

**Procedures Manual**  
**MILITARY LIBRARIANS DIVISION**  
**SPECIAL LIBRARIES ASSOCIATION**

January 27, 2001

**TABLE OF CONTENTS**

INTRODUCTION -----	2
EXECUTIVE BOARD -----	3
CHAIR. -----	4
CHAIR-ELECT -----	5
IMMEDIATE PAST CHAIR -----	8
SECRETARY -----	9
TREASURER -----	10
DIRECTOR-AT-LARGE-----	11
MLW DIRECTOR -----	12
ARCHIVIST -----	14
AUDITOR -----	15
AWARDS COMMITTEE -----	16
BYLAWS COMMITTEE -----	17
MEMBERSHIP COMMITTEE -----	18
MILITARY LIBRARIANS WORKSHOP HOST -----	20
MILITARY LIBRARIANS WORKSHOP PLANNING COMMITTEE -----	21
NOMINATING COMMITTEE -----	22
PUBLICATIONS COMMITTEE	
( <i>MILITARY LIBRARIAN EDITOR, WEBMASTER, WEB COMMITTEE</i> ) -----	23
RESOURCES MANAGEMENT COMMITTEE -----	25
STRATEGIC PLANNING COMMITTEE -----	26
 APPENDIX I	
MILITARY LIBRARIANS DIVISION BYLAWS -----	27
 APPENDIX II	
GUIDELINES FOR DIVISION ARCHIVES -----	33
 APPENDIX III	
MILITARY LIBRARIANS DIVISION STRATEGIC PLAN -----	37
 APPENDIX IV	
PAST MILITARY LIBRARIANS WORKSHOPS -----	38
 APPENDIX V	
PAST CHAIRS OF THE SLA MILITARY LIBRARIANS DIVISION -----	43
 APPENDIX VI	
MILITARY LIBRARIANS WORKSHOP PROCEDURES -----	45

## **INTRODUCTION**

### **SPECIAL LIBRARIES ASSOCIATION MILITARY LIBRARIANS DIVISION**

The name of this organization is the Military Librarians Division, Special Libraries Association.

The objectives of this Division are those of the Special Libraries Association: To provide an association of individuals and organizations having a professional, scientific, or technical interest in library and information science, especially as these are applied in the recording, retrieval, and dissemination of knowledge and information in areas such as the physical, biological, technical, and social sciences and the humanities; and to promote and improve the communication, dissemination, and use of such information and knowledge for the benefit of libraries or other educational organizations.

This Division brings together those members with mutual interests in military librarianship in order to provide a forum for the exchange of ideas and information on military librarianship; to conceive and carry out projects which will assist members in providing increased and improved services to military libraries; and to improve the professional advancement and importance of its members in the military community.

The official newsletter of the Division is ***THE MILITARY LIBRARIAN***.

--Adapted from the Military Librarians Division June 1999 Bylaws.

## **BRIEF HISTORY OF THE MILITARY LIBRARIANS DIVISION (MLD)**

Our earliest record of interest in forming an organization of military librarians was in 1944. Five years later, 28 Military Librarians met at a breakfast meeting during the SLA Conference in Los Angeles (1949) to discuss a formal organization. The initial steps toward a formal organization took place in 1952, spearheaded by librarians from the Military Service Academies. In 1953, a Military Library Institute was held in conjunction with the SLA Conference in Toronto, Canada. The Military Librarians Section of the Social Sciences Division, forerunner to MLD, was formed in 1953. The Military Librarians Division of the Special Libraries Association was created from the Social Sciences Division Military Libraries Section and met at the SLA Conference in Detroit in 1955.

- This information taken from "The Military Librarians Workshop: A Premier Gathering of Military Librarians, 1957-1999," by William A. Palmer, Jr. and with a postscript by Marcia Hanna, Ph.D. (June 2000)

Unless specifically identified otherwise, all mention of Chair, Executive Board or Board, or other positions or duties, refer to the Military Librarians Division of Special Libraries Association.

## **EXECUTIVE BOARD**

### Function:

The Military Librarians Division Executive Board shall have the authority to manage the Division's property and to regulate and govern its affairs.

### Duties:

1. To appoint the Nominating Committee and designate its chair.
2. To determine policies within the limits of the Association and Division bylaws.
3. To take actions it considers necessary to the objectives of the Division.
4. The designated service representatives on the Board to provide long range planning for the Military Librarians Workshop (MLW).
5. To provide policy guidelines for the Division newsletter, ***THE MILITARY LIBRARIAN***.
6. To establish standing and special committees. The board shall delegate necessary functions and responsibilities to each committee. Committee chairs are required to submit annual reports. The Board shall abolish committees that do not serve a useful purpose. The term of office begins on July 1.

### Reports:

Summaries of actions taken at Executive Board meetings shall be prepared by the secretary and distributed to board members.

### Expenses:

(See notations for individual officers.)

### Transition Checklists:

(See notations for individual officers.)

### Examples:

Attach list of officer positions, letters nominating and describing volunteer duties, knowledges and skills involved and/or gained.

Example of acceptance letter(s).

## CHAIR

### Function:

The chair is the chief executive officer of the Military Librarians Division and, subject to the Executive Board, shall have general supervision and control over its affairs. The term of office is one year but is part of a three-year commitment to the Association.

### Duties:

1. Appoints all committee chairs, except the Nominating Committee. (See executive board.)
2. Plans and presides at all business and executive board meetings of the Division.
3. Recommends to the Executive Board measures necessary for the effectiveness of the Division.
4. Signs all contracts and legal documents.
5. Signs checks drawn upon Division funds, when not signed by Treasurer.
6. Serves as ex officio member, without vote, of all committees except the Nominating Committee.
7. Represents the Division at Association winter meeting and annual conference. Attends conference planning and leadership development sessions. If unable to attend, chair appoints another member, preferably an officer, to represent the Division. The chair shall fully brief the appointee.
8. Develops the Division program(s) for the annual conference at which he or she is chair.
9. Represents the Division on standing committees of the Association Division Cabinet or as appointed by Division Cabinet Chair to serve on an ad hoc committee.
10. Provides long range planning for the Military Librarians Workshop (MLW).
11. Conducts site survey for MLW (with chair-elect).
12. Plans and conducts the Executive Board and awards/business meetings at the MLW.
13. Works with the MLW host, Executive Board, and selected contractor (if any) for MLW planning.
14. Reviews appropriate sections of the **MLD Procedures Manual** in February. Sends recommended changes to secretary.

### Reports:

1. Prepares an annual report of the activities for the Association Division Cabinet Chair.
2. Prepares requests for action by the SLA Board or requests for supplemental funding, if necessary.
3. Assures the Treasurer submits a timely and audited financial statement to the Association Office. The Division allotment is dependent upon timely and acceptable financial accounting to the Association.
4. Arranges for transfer of files to successor or Archivist, as appropriate. At the end of operational year, all correspondence files more than one year old should be transferred to the Archives. (Exceptions should be made for those files that are necessary to maintain continuity, such as special projects, which have longevity greater than one year, as well as for ongoing publication activities, such as **THE MILITARY LIBRARIAN**.) All other correspondence and the **MLD Procedures Manual** should be transferred to the incoming chair.
5. Sends to the Association publications manager three copies of any publication prepared under the auspices of the Division. The copies are to be cited in Association publications and retained permanently in the Association archives.
6. Assures that sample copies Division publications are sent to the Association Office, in accordance with SLA guidelines.
7. Prepares regular columns for each issue of **The Military Librarian** and/or asks others to prepare columns to keep members informed.

### Expenses:

The Division will provide financial support NTE \$500.00 to help defray expenses at the SLA winter meeting, SLA annual conference, and/or Military Librarians Workshop, if the incumbent's organization is unable to provide travel funds. The Executive Board may approve other expenses.

### Transition Checklist:

1. All pertinent files and records not sent to Archives.
2. Paperwork on ongoing projects.
3. Division medallions and pins.
4. Gavel and MLD Banner - for display at annual conference and MLW.
5. Recommendations for vacant positions.

6. A copy of Bylaws, if necessary.
7. A copy of ***MLD Procedures Manual***, if necessary.
8. Lessons learned.

Examples of:

Nomination and acceptance letters with known locations of SLA and MLW meetings for term of office.  
Volunteer duties, responsibilities, WIIFM.

## CHAIR-ELECT

### Function:

The chair-elect serves as a member of the Executive Board and participates at the request of the chair in the general supervision of Division activities. The chair-elect may represent the Division upon the request of the chair and assumes the duties of chair in the event of the absence or withdrawal of the chair. The chair-elect succeeds to chair on July 1. The elected term of office is one year but is part of a three-year commitment to the Division and Association.

### Appointments:

The chair-elect may begin appointment of chairs of all standing committees (except the Nominating Committee, which is appointed by the Executive Board, and the Auditor who is appointed by the Treasurer) before the annual business meeting at which the chair-elect becomes the chair. It is important to begin work with a director-at-large on program planning, as soon as the chair-elect becomes an officer, to allow for adequate planning. It is advisable to appoint the Membership Committee Chair well before the annual business meeting at which the chair-elect becomes chair. The Association will require a full roster of committee chairs by June 30.

### Duties:

1. Attends all executive board meetings and presides in the absence of the chair.
2. Represents the Division, with the chair, at the Association winter meeting and annual conference. Attends conference planning and leadership development sessions. If unable to attend, appoints another division member, preferably an officer, to represent the chair-elect. In the event of a need for such an appointment, the chair-elect shall fully brief the appointee.
3. Participates as a member of the Strategic Planning Committee, in order to help set the direction of the division in future years. Monitors committee chair activity and encourages support of the strategic plan.
4. Assists the chair with any projects, policy planning, or other business affairs, as requested.
5. Assists in site survey for MLW (with chair.)
6. Reviews all officer, committee chair, and liaison position descriptions in the *MLD Procedures Manual*, by February. Sends recommended changes to the secretary.
7. Reviews all SLA and MLD timetables prior to taking the position of chair, to assure that committee chairs are meeting deadlines and that their planned activities support the MLD and SLA strategic plans.
8. May post notices calling for committee chairs and volunteers on the Division's Web site, discussion list, and in *THE MILITARY LIBRARIAN* prior to the annual conference.

### Reports:

1. Ensures that preliminary conference program plans are reported to the Association Conference Committee according to their timetable.
2. Reports conference plans, funding support, and other issues to the membership through *The Military Librarian* and other communication channels.
3. Arranges for the transfer of all pertinent files to the incoming chair-elect.
4. Prepares an annual report to the division chair upon request.
5. Sends to the Archivist all worthwhile papers of genuine historical importance accumulated during year of tenure, as described in Archives section.

### Expenses:

The Division will provide financial support NTE \$500.00 to help defray expenses at the SLA winter meeting, SLA annual conference, and/or Military Librarians Workshop, if the incumbent's organization is unable to provide travel funds. The Executive Board may approve other expenses.

### Transition Checklist:

1. All pertinent files and records not sent to Archives.
2. Paperwork on ongoing projects.
3. Recommendations for vacant positions.
4. A copy of Bylaws, if necessary.

5. A copy of *MLD Procedures Manual*, if necessary.
6. Lessons learned.

Examples:

Nomination and acceptance letters with known locations of SLA and MLW meetings for term of office.  
Volunteer duties and responsibilities, WIFM.

## **IMMEDIATE PAST CHAIR**

### Function:

The immediate past chair serves in an advisory capacity as a member of the Executive Board. The term of office is one year and is the last year of a three-year commitment to the Association.

### Qualifications:

The immediate past chair has served as chair of the Division.

### Appointments:

None.

### Duties:

1. Serves the chair as called upon.
2. Serves on the Nominating Committee.
3. Reviews *MLD Procedures Manual* in February. Sends recommended changes to secretary.

### Reports:

1. Submits an annual report to the Division Chair upon request.
2. Sends to the Division Archivist all worthwhile papers of genuine historical importance accumulated during year of tenure, as described in Archives section.

### Expenses:

The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The Division will provide financial support NTE \$500.00 to help defray expenses at the SLA winter meeting, SLA annual conference, and/or Military Librarians Workshop, if the incumbent's organization is unable to provide travel funds. The Executive Board may approve other expenses.

### Transition Checklist:

1. Names of persons contacted for possible leadership positions.
2. All pertinent files and records not sent to Archives.
3. Paperwork on ongoing projects.
4. Recommendations for vacant positions.
5. A copy of Bylaws, if necessary.
6. A copy of *MLD Procedures Manual*, if necessary.
7. Lessons learned.

## SECRETARY

### Function:

The secretary records the minutes and official business of the Division at Executive Board and business meetings during the winter meeting, annual conference, and Military Librarians Workshop.

The elected term of office is two years.

### Duties:

1. Records minutes of the business and/or executive board meetings at winter meeting, annual conference, and MLW.
2. Drafts the minutes of the business and executive board meetings for approval by the Board, and sends approved minutes to *THE MILITARY LIBRARIAN* editor as close to publication schedule as possible for publication in the next issue.
3. Prepares 5 paper copies of the approved minutes of the above and sends 1 copy to the Division Cabinet Chair, 1 copy to the Division Chair, 1 copy to the Archivist, 1 copy to Publications Chair, and 1 copy to the Association Office. Sends electronic copies to the Executive Board, if possible.
4. Conducts official correspondence and maintains a file of current records.
5. Executes documents as needed.
6. Reviews and revises the *MLD Procedures Manuals* annually in March, after officers and committee chairs send recommended revisions. Obtain approval for changes from division chair before final revision.
7. Cast a vote for incoming officers at the annual business meeting if the election is uncontested.
8. Handles the annual election of officers balloting if election is contested.
  - a. Requests address labels from the Association well in advance – may be able to download from Association website.
  - b. Prepares the ballot and accompanying biographical data using information provided by the Nominating Committee or other source.
  - c. Folds, stuffs (by hand or machine) – or hires a mailing service – and mails the ballots addressed to the membership together with a return envelope addressed to the secretary.

### Reports:

1. Prepares an annual report to the chair upon request.
2. Submits approved minutes of the annual business meeting to the Division Cabinet Chair and Division's Executive Board.
3. Sends the Archivist a copy of the annual business meeting minutes and revised *MLD Procedures Manual*, as noted above, as well as all worthwhile papers of genuine historical importance accumulated during the year, as described in the Archives section.

