



ALCTS NEWSLETTER EDITOR POSITION DESCRIPTION - 2011

The Association for Library Collections and Technical Services (ALCTS) invites applications and nominations for the position of Editor of the *ALCTS Newsletter Online (ANO)*, the association's official newsletter. ANO is a digital publication currently published quarterly. The editor will be appointed for a renewable three-year term, beginning July 1, 2011 just after the ALA Annual Conference in New Orleans. ANO currently contains announcements and reports of ALCTS, educational programs, committee and interest group work, and other activities. The scope of the newsletter will change as strategic direction moves into a more interactive, digital based environment. The future newsletter will incorporate not only the traditional news and reports but selected articles, news feeds, and continuing updates to keep the newsletter content fresh and up to date. The newsletter will continue to cover broader news from the library community, ALA, financial reports, meeting schedules, honors, awards, and news about its members.

The Newsletter Editor is expected to take a leading role in the delivery of news that ALCTS members need to know from the association and the library community beyond. The Editor will have responsibility to set the strategic direction of the newsletter including priorities, content, production, marketing and interaction with the other publishing initiatives of ALCTS. The Editor may oversee additional newsletter contributors and possibly serve as chair of a small editorial board. The Editor works closely with the ALCTS Publications Manager in the ALCTS Office for editing and production. The Editor reports directly to the ALCTS Board of Directors and submits an annual report to the Board by the ALA Midwinter Meeting.

The editor serves as an ex-officio non-voting member of the ALCTS Board of Directors, attends all Board meetings, and participates in all discussions and planning. The Editor serves as an ex-officio member of the ALCTS Publications Committee, the *LRTS* Editorial Board, and the ALCTS Membership Committee. The editor is responsible for informing these groups of issues and developments affecting ANO and soliciting and incorporating suggestions regarding general content. The successful candidate will work closely with the *LRTS* Editor and the Paper Series Editor to provide coverage of issues of importance to ALCTS members and the profession. The editor works with the ALCTS Executive Director and other ALCTS staff members to ensure full coverage of division activities. The current editorial policy is available in the September 2010 issue.

This position is a highly visible one and requires experience producing an electronic newsletter or other digital publication experience, ability to establish strategic direction and future initiatives, demonstrated writing and editing ability, familiarity with the issues in areas of ALCTS interests; ability to meet deadlines; ability to work closely with groups and individuals, and experience with the technology and processes required for the production of an electronic publication. Membership in ALCTS is required, along with attendance at both ALA Annual Conference and Midwinter Meetings. A generous annual stipend is provided to support attendance. Desirable qualifications include prior experience on ALCTS committees or interest groups, experience with social networking tools and social media and experience with a Drupal based web environment.

The application deadline is **March 4, 2011**. A letter describing the applicant's interest and qualifications for the editor position and a current vita should be submitted to Mary Case, University Librarian, University of Illinois – Chicago, marycase@uic.edu. The search committee expects to conduct phone interviews in late March or early April. Only electronic applications will be considered.