ALCTS Leaders Orientation

ALCTS Leadership Development Committee
September 10, 2018
Agenda

I. Welcome from ALCTS Leadership
   - Kristin Martin and Jennifer Bowen

II. Welcome from ALCTS Executive Director
    - Keri Cascio

III. Committee Chair Calendar
    - Laura Evans

IV. Communication and Resources
    - Laura Evans

V. Questions & Answers
WELCOME
from the
ALCTS President
and
ALCTS President Elect
ALCTS Mission

To shape and respond nimbly to all matters related to the selection, identification, acquisition, organization, management, retrieval, and preservation of recorded knowledge through education, publication, and collaboration.

Kristin E. Martin
ALCTS President
2018-2019
Leadership Tools and Information

- Delegation of authority
- Reporting activities
- Developing future leaders
- Communication and collaboration
- Getting help
Realignment/New Division

- Conversations began last year
- Board vote to put resources toward investigation
- Further review and next steps at Midwinter
- May come before membership Spring 2019
Getting Members Involved!

- Member Involvement
- Communication
- Committee Appointments
- Volunteers

Jennifer Bowen
ALCTS President-Elect
jbowen@library.rochester.edu

http://www.ala.org/alcts/mgrps/howto/vol_form
Wondering how things work within ALCTS?

- Mentoring program
- Providing access to a diverse constituency
- Professional Development
- Fundraising
Welcome
(and good-bye)

ALCTS Executive Director
Keri Cascio

Twitter: @keribrary
- ALCTS within ALA
- Organization of ALCTS (Board, Committees, Sections, Interest Groups)
- Role of ALCTS staff and the ALCTS office
- Rules concerning fundraising/sponsorships of programs
ALCTS in ALA

- **Department**: Member Program & Services (MPS)
  - Divisions
  - ITTS
  - Conference Services

- **Reports to**: Mary Ghikas
  - Executive Director, ALA
ALCTS and ALA

- **ALA is:**
  - A 501(c)3 incorporated in Massachusetts

- **ALCTS is:**
  - Not a separate legal entity; we are part of ALA
  - Able to manage its own budget and staffing

- **ALCTS staff are:**
  - Employees of ALA and must abide by ALA HR rules and procedures

- **ALCTS has:**
  - To abide by policies and procedures of ALA
  - A good deal of autonomy
### BOARD OF DIRECTORS

**Committees**
- Advocacy and Policy
- Affiliate Relations
- Budget & Finance
- Continuing Education
- Fundraising
- International Relations
- Leadership Development
- Library Materials Price Index
- LRTS Editorial Board

**Award Juries**
- Hugh Atkinson
- Ross Atkinson Lifetime Achievement
- Edward Swanson Memorial Best of LRTS
- Outstanding Publication
- Outstanding Collaboration
- Esther Piercy

**Interest Groups**
- Creative Ideas in Technical Services
- Electronic Resources Management
- FRBR
- Linked Library Data
- MARC Formats Transition

**Metadata**
- New Members
- Newspaper
- Public Libraries Tech Services
- Publisher/Vendor Library Relations
- Role of the Professional Librarian in Tech Services
- Scholarly Communications
- Tech Services Managers in Academic Libraries
- Tech Services Directors of Large Research Libraries
- Tech Services Workflow Efficiency

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### ACQUISITIONS SECTION (AS)

**Committees**
- Education
- Publications
- Nominating
- Organization & Management
- Policy & Planning
- Research and Statistics
- Technology

**Award Juries**
- Harrassowitz Leadership in Library Acquisitions

**Interest Groups**
- Acquisitions Managers & Vendors

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### CATALOGING & METADATA MANAGEMENT SECTION (CaMMS)

**Committees**
- Asian & African Materials
- Cataloging: Description & Access
- Children’s Materials
- Continuing Education
- Nominating
- Policy & Planning
- Recruitment & Mentoring
- Research & Publications
- Subject Analysis

