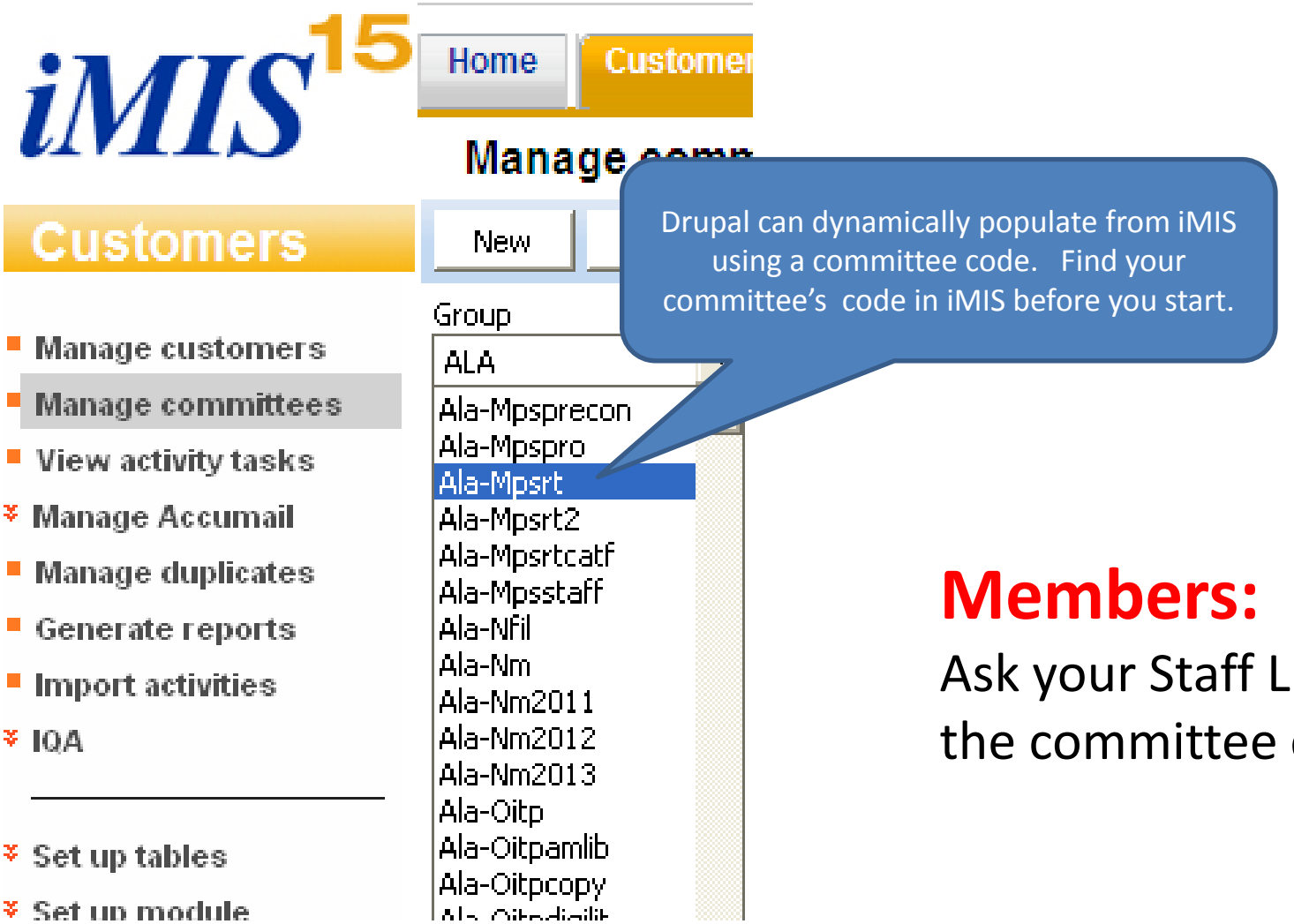
Drupal Committees

Pre-Step: Locate iMIS Committee Code



Members:

