

ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES

LAW AND POLITICAL SCIENCE SECTION (LPSS) MANUAL

INTRODUCTION

This manual serves as a guide to the organization, procedures, and policies of the Law and Political Science Section (LPSS) of the Association of College and Research Libraries (ACRL). The manual is distributed to Section officers, to Section committee chairs, and upon request to Section members. It is also available on the LPSS Website.

RELATIONSHIP OF LPSS TO ACRL

The Association of College and Research Libraries (ACRL) is a division of the American Library Association (ALA). Within ACRL there are seventeen sections. Thirteen sections are designated "type of activity" sections and four are based on type of library. The starred (*) sections listed below are those classified by type of library.

AAMES Asian, African, and Middle Eastern Section
AFAS African-American Studies Librarian Section
ANSS Anthropology and Sociology Section
ARTS Arts Section
CLS *College Libraries Section
CJCLS *Community and Junior College Libraries Section
DLS *Distance Learning Section
EBSS Education and Behavioral Sciences Section
IS Instruction Section
LES Literatures in English Section
LPSS Law and Political Science Section
RBMS Rare Books and Manuscripts Section
STS Science and Technology Section
SEES Slavic and East European Section
ULS *University Libraries Section
WESS Western European Specialists Section
WSS Women's Studies Section

ACRL CONTACT INFORMATION:

See <http://www.ala.org/ala/acrlbucket/homepagecontent/contactacrl.htm> for an ACRL staff list and their functions.

Telephone 312-280-2523 or toll free 800-545-2433, ext. 2523.

Fax 312-280-2520

ACRL PUBLICATIONS OF INTEREST TO LPSS OFFICERS & CHAIRS:

See

<http://www.ala.org/ala/acrl/aboutacrl/resourcesforwork/resourcesworking.htm>
for documents related to ACRL leadership and operation.

ACRL Fiscal Policy Manual

ACRL Strategic Plan

Guide to Policies and Procedures

Contains the ACRL calendar, important ACRL documents including the constitution, bylaws, strategic plan, and budget and committee appointment and meeting forms.

ACRL Tip Sheets

A series of numbered handouts, containing practical, helpful information on various topics that are useful for new officers in the Section.

BUDGET AND FINANCE

ACRL automatically allocates “Basic Services funding” based on the size of the section. As of June 2007, small sections (under 1000 members) receive \$750 for basic services.

For special initiatives, LPSS must prepare an Action Plan proposal that stipulates what activity is proposed, what funding is needed, and how the activity will contribute to the ACRL Strategic Plan. Submitting the Action Plan to the ACRL office is the first task of the newly elected Vice-Chair/Chair-Elect each year.

More information on ACRL’s Strategic Initiative Action Plans is available in ACRL’s Guide to Policies and Procedures, chapter 6.28.

(<http://www.ala.org/ala/acrl/aboutacrl/resourcesforwork/guidetopolicies/chapter6budget.cfm#six28>)

The budget schedule is as follows:

July 15

Action Plans due to ACRL staff.

September 1 - August 31

ACRL/ALA fiscal year

September

ACRL notifies the section of the Board’s preliminary Action Plan decision.

October

Section chairs receive budget memo from ACRL indicating the amount of their Basic Services budget.

Annual Conference

ACRL Board makes final decision on funding next fiscal year's Action Plan proposal.

August

ACRL units are notified of the Board's Action Plan funding decision actions on the unit's budget for the fiscal year beginning September 1.

August 15

Deadline for submitting requests for reimbursement of expenses incurred in the past fiscal year.

Expense Reimbursements

The ACRL Guide to Policies and Procedures stipulates that, "Sections may spend Basic Services funds on any items or activities that support the achievement of the ACRL strategic goals with the following two exceptions: 1) Basic services funds may not be used for payment of honoraria or travel to support librarians' presentations at ALA, ACRL, or ACRL chapter conferences and 2) Basic services funds may not be used to purchase goods or services prohibited by ALA and ACRL policy." Typical expenses include photocopies for program handouts, surveys, agendas, or minutes. Some chairs have used the funds to provide door prizes at meetings or additional financial support for the section's annual program.

Requests for reimbursement for section activities must have the approval of the Chair of the section, to whose budget the claim will be charged.

