



ALA

international
relations

round table

OFFICERS MANUAL



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2nd Revision, June 2001,
 Incorporating 1995 Bylaws changes
 by IRRT Executive Board.
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INTRODUCTION

This document entitled "International Relations Round Table Officers Manual" for the guidance of officers represents a major revision of the earlier document by the same title. In the interest of clarity and to guarantee reader understanding of the sections that follow this introduction is designed to briefly describe the contents of these sections.

Sections 2 and 3 place the International Relations Round Table (IRRT) within the framework of the American Library Association (ALA). Article VII from the ALA Bylaws states the conditions, under which a round table may be established, and provides the ALA statement of the role and function of round tables, which includes a description of how round tables operate within ALA and what services ALA provides to round tables.

Section 4 is a summary statement of the history as well as the present activities of the IRRT itself.

The IRRT Bylaws make up Section 5 with the remaining Sections 6 through 11 the "how to do it" sections of the document. The latter includes the membership of the Executive Board, the duties of the individual officers, chairs of committees, and special affiliates of the International Relations Round Table, the role of various committees, how committees are appointed, the length of service of officers, and members of committees as well as suggestions for carrying out the various Round Table activities.

The ad hoc committee responsible for this document has made a serious attempt to be consistent throughout all sections. The lack of consistency was the major failure of the predecessor document. Any errors noted should be reported to the present chair of IRRT for corrections.

Henriette D. Avram, Chair
Ad Hoc Committee to Revise Bylaws and Manual, January 1988

The manual was revised 2000-2002.
Bylaws changes, new committees formed or formalized since the 1988 revision were added and basic procedural changes incorporated.

The manual was revised 2006-2008.
Bylaws changes, new names and functions for committees, the web editor, listserv administrator, archivist and the addition of interest groups since the 2002 revision were added and basic procedural changes incorporated.

2. ALA BYLAWS, ARTICLE VII, ROUND TABLES

(ALA HANDBOOK OF ORGANIZATION 2001-2002)

Sec.1. The Council may establish round tables under the following conditions:

a) The Council may authorize the organization as a round table of any group of not less than 100 members of the Association who are interested in the same field of librarianship not within the scope of any division, upon petition of such group, which shall include a statement of purpose.

b) The Council may discontinue a round table when, in the opinion of the Council, the usefulness of that round table had ceased.

Sec. 2. No round table shall incur expense on behalf of the Association except as authorized, nor shall any round table commit the Association by any declaration of policy.

Sec. 3. Round tables may charge annual dues, limit their membership, and may, subject to approval of the Publishing Committee, issue publications. All round table funds are to be in the custody of the Executive Board, to be accounted for and disbursed by its designated officer on authorization of the round table officers.

Sec. 4. A round table may affiliate with itself regional, state, local groups interested in the same field of library service or librarianship. Such groups may admit members who are not members of the round table or of the Association.

Sec. 5. Any members of the Association may become a member of any round table by complying with the requirements for membership. The members of each round table shall, either by a mail ballot or at its final session at each annual conference, choose officers to serve until the close of the next annual conference. Only personal members shall have the right to vote and hold office.

3. ALA ROUND TABLE STATEMENT OF ROLE AND FUNCTION (ALA Policy Manual, Section One, 6.3)

(Adopted by ALA Council, 1976)

Round tables are provided for in the ALA BYLAWS, ARTICLE VII **and the ALA Policy Manual, Sect. 6.3.**

1) Role of Round Tables in ALA: Role Function

Round tables may conduct continuing educational activities; study and discuss topics of concern to the Round Table; work with other ALA units on joint projects; issue publications with the advice, assistance and approval of the ALA Publishing Committee; conduct projects and programs in the areas of the Round Table's purpose; and, recommend activities and policies to units of the Association, including Council.

2) *Policy Functions*

As noted in the ALA Constitution, Article VI, and the Bylaws, Article VII, three bodies -- Council, the divisions, and the membership -- have the authority to determine and act for ALA in matters of policy. Recommendations of Round Tables regarding a lack of policy, a new policy, or changes in policy shall be forwarded to the appropriate body for action

3) *Finances*

Round Tables shall not incur expenses on behalf of the Association except as authorized. Funds of Round Tables are in the custody of the ALA Executive Board, to be accounted for and disbursed by its designated officer only upon authorization of the Round Table officers.

Any formal solicitation of funds by any ALA unit from outside organizations, agencies, groups of individuals, or others must be authorized by the ALA Executive Board or Executive Director. Acceptance of unsolicited funds shall be authorized by the Executive Director to assure that the terms and conditions are consistent with ALA policies. Contracts, grant agreements, project proposals, and similar financial documents shall be signed by the ALA Executive Director for all ALA activities and units.

4) *ALA Services to Round Tables*

ALA will supply to Round Tables such support services as: staff liaison and related staff services; maintenance of Round Table membership and subscription records; accounting services to include preparation of monthly budget reports and bill payment; preparing, distributing and counting ballots for annual election of Round Table officers; services of the Conference Arrangements Office, to include scheduling and announcement of Midwinter and Annual Conference meetings and other special events; cartage of materials to ALA meetings; services of the Public Information Office, including preparation and distribution of press releases; specialized reference services of the ALA Library; use of the ALA mailroom for routine and special mailings; storage of supplies, documents and equipment at the ALA warehouse; organization and storage of Round Table documents at ALA Library and Archives.

Round Tables shall deposit at least two copies of all periodicals and other Round Table publications in the ALA Library.

Charges for data processing services, reproduction of materials, mailings, and other similar support services will be charged to the Round Table at the same rate as to other units.

Staff liaison services are made available to Round Tables to aid the officers and members in coordinating projects and programs with other units, in handling financial obligations and records, in orienting new Round Table officers and groups, in

determining procedures to expedite or conduct Round Table projects and programs, in administrative or secretarial phases of Round Table activities, and in planning activities.

5) *Round Table Services to ALA*

The ALA Round Tables through their programs and services implement and enhance the overall ALA program, further the Association's Goals and Priorities, and provide an added dimension to the ALA structure. All Round Tables are membership units which provide an additional avenue for membership discussion, opinion, and response. It is not currently possible for Round Tables to bear a charge which will cover the complete direct and indirect costs of services from ALA. ALA has adopted a schedule of charges based on a Round Table's total dues income. The assessment of each Round Table shall be based on the best estimate of services performed recently by Headquarters staff

6) *ALA International Relations Office Director*

Duties

Serves as direct link between the Executive Board of the Round Table and ALA Headquarters.

Receives copies of minutes of meetings and is invited to all meetings of the Executive Boards as a non-voting member.

Attends Executive Board and membership meetings of the Round Table and provides other administrative and program support as requested or needed and does so to the extent Association resources permit.

Sends monthly financial statements to the Chair and the Secretary/Treasurer.

Sends membership statements monthly to the Chair and the chair of the Membership Committee.

Functions as subscription manager for *International Leads*.

Distributes IRRT Bylaws and Procedures Manual to new members of the Executive Committee.

Requests payment from ALA Fiscal Services to pay all Round Table invoices and deposits all monies received by the Round Table for whatever purpose.

Maintains the electronic "archives" of current IRRT publications, logos, and manual.

4. INTERNATIONAL RELATIONS ROUND TABLE, A HISTORY

The International Relations Round Table (IRRT), a membership unit within the American Library Association (ALA), was established by the ALA Council in 1949 as the

Round Table on Library Service Abroad. The original purpose of the organization was stated in the following terms:

In the belief that participation by librarians in library programs abroad will contribute to an improvement in the library profession and in library services both here and abroad (as well as to international understanding), the ALA Round Table on Library Service Abroad is created to provide a means whereby the general membership of the American Library Association may inform itself regarding the international aspects of library work and may be given opportunities to participate in activities for the improvement of international relation and/or library services throughout the world. (1)

In 1956, the name was changed to International Relations Round Table in recognition of "the wider aspects of international library work" (2). The purpose has since been restated as follows:

To develop the interests of librarians in activities and problems in the field of international library relations; to serve as a channel of communication and counsel between the International Relations Committee and the members of the Association; and to provide hospitality and information to visitors from abroad. The IRRT arranges programs and business meetings and appoints representatives to attend meetings of the other professional groups (3).

The IRRT is the only membership organization of ALA that is devoted solely to international library interests. IRRT's members include librarians who have served abroad in United States government and military libraries, and many who are interested in or plan to take overseas library positions, and those interested in international librarianship. Some ALA divisions have international relations committees. The work of the IRRT is carried on by the Executive Board, which consists of the officers.

Throughout its existence the IRRT has been closely associated with the International Relations Committee (IRC) of ALA both directly and indirectly. The IRRT chair attends meetings of the IRC as an observer; the chair of IRC attends IRRT Executive Board meetings as a non-voting member.

The IRRT sponsors a variety of program meetings on aspects of international library work. In addition to programs, the organization holds an annual reception, and maintains an international visitors center Provides list of furniture, equipment, supplies, decorations, e.g., flags, and other appropriate items for the international visitors' centers.

Maintains and updates the International Visitors Center volunteer manual.

Issues the call for volunteers who may be solicited through *International Leads*, the IRRT website, ALAWorld, other ALA and international listservs.

Schedules volunteer staffing of the center at the ALA annual conference.

The IRRT-published *Foreign Service Directory of IRRT American Librarians* was discontinued in 1983. Since 1957 the IRRT has issued a newsletter, approximately

quarterly, to inform the membership about news on the international scene. Initially entitled LEADS: A Fact Sheet, the title was formally changed in January 1987 to *International Leads*.

REFERENCES

(1) Helen E. Wessells, "History of the International Relations Round Table," in *Foreign Service Directory of American Librarians*, 3rd edition, edited by Janet C. Phillips (Pittsburgh: Pittsburgh Book Center, 1967) p. x.

(2) Ibid.

(3) American Library Association, *ALA Handbook of Organization*, (Chicago: ALA, 1988/89) p. 161.

(4) Updated version of the article by Morris A. Gelfand in the *Encyclopedia of Library and Information Science*, Vol. 12 (New York): Marcel Dekker, Inc., 1968- 1988) pp. 434-5.

5. BYLAWS OF THE AMERICAN LIBRARY ASSOCIATION INTERNATIONAL RELATIONS ROUND TABLE

Article I: Name

The name of this organization is the ALA International Relations Round Table (hereafter referred to as the Round Table or IRRT).

Article II: Purpose

To promote interest in library issues and librarianship worldwide; to help coordinate international activities within the American Library Association, serving as a liaison between the International Relations Committee and those members of the Association interested in international relations; to develop programs and activities which further the international objectives of ALA; and to provide hospitality and information to visitors from abroad.

Article III: Membership

Any member of the American Library Association may elect membership in the International Relations Round Table upon payment of the dues required for membership in the Round Table. Every member has the right to vote. Any personal member is eligible to hold office.

Article IV: Dues

The annual membership dues are stated in the latest *ALA Handbook of Organization*.

Article V: Meetings

Section1. Annual Meeting

The regular membership meeting of the Round Table shall be held at the time and place of the annual conference of the American Library Association when needed.

Section2. Special Meetings

Special membership meetings may be called by the Executive Board and shall be called upon the petition of twenty IRRT members. Notice of any special meeting, together with a statement of the business to be transacted, shall be mailed to each member at least thirty days before such a meeting. No business other than that stated in such notice may be transacted.

Section3. Quorum

Twenty members constitute a quorum at any membership meeting of the Round Table.

Article VI: Officers and Terms of Office

Section1. Officers

The officers of the Round Table are the chair, the vice-chair, the immediate past chair, the secretary/treasurer, and two members-at-large.

Section2. Terms of Office

a) The chair and the vice-chair/chair-elect shall each serve one year terms. The secretary/treasurer and the members-at-large serve two-year terms. No one may serve more than two consecutive terms.

b) In the event a chair is unable to complete his/her term, the chair-elect will assume the duties of the chair as well as retain the office of chair-elect. If any other of the officers-vice chair/chair-elect, secretary/treasurer, or the two members-at-large-is unable to complete his/her term of office, the chair, with the approval of the remaining officers, shall appoint an individual to complete the term of office. After such an individual has completed the partial term he/she may be elected for the normal term of office according to the above rules.

Article VII. Executive Board

Section 1. Composition

The Executive Board consists of the chair, vice-chair/chair- elect, immediate past chair, secretary/treasurer, and two elected members-at-large. The chairs of standing committees, the representatives to other ALA groups, the representative of the IRC, the editor of *International Leads*, the ALA Round Table Councilor-at-Large and the ALA International Relations Office staff liaison are ex-officio, non-voting members of the Executive Board.

Section 2. Powers and Duties

The Executive Board has authority over the affairs of the Round Table. During the periods between the midwinter meetings and the annual conferences, the officers of the IRRT have authority over the affairs of the Round Table.

Section 3. Meetings

The Executive Board shall meet during the annual conference and midwinter meetings of ALA.

Section 4. Quorum

A majority of members constitutes a forum at any meeting of the Executive Board or of the officers.

Section 5. Roster

The names and affiliations of each Executive Board member shall be published annually in the ALA Handbook of Organization.

Section 6. Mail Votes

Mail votes may be taken in accordance with the procedure established for the ALA Executive Board. ALA Bylaws, Article VIII, Section 9: "Votes in the Executive Board, as well as in committees, may be taken by mail, electronic system, or conference call, provided that all members are canvassed simultaneously. An affirmative vote from two-thirds of the full body shall be required. Each committee shall have the authority to set a time limit within which the votes of its members shall be recorded, but if no such time limit is set no vote shall be counted unless received within 30 days from the day the text of the matter voted upon was mailed properly addressed to those entitled to vote on the matter involved."

Article VIII: Committees

Section 1. Standing Committees

Standing committees may be authorized or discontinued by the IRRT Executive Board. Chairs of most standing committees shall be appointed by the IRRT chair for two years each, and may be reappointed to an additional two year-term. Chairs of the Reception and Nominating Committees are appointed for one-year terms. Members of the Nominating Committee are not eligible for a consecutive term.