**Award Juries**
- Lois Mai Chan Professional Development Grant
- Margaret Mann Citation

**Interest Groups**
- Authority Control
- Cartographic Resources Cataloging
- Catalog Form & Function
- Catalog Management
- Cataloging & Classification Research
- Cataloging Norms
- Competencies & Education for a Career in Cataloging
- Copy Cataloging
- Faceted Subject Access
- Heads of Cataloging Departments

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### COLLECTION MANAGEMENT SECTION (CMS)

**Committees**
- Continuing Education
- Nominating
- Planning
- Publications

**Award Juries**
- ProQuest Coutts Award for Innovation

**Interest Groups**
- Administration of Collection Development
- Chief Collection Development Officers of Large Research Libraries
- Collection Development Issues for the Practitioner
- Collection Development Librarians of Academic Libraries
- Collection Evaluation & Assessment
- Collection Management & Electronic Resources
- Collection Management in Public Libraries

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### CONTINUING RESOURCES SECTION (CRS)

**Committees**
- Acquisitions
- Continuing Resources
- Cataloging
- Education, Research, & Publications Coordinating
- Holdings Information
- Nominating
- Policy & Planning
- Standards

**Award Juries**
- First Step Ulrich’s Serials Librarianship

**Interest Groups**
- College & Research Libraries Access to Continuing Resources

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### PRESERVATION & REFORMATTING SECTION (PARS)

**Committees**
- Nominating
- Program, Planning, & Publications
- Preservation Standards & Practices
- Preservation Week

**Award Juries**
- Paul Banks & Carolyn Harris Preservation
- George Cunha & Susan Swartzburg Preservation
- Jan Merrill-Oldham Professional Development Grant

**Interest Groups**
- Book & Paper
- Digital Conversion
- Digital Preservation
- Preservation Administration
- Preservation Metadata
- Promoting Preservation

**Working Groups**
- New Members
- Oral History
- Web
# ALCTS Board of Directors

## Executive Committee - 3-year terms
- President
- President-Elect
- Past President
- Councilor

## At-Large Members (3) - 3-year terms

## Section Chairs - 1-year terms
- Acquisitions
- Cataloging & Metadata Management
- Collection Development
- Continuing Resources
- Preservation & Reformatting

## Committee Chairs - 1-year terms, ex-officio, renewable
- Affiliate Relations
- Budget & Finance
- Organization & Bylaws
- Planning

## Non-Voting
- Intern (1-year term, former EL)
- *ALCTS News* Editor (ex-officio)
- Executive Director (ex-officio, also member of Executive Committee)
ALCTS Organizational Chart

Keri Cascio
Executive Director
kcascio@ala.org
x5030

Megan Dougherty
Continuing Education
mdougherty@ala.org
x5038

Alana Warren
Continuing Education Assistant (PT)
awarren@ala.org
x5034

Brooke Morris
Communications & Publishing
bmorris@ala.org
x5037
What ALCTS Office does
(a sample)

- Services and support for members and member groups
- Staff liaisons to all ALCTS and Section committees
- Schedules events and meetings
- Answers questions about policies and procedures
- Advocates for ALCTS within ALA
- Prepares budgets, documents, reports
- Creates surveys, evaluations, forms
- Manages ALCTS and Preservation Week on the ALA website
- Manages publication preparation, editing, and publishing
- Supports all continuing education events and conference programs
- Oversees many communications avenues
- Manages ALCTS participation in Annual Conference and Midwinter Meeting
Fundraising/program sponsorship

- All fundraising and sponsorship requests are coordinated by the ALCTS Fundraising Committee
- Questions about ALCTS Fundraising and Sponsorships should be addressed to the co-chairs of the Fundraising Committee, Melinda Flannery and Rachel Fischer (2018-19)
- Fundraising Committee will make the “official” ask for any sponsorship
- Any ALCTS event is eligible for sponsorship
  - Conference Programs
  - Pre-conferences and symposia
  - Webinars and web courses
  - Special events and initiatives, such as Preservation Week or Preservation in Action
- Eligible sponsorship requests
  - Speaker support
  - General program support, in-person or virtual
  - Targeted support for specific event, such as Preservation Week
  - In-kind, such as giveaways
Fundraising/program sponsorship