To submit items for reimbursement:

1. Fill out a reimbursement request form (available online at this address: <http://www.ala.org/ala/acrl/aboutacrl/resourcesforwork/acrlforms/acrlforms.cfm>).
2. Make one original and one copy of the form and attachments.
3. Attach airline stubs, hotel bills, invoices, etc. to both the original form and the copy. Original receipts must be submitted for reimbursement.
4. Note: Prepare separate request for honorarium (including social security number) and expenses. Attach a copy of letter of agreement.
5. Obtain the approving signature of the section Chair.
6. Send both copies of the Request for Payment of Reimbursement form and attachments to the ACRL office. A form letter acknowledging receipt of the form will be sent by the ACRL administrative assistant.

7. Allow three to four weeks for your request to go through the ALA accounting process and be put in the mail.

COMMITTEE PROCEDURES

To serve on any committee within the Association of College and Research Libraries, you must be a member of the Association. It is American Library Association policy that no member of ALA may serve simultaneously on more than three committees, including division and section committees, unless membership is ex-officio. It is also ALA policy that committee members are to attend the meetings of the committee at both the Midwinter and Annual conferences of the Association. Neither ALA nor ACRL provides funds for committee members to attend these meetings.

If you have accepted an appointment on a Law and Political Science Section Committee you should receive an ACRL appointment acceptance form from the LPSS vice chair.

Complete the form and send it to the ACRL Executive Director. Also, send a copy of the completed form to the LPSS vice chair to confirm your acceptance of a committee appointment.

If you have accepted a nomination for a Law and Political Science Section office you should receive an ACRL biographical information form from the chair of the Nominating Committee. Complete the form and send it to the ACRL Executive Director. Send a copy to the chair of the Nominating Committee to confirm your acceptance of the nomination.

LAW AND POLITICAL SCIENCE SECTION BYLAWS

Article I. – Name

The name of this organization is the Law and Political Science Section of the Association of College and Research Libraries, a division of the American Library Association.

Article II. – Objective

The Section shall represent librarians in the fields of law and political science. It will act for ACRL in cooperation with other professional groups in regard to those aspects of library service that require special knowledge of law and political science.

Article III. – Membership

Any member of ACRL may elect membership in the Section. Every personal member has the right to vote and is eligible to hold office.

Article IV. – Meetings

The Section shall hold an annual meeting at the time and place of the Annual Conference of the American Library Association. Other meetings may be called at the discretion of the Executive Committee. Ten members constitute a quorum for any meeting of the Section. All meetings are conducted in accordance with the policies of ACRL and ALA.

Article V. – Officers

Section 1. The officers of this Section shall be a chair, vice-chair/chair-elect, a past chair, a secretary and two members-at-large.

Section 2. All officers shall serve terms ending at the adjournment of the annual meeting.

The chair-elect serves as vice-chair for one year. At expiration, or earlier in case of a vacancy in the office of chair, the chair-elect succeeds to the office of chair and serves until the expiration of the term for which elected.

The secretary is elected for a term of two years.

The members-at-large are elected for two-year staggered terms.

Vacancies in other offices, other than the Chair-elect, shall be filled by appointment made by the remaining elected officers. If needed, a new Chair-elect shall be selected through a special election.

Article VI. – Committees

The Executive Committee shall consist of the elected officers and the section Webmaster. In addition to the Executive Committee, LPSS will have those committees deemed appropriate for its smooth operation by the membership. Committee chairs and members shall be appointed by the Vice-chair/Chair-elect.

Article VII. - Representatives to Other Bodies

The Executive Committee may appoint and charge a representative of the Section to other sections or bodies, as appropriate.

Article VIII. - Nominations and Elections

The Section Vice-chair / Chair-elect shall appoint a Nominating Committee of at least three members and designate one member as chair. The Nominating

Committee shall choose a slate of two candidates for each elective office. All nominees must be members of the Section and must consent to candidacy.

Elections shall be conducted by mail ballot through the auspices of the American Library Association. For each office, the candidate receiving a plurality of the votes cast shall be elected. Ties will be determined according to ALA policies.