A list of the standing committees and definition of the chair and committee duties shall be included in the IRRT Procedures Manual and on the IRRT website.

All standing committees should review their charge every two years as needed and make recommendations for changes to the IRRT Executive Board for approval and subsequent inclusion in the IRRT Procedures Manual.

Section 2. Ad Hoc Committees

Ad hoc committees for the performance of a particular assignment may be authorized by the IRRT chair, by the Executive Board or by the membership. No ad hoc committee may be continued for more than two years, without authorization.

Section 3. Reports

Each committee shall report to the Executive Board at the midwinter meeting and the annual conference.

Article IX: Liaisons

Liaison appointments are made by the IRRT Chair for one -year terms, and maybe reappointed for a second one-year term.

Article X: Nominations and Elections

Section 1. Nominating Committee

Prior to the annual membership meeting, the outgoing chair, with the approval of the IRRT Executive Board, shall appoint a Nominating Committee for a term that begins with the adjournment of the annual conference and expires with the Committee's final report at the following midwinter meeting.

Section 2. Nominations

The Nominating Committee shall present a slates of candidates for the offices of chair, vice-chair, secretary /treasurer and members-at-large. No candidate may be presented who is not a member of the Round Table at the time of nomination. The nominations shall be reported to the membership in the spring issue of *International Leads*. Further nominations may be made in writing by any five members within one month ofthe report of the Nominating Committee.

Section 3. Elections

Elections shall be conducted by mail ballot as part of the regular ALA electoral process. In case of a tie, the election shall be decided by lot. The two member-at-large positions will be elected one each year, thereby staggering their terms. The vice-chair/chair-elect will be elected each year and the secretary/treasurer will be elected in alternate years. The ALA Round Table Councilor-at-Large is elected every third year.

Article XI: Amendments

Section 1. Proposals

Amendments to these Bylaws may be proposed in writing by the Executive Board, an ad hoc committee appointed for the purpose, or any five members. Proposals originating with groups of members shall be filed with the secretary/treasurer at least three months before the next executive meeting.

Section 2. Notice

A copy of any proposed amendment and the recommendation of the Executive Board shall be mailed to each member at least thirty days before it is to be voted upon, unless the proposal was reported at the preceding annual membership meeting.

Section 3. Vote

Two-thirds of the members present and voting at an annual membership meeting shall carry a proposed amendment. In the case of a mail referendum, two-thirds of the votes cast shall carry a proposed amendment.

Article XII: Previous Notice

Publication of notices in an issue of *International Leads* or *American Libraries* appearing within the required period of time fulfills the requirements of notice by mail.

Article XIII: General Provisions

Wherever these Bylaws make no specific provisions, the organization of, and procedures in, the Round Table shall correspond to those set forth in the Constitution and Bylaws of ALA and shall be decided by the parliamentary authority adopted by ALA.

6. DUTIES OF THE EXECUTIVE BOARD

The Executive Board consists of the chair, vice-chair/chair-elect; the immediate past-chair; the secretary/treasurer; two members-at-large; and chairs of standing committees. The editor of *International Leads*, the ALA International Relations Office staff liaison, the IRC representative, and representatives to ALA groups are ex-officio, non-voting members.

A. CHAIR

Term of office

Term of office is determined by Article VI, Section 2 (a) of the IRRT Bylaws. The chair serves one year as vice-chair prior to assuming the office of chair. The chair will remain on the Executive Board for an additional year as the immediate past-chair.

Duties

Convenes and chairs the meetings of the Executive Board, the officers, and the membership. It is customary for the chair to recognize members of the Executive Board before giving observers the opportunity to speak on any particular issue. He/she may call special meetings of the Executive Board upon the written request of the majority of the Executive Board or upon the petition of twenty IRRT members.

Responds to materials from ALA Conference Arrangements Office seeking confirmation of space bookings for all IRRT programs and meetings at the mid-winter and annual conference. Works closely with the Conference Arrangements Office and the ALA staff liaison to ensure that adequate space is allotted to IRRT.

Receives monthly performance reports from the staff liaison. Works with the secretary/treasurer to prepare a budget report for approval of the Executive Board at the Midwinter and Annual Meeting.

Appoints all IRRT committee chairs and members, liaisons and representatives to ALA committees in consultation with appropriate IRRT members.

Appoints chair of the Reception Committee in the locale of the annual conference (when possible), immediately following the preceding annual conference.

May solicit funds from donors to help with reception or other IRRT expenses.

Attends the meetings of the IRC to report on the activities of IRRT.

Attends the ALA Round Table Coordinating Committee Orientation Meeting for New RT Chairs at annual conference.

Oversees all activities of the IRRT Executive Board, standing and ad hoc committees, and on-going programs and activities of the Round Table.

B. VICE-CHAIR/CHAIR-ELECT

Term of office

Term of office is stated in Article VI, Section 2 (a) of the Bylaws. The incumbent automatically becomes chair at the end of his/her term as vice-chair.

Duties

Acts for the chair, should he/she be absent from any meeting.

Succeeds to the office of chair if the office becomes vacant for any reason.

Arranges for a program meeting at the annual conference of the Association to occur during his/her year as chair. The vice-chair may delegate this responsibility to another individual if desirable. The program meeting may be wholly organized by IRRT or sponsored jointly with another group within ALA. The vice-chair, or designee, will arrange for the inclusion of the IRRT program in the ALA Conference Program.

Ensures that appropriate platform arrangements have been made, sees that the speaker(s) are introduced, and sends appropriate letters of thanks to the speakers after the meeting. The vice-chair (or designee) will invite the speakers to be guests of the Round Table at the annual reception for international visitors. (see Program Meeting, Sec. (10a) below for more detail.)

Attends the Round Table Coordinating Committee as the IRRT representative.
Performs such other duties as may be assigned by the chair.

C. IMMEDIATE PAST-CHAIR

Term of office

Term of office is stated in Article VI, Section 2 (a) of the IRRT Bylaws.

Duties

Ensures that the incoming chair has been adequately briefed on past activities and on-going programs.

Performs such other duties as may be assigned by the chair.

May represent chair at ALA meetings when requested.

D. SECRETARY/TREASURER

Term of office

The term of office is stated in Article VI, Section 2 (a) of the IRRT Bylaws.

Duties

Takes minutes of membership, Executive Board, and program meetings.

Sends draft minutes of meetings to the Executive Board. Corrected minutes are distributed prior to the midwinter meetings and the annual conference to the Executive Board, all committee chairs and all reporting to the IRRT.

Distributes midwinter and annual IRRT Executive Board meeting agenda to Executive Board, committee chairs and others reporting to the IRRT.

Works with the chair and the ALA International Relations Office liaison to prepare the budget report for approval of the Executive Board at the midwinter and annual meeting. Reports periodically on the fiscal condition of the Round Table at Executive Board meetings and at such times as designated by the chair.

Receives monthly performance reports from the ALA International Relations Office staff liaison.

Maintains archival file of IRRT agendas, minutes, and budget reports.

Attends the BARC meetings at midwinter and annual conferences.

Performs such other duties as may be assigned by the chair.

E. MEMBERS-AT-LARGE

Term of office

Term of office is stated in Article VI, Section 2 (a) of the IRRT Bylaws.

Duties

Performs such other duties as may be assigned by the chair.

7. IRRT COUNCILOR

Role and Responsibilities

The IRRT Councilor will represent the interests of IRRT on the ALA Council by taking the following actions:

1. Putting forward issues that the IRRT Board identifies
2. Ensuring that council resolutions use inclusive language representing all ALA members, including international librarians
3. Advocating for the needs of ALA members who are international librarians
4. Communicating with IRRT Board Members on key resolutions before a vote is needed

The IRRT Councilor is responsible for submitting a report to the IRRT Board on the ALA Council meetings a month after MidWinter and Annual Conferences.

8. COMMITTEES

A. STANDING COMMITTEES

(1) CHAIR'S PROGRAM COMMITTEE

(Established as a Standing Committee January 2002)

The Committee develops, publicizes, and hosts the IRRT Chair's Program, a program focused on some aspect of international librarianship for IRRT members and U.S. and international librarians at the annual conference. The Committee coordinates, with the IRRT Chair, a membership meeting held during the IRRT Chair's Program at the annual conference.

Chair term of office

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Duties of the Chair's Program Committee Chair

- Oversees development of the IRRT Chair's Program at each Annual Conference
- Coordinates, with the IRRT chair, inclusion of a membership meeting to be held during the annual program meeting
- Coordinates recruitment of speakers with IRRT chair, ALA International Relations Office Director, and committee members
- Coordinates with the IRO and IRRT Chair the presentation of IRC and IRRT Awards.
- Submits final program description to ALA International Relations Office

-
- Moderates the chair's program if requested by the IRRT Chair
 - Conducts all the duties of the IRRT Committee Chair:
 1. Consults with and advises the IRRT Chair regarding Committee membership
 2. Corresponds with Committee members and oversees the Committee member assignments
 3. Reports to the IRRT Executive Board at midwinter and annual conferences
 4. Prepares and submits a report following midwinter and annual conferences
 5. Attends the Committee Chair Orientation at midwinter and annual conferences
 6. Provides Committee text and updates to the editors for inclusion on the IRRT Website and in *International Leads*, as appropriate
 7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session
 8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the committee

Members of Chair's Program committee

- In addition to the Chair, the committee consists of 4-6 members and the chair-elect, *ex officio*.
- Members are appointed by the IRRT Chair-elect in consultation with the Chair's Program committee Chair.
- Members serve a one- or two-year renewable term.

Committee members' duties

- Assist in developing the theme of annual conference program in consultation with IRRT chair-elect and chair
- Develops and disseminates publicity for conference program
- Recruits speakers
- Requests location and coordinates arrangements with International Relations Office
- Coordinates handouts and distribution tables for program-related materials
- Assists Chair in the preparation of speaker introductions

MAJOR ACTIVITIES

IRRT Membership Meeting

The annual IRRT Membership Meeting will be held during the IRRT Chair's Program at Annual Conference. The IRRT Chair convenes this meeting and twenty members

constitute a quorum. The secretary/treasurer's report, as well as other reports requiring vote of the membership, will be presented. The officers for the next program year will be announced. A parliamentarian may be appointed and the ALA approved Rules of Order shall be followed.

IRRT Chair's Program

The IRRT Chair's Program is held during Annual Conference. The topic will have an international focus and be of interest to IRRT members and those librarians with interest in international topics. Joint programs with other units of ALA may be sought.

Timeline for Program Committee

Prior to Midwinter

- Finalize speakers with Chair for program 6 months away
- Obtain biographical information on prospective speakers
- Discuss and finalize program theme and possible speakers with Chair-elect for program 1.5 to 2 years away
- Solicit co-sponsors for program 1.5 to 2 years away
- Plan publicity for program 6 months away
- Debrief previous program

At Midwinter Committee Meeting

For program 1.5 years away

- Decide with Chair-elect the program theme, suggested speakers, budget needs, size of venue
- With Chair-elect, develop brief description of program for ALA Conference Program

For program 6 months away

- Discuss time needed for Membership Meeting with Chair for program at annual meeting
- Approve press releases for program
- Discuss placement of publicity with ALA International Relations Office Director
- Discuss budget requirements with Chair and ALA IRO Director
- Meet with Membership Subcommittee regarding distribution of membership applications at program
- Consult Chair and discuss program timing and draft agenda for membership meeting in conjunction with the program presentation

At Midwinter Executive Board Meeting

- Deliver written report on committee's progress to Executive Board and be prepared for questions
- Announce upcoming program theme and speakers

-
- Announce following year's theme and speakers, if available
 - Solicit ideas for co-sponsorships; request committee members to share information on other units' plans for internationally themed programs and distribute the *International Program Form*
 - *Post to listservs of ALA Divisions and International Relations Committees*

After Midwinter Meeting

- Work with the International Relations Office to finalize room arrangements and publicity for program at the upcoming Annual Conference
- Send press releases to *American Libraries*, *Library Journal* and journals and newsletters of co-sponsoring units
- Advertise the program in *International Leads*
- Request IRO Director's assistance in getting publicity into conference program
- Request equipment needs from speakers and notify IRO and IRRT Secretary/Treasurer

At Annual Executive Board Meetings

- Deliver report on committee's work
- Announce upcoming program, speakers, and location
- Announce following year's theme and speakers, if available
- Solicit ideas for co-sponsorships
- Request information on other units' plans for internationally themed programs

At Annual Conference

- Distribute publicity fliers and posters at Conference
- Send press releases to *Cognotes* prior to and after program
- Distribute fliers at IRRT committee meetings
- Make announcements about program at IRRT Executive Board meetings
- Moderator introduces the speaker(s) and thanks them at the conclusion of the program

After the Annual Conference

- If a new Chair, the Chair's Program Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the program committee
- In conjunction with the IRRT Chair, the Chair's Program Committee Chair should:
 - provide details of the planned program to the ALA Annual Conference Program Planning Committee immediately after annual conference

- arrange for the inclusion of the IRRT program in the ALA Conference Program
- prepare and disseminate publicity about the program in conjunction with the Chair's Program committee
- ensure that appropriate platform arrangements have been made prior to the program
- Chair's Program Chair writes thank-you letters to speakers

IRRT Program Generation

Programs are generated from ideas of the Chair-elect, Chair, chair's program chair, Committee members, various committees, and from aspects of librarianship that have an international component. Programs that describe opportunities to work abroad and ways to receive funding to work abroad are popular as are programs that describe international work experience. Ideas can come from anywhere and anyone. Members of IRRT, ALA, or international librarians should submit ideas to the Chair-elect for consideration immediately after elections in order to be sure they are considered. Planning for programs begins nearly two years in advance so it is important to submit ideas early.

