

## **EXECUTIVE BOARD**

### **COMPOSITION**

The Executive Board shall consist of President, President-Elect, Past-President, Secretary, Treasurer, Councilor to the American Library Association, Mountain Plains Library Association Representative, three regional representatives, and the chair of each division; each of who has one vote.

The Communication Committee Chair, the Conference Chair(s), an Arizona Library Friends representative, a Museum Association of Arizona representative, the Arizona Department of Education Representative, Arizona Association of County Librarians Representative and the Director of the Arizona State Library, Archives and Public Records shall serve as ex-officio non-voting members.

### **MEETINGS**

Regular meetings of the Executive Board shall be held at such times and places as the Board shall determine, but no less than four times a year.

### **POWERS AND DUTIES**

Act for the Association in the administration of established policies and programs

Serve as central management board of the Association, subject to review by the membership.

Make recommendations and/or take action with respect to matters of policy and/or operation.

Act on recommendations from the Executive Committee.

### **TERMS OF OFFICE**

The terms of office of the elected and appointed officers of the Executive Board can be found in the Bylaws under their specific sections

### **QUORUM**

A quorum of the Executive Board shall be fifty percent (50%) of the voting members.

## **EXECUTIVE COMMITTEE**

### **COMPOSITION**

The Executive Committee shall consist of the immediate Past-President, President, President-Elect, the Treasurer, and the Division chairs (College and University Libraries, Public Libraries, Teacher Librarian Division, and Special Libraries).

### **MEETINGS**

Meetings of the Executive Committee shall be held as deemed necessary by the President.

### **POWERS AND DUTIES**

Act on behalf of the Executive Board in emergency situations.

Execute those tasks assigned to it by the Executive Board or the membership.

Report all actions taken to the Executive Board at its next meeting.

Analyze operational issues and make recommendations to the Executive Board~

### **TERMS OF OFFICE**

The incoming President-Elect serves a three-year term on the Executive Committee as follows - the first year after election as President-Elect, the second year as President, and the third year as immediate Past- President. The Division chairs serve a two-year term and the Treasurer serves the term of office as outlined in the Bylaws.

### **- QUORUM -**

A quorum of the Executive Committee shall be five members.

## **DUTIES OF MEMBERS OF THE EXECUTIVE BOARD**

### **PRESIDENT** **POWERS AND DUTIES**

To perform such duties as are implied by the title.

1. To preside at all meetings of the Association, Executive Board and Executive Committee unless unable to do so, in which case the President-Elect shall preside.
2. To direct the entire program of the Association.
  - a. Represent the Association in all official capacities or designate a representative.
  - b. Act as a spokesperson for the Association on all established policies except as otherwise provided in AzLA Handbook or Executive Board action.
  - c. Act as the liaison officer between the Association and other official bodies.
  - d. Maintain an impartial, informed and responsive interest in the concerns, goals and activities of all Divisions, Interest Groups and Committees.
  - e. Shall be responsible for sharing important communications from the American Library Association with the AzLA membership via the AzLA listservs, the AzLA website, or in the association's newsletter.
3. To appoint, subject to approval by the Executive Board, chairpersons of standing committees as provided in the AzLA Handbook and notify them of their appointments and duties.
4. To establish ad hoc committees as needed, appoint chairpersons of such committees, and notify them of their appointments and duties.
5. To serve as an ex-officio member of all committees.
6. To act as Chairperson of the Executive Board and of the Executive Committee.
  - a. Call meetings.
  - b. Arrange for facilities for such meetings.
  - c. Prepare agenda for meetings.
7. To prepare files at the end of his/her term of office and send material to the new President or the archives.
  - a. Remove ephemeral material.
  - b. Include materials of historical importance.
  - c. Include materials of immediate use to the new President.
8. To write a column for each issue of the AzLA Newsletter.

9. To convene a meeting of the Executive Committee to assemble a budget for presentation to the Executive Board.
10. To present, if appropriate, a President's Recognition Award as described in the Handbook section of the Awards Committee.
11. To serve on the Executive Board as the immediate Past-President, following his/her term of office.
12. To prepare a report of the year's activities to be included in the Association's annual report.
13. To work closely with the Association Manager to maintain association business and meet association timetables.

## **PRESIDENT-ELECT**

### **POWERS AND DUTIES**

1. To serve as a member of the Executive Board and the Executive Committee.
2. To preside in the absence of the President, or upon request of the President, when he/she is present.
3. To prepare for orderly transition through preliminary appointment lists, conference themes, etc. To this end, the President-elect, at association expense, may travel to the ALA annual conference to attend the orientation for new chapter leaders.
4. To arrange for conference dates and sites for a minimum of one year beyond dates and sites already established.
5. To plan and conduct the Association's annual Planning Forum.
6. To prepare a report of the year's activities to be included in the Association's annual report.
7. To participate in conference planning where possible.

**PAST-PRESIDENT**

**POWERS AND DUTIES**

1. To serve on the Executive Board.
  2. To serve on the Executive Committee.
  3. To perform a special activity/project, as appropriate or assigned.
  4. To lend assistance to the President as needed.
  5. To assist with the orientation of the new Executive Board.
  6. To Chair the Elections and Appointments Committee.
  7. To up-date the Handbook to reflect all ALA policies approved by the AzLA membership.
  8. To assure that all Board action for the year is translated into the appropriate Handbook revisions prior to the orientation of the new Board.
- To prepare a report of the year's activities to be included in the Association's annual report.

## SECRETARY

### POWERS AND DUTIES

1. To record minutes of the Executive Board meetings. Send minutes to the Association Manager for distribution to all Board members along with the President's agenda for the next meeting.
2. To record minutes of AzLA Membership meetings. Send final copy of minutes to Association Manager for archives.
3. To collect one copy of all reports, memoranda, correspondence, or other pertinent materials received from an Executive Board member and send to Association Manager for deposit in the AzLA archives annually. These shall include:
  - a. Minutes of the proceedings of the membership meetings.
  - b. Minutes of the proceedings of the Executive Board.
  - c. The AzLA Annual Report
4. To prepare an annual report of the secretary's activities for the AZLA membership for inclusion in the Annual Report to the Membership which is distributed at the annual conference.
5. To compile the Annual Report to the Membership and send it to the Association Manager for inclusion on the website. The Secretary will then distribute a handout at the annual Membership meeting directing members to the link on the AzLA homepage where these reports are available and offering a print copy to those members who do not have access to the World Wide Web. The Annual Report is a compilation of reports from officers, divisions, interest groups and -committees of their activities for the year.

## TREASURER

### POWERS AND DUTIES

1. To serve as a member of the Executive Board and the Executive Committee.
2. To monitor the Association's fiscal activities which include:
  - a. Receive and deposit all monies paid to the Association.
  - b. Pay approved bills of the Association and its sub-units in a timely manner.
  - c. Prepare a written report of the Association finances showing all income and all expenses for each meeting of the Executive Board.
  - d. Keep accurate records of all appropriate financial transactions/records and submit them for annual professional review.
3. To arrange for a CPA/tax consultant to file each year, on or before the 15th day of the fifth month following the close of the annual accounting period, an Internal Revenue Information Return and an Arizona Corporation Commission Annual Report.
4. To transfer control of all Association funds to the newly elected Treasurer at the end of the term of office.
5. To work closely with the conference treasurer on financial matters that affects both the conference bookkeeping and that of the Association.
6. To retain the current and immediate preceding years' books and records of account and to send all other prior years' records to the Association Manager.
7. To prepare an annual report of the treasurer's activities for the AzLA membership for inclusion in the Annual Report to the Membership which is distributed at annual conference.

## **REGIONAL REPRESENTATIVES**

### **POWERS AND DUTIES**

1. To represent the diverse membership of his/her designated region of the Arizona Library Association.
2. To attend all Executive Board meetings and report the activities of their regions.
3. To report to their regional membership the decisions and issues covered in Executive Board meetings via an AzLA listserv or other effective means.
4. Submit regional activities to the newsletter and website.
5. To execute duties as delegated or assigned by the President. -
6. Regions are:
  - North Region: Apache, Coconino, LaPaz, Mohave, Navaho counties
  - Central Region: Gila, Maricopa, Pinal, Yavapai, counties
  - South Region: Cochise, Graham, Greenlee, Pima, Santa Cruz, Yuma counties
7. To prepare a report of the year's activities to be included in the Association's annual report. • -

## **ALA COUNCILOR**

### **POWERS AND DUTIES**

1. To represent the Arizona Library Association at meetings of ALA.
  - a. The Councilor is expected to attend both the Annual and Midwinter meetings of ALA at association expense.
  - b. At all ALA Conferences, the Councilor is expected to attend all council meetings and chapter caucuses.
2. To serve a four-year term as a voting member on the Executive Board of AzLA.
3. To keep the members of AzLA informed of activities in ALA of interest to Arizona libraries and librarians.
4. To respond to requests for information from ALA.
5. To notify the President of any ALA policies which should be addressed by the membership during the Executive Board meetings.
6. To prepare a report of the year's activities to be included in the Association's annual report.

## **MOUNTAIN PLAINS REPRESENTATIVE**

### **POWERS AND DUTIES**

- I. To represent the Arizona Library Association at meetings of the Mountain Plains Library Association at association expense.
2. To serve a three-year term as a voting member of the Executive Board.
3. To act as a two-way liaison between the MPLA Executive Board and the Zale's Executive Board.
4. To respond to requests for information from MPLA and promote MPLA membership within Arizona. -
5. Provide the MPLA Newsletter Managing Editor and the Public Relations Committee with library news of the state. -
6. Actively assist the MPLA Conference Chair, if an annual Conference is to be held in the represented state.
7. To prepare a report of the year's activities to be included in the Association's annual report.

## **DIVISION CHAIRS**

### **POWERS AND DUTIES**

1. • To attend all regular and special meetings of the Association and Executive Board and Executive Committee.
2. To act as spokesperson for the Division on matters of policy.
3. To submit a written report on Division activities to the Executive Board at each meeting of the Board.
4. To maintain and transmit any minutes, committee appointments, and other papers or communications pertinent to the operation of the Division to the incoming  
- chair.
5. To prepare a report of the year's activities to the AzLA membership for inclusion in the annual report distributed at conference.
6. To make appointments, as appropriate, to those Committees identified in the AzLA Handbook.
7. To be responsible for insuring that the division's chair elect or a designee serves on the conference program planning committee.

### **INTEREST GROUP CHAIRS**

Library Information Technology; Reference/Public Services/Instruction; Kids Issues Development and Support; Arizona Librarians for Young Adult Services, International Interest Group, Government Documents; Services to Diverse Populations.

### **POWERS AND DUTIES**

1. Chairs are encouraged to attend, as needed, all regular and special meetings of the Association and Executive Board to bring issues and concerns of the Interest Group before the Board.
2. To act as spokesperson for the Interest Group on matters of policy.
3. To submit a written report on Interest Group activities to the Executive Board for each meeting of the Board.
4. To maintain and transmit any minutes, committee appointments, and other papers and communications pertinent to the operation of the Interest Group to the incoming chair.
5. To prepare a report of the year's activities to the AzLA membership for inclusion in the annual report distributed at conference.
6. To make appointments, as appropriate, to those Committees identified in the AzLA Handbook.
7. To serve on the conference program planning committee or appoint a representative.

