

Appendix F: RUSA STRATEGIC PLAN

Every three years, the RUSA Board of Directors develops a strategic plan. Objectives for 2004–07 are:

1. Provide leadership in professional development for reference and user services librarians and library staff.
2. Work towards equity of access.
3. Seek ways to improve participation in RUSA by reference and user services librarians and library staff.
4. Ensure the effectiveness of RUSA in meeting its and ALA's mission.
5. Increase the visibility of RUSA in the profession and society at large.

The RUSA Strategic Plan is available at

<http://www.ala.org/ala/rusa/rusaourassoc/rusastrategic.htm>

Appendix G: FORMS

MARS Executive Committee Motion Form

TO RECORD YOUR MOTION ACCURATELY in the Minutes of the Executive Committee, please state the motion exactly as presented on this sheet and give it to the Secretary. Thank you.

Moved That

By

Seconded by

Session

Date

Note: Attach copies of any pertinent documents

Revised: November 1995

MARS Committee Attendance Form

(Committee chairs: Please distribute with current roster during meeting.)

Name of MARS Committee:

Date:

Time:

Members present: (Please note any changes to your contact information.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Visitors present:

Please give name, organization, telephone, e-mail and postal address. Place a check mark before your name if you are interested in serving on this committee.

1.

2.

3.

4.

Approved: July, 1988

MARS Committee Membership—Status Report

Name of Committee:

Current Chair:

Current members who wish to be reappointed:

Current members who are going off the committee:

MARS members suggested for appointment (must be MARS member to serve):

Member:

Member:

Member:

Member:

Member:

Intern:

Recommendation for Committee Chair:

This form is to be completed at Midwinter and sent to: MARS Vice-Chair/Chair-Elect
(Deadline: one week after Midwinter Conference)

Approved: June 1990

MARS Committee and Discussion Group Reporting Form

Committee:

Date:

Goals:

Activity Description:

Progress:

Goals:

Activity Description:

Progress:

Goals:

Activity Description:

Progress:

(For the above, generally cite the MARS goals that your project supports. Refer to the *MARS Section Goals* for the current year for the exact language. Use as many goals as you need.)

Future Committee Plans:

Suggestions (Objectives not on planning document, etc.):

Approved: June 1995

This form is to be completed within 2 weeks of the conclusion of the Midwinter and Annual Conferences and sent to: MARS Chair, Vice-Chair, and the Chair of the Planning Committee.



MARS Committee Interest Form

For more information about MARS committees, please visit the [MARS Home](#).

Name:

ALA Membership Number:

Position/Title:

Institution:

Work Address:

Work Phone:

Work Fax:

Email:

Home Address:

Home Phone:

Preferred Mailing Address: Work Home

Committee(s) of Interest (check all that apply):

- Best Free Websites Committee
- Education, Training, and Support Committee
- Local Systems and Services Committee
- Management of Electronic Reference Services Committee
- Outreach Committee
- Planning Committee
- Products and Services Committee
- Public Libraries Committee
- Publications Committee
- User Access to Services Committee
- Managers in MARS Discussion Group
- Hot Topics Discussion Group

Briefly outline your experience, including terms of past and current appointments:

Professional Involvement [ALA, RUSA, MARS, State/Regional Associations]:

Additional Relevant Experience/Interests/Skills:

Would you be willing to serve as a committee intern for one year with full committee membership and privileges if you cannot be appointed as a full member of a MARS Committee?

- Yes No

Do you *need* a virtual appointment? Unlike traditional appointments, virtual appointments do not require travel to conference.

- Yes No

Are you willing to work on a virtual committee, even if you plan to travel to ALA conferences?

- Yes No

Revised: June 2005

RUSA Publication Proposal

Part 1 of this form is to be completed and submitted by any RUSA unit planning a publication. Copies of the completed form and any attachments should be sent to the chair of the section publications committee or to the section publications coordinator/liaison.

It is the responsibility of the section publications committee or the section publications coordinator/liaison to submit the publication proposal and final manuscript to the section executive committee and the RUSA Publications Committee for approval.

Part I: Committee and Proposed Publication Information

1. Section

2. Committee:

3. Committee chair and address:

4. Proposed/Working title:

5. Editor/author and address (primary contact for publication):

6. Names and addresses of individuals working on publication:

7. Purpose and description of proposed publication (Be as specific as possible. Include scope and content of subject matter as well as projected length of manuscript and any details on format. Indicate if this publication replaces or updates a previous publication or continues a series. Attach an outline or preliminary table of contents.)

8. Primary audience? Secondary audience?

9. What other publications address this topic and how does this differ?

10. Where do you intend to publish?

____ RUSQ
____ RUSA Update
____ RUSA Occasional Paper
____ RUSA monograph

- ALA publication
- Source outside of ALA (explain and list source)

11. Is electronic publishing an option? Explain.

12. Target publication date:

Part II: Proposal Approval

1. Section Executive Committee approval

a. Proposal recommendation:

- Proposal accepted as written
- Proposal accepted with revisions
- Proposal not accepted

Comments:

Date:

b. Section publication committee chair or section publication liaison signature:

Date:

c. Section chair signature:

2. RUSA Publications Committee approval

a. Proposal recommendation:

- Proposal accepted as written
- Proposal accepted with revisions
- Proposal not accepted

Comments:

Date:

Part III: Final Manuscript Approval

1. Section Executive Committee approval

a. Manuscripts recommendation:

- Publish as submitted
- Publish with minor changes
- Review recommended (Substantive changes suggested)
- Not approved for publication

Comments and date:

b. Section publication chair or section publications liaison signature:

Date:

c. Section chair signature:

Date:

2. RUSA Publications Committee approval

a. Manuscripts recommendation:

- Publish as submitted
- Publish with minor changes
- Review recommended (Substantive changes suggested)
- Not approved for publication

Comments and date:

b. RUSA Publications Committee chair signature:

Date:

From http://www.ala.org/ala/rusa/rusaourassoc/appendixrusaform/pub_proposal.pdf