Expenses: The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The Division will provide financial support NTE \$500.00 to help defray expenses at the SLA winter meeting, SLA annual conference, and/or Military Librarians Workshop, if the incumbent's organization is unable to provide travel funds. The Executive Board may approve other expenses.

### Transition Checklist:

1. File of current records.
2. Roster of officers with home and work contact information, as needed.
3. Mailing labels, if current.
4. MLD stationery.
5. Electronic or paper templates and/or forms.
6. Bylaws, if necessary and not available from Website.
7. *MLD Procedures Manual* in paper and electronic format.
8. Division laptop, if in possession of it.
9. Lessons learned, including notes on how to take minutes of meetings.

### Examples:

Nomination and acceptance letters with known locations of SLA and MLW meetings for term of office.

## TREASURER

### Function:

The Treasurer serves as a member of the Executive Board and maintains all financial records and prepares the annual financial statement, which must be audited. (See Auditor). All financial transactions are closed and reported as of December 31. The elected term of office is two years.

### Duties:

1. Collects, deposits, and expends the funds for the Division as required and authorized by the Executive Board.
2. Keeps an accurate and detailed record of Division funds, to be able to report the financial condition of the Division whenever such a report is required by the Association and/or during Executive Board meetings. The account of Division funds is audited annually. (See Auditor) The annual financial statement must include the financial statement of *THE MILITARY LIBRARIAN* operations, which is provided to the treasurer by *THE MILITARY LIBRARIAN* editor. It must also include the funds of the Military Librarians Workshop, to be provided by the MLW Host or his/her designate.
3. Obtains proper receipt of all money expended.
4. Draws and signs checks for Division activities as approved by the chair. (Two signatures on checks are not required, but the account carries both treasurer and division chair as authorized to sign--either one.)
5. Furnishes the Chair and Executive Board guidance in the preparation of the annual budget. Each officer and committee chair should submit budget requests to the treasurer by October 31.
6. The treasurer compiles the budget and presents it to the Executive Board prior to the winter meeting.
7. In January, provides the Auditor with the annual financial statement for the previous calendar year for certification.
8. Provides the annual financial statement in *THE MILITARY LIBRARIAN*, preferably in the next issue.
9. In June, provides a report of the Division financial status as of May 31, and presents a summary of finances at the annual business meeting.
10. Handles budget requirements and makes payment for Division Workshop (MLW) activities.
11. Reviews the appropriate sections of the *MLD Procedures Manual* annually in February and sends recommended changes to secretary.

### Expenses:

The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The Division will provide financial support NTE \$500.00 to help defray expenses at the SLA winter meeting, SLA annual conference, and/or Military Librarians Workshop, if the incumbent's organization is unable to provide travel funds. The Executive Board may approve other expenses.

### Transition Checklist:

1. Bank information and checkbook(s).
2. Disk(s) with SLA approved financial accounting/reporting (i.e., Quicken) software reports and reporting structure.
3. Copies of last two treasurer's reports, in paper and in electronic format.
4. Any unpaid receipts attached to name/address of individual to receive reimbursement.
5. A list of expected payments or outstanding expenses along with a list of names - who will get paid or send payment - and approximate amount(s) to expect in receipts or receivables.
6. Division laptop, if in possession of it.
7. Current SLA approved financial accounting/reporting software.
8. Paper and/or electronic forms and/or templates.
9. Lessons learned, including any shortcut sheets on above-mentioned software.
10. A copy of Bylaws and *MLD Procedures Manual*, if necessary and not available from Website.

### Examples:

Nomination and acceptance letters with known locations of SLA and MLW meetings for term of office.

## General Information

1. Current Operating Fund. The Division has an operating fund and an SLA Pooled Fund account. Current allotments may be assigned to either depending upon current financial status of Division and anticipated needs for funds. Current operating expenses may be paid from either Division checking account or SLA Pooled Fund. The SLA Pooled Fund requires at least 24 hours for withdrawals. Normal charges against Division finances include bulletin expenses, MLW, winter meeting and/or annual conference travel costs, conference program costs, election and ballot costs (rarely), awards expenses, etc.
2. The Division has a separate Workshop Fund.
3. All funds must be deposited to a bank account of the Division as promptly as possible. Each deposit must be identified by source. The Division may have a checking account, SLA Pooled Fund account, and/or a savings account. treasurer should determine the most economical method of paying bills. Be aware of bank charges for minimum balances in accounts, withdrawal or check costs, etc.
4. To avoid currency exchange problems, it is advisable that the accounts be in banks in the U.S., rather than in Canada. A bank may require the adoption of Bank Resolutions by the Division's Executive Board. There must always be alternate check signatories designated, in case of illness or the like. All bank accounts must be in the name of the Division (Special Libraries Association, Military Librarians Division) and not in the name of an individual. For tax purposes, the Association name comes first.
5. A simplified, single-entry bookkeeping system has proven sufficient for most SLA Divisions.
6. Division financial accounts must be maintained in the Association approved financial software.
7. An invoice, receipt, or other formal justifying document must authenticate any expenditure.

## Bank Accounts

1. The Division checking and savings accounts are at Commerce Bank at Moorestown, NJ, and the Division may participate in the SLA Pooled Money Market Fund.
2. There is a Military Librarians Workshop account at Commerce Bank at Moorestown NJ.
3. The checking account requires signature of either the treasurer or chair on the checks. Both are recorded on the signature cards as authorized to write checks that can be signed by either one. This might also be true of a savings account.
4. It is recommended that the savings and checking accounts be left in the same banks and not changed every time there is a new treasurer.

## FISCAL SUMMARY OF EVENTS

The following time frame is adapted from the Treasurer's Handbook for SLA Chapters & Divisions, distributed annually:

January 31 annual financial statements due to SLA Association Office: 2 copies to SLA Office, copy to chair, Archives, treasurer's File.

February - mid March allotments mailed to treasurers. Allotments are based on membership numbers on 31 December.

April annual report to chair with copies to Archives, Auditor, and *THE MILITARY LIBRARIAN* editor.

May 1 Mid-year report forms mailed to treasurers.

June Prepare Mid-year report for annual conference treasurers workshop held at SLA annual conference.

June 30 Mid-year reports due to SLA Association Office: 2 copies to SLA, back-up attachments in file.

July 31 Budget request form for additional funds due in Association office.

October 31 Receive budget requests from Division officers and committee chairs.

November 30 Present proposed budget to executive board for approval.

January 15 Submit final budget and financial issues to chair for discussion at winter meeting.

Quarterly Receive financial status reports on SLA Pooled Funds.

Ongoing Contact SLA Financial Services staff for assistance.

Annual documents that help to answer other questions include-

- Division Guidelines
- Tax and Legal Handbook
- Treasurer's Handbook for SLA Chapters & Divisions: includes the forms for submitting the annual and mid-year financial statements to the Association Office.

## **DIRECTOR AT LARGE**

### Function:

Assists the Division chair or chair-elect, as needed, in planning for the annual conference.  
The elected term of office is two years.

### Duties:

1. Works closely with the chair-elect or chair during all planning for programs for a given conference.
2. Assists in soliciting program ideas from Division membership and from previous program planners.
3. Prepares a summary of preliminary program ideas and presents them at the SLA winter meeting which occurs a year and a half before the actual conference.
4. Attends conference-planning meetings at the annual conference one year prior to the actual date of the conference.
5. Works closely with the other divisions, when necessary, to complete the schedule of events.
6. Prepares a list of Division sponsored events about a year before the conference, which can be used by the incoming Resources Chair to help solicit sponsors.
7. Prepares an estimate of conference costs.
8. Prepares brief "scope notes" for MLD sponsored sessions, which are reviewed by the Division chair, prior to submission to *THE MILITARY LIBRARIAN* and/or the Conference Program Planning Committee.
9. Contacts potential speakers/moderators, to obtain abstracts for sessions and submit them for pre-conference publication, usually before 1 September.
10. Obtains biographies from speakers and identifies their equipment and presentation needs.
11. Assures that all SLA conference forms and paperwork are completed with copies sent to the chair.
12. Communicates with speakers and moderators to make sure all forms, information, complimentary tickets, etc., are sent to them in advance.
13. Prepares a "MLD Division Conference Schedule Planner" for publication in the issue of *THE MILITARY LIBRARIAN* prior to the annual conference and posts it on the Division discussion list and Website.
14. Works with the appropriate members to plan the Division open house or similar social and special events, as necessary.
15. Makes signs announcing Division suite location and times, as well as other special meetings and posts them in the hotel, on the message boards, and in the Conference Update, as appropriate.
16. Reviews Procedures Manual in February and sends recommended changes to secretary.

### Reports:

The director(s)-at-large prepare(s) an annual report for the Division chair in the spring, as requested, outlining the accomplishments and special arrangements for social events and tours.

### Expenses:

The Division will provide financial support NTE \$500.00 to help defray expenses at the SLA winter meeting and/or SLA annual conference, if the member's organization is unable to provide travel funds. The Division will also provide funding for such expenses as tolls, parking, postage, and telephone calls, if not borne by the member's organization. The Executive Board may approve other expenses.

### Transition Checklist:

1. All pertinent files and records not sent to Archives.
2. Paperwork on ongoing projects.
3. A copy of Bylaws and *MLD Procedures Manual*, if necessary and not available from Website.
4. Lessons Learned – to successor and MLD Executive Board.

### Examples:

Nomination and acceptance letters with known locations of SLA and MLW meetings for term of office.

## **MLW DIRECTOR**

### Function:

Assists the Division chair/chair-elect in securing a location for future MLWs, preferably at least two or three years out. Assists in strategic planning for the Workshop. Assists the MLW host, as needed, in planning for a forthcoming MLW. Elected term of office is two years.

### Duties:

1. Works closely with the chair/chair-elect during preliminary work on MLW.
2. Assists in soliciting program ideas from the membership, service librarians, and previous MLW program planners.
3. Secures the location for the MLW for their service turn – the MLW host duties rotate through the Military Services and DOD agencies. Solicits hosts for future workshops. Though the MLW follows a rotation among the services, if a particular service has a high visibility initiative, institution, or project, the regular rotation may be changed, unless firm commitments are in place from current MLW host organizations.
4. Assists in getting commitment from potential MLW hosts: obtaining letter of agreement from host activity library director and activity commander at least two years out.
5. Assists host in selecting Program Committee and securing sponsors for the MLW, if requested.
6. Announces the MLW program and provides registration information to their service librarians.
7. Provides guidance to their service Host on service-specific issues, initiatives, or trends.
8. Provides guidance to any service host when initiatives, issues, or trends are likely to affect other/all military libraries.
9. Reviews ***MLD Procedures Manual*** annually in February and sends recommended changes to the secretary.

### Qualifications:

The MLW Directors (MLW Service Representatives) should be senior service or agency librarians and should represent the Army, Navy/Marine Corps, Air Force, and Department of Defense (US). Each must be a Member or Associate or Retired Member of the Association, as well as a member of the Military Librarians Division. Ideally a working, not retired, member should hold this position.

### Reports:

The Service Representative Directors prepare an annual report for the Division chair in the spring, as requested, outlining the work accomplished to date and outstanding work to be passed on to their successors.

### Expenses:

The Division will provide financial support NTE \$500.00 to help defray expenses at the MLW or SLA annual conference, if the member's organization is unable to provide travel funds. The Division will also provide funding for such expenses as tolls, parking, postage, and telephone calls, if not borne by the member's organization. The Executive Board may approve other expenses.

### Transition Checklist:

1. All pertinent files and records not sent to Archives.
2. Paperwork on ongoing projects.
3. A copy of Bylaws and ***MLD Procedures Manual***, if necessary.
4. Lessons learned, including possible contacts for next rotation of MLW.

### Examples:

Nomination and acceptance letters with known locations of SLA and MLW meetings for term of office.

## **ARCHIVIST**

### Function:

The Archivist is responsible for receiving, organizing, filing, and maintaining archival copies of records for the Division.

### Duties:

1. May appoint another Division member to assist with the archives, if needed.
2. Arranges for storage of the archives in a suitable location, easy for the Archivist to access. Such facilities should consider special needs for temperature and humidity control, etc., in accordance with Association guidelines.
3. Organizes, selects, and files materials according to Association guidelines, as per the Association Guidelines for Division Archives, Appendix 7. (See APPENDIX II) A complete copy of this document is provided to the Division Archivist and chair. Other officers and committee chairs receive only relevant pages, according to their needs.
4. Discard materials that are not needed, per the Association Guidelines Division Records Retention Policy, Appendix II.

### Reports:

Prepares an annual report to the Division chair, upon request, in the spring.

### Expenses:

The Executive Board may approve any necessary expenses incurred in the archival program.

### Transfer of Materials to Archivist

Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copies of the *MLD Procedures Manual*. All files they received a year earlier (from their predecessor) should be reviewed as to usefulness for archival retention (see Attachment I), and items which have retention value should be sent to the Archivist. This retention of a predecessor's files is in the Association's suggested guidelines. Copies of all annual reports and minutes of meetings should be sent directly to the Archivist as they are completed.

### Transition Checklist:

1. Association Archival Guidelines.
2. Division Archival Guidelines.
3. Recommendations for electronic or microfilm archiving.
4. Lessons learned.
5. Reviews Procedures Manual in February and sends recommended changes to secretary.

## **AUDITOR**

### Function:

The Auditor examines and verifies the books of the treasurer for the annual financial statement.

### Qualifications:

The Auditor must be a Member or Associate or Retired Member of the Association, as well as a member of the Military Librarians Division. The Auditor must be a disinterested third party, i.e., not a member of the Executive Board, or SLA Board of Directors, and not an employee or supervisor of the treasurer. The treasurer selects the Auditor and the Division chair confirms the selection. The term of appointment is two years.

### Duties:

1. Verifies opening balance with previous closing balance.
2. Verifies all arithmetical computations.
3. Verifies bank balances.
4. Verifies all checks written and outstanding.
5. Signs, with the treasurer, the annual financial report, after certification.
6. Confirms that all funds transferred between accounts have been approved by the Board.

### Reports:

Creates a report on the accuracy and authentication of treasurer's records for submission to the Association.

### Expenses:

The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The Executive Board may provide other expenses.

## **AWARDS COMMITTEE**

### Function:

The Awards Committee judges applications and selects winners for the Military Librarian Achievement Award and assists the Division Chair in efforts to recognize members for outstanding service to the Division. The Division Chair appoints the chair of the Awards committee. The term of appointment is two years.

