications

The report divides publications and communications up into three sections: monographs, journals, and other communication mechanisms. Much of the information and recommendations here come from the Financial Working Group.

Monographs

The current approach to publications varies across the Divisions. ALCTS self-publishes a number of series, including the *Sudden Selectors* and the *Sudden Position* series, and has an agreement with ALA Editions to publish other works with ALCTS receiving a royalty from the sales. LITA has an agreement with Rowman and Littlefield to publish their works from which they receive a royalty from the sales. LLAMA does not have an active monographic publishing program at present. Monographic publications provide a modest revenue stream and also a way to connect to members by supporting professional learning needs and engaging members as authors and contributors. **So long as the quality stays high, we recommend continuing and even building monograph publications, to cement the reputation of the new division, and provide an extended service other organizations don't provide.** The combined larger division will also give an opportunity to increase publications in leadership and management. At the same time, a robust publishing program requires significant investments in staff and volunteer time. Additionally, changes happening in the external landscape, particularly around open-access, may impact monographic publishing and will need to be weighed.

Journals

The three divisions support three peer-reviewed journals:
- ALCTS: *Library Resources and Technical Services (LRTS)*
- LLAMA: *Library Leadership and Management (LLM)*
- LITA: *Information Technology and Libraries (ITAL)*

LRTS began in 1957. ITAL began as *Journal of Library Automation* in 1968, switching to the current title in 1982. LLM began as LAD newsletter in 1975 and underwent several title changes and a move to peer-review, publishing under the current title since 2009. ALCTS still follows a more traditional publication model for LRTS with subscribers and higher production costs. More of the production work is now done by staff. ALCTS receives royalties from LRTS from aggregators. The LRTS model may stay in place in the coming years possibly transitioning to an open access journal. This would have a small effect on total revenue. LLM and ITAL have no subscribers since they are open access. LITA and LLAMA journals are hosted free on the OJS platforms at Boston College and the Texas Digital Library respectively. ALCTS is on the ALA OJS platform and is discontinuing a separate subscription to a peer review system when the current platform contract expires this year. ALA charges fees for maintenance

of the OJS platform. LITA has modest production costs for layout and design work. All three divisions provide editor stipends, but at different rates.

The summary of production processes and subscription methods for the three journals reveals the historical differences between the divisions. The journals form an important part of the identity of the three divisions. Participants in this month's e-forum on the new division repeatedly mentioned their journals (as one said of LRTS, "So many great practical and theoretical articles can be found there.") The immediate step for the new division will be to harmonize the publication practices despite the loss of revenue. **We recommend the division agree on a single OJS platform and move LRTS to a completely open access model. Longer term, the new division may want to consider the scope of the three journals to see whether a new journal could be created to replace three individual journals.**

Communications

Outside of formal publication programs of monographs and journals, all three divisions engage in ways to communicate with members and share shorter, informational pieces. The most robust newsletter/blog is *ALCTS News*, which was formerly an ISSN-assigned serial, but now functions more like a blog, covering division activities, conference write-ups, and short topical member articles. There is a paid editor position to manage content. *LITA Blog* functions similarly, although without a paid editor. *Leads from LLAMA* distributes LLAMA activities to members. **The Working Group recommends that the new division bring these three newsletters/blogs together, and maintain the paid editor for the immediate term to help with the transition and keep content flowing smoothly. Unlike the monographs or journals publication program, which could continue in their current forms under the new division, We recommend that the newsletters/blogs be merged quickly as it would be at odds with a new division to have the old newsletters under their former names still existing.**

