

LIRT

LIBRARY INSTRUCTION ROUND TABLE NEWS
October 1978

Dear LIRT Members:

The newly elected officers of LIRT, myself included, wish to thank you for electing us to work with the organization through this formative year.

This report will try to update LIRT activities, provide you with a copy of the Constitution and By-laws, and provide a beginning mechanism for communications between us.

It may interest you to know that, as of June 30, 1978, LIRT had a total of 756 members (667 personal and 89 organizational). We are among the larger Round Tables. Your personal response will give us a clearer idea of the nature of our membership and the activities we should undertake. For example, committees and task force memberships will be established once you have indicated your interests.

Your ideas are most welcome. Jon Lingren, as Vice Coordinator/Coordinator Elect will convene the Planning Task Force which will develop our long range goals as well as the more immediate objectives for presentation to the membership next year in Dallas. Many of your suggestions will go directly to him. Others of a more specific nature you may wish to send to another committee or task force chair person. Obviously, I would be delighted to hear from you too; but to speed our operations, write the committee or task force chairperson most directly involved.

With all good wishes to you in your endeavors...

Patricia Senn Breivik
LIRT Coordinator

Calendar: DEADLINE FOR THE NEXT ISSUE: 23 October

WHO WHAT WHERE WHY WHAT WHERE WHO WHAT WHERE

VOLUNTEERS NEEDED:

In writing these individuals please include your name, your preferred mailing address, interest in the LIRT task force or committee, and phone number. **DON'T HESITATE TO CONTACT US A SECOND TIME. WE WANT TO REACH AS MUCH OF OUR MEMBERSHIP AS POSSIBLE WITH THE OPPORTUNITY FOR SERVICE INVOLVEMENT.**

MEMBERSHIP TASK FORCE promotes and solicits personal and organizational memberships in LIRT through personal and organizational memberships in LIRT through creating, producing and utilizing public relations tools. Task Force members should be prepared to work on such things as brochures, information packets, buttons, mail solicitations. Contact: J. Randolph Call, Head, Library Applications Department, OCLC Inc, 1125 Kinnear Road, Columbus, Oh. 43212.

LIRT LIASON COMMITTEE seeks to provide the communication link between the various ALA units concerned with instruction. LIRT seeks to act as a clearinghouse and wants to avoid duplicating activities. Contact: Katherine H. Jordan, Public Service Librarian, Northern Virginia Community College, Alexandria Campus, 3001 N. Beauregard St. Alexandria, Va. 22311.

NEWSLETTER TASK FORCE collects and disseminates information about library instruction activities to all LIRT members. Task Force members should be prepared to act as regional reporters. Members in the Chicago area are needed to work on production and mailing. Contact: Linda Anne Dougherty, Clearing Branch, The Chicago Public Library, 5643 W. 63rd St., Chicago, Il. 60638

CONTINUING EDUCATION TASK FORCE gathers information on continuing education for library instruction in related organizations such as NEA, CLENE, NCTE. It reviews the continuing education efforts within ALA units, and promotes educational opportunities for library instruction practitioners in all types of libraries. Contact: Betty Hacker, Colorado State University, Fort Collins, Colorado 80523.

TIM RICHARDS, Undergraduate Library, University of Michigan, Ann Arbor, Mi., 48109 is seeking volunteers to serve on the PROGRAM COMMITTEE for Dallas. **PLEASE WRITE HIM IMMEDIATELY.**

WHITE HOUSE CONFERENCE TASK FORCE REPORT:

Pat Snelson, Rose Memorial Library, Drew University, Madison, NJ reports that the task force met its objective to communicate the importance of instruction in the use of libraries to persons involved in the state level Governor's Conference on Library and Information Services. A letter was sent to the state librarians and to presidents of state library associations in April.

INSTRUCTIONAL LIBRARIAN. Alexandria Campus, North Virginia Community College. ALA MLS; demonstrated skills in developing programs of bibliographic instruction; minimum 3 yrs. academic reference experience preferred. Send resume to Personnel Office, North Virginia Community College, 8333 Little River Turnpike, Annadale, Virginia 22003. CLOSING DATE: October 13, 1978.

TWO FACULTY POSITIONS in SANGAMON STATE UNIVERSITY, Springfield, Il. National search will be conducted. For further information write JOHN TONGATE, Sangamon State University Library, Springfield, Il. 62708. Telephone: 217 786-6633.

