

RUSA History Section (HS) Handbook



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PREFACE

The RUSA History Section (HS) Handbook provides information about the History Section's leadership structure and committees, including charges, terms, and responsibilities. It is intended to facilitate the administrative work of the History Section. The HS Executive Committee reviews the handbook annually and provides revisions as needed.

The History Section represents the subject interests of reference librarians, history and humanities subject/liaison librarians, archivists, bibliographers, genealogists, historians, and others engaged in historical reference, research, collection development, or instruction. It brings together representatives of history collections in all formats from all types of libraries--including public, academic, and special libraries--as well as archives, special collections, and historical and genealogical societies

History was the first section established within RUSA and is the primary group within the American Library Association devoted to the discipline of history. Reflecting the Section's broad representation, its objectives are to identify common problems and to recommend solutions that can enhance service to users. Through its programs, committees, and projects, the Section helps to improve the materials and methods for historical reference and research services.

This Handbook was published in May 2020.

IMPORTANT DOCUMENTS AND LINKS

- History Section's Website: <http://www.ala.org/rusa/sections/history>
- History Section's Resources: <http://www.ala.org/rusa/sections/history/resources>
- History Section Bylaws (updated February 2019):
http://www.ala.org/rusa/sites/ala.org.rusa/files/content/Revised_HistorySection_ByLaws_CleanCopy.pdf
- History Section's Facebook page: <https://www.facebook.com/alarusahs>
- History Section's Twitter Feed: <https://twitter.com/alarusahs>
- History listserv: <https://lists.ala.org/sympa/info/history-l>
- History Section's History:
<http://www.ala.org/rusa/sites/ala.org.rusa/files/content/sections/history/about/40.pdf>

SECTION DOCUMENTS AND AUTHORSHIP/REVISION RESPONSIBILITIES

History section documents are maintained on the following sites:

- ALA
- RUSA
- Google Drive

Ownership of shared documents not resident on ALA or RUSA sites should be migrated in May of a retiring officer's term to ensure accessibility for future leadership.

Best Historical Materials

<http://www.rusaupdate.org/awards/best-historical-materials/>

Historical Materials Committee – updated annually

Guidelines for a Unit or Course of Instruction in Genealogical Research at Schools of Library and Information Science [New revision--under review, March 2020]

<http://www.ala.org/rusa/resources/guidelines/guidelinesunit>

Genealogy Committee – last updated 2007

*must go to RUSA Professional Resources Committee for approval

Guidelines for Developing a Core Genealogy Collection [New revision--under review, March 2020]

<http://www.ala.org/rusa/resources/guidelines/guidelinesdeveloping>

Genealogy Committee – last updated 2007

*must go to RUSA Professional Resources Committee for approval

Guidelines for Establishing Local History Collections [New revision--under review, March 2020]

<http://www.ala.org/rusa/resources/guidelines/guidelinesestablishing>

Local History Committee – last updated 2012

*must go to RUSA Professional Resources Committee for approval

Information Literacy Guidelines and Competencies for Undergraduate History Students

<http://www.ala.org/rusa/sites/ala.org.rusa/files/content/resources/guidelines/information-literacy-guidelines-history-undergrad.pdf>

Academic Librarians Committee – last updated 2013

*must go to RUSA Professional Resources Committee for approval

Using Primary Sources on the Web: Finding, Evaluating, Using

<http://www.ala.org/rusa/sections/history/resources/pubs/usingprimarysources>

Academic Librarians Committee – last updated 2015

HS EXECUTIVE COMMITTEE

The History Section's Executive Committee provides leadership, coordination, and direction for the Section and acts for and by the authority of the Section during the period between meetings of the Section.

CHAIR

Term: One year (3-year commitment for serving as Vice Chair, Chair, and Past Chair)

Meeting Commitments: Between 2-4 hours (or more, as needed) for monthly meetings of the RUSA Board and HS Executive Committee

Responsibilities:

- Call meetings of the Executive Committee and/or Section, either in-person or virtually
- Set agenda and annual priorities that support RUSA's vision and strategic goals
- Serve on the RUSA Board and attend monthly meetings
- Share RUSA Board meeting information with the Executive Committee
- Complete all necessary RUSA Reports – twice a year (once after the ALA Midwinter and another one after the ALA Annual)
- In consultation with the Executive Committee, schedule meetings and complete requests for meeting room assignments for Midwinter and Annual conferences
- Plan a meal/social gathering for Midwinter and Annual conferences (or request help/delegate this responsibility to another Exec. member)
- Check the History Section's rosters and websites
- With the exception of the Nominating Committee and awards committees, serve as an ex-officio member of all Section committees, without the right to vote except in case of a tie
- In consultation with the Executive Committee, review and update the HS Handbook
- In consultation with the Executive Committee, review the HS Bylaws (at least every five years)