### Duties:

1. Awards committee chair may appoint additional members of the Awards committee.
2. If possible, the winner of the Military Librarian Achievement Award should be appointed to the Committee the year following the award.
3. Prepares announcements of the Military Librarian Achievement Award and sends them to **THE MILITARY LIBRARIAN** editor for publication in the next issue.
4. Announcements for each award should include purpose, eligibility requirements, deadline date, name and address of Awards committee chair, and other pertinent information.
5. Sends notifications to Chapter Presidents and/or Chapter Bulletin Editors and other appropriate contacts.
6. Verifies eligibility of all applicants through the division Membership Chair or Association Membership Department, after applications have been received.
7. Blind judging is not recommended for nominees for the MLD Achievement Award.
8. Selects and notifies winners, and requests acceptances in writing. The Awards chair also notifies the Division Chair and Treasurer of winners and makes arrangements for awards to be sent to or picked up by winners.
9. Provides assistance to the chair in efforts to recognize members for outstanding service to the Division, including preparation of certificates of appreciation, which are handed out to committee chairs and officers at the annual conference.
10. Maintains an up-to-date file of names - from chair and other sources, of Division members who should be recognized for current and/or past achievements.
11. Reviews appropriate sections of the **MLD Procedures Manual** annually in February. Sends recommended changes to secretary.

### Reports:

1. Prepares an annual report for the chair, upon request.
2. Sends to the Archivist all worthwhile papers of genuine historical importance accumulated during the term of tenure, as described in the Archive section.
3. Sends a list of all award winners to the Archivist

### Expenses:

The Division will provide funding for such expenses as postage and telephone calls if not borne by the organizations of the committee's members. The Executive Board may approve other expenses.

### Transition Checklist:

1. All working files, except those given to Archivist.
2. Nominations folder, with list of past members deserving of an Award.
3. A copy of **MLD Procedures Manual**, if necessary.
4. Lessons learned.

## BYLAWS COMMITTEE

### Function:

The Bylaws Chair serves the Division by keeping abreast of Association Bylaws changes and drafting Division Bylaws changes as recommended by the Executive Board. (See Appendix I, Military Librarians Division Bylaws.)

### Duties:

1. May appoint committee members to help fulfill functions whenever necessary.
2. Division Bylaws must be approved by the Association Bylaws Committee and may not conflict with Association Bylaws. When Association Bylaws are amended or revised, the Division must amend or revise its Bylaws accordingly.
3. Handles mailing for amendments to the Bylaws. Good lead-time is required, together with an organized procedure. Mailing may be done in conjunction with an issue of *The Military Librarian* or may be done separately, as time permits.
4. The Bylaws Chair must submit Division Bylaws proposals to the chair of the Association Bylaws Committee before submitting proposed changes to the membership. After approval by that committee, arranges for members to vote on changes in accordance with Division Bylaws; after approval by members, sends two original copies of the revised bylaws, signed by the Division Chair, to Association Bylaws Committee Chair for signature, and submits one copy of amended and signed Bylaws to: Division Cabinet Chair, Division chair-elect, Division publications chair- for bulletin and website, Archives, and Association Office.
5. Reviews the appropriate sections of the *MLD Procedures Manual* annually in February. Sends recommended revisions to secretary.

### Reports:

1. Drafts Bylaws revisions, as needed.
2. Prepares an annual report for the Division Chair, upon request.
3. Sends to the Archivist all worthwhile papers of genuine historical importance accumulated during years of tenure, as described in the Archives section.

### Expenses:

The Division will provide funding for such expenses as postage (may include a mailing service), printing (may include collating and folding), and telephone calls, if not borne by the incumbent's organization. The Executive Board may approve other expenses.

### Transition Checklist:

1. Copies of current bylaws.
2. Notes on necessary bylaws revisions, if not completed during tenure of chair.
3. All files, except those sent to Archivist.
4. Lessons Learned.

## MEMBERSHIP COMMITTEE

### Function:

Maintain accurate and timely records of Division membership and encourage retention of current members and actively recruit new members, in support of the strategic plan. The Division chair appoints the Membership committee chair. The term of appointment is two years.

### Qualifications:

The chair must be a Member of Associate or Retired Member of the Association as well as an actively involved member of the MLD. The term of appointment is two years, which is renewable.

### Appointments:

Membership committee chair selects the Membership committee. Membership should represent the geographic and/or military service spread of the Military Librarians Division. The term of appointment is one year, which is renewable.

### Duties:

1. Maintains up-to-date membership records as received from the Association Office.
2. Writes letters of “welcome to the Division” to new members upon receipt of the membership printout and lists their names in *THE MILITARY LIBRARIAN*.
3. Supplies items for *THE MILITARY LIBRARIAN* encouraging recruitment of new members. These items should review the requirements for membership and inform members that applications may be obtained from and returned to the Association Office for processing.
4. Annually remind members to renew memberships.
5. Follows up with delinquent members and encourages reinstatement. The Association sends Members not renewing and Members dropped lists to Membership chair.
6. Reviews appropriate sections of the *MLD Procedures Manual* annually in February. Submits recommendations for revisions to the secretary.
7. Supplies a quarterly list of new members to the Editor, *THE MILITARY LIBRARIAN*, for publication in each issue.
8. Attends, if possible, the Unit Membership Chairs’ workshop at the Annual Conference.
9. Committee members should be encouraged to attend their service workshops and to promote the Association and Division at these workshops or conferences.

### Reports:

1. Prepares an annual report to the Division chair, upon request. Generally this is done in the spring.
2. Sends to the Archivist all worthwhile papers of genuine historical importance accumulated during years of tenure, as described in Archives section.

### Expenses:

The Division will provide funding for such expenses as postage, printing, and telephone calls, if not borne by the incumbent’s organization. The Executive Board may approve other expenses.

### Transition Checklist:

1. Current roster of Division members.
2. SLA and/or Division membership brochures, sponsorship brochures, and welcome packet materials.
3. Templates of letters or forms (paper or electronic.)
4. Division letterhead stationery and envelopes.
5. Any remaining mailing supplies purchased with Division funds
6. Lessons learned.
7. A copy of *MLD Procedures Manual*, if necessary and not on Website.

General membership information:

General membership records are maintained at the Association Office.

Applications Information: for new membership; questions regarding membership for individuals or organizations; change of address; and requests for change in Chapter, Division, or Section affiliation should be forwarded immediately to the Manager, Membership Development, Supervisor, Membership Records, or Executive Director for Leadership Development, at the Association Office.

Copies of the Division Bylaws are available to Members upon request to the Membership chair. Current approved bylaws may be placed on the Division Webpage.

Members should be reminded to pay dues directly to the Association Office. Membership data is not official until after notification from the Association Office. During the summer, an alphabetical printout of Division members with addresses (as of June 30) will be sent from the Association Office to persons designated to receive it. This is the official roster.

**THE OLD ROSTER SHOULD BE DISCARDED IMMEDIATELY TO AVOID PERPETUATION OF ERRORS.**

It is NOT NECESSARY to keep old rosters in your division Archives. Revisions will be sent once a month to indicate changes in name, address, division membership, etc. Codes for membership category, chapter and division affiliations appear to the right of the member's name and address on the printout. A list of current code numbers is sent with the June 30 printouts.

## **MILITARY LIBRARIANS WORKSHOP (MLW) HOST**

### Function:

The MLW host is responsible to the Division chair for the Workshop. This includes program planning, budget preparation, and local logistics.

### Duties:

1. The Executive Board must approve the program plan at least 90 days prior to the workshop. The MLW preliminary budget must be balanced, should be as realistic as possible, and must be submitted for approval to the Executive Board and the Association as soon as possible, but no later than 120 days before the workshop. The MLW budget should reflect all assumptions and should detail extraordinary expenses or assumptions. For example, a very low room rental expense might reflect a military discount. Because SLA unit Executive Board votes may not be conducted electronically, MLW program plans and budgets should be available for Executive Board action during the SLA annual conference, winter meeting, or previous-year's MLW.
2. Reviews MLW Procedures Manual (See Appendix VI) in February and sends recommended changes to secretary.

### Reports:

1. Preliminary budget for MLW, to be submitted to Executive Board for approval at least 120 days prior to the beginning of the Workshop.
2. Obtains sponsorship to support his/her workshop activities.
3. Works closely with the treasurer, chair, his/her MLW service representative Director, and MLW Program Planning Committee to assure adequate funds are available to support Workshop activities.
  - a. May seek sponsors from among own vendors or contact vendors at previous workshops,
  - b. Get commitments in time for sponsorship information to appear in pre-Workshop publicity.
  - c. Checks must be made out to "SLA, Military Librarians Division," not to an individual.
  - d. Checks should be sent to the treasurer, so that he/she can track actual payments and have the secretary send "thank you" letters upon receipt of funds.
4. Maintains a fund-raising notebook, with sample request letters, historical summaries of funding, a list of potential vendors, and tips for success.

### Expenses:

#### Transition Checklist:

1. MLW Lessons Learned - to next Host and to MLD Executive Board.
2. A copy of Division Bylaws and Procedures Manual, if necessary.

## **MILITARY LIBRARIANS WORKSHOP PLANNING COMMITTEE**

### Function:

The MLW Planning Committee plans the programs and makes all logistical arrangements for speakers and programs at the Military Librarians Workshop. A contractor may be hired to arrange facilities, receptions, open houses, suites and/or tours that are part of the Military Librarians Workshop. (The MLD chair and Executive Board shall make the decision to contract and shall follow SLA guidelines in contracting.) The workshop host appoints the MLW planning committee members, and they report to the host or his/her designate. SLA units, including the Military Librarians Division, may not conduct Executive Board action and voting electronically. These actions and votes may only be done face-to-face and in person. Thus, any item requiring Executive Board action should be ready prior to the SLA annual conference, the SLA winter meeting, or the previous year's MLW, when the MLD Executive Board meets.

### Duties:

1. The program plan is due for review and approval by the executive board NLT 90 days prior to the planned workshop date.

### Reports:

1. MLW Lessons learned

### Expenses:

### Transition Checklist:

1. MLW lessons learned – to next host and executive board.
2. MLW Procedures Manual (Appendix VI, *MLD Procedures Manual*.)
3. Checklist for program planning, etc.

## NOMINATING COMMITTEE

### Function:

Each year the Division Nominating Committee shall present one candidate for chair-elect, one candidate for either secretary or treasurer, the latter two offices to be filled in alternate years, if possible, and candidates for directors-at-large and/or MLW directors, as needed.

### Qualifications:

The Executive Board should appoint the Nominating Committee for the Division no later than four months (February) prior to the election. The Committee is composed of at least three members who are not members of the current Board, but one must be a former Division officer, preferably a previous MLD Division Chair who may also serve as this Committee chair. The chair should be familiar with Division activities and have knowledge of members who have potential for Division leadership. The term of appointment is one year.

Appointments: None.

### Duties:

1. Considers, selects, and contacts potential nominees well in advance of the time frame (45 days) specified by the Division Bylaws.
2. Obtains written acceptance of each nominee prior to submitting its official report.
3. Requests biographical data from the nominees in a standard format so this information can be consolidated for the election with minimum revision or modification.
4. The Nominating Committee Chair forwards biographical summaries to the Editor, ***THE MILITARY LIBRARIAN***, for publication in the pre-conference issue and ensures that the biographical data is forwarded to the secretary.

### Reports:

1. The first report of the Nominating Committee (which includes a slate of candidates) is published in the pre-conference issue of ***THE MILITARY LIBRARIAN***. Further nominations, accompanied by written acceptance of the nominee, may be added to the ballot by petition of thirty division members, and filed with the Committee within 30 days after the slate of candidates is published.
2. The final report, including election results, is published in the next issue of ***THE MILITARY LIBRARIAN***.
3. The Chair prepares an annual report of committee activity to the Division chair, upon request, in the spring.

### Expenses:

The Division will provide funding for such expenses as postage and telephone calls, if not borne by the organizations of the Committee's members. The Executive Board may approve other expenses.

### Transition Checklist:

Examples of nominating and acceptance letters.

## **PUBLICATIONS COMMITTEE**

Members of this committee include the editor of *THE MILITARY LIBRARIAN*, the MLD discussion list manager, the MLD webmaster, and the Web Committee.

### ***MILITARY LIBRARIAN* EDITOR**

Function:

The editor of *THE MILITARY LIBRARIAN* is responsible for the editing and arrangement of material submitted and for the accuracy and appearance of the completed issues, published in accordance with the established publication schedule. Adhering to the budget and overseeing the financial status of the publication are additional responsibilities.

Qualifications:

The editor shall be a Member or Associate or Retired Member of the Association as well as a member of the MLD.

The editor should be experienced in the editing of printed materials and with the techniques of locating sources of contributed material. Skill in dealing with contributors and members of the MLD is important, along with an ability to keep costs within budgeted allotments. A good sense of how to make a publication attractive and well balanced in content is needed.

Duties:

1. Notifies members and potential contributors of publication deadlines and other points required for orderly preparation of issues.
2. Maintains liaison with the others who may be needed to ensure that all details are handled properly. Maintains close liaison with those who may prepare special sections for the publication on a regular basis.
3. Locates additional material to supplement that submitted.
4. Sees that copy for each issue is sent to the MLD layout person handling that issue.
5. Maintains close contact with the printer to ensure the quality and timeliness of issues.
6. Approves invoices for publication and preparation costs and keeps a close check on adherence to the budget.
6. Reviews *MLD Procedures Manual* in February and sends recommended changes to secretary.

Reports:

Submits an annual report to the Division chair upon request.

Expenses:

The treasurer will reimburse the editor for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The MLD Executive Board may approve other expenses.

Transition Checklist:

1. Lessons learned for Publications Chair/Bulletin Editor
2. Last two issues, if necessary.
3. A copy of Bylaws and *MLD Procedures Manual*, if necessary.

## **WEBMASTER AND/OR WEB COMMITTEE**

Function:

The Webmaster or Web Committee is responsible for providing Web publication of general information for the Military Librarians Division. MLD Website is to remain on the SLA server. Webmasters must understand that the site and all its material must be and remain on the SLA server – this will make change of Webmasters easier and also clarifies rights to information.

Qualifications:

The division chair or the publications chair, after consulting with the Division Chair, appoints the chair (or Webmaster). The chair must be a Member or Associate or Retired Member of the Association as well as an active member of the MLD. The Webmaster should be proficient with HTML coding. Knowledge of CGI and PERL scripting is desirable, but not necessary. Term of appointment is one year, which is renewable.

