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ABSTRACT

This organization manual of the Iowa Library Association chapter of the Association of College and Research Libraries (ILA/ACRL) responds to the need for specific information to implement the organization's strategic plan. The manual includes: (1) the bylaws; (2) strategic plan; (3) a history of the chapter and other introductory material; (4) a position description for each executive board member with itemized responsibilities, a calendar, discussion of past experiences, and a list of those who previously served in the capacity; and (5) references. The publication is in notebook format with sectional page numbering to facilitate annual revision. Although directed to the leaders in the organization, the manual provides an overall explanation of the Iowa professional academic library association and the service opportunities available. (Contains 4 references.) (KRN)

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**ILA/ACRL**

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**ORGANIZATION**

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**MANUAL**

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**Iowa Library Association Chapter**

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**of the**

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**Association of College and Research Libraries**

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**1992**

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## ILA/ACRL Organization Manual

Summary--to be used in full or in part if helpful.

The Organization Manual of the Iowa Chapter of the Association of College and Research Libraries (ILA/ACRL) responds to the need for information more specific than the Bylaws that will implement the Strategic Plan of the organization. Included in the compilation are those two official documents along with four other sections that present introductory material; a history of the Chapter; a position description for each Executive Board member with itemized responsibilities, a calendar, discussion of past experiences, and a list of those who previously served in the capacity; and references. The publication is in notebook format with sectional page numbering to facilitate annual revision. Although directed to leaders in the organization, the Manual provides overall explanation of the Iowa professional academic library association and the service opportunities available.

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# I N T R O D U C T I O N

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The Organization Manual of the Iowa Library Association Chapter of the Association of College and Research Libraries (ILA/ACRL) codifies the functions and operating procedures of the organization. The Manual is intended to be more specific than the Bylaws and to implement the Strategic Plan. Position descriptions in narrative and itemized form are presented for each member of the Executive Board, and it is to these individuals that the Manual will be distributed.

The manual provides a place to record both current and past activities of the academic librarians' professional association in Iowa. Portions that have already been written are published in the History section that follows. Others are invited to contribute and expand this section. All submissions are collected by the Chapter's Vice-President/President-Elect. As an example of history yet to bring together, Kay Elliott suggested a list of sites, dates, and themes of the spring meetings.

Other data and documents may be developed and included. Annual updates for officers' responsibilities will be compiled and distributed by the newly selected Vice-President/President-Elect. Revision of this very page is intended, and the signature of other authors will replace those previously affixed. Only a beginning was made in 1992.

In production of the initial document, appreciation goes to Jill Miller for research on the history of ILA/ACRL and preparation of substantial parts of the material. Patrick Wilkinson provided not only words but also an overview and perspective from significant events. Kay Elliott reviewed and refined the final draft. Mary Ann Bolton wrote the Secretary/Treasurer section, Mary McInroy Membership, and many others provided input. Most of all, this is a job that has only begun, and those who follow will continue the project. It is to the future of the organization that this Manual is directed.

For further information contact the Executive Assistant at the Iowa Library Association, 823 Insurance Exchange Building, Des Moines, IA 50309, phone 515/243-2172.

Georgia Quirk  
November 1992

# H I S T O R Y

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The Iowa Chapter of the Association of College and Research Libraries (ACRL) descended from the College and University Section of the Iowa Library Association (ILA). In 1976 at the American Library Association (ALA) Midwinter Meeting, the ACRL Board of Directors approved the Section's petition to become an ACRL Chapter affiliate. The petition that was presented to ACRL contained 38 signatures, 13 more than required.

An early event for the new Chapter was preparation of a bibliographic instruction workshop in the Spring of 1976. Other programming was developed and the characteristic pattern of a Spring Meeting and sponsorship of several sessions at the ILA Annual Meeting was established and has continued.

New direction came about in 1982 because of ILA reorganization. A University of Iowa librarian, Patricia Foley, became President. The Chapter, still a Section of the Iowa Library Association, became a Forum, an action approved at the Annual Meeting of 1983. An additional activity was the compilation and distribution of an Iowa academic library directory.

The Ad Hoc Directory Committee was formed and charged to build the framework for an annual directory. The first edition was published in 1983 and included an alphabetical listing of the 60 academic libraries in the state with addresses, telephone numbers, and NUC, OCLC, and Iowa Interlibrary Loan codes. It was decided that only professional positions with the names of people holding these positions would be listed under the institution. Each name was coded to specify Chapter and/or ACRL membership, and a name index was included.

Fortunately, the State Library of Iowa assisted in the production of the first two editions by inputting the information into the State computer. There were 200 copies of the first edition photocopied for \$117 at one of the state academic libraries. One copy was given to each academic library that had supplied information. The remainder were to be sold, and it was anticipated that this might become a money making project for the Chapter.

Through the years the basic format of the directory has migrated from the original size of 5½" x 7½" to a stapled, letter size handbook. The NUC, OCLC, and I-LITE codes have been replaced by FAX numbers and BITNET/INTERNET addresses. ILA/ACRL and ALA/ACRL members are no longer coded and each library decides who is included. In 1992, 285 copies were printed at a cost of \$510, and a copy was given to each Chapter member plus additional copies were provided to the Iowa Library Association leadership.

In the fall of 1988, Patrick Wilkinson, University of Northern Iowa, and Marilyn Moody, Iowa State University, received a grant from ACRL. The award was made to form a Leadership Retreat Planning Committee that would study the Iowa academic libraries with the purpose of identifying areas of interaction that could be developed in order to enhance library services. To this end, a committee of six members was appointed: Dilys Morris, Iowa State University; David Martin, University of Iowa; Patty Larsen, University of Northern Iowa; Jill

Miller, Kirkwood Community College; Norma Hervey, Luther College; and Mary Ann Bartz, Waldorf College.

With the assistance of Susan Jurow, then associate director of the Association of Research Libraries' Office of Management Services, plans were formulated for a retreat at Springbrook State Park. Thirty leaders from Iowa community colleges, private institutions, and public universities participated in the retreat on November 2-3, 1989.

Discussion centered on improving cooperation among Iowa academic libraries. Envisioned was a state-wide network linking fully automated libraries and providing access to electronic information. Not only resources but also instruction would be shared. Staff development was an area of potential cooperation, along with collection management and conservation and preservation.

ILA/ACRL provided the organizational structure and the Cooperation Coordinating Committee was designated an Ad Hoc Committee within the Chapter. Five working groups were established to examine the areas of resource sharing, communications/networking, preservation, staff development, and funding. Chairs and co-chairs were identified and agendas were developed.

Several of the working groups have since completed their charge and have dissolved. The two-year limit for Chapter ad hoc committees was reached in 1991, but a second appointment was issued that extended the structure until 1993. At that time an alternative arrangement would be initiated.

Another landmark of the Chapter was the development of a strategic plan which started in the fall of 1988 and took form when the 1989 President of ILA/ACRL, Patrick Wilkinson, appointed an Ad Hoc Strategic Planning Committee. He directed the committee to conduct a survey of the academic librarians in Iowa and to develop a strategic plan similar to the one adopted by ACRL.

Wilkinson selected committee members who represented both former Chapter leadership and active new members, and he appointed people who represented various types of academic libraries. The committee members were Elizabeth Kaschins, Chair, Luther College; Linda Good, Iowa Central Community College; Kathy Parsons, Iowa State University; Lorna Peterson, Iowa State University; and William Stoppel, Drake University.

The committee proceeded to divide into two subgroups. One group took primary responsibility for the survey and the other for the planning document. Using the national ACRL task force survey as a model, the committee developed a survey that consisted of 45 multiple choice questions and five short answer questions. They distributed the survey to all academic librarians and staff listed in the Chapter's directory. The survey received a 56 percent response rate. The committee conducted no formal follow-up of those who did not return the survey. It coded the answers from the survey forms onto optical scoring sheets, and Iowa State University's Educational Testing Service analyzed the data. (For more on this process see Parsons, 1991.)

The results of the survey provided basic demographic data on the membership. In addition, the written responses provided interesting insights to members' ideas. Opinions were expressed on organizational structure, dues, the scholarship fund, programs, and reasons for involvement and non-involvement in Chapter activities.

After analyzing the information, the committee began drafting the strategic plan. This took a significant amount of time even though the ACRL plan served as a model. In 1990, the ILA/ACRL Executive Board accepted the final document. Since then the Executive Board has reviewed the document annually as it plans the Chapter's activities.

The Chapter has benefitted from the planning process which has helped in a number of ways. Now there is better definition of who the members are and what they want from the Chapter. This information facilitates decision making in new situations. A successful newsletter was an outcome leading to an expansion of the organizational structure. To accommodate the additional activity, the Bylaws required revision.

In effort to revise the Bylaws, Jane Kemp, the immediate Past President, together with Tom Kessler and Mary McInroy, the at-large members of the Executive Board, were appointed to an Ad Hoc Bylaws Committee at Springbrook in the spring of 1991. They enlisted the legal expertise of Kay Elliott, a librarian long affiliated with ILA/ACRL, and in fact, a former President of the Chapter.

After 13 drafts, the new Bylaws were composed. Major changes included forming a Directory Committee to publish the membership directory, assigning the Communication Committee to the newsletter, and conducting Chapter elections by mail immediately after the Annual Meeting. The resulting document was approved by the ILA/ACRL Board and submitted to the ILA Executive Board. Finally, well over a year later, the ILA/ACRL membership approved the 1992 Bylaws at the October 1992 Annual Meeting.

The strategic planning that began in 1988 led not only to a newsletter but also to a second publication, the ILA/ACRL Organization Manual. Discussion of the need for a handbook had surfaced from time to time and was officially recorded in the Strategic Plan. Following Springbrook in November 1991 and completion of the initial volume of the newsletter which she had edited in its first year, Georgia Quirk volunteered to draft a manual. At the next Springbrook Annual Planning Meeting, those who assembled for the ILA/ACRL Executive Board Meeting reviewed the draft and offered comments and suggestions for the first Manual which was dated November 1992. The Board decided that the incoming Vice-President/President-Elect would compile annual updates to the information and distributing replacement pages as necessary.