LIBRARY INSTRUCTION ROUND TABLE

AMERICAN LIBRARY ASSOCIATION

Constitution and By-Laws
Adopted June 17, 1977

CONSTITUTION

- Article I NAME. The name of this organization shall be the Library Instruction Round Table, hereinafter referred to as the Round Table, of the American Library Association (ALA).
- Article II PURPOSE. The purposes of the Round Table are: (a) To provide a forum for discussion of activities, programs and problems of instruction in the use of libraries. (b) To contribute to the education and training of librarians for library instruction. (c) To promote instruction in the use of libraries as an essential library service. and (d) To serve as a channel of communication on instruction in the use of libraries.
- Article III MEMBERSHIP. Membership will consist of personal members and affiliate member groups.
- A. Any personal member of ALA may become a personal member of the Round Table and, upon payment of Round Table annual dues, receive the right to vote and participate in the business of the Round Table.
- B. Any group organized to work on problems of instruction in library use, bibliographic instruction or orientation, and/or educating library users, will be welcome to associate with the Round Table as an affiliate member upon submission of a statement of membership and purpose and payment of annual dues to the treasurer of the Round Table. Affiliate membership shall entitle the group to receive a copy of the publications of the Round Table and to participate by reporting on activities for dissemination to all the membership; it shall not entitle members of the group who are not personal members of the Round Table to vote or hold office in the Round Table. An affiliate group is free to use Round Table publications as a means of communication and can ask for advice and support of the Round Table.
- Article IV ORGANIZATION.
- A. Elected officers of the Round Table shall be Coordinator, Vice-Coordinator/Coordinator Elect, Secretary, Treasurer, and Liaison Officer. These together with other positions as provided for in the By-laws, Section 3a shall form the Steering Committee.
- B. Task Forces may be established in areas of activity pursuant to the purposes of the Round Table as described in Article II. The task forces shall elect a chairperson and other officers necessary to operate efficiently.

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- Article V FINANCES. Funds to support Round Table activities will come from the dues of the general membership collected by ALA.
- A. Dues for personal members shall be \$5.00 per year and \$10.00 per year for affiliate member groups.
- B. Funds
1. Elected and appointed officers may request funds as necessary to implement approved programs of the organization.
 2. The Steering Committee shall allocate funds to each task force based upon budgets submitted by the task forces and funds available.
- C. The Treasurer is authorized to approve requests for reimbursement and payment of bills from Round Table funds in the custody of the ALA Executive Board. 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.

- Article VI AMENDMENTS. This Constitution and By-laws may be amended by a 2/3 majority vote of the members of the Round Table in attendance and voting at any annual or midwinter conference, provided that notice of the proposed revision has been sent to members at least thirty days prior to the meeting. It may also be amended by a 2/3 majority vote of those responding in a mail referendum to personal members. Proposals for revision may be sent by any member to the Coordinator for consideration by the Steering Committee and shall be sent to the membership for their consideration.

BY-LAWS

Section 1 DUTIES OF THE OFFICERS.

- A. Coordinator. The Coordinator shall have the customary duties of the office of the Coordinator and shall preside over all meetings of the Round Table and of the Steering Committee. The Coordinator shall be responsible with the Steering Committee for fulfilling the purposes of this organization. The Coordinator will appoint the chairperson and members of the Election Committee.
- B. Vice Coordinator/Coordinator Elect. The Vice Coordinator/Coordinator Elect shall assist the Coordinator and shall be responsible for the coordination and implementation of the work of the committees and task forces as assigned by the Coordinator. When the Coordinator is unable to serve, the Vice Coordinator shall act as Coordinator. This person will assume the coordinatorship after one year of service as the Vice Coordinator/Coordinator Elect.

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C. Program Chairperson. The Program Chairperson shall be appointed by the Coordinator and shall be responsible for the preparation of programs for both the midwinter and annual meetings of the Round Table.

D. Secretary. The Secretary shall perform the customary duties of this office. The Secretary shall keep an accurate record of all meetings of the Round Table and the Steering Committee and have these records available at or before the next regularly called meeting of the Round Table or Steering Committee; shall arrange for the preservation of the archives and records of the organization; shall make a report of the proceedings of each annual meeting to ALA for publication in its annual conference proceedings for that year.

E. Treasurer. The Treasurer shall perform the customary duties of this office. The Treasurer 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 the ALA as fiscal agent and the ALA shall draw checks against these funds, as directed by the Treasurer, to pay obligations incurred by the Round Table. The Treasurer shall prepare and submit a financial statement for review at each annual meeting, which shall include all income and expenditures of the Round Table.

