American Library Association

Government Documents Round Table

Policy and Procedures Manual

(as of September 2018)
Chapter 1: Conferences and Meetings

This chapter articulates overall regulations and guidelines concerning conferences and meetings, and details needed tasks before, during, and after the ALA Midwinter Meeting and Annual Conference.

I. Regulations and Guidelines

All GODORT meetings, whether at conferences, or between conferences, must conform to the regulations and guidelines for conferences and meetings provided in Section A.7.4 of the ALA Policy Manual. These include what constitutes a meeting (as opposed to one of the varieties of “asynchronous communications”) [A.7.4.1], requirements which govern all meetings which take place outside of the Annual Conference and Midwinter Meeting, including the need for prior notification and a timely report of the meeting’s results [A.7.4.2], requirements which govern any emergency meeting [A.7.4.3], and the requirement for all meetings to adhere to ALA’s “open meetings policy” [A.7.4.4].

II. Preparation for Conferences

A. Scheduling

i. Meeting Rooms
   The Immediate Past-Chair schedules conference meeting rooms, with input from the Steering Committee. Detailed information about this process is in PPM Chapter 3: Steering Committee and Chapter 6: Past Chair.

ii. GODORT Program
   Program arrangements for the Annual Conference, including the room arrangements, are handled by the GODORT Assistant-Chair/Chair-Elect, who is also the Chair of the Program Committee. Detailed information on planning and scheduling the Program is available in PPM Chapter 5: Assistant Chair/Chair-Elect.

The Past Chair will communicate and coordinate responsibilities with the Program Committee Chair to assure all deadlines are met and forms properly filled out.

B. GODORT Hotel and Reception

Information about the GODORT Hotel and Reception are contained in the Conference Committee Chapter.

C. Items to download or bring to Conference

It may be helpful to have access to the following pieces of information during meetings:

- Minutes of two previous Midwinter Meetings and Annual Conferences;
- Bylaws;
- Policies and Procedures Manual chapters (at a minimum, bring Chapter 1, and the Chapter that pertains to your Office/Committee/Task force);
Conferences/Meetings

- GODORT Schedule;
- Attendance sheets (available for download from the wiki and provided by the GODORT Secretary for Steering and Membership meetings);
- Copies of agendas and handouts for your meetings.

D. Review of the PPM
Each officer, committee chair, and task force coordinator shall have reviewed the PPM prior to the Midwinter Meeting and Annual Conference.
- If changes are proposed, notify the Bylaws Chair via email or hard copy with marked changes.
- Changes will be reviewed for consistency with the Bylaws and existing PPM.
- If requested changes affect other groups, those groups will be contacted for discussion.
- Proposed changes will be brought by the Bylaws Chair to Second Steering Meeting, Old Business.

III. At Conference

A. ALA Conference Services

- GODORT Files
At both the Annual Conference and Midwinter Meeting, GODORT's ALA Staff Liaison has a file for GODORT, located on the Washington Office table in the ALA Offices (there is a big sign that says "to ALA Offices"). The files are for use by members of GODORT (e.g., for dropping things off to be copied for the GODORT Membership meeting.)

- Copy Services are also located in the ALA Offices at Conference. The GODORT Chair announces the copy number (it remains the same for each conference) at the first Steering Committee meeting.

B. Parliamentary procedure
The rules contained in the parliamentary authority designated by the American Library Association shall govern the Round Table in all cases in which they are applicable and in which they are not inconsistent with the Bylaws or any special rules or order the Round Table may adopt, or with the Constitution and Bylaws of the American Library Association. Currently, the parliamentary authority designated by the American Library Association is Robert’s Rules of Order (latest edition). The Official Robert’s Rules of Order web site provides answers to frequently asked questions and official interpretations.

When differences occur, GODORT always follows the meeting rules rather than the convention rules (per ALA Parliamentarian ruling).

Quorum numbers are determined by the GODORT Bylaws Article V, Section 4. Until there is a quorum there can be no official meeting and no voting can occur (informal discussion among colleagues is perfectly okay). If not otherwise specified in the Bylaws, a committee’s quorum
equals the majority (51%) of members who are eligible to vote. For task forces, work groups, and other bodies with unspecified membership, a quorum is the number of people attending the meeting.

When a fixed time to adjourn arrives, the presiding officer may ask for a motion to suspend the rule regarding adjournment or to set another time to adjourn (even if the clock has run down to zero minutes, if done promptly). A member should then move to adjourn, to suspend the rule requiring adjournment, or to set another time for adjournment.

C. List of attendees (GODORT Secretary/Nominating Committee Chair)

1. Attendance sheets are available for download by committee chairs from the wiki prior to coming to the conference. The GODORT Secretary brings attendance sheets for the GODORT Steering and Membership meetings.

2. At the end of each conference, attendance sheets should be turned in to the Nominating Committee Chair. One copy of the attendance sheets should be made and given to the Membership Committee Chair. An additional copy of the attendance sheets from the Midwinter Meeting should be given to GODORT chair-elect, while the second copy from Annual Conference attendance sheets should be given to incoming GODORT chair.

D. Meeting Minutes (All Secretaries)

1. Content of Minutes

Minutes are to be a summary of the meeting including the major points of discussion, decisions, action items, and resolutions to be presented for adoption. Specifically:

- Minutes are not a verbatim record of discussion but should capture the sense of the debate and the decision of the group.
- The minutes record every motion and resolution, the name of the proposer, whether it passes, and the way in which each motion was disposed of. When a vote count is taken, the number voting on each side is recorded.
- Though they may be included on the meeting agenda, reports from liaisons (e.g. the FDTF appointment to the Publication Committee) should not be included in the minutes unless there is discussion and recommendations stemming from a reported item.

The designated secretary of each task force, committee, or work group will prepare the meeting summary for the GODORT Membership meeting and send via email to the GODORT Secretary by the deadline announced at the first Steering meeting.

Reports of committees and meetings will be printed exactly as submitted to the Secretary. Please double check the minutes to avoid such errors as misspelled names. A summary of the Midwinter Meeting and Annual Conference shall be provided by the Past-Chair for publication in DttP. (See Chapter 6: Past Chair)
2. Format of Minutes
Refer to the GODORT Wiki: Agendas & Minutes (http://wikis.ala.org/godort/index.php/GODORT_Agendas_%26_Minutes) for the minutes format. The following should be included in minutes posted to the wiki by the Chair or designee:

- Name of meeting
- Location of meeting
- Date of meeting
- Convenor
- Recorder

For example:

GODORT Steering Committee
George V Hotel, Versailles Room
January 7, 2011, 1:30-3:30 p.m.
Sandy Smith, Chair
Joe Jones, Secretary

For those submitting formatted minutes, the following are the font sizes etc.:

- headers should be Times/Roman 12 BOLD,
- text should be Times/Roman 11.
- if the file is submitted in RTF (rich text format) any word processing software can read it so the document formatting should remain intact.

3. Text of resolutions passed by GODORT at the conference/meetings
The text of all resolutions, in the form that they were passed at the GODORT Membership meeting, are included in the minutes of the GODORT Membership meeting and sent by the GODORT Secretary to the Website Administrator for publication.

The Chair of the Legislation Committee is responsible for sending a list of the titles of resolutions to be published in the Winter issue of DttP.

E. GODORT Membership meeting
Committee Chairs, Task Force Coordinators, and GODORT Officers are to be in attendance at the GODORT Membership meeting with a written report of Committee and Task Force proceedings (these need not be the final version submitted as minutes). All motions, resolutions, and action items of the Committee or Task Force should be included in this report.

If a committee, task force, or other reporting body has materials to distribute at the GODORT Membership meeting they should provide the following number of copies:

- Midwinter Meeting: 50 copies
- Annual Conference: 100 copies
F. Approval of items at Midwinter Meeting and Annual Conference

1. Midwinter Meeting items needing approval

The following items are approved at the Midwinter Meeting:

- Nominating Committee presents the slate of Nominees - Second Steering Committee meeting, Old Business
- Program topic for Annual Conference (the topic approved is for the Annual Conference approximately 18 months away) - Second Steering Committee meeting
- Budget (see Bylaws Article X, Section 3) - GODORT Membership meeting immediately prior to the ALA budget submission deadline.
- Revisions for the Policy and Procedures Manual – Second Steering Committee meeting, Old Business
- Bylaws changes (Steering votes on whether or not to send proposed Bylaws changes to the Membership for a vote) – Second Steering Committee meeting, Old Business
- Establishment or dissolution of Task Forces, committees, or discussion groups – First or Second Steering Committee meeting, New Business

2. Annual Conference items needing approval

The following items are approved at the Annual Conference:

- Approval of New Committees and Chairs - Second Steering Committee meeting, Old Business
- Budget (see Bylaws Article X, Section 3) - GODORT Membership meeting immediately prior to the ALA budget submission deadline.
- Revisions for the Policies and Procedures Manual – Second Steering Committee meeting, Old Business
- Bylaws changes (Steering votes on whether or not to send proposed changes to the Membership for a vote) – Second Steering Committee meeting, Old Business
- Establishment or dissolution of Task Forces, committees, or discussion groups – First or Second Steering Committee meeting, New Business

Chapter 2: Communication and Correspondence

I. Types of Communication

A. **Resolutions:** If the GODORT Membership has approved a resolution, the letter of transmittal for the resolution will be signed by the GODORT Chair. If the resolution originated with a task force or committee, the transmittal letter will be prepared by the respective body and forwarded to the GODORT Chair for signature.

B. **External Communication:** External communication refers to correspondence with groups outside ALA. All correspondence originating with a task force or committee will be prepared by the respective body and forwarded to the GODORT Chair for signature. The task force coordinator or committee chair may be asked to co-sign the letter with the GODORT Chair at the discretion of the GODORT Chair. (See Appendix).

1. All external communication will use GODORT letterhead and be prepared as follows:
2. Communication will clearly indicate to whom reply is to be addressed.
3. Communication originating with committees or task forces shall be forwarded to the GODORT Chair in a format ready for signature.
4. Copies of the communication shall be maintained for the Archives.

C. **Internal Communication:** Internal communication refers to correspondence between GODORT task forces and committees or correspondence between GODORT and other groups within ALA. Internal correspondence will be prepared and signed by appropriate task force coordinator, committee or work group chairs. Copies of all such correspondence relating to policy matters will be sent to the GODORT Chair for review prior to sending.

D. **Internal correspondence relating to business transactions,** such as those involving DttP invoices, need not be sent to the GODORT Chair.

E. **Telephone and E-mail Communications:** When warranted, telephone conversations and e-mail correspondence should be followed by a summary report or memorandum of understanding between the two parties with copies for the appropriate GODORT officers or the Steering Committee.

II. Methods of Communication

A. **ALA Connect (connect.ala.org)**

ALA Connect is GODORT’s primary announcement and discussion tool. All GODORT members are encouraged to log in using their ALA membership number and establish and maintain ALA Connect accounts in order to participate in online discussions and votes. Officers, chairs, and coordinators should be required to log in using their ALA membership number and establish and maintain ALA Connect accounts to participate in Steering Committee discussions and votes.
B. GODORT Group in ALA Connect
Any current GODORT member may post an announcement message to the GODORT group in ALA Connect and have that distributed to the membership. Alternatively, discussions may also be created.

Committees have their own workspace on ALA Connect. By default, these workspaces are limited to committee members; however, any post may be made public by checking the box marked “Public” under “Audience.” (Marking a post “public” means that anyone can access the content, not only GODORT or specific committee members). All groups are encouraged to make their posts publicly available if possible.

Announcement of new products produced by Task Forces should be posted to GODORT's ALA Connect group. Each Task Force is encouraged to set up a “discussion” on the main GODORT node of ALA Connect to allow all GODORT members to participate.

C. Social Networks
GODORT has accounts on a variety of social networks, including Twitter, Facebook, and Blip.tv. The GODORT blog (http://www.godort.ala.org/news/) is tied to the GODORT Twitter account (http://twitter.com/godort), and is updated infrequently.

Members are encouraged to experiment with new technologies in order to expand virtual, year-round participation in GODORT.

III. Statements and Reports (Oral and Written) (GODORT Chair, Committee Chairs and Task Force Coordinators)

A. Statements
Formal statements, either oral or written, which are to be presented as representing GODORT to an organization/group outside ALA will be communicated to the GODORT Chair prior to presentation. If the statement relates to a policy matter, the policy must be formally approved by the Steering Committee.

B. Reports
Reports, either oral or written, which are to be presented as representing GODORT to an organization/group outside GODORT must be presented and accepted by GODORT Membership prior to presentation.

IV. Working Papers
Working papers, including discussion documents and drafts by GODORT units that have not been approved by GODORT, will be clearly labeled as "draft", "discussion paper", etc.

Revised 9/2011; 7/2017
Chapter 3: Steering Committee

I. Purpose
The Steering Committee provides leadership for the Round Table and general supervision of the affairs of GODORT.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the second Steering Committee meeting of the Annual Conference, with one exception: the Treasurer takes office September 1.

A. Voting Members
   i. GODORT Chair
   ii. Assistant Chair/Chair-Elect
   iii. Immediate Past Chair
   iv. Secretary
   v. Treasurer
   vi. GODORT Councilor
   vii. Task Force Coordinators
   viii. Chairs of Standing Committees

B. Non-voting Members
   i. With approval, the GODORT Chair may ask special officers (Archivist, DttP Editor, Website Administrator) to sit as non-voting members of Steering.
   ii. The Committee may invite organizations sharing common interests and purposes with GODORT to name a representative to serve as an ex-officio, non-voting member of the Committee.

III. Committee Duties
Article VI of the GODORT Bylaws requires that the Steering Committee perform the following duties:

- General supervision of the affairs of GODORT
- Approve the program and preconference proposal(s) for the Annual Conference;
- Submit projects or endorse projects submitted by the Task Forces and Committees of the Round Table;
- Approve by majority vote appointments and designations of Chairs made by the GODORT Chair to standing and special committees;
- Approve creation, change, or discontinuation to membership of committees, task forces, discussion groups, and special committees;
- Approve official liaisons positions of GODORT, as needed and where positions may be filled;
- Appoint members to ALA unit positions which accrue to the Chair ex officio;
- Solicit volunteers to serve on ALA committees;
• Report actions of the Steering Committee at the Annual Conference and Midwinter Meeting to the membership;
• Approve appointments made by the Chair when an incumbent cannot complete his or her term.

Article X of the GODORT Bylaws mentions additional duties related to finances. The Committee must:

• Control all funds earned or expended by the Round Table. Officers, committee chairs and task force coordinators may request funds as necessary to implement approved programs of the organization;
• Make a proposal regarding dues for personal members, affiliate groups, and others at the membership meeting of each Annual Conference;
• Prepare the Round Table’s budget for the coming fiscal year and present it at the membership meeting immediately prior to the ALA budget submission deadline.

Article VIII of the GODORT Bylaws gives the Steering Committee the power to create, change, or discontinue Task Forces, Standing Committees, Special Committees, or Discussion Groups. The Steering Committee will conduct a periodic review to ensure that all groups continue to serve their purpose.

The Steering Committee must review the statement of membership, purpose, goals, structure, and duration of operation of any Work Group or Ad Hoc Committee established by a Task Force. If approved by a majority vote, these statements are added to the PPM (Article VIII, Section 1).

The Steering Committee may establish special committees for any purpose within the purview of the Round Table. When creating a special committee, the Steering Committee must approve a statement of its purpose, organization, membership, and duration, which will be included in the PPM (Article VIII, Section 3).

IV. Meetings and Communication
A. According to the GODORT Bylaws (Article V, Section 2), this committee will meet at ALA Midwinter Meetings and Annual Conferences.
   i. If a committee chair or task force coordinator is unable to attend either meeting, he/she must notify the GODORT Chair. The absent chair or coordinator may also appoint a substitute to participate in Steering activities, including voting, in his/her absence.
   ii. The Steering Committee may also meet between conferences.

B. Requests for Conference Meeting Rooms
Task Force Coordinators and Committee Chairs have the responsibility for determining their need for meeting rooms at upcoming Midwinter Meetings and Annual Conferences. Requests for meeting space should be given to the Immediate Past-Chair and should include the following:
• minimum time needed for meeting;
• anticipated size of audience;
• arrangement of room;
Steering Committee

- names of groups to avoid conflicting meetings;
- any special equipment requirements (projector, screen, modem, etc.);
- any other special requirements for conference meetings.

Deadlines for making requests should be set by the Immediate Past-Chair based on requirements of the ALA Conference Services Office.

C. Online Communication

i. It is recommended that all committee members use ALA Connect for GODORT business.
   a. The Steering Committee has a community site already established. The GODORT Chair should review names/addresses at the beginning of his/her term of office and submit changes to GODORT’s ALA Staff Liaison.

b. Use and Accountability
   The Steering Committee ALA Connect site may be used for communication such as:
   - reports or updates to the committee;
   - circulating drafts of letters for approval;
   - votes on expenditure of funds or approval of committee appointments;
   - administrative matters such as the schedule of rooms for conferences, reminders from the Editor of DttP, GODORT Chair or others;
   - other issues which may arise between ALA conference.

ii. At the GODORT Chair’s discretion, an alternative listserv such as the Steering Reflector may be used instead of ALA Connect.

iii. Voting
   Steering Committee Members may bring business to the Chair for discussion and votes on the ALA Connect. All votes should be made public.
   a. In the case of votes on the expenditure of funds, as per the GODORT Policies and Procedures Manual, Treasurer:
      
      Any request for a total of more than $50.00 from a single source in a year will require Steering Committee approval prior to Treasurer action.
      i. If there is a designated budget line for the expense, the vote may simply be brought forward by any member of the Steering Committee. If there is not a designated budget line, the Steering Committee member should consult with the Treasurer before bringing the vote forward. The Treasurer, as the elected officer entrusted with the safekeeping of all funds of the Round Table [Bylaws, Article IV, Section 5], will tally the votes if not conducted via ALA Connect.
b. In the case of votes on appointments, letters, or other issues that may arise, any member of the Steering Committee may bring votes forward with votes being tallied by the Chair.

c. In the case of any vote or action taken, it will be announced to the Steering Committee. The GODORT Secretary will keep minutes of Steering Committee actions to report, in writing, to the 1st Steering Committee Meeting at the next conference, and include in the minutes as the official actions of the Steering Committee.

D. Communication Schedule
   i. Activity Updates
   Between conferences, each committee should post at least one brief message to ALA Connect per month to update GODORT membership on their activities. This will also serve to inform new GODORT members as to what committees do and take routine business out of the conference meeting times.

   ii. Web "Records Schedule": What to Update and When
   Created 6/15/01, updated 8/2011

1. ALL Standing or Ad Hoc Committees, Task Forces

<table>
<thead>
<tr>
<th>Prior to Annual Conference</th>
<th>Prior to Midwinter Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Submit meeting annotation to Immediate Past-Chair, upon request</td>
<td>• Submit meeting annotation to Immediate Past-Chair, upon request.</td>
</tr>
<tr>
<td>• Post agenda to the wiki.</td>
<td>• Post agenda to the wiki.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>During Annual Conference</th>
<th>During Midwinter Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide summary of meeting for distribution at the GODORT Membership meeting.</td>
<td>• Provide summary of meeting for distribution at the GODORT Membership meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Annual Conference</th>
<th>Post Midwinter Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Review Bylaws and PPM Chapter pertaining to Committee/Task Force for updates or revisions. Report any changes to the Bylaws and Organization Committee.</td>
<td></td>
</tr>
<tr>
<td>Committee</td>
<td>Prior to Annual Conference</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Conference</td>
<td>Publicize GODORT Hotel and Reception information</td>
</tr>
<tr>
<td>Membership</td>
<td>Publicize happy hour</td>
</tr>
<tr>
<td>Immediate Past-Chair</td>
<td>1. Post to wiki the draft schedule for Annual Conference; update with rooms information when received from ALA. 2. Request annotations for schedule from Committee Chairs and prepare for distribution at Meetings and on the wiki.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Annual Conference</th>
<th>Post Midwinter Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards</td>
<td>1. Notify Web Administrator of changes in nomination/application forms. 2. Send announcement for applications/nominations to DttP editor.</td>
</tr>
<tr>
<td>Bylaws &amp; Organization</td>
<td>1. Update wiki to indicate Bylaws changes/additions/proposed and final 2. Post revised PPM chapters to the wiki</td>
</tr>
<tr>
<td>Legislation</td>
<td>Confirm that the list and text of resolutions is posted on the wiki.</td>
</tr>
<tr>
<td>Nominating</td>
<td>1. Update forms for DLC/nomination/volunteer to list new</td>
</tr>
</tbody>
</table>
### Program

| Committee Chair and Committee Members | Program Information to Reflect Program for Next Year; Information is Continuously Updated Throughout the Year as Details are Known |

3. Officers

<table>
<thead>
<tr>
<th>Post Annual Conference</th>
<th>Post Midwinter Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chair</strong></td>
<td><strong>Treasurer</strong></td>
</tr>
<tr>
<td>1. Post letters to wiki as sent or as appropriate.</td>
<td>No additional responsibilities</td>
</tr>
<tr>
<td>2. Submit full list of GODORT officers, committee members and chairs, and liaisons to DttP editor, the Website Administrator, and to GODORT’s ALA Staff Liaison.</td>
<td>Submit the GODORT Budget to GODORT’s ALA Staff Liaison for inclusion in the financial printout</td>
</tr>
<tr>
<td>3. Write &quot;From the Chair&quot; columns for DttP.</td>
<td></td>
</tr>
<tr>
<td><strong>Councilor</strong></td>
<td><strong>Secretary</strong></td>
</tr>
<tr>
<td>Submit report to DttP editor, post on ALA Connect.</td>
<td>Post meeting minutes on the wiki.</td>
</tr>
<tr>
<td><strong>Web Administrator</strong></td>
<td><strong>Web Administrator</strong></td>
</tr>
<tr>
<td>1. Create new GODORT Directory for coming year, notify Steering and DttP Editor when complete.</td>
<td>1. Update Awards Committee, Nominating Committee, Steering Committee and other pages as needed.</td>
</tr>
<tr>
<td>2. Update Awards Committee, Nominating Committee, Steering Committee and other pages (e.g. GODORT Schedule) as needed.</td>
<td></td>
</tr>
</tbody>
</table>
V. Records and Archives

A. Officers of the Round Table and its task forces, committee chairs, and work group chairs, are responsible for all records which they receive or produce in carrying out the business and activities of their particular office or committee. At the conclusion of service in any one office, each officer or chair will make disposition of the records according to the schedule below.

B. Records are defined as all originals and copies of any digital documents produced as a part of the group’s work, relevant email correspondence, written or printed books, documents, correspondence, memoranda, maps, drawings, charts, wires, tapes, or other types of recordings, films or other photographic reproductions, and any other type of audiovisual material prepared or received in the course of the business and activities of the Round Table, its task forces, work groups or committees.

C. The archives of the Round Table are organized by a member appointed as Archivist by the GODORT Chair. The Archivist will forward the archives to the ALA Archives at the University of Illinois at an appropriate time.