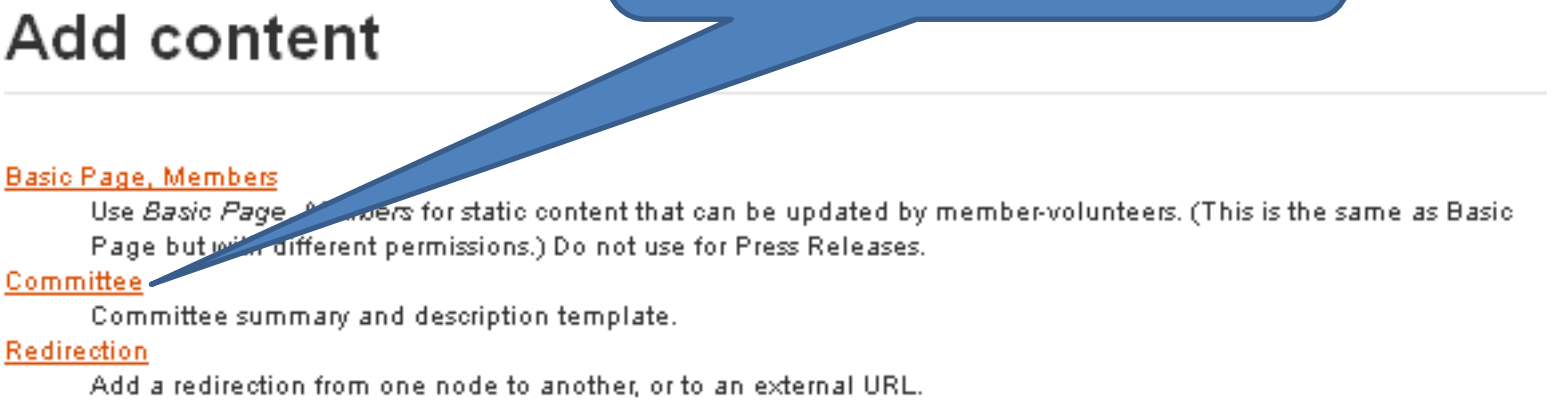
Ask your Staff Liaison for the committee code.