Timeline for Tasks/Responsibilities:

- **July** and continues until the end of the term – work with Secretary to schedule monthly HS Executive Committee meetings for the year (recommend establishing a set monthly date and time)
- **July** and continues until the end of the term – attend monthly RUSA Board Meetings
- **September** (date may vary) – submit meeting space request forms for Midwinter
- **November/December** - work with Exec to plan and promote a virtual general membership meeting around Midwinter
- **December/ January** – work with Exec to finalize plans for Midwinter conference: identify topics for discussion at All-Section Meeting; schedule a breakfast/lunch/dinner; confirm plans with Discussion Group conveners; promote HS events/programs to the rest of the members via history-l, Facebook, Twitter and other relevant listservs
- **January** (date may vary) – submit meeting space request forms for Annual

- **February** – complete and submit the History Section Report to the RUSA President/Board
- **April-May** – work with Exec. Committee to complete needed tasks before the ALA Annual conference
- **May/early June** – work with Exec to finalize plans for Annual conference: identify topics for discussion at All-Section Meeting; schedule a breakfast/lunch/dinner; confirm plans with Discussion Group conveners; promote HS events/programs to the rest of the members via history-l, Facebook, Twitter and other relevant listservs
- **July** (after ALA Annual Conference) – complete and submit the History Section Report to the RUSA President/Board
- **mid-late July** – transition responsibilities to the incoming Chair and Vice-Chair; respond to information requests in a timely manner to facilitate transition and the functioning of the Executive Committee; ask RUSA office to add new Vice-Chair to the appointments database

VICE-CHAIR/CHAIR ELECT

Term: One year (3-year commitment for serving as Vice-Chair, Chair, and Past Chair)

Meeting Commitments: Between 1-2 hours for monthly meetings of the HS Executive Committee

Responsibilities

- Make section appointments
 - Committee Appointment Link: <http://www.ala.org/committeetemplate.cfm?template=/CFApps/Committee/appointingofficer/mycommittees.cfm>
 - Using your ALA username and password, log into the appointment database at least once a month between March and June to check for new volunteers
 - Appoint volunteers to desired committees, taking into account a variety of factors, including: other committee, section, or ALA responsibilities and workload; current size and make-up of committees; term limits and roll-off periods; etc.
 - Ensure incoming Vice-Chair gets added as an appointing officer in the appointments database
- Check all the committees' rosters and the back-end of the appointment database system to ensure that there are no errors or inconsistencies
- Chair the HS Nominating Committee
- Share information/updates with the Exec. Committee as appropriate
- Perform the duties of the Chair in the absence of the Chair

Timeline for Tasks/Responsibilities:

- **July** -- complete any unfinished committee appointments for the current year
- **late July-early August** – begin nominations work (see Nominating Committee for further details)
- **early-mid September** – officer nominations due to RUSA Nominating Committee

- **December** – candidate biographical information due to RUSA office
- **February** – advertise/send out call on history-I and other relevant listservs for HS committee volunteers and other appointments
- **March** – send out reminders for committee volunteers
- **April - June** – make section committee appointments; communicate with committee co-chairs to determine incoming committee co-chair; send names for reps to RUSA committees to RUSA Vice-Chair

Please Note: Both the Chair and the Past-Chair may request committee appointing officer privileges to ensure that there are no backlogs.