D. Disposition of records should be according to the following schedule.
   1. Forward to your successor all records relating to unfinished business.
      a. supplies of blank forms, printed or duplicated materials necessary to complete any unfinished business
      b. correspondence related to any pending business.
      c. copies of form letters or templates useful in the normal correspondence of committee work.
   2. Discard the following:
      a. all blank forms, printed or duplicated materials no longer current,
      b. letters of transmittal except those of recent date where it may be necessary to trace the materials,
      c. requests for publications or information that no longer have value after the request has been filled,
      d. letters of appointment (either original or copy) to committee chairs, providing such letters do not contain additional information,
      e. memoranda, notices, correspondence relating to plans for meetings, programs, etc., and lists of persons attending,
      f. all duplicate material (keep the original copy if available unless the copy contains annotations),
      g. papers, reports, etc., which have been published,
      h. unpublished papers, such as those written for presentation at meetings, descriptions of library procedures, etc.,
      i. replies to questionnaires if the results are recorded and preserved either in the archives or in a published report.
   3. Ship to the GODORT Archivist the following records:
a. official records, one copy each of official publications transcripts of meetings, and minutes;
b. material relating to the history of the Round Table, task forces, committees, or work groups that has not been published such as programs, reports, proceedings, proposed projects, decisions made, questionnaires, correspondence;
c. letters defining policies, outlining committee duties, explaining procedures, etc., except that when duplicate information was sent to several persons, only one copy shall be kept, annotated to show distribution.
d. Items to be archived from GODORT Web presence are covered in the Publications PPM chapter, section V B

4. Copies of DttP will be retained by the Distribution Manager according to the following schedule:
a. Current year plus two back volumes retained
b. Earlier issues sent to the ALA Headquarters Library and to the ALA Archivist.

Chapter 4: Chair

I. Role

The GODORT Chair is responsible for representing the organization and its components within the American Library Association, the library community, and other arenas. The Chair also provides leadership for the activities and programs of the organization's task forces, committees, and membership.

The Chair is elected by the membership to serve a three-year term rotating through the positions of Chair-Elect, Chair, and Past-Chair. The appointment begins at the start of new business at the second Steering Committee meeting of the Annual Conference, in accordance with the GODORT Bylaws (Article IV, Section 3).

The Chair conducts the GODORT Membership meeting and Steering Committee meetings at the Midwinter Meeting and Annual Conference and all Steering and Executive Committee meetings held between conferences.

II. Major Responsibilities

A. The Chair serves as the Chair of the Executive Committee and the Steering Committee.
B. The Chair also conducts meetings of the Steering Committee and the Membership Meeting.

III. Specific functions

A. Conduct Steering and Membership Meetings according to the designated parliamentary authority, establish the agenda of each meeting, state and put to a vote all questions that are regularly moved, and announce the vote. Report on previous action, resolutions, etc.
B. Authenticate, by signature, all external correspondence and when necessary, report on policies adopted by the membership, contracts and other legal agreements, or any other actions of the membership.
C. Present a list of all external correspondence to the Steering Committee at the Midwinter Meeting and Annual Conference.
D. Serve as primary liaison officer with the ALA Headquarters in Chicago and the ALA Washington Office, delegating specific responsibilities and authority to other Steering Committee members as appropriate. (e.g., submit roster of officers and ALA unit representatives to ALA for inclusion in the ALA Handbook of Organization.)
E. Verifies contact information for Schedule Committee Chair with GODORT's ALA Staff Liaison.
F. Communicate with the Steering Committee members and organizational/institutional liaisons throughout the year as appropriate.
G. Make or recommend to Steering Committee those appointments specified in the Bylaws, and others as required.
H. Send confirmation letters to all new appointees.
I. Maintain contact with other relevant library or related professional associations (e.g., Association of Research Libraries).
J. Plan meetings or get-togethers for GODORT members during national gatherings of government information librarians, such as a GODORT session during Federal Depository Library Conferences.
L. Write the “From the Chair” Column for DttP: Documents to the People as directed by the editors.
M. Gather and relay requests from Steering Committee members for government agency representatives, such as GPO staff, to attend GODORT meetings during Midwinter Meeting and Annual Conference.
O. Works with GODORT's ALA Staff Liaison to determine the configuration of the GODORT file located at the Washington Office table in the ALA Offices during the Annual Conference.
P. Works with IDTF Coordinator to nominate an individual for a four-year term on the Standing Committee of the IFLA Government Information and Official Publications Section (see PPM Chapter 11, Task Forces, IDTF Section)
Q. Perform any other responsibilities appropriate to the office.

IV. Additional activities related to appointments

A. Appointment confirmations and removal
   i. The GODORT Chair officially notifies appointees who will serve GODORT during the year. As a general practice, the GODORT Chair sends out letters via first class mail to confirm appointments (e.g., to a person serving on a committee, as Chair of a Committee, or as a liaison to another body) and to outline expectations for the coming year. At the request of the individual, appointment letters may be copied to supervisors.
   ii. Any officer or committee member who misses two consecutive meetings can be removed from the office or committee. If an individual does not perform the duties of office as outlined in the PPM and does not contact the GODORT Chair or his/her committee or task force to make alternate arrangements to handle the committee/task force business, the GODORT Chair may, with the approval of the Steering Committee, send a letter to the individual, with a copy to the supervisor:
      a. Requesting his/her resignation from elected office;
      b. Removing him/her from appointed office; or,
      c. Removing him/her from serving as chair of the committee.
iii. Vacancies are filled at the discretion of the GODORT Chair in consultation with the Steering Committee or Committee Chair. [DttP 23(2) June 1995, p. 96.]

B. Appointments by the Chair

i. Liaisons to GODORT from other ALA Units: ALA Units sharing common interests and purposes with GODORT will be invited to designate a representative of their unit to serve as an ex-officio, non-voting liaison to the GODORT Steering Committee, in order to reflect the most productive and useful input from organizations with similar or related interests. With the concurrence of the GODORT Chair, a member of the Steering Committee may also serve as liaison from GODORT to the other unit. There may be liaisons from the following ALA Units, at the discretion of the Unit’s Chair:

- ALA Federal and Armed Forces Libraries Round Table (FAFLRT): Designated by FAFLRT Chair.
- ALA Map and Geospatial Information Round Table (MAGIRT): Designated by MAGIRT Chair.
- ACRL Law and Political Science Section (LPSS): Designated by Chair of LPSS.
- Association of Specialized and Cooperative Library Agencies (ASCLA): Designated by ASCLA Chair.

ii. Liaisons from GODORT to Other Organizations: GODORT may also designate representatives to organizations who deal with issues of concern to GODORT. The GODORT Chair, with the approval of the Steering Committee, designates GODORT liaisons.

a. GODORT may or may not be an official and/or dues-paying member of the organization.

b. Terms are for three years unless otherwise indicated, and may be repeated indefinitely. Liaisons are listed in the GODORT Directory.

c. GODORT units wishing to establish liaisons report their interest to the Chair. Unit liaisons must be approved by the Steering Committee and included in the unit descriptions prepared for the Policies and Procedures Manual.

Unless otherwise designated, the following liaisons may report to the GODORT Steering Committee as the GODORT Steering Committee deems helpful:

- Association of Public Data Users (APDU)
- Cartographic Users Advisory Council: Reports to FDTF.
- Council of Professional Associations on Federal Statistics (COPAFS)
- Freedom to Read Foundation (FTRF)
Chair

- International Association for Social Science Information Service and Technology (IASSIST)
- IFLA Section on Government Information and Official Publications. ALA designates representatives to IFLA Sections after an annual call for nominations. Consult the *ALA Handbook of Organization* for a complete list. Reports as appropriate to the GODORT International Documents Task Force.

iii. Liaisons to GODORT from Other Organizations: Other library associations or related professional associations (e.g., Special Libraries Association) may request a liaison appointment to GODORT in the interest of productive and useful information sharing between organizations with similar or related interests.
   a. The Chair will accept, with Steering Committee approval, a liaison from the organization. The organization will be notified, in writing, of the name of the GODORT unit to serve as the point of contact.

V. Communication

The following are activities of the Chair.

A. Types of communication
   i. Resolutions: if the GODORT Membership has approved a resolution, the GODORT Chair will sign the letter of transmittal for the resolution. If the resolution originated with a task force or committee, the transmittal letter will be prepared by the respective body and forwarded to the GODORT Chair for signature.
   ii. External Communication: External communication refers to correspondence with groups outside ALA. All correspondence originating with a task force or committee will be prepared by the respective body and forwarded to the GODORT Chair for signature. The task force coordinator or committee chair may be asked to co-sign the letter with the GODORT Chair at the discretion of the GODORT Chair.
   iii. Internal Communication: Internal communication refers to correspondence between GODORT task forces and committees or correspondence between GODORT and other groups within ALA. Internal correspondence will be prepared and signed by the appropriate task force coordinator, committee or work group chairs. Copies of all such correspondence relating to policy matters will be sent to the GODORT Chair for review prior to mailing.

B. Communication tools
   i. Uses the current communication tool(s) employed by the Steering Committee.
   ii. Posts and edits content on the GODORT wiki.

Chapter 5: Assistant Chair/Chair-Elect

I. Role

The GODORT Assistant Chair is also the Chair-Elect of the Round Table. The Assistant Chair/Chair-Elect assists the GODORT Chair with the implementation of the work of the Steering Committee.

Service as Chair-Elect is the first year of a three-year commitment. The GODORT Chair is elected by the membership to serve a three-year term rotating through the positions of Chair-Elect, Chair, and Past-Chair.

The GODORT Bylaws primarily refer to this position as Assistant Chair/Chair-Elect. For the purposes of this PPM chapter, Chair-Elect is used hereafter to describe this position.

The Chair-Elect attends the GODORT Membership meeting and Steering Committee meetings at the Midwinter Meeting and Annual Conference and all Steering Committee meetings held between conferences. Also, the Chair-Elect chairs the Program Committee meetings held at, or in between conferences and participates in Nominating and Executive Committee meetings held at or in between conferences.

II. Major Responsibilities

A. The Chair-Elect serves as Chair of the Program Committee and is an ex-officio member of the Steering, Executive, and Nominating Committees.

B. The Chair-Elect has the responsibility to make appointments to GODORT Committees immediately before assuming the role of GODORT Chair.

C. The Chair-Elect shall confirm GODORT's liaisons with other organizations at the end of the year as Chair-Elect. (The Nominating Committee's deliberations are particularly helpful).

D. The Chair-Elect is also the Round Table's official representative to the ALA Planning and Budget Assembly (which meets fairly early in each Conference schedule).

E. The Chair may also ask the Chair-Elect to attend both the COPES (Committee on Planning, Evaluation and Support) and the ALA program planning meetings at the Annual Conference immediately following their election, even though they have not officially taken office.
III. Specific Functions

A. Program Committee

As Chair of the Program Committee, the Chair-Elect is responsible for planning the program at the Annual Conference to be held one year after election. The Program Committee Chair is also responsible for soliciting and receiving written proposals for programs to be held at the Annual Conference two years after election, and presenting those proposals for a decision at the Second Steering Committee meeting at the first Annual meeting after being elected.

i. See Program Committee for the Committee purpose and organization.

ii. After election, attend the ALA program planning meetings at both the Midwinter Meeting and Annual Conferences to find out any information on location, hotels, transportation, tours, and programs.

iii. If the slot is not already filled, make your recommendation for an at-large member of the Program Committee to the incoming chair before you leave the Annual Conference immediately following your election.

iv. Special appropriations may be available upon application for Annual Conference program expenditures. Forms will be sent to the GODORT Chair in early fall of the year prior to the conference. Request the forms from the ALA Conference Office if not received.

v. Follow the deadlines given on the ALA Program forms.

vi. Include the names and addresses of all speakers on the preliminary and final program forms sent to the ALA Conference Arrangements Office.

vii. Schedule Program committee meetings for the Midwinter Meeting (two meetings may be needed) and for the Annual conference (at the beginning).

viii. Have notices placed in both the Fall and Winter issues of DttP explaining the process for making a written proposal for a program to be offered two years from the year of your election.

ix. As part of the program planning process, be sure to ask speakers about submitting papers. (The DttP Editor will have first option to publish papers presented at GODORT programs.)

x. Programs: Following ALA policy, programs will only be scheduled during the Annual Conference. Programs will not be held during a Midwinter Meeting.

xi. Sponsorship: GODORT will sponsor no more than two programs at the Annual Conference, one program, which will be the main program, and one program sponsored by a task force. The main program will, whenever possible, address interests of all task
forces and include all levels of government information. GODORT will cosponsor programs from other ALA groups if requested and if the GODORT Steering Committee approves the request.

xii. Selection: Program ideas for either a task force program or the main GODORT program will be presented for approval at the second Steering Committee meeting at the first Midwinter Meeting after being elected.

xiii. Publicity
   a. Flyers should be distributed electronically to potential attendees.
   b. Flyers to publicize programs, special sessions, etc., may be distributed, with prior permission, at the ALA distribution tables in the registration area at the Annual Conference. Each ALA unit is limited to three baskets per conference. A draft of the proposed flyer should be sent to GODORT’s ALA Staff Liaison requesting permission to distribute. Once permission is received, arrangements to have printing done at ALA Headquarters may be made with the Liaison. If printing is to be done by ALA, allow at least four weeks prior to conference. If printing is done elsewhere, other arrangements should be made for shipping. Expenditures of this nature should be approved by the Steering Committee prior to commitment unless special appropriation was granted for the event or a library is absorbing the expenses.

B. Liaison/representative appointments

i. The Chair-Elect is responsible for the appointments of liaisons and representatives to be approved by the Second Steering Committee of the Annual Conference immediately before assuming the role of GODORT Chair. With so many appointments to keep track of, it is easy to make an error. Therefore, it is wise to double check the current GODORT Directory and compare that with what is listed below for the correct turnover/appointment time period. That way, any problems can be corrected.

ii. Note that the Chair has responsibility for certain appointments; therefore, it is useful to share information with the Chair to help fill these positions as well.

iii. Liaisons/representatives with Other Organizations/Groups
   a. Names of GODORT liaisons (these are usually voting members of both groups) and representatives (these are reps to larger assemblies who do not vote on any issues) should be included in the GODORT Directory. GODORT Representatives to ALA Units will be included in the roster submitted by the GODORT Chair to ALA for inclusion in the ALA Handbook of Organization.
b. Duties and responsibilities of Liaisons and Representatives
   1. To attend pertinent meetings of the organizations they represent.
   2. To communicate GODORT interests and activities to the organization they represent.
   3. To present written or oral reports to the appropriate GODORT unit on their organizations' meetings and activities which are of mutual interest.
   4. Liaisons will receive copies of all pertinent GODORT correspondence and reports.

iv. GODORT Representatives to ALA Units
   a. Representatives are generally mandated by ALA.
   Representatives serve either by virtue of their position (ex-officio representatives) or are designated by the GODORT Chair (upon the recommendation of GODORT Committee chairs as appropriate). Terms are for three years, except for representatives who serve by virtue of their position (ex-officio) or unless otherwise indicated.

   ALA Legislation Committee, Legislative Assembly Subcommittee:
   GODORT Legislation Committee Chair. Reports to GODORT Legislation Committee.

   ALA Legislation Committee, Subcommittee on Government Information
   Chair of the GODORT Legislation Committee is an ex-officio member.

   ALA Library Education Assembly:
   Designated by GODORT Chair upon recommendation of GODORT Education Committee. Reports to GODORT Education Committee.

   ALA Literacy Assembly:
   Designated by GODORT Chair upon recommendation of GODORT Education Committee. Reports to GODORT Education Committee.

   ALA Map and Geospatial Information Round Table (MAGIRT), GEOTECH Committee, Subcommittee on GIS
   Designated by GODORT Chair. Reports to GODORT Steering Committee. 2 liaisons, staggered 2-year terms
ALA Membership Committee, Membership Promotion Task Force:
Designated by GODORT Chair upon recommendation of GODORT Membership Committee Chair.
Reports to GODORT Membership Committee.

ALA Planning and Budget Assembly:
GODORT Chair-Elect. Reports to GODORT Steering Committee as appropriate.

ALA Public Library Association's Internal Revenue Service Committee:
Designated by FDTF Coordinator, 2 liaisons appointed to staggered 2-year terms

ALCTS Cataloging and Classification Section: Committee on Cataloging: Description & Access (CC:DA):
Designated by GODORT Chair upon recommendation of GODORT Cataloging Committee Chair. Reports to GODORT Cataloging Committee.

v. Maintaining and establishing liaisons
   a. Prior to the Annual Conference, the Chair-Elect will send a written request to each organization with whom GODORT wishes to continue liaison.
   b. Prior to the Annual Conference, the Chair-Elect will send a written request to each organization with whom GODORT wish to establish liaison.
      i. GODORT units may also establish liaisons. Unit liaisons must be approved by the Steering Committee. This liaison should be reflected in the unit description of each GODORT unit for the Policies and Procedures Manual.

C. Committee Appointments

   i. At the end of the Midwinter Meeting following your election ask the Chair of the Nominating Committee to send a list of names (with contact information) of everyone who volunteered to be considered for a GODORT position. An annotated copy of the ballot with telephone numbers added can be very helpful when contacting the unsuccessful candidates about committee appointments.

   ii. Committee appointments are approved during Old Business at the Second Steering Committee meeting of the Annual Conference where you succeed to the Chair. If you are unable to fill all
appointments by this time, distribute the remaining appointment information to the Steering Committee for their approval via ALA Connect.

iii. Any officer or committee member who misses two consecutive meetings can be removed from the office or committee. (Vacancies are filled at the discretion of the GODORT Chair in consultation with the Steering Committee or Committee Chair. [see ALA Policy Manual, Section A.5.5.3, “Provision of Explanation of Absences”]

iv. Committee appointments are made according to the chart below.

v. Refer also to the GODORT Bylaws, Article IV, Section 2 and Article VIII for rules governing the appointment process.

vi. Appointments to GODORT Standing Committees

Awards
- 6 members are elected to staggered 2-year terms (3 each year).
- Chair appointed by GODORT Chair from among Committee members.

Bylaws
- 4 members are elected to staggered 2-year terms (2 each year).
- Chair appointed by GODORT Chair from among Committee members.

Cataloging
- 5 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (2 in even years; 3 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Conference
- 5 members appointed by the GODORT Chair with approval of Steering to staggered 2-year terms (3 appointed in even years; 2 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Development
- 5 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (2 appointed in even years; 3 in odd years.)
- Chair appointed to a 2-year term by GODORT Chair from among Committee members.
- Treasurer serves as ex-officio member.
Education
- 9 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (4 in even years, 5 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Government Information for Children
- 5 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (3 in even years, 2 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Legislation
- 4 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (2 in even years; 2 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Membership
- 4 members appointed by GODORT Chair with approval of Steering to staggered 2-year terms (2 in even years; 2 in odd years).
- Chair appointed by GODORT Chair from among Committee members.

Nominating
- 4 members are elected to staggered 2-year terms (2 each year).
- Chair appointed by GODORT Chair from among Committee members.
- Assistant Chair/Chair-Elect serves as ex-officio member.

Program
- 5 members, all except Chair are appointed, or filled by virtue of position.
- 3 Task Force Coordinators-elect serve as ex-officio members.
- 1 appointed by GODORT Chair in odd years.
- Assistant Chair/Chair-Elect serves as Chair.
Publications
- 7 members. Committee Chair, Assistant Chair (elected annually), and Immediate Past Chair.
- Others by virtue of office:
  - GODORT Treasurer
  - Editor of DttP (non-voting)
  - Website Administrator (non-voting)
  - Chair of the Notable Documents Panel

Rare and Endangered Government Publications
- 6 members, all serve 2-year terms, appointed by GODORT Chair with approval of Steering (3 in even years and 3 in odd years).
- Chair appointed by GODORT Chair from among Committee members.
- One liaison each from ACRL/RBMS and/or from MAGIRT may be invited to participate as voting member(s).

Appointment Chart

<table>
<thead>
<tr>
<th>Committee Name (Total # of Members)</th>
<th>Even Numbered Years</th>
<th>Odd Numbers Years</th>
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<tbody>
<tr>
<td></td>
<td>Incoming GODORT Chair</td>
<td>Incoming GODORT Chair</td>
</tr>
<tr>
<td>Cataloging (5)</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Conference (5)</td>
<td>3</td>
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<tr>
<td>Development (6*)</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Education (9)</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Gov’t Information for Children (5)</td>
<td>3</td>
<td>2</td>
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<tr>
<td>Legislation (4)</td>
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<tr>
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<tr>
<td>Rare and Endangered (6)</td>
<td>3</td>
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</tbody>
</table>

*Note: Other committees and positions are elected or filled by virtue of position (e.g., Chair is elected in first year as Chair-Elect in Publications.)
- Awards (6 elected)
- Bylaws (4 elected)
- Executive (7, by virtue of position)
- Nominating (5, 4 elected and Assistant Chair/Chair-Elect)
D. Interns

i. The Chair-Elect, in consultation with the outgoing Committee Chair, may appoint up to two Interns to each committee to assist the Chair and the committee members in performing the duties and responsibilities of the committee.
   a. The Awards and Nominating Committees do not have intern positions.

ii. An Intern serves as a non-voting member of the committee, but participates in all other activities. When possible, the Assistant Chair should appoint recent or previously less involved members to provide them an opportunity to become more involved in the work and organization of GODORT and to provide a pool of potential candidates for regular committee appointments.

iii. The term of appointment is one year, beginning at the conclusion of the Annual Conference. An Intern cannot be reappointed as an Intern to the same committee or to a committee on which he or she has previously served.
   a. At the end of the one year, the committee chair may request that a successful Intern be appointed to full membership on the committee by submitting a brief assessment of the Intern’s work to the Chair-Elect making appointments for the coming year.

iv. Service as an Intern shall not be counted in accumulating the maximum consecutive service on a committee (maximum terms in Bylaws VIII, Section 2).

v. Interns are appointed at the same time and in the same manner as all other committee appointments.

IV. Additional Activities

A. Performs tasks of the Nominating, Schedule, Executive, and the Steering Committees.

B. Communication
   i. Uses the current communication tool(s) employed by the Steering Committee.
   ii. Posts and edits content on the GODORT wiki.

Chapter 6: Past Chair

I. Role

The (immediate) Past Chair’s primary responsibilities relate to scheduling meeting times for the Midwinter Meeting and Annual Conference and compiling a summary of conference activities.

The Past Chair serves on the Steering, Executive, and Membership Committees.

The Past Chair attends meetings of these committees at the Midwinter Meeting and Annual Conference as well as the Membership meeting.

The Past Chair also performs such duties as assigned by the GODORT Chair.

The appointment begins at the start of new business at the second Steering Committee meeting of the Annual Conference, in accordance with the GODORT Bylaws (Article IV, Section 1).