Login/Add Content

Step 1: Login, Add Content command

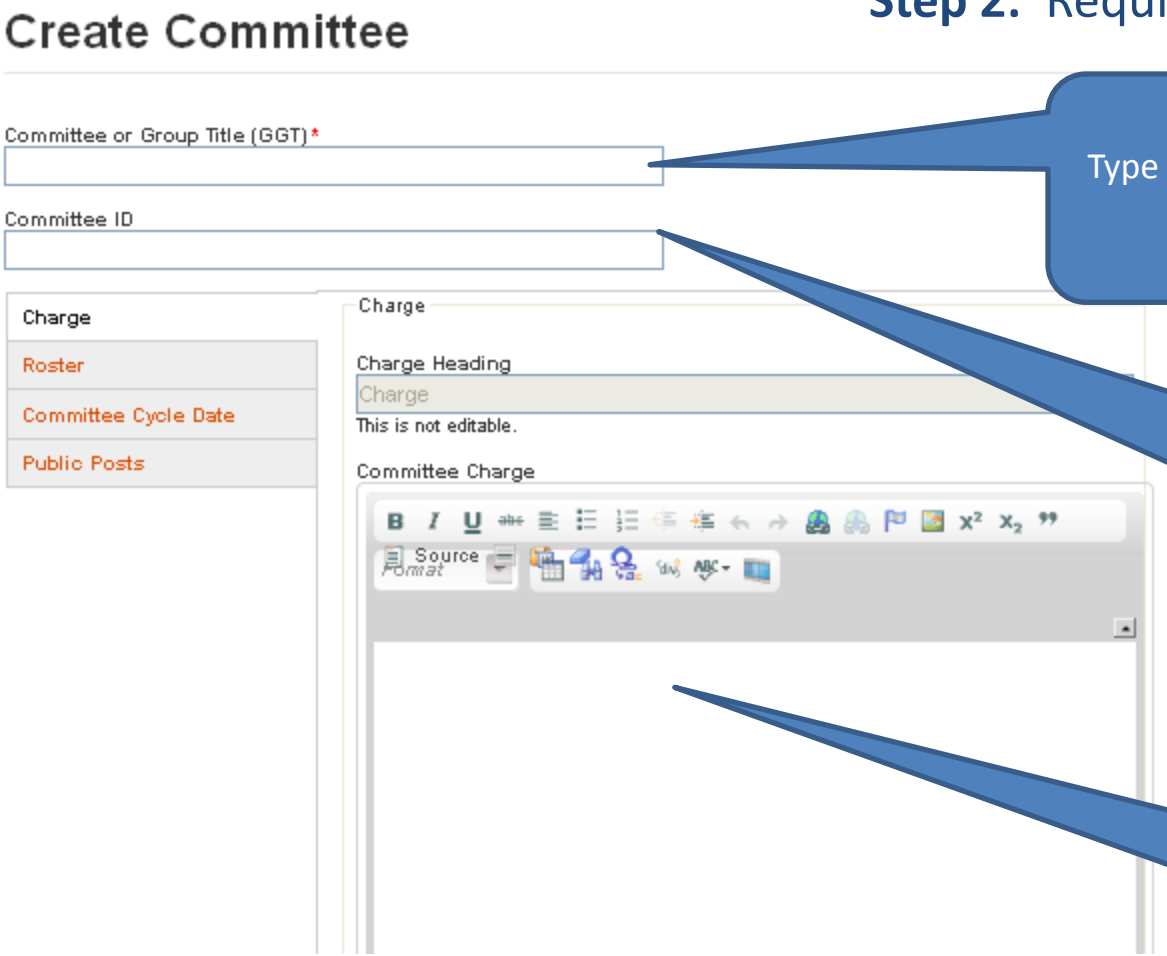
Add content

Choose the Committee content.



Add Committee Code and Title

Step 2: Required and dynamic field entry



Type in the Name of the Committee. This is a required field.

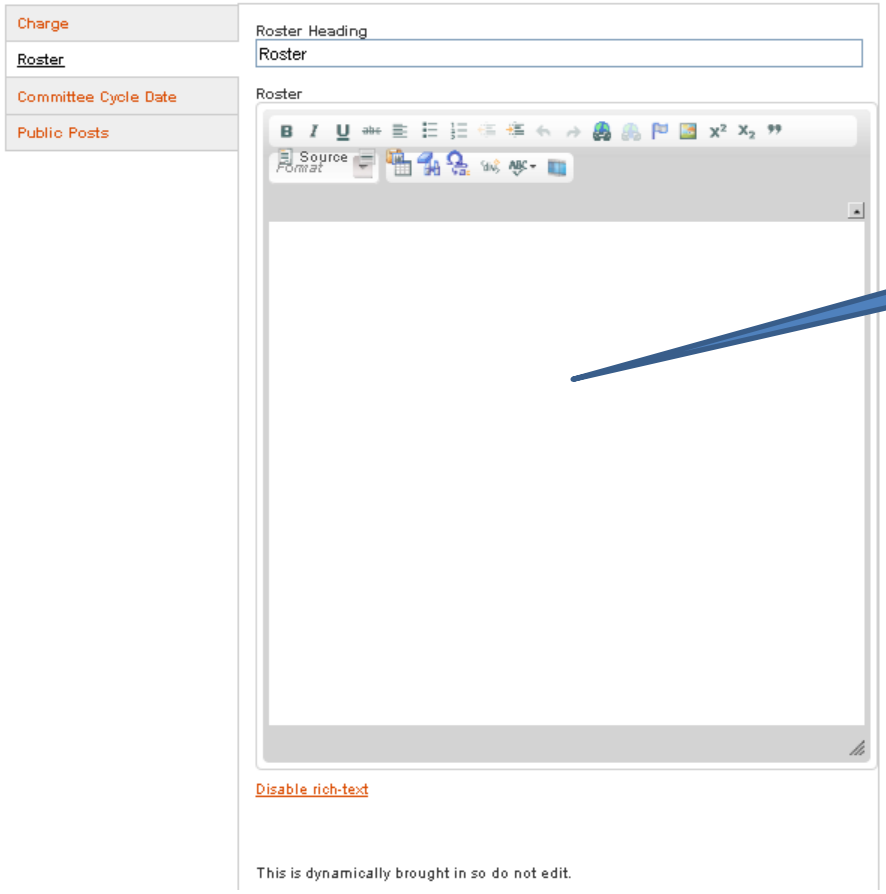
Type in the iMIS Committee code. **(UPPERCASE)**

This will dynamically pull the roster according to the term dates in iMIS.