The above descriptions are only samples of the enrichment that has been contributed by those who have interacted. A full history of the Chapter is yet to be recorded, but when it is compiled, one theme will be found to recur: ILA/ACRL is an organization that has developed from the efforts of many members, and its growth will continue because of those that serve.



# **B Y L A W S**

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## **BYLAWS (1992) IOWA LIBRARY ASSOCIATION CHAPTER OF THE ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES**

### **ARTICLE I**

#### **Name**

The name of this organization shall be the Iowa Library Association Chapter of the Association of College and Research Libraries (hereinafter referred to as the Chapter), an affiliate of the national Association of College and Research Libraries (hereinafter referred to as ACRL), and a Forum of the Iowa Library Association (hereinafter referred to as ILA). The Chapter's acronym for all official purposes shall be ILA/ACRL.

### **ARTICLE II**

#### **Purpose**

The purpose of the Chapter is to represent the common interests of the libraries and library staff in higher education and independent research libraries. The Chapter seeks to enhance library service, user education, and staff development in these libraries.

### **ARTICLE III**

#### **Membership**

##### **Section 1. Qualifications**

Any person who is a personal member of ILA is eligible for membership. Any personal member of ILA who designates the Chapter as a Forum membership and pays dues is a member of the Chapter. Each paid member shall have one vote.

##### **Section 2. Dues**

Dues are levied by ILA on all members. Dues for the Chapter shall be determined annually by the Executive Board and changes presented to the membership for its approval at the Annual Business Meeting. They may be

adopted by a majority vote of the members present and take effect the following calendar year. The membership shall be given at least 30 days written notice of the proposed change in the Chapter dues structure.

## ARTICLE IV

### Meetings

#### Section 1. Frequency

There shall be an Annual Business Meeting each year held during ILA's annual conference. The Chapter may hold other meetings as necessary at the request of the President. The membership shall be given at least 30 days written notice of any additional meetings specifying time, place, and purpose.

#### Section 2. Quorum

These meetings shall be convened upon the presence of a quorum of ten percent of the members.

## ARTICLE V

### Officers

#### Section 1. Officers

There shall be three officers of the Chapter: a President, a Vice-President/President-Elect, and a Secretary/Treasurer. Officers must be members of both the Chapter and ACRL.

#### Section 2. Duties

##### A. The President shall:

- i. Preside at all meetings of the Chapter;
- ii. Serve as Chapter liaison to ACRL;
- iii. Serve as Chapter representative on the ACRL Chapters Council (or appoint a delegate who must be a member of the Chapter Executive Board and ACRL);
- iv. Appoint officers to fill temporarily any vacancy which occurs between elections, subject to the approval of the Executive Board. (See Article VI, Section 2, vi);
- v. Appoint members to fill vacancies on committees as necessary, subject to the approval of the Executive Board;

- vi. Submit an annual budget request each year to ACRL in accordance with ACRL guidelines;
- vii. Attend the Annual Planning Session of ILA to plan for the following year's activities in accordance with ILA policies;
- viii. Submit an annual report at the end of the term of office to the Executive Officers of ACRL in accordance with ACRL policies;
- ix. Submit an annual report at the end of the term of office to the Executive Board of ILA in accordance with ILA policies;
- x. Submit a triennial report to the Executive Officers of ILA in accordance with ILA policies;
- xi. Maintain an archival copy of chapter documents for which this position is responsible. (See Article IX);
- xii. Execute the wishes of the membership or Executive Board as expressed in the motions and resolutions passed at any business or Executive Board meeting;
- xiii. Act, in consultation with the Executive Board of the Chapter, upon all issues requiring action prior to the next regularly scheduled business meeting;
- xiv. Authorize payment of all Chapter funds up to the amount specified in the Chapter budget. Unbudgeted expenditures shall be subject to Executive Board approval. (See Article VI, Section 2, iv).

B. The Vice-President/President-Elect shall:

- i. Preside at meetings in the absence of the President;
- ii. Assume the position of President upon the conclusion of the term of office of the President;
- iii. Appoint chairs of standing committees (except the Scholarship Committee) for the coming year in consultation with the Nominating Committee and subject to the approval of the Executive Board. (See Article VI, Section 2, iii);
- iv. Appoint Nominating Committee members for the coming year, as prescribed in Article VIII, Section 1, B, ii;
- v. Attend the Annual Planning Session of ILA and preside over the Chapter portion of the meeting to plan for the following year's activities in accordance with ILA policies;
- vi. Prepare the Chapter budget, subject to approval of the Executive Board. (See Article VI, Section 2, iv);
- vii. Maintain an archival copy of chapter documents for which this position is responsible. (See Article IX);
- viii. Act as Parliamentarian of the Chapter at all meetings when questions of form or order arise;
- ix. Perform such other duties as may be assigned to the office by the President, membership, or Executive Board.

C. The Secretary/Treasurer shall:

- i. Record the minutes of all business and Executive Board meetings;
- ii. Report to the membership at the Annual Business Meeting on the financial status of the Chapter;
- iii. Attend the Annual Planning Session of ILA to plan for the following year's activities in accordance with ILA policies;
- iv. Maintain an archival copy of all Chapter documents for which this position is responsible. (See Article IX);
- v. Collect all archival documents from officers and committee chairs and deposit these in the archival depository before leaving office in accordance with Article IX;
- vi. Deposit a copy of all Chapter reports, program and meeting notices, and other records of Chapter activities with the Executive Officers of ILA and ACRL in accordance with the policies of each organization;
- vii. Perform such other duties as may be assigned to the office by the President, membership, or Executive Board.

Section 3. Vacancies

A vacancy in the office of President shall be filled for the unexpired term by automatic advance of the Vice-President/President-Elect. The Vice-President/President-Elect shall complete the unexpired term of the President and then serve his or her own year as President. A vacancy in the office of Vice-President/President-Elect or Secretary/Treasurer shall be filled as prescribed in Article V, Section 2, A, iv.

## ARTICLE VI

### Executive Board

Section 1. Membership

The Executive Board shall consist of the officers of the Chapter, the immediate Past President, the chairs of the standing committees, and two at-large members.

Section 2. Duties

- i. The policies and programs of the Chapter shall be determined by the Executive Board. The Board shall manage the affairs of the Chapter, subject to its Bylaws, except when a Business Meeting is in session;
- ii. Propose dues for the Chapter annually and present changes to the membership 30 days in advance for its approval at the Annual Business Meeting. (See Article III, Section 2);
- iii. Approve appointments of standing committee chairs made by the Vice-President/President-Elect. (See Article V, Section 2, B, iii);

- iv. Approve the Chapter budget and unbudgeted expenditures. (See Article V, Section 2, A, xiv and Article V, Section 2, B, vi);
- v. Authorize the creation of ad hoc committees and determine their charge. (See Article VIII, Section 2);
- vi. Approve temporary appointments of officers to fill any vacancy which occurs between elections. (See Article V, Section 2, A, iv);
- vii. In the case of a tie vote in elections, determine the successful candidate by majority vote. (See Article VII, Section 6);
- viii. Direct the dissolution of the Chapter. (See Article X).

### Section 3. Term

The officers and the two at-large members of the Executive Board take office January 1 following their election. (See Article VII, Section 1 and Article VII, Section 2).

### Section 4. Meetings

The Executive Board shall meet at least once a year at a time and place determined by the President. The President or three members of the Executive Board may call additional Board meetings. At least five days notice of meetings should be given to all Board members.

### Section 5. Quorum

A majority shall constitute a quorum of the Executive Board.

### Section 6. Vacancies

Vacancies in a position of at-large member of the Executive Board shall be filled at the next election.

## ARTICLE VII

### Nominations and Elections

#### Section 1. Officers

The Vice-President/President-Elect and Secretary/Treasurer shall be elected annually. Officers cannot serve consecutive terms.

#### Section 2. Executive Board

The two at-large Executive Board members shall be elected for two-year terms. Terms shall expire in alternate years, with one member being elected each year for a two-year term. Elected Executive Board members cannot serve successive terms.

### Section 3. Nominations

The Nominating Committee shall nominate not fewer than two candidates for each elected position. No person shall serve as an officer of the Chapter unless he or she is a member of the Chapter and ACRL. No person shall serve as a member of the Executive Board unless he or she is a member of the Chapter. If a member of the Nominating Committee becomes a candidate for election, he or she must resign from that committee. The Nominating Committee shall verify the qualifications of all candidates for office.

### Section 4. Nominating Committee Report

The Nominating Committee shall issue a written report of its nominations to the Chapter membership at least 30 days prior to the Annual Business Meeting. The Committee shall submit to the President written acceptance from each nominee.

### Section 5. Nomination by Petition

Any other nominations signed by not fewer than five percent of the total Chapter membership and presented during the Annual Business Meeting shall be included in the official election ballot. Nominations must be accompanied by written consent of the nominee and must meet the qualifications specified in Article VII, Section 3. Write-in votes will not be tallied. The entire contents of this section shall be published at the same time and in the same place as the report of the Nominating Committee.

### Section 6. Elections

Elections shall be by mail ballot to the Chapter membership immediately following the Annual Business Meeting of the Chapter. The Nominating Committee shall have charge of the election and the counting and tabulating of all votes cast. For each position, the candidate receiving the largest number of votes shall be elected. Twenty-five percent of the membership shall constitute a quorum for elections by mail ballot. In the case of a tie vote, the successful candidate shall be determined by majority vote of the Executive Board. Results shall be communicated to the Chapter Executive Board immediately after they have been tabulated and to the membership in the next issue of the Chapter newsletter.