II. Major responsibilities

A. The Past Chair schedules GODORT meetings at onsite conferences.
   i. The Past Chair, per the ALA schedule, determines which GODORT units plan to meet onsite at the next conference and drafts a schedule with as little conflict of meetings as possible.
   ii. Regularly held joint meetings with other ALA units, such as the Committee on Legislation’s Government Information Subcommittee, shall be coordinated through the Washington Office staff.
   iii. Joint meetings with other ALA units for activities such as programs may be scheduled, also with as little conflict of meetings as possible.
   iv. The Past Chair submits the meeting requests to ALA Conference Services for inclusion in the ALA master schedule.

B. The Past Chair provides a summary of conference meetings for Dttp.

III. Specific functions

A. Overview of conference room scheduling
   i. Before submitting scheduling information to the ALA Staff Liaison, in August or early September:
      a. Check with the Website Administrator to assure that the previous year’s meeting schedules are available on the GODORT wiki for everyone to use as a basis for their requests.
      b. Confirm with each of the Chairs/Coordinators whether or not they will meet onsite at the next conference as well as the number of people
Past Chair

expected, the seating arrangements, the meeting time, audio-visual support etc., and any other items needed to complete the online meeting request form.

c. Past schedules will indicate the number of people anticipated; however, each group should confirm the expected size of the meeting. Larger spaces should be requested by chairs who are scheduling special programs, etc.

d. Check the last conference schedule to find out which groups met and which groups have not requested a meeting for next conference. This will catch groups who have forgotten to request space.

ii. Complete an online meeting request form for each scheduled meeting with the information provided by the committee chairs and task force coordinators. Make note of meeting request ID number, and save each request form after it is submitted.

iii. After all meeting requests have been submitted, contact GODORT's ALA Staff Liaison and ask that he or she approve all the requests in the online system. Allow several days before the stated ALA deadline for this step to be completed to avoid any problems with missing the deadline.

iv. You MUST ask the ALA staff liaison for all meetings for a day to be scheduled into a single meeting location. ALA schedules for many units for a conference and will NOT do this unless we ask. This cannot be overemphasized.

v. Publicizing the Schedule

a. When the "Final Schedule with Room Assignments" is sent, check through to be sure that all GODORT meetings are listed. Note the room assignments. Post call to Steering through ALA Connect to verify the assignments are correct.

ii. Post schedule on GODORT Wiki and update as more details become available. Send email messages to appropriate groups to publicize the availability of the schedule.

vi. Read all of the caveats on the front page of the schedules forward by ALA as it will inform you of room availability at certain times and who to contact to resolve problems.

vii. Meet all schedule deadlines, but never assume it is too late to make changes.

viii. A few weeks before the Midwinter Meeting or Annual Conference, contact the Steering Committee for annotations for the final conference schedule.

ix. Arrange for agendas and relevant materials to be compiled into a packet for download from the wiki. Print hardcopy in the following numbers for distribution (100 for Annual Conferences, 50 for Midwinter Meetings)

B. Midwinter Meeting timeline
i. In late August or early September, ALA will send a document outlining the timetable and deadlines for meeting requests, including when the online meeting schedule forms will be available, to GODORT's ALA Staff Liaison, who will then forward it to the immediate Past Chair. If the Past Chair has not received the document by Labor Day, check with GODORT's ALA Staff Liaison to confirm when it will be distributed.

ii. In late October, a complete schedule is sent to GODORT's ALA Staff Liaison (without room assignments). If the Past-Chair does not receive this document at least 1 week before the deadline for Schedule revisions (per the ALA timeline distributed earlier), contact GODORT's ALA Staff Liaison and check on its status. Double check the schedule at this time, and also send to the Steering Committee to review for any errors. Contact Conference Services directly to make any needed changes. Once completed, coordinate with the Web Administrator to post the schedule on the GODORT wiki.

iii. Approximately one month before Midwinter, the final schedule with rooms will issued. Send confirmed times to the Steering Committee and the Website Administrator.

C. Annual Conference timeline and special notes
   i. Usually, the timeline for Annual conference requests is distributed at the same time as the Midwinter timeline (late August/early September).
   ii. In March the Schedule without room assignments will come out. Double check that each requested meeting shows up on the schedule, and that nothing has been duplicated.
   iii. The final "Schedule with Room Assignments" will arrive in late May and should be checked for accuracy.
   iv. ProQuest Breakfast
      a. Check with ProQuest to verify time and location of their breakfast (for which GODORT requests the room – see copies of past schedules). If unsure of contact, start with the Director of Marketing, or seek assistance from a sales representative to identify the appropriate contact.

D. Summary of conference meetings
   i. The Past Chair solicits a summary of Midwinter Meeting and Annual Conference activities from committee and task force chairs and compiles this for publication in *DttP*, per the timeframe designated for publication. (This may be the same summary provided to the Secretary for distribution at the Membership and Steering II meetings.)

IV. Additional activities

   A. Tasks assigned by the current Chair
Past Chair

B. Communication
   i. Uses the current communication tool employed by the Steering Committee.
   ii. Posts and edits content on the GODORT wiki upon the direction of the Steering Committee.

C. Managing and updating the following forms, coordinating with the appropriate GODORT committee:
   i. Awards Applications
      http://wikis.ala.org/godort/index.php/Awardsapplications
   ii. ALA Election Ballot Submission Form
      https://www.ala.org/cfapps/ballot/login/index.cfm (for elected office, closed until nominations are open)
   iii. ALA GODORT Volunteer (interest) Nomination Form
      http://www.ala.org/ala/mgrps/rts/godort/godortcommittees/godortnominatin/g/volunteerform.cfm

Chapter 7: Secretary

I. Role

The Secretary keeps an accurate record of all meetings of the Round Table and the Steering Committee and makes these records available before the next regularly called meeting of the Round Table or Steering Committee.

The Secretary also assists the Bylaws and Organization Coordinator in identifying policies and procedures that have been revised or adopted during GODORT meetings.

The Secretary is a member of the Executive Committee and the Steering Committee.

The appointment begins at the start of new business at the second Steering Committee meeting of the Annual Conference, in accordance with the GODORT Bylaws (Article IV, Section 1).

The Secretary attends the GODORT Membership meeting and Steering Committee meetings at the Midwinter Meeting and Annual Conference and all Steering Committee meetings held between conferences.

II. Major Responsibilities

The Secretary keeps minutes of Steering Committee actions to report, in writing, to Steering Committee at their meetings and to include in the minutes as the official actions of the Steering Committee.

The Secretary takes the minutes of the Steering meeting as described in PPM Chapter 1: Conferences (Article III, Section D) and posts draft minutes within 2 weeks of end of conference and final minutes within one month of end of conference, according to PPM Chapter 3: Steering (Article IV, Section D, Heading 2c).

III. Specific Functions

The Secretary performs these tasks related the following:

A. Communication tools
   1. Uses the current communication tool(s) employed by the Steering Committee.
   2. Posts and edits content on the GODORT wiki, including meeting minutes and other content, upon the direction of the Steering Committee.

B. Conferences
   1. Takes the following materials to each conference:
      a. Most recent two sets of GODORT Membership and Steering Committee minutes (print or electronic formats)
b. *Policies and Procedures Manual* and *Bylaws* (print or electronic formats)
c. Record of actions taken by the GODORT Steering since the last conference, which shall be presented at the first Steering Committee Meeting. Information shall include all votes and other actions taken.
d. Minimal copies of attendance sheets to distribute at the First Steering Committee Meeting, in case not all Steering Committee members have downloaded the forms from the wiki.
e. A laptop, extension cord, and a storage device (e.g., USB drive or equivalent)

2. Records meeting minutes, including all actions and votes, at the Steering Committee and Membership meetings.
a. Before the Membership Meeting, compiles all task force and committee minutes in the format described in *PPM* Chapter 1: Conferences by the deadline specified at Steering I and disseminates the compilation at the Membership Meeting. (This may be the same summary sent to the Past Chair, who compiles for *DttP*.)
b. Gathers any resolutions from the Legislation Committee and includes the text, in the form they were passed at the GODORT Membership Meeting, in the meeting minutes of that meeting. Provides the text of resolutions to the Website Administrator for publication.

3. During the Membership and both Steering Committee meetings, distributes the attendance sheets for completion by participants. Provides the attendance sheets to the Chair of Nominating per that Chair’s direction.

4. Communicates with the incoming Secretary to ensure that all meeting minutes are recorded and made available without any gap in documentation.

C. Between conferences

1. Records meeting minutes, including all actions and votes, at Steering Committee meetings held between conferences.

2. Summarizes Steering Committee actions on a monthly basis to report, in writing, at the First Steering Committee Meeting at the next conference.
Chapter 8: Treasurer

I. Role

The Treasurer shall perform the customary duties of this office and shall be responsible for the safekeeping of all funds of the Round Table and for the payment of all duly incurred bills. Funds shall be deposited with ALA, the fiscal agent, and it shall draw checks against these funds, as directed by the Treasurer, to pay obligations incurred by the Round Table.

The two-year appointment begins on September 1st, in accordance with the GODORT Bylaws (Article IV, Section 1). An appointment can be for a maximum of two consecutive terms (four years).

The Treasurer attends the GODORT Membership meeting and Steering Committee meetings at the Midwinter Meeting and Annual Conference and all Steering Committee meetings held between conferences.

II. Major Responsibilities

A. The Treasurer is a member of the following committees: Steering, Executive, Development, and Publications.

B. The Treasurer serves as GODORT’s external liaison to the ALA Budget and Review Committee (BARC).

III. Specific Functions

Bylaws governing GODORT finances are in Article X of the GODORT Bylaws.

A. Policies

1. GODORT will work on the same fiscal year as ALA, i.e. September 1-August 31.
2. The draft budget for *DttP* is provided by the Editor, *DttP*.
3. The draft budget for *DttP* is approved by the GODORT Publications Committee.
4. The Treasurer presents the draft budget to the Steering Committee for approval or amendment sometime after the end of the fiscal year (August 31) and before the Midwinter conference via email so that it can be voted on for approval at the conference. For example, if presented at Midwinter 2018, it would be for the next fiscal year, fiscal year 2018-19. A budget should be submitted to the Steering Committee each year, but if there are no changes, it is not considered a “new budget” and does not need to be sent to ALA.
5. Once approved, the new budget will be sent to GODORT’s ALA Representative. GODORT’s ALA Representative will send a reminder to the GODORT Treasurer in late January or early February, and specify a deadline in March. The reminder should include instructions for submitting the new budget.
6. Profits should be deposited in the GODORT account in the appropriate revenue line.

7. A copy of the DtP statement of accounts will be sent to the Treasurer in advance of budget preparation (no later than June 15) and in advance of audit (no later than September 15).

8. Any functionary of GODORT may request an advance for anticipated expenditures of approved administrative or committee activities. GODORT authors may receive an advance against royalties as specified in the specific publisher’s contract or with approval of the GODORT Steering Committee. The author shall send the Treasurer acknowledgement of the receipt and amount of a publisher's advance against royalties at the time of the payment. By August 15th of each year, any person to whom such sums shall have been advanced shall send an itemized accounting of such sums, and a refund of unexpended funds to the Treasurer who will send to GODORT's ALA Representative for deposit in GODORT account. The Treasurer will send the author an acknowledgement of receipt of such funds.

9. Any request for a total of more than $100.00 from a single source in a year will require Steering Committee approval prior to Treasurer’s action.

10. All bills, with completed reimbursement form (see appendix) should be sent by Task Force/Committee Chair to the Treasurer for approval. If the amount requested exceeds $100.00, the Treasurer will consult with Steering Committee prior to approving it. All bills will reflect the appropriate GODORT activity and expenditure codes (appendix).

B. Procedures

1. All expenditures greater than $100 must be approved in advance by the Steering Committee. The following steps are to be followed for the payment of an approved expenditure:
   a. The bill, invoice, etc., of an approved expenditure is sent to the Treasurer. If the bill exceeds $100.00, the Treasurer consults with the Steering Committee prior to approving it.
   b. The Treasurer forwards the bill to GODORT's ALA Representative. (See Appendix: Misc for Chart of Accounts).
   c. GODORT's ALA Representative sends the bill through to the ALA Accounting Department.
   d. The ALA Accounting Department enters the properly approved bill into the ALA expenditures approval list, writes and sends the check to the payee.

2. All bills sent to the GODORT Treasurer must include the following information:
   a. Itemized account of what is being billed and a bill of receipt (if available).
   b. Name and address of person to be paid.
   c. Clear indication of which GODORT activity (line item) is to be billed.

3. The procedures of reimbursement through ALA can take several weeks, even when each step is expedited. Individuals who incur bills for GODORT should be aware of this and so inform suppliers, or should settle the bill themselves and request reimbursement.

4. Funds approved during one fiscal year, September 1 - August 31, and not expended for the approved expenditure during that fiscal year, need to be re-authorized by the Steering Committee before being passed for payment in a future fiscal year.
5. As an internal control measure, funds remaining after reception expenses will be saved for next reception. An acknowledgement will be sent to vendors that residual funds will be applied to a future event.

6. ALA regulations require that all expenditures fall within budgeted amounts and no expenditures can be approved for a non-budgeted expenditure.

7. The DttP Editor’s stipend ($750) should be paid out through the GODORT’s ALA Representative after the completion of a volume with the Winter issue.

C. Communication tools
   1. Uses the current communication tool(s) employed by the Steering Committee.
   2. Posts and edits content on the GODORT wiki, including meeting minutes and other content, upon the direction of the Steering Committee.

FINANCIAL CONTACTS (as of May 2018)

GODORT’s ALA Representative

Patricia L May  
Director of Administration  
ALA Washington Office  
1615 New Hampshire Ave., NW  
Washington, D.C. 20009  
P: 202-628-8410  
F: 202-628-8424  
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pmay@alawash.org

Chapter 9: Bylaws and Organization Coordinator

I. Role

The Bylaws and Organization Coordinator (hereafter known as Bylaws Coordinator) has primary responsibility of maintaining both the GODORT Bylaws and the Policies and Procedures Manual (PPM).

The Bylaws Coordinator works with the GODORT Secretary in identifying policies and procedures that have been revised or adopted during GODORT meetings.

The Bylaws Coordinator is a voting member of the Executive Committee and the Steering Committee.

The appointment begins at the start of new business at the final Steering Committee meeting of the Annual Conference, in accordance with the GODORT Bylaws (Article IV, Section 1).

The Bylaws Coordinator attends the GODORT Membership meeting and Steering Committee meetings at the Midwinter Meeting and Annual Conference and all Steering Committee meetings held between conferences.

II. Major Responsibilities

A. The Bylaws Coordinator is responsible for maintenance of GODORT’s Bylaws and the timely updating of the Policies and Procedures Manual (PPM) to reflect current practice.

B. It is not the responsibility of the Bylaws Coordinator to initiate Bylaws amendments or draft revisions to the PPM, but rather to receive these from GODORT membership, or appropriate GODORT units.

C. The Bylaws Coordinator performs any necessary administrative and editorial tasks to ensure the accuracy of the unit’s working governance.

D. Uses the current communication tool(s) employed by the Steering Committee.

III. Specific Functions

A. Revision of the GODORT Bylaws

The Coordinator will revise the Bylaws as necessary or upon the request of membership.

1. Timeline (in accordance with Article XI of the Bylaws)
   a. Proposed changes to the Bylaws will be submitted for approval at the Steering Committee meeting of the Annual Conference or Midwinter Meeting.
b. If the proposed changes are approved by the Steering Committee to go forward for a vote by the membership, the Bylaws Coordinator will:
   - Post the proposed changes on the GODORT wiki.
   - Post a notice, including a description of and a link to the proposed changes, to ALA Connect and for publication in *DttP*.
   - Post a reminder message to ALA Connect approximately 30 days before the ballot election or conference.

2. Format of Proposed Bylaws
   Bylaws changes should be presented in the following format:
   - Proposed language
   - Additional sections affected by the changes
   - Rationale for the changes

3. Procedures for Updating Corrected Bylaws
   A copy of any Bylaws revision approved by the membership shall be posted to the GODORT wiki within 10 days of approval.

**B. Revision of the Policies and Procedures Manual (PPM)**

The *PPM* contains the operating policies and procedures of GODORT and its subunits. The Coordinator will compile and update the *PPM* and review it for editorial consistency.

1. Versions and Updates
   a. The *PPM* will be maintained in one format on the GODORT wiki.
   b. GODORT Officers and Committee Chairs must submit proposed changes to the Bylaws Coordinator.
   c. Policy changes need to be approved by GODORT Steering Committee and shall be submitted for approval at the Steering Committee Meeting of the Midwinter Meeting or Annual Conference.
   d. The Coordinator may edit these updates for grammatical clarity before posting them on the wiki.
   e. The Coordinator will also ascertain whether a *PPM* change in one chapter necessitates a change in another part of the PPM and must notify the appropriate committee of these instances.

C. The Bylaws Coordinator will conduct a periodic organizational review of GODORT and its units.

**D. Communication Tools**

1. Uses the current communication tool(s) employed by the Steering Committee.
2. Posts and edits content on the GODORT wiki upon the direction of the Steering Committee.

Created 1/2018
Chapter 10: GODORT Councilor

I. Role

The GODORT Councilor is responsible for representing the Round Table at all ALA Council Meetings.

The Councilor is elected by the GODORT membership. The term of office is specified in the ALA Bylaws, Article IV, Section 3. (http://www.ala.org/aboutala/governance/constitution/bylaws)

II. Major Responsibilities

A. The GODORT Councilor sponsors or introduces resolutions that have been approved in principle by the membership at the GODORT Membership meeting. When this is not possible, the Councilor will use his/her best judgment and knowledge of past GODORT resolutions and positions in representing GODORT.

B. The Councilor also sponsors resolutions as requested by the Steering Committee. Prior to the Annual Conference and Midwinter Meeting the Councilor will canvass the Steering Committee, via ALA Connect, about any pending resolutions that the Steering Committee wishes to put forward pertaining to government information policy.

III. Specific Functions

The specific functions of the GODORT Councilor will include, but are not limited to:

A. Representing the interests of GODORT on the ALA Council.
B. Communicating regularly with all units of GODORT in preparing resolutions for the ALA Council.
C. Serving, ex-officio, on the GODORT Legislation Committee.
D. Serving on the GODORT Steering and Executive Committees.
E. Introducing GODORT-approved resolutions to ALA Council.
F. Reporting on the Councilor’s activities at the Steering Committee I and the GODORT Membership Meeting.
G. Providing the membership and Steering, two weeks prior to each ALA meeting and conference, a brief analysis of all upcoming ALA Council activity that may affect government information policy and/or other issues of interest to GODORT as identified by the Councilor.
H. Writing a Councilor’s report for distribution via GODORT communication channels such as ALA Connect, DttP, and the GODORT web presence. This report will include a summary of the votes cast by the Councilor and any other action taken by the Councilor that will affect the Round Table.
I. Communication within GODORT
1. Uses the communication tool employed by the Steering Committee.
2. Posts and edits content on the GODORT wiki upon the direction of the Steering Committee.

Chapter 11: Special Officers

This chapter discusses the three Special Officers who serve the Chair and are non-voting members of the Steering Committee.

Archivist  
Website Administrator  
Virtual Meetings Coordinator

I. Archivist

A. Archivist Role

The GODORT Archivist is responsible for collecting, organizing, and maintaining the official records of the Round Table.

An Archivist is appointed by the GODORT Chair and serves until either party terminates the term of office.

The Archivist receives all materials being submitted to the GODORT archives, reviews the materials to ensure that they conform to the retention period and list of appropriate materials (as described in the PPM Chapter 3, Steering Committee, Sect. V, Records and Archives), requests additional materials as necessary, and transfers materials to the GODORT archives as appropriate.

B. Archivist Responsibilities

The specific functions of the GODORT Archivist include, but are not limited to:

1. Receiving materials from GODORT members or former members; removing unneeded materials as outlined in the PPM and organizing the materials.
2. Maintaining the printout of information removed from the GODORT Web site as received from the Website Administrator.
3. Soliciting records from outgoing committee chairs and officers, as well as former members.
4. Responding to requests from members for information maintained in the Archives.
5. Forwarding materials from the GODORT archives to the ALA Archives at the University of Illinois at the appropriate time.
6. Using the current communication tool(s) employed by the Steering Committee.
II. Website Administrator

A. Website Administrator Role
The GODORT Website Administrator is responsible for GODORT's online presence, serves as GODORT's liaison to ALA's web staff, and coordinates the Round Table's web managers to provide accurate and timely content.

The Website Administrator is a member of the Publications Committee.

The Administrator is an appointed position filled through an application and interview process and serves a three-year term of office, which is renewable.

B. Website Administrator Responsibilities

The specific functions of the Website Administrator are as follows:
1. Schedules and chairs at least one annual meeting of the Web Managers at either the Midwinter Meeting or Annual Conference.
2. Participates in Publications Committee meetings at the Midwinter Meeting and Annual Conference.
3. Facilitates communication among Web Managers between conferences.
4. Adds new or updated content (e.g., DttP images, tables of contents, communications from the Chair, and GODORT letters) to the website and wiki, as needed.
5. Creates a new GODORT directory with committee rosters in the wiki at the start of each term and turns it over to GODORT unit leaders to edit and maintain.
6. Works with the Past Chair to create and maintain a schedule on the wiki before each ALA meeting.
7. Reviews all minutes posted on the wiki after meetings for consistency of formatting.
8. Maintains and updates all pages not maintained by GODORT committees.
9. Uses the current communication tool(s) employed by the Steering Committee.

III. Virtual Meetings Coordinator

A. Virtual Meetings Coordinator Role

The Virtual Meetings Coordinator will support GODORT virtual meetings by coordinating the usage of GODORT’s virtual meeting space. This individual serves as a resource for members of GODORT who wish to take advantage of the features offered by GODORT’s virtual meeting space.

The Virtual Meetings Coordinator is appointed by the GODORT Chair and serves until either party terminates the term of office.
B. Virtual Meetings Coordinator Responsibilities

The specific functions of the Virtual Meetings Coordinator are as follows:

1. Maintains a calendar to coordinate availability of the GODORT virtual meeting space.
2. Provides training and guidance for meeting coordinators.
3. Provides technical support during meetings, if requested.
5. Troubleshoot technical issues with the platform.
6. Develops and maintains a list of best practice resources for virtual meetings.
7. Uses the current communication tool(s) employed by the Steering Committee.

Chapter 12: Task Forces

I. Purpose
GODORT Task Forces provide interested members with venues to discuss and inform on matters particular to a government information producer.

II. Organization
Task forces are created, changed, or discontinued by the Steering Committee. Task Forces can be created by the Steering Committee, or by the submission of a proposal with twenty-five supporting signatures of personal GODORT members. The Steering Committee, upon the recommendation of the concerned body, may discontinue or change the status of a task force. *(Bylaws, Article VIII, Section 1.)*

In accordance with GODORT *Bylaws*, Article VIII, Section 1, task force membership is not limited. Any GODORT member is a member of a task force in which s/he has an interest. All GODORT members attending a task force meeting may vote.

In accordance with the GODORT *Bylaws* (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

A. Officers:
   1. Coordinator
   2. Incoming Coordinator (appointed annually)

B. Task Force Steering Committee:
   1. Officers of the Task Force
   2. Task Force Web Manager (ex-officio, non-voting)
   3. Chairs of Task Force Work Groups and Committees who hold scheduled meetings at each Conference.