Relations to the International Relations Office

- Coordinates recruitment of speakers with the ALA International Relations Office Director and committee members
- Requests location and coordinates arrangements with IRO, seeking a venue close to the conference center or the International Librarians Receptoin
- Discusses placement of publicity with IRO including requesting assistance in getting publicity into conference program
- Discusses budget requirements with Chair and IRO
- Works with the IRO to finalize room arrangements and publicity for program at the upcoming Annual Conference

Suggested Form for Submission of Chair's Program Ideas

Form for Submission of IRRT Chair's Program Ideas
Date:
Describe Program Idea:
Suggested Speaker(s):
Contact Information for Speakers:

Possible Co-Sponsors & Contact Information:
Your Name & Contact Information:
Budget Requested? Y/N Amount?

(2) INTERNATIONAL EXCHANGES COMMITTEE

The Executive Board and the IRC agreed to make the Exchanges Committee at standing committee of IRRT at the Jan. 26, 2003 meeting.
 (Description revised June 13, 2008)

The purpose of the International Exchanges Committee is to collect information about library professionals and libraries worldwide seeking to establish study visits and exchange programs; to disseminate information to librarians about opportunities to enrich and broaden their career experience and the library profession by developing intercultural perspectives; to share educational and cultural interests, achievements, and developments in libraries and thus assist in the development of the profession and of friendly and peaceful relations with countries throughout the world.

The committee also promotes opportunities for international visits and job exchanges for librarians, and publicizes the Committee's findings through appropriate channels. The Committee also uses the combined intellectual, professional, and networking resources of its members to develop resource materials to support successful international visits and job exchanges.

Membership and membership duties

- **Chair**
 Appointed for two years with the option of one two-year renewal as specified in Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Conducts all the duties of an IRRT Committee Chair
 1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter and annual conferences.
 4. Prepares and submits a report following midwinter and annual conferences.
 5. Attends the Committee Chair Orientation at midwinter and annual conferences.

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6. Provides Committee text and updates for inclusion on the IRRT Website and in *International Leads* to the editors as appropriate.
 7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.
- Sends information to the IRRT Web Editor to be included on the IRRT Website

- **Members**

The Committee shall consist of eight members (seven regular members and a chair) to be appointed by the IRRT Chair-elect in consultation with the International Exchanges Committee Chair. Four members shall be appointed every year to serve for two consecutive years.

Member responsibilities: As assigned to specific committee members for implementation

- Collect information about programs and funding sources for international visits and job exchanges.
- Disseminate collected information through appropriate channels such as the committee Web site, professional listservs and publications, and programming at professional conferences.
- Develop and disseminate resource materials aimed at assisting individuals seeking or embarking upon an international visit or job exchange.
- Share the input of librarians and information professionals who have participated in international visits or job exchanges.
- Assist in checking the web links of the committee Web site.
- Provide input to the Chair on how the committee should be organized and/or run.

Processes that are used

- Committee members discuss collected information at committee meetings and via email.
- The Committee works with IRO staff to publicize the committee's Web site and/or events.
- The Committee tries to develop methods to assess the usefulness of the Web site.

Timeline for Action/Calendar

The Committee works continuously around the year to update the information on the Web site and discuss issues from the committee meetings at the ALA Midwinter meetings and ALA Annual conferences.

Relation to the IRO Office

- The Committee works with the IRO staff to publicize the Web site and/or events.

Forms used

None.

(3) INTERNATIONAL LIBRARIANS ORIENTATION COMMITTEE

Established as a Standing Committee XXXXXXXX

(Description revised July 20, 2008)

The Committee organizes the orientation for international visitors at annual conference, and if needed at midwinter, and works closely with the ALA International Relations Office to develop a mentoring program for annual conference.

Membership and membership duties

Chair

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Organizes an orientation for international visitors at annual conference.
- Coordinates and/or creates orientation materials and presentation.
- Coordinates international mentor match.
- Works with ALA International Relations Office (IRO) to publicize mentor opportunity to ALA membership.
- Works closely with ALA IRO regarding mentor match.
- Conducts all the duties of an IRRT Committee Chair.
 1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter and annual conferences.
 4. Prepares and submits a report following midwinter and annual conferences.
 5. Attends the Committee Chair Orientation at midwinter and annual conferences.
 6. Provides Committee text and updates for inclusion on the IRRT Website and in *International Leads* to the editors as appropriate.
 7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

- In addition to the Chair, the Committee consists of 6-8 members.
- Members are appointed by the IRRT Chair in consultation with the Orientation Committee Chair.
- Members serve a two-year renewable term.

Member responsibilities. Assigned to specific members for implementation

- Work with chair to prepare agenda for conference orientation program.
- Invite ALA President, ALA Executive Director, and ALA IRO Director to give welcomes.
- Decide with IRRT Chair if the IRRT Chair or Committee Chair will moderate the orientation program.
- Identify preparer and/or prepare presentation about local conference site.
- Prepare and/or review and update conference information presentation.
- Prepare notice to solicit mentors in cooperation with IRO office. Prepare mentor/mentee matches and notify each person of the match.
- Solicit IRRT committee members as table facilitators to talk with international visitors.
- Solicit raffle gifts and prepare certificates for winner for item pickup at vendor booths.
- Write thank you notes for raffle gifts.
- Confirm with IRO about content of packets for International Visitors distributed at orientation program.
- Confirm with IRO office about refreshments and room location.

Major Activities

Summary

- To prepare agenda.
- To confirm agenda activities with committee members.
- To contact respective ALA people for welcome.
- To solicit mentors and mentees and do match.
- To solicit raffle gifts and prepare them for distribution and send thank you notes.
- To select local orientation presenter.
- To make sure there is conference orientation.

Processes

- Committee members discuss and prepare agenda.
- Committee members agree for which activity they will be responsible
- Chair or IRRT chair writes letters to ALA President, ALA Executive Director, IRO Director and asks them to attend and give a welcome greeting.
- Committee members responsible for mentors/ mentees talks with Program Officer in IRO about issuing notice; contact Program Officer in IRO to get the names that the Office has received; prepare matches and contact each person in the match.

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- Committee members responsible for Raffle gifts determine who and how they will solicit raffle gifts; contact vendors and ask for gifts; prepare certificates or letters for recipients; thank vendors for raffle gifts.

Timeline for Action/Calendar

(Note: If a date below falls on a weekend, the next business day will be used.)

August

- Add new committee members if necessary.
- Welcome new committee members.

Before ALA Midwinter – Notify committee members of meeting date, distributes agenda, and confirms attendance at Midwinter.

January/February (ALA Midwinter)

- Discuss Orientation Program Agenda with committee members.
- Draft Orientation Program Agenda.
- Solicits 2 committee members to be responsible for mentoring activities including matches.
- Solicits 2 committee members to be responsible for contacting vendors to solicit raffle items and to prepare letters or certificates to give winners.
- Identify any necessary presenters for the program.
- Solicit IRRT committee members to serve as table facilitators for Orientation at Annual. (You might want to try to do simple training of facilitators.)
- Report to IRRT Executive Board at Midwinter.
- Submit meeting minutes to IRRT Secretary.

March

- Confirm with IRO about solicitation for mentors.
- Confirm with IRO about request by international registrants for a mentor.
- Chair contacts IRRT Chair to see if IRRT Chair or the Orientation/Mentoring Chair is going to write letters to ALA President, ALA Executive Director and ALA IRO Director to attend Orientation at Annual to give welcome to international visitors.
- Write letters of invitation if IRRT Chair designates you to do so.

May

- First week of May contact the IRO office to get names of mentors and mentees.
- Contact IRC Area subcommittees to see if they want to be mentors and work with you on mentoring program.
- Prepare mentor/ mentee matches and contact each to give names and contact information.
- Contact State Department and other groups to see if they will have international visitors attending the conference and remind them about the orientation and mentors.
- Respond to IRO Program Officer request for any special materials in packet. (Participants would really like maps and materials that provide local information.)

June - Before ALA Annual

- Finalize Orientation Program Agenda.
- Finalize Orientation Program Agenda in timed format.
- Make sure that ALA President, ALA Executive Director and ALA IRO Director are coming for the welcome.
- Prepare and/or review Conference Information Presentation.
- Review local information presentation with presenter.
- Review and prepare Conference Tips Sheet (The final sheet can only be prepared once you are at Annual and can use the final program to input the page numbers.)
- Make sure the raffle letters are prepared for distribution at the orientation program.
- Make sure you have a box for the raffle for the business cards and paper for people who do not have business cards to put name, institution and country.
- Make country signs and function signs for the tables.
- Remind IRRT committee members to attend and serve as table facilitators.

June/July (ALA Annual)

- Hold Orientation Program.
- Hold Committee Meeting.
- Evaluate orientation program and make note of any necessary changes.
- Report to IRRT Executive Board.
- Submit Committee report to IRRT Secretary.

Relation to the IRO office (who does what)

- IRO Program Officer will put out an announcement soliciting mentors to IRRT members, ALA-World, and in *International Leads*.
- IRO Program Officer will collect names of mentors and international visitors requesting mentors.
- IRO Program Officer will prepare and bring packets.

Forms that are used

Forms used: None so far.

(4) INTERNATIONAL LIBRARIANS PRECONFERENCE COMMITTEE

Founded in January 2000

(Description revised July 20, 2008)

The Committee develops the IRRT annual preconference session. This includes selection of the theme of the session, recruiting speakers, writing a description of the session for use by ALA International Relations Office, compiling attendee packets, creating necessary signage for the session, introduction of speakers, and hosting event.

Membership and membership duties

- *Chair*

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Oversees development of annual preconference session.
- Coordinates publicity and recruitment efforts for preconference with ALA International Relations Office Director.
- Conducts all the duties of an IRRT Committee Chair
 1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter and annual conferences.
 4. Prepares and submits a report following midwinter and annual conferences.
 5. Attends the Committee Chair Orientation at midwinter and annual conferences.
 6. Provides Committee text and updates for inclusion on the IRRT Website, blog, and in *International Leads* to the editors as appropriate.
 7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

- In addition to the Chair, the Committee consists of 4-6 members.
- Members are appointed by the IRRT Chair-Elect in consultation with the Pre-Conference Committee Chair and IRRT Executive Board members.
- Members serve a two-year renewable term.

Member responsibilities, as assigned to specific members

- Assist in selecting a theme for the annual preconference session.
- Assist in identifying and recruiting potential speakers.
- Assist in writing a description of the session for use by ALA International Relations Office
- Assist in hosting the preconference session.

Processes that are used

Summary.

- To select a theme for the annual preconference.
- To identify and recruit speakers.
- To publicize the session.
- To work with the ALA International Relations Office to find a location for the session.

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- To compile packets for attendees.
 - To host session, including introduction of speakers.
 - To evaluate the success of the annual program.

Processes

- At the Annual Meeting, the Committee evaluates the success of the program and uses attendee evaluations suggestions in planning the next preconference session.
- The committee brainstorms options for the theme of the next preconference session.
- Committee members continue theme and speaker discussions via email, and decide on a topic and discuss potential speakers.
- Committee members recruit speakers.
- At the Midwinter meeting the Committee discusses progress in planning and delegates additional things to be done.
- The Chair assigns responsibilities to Committee members regarding the preconference session before ALA Annual Conference.
- The Committee collects speaker bios and writes a description of the upcoming session for publicity.
- A member of the Committee posts session description to IRRT blog, send to listservs, send to ALA International Relations Office, International Leads.
- Committee members compile handouts into packets for attendees the day before the preconference session.
- The Committee arrives prior to the start of the preconference session to set up registration, to ensure that refreshments arrive, and to welcome speakers and attendees.

Timeline for Action/Calendar

(Note: If a date below falls on a weekend, the next business day will be used.)

August

- Request new committee members if necessary.
- Finalize the theme for the next program (discussed at the ALA Annual).
- Begin researching possible speakers.

September – Recruit speakers.

Before ALA Midwinter

- Add new committee members if necessary.
- Review planning progress and identify additional speakers, if necessary.
- Note that no funds are available as honorariums or stipends for speakers, but they do receive registration to the preconference and lunch.

January/February (ALA Midwinter)

- Review planning progress and identify additional speakers, if necessary.
- Decide schedule for pre-conference session.

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- Assign tasks for preconference session such as room set-up, AV set-up, and time keeper to Committee members
 - Submit meeting minutes to IRRT Executive Board.

March – Request that IRRT Chair make introductory remarks at preconference session and ask IRRT Chair to request that the ALA President make introductory remarks.

April – Prepare promotional texts/flyers for the preconference session and submit it to IRRT blog, send to listservs, send to ALA International Relations Office, International Leads.

May before ALA Annual – Distribute a reminder to discussion lists about the program.

June/July (ALA Annual)

- Thursday before the pre-conference, a Committee member, usually the Chair, picks up folders and packet materials from the International Relations Office. Available committee members assemble packets Thursday evening.
- For the pre-conference session on Friday morning, Committee members should arrive at least one hour before session begins to set up registration table, AV, ensure that coffee and pastries arrive.
- At the Committee meeting, review evaluations and discuss the theme for the next program.

After ALA Annual –

- Submit meeting minutes as well as committee report to the IRRT Executive Board.
- Write thank you notes to all speakers

Relation to the International Relations Office (who does what)

The chair of the IRRT Pre-Conference Committee is the primary contact between the Committee and the IRO office. Generally it is the IRO administrative assistant that works with the Committee if any issues arise.

Committee members assemble packets for attendees using folders provided by IRO.

IRO:

Arranges the time and location of the pre-conference session and lunch.

Arranges for session refreshments.

Provides folders for attendees packets, and nametags, and some handouts for packets.

Forms that are used

Forms used: Committee Meeting Report Form, completed by Committee Chair after Midwinter and Annual meetings

(5) INTERNATIONAL PAPERS COMMITTEE

Founded in 1999

(Description revised June 25, 2006)

The Committee encourages the scholarly exchange of ideas on library issues between U.S. librarians and their colleagues from other countries; to develop a venue that fosters discussion and the exchange of opinion; to disseminate a global view of the library profession that will enrich and broaden the views of U.S. librarians; and to encourage our foreign colleagues to learn more about our professional associations and concerns.