Other types of communications include:
- LITAChats on Twitter: these could continue, but be rebranded under the new division name. They could ultimately move up to Continuing Education, as an additional form of E-Forums, using Twitter instead of email as the medium
- Email discussion lists: the main email lists for sharing association news (e.g., ALCTSCentral) should be consolidated into a single new division list. Other lists could continue in their current form for the time being, but should be reviewed for duplications/consolidation
- ALCTS offers two specialized communication channels:
    - Duplicate Exchange Union (http://www.ala.org/alcts/mgrps/ecoms/deu): this is mostly autonomous and could be left as is for the moment, although longer term may need a review
    - Foreign Book Dealers (http://www.ala.org/CFApps/bookdealers/): This is managed by the ALCTS Acquisition Section, and could be migrated to the new division website as is, but should be reviewed to make sure it is continued to be updated or else be discontinued

Publications and Communications Overall Recommendations

A uniform approach toward publishing and a strategy for topics, quantity and publishing methods are not needed by the time the new division starts, but will be an early task for the new division to consider. **The Activities Working Group reiterates the recommendation of the Financial Working Group that a special task force on publications be appointed in the first year of the new division to work through some of the details.**

In regard to Publications and Communications, the Working Group Recommends the division:
- Consider the ALCTS in-house model for select monographic publications and how that could be continued under the new division
- End the contract with Rowan and Littlefield to move all new monographs to in-house publications, whether direct in the new division, or with ALA Editions. Eventually, the backlist could be incorporated into ALA Editions
- Move all three journals to the same open-access platform and make *LRTS* open access
- Create a combined new division newsletter along the lines of *ALCTS News* and have a paid editor to support the work
- **For other communications:**
  - Create a combined new division email list for communication/discussion
  - Review topical email lists for overlap/duplication/activity and consolidate where appropriate
  - Review specialized communications channels and carry forward or discontinue as appropriate

The Financial Working Group suggests hiring a consultant to analyze the publication program and to identify specific areas in which new publications could be developed. The would be a net asset expenditure. T**he Activities Working Group also recommends that the scope of the publications programs be reviewed to look for overlap and redundancies, which include the merger and formation of a new journal. Because issues of identity are associated with individual association journals, we don't recommend making such a change immediately.**

Awards Recognition Activities

Most of the recommendations included here come from the Financial Working Group. The Activities Working Group did not have much to add to this section; however, we are including text from the Financial Working Group for comprehensiveness of the document. The Awards programs of the three Divisions are an integral part of the value offered to members. A combined Awards program of a new division would be quite encompassing since there is no overlap in regard to the purpose of each Division's awards. ALCTS and LITA awards are managed by staff. LLAMA's awards are managed by the sponsor of the award. Twenty-three awards are given in total.

In only one instance is there overlap of sponsors: OCLC sponsors the ALCTS CAMMS Margaret Mann Citation and the LITA Frederick G. Kilgour Award for Research in Library and Information Technology. Both are highly regarded and long-standing awards.

Many of the current awards are not exclusive to a division, but to the work of the members, so those awards could be re-evaluated to include a broader membership. Awards such as the ALCTS Presidential Citations and ALCTS Honors would be easily accommodated in a new division. These awards recognize the contribution of members over the short, medium, and long-term, and could be renamed to encompass the new division

The Hugh Atkinson Award is now given by four divisions, ACRL, ALCTS, LITA, and LLAMA. Presentation of the award rotates through each division and the jury is made up of representatives of each division. The Hugh Atkinson Award would only rotate between two divisions, so the jury would have to be reconstituted to reflect the new division and ACRL.

A challenge under the new division is the number of awards given, which would lengthen an awards ceremony beyond what would be considered reasonable. **The Working Group recommends a new model for an awards ceremony or ceremonies be considered prior to Annual 2020.** The Financial Working Group suggests hiring a part-time staff through FY20 to manage the integration of the awards programs and oversee awards process through the end of Annual Conference. An existing staff member could also take on this role.