C. Work Groups, Committees, and/or Study Groups:
   1. Shall be established as the need arises and shall be dissolved when their purpose has been accomplished, or when there is no further member interest.
   2. Chair(s) is/are appointed by the Task Force Coordinator.
   3. Chair(s) shall appoint any additional officers as necessary.
   4. Will make written or oral reports at Midwinter Meetings and Annual Conferences if meetings are scheduled.

III. Task Force Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee

A. Coordinator
   1. Is required to have an active ALA Connect account for Steering communication.
2. Posts activity updates to committee and GODORT membership following the 
Steering communication schedule (*PPM*, Chapter 3).
3. Prior to Annual Conference: Posts agenda for task force meeting to the wiki.
4. At conference: Submits committee’s summary minutes to the GODORT Secretary by 
the deadline specified at Steering I. If this deadline is missed, Task Force Coordinator 
is responsible for making print copies to bring to the Membership Meeting (50 for 
Midwinter, 100 for Annual Conference).

B. **Incoming Coordinator**
   1. The Incoming Coordinator is responsible for working with the GODORT Assistant 
   Chair/Chair-Elect in making any appointments for external liaisons to the task forces.
   2. The Incoming Coordinator will also assist the Task Force Coordinator in conducting 
   meetings, when necessary.

C. **Secretary**
   While not an official position, it is helpful to the Coordinator to ask for a Task Force member to 
serve as secretary for a meeting.
   1. Secretary takes the minutes of the meeting as described in *PPM* Chapter 1: 
   Conferences, Article III, Section D.
   2. Secretary submits the draft minutes to the Coordinator at the end of the Task Force’s 
   meeting.

D. **Web Manager**
   In the absence of a member who can serve as Web Manager, the Task Force Coordinator 
may, with the approval of the Steering Committee, appoint a person to serve as the Task 
Force’s Web Manager and participate on the Task Force Steering Committee in an ex-
officio, non-voting, role.

IV. **Meetings and Communication**

A. In accordance with the GODORT *Bylaws* (Article V, Section 2), Task Force meetings 
shall be held at Annual Conferences and as necessary

B. Quorum is the number of people attending the meeting (*Bylaws*, Article V, Section 4).

C. It is recommended that all Task Forces establish a “discussion” section on the main 
   GODORT node of ALA Connect to allow all GODORT members a chance to participate.

V. **Federal Documents Task Force (FDTF) [Retired 2017]**
VI. International Documents Task Force (IDTF)

A. Purpose
To further the mission of GODORT by focusing attention on problems and concerns related to international and foreign national government information. The IDTF provides a forum for the discussion of ideas, problems and news in the field; serves as a force for initiating and supporting programs to increase the accessibility and use of this information; and works to improve bibliographic control and collection development for these information resources.

B. Goals
1. Improve access to international and foreign national information resources;
2. Improve bibliographic control for these resources;
3. Provide an arena for the exchange of information about new publications, projects, electronic products, Internet sites, and government initiatives in information dissemination;
4. Work to increase the use of these information resources and to improve their management through education and training, including participation in GODORT pre-conferences and program.

C. Activities and Projects
1. Agency Liaison Program
   Agency Liaison reports are presented at the IDTF Meeting during each Annual Conference and Midwinter Meeting. They are also available on the IDTF web page.

D. External Liaisons
Liaisons to other organizations or bodies are appointed by the Task Force Coordinator. The current liaisons include the following:
1. International Federation of Library Associations and Institutions (IFLA)

E. IFLA Representatives
1. Two representatives, appointed to staggered four-year terms.
2. By May 1 of every even year, GODORT must nominate an individual for a four-year term on the Standing Committee of the IFLA Government Information and Official Publications Section (GIOPS).
3. The process is as follows:
   a. January 2-March 15 (odd year previous to term of appointment), the IDTF Coordinator shall solicit applications for the position.
      i. Applicant must provide a resume or curriculum vitae accompanied by a letter.
         • Letter must specify candidate’s qualifications,
         • Letter must state that s/he has a working knowledge of English or another official IFLA language,
Task Forces

• Letter must acknowledge that s/he must attend IFLA’s annual conferences without financial support of any kind from ALA or GODORT.
  
  ii. Applicants are asked to submit all documents as electronic attachments.
  
b. The IDTF Coordinator will forward these to the GODORT Chair.
  
c. The GODORT Chair shall distribute the documents provided by the applicants to the Steering Committee and shall call for a vote by April 15.
    
    i. The Chair shall notify the winner that s/he is GODORT’s nominee and shall request a letter of acceptance.
    
    ii. Upon receiving the letter of acceptance, the Chair shall notify each unsuccessful candidate.
    
    iii. The Chair will contact the ALA International Relations Office (IRO) in order to identify the staff member to whom documents regarding potential IFLA nominations must be sent.
    
    iv. The Chair shall write a letter to this individual identifying the GODORT nominee and providing the nominee’s complete contact information.
    
    v. The letter shall also request that IRO provide both the GODORT Chair and nominee with instructions regarding the documents required in order to continue the process and the date by which IRO must receive them.
    
    vi. The candidate shall submit these documents to the appropriate IRO contact and notify the GODORT Chair that s/he has done so.
  
  d. At this point, the process becomes an ALA responsibility.
  
e. The International Relations Committee shall review the documents provided and, if it sees fit, forward them to the ALA Executive Board for its consideration in the fall.
  
f. IFLA shall notify the nominee of its decision regarding his/her candidacy in the spring of the following year.

VII. State and Local Documents Task Force (SLDTF)

A. Purpose

To provide a forum for librarians and others working with, or interested in, state and local government information. The Task Force focuses attention on the problems and concerns of documents librarians and others, offering an opportunity for discussion and exchange of ideas and news in the field of state, regional, and local information. The Task Force provides a means for initiation and support of bibliographic control, guidelines, and special programs and for increasing the availability, management, and use of state and local information.

B. Goals

The goals of the Task Force shall support and enhance the overall mission and goals of the organization.

1. Promote and speak for the interests of documents librarianship relating to state, regional, and local information. Improve bibliographic control for these resources;
2. Enhance awareness of the role of documents librarians among library and non-library professionals and organizations and to develop effective working relationships with them;
3. Monitor and speak out on government and private sector activities likely to affect state, regional, and local documents librarians.
4. Promote the electronic and print communication between state and local document librarians;
5. Enhance the capability of librarians and state/local depositories to serve the needs of their users;
6. Adopt and support standards and guidelines needed by documents librarians, including bibliographic control;
7. Identify, explore, foster communication, and act on problems and issues facing librarians and state/local depositories, including interstate and intergovernmental agencies;
8. Promote research and publications relevant to state and local documents librarianship;
9. Identify research topics and to encourage improvement in research;
10. Advance the professional knowledge of state/local documents librarians through an effective public awareness program;
11. Contribute to the total professional development of state and local documents librarians;
12. Sponsor and encourage opportunities for state and local documents librarians to update existing competencies, learn requisite new skills, and gain awareness of the state of the art, based on member needs assessment; and
13. Encourage and promote active membership participation in all task force activities.

Chapter 13: Awards Committee

I. Purpose
The Awards Committee shall make recommendations to the Steering Committee for the recipients of Round Table Awards. The Awards Committee shall be responsible for establishing new awards, including obtaining ALA approval, developing criteria, and writing and/or designing the citation and/or plaque.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

The Awards Committee is composed of six members elected to staggered two-year terms.

A. Chair –
The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members –
Three members shall be appointed each year.

III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee

A. Chair
1. Sets the timetable for applications and nominations to be submitted, presides over committee deliberations; coordinates the notification of award recipients and donors; coordinates the work of the committee with regard to writing the citations for publication in the library literature and the GODORT wiki; and works with the chair of the Conference Committee on the presentation of awards at the GODORT Reception.
2. Coordinates publicity about award nominations, ensures nomination forms are updated and posted on the wiki, and replies to inquiries about awards and other correspondence as needed.
3. Maintains committee files and transfers records to the succeeding Committee Chair.
4. Brings copies of all awards citations to the reception.
5. Is required to have an active ALA Connect account for Steering communication.
6. Posts activity updates to committee and GODORT membership following the Steering Communication schedule (PPM, Chapter 3).

B. Committee Members
1. The Awards Committee solicits nominations, receives and reviews nominations and applications, and selects recipients.
2. While the committee may meet using a conference call for the Midwinter meeting (for the selection of award and scholarship recipients), committee members are required to attend the ALA Annual Conference as that is when the awards are given out. Committee members should plan to attend the Midwinter meeting.

3. The Awards Committee typically will meet once during the meeting to review award nominations and select the recipients.

4. Committee members are responsible for letting the chair know, as soon as possible, on whether they will be attending the Midwinter meeting so that the chair may decide how the business of selecting the candidates will be handled each year (in person meeting, conference call, or other method.)

5. Those unable to attend should make arrangements to receive and review nominations prior to this conference.

6. The Committee may develop its own procedures for selecting award recipients. Typically the Committee members have reached consensus through discussion.

7. The Committee need not confer an award in a year when the Committee has received no deserving nominations.

C. Web Manager
In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

IV. Meetings and Communication

A. According to the GODORT Bylaws (Article V, Section 2), this committee will meet as necessary. Attendance is required at the Annual Conference and at the Awards Ceremony during the GODORT Reception.

B. Awards Committee meetings are closed and confidential. No minutes are taken and no votes should be recorded. Exceptions on the closed meeting policy may be made for such non-confidential matters as discussing new awards with prospective funding organizations.

V. Award Descriptions

A. **ALA Emerging Leaders Nomination Supported by GODORT**

*Purpose:* The ALA Emerging Leaders (EL) program is a leadership development program which enables newer library workers from across the country to participate in problem-solving work groups, network with peers, gain an inside look into ALA structure, and have an opportunity to serve the profession in a leadership capacity. It puts participants on the fast track to ALA committee volunteerism as well as other professional library-related organizations.

*Conditions:* Established by ALA at:
http://www.ala.org/educationcareers/leadership/emergingleaders

Date established: 2006

Sponsor and Donor: Government Documents Round Table (GODORT) of the American Library Association.

Form of Award: $1000 monetary prize in support of selected person’s attendance at ALA Midwinter and Annual conferences.

Selection by: GODORT Awards Committee

Applications: Applications may be made from the following ALA site: http://www.ala.org/educationcareers/leadership/emergingleaders

Deadline: Determined by ALA (usually late July/Early August)
The name of the successful candidate(s) will be forwarded to the GODORT Steering Committee for their approval.

Applications sent to: Chair, GODORT Awards Committee.

Announcement of Award: The successful candidate will be announced as soon as the ALA Emerging Leaders Committee makes its decision.

Procedures:
To ensure that GODORT is considered as a sponsor, an intent to sponsor must be submitted to ALA, with the application form. See “Rules and Responsibilities/Emerging Leader Sponsor” on the application web page. Once the form is submitted, the Awards Committee chair should receive the application.

B. GODORT/ALA James Bennett Childs Award
Purpose: To honor a person who has made a lifetime and significant contribution to the field of government documents and their use in libraries.

Conditions: Contributions so honored may have been in any kind of documents service, in any area of documents work, in any kind, size or type of library; or for the production or publication of research tools for use in the documents field. The Awards Committee of the Government Documents Round Table is authorized to make no award in a year, when, in its opinion, no outstanding achievement is brought to its attention.

Date established: 1975

Sponsor and Donor: Government Documents Round Table (GODORT) of the American Library Association

Form of Award: A plaque with the likeness of James Bennett Childs.
Selection by: GODORT Awards Committee

Nominations: Nominations may be made on forms published on the GODORT wiki (http://wikis.ala.org/godort/index.php/AboutAwards) and available from members of the Awards Committee. The following information must be provided with the nomination:
1. The name of the award for which the candidate is being nominated.
2. Candidate's name, address, present employer and length of service, past employment, if applicable.
3. Candidate's activities, projects, publications related to documents work, with complete documentation, including examples.
4. Any other pertinent information about the candidate.
5. Letters of support, including signatures, names and addresses of the nominating individuals or organizations.

Deadline: To be established annually, usually in early December.

Nominations sent to: Chair, GODORT Awards Committee.

 Announcement of Award: Award recipient will be announced as soon as all award recipients have been informed following the ALA Midwinter Meeting. Awards will be presented at the GODORT Reception at the ALA Annual conference. Travel expenses for award winners cannot be assumed by GODORT.

Procedures:
1. For engraving the award plaque, contact:
   John B. Phillips  john.phillips@okstate.edu
2. Copies of all correspondence are sent to the GODORT Chair and GODORT Treasurer. Inform John Phillips of the name of the recipient (check with this person as to how he/she want the name to appear on the plaque) and the number of the award (i.e., 10th, 11th, etc.). The plaque is normally delivered to the Awards Committee Chair, who takes it to the Annual Conference. John will send the bill to the GODORT Treasurer with a copy to the GODORT Chair.
3. Color images of the award, available from John Phillips, should be posted on the Committee’s wiki page in order to ensure that the appearance of each plaque and its frame and matting remain the same.

C. ProQuest/GODORT/ALA “Documents to the People” Award
Purpose: To honor an individual and/or library, institution or other non-commercial group that has most effectively encouraged the use of government documents or information in support of library service.

Conditions: The Awards Committee of the Government Documents Round Table is authorized to make no award in a year when, in its opinion, no outstanding achievement is brought to its attention.
Date established: 1977

Sponsors: ProQuest and the Government Documents Round Table (GODORT) of the American Library Association.

Donors: ProQuest

Form of Award: A framed plaque with the individual's name and achievement plus a $3,000 monetary prize to be assigned to a project of the recipient's choice.

Selection by: GODORT Awards Committee

Nominations: Nominations may be made on forms published on the GODORT wiki (http://wikis.ala.org/godort/index.php/AboutAwards ) and available from members of the Awards Committee. The following information must be provided with the nomination:

1. The name of the award for which the candidate is being nominated.
2. Candidate's name, address, present employer and length of service, past employment, if applicable.
3. Candidate's activities, projects, publications related to documents work, with complete documentation, including examples.
4. Any other pertinent information about the candidate.
5. Letters of support including signatures, names and addresses of the nominating individuals or organizations.

Deadline: To be established annually, usually in early December.

Nominations sent to: Chair, GODORT Awards Committee.

Announcement of Award: Award may be announced as soon as ProQuest and the recipient have been notified following the ALA Midwinter meeting. Presentation will be made at the GODORT Awards reception. ProQuest may elect to have an additional time when the award may be announced. Travel expenses for award winners cannot be assumed by GODORT.

Procedures:

1. Written notification of the name of the recipient, along with the award letter is sent to: Barbara Olson Barbara.Olson@proquest.com
2. Award winner will need to complete a W-9 tax form and submit it to ProQuest.
3. ProQuest will mail the check directly to the award winner.

D. NewsBank/Readex/GODORT/ALA Catharine J. Reynolds Research Grant

Purpose: To support grant(s)-in-aid for travel and/or study in the field of documents librarianship or in an area that would directly benefit an individual's performance as a documents librarian. Activities that might be supported by such a grant include attendance at a conference such as a Depository Library Council meeting, a research project to investigate procedures in other documents collections, to support an internship or exchange in another library, a government agency, or library association office, etc.
Conditions: All Documents Librarians are eligible for the grant. Recipients are selected by the GODORT Awards Committee on the basis of proven or potential ability, promise of future usefulness and permanence in the profession, financial need, and benefit of the project to the profession as well as the individual. Preference may be given to GODORT members.

Date established: 1986

Sponsors: NewsBank, Inc. (Readex Division) and the Government Documents Round Table (GODORT) of the American Library Association.

Donor: NewsBank, Inc. (Readex Division)

Form of Award: Monetary grants are made to recipients from the total annual award of $2,000 donated by NewsBank, Inc. As a guideline, generally 1 to 3 grants have been awarded yearly. The Awards Committee may designate the amount of each grant at its discretion.

Selection by: GODORT Awards Committee

Applications: Applications may be made on application forms which are published on the GODORT wiki (http://wikis.ala.org/godort/index.php/AboutAwards) and available from members of the GODORT Awards Committee. Two letters of recommendation are required to be sent in with the application.

Deadline: To be established annually, usually in early December.

Applications sent to: Chair, GODORT Awards Committee.

Announcement of Award: Grant recipient(s) may be announced as soon as Newsbank, Inc., and the recipient(s) have been notified following the ALA Midwinter meeting. Awards will be presented at the GODORT Reception at the ALA Annual Conference. Travel expenses for grant winners cannot be assumed by GODORT.

Reports on Award: Each recipient of a grant from the Catharine J. Reynolds Research Grant shall submit a brief written report on the completed project to the Chair of the GODORT Awards Committee. A brief written report may also be published in DttP. Information from the Reynolds Grant reports should be reported to the membership in appropriate ways, including publicity about the award.

Procedures:
1. Notification giving names of grantees, addresses, amounts, and a statement of the purpose for which the money is given, is sent to:
   Erin Luckett eluckett@newsbank.com
2. Erin Luckett at Readex will either mail, or deliver at the awards ceremony, check(s) to award winner(s).

E. **Bernadine Abbott Hoduski Founders Award**

*Purpose:* To recognize government documents librarians who may not be known at the national level but who have made significant contributions to the field of state, international, local or federal documents. Other GODORT awards recognize those librarians who are nationally known and have had distinguished careers in government information. This award recognizes those whose impact, while not at the national level, has been significant to documents and government information librarianship. The contributions may have benefited not only the individual's institution but also the profession. Projects that have benefited librarians for state, international or local documents will be emphasized but federal documents are also included.

The award will be given to one or more individuals, up to a total of four awards each time it is awarded. One award may be given in each of the following areas:

1. Local documents
2. State documents
3. Federal documents
4. International documents

*Conditions:* Criteria may include:

1. Enhanced ability of users to access government information;
2. Enhanced the organization of government information;
3. Enhanced the bibliographic control of government information.

Major contributions may be special contributions that cannot be characterized as specific projects and are of benefit not only to the institution but to the profession.

*Date established: 1993*

*Sponsor and Donor:* Government Documents Round Table (GODORT) of the American Library Association

*Form of Award:* A plaque with the individual’s name engraved.

*Selection by:* GODORT Awards Committee.

*Nominations:* Nominations will be made on a form published on the GODORT wiki ([http://wikis.ala.org/godort/index.php/AboutAwards](http://wikis.ala.org/godort/index.php/AboutAwards)) and available from any GODORT Awards Committee member. The nomination will be accompanied by two letters supporting the nomination.

*Deadline:* To be established annually, usually in early December.

*Nominations sent to:* Chair, GODORT Awards Committee.
Announcement of Award: Award recipient(s) will be announced as soon as all award recipients have been informed following the ALA Midwinter meeting. Awards will be presented at the GODORT Reception at the ALA Annual conference. Travel expenses for award recipients cannot be assumed by GODORT.

Procedures:
1. For engraving the award plaque, contact:
   John B. Phillips john.phillips@okstate.edu
2. Copies of all correspondence are sent to the GODORT Chair and GODORT Treasurer. Inform John Phillips of the name of the recipient (check with this person as to how he/she want the name to appear on the plaque). The plaque is normally delivered to the Awards Committee Chair, who takes it to the Annual Conference. John will send the bill to the GODORT Treasurer with a copy to the GODORT Chair.
3. Color images of the award, available from John Phillips, should be posted on the Committee’s wiki page in order to ensure that the appearance of each plaque and its frame and matting remain the same.

F. W. David Rozkuszka Scholarship
Purpose: To provide financial assistance to an individual who is currently working with government documents in a library and is trying to complete a Masters degree in library science.

Date established: 1995

Sponsor and Donor: Government Documents Round Table (GODORT) of the American Library Association

Form of Award: $3,000 monetary prize. Award may be split among multiple winners at the discretion of the Awards Committee.

Selection by: GODORT Awards Committee.

Application: Application may be made using form published on the GODORT wiki (http://wikis.ala.org/godort/index.php/AboutAwards) and available from any GODORT Awards Committee member. The application should be accompanied by three letters of support.

Deadline: To be established annually, usually in early December.

Application sent to: Chair, GODORT Awards Committee.

Announcement of Award: Awards will be announced as soon as all award recipients have been informed following the ALA Midwinter meeting. Awards will be presented at the GODORT Reception at the ALA Annual conference. Travel expenses for award winners cannot be assumed by GODORT.


Procedures:
1. Notification including the recipient's address is sent to GODORT’s ALA Staff Liaison, with a copy to the GODORT Treasurer.
2. The scholarship check is sent to the recipient prior to the Annual Conference.

G. Margaret T. Lane/Virginia F. Saunders Memorial Research Award

Purpose: The award will be given annually to an author or shared among collaborative authors of an outstanding published research (i.e., books, articles, occasional papers) in which government documents, either published or archival in nature, form a substantial part of the documented research. Preference may be given to publications in library and information science (LIS), but the award is not restricted to the LIS field.

This award is being established to honor the memory of two women who worked with endless enthusiasm to make the ideal of citizen access to government information a reality.

Margaret Lane, a pioneer in the establishment and administration of state document depository systems and one of the founders of GODORT, was the author of the seminal work on state documents and her personal charm added to her effectiveness as an advocate for and teacher of government documents. Virginia Saunders was instrumental in the support and continued production of the U.S. Congressional Serial Set and shared her vast knowledge and expertise with documents librarians nationwide for nearly forty years. Both women were leaders in the field and their work has enriched the research community immeasurably.

Date Established: 2010


Donor: Readex (NewsBank, Inc.)

Form of Award: A plaque and $2,000 monetary prize

Selection by: GODORT Awards Committee.

Nominations: Nominations may be made using form published on the GODORT wiki (http://wikis.alaa.org/godort/index.php/AboutAwards) and available from any GODORT Awards Committee member.

Deadline: To be established annually, usually in early December.

Nominations sent to: Chair, GODORT Awards Committee

Announcement of Award: Awards will be announced as soon as all award recipients have been informed following the ALA Midwinter meeting. Awards will be presented at the
GODORT Reception at the ALA Annual conference. Travel expenses for award recipients cannot be assumed by GODORT.

Procedures:
1. Notification giving names of grantees, addresses, amounts, and a statement of the purpose for which the money is given, is sent to:
   Erin Luckett   eluckett@newsbank.com
2. Erin Luckett at Readex will either mail, or deliver at the awards ceremony, check(s) to award winner(s).

**H. Larry Romans Mentorship Award**

**Purpose:** The award is to recognize librarians who, through their sustained mentoring efforts, have made a difference in our profession. Each year, the award will honor a librarian who has demonstrated excellence in the area of mentoring, who has successfully encouraged others to serve as mentors, and who has impacted the lives and careers of others through tirelessly devoting time, energy, and talent toward helping others succeed in our profession.

**Date established:** 2016

**Sponsors:** Government Documents Round Table (GODORT) and the Gay, Lesbian, Bisexual, and Transgender Round Table (GLBTRT) of the American Library Association.

