

ACADEMIC RELATIONS COMMITTEE

I. Selection and Qualifications

- A. The Chair is appointed by the President. It is desirable that the Chair have experience on the Committee or in similar activities, plus knowledge of special libraries and librarians of the area.
- B. If needed, Committee members are selected by the Chair. They should be interested in recruiting as a means of strengthening the profession and should also be interested in issues of employment opportunities and job seeking techniques for library science graduates.

II. Functions and Responsibilities

- A. Is a member of the Advisory Council and liaison between the Chapter and the SLA Membership Committee.
- B. Acts to publicize and develop student interest in the field of special librarianship.
- C. Encourages student membership in SLA, as a way of learning more about special librarianship and an opportunity of meeting practitioners.
- D. Extends additional membership to other groups, including Library technical assistants, those in such programs, and practitioners of other related disciplines, who may be unaware of the opportunities which exist in special librarianship.
- E. Acts as liaison between the Chapter and individual students and student groups with an interest in librarianship. Is cognizant of the needs and desires of the Student Members of the Chapter and represents those needs and desires before the Board.
- F. Must be a member of the Fundraising Committee if there are any plans to ask for vendor sponsorship of expenses.

III. Procedures

- A. Notifies the SLA Membership Committee of the Chair's name, in order to coordinate local plans with Association policy and to receive the relevant Association materials.
- B. Maintains an adequate stock of all membership literature and provides a supply to the U.C., Berkeley Library School Library.
- C. Provides membership material and any other information to students who inquire about special librarianship and/or SLA.
- D. Places announcements of special interest in the Chapter Bulletin.
- E. Maintains regular contact with local library school faculties (primarily, but not necessarily exclusively, U.C. Berkeley) to develop ways of making materials and information easily available to students and interest faculty. Schools with nondegree programs may be

included.

- F. Reserves bulletin board space at library schools for SLA material. Announcements, etc., may center around an SLA recruitment poster.
- G. May develop liaison with placement officers at institutions with a library school or program, familiarizing these officers with opportunities in special librarianship and supplying them with recruitment material.
- H. Establishes and maintains contact, whenever possible, with student library associations or committees on local campuses. Supplies informational material, jointly sponsors events, etc.
- I. Coordinates activities with such other committees as Consultation, Jobline, Membership, and Professional Development.
- J. During the year, plans one function, whereby students interact with members of the Executive Board and Advisory Council. This is usually a student reception to be held on the U.C., Berkeley campus with Chapter members, including the Executive Board and Advisory Council, in attendance. In recent years, vendors have contributed to the refreshment costs of this reception.
- K. The Committee may arrange and/or participate in talks, panel discussions, etc., sponsored by professional schools in the area. Participants may be from the Committee or anyone else the Committee invites.
- J. Monitors the SLA Academic Relations Website for additional information (<http://www.sla.org/committee/sarc/studgrps.html>).

IV. Records and Reports

- A. Submits an annual report at the request of the Chapter President.