Appointments:

Members of the Web Committee are selected by the Webmaster and approved by the Division chair. The term of appointment is one year, which is renewable.

Duties:

1. Complies with the "SLA Web Site Style Guide" at < <http://www.sla.org/content/interactive/chdivsites/web-index/index.cfm> >. This is required reading for every Chapter/Division webmaster.
2. Keeps aware of MLD initiatives and projects by communicating with the chair, monitoring the MLD discussion list, and participating in discussions with Division members interested in web-based resources.
3. Works with the awards committee chair to advertise the MLD awards.
4. Works with Web committee members to plan and carry out worthwhile web-based publication projects.
5. Establishes a relationship with the SLA Webmaster to obtain information that may be shared with the MLD through the Division website.
6. Works with the ML Editor to publish selected information from *THE MILITARY LIBRARIAN* to the website.
7. Attends the annual board meeting of the Division or appoints another member of the Web Committee to attend if s/he unable to do so.
8. Reviews appropriate sections of the Procedures Manual annually in February. Submits corrections, revisions, etc., to the secretary for inclusion in the next edition.
9. Reviews Procedures Manual in February and sends recommended changes to secretary.

Reports:

Prepares an annual report for the Division chair. Prepares other reports, as requested.

Expenses:

The treasurer will reimburse members for such expenses as postage and telephone calls if not borne by the committee members' organizations. The Executive Board must approve other expenses.

Transition Checklist:

1. Lessons learned from WebMaster.
2. A copy of Bylaws and Procedures Manual, if necessary.

## **RESOURCE MANAGER**

### Function:

The Resource Manager initiates and coordinates all fund-raising efforts of the Division. The Resource Manager creates templates for correspondence: invitations to sponsor a Division or workshop activity or event, thank-you notes, and instructions to sponsors.

### Duties:

1. Obtains funds to support Division activities of the current year, including all conference and some workshop activities. Works closely with the treasurer, chair, and MLW Program Planning Committee to assure adequate funds are available to support conference and/or workshop activities.
  - a. Contacts vendors at the annual conference in which he/she takes office,
  - b. Sends fund request letters by late September, if possible,
  - c. Gets commitments by late October, if possible, so that sponsorship information appears in pre-conference publicity.
  - d. Sends checks to the treasurer, so that he/she can track actual payments and have the secretary send "thank you" letters upon receipt of funds. Checks must be made out to "SLA, Military Librarians Division," not to an individual.
2. Maintains a fund-raising notebook, with sample request letters, historical summaries of funding, a list of potential vendors, and tips for success.
3. Reviews Procedures Manual in February and sends recommended changes to secretary.

### Reports:

### Expenses:

### Transition Checklist:

1. Lessons learned from Resources Chair.
2. History/files on vendors contacted and results of contacts.
3. Recommendations for vendors to contact.

## STRATEGIC PLANNING COMMITTEE

### Function:

The Strategic Planning Committee is responsible for ensuring the strategic plan is up to date, and reflects the needs and values of the membership. It solicits membership input into the strategic planning process and leads the Division in establishing its future vision.

### Qualifications:

The committee chair must be a Member or Associate or Retired Member of the Association as well as an active member of the MLD. The term of appointment is one year, which is renewable.

### Appointments:

Members of the committee may be selected by the Division chair or the Committee chair. Membership should reflect the demographics of the Division.

The chair-elect is an *ex-officio* member of the committee.

The term of appointment is one year, which is renewable.

### Duties:

1. Conducts needs and values assessment surveys of the membership every 3-5 years or as required.
2. Recommends and implements mechanisms for obtaining membership input into the strategic plan.
3. Leads strategic planning and visioning sessions at the annual conference.
4. Records member input for incorporation into the strategic plan.
5. Reviews and revises the strategic plan every 3 years or as needed.
6. Submits revised drafts of the strategic plan to the Executive Board for approval.
7. Works closely with the chair and other board members and committee chairs.
8. Reviews ***MLD Procedures Manual*** in February and sends recommended changes to secretary.

### Reports:

1. Prepares an annual report for the chair upon request.
2. Prepares other reports as required and publishes results of surveys in ***THE MILITARY LIBRARIAN*** or other appropriate publications.

### Expenses:

The Division will provide funding for such expenses as postage and telephone calls if not borne by the committee members' organizations. The Executive Board may approve other expenses.

### Transition Checklist:

1. Lessons learned.
2. Working files not submitted to Archives.

**APPENDIX I**

**BYLAWS  
MILITARY LIBRARIANS DIVISION  
SPECIAL LIBRARIES ASSOCIATION**

**Adopted May 1966  
Amended Oct 1999  
Revised Feb 2001**

**ARTICLE I: NAME AND OBJECTIVES**

- Section 1.** The name of this organization shall be Military Librarians Division, Special Libraries Association.
- Section 2.** The objectives of this Division shall be those of the Special Libraries Association: to provide an association of individuals and organizations having a professional, scientific, or technical interest in library and information science, especially as these are applied in the recording, retrieving, and disseminating of knowledge and information in areas such as the physical, biological, technical, and social sciences and the humanities; and to promote and improve the communication, dissemination, and use of such information and knowledge for the benefit of libraries or other educational organizations.
- Section 3.** This Division brings together those members with mutual interests in military librarianship in order to provide a forum for the exchange of ideas and information on military librarianship; to conceive and carry out projects that will assist members in providing increased and improved services to military libraries; and to improve the professional advancement and importance of its members in the military community.

**ARTICLE II: MEMBERSHIP**

- Section 1.** The membership of the Division shall be those members of the Association who elect to affiliate with the Division.
- Section 2.** Members, Associate Members and Retired Members of the Association who are members of the Division shall have the right to vote and to hold any elective or appointive office in the Division.
- Section 3.** Student Members of the Association who are members of the Division shall have the right to vote and to hold any appointive, but not elective, office in the Division.
- Section 4.** The Association Board of Directors shall determine the rights and benefits of Sustaining Members and Honorary Members.

**ARTICLE III: EXECUTIVE BOARD**

- Section 1.** There shall be an Executive Board, hereafter called the Board, that shall have the power and authority to manage the Division's property and to regulate and govern its affairs. The Board shall determine Division policies within the limits of the Bylaws of the Association and of the Division; shall take such actions as it considers necessary to carry out the objectives of the Division; and shall perform such other functions as the membership may direct.

- Section 2.** The Board shall consist of eleven members elected by the membership: chair, chair-elect, past chair, secretary, treasurer, two directors-at-large, and four Military Librarians Workshop, hereafter called MLW directors. All members of the Board shall be Members, Associate Members, or Retired Members of the Special Libraries Association.
- Section 3.** The Board shall hold at least one meeting annually and may hold additional meetings upon call of the chair or upon written request of any two members of the Board. Six members of the Board shall constitute a quorum.
- Section 4.** A vacancy in the membership of the Board, except in the office of chair, shall be filled by majority vote of the remaining members of the Board, this Board-elected member to serve until the next annual election.
- Section 5.** The term of office of chair, chair-elect, and past chair shall be one year. The term of office of secretary, treasurer, directors-at-large, and MLW directors shall be two years. All members of the Board shall serve until their successors are elected and assume their duties. The term of office shall commence at the adjournment of the Association Annual Business Meeting, or, if there is no Annual Business Meeting, on July 1 following the election.

#### **ARTICLE IV: OFFICERS**

- Section 1.** The chair shall be the chief executive officer of the Division and, subject to the Board, shall:
- have general supervision and control over its affairs;
  - be responsible for supervision of Division program planning for the Association Annual Conference during the year the office is held;
  - preside at all business meetings of the Division and of the Board;
  - recommend to the Board such measures considered desirable to further the objectives and broaden the effectiveness of the Division;
  - sign all contracts and other legal documents jointly with the secretary, unless determined otherwise by the Board;
  - sign all checks drawn upon Division funds as co-signatory with the treasurer, unless determined otherwise by the Board;
  - be a member ex-officio of all committees except the Nominating Committee;
  - represent the Division, together with the chair-elect, at meetings of the Division Cabinet and Joint Cabinet during the Association Year in which the office is held, or, if either is unable to attend, shall designate a Member, Associate Member or Retired Member of the Division to serve as alternate representative;
  - prepare such reports as may be required by the Association; and
  - be responsible for supervising the preparation of such reports as may be required of other Division officers by the Association.
- Section 2.** The chair-elect shall assist the chair in the performance of the duties of that office and represent the Division, together with the chair, at meetings of the Division Cabinet and Joint Cabinet held during the Association Year in which the office is held, and assume all the duties and obligations of the chair in the event of absence or withdrawal of the chair.
- Section 3.** The past chair shall perform such duties as the chair and/or the Board may assign, and shall serve on the Nominating Committee.
- Section 4.** The secretary shall keep a record of all meetings of the Division and of the Board; retain all contracts and other legal documents and perform other duties as the chair and/or the Board may assign.
- Section 5.** The treasurer shall have custody of the Division funds and shall furnish such financial statements as required by the Board, the Chair, and the Association. The treasurer or the

chair shall sign all checks drawn upon Division funds unless otherwise determined by the Board, and perform other duties as the chair and/or the Board may assign.

**Section 6.** The directors-at-large shall be planners and points of contact for Division programs to be held at the Annual Conference and shall perform other duties as the chair, chair-elect, and/or the Board may assign.

## **ARTICLE V: MEETINGS**

**Section 1.** The Division annual business meeting shall be held during the Association Annual Conference, or, if there is no Conference, upon call of the chair. At least one business meeting shall be held during the term of office of each elected Board.

**Section 2.** Special meetings may be held upon call of the Board or on petition of twenty members or ten percent of the membership of the Division, whichever is less. Notice of a special meeting shall specify the business to be transacted, and no business other than that stated in the notice shall be considered.

**Section 3.** Notice of meetings shall be sent to each member at least twenty-one days before the meeting.

**Section 4.** A quorum for the transaction of business shall be twenty Division members, or ten percent of the membership, whichever is less.

**Section 5.** Whenever in the judgment of the Board, a question arises that should be put to a vote of the entire voting membership and cannot await the annual business meeting, the Board may submit the question for vote by mail. The closing date for the return of mail votes shall be established by the Board. The question presented shall be resolved by a two-thirds vote of the returned mail ballots sent to the entire voting membership.

**Section 6.** When not in conflict with these Bylaws, Robert's Rules of Order Newly Revised (latest edition) shall govern all deliberations.

## **ARTICLE VI: COMMITTEES**

**Section 1.** Standing and special committees shall be established by the Board for the purpose of delegating such powers and functions as the Board finds desirable for the conduct of its business and for carrying out the objectives of the Division. These committees shall be responsible to the Board.

**Section 2.** The Division chair shall appoint the members and designate the chair of all committees except the Nominating Committee. Appointment to standing committees shall be for one year, unless determined otherwise by the Board. No member may serve continuously on any one committee in excess of six years.

**Section 3.** Committee chairs may participate in meetings of the Board but shall not have the right to vote.

**Section 4.** Each committee shall submit to the Board a written annual report of its activities, together with any recommendations considered necessary or advisable. Additional reports may be submitted by a committee or requested by the Board or the chair.

**Section 5.** Funds for committee expenses shall be authorized by the Board.

## **ARTICLE VII: SECTIONS**

**Section 1.** Sections relating to definite areas of interest within a Division may be established by the Board upon written petition of 15 members of the Division who desire to participate in the activities of the proposed Section. Sections shall receive needed operating funds from the Division, and shall submit to the Board an annual report including a financial statement. Should dissolution of a Section occur, its assets shall revert to the Division. Formation or dissolution of a Section shall be reported to the Division Cabinet officers and the Association Office.

## **ARTICLE VIII: FUNDS, CONTRACTS, AND PROPERTY**

**Section 1.** Funds for Division expenses shall be derived from the Association as an allotted share of the annual dues paid by Division members. Eligibility for this allotment is based on the submission to the Association of the Division financial statement for the previous year and on its acceptance by the Association. Requests for additional funds or loans may be submitted to the Division Cabinet officers for presentation to the Association Board of Directors for its consideration. All funds received by the Division shall be used for purposes incident to the fulfillment of the Division's objectives. Should dissolution of the Division become necessary, its assets shall revert to the Association.

**Section 2.** Any agreement, contract, or obligation entered into by the Division including the purchase of property such as office machines, filing cabinets, computer equipment, etc., shall have advance approval of the Board. If the cost or liability exceeds \$1,500, the advance approval of the Division members is required. If the cost or liability exceeds \$5000, the transaction must be reviewed and signed by the Association's Executive Director; any cost or liability that exceeds the Division's available or budgeted funds requires advance approval of the Association Board of Directors.

**Section 3.** All affiliate and contractual relationships shall be directed toward the best interest of the Division and the Association and shall protect their property and identity.

## **ARTICLE IX: NOMINATIONS AND ELECTIONS**

**Section 1.** A Nominating Committee for each election of members to the Board shall be appointed by the Board no later than 90 days prior to the Division annual business meeting. This committee shall be composed of three members, no more than one of whom is a member of the current Board but at least one of whom shall be a former Division officer or member of the previous Nominating Committee.

**Section 2.** Each year the Nominating Committee shall present at least one candidate for chair-elect, either secretary or treasurer, the latter two offices to be filled in alternate years, two MLW directors, and one director-at-large. The Committee shall obtain the written acceptance of each nominee prior to submission of its report

**Section 3.** The report of the Nominating Committee shall be published in the official bulletin or otherwise sent to Division members at least sixty days before the Division annual business meeting. Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of twenty Division members and shall be filed with the Nominating Committee at least forty-five days before the Division annual business meeting. The report of the Nominating Committee shall be presented for approval by the membership at the Division annual business meeting.

**Section 4.** If the slate includes more than one candidate for any office, election shall be by secret ballot mailed to each Division member 30 days before the Division annual business meeting. The candidate who receives the largest number of votes for any office shall be elected. In the event of a tie, election shall be by majority vote of the members present at the Division annual business meeting.

## **ARTICLE X: PUBLICATIONS**

**Section 1.** Control of all publications of the Division shall be vested in the Board.

**Section 2.** The Division shall not be responsible for statements or opinions advanced in its publications or at meetings of the Division, or for statements by any of its members except those authorized by the Board or those reflecting duly established policies of the Division or Association.

## **ARTICLE XI: DIVISION REPRESENTATION AND AFFILIATION**

**Section 1.** Division representatives to joint committees and meetings of other societies having objectives allied to those of the Division and of the Association shall be appointed by the chair. Such representatives shall submit at least one written report to the Board during the year.