**Donors:** J. Kevin Reynolds, Robert R. Newlen, Ann K. Symons, and the Estate of John W. Symons.

**Form of Award:** A citation and $1000 in support of selected person.

**Selection by:** An award jury and jury Chair will be chosen by the GLBTRT Chair, past Chair, and Chair-elect together with the GODORT Chair and GODORT Awards Committee Chair, with GODORT Steering Committee approval. The jury will consist of six members, with three representing GLBTRT and three representing GODORT. The three GODORT representatives will be selected from the current GODORT Awards Committee, and one of those three will be the current GODORT Awards Committee Chair.

**Nominations:** Submission must be online, using the GLBTRT Awards Online Application (http://www.ala.org/rt/glbtrt/award/larry-romans-nomination) A letter of nomination is required along with supporting documentation, including at least 5, but no more than ten, letters of support, statements of outstanding contributions, and other evidence. Only the materials submitted as part of the nomination package will be considered.

**Deadline:** Nominations are due December 1st.

**Nominations sent to:** Submission must be online, using the GLBTRT Awards Online Application at: http://www.ala.org/glbtrt/award/larry-romans-mentorship-award.
Announcement of Award: The GODORT Chair will notify the recipient of the award. As noted above, the jury is responsible for writing the press release and the citation to be submitted to the GODORT and GLBTRT Chairs and the ALA liaison staff by the middle of February. The award will be presented at the GODORT Awards Program at the ALA Annual Conference. In addition, recognition of the recipient will also take place at beginning of the Stonewall Book Awards Program held at the ALA Annual Conference. The Award Proposal, found at http://wikis.ala.org/godort/index.php/File:Larry_Romans_Mentorship_Award_Final_Proposal.docx provides additional procedural information.

VI. Procedures

A. Promoting Awards
1. Preparations for announcing the availability of the awards should begin shortly after the end of Annual conference.
2. DttP: the Fall issue should include summary information about each award and refer to the GODORT wiki for the application forms. The deadline for this issue will be established by the DttP editor(s).
3. Deadline for receipt of applications is set for early December to allow distribution of all materials to committee members before the Midwinter meeting. The Committee may choose to accept nominations up until the committee meeting.
4. The Committee should determine other appropriate places to announce and solicit award nominations. For example:
   - ALA Midwinter and Annual Conferences
   - ALA Connect
   - GODORT Steering Committee meetings
   - Depository Library Council to the Public Printer meetings
   - State, regional or local government documents groups
   - Discussion lists such as GOVDOC-L, Int-Law, Intl-Doc, Regional-L
   - GODORT wiki

B. Nominations procedures
1. Individuals or groups of individuals may submit nominations at any time prior to the deadline; sample forms are included with committee files and are published on the GODORT wiki.
2. Applications are sent to the Committee Chair, who is responsible for distributing all completed nominations to the other committee members. Completed nominations should be distributed before the conference if at all possible.
3. The Committee Chair represents the committee at the Steering Committee. By the Second Steering Committee meeting during the Midwinter meeting, the award winners will have been selected. Procedure is for the Committee Chair to pass a written recommendation of the awards to the GODORT Chair. The Awards Committee report is that the Committee met and offers these selections for approval.
Awards Committee

The GODORT Chair normally will silently pass the memo around the Steering Committee and call for a vote of approval.

C. Notification Procedures

1. Initial Notification
   b. Award recipients may be notified by email immediately following the conference. At this time, additional information may be needed:
      • Names as they want them on the awards
      • Job titles
      • Addresses
      • Phone numbers
   c. Recipients of the awards should be notified as soon as possible so that (in the case of stipends from the Reynolds Award) they can begin work on their projects.
   d. Public announcement of the awards may be published as soon as winners and donors have been notified.

The GODORT’s ALA Staff Liaison is notified of all award recipients, along with recipients’ addresses and the amount of the check(s) to be distributed by ALA/GODORT. Discuss with ProQuest, NewsBank/Readex, the GODORT Treasurer, and the award recipients whether the donors will send checks directly to the recipients or to ALA for disbursal, or if checks will be presented in person at the Awards Reception. Copy all correspondence to the GODORT Treasurer and Chair.

2. Final Notification Letter
   The Committee members draft notification letters to all award recipients which the GODORT Chair signs and sends (through the US Mail). Copies are sent to all award recipients' library directors or appropriate supervisors. Vendors supporting the awards will also be copied.

3. After winners have been notified and accepted their awards, emails are sent to nominees not chosen as winners to inform them of the outcome.

4. The Awards Committee prepares a press release on all awards and grants for publication on the wiki. An announcement directing people to the wiki for the full report is published in DttP (usually in the Fall issue) and on appropriate discussion lists. Information about awards and/or recipients will be sent upon request to any other appropriate requesting individual, publication or institution.

5. After confirming Reception details with the GODORT Conference Committee Chair, the Awards Committee will invite award recipients to the GODORT Reception where award presentations are made. Sponsors/donors of awards will also be notified of the time/place of the GODORT Reception. The Awards Committee Chair or designee will prepare brief introductions for presentations.
D. Records
   1. Documentation for nominees not chosen for awards will be kept in the Awards
      Committee files for two years, and persons making nominations will be given an
      opportunity to update the submitted information if they so desire.
   2. Files of the Awards Committee will be kept current and passed on to the new
      committee chair following the Annual Conference. Files older than two years will be
      sent to the GODORT Archivist.

E. Establishing New Awards
   To establish a new award, please follow the outline of procedure in the ALA Awards
   Committee Manual, currently posted at:
   http://www.ala.org/awardsgrants/sites/ala.org.awardsgrants/files/content/awardgo
   v/alaawardsmanual/2009awardsmanualrev4.pdf

   Consult the ALA Awards Committee chair to ensure that the current version is being
   used.

Chapter 14: Cataloging Committee

I. Purpose

The purpose of the Cataloging Committee is:
A. To provide a forum for technical discussions on policies and practices for government document cataloging;
B. To serve as an interface for information exchange between documents catalogers and documents users in government agencies, various types of libraries, and bibliographic networks;
C. To comment upon matters which affect the cataloging of government documents and to raise such issues as appropriate; and
D. To serve as liaison with other groups within ALA and through GODORT, with Federal agencies, other library associations, and bibliographic networks.

II. Organization

In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meetings of the Annual Conference.

Membership consists of six members appointed to staggered two-year terms. One member will serve as CC:DA liaison, either as a regular voting member or an ex-officio, non-voting member.

A. Chair --
   The Chair of the committee shall be elected or appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members --
   Six members shall be appointed by the GODORT Chair in consultation with the GODORT Steering Committee, three during even years and three during odd years.

C. Liaison to ALCTS Committee on Cataloging: Description and Access (CC:DA):
   The CC:DA liaison will attend CC:DA meetings and pass information between CC:DA and GODORT’s Cataloging Committee on cataloging standards and guidelines relating to government information. This includes changes in descriptive cataloging, choice and form of access points, and revisions of the cataloging code currently adopted by ALA. The CC:DA liaison shall be recommended by the Chair of the Cataloging Committee and appointed by the GODORT Chair. The CC:DA liaison should be either a voting member of the Cataloging Committee or an ex-officio, non-voting member of the Cataloging Committee.
III. Committee Officers and Duties

See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair
1. Is required to have an active ALA Connect account for Steering communication.
2. Posts activity updates to committee and GODORT membership following the Steering communication schedule (PPM, Chapter 3).
3. Prior to Annual Conference or Midwinter Meeting: Posts agenda for committee meeting to the wiki.
4. At conference: Submits committee’s minutes in format as described in PPM Chapter 1: Conferences (Article III. Section D). to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).

B. Secretary
While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.
1. Secretary takes the minutes of the meeting as described in PPM Chapter 1: Conference, Article III, Section D.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Web Manager
In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

D. Intern
ALA allows interns to be appointed as one-year, non-voting members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication

A. According to the GODORT Bylaws (Article V, Section 2), this committee will meet as necessary.
B. It is recommended that all committee members use ALA Connect for GODORT business.
Chapter 15: Conference Committee

I. Purpose
The Conference Committee plans and coordinates local arrangements for GODORT including relations with ALA and host city information.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

The Conference Committee is composed of five members appointed to staggered two-year terms.

A. Chair –
The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members –
Three members shall be appointed by the GODORT Chair in consultation with the GODORT Steering Committee during even years and two members during odd years. The Committee chair may appoint ex-officio member(s), as needed, for local arrangements.

III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee

A. Chair
1. Is required to have an active ALA Connect account for Steering communication.
2. Posts activity updates to committee and GODORT membership following the Steering communication schedule (PPM, Chapter 3).
3. Prior to Annual Conference or Midwinter Meeting: Post agenda for committee meeting to the wiki.
4. At conference: Submits committee’s minutes in format as described in PPM Chapter 1: Conferences (Article III. Section D), to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).

B. Secretary
While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.
1. Secretary takes the minutes of the meeting as described in _PPM_ Chapter 1: Conferences, Article III Section D.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Web Manager
   In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

D. Intern
   ALA allows interns to be appointed as one-year, non-voting members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication
   A. According to the GODORT _Bylaws_ (Article V, Section 2), this committee will meet as necessary.
   B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities and Projects
   A. Annual Awards Reception
      The local arrangements subcommittee of the Conference Committee plans the GODORT conference reception for every Annual Conference, beginning immediately after the previous year's Annual Conference. Plans should be fairly definite by the Midwinter Meeting.

      Planning details include:
      1. Location of the event
      2. Date/time - usually late afternoon or early evening on Saturday or Sunday
      3. Cost of the affair, including catering, food and beverage; any other miscellaneous items. (The committee's goal is to solicit support funds from sponsors so that GODORT's costs are minimized and modest. Any residual funds will be saved for the next reception. Contact the Treasurer for any available moneys.)
      4. Sponsorship to be obtained from vendors, beginning in the fall or early winter; solicit funds; handle paperwork.
         • All sponsor donations should be received by May to assist in making final arrangements.
         • Contact the Chair of the ALA Map and Geography Round Table (MAGERT) or other potential ALA sponsors to verify that they will co-sponsor the social with GODORT.
      5. Plan decorations and display area for vendors at the reception.
6. Publicity and special invitations; get information out in plenty of time; use *DttP*, ALA Connect, GOVDOC-L; special mailings; a flyer for the wiki and for distribution at Annual Conference that provides time and place, time of presentation, directions, sponsors, etc. Try to include the documents groups in the area.
7. Draft "Thank You" letters to sponsors for the GODORT Chair to send after the affair.
8. The Awards Committee is responsible for the arrangements and presentation of the awards during the social.
Chapter 16: Development Committee

I. Purpose
The Development Committee shall be responsible, in conjunction with other GODORT entities, for creating and implementing a Development Plan, with functions to include: identifying and soliciting funds from external sources of support; developing a list of potential individual and corporate donors and private foundations; researching and developing various fundraising projects for the purpose of support to the scholarship endowment and subsidizing group events, speakers and programs; planning and implementing fundraisers for GODORT activities; aiding the Chair with solicitations and contacts as needed; and coordinating with the ALA Development Office as necessary.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

The Development Committee is composed of the GODORT Treasurer and five members appointed by the GODORT Chair to staggered two year terms.

A. Chair –
The Chair of the committee shall be elected or appointed to a two-year term from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members –
Five members shall be appointed by the GODORT Chair in consultation with the GODORT Steering Committee, two during even years and three during odd years.

C. Treasurer –
The GODORT Treasurer serves as an ex-officio member.

III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee

A. Chair
1. Is required to have an active ALA Connect account for Steering communication.
2. Posts activity updates to committee and GODORT membership following the Steering communication schedule (PPM, Chapter 3).
3. Prior to Annual Conference or Midwinter Meeting: Posts agenda for committee meeting to the wiki.
4. At conference: Submits committee’s minutes in format as described in PPM Chapter 1: Conferences (Article III. Section D), to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for
Development Committee

making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).

B. Secretary
While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.
1. Secretary takes the minutes of the meeting as described in PPM Chapter 1: Conference, Article III, Section D.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Web Manager
In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

D. Intern
ALA allows interns to be appointed as one-year, non-voting members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication

A. According to the GODORT Bylaws (Article V, Section 2), this committee will meet as necessary.
B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities and Projects

A. Rozkusza Scholarship Fundraiser
   The Rozkuska Scholarship Fundraiser is sponsored by Readex and is a silent auction featuring two properties, one in Naples, Florida and the other in Chester, Vermont.
   1. The auction is publicized via ALA Connect, the wiki, DttP, GOVDOC-L, and other suitable forums.
   2. Results are communicated by the Committee directly with winner and publicized via appropriate channels.
   3. Thank you is sent to Readex individual acknowledging their support.

B. Annual GODORT Appeal
   1. The appeal is conducted annually. It may be conducted via email, mail or a combination of the two. This is coordinated with the ALA.
2. Part of this appeal is that handwritten *Thank you* notes are produced for each benefactor. Other gifts to benefactors may be given with Steering approval.

C. Other fundraising activities as deemed appropriate by the Committee and coordinated with Steering.

D. Regular communications through various channels on fundraising activities as appropriate.

VI. Guidelines for Managing Solicitations from Vendors

*Purpose.* GODORT may solicit monetary and/or in-kind donations from vendors for programs, pre-conferences, receptions, scholarships and/or awards.

*Who Can Solicit?* The GODORT Chair, the Program Committee, Conference Committee, Development Committee, and Awards Committee may solicit donations for the purposes outlined above.

*Procedures.* All requests for solicitation will be submitted to the Chair of the Development Committee for review and approval by the Development Committee. Upon approval, the appropriate committee chair, using the sample letter (see *Appendix: Letters*), will communicate with the vendors. Copies of the request and all replies and/or donations will be sent to the GODORT Chair, GODORT Treasurer, and GODORT Development Committee Chair.

In order to monitor the vendors solicited and donations received, the GODORT Treasurer will maintain a record of all vendor solicitations and donations. As an internal control measure, funds remaining after reception expenses will be saved for next reception. Acknowledge to vendors that residual funds will be applied to a future event.

The appropriate Chair will send acknowledgment and thank you to vendors with a copy to the GODORT Treasurer.

Chapter 17: Education Committee

I. Purpose
The Education Committee shall identify needs and issues concerning the education of users of government documents and propose projects to meet these needs and resolve these problems.

The goal of this committee is to act as conduit for information regarding education resources in using government information to four audiences:
- Users and potential users of government information
- Government information librarians and staff
- Librarians who do not work directly or primarily with government information
- Library school students and faculty

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

The committee is composed of nine members appointed to staggered two-year terms.

A. Chair –
The Chair of the committee shall be elected or appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members –
Nine members shall be appointed by the GODORT Chair in consultation with the GODORT Steering Committee, four during even years and five during odd years.

C. External Liaisons –
1. ALA Library Education Assembly
2. ALA Literacy Assembly

III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee

A. Chair
1. Is required to have an active ALA Connect account for Steering communication.
2. Posts activity updates to committee and GODORT membership following the Steering Communication schedule (PPM, Chapter 3).
3. Prior to Annual Conference or Midwinter Meeting: Posts agenda for committee meeting to the wiki.
4. At conference: Submits committee’s minutes in format as described in PPM Chapter 1: Conferences (Article III. Section D) to the GODORT Secretary by the deadline
specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).

B. Secretary
While not an official position, it is helpful for the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.
1. Secretary takes the minutes of the meeting as described in PPM Chapter 1: Conference, Article III, Section D.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Web Manager
In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

D. Intern
ALA allows interns to be appointed as one-year, non-voting members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication

A. According to the GODORT Bylaws (Article V, Section 2), this committee will meet as necessary.
B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities and Projects

A. Create and disseminate educational resources, such as bibliographies, guides, training materials, etc. These educational resources may be either print or electronic materials.
B. Cooperate with other interested groups within GODORT and ALA on matters or projects of common concern which fall into the purview of this Committee.
C. Co-sponsor educational programs with other GODORT Committees or Task Forces.
Chapter 18: Executive Committee

I. Purpose
In accordance with the Bylaws (Article VII), the Committee shall act for GODORT when time constraints prevent convening or canvassing the Steering Committee. It shall also assist the Treasurer in the preparation of the budget, ensure that the budget is based on complete and accurate information provided by all GODORT units, and conduct budget reviews as requested by the GODORT Chair. No action taken by this committee shall conflict with action taken by the Steering Committee. All action taken will be reported to the Steering Committee.

II. Organization
In accordance with the Bylaws (Article VII), this committee is composed of seven members:
- GODORT Chair
- Assistant Chair/Chair-Elect
- Immediate Past Chair
- Secretary
- Treasurer
- Bylaws and Organization Coordinator
- GODORT Councilor
- Publications Committee Chair

III. Meetings and Communication
- The Committee meets in person and/or virtually on an as-needed basis
- Committee minutes are included with those of the Steering Committee.

Revised 10/2012; 11/2017
Chapter 19: Government Information for Children Committee

I. Purpose
The purpose of the Government Information Committee is:

A. To promote government information in order to engage K-12 students in learning about history, culture, science, and government through games and other interactive activities.
B. To assist teacher / school librarians, public librarians, academic librarians, parents, and the general public with locating teaching aids, lesson plans, and exciting tools to enhance students' learning.
C. To provide all populations with a collection of free government resources – designed for children – to advance their personal and professional needs.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meetings of the Annual Conference.

Membership consists of five members appointed to staggered two-year terms.

A. Chair –
   The Chair of the committee shall be elected or appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members –
   Five members shall be appointed by the GODORT Chair in consultation with the GODORT Steering Committee, 3 during even years and 2 during odd years.

III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair
   1. Is required to have an active ALA Connect account for Steering communication.
   2. Posts activity updates to committee and GODORT membership following the Steering Communication schedule (PPM, Chapter 3).
   3. Prior to Annual Conference or Midwinter Meeting: Posts agenda for committee meeting to the wiki.
   4. At conference: Submits committee’s minutes in format as described in PPM Chapter 1: Conferences (Article III. Section D). to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).
B. Secretary
   While not an official position, it is helpful for the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.
   1. Secretary takes the minutes of the meeting as described in *PPM* Chapter 1: Conference, Article III, Section D.
   2. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Web Manager
   In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

D. Intern
   ALA allows interns to be appointed as one-year, non-voting members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication

   A. According to the GODORT *Bylaws* (Article V, Section 2), this committee will meet as necessary.
   B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities and Projects

   A. Compilation of links to government information resources useful to K-12 students via:
      [http://guides.ucf.edu/gic](http://guides.ucf.edu/gic)
   B. Information about the committee can be found here:
   C. Marketing and promotion for the Annual Constitution Day Poster Design Contest:
   D. Members may also make presentations at the state, regional, and national level about how to promote use of government resources to students, teachers, parents, and/or other interested populations.

5/2013; 1/2018, 7/2018
Chapter 20: Legislation Committee

I. Purpose
The Legislation Committee shall identify issues requiring action; prepare or advise on resolutions for the membership, Steering Committee, task forces and committees; assist the ALA Washington Office on issues affecting federal government legislation; and assist and coordinate legislative action with other ALA bodies.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

This committee is composed of six members appointed to staggered two-year terms, and the GODORT Councilor (ex-officio).

A. Chair –
The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members –
Six members shall be appointed by the GODORT Chair in consultation with the GODORT Steering Committee to staggered 2-year terms (3 in even years; 3 in odd years).

C. The GODORT Councilor serves as an ex-officio member of this committee.

D. External Liaisons –
1. Committee’s Liaison to ALA Committees
   a. ALA Committee on Legislation, Subcommittee on Government Information – to be served by Legislative Committee Chair.
   b. ALA Legislative Assembly (ALA Committee on Legislation) – to be appointed by GODORT Chair from Committee membership (though usually served by the Committee’s Chair.)

2. Liaisons from other Organizations
   The American Association of Law Libraries (AALL) Washington Office Representative may be invited by the Committee Chair to serve as a liaison to the Legislation Committee. The AALL liaison serves as an ex-officio, non-voting member of the committee. (PPM Chapter 4, Article IV, Section B, Heading 3).
III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair
1. Is required to have an active ALA Connect account for Steering communication.
2. Serves as an ex-officio member of the Legislation Assembly Subcommittee of the ALA Committee on Legislation.
3. Serves as an ex-officio member of the Government Information Subcommittee of the ALA Committee on Legislation.
4. Posts activity updates to committee and GODORT membership following the Steering communication schedule (PPM, Chapter 3).
5. Prior to Annual Conference or Midwinter Meeting: Post agenda for committee meeting to ALA Connect.
6. At conference: Submits committee’s summary minutes in format as described in PPM Chapter 1: Conferences (Article II. Section D) to the GODORT Secretary by the deadline specified at Steering I

B. Secretary
While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.
1. Secretary takes the minutes of the meeting as described in PPM Chapter 1: Conferences, Article III, Section D.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Web Manager
In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

D. Intern
ALA allows interns to be appointed as one-year ex-officio members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication
A. According to the GODORT Bylaws (Article V, Section 2), this committee will meet as necessary. Traditionally this committee meets four times during ALA Midwinter Meetings and Annual Conferences, with the second and fourth meetings held jointly with the ALA Committee on Legislation’s Government Information Subcommittee.
B. It is recommended that all committee members use ALA Connect for GODORT business.
V. Activities and Projects

A. Resolutions

1. GODORT Checklist of Resolutions
   The text of all resolutions, in the form that they were passed at the GODORT Membership meeting, are included in the minutes of the GODORT Membership meeting and posted on the wiki.

   The DttP Editor will publish a list of the titles of resolutions annually.

2. Guidelines for Preparation of Resolutions for Presentation to GODORT
   The following guidelines are addressed to individuals and units preparing resolutions to come before GODORT:

   a. Proposed resolutions that instruct officers of GODORT to communicate with another ALA unit or officer, or to communicate with an individual or group outside of ALA, should be submitted to the Legislation Committee for comment. Proposed resolutions should be submitted to the Committee as early as possible, before or during the Midwinter Meeting or Annual Conference. Furthermore, proposed resolutions should meet all criteria listed in items (b) through (l) below at the time they are submitted.

   b. A resolution should be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the membership.

   c. The resolution should show clearly the initiating individual or unit.

   d. The resolution should address only one topic or issue.

   e. The terms used in a resolution should be readily understandable and have specific definition.

   f. The resolution should clearly indicate:
      i. Action to be taken (write a letter, call, etc.)
      ii. Who should take action (GODORT Chair, Chair of Federal Documents Task Force, etc.)
      iii. Who should receive action (GPO---Public Printer, Superintendent of Documents; Congress-Committee-Subcommittee, etc.); who receives copies.

   g. If the resolution calls for a specific action or a course of action in certain circumstances, the resolution should specify the resources needed to carry out the directive.

   h. A copy of the resolution must be submitted to the GODORT Secretary at the time of presentation.

   i. All resolutions must be submitted by a member of GODORT.

   j. The mover of a resolution shall state whether the resolution amends or creates policy and shall identify the policy being changed and/or indicate the portion of the resolution to be cited as policy. If a policy sets forth conflicts with another policy, provision to resolve the conflict shall be made.
k. If the resolution calls for a specific action or program with a timetable, the timetable shall be clear and achievable.
l. If the resolution is addressed to or refers to a specific group or groups, it must name the groups.