Type in the committee's charge or mission here.

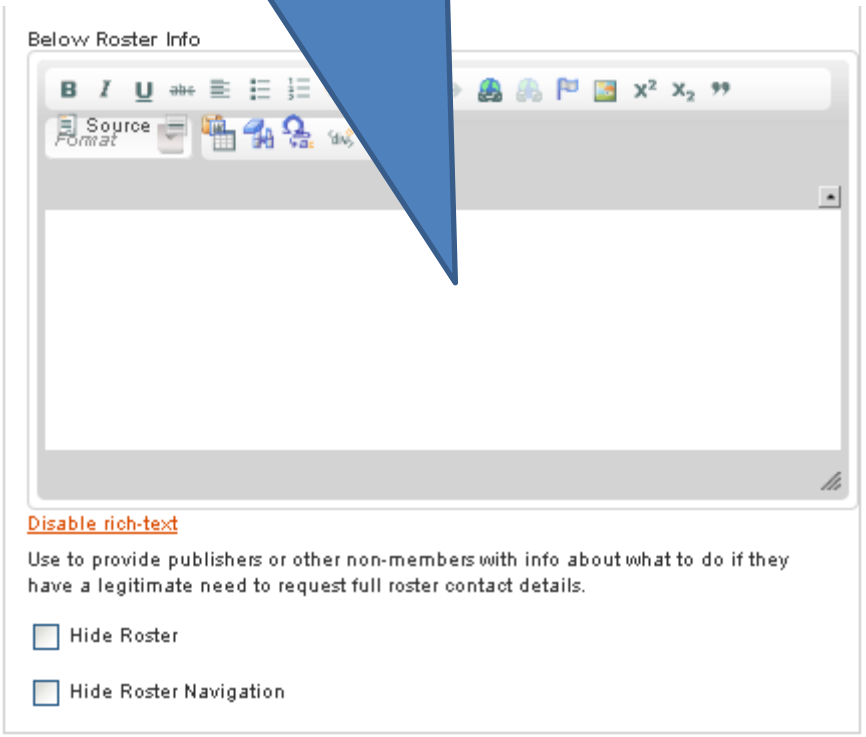
Leave the Roster Blank

Step 3: Unless you are not pulling roster data from iMIS



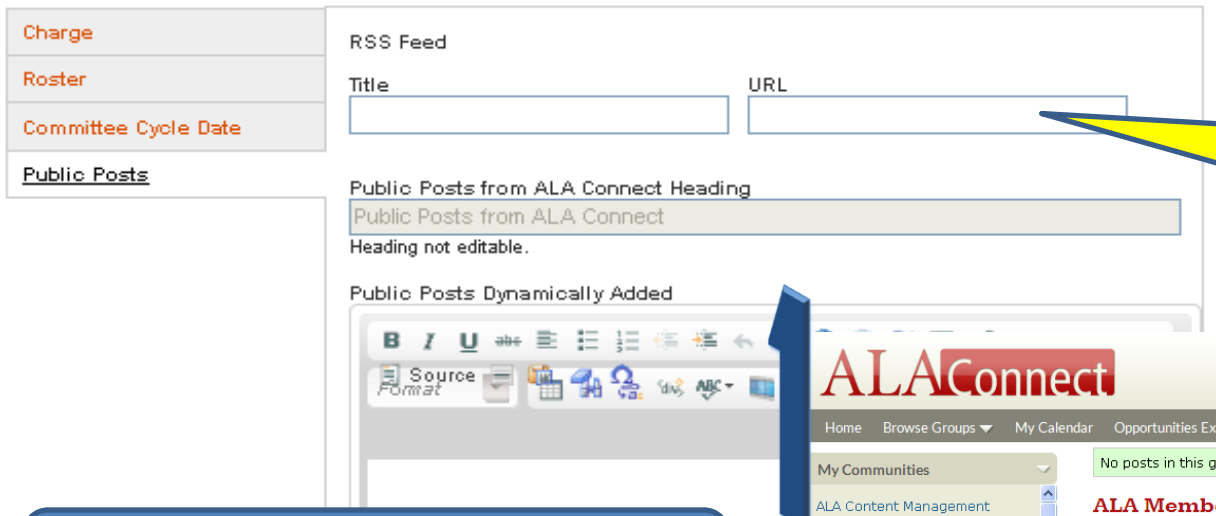
Leave Blank

Provide instructions on how to request full roster contact details to non-members