Special Events: Forums and Preservation Week

In-Person and Online Forums

The annual LITA Forum format and the new ALCTS Exchange format offer opportunities for a new division to expand each event's programming and reach. With more integrated programming incorporating what would be the strength of a larger division, both events could be more robust in regard to attendance. The core program content that makes each event unique should be substantially maintained. Again as with publications and CE, cross-over programming could drive that attendance growth. Discontinuing activities at ALA Midwinter would also allow staff and volunteers to devote time to enhancing division-specific programming, both in-person and online. There will be additional responsibilities because the larger ALA will not be part of the conference.

The LITA Forum can be a model for how to hold an in-person Forum. The Forum has existed for about twenty years, with the first Forum held as a joint event with LLAMA (then LAMA). LITA held its Forum this fall, November 8-10, in Minneapolis. The current schedule, which has worked well, is to hold preconferences Thursday afternoon, and then have sessions all day on Friday and Saturday. The Forum provided six simultaneous sessions, broken into lectures, problem-solving, and hands-on training. One of the lecture tracks was live-streamed. In recent years, LITA has worked under a compressed timeline of 11 months, and this has adversely impacted planning and attendance. The LITA Office recommends an 18-month planning window for an in-person Forum. Attendance has been as high as 500, but was 193 attendees in 2018. The LITA Forum reaches a different audience compared with ALA: generally about half of the participants are first-time attendees and not LITA members, but it hasn't been a huge driver for membership. Participants in the recent e-forum on the new division extolled it's value: "It was an impressive and very well organized event with lots of useful information and opportunities for networking."

The ALCTS Exchange provides a model for an online Forum. Unlike the LITA Forum, the ALCTS Exchange has only occurred once, in May 2017. Planning was done over a 15-month period, through a Working Group of member volunteers and significant staff time. As the first-ever completely online conference hosted by ALCTS, the working group had to do everything from scratch, and expect that future Forums could be less time-intensive, with some experience in this area. The Exchange created four, four-hour live streams from 1-5 EDT, spread across two weeks. In between streams, the Exchange platform, hosted by the online platform, Learning Times, offered poster sessions and discussions. Content was themed for each of the live-stream sessions, with a selection of keynote speakers, invited speakers, and submitted proposals. 54 individuals, 50 groups, and 3 institutions registered for the Exchange, with 12 new members recruited to ALCTS. As part of the program assessment, there was consensus that the Exchange required extensive volunteer and staff time, but that future events could be less labor-intensive, both by using the knowledge gained from the first Exchange and by possibility

shortening it to a single week. The larger office staff of the new division would make the feasibility of an online Forum easier.

Planning the timing of a division Forum, whether in-person or online, will need to take into consideration other conference and travel events of division members. For LITA, this has traditionally been the Digital Library Federation Forum and Code4Lib conferences. ALCTS members may attend the Charleston Conference (acquisitions) and the Electronic Resources & Libraries Conference. The Public Library Association and the Association of College and Research Libraries both hold conference in the spring in alternating years. **The Working Group recommends holding an in-person event in Fall 2020, as it will have been two years since the last in-person LITA Forum, and waiting longer than that would likely adversely affect attendance.** On the other hand, waiting for a year and half before holding any sort of Forum could take away some momentum of the new division. **While the timeline is tight, the Working Group recommends investigating an online Forum in the Spring of 2020 in addition to the in-person event in Fall 2020.** Working groups to plan both events should begin immediately after the vote for a new division is finalized.

Preservation Week

Preservation Week has been an important initiative of ALCTS and ALA since it began in April 2010. While much division-level work is focused on supporting member needs and career development, Preservation Week is an important advocacy and public awareness initiative aimed both at libraries and at the general public. Preservation Week activities, often hosted by an honorary chair, include free webinars (e.g., "Preserving Family Recipes,") geared toward a larger audience than a typical ALCTS webinar, advice on "saving your stuff," such as Dear Donia letters, and resources for libraries to host their own Preservation Week events. ALA offers press kits for Preservation Week. Event dates are set through 2021 and already publicized. **The Working Group recommends continued support of Preservation Week**