PAST CHAIR

Term: One year (3-year commitment for serving as Vice-Chair, Chair, and Past Chair)

Meeting Commitments: Between 1-2 hours for monthly meetings of the HS Executive Committee

Responsibilities:

- Share/transfer information to help Chair and Vice-Chair to facilitate the History Section's work
- Coordinate/wrap up any continuing projects from Chair year
- Serve on the RUSA Nominating Committee
- Chair the Gale Cengage History Research and Innovation Award Committee
- Share information/updates with the Exec. Committee as appropriate

Timeline for Tasks/Responsibilities:

- **early-mid September** – solicit HS officer nominations information from Vice-Chair
- **July - September** – begin the Gale Cengage committee/award year (see Gale Cengage History Research and Innovation Award Committee for further details)
- **February - March** – close Gale Cengage award application process, meet with committee to select a winner, and notify RUSA office, winner, and those that applied/were nominated.
- **April - May** – complete publicity, public announcement, and assist winner with processes
- **May - June** – prepare for ALA annual, including awards presentations

SECRETARY

Term: Two years

Meeting Commitments: Between 1-2 hours for monthly meetings of the HS Executive Committee

Responsibilities:

- Plan and organize monthly virtual meetings of the Executive Committee
 - ALA/RUSA provides Zoom conferencing platform
 - <https://rusaupdate.org/resources/schedule-an-adobeconnect-meeting/>

- Take minutes at all meetings of the Exec Committee
- Virtual meetings can be recorded for the ease of capturing meeting minutes accurately
- Post approved minutes in ALA Connect
- Post relevant committee documents in ALA Connect
- **Update membership access on shared drives not maintained by ALA or RUSA**
- **Assist Chair/Vice-Chair in the creation of a Highlights for the Year XXXX**

Timeline for Tasks/Responsibilities:

- **June poll continuing and new members of Exec Committee regarding best meeting dates/times**
- **June late to early July update access to shared drives not maintained by ALA or RUSA**
- **July** and continues until the end of the term – take minutes at monthly Exec Committee meetings; submit minutes for review before next Exec Committee meeting
-

MEMBER-AT-LARGE

Term: Three years (3 members-at-large with staggered terms)

Meeting Commitments: Between 1-2 hours for monthly meetings of the HS Executive Committee

Responsibilities:

- Serve on the HS Nominating Committee
- Serve on the Gale Cengage History Research and Innovation Award Committee
- Assist with Exec. Committee responsibilities and projects as they arise

Timeline for Tasks/Responsibilities:

- **late July-early August** – begin nominations work (see Nominating Committee for further details)
- **July - September** – begin Gale Cengage Award work (see Gale Cengage History Research and Innovation Award Committee for further details)

HS COMMITTEES

Unless otherwise determined by the Executive Committee, the members of committees will be appointed for terms of two years and may be reappointed for a second term. Serving on a committee for more than four consecutive years requires an official dispensation by both the Executive Committee and that committee's membership.

ACADEMIC LIBRARIANS COMMITTEE

This committee serves as a forum to address the professional needs and concerns of history and humanities librarians working in academic institutions. It focuses on issues of interest such as instruction and information literacy, collection development and assessment, digital pedagogy and scholarship, and mentoring for new librarians.

The committee is comprised of four subcommittees:

- ***Instruction and Information Literacy*** – focuses on best practices for information literacy and instruction.
- ***Collection Development and Assessment*** – focuses on best practices for collection development, assessment, and management.
- ***Digital Pedagogy and Scholarship*** – focuses on sharing best practices for gaining experience in digital pedagogy and scholarship.
- ***RUSA HS-Liaisons*** – constitutes liaisons from the RUSA History Section to other relevant sections/groups.

Committee Responsibilities:

- Support the History Librarians Discussion Group (conveners should be members of Academic Librarians Committee)
- Plan programs (virtual and/or face-to-face) relevant to academic librarians, such as webinars, courses, and online discussions
- Ensure primary sources LibGuides and other online resources are maintained
- Develop, implement, and maintain a mentoring program for academic librarians

Note: This committee formed in July 2017 and assumed duties of the former Instruction & Research Services Committee.

Chair / 2 Co-Chairs with staggered terms

Term: Two years

Responsibilities:

- Send a welcome message to committee members
- After input from new members, assign new members to the most appropriate subcommittees or task forces
- Hold regular meetings (once a month or as needed) to conduct committee business
- Work with the Coordinators of the Subcommittees to set agenda, prioritize projects, and facilitate collaboration across Subcommittees

- Oversee and document the work/progress of the committee
- Regularly communicate the progress of the committee's work and any committee needs (support, resources, etc.) to the Exec. Committee by submitting reports or other communications
- Attend Exec. Committee meetings as needed.
- Appoint a member to the HS Programming Committee.
- Ensure that documentation of the committee's work is maintained and accessible to committee members and shared with HS Exec to support continuity and smooth transitions in committee leadership

Timeline for Tasks/Responsibilities:

- coming soon

GALE CENGAGE HISTORY RESEARCH AND INNOVATION AWARD COMMITTEE

This committee administers a \$2,500 award granted to an MLS-degreed librarian from an ALA accredited school to facilitate and further research relating to history and history librarianship.