## ARTICLE VIII

### Committees

#### Section 1. Standing Committees

There shall be six standing committees: the Program Committee, the Nominating Committee, the Scholarship Committee, the Membership Committee, the

Directory Committee, and the Communication Committee. Committee members must be members of the Chapter. Members shall be appointed by the Nominating Committee (except those on the Nominating Committee) and the Chapter notified of the appointments at the Annual Business Meeting. Members shall be appointed for a period of two years, except the Program Committee which shall be for a period of three years, for terms January 1-December 31. Committee chairs are appointed by the Vice-President/President-Elect (except the Scholarship Committee) in consultation with the Nominating Committee, subject to the approval of the Executive Board. (See Article V, Section 2, B, iii and Article VI, Section 2, iii). Committee vacancies are filled by the President. (See Article V, Section 2, A, v). Incoming committee chairs and members may be invited to participate in the Annual Planning Session of ILA. The President may appoint additional committee members for a one-year term if circumstances demand. Committee terms shall be rotated as described below. Committee chairs cannot serve successive terms as chair of the same committee. In the case of a tie vote, the vote of the chair shall prevail.

A. The Program Committee shall:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of nine members, including the chair, appointed by the Nominating Committee. Three new members shall be added each year with the third-year members retiring from the committee;
- iii. Plan and publicize the Chapter's conferences and meetings;
- iv. Recommend programs and speakers to ILA for the annual conference.

B. The Nominating Committee shall:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of six members, including the chair. Three new members shall be added each year, appointed by the Vice-President/President-Elect. (See Article V, Section 2, B, iv). Members shall serve no more than one term in succession;
- iii. Publicize committee vacancies, seek out people in the Chapter to serve on committees every year, and appoint members to committees;
- iv. Notify the Chapter membership of appointments to committees at the Annual Business Meeting;
- v. Fulfill responsibilities for nomination and election of officers as outlined in Article VII.

C. The Scholarship Committee shall:

- i. Be chaired by the immediate Past President;
- ii. Consist of four members, in addition to the chair, appointed by the Nominating Committee. Two new members shall be added each year;

- iii. Publicize and award scholarship(s) every year, the nature of which to be determined by the committee, in consultation with the President and/or Executive Board. The amount of the scholarship(s) should not exceed the amount specified in the Chapter budget;
- iv. Consult with the President and/or Executive Board to determine the number of scholarships to be offered.

D. The Membership Committee shall:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of eight members including the chair, appointed by the Nominating Committee. Four new members shall be added each year;
- iii. Consist of representatives from various regions of the state and types of institutions;
- iv. Identify potential new chapter members in the state;
- v. Provide membership information as necessary;
- vi. Encourage Chapter membership and activity.

E. The Directory Committee shall:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of eight members including the chair, appointed by the Nominating Committee. Four new members shall be added each year;
- iii. Prepare a staff directory of all academic and research libraries in the state;
- iv. Distribute the directory to all Chapter members and others as directed by the President.

F. The Communication Committee shall:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of eight members including the chair, appointed by the Nominating Committee. Four new members shall be added each year;
- iii. Prepare a Chapter newsletter for periodic distribution;
- iv. Distribute the newsletter to all Chapter members and others as directed by the President.

## Section 2. Ad Hoc Committees

From time-to-time, there may be created by the Executive Board, its members appointed by the President, an ad hoc committee to fill a temporary need. The Executive Board shall determine the charge of the ad hoc committee. (See Article VI, Section 2, v). Such a committee may exist for a period of up to two years but no longer. If the work of the committee has not been completed in that



length of time, it shall be disbanded, and a new committee may be appointed by the President, subject to the approval of the Executive Board. (See Article VI, Section 2, v).

## **ARTICLE IX**

### **Archives**

The University of Iowa Libraries is the archival depository for both the Iowa Library Association and the Chapter. Chapter documents shall be deposited annually in the University of Iowa Libraries Special Collections Department. The Secretary/Treasurer of the Chapter is responsible for this action. Before Chapter documents are submitted to the Secretary/Treasurer for archival deposit, working copies shall be made as needed and given to new officers and committee chairs for the following year.

## **ARTICLE X**

### **Dissolution**

Upon dissolution of the Chapter, the ILA/ACRL Executive Board shall, after paying or making provision for the payment of all liabilities of the Chapter, transfer all assets of the Chapter to the Iowa Library Association. (See Article VI, Section 2, viii).

## **ARTICLE XI**

### **Amendments**

These bylaws may be amended by a two-thirds vote of the membership present at any business meeting of the Chapter, a quorum being present, or by mail ballot. For a mail ballot, 25 percent of the voting membership shall constitute a quorum and a two-thirds majority of those voting shall decide the issue. The proposed changes shall have been submitted in writing to the membership by the Secretary/Treasurer at least 30 days before the vote. Amendments will take effect immediately unless otherwise specified.

## **ARTICLE XII**

### **Parliamentary Authority**

The parliamentary authority to be used in conducting the meetings and all other business of the Chapter shall be the latest revised edition of Henry M. Robert's Rules of Order, insofar as it is not contrary to these bylaws or to the bylaws of ILA and ACRL.

# S T R A T E G I C P L A N

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## IOWA CHAPTER OF THE ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES STRATEGIC PLAN

### MISSION STATEMENT

The mission of the Iowa Chapter of the Association of College and Research Libraries (ILA/ACRL) is to foster the profession of academic and research librarianship and to enhance the ability of academic and research librarians and libraries in the state to serve effectively the library and information needs of current and potential library users.

### THE PLAN

The plan consists of four goals, each of which has a varying number of subgoals and objectives and, in some instances, suggested strategies for implementation.

**Implementation:** The ad hoc committee recommends that specific strategies for implementing the goals, subgoals and objectives of this strategic plan be worked out by the committees, working groups (as appropriate), executive board and officers of the chapter. It commends and has provided for their use the results of the 1989 ILA/ACRL STRATEGIC PLANNING SURVEY--statistical data and detailed narrative responses.

**Assignment of Responsibility:** The ad hoc committee has suggested which component(s) of ILA/ACRL leadership might implement each goal.

### GOAL I TO CONTRIBUTE TO THE TOTAL PROFESSIONAL DEVELOPMENT OF ACADEMIC AND RESEARCH LIBRARIANS.

Subgoal A Sponsor and encourage opportunities for academic and research librarians to update existing competencies, learn requisite new skills, and gain awareness of the state of the art.

Objective 1 Continue the practice of providing low cost ILA/ACRL professional development activities.

Strategy - Use ALA/ACRL and ILA programs, resources and special fundings; use ILA/ACRL resources.

Objective 2 Expand the number of opportunities for academic and research librarians to participate in professional development activities especially at the state or local level.

Strategy - Sponsor or co-sponsor workshops or CE courses in conjunction with state meetings at least once a year.

Objective 3 Coordinate ILA/ACRL continuing education programs with those of ILA and its divisions, the State Library and other library consortia.

Strategy - Interact with appropriate planning bodies of ILA and other library organizations; select topics of interest and advertise to the non-academic or research librarians.

Objective 4 Enhance processes for assessing educational needs and evaluating the success of ILA/ACRL professional development activities.

Strategy - Incorporate needs assessment into the evaluation instruments used for all conference programs and professional development activities. Keep records for programs and professional development activities that include number served and costs.

Subgoal B Promote a sense of professional identity and peer reinforcement among academic and research librarians.

Objective 1 Promote the coordination of programs and professional development activities of all Iowa organizations that include academic and research librarians.

Strategy - Work with groups such as IPAL, Iowa OCLC Users Group, the State Library, and Community College Librarians to establish a calendar for programs and professional development activities that will allow efficient use of librarians' time and travel resources.

Objective 2 Establish policies and procedures for administering awards to ensure that they are effectively providing for increased participation of members and non-members in ILA/ACRL activities.

Objective 3 Establish procedures for awards to support ILA/ACRL member participation in ACRL National Conference activities.

Subgoal C Encourage librarians to seek roles in the leadership and organizational structure of ILA/ACRL, ILA and ALA/ACRL.

Objective 1 Inform members and prospective members about the organizational structure, and leadership positions and service opportunities available in ILA and ILA/ACRL and ALA/ACRL.

Objective 2 Provide orientation, training, and planning opportunities and written documentation for ILA/ACRL offices and committees.

Responsibility: Program Committee, Membership Committee, Scholarship Committee, Executive Board, Staff Development Working Group, Nominating Committee.

## **GOAL II TO ENHANCE THE CAPABILITY OF ACADEMIC AND RESEARCH LIBRARIANS AND LIBRARIES TO SERVE THE NEEDS OF USERS.**

Subgoal A Encourage the use and dissemination of library professional organization standards and guidelines throughout the Iowa higher education community.

Objective 1 Increase librarians' awareness of library professional organization standards and guidelines and educate librarians about how these standards and guidelines can be used to enhance the capability of librarians and libraries to serve the needs of users.

Objective 2 Increase the dissemination of library professional organization standards and guidelines throughout the Iowa higher education community.

Objective 3 Increase librarians' understanding of the accreditation process and the role of the library in institutional accreditation.

Objective 4 Increase dissemination of Iowa academic and research libraries' rankings in quantitative assessments of libraries as defined by professional organizations.

Subgoal B Identify, explore and act on problems and issues facing academic and research libraries.

Objective 1 Use ILA/ACRL committees, programs and publications to identify and explore key issues and problems.

Subgoal C Encourage innovation in library operations and services.

Objective 1 Increase programming and publicity about innovative activities.

Strategy - Use poster sessions, table-talks, conference programming, and ILA publications to showcase these activities.

Responsibility: Program Committee, Communications Committee, Staff Development Working Group.

## **GOAL III TO PROMOTE AND SPEAK FOR THE INTERESTS OF ACADEMIC AND RESEARCH LIBRARIANSHIP.**

Subgoal A Enhance awareness of the role of academic and research librarians and libraries among nonlibrary professionals and organizations (higher education

associations, scholarly and professional societies, etc.) and to develop effective working relationships with them.

