

COMMITTEE RELATED POLICIES

ARCHIVES

- I. The President shall appoint a PSLA member as Archives Committee Chairperson/Archivist. The term of appointment shall be for two years and shall be subject to approval by the Board. The Archivist may be removed by vote of the Board if the Board deems the quality of the Archivist's work to be unsatisfactory or if the Archivist does not comply with the Association's policies governing Archives. At the end of a two year term, the current Archivist may seek reappointment by applying to the Vice President by June 1. The position of Archivist shall be declared vacant at the end of an administration, and any member of the Association may apply for the position by submitting the application form developed and approved by the Board of Directors to the Vice President by June 1. The position shall be made available through the announcement of the position by the Secretary of the Association.
- II. The following materials shall be included in the PSLA Archives:
 - A. All publications to include, but not be limited to, newsletters, journals, committee publications, etc.
 - B. Copies of official minutes, forwarded by the Secretary.
 - C. Copies of resolutions, forwarded by the Constitution and Bylaws Committee.
 - D. Copies of the current PSLA Policy Handbook, to be updated as necessary by the Secretary.
 - E. Copies of the present and past budgets, forwarded by the Treasurer.
 - F. Conference materials to include but not be limited to conference program, registration material, copies of information about and speeches of all speakers written or on tape, labeled pictures, forwarded by the Conference Chair/Vice President.
 - G. Copies of award certificates and special citations with labeled pictures and written or taped copies of acceptance speeches.
 - H. Copies of all promotional materials, including membership materials.
 - I. News clippings, labeled pictures, and other materials relating to Association activities.
- III. All pictures shall be labeled with date, place, event, and names.

- IV. The Board shall be responsible for naming a long term site to house the PSLA Archives, based upon the recommendation of the President. The availability and suitability of this site shall be reviewed annually.
- V. The Archives shall be established as of 1971, so as to cover the transition from PSEA to PSLA. Materials presently in the Archives from the period before 1971 shall be maintained, but no effort shall be made to obtain additional materials from this time period.
- VI. Archival materials shall be stored in special archival storage containers to prevent deterioration or shall be microfilmed.
(Adopted, Board of Directors, April 22, 1989)
(Amended, Board of Directors, January 20, 1990)

AWARDS

MAKE-UP OF THE COMMITTEE

- I. The committee shall consist of at least five members.
- II. Committee shall represent as broad a range of geographical regions as possible.

CATEGORIES OF AWARDS

- I. Outstanding School Library Media Program
The purpose of this award is as follows:
To recognize an outstanding district school library media program which is an integral part of the educational and social growth of all students.
- II. Outstanding Pennsylvania Author and/or Illustrator
The purpose of this award is as follows:
To recognize an author and/or illustrator who is a present or former Pennsylvania resident or whose work represents or reflects Pennsylvania and who has made a notable contribution to the field of literature for youth.
- III. Outstanding Contributor
The purpose of this award is as follows:
To recognize a person who has made outstanding contributions to the field of Pennsylvania school library media programs.
- IV. Outstanding Individual School Library Information Center
The purpose of this award is as follows:
To recognize an outstanding individual school library information program which is an integral part of the educational program of all students.
- V. Special Recognition
An award(s) for special recognition may be given at the discretion of the Awards

committee. The criteria shall have to be approved by the Executive Committee. The award shall be in the form of a gift with no certificate.

DETERMINATION OF AWARDS

- I. The Awards Committee, with input from the general membership, shall select the recipient(s) of each award.
- II. Any award may be omitted in any given year.
- III. Schedule for nominations:
 - A. Membership shall be notified at least One (1) month before nominations are due.
 - B. Nominations may be made at any time during the year for any of the three awards.
 1. In order to be considered for the award given in the spring, nominations must be postmarked no later than six (6) months before the annual conference.
 2. No school district, individual school, or individual is eligible if any librarian from that district is on the Awards Committee or an elected officer of PSLA.
 - C. Outstanding School Library Information Program Award (District Award)
 1. The nominee must furnish a written outline for a program which implements the philosophy.
 2. Documentation exists and is submitted for three (3) outstanding, ongoing programs which are regularly a part of the library services as stated in (2.) above.
 3. Users of the library media centers are observed or shown to be involved in the activities outlined in the current Pennsylvania guidelines for school library media programs.
 4. All school library information centers in the nominated district are staffed by fulltime, certified school library information specialists who give instruction, participate in curriculum development, and use instructional technology.
 5. All school library information centers in the nominated district are staffed by competent and consistent clerical support.
 6. All school library information centers in the nominated district are members of ACCESS PA and POWER Library.
 7. All school library information specialists in the nominated district are members of PSLA, enabling them to stay current with trends in the field.
 8. All school library information centers in the nominated district meet the diverse needs of the students and faculty.
 9. All school library information specialists in the nominated district

motivate students to become critical thinkers and life long learners who can locate, process, evaluate, synthesize, and utilize information.