Committee Responsibilities:

- Determine criteria for evaluating applications and setting ground rules for conducting business (checking past templates)
- Advertise the call for awards via relevant listservs and social media as appropriate
- Meet to evaluate applications and select an award winner
- Maintain communication with sponsor

Chair – Current HS Past Chair

3 Members-at-Large serve as committee members

Term: One year

Chair Responsibilities:

- Send a welcome message to committee members
- Oversee and document the work/progress of the committee
- Regularly communicate the progress of the committee's work and any committee needs (support, resources, etc.) to the Exec. Committee by submitting reports or other communications
- Attend Exec. Committee meetings as needed
- Communicate award winner information to the RUSA Office, the Exec. Committee, and the award applicants (winner and those not selected)
- Work with Membership and Communications Committee to share winner's information via RUSA Update, social media, history-l, and other relevant avenues
- Ensure that documentation of the committee's work is maintained and accessible to committee members and shared with HS Exec to support continuity and smooth transitions in committee leadership

Timeline for Tasks/Responsibilities:

- coming soon

GENEALOGY AND HISTORY ACHIEVEMENT AWARD COMMITTEE

*formerly titled Genealogical Publishing Company Award Committee

This committee administers an annual award of \$1,500 to a librarian, library, or publisher to commend professional achievement in historical or genealogical reference, service, or research librarianship.

Committee Responsibilities:

- Determine criteria for evaluating nominations and setting ground rules for conducting business (checking past templates)
- Advertise the call for awards via relevant listservs and social media as appropriate
- Meet to evaluate nominations and select an award winner
- Maintain communication with sponsor

Chair

Term: Two years

Chair Responsibilities:

- Send a welcome message to committee members
- Oversee and document the work/progress of the committee
- Regularly communicate the progress of the committee's work and any committee needs (support, resources, etc.) to the Exec. Committee by submitting reports or other communications
- Attend Exec. Committee meetings as needed
- Communicate award winner information to the RUSA Office, the Exec. Committee, and the award applicants (winner and those not selected)
- Work with Membership and Communications Committee to share winner's information via RUSA Update, social media, history-l, and other relevant avenues
- Ensure that documentation of the committee's work is maintained and accessible to committee members and shared with HS Exec to support continuity and smooth transitions in committee leadership

Timeline for Tasks/Responsibilities:

- coming soon

GENEALOGY COMMITTEE

This committee provides a forum serving the interests of librarians whose work is in or related to the field of genealogy. Committee members represent large and small genealogical collections in public, special, university and society libraries. Its objective is to train and assist librarians serving genealogists. (Note: The former Genealogy Pre-Conference Planning Committee was merged into this committee in fall 2019.)

Committee Responsibilities:

- Plan programs (virtual and/or face-to-face) related to genealogy, such as webinars, courses, and online discussions
- Coordinate genealogy pre-conference for Midwinter and Annual conferences
- Ensure genealogy-related Guidelines and other online resources are maintained
- Support the Genealogy and Local History Discussion Group

Chair / 2 Co-Chairs with staggered terms

Term: Two years

Responsibilities:

- Send a welcome message to committee members
- After input from new members, assign new members to the most appropriate subcommittees or task forces
- Hold regular meetings (every 6 weeks or as needed) to conduct committee business
- Work with the Coordinators of the Subcommittees to set agenda, prioritize projects, and facilitate collaboration across Subcommittees
- Oversee and document the work/progress of the committee
- Regularly communicate the progress of the committee's work and any committee needs (support, resources, etc.) to the Exec. Committee by submitting reports or other communications
- Attend Exec. Committee meetings as needed.
- Appoint a member to the HS Programming Committee.
- Ensure that documentation of the committee's work is maintained and accessible to committee members and shared with HS Exec to support continuity and smooth transitions in committee leadership

Timeline for Tasks/Responsibilities:

- coming soon

HISTORICAL MATERIALS COMMITTEE

This committee promotes enhanced availability and visibility of quality historical works, information, and reference products (bibliographies, indexes, databases, etc.) in all fields of history; and evaluates the patterns and effectiveness of coverage in historical reference products.