## **COMMITTEE CHAIRS**

### **POWERS AND DUTIES**

- I. Chairs are encouraged to attend, as needed, all regular and special meetings of the Association and Executive Board.
2. To act as spokesperson for the Committee on matters of assignments, activities, or policy.
3. To submit a written report on Committee activities to the Executive Board for each meeting of the Board.
4. To maintain and transmit any minutes, committee appointments, and other papers and communications pertinent to the operation of the Committee to the incoming chair.
5. To prepare a report of the year's activities to the AzLA membership for inclusion in the annual report distributed at conference.
6. To make appointments, as appropriate, to those Committees identified in the AzLA Handbook.
7. To perform all duties of the chair as described in Section III of this Handbook.

## **COMMUNICATIONS COMMITTEE CHAIR**

### **POWERS AND DUTIES**

1. • To support AzLA's goals and objectives by including appropriate information in the Newsletter and on the website.
2. To oversee all activities of the Newsletter and the website.
3. To chair the Newsletter Editorial Board.
4. To produce a well organized, cost effective, and timely Newsletter.
5. To keep the AzLA President apprised of Newsletter activities.
6. To serve as an ex-officio, non-voting member of the Executive Board.
7. To publish a directory of Executive Board members in the post-conference issue (information to be obtained from the Association Manager).
8. Anticipate and research changes in procedures that may affect operation including a secure website and advertising on the website.
9. To prepare a report of the year's activities to the AzLA membership for inclusion in the annual report distributed at conference

**ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC**

**RECORDS DIRECTOR**

POWERS AND DUTIES

- 1 . The Director is encouraged to attend all regular and special meetings of the Executive Board or designate a representative.
2. To serve as an ex-officio, non-voting member of the Executive Board.
- 3 . To communicate on Department activities to the Executive Board at meetings of the Board.
4. To make appointments, as appropriate, to committees identified in Section III of the Handbook: Legislative, Intellectual Freedom,
5. To prepare a report of the year's activities to the AzLA membership for inclusion in the annual report distributed at conference.

**ARIZONA LIBRARY FRIENDS REPRESENTATIVE**

**POWERS AND DUTIES**

1. Encouraged to attend all regular and special meetings of the Executive Board.
2. To serve as an ex-officio, non-voting member of the Executive Board.
3. To communicate relevant ALF activities to the Executive Board at each meeting of the Board and keep the Board informed of issues and concerns of ALF including changes in officers.
4. To prepare a report of the year's activities to the AZLA membership for inclusion in the annual report distributed at conference.

**MUSEUM ASSOCIATION OF ARIZONA REPRESENTATIVE**  
**POWERS AND DUTIES**

1. Encouraged to attend all regular and special meetings of the Executive Board.
2. To serve as an ex-officio, non-voting member of the Executive Board.
3. To communicate relevant MAA activities to the Executive Board at each meeting of the Board and keep the Board informed of issues and concerns of MAA including change in officers.
4. To prepare a report of the year's activities to the AzLA membership for inclusion in the annual report distributed at conference.

**ARIZONA ASSOCIATION OF COUNTY LIBRARIANS**

**REPRESENTATIVE**  
**POWERS AND DUTIES**

1. To represent the membership of the Arizona Association of County Librarians, also known as AACoL, as an ex-officio member of the AzLA Executive Board.
2. The representative is encouraged to attend all AZLA Executive Board meetings.
3. To communicate with the AACoL membership regarding AzLA issues.
4. To keep AzLA informed of activities in AACoL, which may be of interest to Arizona libraries and librarians.
5. To execute duties as delegated or assigned by either the AzLA President or the AACoL President.
6. To prepare a report of the year's activities to the AzLA membership for inclusion in the annual report distributed at conference.

## **ASSOCIATION MANAGER**

### **POWERS AND DUTIES**

1. To maintain permanent address, phone, email address and fax number for AzLA.
2. To handle all pertinent correspondence and telephone calls.
3. To maintain inventory of association stationery, forms, supplies including the credit card machine. -
4. To maintain files.
5. To maintain the official calendar of association, with dates and times of all  
•• scheduled events.
6. To coordinate Executive Board and Interest Group elections; verify membership of petition signers and candidates; prepare ballots and biographical information for printing and distribution; process ballots.
7. To provide email address lists, printouts, and labels for appropriate association, division and interest group leaders (allow at least 3 working days).
8. To publish AzLA Newsletter on the AzLA website within one working day of receipt.
9. To purchase AzLA Annual Awards plaques and certificates.
10. To coordinate printing and photocopying of:
  - a. All membership applications and promotional materials.
  - b. All membership statistical reports.
  - c. All AzLA stationery.
  - d. Conference and Regional Forum registration forms, badges, and programs or other materials as requested.
  - e. Election ballots, biographical sheets and correspondence.
  - f. All Executive Board and Executive Committee meeting notices, agendas, minutes and related material.
  - g. All AzLA Handbook updates.
  - h. To maintain and update AzLA Membership Directory on the website.
11. Printing and photocopying for Executive Board, Executive Committee, division and interest group activities will be done from original, camera-ready copy provided by appropriate AZLA officials.
12. To coordinate mailings of:
  - a. All membership acknowledgments, solicitations, applications, and the Membership Directory according to the deadlines set by the AzLA President.
  - b. Election ballots, biographies and correspondence

- c. General association correspondence
- d. Conference and Regional Forum registration forms and preliminary programs and other forms as requested.
- e. Executive Board, Executive Committee, division and interest group notices, meeting agendas, minutes, reports and publications.
- f. AzLA Handbook

\*\*Mailings will be made using e-mail, first class, third class and third class bulk rates depending upon the urgency and volume of mail.

12. To perform the following functions related to Membership:

- a. Routine data entry and updates to maintain an accurate database of the membership.
- b. Protect the security of databases and perform routine file backup.
- c. Coordinate membership solicitation campaigns with the Membership Committee.
- d. Receive all membership dues, process and transmit dues to the AzLA Treasurer on a weekly basis with a roster that includes:  
name of member, issuer of check, amount of check, date of check and check number and credit card information, if applicable.
- e. Provide required membership statistical reports to the association, division and interest group leaders as requested.
- f. Provide disks for the membership database as requested or to the Secretary.

13. To attend meetings of the Executive Committee at the President's request.

14. To provide appropriate status reports and recommendations on AzLA activities as requested.

15. To work closely with the AzLA President to maintain association business.

16. To produce and maintain Executive Board official roster

17. To provide the following services for the Regional Forums:

- a. Investigate potential meeting facilities and make recommendations to the Chair or the AzLA Executive Board.
- b. Negotiate with hotels/facilities for favorable meeting space and sleeping room rates on behalf of AZLA if requested.
- c. Promote the Regional Forum via the AZLA Newsletter and membership mailings.
- d. Receive and process registrations and hotel reservations for the  
- Regional Forums if requested. -
- e. • Process Regional Forum checks and/or credit charges and transfers -them to the AzLA Treasurer.

- f. Coordinate all physical and logistical aspects of Regional Forums if requested.
  - g. Assist the Regional Forum Chair if requested.
- 18. To collect from the Secretary minutes, newsletters, and the annual report for deposit in the association archives at the State Records Center annually.
- 19. To maintain log of expenses to be reimbursed and a mileage log for travel outside the Phoenix area (reimbursement at current State of Arizona rate).

## OPERATIONAL POLICIES

### BUDGET/REIMBURSEMENT OF EXPENSES

1. Neither AZLA nor its units shall spend Association funds on travel, food, etc. for officers or members unless specifically authorized to do so by the Executive Board or as defined in the Handbook.
2. Neither AzLA nor its units shall pay with Association funds a personal membership fee in another association or organization even though holding a position in AzLA may require membership in such other group.
3. Food, coffee, snacks, etc. for Executive Board meetings will not be paid from AzLA funds.
4. Reimbursement for out-of-state hotel expenses shall be at the rate charged by the Conference hotel.
5. Reimbursement for member's in-state travel is not permitted.
6. Checking accounts will not be kept by Divisions or Interest Groups unless the Executive Board grants special authorization or as defined in the Handbook. -

### CONFERENCES

#### Annual Conference:

- I. All attendees pay at the established rate.
2. Every program must be sponsored by AzLA or a unit of AzLA.
3. Rooms, food, etc. for AzLA officers shall not be paid from AzLA funds.
4. Registration fees, exhibitor fees, etc. must be approved by the Executive Board.
5. Only the Executive Board has authority to approve the date and place of Conference.
6. Neither AzLA nor its units shall pay an honorarium, fees or other expenses to librarians who "should be" members of the Association or who would normally attend a conference, workshop, or other activity for participation as planner, speaker, discussion leader, etc. in such activity.
7. In-state speakers at AzLA Conference will not be charged the Conference Registration fee if they are only presenting and they are not attending any other portion of the Conference.
8. Variable rates for conferences, workshops, etc. are permissible, but shall not be based upon membership in a division, interest group, or other unit (that is, the "member" rate at all AzLA functions shall apply to any and all AzLA members).

### ELECTIONS

- I. The ballot of Association-wide elections shall be published in the AZLA newsletter immediately following the election with the names of the winners highlighted.
2. AzLA ballots shall be included in a single mailing of the general Association ballot. -
3. The Elections/Appointments committee shall take into account such factors as division and interest group membership, geographical representation and size of institution when developing slates for nomination.

## EXECUTIVE BOARD REPORTS

Officers, committee chairs, etc. shall present written reports to the Executive Board. Only action items and developments subsequent to the written report shall be reported orally.

### **NEWSLETTER**

#### Publication of Articles

1. The AzLA Newsletter is a professional publication that provides a forum for information, analysis, and evaluation of issues. Authors' opinions should be regarded as their own.
2. Items will be considered for publication without regard to repetition or overlapping of previously printed information from AZLA Divisions, Interest Groups, and committees.
3. Articles will be considered for printing on the basis of available space and if the materials are current.
4. The Editor reserves the right to edit articles for length and format.

### **ADVERTISING**

1. The Editor, in consultation with the Newsletter Editorial Board and the AzLA President, reserves the right to make judgments about the acceptability of advertising copy and illustrations in advertising.
2. A fee will be required for advertising based on the current ad rates decided by the Editor, Newsletter Editorial Board, and the AzLA Executive Committee.
3. Free public service ads will be granted at the discretion of the Editor in consultation with the Newsletter Editorial Board and the AzLA President.

### **JOB NOTICES**

1. Ads for salaried employment positions will not be listed in the AzLA Newsletter; all such requests will be referred to the AzLA Job Hotline.
2. Notices for volunteer positions will be published in the AZLA Newsletter.