Membership and membership duties

- *Chair*

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- In conjunction with ALA International Relations Office issues call for papers.
- Coordinates and oversees review and selection of international papers session submissions.
- Conducts all the duties of an IRRT Committee Chair
 1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 9. Reports to the IRRT Executive Board at midwinter and annual conferences.
 10. Prepares and submits a report following midwinter and annual conferences.
 11. Attends the Committee Chair Orientation at midwinter and annual conferences.
 12. Provides Committee text and updates for inclusion on the IRRT Website and in *International Leads* to the editors as appropriate.
 13. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 14. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

- In addition to the Chair, the Committee consists of 4-6 members.
- Members are appointed by the IRRT Chair-Elect in consultation with the International Papers Sessions Committee Chair and IRRT Executive Board members.
- Members serve a two-year renewable term.

Member responsibilities, as assigned to specific members

- Assist in selecting a theme for the annual call for papers.
- Review and evaluate all paper session submissions.

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- Publicize international papers sessions to ALA membership, IRRT membership and through International Leads, the IRRT website and listservs of divisions with International Relation Committees
 - Assist in running the international papers session.

Processes that are used

Summary.

- To select a theme for the annual call for papers; papers will be selected at the midwinter meeting for presentation at the annual conference in the following year, i.e., approximately 18 months later.
- To announce and disseminate the call for papers.
- To review and select 4 presenters and 4 alternates from foreign countries who represent a wide diversity of opinions and approaches to the library.
- To promote the international papers session in the conference.
- To refer applicants to other ALA panels when appropriate.
- To evaluate the success of the yearly program.
- *Processes*
- Committee members discuss and select the theme for the upcoming papers session.
- Chair of the committee communicates with the ALA International Relations Office and Chair of the IRRT to issue the call for papers.
- The International Relations Office collects paper submissions and forwards them to the Committee by end of year.
- The Committee reviews and selects paper submissions at the ALA midwinter meeting. Committee members not attending the meeting do their selections by e-mail prior to the midwinter meeting.
- Papers are selected based on quality as well as their focus on the selected theme. As much as possible, a broad range of geographical representation will also be considered.
- Four presenters and four alternates (ranked) will be selected.
- The Committee also plans for the next annual international papers session during ALA midwinter.
- After the midwinter meeting, the Committee Chair submits the names of the presenters as well as alternates to the International Relations Office.
- The International Relations Office will prepare and send invitation letters to the candidates and obtain their acceptance letters.
- After the final presenters are confirmed, the Committee prepares publicity materials and submits it to the IRRT Web master, the International Leads, as well as various library-related listservs.
- The Chair assigns responsibilities to Committee members regarding the international papers session before ALA Annual Conference.
- The Committee tries to meet with the presenters before the international papers session, possibly at the International Visitors Orientation (Friday evening of ALA Annual).

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- The Committee runs the international papers session and evaluate the success of the program afterwards.

Timeline for Action/Calendar

(Note: If a date below falls on a weekend, the next business day will be used.)

August

- Add new committee members if necessary.
- Finalize the theme for the next program (discussed at the ALA Annual).
- Communicate with the ALA International Relations Office and Chair of the IRRT to issue the call for papers.

September 1 -- Call for papers posted on the IRRT Website; also distribute the call via appropriate discussion lists including listservs of divisions with International Relations Committees.

November to mid-December – Deadline for paper submission.

Before ALA Midwinter – Distribute proposals to Committee members for review. Chair seeks input from committee members who are not attending the ALA midwinter.

January/February (ALA Midwinter)

- Review and select proposals.
- Submit names of presenters and alternates to the International Relations Office after the meeting.
- Submit meeting minutes to IRRT Executive Board.

February 1 -- Final notification of selected papers announced.

February 15 – Letters of invitation sent by the International Relations Office to the presenters; letters of acceptance received soon after.

March – Confirm with the International Relations Office regarding the final presenters.

April – Prepare promotional texts for the international papers session and submit it to the editor of the International Leads
<<http://www.ala.org/ala/irrt/intlleads/international.htm>>

May – Prepare a program flyer and distribute it via various library-related discussion lists.

Before ALA Annual – Distribute a reminder to discussion lists about the program.

June/July (ALA Annual)

- At the Committee meeting, discuss the theme for the next program.
- Try to meet the presenters at the International Visitors Orientation.
- Run the international papers session.

After ALA Annual -- Submit meeting minutes as well as committee report to the IRRT Executive Board.

Relation to the IRO office (who does what)

- In cooperation with the Chairs of the International Relations Round Table (IRRT) as well as the International Papers Committee (IPC), issues the call for papers for the session.
- Collects paper submissions and forwards them to the International Papers Committee for review by end of year.
- Upon receipt of the names of speakers and alternates from the Chair of the IPC after ALA Midwinter, prepares and sends invitation letters to the candidates and obtain their acceptance letters. If some of the speakers are unable to attend ALA, invite the highest ranked alternates.
- Arranges the time and location of the International Papers Session.
- Assists presenters of papers, as possible and appropriate, to obtain visas through letters of invitation and other means.

Forms that are used

Forms used: None so far.

(6) INTERNATIONAL POSTER SESSIONS COMMITTEE

Founded in 1998

(Description revised June 25, 2006)

The Committee publicizes, solicits, reviews and evaluates all international poster session submissions for the annual conference and oversees their presentation.

Membership and membership duties

Chair

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Oversees evaluation and selection of annual international poster sessions.
 - Coordinates the subcommittee member assignments.
 - Issues call for poster sessions in conjunction with ALA International Relations Office and the ALA Poster Sessions Committee.
 - Coordinates review of poster session submissions.
 - Serves as liaison to general ALA Poster Sessions activities.
 - Conducts all the duties of an IRRT Committee Chair
1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter and annual conferences.

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4. Prepares and submits a report following midwinter and annual conferences.
 5. Attends the Committee Chair Orientation at midwinter and annual conferences.
 6. Provides Committee text and updates for inclusion on the IRRT Website and in *International Leads* to the editors as appropriate.
 7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee

Members

In addition to the Chair, the Committee consists of 4-6 members. Members are appointed by the IRRT Chair-Elect in consultation with the International Poster Sessions Committee Chair and IRRT Executive Committee members. Members serve a one or two-year renewable term.

Member responsibilities: Assigned to specific Committee members for implementation

- Review and evaluate all poster session submissions.
- Publicize international poster sessions to ALA membership, IRRT membership, and through *International Leads* and the IRRT website.
- Assist in setting up and breaking down of international poster session.

Processes that are used

Summary

- The international poster sessions are one of four slots for poster session at ALA.
- The international poster sessions which are accepted must either:
 - Be from librarians or library staff working in countries other than the United States but the poster session itself does not necessarily have to have an international theme
 - Be from librarians or library staff here in the United States but the poster session must have an international focus or theme
- In order to coordinate the international poster sessions effectively, it is crucial that the chair of the IRRT Poster Sessions Subcommittee be in close touch with the chair of the ALA Poster Session Review Panel as well as the ALA International Relations Office.
- There are generally 20 slots available for the international poster session. It is common for there to be “no-shows” at the international session because of travel costs or other unexpected obstacles.

Processes

- The IRRT Committee chair gives feedback to the chair of the ALA Poster Session Review Panel regarding wording for the call for poster sessions as well as the final booklet highlighting the poster sessions.
- The Chair of the ALA Poster Session Review Panel sets the various deadlines when submissions need to be made, abstracts need to be edited etc. – the IRRT Committee adapts their schedule so that these deadlines can be met.
- The chair for the IRRT Committee contacts the person at the ALA International Relations Office who is responsible for posting the call for poster sessions to the IRRT website as well as the editor for International Leads.
- Poster session proposals are submitted through a web-based form that is operated and maintained by the chair for the ALA Poster Session Review Panel. In the event that a poster session proposal is sent via email either to the ALA International Relations Office or to someone on the IRRT poster session Committee, the chair of the Committee is responsible for entering the proposal into the web form.
- Poster sessions are evaluated with the common criteria used for all ALA poster sessions with the exception of proper English grammar. Once submissions have been accepted and notified, the IRRT poster session committee works with international submitters to edit the abstracts for grammar and vocabulary errors and also offers these submitters help editing their poster session's text before they come to ALA.
- All IRRT Poster Session Committee members have an opportunity to rank and comment on the submissions. The chair of the Committee is then responsible for compiling their comments and averaging their rankings to enter the final ranking on the web form.
- The chair for the ALA Poster Session Review Panel is responsible for sending out acceptance and rejection letters to the international poster session submitters, and letting the IRRT poster session Committee chair know that the letters have been sent. The IRRT Committee chair notifies the contact person at the ALA International Relations Office of the sessions which have been accepted.
- All IRRT Poster Session Committee members participate in helping the international presenters put up and take down their posters on the day of the international sessions.
- All IRRT Poster Session Committee members have an opportunity to suggest alternative procedures and provide input into evaluating the success of the poster sessions.
- At each annual ALA, the IRRT Poster Session Committee Chair meets with the chair of the ALA Poster Session Review Panel to discuss any changes or improvements that need to be made in terms of processes and communication.

Timeline for Action/Calendar

July/August

- Add new Committee members if necessary.

Early September

- Be in touch with the chair of the ALA Poster Session Review Panel about the final text for the call for poster sessions and to discuss any general details.

October

- In conjunction with the ALA Poster Session Review Panel, issue the call for poster sessions.
- Contact the Website Editor and have the call for poster sessions added to the IRRT website.
- Contact the editor for International Leads and have the call for poster sessions advertised in all upcoming issues until the deadline.
- Send call for poster sessions to international library associations and any other contacts/organizations that might be interested, including listservs of ALA Divisions with International Relations Committees.

January 31 –

- Deadline for poster session submissions (all poster sessions to be submitted on the ALA poster session web form).

February 15 (approximately) –

- ALA Poster Sessions Review Panel chair sends URL link to chair of IRRT poster sessions Committee in order to evaluate and rank the international sessions. Chair of IRRT Committee makes excel spreadsheet for ranking submissions and sends this (along with the URL link) to Committee members, asking them to send their rankings and comments back to her/him. Chair then compiles their comments and averages their rankings in order to fill in the ALA poster session web form.

Beginning to Mid- March (generally three to four weeks after the previous date) –

- Deadline for having comments and ratings filled in on web form.

March 15 (approximately) –

- ALA Poster Session Review Panel Chair sends acceptance and rejection letters to submitters and lets IRRT Committee chair know that

letters have been sent. IRRT Committee chair forwards message to contact person at ALA International Relations Office.

End of March –

- If any abstracts/titles need editing, chair of IRRT Committee (or other committee member as assigned) sends email to author of poster session to suggest changes.

Mid-April –

- Send edited abstracts and/or titles to ALA Poster Session Review Panel Chair for the poster sessions booklet which will be printed and posted on the web.
- IRRT Committee chair sends out reminder to Committee members of date, time, and poster session responsibilities for the upcoming annual ALA.

April 28 –

- ALA printing deadline. ALA Poster Session Review Panel Chair gets materials for poster session booklet to ALA office by this date.

Beginning of May –

- ALA Poster Session Review Panel chair sends IRRT Committee chair a copy of booklet draft and the URL for the web booklet for Committee members to send to other listserves in order to market the poster sessions.

June (Annual ALA) –

- IRRT Committee members meet at all-committee meeting to discuss Committee business and to prepare for poster session responsibilities.
- IRRT Committee members go to poster session area (in exhibit hall) a half hour before the poster sessions are scheduled to start in order to help the presenters set up. The ALA Poster Session Review Panel Chair leaves a box of scissors, tape, tacks, and poster session booklets (generally under the first table) to use while helping people. Committee members also spend a half hour after the poster session slot in order to help presenters take down their posters.
- After poster sessions have been completed – the IRRT Committee Chair (and any other members of the Committee who are interested) meet with representatives from ALA Poster Session Review Panel to touch base and brainstorm any improvements to the communications process and logistics.

After ALA Annual –

- Submit meeting minutes as well as committee report to the IRRT Executive Board.

Relation to the IRO office (who does what)

The chair of the IRRT Poster Session Committee is the primary contact between the Committee and the IRO office. Generally it is the IRO administrative assistant that works with the Committee if any issues arise.

The chair of the IRRT Poster Session Committee forwards any important information (call for poster sessions, list of poster sessions accepted, etc.) to the IRO administrative assistant.

(Nancy asks: shouldn't we be more explicit about what is "important"?)

The IRO administrative assistant posts the call for poster sessions and the link to the web form for submitting proposals to the IRRT website.

In the event that a poster session participant needs a letter of invitation in order to leave his/her country, the IRO office provides this letter.

Forms that are used

Forms/Flyers used: (Attached)

- Call for Poster Sessions
- Guidelines for Evaluating Poster Sessions
- Excel spreadsheet for compiling IRRT subcommittee rankings
- Web form and general poster session information (maintained by ALA Poster Sessions Review Committee): <http://www.lib.iastate.edu/ala/>

(7) INTERNATIONAL RECEPTION COMMITTEE

Founded in XXXXX

(Description revised January 16, 2009)

The Committee locates, organizes and hosts the international visitors' reception at the ALA annual conference.