Committee Responsibilities:

- Solicit and evaluate nominations to the yearly Best Historical Materials List
- Select items of particular quality for inclusion on the List
- Follow established guidelines; review and update guidelines as needed
- Promote the List through identified and new methods of contact

Chair / 2 Co-Chairs with staggered terms

Term: Two years

Responsibilities:

- Send a welcome message to committee members
- Lead and organize the selection process for the Year's Best Historical Materials List
- Work with Section leadership, ALA-RUSA staff, and others as appropriate for the efficient workings of the committee and to respond to emergent issues
- Organize and serve as editor of the RUSQ article and ALA-RUSA notification
- Assign abstract authors
- Compile the abstracts to share through ALA-RUSA procedures
- Contact owners/publishers of listed resources
- Oversee and document the work/progress of the committee
- Regularly communicate the progress of the committee's work and any committee needs (support, resources, etc.) to the Exec. Committee by submitting reports or other communications
- Attend Exec. Committee meetings as needed.
- Work with Membership and Communications Committee to share the List via RUSA Update, social media, history-I, and other relevant avenues
- Ensure that documentation of the committee's work is maintained and accessible to committee members and shared with HS Exec to support continuity and smooth transitions in committee leadership

Timeline for Tasks/Responsibilities:

- coming soon

LOCAL HISTORY COMMITTEE

This committee offers an opportunity to discuss issues and concerns related to the management of local history services and collections.

Committee Responsibilities:

- Plan programs (virtual and/or face-to-face) related to local history, such as webinars, courses, and online discussions
- Coordinate local history tour for Midwinter and Annual conferences
- Ensure local history-related Guidelines and other online resources are maintained
- Support the Genealogy and Local History Discussion Group (conveners should be members of Local History)

Chair / 2 Co-Chairs with staggered terms

Term: Two years

Chair Responsibilities:

- Send a welcome message to committee members
- Hold regular meetings (every 6 weeks or as needed) to conduct committee business
- Oversee and document the work/progress of the committee

- Regularly communicate the progress of the committee's work and any committee needs (support, resources, etc.) to the Exec. Committee by submitting reports or other communications
- Attend Exec. Committee meetings as needed.
- Appoint a member to the HS Programming Committee.
- Ensure that documentation of the committee's work is maintained and accessible to committee members and shared with HS Exec to support continuity and smooth transitions in committee leadership

Timeline for Tasks/Responsibilities:

- coming soon

MEMBERSHIP & COMMUNICATIONS COMMITTEE

This committee focuses on member recruitment, retention, and engagement within RUSA-HS.

Committee Responsibilities:

- Promote Section and committee membership, activities, and initiatives (in coordination with other sections and HS Exec)
- Regularly communicate and engage with section membership through the History Section social media accounts, history-l, ALA Connect, and the RUSA HS website
- Advise on other communication and member-related issues

RUSA HS Social Media Presence:

Facebook: <https://www.facebook.com/alarusahs>

Twitter: <https://twitter.com/alarusahs>

History-l Listserv: <http://lists.ala.org/sympa/info/history-l>

Chair / 2 Co-Chairs with staggered terms

Term: Two years

Chair Responsibilities:

- Send a welcome message to committee members
- Submit information for RUSA Quarterly Updates
- Oversee the Section's communication outlets (including the website, listserv, social media, and contributions to RUSA Update)
- Hold regular meetings (every 6 weeks or as needed) to conduct committee business
- Oversee and document the work/progress of the committee
- Regularly communicate the progress of the committee's work and any committee needs (support, resources, etc.) to the Exec. Committee by submitting reports or other communications
- Attend Exec. Committee meetings as needed.
- Ensure that documentation of the committee's work is maintained and accessible to committee members and shared with HS Exec to support continuity and smooth transitions in committee leadership

Timeline for Tasks/Responsibilities:

- coming soon

NOMINATING COMMITTEE

This committee identifies a slate of candidates for History Section offices.