## RECOGNITION

Upon completion of the term of office, AzLA shall present the following in recognition of service:

1. President of the Association - a plaque with gavel.
2. Secretary, Treasurer — a plaque
3. Division Chairs, MPLA and Regional Representatives, ALA Councilor, and Interest Group Chairs - a certificate

Each plaque shall have the name of the association, the position, date of service, and name of the honoree only without added descriptive statements. Plaques shall be ordered by the Association Manager.

Certificates designed with the AzLA logo and colors shall be maintained by the Association Manager. These shall include the name of the honoree and position and date of term held.

## REFUND POLICY

50% of the registration fee for any AzLA conference, meeting or seminar registration will be refunded after the event if the cancellation is received in writing at least 30 days prior to the event (date). No refunds will be given

for cancellations received after the 30-day cutoff. No refunds for no-shows. No partial refunds for meals, special programs, etc.

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This policy includes registrations accompanied by pre-payment and purchase orders. AzLA Divisions, Interest Groups, and committees may use this as a guideline. All registration forms shall include this statement.

#### UNIT AUTHORITY

- \* No unit of the Association may make a commitment on behalf of the entire Association unless specifically authorized to do so by the Executive Board.
- \* No unit of the Association shall publish items for general distribution (i.e. outside unit membership) without prior approval of the Executive Board or Executive Committee.

#### VENDOR-SPONSORED PROGRAMS

Single vendor produced/product specific training workshops not affiliated with AzLA Conferences, such as stand-alone workshops, will be the responsibility of individual host institutions and/or vendors. AzLA will not provide any support (monetary, promotional, etc.) for these workshops.

**COLLEGE AND UNIVERSITY LIBRARIES DIVISION**

**PURPOSE**

To encourage the development and growth of all aspects of college and university libraries and librarians through activities sponsored by the Arizona Library Association.

**GOALS**

To sponsor activities necessary to implement other established programs of AzLA in order to accomplish the objectives of the division and the parent organization.

**BYLAWS**

**ARTICLE I. NAME**

Section 1.

The name of this organization shall be “Arizona Library Association, Division of College and University Libraries”.

**ARTICLE II. OBJECT**

Section 1.

The objectives of this organization shall be to encourage the development and growth of all aspects of college and university libraries and librarians through activities sponsored by the Arizona Library Association. When deemed propitious this Division will sponsor activities necessary to implement other established programs of AzLA in order to accomplish the objectives of the Division and the parent organization.

**ARTICLE III. OFFICERS AND MANAGEMENT**

Section 1.

The officers of the Division shall be a Chair and a Secretary. The Elections/Appointment Committee will appoint the Chair and the term of office shall be two (2) years. The Secretary shall be elected from the membership of the Division. The term of office shall be two (2) years.

Section 2. Duties of the Chair.

It shall be the duty of the Chair to preside at meetings of the Division and at meetings of the Executive Board; to appoint committees’ to act as spokesperson for the Division on matters of policy; to serve on the Executive Board of AzLA; and to perform other functions deemed appropriate by the Executive Board.

Section 3. Duties of the Secretary.

It shall be the duty of the Secretary to keep a uniform typewritten record of the proceedings of all formal meetings and distribute copies of same to all members of the Executive Board of the Division.

**EXECUTIVE BOARD**

Section 5.

The Executive Board of the Division shall be composed of the officers of the Division, and the immediate past Chair.

Section 6.

The Executive Board of the Division shall have authority to act for the Division in all matters not provided for in the Bylaws of the Division or through policy established by a resolution adopted by the membership.

**ARTICLE IV. NOMINATIONS AND TERM OF OFFICE, BALLOTING AND VACANCIES -**

Section 1 . Nominations and Terms of Office.

Division chair will be filled by recommendations from the CULD Division members and calls for volunteers and be forwarded to the Elections/Appointments Committee. If none are forthcoming, the Elections/Appointments Committee will appoint the chair.

The CULD Members shall present a slate of no less than two candidates for Division Chair and Secretary 45 days prior to the Annual Conference within the election year. A verification of AzLA membership will be conducted for each candidate. An election will be held for Division Chair and Secretary 30 days prior to conference of an election year.

The name and present employment location of each candidate for Division Chair and Secretary nominated by the Division members shall be published in an official publication of the Association in the issue preceding the bi-annual election of officers.

The successful candidate for Division Chair will be presented to the AzLA Board -Members at annual conference.

Section 2. Term of Office.

Division Chair shall be appointed for a term of two (2) years commencing at the conclusion of the general membership meeting at annual conference. -

The Secretary shall be elected for a term of two (2) years commencing at the conclusion of the general membership meeting at annual conference.

Section 3 . Balloting.

Balloting shall be accomplished through distribution of forms through the mail in accordance with the Bylaws of the parent organization.

Section 4. Vacancies.

A vacancy in the office of Chair shall be filled by appointment by the Elections/Appointments Committee for the remainder of the term. Appointment to fill vacancies in the other elective offices shall be made by the CULD Chair for the duration of the term of office.

**ARTICLE V. MEETINGS**

Section 1.

An annual business meeting of the Division will be held in conjunction with the annual convention of the Arizona Library Association.

Section 2. Quorum defined.

A quorum at the annual meeting of the Division shall be those voting members present.

Section 3. Program meetings.

In addition to the business meetings of the Division and the Executive Board, the Chair with approval of the Executive Board may call program meetings.

## **ARTICLE VI. COMMITTEES**

Section 1 . Members of standing committees shall be appointed for terms of two years and the terms shall expire at the end of the association year.

Section 2. Temporary committees shall be active only until the completion of their assigned function.

Section 3 . The Chair shall serve as ex-officio members of all committees.

Section 4. Standing Committees

Program Committee Representative

It shall be the duty of the Program Committee Representative to arrange programs and to serve on the program committee for the annual conference; attend all meetings of the Executive Board of the Division.

Legislative Committee Representatives

The division should appoint 2 Division members to the Legislative Committee. They will attend in meetings of the Legislative Committee and report back to the Division. The committee members will also be responsible for taking forward any legislative concerns to the Legislative Committee. -

CULD Contributed Papers Committee

CULD Contributed Papers Committee will be responsible for requesting papers on a variety of library topics. The chair of the committee will attend meetings of the Program conference committee and ensure time is allotted at the conference for presentation of papers submitted.

The chair of the committee will be responsible for appointing members to the Contributed Papers Committee. The committee will review submitted papers and determine which papers will be presented at conference. The chair is also responsible to seeing that the papers submitted are posted on the AzLA web site.

## **ARTICLE VII. RULES OF ORDER**

Section 1.

The rules of procedure as stated in the latest edition of Robert's Rules of Order shall govern the conduct of business meetings of the Division, including business meetings of the Executive Board, except in instances of conflict with the Bylaws of this Division of special rules of order established by the Arizona Library Association.

## **ARTICLE VIII. AMENDMENTS**

Section 1.

The handbook may be amended by unanimous vote of the Division officers or by a majority vote of the Division members assembled in general meeting, special meeting or a vote held by mail.



## SPECIAL LIBRARY DIVISION

### PURPOSE

**To promote special library service and librarianship in Arizona and to facilitate networking and cooperation among Arizona special library organizations and librarians.**

### COMMON ISSUES AND GOALS

- . To sponsor activities for the improvement and/or development of special libraries.
- To facilitate communication among members.
- To cooperate with organizations that have similar or allied interests.
- To make special libraries and information centers visible to the library and general communities.

### LEADERSHIP

- The chair will foster leadership for the interest group and provide the Elections/Appointments Committee with a candidate for appointment every other year.
- Term of office for each chair will be a period of two years. -
- Encourage communications and networking with other Arizona special library associations.

### DUTIES AND RESPONSIBILITIES

- At least one meeting will be held every year. Annual calendar will include a continuing education program.
- Communicate with members via interest group listserv, mailings and the Association newsletter.
- Active members will be assigned to Conference Program Committee annually to insure program development that will meet the needs of members.
- Communicate at least once a year with the various special library organizations in Arizona to facilitate coordination in programs and services.
- Reports will be submitted to the association secretary quarterly for presentation at executive board meetings.
- An annual report will be submitted to the association secretary two weeks prior to the annual business meeting.
- Budget requests will be submitted to the association treasurer two weeks prior to quarterly executive board meetings. -

## TEACHER LIBRARIAN DIVISION

### PURPOSE

The Teacher Librarian Division shall be concerned with the improvement and extension of library media services in the schools of Arizona as a means of strengthening the schools' educational programs (of the school.)

This Division recognizes that this program shall be developed in cooperation with other library and educational organization concerned with the welfare and education of children and youth.

### COMMON ISSUES AND GOALS

- Planning the programs of study and service for the improvement and extension of library media services in strengthening the educational program, including the continuing campaign to (have) require a full-time certified librarian in every school.
- Stimulating continuous study and research to improve standards and procedures in the school library media programs and to establish criteria for evaluation.
- Synthesizing of activities of all units in collaboration with the Arizona Library Association in areas of mutual concern.
- Advocating to other educational and lay groups of the value of school library media programs as a positive educational force in improving student achievement.
- Stimulation of professional growth and improvement of the state of school librarians, including National Board Certification for School Librarians.
- Encouraging membership in and collaboration with related professional organizations and in local educational groups (e.g. AASL, AEA, ASCD, ARA, IRA, ALA, AzTEA., etc.)
- Infusing technology into the learning process at all levels of education, empowering students and teachers to access, evaluate, synthesize and disseminate information.
- Campaigning towards the re-institution of a position with the Department of Education of Director of School Library Services.

### LEADERSHIP

The officers of the Division shall be a Chair, a Chair-elect and a Secretary. The officers shall perform the duties related to their offices and such other assignments as delegated by the Executive Board.

The Chair shall serve a term of two (2) years.

The Chair-elect shall serve a term of one year (the 2<sup>nd</sup> year of the Chair's term) to prepare for the position of Chair.

The Secretary shall serve a term of two years.

The Board of the Teacher Librarian Division shall consist of:

Chair  
Chair-elect  
Past Chair  
Secretary  
Arizona Young Reader Award Chairs (2)  
Conference Program Representative  
Membership Committee Representative  
Awards and Nominations Committee Representative  
Legislative Representative  
Intellectual Freedom Committee Representative  
SIRLS Representative  
Ad Hoc Committee Representatives

Appointment Procedure:

The Board of the division will recommend to the Elections/Appointment committee of AzLA the names of the Chair, Chair-elect and Secretary for appointment to these positions. -

Board members (Committee and representative appointments) shall be made by the Chair of the Division for the term of two (2) years to provide for continuity and mentoring.

#### DUTIES AND RESPONSIBILITIES

The Chair shall preside at all meetings of the Division and the Executive Board. The Chair shall have the right to vote only in case of a tie and shall appoint the chairpersons of the standing and special committees. The chair shall perform other duties designated by the membership or the Executive Board, and represent or designate representation of the Division to other organizations. The chair shall establish the calendar of the year for meetings with a minimum of six (6) meetings. The chair shall set the agenda of the meetings. The Chair shall report quarterly to the Executive Board and prepare an annual report for the membership. The Chair shall attend ALA mid-winter and annual conferences to represent the Division at the Affiliate Assembly of the American Association of School Librarians meetings. The Chair shall prepare the budget for the Executive Board. The Chair shall appoint the subcommittee chairs -and Secretary.