F. Liaison Officer. The Liaison Officer shall foster and maintain communication with affiliate member groups and other related interest groups assisting and/or advising with projects, interests and activities of the affiliate groups.

Section 2. ELECTION OF OFFICERS.

A. Personal members who wish to volunteer to run for elective office and thereby serve on the Steering Committee will submit their names, their office preference, a statement of their goals for the office and a short biographical note to the Election Committee. The names of all volunteers will be submitted to the personal members for election. Winners of all elections shall be determined by a plurality of those members voting.

B. In the event of a tie a run-off election shall be conducted at the annual conference business meeting.

C. Term of all officers shall be from the end of one annual ALA conference to the end of the next.

D. A position left vacant on the Steering Committee because of the incumbent's resignation, disability, etc. shall be filled for the remainder of the unexpired term by appointment by the Steering Committee.

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E. Members of the Steering Committee elected to office by the personal members may be re-elected to the same office for no more than two consecutive terms.

Section 3. STANDING COMMITTEES.

A. Steering Committee. This committee shall be comprised of the elected officers of the Round Table, task force chairpersons, and the chairperson of the Election Committee. The immediate Past Coordinator and Program Chairperson shall serve as ex officio members; without vote. The Steering Committee shall have general supervision of the affairs of the Round Table in the intervals between membership meetings and shall have the responsibility of:

1. determining subject of the program for the next annual conference and working with a Program Chairperson to implement that program.
2. submitting projects or endorsing projects submitted by volunteer task forces to the Round Table.
3. reporting all action of the Steering Committee at the annual and midwinter meetings.

B. Election Committee. This committee shall be comprised of three members and a chairperson who shall be appointed annually by the Coordinator. This committee shall coordinate the election process, receiving and/or soliciting the names of volunteers for office, and preparing for the election to be held as part of the annual ALA election by a mail ballot. The Committee shall maintain a full record of the results thereof, in order to have a record of eligibility for vacancies.

Section 4. SPECIAL COMMITTEES.

The Steering Committee may appoint special committees for any particular or specific purpose within the purview of the Round Table. A special committee will serve until its task is accomplished to the satisfaction of the Steering Committee.

Section 5. TASK FORCE GROUPS.

A. Personal members may volunteer to form task forces to work on projects initiated to meet their own needs or on projects proposed by the Steering Committee.

B. Task forces shall submit to the Steering Committee a short statement of membership, purpose, goals, duration of operation and a request to establish the group accompanied by a tentative budget. Written summary communications on the progress of the task force will be made to the Steering Committee for the duration of the project for its consideration and/or endorsement at the annual or midwinter meetings. The Summary communication will be for dissemination to the general membership after action by the Steering Committee.

C. Task force coordinators are elected annually and may be re-elected for no more than two consecutive terms.

D. Vacancies occurring among the task force's officers between regular elections may be filled by the task force either by election or appointment.

E. Task forces may meet as frequently as necessary for their stated duration but meetings at the midwinter meetings and annual ALA conferences are required. Failure to hold these meetings shall automatically dissolve the task force.

Section 6. AFFILIATE MEMBER GROUPS. Affiliate member groups shall annually furnish to the Steering Committee summary communications on the group's progress and recommendations in a brief written form.

Section 7. MEETINGS. The meeting of the Round Table are held as follows:

A. Membership meetings shall be held at midwinter meetings and annual ALA conferences.

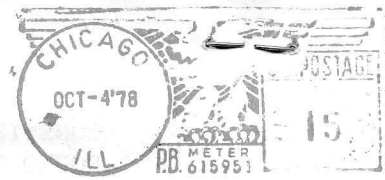
B. The annual meeting of the Round Table shall take place during the annual conference of the ALA and shall include a report of the Steering Committee to the members on its activities.

C. The Steering Committee will meet at midwinter meetings and annual ALA conferences and other times if deemed necessary by the Coordinator.

D. At all meetings Roberts' Rules of Order (latest edition) will be followed.

E. The Election Committee will meet at least once prior to submitting a slate of candidates to ALA for inclusion in the election packet.

Section 8. QUORUM. Twenty-five members shall constitute a quorum at any Round Table meeting.



LIRT NEWS
L. Dougherty, Editor
Clearing Branch CPL
5643 W. 63rd St.
Chicago, Il. 60638

ADDRESS CORRECTION REQUESTED

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