In regard to Special Events, the Working Group Recommends the division:
- **Hold an in-person Forum in Fall 2020. A planning committee needs to form immediately after the new division vote to begin:**
  - Site selection
  - Content programming, potentially getting IGs involved
  - Recruiting sponsors
  - Decisions on live-streaming
  - determining optimal size (Code4Lib caps attendance at 600)
  - Selection of a date that does not conflict with typical conferences for new division members, including the Charleston Conference.
- **Hold an online Forum in Spring 2020 (this would be the deferred Forum for 2019). this activity could only take place if in-person Forum logistics are outsourced, freeing up staff time to work on the online Forum. A planning committee needs to Forum immediately after the new division vote to determine:**
  - Selection of appropriate dates
  - Technology platform
  - Content programming, potentially getting IGs involved
  - Recruiting Sponsors
- **Start alternating between an in-person Forum and online Forum for 2021, always to be held in the fall**

- **Continue to support and hold Preservation Week in the spring**

Standards Bodies and Responsibilities

Standards bodies and responsibilities fall into a gray area between activities and operations. We are including them here and they represent activities and output of the division's work, and will need to be accounted for under the new division as well. Of the three divisions, ALCTS represents the bulk of the activities in standards responsibilities and representation, particularly in cataloging and metadata.

ALCTS supports:
- Two ALA representatives to the North American Resource Description and Access Committee (NARDAC), which contributes to the rules for cataloging and metadata
- The copyright holder on the RDA Board, traditionally filled by the ALCTS ED
- The ALA Representative to the National Information Standards Organization (NISO), which reviews and votes on proposed standards and revisions to existing standards of importance to the information community.
- The Committee on Cataloging: Description & Access (CC:DA), which informs ALA's position on cataloging code and initiates and reviews proposals for additions and changes to the code
- The Subject Analysis Committee, which provides recommendations for subject and genre/form access to information resources

ALCTS and LITA have a joint Metadata Standards Committee, which provides a leadership role in developing and maintaining guidelines and principles for evaluating, adopting, and applying metadata standards. ALCTS and LITA also nominate individuals to serve on different IFLA committees. ALCTS supports up to ten representatives across seven IFLA sections; LITA sumits nominations for election to the Information Technology Section.

Different divisions also have supported core competencies for different categories of work responsibilities: LLAMA provides leadership and management competencies; and ALCTS provides competencies for acquisitions and metadata. All three divisions have representatives to ALA-level committees, which would also need to be consolidated.

The Working Group recommends that standards work and representatives to external groups continue as needed, particularly in the area of cataloging and metadata, as this is a unique strength and responsibility. However the new division gets structured, the bodies for CC:DA, SAC, the Metadata Standards Committee, representatives to NARDAC and NISO, and the copyright holder on the RDA Board need to continue. Participants in the recent e-forum on the new division expressed their support for national and international standards work and for core competencies. **The Working Group recommends core competencies work continue to be supported, revised, and possibility expanded to cover cross-collaborative areas and IT work. We also recommend that other representatives to external bodies be reviewed for effectiveness and continued as deemed appropriate, and that combined representatives to various ALA-level bodies be continued for the division to continue to have influence within ALA as a whole.**

Changes to Midwinter and a cessation of Division-level activities will mean the new division needs to provide support for both hybrid and online-only meetings at a greater level than previously. The Virtual

Participation Task Force of CC:DA recently supplied a report with recommendations to support virtual participation. This report can form the basis for how the new division better support virtual work.

III. Coordinating Activities

The Working Group recommends the establishment of a coordinating body to oversee new Division activities and ensure they are avoiding duplication and progressing in harmony. ALCTS had a group to coordinate activities between publications, continuing education, conference programs, and interest group activities. For example, something discussed at as a Top Tech Trends idea could be passed along to continuing education or publications. ALCTS had such a Programming Coordinating Committee from 2015-2018. The Committee, chaired by a Director at Large, was designed to bring together different areas of programming, foster cross-communication, ensure coverage through different programming avenues, reduce duplicate effort, and look for gaps in programming. While the Committee achieved its goals for the most part, over time it became less organized, especially in year three. The Committee felt like they didn't have time to do the extra work, and it felt duplicative since they were recording/submitting programming information elsewhere.

