

Policy No: I-7

Subject: Role of Newsletter Editor

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Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Board of Directors

**Policy Statement:**

The *Knowledge Quest* Editor is responsible for all content of the official AASL newsletter within the parameters of ALA and AASL policies, as well as all phases of production and distribution.

**Focus:**

Primary: AASL Staff, AASL Board of Directors

**Definitions:**

Newsletter: Refers to the official “news” publication of AASL. As the name, frequency, and possible delivery method continue to change, the actual title of the publication will not be used for policy purposes.

**Purpose:**

To define roles and responsibilities of the newsletter editor.

**Procedure:**

Authority

1. The *Knowledge Quest* Editor’s authority is given by the AASL Board of Directors with direct supervision of content by the AASL Executive Director.

Editorial Content

1. The *Knowledge Quest* Editor is responsible for all content collection, development, accuracy, and final determination of publication of all newsletter material.

Production

1. The *Knowledge Quest* Editor is responsible for all aspects of newsletter production and distribution.

Advertising

1. In coordination with other AASL staff the *Knowledge Quest* Editor finalizes the *Knowledge Quest* media kit annually, including newsletter advertising and the setting of prices.
2. The *Knowledge Quest* Editor finalizes all advertising contracts.
3. The *Knowledge Quest* Editor works with advertisers to secure proper artwork.
4. The *Knowledge Quest* Editor works with ALA Accounting to finalize all invoicing and payment.