

Policy No: I-2

Subject: *Knowledge Quest* Editorial Board

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Effective Date: 6/23/17

Revision Date(s): 6/22/18, 2/25/20

Review Date(s):

Review Responsibility: AASL Board of Directors, *Knowledge Quest* Editorial Board

Policy Statement:

The AASL *Knowledge Quest* Editorial Board works under the direction of the AASL *Knowledge Quest* Editorial Board Chair and *Knowledge Quest* Editor to ensure the journal's features, articles; content experts, and authors are relevant, current, and meet the needs of AASL's diverse membership and the school library profession.

Focus:

Primary: *Knowledge Quest* Editorial Board, AASL Staff, AASL Board of Directors

Purpose:

To define roles and responsibilities of the *Knowledge Quest* Editorial Board.

Procedure:

Committee objective(s):

1. Identify the feature article and topics for related articles for each issue of *Knowledge Quest* and identify potential content experts and authors for each issue
2. Serve as liaison to content expert(s) to help direct, shape, and review the editorial content for each *Knowledge Quest* issue.
3. Invite authors to submit unsolicited manuscripts to *Knowledge Quest* for consideration.
4. Review and offer feedback on features, articles, and unsolicited manuscript submissions.
5. Review and approve blogger applications for the *Knowledge Quest* website.
6. Suggest vendors or other organizations as possible advertisers connected to the themes for *Knowledge Quest* issues.
7. Promote the content and value of *Knowledge Quest* within professional networks and the school library community.

Committee composition:

1. The *Knowledge Quest* editorial board chair is appointed by the AASL President-Elect for a two-year term. Prior *Knowledge Quest* editorial board experience is required. Position is limited to four consecutive years (two consecutive terms). May resume chair position after one year off the *Knowledge Quest* Editorial Board.
2. Committee should consist of eight (8) members, appointed by the AASL President-Elect for two-year terms. Position is limited to four consecutive years (two consecutive terms).

Committee responsibilities--Editorial content

1. Working with the *Knowledge Quest* Editorial Board Chair and *Knowledge Quest* Editor the *Knowledge Quest* Editorial Board will identify the feature article and topics for related articles for each issue and identify content experts and authors for each issue.

2. The *Knowledge Quest* Editorial Board will serve as liaison to the content expert(s), helping them develop the feature and articles, providing suggestions for article topics and authors, and reviewing feature and article content to ensure the editorial content aligns with AASL messaging, standards, and reader needs.
3. A member(s) of the *Knowledge Quest* Editorial Board will be identified to serve as a liaison to the content expert(s) for each issue of *Knowledge Quest*. As a liaison, the *Knowledge Quest* Editorial Board member will:
 - a. Conduct a conference phone call/virtual meeting with the content expert and *Knowledge Quest* Editor to clarify questions on the feature for the issue and offer suggestions for articles and authors (as needed); Work with the content expert to identify authors and related articles.
 - b. Work with the content expert to invite authors to submit articles for a specific issue.
 - c. Monitor the ALA Connect space for the *Knowledge Quest* issue to keep abreast of article and author development;
 - d. Check in regularly with the content expert regarding feature and article development for the issue;
 - e. Review and flag any major issues to the content expert in the articles for the *Knowledge Quest* issue;
 - f. Write an introductory column for the *Knowledge Quest* issue; and
 - g. Keep the *Knowledge Quest* Editorial Board and *Knowledge Quest* Editor abreast of the issue's progress.
4. The *Knowledge Quest* Editorial Board will identify potential authors and invite them to submit unsolicited manuscripts to *Knowledge Quest* for consideration.
5. The *Knowledge Quest* Editorial Board will review and offer feedback on features, articles, and unsolicited manuscript submissions.
6. The *Knowledge Quest* Editorial Board will review and approve blogger applications for the *Knowledge Quest* website as needed.

Committee responsibilities--Non-content

1. The AASL President-Elect will select one member from the editorial board at the ALA Midwinter Meeting to be seated as a member of the AASL Leadership Development Committee for the following year.
2. The *Knowledge Quest* Editorial Board will suggest vendors or other organizations as possible advertisers connected to themes of each issue.
3. The *Knowledge Quest* Editorial Board will promote the content and value of *Knowledge Quest* within professional networks and school library community.

Attendance requirements:

1. Attend and participate in virtual meetings/conference calls (as needed) throughout the year.