Objective 1 Create opportunities for academic librarians to interact with other professionals in the Iowa academic community.

Strategy - Use scholarship money or other ILA/ACRL funds to help support attendance of librarians at other organization meetings or to invite officers or representatives of other organizations to attend or participate in ILA/ACRL programs. Investigate the possibility of joint or concurrent conferences. (Many ILA/ACRL members are also members of other state, regional and national professional or scholarly organizations.)

Objective 2 Develop alliances with other professional and academic organizations.

Strategy - Officers, executive board members, committee chairs and/or interested members could contact their counterparts in other organizations. Use the experience and example of ACRL's liaison program. (Refer also to suggestions above.)

Subgoal B Monitor and speak out on government and private sector activities likely to affect academic and research librarianship, including legislation and fiscal and political support at all levels.

Objective 1 Establish ILA as the authority to speak for the academic library profession on issues of importance to higher education and academic libraries.

Objective 2 Strengthen membership efforts to affect and influence government and private sector activities, including legislation and funding for quality higher education.

Subgoal C Support and participate in the recruitment and retention of outstanding persons to the field of academic and research librarianship.

Objective 1 Develop mechanisms to attract candidates of high quality.

Objective 2 Support the recruitment of members of underrepresented groups to academic librarianship.

Strategy Utilize ALA recruitment programs and librarians' individual positions in higher education institutions to influence and identify students and co-workers.

Objective 3 Promote the adoption of compensation plans and personnel policies that enhance the status, professional development and working conditions of academic librarians.

Subgoal D Enhance communication between academic and research librarians and the state's graduate library education programs to meet the needs of academic and research librarians and libraries.

Objective 1 Develop informational programming and professional development activities to encourage librarians to engage in research.

Objective 2 Examine how the state's graduate library education programs can best meet the changing needs of academic and research librarianship, including their professional development needs.

Responsibility: Executive Board, Program Committee, Communications Committee, Scholarship Committee, Staff Development Working Group.

#### **GOAL IV TO PROMOTE STUDY, RESEARCH, AND PUBLICATION RELEVANT TO ACADEMIC AND RESEARCH LIBRARIANSHIP.**

Subgoal A Encourage improvement in research skills.

Objective 1 Sponsor or present informational programming and professional development activities that will enable and encourage librarians to engage in research.

Objective 2 Develop a mentoring program for librarians who are new to the research process or publishing.

Subgoal B Encourage research projects, report works in progress, and disseminate research results.

Subgoal C Advance the professional knowledge of academic and research librarians through an effective use of Iowa library publications and programs.

Objective 1 Review ILA, state library and other Iowa library publication programs to determine if they support association goals and can facilitate the dissemination of information that meets academic and research librarians' needs.

Strategy - Consider publishing a chapter newsletter.

Objective 2 Encourage conference programming that includes presentations of research results by Iowa librarians.

Responsibility: Program Committee, Staff Development Working Group, Communications Committee.

## STRATEGIC MANAGEMENT DIRECTIONS

1. Maintain the Iowa Chapter of ACRL (ILA/ACRL) as the most significant Iowa association of and for academic and research librarians, libraries, and librarianship: The association that represents them, speaks for them, asserts their interests, and assists them in reaching their goals.
2. Seek new members through a variety of recruitment techniques, while extending efforts to retain present members, including regular assessments of member needs.

Strategy - In addition to identifying librarians new to the state, target specific groups as was done with community college librarians and library school students. Iowa private college librarians, especially those from small libraries, might be a target group.

Survey members and/or all academic and research librarians on a regular basis, e.g., every five years.

3. Support all elected and appointed officers and committee members in fulfilling their leadership roles through chapter budgeting and programs for orientation and planning.

Strategy - Continue to provide opportunities with ample time and resources for planning sessions. Give careful consideration to funds required for committee work. Develop written documentation, e.g., a handbook, policy and procedures manual, position descriptions for officers, executive board, and committees.

4. Work collaboratively with other ILA units and academic and research library consortia in Iowa and the region for the good of librarianship as a whole.
5. Continue conservative budgeting practices and expenditures while exploring ways to increase funds available for programming, publication, professional development activities and the work of the organization.

Strategy - Continue to seek grants and special funds for innovative chapter programs and activities, in particular those made available by ACRL. Consider charging chapter membership dues. (Refer to 1989 SURVEY results.)

# THE IOWA CHAPTER OF THE ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES IN 1990

## Characteristics of Members:

### Sex:

Women	73%
Men	26%

### Age:

20-30	7%
31-40	33%
41-50	32%
51-60	19%
61+	7%

### Highest academic degree earned:

2 year degree	2%
4 year college degree	7%
MLS	59%
Another masters degree	5%
MLS plus another masters degree	16%
Ph.D	6%
Other	6%

### Place of employment:

Community college	15%
Four year college	21%
Bachelors and masters granting institution	10%
Research/doctoral granting institution	40%
Other	13%

### Area of librarianship:

Administration	24%
Archives and special collections	4%
Collection development	6%
Library education	3%
Public services	23%
Systems and automation	2%
Technical services	20%
Other	15%



## Activities:

### Conference and Professional Development:

- Annual Spring Conference
- Programming at ILA annual conference
- Occasional preconferences and CE courses

### Opportunities for Members:

- Elective Office: President, Vice President/President Elect, Secretary/Treasurer
- Executive Board: Two elected positions and committee chairs
- Committees: Communications Committee, Membership Committee, Nominating Committee, Program Committee, Scholarship Committee, and Ad Hoc Cooperation
- Coordinating Committee and Working Groups: Resource Sharing, Communications/Networking, Staff Development, Preservation, and Funding.

## Publications:

- IOWA ACADEMIC & RESEARCH LIBRARIES DIRECTORY
- Articles in ILA CATALYST
- Membership recruitment brochures

## Present Strategies:

### Finances:

- Practices conservative budgeting with annual revenues provided by spring conference receipts and per capita (ACRL member) allotment from ACRL; no dues revenue.
- Funding for special projects has been received from ACRL. (ILA supports ILA/ACRL expenses at the Fall Conference.)

### Membership:

- Active seeking of new members and retention of existing members have led to a significant increase in membership (100+) over the last five years, 1986-1990.

### Publications:

- The major, on-going-publication is the IOWA ACADEMIC & RESEARCH LIBRARIES DIRECTORY.

## AD HOC COMMITTEE - IOWA ACRL CHAPTER STRATEGIC PLAN

- Linda Good - Iowa Central Community College, Ft. Dodge
- Elizabeth Kaschins, Chair - Luther College
- Kathy Parsons - Iowa State University
- Lorna Peterson - Iowa State University
- William Stoppel - Drake University

10 October 1990

# E X E C U T I V E   B O A R D

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In accord with the Bylaws, the Executive Board is comprised of the elected officers, two elected at-large members, the immediate Past President, and the chairs of the standing committees. The Executive Board directs the course of the Chapter, applying the guidelines of the Bylaws. This body has authority to propose dues, present changes to the membership, and decide tie vote elections in addition to approving the appointment of committee chairs, the allocation of Chapter funds, the creation of ad hoc committees, and the appointment of officers to fill vacancies between elections.

## OFFICERS

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### PRESIDENT

The President serves as the chief executive officer of the organization and in this capacity presides at all Chapter meetings, oversees the business of the Chapter, and serves as an official liaison to ILA, ACRL, and the ACRL Chapter Council. The President assumes office after serving an elected term as Vice-President/President-Elect. Although duties of the office officially begin on January 1, the transfer of responsibility begins at the Annual Planning Session where the incoming President develops the meeting agenda, plans the following year's activity, and compiles the budget.

The President of the Chapter submits the budget to ILA and to ACRL and approves expenditures and all payments. At the end of the term of office an annual report is prepared for the Executive Board of ILA and for ACRL. In addition, a triennial report is submitted to ILA. The originals of all agendas, reports, and other documents are given to the Secretary/Treasurer for transfer to the Chapter archives.

During the year contact is maintained with all officers and committee chairs in order to monitor the progress of the Chapter. The President appoints officers and members to fill ILA/ACRL offices and committee vacancies when they arise and calls Executive Board meetings to conduct necessary business. For such meetings the President prepares the agenda and oversees arrangements for a mutually agreeable meeting place and facilities.

There are membership business meetings at the Annual Meeting and traditionally at the Spring Meeting. The President develops the agenda and provides information and documents to communicate with the membership. Throughout the year the President prepares news and information for publication in the ILA/ACRL Newsletter, the ILA Catalyst, and ALA/ACRL Chapter Topics.

## Schedule of Activities

October During the term as Vice-President/President-Elect, begin serious planning  
November for the presidential year. See the activity list for the office of Vice-President/  
December President-Elect for details.

January Officially assume the office of President. Assist Program Committee in developing and finalizing plans for the Spring and Fall Meetings. It may be necessary to confirm arrangements for speakers for the ILA/ACRL Spring Meeting. The ILA/ACRL Program Committee usually works through the ILA President for the ILA Fall Meeting. However, the ILA President will send copies of communications to the ILA/ACRL President.

The President's responsibilities include calling Executive Board meetings when needed throughout the year.

January Attend Chapters Council at ALA Midwinter or find a proxy.

February Catalyst article deadline.  
ILA/ACRL Newsletter deadline.  
Follow-up with membership drive in Newsletter.

March Follow-up on Spring Conference arrangements.

April Spring Conference: prepare for the business meeting.  
Catalyst article deadline.

May Post-conference follow-up (expenses and thank yous).

June Consider an Executive Board meeting to process unresolved business.  
Catalyst article deadline.

June Attend Chapters Council at ALA or send a proxy.

July ILA/ACRL Newsletter article due.

August Catalyst article deadline.