The Chair-elect shall perform the duties of the Chair in the absence or incapacity of the Chair.

The Secretary shall be responsible for the minutes of all business meetings and official correspondence of the Division.

#### COMMITTEES

Arizona Young Readers Award Committee

Other Ad Hoc committees as needed (e.g. : IP2, National Board Certification, etc.)

#### MEETINGS -

Meetings shall follow Robert's Rules of Order

Meetings shall be established by the Chair with a minimum of six (6) meetings per year.

Meetings generally are held in: Sept., Oct., Nov., Dec (annual at conference), Jan., Feb., Mar., May, (June if needed).

## ARIZONA LIBRARIANS FOR YOUNG ADULT SERVICES

### INTEREST GROUP

#### PURPOSE

To enhance the development and effectiveness of young adult library staff and young adult library services; to act as advocates for teens in libraries and communities; to recognize that teens are a distinct group with unique perspectives, skills and possibilities; and to be actively involved in the development of young adults.

#### COMMON ISSUES AND GOALS

##### **Pertinent issues to members (continuing education, networking, building bonds, etc.)**

- To unite all Association members interested in promoting services to young adults.
- To promote cooperation between school and public librarians who serve young adults.
- - To educate the library decision-makers, library staff, and library support groups about the special library needs of young adults.
- To provide opportunities for librarians who work with young adults to discuss concerns and share ideas.
- To sponsor programs which will improve the quality of young adult services in schools and public libraries in Arizona.
- To encourage all librarians to provide services designed to encourage and assist young adults in using libraries.

#### LEADERSHIP

- Appointment procedures — Will foster leadership for the interest group and provide the Nomination/Election committee with a candidate for appointment every other year.
- Terms of office — Term of office for each chair will be a period of two years.

#### DUTIES AND RESPONSIBILITIES

- Meet twice a year under the guidance of Robert's Rules of Order. Annual calendar will include two continuing education programs.
- Communicate with members via interest group listserv, mailings and the Association newsletter.
- Committees (Conference, Programs, Awards, etc) — Active members will be assigned to Conference Program Committee annually to insure program - development that will meet the needs of members.
- Reports (4 quarterly and 1 annual) — An annual report will be submitted to the association secretary two weeks prior to the annual business meeting.
- Budget — Budget requests will be submitted to the association treasurer two weeks prior to quarterly executive board meetings.

## **GOVERNMENT DOCUMENTS INTEREST GROUP**

### PURPOSE

To plan and work toward the improvement of government documents, services, and programs in libraries throughout Arizona.

### COMMON ISSUES AND GOALS

- To unite Association members interested in promoting awareness and use of government documents.
- To promote statewide cooperation in the areas of interlibrary loan, reference service, acquisitions, and disposal of unwanted government documents.
- To provide opportunities for people concerned with documents to discuss problems and share ideas and expertise.
- To sponsor programs which will increase public access to government information by promoting awareness and effective use of documents by library staff.
- To support the objectives set forth in the "State Plan for Federal Depository Libraries in Arizona".
- To cooperate with the Arizona Library Association, its sections, and other units to
  - enhance the role of libraries in Arizona.

### LEADERSHIP

- The officers of the Interest group shall be a Chairperson and a Vice-Chairperson.
- Chairperson will foster leadership for the interest group.
- Chairperson will provide the Nominations/Election committee with a candidate for Vice-Chairperson appointment.
- Term of office for each Chairperson will be a period of one year.
- Vice-Chairperson will serve on the AzLA Conference Program Committee.
- Term of office for Vice-Chairperson will be a period of one year, followed by the term of Chairperson.

### DUTIES AND RESPONSIBILITIES

- The Government Documents Interest Group will meet at least annually at the Arizona Library Association conference. Additional meetings may be called as required by the Chairperson.
- Communicate with members via interest group listserv and/or e-mails.
- The Vice-Chairperson will be assigned to the AZLA Conference Program Committee annually to insure program development that will meet the needs of members.
- Reports will be submitted by the Chairperson to the AzLA Secretary quarterly for presentation at executive board meetings.
- Annual report will be submitted by the Chairperson to the AzLA Secretary two weeks prior to the annual business meeting.
- Budget requests will be submitted by the Chairperson to the treasurer two weeks prior to quarterly executive board meetings.

## INTERNATIONAL INTEREST GROUP

### PURPOSE

To offer educational and social opportunities for Arizona librarians and library staff to further their knowledge of, and interest in, other countries and cultures. Our libraries serve increasing diverse populations. -Learning more about other cultures will enable us to do our jobs more professionally, intelligently, and sensitively.

### COMMON ISSUES AND GOALS

- To develop the interests of librarians and libraries in issues, activities, and opportunities in the fields of international culture and librarianship.
- To promote the exchange of materials, information, librarians and other resources throughout the world.
- To serve as a channel of communication and counsel for members of AzLA in the field of international issues of culture and librarianship.

### LEADERSHIP

Officers of this interest group shall consist of the following AZLA members in good standing: the Immediate Past-Chair, the Chair, and the Chair-Elect.

- Appointment procedures: AzLA President shall appoint the officers, the Chair, the Chair-Elect, and the Secretary-Treasurer. -
- Terms of office: The term of office of each appointed officer shall be two years commencing at the conclusion of the annual conference. In the event a vacancy occurs, the officers will move up a chair to complete the term.

### DUTIES AND RESPONSIBILITIES

The Chair serves for two years; duties include:

- Soliciting ideas from group members for yearly activities OTHER THAN the annual conference;
- Serving on the Homer Fellowship Committee and assisting with their activities;
- Keeping members apprised of international events and opportunities in Arizona and elsewhere;
- Keeping the IIG information on the AZLA website current (contact info, upcoming events, etc~); -
- Coordinating the annual IIG event, "International Fall", which entails:
  - 0 Setting the theme for that year, typically a country or region of the world;
  - 0 Finding a restaurant or other venue for the event;
  - 0 Finding 2-3 speakers for the event;
  - 0 Doing all PR and marketing, using AzLA website, newsletter, and e-lists;
  - o Registering attendees in advance, taking the money (we have charged \$35 for members and \$40 for non-members, which covers lunch, venue, and speaker fees), and paying for the luncheon;
  - 0 Collecting evaluations of the event for the next Chair;
  - 0 Paying the speakers (typically a nominal fee of \$50), purchasing speaker gifts and/or thank you cards;
  - 0 Soliciting ideas for next year's theme;
  - 0 Working with Incoming Chair for a smooth transition

The Incoming Chair serves for two years, then becomes Chair for two additional years Duties include:

- Soliciting ideas from members about ANNUAL CONFERENCE programs;
- Attending monthly Program Planning Committee Meetings;
- Coordinating all aspects of the speakers' programs;
- Assigning a facilitator for each program;
- Attending the conference and lending assistance to facilitators or speakers where necessary;
- Keeping the Chair and IIG members apprised of Program Planning Committee's progress;
- Reporting problems to IIG Chair;
- S** Attending AZLA Orientation meeting in Fall of the year prior to becoming Chair.

### MEETINGS -

An annual business meeting of the Interest Group shall be held in conjunction with the Arizona Library Association. Meetings, seminars, and workshops shall be held as approved by the Executive Board of the Interest Group to further the aims of the organization.

## REPORTS

The IIG Chair shall submit quarterly reports at the AzLA Executive Board meetings and submit an annual report.

## BUDGET

The chair will submit a request to AzLA Executive Board for annual funds as needed. The chair will submit an annual report of the expenses to the AzLA Treasurer as needed.

## **KIDS ISSUES, DEVELOPMENT AND SUPPORT (KIDS)**

### **INTEREST GROUP**

#### **PURPOSE** -

To support and encourage members who work with children by promoting children's services, literacy and giving a voice to children's issues within AZLA and the state of Arizona. - -

#### **COMMON ISSUES AND GOALS** -

To keep abreast of issues dealing with all children and their well-being.

- To provide information and opportunities for continuing education. -
- To network through local and statewide groups.
- To be willing to mentor one another.

#### **LEADERSHIP**

- The Direction Committee will consist of a Chairperson, immediate past Chairperson, Chairperson-Elect, and a Secretary appointed from the membership of the Interest Group.
- The Direction Committee will foster leadership for the interest group and provide the elections/appointments committee with a candidate, an AzLA member in good standing, for appointment every two years.
- The Chairperson will write the reports, budget requests and oversee the meetings.
- The Chairperson-Elect will serve on the Program Committee.
- The Secretary will take minutes of meetings and distribute to the Direction Committee members. The Secretary will distribute communications to the members through email. - -
- The immediate past chairperson will serve in an advisory capacity.

#### **DUTIES AND RESPONSIBILITIES**

To hold an annual business meeting at conference and additional meetings as needed following Robert's Rules of Order. The Direction Committee will meet annually to plan the calendar year.

- To submit budget requests to the association treasurer two weeks prior to quarterly executive board meetings.
- The Chairperson will submit quarterly reports to the association secretary for presentation at the executive board meeting. -
- To continue to be a presence on the Judy Goddard Libraries Limited Arizona Children Author/Illustrator Award committee, and the Arizona Young Readers Award Committee.
- To communicate through email and the association newsletter.

## **LIBRARY INFORMATION TECHNOLOGY INTEREST GROUP**

### **PURPOSE**

The purpose of the Library Information Technology Group is to promote advancement in developing and/or expanding automation in all Arizona libraries.

### **COMMON ISSUES AND GOALS**

- To promote unity by bringing together association members interested in library automation.
- To provide enrichment opportunities for association members by organizing forums to discuss problems and share ideas.
- To sponsor programs regarding all aspects of library automation.
- To collaborate with the divisions and other units of AzLA to enhance the role of the libraries in Arizona.

### **LEADERSHIP**

- The officers shall be a Chair and Chair-elect. -
- The term of office for each chair will be a period of one year commencing at the conclusion of the annual conference.

### **DUTIES AND RESPONSIBILITIES**

- An annual meeting will be held in conjunction with the AzLA annual conference.
- Annually coordinate program development with the AZLA Conference Program Committee for the annual conference.
- Submit an annual report prepared by the Chairperson to the association secretary.
- Budget requests will be submitted to the AzLA executive board.

**REFERENCE/PUBLIC SERVICES & INSTRUCTION**  
**INTEREST GROUP**

**PURPOSE**

To support, promote and advance library services and librarianship.

**COMMON ISSUES AND GOALS**

- To provide a forum for discussion of reference, public services, and library instruction issues, activities and innovations.
- To sponsor relevant continuing education programming.
- To foster communication among people from all types of libraries who are interested in the provision of public service and effective instruction.

**LEADERSHIP**

Appointment procedures — The officers will be Chair, Chair Elect and Secretary elected for one-year terms commencing at the conclusion of the annual conference. In the event a vacancy occurs, the Executive Board will appoint an RPSIG member to fill the vacancy.