Article IX. – Amendments

Amendments to these Bylaws may be proposed in writing to the Executive Committee by a member or members of the Section. To become effective, amendments must be approved by a vote of the membership. [Proposed amendment, change the last sentence to read "...by a two-thirds vote of those members attending the business meeting at the Annual Conference provided notice of the impending vote is given in the section newsletter. Amendments of extraordinary consequence will be voted upon by the full membership through the ALA ballot structure. Approval requires two-thirds of those voting.]

Article X. - General Provisions

Wherever these Bylaws make no specific provisions, the organization of and procedures in the Section shall correspond to those set forth in the ACRL Bylaws, and those of ALA.

Adopted 1982, Amended 2000, Amended 2007

SECTION CHAIRS

Chairs of the Law and Political Science Section have been / are as follows:

1976: Catherine A. Porter
1977: Signe E. Larsen
1978: Susan C. Finsen
1979: Tillie Krieger
1980: Frances H. Hall
1981: Donald J. Dunn
1982: Robert Goehlert
1983: Robert Goehlert
1984: Peter Malanchuk
1985: Kathleen Gunning
1986: Peter B. Allison
1987: Natalie Schatz
1988: Natalie Schatz
1989: Stephen Atkins
1990: Marta Lange
1991: Pat McCandless

1992: Caroline Tibbetts
1993: Charles D. Spornick
1994: Ronald J. Heckart
1995: Judy Solberg
1996: Catherine Doyle
1997: Stephen J. Stillwell, jr.
1998: Paula J. Popma
1999: Marifran Bustion
2000: Janice S. Lewis
2001: Lisa Stimatz
2002: Barbara Norelli
2003: Susan E. Parker
2004: Lynne Rudasill
2005: Connie Salyers Stoner
2006: Kathleen Carlisle Fountain
2007: Kelly Janousek
2008: Ann Marshall

OFFICER DUTIES

Chair

1. Serves as officer of section, and assists in advancing the goals and objectives of the section and ACRL.
2. Chairs Executive Committee/General Membership meetings at Midwinter and Annual Conference.
3. Attends the all-committee meeting of section committees.
4. Continues as ex-officio member of the annual conference program committee.
5. Responsible for section projects which the section will pursue during the year.
6. Meets deadlines for budget requests for payment or reimbursement, according to the budget submitted.
7. Schedules all LPSS committee meetings and programs for Midwinter and Annual conferences, after consulting committee chairs.
8. Notifies ALA Conference Arrangements Office of meeting times and space needs for all section meetings and programs.
9. Submits annual report to ACRL Board on LPSS activities.
10. During year as Chair, maintains a file of the following materials for the section archives and five-year review: LPSS News, minutes of the Executive and Business meetings, committee rosters and minutes, budget, section

manual, annual report, and section review. Upon completing the term, passes these materials (or copies) on to the Chair of the Review and Planning Committee who keeps a five-year file of these materials.

11. Responds to inquiries from members and non-members regarding LPSS interests and activities.
12. Serves as master of ceremonies at the annual program, the annual award ceremony, and other public LPSS events.

In addition to the functions and responsibilities listed above, the Chair should make note of the following checklist of reminders:

General Practical Advice:

1. Stay in touch with other section officers between conferences.
2. Make a "to do" list during the conference so you will remember your commitments after the dust settles.
3. Get as much work as possible done during the conference. This includes contacting ACRL staff at ACRL office (leave notes with your questions and check message file later for answer), exchanging documents with section officers, writing reports, typing correspondence, etc.

Six weeks before each conference:

1. Prepare agenda for Executive Committee/General Membership meetings. Review minutes from previous Executive Committee/General Membership meetings to help determine agenda items. Review activities of other LPSS committees.
2. Check files to be sure that copies of correspondence regarding section business are sent to secretary.

Four weeks before each conference:

1. Send agendas to all Executive Committee members and committee chairs. Be sure to include the schedule of all LPSS committee meetings and their locations. This information is distributed via email to the Section chair six weeks before the conference.

During each conference:

1. Chair Executive Committee/General Membership meetings.
2. Attend all-committee meeting.
3. Represents the Section at the ACRL New Leader Orientation, Leadership Council and ACRL Section Council meetings. Prepare oral report of section events / plans to be presented at Council meeting. Take notes of

announcements and items of interest to be shared with LPSS Executive Committee and membership.