October Prepare for business meeting at ILA conference.  
Attend ILA conference.  
Thank yous to program speakers.  
Catalyst article deadline.  
ILA/ACRL Newsletter article deadline.

- November Attend the Annual Planning Session and transfer materials to the incoming President. Update these Organization Manual pages and pass the revisions to the incoming Vice-President/President-Elect.
- December Compile annual reports and sort papers for the Chapter archives. Oversee or complete this process. Write letter of appreciation to key individuals.
- Ongoing Communicate with officers and committee chairs, oversee activity progress, make appointments to fill committee vacancies, authorize expenditures, monitor account balance.

### Special Information

1. Primary advice is: Start early and stay informed. Officers and Committee Chairs are likely to need assistance and/or encouragement which may be possible when time remains and information flows both ways.
2. Whenever there is any doubt, utilize the Chapter Bylaws as guidelines in making decisions.

### 3. BUDGET PROCEDURES

There are two operating budgets: ILA and ACRL

#### ILA

The ILA budget is built at the ILA Springbrook Planning Retreat for the following budget year. A special form is provided by ILA and returned while at Springbrook or can be submitted within one week after Springbrook. This budget projects the amount to be spent by each ILA/ACRL unit and is based upon previous practice and any new program expansions. This is completed by the incoming President (Vice-President/President-Elect). Beginning January 1, the new President will submit bills to be paid. The normal procedure is:

- a) A bill from an activity is given to the Chapter President.
- b) The President completes an ILA Authorized Expenditure voucher.
- c) Mail the voucher with invoice or sales slip to ILA President who in turn signs and mails it to ILA office for payment.
- d) Mail photocopies of the voucher and invoice to ILA/ACRL Secretary/Treasurer for the records and to the ILA/ACRL Vice-President/President-Elect.

There are occasional expenditures which are charged to the ILA/ACRL account at the ILA office for mailings that are sent from the ILA office. Sometimes notification is not sent to the ILA/ACRL officers. This may require periodic calls to the ILA office to verify the account balance.

Send checks and cash received as registration fees for the Spring Meeting to the ILA office for deposit into the ILA/ACRL account. The only other income that is regularly received comes from ACRL and is mailed directly to the ILA office.

Background information: ILA maintains one bank account for the entire association and maintains separate records for each roundtable, forum, or group within that one account. For the record, ILA/ACRL currently has three separate funds: the general fund for most of the Chapter operating expenses, the Pat Foley Fund that provides scholarship awards for the Spring and Fall Meetings, and the Cooperation Coordinating Committee fund for committee activities. Use of the CCC funds is determined by that committee and the fund will likely cease in December 1993.

### ACRL

The ACRL budget form usually comes at the same time as the ILA Planning Retreat. This is simply a matter of completing a form to indicate to ACRL how much money the Iowa Chapter will be requesting from them. The amount is determined by the number of Iowa members who are members of ACRL. This is completed by the incoming President.

### President

1976	Marion Rains, William Penn College
1977	Kay Elliott, St. Ambrose College
1978	Art Hielkema, Northwestern College
1979	Charles LeMaster, Morningside College
1980	David Martin, University of Iowa
1981	Sister Joan Sheil, Marycrest College
1982	Corinne Potter, St. Ambrose College
1983	Patricia Foley, University of Iowa
1984	Patricia Foley, University of Iowa
1985	Jamie Coniglio, Iowa State University
1986	Elizabeth Kaschins, Luther College
1987	Dorothy Persson, University of Iowa
1988	Marilyn Moody, Iowa State University
1989	Patrick Wilkinson, University of Northern Iowa
1990	Jane Kemp, Luther College
1991	Phil Van De Voorde, Iowa State University
1992	Jill Miller, Kirkwood College
1993	Catherine Rod, Grinnell College

## VICE-PRESIDENT/PRESIDENT-ELECT

The Vice-President/President-Elect presides in the absence of the President and assumes the responsibilities of the President upon the absence, resignation, and/or completion of the term of the President. The Vice-President/President-Elect acts as Parliamentarian of the Chapter. Other duties include appointing the Chair and members of the Nominating Committee for the coming year. Chairs of the Program, Membership, Directory, and Communication Committees are appointed by the Vice-President/President-Elect in consultation with the Nominating Committee and the approval of the Executive Board. In the last months of office in this capacity, the Vice-President/President-Elect presides over the Annual Planning Session where the following year's activities are planned and the budget to implement the plans is prepared.

### Schedule of Activities

- August In the year before the term of office, candidates for the position of Vice-President/President-Elect are contacted by the Nominating Committee. Letters of acceptance must be written and returned to the Committee along with biographical information for the ballot.
- October Attend the ILA Annual Meeting and ILA/ACRL Business Meeting for the introduction of candidates. The election of Chapter officers occurs by mail ballot immediately after the Annual Meeting. The time from the election until assuming the responsibilities of the office on January 1 allows orientation, conversation with the retiring officer, clarification of the activities that are involved, and initiation of planning for the presidential year.
- November Attend the Annual Planning Session held late in the fall and traditionally at Springbrook State Park. The Executive Board meets, providing an opportunity to discuss the coming year's activities with other Officers and Chairs. The incoming President (retiring Vice-President) will assume responsibility for the meeting and planning for the coming year. The new Vice-President/President-Elect will collect revisions to the Organization Manual which have been drafted by outgoing officers and Chairs. After the meeting, the incoming Vice-President/President-Elect compiles the revisions into new pages for the Organization Manual and distributes the replacement pages to holders of the manual.
- Additional Executive Board meetings may be called during the year. The Vice-President/President-Elect is expected to attend and contribute appropriately.
- April At the Spring Meeting, the Vice-President/President-Elect, in consultation with the Nominating Committee Chair, may announce plans for nomination of committee chairs and appointment of committee members for the coming year.

- June Deadline for copy in the July ILA/ACRL Newsletter. A form to recruit officers and/or committee personnel for the following year must be submitted to the Communication Committee Chair.
- October Attend ILA Annual Meeting and ILA/ACRL Business Meeting. Solidify the working plans for the Chapter's activities in the coming year.
- October Prepare for Springbrook. Send registration materials for the ILA Annual Planning Session to incoming and outgoing Executive Board members and all Program Committee Members. Finalize the agenda and plan to chair the ILA/ACRL Forum at the Annual Planning Session. Distribute the agenda and any special information prior to the meeting if possible. Prepare an annual report of the year's activities. Update these Organization Manual pages.
- November Attend Springbrook and chair the ILA/ACRL Forum. Prepare and submit the budget to the ILA office and carry out the other presidential functions. Pass records and the revisions and master disk for the Organization Manual to the incoming Vice-President/President-Elect. See that archival materials are transferred to the outgoing Secretary/Treasurer.
- November Write letters of appreciation to key individuals.
- December Articles for the January Catalyst are due two weeks before the first of January. See description of the office of President for continuation of responsibilities.

### Special Information

1. The office of Vice-President/President-Elect is the first year of a three-year commitment that will be followed by a year as President and then Past President/Chair of the Scholarship Committee.
2. Historically, the Vice-President/President-Elect has also served as Nominating Committee Chair. While the Bylaws (1992) do not mandate this appointment, the choice is logical because the President will be working closely with the officers and chairs during the following year. See the separate position description for Nominating Committee Chair.

### Vice-President/President-Elect

- 1976 Kay Elliott, St. Ambrose College  
 1977 Art Hielkema, Northwestern College  
 1978 Charles LeMaster, Morningside College  
 1979 David Martin, University of Iowa  
 1980 Sister Joan Sheil, Marycrest College  
 1981 Corinne Potter, St. Ambrose College  
 1982 Patricia Foley, University of Iowa

- 1983 Patrick Wilkinson, University of Northern Iowa
- 1984 Jamie Coniglio, Iowa State University
- 1985 Elizabeth Kaschins, Luther College
- 1986 Dorothy Persson, University of Iowa
- 1987 Theresa Walker, Grinnell College
- 1988 Patrick Wilkinson, University of Northern Iowa
- 1989 Jane Kemp, Luther College
- 1990 Phil Van De Voorde, Iowa State University
- 1991 Jill Miller, Kirkwood College
- 1992 Catherine Rod, Grinnell College
- 1993 Leo Clougherty, University of Iowa



## SECRETARY/TREASURER

The Secretary/Treasurer is responsible for recording minutes of all business and Executive Board meetings, reporting the financial status of the Chapter to the Executive Board and the general membership, participating in the Annual Planning Session, and collecting official documents from all officers and chairs for the Chapter's archives.

### Schedule of Activities

- August In the year before the term of office, candidates for the position of Secretary/Treasurer are contacted by the Nominating Committee. Letters of acceptance must be written and returned to the Committee along with biographical information for the ballot.
- October Attend the ILA Annual Meeting and ILA/ACRL Business Meeting for the introduction of candidates. The election of Chapter officers occurs by mail ballot immediately after the Annual Meeting, and the term officially begins January 1. The overlap from the election until assuming the responsibilities of the office allows time for orientation, conversation with the retiring officer, and clarification of the activities that are involved.
- November Attend the Annual Planning Session late in the fall which includes an Executive Board meeting and provides an opportunity to discuss the coming year's activities with other Officers and Chairs. This will be the last Executive Board meeting for the retiring Secretary/Treasurer who will answer questions and provide information. The incoming Secretary/Treasurer will take minutes and prepare a report that includes the names of members attending. The report is sent to the Executive Assistant at the ILA office, and presented at the next Executive Board meeting.
- Additional Executive Board meetings may be called during the year. The Secretary/Treasurer takes minutes and prepares a report that includes the names of members attending and sends it to the ILA office. The report is also presented at the subsequent Executive Board meeting.
- April At the Spring Meeting, a treasurer's report and the report of the Annual Meeting will be given and minutes of the Business Meeting must be taken.
- October At the Annual Meeting, the report from the Spring Meeting and a written report of the financial status of the Chapter must be presented. These and other reports and documents that are distributed must be collected for the archives and for ILA and ACRL as appropriate.
- November Prepare the annual report of the activities of Secretary/Treasurer, update these Organization Manual pages, and assemble materials for the archives. Attend the

Annual Planning Session and present the report of the previous Executive Board meeting. Pass records to the incoming Secretary/Treasurer. Deliver organization Manual revisions to the incoming Vice-President/President-Elect. Collect the original copies of all minutes, reports and other documents for deposit in the Chapter's archives at the University of Iowa's Special Collections Library. Write letters of appreciation to key individuals.