10. All school library information specialists in the nominated district support library program that are integrated across the total school curriculum and collaborate with the faculty.
 11. All school library information specialists in the nominated district collaborate with the local public librarians and other types of libraries in their area.
 12. All school library information centers in the nominated district and funded adequately to fulfill the mission of the library.
- D. Outstanding Pennsylvania Author and/or Illustrator.
1. Nominee must have a body of work.
 - a. Nominee has had at least two (2) books published.
 - b. Nominee has at least one (1) book in print.
 2. Nominee writes and/or illustrates books of interest to children and/or young adults through the twelfth grade.
 - a. Books appear on the publisher's children's list or young adult list.
 - b. Reviews of adult books suggest them for use with adults or children.
 3. Nominee has received recognition from reviewers and critics. Acceptable forms of recognition are as follows:
 - a. Books published by a reputable publisher, not by a vanity press.
 - b. Nominee has received other awards.
 - c. Nominee's books have been reviewed in the media (i.e. *Booklist*, *Horn Book*, *School Library Journal*.)
 - d. Nominee is included in books about children's or young adult literature (i.e. *Children and Books*, *Children's Literature in the Elementary School*.)
 - e. Nominee has been featured in person or in reviews in statewide media (i.e. public television, etc.)
 - f. Nominee need not have received all types of recognition listed above.
- E. Outstanding Contributor
1. The nominee must have a library philosophy, current commitments and future plans for improvement of school library services.
 2. The nominee must furnish information about the library situation when he/she began the program for which he/she is to be cited compared to the current program.

3. The nominee may be a librarian, administrator, school board member, etc.
 4. The nominee has given service to state or local associations (appropriate for position of this person.)
 - a. Served as an officer of the organization.
 - b. Served on various committees or for a substantial time (at least two years on one committee.)
 5. The nominee has three (3) years experience in his/her field.
 6. The nominee has shown evidence of a philosophy of service in the following ways:
 - a. Long range planning for total service.
 - b. Written policies, procedures, materials for clients.
 - c. Leadership activities within a district.
 - d. Supporting statements for nomination from co-workers, directors, and/or sub-ordinates.
 - e. Articulates future goals.
 7. Has publications if an appropriate activity for his/her position.
 8. Nominee has made some outstanding or unusual contribution beyond doing his/her work well.
 9. Nominee has shared expertise with others in the following ways:
 - a. Teaching
 - b. Consulting
 - c. Workshops
 - d. Programs
- F. Outstanding Individual School Library Information Center
1. The nominee is staffed by a fulltime, certified school library information specialist who gives instruction, participation in curriculum development, and uses instructional technology.
 2. The nominee is staffed by competent and consistent clerical support.
 3. The nominee is a member of ACCESS Pennsylvania and POWER Library
 4. The school library information specialist is a member of PSLA, enabling him/her to stay current with trends in the fields.
 5. The nominee functions as the information center of the school and meets the diverse needs of the students and faculty.
 6. The nominee's school library information specialist motivates students to become critical thinkers and life long learners who can locate, process, evaluate, synthesize, and utilize information.
 7. The nominee's school library information specialist supports a library program that is integrated across the total

- school curriculum and collaboration with the faculty.
8. The nominee's school library information specialist collaborates with the local public libraries and other types of libraries in the area.
 9. The school library information center is funded adequately to fulfill the mission of the library.