Membership and membership duties

▪ *Chair*

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

▪ *Chair responsibilities*

- Locates and evaluates potential sites for the International Reception
- Coordinates discussion by committee members by email on prospective sites
- Communicates committee suggestions to IRO office staff
- Supports IRO staff in final decision of site

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- Conducts all the duties of an IRRT Committee Chair
 9. Consults with and advises the IRRT Chair regarding Committee membership.
 10. Corresponds with Committee members and oversees the Committee member assignments.
 11. Reports to the IRRT Executive Board at midwinter and annual conferences.
 12. Prepares and submits a report following midwinter and annual conferences.
 13. Attends the Committee Chair Orientation at midwinter and annual conferences.
 14. Provides Committee text and updates for inclusion on the IRRT Website and in *International Leads* to the editors as appropriate.
 15. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 16. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee
 - *Members*

In addition to the Chair, the Committee consists of 4-6 members. Members are appointed by the IRRT Chair-Elect in consultation with the International Poster Sessions Committee Chair and IRRT Executive Committee members. Members serve a one or two-year renewable term.

- *Member responsibilities: Assigned to specific Committee members for implementation*
- Review and evaluate all possible sites.
- Assist in planning the Reception.
- Assist in setting up, taking and selling tickets, and receiving visitors at the International Reception.

Processes that are used

Processes

- Committee members do not get free tickets to the reception. Unless they are international visitors, they must buy tickets to attend the reception..
- All IRRT Reception Committee members participate in welcoming visitors to the reception.
- All IRRT Reception Committee members have an opportunity to suggest alternative procedures and provide input into evaluating the success of the Reception..

Timeline for Action/Calendar

July/August

- Add new Committee members if necessary.

September/October

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- Review possible sites, discuss pros and cons by email. Select a small number of best candidates and submit these to IRO staff for consideration. Any committee members close to the sites visit the sites and bring information back to the committee discussion.

November/December

- Correspond by email with IRO staff about site selection and other reception planning considerations. including as relevant transportation, selection of caterer and other local arrangements

ALA Midwinter

- Committee meets with IRO staff and reports on progress to the IRRT chair. .

After ALA Midwinter

- Submit report of midwinter Committee Meeting to the IRRT Secretary-Treasurer.

June (Annual ALA) –

- IRRT Committee members meet at all-committee meeting to discuss Committee business and to prepare for Reception responsibilities.
- IRRT Committee members go to Reception Site area a half hour before the poster sessions are scheduled to start in order to help set up ticket selling and reception of visitors

After ALA Annual –

- Submit meeting minutes as well as committee report to the IRRT Executive Board.

Relation to the IRO office (who does what)

The chair of the IRRT International Reception Committee is the primary contact between the Committee and the IRO office. Generally it is the IRO administrative assistant that works with the Committee if any issues arise.

The chair of the IRRT Poster Session Committee forwards committee decisions and suggestions to the IRO administrative assistant.

The IRO administrative assistant makes financial and contract arrangements for the Reception and ensures the Reception tickets will be for sale on the ALA Annual registration forms. The immediate past chair of the IRRT contacts sponsors for their support and sends them information on their courtesy tickets and options for publicity at the Reception.

(8) INTERNATIONAL VISITORS CENTER COMMITTEE

(Description revised June 25, 2006)

The International Visitor's Center Committee is responsible for the International Visitor's Center (IVC). The International Visitor's Center provides advice and support for all international attendees at the ALA annual conference.

Membership and membership duties

Chair

Appointed for two years with the option of one two-year renewal as specified in Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Works with ALA International Relations Office staff liaison regarding space arrangements for the International Visitors Center at the annual conference.
- Sends information to the IRRT Web Editor to be included on the IRRT Website
- Conducts all the duties of an IRRT Committee Chairs
 1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter and annual conferences.
 4. Prepares and submits a report following midwinter and annual conferences.
 5. Attends the Committee Chair Orientation at midwinter and annual conferences.
 6. Provides Committee text and updates for inclusion on the IRRT Website and in *International Leads* to the editors as appropriate.
 7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.
- **Members**

In addition to the Chair, the Subcommittee consists of 4-6 members. Members are appointed by the IRRT Chair-elect in consultation with the International Visitors Center Committee Chair. Members serve a one- or two-year renewable term.

Member responsibilities: As assigned to specific committee members for implementation

- Assist in recruiting volunteers to staff the IVC.
- Assist in preparing brochures, etc. for the IVC.
- Assist in staffing the IVC.
- Provide input to the Chair on how the IVC should be organized/run.

Processes that are used

- Committee members discuss services and hours of the IVC at meetings and via email.

-
- IVC hours are set to follow the hours of the annual conference exhibits. Usually, Saturday – Monday, 9a.m.-5p.m.
 - The Committee solicits volunteers to staff the IVC and sets a volunteer schedule. ALA members that are not IRRT members are allowed to staff the IVC.
 - The Committee compiles the information that will be used/distributed at the IVC as well as a volunteer manual for volunteers.
 - The Committee works with IRO staff to publicize the IVC.
 - The Committee works with IRO staff to set up and dismantle the IVC.
 - The Committee tries to develop methods to assess the usefulness of the IVC (including gathering IVC usage statistics).

Timeline for Action/Calendar

Before Midwinter

- Contact committee members: introductions, set meeting time for Midwinter
- Develop “To Do” list, etc. for IVC
- Send committee members Midwinter agenda and schedule a couple of weeks before meeting

Midwinter

- IVC Chair should attend IRRT Chairs Meeting
- IVC committee members meet during the IRRT All Subcommittee Meeting
 - Divide tasks between members that need to be done before Annual Meeting
- IVC Chair attends IRRT Executive Board Meeting to give written/oral report

Anytime before Annual Conference

- In cooperation with the IRRT Orientation Committee, gather notebook info: (only need one copy)
 - general information: attractions, restaurants, Internet cafes, currency, telephones, public transportation, ethnic neighborhoods, foreign language resources, translators, list of consulates in the area etc. gathered from the web, travel books, phone directories, etc.
 - also include conference material such as a list of international programs and meetings
 - List of all international activities usually available on the IRO web site – www.ala.org/iro/international.htm
 - Ask the IRO for the site of the International Reception and write out very detailed directions for visitors.
 - Create an overview brochure: a two-sided sheet with general information about the conference and host city.

January/February

- Contact the editor of *International Leads*, an IRRT publication, (published quarterly in March, June, September, December) to put out a call for volunteers to staff the IVC in the March issue. Write the announcement for *International Leads* and send it to the editor.

March

- Begin soliciting IVC staff volunteers
 - contact libraries/library systems/library schools in the area of the conference
 - ask colleagues from your own institution
 - post on IRRT website
 - send call for volunteers to listservs:
 - IRRT listservs: 1) ALA-World listserv alaworld@ala.org (sponsored by IRRT, membership voluntary, anyone can subscribe -- info on IRRT website re. how to subscribe); 2) IRRT Committee listserv IRRTCOM@ala.org (all committee chairs, exec committee, IRO staff, IL editor, and IRRT Web editor are on this); 3) IRRT members announcement only list, only IRRT members are on it and only Delin (IRO staff) can send a message/announcement to this list
 - ACRL section listservs (contact the Chairs of these sections and ask them to forward a message to their members):
 - Anthropology and Sociology Section (ANSS)
 - [Asian, African, and Middle Eastern Section](#) (AAMES)
 - [Slavic and East European Section](#) (SEES)
 - [Western European Studies Section](#) (WESS)
 - Other related listservs, if you are not a member, contact a member and ask them to forward your message to these lists:
 - MELAnet, Middle East Librarians listserv (MELANET-L@cornell.edu)
 - LALA-L (Latin Americanist Librarians Listserv) /or contact SALALM (www.salalm.org)
 - LITA

-
- Public Libraries
 - All Division International Relations
Committee liaisons and other liaisons

April/May

- As volunteers' names come in, keep a list of names and email addresses.
- If needed, resend announcement call for volunteers to various listservs.
- Prepare a flyer advertising the IVC and its services that will be inserted into the packets all international visitors receive as part of their orientation. IRO staff prepare the packets and the flyer should be sent to them.
- Make sure any surveys sent to international librarians (before or after conference) include questions about the IVC.

May/June (before Annual Meeting)

- Send out an email asking volunteers to send the dates/hours they can work.
- Set the volunteer schedule and contact volunteers with their hours.
- Email volunteers the "Volunteer Manual".
- Finish preparing informational notebook for IVC.

Annual Meeting

- Bring:
 - City street map
 - office supplies: helpful to have paper, post-its, tape, markers, etc.
 - a guidebook to the Annual Conference city is also useful
- Set up the IVC for business
 - First, find it (sign may still say "International Lounge")
 - Documents/forms to have on hand:
 - IVC Info Notebook
 - IVC Volunteer Manual
 - sheet to keep an hourly tally of visitors and types of questions/contact
 - volunteer sign-in sheet
 - ALA flyers, READ bookmarks, etc.
 - copy of the Conference Program and also some shuttle bus schedules
 - IRRT information forms for internationals who aren't on our list
 - "I speak..." language ribbons
 - IRRT membership forms
 - Volunteer sign-in sheet
 - New volunteer guidelines

-
- Know location of nearest rest rooms/telephones/message center
 - PC/Internet set up ** Important
 - This can be tricky because Internet connections are tightly controlled in most convention centers and it might not be "turned on" until the actual opening of the IVC. It just depends. At worst, go to the ALA office and get someone to call. But try Delin or Michael at the international registration first.
 - May need to draw up a general PC troubleshooting guide
 - Post informal Internet sign-up sheet
 - Bookmark any good sites
 - Close IVC booth at end of conference (usually Monday at 5:00)

Relation to the IRO Office

- The IRO office finds out where the IVC will be located and sends this information to the Chair.
- The IRO organizes the setup of furniture and the Internet/PC at the IVC including emergency person to call if the computers do not work.
- The IRO prepares packets for all international librarians in cooperation with the IRRT Orientation Committee and the International Visitors Committee Flyers brochures from the IVC that are distributed to international librarians go out through the IRO.
- The Committee works with the IRO staff to publicize the IVC including messages on the IRRT listserv and ALA World.
- The IRO distributes any questionnaires/surveys the IVC needs to international librarians.

Forms used

None so far (but will have a form for the schedule as well as a statistics gathering form)
NEED FORM!

9) MEMBERSHIP COMMITTEE

(Description revised June 25, 2006)

The Membership Committee is responsible for developing and implementing all membership activities for the IRRT.

Membership and Term of Officer

As specified in IRRT Bylaws, Article VIII, Section 1, the IRRT Chair-Elect appoints the Committee Chair and 2-4 members to a one-year or two-year term. One member may be reappointed to a second one-year term.

Responsibilities

Chair

Appointed for a two-year term with the option of one two-year renewal as specified in Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Maintains close liaison with the ALA Membership Committee and the ALA's Manager for Membership Development to promote membership within the Round Table and the Association.
- Advises to the IRRT Executive Committee to update the IRRT membership brochure on a bi-annual basis.
- Consults with and advises the IRRT Chair regarding membership of the Round Table.
- Maintains a connection with the ALA Public Information Office for the dissemination of information about the Round Table membership.
- Receives membership data and statistical reports from the ALA International Relations Office.
- Welcomes new members, notifies lapsed members, and follow-up with dropped members through mail, e-mail, and other communication methods.
- Undertakes promotional activities as are reviewed and/or proposed by the Round Table Executive Board.
- Provides reports at the ALA Midwinter meetings and Annual conferences to the IRRT Executive Board.
- Provides copy to the editor of *International Leads* and the IRRT website editor on membership drives or publicity campaigns.
- Implements membership promotion information at the ALA Midwinter meetings and at the Annual conferences.
- Provides committee information and updates for inclusion on the IRRT website by its editor.
- Writes regularly for *International Leads* and for the IRRT web site on the topics related to IRRT membership promotion activities.
- Requests IRRT membership statistics from the ALA Membership Coordinator and presents the information to the IRRT membership through *International Leads* or the IRRT web site.
- Delegates the committee tasks to the committee members and follows through with the assignments.
- Prepares a list of IRRT candidates who run for ALA president and for ALA Council each year and sends the list to the *International Leads* Editor, to the IRRT We Master, and ALA World list for publicity.

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- Recruits and maintains the contents for the Notable IRRT Members Column at the IRRT web site.
 - Serves as resource persons for LIS student chapters to help recruit student members.
 - Advises the IRRT Executive Board to send an IRRT officer to the New Membership Round Table (NMRT) Orientation session at the ALA Conferences for promoting IRRT.
 - Conducts all the duties of IRRT Committee Chairs
1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter and annual conferences.
 4. Prepares and submits a report following midwinter and annual conferences.
 5. Attends the Committee Chair Orientation at midwinter and annual conferences.
 6. Provides Committee text and updates for inclusion on the IRRT Website and in *International Leads* to the editors as appropriate.
 7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee

Members

- Assist the committee chair in completing the Committee's tasks.
- Share responsibilities and tasks assigned by the committee chair.
- Maintain ongoing communication via mail, e-mail, voice-mail, and other means with the committee chair and the committee members.
- Attend annual committee meetings held at the annual conferences and midwinter meetings.
- Provide input and suggestions to the committee chair on the matters related to IRRT membership recruitment, retention, and promotion

Processes and Timeline for Action

The Committee works continuously around the year to carry out decisions made from the Membership Committee meetings at the ALA Midwinter meetings and ALA Annual conferences.

1. Revise and update the committee charges and procedures in accordance with the time frame set up by the IRRT Executive Board.
2. Contact the ALA Membership Coordinator for the IRRT statistics in **May** and compile a variety of charts based on the IRRT membership statistics for the IRRT web site in **June** (prior to the ALA annual conferences).

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3. Send a welcome-letter to new IRRT members **at the end of each month**. The list of new members should be requested from IRO in the middle of the month.
 4. Send a letter to those who dropped IRRT membership **on a quarterly basis**. The dropped list should be requested from IRO.
 5. Obtain a list of IRRT members who run for ALA President and ALA Council through comparing published ALA candidate list with the IRRT membership list in **February**. Send the list of IRRT members who run for ALA President and ALA Council to the International Leads Editor, to the IRRT We Master, and ALA World list for publicity no later than **March 15**.
 6. Obtain the date, time, and location of the New Membership Round Table Orientation session at the ALA Conferences **PRIOR** to the ALA annual conferences to enable the IRRT Executive Board to send an IRRT officer to the New Membership Round Table Orientation session at the ALA Conferences for promoting IRRT.