4. Attend ACRL Board meeting if possible (optional).
5. Draft schedule for all section committee meetings for next conference. Review schedule with Executive Committee to be sure there are no major conflicts within the section.

During Midwinter Meeting:

1. Assist Chair, Conference Program Planning Committee, in finalizing wording for section program at upcoming Annual Conference. Be sure form is submitted to ALA Conference Arrangements Office by deadline in late January.

During Annual Conference:

1. Continue as ex-officio member of the LPSS program committee.
2. Prompt newly-elected vice-chair / chair-elect to name:
 - a. Nominating Committee to plan slate for election
 - b. Conference Program Planning Committee for Annual conference two years hence
 - c. Membership appointment for other committees.
3. Work with Chair, LPSS Conference Program Planning Committee, for next Annual Conference, to complete form requesting program time slot and reporting title and/or subject of program. Form must be submitted to ALA Conference Arrangements Office by August deadline. Current vice-chair (or program committee chair) reports same information to ACRL vice-chair during ACRL Conference Program Planning Committee meeting.

Vice-Chair / Chair-Elect

1. Serves as officer of section, and assists in advancing the goals and objectives of the section and ACRL.
2. As a member of the Executive Committee, attends meetings of the committee at Annual and Midwinter conferences, including, if possible, those at the Annual conference immediately preceding the taking of office.
3. Appoints a nominating committee and chair, which is responsible for producing a slate of candidates for section office.
4. Appoints a conference program planning committee and chair, which is responsible for planning the section's program at the Annual conference during the year as chair. Serves as ex-officio member of the committee.

5. Makes appointments to all other LPSS committees in consultation with the appropriate committee chair for terms beginning when term as chair begins. Refers inquiries from members regarding assignments to appropriate committee chair.
6. Submits section budget request for year as chair. Participates in ACRL budget orientation. Meets deadlines for requests for payment or reimbursement, according to the budget submitted.
7. Assists in planning the programs and projects which the section will pursue during year as chair.
8. Responds to inquiries from members and non-members regarding section interests and activities.
9. Serves on the ACRL Conference Program committee. Reports to ACRL vice-chair at meeting of the committee on LPSS program being planned for Annual conference during year as chair.
10. Co-represents (with LPSS chair) LPSS on the ACRL Section Council. Attends the ACRL New Leaders Orientation and Leadership Council meetings.

Past Chair

1. Serves as an officer of the section, and assists in advancing the goals and objectives of the section and ACRL.
2. As a member of the Executive Committee, attends meetings of the committee at Annual and Midwinter conferences.
3. Serves as a member of the Review and Planning Committee. (Serves as the chair of said committee in the subsequent year.)
4. Performs other tasks as assigned by the Executive Committee.

Secretary

1. Serves as an officer of the section, and assists in advancing the goals and objectives of the section and ACRL.
2. As a member of the Executive Committee, attends and takes minutes at the Executive Committee/ General Membership meetings at Annual and Midwinter conferences. If possible, also attends Executive Committee meetings at Annual conference immediately preceding taking office.
3. Takes attendance at all meetings by passing around a sign-up sheet which asks for name, institutional affiliation and email address. Additional information, such as whether attendee is an LPSS member or if he or she is interested in serving on an LPSS committee, can also be solicited in this way.
4. Distributes minutes to: Executive Committee members; all LPSS committee chairs; others who by their attendance at meetings indicate a desire to

receive them; any other interested persons requesting them. Posts minutes to LPSS listserv and submits to LPSS Newsletter editor for inclusion in Newsletter.

5. Sends copy of minutes to ACRL Executive Director shortly after the Midwinter or Annual Conference.
6. Accepts proposals for bylaw amendments from groups of LPSS members; mails same to each section member at least thirty days before Annual meeting or forwards proposal to *C&RL News* for publication.
7. Performs other tasks as assigned by Executive Committee.

Members-at-Large

1. Serves as an officer of the section, and assists in advancing the goals and objectives of the section and ACRL.
2. As a member of the Executive Committee, attends meetings of the Executive Committee/General Membership at Annual and Midwinter conferences, including, if possible, those at the Annual conference immediately preceding the taking of office.
3. Serves as a member of the Membership Committee. In the second year of the term, chairs the Membership Committee.
4. May be asked to attend ACRL Membership Committee meetings or functions.
5. Performs other tasks as assigned by Executive Committee.

