

ALA External Relationships Report

Introduction

The nature of relationships among the American Library Association (ALA), its committees and units and their relationships with outside organizations is dynamic. ALA, its committees and units are committed to maintaining a collaborative style of interaction and to remaining flexible enough to address the ever-changing issues facing libraries and librarians. This collaborative style implies mutuality in all relationships and the ability of any aggregation of units to work together [and with outside organizations] for the common good. (PARAPHRASED ALA Policy 6.4.1,I)

To this aim, ALA Policy 9.1.1-.2 states

1. ALA's primary objective for entering into ... relationships with other organizations and business enterprises should be:
 - a. To help the Association achieve its mission to promote and improve library and information services and librarianship, or to assist libraries in achieving their mission.
 - b. To fulfill a specific need related to current ALA goals and objectives or to contribute in a significant way to the cooperating organization while using ALA's name and its resources effectively
 - c. To benefit as much as possible from a reciprocal relationship in the form of finances, expertise, experience, public relations, or other advantages.
2. ...relationships should be entered into with other organizations and business enterprises whose strength and reputation have been evaluated. (ALA Policy Manual)

This report is divided into five sections:

- History/Background
- Process
- Findings/Conclusions
- Recommendations
- Appendices
 - Letters to ALA Committees and Units
 - Guidelines for ALA's Formal Relationships with Outside Not For Profit Organizations;
 - Glossary of Terms

Other resources consulted by the Committee are on file with the official records in Member Programs and Services.

History/Background on ALA's Policy Regarding Relationships with Outside Organizations

Relationships with outside organizations pose long-standing recurring concerns for the American Library Association, its committees and units. Much of the earlier concern revolved around the control and use of the ALA name and logo, particularly with regard to publications. During the past several years, concern has evolved around whether ALA, its committees and units have established outside relationships with agencies or organizations whose policies conflict with or violate ALA's policies, procedures and position statements.

Fueled by a Social Responsibilities Round Table (SRRT) initiated membership resolution introduced at the 1993 ALA Annual Conference in New Orleans, the concern came to a boil. The membership resolution asked that the ALA Council direct the Association for Library Service to Children (ALSC) to stop providing book lists to the Boy Scouts of America (BSA) in support of its Merit Badge for Reading. ALSC also has participated in BSA's national Jamboree, a service not duplicated by any other children's service organization. The reasons given for the member resolution were:

1. that the BSA would not hire homosexual scoutmasters;
2. that the BSA denied membership to gay youths and atheists; and
3. that ALSC's relationship with the BSA was in conflict with ALA Policy 9.5, "Relationships with Organizations Violating Human Rights".

ALA Policy 9.5 reads

The American Library Association shall have no affiliation with, memberships in, or formal relationships with organizations which violate ALA principles and commitments to human rights and social justice as set forth in ALA's policies, procedures, and position statements and the Universal Declaration of Human Rights. (ALA Policy Manual)

The ALSC/BSA Advisory Committee's Charge point 4 reads

To advise the Boy Scouts of America in revising publications; to advise the Boy Scouts of America in selecting media for BSA bibliographies in accord with established criteria; to explore and carry out other kinds of cooperation with Boy Scouts of America in areas of concern to ALSC. (ALA Handbook, 1995/96, p. 43) This point does not appear to require any formal relationship/affiliation with or membership in the BSA. The ALSC/BSA Advisory Committee does not appear in the 1996/97 ALA Handbook; but, the Handbook does list a BSA liaison.

The ALSC/BSA membership resolution was referred to the ALSC Board for review. ALSC upheld its relationship with BSA, deciding that ALSC was acting within ALA guidelines and that no ALA policies were being violated. Displeased with ALSC's decision, SRRT requested that the ALA Executive Board disband ALSC's BSA Advisory Committee adding that ALSC's relationship violated not only ALA Policy 9.5 but also ALA Policy 9.2, "Affiliation with Other Organizations".