**Section 2.** Upon approval by a majority of the Division members voting, the Division may affiliate or disaffiliate with a local common interest organization provided that:

- 1) The objectives of such organization are consistent with those of the Division and of the Association; and
- 2) The activities of such organization are not in conflict with Article I: Sections 3, 4 and 5 of the Association Bylaws.

Any other affiliation, including that with a national or international organization, shall be approved by the Association Board of Directors. Notices of affiliations and disaffiliations shall be reported to the Association.

## **ARTICLE XII: DISSOLUTION AND MERGER**

**Section 1.** The Division may petition for dissolution, or for merger with another Division, by mail vote of its membership, the ballots to be mailed not more than 45 days after an annual business meeting at which a majority of the members present votes that it no longer meets the needs of the membership. If two-thirds of the mail ballots favor dissolution, or merger, the petition shall be submitted to the Division Cabinet officers for presentation to the Association Board of Directors, which shall make the final decision.

**Section 2.** In the event of dissolution, all assets of the Division shall revert to the Association. In the event of merger, assets shall become a part of the new merged unit, as decided upon by the bodies concerned. Any other assets shall revert to the Association.

**ARTICLE XIII: AMENDMENTS**

**Section 1.** These Bylaws may be amended by a two-thirds vote of the members present at any Division meeting, provided written notice containing the text of the proposed amendment has been sent to each member at least 30 days before the meeting at which it is to be considered.

**Section 2.** Any revisions in or amendments to the Division Bylaws shall be submitted to the Association Bylaws Committee for review before presentation to the Division membership.

**Section 3.** Amendments may be proposed by the Board, the Bylaws Committee or ten members of the Division. Proposals originating in the Board or in the Division Bylaws committee shall be approved by a two-thirds vote of the Board before submission to the members. Proposals originating by membership petition shall be submitted in writing to the Board and shall be presented to the members with the recommendations of the Board.

These Bylaws were:

Approved by the Bylaws Committee, Special Libraries Association

\_\_\_\_\_, Chair \_\_\_\_\_  
(Signed) (Date)

Approved by the Division Membership

\_\_\_\_\_, Chair \_\_\_\_\_  
(Signed) (Date)

## ***APPENDIX II***

### **GUIDELINES FOR DIVISION ARCHIVES**

#### **GENERAL**

Each Division shall maintain archives. Since Divisions are units of the Special Libraries Association, all archives are, ultimately, the property of the Association. Divisions should maintain their archival material at the highest level of professional competence.

#### **CONTENTS**

The archives should contain only materials of genuine historical importance. These are of two types, evidential and informational. Evidential records document the life span of the organization—its organization and development, its functions, and its activities. Informational records simply provide information; only standard for retention of this type of record should be uniqueness. Archives should include, therefore, non-current correspondence and relevant correspondence of Division officers considered closed; items concerning policy or of a controversial nature; all publications, including every issue of bulletins and/or newsletters; all reports and all minutes; closed account books; all Divisional awards and citations with accompanying documentation; all compiled rosters of officers and members; Bylaws; photographs; procedures manuals; and other items which might apply to specific Divisions. Correspondence, for archival purposes shall not include items of only transitory interest, such as thank you notes, arrangements for meetings, etc. Routine mail-out correspondence from the Association office should not be kept unless it specifically mentions the Division/Section or its officers and members.

#### **HOUSING OF ARCHIVES**

Divisions must secure a permanent location for their archives. Unless there are overriding reasons for choosing otherwise, all Division archives should be housed at the Association Headquarters office. Under no circumstances should the archives be kept in private homes or offices of Division officers or archivists. The Archivist, with consent of the Division officers, may wish to retain one to five years of current materials, transferring older materials to the permanent archives only after a second, thorough weeding process. In all cases where archives are not sent to the Association office, archives should be stored in Hollinger boxes or in metal or high-impact plastic filing cases/file cabinets purchased by the Division and clearly labeled as to ownership. Labels should give the name, address, and telephone number of a Division officer to be contacted should questions arise or in case of an emergency. The name, address, and telephone number of the Association Office should also be included as a contact source. Archives not housed at the Association office should be covered by a retention agreement retaining Association ownership rights to the materials, such agreement to be approved by the Association (see Attachment I). A copy of each such agreement will be filed with the Association Archivist so that locations of all Association archives are known to one office.

Should the institution housing the Division's archives be unwilling to sign such an agreement, the Division must either:

1. Provide to the Association office a microfiche copy of all permanent record; or
2. Establish a reserve account sufficient to film all permanent records; or
3. Digitize records (in .pdf or equivalent) and store on optical disk or other appropriate media.

#### **ARCHIVIST**

Administration of the archives may be the duty of an appointed person (Archivist) or an additional function of an elected Division officer as defined by the bylaws or procedures manual of the Division. Since the Archivist is responsible for collecting, selecting, sorting, arranging, and filing the archival material, it is recommended that this post be given, if possible, to a member with experience in various Division offices who is willing to accept this responsibility on a long-term basis.

#### **RETENTION SCHEDULES**

Division records are of two types--permanent or temporary. All permanent records must go to the Archives. Temporary material that is to be held one or two years should normally stay with the pertinent officers or committees. Temporary material that is held five years probably should go to the Archives at the end of the second year. However, should the Division prefer, the material may remain with the officers for the full period.

There should be little reason for Divisions to deviate from Association guidelines for retention policy. The most common mistake in handling records is to keep too much. The Archivist should do a thorough weeding before adding materials to the permanent file. This is particularly essential for those files going to the Association Office, since space there is very limited and expensive.

**TRANSFER OF MATERIALS TO ARCHIVIST** (Please follow MLD Guidelines for Transfer, as outlined on first page of Archivist's responsibilities.)

### **ORGANIZATION OF ARCHIVES**

General: (material pertaining to the Division as a whole)

Division Bylaws, including all revisions and amendments.

History. Materials pertaining to establishment and early growth of Division

Anniversary celebrations should be included.

Meeting/Program notes and correspondence if not found elsewhere (e.g. Program committee minutes).

Membership lists of Division members.

Memorials and Awards. Special recognition to Division or to members.

Minutes of Business Meetings.

Obituaries.

Photographs. Each dated and all subjects identified.

Division Guidelines.

Publicity. Clippings, pictures, etc., about Division or its members.

Officers

Rosters of officers and committee members

Executive Board--Minutes and Reports

Chairman--Annual Report and other materials of permanent importance, including correspondence not found elsewhere.

Secretary--Materials of permanent importance, including correspondence not found elsewhere (Minutes are filed elsewhere).

Treasurer or Secretary-Treasurer--A copy of the yearly budget and annual statement, and other materials of permanent importance not found elsewhere. (Bank statements, canceled checks, receipted bills, etc. should be held five years and not sent to permanent archives.)

Other Officers

Committees--arranged alphabetically by Committee title.

Project--Includes joint conferences, workshops, association-wide meetings, etc.

Publications--(Archival files should contain one copy of the actual publication. Correspondence pertaining to a publication should be filed in the folder of the committee of position responsible for the publication.)

- Bulletin/Newsletter

- Membership Directory

- Others (by name), e.g. Library Directories, Union List, etc.

Associated Organizations--Reports, correspondence from liaisons with other organizations, e.g., ALA, ASIS, State or Provincial Library Association.

### **FILING OF ARCHIVES**

Folder should be labeled with a general category, a subcategory, and chronological Divisions if necessary.

For example:

GENERAL - History

GENERAL - Minutes - 1957-1970

GENERAL - Rosters - 1957-1970

PUBLICATIONS - Bulletins 1971-75 etc.

Within each folder, material should be filed chronologically, with the latest material in front.

An attempt should be made to purchase acid-free archival folders for materials of special value. Pictures also require some special handling.

Organization is the responsibility of the Division Archivist. Materials to be housed at the Association office should arrive, organized as shown above, and ready to be placed in the files.

### **MICROFILMING**

Microfilming of all archival materials is urged, standards for filming to be compatible with Association Archives filming standards.

**ARCHIVIST'S QUICK REFERENCE FILE OR NOTEBOOK**

It is recommended that the Archivist maintain a quick reference card file or loose-leaf notebook to be used to respond to the most frequently asked questions. The following items are felt to be the most important for quick reference purposes:

1. Officers: List of elected officers and committee chairman and members for the last 10 years.
2. Programs: List of activities for last 10 year (short-form) date - program title -speaker(s)
4. History: Date of establishment, place of first meeting, other outstanding events, e.g. visits by Association officers.
5. Special Publications: Title, date of publication

**ATTACHMENT I**

**Military Librarians Division Records Retention Policy**

Record Retention Policy

**General:**

Division Bylaws, including all revisions & amendments - Permanent  
History. Materials pertaining to establishment and early growth of Division - Permanent  
Meeting/Program notes and correspondence if not found elsewhere (e.g. under Program committee or meeting minutes) - Permanent\*  
Membership List of Division Members - Permanent\*  
Memorials and Awards. Special recognition to Division or to members - Permanent  
Minutes of Business meetings - Permanent  
Obituaries - Permanent  
Photographs - Permanent  
Procedures Manual, Division - Current edition.  
Publicity. Clippings, pictures, etc. about Division or its members - Permanent

**Officers:**

Roster of officers and committee members - Permanent  
Executive Board - Minutes and Reports - Permanent

**Chairman:**

Annual report to the Association - Permanent  
Correspondence To/From Division members -1 yr. & cur.\*\*  
To/From Association -1 yr. & cur.\*\*  
To/From others -1 yr. & cur.\*\*  
Report from Division Committee -1 yr. & cur.

**Treasurer:**

Annual report to the Association - Permanent  
Bank statements, checks, receipted bills, and other accounting records - 5 yrs. & cur.

Division reports -5 yrs & cur.  
Miscellaneous -1 yr. & cur.\*\*  
Other Officers:  
Reports -5 yrs. & cur.  
Correspondence -1 yr. & cur.\*\*

**Committees:**

Reports -5 yrs. & cur.  
Correspondence -1 yr. & cur.\*\*

**Projects:** (Includes joint conferences, workshops, association-wide meetings, etc.)

Reports -5 yrs. & cur.  
Correspondence Project - duration & 1 yr.\*\*

**Publications:**

One copy of each -Permanent

**Extra copies:**

Directory -Until superseded  
Newsletters -5 yrs. & cur.

Separate publications - To be determined individually

\* Keep permanently unless published regularly in Division Bulletin/Newsletter.

\*\* Unless contains policy statements or other matters of lasting importance. If so, keep pertinent item permanently.

### ***APPENDIX III***

#### **MILITARY LIBRARIAN DIVISION STRATEGIC PLAN**

(Published in *THE MILITARY LIBRARIAN*, 48, No. 1, July 1999)

Revised for this publication to show projects completed and in progress.

#### MISSION

The Military Librarians Division provides its members a forum for the exchange of ideas; opportunities for networking and career enhancement; and programs to develop specific and unique military interests. It also provides public information to promulgate the importance of military libraries and librarians.

#### VISION

To be the leading organization for military librarians and information specialists and a partner in their professional development.

#### GOALS for 1999 and 2000

CHAIR: Begin the development of an MLD Manual	- in progress
Publish MLW History	- completed
Make discussion list central to the members	
Work with bulletin editor to redesign " <i>THE MILITARY LIBRARIAN</i> " by adding features and capabilities such as pictures, etc.	- completed

CHAIR-ELECT: Create maximum use and awareness of MLD Web site	
Continue/complete the redesign of the bulletin	- completed
Outline small/defined jobs (to increase participation among members)	
Continue the effort to enhance the Strategic Plan	

TREASURER: Maximize financial resources	- in progress
Establish money market account for reserves	

DIRECTOR: Assist Chair and Executive Board	
Co-plan for annual conference	
Act as liaison to the membership committee	
Continue the effort to enhance the Strategic Plan and develop 5-to 10-year plan	

PAST-CHAIR: Prepare slate of nominees for vacant positions, including biographical information and their statement of goals if elected

## ***APPENDIX IV***

### ***MILITARY LIBRARIANS WORKSHOPS***

<b>MLW</b>	<b>Year</b>	<b>Dates</b>	<b>Host</b>	<b>Theme</b>	<b>AD Number</b>
1 <sup>st</sup>	1957	121-23 Oct	Air University Library Maxwell AFB, AL	Air University Library	AD 660 919
2 <sup>nd</sup>	1958	2-4 Oct	Army Artillery and Missile Center Ft Sill, OK	General Problems of Military Libraries*	AD 824 675
3 <sup>rd</sup>	1959	8-10 Oct	Naval Postgraduate School Monterey, CA	Operation of Military Technical Libraries*	AD 479 447
4 <sup>th</sup>	1960	7-9 Oct	Armed Services Technical Information Agency Washington, DC	Controlling Literature by Automation	AD 243 001
5 <sup>th</sup>	1961	4-6 Oct	U.S. Air Force Academy Colorado Springs, CO	Management Problems	AD 665 760
6 <sup>th</sup>	1962	26-28 Sep	White Sands Missile Range White Sands, NM	Personnel Practices and Procedures as They Affect Military Library Management	AD 493 785
7 <sup>th</sup>	1963	2-4 Oct	Naval Ordnance Lab Silver Spring, MD	Procurement and Retrieval: Meeting the Challenge	AD 493 137
8 <sup>th</sup>	1964	14-16 Oct	Air Force Weapons Laboratory Albuquerque, NM	The Military Library in the Information Process A Report to Management	AD 632 300
9 <sup>th</sup>	1965	3-5 Nov	U.S. Military Academy West Point, NY	The Library in the Defense Establishment: Mutual Obligations Toward Mission Accomplishment	AD 638 928
10 <sup>th</sup>	1966	12-14 Oct	Naval Electronics Lab San Diego, CA	Library Employee Development	AD 638 928
11 <sup>th</sup>	1967	31 Oct-2 Nov	Air Force Institute of Technology Wright- Patterson AFB, OH	The User and the Library	AD 669 362

\* Subject of workshop: not presented as an official "theme"

**MILITARY LIBRARIANS WORKSHOPS  
(Continued)**

<b>MLW</b>	<b>Year</b>	<b>Dates</b>	<b>Host</b>	<b>Theme</b>	<b>AD Number</b>
12 <sup>th</sup>	1968	30 Sep-2 Oct	U.S. Army War College Carlisle Barracks, PA	Managing a Military Library	AD 685 843
13 <sup>th</sup>	1969	29 Sep-1 Oct	U.S. Navy War College Newport, RI	Administration of Libraries*	AD 710 395
14 <sup>th</sup>	1970	30 Nov-2 Dec	Industrial College of the Armed Forces Washington, DC	DoD Libraries in Transition	AD 732 461
15 <sup>th</sup>	1971	4-6 Oct	HQ U.S. Air Force San Antonio, TX	Principles of Management for DoD Libraries	AD 761 819
16 <sup>th</sup>	1972	2-4 Oct	Redstone Scientific Information Center Redstone Arsenal, AL	Technology Transfer	AD 759 494
17 <sup>th</sup>	1973	9-12 Sep	Naval Research Lab Washington, DC	Military Libraries and the Challenge of the 70's	AD 782 803
18 <sup>th</sup>	1974	10-12 Sep	HQ U. S. Army Communications Command Fort Huachuca, AZ	Interpersonal Communication	AD A015 886
19 <sup>th</sup>	1975	30 Sep-2 Oct	U.S. Air Force Academy Colorado Springs, CO	Intellectual Updating: Changes in the State of the Art of Librarianship	AD A031 444
20 <sup>th</sup>	1976	20-22 Oct	U.S. Naval Academy Annapolis, MD	Public Relations	AD A061 432
21 <sup>st</sup>	1977	27-29 Sep	U.S. Army War College/Army Military History Institute Carlisle Barracks, PA	Resource Sharing	AD A066 778
22 <sup>nd</sup>	1978	31 Oct-2 Nov	Air Force Weapons Lab Albuquerque, NM	Resource Sharing II	AD A069 158

\* Subject of workshop; not presented as an official "theme."