SELECTION OF AWARDS

- I. Outstanding School Library Media Program
 - A. The chairperson shall notify the district superintendent(s) that the district(s) has/have been nominated for the Pennsylvania Outstanding School Library Media Program Award. Enclosed with that letter shall be the forms requesting certain information, which should be returned to the chairperson by a given date. When that information has been evaluated by the committee, the chairperson shall request permission to visit the district(s) nominated. Forms and a sample letter for each step of this process are in the Awards Committee cumulative notebook.
 - B. After permission is received, the Awards Committee shall decide on not more than three (3) school districts to visit.
 - C. At least two (2) members of the Awards Committee, or person(s) designated by the Awards Committee chairperson in cooperation with the President, shall visit the school district(s) nominated for the Outstanding School Library Media Program Award.
 - D. PSLA shall pay the mileage expenses, at The same rate outlined in the Delegate Reimbursement Policy, of all members visiting schools for Awards Committee business.
- II. Outstanding Pennsylvania Author and/or Illustrator
 - A. After nominations have been received, the chairperson shall announce the names to committee members along with those nominated since the annual conference.
 - B. These names shall be considered at a committee meeting, by mail, or by telephone if necessary, and shall be placed on the final ballot for the vote.
- III. Outstanding Contributor
 - A. The names of the nominees are considered in light of the criteria for the award.
 - B. The committee may request additional information if the preliminary information sounds promising or may weed out nominees who, compared to other nominees, are not outstanding.

C. The number of nominations for each candidate shall have no bearing (or necessarily be reported to the voting committee) on the election of the winner. Qualifications of the nominee shall be the sole criterion.

D. Length of service alone is not a criterion. However, a recipient of this award shall have served long enough to have made a significant contribution. This should not be interpreted as a retirement award. The person need not be serving as a librarian at the time of the award.

E. No person may receive this award during the years he/she is serving as an elected officer of PSLA or as a member of the Awards Committee.

F. A nominee whose school district has received the Outstanding School Library Media Program Award from PSLA within the past three (3) years is not eligible for the Outstanding Contributor award.

G. The winner of this award is not publicly announced until the award presentation at the Annual Conference Banquet. The winner shall receive sufficient prior notice, when appropriate, to assure attendance at the Awards Ceremony.

IV. Outstanding Individual School Library Information Center

A. Award committee members will review documentation sent with nomination.

B. The committee may request additional documentation from the school.

C. The nominees will be considered in light of the criteria of the award.

VOTING

I. Balloting shall be by weighted vote. (First, 5 points; second, 3 points; third, 1 point)

II. Nominees receiving the highest number of votes shall be recipients of the awards.

III. The chairperson shall vote only to break a tie vote.

IV. Tabulation of the results of the election shall be destroyed after the awards are presented. The results of all votes shall be confidential.

V. The PSLA Executive Committee shall approve all recipients before the awards are given.

PRESENTATION OF AWARDS

I. The awards shall be presented during the Annual Conference. The exact time for each presentation shall be worked out with the Conference Chairperson. In view of the full programs, the presentation and acceptance shall be kept to five minutes maximum each.

II. The PSLA member chosen to present the awards shall act as host/hostess for the award recipients.

III. Award recipient conference expenses shall be part of the Conference Committee budget.

A. Outstanding School Library Media Program

1. One conference registration

2. One hotel room for two nights

3. Meals at the award presentation event for all attending district librarians

4. Three guest meals per district at awards presentation event

B. Outstanding Pennsylvania Author and/or Illustrator

1. One hotel room for one night for author and one guest

2. Awards event meal for author and one guest

C. Outstanding Contributor

1. One conference registration

2. One hotel room for two nights

3. Three guest meals at awards presentation

D. Outstanding Individual School Library Information Center

1. One conference registration

2. One hotel room for two nights

3. Three guest meals at awards presentation

IV. The forms to be used for the certificates shall follow the guidelines listed below:

A. All three (3) certificates shall be printed. Names of recipients, date of award, and signatures of the President and Secretary shall be filled in annually.

B. The initials of PSLA and the initials of the recipients shall be in illuminated lettering. Black ink shall be used for the printing of the certificates with red ink used as highlights. White paper shall be used.

C. All certificates shall have places indicated for the Secretary's and the President's signatures.

D. The suggested sizes are to be as follows:

1. Outstanding School Library Media Program -- 12" x 14" framed

2. Outstanding Pennsylvania Author and/or Illustrator -- 8" x 10" framed

3. Outstanding Contributor -- 8" x 10" framed

4. Outstanding Individual School Library Media Center -- 8" x 10" framed

E. Wording for the awards shall be as follows:

1. Outstanding School Library Media Program Award

PENNSYLVANIA SCHOOL LIBRARIANS
ASSOCIATION
presents this award to

in recognition of an outstanding
Pennsylvania School Library Media Program

2. Outstanding Pennsylvania Author and/or
Illustrator

PENNSYLVANIA SCHOOL LIBRARIANS
ASSOCIATION
presents this award to

in recognition of outstanding contributions in the
field of literature for youth

3. Outstanding Contributor

PENNSYLVANIA SCHOOL LIBRARIANS
ASSOCIATION
presents this award to

in recognition of outstanding contributions in the
field of Pennsylvania School Library Media Programs