ALA Policy 9.2 states

Criteria has been set up to guide the Council in considering applications for affiliation with ALA of national and international organizations which must be not for profit, have interests consistent with those of ALA, have sufficiently large membership and length of existence to ensure continued support under constitutions and bylaws not in conflict with ALA's, do not discriminate in membership on the basis of race, creed, color, sex, age, physical handicaps, or national origin. (ALA Policy Manual) Criteria in ALA Policy 9.2 do not apply to other relationships with outside organizations. The ALA Special Presidential Ad Hoc Committee on External Relationships (ASPAHCER) adapted these criteria for other outside relationships.

In other correspondence to the ALA Executive Board, SRRT advised the Executive Board that SRRT intended to present another membership resolution at the 1994 Annual Conference in Miami requesting that ALSC's relationship with the BSA be severed. At its Spring Meeting, the ALA Executive Board discussed the issues raised by SRRT. Viewing this as a broader issue than ALSC and BSA, the ALA Executive Board referred the matter to the Policy Monitoring Committee (PMC) to review ALA policies for possible conflicts as well as to examine outside relationships of ALA, its committees and units.

In its 1994 Report to the ALA Executive Board (1993-94 EBD #10.26), the PMC concluded that it was not the appropriate body to deal with the matter. However, the PMC shared the general tone and focus of its discussions and listed several key points emanating from those discussions. These points included a possible study of outside relationships and a clarification of the language in ALA Policy 9.5. The PMC further noted that the current terminology in the ALA Handbook was unclear and inconsistent.

After hearing from the PMC and considering the contentious/rancorous discussions of ALA Council, the Executive Board deliberated further and voted to form a special committee to address the issues. Arthur Curley, 1993/94 ALA President, established the ALA Special Presidential Ad Hoc Committee on External Relationships (ASPAHCER). President Curley and the Executive Board charged ASPAHCER "to explore the issues involved in the definition and scope of all ALA relationships with outside organizations."

Process

The ALA Special Presidential Ad Hoc Committee on External Relationships held its organizational session at the 1995 Midwinter Meeting in Philadelphia. Other sessions were held at the 1995 Annual Conference in Chicago, the 1996 Midwinter Meeting in San Antonio, the 1996 Annual Conference in New York and the 1997 Midwinter Meeting in Washington, D.C.

Specifically, ASPAHCER began its deliberations by reviewing the scope of its charge, and a number of background documents including: the 1994 PMC Report to the ALA Executive Board (1993-94 EBD #10.26), the ALA Constitution and Bylaws, the ALA Policy Manual, the Library Bill of Rights, the ALA Code of Ethics, the "Universal Declaration of Human Rights", several items from the Current Reference File and articles about the ALSC/BSA relationship. These documents are on file with the official records in Member Programs and Services.

Examination of these documents raised many questions and yielded a myriad of terms being used to refer to external relationships, e.g., joint relationship, formal joint relationship, formal relationship, affiliation, official representative and liaison. The Committee developed a "Glossary of Terms" to help clarify such terms. (Appendix C)

Some of the questions raised centered around the following points, which are further discussed in the next sections:

1. How best to gather information/data to complete ASPAH CER's charge.
2. Unclear and/or inconsistent terminology used to refer to outside relationships.
3. Does criteria used for affiliation, ALA Policy 9.2, apply to other relationships in ALA Policy 9? (Appendix C)
4. BSA/ALSC controversy.
5. Are ALA's policies right/workable? If not, should the policies be changed?
6. Should ALA's policies be upheld?
7. How should ALA's policies be enforced and who will enforce them?
8. Are ALA's policies in conflict with each other?

ALA Policy 9.5 ("Relationships with Organizations Violating Human Rights": The American Library Association shall have no affiliation with, membership in, or formal relationships with organizations which violate ALA principles and commitments to human rights and social justice as set forth in ALA's policies, procedures, and position statements and the "Universal Declaration of Human Rights".) and ALA Policy 9.2 ("Affiliation with Other Organizations":.. organizations which must be not for profit... [and] do not discriminate in membership on the basis of race, creed, color, sex, age, physical handicaps, or national origin.)

vs.