Liaison to AALL and GODORT

1. Attends AALL and GODORT meetings.
2. Reports on AALL and GODORT issues and activities to the LPSS Executive Committee and LPSS membership at the Executive Committee / General Membership meetings.

LPSS COMMITTEES

Much of the work of LPSS is carried on by committees. Except for the Executive Committee, which has been described previously and whose members are elected by the section membership, all committee members and chairs are appointed by the vice-chair / chair-elect of the section and serve for either one or two year terms.

Currently the active committees of the Law and Political Science Section are:

- Conference Program Planning Committee
- Executive Committee
- Library Instruction Committee
- Marta Lange/CQ Award Committee

- Membership Committee
- Nominating Committee
- Publications Committee
- Review and Planning Committee
- Vendor/Publisher Review Committee

Note: All committee meetings, except meetings of the Marta Lange/CQ Award Committee and the Nominating Committee, are open to all members of ALA.

CHECKLIST FOR COMMITTEE CHAIRS

Preliminaries:

1. Assume responsibility for the work of the committee immediately after the ALA
2. Annual conference (all committee appointments begin at that time). The first required meeting for all members is the Midwinter meeting following the appointment.
3. Make arrangements with the outgoing chair to discuss the work and direction of the committee and any specific responsibilities which have been assumed by members (this should be done at Annual conference if possible).
4. Make arrangements to have archival material transferred from the outgoing chair.
5. Be ready to make suggestions to the vice-chair / chair-elect for committee appointments.

Specific Responsibilities:

1. Maintain a roster of all current committee members, with office and home addresses, and telephone numbers (including fax and/or electronic mail numbers where possible). Submit copies and all changes to the Vice-Chair / Chair-elect, Secretary, and Publications Committee Chair.
2. Chair committee meetings at Annual and Midwinter conferences.
3. Make sure each committee member fills out and sends in a committee acceptance form to ACRL/ALA.
4. Report on committee activities at meetings of the LPSS Executive Committee.
5. Report at each LPSS Executive Committee meeting the number of available committee memberships and terms.
6. Notify LPSS Chair if you are unable to attend an annual or midwinter conference and make arrangements for another committee member to chair the committee meeting that is missed.

Checklist for running a committee Meeting:

1. Immediately prior to meeting:
 - a. Start a sign-up sheet (name, institutional address, check mark for committee members, asterisk for visitors who would like to be committee members) and
 - b. Ask one member to take minutes if there is no secretary.
2. Start on time.
3. Introduce all members and visitors.
4. Check on comfort (enough chairs?)
5. Read and/or approve of minutes of last meeting.
6. Make announcements (time and place of related meetings, etc.)
7. Review committee charge; relate committee purpose to other ACRL committees and to other related ALA committees and activities.
8. Begin discussion of agenda items. Reports from committee members with assignments should be included. Committee members should be given copies of any documents to be reviewed; extra copies should be distributed to visitors. Keep the discussion focused and the group on-task. As needed, establish time constraints for agenda items.
9. Summarize the discussion, set action items and make individual assignments with deadlines for correspondence and other reports; develop preliminary agenda for the next meeting.
10. Close meeting.
11. After the meeting:
 - a. Approximately one month before the next meeting, send copies of meeting report (or minutes of meeting) to all committee members, together with agenda for the forthcoming meeting.

COMMITTEE CHARGES

Conference Program Planning Committee

The charge of the LPSS Conference Program Planning Committee is:

1. To plan, organize, and present a program at each ALA annual conference (this includes submitting proposals to ALA and ACRL for program funding, as necessary).
2. To publicize LPSS conference programs and other LPSS activities in appropriate media. To write a summary of the conference program for the LPSS News. To submit information about the conference program to *ALA Cognotes*.

Membership of this committee consists of the chair, the section vice-chair as an ex-officio member, and up to six other members.