**DUTIES AND RESPONSIBILITIES -**

The Chair will preside at meetings of the Board; conduct annual and other meetings; coordinate continuing education programming beyond the conference, attend regular and special meetings of AzLA and the AzLA Board, submit written reports on Interest Group activities to the AzLA Board; prepare an annual report to be distributed to the AzLA membership at the annual conference; and transmit RPSIG records to the Chair Elect at the conclusion of the annual conference.

The Chair will appoint representatives to committees as needed.

The Chair-Elect will preside at meetings of the Board in absence of the chair; represent the Interest Group on the AzLA Conference Program Subcommittee and coordinate programs sponsored by the Interest Group; fulfill other responsibilities as designated by the Board; and assume the duties of the chair after the annual conference.

The Secretary will keep minutes of membership and Board meetings and collect a roster of attendees. Meetings will follow Robert's Rules of Order.

## **SERVICES TO DIVERSE POPULATIONS INTEREST GROUP**

### **PURPOSE** -

- -

To promote equal access to information for populations which may be considered non-traditional or marginalized and which may not otherwise receive services.

### **COMMON ISSUES AND GOALS**

- To facilitate networking, sharing of ideas, and common concerns.
- To sponsor programs and continuing education opportunities that encourage interest in services to diverse populations.

### **LEADERSHIP**

Appointment procedures:

- The Chair and Past-Chair will meet annually to review the SDPIG membership list and contact those they think may be interested in being the Chair for the next two years. The first person who indicates his/her willingness to run will be nominated.
- The Chair will forward the name of the person being nominated to the Chair of the Elections/Appointments Committee with the person's written agreement to serve as Chair.
- If the Chair and Past-Chair cannot find anyone to agree to serve as Chair of SDPIG, the Elections/Appointments Committee will appoint a chair.
- The Chair will serve a two-year term. -

### **DUTIES AND RESPONSIBILITIES**

#### Meetings

Meetings of SDPIG will be held as the Chair considers necessary, but shall meet at least at the AzLA Annual Conference. Roberts' Rules of Order will be observed at any meeting of SDPIG. Committees

The Chair shall appoint members of SDPIG to serve on AzLA committees as indicated in the AzLA Handbook. The Chair, or his/her designee, will serve on the Conference Planning Committee.

#### Reports

The Chair shall provide written reports on SDPIG activities to the AzLA Executive Board on a quarterly basis. The Chair shall make oral reports the AzLA Executive Board meetings as necessary. The Chair shall provide an annual summary of SDPIG activities to the AzLA secretary for inclusion in the AzLA Annual Report.

#### - Budget

The Chair shall prepare and submit budget requests-to the AZLA Executive Board as required in the AzLA Handbook. The Chair shall submit a summary of expenditures made for SDPIG as part of their reports to the AzLA Executive Board.

## AWARDS COMMITTEE

### PURPOSE

To solicit and receive nominations and select recipients for the annual Service Awards and for author awards for Children's Author/Illustrator, Young Adult and Adult Author awards.

### COMMON ISSUES AND GOALS

To recognize members of the organization, individuals, groups, or organizations for their support of library issues and their efforts on behalf of AzLA. -

### LEADERSHIP

The AZLA President appoints chair of the Awards Committee. The three subcommittee chairs: Children's Author/Illustrator Committee, Young Adult Author Committee, and Adult Author Committee are appointed by the AzLA President.

Terms of committee chair and sub-committee chairs are one year with the option to reappoint for an additional year.

- The sub-committee chairs select committee members. Terms of committee members are one year and no more than two may be reappointed for one additional year.

Sub-committees shall consist of no fewer than 5 and no more than 7 members, including the chair.

- It is recommended that the awards and adult author subcommittees represent a variety of geographic locations and types of libraries.
- It is recommended that members of the Children's Author/Illustrator and Young Adult Author subcommittees be selected from appropriate service groups — i.e. youth services and young adult services librarians and that they represent librarians in variety of geographic locations.

### DUTIES AND RESPONSIBILITIES

#### **Awards Committee Chairs**

- Attend all meetings of the Conference Committee
- Communicate with subcommittee chairs
- Insure duties listed below are carried out

#### **Author/Service Subcommittee Chair**

##### **Author Awards -**

- Solicit nominations (AzLA Newsletter, ASLAPR listserv)
  - Evaluate nominations -
  - Select winner in each category
  - Notify winners in writing (copies to Awards Chair, Conference Program Chair, AZLA President, AzLA Webmaster, Meeting & More for plaques)

Send biographical or publicity materials to webmaster

Write article for AzLA newsletter

Present awards at luncheon (AZLA President)

##### **Service Awards**

- Confirm sponsorship of awards
- Solicit nominations (AzLA Newsletter, ASLAPR listserv)
- Evaluate nominations and select award recipient.
- Write presentation material for banquet describing qualifications of the recipient for use at banquet or luncheon.
- Present awards at banquet (AzLA President)
- Present recipients and nominations with folder of nomination/support letters

## AWARD COMMITTEE CHAIRS

Service Awards Subcommittee Chair

Arizona Young Readers Award Sub-committee Chair  
Sponsored by Judy Goddard Libraries Limited

Arizona Children's Author/Illustrator Award Sub-committee Chair Sponsored by Judy Goddard Libraries Limited

### **Service Awards**

#### **Library Leadership Award**

This award is presented to an active or retired library administrator or manager (as defined by their institution and may include director, adult services supervisor or similar position) with an MLS who is an AzLA member. Criteria include significant accomplishments and leadership over the past three years in Arizona in several of the following areas:

- 0 Promoting libraries/library service in Arizona
- 0 Legislative activity and support
- 0 Mentoring-own institution, statewide, or regionally
- 0 Staff development- own institution, statewide, or regionally
- o Professional publications
- o Contributions to the future of the profession
- o Raising the profile of the profession
- o Raising the profile of the library-own institution or libraries in Arizona
  
- 0 Significant participation in a special project relating to libraries or library service

Explanation: this award differs from the Rosenzweig Distinguished Service Award in the length of service being considered and the area of effectiveness; i.e., it could be limited to own institution rather than to the region.

#### **Rosenzweig Distinguished Service Award**

This award is presented to an active or retired layperson or librarian who is a member of AzLA. Emphasis is placed on effectiveness regionally or statewide, rather than limited to the institution where the individual worked. Criteria include significant accomplishments and leadership over the past ten years in Arizona in several of the following areas: -

- 0 Promotion of libraries and library services in Arizona
- 0 Active support of AzLA
- 0 Legislative activity and support -

- 0 Mentoring
- 0 Staff development
- 0 Professional publications
- 0 Contributions to the future of librarianship and information science as a profession
- 0 Raising the profile of work in libraries
- 0 Raising the profile of the library in Arizona
- 0 Significant participation in a special project relating to libraries or library service

Explanation: This award differs from the Library Leadership Award in the length of time the individual served the Arizona library community, the effect of the accomplishments throughout the state, and because the individual is not required to have an MLS.

- **Outstanding Library Service Award**

This award is presented to an individual currently working in libraries, with or without an MLS, who has professional responsibilities to the end user in such service areas as reference, programming, cataloging, bibliographic or database instruction, collection development, or a combination of these and other professional responsibilities. Service during the past 1-3 years should be considered. Emphasis will be placed on enhanced service, beyond the standard requirements of good library service. Criteria include one or several of the following:

- 0 Service or project effectiveness beyond own institution
- 0 Potential impact or benefit to other libraries
- 0 Benefit to local community -
- 0 Accomplishment as potential model for other libraries of similar size
- 0 Nominee's investment of personal time
- 0 Limitation of resources (staff, time, funds)

Explanation: The award is intended to give equal opportunity to people who provide service directly to patrons or who may have limited resources or clerical assistance. The MLS requirement was deliberately dropped to give workers who give professional service an opportunity to compete for this award. As youth services/young adult librarians and school librarians have separate awards, this award is intended for those who serve primarily adults or college age students, or where youth services are not separated from adult services.

- **Sharon G. Womack Outstanding Library Technician Award** This award is given to an individual who has served as a model of the important role that the paraprofessional plays in providing quality library service and who has exemplified the integral part that the paraprofessional performs as a library staff member. Nominees will be judged on the basis of;

- 0 Demonstrated on-the-job excellence, as noted by their supervisors
- 0 Support and enhancement the services of the library where they work

- 0 Evidence of interest in continuing education and other learning opportunities
- 0 Service to AzLA and other library organizations
- 0 Participation in other noteworthy community activities will also be considered.

Nominees must be a member of AzLA for one year prior to their nomination. The winner will receive a free membership in AzLA for the year following the Award.

- **Outreach Services Award**

Little Chapel of All Nations, Tucson, provides a monetary award to the library, librarian, or library related group or person that provides exemplary library outreach services to un-served or minority populations. Membership in AZLA is not required.

- **Outstanding Decision Maker Award**

This award is given to an Arizona decision-maker exhibiting significant support for librarians. This person is an administrator (city, county, academic, school) or elected/appointed official (City Council, Board of Regents, Board of Supervisors, School Board) who has made a difference for libraries. This person's demonstrated support may be a critical issue (intellectual freedom, fiscal advocacy, development or a new program, etc.) or continuous support over a period of time.

**S AzLA/ProQuest SIRS Intellectual Freedom Award**

ProQuest SIRS sponsors a cash award for the purchase of library materials. It is given to an individual or library for actively promoting intellectual freedom in Arizona.

**Rising Moon Outstanding Youth Services Librarian Award**

The Rising Moon Outstanding Youth Services Librarian Award is given to an individual who serves as a model for the important role Youth Services plays in public libraries. This award is sponsored by Northland Publishing Inc. under their Rising Moon imprint and provides a \$400 cash award to be used to purchase books for the youth collection(s) of the winner's library. Nominees may be Children's, Young Adult, or Youth Services librarians, or other librarians who serve youth in those capacities, in any Arizona public library. Nominees must demonstrate notable and outstanding performance in producing, developing and promoting programs, services, collections, and reading activities for children and/or teenagers in their libraries and communities. Nominees must have two years of continuous membership in AzLA to be considered for this award.

- **Follett School Librarian of the Year Award**

This award is given to an individual who serves as a model for implementing the American Association of School Librarians (AASL) National Standards. This award is sponsored by Follett School Library Resources, which provides a plaque for the winner. Nominees must be certified school library media specialists in - Arizona who demonstrate notable or outstanding performance in the areas of collaboration with classroom teachers, educational leadership, technology, and advocacy for school libraries. Nominees must have two years of continuous membership in AzLA to be considered for this award.

**S Outstanding Library Board**

Given to a Library Board or equivalent management group under whose guidance or support a library or group of libraries has been substantially improved. The Board's policies, its success in promoting library service to its constituency, its financial contribution, and its relationship to the community are taken into consideration.