ALA Policy 1.1 ("Mission ... Introduction": ... ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all); ALA Policy 1.2 ("Mission": The mission of the American Library Association is to provide leadership for the development, promotion, and improvement of library services and the profession of librarianship in order to enhance learning and ensure access to information for all.); ALA Policy 1.3 ("Priority Area A. Access to Information": ALA will promote efforts to ensure that every individual has access to needed information at the time needed and in a format the individual can utilize, through the provision of library and information services; "Priority Area F. Library Services, Development, and Technology": Goal 5: Information and advisory services about libraries and librarianship are available from ALA upon requests and Goal 6: ALA encourages cooperative activities to improve services to library users.); ALA Policy 9.1.5 ("Joint relationships" with other organizations or business enterprises do not necessarily imply ALA endorsement of their policies, products, or services.); ALA Policy 53.1.1 ("Intellectual Freedom/Library Bill of Rights": Books and other library resources should be provided for the interest, information, and enlightenment of all people ...); ALA Policy 54.16 ("Code of Ethics"); ALA Policy 58.1.1-2 ("International Relations. Policy Objectives": To encourage the exchange, dissemination,

and access to information and the unrestricted flow of library materials in all formats throughout the world ... To promote and support human rights and intellectual freedom worldwide); ALA Policy 58.4 (Article 19 of the United Nations "Universal Declaration of Human Rights"); and ALSC's Charge, 4: Interpretation of library materials for children and methods of using such materials with children, to parents, teachers and other adults and representation of the librarians' concern for the production of effective use of good children's books to groups outside the profession.

ASPAHCER decided that certain issues were beyond the purview and expertise of this Committee, e.g., corporate sponsorships/relationships alluded to in ALA Policy 9.1.5. Although business enterprises/corporate sponsorships is beyond the scope of this Committee, ASPAHCER strongly urges that the nature of corporate sponsorships and joint relationships be further examined to ensure adherence to ALA's policies, procedures, position statements and principles.

Furthermore, ASPAHCER thinks the issue of business enterprises, i.e., corporate sponsorships/relationships is critical, particularly in light of the controversy surrounding Ameritech's sponsorship at the 1995 Annual Conference in Chicago and other concerns raised about other corporate relationships/sponsorships. Although some guidance is provided in the "Report From Sponsorship Task Force, 10/10/95", ASPAHCER thinks that further investigation is warranted. Therefore, the Committee strongly urges follow up on the corporate Sponsorship Task Force's suggestion of. "a thorough gathering of information and review of division sponsorship...

The ALA Special Presidential Ad Hoc Committee on External Relationships determined that input from the committees and units of ALA would greatly facilitate its work, so the Chair, with input from other Committee members, drafted a letter of request for information to ALA committees and units (Appendix A). The letter was initially mailed in March 1995 with an April 13, 1995 deadline for responses. A series of follow up requests were issued. (Responses are on file with the official records in Member Programs and Services.) Committee members also contacted other individuals. Additionally, ASPAHCER members created a list of ALA outside relationships and codified several ALA documents.

In an effort to gain even broader input on issues surrounding external relationships, ASPAHCER held three (3) Open Hearings:

- Chicago, 1995: Sunday, June 25, 4:30-5:30 p.m., Palmer House;
- Chicago, 1995: Monday, June 26, 4:30-5:30 p.m., Palmer House; and
- San Antonio: Saturday, January 20, 1996, 4:30-5:30 p.m., Marriott.

Unfortunately, the Hearings were plagued by disappointing turnouts in spite of the fact that the Hearings were mentioned in the request letter and announced in COGNOTES. ASPAHCER acknowledges that poor attendance at Hearings is an Association-wide problem and suggests that ALA consider pulling all hearings together in the official program on bright colored pages and announcing them in COGNOTES.

The Committee presented its draft report to the ALA Executive Board at the 1996 Annual Conference in New York. A follow up letter soliciting feedback from ALA units and committees on the proposed "Glossary of Terms", "Guidelines for Formal Relationships with Outside Not For Profit Organizations" and "Recommendations" was distributed at the 1997 Midwinter Meeting in Washington, D.C.