**MILITARY LIBRARIANS WORKSHOPS  
(Continued)**

<b>MLW</b>	<b>Year</b>	<b>Dates</b>	<b>Host</b>	<b>Theme</b>	<b>AD Number</b>
23 <sup>rd</sup>	1979	3-5 Oct	Defense Documentation Center Alexandria, VA	Military Special Libraries in 1990	AD A086 300
24 <sup>th</sup>	1980	15-17 Oct	Naval Postgraduate School Monterey, CA	Information Management in DoD: The Role of Librarians	AD A130 345
25 <sup>th</sup>	1981	14-16 Oct	Air University Maxwell AFB, AL	Leadership and Management for the Military Librarian	AD A116 752
26 <sup>th</sup>	1982	13-15 Oct	U.S. Military Academy West Point, NY	Interservice Resources Management	AD A147 921
27 <sup>th</sup>	1983	12-14 Oct	Defense Nuclear Agency Washington, DC	Space Planning and Today's Technologies	AD A159 300
28 <sup>th</sup>	1984	17-19 Oct	Naval Coastal Systems Center Panama City, FL	Costs and Benefits of Library Operations -- 1984 and Beyond	AD A159 600
29 <sup>th</sup>	1985	9-11 Oct	U.S. Air Force Academy Colorado Springs, CO	The Military Librarian as a Manager -- We Win With People	AD A189 655
30 <sup>th</sup>	1986	15-17 Oct	U.S. Army Corps of Engineers New Orleans, LA	Networking Integrated and Local Library Systems	(Not Published)
31 <sup>st</sup>	1987	20-23 Oct	Defense Intelligence Agency Washington, DC	Information Management and Intelligence	AD A220 404
32 <sup>nd</sup>	1988	12-14 Oct	Naval Ocean Systems Center San Diego, CA	DoD Librarian Interfaces	AD A209 394
33 <sup>rd</sup>	1989	18-20 Oct	Air Force School of Aerospace Medicine San Antonio, TX	Libraries & Technology in Transition: Meeting the Challenge	AD A261 071
34 <sup>th</sup>	1990	10-12 Oct	U.S. Army Training & Doctrine Command Williamsburg, VA	Libraries: A Vision for the 90s and Beyond	AD A236 754

**MILITARY LIBRARIANS WORKSHOPS  
(Continued)**

<b>MLW</b>	<b>Year</b>	<b>Dates</b>	<b>Host</b>	<b>Theme</b>	<b>AD Number</b>
35 <sup>th</sup>	1991	12-15 Nov	Defense Language Institute Monterey, CA	Planning for the Unpredictable	Not at DTIC
36 <sup>th</sup>	1992	27-30 Oct	Naval Undersea Warfare Center Detachment New London, CT	New Agendas for the 1990's	AD A264 198
37 <sup>th</sup>	1993	15-38 Nov	Air Force Weapons Lab/Rio Grande Chapter/SLA Albuquerque, NM	Global Information: The Sun Never Sets	AD A286 636
38 <sup>th</sup>	1994	14-17 Nov	U.S. Army Missile Command Redstone Arsenal Huntsville, AL	Reinventing Libraries: Challenges and Change	AD A298 608
39 <sup>th</sup>	1995	9-12 Oct	Combined Arms Research Library Fort Leavenworth, KS	Information Warfare: Librarians on the Frontline	AD A317 738
40 <sup>th</sup>	1996	20-22 Nov	U.S. Naval Academy Annapolis, MD	Change and Continuity in Librarianship: Approaching the Twenty-first Century	AD A352 039
41 <sup>st</sup>	1997	18-20 Nov	Wright-Patterson AFB, OH	Vision 2000: Strategies for a New Millennium	AD A349 711
42 <sup>nd</sup>	1998	17-19 Nov	Defense Technical Information Center, Fort Belvoir, VA	Managing the Digital Library	
43 <sup>rd</sup>	1999	6-10 Dec	U.S. Army Training and Doctrine Command, Fort Monroe, VA	Where Library History Meets the Future	
44 <sup>th</sup>	2000	31 Oct-3 Nov	Naval Postgraduate School, Monterey, CA	Steer by the Stars...Not by the Wake	
45 <sup>th</sup>	2001	30 Oct-1 Nov	U.S. Air Force Academy, Colorado Springs, CO	2001: The Odyssey	

**MILITARY LIBRARIANS WORKSHOPS  
(Continued)**

<b>MLW</b>	<b>Year</b>	<b>Dates</b>	<b>Host</b>	<b>Theme</b>	<b>AD Number</b>
46 <sup>th</sup>	2002	TBD	USMC		
47 <sup>th</sup>	2003	TBD	USA		
48 <sup>th</sup>	2004	TBD	DOD		
49 <sup>th</sup>	2005	TBD	USN		
50 <sup>th</sup>	2006	TBD	Air University, Maxwell AFB, AL		

**APPENDIX V****CHAIRS OF THE SPECIAL LIBRARIES ASSOCIATION  
MILITARY LIBRARIANS DIVISION  
(Established 1953)**

<b>Date</b>	<b>Name</b>	<b>Organization</b>	<b>City, State, Province</b>	
1953-54	Jerrold Orne	Air University	Maxwell AFB	AL
1954-55	Paul Brunette	Army Library	Washington	DC
1955-56	Harry F. Cook	Air Force Military Personnel Center	Randolph AFB	TX
1956-57	Charles F. Stewart	Canadian Defence Dept Library	Ottawa	ON
1957-58	John Clopine	Naval Postgraduate School	Washington	DC
1958-59	Robert L. Martin	Quartermaster R&E Command	Natick	MA
1959-60	Florine Oltman	Air University	Maxwell AFB	AL
1960-61	Frances L. Carey	Naval War College	Newport	RI
1961-62	O. Willard Holloway	Army Artillery & Missile School	Fort Sill	OK
1962-63	George R. Luckett	Naval Postgraduate School	Monterey	CA
1963-64	Logan O. Cogwill	Office of Chief of Engineers	Washington	DC
1964-65	Charles Knapp	Industrial College of the Armed Forces	Washington	DC
1965-66	Dwight C. Lyman	Navy Underwater Sound Laboratory	New London	CT
1966-67	John L. Cook	Air Force Institute of Technology	Wright-Pat AFB	OH
1967-68	Michael A. Costello	US Army Picatinny Arsenal	Dover	NJ
1968-69	John B. McClurkin	Marine Corps Dev & Ed Command	Quantico	VA
1969-70	Robert B. Lane	Air University	Maxwell AFB	AL
1970-71	Egon A. Weiss	US Military Academy	West Point	NY
1971-72	Doris Baster	Naval Research Laboratory	Washington	DC
1972-73	Virginia E. Eckel	Air Force Institute of Technology	Wright-Pat AFB	OH
1973-74	Ruth Longhenry	Army War College	Carlisle Barracks	PA
1974-75	Louis Rains	Office of Naval Research	Boston	MA
1975-76	Nancy Walsh	Industrial College of the Armed Forces	Washington	DC
1976-77	Lt Col Claude Johns	US Air Force Academy	Colorado Springs	CO
1977-78	Margaret (Jims) Murphy	US Army Materials & Mechanics Research Center	Watertown	MA
1978-79	Stanley Kalkus	Navy Dept	Washington	DC
1979-80	Paul Klinefelter	Defense Documentation Center	Alexandria	VA
1980-81	Jean Dickinson	Air Force Flight Test Center	Edwards AFB	CA
1981-82	Martha Blake	Construction Engineering Research Laboratory	Champaign	IL
1982-83	Peter Imhof	Naval Research Laboratory	Washington	DC
1983-84	Betty Fox	Defense Nuclear Agency	Washington	DC
1984-85	Ruth K. Seidman	Air Force Geophysics Laboratory	Hanscom AFB	MA
1985-86	Normand L. Varieur	US Army Armament R&D Center	Picatinny Arsenal	NJ
1986-87	Bonnie Davis	US Navy Explosive Ordnance Disposal Technical Center	Indian Head	MD
1987-88	Carol Jacobson	Defense Technical Information Center	Alexandria	VA
1988-89	Kathryn Marshall	Air Weather Service	Scott AFB	IL
1989-90	Barbara J. (BJ) Fox	US Army Corps of Engineer District-New Orleans	New Orleans	LA
1990-91	Laurie Stackpole	Naval Research Laboratory	Washington	DC
1991-92	Marcia Hanna	Defense Technical Information Center	Alexandria	VA
1992-93	Serge Campion	Fort Frontenac Library	Kingston	ON

**CHAIRS OF THE SPECIAL LIBRARIES ASSOCIATION  
MILITARY LIBRARIANS DIVISION  
(Continued)**

1993-94	Carolyn Ray	Wright-Patterson Technical Library	Wright-Pat AFB	OH
1994-95	Sybil Bullock	Redstone Scientific Information Center	Huntsville	AL
1995-96	Mary Deidre Corragio	Naval Air Weapons Center	China Lake	CA
1996-97	Janet Scheitle*/Janet Burke took over duties	U.S. Army Training and Doctrine Command	Fort Monroe	VA
1997-98	Janet Burke	National Air Intelligence Center	Wright-Patterson AFB	OH
1998-99	Thomas Rohmiller	Wright Patterson Technical Library	Wright-Patterson AFB	OH
1999-00	Barbara J. (BJ) Fox	Defense Technical Information Center	Fort Belvoir	VA
2000-01	Tracy Landfried	U.S. Army Research Laboratory	Aberdeen Proving Ground	MD
2001-02	Sharon Lenius	U.S. Army National Guard Bureau	Alexandria	VA

2001 revisions to MLD Bylaws will eliminate the MLW Executive Board and fold it into the MLD Board of Directors. Bylaws provisionally passed by membership, awaiting SLA Bylaws Committee approval - 11 Jun 2000.

***APPENDIX VI***

MILITARY LIBRARIANS DIVISION (MLD) SPECIAL LIBRARIES ASSOCIATION

**MILITARY LIBRARIANS WORKSHOP (MLW) PROCEDURES MANUAL**

Adopted: July 1999

Revised: 25 November 2000

Approved: 27 January 2001

***Supersedes all previous editions***

## **TABLE OF CONTENTS**

<b>I. PURPOSE</b>		<b>47</b>
<b>II. DEFINITIONS</b>		<b>47</b>
<b>III. DUTIES AND RESPONSIBILITIES</b>		<b>48</b>
<b>IV. AMENDMENT</b>		<b>51</b>
<b>APPENDIX A</b>	<b>ACTION SCHEDULE</b>	<b>52</b>
<b>APPENDIX B</b>	<b>MLW SITE SURVEY CHECKLIST</b>	<b>54</b>
<b>APPENDIX C</b>	<b>PROCEEDINGS FORMAT</b>	<b>60</b>
<b>APPENDIX D</b>	<b>MLW ATTENDANCE FIGURES FOR FOOD AND HOTEL ROOMS</b>	<b>61</b>

# MILITARY LIBRARIANS WORKSHOP PROCEDURES MANUAL

## *I. PURPOSE*

This Manual is to facilitate the working relationships of planners for each Military Librarians Workshop (MLW) by defining responsibilities for each group (Host, MLD Executive Board, and Program Committee) and by providing guidance for each host from the cumulative experience of previous workshops.

## *II. DEFINITIONS*

**Archivist.** The archivist, appointed by the MLD Chair, shall be a member of the Military Librarians Division of the Special Libraries Association (SLA/MLD) and shall serve on the Publications Committee. The archivist shall archive MLW and MLD documents as specified by SLA guidelines for Archivists.

**Auditor.** The auditor, appointed by the current MLD treasurer, shall be a member of the Military Librarians Division of the Special Libraries Association (SLA/MLD) and shall serve on an ad hoc committee. The auditor shall audit both MLD and MLW financial records. The auditor shall not be a member of the MLD Board of Directors.

**Host.** The Commanding Officer or an authorized delegate of the military activity, which has officially accepted the responsibility for sponsoring and conducting the Workshop. MLW Host is rotated among the Army, Navy/Marine Corps, Air Force, and Department of Defense agencies.

**Military Librarians (for MLW purposes only).** All persons (civilian and military) who hold positions as librarian, library supervisor, or technical information specialist/officer in a military, government, or private organization with a military mission.

**Military Librarians Workshop (MLW).** An annual specialized training event and meeting organized and conducted by the Host organization and sponsored by the MLD. The participants actively engage in organized discussions and training sessions concerning common professional military library and technical information matters and learn about new technologies and trends.

**Directors (MLW Service Representatives).** These members shall provide direction and continuity for planning and scheduling the annual MLW. They shall obtain a Host for their service rotation of the Workshop. MLW service representatives shall be elected to the Division Executive Board for a two-year term. They shall represent each military service with at least 20 members in MLD: Army, Navy/Marine Corps, Air Force, and Department of Defense (US).