### Special Information

1. Contact the Executive Assistant at the ILA office for the status of all financial accounts. One copy of authorized expenditures will be forwarded to the Secretary/Treasurer for compiling the Treasurer's report.
2. There is some uncertainty as to when the year starts for financial reports, etc. Notify the ILA Executive Assistant as other divisions of ILA have different starting dates.
3. It is necessary to close out the financial report as close to the annual business meeting as possible in order to have an accurate printed report for the general membership.
4. Not all officers and chairs automatically send copies of their program reports, minutes, and other documents to the Secretary/Treasurer. Prepare to remind people--often--about the need to archive these materials that detail the working of the Chapter.
5. The Executive Assistant will provide a complete ILA/ACRL membership list upon request. It will prove convenient for answering unexpected questions.
6. It is handy to maintain a list of all Executive Board members and their library phone and FAX numbers for reference.

### Secretary/Treasurer

1976 Richard Doyle, Coe College  
1977 Rebecca Johnson, University of Iowa  
1978 Sue Lifson, Cornell College  
1979 Laura Brault, Coe College  
1980 Corinne Potter, St. Ambrose College  
1981 Patricia Foley, University of Iowa  
1982 Patrick Wilkinson, University of Northern Iowa  
1983 Jamie Coniglio, Iowa State University  
1984 Elizabeth Kaschins, Luther College  
1985 Dorothy Persson, University of Iowa  
1986 Duncan Brockway, University of Dubuque  
1987 Marilyn Moody, Iowa State University  
1988 Jane Kemp, Luther College

- 1989 David Tyckoson, Iowa State University
- 1990 Jill Miller, Kirkwood College
- 1991 Catherine Rod, Grinnell College
- 1992 Mary Ann Bolton, Iowa Western Community College
- 1993 Kathy Parsons, Iowa State University

## AT-LARGE MEMBERS

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Two at-large members of the Executive Board serve on behalf of the entire ILA/ACRL membership. Their role includes fostering a broad view of the organization and bringing together various viewpoints for the overall benefit of the Chapter. One at-large member is elected by the membership each year to serve a two-year term.

In the past, the at-large members have assumed a range of responsibilities including appointment to Ad Hoc Committees when needed. An example was the 1991 formation of the Ad Hoc Bylaws Committee headed by the immediate Past President (Jane Kemp) and the two at-large members (Tom Kessler and Mary McInroy).

### Schedule of Activities

- August In the year before the term of office begins, candidates for the position of At-Large Member of the Executive Board are contacted by the Nominating Committee. Letters of acceptance must be written and returned to the Committee along with biographical information for the ballot.
- October Attend the ILA Annual Meeting and the ILA/ACRL Business Meeting for the introduction of candidates. The election of Chapter officers occurs by mail ballot immediately after the Annual Meeting, and the term officially begins January 1. The overlap from the election until assuming the responsibilities of the office allows time for orientation, conversation with the retiring officer, and clarification of the activities that are involved.
- November Attend the Annual Planning Session late in the fall which includes an Executive Board meeting and provides an opportunity to discuss the coming year's activities with the Executive Board. Be prepared to contribute appropriately to the plans and responsibilities that develop.
- Additional Executive Board meetings may be called during the year. Plan to attend and assume responsibility as necessary.
- April The Spring Meeting traditionally includes a business meeting of the general membership.
- October Attend the ILA Annual Conference and ILA/ACRL business meeting.
- November Attend the Annual Planning Session to effectively complete the first year of the two-year term. At the conclusion of the second cycle, prepare revisions to these Organization Manual pages and submit them to the incoming Vice-President/President-Elect. Transfer archival reports of activities and other papers

to the outgoing Secretary/Treasurer and send notes of appreciation to key individuals. The term of office ends on December 31 of the second year.

At-Large Members

- 1987 Rebecca Johnson, University of Iowa--elected in 1986 for a one-year term
- 1987 Liga Briedis, Drake University--elected in 1986 for a two-year term
- 1988 Rebecca Johnson, University of Iowa
- 1989 Gail Bonath, Grinnell College
- 1990 Tom Kessler, University of Northern Iowa
- 1991 Mary McInroy, University of Iowa
- 1992 Carolynne Lathrop, University of Dubuque
- 1993 Georgia Quirk, University of Northern Iowa

## STANDING COMMITTEE CHAIRS

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### PROGRAM COMMITTEE CHAIR

The activities of the Program Committee are to plan and publicize the Chapter's conferences and meetings and to recommend programs and speakers for the ILA Annual Conference. Characteristically, this has involved sponsoring a day long Spring Program and several speakers for the Annual Conference.

When the ILA/ACRL Bylaws were formulated in 1976, the President was designated to serve as Program Chair. That practice continued for a number of years. In some cases, co-chairs were appointed and the Spring and Annual Meeting responsibilities were divided. The Bylaws of 1992 designated a Chair, appointed by the Vice-President/President-Elect, who will oversee and coordinate all programs for the year.

#### Schedule of Activities

- October      Correspond with members of the Committee acknowledging their appointments and outlining the work that will be done and their expected contributions. Send a copy to the President so that communication channels are open.
- November    Plan to attend the Annual Planning Session and urge Committee members to attend. Meet with the Committee, discuss programming ideas, formulate and refine plans for the Spring Meeting, develop and submit a budget to the incoming President.
- December    In consultation with the Committee Members, begin contacting speakers and presenters for the Spring Meeting. See that publicity plans are in place. Contact the Communication Chair to coordinate publicity in the Newsletter. Confirm all speakers and presenters in writing, including travel and accommodation arrangements.
- Executive Board meetings may be called during the year. Plan to attend and assume responsibility as appropriate.
- January      Begin making contacts for the Annual Meeting in the fall. In addition to the ILA/ACRL President, work with the ILA Conference Planning Committee and the ILA President.
- February    ILA/ACRL Newsletter deadline. Submit article about the Spring Meeting.
- March        Reconfirm arrangements for the Spring Meeting speakers a week before event. Check accommodations, meals, registration, facilities.

- April Spring Meeting.
- May Submit bills to President for payment. Write letters of appreciation to speakers.
- June Continue finalizing details for Annual Meeting. ILA/ACRL Newsletter deadline is at the end of the month.
- June Send details for the Annual Meeting programs to the ILA President and the ILA/ACRL President. Confirm everything in writing. Make necessary arrangements. See that all details are sent to the ILA Executive Assistant for inclusion in the Catalyst and the final program.
- September Reconfirm arrangements for Annual Meeting. Check facilities.
- October See that plans are in place to introduce speakers sponsored by ACRL at the Annual Meeting. Pass records of committee activity to incoming Program Chair. Write thank yous to speakers. Arrange any financial matters with the ILA/ACRL President.
- November Write letters of appreciation to committee members, prepare the annual report, and update these Organization Manual pages. Attend the Annual Planning Session and pass activity information to the incoming Chair, archival records for the year to the outgoing Secretary/Treasurer, and Organization Manual revisions to the incoming Vice-President/President-Elect.

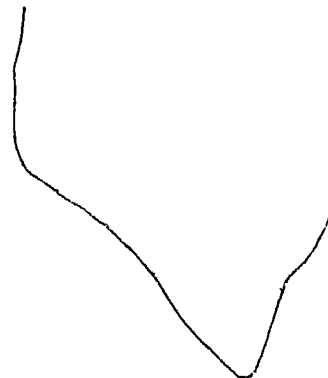
### Special Information

1. The Chair need not do all the work. Publicity can be assigned to one or more committee members; however, contact will need to be maintained in order to develop a coordinated effort.
2. Arrangements may be necessary for speakers arriving on the day before the event. Dinner as a group is appropriate.

### The Program Committee Chair

- 1983 Patricia Foley, University of Iowa  
 1984 Patricia Foley, University of Iowa  
 1985 Spring--Rod Henshaw, Iowa State University  
 Fall--David Tyckoson, Iowa State University  
 1986 Elizabeth Kaschins, Luther College  
 1987 David Tyckoson, Iowa State University  
 1988 David Tyckoson, Iowa State University  
 1989 David Tyckoson, Iowa State University  
 1990 William Sayre, University of Iowa

Tim Skeers, Drake University  
1991 Jan Fryer, Iowa State University  
1992 James Kennedy, Buena Vista College  
1993 Robert Rose, University of Northern Iowa





## NOMINATING COMMITTEE CHAIR

The Nominating Committee is responsible for the nomination and election of officers in addition to identifying and appointing members to committees. Committee chairs and members are announced at the Annual Business Meeting. The election is held by mail immediately after the Annual Business Meeting.