Findings/Conclusions

ALA Council, the Committee on Organization (COO), the Constitution and Bylaws Committee, and executive boards are key players before and during the formulation of outside relationships, however, any question of compliance with ALA policies, procedures or position statements should be reviewed in consultation with the Policy Monitoring Committee without usurping Division, committee or unit responsibilities. These responsibilities should be clearly delineated in the charges of the specific committees.

ALA committees and units provided valuable data for ASPAH CER. In addition to ALA Policies 9.1-9.5, other procedures were helpful, e.g., ACRL, AFLRT, GODORT, IRC (Policy 58.2), PLA, RASD, YALSA and the "Report From Sponsorship Task Force". There were 30 total responses: 8 Committees, 10 Divisions, and 12 Round Tables.

A great degree of diversity exists among ALA's external relationships. Most units and committees have written policies and procedures governing the selection of liaisons and representatives in their manuals, however conflicts exist Association-wide. Liaisons and representatives are members of their respective units. Their responsibilities are varied: from communication to information dissemination to advocacy and promotion to governance. Most liaisons and representatives serve 1-4 years.

Some relationships require that units pay dues and many prepare formal reports to their committees and units. Relationships are formal, informal and ad hoc. Some units and committees have numerous outside/external relationships, while others have one or two at most.

ASPAHCER found that current terminology identifying external/outside relationships is unclear and inconsistent. The "Glossary of Terms" should help alleviate this dilemma. The "Glossary of Terms", "Guidelines for ALA's Formal Relationships with Outside Not For Profit Organizations" should be adopted and ALA Policies 9.1-9.5 should be revised to reflect the changes in the "Glossary".

ALA's policies on outside relationships are workable with a little tweaking and should be upheld. As noted in the " Guidelines for Selection of Consultants to Serve Abroad" (ALA Policy 58.2), "Guidelines for Affiliates"(ALA Policy 9.2, Current Reference Files), the "Guidelines for ALA's Formal Relationships with Outside Not for Profit Organizations" and other guidelines, different committees and units have specific responsibilities for monitoring outside relationships depending upon the status of the relationship.

Some policies on external relationships do at first glance appear to be in conflict with each other, however closer scrutiny suggests that the conflict may be more interpretations and technicalities than realities or intentions.

All current external relationships should be examined specifically for conflicts with ALA policies. To begin the certification process, the Policy Monitoring Committee might ask committees and units to certify that current relationships comply with ALA policies, especially 9.1-9.5. Future relationships and relationships which are being renewed should apply the proposed "Guidelines for ALA's Formal Relationships with Outside Not for Profit Organizations" until all relationships have been processed at least once through this mechanism. Reviews/evaluations should be undertaken on a rotating basis on a 3-5 year cycle. Renewals after initial applications/renewals could be handled by COO through simple recertification unless key changes occur in the constitution and bylaws or policies of the outside organization.

Adoption of a statement such as "ALA Policies 9.2 and 9.5 are not intended to prohibit ALA, its units or committees from entering into informal/advisory external relationships that are limited to the provision of information and advice on, material and information services" might further clarify outside relationships. Activities beyond providing information and advice on material and information services are governed by POLICIES 9.2 and 9.5. If outside organizations wish to acknowledge ALA's assistance or advice, it should do so in such a way as not to imply ALA endorsement or agreement with a specific project or the organization's policies.

Although ASPAHCER determined that corporate sponsorships/business enterprises fall outside the purview of its charge, ASPAHCER thinks the "Report From Sponsorship Task Force, 10/10/95" provides some guidelines for such relationships. These guidelines need further investigation, however.

ASPAHCER acknowledges the assistance of and thanks Past President Arthur Curley, former and current ALA Executive Board members, respondents to our inquiries, and present and former ALA Headquarters staff for their assistance, especially Charles Harmon, Mary Ghikas and Daphne Whitehead.