- a. This certificate shall be accompanied by a tangible gift not to exceed one hundred dollars(\$100).
- b. An honorary membership to PSLA shall be given as part of this award.
- c. Honorary members shall be members for life, indicating that they do not pay dues.
 - 1) If the Outstanding Contributor is a PSLA member at the time of the award, his/her membership privileges for life shall be that of the Outstanding Contributor's membership status at the time of award.
 - 2) Membership privileges of Outstanding Contributors who are not PSLA members at the time of award shall be determined by the Board of Directors at the time of award approval.
 - 3) Honorary members shall receive from the Awards Committee a PSLA Honorary Life Member card indicating their membership privileges. A copy of this card shall be sent to the Membership Chairperson for the purpose of updating membership files for the honorary member to the Secretary for the purpose of updating the PSLA Handbook section listing Honorary Members, and to the Archives Committee.

4. Outstanding Individual School Library
Information Center

PENNSYLVANIA SCHOOL LIBRARIANS
ASSOCIATION
presents this award to

in recognition of an outstanding
Pennsylvania Individual School Library Information
Center

- (Adopted, Board of Directors, October 18, 1980)*
(Amended, Board of Directors, September 19, 1981)
(Amended, Board of Directors, January 27, 1990)
(Amended, Board of Directors, June 7, 2003)
(Amended, Board of Directors, April 12, 2007)

**AWARDS - STUDENT RECOGNITION
AWARDS**

PSLA shall support annual student recognition awards in the form of one year PSLA memberships to a student from each of the Pennsylvania colleges and universities offering school library science certification.

(Adopted, Board of Directors, November 12, 1977)
(Amended, Board of Directors, January 27, 1990)

**AWARDS – G.O.L.D. Medal
(Generating Opportunities through
Leadership Development)**

Background: President Anita Vance proposed the medal at Leadership Summit (July 2004) to coincide with the theme of her presidency. The goal is to recognize role models in Pennsylvania school libraries. This medal would create opportunities for individuals to be recognized for exemplary work. Currently PSLA awards recognize district or school programs or life achievement. The medal recipients and the reason selected serve as models to practicing librarians.

SPECIAL RECOGNITION

**I. CATEGORIES OF SPECIAL RECOGNITION
G.O.L.D MEDAL (Generating Opportunities
Through Leadership Development)**

The purpose of this medal is as follows:

To recognize individuals who have done exemplary work as a school library media specialist;

To publicize the accomplishments of school library media specialists in local news sources;

To provide role models for recruiting professionals to the library field;

To provide encouragement for practicing school librarians;

To extend awareness acknowledgement of exemplary work to school administrators, staff and community;

To recognize models for other school library media specialists and to encourage dynamic individuals to become involved in PSLA activities.

**II. DETERMINATION OF SPECIAL
RECOGNITION**

A. Nominations are not limited to current PSLA members.

B. Nominee has moved beyond a challenging circumstance(s).

C. Nominee is nominated by PSLA member.

D. Nomination should describe events and/or circumstances where SLMS has moved beyond challenging circumstances. How the challenge was overcome and its creative resolve should be clear.

E. Nominee should have at least two years of experience as a school library media specialist and demonstrated a commitment to the profession.

F. At least one letter of recommendation from an administrator, a school staff member, and/or parent; and at least one letter from a current student should accompany the nomination form. The total number of letters is not relevant to granting the medal.

G. The number of medals issued annually will not be limited by number.

H. In order to be recognized at the annual conference, nominations must be postmarked no later than six (6) months before the annual conference. Nominations will be accepted beginning May 1, 2005. Recipients will be selected for current accomplishments rather than historical.

I. A medal may not be presented more than once to the same recipient in a five year period.

III. SELECTION OF RECIPIENTS FOR SPECIAL RECOGNITION G.O.L.D. MEDAL

The chairperson will designate 3 to 5 committee members to review nominations quarterly and send nominees' names to the PSLA Board.

IV. VOTING G.O.L.D. MEDAL

The PSLA Board of Directors shall approve all recipients of the G.O.L.D. MEDAL at any Board meeting before medals are presented.