3. Procedures for Submitting Items for Action

a. Guidelines for Preparation of Resolutions for Council (ALA Policy 5.3) are found on the ALA Council section of the ALA website: http://www.ala.org/ala/aboutala/governance/council/resolution_guidelines/index.cfm

b. ALA Resolution Form: http://www.ala.org/ala/aboutala/governance/council/resolution_guidelines/resolutionefor m1.pdf

Revised 8/2011, 12/2012, 5/2018
Chapter 21: Membership Committee

I. Purpose
The Membership Committee shall actively promote membership in ALA and the Round Table and shall promote participation of GODORT members in ALA and Round Table activities. The Committee shall also maintain communication with state and local affiliates, assisting and/or advising them regarding projects and activities.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

The Committee is composed of four members appointed to staggered two-year terms, and the Immediate Past Chair.

A. Chair –
The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members –
Two members each year are appointed by the GODORT Chair, with the approval of the Steering Committee.

C. Immediate Past Chair –
The GODORT Immediate Past Chair serves as an ex-officio member.

D. Intern
ALA allows interns to be appointed as one-year non-voting members of a committee. This introduces them to the workings of the committee and Round Table.

E. External Liaisons –
1. Committee’s Liaison to ALA Committees
   - Membership Promotion Task Force (ALA Membership Committee) – appointed by GODORT Chair from Committee’s members.
   - Recruitment Assembly (ALA HRDR Advisory Committee) – appointed by GODORT Chair from Committee’s members.

2. Liaisons from ALA Committees
   - New Members Round Table (NMRT) – non-voting member
III. Committee Officers and Duties

See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee

A. Chair

1. Is required to have an active ALA Connect account for Steering communication.
2. Posts activity updates to committee and GODORT membership following the Steering communication schedule (*PPM*, Chapter 3).
3. Prior to Annual Conference or Midwinter Meeting: Posts agenda for committee meeting to the wiki.
4. At conference: Submits committee’s minutes in format as described in *PPM* Chapter 1: Conferences (Article III. Section D) to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).
5. Prepares membership reports for Annual Conferences and Midwinter Meetings.
6. Participates in ALA Membership committee meeting(s) during Annual Conferences and Midwinter Meetings.
7. Keeps Steering Committee members informed of activities and opportunities for involvement in GODORT membership issues.
8. Responds to requests for information on GODORT membership. Forward other requests to appropriate GODORT officers.
9. Organizes and prepares materials and set up for the ALA Membership Pavilion at the Annual Conference.

F. Secretary

While not an official position, it is helpful for the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.

1. Secretary takes the minutes of the meeting as described in *PPM* Chapter 1: Conference, Article III, Section D.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

G. Web Manager

In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

H. Intern

ALA allows interns to be appointed as one-year ex-officio members of a committee. This introduces them to the workings of the committee and Round Table.
IV. Meetings and Communication

A. According to the GODORT Bylaws (Article V, Section 2), this committee will meet as necessary.
B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities and Projects

A. Exhibits
   1. Exhibit at Midwinter Meeting
      a. Divisions and round tables do not have exhibit space at Midwinter meetings. However, there is a GODORT table in the ALA office area.
      b. Supply GODORT’s ALA Staff Liaison with brochures, ribbons and buttons for the GODORT table prior to the Midwinter Meeting.
   2. Exhibit at Annual Conference
      Exhibit space at the ALA Membership Pavilion is provided free of charge to GODORT at the Annual Conference to provide an opportunity to inform ALA conference attendees about the work of GODORT. We hope to encourage new membership, but also to share information about our experience with government documents.
   3. Pre-conference Arrangements for the Pavilion
      a. Solicit handouts and display items from GODORT Chairs and unit leaders. Materials to be placed on the display unit should be received before the conference to allow for set-up. Arrangements should be made with the Membership Committee to get the materials to the exhibit.

Display items may include, but are not limited to:
   - Publicity about the Roskuszka Silent Auction
   - GODORT Membership brochures
   - Copies of GODORT meeting schedule
   - A sample copy of DttP with subscription and advertising information
   - Flyer and directions for the GODORT Happy Hour or Reception as appropriate
   - The Federal Depository Library Program brochure
   - A way for people interested to request information on joining GODORT
   - Information on awards being presented at the Conference Reception
   - Back copies of DttP to give away
   - Current list of notable documents
   - Membership brochures from state GODORT associations
   - Inexpensive favors; magnets, stickers, buttons, etc.
b. Obtain Exhibitors passes for the GODORT members who will be setting up the space prior to the show opening. Note: Keep the correspondence and take it with you to Conference. You may need it to confirm that we were promised a space in the pavilion.

4. At Conference
   The day of or the day before the exhibits open:
   a. Have your Exhibitors pass with you as you will be challenged as you go into the exhibit.
   b. Check to make sure that our space has the requested supplies. Check the sign. If anything is not in place discuss it with the people doing the set up until everything is as it should be. Make sure that you have copies of all correspondence relating to the booth with you when you go to check on the space prior to the conference. Since no money has changed hands it is possible that the agreement may not be communicated to the people doing setup. You may need the copies of your correspondence to effectively communicate with them and convince them to provide missing materials.
   c. Set up the GODORT display, and any handouts, etc.

5. After Conference
   a. Materials stored by ALA between conferences should be picked up from GODORT’s ALA Staff Liaison by someone from the committee. At the close of the exhibits these materials should be returned to GODORT’s ALA Staff Liaison.
   b. Set-up/take-down exhibit and plan for delivery to the next conference location
   c. Transport and store the display materials at the next conference location

B. Membership Brochure
   1. Examine Membership brochures annually and update them as necessary.
   2. Keep track of the remaining quantity of brochures.
   3. Send a brochure to anyone seeking membership in GODORT.

C. New, Dropped, and Inactive Members
   1. Send a letter of greeting to new members with information on how to get involved. The mailing might include GODORT brochures aimed at encouraging participation. (Membership lists are sent to the Membership Chair on a regular basis.)
   2. Organize GODORT Happy Hour at Midwinter Meeting and Annual Conference. This traditionally takes place on Friday evening after the last GODORT meeting of the day.
   3. Update the GODORT membership and dues statement in DttP and provide GODORT ads.
   4. Organize and maintain the GODORT Buddy program for GODORT members.
5. Provide GODORT information to prospective members at regular GPO events, such as the Depository Library Council meetings.
6. Design a method for getting feedback from new members about their needs.
7. Provide guidelines to GODORT committee and task force chairs on how to acknowledge/welcome new members or first/second-time attendees.
8. Contact members who have left GODORT. Encourage them to reinstate their membership if appropriate and find out why they dropped their membership.

D. GODORT Buddy Program
1. Send out a call for GODORT volunteers & for people who would like to be assigned a buddy approximately 1-2 months prior to the Annual Conference. Advertise on ALA Connect, GovDoc-L, GODORT’s Facebook & Twitter sites and elsewhere as applicable.
2. Match volunteers and participants. Send contact information to both parties preferably at least one week before the conference.
3. Set up meeting time and location for all buddy pairs at the GODORT Happy hour.
4. Provide GODORT volunteers an informational packet to give to their Buddy with items such as:
   - GODORT Conference Schedule
   - GODORT brochure
   - Information about GODORT Committees & Task Forces
   - Local area information if available
   - FDLP items such as: information sheet for new depository librarians, Constitution of the United States, etc.
   - GODORT promotional item(s) if available
   - Any other pertinent information
5. Provide names and contact information of GODORT Buddies to Chair of Nominating & Chair-elect of GODORT for purposes of committee assignments and election nominations

E. GODORT Affiliated Organizations
   Maintain a directory of state and regional GODORT-affiliated organizations on the wiki.
Chapter 22: Nominating Committee

I. Purpose
The Nominating Committee shall use information contained in the GODORT Bylaws and Policies and Procedures Manual as well as information furnished by the Steering Committee to identify offices that must be filled and the requirements for these offices. The committee shall coordinate nominating processes by nominating and recruiting candidates and preparing information for the ALA ballot. The committee shall maintain a full record of the election results in order to have a record of eligibility for vacancies. The committee shall also coordinate the selection of GODORT’s candidates for the Depository Library Council.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

The Nominating Committee is composed of four members appointed to staggered two-year terms and the GODORT Assistant Chair/Chair-Elect.

A. Chair –
The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members –
Two members are appointed each year.

C. Assistant Chair/Chair-Elect –
The GODORT Assistant Chair/Chair-Elect serves as an ex-officio member.

III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair
1. Is required to have an active ALA Connect account for Steering communication.
2. Posts activity updates to committee and GODORT membership following the Steering communication schedule (PPM, Chapter 3).
3. Prior to Annual Conference or Midwinter Meeting: Post agenda for committee meeting to the wiki.
4. At conference: Submits committee’s minutes in format as described in PPM Chapter 1: Conferences (Article III, Section D). to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).
5. Ensure that the events in Section V. E. (Calendar of Activities) within this chapter are completed on time.

B. Secretary
   While not an official position, it is helpful for the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.
   1. Secretary takes the minutes of the meeting as described in *PPM* Chapter 1: Conference, Article III, Section D.
   2. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Web Manager
   In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

IV. Meetings and Communication

   A. According to the GODORT *Bylaws* (Article V, Section 2d), this committee will meet at least once prior to submitting a slate of candidates to ALA for inclusion in the ballot.
   B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities and Projects

   A. GODORT Elected Positions

      1. GODORT Officers
         As per the GODORT *Bylaws*, Article IV, Section 1 the elected officers of the Round Table shall be:
         - Chair
         - Assistant Chair/Chair-Elect
         - Immediate Past-Chair
         - Secretary
         - Treasurer
         - GODORT Councilor
         - Publications Committee Chair
         - Bylaws and Organization Coordinator

      2. Committees
         The following committee chair(s) and/or members are also elected:
         - Publications: Assistant Chair/Chair-Elect elected annually
3. Length of Term for Office
   - GODORT Chair (three-year commitment, including one year as Assistant Chair/Chair-Elect; one year as Chair; and one year as Immediate Past-Chair)
   - GODORT Councilor (three years)
   - Treasurer (two years)
   - Secretary (one year)
   - Bylaws and Organization Coordinator (two years)
   - Publications Committee Chair (three-year commitment, including one year as Chair-Elect, one year as Chair, and one year as Immediate Past Chair)

B. Overview of Elected Officers: GODORT Officers
1. Only personal members may be officers of GODORT. Personal members who wish to run for elective office must complete the appropriate ALA form linked from the GODORT Wiki. Statements are required of candidates running for the following offices:
   - GODORT Councilor (ALA Council)
   - GODORT Assistant Chair/Chair-Elect
   - Secretary
   - Treasurer
   - Bylaws and Organization Coordinator
   - Publications Committee Chair/Chair-Elect

2. The Assistant Chair/Chair-Elect becomes the Chair of GODORT at the beginning of the new business portion of the Steering Committee meeting during the Annual Conference. [Bylaws, Article IV, Section 2] The Assistant Chair/Chair-Elect of the Publication Committee becomes the Committee Chair at the beginning of the new business portion of the Steering Committee during the Annual Conference. All other elected officials may serve a second consecutive term in the same office if reelected but may not run for a third consecutive term.

3. No GODORT member may hold more than one office at a time at the level of standing committee chair or task force coordinator or higher. [Bylaws, Article IV, Section 2]

4. No member of the Executive Committee, except the Immediate Past-Chair, shall be eligible for an additional elective or appointive GODORT office at the level of committee chair or higher, except as specified in the Bylaws. This restriction does not apply to appointments to special committees. [Bylaws, Article IV, Section 2]

5. Vacancies
   Vacancies occurring among the officers may be filled for the remainder of the unexpired term via appointment by the GODORT Chair with the concurrence of the majority of the Steering Committee.
A vacancy among Steering Committee members shall be filled for the remainder of the term via appointment by the Chair with the concurrence of a majority of the Steering Committee.

C. Elected Positions

1. Both incoming and outgoing members of the Nominating Committee should attend the Committee’s regular meeting during the Annual Conference, where records are passed on to the new members, procedures are reviewed and revised (when necessary), and the newcomers outline plans for the following year.

2. The Nominating Committee will present the names of candidates for each office during Steering of the Midwinter Meeting. Prior to approval by the Steering Committee, the names of candidates or prospective candidates are confidential and available only to the Nominating Committee and GODORT Chair.

3. Following the Annual Conference, the Nominating Committee Chair will request that each member of the Nominating and Steering Committees help to identify strong potential candidates for the offices constituting the Executive Committee. A brief statement supporting the candidate(s) should accompany the name(s) proposed by the members of the Steering Committee and Nominating Committee.

4. The Nominating Committee Chair shall also ask all Nominating Committee and Steering Committee members to contact specific affiliated groups and task forces in an effort to identify potential candidates for task force coordinator positions and committees. Efforts should be made to recruit candidates from different regions and different types of libraries, and to find candidates who represent diverse interests.

5. The Nominating Committee shall obtain the attendance sheets for all task force and committee meetings. Copies should be given to the GODORT Chair and Chair-Elect.

6. The Nominating Committee Chair shall contact GODORT’s ALA Staff Liaison in order to obtain a current membership list, which will be used to confirm the membership of each potential candidate. The Nominating Form must include a space for the individual’s ALA membership number and the candidate’s name on the nominating form must be identical to the individual’s name as it appears on his/her ALA membership card.

7. The Nominating Committee Chair shall ensure that the Nominating Form and its accompanying advertisement, as well as the DLC Nominating Form and its accompanying advertisement, are available and linked from the wiki.

8. The Nominating Committee Chair shall provide the DttP editor with text for information about elected positions and the DLC nominations for the Fall issue of DttP. An advertisement for the GODORT positions should be posted to ALA Connect and one for the DLC nominations to GOVDOC-L.
9. At the Midwinter Meeting, the Nominating Committee shall hold two meetings to consider recommendations regarding potential candidates for GODORT offices. The first meeting will be held early in the conference and the second at the end of the conference but prior to the Steering Committee meeting. Between the two meetings, a list of candidates for all elective offices in priority order should be finalized. Each candidate's willingness to run must be confirmed. The Nominating Committee Chair will present the slate during the membership meeting.

10. Following the Midwinter Meeting, the Nominating Committee Chair will send each candidate a formal confirmation of his/her candidacy.

11. The Nominating Committee Chair shall prepare a final slate as required by ALA and submit it to both ALA Headquarters/GODORT’s ALA Staff Liaison and the GODORT Chair concurrently and in advance of the established deadline.

12. Following the election, GODORT’s ALA Staff Liaison will contact the Nominating Committee Chair with the election results. Upon receipt of the results, the Nominating Committee Chair shall relay them to the GODORT Chair, the Nominating Committee, and the Steering Committee.

13. The Nominating Committee Chair shall inform each candidate of the election results prior to the Annual Conference.

14. After all candidates have been notified, the Chair of the Nominating Committee shall post the results to ALA Connect and the wiki.

15. The only Nominating Committee records that must be retained are the suggested lists of candidates, procedures, and sample forms. No other records or correspondence need to be forwarded to the incoming committee.

D. Depository Library Council (DLC)

1. Via the Fall issue of *DttP*, the Chair of the Nominating Committee will solicit nominations for DLC members. Up to five individuals may be nominated for consideration by the ALA Executive Board, which will then forward the names of the candidates it approves to the Public Printer. The nominating form must be available via the GODORT wiki and an announcement, including the URL, should be posted on ALA Connect, GOVDOC-L and other appropriate forums.

2. Candidates may either nominate themselves or be nominated by other ALA members.

3. Only applications received by December 1 may be considered.

4. All applications must be submitted on the DLC Nominating Form, available from the wiki.
5. Prior to approval by the Steering Committee, the names of candidates or prospective candidates are confidential and available only to the Nominating Committee and the GODORT Chair.

6. The Chair of the Nominating Committee will forward all nominations to the GODORT Chair, who will distribute them to the Steering Committee. The Steering Committee will select up to five candidates by majority vote prior to the ALA Midwinter Meeting. The names of the GODORT nominees will be announced to the Steering Committee and GODORT Membership via ALA Connect. Any Steering Committee members whose candidacy is being considered must recuse themselves from the selection process.

7. The Chair of the Nominating Committee will prepare a letter on behalf of the GODORT Chair forwarding the names and resumes of the selected nominees to the ALA Executive Board for their consideration and/or submission to the Public Printer.

8. The Nominating Committee Chair will promptly: a) Tell each candidate whether GODORT forwarded his/her name to the ALA Executive Board; b) Tell each candidate whether the ALA Executive Board forwarded his/her name to the Public Printer; and c) Let each candidate know whether s/he was selected by the Public Printer to serve on the DLC.

E. Calendar of Activities
All instructions in this calendar of activities are directed toward the Nominating Committee unless otherwise indicated.

When to send information to DttP and the GODORT Web Administrator:

_DttP_ Fall issue (deadline June or July)
_Outgoing Chair:_ Send the editor of _DttP_ the list of GODORT winners in the ALA Election.
_Nominating Committee:_ Send Call for nominees; Call for DLC nominees, and the “Plea to Get Involved”.

_DttP_ Winter issue (deadline: mid-September or October)
Send _DttP_ a note encouraging participation in GODORT.

_DttP_ Spring issue (deadline: mid-January)
Send _DttP_ the slate of officers and the list of Depository Library Council nominees forwarded to ALA.

_DttP_ Summer issue (deadline: April)
Send _DttP_ the list of DLC members appointed by GPO.

_Calendar of Other Activities:_
July (after the Annual Conference)
Immediate Past Committee Chair:

- Make sure the ALA Election form for GODORT elected offices is up to date and reflects all offices up for election in the following year. (As of 12/2012, the form is located at: https://www.alavote.org/Nomination/Login/Login.aspx?e=120.)
- Forwards files to the incoming Chair.

Nominating Committee:

- With the help of GODORT Web Manager revise the nomination form for ALA’s Depository Library Council endorsement (located on the ALA GODORT webpage) to reflect new contact information.
- With the help of the GODORT Web Manager revise the volunteer form for members interested in appointment as committee members or liaisons.
- Send the Committee’s report/minutes to DttP and the GODORT Web Administrator. This includes a list of successful candidates. Begin the call for DLC nominees and candidates for GODORT offices.
- Depending on the DttP schedule, it may be time to also send to DttP and the GODORT Web Administrator the call and forms for DLC nominees and Election nominations. The deadline for the Fall issue is typically in June or July.
- Look for the current year’s ALA election schedule to ensure the committee stays on schedule (As of 12/2012, the schedule is linked from: http://www.ala.org/aboutala/governance/alaelection )

August

- In order to make current election materials available online before candidates are sought, the Nominating Committee Chair should initiate contact with GODORT's ALA Staff Liaison in order to ensure that current balloting/election materials are correct.
- Begin to solicit DLC nominations.

September to December

- Through publicity and direct personal communication, persuade members to submit their names to be nominated for the DLC and to run for GODORT offices. Finalize the lists of candidates for these positions.

September

- Send messages advertising the GODORT Depository Library Council nominating procedure to ALA for publication on the Web.
- Send messages advertising the GODORT DLC nominating procedure to various email lists.
- Be sure all attendance sheets for GODORT meetings have been received from each committee, task force, or other group. Contact the GODORT Secretary to obtain any that may have been forwarded to him/her. Use these sheets to identify and contact individuals who are interested in serving. When you have completed this task, forward these sheets to the GODORT Chair and Assistant Chair/Chair-Elect.
October
- Post an announcement at the October Depository Library Council meeting containing information about GODORT nominations to DLC and elected positions and the URL for the application forms.
- Intensify your efforts to recruit DLC candidates and candidates for various GODORT positions.

November
- Continue to recruit candidates for GODORT Offices.
- Begin to finalize the DLC nominations (for the December 1 nominations deadline).
- Be certain all DLC nominees' materials have been received and are complete and in good order by December 1.

December
- In early December, forward the DLC candidates’ applications and resumes to the GODORT Chair. The Chair will forward these materials to the Steering Committee, which will then vote for DLC nominees. If a Steering Committee member is a DLC nominee, s/he cannot vote.
- The Steering Committee’s vote on DLC nominees is announced to Steering Committee members by the GODORT Chair. The GODORT Chair will then forward DLC nominee’s application forms and resumes electronically to the ALA Executive Board with a copy to GODORT’s ALA Staff Liaison.
- Update the slate of nominees.

January (Before the Midwinter Meeting)
- Prepare the projected slate of officers for the Midwinter Meeting.
- Check the ALA Calendar and/or contact GODORT’s ALA Staff Liaison to request the balloting schedule. The date by which ALA Headquarters must have GODORT’s final ballot is commonly in the first week of February.

January (At the Midwinter Meeting)
- At the first Steering Committee meeting, inform the Committee of any further need for candidates and solicit nominations if necessary.
- At the Nominating Committee meeting and throughout the Midwinter Meeting, recruit additional candidates (if necessary) and finalize the ballot, which will then be approved at the Steering Committee meeting.
- Visit task force and committee meetings in order to solicit officer candidates if necessary.
- At the Steering Committee meeting, submit the draft ballot of officer candidates to the Committee for its approval.

January/February (After the Midwinter Meeting)
- Ensure all candidates are aware of the deadline by which they must fill out the ALA election form.
Nominating Committee

- Acquire a current copy of the GODORT membership list from the GODORT Membership Committee or GODORT’s ALA Staff Liaison.
- E-mail a list of the candidates’ names and ALA membership numbers to GODORT’s ALA Staff Liaison and the GODORT Chair
- Review the draft ballot from GODORT’s ALA Staff Liaison and return it by the due date to for transmission to ALA Headquarters.

March
- The ALA election begins.

May
- Receive the election results.
- Notify each candidate of his/her success/lack of success in the election. Include the special Welcome notice to new Nominating Committee members.
- Submit the list of winners to the GODORT Community on ALA Connect, appropriate email lists, DttP, and the GODORT Web Administrator.

June/July (before the Annual Conference)
- Make a list of offices that need to be filled.
- Send a draft agenda to current and future Nominating Committee members and ask them to suggest additional items.
- Prepare the announcement containing the URL for the Nominating Committee’s online nomination and volunteer forms.

June/July (at Annual Conference)

  Outgoing Chair:
- At the first Steering Committee meeting and the GODORT Membership meeting, distribute a written report of the election results.