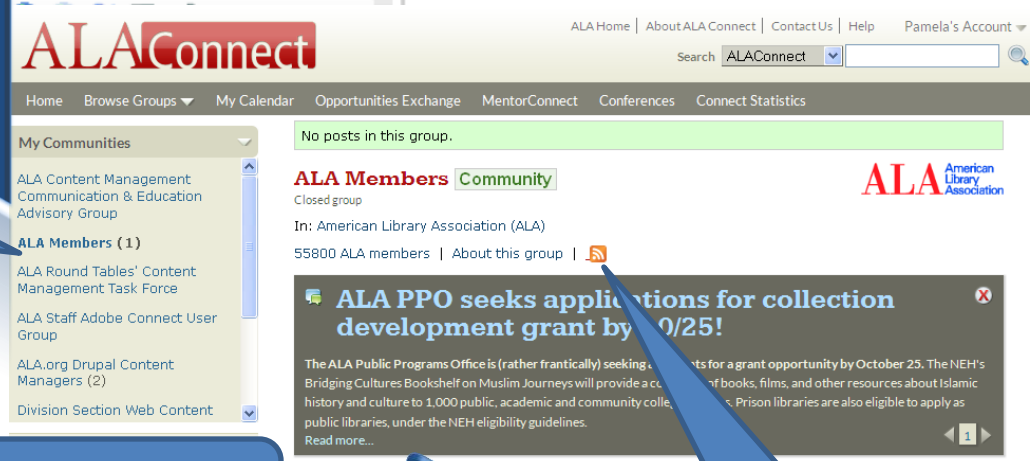
RSS Feeds = Public Posts

Step 4: Dynamically post from ALA Connect

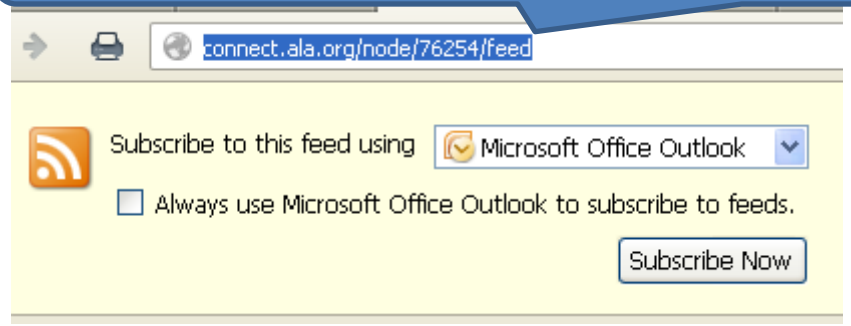


You need the URL to the RSS feed here. Use these 3 steps below:

Go to the group on ALA Connect. You can sign into your account at http://connect.ala.org