Committee Responsibilities:

- Solicit nominations for open offices on the HS Executive Committee
- Identify and reach out to potential candidates to participate in the upcoming election

Chair – current HS Vice-Chair

3 Members-at-Large serve as committee members

Term: One year

Chair Responsibilities:

- Send a welcome message to committee members
- Communicate with RUSA Office regarding deadlines
- Submit slate of nominations to the RUSA Nominating Committee
- Communicate with candidates to ensure bios are submitted to ALA

Timeline for Tasks/Responsibilities:

- **late July-early August** – send out a call for Executive Committee officer nominations
- **late July-early August** – consult with the other members of the Committee to identify and reach out to potential candidates to participate in the upcoming election
- **late July-early August** – advertise/send out a call(s) for candidates on History-I and other relevant listservs
- **early-mid September** – officer nominations due to RUSA Nominating Committee

PROGRAMMING COMMITTEE

The Programming Committee proposes, plans, and coordinates in-person and distance programming that is of interest and benefit to RUSA History Section (HS) members and that supports RUSA and its strategic plans. The committee will actively shepherd a program through its lifecycle, from idea conception to program evaluation. The committee will also serve as a resource for HS members or committees, providing support for one or more parts of the program-development process. The Programming Committee facilitates communication and partnership between HS committees, examines opportunities for collaboration and the cosponsoring of programs with other RUSA or ALA units, and cooperates with the Membership & Communications Committee to advertise and promote programs.

The Committee membership includes representatives from the HS Executive, Academic Librarians, Genealogy, Genealogy Preconference, Local History, and Membership & Communications Committees, as well as the Conveners of the History Librarians and Genealogy & Local History in-person discussion groups (if they are not already representing another committee).

Committee Responsibilities:

- Propose, plan, and organize at least one ALA Annual Conference program of interest and benefit to RUSA HS and that supports the RUSA Strategic Plan
- Ensure that the Genealogy Committee plans and submits pre-conference proposals for Midwinter and Annual
- Consult with HS representative on the RUSA Professional Development Committee
- Serve as a resource for other HS committees to plan and develop programs (virtual and face-to-face)
- Review applications (as submitted) for section-sponsored online learning events

Note: This committee was established in 2019.

Chair/Co-Chair

Term: 1-2 years depending on committee membership status

Chair Responsibilities:

- coming soon

Timeline for Tasks/Responsibilities:

- coming soon

HS DISCUSSION GROUPS

GENEALOGY & LOCAL HISTORY (GLH-DG)

This discussion group provides a forum for the exchange of information about library services in local history and genealogy. It also creates and fosters an environment for creativity and growth by acting as a catalyst for new ideas and problem-solving initiatives.

Conveners: 2 Co-Conveners with staggered 2-year terms

The conveners should be members of the Local History Committee. Local History provides a support network for the in-person discussion group at Midwinter and Annual, as well as opportunities for virtual discussion the rest of the year.

Responsibilities:

- Plan and organize an in-person discussion for Midwinter
 - At least one of the co-conveners must attend Midwinter to facilitate the discussion, or find and confirm a substitute facilitator
- Plan and organize an in-person discussion for Annual
 - At least one of the co-conveners must attend Annual to facilitate the discussion, or find and confirm a substitute facilitator
- Serve on the Programming Committee (at least one of the co-conveners)

Timeline for Tasks/Responsibilities:

- **December** – brainstorm ideas for discussion group at Midwinter
- **late January** – send Midwinter DG report to Exec
- **May** – brainstorm ideas for discussion group at Annual
- **late June** – send Annual DG report to Exec

HISTORY LIBRARIANS (HL-DG)

This discussion group provides a forum to introduce and consider a wide variety of topics of interest to librarians providing services to historians in all types of libraries.

Conveners: 2 Co-Conveners with staggered 2-year terms

The conveners should be members of the Academic Librarians Committee. Academic Librarians provides a support network for the in-person discussion group at Midwinter and Annual, as well as opportunities for virtual discussion the rest of the year.

Responsibilities:

- Plan and organize an in-person discussion for Midwinter
 - At least one of the co-conveners must attend Midwinter to facilitate the discussion, or find and confirm a substitute facilitator
- Plan and organize an in-person discussion for Annual
 - At least one of the co-conveners must attend Annual to facilitate the discussion, or find and confirm a substitute facilitator

- Serve on the Programming Committee (at least one of the co-conveners)

Timeline for Tasks/Responsibilities:

- **December** – brainstorm ideas for discussion group at Midwinter
- **late January** – send Midwinter DG report to Exec
- **May** – brainstorm ideas for discussion group at Annual
- **late June** – send Annual DG report to Exec

APPOINTED RESPONSIBILITIES

GENEALOGY & LOCAL HISTORY DISCUSSION GROUP CONVENERS

- 2 Co-Conveners with staggered 2-year terms
- Conveners should be members of Local History Committee

