

Chapter 2: Communication and Correspondence

I. Types of Communication

- A. **Resolutions:** If the GODORT Membership has approved a resolution, the letter of transmittal for the resolution will be signed by the GODORT Chair. If the resolution originated with a task force or committee, the transmittal letter will be prepared by the respective body and forwarded to the GODORT Chair for signature.
- B. **External Communication:** External communication refers to correspondence with groups outside ALA. All correspondence originating with a task force or committee will be prepared by the respective body and forwarded to the GODORT Chair for signature. The task force coordinator or committee chair may be asked to co-sign the letter with the GODORT Chair at the discretion of the GODORT Chair. (See Appendix).
1. All external communication will use GODORT letterhead and be prepared as follows:
 2. Communication will clearly indicate to whom reply is to be addressed.
 3. Communication originating with committees or task forces shall be forwarded to the GODORT Chair in a format ready for signature.
 4. Copies of the communication shall be maintained for the Archives.
- C. **Internal Communication:** Internal communication refers to correspondence between GODORT task forces and committees or correspondence between GODORT and other groups within ALA. Internal correspondence will be prepared and signed by appropriate task force coordinator, or by committee or work group chairs. Copies of all such correspondence relating to policy matters will be sent to the GODORT Chair for review prior to sending.
- D. **Internal correspondence relating to business transactions**, such as those involving *DttP* invoices, need not be sent to the GODORT Chair.
- E. **Telephone and E-mail Communications:** When warranted, telephone conversations and e-mail correspondence should be followed by a summary report or memorandum of understanding between the two parties with copies for the appropriate GODORT officers or the Steering Committee.

II. Methods of Communication

- A. **ALA Connect (connect.ala.org)**
ALA Connect is GODORT's primary announcement and discussion tool. All GODORT members are encouraged to log in using their ALA membership number and establish and maintain ALA Connect accounts in order to participate in online discussions and votes. Officers, chairs, and coordinators should be required to log in using their ALA

membership number and establish and maintain ALA Connect accounts to participate in Steering Committee discussions and votes.

B. GODORT Group in ALA Connect

Any current GODORT member may post an announcement message to the GODORT group in ALA Connect and have that distributed to the membership. Alternatively, discussions may also be created.

Committees have their own workspace on ALA Connect. By default, these workspaces are limited to committee members; however, any post may be made public by checking the box marked “Public” under “Audience.” (Marking a post “public” means that anyone can access the content, not only GODORT or specific committee members). All groups are encouraged to make their posts publicly available if possible.

Announcement of new products produced by Task Forces, Committees, or Discussion/Interest Groups should be posted to GODORT's ALA Connect group. Each group is encouraged to set up a “discussion” on the main GODORT node of ALA Connect to allow all GODORT members to participate.

C. Social Networks

GODORT has accounts on a variety of social networks, including Twitter (<http://twitter.com/godort>) and Facebook (<https://www.facebook.com/GODORT/>).

Members are encouraged to experiment with new technologies in order to expand virtual, year-round participation in GODORT.

III. Statements and Reports (Oral and Written) (GODORT Chair, Committee Chairs)

A. Statements

Formal statements, either oral or written, which are to be presented as representing GODORT to an organization/group outside ALA will be communicated to the GODORT Chair prior to presentation. If the statement relates to a policy matter, the policy must be formally approved by the Steering Committee.

B. Reports

Reports, either oral or written, which are to be presented as representing GODORT to an organization/group outside GODORT must be presented and accepted by GODORT Membership prior to presentation.

IV. Working Papers

Working papers, including discussion documents and drafts by GODORT units that have not been approved by GODORT, will be clearly labeled as "draft", "discussion paper", etc.

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