Policy No: A-14 (Sunsetted March 2023)
Subject: Publication of Educational Events

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Review Date(s):
Review Responsibility: AASL Bylaws and Organization Committee, AASL Board of Directors

Policy Statement:
AASL will publish notices of selected professional development offerings as an information service to AASL members.

Focus:
AASL Members, Affiliate Organizations

Purpose:
To define the circumstances in which professional development offerings related to the school library field will be publicized on the website, in the electronic newsletters, or in other publications.

Supportive Documentation:
Definitions
1. Publication- for the purposes of this policy, AASL defines a publication as any serial communication (Knowledge Quest, Hotlinks) as well as the AASL website. The AASL listserv and ALA Connect are not considered publications and therefore are not impacted by this policy.

Procedure:
1. Persons desiring to announce school library-related professional development opportunities through AASL must submit a request to AASL Headquarters.
2. Information must be received in a timely manner that assures AASL members will receive the notice prior to the date of the event.
3. The request must include:
    a. Title of offering
    b. Date and time
    c. Location
    d. Provider
    e. Contact person and contact information (email, phone, etc.)

4. Requests will be considered in the following priority:
   a. Activities for which AASL is the provider (ALA Annual events, AASL National, etc.)
   b. Activities for which an AASL Affiliate is the provider
5. For requests that do not provide continuing education, AASL will consider promoting to members if the following criteria are met:
   a. Event is related to the school library profession
   b. Event is being provided by a credible organization
   c. Event does not conflict with any AASL or Affiliate events
   d. Event is free