HISTORY LIBRARIANS DISCUSSION GROUP CONVENERS

- 2 Co-Conveners with staggered 2-year terms
- Conveners should be members of Academic Librarians Committee

SOCIAL MEDIA COORDINATOR(S)

- 2 year term with potential for renewal
- Serves as a member of the Membership & Communications Committee during the term of appointment
 - If M&C Committee membership exceeds 4 continuous years, Coordinator(s) will serve in an ex-officio capacity

Coordinator Responsibilities:

- Maintain and post regularly to HS social media accounts
- Communicate regularly with HS Exec to provide updates on social media activity, usage stats, and any needs or issues
- Work with Committees and History-I moderator to promote Section activities and events

HISTORY-L (HS listserv) MODERATOR(S)

- 2 year term with potential for renewal
- Serves as a member of the Membership & Communications Committee during the term of appointment
 - If M&C Committee membership exceeds 4 continuous years, Moderator(s) will serve in an ex-officio capacity

Moderator Responsibilities:

- Post content/information regularly to History-I that may be of interest to Section membership (such as the RUSA HS Round-up, articles, websites, references to publications, ideas to ponder, or HS program information)
- Communicate regularly with HS Exec to provide updates and share any needs or issues
- Work with Committees and social media coordinator to promote Section activities and events
- Send a greeting to new subscribers.
- Clear up problems with “bounced” messages to specific email addresses.
- Monitor history-I messages for inappropriate use of the listserv.

- Communicate technical problems with the list-serv to the RUSA office

WEBMASTER(S)

- 2 year term with potential for renewal
- Serves as a member of the Membership & Communications Committee during the term of appointment
 - If M&C Committee membership exceeds 4 continuous years, Webmaster(s) will serve in an ex-officio capacity

Webmaster Responsibilities:

- coming soon

RUSA STANDING COMMITTEES

The following RUSA committees have an HS representative.
All are appointed by the HS Vice Chair for a two-year term unless otherwise noted.

Access to Information Committee

<http://www.ala.org/rusa/contact/rosters/rusa/rus-infoaccess>

Awards Coordinating Committee

<http://www.ala.org/rusa/contact/rosters/rusa/rus-awcoord>

Board of Directors

<http://www.ala.org/rusa/contact/rosters/rusa/rus-bd>

current HS Chair serves for a one-year term

Budget & Finance Committee

<http://www.ala.org/rusa/contact/rosters/rusa/rus-bf>

Conference Program Coordinating Committee

<http://www.ala.org/rusa/contact/rosters/rusa/rus-cfcoord>

Member Engagement Committee

<http://www.ala.org/rusa/contact/rosters/rusa/rus-mb>

Nominating Committee

<http://www.ala.org/rusa/contact/rosters/rusa/rus-nm>

current HS Vice Chair serves for a one-year term

Professional Development Committee

<http://www.ala.org/rusa/contact/rosters/rusa/rus-profdev>

Professional Resources Committee

<http://www.ala.org/rusa/contact/rosters/rusa/rus-pr>

Volunteer Development Committee

<http://www.ala.org/rusa/contact/rosters/rusa/rus-vd>

CONFERENCE PROGRAM PLANNING

Genealogy Pre-conference

The Genealogy Pre-Conference, sponsored by ProQuest, is a popular and well-attended event which takes place both at the ALA Midwinter and Annual Conferences. The responsibility for planning and coordinating the pre-conference rests with the Genealogy Committee.

Timeline for Tasks/Responsibilities:

- coming soon

Annual Conference Program

The HS Programming Committee proposes, plans, and organizes at least one ALA Annual Conference program of interest and benefit to RUSA HS and that supports the RUSA Strategic Plan.

Timeline for Tasks/Responsibilities:

- coming soon

For queries related to the proposal submission process, please consult with the HS representative on the RUSA [Conference Program Coordinating Committee \(CPCC\)](#)

APPENDIX A

Resources for Social Media Content

These resources may be helpful for finding relevant information/content for sharing via our social media and history-I listserv.