V. PRESENTATION OF SPECIAL RECOGNITION G.O.L.D. MEDAL

A. The forms used for the certificates shall follow the guidelines below:

1. All certificates shall be printed. The certificate shall include the names of the recipient, date of award MEDAL, and signatures of the President and Secretary.
2. The initials of PSLA and the initials of the recipients shall be in illuminated lettering. Black ink shall be used for the printing of the certificates with red ink used as highlights. White paper shall be used.
3. All certificates shall have places indicated for the Secretary's and the President's signatures.
4. The sizes are to be as follows:
G.O.L.D. MEDAL – 8" x 10" framed
5. Wording for the medals shall be as follows:

G.O.L.D. MEDAL
PENNSYLVANIA SCHOOL
LIBRARIANS ASSOCIATION
presents this Medal of Recognition to

in recognition of generating opportunities
for leadership development

B. The G.O.L.D MEDAL recipients will receive the following:

1. Congratulatory letters will be sent to recipients and a copy to appropriate administrators;
2. Press releases will be sent to local papers, building and district administrators' and district's public relations contact person.
3. Medal recipients will be recognized at the annual PSLA conference and receive a certificate, medallion, a gold ribbon to wear at conference and one year free PSLA membership.

(Adopted, Board of Directors, April 28, 2005)

CONFERENCE COMMITTEE POLICIES ANNUAL CONFERENCE

I. Authorization. The Board hereby authorizes The Conference Committee to plan and to Conduct an annual conference in conjunction with the Annual Business Meeting of PSLA.

II. Purpose. The annual conference shall further the purposes of PSLA as outlines in Article II of the Constitution and shall provide for the professional growth of the Association's membership.

III. Organization. The Vice President shall be Chair of the Conference Committee and shall perform the duties outlined in Article VI, Section 4h of the Association's Bylaws. The Conference Chair shall plan the annual conference with direction and advice from the President, the Board, and the Immediate Past President.

The Vice President shall present the conference plan to the Board for approval.

In the event that the Vice President cannot fulfill the responsibility of conducting a conference, the President shall request that the Immediate Past President assume the responsibility or ask another Past President if the Immediate Past President cannot assume the duties. The Board shall approve any such appointment.

IV. Conference Committee Composition. The President, in conjunction with the Vice President, shall appoint the Conference Committee. The membership should include elementary, middle school, and secondary librarians, library educators, supervisors, students, and exhibitors. The size of the committee shall be determined by the Vice President with the consent of the President.

The Vice President shall assign each member of the committee specific responsibilities. Members of the committee shall be responsible to the Vice President in the performance of their duties.

V. Conference Committee Finance Officer. The President shall designate one member of the Conference Committee to be responsible for the conference finances. The appointment will be made by the President upon the recommendation of the Vice President and with the approval of the Board. The appointment shall be for a two year period. PSLA shall bond the finance officer.

VI. Date and Length of the Conference. The conference shall be held during the month of April, preferably the last Thursday, Friday, and Saturday.

The times and dates shall be proposed by the Conference Committee and approved by the Board.

VII. Site of the Conference. The Conference shall be held as close to the central part of the state as possible. Sites for conferences shall be selected and confirmed as far in advance as necessary.

VIII. Fees. The Conference Committee shall recommend categories and corresponding fees for conference participants to the Board. The Committee shall also recommend categories and corresponding fees for exhibitors to the Board. The Committee shall provide as a part of its recommendation, an analysis of the items covered by the proposed fees. Any exhibitors' costs assumed by the Association shall be approved by the Board. The Board shall set all fees.

Contracts. The President and the Vice President are authorized to sign contracts with convention centers subject to the approval by the Board. Following the approval of the conference plans by the Board, the Vice President shall be authorized to sign routine service contracts. All contracts must be filed with the Secretary of the Association.

X. Checking Accounts. The Finance Officer of the Conference Committee is authorized to open and maintain a checking account to handle the receipt and disbursement of funds.

The following officers of PSLA are authorized to sign checks and handle moneys particularly during the times when the Finance Officer is

unable to do so: The President, Vice President, and one member of the Conference Committee so designated by the Finance Officer with the approval of the Vice President. The signatures will be on file at the bank and will be updated annually.

The Financial Officer may keep 80% of the conference profits in the checking account with a minimum of three thousand dollars (\$3000), to remain in the account after September 1 in order to pay necessary bills and to conduct the initial finances for the next conference.