**Ombudsman.** This is a local library staff member who is familiar with the details of the conference, local area, local contacts, etc. A “reference librarian” for the MLW. Someone who is able to answer questions or to direct one to a source for the answer.

**Program Committee.** A Committee selected by the Host of the forthcoming Workshop for the purpose of planning and organizing the Workshop program. The Host shall appoint the Program Committee Chair and provide the name to the MLD Chair.

**Registration Fee.** A monetary fee charged to all MLW attendees to recover program costs at little or no profit. Fees for members of MLD, non-members and retirees should be set in direct proportion to SLA’s fee structure, i.e., non-members pay more than members.

**Retirees.** Defined by SLA Bylaws.

**Sponsors.** Defined by the Special Libraries Association.

### III. DUTIES AND RESPONSIBILITIES

#### A. MLW Service Representatives:

- Solicit Hosts for future workshops from their military branch or agency.
  - The MLW will probably follow this rotation among the services:
    - Air Force - 2001 U.S. Air Force Academy, Colorado Springs CO
    - Marine Corps - 2002 U.S. Marine Corps University
    - Army - 2003
    - DoD - 2004
    - Navy - 2005
    - **Air Force - 2006 (50<sup>th</sup>) Air University to host**
    - Army - 2007
    - DoD - 2008
    - Navy - 2009
    - Air Force - 2010
  - *If a particular service has a high visibility initiative, institution, or project, the regular rotation may be changed, unless a firm commitment is in place for MLW Host organizations, i.e., a letter from Host Organization Commanding Officer offering to host a specific MLW.*
- Identify their service host for next rotation and assist in getting commitment from that MLW host.
- Assist Host in selecting Program Committee.
- Announce the MLW program and provide registration information to their service librarians.
- Provide guidance to Host on service-specific issues, initiatives, or trends for programming MLW events.
- Provide guidance to host when initiatives, issues, or trends are likely to affect other/all military librarians.
- Work on assignments related to the workshop from the MLD Chair, as needed.

#### B. MLD Executive Board

- Chair and Chair-elect, or their designated representative(s), should conduct a site visit for upcoming MLW, preferably two years out. Division will pay reasonable unreimbursed expenses (with receipts) but not personal expenses.
  - If TDY orders, please make sure the following are included, if possible:
    - Copying is permitted.
    - Faxing is permitted.
    - Use of Hotel computer/business center is permitted.
    - Rental car is authorized for travel in/around TDY site.
- Gives preliminary approval to the forthcoming Host's proposed Workshop budget and program plan.
- Submits to MLD Chair for final approval.
- Reviews the *MLW Procedures Manual*; considers suggestions for changes received from MLD members or MLW participants. Forwards, with its recommendations, proposed changes to MLD Chair.
- Assists the MLD Chair in disseminating workshop information to all members.

#### C. MLD Chair (MLW-Related Duties and Responsibilities).

- Identifies potential MLW service representative to the MLD Executive Board. Ensures that each service with at least 20 MLD members is represented. May ask advice from current and former MLW service representatives in identifying new MLW Service Representative Director(s).
- Sends a copy of the *MLW Procedures Manual* to future Hosts 1-2 years before their Workshop.

- Assists the MLW Host in announcing the program and providing registration information in the official MLD bulletin, *THE MILITARY LIBRARIAN*; through other library publications, appropriate SLA or other Web pages, and electronic discussion lists.
- Conducts the MLD Executive Board and MLD Business meetings at the MLW.
- Conducts Lessons Learned or Strategic Planning meeting at the conclusion of the MLW.
- Reviews the *MLW Procedures Manual* for consistency with SLA Bylaws and other guidelines.
- Submits changes for *Procedures Manual* to the MLD Executive Board.
- May assign MLW-related work to service representatives as needed.
- Works with Host of the forthcoming Workshop to ensure a timely submission of a proposed budget and program outline to the MLD Executive Board. Provides assistance to forthcoming Hosts in preparing a budget, if requested.
- Ensures that acknowledgment letters, signed by SLA Executive Director, are sent to sponsors as defined by the SLA guidelines.
- Ensures that all documents, including copies of contracts, related to the MLW are sent to the Division Archivist.

#### D. Secretary

- Prepares and presents the minutes of MLD Executive Board, MLD Business, and MLW Strategic Planning Meetings at the MLW and annual SLA Board meetings.
- Ensures that all attending Board members have a copy of meeting minutes within a reasonable time (2-4 weeks after meeting) to make corrections if needed.
- Ensures that copies of the final corrected and approved version of minutes are provided to the MLD Executive Board, Publications Chair, Archivist, SLA Division Cabinet Chair, and to SLA Association headquarters.

#### E. Treasurer

- Maintains MLW funds as a separate tax-exempt Special Project (MLW) account of the MLD
  - *(tax-exempt ID #13-5404745).*
- Disburses funds to pay MLW bills after the MLD Chair, MLW Host, or designee, verify bills.
- Abides by guidelines in SLA's current *Legal and Tax Primer for Association Units*.
- Accepts sponsorship checks for MLW and deposits funds in the MLW account.
- Provides MLW Host a copy of SLA's current approved financial accounting software for use in preparing the MLW budget.

#### F. Archivist

- Maintains all pertinent records of the Military Librarians Workshop, including final budget, and important letters or email of the Executive Board and Hosts, which may demonstrate the reasoning behind decisions for the next history of the workshop and/or unit.
- Maintains copy of annual Auditor report of MLW with MLW materials.

#### G. Auditor

- May not be a current member of the Division Executive Board.
- Conducts an annual audit of MLD and MLW accounts.
- Presents a report of the audit to the treasurer, who provides a copy to the Chair, Archivist, and SLA HQ within 30 days after receipt.

#### H. Host

- Attends Workshop one year prior to own Workshop.
- Attends Strategic Planning and Lessons Learned meeting if possible. *(Should receive the minutes or summary of this meeting, whether or not present at meeting.)*
- Provides the theme or general topic for the workshop.
- Selects a Program Committee Chair.
- The Host and Program Committee Chair select Program Committee members.

- Establishes local logistics committee for Workshop operations and for providing hospitality, including arrangements for local living accommodations, and, as appropriate, intrasession luncheons, the Workshop dinner, and local tours. *The MLD Executive Board may contract out these functions.*
- Transmits information concerning availability of quarters, local transportation arrangements, registration fees, etc. to the MLD Chair.
- Maintains records of expenditures and provides them to the MLD Chair or treasurer for payment.
- May arrange for meeting space for the Army, Navy/Marine, and Air Force service meetings during the Workshop.
- Coordinates with the MLD Chair and provides a meeting room for MLD Executive Board meeting, MLD Business Luncheon (for all MLW attendees), and/or MLW strategic planning meeting(s).
- Opens the annual MLW by ringing the Bell.
- Formally announces the next Host at the closing session and passes the Bell to the next Host, who rings the Bell to close the current MLW.
- Attends or sends designated local Chairs (Program Planning, Logistics, etc.) to Strategic Planning / Lessons Learned meeting at the conclusion of the workshop.
- Within six months after the MLW, publishes the Proceedings of the Workshop and deposits two paper and/or one electronic (.pdf or equivalent standard format) copy in the Defense Technical Information Center (DTIC). Participants may obtain copies from DTIC.

#### I. Workshop Committees

- Workshop Committees may include the following:
  - Program planning,
  - Logistics,
  - Registration,
  - Webmaster,
  - Proceedings,
  - Others.
- MLD Chair with approval of Executive Board and IAW ***SLA Bylaws***, the approval of either SLA's Executive Director, and/or Board of Directors, depending upon costs involved -- may contract out one or more of these functions after discussion and agreement on Host responsibilities.
- Program Planning Committee consults with the Host and the MLD Chair.
  - Formulates the program.
  - Checks for conference conflicts with dates selected for MLW. MLW should not conflict with *SLA annual or winter meetings*. Ideally it should not conflict with the *DTIC annual user's conference*. Try not to conflict with *Internet Librarian* or *ALA annual or winter meetings*.
  - Program Planning Committee develops program schedule and transmits it to the Host with logistics requirements and potential expenditures.
  - Host and Program Planning Committee create a budget (including proposed registration fee for the forthcoming Workshop) and submit it to the MLD Executive Board for approval. MLD Executive Board must meet in a face-to-face meeting to take this action. MLD Board normally meets no more than three times annually: SLA annual conference in June; SLA winter meeting in January; and MLW. Program Planning Committee selects speakers and/or discussion leaders.
  - Program Planning and/or Logistics Committees may be responsible for providing help to speakers.
- Logistics Committee investigates costs for local tours/events with transportation. May make up signage for MLW, local tour/event meeting sites. May investigate sponsorship of events, in conjunction with MLD Chair, treasurer, or Resources Chair.
- Registration Committee uses database software to track registration for workshop, concurrent sessions, meal choices, event ticketing, etc.



## **APPENDIX A                    MLW ACTION SCHEDULE**

### **TWO YEARS OUT:**

NOVEMBER: (Two years out)

- MLD Chair forwards *MLW Procedures Manual* to Forthcoming Host.
- Host appoints Program Committee Chair.
- Host establishes local logistics committee(s) or contracts same for Workshop operations.
- Appoints coordinator to act as liaison with Executive Board.
- Program Committee Chair, in consultation with the Host, selects the Program Committee, plans program and calls meeting of the Committee as required.

DECEMBER: (Two years out)

- Auditor conducts audit of the financial report and records of the MLW since the previous audit.

JANUARY/FEBRUARY: (Two years out)                    SLA winter meeting

- MLD Chair and Chair-elect or their designees review facilities at forthcoming Host's location and conduct a site survey.
- MLD Chair notifies Host of budget approval – if MLW procedures manual to Host more than one year out.

### **ONE YEAR OUT:**

JANUARY/FEBRUARY: (One year out - if not completed earlier): SLA winter meeting

- MLD Chair and Chair-elect or their designees review facilities at forthcoming Host's location and conduct a site survey.
- MLD Chair notifies Host of budget approval – if MLW procedures manual to Host more than one year out.

MAY (One year out):

- Host submits preliminary budget for forthcoming Workshop to MLD Chair for review.

JUNE (One year out):    SLA annual conference

- Program Committee Chair submits proposed program to Host with information on requirements: seminar rooms, recording equipment, expenses, etc. Provides copy to MLD Chair.
- Host forwards revised proposed Workshop budget and proposed registration fee(s) to MLD Chair for approval.

AUGUST (One year out):

- Program Committee Chair furnishes to Host final program and information on logistical requirements.
- Host transmits final program and information concerning quarters, transportation, etc., to MLD Chair and Board MLW Service Representatives.

DECEMBER: (One Year Out)

- Auditor conducts audit of the financial report and records of the MLW since the previous audit.

## **CURRENT YEAR:**

### **MARCH (current year):**

- MLD Chair/Board members publicize forthcoming Workshop in *THE MILITARY LIBRARIAN*, *INFORMATION OUTLOOK*, and, through SLA Headquarters, local Chapter bulletins, Web sites, and electronic discussion lists. May also promote through service library workshops or meetings, Military Education Central Committee (MECC), Army Library Institute (ALI), Air Force Library workshop, Navy Librarians meeting, etc.

### **APRIL (current year):**

- MLD Chair sends e-mail via the MLD Discussion List concerning the dates and general information on the forthcoming Workshop.

### **JULY (current year):**

- MLD Chair notifies Host of budget approval if Host has *MLW Procedures Manual* less than 12 months out.

### **CURRENT WORKSHOP :**

- MLD Chair conducts MLD Business Meeting (should be a luncheon to which all MLW attendees are invited.)
- MLW Host announces next Host.

### **AFTER WORKSHOP (current year):**

- Host or Program Committee Chair presents a summary of the Workshop to Editor(s) of *The Military Librarian* for publication.
- Host, with the assistance of the Program and/or Proceedings Committee, edits and publishes Workshop proceedings.
- Submits records of Workshop to the Archivist.
- Deposits copies of the proceedings in DTIC.

## **APPENDIX B                      MLW Site Survey Checklist**

- **Initial Survey - 2 years out if possible.**
  - Two MLD Officers (Chair/Chair-elect) for at least two full weekdays for site survey.
    - Stay at main hotel (or most likely site).
    - Eat at least one breakfast, lunch, and dinner in most probable hotel.
    - Check out surrounding area for eateries, shopping, tourist activities, safety.
    - Check with local convention center/visitors bureau for suggestions, brochures, and/or help available.
  - Confirm or negotiate meeting room block:
    - Will require sleeping room numbers and meal functions numbers from the 2-3 most recent workshops. (See Appendix D)
  - Number of rooms blocked/set aside for MLW.
    - Dates rooms held for (arrival and departure dates)
    - Will rooms be held at conference, per diem, or government rate for weekend before/after MLW?
    - Any special events in local area that attendees and/or planners should learn about?
  - Learn the location of the rooms, the maximum seating capacity, etc.
  - Learn the location for registration within hotel.
    - What kind of signage is available or possible?
  - What kind of meeting rooms are available and at what cost?
    - General/Plenary sessions
    - Concurrent sessions or breakout rooms (2 or 3 concurrent sessions)
    - If round-table or breakout sessions in one room – can acoustics accommodate 3 or more groups talking simultaneously.
  - Does hotel provide A/V equipment or vendor – at what cost?
    - Is anything: podiums, screens, etc., offered free by Hotel?
    - Look for options for at least 10-14 vendors.
    - Table top display only or other Exhibit Display options?
    - Discuss the fee per vendor set-up.
    - Discuss anticipated need for phone lines, modem or data lines, or other special requirements.
    - Discuss vendor space to include breaks or other food events – to get attendees into vendor room.
    - Discuss options for payments coming from Contractor and MLD. Recommend only one (1) organization coordinate the transfer of money. Should be MLD.
  - Discuss logistics for break packages – where will food/beverages be located. (Vendor room if possible)
    - Get options for Reception costs.
  - Is everything in the contract?
    - Review menus for food and beverage functions:
      - Buffet / continental breakfast cost
      - Luncheon cost (plated, buffet, boxed)
      - Mid-morning refreshment
      - Afternoon break
      - Reception
      - Evening meal (sometimes one in Hotel.)