- H-HistBibl – <https://networks.h-net.org/h-histbibl>
 - “H-HistBibl is an international network of librarians, archivists, curators, and scholars interested in the practice and study of bibliographic and library services to support the study and teaching of history.”
- American Libraries – <https://americanlibrariesmagazine.org/>
- Association of College and Research Libraries – <http://www.ala.org/acrl/>
- ACRLog – <https://acrlog.org/>
- Perspectives on History – <https://www.historians.org/publications-and-directories/perspectives-on-history>
- American Historical Association – <https://www.historians.org/>
- Organization of American Historians – <http://www.oah.org/>
- National Council on Public History – <http://ncph.org/>
- dh+lib – <https://acrl.ala.org/dh/>
- Digital Humanities Now – <http://digitalhumanitiesnow.org/>
- H-Net: Digital Collections – <https://networks.h-net.org/tags/digital-collections>
- UCLA Department of Information Studies (list all types of library jobs – <http://polaris.gseis.ucla.edu/labuse/Jobs/jobs.asp>
- ALA JobLIST – <https://joblist.ala.org/jobseeker/search/results/>
- ARL Job Listings – <http://www.arl.org/leadership-recruitment/job-listings>
- NYPL Blogs – <https://www.nypl.org/blog>
- Library of Congress Blog – <https://blogs.loc.gov/loc/>
- British Library Blogs – <http://www.bl.uk/blogs/>
- Library Connect – <https://libraryconnect.elsevier.com/>
- Library Journal – <https://lj.libraryjournal.com/>
- In the Library with the Lead Pipe – <http://inthelibrarywiththeleadpipe.org/>
- A Library Writer's Blog – <http://librarywriting.blogspot.com/>

APPENDIX B

Inactive/Discontinued Committees

ABC-CLIO Online History Award Committee

Defunded – moved to Historical Materials committee

The Committee administers a bi-annual award that recognizes the accomplishments of a person or a group of people producing (1) a freely available online historical collection, or (2) an online tool tailored for the purpose of finding historical materials, or (3) an online teaching aid stimulating creative historical scholarship.

Genealogy Preconference Planning Committee

Merged into the Genealogy Committee (fall 2019)

The Committee plans and coordinates the annual genealogy preconference program.

Instruction and Research Services Committee

Discontinued – duties assumed by the new Academic Librarians Committee (July 2017)

The Instruction and Research Services Committee provides resources for librarians who engage in instruction and research service in the field of history. It is charged with creating and disseminating guidelines and tools to assist with instruction, reference services, and collection development. The Committee also seeks to promote communication among librarians, students, faculty, and organizations with an interest in history instruction and research, regardless of geographic or chronological specialty.

ACKNOWLEDGEMENTS

The task of drafting the History Section's Handbook was initiated by **David Murray** (Chair of History Section, 2015-2016). **Chella Vaidyanathan** (Chair of History Section, 2017-2018) and **Melissa Gonzalez** (Chair of History Section, 2019-2020) continued work on the Handbook. The Handbook was finalized in April 2020.

Modifications and feedback related to Executive Committee responsibilities and general content was provided by:

- 2018-2019 History Section Executive Committee
 - **Jenny McElroy** (Chair)
 - **Melissa F. Gonzalez** (Vice-Chair)
 - **Chella Vaidyanathan** (Past Chair)
 - **Kathy Shields** (Secretary)
 - **Nancy A. Bunker** (Member-at-Large)
 - **Erica A. Bruchko** (Member-at-Large)
 - **Celestina Savonius-Wroth** (Member-at-Large)
- 2019-2020 History Section Executive Committee
 - **Melissa F. Gonzalez** (Chair)
 - **Kathy Shields** (Vice-Chair)
 - **Jenny McElroy** (Past Chair)
 - **Erica A. Bruchko** (Member-at-Large)
 - **Celestina Savonius-Wroth** (Member-at-Large)
 - **Nicole Wood** (Member-at-Large)

Information related to Committee Chair responsibilities was completed by the 2018-2019 HS committee chairs:

- Academic Librarians Committee - **Chella Vaidyanathan**
- Membership and Communications Committee - **DeeDee Baldwin**
- Gale Cengage History Research and Innovation Award Committee - **Chella Vaidyanathan**
- Genealogical Publishing Company Award Committee - **Jennifer Daugherty**
- Genealogy Committee and Preconference Planning Subcommittee - **Drew Smith** and **Brian Grubbs**
- Historical Materials Committee - **Sue A. McFadden**
- Local History Committee - **Jenny McElroy**
- Nominating Committee - **Jenny McElroy** and **Melissa Gonzalez**