Regular contacts with other ALA Units

ALA Membership Committee

ALA Manager for Membership Development

ALA International Relations Office

ALA New Membership Round Table Orientation Session

Forms that are used

Template welcome-letter to new IRRT members

Template letter to dropped IRRT membership

Membership form at the IRRT web site:

<http://www.ala.org/ala/irrt/irrtmembershipinfo/membershipform.html>

(10) NOMINATING COMMITTEE

(Description revised June 25, 2006)

The Nominating Committee presents a slate of candidates for the offices of vice-chair/chair-elect, secretary/treasurer, and members-at-large, and IRRT Councilor.

Membership and membership duties

- *Chair*

As specified in the IRRT Bylaws, Article VIII, Section 1, the IRRT Vice-Chair-Chair-elect appoints the Committee chair and 2-3 members to a one-year term. One member may be reappointed to a second one-year term.

Chair Responsibilities

- Identify and nominate candidates for the IRRT vice-chair/chair-elect, secretary/treasurer (alternating years), members-at-large (one each year, alternating years), and the IRRT Councilor (every three years).
- Seek input from the Executive Board as candidates are being selected as appropriate.
- Report slate of candidates to IRRT Executive Board for review and approval at midwinter meeting or prior to midwinter meet by phone or email to the Executive Board.
- Request candidacy statement and brief CV from each candidate for inclusion in the ALA election ballot.
- Conduct all the duties of an IRRT Committee Chair
 1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter.
 4. Prepares and submits a report following midwinter.
 5. Attends the Committee Chair Orientation at midwinter and annual conference
 6. Provides Committee text and updates for inclusion on the IRRT Website and in *International Leads* to the editors as appropriate.
 7. Chairs the Committee at midwinter. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

The Chair will appoint three members of the Nominating Committee for a period of one year. One member of the Nominating Committee may be appointed for one consecutive term. No member of the Executive Board may serve on the Nominating Committee. The one year appointment begins after the annual conference and ends at the midwinter conference.

Member Responsibilities

- Assist the Chair in the selection of candidates for offices

Processes and timeline

The Nominating Committee's work is most intensive in the fall and early winter, up to the midwinter meeting. As soon as the committee is appointed, the chair should verify that the roster is updated on the website, and should convene the first committee meeting to discuss the charge and timeline.

September-November:

- Identify potential candidates for each office. It may be useful to obtain current and historical lists of IRRT elected officers, and members and officers of IRRT committees. These will provide evidence of commitment and service.
--Current rosters are available on the IRRT website <http://www.ala.org/template.cfm?Section=irrt>

--Retrospective lists can be obtained from the IRO: Admin. Asst. Delin Guerra dguerra@ala.org ; Director Michael Dowling mdowling@ala.org
- You may want to look for evidence of recent activity, e.g., last four years, to minimize false starts with retirees and others whose professional focus has changed.
- If possible, you may want to avoid nominating someone who had previously served in the same position, except in cases where an incumbent is eligible for a consecutive term. The rationale is to take advantage of the diverse talents of the IRRT membership and to provide leadership opportunities to many qualified and interested members.
- Create a ranked list and begin contacting potential candidates for nomination.

Planning for ALA Midwinter

- Schedule a meeting of the committee on Saturday of the midwinter meeting, sometime between 9:00 and 11:00 AM

November-December:

- Request each candidate to submit a CV and statement of candidacy to the IRO (link to the interactive online form will be provided by the IRO).
- Follow up on the request to ensure that the submission is done.

December-early January (prior to midwinter meeting):

- Inform IRRT Chair of the slate of candidates.

Midwinter meeting:

- Chair should attend the IRRT Committee Chairs orientation usually held 8-9 AM on Saturday morning.
- Report and submit slate of candidates in advance to the IRRT Executive Board at the Sunday morning meeting.

February-June:

- As appropriate, prepare text and updates for IRRT Executive Board review and subsequent inclusion on the IRRT website, International Leads, and for submission to appropriate IRRT e-mail lists.

Annual conference:

- Chair should attend IRRT Committee Chairs and Executive Board meetings, and report activities to IRRT Executive Board, if relevant.

Relation to the International Relations Office

- Obtain a current and retrospective list of IRRT members from the IRO office
- Provide candidates with link to the online form for submitting biographical information and candidate statements and a deadline for submission
- Assist candidates with any problems in submitting their information.

(11) PUBLICATIONS COMMITTEE

Established, 1998

(Description revised June 25, 2006)

(Archivist/Historian added June 29, 2008)

The role of the IRRT Publications Committee is to recommend to the IRRT Executive Board policy regarding *International Leads*, the IRRT Web site, and any other publishing activity, in any format, originating with the Round Table. The committee's purpose is to provide advice and recommendations to the IRRT Executive Board regarding the nature and scope of its publications, including the appointment and review of editors, publication budgets, and the means of publishing. The committee also serves to oversee and guide the editorial practices and operational details of the Round Table's publications, and to stimulate and encourage research and writing which might lead to publication under IRRT auspices. (adopted by the IRRT Executive Board, 11 January 1998.)

The Committee presents to the IRRT Executive Board budget, policy, editorial and other items requiring Board action.

Chair

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Chair Responsibilities

- Coordinates print and electronic publishing activities, with Committee members, the IRRT Executive Board, the *International Leads* editor, the IRRT Web editor, and the ALA-World listserv manager
- Serves as member of Search Committee for *International Leads* and IRRT Web editors and the ALA-World listserv manager
- Conducts all the duties of an IRRT Committee chair:
 1. Consults with and advises the IRRT chair regarding Committee membership
 2. Corresponds with Committee members and oversees the Committee member assignments

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3. Reports to the IRRT Executive Board at midwinter and annual conferences
 4. Prepares and submits a report following midwinter and annual conference
 5. Attends the Committee Chair Orientation at midwinter and annual conferences
 6. Provides Committee text and updates for inclusion on the IRRT Web site and in *International Leads* to the editors as appropriate
 7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT all committees meeting
 8. If a new Chair, communicates with the outgoing Chair to ensure an understanding of the ongoing work of the Committee

Members

In addition to the Chair, the Committee consists of: 5 – 8 members. The IRRT Web editor; *International Leads* editor, and the ALA-World listserv manager serve as ex-officio members. Members serve a one- or two-year renewable term.

EDITOR OF *INTERNATIONAL LEADS*

Term of Office

The editor is appointed for a two-year, once-renewable term by the IRRT Executive Board upon recommendation of a search committee consisting of the Publications Committee.

There is no monetary remuneration except for certain approved and budgeted expenses incurred as expenses incurred in editing *International Leads* and in fulfilling the position requirements.

Role of the Editor

IL is published quarterly, edited by a member volunteer and printed through the production facilities of the American Library Association's Publishing Services Department.

The editor of *IL* determines size, layout, typography, and other aspects of format within existing budget constraints. *IL* is distributed to current members of IRRT. Subscriptions, individual and back issues are available at prices recommended by the IRRT Publications committee and approved by the IRRT Executive Board.

The editor of *IL* is a non-voting, ex-officio member of both the IRRT Executive Board and the IRRT Publications Committee. The editor reports administratively to the IRRT Publications committee and provides informational reports regarding the publication to both the IRRT Executive Board and the Publications Committee. The Publications

Committee presents budget, policy, and other items requiring action to the IRRT Executive Board.

The IRRT Executive Board and its Publications Committee affirm their roles of non-interference with editorial decision, in accordance with the spirit of encouraging units to "endorse and apply the principle of freedom of the press" articulated in ALA Policy Manual section 10.1.

Editor responsibilities include:

- Have the final responsibility for the content of *IL* within the parameters of ALA and International Relations Round Table policies. Because *IL* is the official organ of the IRRT, the editor has a particular responsibility, in cooperation with Round Table officers, the IRRT Publications committee and ALA International Relations Office staff, to convey to the members and other readers full and accurate information on the activities, purpose, and goals of the Round Table. The editor assumes an obligation to represent the best interests of the Round Table fairly and as fully as possible within the scope of the publication and with due regard to the prerogative of the editor for producing a balanced and readable publication.
- Assume final authority for all content of each issue of *IL*.
- Have the option to assign areas of editorial responsibility to others, i.e., appoint regular column editors and special guest editors, and oversee their work. The editor may also seek authors to cover current issues, events, and people, etc., as well as assigning readers for submissions.
- Maintain communication with the IRRT Executive Board and its various subcommittees to obtain information of interest to the membership and others interested in IRRT activities.
- As space and resources permit, seek manuscripts from IRRT members and encourage the submission of high-quality articles.
- Complete a thorough review of all submitted manuscripts in light of the philosophy, purpose, and general style of the publication. Correspond with authors regarding acceptance, rewriting, resubmission, or rejection of articles.
- Edit manuscript copy.
- Prepare final copy, plan the table of contents and determine layout and design of each issue.
- Read and edit all page proofs.
- Deliver final copy to the printer and mailer.

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- Develop and continuously review editorial and publication policies and guidelines in conjunction with the IRRT Executive Board and its Publications Committee.
 - Work with the IRRT Publications Committee to establish publication schedules for *IL* at least one year in advance.
 - Develop and maintain an editor's manual describing every aspect of *IL*'s character and operation, including appropriate stylistic protocols.
 - Communicate regularly to the IRRT Publications committee and the IRRT Executive Board.
 - Attend IRRT Publications Committee and IRRT Executive Board meetings at ALA Annual and Midwinter meeting.

Qualifications:

- Effective communication skills.
- Experience in publishing and/or journalism, either in editing or writing, sufficient to enable the individual to produce a high-quality publication that addresses interests of the readership.
- Experience in or demonstrated knowledge of international librarianship.
- Experience using or knowledge of newsletter design and publishing software, preferably Adobe PageMaker or InDesign C2.
- Membership in the International Relations Round Table.

Purpose and procedures of *International Leads*:

International Leads (IL) is the official publication of the International Relations Round Table (IRRT). The purpose of *IL* is to disseminate information about international librarianship and the activities of the Round Table.

IL seeks to support Round Table and Association objectives by bringing members news, brief articles and reviews that help them understand and react appropriately to recent developments in international librarianship. It seeks items of timely value and emphasizes current reports and programs undertaken by the Association and the IRRT. A secondary concern is reporting on newsworthy items generated by other divisions, units and round tables of ALA that are relevant to the interests of IRRT and its members. A third level of concern reports other international activities outside the various ALA units that are relevant to IRRT and its members. *IL* accepts relevant general news releases intended for mass publication vehicles.

IL is published quarterly, edited by a member volunteer and printed through the production facilities of the American Library Association's Publishing Services Department.

Instructions for authors:

International Leads (IL) welcomes articles that reflect the editorial focus of the publication: news about international library activities, the international work of ALA and other organizations, and people and publications in the library field. *IL* also welcomes letters to the editor. Articles are also welcomed on activities within the IRRT, the international work of AIA and other organizations, news and features on international library activities, and coverage of relevant people and publications in the library field.

Queries are encouraged and may be sent to the editor at any time to be considered for the development for subsequent issues of *International Leads*.

Manuscripts should be no more than 1,500 words in length. Longer manuscripts may be returned to the author without being considered. Electronic submissions, by email attachment, are preferred. However, manuscripts may also be sent to the editor by mail and will be considered as long as they are received by any stated deadlines.

IL strongly encourages the submission of photographs and other graphics to illustrate articles. Such graphic elements will be published at the discretion of the editor. Where appropriate, the author must secure any and all rights to publish submitted graphic elements.

IL reserves the right to return all manuscripts unsuitable for the newsletter. *IL* reserves the right to edit all manuscripts accepted for publication. *IL* also reserves the right to edit letters to the editor for length and style.

IRRT WEB EDITOR

Term of office

The IRRT Web editor is appointed for a two-year, once-renewable term by the IRRT Executive Board upon recommendation of a search committee consisting of the Publications Committee.

There is no monetary remuneration.

Role of the Web Editor

The editor has final responsibility for the content of the IRRT Web site within the parameters of ALA and International Relations Round Table policies. Because the website represents IRRT, and is the only source of IRRT information for international members who do not receive the paper copy of *International Leads*, the editor has a particular responsibility, in cooperation with Round Table officers, the IRRT Publications Committee and the ALA International Relations Office staff, to convey to the members

and other readers accurate, up-to-date information on the activities, purpose, and goals of the Round Table.

Web Editor Responsibilities:

- Serves as an ex-officio member of the IRRT Publications Committee
- Determines design, layout, content, and other aspects of Web site within existing ALA Web environment.
- Reports administratively to the IRRT Publications Committee and provides informational reports regarding the publication to both the IRRT Executive Board and the Publications Committee.
- Assumes final authority and responsibility for all content of the Web Site.
- Has the option to assign areas of editorial responsibility to others, and oversee their work. The Web editor is encouraged to select an assistant Web-editor to provide timely updates in the web-editor's absence or other duties as assigned.
- Maintains communication with the various IRRT Committees and other ALA international committees to obtain information of interest to the membership and others interested in IRRT activities.
- Publishes electronic copy of *International Leads*.
- Develops and continuously reviews editorial and publication policies and guidelines in conjunction with the IRRT Publications Committee.
- Communicates regularly to the IRRT Publications Committee and the IRRT Executive Board.
- Attends regularly scheduled IRRT Publications committee and Executive Board meetings at both Annual and Midwinter meetings.

Qualifications:

- Experience in developing and/or managing a Web site is highly desired.
- Familiarity with HTML.
- Must be willing to work with ALA's Content Management System.
- Ability to attend both the ALA Annual and Midwinter Conferences.
- Membership in the International Relations Round Table.