With the submission of this final report, the ALA Special Presidential Ad Hoc Committee on External Relationships (ASPAHCER) has completed its charge and requests that the Executive Board accepts this report and discharges/sunsets the Committee.

Recommendations

The ALA Special Presidential Ad Hoc Committee on External Relationships (ASPAHCER) recommends that the ALA Executive Board

1. Develops a tip sheet for external relationships which: a) highlights ALA procedures, policies and position statements of ALA relating to external relationships; and b) outlines procedures for establishing external relationships with outside not for profit organizations;
2. Adopts the "Guidelines for ALA's Formal Relationships with Outside Not For Profit Organizations" (Appendix B);
3. Adopts consistent and uniform terms for external relationships throughout the Association. ("Glossary of Terms"— Appendix C);

4. Apprises ALA, its committees and units of the necessity to review all commitments with outside/external groups at regular intervals and encourage the sunseting of relationships as the relationships become unnecessary to achieving the Association's mission.

Appendices

Letters to ALA Committees and Units

March 10, 1995

To: ALA Committee Chairs, ALA Division Presidents, ALA Round Table Chairs

From: Marva L. DeLoach, Chair, ALA Special Presidential Ad Hoc Committee on External Relationships

Re: Request for Information on External Relationships

As Chair of the newly-formed ALA Special Presidential Ad Hoc Committee on External Relationships, I have been asked by my Committee to gather information on the various mechanisms used by ALA units to establish external relationships.

To assist our Committee with this effort, I would appreciate your

a) sending us copies of written policies and procedures governing establishment and appointment of external relationships (e.g., liaisons, representatives to non-ALA groups); and/or

b) written responses describing your policies and procedures concerned with

- purposes of external relationships;
- mechanisms for establishing external relationships;
- limits or levels of such relationships (e.g., dues paid; reporting schedules; voting privileges, etc.);
- how the outside representative is selected/appointed; and
- how terms of representatives are determined.

In your responses, please include any subunits, sections, subcommittees, etc.

Please send your response to Marva L. DeLoach, Chair, ALA Special Committee on External Relationships c/o Mary Ghikas at ALA Headquarters by April 13. Your assistance will greatly facilitate the Committee's work.

(The Committee will use this information to draft definitions for "liaison," "representative," etc., and to draft policies governing ALA's external relationships. We will distribute draft documents and hold open hearings at the Annual Conference in Chicago. These hearings will be scheduled for Sunday, June 25, 4:30-5:30 and Monday, June 26, 4:30-5:30. We encourage your feedback and participation in the hearings. Thanks for your participation.)

cc: Arthur Curley, Division Executive, Directors Round Table Staff Liaisons, ALA Committee Staff Liaisons, Elizabeth Martinez, External Relationships Committee, and Mary Ghikas

To: ALA Committee Chairs, ALA Division Presidents, ALA Round Tables
From: Marva L. DeLoach, Chair, ALA Special Presidential Ad Hoc Committee on External Relationships (ASPAHCER)
Re: Attached Drafts of Terms, Guidelines for ALA's Formal External Relationships and Recommendations

Thank you for responding to ASPAHCER's request for information on your external relationships. The Committee consulted with individuals and groups, reviewed numerous documents, held several open hearings and shared a preliminary draft of its report with the ALA Executive Board.

As promised in our earlier communication, the Committee is sharing its drafts of "Glossary of Terms", "Guidelines for ALA's Formal Relationships with Outside Not-for-profit Organizations", and "Recommendations". Your review and response to these drafts will greatly facilitate ASPAHCER's final report to the Executive Board.

Please send your response to Marva L. DeLoach, Chair, ALA Special Presidential Ad Hoc Committee on External Relationships, c/o Daphne Whitehead, Member Programs and Services at ALA Headquarters by April 2, 1997. Thanks again for your continuing participation.

attachments: 3

cc: Elizabeth Martinez; Division Executive Directors; ALA Committee and Round Table Staff Liaisons; Mary Ghikas; Daphne Whitehead; and External Relationships Committee: Kathy East, Sal Guerena, Steve Matthews, Susan Rosenzweig, Stephen Stillwell

Guidelines for ALA's Formal Relationships with Outside Not for Profit Organizations*

The following guidelines have been developed for use in establishing formal relationships with outside not for profit organizations. If desired, committees or units may develop more detailed guidelines which incorporate these guidelines.