(Amended, Board of Directors, June 10, 1995)

(Amended by the Board at a subsequent date)

XI. Conference Budget. The annual conference is expected to be self-supporting. The monetary needs of the Conference Committee will vary annually with the program format, site, etc. If necessary, the Treasurer shall transfer sufficient funds, as requested by the Vice President and approved by the President, to cover the initial operational costs of the annual conference. These moneys shall be returned to the general treasury as soon as the Finance Officer has received sufficient revenue from the registration and exhibitor fees to cover the initial expenses and the ongoing expenses.

The Treasurer shall not allocate any funds to the Conference Committee in the annual budget.

The Vice President shall prepare a budget based upon previous conferences to guide the expenditures of the ensuing conference. The guidelines will assist the Finance Officer in the payment of bills. The budget shall be approved by the President.

XII. Financial Report. The finance officer shall prepare an annual report by September 1. The report shall be filed with the President, Vice President, Secretary, and Treasurer of PSLA. The report may be updated after September 1, if necessary, because of unpaid bills or uncashed checks.

The Vice President shall present the report to the Board.

The financial records of the Conference Committee shall be subject to an annual audit as provided in the Constitution and Bylaws and as directed by the Board.

XIII. Payment Vouchers. The Finance Officer shall provide sufficient vouchers that are to be completed and submitted for reimbursement or payment. Appropriate receipts must accompany all vouchers. Bills submitted directly by a company shall be handled by the Finance Officer.

Categories within the Conference Budget that are over-expended shall be noted by the Finance Officer to the Vice President. The Vice President shall make the necessary adjustments and/or authorize additional expenditures.

Committee members shall submit vouchers for authorized expenses directly to the Finance Officer. Special requests for funds not authorized in the budget shall be submitted to the Vice President who may or may not allow the expenses.

XIV. Conference Theme and Major Speakers.

The President and the Vice President shall determine the conference theme and major speakers based upon recommendations of the Conference Committee and with the approval of the Board.

The President or the Vice President shall enter into a contract with the major speaker(s).

The amount of payment shall be negotiated by the Vice President in conjunction with the President and shall be provided for in the conference budget. The Board shall be advised of the terms of the agreement.

Major speakers shall be of literary or educational significance.

XV. Program Format. The format of the conference and the specific topics and presenters or workshops, mini-sessions, etc. shall be determined by the Conference Committee. The Vice President shall be responsible for the scheduling of all events and the mechanics of organization.

XVI. Contracts with Topic Presenters. The Vice President shall observe the following guidelines in contracting presenters:

- A. No PSLA member shall be paid for any presentation given during the conference.
- B. PSLA members who conduct workshops, mini-sessions, etc., may be reimbursed for expenses connected directly with the presentation at the discretion of the Vice President.

C. Non-PSLA members who render the Association a service by conducting a session(s) during the conference shall be contracted by the Vice President on an individual basis. Expenses connected directly with the presentation and special in nature may be reimbursed in addition to the honorarium at the discretion of the Vice President. Contracts with non-PSLA members shall specify or authorize such additional coverage.

1. A copy of the agreement with each presenter should be placed in the conference file. The agreement may be a formal contract or a letter explaining the terms of the agreement.

XVII. The Lee Bennett Hopkins Award is administered through the PA Center for the Book and is presented during the Annual Conference.

- A. The President will submit to the PA Center of the Book the name of a PSLA member to serve on the selection committee each year.
- B. Expenses to be covered by PSLA will be:
 1. A meal at the award presentation event for the award winner and one guest.
 2. A meal at the award presentation event for the honor award winner.
 3. A meal at the award presentation event for one representative of PA Center for the Book who is presenting the award.
- C. Autographing and book sales arrangements are the responsibility of PA center for the Book. The Conference Chair should be notified in time for autographing to be included in the conference program.
- D. Information about attendees for the presentation will be submitted to the Conference Chair or their designee by March 1.

(Adopted, Board of Directors, May 31, 2008)

XVIII. Guests of the Association. The president shall extend a conference invitation to the following:

- A. American Association of School Librarians. Invitations shall be extended to the President, Executive Secretary, and Regional Director of AASL. The Association shall pay for conference registration and functions, and for lodging and transportation for the conference period.
- B. Department of Education. The President shall extend invitations to the Secretary of Education, Commissioner of Basic

Education, Commissioner of Libraries, and Chief of the Division of School/Library Media Services to the conference. The Chief of the Division of School/Library Media Services or designee shall be requested to report on the state of library media programs in Pennsylvania during the Annual Business Meeting.