Purpose of the IRRT Website:

The IRRT Web site is the official Web presence for the International Relations Round Table (IRRT). The purpose of the Web site is to provide a guide to IRRT activities, organization structure, purpose and membership, access to the electronic version of *International Leads*, and announcements of timely interest.

ADMINISTRATOR OF THE ALA-WORLD LISTSERV

Term of Office

The ALA-World Listserv administrator is appointed for a two-year, once-renewable term by the IRRT Executive Board upon recommendation of the Publications Committee.

Role of the Listserv Administrator

The List Administrator is responsible for the daily administration of the listserv and for advising on policy regarding the administration of the listserv. The List Administrator has an appointment as an ex-officio member of the International Relations Round Table Publications Committee and, as such, participates in the work of the committee.

Listserv administrator responsibilities:

- Regularly monitor usage of the ALA-World List to ensure that messages comply with the ALA-World List Usage Guidelines. ALA-World is an **un-moderated** list but users agree to follow usage guidelines in order to ensure a positive, collaborative and thoughtful listserv environment. An un-moderated list is a list where postings are not reviewed in advance. All members may post immediately to the list.
- Respond in a timely manner to individual list member inquiries about list policy and technical matters, help people join or leave the list, fix e-mail address difficulties, request additional information from posters when necessary to address policy issues, and clarify and enforce usage guidelines as set by ALA IRRT.
- Inform list members of appropriate email conduct, and how to contact the list administrator
- Receive and investigate complaints about the listserv.
- Take appropriate action to resolve problems, including removing list members who violate usage guidelines. The list administrator must keep documentation that supports any action to a listserv member about inappropriate behavior or the removal of a listserv member. Warnings and removals should be made in consultation with the chair of the IRRT Publications Committee.
- Work with subscribers to resolve all non-technical issues.
- Work with ALA and other technical support resources to address list-level technical problems.
- When absent, ensure that an alternate list owner performs the list owners duties.
- Submit a brief report to the IRRT Chair before each conference, and maintain timely communication with the IRRT.

Qualifications:

- Membership in the International Relations Round Table.
- Ability to meet time requirements and to communicate effectively through email.
- Commitment to respond quickly to the list members' needs.

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- Experience with mailing list software or list ownership, or demonstrated ability to learn.
 - Knowledge of mailing list software settings and etiquette, or demonstrated ability to learn.

Purpose:

The purpose of the ALA-World Listserv is to foster international cooperation and understanding between libraries by providing a forum for sharing news, including educational and exchange opportunities, about libraries around the world and international entities affecting libraries.

ALA World Listserv Policies:

Please read and understand these policies in their entirety before subscribing to the ALA World Listserv.

By utilizing the ALA World Listserv, you agree to accept and be bound by the following policies.

Overview:

In an effort to create and foster a positive, collaborative, and thoughtful listserv environment, it is important that all subscribers work to keep their comments constructive, polite, and relevant to the listserv at large.

Disclaimer:

ALA World Listserv accepts no responsibility for the information posted or distributed through this listserv. Opinions or points of view expressed in a listserv message are solely those of the contributing subscriber and do not necessarily reflect those of ALA World Listserv.

Administration:

ALA World Listserv is hosted by the IRRT. It is an un-moderated list. A listserv administrator is appointed by the IRRT to resolve disputes or take appropriate action when a listserv subscriber violates any of the stated listserv policies. Please see “Consequences for Inappropriate Listserv Behavior” below for further information.

Copyright:

It is a violation of ALA-World Listserv policy to post information that is not original unless it satisfies “fair use” guidelines. Furthermore, the text of a copyrighted article or document may not be reprinted via the ALA-World Listserv without the express

permission of the author and/or publisher. If a subscriber has obtained permission or clearance, this should be clearly stated. When in doubt, err on the side of caution: fully cite the source and provide a link or information as to how to acquire the full text on a personal, individual basis.

Appropriate listserv behavior:

All subscribers of the ALA-World Listserv voluntarily submit themselves to the following guidelines and etiquette. The ALA-World Listserv reserves the right to remove any subscriber of the list who does not abide by these guidelines.

- **NEW POSTS:**
 - When posting a message, identify yourself, including your name, affiliation and email address.
 - Be specific in the subject line of the email, previewing the content of your post.
 - Do not monopolize: only send messages to the entire listserv when it contains information relevant to the purpose of the listserv.

- **REPLYING TO POSTS:**
 - When replying to a message, include only the relevant information to which you are responding. Be sure to delete the header from the previous message, and place your response at the top of your message.
 - Take “personal conversations” off the list: please direct individual messages to the appropriate person off-list, utilizing that person’s provided email address.

- **UNSOLICITED EMAILS:**
 - Do not post commercial messages.
 - Refrain from posting chain letters.

- **DISAGREEMENTS:**
 - Challenging or attacking others is bad etiquette. Please remember that without benefit of facial expressions or spoken intonations, it is easier to take offense in a text-based environment; thus, word your posts and replies appropriately. Along these same lines, do not type in capital letters, as this gives the appearance of yelling.
 - Never send an email in anger.
 - “Getting the last word” is for children.
 - Agree to disagree.

- **COMPLAINTS**
 - Complaints about the ALA-World Listserv may be sent to the list administrator.

- **HARRASSMENT:**
 - All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.

- **ULTIMATELY, REMEMBER TO:**

- Say something substantial and/or say something new. Monitor previous posts and replies to be sure that you are not egregiously repeating information.
- Remember that you are being judged by the quality of your contributions.
- Be civil.
- Respect the rights of others.
- Please keep your email short and to the point to increase the likelihood it will be read. Reframe from posting long articles, (even if you have copyright clearance), instead, summarize the major points.

Consequences for inappropriate listserv behavior:

If the listserv administrator finds an ALA-World listserv subscriber to be in violation of any of the above stated policies, s/he will receive one warning from the list manager, stating this fact. If the subscriber continues to violate the stated policies, s/he will be removed from the list. Decisions about warnings and removal from the listserv should be made in consultation with the chair of the Publications Committee.

The listserv administrator's decisions may be appealed to the IRRT Publications Committee.

Archivist/historian

Term of office

The Archivist/Historian is appointed for a two-year, once-renewable term by the IRRT Executive Board upon the recommendation of the Publications Committee.

Duties

Tracks decisions of the Executive Board at midwinter and annual Executive Board meetings that have a term limit and advises officers of the upcoming deadlines.

In consultation with the Web Editor, determines what web files should be archived and/or removed from the web site.

Updates the history of IRRT contained in the officers manual.

Plans for anniversaries of IRRT and tracks major milestones.

Maintains archival file of IRRT agendas, minutes, budget reports and committee reports and decides when they should be removed from the IRRT wiki.

Works with ALA International Relations Office and ALA archivist to transfer files for permanent archiving at the University of Illinois at Urbana-Champaign.

Attends the IRRT meetings at midwinter and annual conferences and serves on the Publications Committee.

Performs other duties as may be assigned by the chair to preserve the records of IRRT.

(12) SISTER LIBRARIES COMMITTEE

Created June 2000

(Description revised July 30, 2008)

Role, purpose, and function of the committee

The Sister Library Committee promotes Sister Library relationships with libraries and librarians throughout the world. It develops guidelines and other activities, and helps libraries to connect with each other through a wiki maintained by the Committee.

Membership and membership duties

Chair

Term of office

The Sister Libraries Chair is appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

A co-chair may be appointed.

Chair responsibilities

- Conducts all the duties of an IRRT Committee Chairs
 1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter and annual conferences.
 4. Prepares and submits a report following midwinter and annual conferences.
 5. Attends the Committee Chair Orientation at midwinter and annual conferences.
 6. Provides Committee text and updates for inclusion on the IRRT Website and in *International Leads* to the editors as appropriate.
 7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.
 9. Coordinates the Committee member assignments.

-
10. Works with the Committee and the IRO office to update the Sister Libraries brochure

Members

In addition to the Chair, the Subcommittee consists of 4-6 members. Members are appointed by the IRRT Chair with consultation with the Sister Library Committee Chair and IRRT Executive Board members.. Members serve a one- or two-year renewable term.

Member responsibilities: As assigned to specific committee members for implementation

1. Assist in publicizing the Sister Libraries website
2. One member is appointed as wiki editor and is responsible for
 - a. Keeping the Sister Library wiki up-to-date
 - b. Assisting libraries to post their information on the wiki
 - c. Asking for and acting on information from the Sister Library Committee members on how to improve the wiki
 - d. Monitoring the Sister Library email account
3. Maintain liaison with the American Corners program operated by the US Department of State
4. Maintain liaison with the Sister Cities program
5. Maintain liaison with other IRC in ALA to assist in finding partners for libraries
6. Assist in developing program ideas for ALA and state programs
7. Assist in developing information to be on the Sister Library website and wiki

Processes that are used

- Committee members discuss issues relating to the Sister Library Program
- When a library wishes a partner, they are asked to complete a questionnaire that becomes the basis for their entry on the wiki
- Assist libraries wishing partners to find a partner through other ALA international relations committees, State Department American Corners, Sister Cities, and other methods.
- The following process is used upon request to assist in finding a partner library:
 1. Wiki-editor informs the rest of the Wiki-Committee and the SLC Chair.
 2. A designated member of the Wiki-Committee or the SLC Chair would then send an announcement out with all the pertinent information to the chair of the IRC Area Subcommittee (Africa, Americas, East Asia, etc.) and would cc: the entire committee in case someone else on the committee had ideas about other connections for the library requesting a Sister Library.
 3. At the same time, an email would be sent to our Sister City contact (or the Chair of the Sister City Subcommittee of SLC) to see if they are aware of any Sister City relationships which already exist which might impact the requesting library.
 4. Another email would be sent to the State Department IRO for the region in question via the Chair of the State Department American Corners

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- Subcommittee of SLC asking if they have any contacts that could be employed to facilitate a connection for the requesting library.
5. An email would be sent to the initial requester stating what steps have been taken and reiterating the fact that these can take a long time. It would also be appropriate to offer any ideas for alternative connections via things like conference attendance, contacting other library associations, etc. Remind them that we do not guarantee that they will locate a sister library, but that we will help in anyway we can.
 6. The chain of emails from the previous steps would be reviewed prior to the annual and midwinter ALA committee meetings to see if any contacts have been made.
 7. The requesting library would be queried about contacts that they might have received and any success that they might have had on creating a Sister Library connection since the process began. This would also be reported out at SLC meetings at annual and midwinter at which time the process would be reevaluated to incorporate any needed changes.

Timeline for Action/Calendar

Before Midwinter

- Contact committee members: introductions, set meeting time for Midwinter
- Develop “To Do” list, etc. for Sister Libraries program
- Send committee members Midwinter agenda and schedule at least one month prior to the meeting
-

Midwinter Conference

- Sister Libraries Chair should attend IRRT Chairs Meeting
- Sister Libraries Committee members meet during the IRRT All Subcommittee Meeting
 - Divide tasks between members that need to be done
- Sister Library Chair attends IRRT Executive Board Meeting to give written/oral report
- Reviews libraries that have asked for partners since the last ALA meeting

Annual Conference

- Contact committee members: introductions, set meeting time for Annual meeting
- Develop “To Do” list, etc. for Sister Libraries program
- Send committee members Midwinter agenda and schedule at least one month prior to the meeting

Annual Conference

- Sister Libraries Chair should attend IRRT Chairs Meeting
- Sister Libraries Committee members meet during the IRRT All Subcommittee Meeting
 - Review work that has been done during the year
 - Make sure that tasks are assigned for the coming year
 - Make sure the wiki editor is continuing work

- Sister Library Chair attends IRRT Executive Board Meeting to give written/oral report
- Reviews libraries that have asked for partners since the last ALA meeting

Relation to the IRO Office

- Works with the IRO office to update and print the Sister Libraries brochure
- Works with the IRO office to ensure that Sister Library brochures are taken to the IFLA conference

B. AD HOC COMMITTEES

Term of office

Committees for the performance of a particular task may be authorized by the membership of the IRRT Executive Board, as stated in the Bylaws, Article VIII, Section (2).

Duties

Report to IRRT Executive Board during midwinter meeting and at annual conference.

Present final report after one or two years or request an additional period of time if necessary.

C. Committee Report Form



Committee Meeting Report Form

To be completed by chair after each conference.

Name of person submitting this report:

Email of person submitting this report:

Report submission date: ___midwinter ___annual

Name of committee:

Name of committee chair (indicate if acting chair):

Committee chair e-mail address:

Date of meeting(s):

Members present:

Virtual members:

Members absent:

Visitors:

1. Summary of discussion and action; please indicate activities planned for the next 5 months: (Please note: if planning to raise an issue at the Executive Board Meeting at this conference please talk with the Chair prior to the meeting.)

2. **Midwinter Meeting Only:** Review current committee roster and list all continuing members and any members whose term will end this year and who wish to be reappointed for a second two-year term. Include yourself if applicable:

3. List names and e-mails of potential new members.

4. List any members who have indicated interest in serving on another IRRT committee or running for an IRRT office. Include yourself, if applicable.

5. Who would you recommend to serve as chair next year? Indicate if you are interested in serving as chair again.

6. Please write any other comments about the committee's membership here.

9. INTEREST GROUPS

Forming an Interest Group

IRRT provides an environment, which is supportive of the international interests and activities of ALA membership and is the only membership organization of ALA that is devoted solely to international library interests. IRRT supports the formation of interest groups subject to approval by the IRRT Executive Committee in order to provide a mechanism for individuals sharing common international interests to exchange ideas and experiences, sponsor conference programs, and/or prepare publications. These groups will have a focus that fits the mission of IRRT and are groups not more appropriately affiliated with other ALA divisions or round tables.

To form an Interest Group, a written petition to establish must be submitted to the IRRT Executive Committee Chair (*Interest Group Petition/Renewal Form*). The petition shall include:

- the title of the group,
- a role, purpose, and function statement,
- the signatures of one IRRT member in good standing appointed as chair by the IRRT Executive Committee Chair, and
- the signatures of eight or more members of IRRT or of the American Library Association, who will be members of the approved group.