- **Library Support Staff Scholarship Award**

The Library Support Staff Scholarship Award is a monetary award of \$500 given once annually for the purpose of supporting continuing education via community college, university, or national conference, to any non-M.L.S. degreed library staff member employed by any library within the State of Arizona. The recipient must currently be enrolled in a college or university program, submit official records showing a grade point average of 3.0 or above, be actively pursuing an A.A.S degree in Library Technology or a B.A. or B.S. degree in any major with the goal of pursuing, upon graduation, a Masters Degree in Library

Science or be actively pursuing a Masters Degree in Library Science, and a member of AzLA. The Emerging **Leader Award**, sponsored by Phoenix based Great Potential Press, is open to any person working in a library who shows exceptional promise as a leader in the field. The purpose of the award is to recognize individuals with strong leadership potential in order to encourage them to take on roles of increasing responsibility in library work. Membership in AZLA is not required. Criteria for the award include one or more of the following;

- creation of innovative programs or services,
- creating a positive vision, communicating it to others, and inspiring and guiding others to achieve it,
- - making exceptional use of local, state, or national library resources including grants,
- actively participating in professional library organizations on a local, state or national level, -
- showing a commitment and belief in the vitality, flexibility and future of library service,
- having two full years of full-time library service in Arizona prior to nomination and no more than five years work history.

A cash award of \$250, provided by Great Potential Press, and a one year membership to AzLA will be awarded to the selected nominee.

### **Book Awards**

- **Judy Goddard Libraries, Ltd. Awards**

The Judy Goddard/Libraries, Ltd. Awards are given for two types of writing, one for children up to twelve years, the second for young adults, twelve to nineteen years. Libraries, Ltd, Inc., provides Phoenix support for the Awards.

Membership: Subcommittee chairperson, named by the AzLA President, shall be an ex-officio member of the Awards Committee. The subcommittee shall have two panels to accommodate the different focus of each award.

Chairpersons shall serve for two years, appointment to begin in odd numbered years. Members serve two-year terms that shall be staggered to provide continuity. Members may be reappointed once.

- 0 Young Adult Author Award

There shall be five persons comprising this subgroup, one member nominated by the Teacher Librarian Division and Libraries, Ltd., two persons nominated by the Arizona Librarians for Young Adult Services Interest Group, and the subcommittee at its first meeting will select one additional member at large who may be a member of AzLA and/or a member of Libraries, Ltd.

- 0 Children's Author/Illustrator Award

There shall be five persons comprising this panel, one member nominated by the Teacher Librarian Division and Libraries, Ltd. two persons nominated by the KIDS Interest Group, and the subcommittee at its first meeting will select one additional member at large who may be a member of AzLA and/or a member of Libraries, Ltd.

### DUTIES AND RESPONSIBILITIES

- 0 To function as subgroups under direction of the chair.

- 0 To present a program proposal to the annual Conference Program Chair that highlights the award winners.
- 0 The award(s) shall be presented only in those years when, in the wisdom of the committee, there is a qualified recipient.
- 0 The recipient shall be determined in sufficient time to meet the schedule issued by the Awards Committee.

### CRITERIA

The nominees for the Children and Youth/Illustrator Award shall:

- 0 Be a living writer, preferably one who lives in the state itself or has lived in the state or the immediately surrounding region, or met the requirements until his/her recent death.
- 0 Feature or be closely identified with Arizona and the surrounding region. In the case of the Children's Author/Illustrator Award, the book is intended primarily for children up to twelve years. In the case of the Young Adult Author Award, the book is intended primarily for young adults twelve to nineteen years.

- **Arizona Young Readers Award**

The purpose of the Arizona Young Readers' Award is to stimulate the interest of young readers in outstanding literature written primarily for them.

Membership: subcommittee Chairperson or Chairpersons, named by the AzLA President upon the advice of the TLD Board, shall be ex-officio member(s) of the Awards Committee.

### DUTIES OF THE COMMITTEE

- 0 Collect all nominations sent in by young readers, teachers and librarians throughout the state.
- 0 Review all titles receiving nominations in each category and verify that they meet the criteria for nomination.
- 0 Create and distribute ballots to all Elementary schools in Arizona so the children can vote on their favorite book.
- 0 Count the votes in each category to determine a winner.
- 0 Announce the winner in each category and, at the same time, present the list of the nominated books for next year.
- 0 Present the award to the winning author in each category at the AzLA Annual Conference.

### CRITERIA FOR NOMINATION

To be eligible for nomination, a book must:

- 0 Be a title most often read or requested by children.
- 0 Have a strong appeal to the age group for which the nomination is made.
- 0 Have been published in English within the previous five years and still in print.

Nominations for books for the next year are due when votes for current nominations are submitted and must be received by November 1st. Ten (10) books are nominated for each of the three categories: Picture books, Chapter books and Middle School/Young Adult. Books are read and voted upon by the state's children during the period from announcement through the voting deadline. Students may read and vote for books in more than one category. Children must read (or have read to them) at least 5 of the nominated books in the Picture book and Chapter book category and at least 3 of the books in the Middle School/Young Adult category. Qualified voters are allowed one vote each in a category. A responsible adult in a classroom or library setting must monitor voting. This adult will tabulate the votes for their classroom/library/school and submit one ballot to the committee by March 15.

## COMMUNICATIONS COMMITTEE

### PURPOSE

- To act as a communications link between the association and its members.

### GOALS

- Monitor Zale's website and serve as a liaison to the association webmaster.
- Publish Newsletter ten times a year with combined issues July/August and November/December
- Provide a venue for libraries and professionals to promote activities deemed of interest to the association as a whole
- Collect news items for distribution via the appropriate channel
- Provide timely information distribution to members
- **S** Promote the philosophy of the association's current leadership

### LEADERSHIP -

Newsletter Editor are appointed for a two-year term. Reappointment is available upon recommendation and approval of the Executive Board. The Editor will attend board meetings and other functions.

### MEMBERSHIP

The committee consists of the Newsletter Editor, , the Secretary and an appointed representative from each of the three regions. -

### DUTIES AND RESPONSIBILITIES

- Develop editorial policies and guidelines
- Act as a clearinghouse for information distribution
- Pursue the inclusion of timely and pertinent information affecting the association
- Oversee the general planning for the improvement and evaluation of communication methods -
- Publish information from the Executive Board, Divisions, Special Interest Groups and Committees - -
- Present reports to the Executive Board at all scheduled meetings
- Prepare budget reports and recommendations as needed and/or requested

## CONFERENCE COMMITTEE

### PURPOSE

To plan and present an annual conference.

### COMMON ISSUES AND GOALS

The Conference Committee strives for continual improvement in the annual conference, and to keep it relevant to library interests and issues. -

### LEADERSHIP

Co-Chairpersons appointed by the AZLA President to serve alternating two-year terms. The conference chairpersons appoint committee members. Director of the agency appoints one staff member of the Arizona State Library.

Members serve a one-year term and may be re-appointed for an unlimited number of terms. President or Co-Chairs will appoint vacancies.

Program subcommittee consists of one representative from each division and interest group, appointed by the representative President or Chair.

### DUTIES AND RESPONSIBILITIES

- Prepare welcome letter with meeting dates, times, and location for conference committee members. -
- Create email group of conference committee members and update as needed.
- • Prepare meeting agendas and disseminate information between meetings.
- Formulate policies and procedures relating to the annual conference.
- Develop conference budget.
- Determine overall conference schedule, calendar, etc.
- Handle all logistics of the annual conference.
- Determine cut off dates for early bird and pre-conference registration.
- Follow-up on online registration form and problems with registering.
- Propose exhibit and registration fees for approval by Executive Board.
- Report to the Executive Board at every Board meeting and copy AZLA President on all minutes and other significant correspondence.
- Develop conference theme & stationery.
- Author Signings: Committee is responsible for obtaining authors as well as obtaining books related to signings.
- Determine charitable organization for book donations.
- Write grant and final grant report for MPLA funding of pre-conference program.

- Awards: provide Conference Manager with details on award recipients and procedures for Awards Banquet. This includes contacting sponsors of awards to see if they will attend lunch. Also, committee responsible for providing accurate number of meals (comp or not) prior to pre-registration deadline.

Hospitality: communicate with speakers, meet & greet speakers, escort speakers when necessary, arrange for speaker gifts.

- Programming: development and confirmation of educational topics and speakers.
- Publicity: general conference publicity for AzLA Newsletter, AZLA Web Page and other media.

Agenda: assignment of dates, times and locations for various program functions for the printing of preliminary Program.

- Program Booklets: provide Conference Manager with final copy for program speakers, times, topics, descriptions etc. needed to publish preliminary & final Program Booklets.
- Sponsorships & Prizes: any solicitation of exhibitor prizes or sponsorship revenue for speakers and events.
- Purchase all conference ribbons and stuff ribbons in pre-registration packets.
- Update conference evaluation.
- Novelty Sales: arrange for sales of novelty items such as t-shirts, tote bags, logo items, etc.
- AzLA Membership Booth: work with Membership Chair to operate the AZLA Booth in the exhibit hall including setup and teardown that are done during the same time slot allotted to exhibitors.
- Handle logistics of collecting and depositing money from AZLA table in exhibit hall
- Finances: Conference Treasurer will receive from Conference Manager all advance registration and booth revenue, deposit same in Conference bank account and prepare appropriate financial statements thirty (30) days after conclusion of Conference. Treasurer will also take over administration of unpaid purchase orders/invoices from Conference Manager.
  - Speaker airfare arrangements: handling flights for out-of-state speakers usually coordinated with Conference Travel Agency.
  - Speaker Information: Provide Conference Manager with comprehensive listing of all speakers to include name, address, telephone & fax number with program committee person responsible for that speaker. This is to be provided prior to printing of preliminary program. Necessary adjustments should be given as needed thereafter. Conference Manager should also receive copies of all contracts with speakers and/or entertainment.
- Follow up on all conference details. -
- Conference Committee is responsible for developing, organizing and manning an Internet Center and/or Recruitment Center should the Conference Committee decide to arrange for one.
- Prepare final report on conference and evaluation feedback for Executive Committee.
- Write thank you notes to conference committee members.
- Revise the handbook to keep it current and reflect existing practices.

## ELECTIONS /APPOINTMENTS COMMITTEE

### PURPOSE

To coordinate the elections of the Association and to ensure that divisions and committees have leadership through an election and appointment process.

### MEMBERSHIP

Chairperson is the Past President. Members are the President-elect, Secretary, Treasurer, ALA Councilor, MPLA Representative and Regional Representatives.

### TERMS OF OFFICE

Chairperson serves a one-year term; other members serve according to their elected/appointed terms.