XIX. Special Guests and individuals of particular significance to PSLA and/or the profession may be invited to the conference at the discretion of the President and at the expenses of PSLA.

XX. Presidential Expenses. PSLA shall pay the conference expenses of the President and the Vice President as outlined in the "Presidential Expenses Reimbursement Policy."
(Adopted, Board of Directors, April, 1989)

XXI. Conference Committee Members
Conference Expenses. Conference Committee members shall pay all conference fees and function costs at the same rate as all PSLA active members. No special consideration or reduction may be given.

XXII. Complimentary Rooms. Complimentary sleeping rooms given to PSLA by the convention hotel/motel shall be utilized to house speakers, presenters, and guests of PSLA for whom PSLA has agreed to assume the cost of housing. Rooms not used shall be credited to PSLA's account by the hotel/motel. If such crediting is not possible, the President shall, at his/her discretion, assign the rooms to PSLA members who have contributed significantly to the Association.

XXIII. Insignia. Ribbons recognizing positions, service, or office shall be awarded as follows: President, Vice President, Secretary, Treasurer, Immediate Past President, Past President, Director, Chairperson, Editor, Speaker, and Exhibitor. Conference Committee members shall receive ribbons with the wording: "Conference Committee." Additional categories may be added with the authorization of the Vice President. Wording may be altered by availability of categories and approval of the Vice President.

XXIV. Policy Amendments. The nature of an annual conference and the variables that govern its execution may require alternatives to these policy statements. Such alterations shall be recommended by the Vice President to the President. The President may authorize minor alterations. Major changes shall require action by the Board.

XXV. Conference Handbook. The Vice President shall maintain a procedural handbook outlining the duties of the committee and specific responsibilities. Each member of the Conference Committee shall submit a detailed statement with illustrations or examples of the procedures followed in handling responsibilities. The handbook shall be updated annually by the Conference Chair and will be distributed to Conference Committee members, the President, the Secretary of PSLA, and the Constitution and Bylaws Committee. The handbook shall be in a loose-leaf binder to facilitate revision.

XXVI. Complimentary Exhibit Space. Professional associations may be given complimentary exhibit space at the annual conference at the discretion of the Vice President.
(Adopted, Board of Directors, January 26, 1991)
(Amended, Board of Directors, February 5, 2000)

ELECTRONIC COMMUNICATIONS POLICIES

- I. Authorized Publication. The Board authorizes The PSLA Web page, www.psla.org, as the official online publication of the Association.
- II. Authority. The Board is responsible to implement, to direct, and to maintain the Web Site of PSLA. The President of the Association shall provide leadership regarding the growth and direction of the Web Page and shall implement the directives of the Board regarding the site.
- III. www.psla.org
 - A. Purpose: The purpose of the PSLA Web Page is to serve as the official online publication of the Association, to disseminate information regarding policies and positions adopted by the Association, and to disseminate information regarding professional issues of state and national importance.
 - B. Responsibility: Information must be submitted to the webmaster for consideration. The webmaster has the final decision for all items posted on the PSLA Web Site. An editorial committee consisting of the webmaster, electronic communications committee and board liaison will advise the webmaster concerning content placed on the Web Page..

C. Content: Material may include, but not be limited to, original articles, bibliographic essays, committee information, calendar, personalities, reviews, news, Internet links to appropriate library media sites and other contributions.

1. Official policy will come through the Board of Directors.
2. **Publication on the PSLA Web Site does not imply official policy endorsement by PSLA or endorsement of the opinions expressed by individual contributors.**

D. Scope: The PSLA Web Page shall contain items that are in keeping with its stated purpose. The Web Site may contain pertinent Association business as well as information dealing with elementary and secondary school library programs in Pennsylvania. Information and links to school library issues at the national level are also appropriate.

E. Copyright: Information on the PSLA Web Sites is subject to copyright by PSLA. Articles copyrighted by individual authors will be so noted.

F. Frequency and format: The PSLA Web Site shall be updated on a timely basis. The format shall be set by the webmaster and the Electronic Communications Committee with the approval of the Board.

IV. Appointment of the Webmaster: The President of the Association shall appoint the webmaster for the PSLA Web page. The term of the appointment shall be for two years. The webmaster may be removed by vote of the Board if the Board deems the quality of the Web Page to be unsatisfactory, or if the editorial policy fails to reflect the position of the Association's policies governing online publications. When A webmaster vacancy occurs during the term of a president, an acting webmaster shall be appointed by the President to serve until such time as the position is filled as directed in this policy.