*[The following section was added on the recommendation of SLA Conferences and Meetings Director.]*

- **Dishonored Reservations:**

If the Hotel is unable to provide a sleeping room to a convention attendee holding a guaranteed reservation, the Hotel will provide such attendee the following:

1. A sleeping room at a nearby hotel for one (1) night (complimentary basis), with a guarantee that the individual will receive the first available room.
2. One long distance phone call – Maximum length 5 minutes.
3. Free transportation to the hotel and return if required.
4. The hotel will issue a note of apology to the displaced delegate and an amenity upon return.
5. The hotel will try to bring the delegate back the following day. Should the delegate choose not to transfer back to the original hotel when a room becomes available, the hotel shall be relieved of any further obligation.
6. Should the guest be walked to a non-block participating hotel, any rooms walked will be included in the count for complimentary room credits.

- **Construction and Remodeling:**

The Hotel will give SLA notice twelve months in advance of the official meeting dates of any construction or remodeling effecting SLA to be performed between the date of this contract and the completion date of the meeting. Major changes to the hotel which make it incompatible with the arrangements as outlined within this Agreement, will be cause for cancellation of this Agreement without penalty to SLA or the Hotel. However, should it become necessary for the Hotel to cancel this Agreement because of construction or remodeling, the Hotel agrees to reimburse SLA for all promotion and administrative expenses it had incurred prior to the date of cancellation.

- **Hotel Quality:**

Should SLA become aware, up to four months prior to the date on which the Military Librarians Workshop is to commence, that the quality of the facilities, service, or amenities has deteriorated from that in existence at the time of ratification of this Agreement, then SLA may, after giving Hotel reasonable notice and opportunity to cure this deterioration, cancel this Agreement without penalty, and with the return of any monies already paid to Hotel by SLA, workshop participants, or SLA contracted representatives.

- **Reservations Cutoff Date:**

The cut-off date for reservations will be twenty-one (21) days prior to the first official date of the beginning of the annual workshop. The published cutoff date will be thirty days prior to the first official date of the beginning of the annual workshop.

- **Attrition Policy:**

Group and Hotel agree to work together to maximize hotel occupancy over the dates of group function. Group will not put parameters on Hotel accepting reservations directly. In turn, both Hotel and Group agree to work together to maximize total count of room block. If the Attrition Policy is called forth, it is suggested, but not limited to Hotel providing to group a list of all rooms coded to Group on its peak night. Group will compare the peak night rooms occupied list of attendees coded to Group with Group's list of registrants. At Group's request, the list of those meeting attendees not identified on the Hotel's group list will be submitted to the Hotel and the Hotel will check that list against their total in-house list. Any guest room occupied by an Individual/Company on Group's pickup, but not coded to Group within the Hotel's system, will be credited to Group's pickup, as well as the room nights of any attendees who were relocated to another hotel. Guest rooms from the agreed upon room block reserved and not used after the official closing date will be the responsibility of the Group less any revenue from rooms that the Hotel successfully resells to the general public through its normal channels of distribution.

- **The Overbooks Hotel Prior to Cutoff Date Clause:**

A contract's "Overbooks Hotel Prior to Cutoff Date" clause should contain the following three key elements:

1. A stipulation that the meeting sponsor is due damages in an amount equal to "X" percent of the group's average rate per room night that the Hotel is unable to accept prior to the cutoff date.
2. A stipulation that the meeting sponsor's pickup report will include the displaced room nights and that the meeting sponsor will not be liable for damages based on attrition, meeting room rental, reduced food and beverage covers, or any other terms dealing with a reduction in the group's pickup.
3. A stipulation that if the Hotel is unable to provide at least a minimal percentage of the contracted room block (70 percent to 75 percent is reasonable), the meeting sponsor may terminate its obligations with the Hotel without liability to the meeting sponsor and hold the Hotel liable for total breach of contract.

(Note: The "Overbooks Hotel Prior to Cutoff Date" clause differs from the "Dishonored Reservations" clause currently being used by some planners because its provision for damages compensates the meeting sponsor and not the individual. The "Dishonored Reservations" clause is intended to apply to situation in which the hotel is unable to give rooms to individuals who have guaranteed reservations). -- *end of section recommended by SLA Meetings Director*

- **Points to Consider:**

- This conference has a history of low attendance (from hotel standpoint). We need to monitor the sleeping rooms so we do not fall below the minimum requirements on the contract.
  - Penalties for not enough sleeping rooms?
  - Penalties for food/beverage overestimates?
  - Other penalties?
  - Costs for meeting rooms?
- Get history from previous conferences: sleeping rooms numbers (for hotel rooms needed) and meal function numbers to show number of conference attendees. Food/beverage usage will show numbers of locals, persons sharing rooms, etc. Add history to file for next planner.
- Remember that contracts above \$5000 must be signed by Association Executive Director. Any contract above current Division assets requires approval of the full SLA Board of Directors, which meets only in Jan, June, and October.

- **Activities:**

- Schedule a tour of host facility. (Usually on Wednesday or Thursday).
  - Transportation for this event – cost included in registration? no cost transportation? separate fee?
- Evening event (not MLW reception).
  - Budget required for this event – unless fully sponsored event.
  - Location rental fee; transportation to/from cost.
  - Separate fee required from registration.
- MLW Reception – icebreaker before opening of MLW.
- MLD Business Luncheon (or other meal function.) Plan for all attendees. Cost to be included in registration cost – unless sponsor found for cost of meal. This meal should fall on first or second full day of MLW.

- **Time Line (establish POC and estimate time of completion)**

- Agenda
- Graphics

- Speaker Coordination (travel, A/V requirements, etc.)
  - Any VIPs who will require special protocol?
  - Who will be POC for speakers?
  - Make sure they find their way to Hotel, have proper equipment, software for presentations, etc.
  - Web page – final approval – date to go “live.”
- **Questions:**
    - What days will the vendors display? Define set-up times, fees, etc.
    - Will there be handouts?
    - Will vendors be able to participate in any/all food events?
    - Any requirement for binders, velcro envelopes, jiffy bags, etc.?
    - Will there be a “giveaway” at registration? (i.e., coffee mugs, hats, pens, etc.)
    - Will there be “door prizes” for any event? (i.e., evening at hotel or nearby spa/gym, dinner for two)
    - Certificate of participation or training for attendees?
      - Who signs 1556s? Host or MLD Chair?
    - Who are the POCs? Who are the decision makers? What is the chain of command?
    - Will lunch be “on their own” everyday (except for MLD Business Luncheon)? If so, we’ll need to prepare lunch options for the attendees (most will not have transportation and they will have only 1-1 1/2 hour(s).
- **Budget:**
    - MLW budget must be prepared in SLA-approved financial software. Currently Quicken is software package used by SLA units. MLD treasurer will provide a copy of that software to Host or designee.
    - Budget must be realistic and should break-even for Military Librarians Division, showing neither large profit, nor loss.
      - Document all assumptions in budget.
      - Document unusual expenses or savings.
    - Hotel will require programming information
      - number of days of conference,
      - days/times of concurrent programs and numbers for each session and types of seating for each day and session (lecture, seminar, dinner seating)
      - numbers of persons expected each night,
- **Report of Site Survey**
    - Prepare questions with 1-2 questions per page. Leave plenty of room for answers.
      - Leave room for additional questions to consider
      - POCs for various actions.
    - Report to MLD Executive Board meeting should include a synopsis of the above information,
      - along with a copy (copies) of Hotel layout and meeting room costs,
      - expense sheets for food/beverages, Audiovisual equipment, and Exhibit space.
    - Report should include brochure(s) for local activities and sightseeing possibilities.
- **Logistics - Host**
    - Organize registration desk. Aim for Joint participation. Ask other local military library staff to cooperate. Coordinate same.
      - Name POC/Ombudsman
      - Staff 1 person on Sunday between 3-5 p.m. for early registration and questions, if possible.
      - Staff 2 persons on Monday between 7:30-9:00 a.m. and 3:00-5:00 p.m. for early registration and questions, if possible.

- Staff at least 2 persons Tuesday between 7:30-9:00 a.m. for peak registration and questions, if possible. Should have two persons around for most of the day. May offer local staff a “free” day if they work the morning registration process during full conference days.
- Staff 1 person Wednesday 7:30-9:00 a.m. for late registration and questions, if possible.
- Staff 1 person Thursday 7:30-9:00 a.m. for late registration and questions, if possible.
- Ombudsman should be familiar with everyone/everything going on. Should be a 'reference librarian' for MLW and should be available throughout the workshop.
- Up to six (6) persons may be required for stuffing bags before initial conference registration, may pre-package most materials one week out, if possible.
  - MLW Host site to provide materials for stuffing (logo brochure, other information)
  - MLD Membership Chair and MLW Service Representatives may add material (NTE 4 pages) without cost to registration packets, if they provide all copies to Host NLT 10 days before MLW.
  - Sponsors and/or Vendors may add materials to registration packets with payment of an additional charge to be determined for a tri-fold brochure (approximately 8”x11”) or other marketing materials to be provided to Host NLT 10 days prior to MLW.
- Typesetting and printing of programs if all materials delivered NLT 4 weeks prior to start of MLW. Reimbursement from MLD if in approved budget.
- Gifts for speakers. Reimbursement from MLD if in approved budget.
- Hotel may provide Audiovisual requirements for MLW.
  - Remember to budget for labor for AV requirements - often 2/3rds of total AV cost to add to budget for AV.
- Host prepares the proceedings of the conference.
- General Officer request, if required, for special events, i.e., NORAD tour in MLW 2001.
- **Logistics - MLD**
  - Speaker support. This function may be contracted at discretion of MLD Executive Board if no Division member(s) or host committee(s) volunteer to handle it.
    - Biographies
    - forms for reimbursement
    - handouts
    - Letters acknowledging content, dates, and times for speech.
    - Thank you letters.
  - Resources. *This function may be contracted.* This process may be as involved as detailed below or as simple as finding sponsorship or vendors to display during MLW. Persons may volunteer for pieces of the following if the entire job is too big.
    - Conference bags
    - MLD meal event
    - MLW reception
    - Hosted breaks during MLW
    - Other meal events
    - Tours or off-site events
    - Template for Thank you letters to sponsors and vendors – to be signed by Association Executive Director.
  - Copies of major planning paperwork and signed thank you letters to Division Archivist.
  - Physical arrangements for sponsors
    - Hotel
    - Follow-up
  - Negotiate contract with hotel. *This function may be contracted.*
  - Only Division Chair or Association Executive Director, depending upon the amount involved and current SLA/MLD Treasury status, and current SLA Bylaws, may sign contract for SLA/MLD.
- **Logistics - Convention Center/Visitor’s Bureau or Hotel**
  - Buses – provision for tour of Host Institution/Library, and/or special tour.

- Tour local attraction – with military connection if possible.
- **Logistics - Hotel**
  - Hotel Break package(s).
  - Signage in the Hotel (Possible? POC?)
- **Logistics - DTIC**
  - Registration. *This function may be contracted.*
    - Name badges and Name tag printing
    - Tickets in badge
    - Attendee list
    - Web site (*This function may be contracted.*)
  - Create webpage for MLW
    - May have online registration or other database on Web for tracking registrations, meals, concurrent sessions, preferences, and ADA requirements.
      - Link to Host institution website if possible.
      - Link to MLD/SLA website.
      - Notify SLA of website address for Conference Calendar.
  - Programming for one or more days if Host unable to provide programming and wants additional programs. *This function may be contracted.*
- Breakout sessions – Hotel will require advanced information on concurrent sessions – as extra space is required.
- 30 minute breaks between programs
- Breaks in vendor Exhibit area (Mid-morning/Mid-afternoon breaks) if possible. May need to acquire larger exhibit room from Hotel.
- **Logistics - Other speakers/possible Vendors**
  - Speech by DTIC, FEDLINK, IAC, or OCLC representative(s) and booklets etc. in booth – if desired. *This function may be contracted.*
    - IAC or DTIC may provide speaker and/or materials at no cost to MLW – military interest.
    - FEDLINK or OCLC may provide speaker and/or materials at no cost to MLW – federal-wide interest.

## **APPENDIX C      PROCEEDINGS FORMAT**

Proceedings should contain the following:

- A.      Cover
  - 1.                      Standardized Title  
(Example: Proceedings of the 40<sup>th</sup> Military Librarians Workshop,  
20-22 November 1996. Change and Continuity in Librarianship:  
Approaching the Twenty-first Century)
  - 2.                      Sponsor  
  
(Example: U.S. Naval Academy)
  - 3.                      Location  
  
(Example: Annapolis, Maryland)
- B.      SF Form 298                      Report Documentation Page (Should be included since all  
proceedings are submitted to DTIC)
- C.      Preface
  - 1.                      Workshop Goals
  - 2.                      Task Groups and Leaders
  - 3.                      Acknowledgments
    - a.    Hosts and Assistants
    - b.    Workshop Chair
- D.      Table of Contents
- E.      Workshop Program
- F.      Task Group Reports
  - 1.                      Purpose
  - 2.                      Discussion
  - 3.                      Summary
  - 4.                      Bibliography
- G.      Speech Texts
- H.      Continuing Projects Reports
- I.      List of Attendees
- J.      Past and Future Hosts

**APPENDIX D MLW Attendance figures for food and hotel rooms.**

1999 – Williamsburg VA, 7-9 Dec

Date/Day	Sleeping rooms	Food: Breakfast/Break/Lunch/Break/Dinner/	Reception
12-4 Sat	24		
12-5 Sun	93		
12-6 Mon	134	155	Monday Holiday Social Reception 180
12-7 Tue	141	165	
12-8 Wed	135	155	
12-9 Thu	114	155	
12-10 Fri	39	160	
12-11 Sat	5		

2000 – Monterey CA, 28 Oct – 2 Nov 2000

Date/Day	Sleeping rooms	Food: Breakfast/Break/Lunch/Break/Dinner/	Reception
Sat			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			

2001 – Colorado Springs CO, 28 Oct – 2 Nov 2001

Date/Day	Sleeping rooms	Food: Breakfast/Break/Lunch/Break/Dinner/	Reception
		Contracted for:	
10-27 Sat	8		
10-28 Sun	50		
10-29 Mon	90		100
10-30 Tues	100	120 “ “ “ “	
10-31 Wed	100	120 “ “ “ “	
11-1 Thu	70	120 “ “ “ “	
11-2 Fri	30	80 “	

2002 – USMC Host, Virginia, Site TBA, Dates TBA

Date/Day	Sleeping rooms	Food: Breakfast/Break/Lunch/Break/Dinner/	Reception
Sat			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			