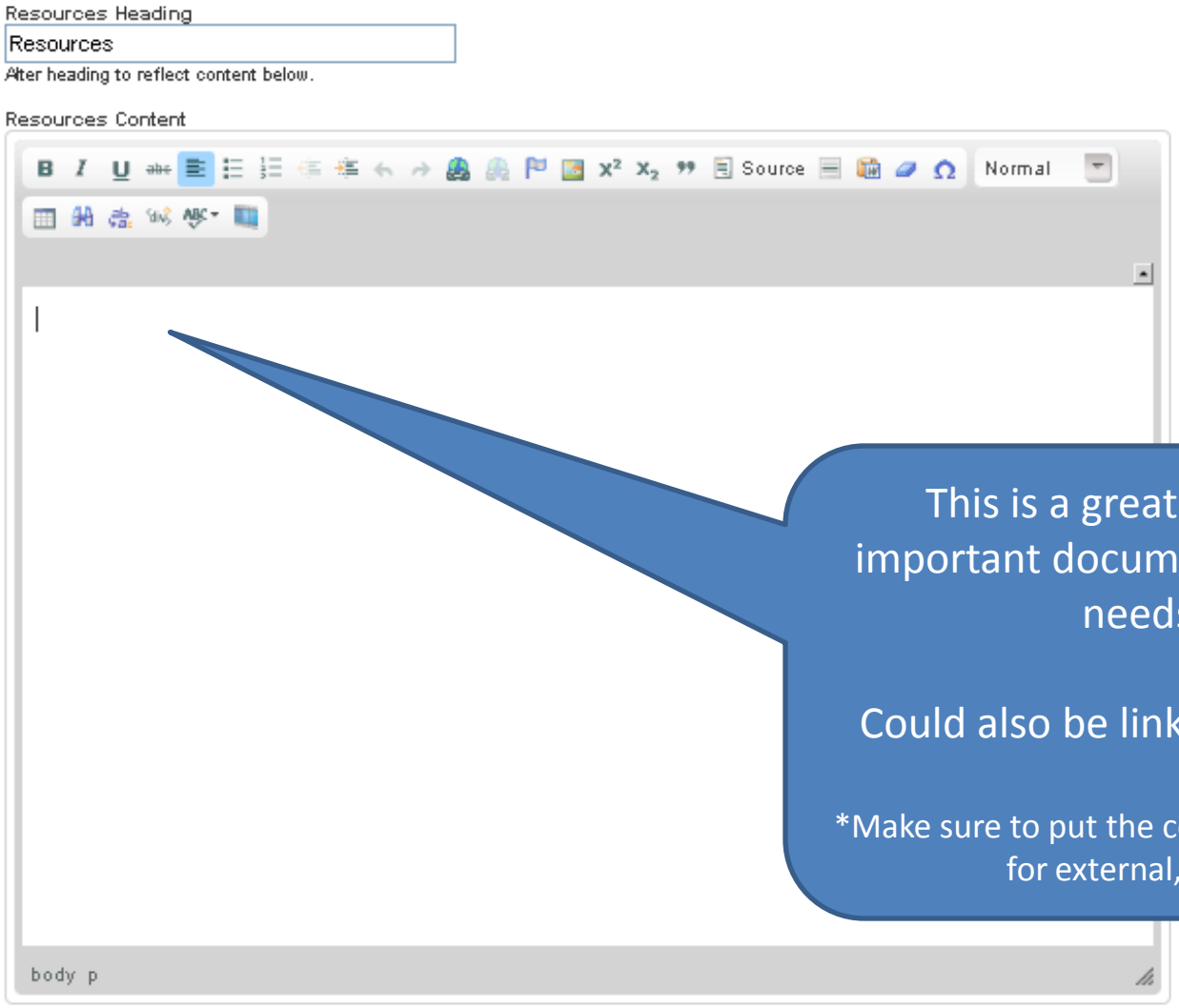
Grab the link; copy it to your clipboard and paste to URL field in Public Posts in Drupal



Click the RSS icon to go to the feed.

