

**2013-2014 ALA CD#10--6/9/14_act
2014 ALA Annual Conference**

TO: ALA Council

RE: Task Force on Electronic Communications for the ALA Council (TFECC)

ACTION REQUESTED/INFORMATION/REPORT:

The Council is asked to approve the attached Guidelines for the Council Electronic List and Council Documents

ACTION REQUESTED BY:

John C. Sandstrom, chair; Lauren Comito; Bernard A. Margolis, and Mike L. Marlin

CONTACT PERSON:

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BACKGROUND:

General

1. This is the successor document to "Guidelines for ALA Council Listserve", which was first promulgated in 1993. This update of the original guidelines is required by changes in communication technology, how technology is used, and institutional priorities.
2. As the American Library Association (ALA) has moved closer and closer to a paperless workflow, the guidelines giving direction to ALA staff need to be reviewed and updated on a regular basis. This allows communication between Councilors and between ALA and the Council to proceed in as efficient a manner as possible.

History, Review, and Future

1. The original guidelines for Council communication were published when the Council list was founded in 1993. Those guidelines only addressed the listserv (now called the Council List). Over the past 21 years, the capabilities of technology as well as the depth of penetration in libraries have progressed far beyond the original guidelines.
2. The immediate cause for the creation of the Presidential Task force on Electronic Communications for Council was the increasing level of confusion regarding the posting and distribution of Council Documents. This was complicated by Council policy directives emphasizing the need to increase sustainability and decrease the carbon footprint of the association. The response was an opt-in system for shifting to electronic documents only.

3. The charge of this task force is: "To examine and revise as needed the guidelines for the Council email lists and electronic communications; to determine when various Council Documents should be available to the membership-at-large and the public-at-large; to determine what options are available for sharing Council Documents and what are the capabilities, requirements, and consequences of each option; to make recommendations to Council regarding which option(s) should be adopted; to determine a schedule for re-examining these issues; to prepare an interim report for Annual 2014; and to prepare a final report and recommendations for Midwinter 2015."

Principles

The Task Force agreed that the following principles would guide our work and recommendations:

1. All draft and final documents should be available to everyone.
2. Authoritative versions of all documents should be available in one location. These versions should be marked clearly so Council and members know what it is being presented.
3. There should be no distinction between access to Council and access to other members, except for discussions requiring confidentiality.
4. Additional costs to ALA, i.e. using cloud-based communications services, must be weighed carefully when considering communication of Council reports and documents to ALA members and the general public.

DRAFT OF MOTION:

Item 1: Resolution approving guidelines for the Council Electronic List.

Resolved that the Council of the American Library Association approve the following guidelines for the Council List

1. The Council Secretary, or his/her designate, will manage the membership of the Council Electronic List.
2. Full privileges (read and write) to the Council Electronic List are limited to current members of ALA Council, ALA and Council Committee Chairs, and to authorized ALA staff. Read-only access by any other ALA Members who have access to the network is available through application to the Council Secretary or his/her designate.
3. Councilors may only post from their subscribed email address(es). Each Councilor is responsible for keeping his/her email address up-to-date with the Council Secretary or his/her designate.
4. The Council Electronic List shall remain un-moderated.
5. Councilors may communicate informally with each other on the Council list. The list may be used for official communications at times. The Council list may be used for discussing issues and resolutions pertaining to the business of Council

6. The Council Secretary, or his/her designate shall be responsible for the following activities related to the Council Electronic List:
 - a. Updating e-mail addresses of current participants.
 - b. Validating e-mail addresses of new subscribers.
 - c. Responding to questions and referring inquiries as appropriate.
 - d. Other duties as necessary based on growth and experience of the list.

Item 2: Resolution approving guidelines for the posting of Council Documents

Resolved that the Council of the American Library Association approves the following guidelines for Council Documents

1. Council Documents will be posted to the Council area on ALA Connect as public documents.
 - a. The ALA Connect link will then be distributed to the Council List.
 - b. Since Council documents are public documents, anyone who receives the link will be able to access the documents regardless of subscription status on ALA Connect.
2. Document Naming Conventions:
 - a. Files will be located in the files section of the Council area on Connect.
 - b. Council documents are named with the Council Document Number –
The following information will appear in the upper right hand corner of on each Council document respectively: 2013-2014 ALA CD#10-10.1--6/9/14-4:00pm (action)
 - c. When a file is being moved to the ALA council page, the term “final” will be appended.
 - d. Resolutions will use the same file naming convention.
 - e. Each time a document changes, it will be re-posted to ALA Connect.
3. The Council Secretary, or his/her designate, is responsible for the following activities related to Council Documents:
 - a. Posting reports, resolutions and other documents to the Council section of ALA Connect as public documents.
 - b. Maintaining an authoritative set of documents for use by Council in case either internet access or ALA Connect becomes unavailable during a Council meeting.
 - c. Updating the status of documents to “final” or “approved” or “adopted” as appropriate.
 - d. Posting these document files to the ALA Council Website.

Item 3 Resolution for the future review of these guidelines

Resolved that the Council of the American Library Association charges The Executive Director, as the Secretary of the Council, or his/her designate, to review these guidelines periodically and report to Council on their continued effectiveness.

DATE: June 9, 2014