- Sponsorship requests for catering of any type for programs or committee meetings are NEVER honored.
- Members involved in development of event for which sponsorship is desired need to contact Fundraising Committee before making any contact with potential sponsors.
- Ideas for potential sponsors are always welcome.
- Sponsorship levels are generally determined by the Fundraising Committee.
ALCTS Contact Information

Office

• 50 E Huron Street  
  Chicago, IL 60611-2795  
  fax: (312) 280-5033  
  www.ala.org/alcts  
  alcts@ala.org

Staff

• Keri Cascio  
  Executive Director  
  (312) 280-5030  
  kcascio@ala.org

• Megan Dougherty  
  Continuing Education  
  (312) 280-5038  
  mdougherty@ala.org

• Brooke Morris  
  Communications and Publishing  
  (312) 280-5037  
  bmorris@ala.org

If you have a question about . . .

• http://www.ala.org/alcts/about/contact
Chairs’ Calendar

Laura Evans
Chair, ALCTS Leadership Development Committee
July – September
Committee Chairs

- July: Term of service begins
- Contact your returning and new committee members
  - Communication through ALA Connect
- Plan and communicate calendar for year’s work
- Connect with your committee at least once a month
Schedule a Virtual Meeting?

Committee Chairs

- What committee business can you carry out between conferences instead of waiting until Midwinter?
- Support participation by all members
- Contact ALCTS staff to schedule virtual meetings using:
  - Conference call line
  - GoToMeeting software
  - Zoom
September – January
Planning for Midwinter
Committee Chairs

- Ensure committee meeting is scheduled
  - Share meeting info. with group members
- Contact committee members – anyone connecting remotely?
  - Plan accordingly – equipment, etc.
- Begin to develop agenda
September – January
Planning for Midwinter
IG Chairs

- Ensure meeting is scheduled
  - ALCTS office enters room requests
  - Master schedule of meetings
- Plan meeting format
  - Speakers, round table discussions, lightning talks
- Send call for proposals
- Finalize program
By December 3\textsuperscript{rd}:
Committee Chairs

- Division Chairs: Submit first of two reports to ALCTS President using online form (link will be sent via email)
- Brief summary of activities since Annual
- Strategic Plan Activities
- Section committee chairs:
  - Check with your Section Exec
  - May have an earlier deadline
January – Midwinter Meeting

- Convene your group’s meeting(s)
- **Division committee chairs** also attend ALCTS Division Committee Chairs meeting (Sunday morning)
- Present any action items to your respective Boards:
  - Division committee chairs encouraged to attend ALCTS Board (Budget/Finance, O&B, Planning chairs are Board voting members and always attend)
  - **Section committee chairs** attend respective section’s Executive Committee meeting.
January/February – At or Right After Midwinter

Committee AND Interest Group Chairs:

- Submit a written *narrative report* of Midwinter activities for publication in ALCTS News via the ALCTS website:
  - http://www.ala.org/alcts/mgrps/howto/grp_report
- Committees: Post draft *minutes* to your ALA Connect page for your members to review
March-May
Hold another Virtual Meeting?
Committee Chairs

- What committee business can you carry out between conferences instead of waiting until Annual?
- Support participation by all members
- Contact ALCTS staff to schedule virtual meetings using:
  - Conference call line
  - GoToMeeting software
  - Zoom
By April 29th:
Committee Chairs

- Division Chairs: Submit second of your two reports to ALCTS President using online form (link will be sent via email)
- Brief summary of activities since Midwinter
- Strategic Plan Activities
- Section committee chairs:
  - Check with your Section Exec
  - May have an earlier deadline
March – May
Preparing for Annual Committee Chairs

- If you are rotating off as chair, work with appointing officer to begin solicitation for a new chair
- Ensure committee meeting is scheduled
  - Share meeting info. with group members
- Contact committee members – anyone connecting remotely at Annual?
  - Plan accordingly – equipment, etc.
- Begin to develop agenda
March – May
Preparing for Annual IG Chairs