Scroll to add Resources

Step 5: Optional



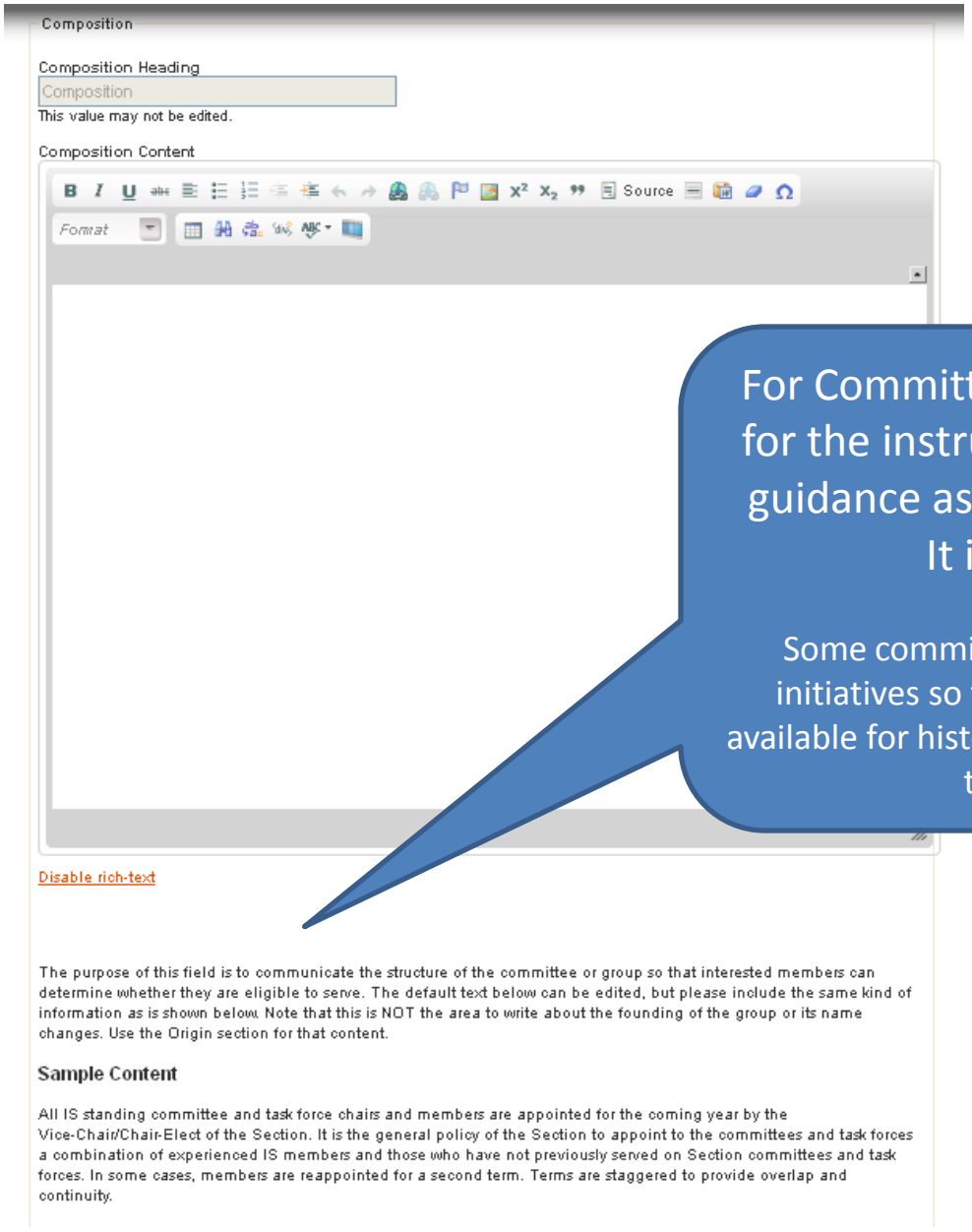
This is a great place to add links to important documents that the committee needs to refer to.

Could also be links to outside resources.*

*Make sure to put the correct type of link (absolute path for external, relative for internal)