PROGRAMS

- 2007: Can Blogs Be Trusted?
- 2006: Beyond Katrina: Politics, Race and Law
- 2005: Making Sense of Public Affairs Research
- 2004: Interactive and Collaborative Curricular Learning Communities
- 2003: Crossing New Borders: Globalization and Copyright
- 2002: Librarians in the Big Leagues: Are you Ready for the Teaching Academy
- 2001: New Technologies, New Opportunities: Collaborating With Faculty
(cancelled due to "labor protest" at the facility)
- 2000: Legal Web Sites Aren't Just for Lawyers: Finding and Using Law-related
Web Sites
- 1999: Politics of Scholarly Publishing in the New Millenium
- 1998: Bridging an Understanding: the United States and the Middle East
- 1997: Politics of the Information Future
- 1996: Political Campaigning in Cyberspace: Selecting Leaders for the Future
- 1995: 20th Anniversary Breakfast
- 1994: Binding Together in a Multicultural Society: Challenges for the Academy
- 1993: To Be or Not to Be PC: An Overview of the Political Correctness Debate
- 1992: Voluntary Action, Philanthropy, and the Non-Profit Sector: Overview and
Resources
- 1991: Empowering the Public: Information Literacy for Environmental Issues
- 1990: Arms Control and Disarmament: Sources and Resources
- 1989: The Numbers Game: Public Opinion Data and Libraries
- 1988: Information Policies of International Organizations: Roadblocks to Access?
- 1987: Public Policy Alternative Sources: Access and Use
- 1986: Issues in Providing Legal Information to Non-Lawyers
- 1985: Municipal Reference Sources, Libraries and Publishers: Information
Access and Utilization for Public Policy Issues

Library Instruction Committee

The charge of the LPSS Library Instruction Committee is:

1. To sponsor a discussion group meeting at each Midwinter Meeting regarding issues of library instruction in law and political science.
2. To create a library guide and/or other instructional material corresponding to the topic of each annual conference program, and to distribute this material at that program.
3. To maintain and update the Political Science Information Competency Guidelines, as well as create and disseminate related instructional materials of use to practitioners and students of law and political science.

Membership of this committee consists of the chair and up to six other members.

Marta Lange/CQ Award Committee

The charge of the LPSS Marta Lange/CQ Award Committee is:

1. Solicit nominations for the award using listservs, developing e-mail brochures, advertising on our LPSS web site and in the section newsletter, and announcing the award in *C&RL News*.
2. Select the annual award winner at the Midwinter Meeting.
3. Prepare news releases for ACRL to publicize the award winner.
4. Work with the LPSS Chair and sponsor to arrange for a luncheon or other reception at the Annual Convention.
5. Introduce the award winner at the reception.

Membership of this committee consists of the chair and up to six other members.

Membership Committee

The charge of the LPSS Membership Committee is:

1. To encourage members to participate actively in Section activities.
2. To increase personal membership of the Section.
3. To welcome new members to the Section.
4. To create and maintain a recruitment brochure.
5. To plan and host a Section social at both Midwinter and Annual conferences.
6. To invite library school students in the area of the annual conference to attend the Section program and committee meetings.

Membership of this committee consists of the chair and up to six other members. The chair is the senior elected member-at-large of the section. The newly-elected member-at-large also serves as a member of this committee.

Nominating Committee

The charge of the LPSS Nominating Committee is:

To prepare a slate of candidates for each annual election by recruiting the best possible nominees for section officers. The committee will make every attempt to place at least two candidates for each available office on the slate.

Membership of this committee consists of at least three members, including the vice-chair / chair-elect as an ex-officio member.

NOMINATION SCHEDULE

- March -- Vice-chair appoints Nominating Committee.
- April -- Informational materials on nominations and elections sent by ACRL office to nominating committees.
- April -- Names of members of nominating committees and call for nominations published in *C&RL News* and on the LPSS listserv.
- Annual -- Nominating Committee meets to select candidates.
- August 1 -- Nominating committees invite nominees to become candidates for office. Formal letters of consent, along with biographical data sheets, must be obtained from nominees to be forwarded by the committee chair to the ACRL office by September 15.
- September 15 -- Acceptance letters / biographical forms due at ACRL.
- December -- Names of candidates listed in *C&RL News* and on the LPSS listserv.
- January 15 -- Names of petition candidates (with completed biographical form) for forthcoming election due in the ACRL office.
- March -- Ballots distributed.
- May -- ACRL notifies candidates of election results. The LPSS Chair communicates the results to LPSS members and the Nominating Committee through the LPSS listserv.