### DUTIES AND RESPONSIBILITIES -

- Compile a slate for the offices of President-Elect, Secretary, Treasurer, and Councilor to the American Library Association, three Regional Representatives, and Mountain Plains Library Association representative.
- Present a complete slate to the Executive Board at least 30 days prior to the annual conference according to the schedule approved by the Executive Board. Adhere to additional policies governing the nominations of AzLA officers in the Bylaws. Take into account such factors as Division and Interest Group membership, geographical representation, and size of institution when developing slates for nominations.
- Provide biographical information and election statements to the Association Manager in ample time to assure the distribution of the ballots according to Arizona Library Association Bylaws. Receive support from the AzLA Association Manager in the verification of membership status and the tabulation of election results. Any group failing to meet the deadline for the single mailing of the general association-wide elections shall underwrite the costs of a separate election with non-AzLA funds.
- Tabulate Association ballots.
- Confirm recommendations by Division and Special Interest Group leadership for chair appointments. If recommendations fail to be made, the committee begins the process of identifying and appointing chairs for divisions or groups.
- Make necessary reports to the Executive Board including the proposed committee schedule for the election year, the slate of candidates, and the Annual Report.
- Submit to appropriate library journals and local and state newspapers, and ALA Chapter Relations Office the result of AzLA Elections. The ballot of Association-wide elections shall be published in-the AzLA Newsletter immediately following the election with the name of the winners highlighted.
- Present past files of the committee to the incoming committee chair as soon as that individual is appointed.

### PROCEDURES FOR ELECTIONS

- Each AZLA unit will be responsible for procuring its own slate of candidates, biographical information and/or election statements from its candidates, and submitting this information to the Elections/Appointments Committee according to the timeline approved by the AzLA Executive Board.
- Ballots will be returned to the association mailing address and will have the location self-addressed on the ballots for ease of return.
- The Chair of the committee must tabulate and/or verify the ballots. Other members of the committee may exercise this option as well if they wish.

## HORNER FELLOWSHIP COMMITTEE

### PURPOSE

The Homer Fellowship was endowed through the generosity of the late Dr. Layton “Jack” Horner and his wife Marian. Under the auspices of the Arizona Library Association, this unique Fellowship was created in 1989 to foster cultural understanding and to facilitate informational exchanges between Arizona and Japanese librarians. In 1999 Arizona Library Association (AzLA) and Japan Library Association (JLA) entered into reciprocal exchange agreement. -

The purpose of the Homer Fellowship Committee is to oversee the administration of the Homer Fellowship, in cooperation with the AzLA President, Treasurer, Executive Board, Prudential Securities Inc. and the International Relations Committee of the Japan Library Association in order to facilitate reciprocal exchanges between Arizona and Japanese librarians.

### COMMON ISSUES AND GOALS

The goal of the Committee is to administer and promote the Fellowship in accordance with the wishes of Dr. Layton “Jack” Horner and his wife Marian.

As issues within the Committee arise, they shall be addressed by consulting the AzLA Handbook, the Horner Notebook, the AzLA President, the AzLA Treasurer, the AzLA Executive Board, past Homer Fellows, and/or our Japanese colleagues at JLA as the situation warrants.

### LEADERSHIP

Membership of this Committee shall consist of the following AzLA members in good standing:

- Current Chair
- Immediate-past Chair
- A Former Homer Fellow (preferably the most recent recipient of the Homer Fellowship Award)

**S** One Japanese-speaking member

- One additional AzLA member selected by the Chair -  
The Chair as needed may appoint other members as needed. An odd number of Committee members are recommended.

A. Appointment procedure

The Arizona Library Association President- shall appoint the Chair. The Horner

Fellowship Committee Chair shall assemble committee members.

#### **B. AzLA/JLA Liaison**

To maintain a viable relationship with Japan Library Association, planning meeting exchanges between the Horner Fellowship Committee and JLA’s International Relations Committee shall be arranged as needed. It is recommended, although not required, that the AzLA/JLA liaison be conversant in

Japanese and English. The AzLA/JLA liaison from Arizona shall be appointed by members of the Homer Fellowship Committee in concert with the AZLA President and Executive Board.

C. Terms of office

The Chair shall serve for two years (or through and entire reciprocal exchange cycle). All other Committee members shall serve for one year. Committee members may be reappointed.

### DUTIES AND RESPONSIBILITIES

- Oversee, administer and promote the Homer Fellowship
- Receive regular reports on the Horner Fellowship Endowment Funds and budget process from the AzLA Treasurer.
- Maintain and nurture the Committee’s relationship with Japan Library Association’s International Relations Committee
- Announce the application process through all available AzLA communication media

- Interview the top three candidates
- Select Fellows according to established criteria
- Announce the recipients
- Prepare the Fellows for an exchange
- Facilitate reciprocal exchanges with our Japanese colleagues
- Report on the exchange
- Maintain the Homer Book as the official record of Homer Fellowship Committee activities.
- Keep AzLA Homer Fellowship web space up to date.
- Maintain a relationship with AzLA's International Interest Group
- Maintain a relationship with Donna Lee Siple, Horner Family Representative.

#### MEETINGS

An annual meeting will be held at AzLA Annual Conference. Other meetings shall be held as needed to transact Committee business.

#### COMMITTEE ASSIGNMENTS

The Horner Fellowship Committee shall work with other AzLA committees as required: -The Conference Program Committee to sponsor each Horner Fellow's presentation at the annual conference via the International Interest Group.

The Awards Committee to present a plaque to a returning Fellow at the annual conference

The Communications Committee to promote the Fellowship

Ad hoc committees may be created within the Homer Fellowship Committee as needed.

#### REPORTS

The Committee Chair shall submit quarterly reports at the Executive Board meetings and an annual report.

#### BUDGET

The Endowment Fund: Management of the endowment fund will reside with the AzLA Executive Board. All decisions pertaining to the Fund will be shared with the Chair of the Homer Fellowship Committee. According to the expressed wishes of the Homer's, the endowment principal may not be touched. It is a permanently restricted fund. Interest from endowment investments shall be used to administer the Fellowship and to fund exchanges.

#### FELLOWSHIP STIPENDS

Interest from endowment investments shall be used to help fund each.

#### DONATIONS

Donations to the endowment fund shall be directed to the AzLA Treasurer. Donation acknowledgements shall be written by the AzLA Treasurer and reported to the Homer

- Fellowship Committee on a quarterly basis.

#### AzLA TREASURER REPORTS

The AzLA Treasurer's quarterly reports to Executive Board and the annual report shall document endowment fund activity. The AzLA Treasurer shall provide relevant information to the Committee as needed.

#### **APPLICATION PROCESS AND PROCEDURES:**

An announcement promoting the Fellowship and informing AzLA members about the application process shall be placed in all AzLA communication media beginning on September 1st and ending on November ~ of the year preceding the exchange. The successful candidate shall be announced at the annual AzLA Conference Business Meeting.

#### **THE APPLICANT'S PROCEDURE**

Applicants should send the following information to the Chair of the Homer Fellowship

Committee:

- A current resume
  - A Letter of Application, which should address:
    1. A valid and serious purpose for making the exchange
    2. The expected benefits of the exchange for the applicants career development
    3. The contribution the proposed exchange will make to Arizona Librarians.
  - The name, address, phone number and e-mail address of three professional references -
  - A letter of support from the applicant's current Library Director or Chief Administrator which should address:
    1. The administrator's confidence in the applicant as an exchange Fellow
    2. A willingness to support a leave of absence for the exchange (if applicable)
    3. A willingness to host/support a Japanese Librarian exchange in the future

### **EXCHANGE CYCLE**

A reciprocal exchange cycle is currently developing between the Arizona Library Association and the Japanese Library Association. An Arizona librarian will travel to Japan every other year (on odd numbered years). A Japanese librarian will travel to Arizona on even numbered years beginning in 2004.

### **CRITERIA FOR SELECTING-A HORNER FELLOW:**

Applicants must be:

- An AzLA Member in good standing
- Currently employed in an Arizona Library
- Have a minimum of three years library experience
- Strength of the candidate's references
- Willing to share their exchange experience with AzLA members in the form of a written report, to be published in the *AzLA Newsletter* and posted to the AZLA website
- Willing to make a presentation at the annual AzLA Conference
- Willing to actively serve on the Homer Fellowship Committee to promote the Fellowship -

To facilitate a fair and equitable selection process and to foster a balance statewide, secondary criteria that may be considered are:

- Support of the candidate's affiliate institution for the exchange
- Appropriateness of stated purpose for the exchange
- Geographic location within the state
- Type of library (academic, public, school or special)

Travel insurance is required.

It should be understood by each Homer Fellow that s/he officially represents AzLA during the exchange. A Liaison is the guest of our hosts in Japan. Our Japanese colleagues are not expected to host family members or companions during the duration of the exchange. Family or friends are welcome to join a Fellow in Japan before or after the exchange.

### **CRITERIA FOR SELECTING A HORNER FELLOWSHIP COMMITTEE**

-

#### **LIAISON**

Applicants must be:

- An AzLA Member in good standing
- Currently employed in an Arizona Library
- Have a minimum of three years library experience.
- Willing to share their exchange experience with AzLA members in the form of a written report, to be published in the AzLA newsletter and posted on the AZLA website. -
- Willing to actively serve on the Homer Fellowship Committee and to promote the Fellowship

Travel Insurance is required.

It should be understood by each Homer Fellowship Liaison that s/he officially represents AzLA during the

exchange. A Liaison is the guest of our hosts in Japan. Our Japanese colleagues are not expected to host family members or companions during the duration of the exchange. Family or friends are welcome to join a Fellow in Japan before or after the exchange. -

## INTELLECTUAL FREEDOM COMMITTEE

### PURPOSE

To promote and encourage free access to library materials and information to citizens of Arizona.

### MEMBERSHIP

Chairperson appointed by the AZLA President. Recommended that Chair come from within the IFC, but not required. Two appointments from each Division, appointed by Division chair, one from elementary and one representing middle/high schools; one staff member of ASLAPR, appointed by ASLAPR Director; one Member-at-Large, assigned by the AzLA President.

Chairperson shall serve for two years, appointment to begin in even numbered years.

Members shall serve one two-year term, staggered.

Past-Chair: Chair remains an additional year for continuity.

- Chairperson or a designated representative also serves on the Library Legislation Committee.

Members: Chair, CULD, PLD, SLD, TLD, & ASLAPR and others as needed (appointment by Chair).

Monitor legislation or administrative policy at the state, local and school district level which might place library collections in jeopardy, or which might restrict, prejudice or otherwise interfere with selection acquisition or other professional activities of libraries.

- Monitor legislation or administrative policy in the general field of communication of knowledge and ideas that might be beneficial to and support the concept embodied in the phrase "freedom to read".
- Keep the Association informed of any legislation and/or policies affecting access to information. -
- Provide assistance when an incident or controversy occurs.
- Promote the development of book selection policies for all libraries throughout the state. -
- Keep the Association apprised of significant IFC activities on the national level.

### TERMS OF OFFICE

### DUTIES AND RESPONSIBILITIES

## LEGISLATION COMMITTEE

### PURPOSE

Take a leadership role in promoting effective, collaborative political action in support of libraries and to facilitate communication among all stakeholders regarding library legislation at the state and federal levels.

### LEADERSHIP

Chairperson appointed by the AZLA President (Co-chairs having a staggered term are preferable.) Two members from each division appointed by the Division chair, Regional Representatives. A staff member of the Arizona State Library, Archives, and Public Records appointed by the Director of the Agency. Chairperson of Intellectual Freedom Committee or designated representative also serves as a member of this committee. A member of the Arizona Library Friends appointed by the President of ALF shall serve as an ad hoc member. Additional members appointed as needed by the Chairperson.