The ALA Executive Board approves the following criteria and procedures for establishing relationships with outside not for profit organizations:

Criteria:

May be local, state, regional, national, or international in scope.

Is not for profit.

Should have interests consistent with those of ALA

Can establish a formal relationship at only one level, either with the Association or with a subdivision of the Association.

Does not violate ALA's principles and commitments to human rights and social justice as set forth in ALA's policies, procedures, and position statements and the "Universal Declaration of Human Rights".

Operates under a constitution, bylaws, or policies that do not conflict with ALA's constitution, bylaws, and policies.

Procedures:

1. Establishment of formal outside not for profit relationships should be supported by:
 - a. a statement including the year of founding; the total number of members, if applicable; a list of journals and other publications, if any; and evidence of common interests.
 - b. a brief history of the organization, including its mission.
 - c. a copy of its current constitution and bylaws, if applicable.
 - d. the names and addresses of current officers.
 - e. a written agreement, which among other things, specifies that ALA retains control of the use of its name and logo and that reports and evaluations be made periodically.
2. The ALA Constitution and Bylaws Committee and/or unit's organization and bylaws committee will examine the outside organization's constitution and bylaws to see that no conflict exists with ALA's policies, procedures, and position statements, and the "Universal Declaration of Human Rights".
3. The ALA or unit's Executive Director or a designee will evaluate the other documents mentioned in point B.1 to make a preliminary determination concerning the outside not for profit organization's meeting ALA's criteria and will report findings to the ALA Executive Board or unit's governing body for action.
4. Recommendations for ALA Divisions will be forwarded to the Committee on Organization (COO) by the Division's Executive Board, then to the ALA Council for its action. (See Constitution and Bylaws, Article VIII, Sect. 5b) Recommendations for ALA committees, roundtables, and other membership initiative groups will be forwarded by the committee or appropriate Governing body to the Committee on Organization (COO), then to the ALA Council for its action. (See Constitution and Bylaws, Article VIII, Sect. 5a).
5. Should an outside organization request an official representative from the Association, the request goes to the ALA Executive Board and Council. If approved, the Committee on Organization (COO) identifies the appropriate ALA unit [or committee] and makes this recommendation to the ALA Executive Board. In the case of potential or actual involvement of more than one ALA unit [or committee], COO refers the appointment to the ALA Executive Board Administrative Subcommittee. (ALA Policy Manual 9.4).
6. Questions of compliance or conflict with ALA policies, procedures or position statements should be resolved in consultation with the Policy Monitoring Committee (PMC).

Adapted from ALA Affiliation Guidelines

Approved by ALA Executive Board

October 28, 1982

*Guidelines for business enterprises/corporate relationships and sponsorships are to be developed.

Glossary of Terms

(The source of a term is enclosed in parentheses at the end of the definition. Committee additions are enclosed in square brackets. No source is given for Committee defined terms.)

Advisory Committee

A committee which evaluates programs, policies, or projects and recommends courses of action. It may function either within the structure of ALA or with an outside organization. (ALA Policy Manual 6.6.2.1)

An advisory committee may be formal or informal.

Affiliate

A group having purpose[s] or interests similar to those of the Association, Divisions, or Round Tables which has made successful formal application for affiliate status to Council (national or international group), a Division or Round Table (local, state or regional groups). No subdivision of ALA may separately affiliate itself with an organization with which ALA as a whole is affiliated. (ALA Policy Manual 9.3) An affiliate is formal.

Affiliation

A formal relationship between ALA, its committees or units with a national or international not-for-profit organization having purpose[s] or interests similar to those of the ALA, its Divisions or Round Tables.

