Drupal can dynamically populate from iMIS using a committee code. Find your committee’s code in iMIS before you start.

Members:
Ask your Staff Liaison for the committee code.
Choose the Committee content.

**Basic Page, Members**
Use Basic Page, Members for static content that can be updated by member-volunteers. (This is the same as Basic Page but with different permissions.) Do not use for Press Releases.

**Committee**
Committee summary and description template.

**Redirection**
Add a redirection from one node to another, or to an external URL.
Add Committee Code and Title

**Step 2: Required and dynamic field entry**

- **Committee or Group Title (GGT)**: Type in the Name of the Committee. This is a required field.

- **Committee ID**: Type in the iMIS Committee code. (UPPERCASE)
  This will dynamically pull the roster according to the term dates in iMIS.

- **Committee Charge**: Type in the committee’s charge or mission here.
Leave the Roster Blank

**Step 3: Unless you are not pulling roster data from iMIS**

Leave Blank

Provide instructions on how to request full roster contact details to non-members
RSS Feeds = Public Posts

Step 4: Dynamically post from ALA Connect

Go to the group on ALA Connect. You can sign into your account at http://connect.ala.org

Grab the link; copy it to your clipboard and paste to URL field in Public Posts in Drupal

You need the URL to the RSS feed here. Use these 3 steps below:

Click the RSS icon to go to the feed.

Click the RSS icon to go the feed.
Scroll to add Resources
Step 5: Optional

This is a great place to add links to important documents that the committee needs to refer to.

Could also be links to outside resources.*

*Make sure to put the correct type of link (absolute path for external, relative for internal)
Watch for instruction under fields

Step 6: Optional Committee fields

For Committee fields like “Composition”, watch for the instruction and sample copy to give you guidance as to what is needed for these fields. It is located AFTER the field.

Some committees were born out of other taskforces or initiatives so the Origin and Optional Category fields are available for historical and other committee relate information that can be added to the page.
Metadata & Access

**Step 7:** Making the Committee visible to search engines

Scroll down to the bottom of the page to:
- add metadata;
- set access rights;
- add taxonomies to the committee page.
Round Table Coordinating Assembly (RTCA)

Charge

This assembly acts as a conduit for information among round tables and various units and offices of ALA.

Roster

**Therese G. Bigelow** (RMRT Chair, June 30, 2012, to July 1, 2013) - tbigelow1@me.com
Work Phone: ☎ (757) 382-8442
Fax: (757) 382-8301
90 Woodcreek Way
Coupeville, WA 98239

**Dr. Lynn Silipigni Connaway** (LRRT Chair, July 1, 2012, to June 30, 2013) - connawal@oclc.org
Work Phone: ☎ (303) 246-3623
Fax: (614) 718-7378
OCLC - Online Computer Library Center
6565 Kilgour PI
Mc 384
Dublin, OH 43017-3315

**Ms. Anne E. Harrison** (FAFLRT Chair, July 1, 2012, to June 30, 2013) - anha@loc.gov
Work Phone: ☎ (202) 707-4834
Fax: (202) 707-4828
Add the committee, subcommittee or other group's title here, followed by their acronym in parentheses. Example: Budget and Review Committee (BARC)

**Committee or Group Title (GGT)**

Round Table Coordinating Assembly (RTCA)

**Committee ID**

+

**Charge**

**Charge Heading**

Charge

This is not editable.

**Committee Charge**

This assembly acts as a conduit for information among round tables and various units and offices of ALA.