Checklist for Nominating Committee Chair

1. Obtain an LPSS membership roster from section vice-chair / chair-elect, in order to ascertain eligibility (all nominees must be members of LPSS). A list of recent nominees is also helpful. Plan to consult with fellow committee members or make copies of the roster for them.
2. Ascertain offices to be filled by consulting LPSS Bylaws and Section manual.
3. Prepare slate, with back-up names in priority order should a nominee decline or withdraw.
4. Contact potential nominees and describe the position for which they are being asked to run and the term of office (with beginning and ending dates). Send the potential nominee the appropriate position description from the section manual. If the person is undecided about accepting or rejecting the nomination at that moment, negotiate a date by which he or she will give an answer and arrange to call back at that time.
5. Provide each nominee with an up-to-date copy of the LPSS manual. Offer to provide names of people who can answer additional questions.
6. When candidate has agreed to run, send her or him a letter of thanks and an ACRL Biographical Form, with instructions to send the completed form to the ACRL Executive Director and a copy to you to confirm acceptance of the nomination.

7. When written confirmation has been received from all nominees, notify ACRL Executive Director, Section chair, and Nominating Committee members of the slate.

Publications Committee

The charge of the LPSS Publications Committee is:

1. To facilitate communication with and about the section and its activities through the semi-annual section newsletter, LPSS News.
2. To plan and review newsletter content.
3. To review newsletter policies.
4. To solicit/submit articles, reviews and other pertinent information of interest to section members.
5. To assist the editor(s) in the production of the newsletter.
6. To investigate other avenues of publishing open to the section and assist the section and its committee in finding appropriate areas for publishing projects approved by the LPSS Executive Committee.
7. To revise the LPSS Section Manual as needed, and to distribute the revised manual to the Executive Committee, committee chairs and members. The Manual will also be available on the LPSS website.
8. Publish a summary of the LPSS conference program in *LPSS News*.
9. To monitor and make suggestions for the LPSS Web site.
10. To manage and maintain Section's listserv. New section members are automatically added to the listserv.

Membership of this committee consists of the chair, newsletter editor(s), LPSS Webmaster(s), listserv manager and up to six other members.

LPSS NEWS

Guidelines for LPSS News:

1. The section newsletter will be issued twice yearly, in the spring and fall.
2. Deadline for the spring issue is shortly after Midwinter. Contents for this issue may include:
 - Chairperson's column
 - LPSS meeting schedule for Annual conference
 - Minutes of the last business meeting
 - Committee reports (short)
 - Publicity for the LPSS program at Annual conference
 - List of officers
 - Bookshelf (or review column)

- Call for volunteers for LPSS committees, activities
3. Deadline for the fall issue is the first week of September. Contents for this issue may include:
 - Minutes of the last business meeting
 - Substantive article
 - Call for volunteers to write on suggested topics
 - Chairperson's column
 - LPSS meeting schedule for Midwinter conference
 - Review of LPSS committees (charge and chairs)
 - Report on the LPSS Annual conference program
 - Update on the upcoming LPSS program
 - List of officers
 - Bookshelf (or review column)
 - Call for volunteers for LPSS committee, activities
 4. Camera-ready copy is sent to Editor, C&RL News, ACRL, 50 E. Huron St., Chicago, IL 60611.

Review and Planning Committee

The charge of the LPSS Review and Planning Committee is:

1. To review Section goals, future directions, policies and procedures. To make recommendations on these matters to the Executive Committee.
2. To review periodically the bylaws and committee charges to ensure that they reflect the aims and activities of the Section.
3. To maintain a five-year file (corresponding to the ACRL five-year review cycle) of Section archives, including LPSS News, minutes of the Executive and Business meetings, committee rosters and minutes, budgets, section manual, annual reports, and section review.
4. To prepare the ACRL annual report of activities planned for the coming year and present it to the Executive Committee for approval.
5. To prepare the ACRL five-year section review report and present it to the Executive Committee for its approval.

Membership of this committee consists of the two previous Past Chairs, one as chair and the most immediate past chair as one of up to six other members.

July 2001, revised September 2007