The Activities Working Group recommends the creation of a similar coordinating body for the new division, preferably with some mechanisms in place to more easily share programming information and with a staff liaison to help keep the group on task.

IV. Overall Recommendations

The Members of the Working Group have attempted to capture all recommendations in the activities categories below. For prioritized recommendations, please review the Executive Summary.

The Working Group recommends:
1. ALA Conference Activities
    a. Cease or move Midwinter activities to Annual
    b. Review IG topics/membership for overlap
    c. Funnel IG activities into Programs when feasible
    d. Appoint a new Programming Committee (potentially with subcommittees) to solicit program proposals, identify topics/themes, and build cohesive programming for the Annual conference
    e. Consolidate overlapping social events
    f. Create an orientation guide/program for the new division potentially using the LITA Conference Buddy Program as a guide
2. Continuing Education
    a. Create a new combined CE committee to review offerings and determine a plan for types of CE, scheduling, and content to be covered
    b. Standardize platforms for CE offerings over time
    c. Build up courses in areas traditionally covered by LLAMA and LITA, potentially using the ALCTS "Fundamentals" approach

       d. Continue to offer different avenues for continuing education, including webinars, web courses, and e-forums

       e. Review staff resources to support expanded CE offerings and consider opportunities for outsourcing or external support as appropriate

3. Mentorship and Pathways to Leadership
       a. Combine ALCTS and LLAMA mentorship program into a single program
       b. Explore potential for using Connect to make matches based on interest
       c. Continue to support pathways to leadership through scholarships, support for ALA Emerging Leaders, and strong philanthropy by members

4. Publications and Communications
       a. Initially, continue publications programs as is
       b. Hire external consultant to review publications programs (journals and monographs) and provide recommendations for harmonization of approaches. This will help with the following:
             i. Consider the ALCTS in-house model for select monographic publications and how that could be continued under the new division
             ii. End the contract with Rowman and Littlefield to move all new monographs to in-house publications, whether direct in the new division, or with ALA Editions Eventually, the backlist could be incorporated into ALA Editions
             iii. Move all three journals to the same open-access platform and make *LRTS* open access
       c. Create a combined new division newsletter along the lines of *ALCTS News* and have a paid editor to support the work
       d. For other communications:
             i. Create a combined new division email list for communication/discussion
             ii. Review topical email lists for overlap/duplication/activity and consolidate where appropriate
             iii. Review specialized communications channels and carry forward or discontinue as appropriate

5. Awards Recognition Activities
       a. Continue offering existing awards, with staff or part-time help to manage the process.
       b. Review options for an award ceremony or ceremonies at ALA Annual

6. Forums and Preservation Week
       a. Hold an in-person Forum in Fall 2020. A planning committee needs to form immediately after the new division vote to begin work
       b. Hold an online Forum in Spring 2020. A planning committee needs to Forum immediately after the new division vote to begin work
       c. Start alternating between an in-person Forum and online Forum for 2021, always to be held in the fall
       d. Continue to support and hold Preservation Week in the spring

7. Standards Bodies and Responsibilities
       a. Continue standards work and representatives to external groups as needed, particularly in the area of cataloging and metadata
       b. Continue core competency work and possibly expand to cover additional topical areas
       c. Provide an organizational structure to support standards' bodies
       d. Provide robust virtual participation support for working meetings

8. Develop a coordinating body to oversee activities, particularly in the areas of publications, continuing education, conference programs, and interest group activities

Appendices

1. **Calendar of Activities**

2. **Activities Visualization**

3. **CCDA Virtual Participation Task Force Report**