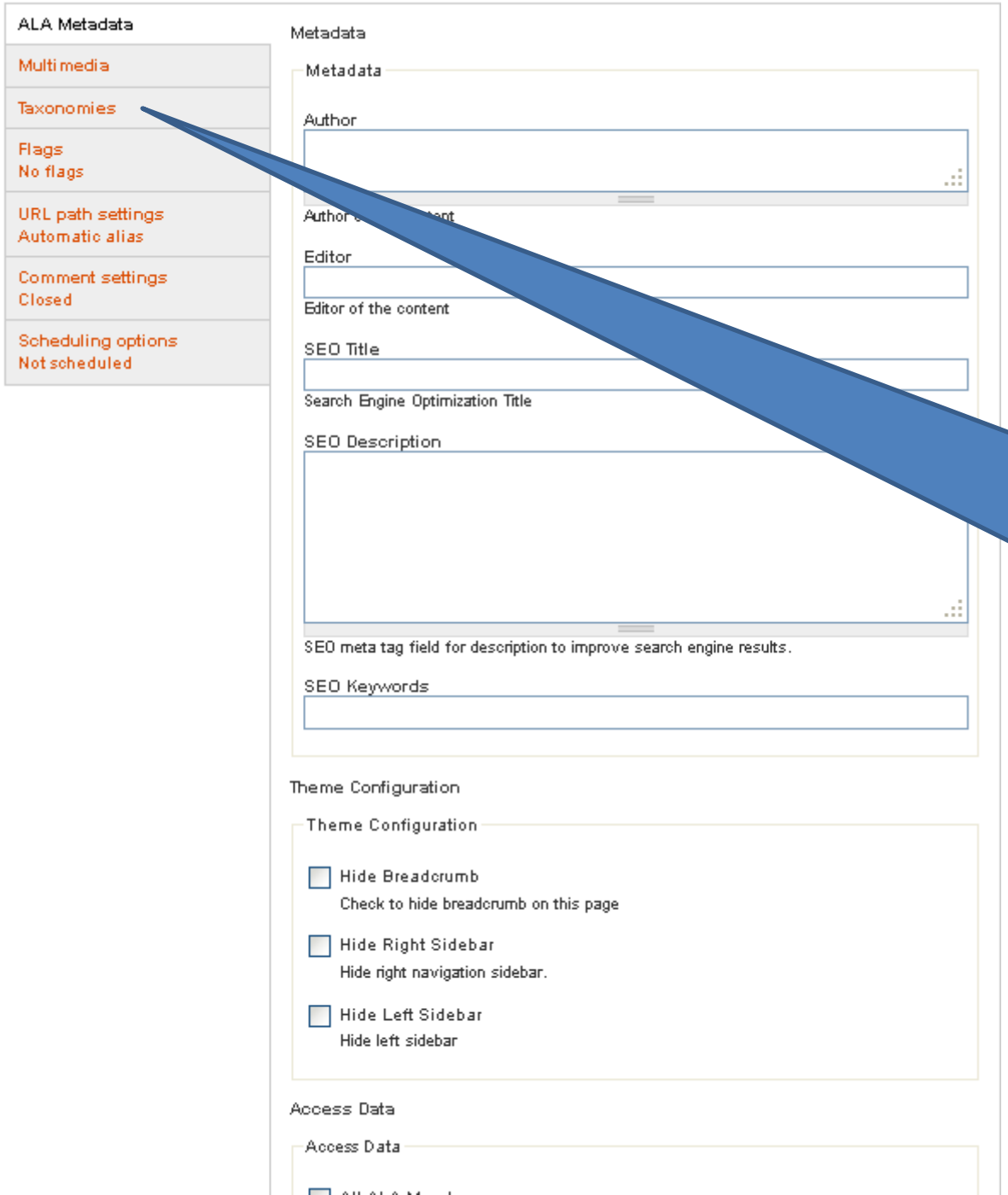
Watch for instruction under fields

Step 6: Optional Committee fields



For Committee fields like “Composition”, watch for the instruction and sample copy to give you guidance as to what is needed for these fields. It is located AFTER the field.

Some committees were born out of other taskforces or initiatives so the Origin and Optional Category fields are available for historical and other committee relate information that can be added to the page.



Metadata & Access

Step 7: Making the Committee visible to search engines

Scroll down to the bottom of the page to:
add **metadata**;
set **access** rights;
add **taxonomies**
to the committee page.

Only Members can see the entire contact info

Affiliates, Chapters, Related Groups & Organizations

Committees

Communicate & Connect

Council

Divisions

Get Involved

Member Communities

Member Leader Resources

Round Tables

Share this page:

Round Table Coordinating Assembly (RTCA)

View Edit Revisions Node export

Charge

This assembly acts as a conduit for information among round tables and various units and offices of ALA.

Roster

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Edit Committee Round Table Coordinating Assembly (RTCA) | American Library Association - Mozilla Firefox

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Add content Find content

Home » Round Table Coordinating Assembly (RTCA)

Edit Committee Round Table Coordinating Assembly (RTCA)

Add the committee, subcommittee or other group's title here, followed by their acronym in parentheses. Example: Budget and Review Committee (BARC)

Committee or Group Title (GGT) *

Round Table Coordinating Assembly (RTCA)

Committee ID

+

- **Charge**
- **Roster**
- **Committee Cycle Date**
- **Public Posts**

CHARGE

Charge Heading

Charge

This is not editable.

Committee Charge

Source Format

This assembly acts as a conduit for information among round tables and various units and offices of ALA.