The group will exist as a subgroup of IRRT, upon approval of the IRRT Executive Committee.

The following tasks should be accomplished at an organizational meeting:

- Select a name which reflects the interest of the group.
- Complete an *Interest Group Petition/Renewal Form* and forward to the IRRT Executive Committee Chair.
- Circulate a *Membership List/Meeting Sign-up Sheet* and forward with the completed *Interest Group Petition/Renewal Form*.

Membership

All members of IRRT are eligible for membership in an Interest Group. Anyone interested may join by sending a written message to the Interest Group Chair or a designee, or by attending a meeting of the Interest Group and signing the membership list. Members of ALA who are not members of IRRT may also join an Interest Group, but must join IRRT within six months after affiliation with the Interest Group. Failure to join IRRT within six months will nullify membership in the Group.

Chair Term of Office

Appointed for two years by the IRRT Executive Committee Chair with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

A co-chair may be appointed.

Duties of the Chair

Coordinates activities of the Interest Group, presides at meetings held at ALA midwinter and annual conferences.

Coordinates programs with the IRRT Program Subcommittee, coordinates any publications with the IRRT Publications Subcommittee, works with ALA International Relations Office staff liaison regarding meeting room arrangements at the ALA Annual Conference for any programs and with ALA Conference Services as appropriate.

Provides copy to the editor of *International Leads*, works with the IRRT website editor to publish Internet Group activities on the IRRT website.

Reports Interest Group activities to the IRRT Executive Committee (*Meeting Report for Committees and Interest Groups*).

Meetings

Interest Groups are expected to meet at each ALA Midwinter and Annual Conference. Meetings shall occur during the timeslot and location assigned to all IRC and IRRT committees and interests groups and should include a business meeting at which any necessary business is completed.

Formal programs are conducted only at the Annual Conference. The International Program coordination form must be submitted to the IRRT Program Subcommittee. All time and room schedules for programs held at the Annual Conference are requested through the International Relations Office on forms supplied by that office to the Interest Group chair. Timely responses and a realistic estimate of the number of participants will help ensure that adequate space is available for the meetings.

A Membership List/Meeting Sign-up Sheet should be circulated at each meeting of the Group for all attendees to sign. The list is then forwarded to the IRO Office.

The Interest Group chair completes a *Meeting Report for Committee and Interest Groups Form* at the close of each Group meeting and presents it to the IRRT Executive Committee at its regular meeting with a copy to the IRRT Secretary/Treasurer and the IRO Office as soon as possible.

Activities

Interest Groups may sponsor programs at the ALA Annual Conference, prepare publications, or carry out other activities with the approval of the IRRT Executive

Committee and in coordination with other appropriate IRRT subcommittees such as Program and Publications.

Renewal or Demise

Interest Groups may be authorized or discontinued by the IRRT Executive Committee. All Interest Groups should review their charge every two years as needed and make recommendations for changes to the IRRT Executive Committee for approval and subsequent inclusion in the IRRT Procedures Manual. Before submitting a renewal petition, an Interest Group should reconsider both its name and function statement to be sure that they reflect the Group's current composition and interests. If an Interest Group's petition is not resubmitted, the IRRT Executive Committee can recommend that the Interest Group be dissolved.

10. IRRT LIAISONS WITH OTHER GROUPS

The International Relations Round Table (IRRT) seeks to collaborate with other divisions and round tables within ALA in order to support the international activities of the Association within the global community.

Definition

A liaison between IRRT and another group may be appointed to communicate IRRT interests held in common with the other group, and to advise IRRT regarding activities of the other group that might have implications for IRRT programs, publications or organization. It is presumed that the resulting relationship will be beneficial to IRRT and the target group by allowing the two groups:

- to share information and ideas of mutual benefit;
- to avoid duplicate programming activities;
- to share, if appropriate, programming and publication efforts in areas of mutual interest through co-sponsorship; and

Categories of Liaison

Liaisons fall into three categories:

- **Designated Liaison.** In this category, IRRT feels a need to establish a liaison with another group. Although the interests of both groups are met, the principle beneficiary of the designated liaison is IRRT.
- **Requested Liaison.** Here, IRRT is approached by another group requesting an IRRT liaison. If approved, the IRRT agrees to appoint the Requested Liaison. The interests of both groups are served, but the principal beneficiary of the Requested Liaison is the requesting group.
- **Representative.** In the final category, IRRT is asked by ALA to send a liaison to a group. The liaisons are obligatory, but the value of the representative is assumed to be shared equally by both groups.

Appropriateness of IRRT Liaisons

It is appropriate for IRRT to establish a liaison or designate a representative:

- if the other organization addresses issues and concerns relevant to IRRT;
- if the representation will help to avoid duplication of effort;
- if the representation will enhance IRRT's position and serve as an advocate for IRRT policies; or
- if the representation will promote shared programming and publication efforts in areas of mutual interest.

It is appropriate for IRRT to designate a liaison or representative to another organization whenever such representation seems appropriate. The IRRT Board will examine the need for continued representation in light of the interests of the IRRT membership and the nature of the work of the other organization. A formal review will be conducted on at least a triennial basis with a written report to the Board at the Midwinter meeting, including any changes or proposed additions to the liaisons list. The first triennial review will be conducted in 2008.

Term of Appointment

Liaisons shall be appointed for a term of two years. Re-appointment may occur, but the liaison shall not serve more than four years consecutively.

Selection and Appointment of Designated Liaisons

Liaison appointments are made by the IRRT Chair. The member selected must fill all requirements for nomination or appointment to committees stated in the IRRT Officers Manual.

An attempt should be made to identify and select an IRRT member to serve in a liaison/representative capacity who has an established interest in the group or organization. For example, IRRT liaisons with divisional IRCs will be members of the division and IRRT.

When IRRT establishes a new liaison with another group, the IRRT Chair will announce the appointment in a written communication to that group which includes the following:

- asks the group to accept the IRRT liaison;
- states IRRT's purpose in establishing the liaison;
- requests that the group include the liaison in the distribution of agenda and minutes;
- informs the group that the liaison will observe and submit a report the IRRT Board;
- clarifies that, while the IRRT liaison may be authorized to speak for the IRRT Board, the liaison will not routinely report to the group on IRRT activities, policies or procedures

Role of the Liaison/Representative

IRRT liaisons that represent IRRT on ALA standing committees will be the chairs of the parallel IRRT committee such as Posters, Education, etc.

1. Attend meetings of the appropriate governing group (Committee meetings, Association Board meetings, etc.); If the liaison cannot attend the meeting, he/she is responsible for finding an alternate to attend and report.
2. Obtain agendas and minutes of meetings;
3. Identify opportunities for cooperation including joint programs and ways to serve ALA's international members.
4. As appropriate, share information about the IRRT with the ALA standing committee;
5. Submit a written report about any information pertinent to the work of the IRRT to the IRRT Board within two weeks of the conference to be included in the meeting minutes.
6. If particularly important issues have been discussed, an oral report to the IRRT Board may be appropriate during the Sunday morning IRRT Board meeting at the ALA Midwinter or Annual Meeting.
7. If the liaison/representative cannot attend the meeting, he/she is responsible for finding an alternate to attend and report. The alternate should submit the report through the designated liaison.

Designated Liaisons:

- [AASL International Relations Committee](#) – (Appointed)
- [ACRL International Relations Committee](#) – (Appointed)
- [ALCTS International Relations Committee](#) – (Appointed)
- [ALSC International Relations Committee](#) – (Appointed)
- [LITA International Relations Committee](#) – (Appointed)
- [PLA International Relations Committee](#) – (Appointed)
- **New Members Round Table** – (Appointed)

Requested Liaisons:

- [ALA Literacy Assembly](#) – (Appointed)
- [Freedom to Read Foundation](#) – (Appointed)

Representative Liaisons:

- [ALA Education Assembly](#) – Chair of the IRRT International Pre-conference Committee
- [ALA International Relations Committee \(IRC\)](#) – IRRT Chair
- [ALA Membership Promotion Task Force](#) – Chair of the IRRT Membership Committee
- [ALA Planning and Budget Assembly](#) – IRRT Secretary-Treasurer
- [ALA Poster Sessions](#) – Chair of the IRRT International Posters Committee
- [ALA Publishing Committee](#) – Chair of the IRRT Publications Committee
- [ALA Round Table Coordinating Assembly \(RTCA\)](#) – IRRT Chair and Chair-elect

Created: March 2002
Revised: May 9, 2006

11. MAJOR ACTIVITIES

A. EXECUTIVE BOARD MEETING

(1) All meetings are open meetings. It is customary to recognize non-members of the Committee who wish to speak on any matter, but Committee members are recognized first.

(2) A parliamentarian may be appointed and the ALA approved Rules of Order should be followed.

(3) A formal agenda should be prepared and distributed. Minutes of the previous business meeting and the secretary/treasurer's report should be on the agenda as should be the other reports for action or information. Nominations and elections should be an agenda item (See Article X of the Bylaws). For elections, tellers may be appointed. Individuals seeking to be on the agenda should notify the chair in advance.

B. MEMBERSHIP MEETING

(1) It is the responsibility of the chair to arrange the membership meeting.

(2) The membership meeting will be held at the time and place of the annual conference of the American Library Association. Twenty members constitute a quorum.

(3) The secretary/treasurer's report, as well as other reports for action and/or information are given. A slate of officers for the next program year is announced.

(4) A parliamentarian may be appointed and the ALA approved Rules of Order should be followed.

C. PROGRAM MEETING

(1) It is the responsibility of the vice-chair or his/her designee to plan and arrange the program meeting to be held during his/her year as chair in conjunction with the Program Committee. Liaison with other units of ALA may be necessary if the program is to be a joint offering.

(2) Details of the program must be provided to the ALA Annual Conference Program Planning Committee immediately after annual conference.

(3) The vice-chair of IRRT is responsible for ensuring that appropriate platform arrangements have been made, that the speaker(s) are introduced and that they are thanked at the conclusion of the program.

(4) The program meeting may be wholly organized by IRRT or sponsored jointly with another group within ALA. The vice-chair, or designee, will arrange for the inclusion of the IRRT program in the ALA Conference Program; write and disseminate publicity about the program; ensures that appropriate platform arrangements are made; see that

the speaker(s) are introduced; and sends appropriate letters of thanks to the speakers after the meeting.

D. INTERNATIONAL VISITORS CENTER

(1) Arrangements for the center are made by the ALA International Relations Office staff liaison through the ALA conference manager.

(2) The Chair of the International Visitors Center Committee and the Committee's members are responsible for organizing the center, soliciting and scheduling volunteers, creating signage and informational brochures/packages, and publicity.

(3) The center should be staffed at all times the exhibit area is open. Usual practice is Friday noon through Monday until 5pm. Saturday – Monday the center opens at 9am.

(4) A roster of volunteers is needed for staffing purposes. IRRT members may be solicited through *International Leads* and the IRRT website and/or local IRRT members may obtain volunteers from local libraries or a nearby library school of the city in which the annual conference is being held. ALA members who are not IRRT members are also eligible to staff the center.

(5) Volunteers at the center are to provide information about IRRT and the annual conference. Guidelines for new volunteers should be available at the center.

E. INTERNATIONAL VISITORS RECEPTION

(1) The reception is held for all international attendees (including Canadian attendees) at the ALA annual conference.

(2) The chair appoints an IRRT member to chair the Reception Committee, recommend alternative reception sites for IRRT Executive Board approval, handle all local arrangements, e.g. caterer, flowers. When possible, the Chair should be based in the city or immediate environs of the annual conference

(3) Receptions may be held away from the main conference center.

(4) Directions for reaching the reception site should be provided at the International Visitors Center for the guidance of international visitors.

(5) Tickets for the annual reception are sold as part of the annual conference registration process.

(6) International attendees are provided complimentary tickets for the reception, as part of their conference registration packet.

(7) The reception is also the venue for the annual Bogle-Pratt awards and the OCLC Forest Humphrey award presentation.

(8) The IRRT chair selects four or five distinguished librarians to be in the receiving line at the reception. These are customarily officers of IRRT or ALA, such as the President, Executive Director or distinguished American librarians, such as, the Librarian of Congress.

F. PUBLICATIONS

(1) *International Leads* is the official publication of the IRRT. The purpose of *International Leads* is to disseminate information about international librarianship and the activities of the Round Table. IL seeks to support Round Table and Association objectives by bringing members news, brief articles and reviews that help them understand and react appropriately to recent developments in international librarianship. It seeks items of timely value and emphasizes current reports and programs undertaken by the association and the IRRT. A secondary concern is reporting on newsworthy items generated by other divisions, units and round tables of ALA that are relevant to the interests of IRRT and its members. A third level of concern reports other international activities outside the various ALA units that are relevant to IRRT and its members. IL accepts relevant general news releases intended for mass publication vehicles.

International Leads is published quarterly, edited by a member volunteer and printed through the production facilities of the American Library Association's Publishing Services Department. It is also presented in its entirety on the IRRT website.

IL is distributed to current members of IRRT. Subscriptions, individual and back issues are available at prices recommended by the IRRT Publishing Committee and approved by the IRRT Executive Board.

(2) IRRT Website is maintained and updated by the IRRT Web Editor working in conjunction with the IRRT Publications Committee and the IRRT Executive Committee. Its purpose is to: Provide a guide to IRRT activities, current committee structure, purpose and membership, access to the electronic version of *International Leads*, and announcements of timely interest.

(3) ALAWORLD –ALAWorld is the listserv for the IRRT Membership is open.

(4) The IRRT Publishing Committee and Executive Board may consider other publications, as it deems fit, with appropriate consultation with ALA Publishing Services.

(5) Sources of funding other than ALA funds may be sought after consultation with the ALA IRRT Executive Board and the ALA IRO liaison.