Committee

An appointive group within the American Library Association. Committees may be Standing, Special, Ad Hoc, Advisory, Coordinating, Interdivisional, or Joint. (ALA Policy Manual 6.5-6.6)

Formal Relationship

A connection or involvement that requires a written agreement which, among other things, specifies that ALA retains control of the use of its name [and logo] and that reports and evaluations are made periodically. (ALA Policy Manual 9.1.4) Such relationships may include one or more of the following: payment of membership dues; an active role in the governance or affairs of the outside organization; official representation to participate in the outside organization's meetings, council, joint committees, etc.

Informal Relationship

A connection or involvement that does not require a written agreement, however parties must understand that ALA retains control of the use of its name [and logo] and that reports and evaluations are made periodically. An informal relationship may not include the following: payment of membership dues; an active role in the governance or affairs of the outside organization; or official representation to participate in the outside organization's meetings, council, joint committees, etc.

Joint Committee

A committee which develops and carries out programs of mutual interests, exchanges information, or discusses matters of mutual concern. The nature and structure of such joint committees are governed by policies and criteria set by Council. (ALA Policy Manual 6.6.2.4) A [Joint] committee [is] established by Council on the recommendation of the Committee on Organization (COO) when functions of the proposed committee cannot be appropriately delegated to a single division[, roundtable] or ALA committee. (Constitution and Bylaws, Article VIII, Sect. 5a-b) A Joint Committee is formal.

Joint Relationship

Any reciprocal, formal [connection or involvement] with not-for-profit organization(s) outside ALA, to help the Association achieve its mission, to fill a specific need related to current ALA goals and objectives and/or to mutually benefit ALA and the cooperating organization. (ALA Policy Manual 9.1.1)

Liaison

A member of an ALA unit [or committee] appointed by that unit [or committee] to perform networking and coordinating functions with units [or committees] inside [the Association] or with organizations outside the Association. [Duties may include attending meetings of other ALA units or committees or outside organizations for such purpose as communication or information dissemination.] The liaison has no formal role in the governing structure of the other unit,[committee] or [outside] organization. (ALA Policy Manual 9.4) Liaisons become knowledgeable about the objectives and program of their assigned committees or units and help ascertain where action and/or involvement on the part of their committees or units are pertinent and desirable. Liaisons disseminate information about their committee's or unit's activity; may attend scheduled conferences, meetings, and programs of their assigned committees or units; and engage in communication related to their projects, programs, and activities. Liaisons prepare and submit reports prior to the ALA Annual Conference and the Midwinter Meeting and provide immediate feedback to their home committee or unit for purposes of information and action. Liaisons make recommendations regarding continuing cooperation, joint undertakings, and meaningful programs. (Adapted from ALA Policy Manual and committee and unit responses to ASPAH CER.)

Membership Initiative Group

ALA members who have identified a common concern for some aspect of librarianship and wish to establish a short-term mechanism to meet about or address that concern. MIGs are formal and must be approved by Council. (ALA Handbook)

Official Representative

An ALA member who serves as a link to an outside organization, at the request of Council or at the request of an ALA committee or unit whose approved budget includes membership dues and whose representative plays an active role in the governance or affairs of the outside organization. (ALA Policy Manual 9.4)

Outside Relationship

Any connection or involvement with non-ALA committees, units, associations, societies, coalitions, affiliates, organizations, etc. Outside relationships may be formal or informal.

Policies

Guiding principles that provide the framework for a relationship between ALA, its committees, and units or outside organization(s). Policies reflect the views and thinking of the membership, and provide a guide to action to achieve the goals and objectives of the American Library Association. Policies are adopted by the Council. (Adapted from ALA Policy Manual 6.4. 1, IIID)

Representative

An ALA member who is appointed to a unit or committee within ALA or to an outside organization for the purpose of fully participating in the other group's activities.

Unit

Any membership group within the American Library Association which has a distinct organizational entity. Committees and subcommittees which are appointive groups are excluded from this definition. (ALA Policy Manual 6.5)