### Schedule of Activities

- November Attend the Annual Planning Session. Discuss publicity needs with the Communication Committee Chair.
- Executive Board meetings may be called during the year. Plan to attend and assume responsibility as appropriate.
- January Correspond with members of the Committee acknowledging their appointments and outlining the work that will be done and their expected contributions. Send a copy to the President so that communication channels are open.
- Spring Observe activity in the Chapter to identify potential chairs and committee members.
- May Prepare and submit a Volunteer Form for the Newsletter. Establish the date for return of the form by the end of June. Communicate with Committee members to solicit development of ideas.
- July Contact potential nominees for elected office. Verify qualifications including: ILA and ILA/ACRL membership plus ACRL membership as required and avoidance of consecutive and/or successive terms [see Bylaws (1992) Article VII, Sections 1,2,3]. Request written acceptance of the nominations and biographical information from each candidate and prepare biographical sketches. The Bylaws require that the slate be announced to each Chapter member 30 days before the Annual Business Meeting. Use the August newsletter to save a separate mailing. Check the date of the deadline (July 31?). Forward written acceptances of the candidates to the President.
- September Contact potential Committee members and confirm willingness to serve. Verify ILA/ACRL membership [see Bylaws (1992) Article VIII, Section 1]. Resolve size of committees in accord with the Bylaws.
- October Obtain a list of Committee chairs for the Vice-President/President-Elect. Present it, with a list of Committee members, at the Annual Business Meeting. Introduce the candidates for elected office at the Annual Meeting. Distribute additional information sheets about the candidates as necessary.

- October Immediately after the Annual Business Meeting, prepare ballots including any nominations received by Petition. Mail the ballots to the membership for the election of officers and the at-large Executive Board member. Complete the election by mail. Announce results by notifying all candidates, the Executive Board, Communication Chair, ILA Executive Assistant, and others as appropriate.
- November Write letters of appreciation to the Committee Members, prepare the annual report, and update these Organization Manual pages. Attend the Annual Planning Session and pass records to the incoming Chair, archival records for the year to the outgoing Secretary/Treasurer, and Organization Manual revisions to the incoming Vice-President/President-Elect.

### Special Information

1. For each position, try to have at least four possible names, and for Vice-President/President-Elect, six names are advisable.

### The Nominating Committee Chair

- 1983 Patrick Wilkinson, University of Northern Iowa  
1984 Jamie Coniglio, Iowa State University  
1985 Elizabeth Kaschins, Luther College  
1986 Dorothy Persson, University of Iowa  
1987 Theresa Walker, T. Walker & Associates  
1988 Patrick Wilkinson, University of Northern Iowa  
1989 Jane Kemp, Luther College  
1990 Phil Van De Voorde, Iowa State University  
1991 Jill Miller, Kirkwood Community College  
1992 Catherine Rod, Grinnell College  
1993 Leo Clougherty, University of Iowa

## SCHOLARSHIP COMMITTEE CHAIR

The immediate Past President chairs the Scholarship Committee which, in consultation with the President and/or the Executive Board, decides upon the size of the scholarships, the number to be awarded, and the requirements for eligibility. Historically, the scholarships have been cash awards to be used for the expenses of attending the Spring Meeting or the ILA Annual Meeting. They have been presented to library science students at the University of Iowa or the University of Northern Iowa. In 1991, the awards were also offered to academic librarians in their first two years of professional service. This practice was considered successful and has been continued.

### Schedule of Activities

November Attend the Annual Planning Session. Discuss and prepare a budget request sufficient to cover the intended scholarships for the year. Plan publicity and reports of the awards with the Communication Committee Chair.

Executive Board meetings may be called during the year. Plan to attend and assume responsibility as appropriate.

January Correspond with members of the Committee acknowledging their appointments and outlining the work that will be done and their expected contributions. Send a copy to the President so that communication channels are open. Start a discussion and decide upon methods to solicit applications and to select the winners.

February If scholarships are to be given for the Spring Meeting, send notices to potential applicants. This might include letters of announcement for posting at the library schools and individual mail to new librarians. Specify terms of the award and a deadline no less than five weeks prior to the event.

March In consultation with the Committee, select recipients according to the plan that was developed. Phone recipients to tell them of the award and confirm with a letter.

April Arrange to introduce recipients at the Spring Meeting. Request a reimbursement check to be sent to the recipient.

May Submit report to Communication Chair for next Newsletter. Include announcement of intentions for Annual Meeting.

August Send letters to the Library Schools and to new librarians announcing scholarships for the Annual Meeting. Set the final date of application for early September so that new students are aware of this possibility.

- September Select recipients of the Annual Meeting awards in consultation with the Committee as was done for the Spring Meeting.
- October Encourage recipients to attend ILA/ACRL Business Meeting so that they can be introduced. Make the introduction. Submit a report to the Communication Chair for the next Newsletter.
- November Write letters of appreciation to Committee members, prepare an annual report, and update these Organization Manual pages. Attend the Annual Planning Session and pass activity information to the incoming Chair, archival records for the year to the outgoing Secretary/Treasurer, and Organization Manual revisions to the incoming Vice-President/President-Elect.

### Special Information

1. The scholarships represent an investment that has been made to introduce students and new librarians to the state professional organization. Follow-up with encouragement to join and become active members of ILA, ILA/ACRL, ALA, and ALA/ACRL would be appropriate. Personal contact such as a phone or e-mail message is suggested.

### The Scholarship Committee Chair

- 1983 Corinne Potter, St. Ambrose College  
 1984 Patricia Foley, University of Iowa  
 1985 Patricia Foley, University of Iowa  
 1986 Patricia Foley, University of Iowa  
 1987 Elizabeth Kaschins, Luther College  
 1988 Dorothy Persson, University of Iowa  
 1989 Marilyn Moody, Iowa State University  
 1990 Patrick Wilkinson, University of Northern Iowa  
 1991 Jane Kemp, Luther College  
 1992 Phil Van De Voorde, Iowa State University  
 1993 Jill Miller, Kirkwood Community College

## MEMBERSHIP COMMITTEE CHAIR

The Membership Committee is responsible for connecting libraries and library staff members with the statewide professional organization. To accomplish this, the Membership Committee identifies potential members, invites them to join the organization, maintains membership lists, and communicates with the ILA Executive Assistant, the ILA/ACRL Executive Board, ILA, and ALA.

### Schedule of Activities

- October After appointment as Chair of the committee, determine whether ILA/ACRL or the Chair's library will support copying and distribution costs.
- November Attend the ILA Annual Planning Session. Submit budget for postage and copying necessary for the mailings. Plan the year's activities with the Executive Board and the Communication Chair. Obtain current membership lists for ILA's academic librarians and ILA/ACRL members from the ILA Executive Assistant.
- December Correspond with members of the Committee acknowledging their appointments and outlining the work that will be done and their expected contributions. Send a copy to the President so that communication channels are open. Request 425 national ACRL brochures from the ALA/ACRL office in Chicago for the January membership drive. Review and revise ILA/ACRL brochure as necessary. Begin drafting cover letters for mailings in January and in March and the special letter to be sent to those who join.
- Executive Board meetings may be called during the year. Plan to attend and assume responsibility as appropriate.
- January Obtain mailing labels for the large list that includes previous year's ILA/ACRL members and all others who are listed in the ILA/ACRL Directory. By mid-January, send mailing items to the ILA office for the Des Moines bulk mail treatment. The mailing consists of: cover letter, ILA/ACRL brochure, ALA/ACRL brochure, and the ILA prechecked membership form if it is separate from the ILA/ACRL brochure. Send a letter to post and supplies to distribute at the Library Schools.
- February Begin sorting those who have joined from those who have not joined in order to develop a second mailing list. Divide the institutions among the Committee members and communicate with those who have responded, those who have not responded, and those who have not been contacted due to staff changes. Develop a three-way conversation between the ILA office, the Chair, and the Committee members in order to stay current with the progress of the Committee's work.

- March Send the second invitation to join. Mail the cover letter, the ILA/ACRL brochure, and the prechecked membership form. Expand this mailing to support groups or others as may be advisable. Encourage Committee members to follow up and also to promote the Spring Meeting.
- March Prepare for additional membership through the Spring Meeting registration. Request ALA/ACRL brochures from the Chicago office for the registration table, and have a sign made.
- April Provide a membership table at the Spring Meeting. Include ILA/ACRL brochures and membership forms. Find committee members to volunteer to help. At the Business Meeting give a brief report of membership numbers. Send ILA office staff changes and membership numbers for publication in the Catalyst.
- May Write thank you notes to Committee members. Send welcome letters to new ILA/ACRL members.
- June Send staff changes to ILA office for publication in the Catalyst. Send Communication Chair information for the summer Newsletter.
- October Write the annual report. Copy and distribute it at the Annual Meeting.
- November Write letters of appreciation to committee members and update these Organization Manual pages. Attend the Annual Planning Session and pass copies of information and other files to the incoming Chair, archival records for the year to the outgoing Secretary/Treasurer, and Organization Manual revisions to the incoming Vice-President/President-Elect.

### Special Information

1. The Executive Assistant will provide a complete ILA/ACRL membership list as well as customized lists of certain sub-groups upon request. It will provide essential information, and revised editions will be helpful as the membership changes throughout the year.
2. Level of past membership at year end:

<u>Year</u>		<u>Number</u>	
1983	128	1988	206
1984	172	1989	258
1985	124	1990	266
1986	144	1991	257
1987	151	1992	226

Membership Committee Chair

- 1984 Rod Henshaw, Iowa State University
- 1985 Duncan Brockway, University of Dubuque
- 1986 Tom Kessler, University of Northern Iowa
- 1987 Jane Kemp, Luther College
- 1988 Lorna Peterson, Iowa State University
- 1989 Mary McInroy, University of Iowa
- 1990 Susan Brinkmeyer, Mount Mercy College
- 1991 Tracy Russell, Iowa State University
- 1992 Susan Marks, University of Iowa
- 1993 Katherine Martin, University of Northern Iowa

## DIRECTORY COMMITTEE CHAIR

In 1983, a Communications Committee was created and charged to prepare and distribute a staff directory of all academic and research libraries in the state. Other publications and publicity was also to be carried out by the Committee. To further the communication capabilities of the Chapter, a newsletter was initiated in 1991, and produced and distributed by this Committee. The success of the ILA/ACRL newsletter led to the need for a new organizational arrangement, and subsequently, development and adoption of the 1992 Bylaws. The Communications Committee was divided into a Directory Committee that continues to prepare and distribute the annual staff directory and a Communication Committee that publishes the newsletter.