  Nominating Committee:
- Distribute forms to Nominating Committee members for revision.
- Verify the vacancies to be filled in the next election. (Remember that the Treasurer is elected in odd-numbered years, and the GODORT Councilor is elected for a three-year term. The term for all other offices is one year.)
- The Nominating Committee Chair shall make each Committee member responsible for identifying DLC nominees and also potential officers/members of particular committees.
- At task force and committee meetings, announce the beginning of the nominations process in the fall.
- At the Steering Committee meeting, the Nominating Committee Chair shall encourage other Steering Committee members to start thinking about nominations for next year.
VI. Sample Correspondence (see Appendix I: Nominating Committee Letter Templates)

VII. Nominating Committee Forms

The following forms and information are linked from the Committee's wiki page:

http://wikis.ala.org/godort/index.php/Nominating

and maintained on the ALA GODORT website:

http://www.ala.org/godort/godortcommittees/godortnominating/

- Depository Library Council Nomination Form
- GODORT Elected Office
- GODORT Volunteer Form (for appointed positions and liaisons)

Chapter 23: Program Committee

I. Purpose
The Program Committee proposes, plans, and implements GODORT programs.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the second Steering Committee meeting of the Annual Conference.

The committee is composed of four members appointed to staggered two-year terms, and the Assistant Chair/Chair-Elect.

A. Chair –
The Assistant Chair/Chair-Elect serves as the Chair of the committee.

B. Members –
One member shall be appointed by the GODORT Chair, in consultation with the GODORT Steering Committee, during odd years.

C. Internal Liaisons –
The Federal Documents Task Force Coordinator shall appoint one liaison during odd years and the International Documents Task Force Coordinator and State and Local Documents Task Force Coordinator shall each appoint one liaison during even years. These liaisons shall be members of their task force steering committee and voting members of the Program Committee, and shall attend both meetings and pass information back and forth between the two groups.

III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair
i. Required to have an active ALA Connect account for Steering communication.
ii. Post activity updates to committee and GODORT membership following the Steering communication schedule (PPM, Chapter 3).
iii. Prior to Annual Conference or Midwinter Meeting: Post agenda for committee meeting to the wiki.
iv. At conference: Submit committee’s summary minutes to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to the Membership Meeting (50 for Midwinter, 100 for Annual Conference).
B. Secretary
While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.

i. Secretary takes the minutes of the meeting as described in PPM Chapter 1: Conferences, Section II D.

ii. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Web Manager
In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

D. Intern
ALA allows interns to be appointed as one-year ex-officio members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication
A. According to the GODORT Bylaws (Article V, Section 2e), this committee will meet as necessary.

B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities/Projects
A. Annual Conference Program

i. The Committee plans, publicizes, and implements the annual program(s) and preconference(s), if any, held at the Annual Conference. This involves identifying topics for future programs and identifying speakers and setting up current programs.

ii. The Program Committee may also work with a Task Force for one additional program, not the main program, sponsored by a Task Force (subject to the approval of the Steering Committee).

iii. The Program Committee is not responsible for other programmatic events at conferences. Note that individual committees may hold discussions during their meetings at conferences that may be in all appearances a program. These are organized by the sponsoring committee and held during the committee’s meeting time.

iv. Guidelines for program selection, publicity, sponsorship, etc., are available in Chapter 5, Chair-Elect.

B. Programs Outside of the Annual Conference
Although not a requirement of the Committee or the Chair Elect position, the Committee may plan and/or participate in programs held outside of the Annual Conference, including online learning programs. The Committee should conduct a careful analysis of
the event and submit the proposed event for the approval of the Steering Committee before proceeding.

Chapter 24: Publications Committee

I. Purpose
The Publications Committee shall have responsibility for:

- Coordinating the dissemination of information in DttP or other publications or through correspondence to member affiliates;
- Publishing from time to time appropriate bibliographic or other special publications by and for the benefit of document librarians and others;
- Compiling information on publication options and procedures, reviewing to approve proposals or submitted texts of items to be published, distributed, or endorsed by GODORT and making recommendations on publishing to the GODORT Steering Committee;
- Maintaining a Notable Documents Panel responsible for the compilation and publication of an annual list of significant government documents;
- Recommending and submitting for endorsement to the GODORT Steering Committee the Notable Documents Panel Chair, and members of the Occasional Papers Series’ Editorial Board.
- Functioning as publisher of DttP; recommending and submitting for endorsement to the GODORT Steering Committee the DttP editor, and endorsing the members of the DttP Editorial Board upon the recommendation of the DttP editor.
- Functioning as publisher of GODORT Occasional Papers Series; with Past Chair, Assistant Chair/Chair-Elect and two other GODORT members constituting an editorial board.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the second Steering Committee meeting of the annual conference.

The Publications Committee is composed of nine members:

A. Chair
   The Chair of the Committee is elected by the GODORT membership to serve a three-year term: One year as Assistant Chair/Chair-Elect, followed by one year as Chair, then one year as Immediate Past Chair.

B. Assistant Chair/Chair-Elect
   The Assistant Chair of the Committee is elected annually by the GODORT membership to serve a three-year term, rotating through the positions of Assistant Chair/Chair-Elect, then Chair, then Immediate Past Chair.

C. Immediate Past Chair
   The Immediate Past Chair is the third year of a three-year elected term.
Publications Committee

D. GODORT Treasurer

E. Editor of *DttP* (non-voting)

F. Website Administrator (non-voting)

G. Chair of the Notable Documents Panel

H. Two at-large members, appointed to staggered two-year terms.

III. Committee Officers and Duties

See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair
   1. Is required to have an active ALA Connect account for Steering communication.
   2. Posts activity updates to committee and GODORT membership following the steering communication schedule (*PPM*, Chapter 3).
   3. Prior to Annual Conference or Midwinter Meeting: Post agenda for committee meeting to the wiki.
   4. At conference: Submits committee’s minutes in format as described in *PPM* Chapter 1: Conferences (Article III. Section D) to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).

B. Secretary
   While not an official position, it is helpful to the Committee Chair to ask for a committee member, usually the Assistant Chair, to serve as secretary for either a single meeting or the term of their appointment to the committee.
   1. Secretary takes the minutes of the meeting as described in *PPM* Chapter 1: Conferences, Article III, Section D.
   2. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Immediate Past Chair
   This position will primarily be responsible for coordinating and managing the workflow of the GODORT *Occasional Papers Series*.

D. Web Manager
   The GODORT Web Administrator is the Web Manager for this committee.
E. Interns
   ALA allows interns to be appointed as one-year, non-voting members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication

A. According to the GODORT Bylaws (Article V, Section 2), this committee will meet as necessary.
B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities and Projects

A. *DttP: Documents to the People*
   *DttP*, issued since 1972, is GODORT's quarterly journal. The purpose of *DttP* is to disseminate information of interest to librarians who provide and promote access to government information and who manage government documents collections. It examines recent developments in document librarianship, including news and reports on international, federal, state, and local government publications. The scope of the journal includes government information in all formats as well as issues related to providing reference services and developing collections for libraries of all sizes and types.

1. Management
   The editor is appointed for 3 years and is given an annual stipend of $750. Future editors are free to create their own models; below is the model that the journal has followed since 2003, issue 3.

   **Model:** Team Management. This model is comprised of a lead editor, advertising editor, reviews editor, contributions editor(s), and general editor(s), who make up the Editorial Board.

   The lead editor establishes and manages deadlines, corresponds with authors and potential authors, collects copyright forms, and works with all members of the editorial team on *DttP* content and publication management. The lead editor also manages the business relationship with ALA (subscriptions and distribution, tracking payment of advertising and subscriptions through ALA, publication layout, publication schedule etc.) and the GODORT Treasurer to ensure proper routing of payments. The lead editor is on the GODORT Publications Committee as a non-voting member.
The advertising editor manages all aspects of advertising for DttP including soliciting advertisements, proposing advertising rates, relaying camera-ready copy to the publisher, preparing invoices and processing payments.

The reviews editor receives and solicits material for review in DttP. The reviews editor also works with reviewers and relays reviews to the lead editor for publication.

The contributions editor develops ideas for publication and may also receive and forward unsolicited materials to the lead editor for review.

The general editors review and edit materials received for publication. They work with authors and columnists to ensure that materials are publishable and meet the journal style sheet standard.

2. Other practices and policies:
   a. The costs of publishing DttP will be defrayed by a mix of advertising revenue, subscription revenue, and membership dues.

   b. Each calendar year will begin a new DttP volume number.

   c. DttP retains first consideration rights to publish papers presented at GODORT programs and to publications generated by the committees and task forces, including white papers and reports.

B. Publications submitted to be published, distributed, or endorsed by GODORT

1. Responsibilities
   The Publications Committee approves any bibliographic or other special publications produced by the Task Forces, Committees, or other GODORT units or individual GODORT members for the benefit of government information librarians and others or who wish to publish such materials through ALA or GODORT, or under the name of ALA/GODORT, or any unit within GODORT. GODORT Committees and Task Forces may publish/distribute their work as follows:

   • By GODORT as a stand-alone publication under the name ALA/GODORT or any unit within GODORT. For example, "GODORT Recollections 20 Years" (prepared for the GODORT 20th Anniversary Celebration June 27, 1992). Such publications will frequently require funding for distribution and reproduction or for other expenses that must be approved by Publications Committee and by the Steering Committee.

   • Under the auspices of ALA/GODORT or any unit within GODORT. For example, a questionnaire or survey. To avoid redundancy and resolve questions regarding content, distribution method, and expense, any questionnaire should be submitted for review by the Publications Committee and by GODORT's ALA Staff Liaison prior to distribution.
• In *DttP*: GODORT Committees and Task Forces are encouraged to submit their products to *DttP*, which are subject to guidelines established by the *DttP* Editor and editorial board. The *DttP* Editor has first consideration rights to publish papers presented at GODORT programs and publications generated by the Committees and Task Forces.

• **ALA Editions** will consider a manuscript for publication, but also offers editorial opinions and services that can aid in the development of manuscripts.

• **By other library publishers** when ALA/GODORT or any unit of GODORT is listed as the corporate author, co-publisher, or sponsor. For example the *Directory of Government Document Collections and Librarians* (8th edition). Typically these arrangements assign some percentage of royalties to ALA/GODORT (in exchange for the use of the ALA/GODORT name as corporate author, co-publisher or sponsor). The publisher contract is typically between the GODORT author and the publisher.

2. **Royalty advances**
GODORT authors may receive an advance against royalties as specified in the publisher’s contract with the approval of the GODORT Steering Committee. The author shall send the Treasurer acknowledgement of the receipt and amount of a publisher's advance against royalties at the time of payment. The author will send an itemized accounting of expenses by August 15 and a refund of any unexpended funds when the author's role in the project is completed. This refund of unexpended funds is sent to the Treasurer who will send to GODORT's ALA Staff Liaison for deposit in GODORT account. The Treasurer will send the author an acknowledgement of receipt of such funds.

3. **General Policies**
There are many ramifications to these guidelines and to the policies of ALA. The Publications Committee is prepared to serve as an information resource and as an intermediary in negotiations with ALA Editions and any other publisher. The Publications Committee should be consulted before any negotiations with a publisher begin. The process of getting something into print requires a good deal of negotiation, a lot of patience, and a large amount of time.

The Publications Committee can assist GODORT units with advice and recommendations for planning a publication and in selecting an appropriate publisher. General guidelines apply for selecting a publisher/distributor:

a. GODORT units are encouraged to submit their materials to *DttP* for first consideration and are subject to the guidelines established by the *DttP* editor and editorial board.

b. Proposed publications that may generate revenue for GODORT should be submitted first to ALA Editions for consideration. Once ALA Editions has
Publications Committee

exercised its "right first option," regardless of whether or not it chooses to accept the matter for publication, the Publications Committee, with suggestions from the appropriate GODORT unit and the Steering Committee, may investigate other avenues of publication. It is the responsibility of the individual authors to be sure that the ALA Publications Office makes their decision with deliberate speed.

c. An offer to publish from ALA does not have to be accepted. After ALA Editions makes its decision, and extends a contract offer, or not, individual authors and editors in GODORT, or units of GODORT, may choose to offer their work to a commercial publisher and still have their work published under the name of ALA/GODORT, as long as they have the approval of the GODORT Publications Committee.

Authors or units within GODORT must submit a written proposal and receive approval from the Publications Committee for a publication.

4. Guidelines for GODORT Authors and Units
Any publication which is published by a task force, committee or other GODORT unit to be published through ALA, GODORT, or under the name ALA/GODORT or which may require funds for publication/distribution must be submitted for approval by the Publications Committee and the GODORT Steering Committee. The Publications Committee carries any funding requests to the Steering Committee once it has given its approval to a project. This requires additional time and should be considered in the publications timetable for publication.

The process for a publication typically includes several stages: project proposal; review and recommendations by the Publication Committee; and production (if being produced by ALA/GODORT).

The process for submitting a publication is:

a. Project Proposal Submitted to Publications Committee
Authors should supply to the GODORT Publications Committee Chair, at least three (3) months in advance of the intended publication or distribution date, a project memorandum and any accompanying materials such as the proposed text (if appropriate), texts(s) of cover letters, transmittal documents, etc.

The project memorandum must address the following questions:
- i. Where is the text to be published? (may be included for review by Publications Committee)
- ii. How will it be distributed?
- iii. Who is the intended audience?
- iv. Is the submitted text the entire publication, or is it part of a larger document? Please explain fully.
- v. Is the submitted text a draft, a camera-ready copy, or in some other form?
- vi. Is there a deadline by which Publication Committee approval is needed?
vii. Will you be requesting funding for your project? What will be the cost? Are there alternatives available for publishing? What number of copies is expected? What is the projected distribution, and revenues?

viii. Description of final product including size, paper stock, quality and color of paper, ink color, graphics, type fonts, method of production, (i.e., printing, photocopy), etc. Please attach a sample copy of the publication in an exact mock-up, if possible.

ix. Names, addresses, fax and telephone numbers and email addresses of editors or other persons responsible for final decisions.

b. Publications Committee Review Report

Upon receipt of this information, the Chair of the Publications Committee will forward the material to the voting members of the Publications Committee for review. Committee members will study all material submitted for publication under the auspices of ALA/GODORT (except those submitted directly to DttP) and generate a review report that will include, but not be limited to, purpose, format, contents, style of presentation and graphics. The goal is to assure a consistent level of quality in publications issued by ALA/GODORT by using a single group to consider all proposed publications.

The Committee Chair may request further information or clarification on any subject pertinent to the proposed publication and will communicate this information to Committee members.

The Chair compiles and evaluates all responses and develops the Committee's final recommendation and communicates that decision to those responsible for the proposed publication.

Note: Approval by the Publications Committee is necessary for all publications which carry the following organizational names: ALA, American Library Association, GODORT, Government Documents Round Table, or any of the task forces, committees, or subcommittees of GODORT. Publication is not precluded if the Committee does not approve; however, none of the above names may appear on the publication without that approval.

PLEASE ALLOW ADEQUATE TIME IN PLANNING FOR A PUBLICATION. In most cases, the proposal approval and recommendation stage can be lengthy and take longer than anticipated. The length of the publication, its complexity, and its scope can affect how much time the publication process can take.

C. Information available in publishing through ALA:

How to Publish with ALA Editions, see:
http://www.alaeditions.org/guidelines-authors
D. **Notable Documents**

1. **Panel and List**
   
The Notable Documents Panel consists of the chair of the Panel, a federal selector and two judges, an international selector and two judges, and a state & local selector and two judges.

   The Notable Documents List highlights up to sixty (60) notable documents across international, federal, state and local governments. Nominations are accepted from the community and then selected, judged and compiled annually. The final list is published in a *Library Journal* issue prior to the ALA annual conference.

2. **Purpose**
   
   a. To recognize excellence in government publishing, identify resources of distinction, and commend individual works of superlative nature.
   
   b. To advertise the extensive range of material available in government information resources, illuminate the role of documents in society, and encourage their use by people of all ages.
   
   c. To involve all sectors of the library community in the search for meritorious publications.
   
   d. To encourage non-depository libraries to acquire government information.
   
   e. To promote awareness of the Federal depository system, stimulate development of state and local depository systems, and foster awareness of foreign, international, state and local documents available in American libraries.

3. **Implementing the Program**

   a. A list of up to sixty (60) notable documents will be compiled annually and released prior to the Annual ALA Conference GODORT membership meeting.
   
   b. The list will be publicized through appropriate media by national, state, and local library groups.
   
   c. Responsibility for the program rests with the GODORT Publications Committee, through the chair of the Notable Documents Panel, who will seek and coordinate participation from the Federal, International, and State and Local Documents Task Forces, and Liaison to GODORT Affiliates, particularly in the nomination AND publicity processes.
   
   d. The Notable Documents Panel will consist of 10 members: chair, federal selector and two judges, international selector and two judges, and state & local selector and two judges. Panel members will serve on a rotating basis for three years with an option for one term renewal in the same position. The chair is appointed by the Publications Committee with the endorsement of the GODORT Steering Committee and the Panel members are appointed by the chair in consultation with the Publications Committee.

4. **Kinds of Documents to be Considered (Characteristics of the list)**

   Note: Although the term "document" is used throughout the policies and procedures in this section, it does not refer solely to printed materials. (See point d below.)
a. Documents prepared by or for official international agencies, individual national government, and subsidiary state, provincial or local government and released for public use are eligible for consideration.

b. Documents must have been made available through a depository library program, distributed by the issuing agency, or sold by official publications outlets. They need not be in-print currently, so long as they are available in depository collections or through interlibrary loan.

c. The list may be presented in one alphabetical title sequence or in title sequence within each of the following three groups, and the total number of titles will be divided evenly between the categories: U.S. Federal Documents - 20; International - 20; State & Local - 20. Distribution of titles will be flexible. If, for example, in a given year, only 19 U.S. documents were selected, one more document could be added among the other categories. As current publisher, *Library Journal* may request fewer items.

d. Documents may be in any language or format.

e. While technical report literature as such is not to be excluded from consideration, it is expected that much highly technical information prepared for scholars and experts may not be appropriate for this type of list. Generally, the deciding factor should be that found in Section vi b 7 [Criteria] (below).

f. Documents published during the present or preceding year will be eligible for nomination.

5. Submitting Entries

a. Anyone may nominate titles for consideration.

b. Recommendations may be made via the online nomination form: [http://www.library.unt.edu/forms/godort-notable-document-nomination-form](http://www.library.unt.edu/forms/godort-notable-document-nomination-form)
or sent directly to the chair or to any of the three selectors.

c. Copies of international or U.S. Federal documents that are readily accessible should not be forwarded with the nomination. Copies of state, provincial or local materials that are not as accessible as the above should be forwarded to the State & Local selector whenever possible, to facilitate the Panel's work.

d. Nominations should be accompanied by a brief justifying statement (75 word maximum). Whenever possible, nominators should include the following information:
   - Issuing agencies
   - Complete titles
   - Individual authors
   - Dates of publication
   - Series or report numbers
   - Classification numbers
   - Depository/Non-depository status

e. The selectors will check the accuracy of bibliographic information for all entries.
6. Judging Documents
   a. Selectors are to submit nominations for no more than 40 documents within each provenance group to the judges. The judges then evaluate the nominations using the criteria below.
   
   b. Criteria. Nominations will be judged on a point basis according to the following nine (9) criteria:
      • Extent of lasting value
      • Extent of reference and bibliographic value
      • Extent to which the document contributes to the expansion of knowledge, gives evidence of innovation in presentation, or demonstrates a creative approach in its treatment
      • Extent to which the document contributes to an understanding of government processes, functions or purview; provides significant government information; or reflects the mission of the publishing agency
      • Extent to which the document contributes to enhancing the quality of life or provides information that helps the reader make informed decisions on important issues
      • Extent to which a document appeals to a broad audience
      • Extent to which the document is written in a lucid style comprehensible to non-specialists
      • Extent to which the title reflects actual contents and achieves its intended purpose by following through on its thesis and doing what it says it will do
      • Consideration is given to the physical appearance including such features as typography, design, paper, quality of illustrations, maps, table charts, graphs, printing, binding, use of color, ease of use of volume; and the extent to which document is generally pleasant to browse through. Additionally, with electronic documents, consideration is given to features such as the ability to browse a document, overall usability, search interface and capabilities, and the frequency of updating.
   
   c. Point System. Points will be awarded in each category as follows:
      • Unsatisfactory: 0
      • Poor: 1-2
      • Average: 3-7
      • Excellent: 8-10
   
   d. Evaluation Chart. Judges will use the ratings chart in Appendix F: “Notable Documents Rating Chart” when evaluating documents. The appropriate number of documents scoring the highest ratings will be determined within each provenance group, but there will be no rankings disclosed in the final list.
   
   f. Final selection. In case of questions, ties or possible need to adjust the number of documents to be included in each category, the chair will consult with the Panel members and seek their input.

7. Notable Documents Panel Procedures
   a. Overview
i. The Notable Documents Panel consists of the chair of the Panel, a federal selector and two judges, an international selector and two judges, and a state & local selector and two judges.

ii. The chair is responsible for the overall coordination of the list. This includes the initial call for participation, coordination with other GODORT groups, forwarding nominations to the selectors, compiling and editing the list, working with *Library Journal*, writing the annual article with input from the Panel, publicity for the list, and sending letters of acknowledgement to the agencies publishing the documents included in the list. In consultation with the Publications Committee, the chair appoints the Panel members. The chair is also responsible for compiling and maintaining a current directory of Panel members, revising the online nomination form, and updating the historical bibliography of Notable Documents lists available via the GODORT wiki.

iii. The selectors are responsible for identifying and receiving nominations, narrowing nominations to 40, compiling complete bibliographic citations in accordance with *Library Journal’s* prescribed style sheet, writing annotations, sending 40 nominations to judges, tallying evaluated documents and ranking scores in a spreadsheet, compiling the final list and the list of agencies and distributors, and sending it to the chair.

iv. The judges are responsible for locating nominated documents within their collections (most state & local documents will be sent to judges), evaluating documents using criteria and evaluation charts, and sending evaluation charts to the selectors. Judges are strongly encouraged to nominate documents. Judges should forward their nominations to the appropriate selector who should consolidate them into one list. In the case of materials accompanied by review copies, the first judge to receive the materials has the responsibility to send them to the second judge, (but does not send evaluation charts to the other judge).

b. Procedures

i. Each selector compiles a preliminary set of approximately 40 notable documents. All documents received as nominations from outside sources should be included in this first list, even if that makes the number of documents exceed 40. Complete bibliographic citation with agency and price information should be included.

ii. Selectors send a list of nominated titles and the appropriate nomination forms (if any) to the judges. If copies of the documents are being sent to the judges (as in the case of state & local documents), the nomination form should be attached to the document. In general, copies of federal and international documents will be assumed to be available in the judges’ libraries.

iii. Judges rate the documents according to the criteria outlined above. Judges return the total scores for each nominated item to the selector.

iv. The selectors total the points assigned to each document by the judges. The selector chooses and annotates those documents with the highest total points. Point ties, or questions regarding the eligibility of a document are left to the discretion of the selector (in consultation with the chair of the Panel). The list of up to 20 notable documents with annotations is compiled and sent to the
chair. The selector should also send scanned covers of graphically appealing documents to the chair.
v. The chair edits the list, writes the article with input from the Panel, sends the list and graphically-appealing scanned covers to the editors at Library Journal. Following the publication of the list, the chair sends letters of acknowledgement to agencies publishing the documents on the list.
c. Suggested Timetable:
   August 1 – First call for nominations posted to GOVDOC-L listserv by chair and to state and other lists and social media by all Panel members.
   September through December – Subsequent calls sent out.
   January 1 - Nomination Deadline
   By January 10 – Chair sends nominations to selectors.
   By February 1 - Selectors send list of nominations to judges. State & local judges should each receive 1/2 of the documents, exchanging sets of documents when they are finished judging.
   By March 1 - Judges send completed evaluation forms, nomination forms, and copies of documents back to the selectors.
   By March 15 - Selectors send ranked spreadsheets, completed lists, annotations, and scans of graphically-appealing covers to the chair.
   By March 31 - Chair sends edited list, accompanying article, and cover scans to Library Journal.