### MEMBERSHIP -

Chairperson shall serve for two years, appointment to begin in an odd numbered year. If co chairs are appointed, they should be appointed in alternating years. Chairs or cochairs can be reappointed. Members serve a two-year, staggered term and may be reappointed. The past chair will remain as advisor for an additional year following his/her term.

### DUTIES AND RESPONSIBILITIES

- Recommend legislative policy and programs for Executive Board approval and take necessary steps for implementation.
- Promote legislation beneficial to libraries and library service.
- Oppose legislation detrimental to libraries and library service.
- Ask for legislative action from AzLA membership.
- Inform legislators about the possible effects on libraries or librarians of existing or pending legislation.
- Inform AZLA membership and/or Executive Board about State and Federal legislative activities of interest and importance to Arizona libraries and librarians.
- Forward legislative announcements and requests for action as directed by the Executive Board.
- Promote cooperative legislative activity with such groups as Arizona Library Friends, Arizona Humanities Council, Friends of Arizona Archives, the Arizona Education Association and others.
- Advocate financial support for the Arizona State Library, Archives and Public Records agency. Work closely with the State Librarian
- Provide a leadership role in promoting legislative advocacy among members of AzLA.
- Participate in the ALA Legislative Day activities.
- Plan and organize the annual Legislative Day activities.

## **MEMBERSHIP COMMITTEE**

### **PURPOSE**

To recruit and retain members for AzLA.

### **MEMBERSHIP**

Chairperson appointed by AzLA President. One member from each division appointed by Division Chair. Additional members appointed as needed by the chairperson. One staff member of ASLAPR appointed by the Director of the Department.

### **TERMS OF OFFICE**

Chairperson and members serve a one-year term. Members may be reappointed.

### **DUTIES AND RESPONSIBILITIES**

- Assist Association Manager to maintain membership records.
- Assist Association Manager in updating the membership brochure as needed.
- Recruit members of AzLA through annual solicitation in January and with special campaigns as needed.
- Arrange for a display of membership materials at the annual conference and other meetings of the Association.
- Advise Association Manager on possible changes needed on the membership application form. - -

## **PROGRAM SUBCOMMITTEE (CONFERENCE)**

### **PURPOSE**

The Program Subcommittee is responsible for the development, confirmation, and coordination of educational programming for the AzLA Conference.

### **COMMON ISSUES AND GOALS**

The goals of the subcommittee are to provide quality programming for the AzLA Conference and to coordinate with other conference subcommittees on events necessary to the success of the AzLA Conference. As issues within the subcommittee arise, they shall be addressed by consulting the current AzLA Conference Committee and/or chairs, past Program Subcommittee chairs, the AzLA president elect, and appropriate members of the AzLA Executive Board. -

### **LEADERSHIP -**

Membership of this subcommittee shall consist of the following AZLA members in good standing:

- Co-Chairs -
- One representative from each division
- One representative from each interest group

The AZLA President will appoint the Co-Chairs. A representative from each division and each interest group shall be appointed by the respective President or Chair to represent the broad programming interests of the AzLA membership. Co-Chairs will each serve a two year staggered term, with a new appointment made each year to replace the outgoing Co-Chair. All other subcommittee members shall serve for one year and may be reappointed.

### **DUTIES AND RESPONSIBILITIES OF CO-CHAIRS**

- Develop and distribute Program Proposal forms to the AzLA Membership through all available communication media
- Coordinate with the Conference Committee Co-Chairs to set meeting schedule and develop timeline
- Attend Conference Committee meetings and update Conference Co-Chairs on a regular basis
- Coordinate with Awards Chair for information about award winners, and for award event(s) details -
- Coordinate with Adult Author Chair for presenting and signing author information
- Provide speaker and program information in electronic format on a current basis to webmaster for AzLA Conference website ~ -
- Contact and meet with Program Subcommittee members as needed to transact subcommittee business
- Receive and track completed Proposal Forms via electronic database
- Review submitted program proposals
- Schedule selected programs, track speakers and AV requirements via electronic database
- Produce Preliminary and Master Program
- Develop speaker list for Hospitality Chair and arrange for Speaker Information Packet to be distributed
- Attend Conference and Conference Events
- Review Conference attendees' Evaluation Forms
- Maintain and update as needed a Program Subcommittee Notebook for succeeding Co-Chairs -

### **DUTIES AND RESPONSIBILITIES OF PROGRAM SUBCOMMITTEE**

- Attend Program Subcommittee meetings
- Review submitted program proposals
- Develop programs and pursue speakers of interest to each Subcommittee member's respective Division or Interest Group
- Contact speakers, negotiate fees, determine AV requirements
- Submit finalized programs, speaker information, expenses, and AV requirements in electronic format to Program Subcommittee Co-Chairs
- Attend Conference, introduce speakers, and distribute speaker gifts
- Contact succeeding respective Program Subcommittee member and provide an overview of the duties and responsibilities of the Program Subcommittee

## BUDGET

- All Program Subcommittee expenditures (honorariums, travel expenses, etc) must be pre-approved by the Program Subcommittee Co-Chairs
- Program Subcommittee Co-Chairs will coordinate with the Conference Treasurer concerning speaker reimbursement forms and corresponding procedures

**SCHOOL OF INFORMATION RESOURCES AND LIBRARY  
SCIENCE ADVISORY COMMITTEE**

**PURPOSE**

**To advise and assist the Director of the School of Information Resources and Library Science of the University of Arizona and the faculty of the school.**

**MEMBERSHIP**

Chairperson appointed by the AzLA President. Up to two members of each AZLA division, appointed by the respective Division chair. Up to five additional members may be appointed by the Committee Chairperson in consultation with the SIRLS Director if needed. One staff member of Arizona State Library, Archives and Public Records to be appointed by the Director.

**TERMS OF OFFICE**

Chairperson shall serve for two years, appointment to begin in even numbered years. Members shall serve for two years and may be reappointed.

**DUTIES AND RESPONSIBILITIES**

- Advise the Director of the University of Arizona School of Information Resources and Library Science on the broad range of issues affecting library education in the State of Arizona and the mission and role of the School of Information Resources and Library Science related thereto.
- Act as a sounding board for proposed innovations at the School of Information Resources and Library Science.
- Assist the School of Information Resources and Library Science in recruiting highly qualified candidates.
- Assist the School of Information Resources and Library Science to obtain external funding.
- Appraise the Association of goals, trends and needed membership involvement.
- Report regularly to the AzLA Executive Board.
- Meetings shall be held at least twice a year.

An annual report shall be filed with AzLA

## ACCESS TO INFORMATION

The Arizona Library Association asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services. AzLA shall seek to make it possible for library and information service agencies which receive their major support from public funds to provide service to all people without additional fees and to utilize the best possible access to information, as AZLA will actively promote its position on equal access to information.

## CONFIDENTIALITY OF LIBRARY RECORDS

The Arizona Library Association strongly recommends that the responsible officers of each library:

1. Formally adopt a policy that specifically recognizes its circulation and other records identifying the names of library users with specific materials to be confidential.
2. Advise all librarians and library employees that such records shall not be made available to any agency or state, federal or local government except pursuant to such process order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.
3. Resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction in accordance with A.R.S. 41-1354.

## ETHICS

1. Librarians and library staff must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased and courteous responses to all requests for assistance.
2. Librarians and library staff must resist all efforts by groups or individuals to censor library materials.
3. Librarians and library staff must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians and library staff must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians and library staff must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians and library staff must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

## INTELLECTUAL FREEDOM

### Library Bill of Rights

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community served. Materials should not be excluded because of the origin, background, or views of those contributing to their creations.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. -

- 3 . Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment:
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and -free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.

\*

### **Interpretations**

- 1 . Challenged materials that meet the materials selection policy of the library should not be removed under any legal or extra-legal pressure.
2. Expurgation of any parts of books or other library resources is a violation of the Library Bill of Rights because it denies access to the complete work and, therefore, to the entire spectrum of ideas that the work was intended to express.
- 3 . Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by the personal, social, or religious views-. Students and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan or doctrinal disapproval. School library media professionals resist efforts by individuals to define what is appropriate for all students or teachers to read, view, or hear.
4. Denying minors access to certain library materials and services available to adults is a violation of the Library Bill of Rights since it is the parents-and only the parents-who may restrict their children from access to library materials and services.
5. Evaluation of library materials is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community.
6. Restricting access to certain titles and classes of library materials for protection and/or controlled use is a form of censorship.
7. Labeling certain library materials by affixing a prejudicial label to them or segregating by a prejudicial system is a practice that seeks to close paths to knowledge; such practices violate the Library Bill of Rights.
8. Libraries maintaining exhibit and meeting room facilities for outside groups and individuals should develop and publish statements governing their use. These statements can properly define- and restrict eligibility for use as long as the qualifications do not pertain to the content of a meeting or exhibit or to the beliefs or affiliations of the sponsors, and are applied on an equitable basis.
9. A policy on library-initiated programming should reflect the library's philosophy regarding free access to information and ideas. Selection of library program topics, speakers, courses, classes, and resource materials should be made by library staff on the basis of the interests and needs of library users and the community.
10. Restricted access to rare and special collections is only for the protection of the materials and must in no way limit access to the information or ideas contained in the materials. Library administration policies on interlibrary loan, library cards, reference services, use of meeting rooms and exhibit spaces should be

examined for conformance to the Library Bill of Rights.

- 1 . Diversity in Collection Development. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user and policies should not unjustly exclude materials even if offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the Library Bill of Rights. A balanced collection reflects a diversity of materials, not equality of numbers. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the acquisition of materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.-

Intellectual freedom, the essence of equitable library services, promotes no causes, furthers no movements, and favors no viewpoints. It only provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

12. Circulation of Motion Pictures and Video Productions. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards for circulation as are applied to books. Just as "labeling" of books is deemed an attempt to prejudice attitudes, so is the affixing of the MPAA rating codes to motion pictures and video productions.

### **FREEDOM TO READ**

- 1 . It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
- 3 . It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic-expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon the freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

### **FREEDOM TO VIEW**

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment

to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences films and other audiovisual materials, which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

### LITERACY

The Arizona Library Association supports the achievement of Arizona literacy through expanded educational opportunities that utilize the experience of librarians and the facilities of libraries, which have traditionally not been part of the library delivery system.

The Arizona Library Association urges the Arizona State Library, Archives and Public Records and the Arizona Department of Education to address the problems of illiteracy and to give high priority to solutions in both their short and long range plans for library development and for the use of federal and state funds.

### SEX EDUCATION MATERIALS IN THE LIBRARY

The Arizona Library Association affirms the right of youth to comprehensive, sex-related education, materials, programs and referral services of the highest quality; affirms the active role of libraries in providing such; and urges librarians and library educators to reexamine existing policies and practices and assume a leadership role in seeing that information is available for children and adolescents, parents and youth-serving professionals.

Freedom to Read and other documents and information can be found at the American Library Association website, **[www.ala.org](http://www.ala.org)**.