### Schedule of Activities

- November Attend the Annual Planning Session. Obtain disk, past records, and information on the Committee's assignment.
- December Correspond with members of the Committee acknowledging their appointments and outlining the work that will be done and their expected contributions. Send a copy to the President so that communication channels are open. Begin keeping records of information changes such as errors or omissions from the previous directory, phone and FAX number changes, e-mail changes, school name changes, etc.
- Executive Board meetings may be called during the year. Plan to attend and assume responsibility as appropriate.
- May Copy the computer file from the previous year onto your disk, change the printer specification to your printer, plan changes to be made. There may be input from the Executive Board especially about the preliminary pages and other inclusions or deletions.
- July/Aug Divide the Iowa colleges and universities among the Committee members. Send the school assignments and corresponding pages from the previous Directory to them for updating. Encourage each to gather information in writing for optimal accuracy. Consider sending a sample letter for committee's use. State a deadline for replies. Titles are included only for religious designations.
- August Use previous year's Directory to obtain bids for current year; alter specifications as needed. Work out cover design. Ask printer if you will be charged for overruns. Select printer. Some previous costs:
- |      |           |       |
|------|-----------|-------|
| 1989 | 280 books | \$620 |
| 1990 | 285       | 585   |
| 1991 | 310       | 480   |
| 1992 | 285       | 510   |



- September Update ILA and ALA personnel, update calendar, write preface, request alphabetical order list of ILA/ACRL members from the ILA office to construct the Members pages.
- October Compile information received from Committee members. Construct ILA/ACRL Members pages to include names, addresses, and phone numbers of all ILA/ACRL members. Send a list of unidentified members to the library schools to identify student affiliates. Revise index pages. Finalize cover.
- October Return original copy and proofs to Committee members. Ask them to verify what you have typed and also the order in which the names are given. They may have to phone the schools. There will be a tendency to cross off the name of someone who left and add a new name without concern for maintaining alphabetical order.
- October Use the list from the ILA office to verify that all members have their names either with their school or on the Members pages (also in the index). Call libraries with "position open" listings to see if they are now filled.
- October Finalize length of book. Contact printer for any revision of the specifications and confirm printer's ability to meet the printing schedule. Contact ILA/ACRL President for authorization of expenditure. Confirm the job with the printer, obtain price in writing, send that to the President to start the check writing from the ILA office.
- October Attend the Annual Meeting and provide a brief report on the Directory. Verify the procedure of obtaining the final information that will be included--newly elected Officers and Board member plus Committee members for the coming year. Make plans with the next Chair for passing the records and the computer disk.
- October Take camera ready copy to printer three/four weeks before the expected distribution. Discuss with the President the distribution procedure and timing. Invite Committee members to help distribute the books if possible.
- November Write the annual report, attend the Annual Planning Session, and transfer copies of documents to the next Chair. Update the Organization Manual and pass the revisions to the incoming Vice-President/President-Elect.
- November Obtain mailing labels in zip code order from ILA office for each ILA/ACRL member. Use these to determine the persons that are entitled to a Directory. Receive books from printer. Separate into groups by school or town, and distribute Directories to members, ILA Executive Officers, and ILA Executive Assistant.
- November Write letters of appreciation to committee members, prepare the annual report, and update these Organization Manual pages. Attend the Annual Planning

Session and pass information to the incoming Chair, archival records for the year and two copies of the Directory to the outgoing Secretary/Treasurer, and Organization Manual revisions to the incoming Vice-President/President-Elect.

### Special Information

1. Decide whether additional important people in the preliminary pages need to be included in the index, e.g., Naomi Stovall.
2. Information to include in the Calendar can be obtained from Library Journal and/or Library Hotline.
3. Evaluate the special libraries that are listed in the Directory. Are they members? Have they been active in the organization? Do they cooperate through interlibrary loan? Should they continue to be included?
4. It is necessary to include all members in the Directory. Double checking the membership list is helpful to avoid omitting those who have indicated their interest in ILA/ACRL.
5. Remember that all names listed in the Directory also need to appear in the Index.
6. The Index function of word processing was used at one time. Due to the number of changes and the different people who will use the computerized information, making the Index manually is probably a better idea.
7. There has always been a problem in applying a calendar year to an academic publication. The ILA year begins on January 1 as does the Chapter's membership year. Much of the calendar year is an unsettled time when the Membership Committee is working to recruit. The membership tends to stabilize in the late summer, and at that time a membership directory becomes feasible. Starting with the 1992-93 year, the Directory reflects membership near the end of the calendar year, and will designate the leadership for the following calendar year.
8. Consider putting a notice in the summer Newsletter (due date is June 30) stating the final deadline and direct phone or FAX number to make late changes in directory information.

### Directory Committee Chair

1983	Eleanor Mathews, Iowa State University
1984	Liga Briedis, Drake University
1985	Lorna Peterson, Iowa State University
1986	Lorna Peterson, Iowa State University
1987	Thomas Shaw, Cornell College
1988	Thomas Shaw, Cornell College

and Lorna Peterson, Iowa State University  
1989 Jeanne M.K. Boydston, Iowa State University  
1990 Tracy Russell, Iowa State University  
1991 Georgia Quirk, University of Northern Iowa  
1992 Philip Howze, Iowa State University  
1993 Julie Hansen, William Penn College

## COMMUNICATION COMMITTEE CHAIR

The concept of a committee to facilitate the exchange of information and flow of communication was inherent in organizing the Chapter. The Bylaws of 1984 designated a Communications Committee to publish a directory of academic and research libraries and prepare news for the Catalyst and other releases. The 1989 survey of the Chapter suggested additional communication would benefit the organization, and the Strategic Plan (1990) called for initiation of a newsletter.

The Communications Committee experimentally piloted an ILA/ACRL Newsletter through quarterly issues in 1991. The following year an ad hoc committee was established, and an editor and committee members volunteered. Triannual issues (March, July, and November) were published--timing that was favorably evaluated.

Revision and adoption of the Bylaws of 1992 officially created a standing committee, the Communication Committee, to publish and distribute the newsletter. The chair of the Committee serves as editor and brings together articles and announcements not only from the Executive Board but also from the membership. Effort is made to reach all types of academic and research libraries.

### Schedule of Activities

- November Attend the Annual Planning Session. Discuss needs, events, special activities of the coming year. Decide on a theme or other sequence of coverage for the year. Based on the previous year's records, prepare a budget request for the publication of the newsletter. Plan individual issues and make notes of items to include and who will provide the information. Clarify the distribution list and procedure for obtaining mailing labels.
- December Correspond with members of the Committee acknowledging their appointments and outlining the work that will be done and their expected contributions. Send a copy to the President so that communication channels are open. Assign the libraries to Committee members who will report on those specific institutions.
- Executive Board meetings may be called during the year. Plan to attend and assume responsibility as appropriate.
- January Begin preparation for the first issue of the year. Collect news, request articles to meet the planned objectives, communicate with the Committee. In each issue include a statement prepared by the President.
- February Contact the President for any changes or late inclusions. Compile the information that has been turned in and remind authors who have not sent their copy. Contact the printer to make arrangements and specify the paper and ink color. Make arrangements for payment.

- March Prepare camera ready copy and take it to the printer. Request the mailing labels and type additional labels for the ILA Executive Board, the editors of ACRL Chapter Topics, and other interested parties that are to receive a copy. Contact the ILA Executive Assistant and outline the time line for mailing. When newsletters are printed, affix labels--maintaining zip code order--and send by least expensive means to the ILA office for distribution. Send newsletters for the University of Iowa, Iowa State University, and the University of Northern Iowa directly to someone at those institutions. Call the office to alert the Executive Assistant who will arrange the mailing from the Des Moines post office. Send invoice to the President to start the payment process.
- April Make plans for coverage of the Spring Meeting. Discuss with the President and prepare a brief announcement to be made at Spring Meeting if appropriate.
- May/June/ July Repeat January/February/March sequence to produce the second issue.
- September Make plans for coverage of the ILA Annual Meeting.
- October/ November Repeat January/February/March sequence to produce the third issue.
- November Write letters of appreciation to committee members, prepare the annual report, and update these Organization Manual pages. Attend the Annual Planning Session and pass activity information to the incoming Chair. Discuss plans for the following year including ideas that were not used and suggestions that should be considered. Give the archival records for the year to the outgoing Secretary/Treasurer and Organization Manual revisions to the incoming Vice-President/President-Elect.

### Special Information

1. There are several annual items to include in the newsletter:

March--a list of current committee chairs and members to update the information that was published in the Directory that was distributed after the ILA Annual Meeting. Also, if an erratum for the Directory is necessary, the information can be circulated at this time.

July--the Vice-President/President-Elect submits a form to request volunteers for the coming year's offices and committees.

November--a call for papers to be given at the Spring Meeting.

2. The Des Moines post office requires that the mailing label be placed underneath the postage permit. Be sure enough space is allowed for the mailing label in this area.

3. The distribution is an activity very separate from the editorial work. That portion could be carried out by a Committee member for a shared work load.
4. It is cost effective to distribute the newsletter by UPS in bulk to the locations that have many members such as the Regents' institutions plus Kirkwood and Luther, depending on the number of copies being sent. The authors of articles should be sent two unlabeled copies as a courtesy.
5. The Bylaws prevent the Communication Committee Chair from serving consecutive appointments. Working with and encouraging an interested Committee member may help ensure continuation of the Newsletter. In the summer, the Nominating Committee Chair will seek suggestions of individuals to carry on the Committee's work.

#### Communication Committee Chair

- 1991 Georgia Quirk, University of Northern Iowa (Communications Committee)
- 1992 Barbara Allen, University of Northern Iowa (Ad Hoc Newsletter Committee)
- 1993 Barbara Allen, University of Northern Iowa (Ad Hoc Newsletter Committee)
- 1994 (Communication Committee)

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