   This is a suggested timetable. Working among themselves, the selector and judges for each area should determine the exact timetable they wish to follow, so long as the selector is able to send the list to the chair by March 15.

E. GODORT Occasional Papers
1. Purpose
   The GODORT Occasional Papers Series serves as a place to publish substantial scholarly or analytic articles which cannot be included in DttP due to schedule or space considerations, as well as other materials such as annotated bibliographies, papers, reports, and preliminary research. Materials to be considered for inclusion in this series must pertain to some aspect of government information (local, state, federal, or international). All accepted submissions are published under a Creative Commons “Attribution Non-Commercial Share Alike” license.

2. Editorial Board
   The editorial board consists of four members serving overlapping two-year terms: Past Chair and Assistant Chair/Chair-Elect of the Publications Committee serve by virtue of their office. The other two board members are chosen by the Publications Committee. The editorial board will periodically call for submissions through listservs, announcements in DttP, and other mechanisms.

3. Submission Guidelines
The *Occasional Papers Series* follows ALA’s *Guidelines for Authors*. Submission guidelines, procedures, editor contracts and published papers are posted on the *Occasional Papers Series* wiki page at:


Chapter 25: Rare and Endangered Government Publications (REGP) Committee

I. Purpose
The Rare and Endangered Government Publications (REGP) committee seeks to:
• identify rare, unique and/or endangered government publications, in all formats and from all levels of government;
• evaluate materials for preservation and conservation; and
• plan programs and workshops on the preservation of these materials.

II. Organization
In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meetings of the Annual Conference.

The REGP Committee is composed of six members appointed to staggered two-year terms and two possible external liaisons.

A. Chair:
The Committee Chair shall be appointed by the GODORT Chair from among the committee members, with the approval of the Steering Committee.

B. Members:
Six members shall be appointed by the GODORT Chair in consultation with the Steering Committee, three during even years and three during odd years.

C. External Liaisons:
One liaison from each of the following organizations may be invited to participate as a voting member:
• Map and Geospatial Information Round Table (MAGIRT)
• Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL)

III. Committee Officers and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair
1. Required to have an active ALA Connect account for Steering communication.
2. Post activity updates to committee and GODORT membership following the Steering communication schedule (PPM, Chapter 3).
3. Prior to Annual Conference or Midwinter Meeting: Post agenda for committee meeting to the wiki.
4. At conference: Submits committee’s minutes in format as described in *PPM* Chapter 1: Conferences (Article III, Section D). to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).

B. Secretary
   While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.
   1. Secretary takes the minutes of the meeting as described in PPM Chapter 1; Conferences, Article III, Section D.
   2. Secretary submits the draft minutes to the committee Chair at the end of the committee’s meeting.

C. Web Manager
   In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee’s Web Manager in an ex-officio, non-voting role.

D. Interns
   ALA allows interns to be appointed as one-year, non-voting members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication
   A. According to the GODORT Bylaws (Article V, Section 2d), this committee will meet as necessary.
   B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities and Projects
   A. REGP wiki page, which contains information and resources on the identification and preservation of government documents in all formats.
   B. Tours. Occasional tours of libraries or other sites of professional interest to government information specialists in connection with Midwinter Meetings and Annual Conferences.
   C. Coordination. Cooperate with other interested groups within GODORT and ALA on matters or projects of common concern that fall into the purview of this Committee.

Chapter 26: Discussion Groups

I. Purpose
A Discussion Group is an informal group that allows for the discussion of topics of common interest.

II. Organization
Discussion Groups are created, changed, or discontinued by the Steering Committee. The Steering Committee must approve a statement of each discussion group’s purpose and duration for inclusion in the PPM (Bylaws, Article VIII, Section 4.).

In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

A. Officers: Discussion Group Leader

III. Discussion Group Leader and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee

A. Discussion Group Leader:
1. Is appointed by the GODORT Chair for a term of at least one year.
2. Defines discussion topics, coordinates discussion and reports back to GODORT membership as appropriate.
3. Is required to have an active ALA Connect account for communication with the GODORT membership.
4. Posts activity updates to GODORT membership following the Steering communication schedule (PPM, Chapter 3).
5. Is required to contact and coordinate with GODORT Past Chair for the purpose of scheduling face to face sessions.
6. Prior to Annual Conference and Midwinter meetings: Posts agenda for Discussion Group meeting to ALA Connect and the wiki.
7. Best practices – suggestions for new Discussion Group Leaders
   a. Supply the GODORT Past Chair with relevant keywords to increase findability in ALA scheduling system.
   b. Solicit participation from other units of ALA.
   c. The Discussion Group Leader will be on the same schedule as all other GODORT committee and task force chairs with respect to room scheduling and topic selection. These are face to face sessions, therefore getting scheduled for space at the conference is critical and puts the group on the same schedule as all other committees and task forces scheduled by the GODORT Past Chair.
   d. During the session, have prepared questions to guide the discussion.
   e. Consider breaking attendees into small groups for some of the session and having them report back.
Discussion Groups

f. Suggest brief but relevant readings in advance, but do not assume attendees will have read them.

B. Web Manager
   The Discussion Group Leader may, with the approval of the Steering Committee, appoint a person to serve as the Discussion Group’s Web Manager.

IV. Meetings and Communication
   
A. Discussion group meetings shall be held at Annual Conferences and Midwinter meetings; may be held virtually throughout the year.
B. It is recommended that all Discussion Groups establish and maintain a “discussion” section on the main GODORT node of ALA Connect to allow all GODORT members a chance to participate.

V. Government Information Technology Discussion Group [created 2013]
   
A. Purpose
   Digital content, which began as a novel addition to the array of government publication formats, now defines nearly the entire landscape of government information production. For libraries this represents an opportunity for entirely new approaches to collection development and user discovery. However, it’s an opportunity complicated by:
      • which technologies are used
      • how they’re used
      • what kinds of information are included and excluded
      • the speed with which these factors change
   This discussion group will explore government information production and its effects on library collection development practices and user discovery.

B. Activities and Projects
   Example of discussion topics:
      • How well do government publications optimized for desktops/laptops work on mobile devices?
      • Given both the effectiveness and privacy reduction of search customization as practiced by companies like Google and Bing, should we advise users to avoid such customizations to retain privacy or use them to improve search results?

3/2013, revised 2/2018, 7/2018
Chapter 27: Interest Groups

I. Purpose
An Interest Group is an informal group welcoming all ALA members for participation in discussions on a specific subject area.

II. Organization
Interest Groups are created, changed, or discontinued by the Steering Committee. The Steering Committee must approve a statement of each interest group’s purpose and duration for inclusion in the PPM (Bylaws, Article VIII, Section 5.).

In accordance with the GODORT Bylaws (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

A. Officers: Interest Group Leader

III. Interest Group Leader and Duties
See Chapter 1: Conferences; Chapter 2: Communication & Correspondence

A. Interest Group Leader:
1. Is appointed by the GODORT Chair for a term of one year, two years, or three years; and may be reappointed for one or more additional terms.
2. Defines discussion topics, coordinates discussion and reports back to GODORT membership as appropriate.
3. Is required to have an active ALA Connect account for communication with the GODORT membership.
4. Posts activity updates to GODORT membership following the Steering communication schedule (PPM, Chapter 3).
5. Is required to contact and coordinate with the GODORT Past Chair for the purposed of scheduling face to face sessions.
6. Prior to Annual Conference and Midwinter Meetings: Posts agenda for Interest Group meeting to the ALA Connect and the wiki.
7. Best practices – suggestions for new Interest Group Leaders:
   a. Supply the GODORT Past Chair with relevant keywords to increase findability in ALA scheduling system.
   b. Solicit participation from other units of ALA.
   c. The Interest Group Leader will be on the same schedule as all other GODORT committee and task force chairs with respect to room scheduling and topic selection. These are face to face sessions, therefore getting scheduled for space at the conference is critical and puts the group on the same schedule as all other committees and task forces scheduled by the GODORT Past Chair.
   d. During the session, have prepared questions to guide the discussion.
   e. Suggest brief but relevant readings in advance, but do not assume attendees will have read them.
B. Web Manager
The Interest Group Leader may, with the approval of the Steering Committee, appoint a person to serve as the Interest Group’s Web Manager.

IV. Meetings and Communication

A. Interest group meetings shall be held at Annual Conferences and Midwinter Meetings; and may be held virtually throughout the year.

B. It is recommended that all Interest Groups establish and maintain a “discussion” section on the main GODORT node of ALA Connect to allow all GODORT and other ALA members a chance to participate.

V. Federal Information Interest Group (FIIG) [created 2018]

A. Purpose
The Federal Information Interest Group (FIIG) provides a forum for the sharing of knowledge regarding U.S. federal government information, and is open to those who have an interest in any and all aspects of federal government information.

Meetings of this interest group will provide an opportunity to discuss:

- Discuss current trends, challenges and concerns
- Provide educational opportunities to the ALA community regarding U.S. government information

B. Duration
The Federal Government Interest Group is an ongoing entity, until such time as the GODORT Steering Committee deems that it no longer serves its stated purpose.

Created 2/2018, revised 7/2018
Appendix A: Policy & Procedure Ownership Statement

The GODORT Policies and Procedures Manual (PPM) is an official publication of the American Library Association Government Documents Round Table (GODORT).

The publication is maintained on the ALA GODORT wiki. The GODORT Bylaws & Organization Coordinator maintains the PPM.

It is reviewed as needed by the Committees, Task Forces, and Officers of GODORT. Revisions should be provided to the Bylaws and Organization Coordinator for final editing.

The final version of each chapter and appendix is uploaded on the ALA GODORT wiki by the GODORT Webmaster.

Revised 1/2018
March 12, 1981

Please address reply to:
M. T. Lane
P. O. Box 3335
Baton Rouge, LA 70821

Mr. Rowland Brown President
OCLC, Inc.
1125 Kinnear Road
Columbus, OH 43212

Dear Mr. Brown:

The Government Documents Round Table of the American Library Association, at its midwinter membership meeting, adopted a recommendation concerning the MARC tagging of classification fields for state documents. The fields currently available through OCLC to classify state documents are not indexed as the federal documents are, which is an unfortunate omission of an access point. ALA/GODORT recommends that a MARC field be created, or a current field be adapted solely for state documents, and be indexed.

We will appreciate your consideration of this recommendation.

Sincerely,

Margaret T. Lane, Coordinator
State and Local Documents Task Force
Government Documents Round Table
American Library Association

and

Jeanne M. Isacco, Chair
Government Documents Round Table
American Library Association
cc: LC MARC Editorial Office
Eleanor Montague, MARBI
Bill Drewett, GODORT Liaison
Bruce Flanders, S&LDTF
Appendix C: Letters – Sample Solicitation Letter

[Date]

Address XXX

Dear Ms. XXX

I am writing on behalf of the Government Documents Round Table (GODORT) of the American Library Association (ALA) to invite your company's sponsorship of [program, preconference, event]. We have greatly appreciated your past support and invite you to again participate with us. This event will be [when and where]. We expect a turnout of [who and how many]. Your donation will be used for [what the money will be used for].

As you know the [program/preconference does what]

As a Sponsor, you will be prominently identified in advertising for the event both before and during the event. Unlike the main ALA exhibits area, this [program/preconference] will provide an excellent unhurried opportunity for companies who product important documents-related products to meet their primary clientele. [why would they want to do this?]

In addition, we will be very happy to include notice of your user meetings in our GODORT Annotated Schedule. The Annotated Schedule is the major guide to the conference for documents librarians and some map librarians as they plan their conference schedules. In addition, your company would be listed as a sponsor in DttP, the GODORT journal, and the preconference flyers.

If your company is interested in assisting with this [event, etc.] please notify me of your sponsorship and the amount of your contribution by [date]. We would appreciate receiving the contributions by [date]. The check should be made payable to: ALA Government Documents Round Table.

Please send the check to: [name and address of GODORT Treasurer]

If you need further information about the GODORT [program/preconference], please contact me. My telephone number is []. I look forward to hearing from you.

Cordially,

[Name and GODORT title]
Appendix E: ALA Chart of Accounts

Account number configuration:
Fund/Subfund/Line Item/Publication function/Project
Example: X - X - XXX- XXXX- X -XXXX

Fund/Subfunds

1 Operating
   1 General
   2 Division
   3 Round Table

2 Plant
   0 Non-designated

3 Endowment
   4 Donor restricted
   5 Donor unrestricted

4 Restricted (grants, awards)
   7 Govt.-sponsored
   8 Non-government sponsored

5 Related interest groups
   0 Non-designated

Publication Function
   1 Editorial
   2 Manufacturing
   3 Marketing
   4 Fulfillment
   5 Online Services and Products
   6 Administration
   0 All other items/non-publication

Units

604 GODORT

Revenue Codes - Line Item - 4XXX
400X - DUES
   4000 DUES/PERSONAL
   4001 DUES/ORGANIZATIONAL
   4002 DUES/SPECIAL
Appendix E

4003 DUES/LIFE MEMBER-CURRENT

410X - SALES
  4100 SALES/BOOKS
  4101 SALES/PAMPHLETS
  4102 SALES/AUDIOVISUAL
  4103 SALES/ONLINE
  4104 SALES/RENTAL-MAIL LISTS
  4105 SALES/POSTERS
  4108 SALES/ALA STORE
  4109 SALES/MISCELLANEOUS

411X - SUBSCRIPTIONS
  4110 SUBSCRIPTIONS/JOURNALS
  4111 SUBSCRIPTIONS/NEWSLETTERS
  4112 SUBSCRIPTIONS/OTHER SERIALS

4120 - PARTICIPATION FEES
4130 - SERVICE FEES

414X - ADVERTISING
  4140 ADVERTISING/GROSS
  4141 ADVERTISING/NEWSLETTERS
  4142 ADVERTISING/CLASSIFIED

42XX - CONFERENCES & MEETINGS
  4200 REGISTRATION FEES
  4210 EXHIBIT SPACE RENT
  4220 MEAL FUNCTIONS
  4230 PROGRAM ADVERTISING

430X - GRANTS
  4300 GRANTS/CONTRACTS - GOVT.
  4301 GRANTS/AWARDS - NONGOVT.

44XX - MISCELLANEOUS
  4400 DONATIONS
  4410 CONSULTING FEES
  4411 HONORARIA
  4420 INTEREST/DIVIDENDS
  4421 ROYALTIES
  4422 ENDOWMENT GAIN/LOSS-REALIZED
  4423 ENDOWMENT GAIN/LOSS-UNREALIZED
  4490 MISCELLANEOUS REVENUE

4500 - RENT/HURON PLAZA
46XX - PUBLICATIONS CONTR ACCTS
4600 DISCOUNT/ALLOWANCE
4601 RETURNS
4602 ADVERTISING/CREDITS/RETURNS
4610 COMMISSION/EXPORT AGENCY
4611 COMMISSION/SALES REP
4612 COMMISSION/ADVERTISING AGENCY
4620 CONTRA/FULFILLMENT

Expenses Codes - Line Item - 5XXX
500X-502X - PAYROLL RELATED
   5000 SALARIES & WAGES
   5001 WAGES/TEMPORARY EMPLOYEES
     *5005 ATTRITION FACTOR
     *5007 ACCRUED EMPL BNFTS
     *5008 ACCRUED WAGES
     *5009 ACCRUED VACATION
     *5010 EMPLOYEE BENEFITS
     *5011 LIFE INSURANCE
     *5012 DISABILITY INS
     *5013 WORKERS COMP INS
     *5014 ANNUITY/EMPLOYER
     5015 TUITION REIMBURSEMENT
     5016 PROFESSIONAL MEMBERSHIPS
     *5019 HEALTH INSURANCE
     *5020 FICA/EMPLOYER
     *5021 UNEMPLOYMENT COMPENSATION TAX
   5030 STAFF RECRUITMENT
   5031 STAFF DEVELOPMENT

51XX - OUTSIDE SERVICES
   5100 TEMPORARY EMPLOYEES/OUTSIDE
   5110 PROFESSIONAL SERVICES (1099)
   5111 PROFESSIONAL SERVICES/CONSULTANTS
   5112 PROFESSIONAL SERVICES/COMPUTER
   5120 LEGAL FEES
     *5121 AUDIT/TAX FEES
     *5122 BANK SERVICE FEES
   5140 REPAIRS
   5141 MAINTENANCE AGREEMENTS
   5150 MESSENGER SERVICE
   5151 DUPLICATION/OUTSIDE

52XX - TRAVEL
Appendix E

**5215 TRAVEL ADVANCE
5200 LOCAL TRANSPORTATION
5210 OUT OF TOWN TRANSPORTATION
5211 REGISTRATION FEES
5212 TRAVEL/LODGING
5213 TRAVEL/MEALS
5214 ENTERTAINMENT
5215 TRAVEL/MISCELLANEOUS
5216 MEMBERSHIP MEETINGS
*5219 UNALLOC AMERICAN EXPRESS

53XX - MEETINGS & CONFERENCES
5300 FACILITIES RENT
5301 CONFERENCE EQUIPMENT RENTAL
5302 MEAL FUNCTIONS
5303 EXHIBITS
5304 SPEAKER/GUEST EXPENSES
5305 SPEAKER/GUEST HONORARIUM
5306 AWARDS
5307 SECURITY SERVICES
5308 SPECIAL TRANSPORTATION
5350 PROGRAM ALLOCATION/GENERAL
5351 PROGRAM ALLOCATION/SPECIAL

54XX - PUBLICATION-RELATED
5400 EDITORIAL/PROOFREADING-OUTSIDE
5401 TYPESETTING/COMPOSITION-OUTSIDE
5402 PRINTING-OUTSIDE
5403 BINDING-OUTSIDE
5404 DESIGN SERVICE-OUTSIDE
5406 REVIEW SERVICE
5410 MAIL SERVICE-OUTSIDE
5411 ADVERTISING/SPACE
5412 ADVERTISING/DIRECT
5413 MAIL LIST RENTAL
5414 SUPPLIES/PRODUCTION
5415 PRE-PRESS/PHOTOGRAPHIC SERVICES
5416 ADVERTISING PRODUCTION COST
5420 COPYRIGHT FEES
5430 VIDEO MANUFACTURING COST
5431 VIDEO PRODUCTION COST
5480 COST OF SALES
5490 INVENTORY ADJUSTMENT
*5499 INV. RSRV ADJUSTMENT

55XX - OPERATING EXPENSES
Appendix E

5500 SUPPLIES/OPERATING
5501 EQUIPMENT/MINOR
5502 REFERENCE MATLS/PERIODICALS
5503 SOFTWARE/MINOR
5510 INSURANCE
5520 EQUIPMENT RENTAL/LEASE
5521 SPACE RENT
5522 TELEPHONE
5523 POSTAGE/OUTSIDE
5524 ELECTRONIC MAIL
5525 UTILITIES
*5530 DEPRECIATION/FURN & EQUIPMENT
*5531 DEPRECIATION/BUILDINGS
*5532 CAPITALIZED PRODUCTION COST
*5533 MASTERTAPE AMORTIZATION
5540 ROYALTY EXPENSE
5541 COLLECTION EXPENSE
5543 BAD DEBT EXPENSE
5544 INTEREST EXPENSE
5545 TAXES/PROPERTY & SALES
5550 PROMOTION
5560 ORGANIZATIONAL SUPPORT
5599 MISCELLANEOUS EXPENSE
***5600 TAXES/INCOME

59XX - TRANSFERS
5900 INTER-UNIT TRANSFER/MARKETING
5901 INTER-UNIT TRANSFER/CPU
5902 INTER-UNIT TRANSFER/DATA PROCESSING
5903 INTER-UNIT TRANSFER/SUBS PROCESSING
5904 INTER-UNIT TRANSFER/ALANET
5905 INTER-UNIT TRANSFER/TELENET
5906 INTER-UNIT TRANSFER/ORDER BILL
5908 INTER-UNIT TRANSFER/MAINTENANCE
5909 INTER-UNIT TRANSFER/DISTRIBUTION
5910 INTER-UNIT TRANSFER/REPROGRAPHIC
*5911 INTER-UNIT TRANSFER/GENL OVERH
5912 INTER-UNIT TRANSFER/CPU PAPER
5940 INTER-UNIT TRANSFER/DIV JRNLS
5941 INTER-UNIT TRANSFER/CHOICE
***5942 INTER-UNIT TRANSFER/ADVERTISING
***5998 INTER-UNIT TRANSFER/SUBS EQUIV
***5999 INTER-UNIT TRANSFER/MISC
Appendix F: Notable Documents Rating Chart

Judge’s Name: ____________________________  Governmental Level: _______________________

<table>
<thead>
<tr>
<th>Title of Nomination</th>
<th>Material/Type</th>
<th>Scoring Categories</th>
<th>Total Scores</th>
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<tbody>
<tr>
<td>1</td>
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<td>1 2 3 4 5 6 7 8 9</td>
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### Scoring Category Criteria

<p>| | |</p>
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<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Extent of lasting value</td>
</tr>
<tr>
<td>2.</td>
<td>Extent of reference and bibliographic value</td>
</tr>
<tr>
<td>3.</td>
<td>Extent to which the document contributes to the expansion of knowledge, gives evidence of innovation in presentation, or demonstrates a creative approach in its treatment</td>
</tr>
<tr>
<td>4.</td>
<td>Extent to which the document contributes to an understanding of government processes, functions or purview; provides significant government information; or reflects the mission of the publishing agency</td>
</tr>
<tr>
<td>5.</td>
<td>Extent to which the document contributes to enhancing the quality of life or provides information that helps the reader make informed decisions on important issues</td>
</tr>
<tr>
<td>6.</td>
<td>Extent to which a document appeals to a broad audience</td>
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<tr>
<td>7.</td>
<td>Extent to which the document is written in a lucid style comprehensible to non-specialists</td>
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<tr>
<td>8.</td>
<td>Extent to which the title reflects actual contents and achieves its intended purpose by following through on its thesis and doing what it says it will do</td>
</tr>
<tr>
<td>9.</td>
<td>Consideration is given to the physical appearance including such features as typography, design, paper, quality of illustrations, maps, table charts, graphs, printing, binding, use of color, ease of use of volume; and the extent to which document is generally pleasant to browse through. Additionally, with electronic documents, consideration is given to features such as the ability to browse a document, overall usability, search interface and capabilities, and the frequency of updating.</td>
</tr>
</tbody>
</table>

Points will be awarded in each category as follows:

- Unsatisfactory: 0
- Poor: 1-2
- Average: 3-7
- Excellent: 8-10