- Ensure meeting is scheduled
- Plan meeting format
- Send call for proposals
- Finalize program
- Process for choosing incoming officers
  - Officers MUST be ALCTS members
  - Questions? Ask Donia Conn, IG Coordinator
June – Annual Conference

- Convene your group’s meeting(s)
- Attend your group’s programs!
- **Division committee chairs** also attend ALCTS Division Committee Chairs meeting (Sunday morning)
- Present any action items to your respective Boards (same as Midwinter)
June – At or Right After Annual

Committee AND Interest Group Chairs:

- Submit a written *narrative report* of Annual activities for publication in ALCTS News via the ALCTS website:
  
  - http://www.ala.org/alcts/mgrps/howto/grp_report

- Committees: Post draft *minutes* to your ALA Connect page for members to review
Interest Group Chairs…

- No need to submit progress reports to ALCTS President or Section Chair
- You ARE required to submit narrative reports of your activities at Midwinter and Annual for publication in ALCTS News: http://www.ala.org/alcts/mgrps/howto/grp_report
- In your Annual report, announce the names of your new IG officers
If you are rotating off as Chair…

- July: Term of service ends
- Send committee members a thank you message
- Outgoing chair should send records of the committee’s work to the new chair
- Archival records (excluding minutes, rosters, memos, etc.) should be sent to the ALCTS Office if not needed by the new chair
Communication and Resources for ALCTS Leaders
Keeping up with ALCTS

- ALCTS Chairs list: ala-alctschairst@ConnectedCommunity.org
- ALCTS Interest Group list: alcts-ig@lists.ala.org
- ALCTS Central list: alctscentral@lists.ala.org
- ALCTS News: https://alcts.ala.org/news/
- ALCTS Facebook page
- ALA Connect
ALCTS Leadership Page

http://www.ala.org/alcts/mgrps/howto/leaders

Leadership

The following links and resources provide valuable information about the responsibilities and duties of committee chairs and other leaders within ALCTS.

- 2018 ALCTS Leaders Orientation - SIGN UP NOW!
  - Monday, September 10, 3pm - 4pm Central: Register

- 2017 ALCTS Leaders Orientation: Recording | Slides
- Leaders' Calendar
- Leaders' Duties
- Create and submit periodic report to ALCTS President
  - 2018-19 dates: December 3 and April 29
- Create and submit mandatory reports to ALCTS News:
  - Liaisons & Representatives | Interest Groups | Committees and Section Groups
- How to be an ALCTS Leader LibGuide
How To Be An ALCTS Leader

Information and documentation for ALCTS leaders.

Interest Group Chair Responsibilities

The chair of the interest group is responsible for planning a program/meeting at both the Midwinter and Annual Conference during the incumbent’s year as chair. The chair is required to attend Midwinter and Annual meetings.

Pre-Conference Responsibilities:

- Research current developments or trends in the area to solicit speakers and/or discussion leaders with expertise/experience with the development trend.
- At least three months (October 1 for MW, March 1 for Annual) prior to each ALA meeting, the chair should solicit presentations giving a deadline for submissions. Ask for title, abstract, presenters’ names, positions, and institutions.
- Collect presentations. After the submission deadline, choose presenters and determine their order. Notify presenters with confirmation that they have been accepted. Ask if they will bring their own computers, presentation document, and if they will be willing to submit their presentations after the conference to post on Connect.
- Publish to ALCTS-IQ and other relevant electronic lists an agenda no later than one month prior to each meeting.
- Meeting dates and times must be confirmed for Midwinter and Annual during the time frame announced by ALCTS.
- Room configuration must also be confirmed. The standard large IQ meeting set for AV is a projector, screen, table and podium with mike, computer and internet connection.

At-Conference Responsibilities:

- At time of presentation, arrive early at the room & get AV set up.
- When session begins, welcome the presenters and audience, introduce self and fellow officers. Introduce presenters briefly with where they are from and their presentation topic. Tell audience format of presentations: e.g., three speakers will speak in succession; save questions for all three for end of the session.
- Tell audience that you are sending around sign-up sheet (include 3 columns: Name, Institution, E-mail address).
Thank you!

Laura Evans
evans@binghamton.edu