V. Line of Authority: The webmaster shall be directly responsible to the Board Liaison and the President of the Association and through the President to the Board. The webmaster shall be The Chair of the Electronic Communications Committee and will work with the editor of *Learning and Media* to disseminate information for the Association in the best possible manner. The webmaster shall be a voting member of the Advisory Council. At the invitation of the Board, the webmaster may be invited to participate in the

meetings of the Board as a non-voting member.

VI. Responsibilities:

A. The webmaster shall:

1. Serve as chair of the electronic communications committee.
2. Assume final authority for the content of the Web Page.
3. Be responsible for Web Page development and solicitation.
4. Coordinate the work of the Electronic Communications Committee.
5. Be responsible for all, and oversee all, postings made to the Web Page.
6. Coordinate, where appropriate and necessary, the work of all contributors.
7. Communicate with the editor of *Learning and Media* to coordinate the publication of information on the Web Page in conjunction with publication in the journal.
8. Arrange for individuals to cover or to report on events held during conferences or other convocations of importance.
9. Provide leadership for Web Page advancement.
10. Obtain proper, signed release forms to publish information on the Web Page.
11. Enforce proper copyright laws pertaining to the Web Page.
12. Maintain domain name and web space at a commercial provider.
13. Utilize appropriate technical support to maintain the Web Page.

B. The Committee shall:

1. Assume responsibility for Web Page development in cooperation with the webmaster.
2. Review submissions to Web Page to recommend: (a) acceptance, (b) revision, (c) rejection.
3. Assume editing, reviewing, reporting, and verifying responsibilities as assigned by the webmaster.
4. Report to the webmaster significant information and/or ideas in related web sites that should be reported to the membership.
5. Fulfill such other administrative and editorial duties as assigned by the webmaster.
6. Assist the webmaster with the format of the Web Page.

(Adopted, Board of Directors, May 6, 2000)

LEARNING AND MEDIA COMMITTEE- PUBLICATION POLICY

I. Authorized Publication. The Board authorizes *Learning and Media* as the

official PRINT publication of the Association.

- II. **Authority.** The Board is responsible to implement, to direct, and to maintain the publication of the Association. The President of the Association shall provide leadership regarding the growth and direction of the publication and shall implement the directives of the Board regarding the publication.
- III. **Learning and Media**
- A. **Purpose:** The purpose of *Learning and Media* is to serve as the official PRINT publication of the Association, to disseminate information regarding policies and positions adopted by the Association and to disseminate information regarding professional issues of state and national importance. The publication shall serve as the major vehicle of communication with the membership of PSLA.
- B. **Responsibility:** The editor has responsibility for the content of the publication. Subject to the approval of the Board, the Editorial Review Board Committee for *Learning and Media* shall advise the editor in all policy matters concerning editorial content. Changes in editorial policy must be presented to the Board for approval annually between July 1 and July 31.
- C. **Content:** Material may include, but not be limited to, original articles, bibliographic essays, committee columns, calendar, personalities, reviews, news, letters and other contributions.
- D. **Scope:** *Learning and Media* shall contain items in each issue that are in keeping with its stated purpose. Each issue may contain an article from the President of the Association as well as pertinent Association business. Articles dealing with all aspects of the school library media program in the elementary and secondary schools of Pennsylvania at all levels (building, district, and state) are appropriate. Articles dealing with the school library media field at the national level are also appropriate as well as articles related to the preparation of school library media professionals at the undergraduate and graduate levels.
- E. **Copyright:** **The copyright of articles published in *Learning and Media* will be maintained by the authors. PSLA retains the right to publish the article in all formats.**

- F. **Frequency and Format:** *Learning and Media* shall be a quarterly publication. Articles for inclusion should be submitted to the editor by December 1st for the Winter issue; March 1st for the Spring issue; June 1st for the Summer issue; September 1st for the Fall issue. The Fall issue at the inauguration of a new administration shall include a statement of goals from the President of the Association and directory of committee membership and structure. The format shall be set by the editor and the Editorial Committee with the approval of the Board. The production procedures shall be determined by the editor and the Editorial Committee with the approval of the Board.
- G. **Subscription:** All members of PSLA regardless of membership category shall receive a copy of *Learning and Media* as a part of their annual dues payment. The cost of subscription to non-members and institutions shall be established by the Board upon recommendation from the editor. Gratis copies shall be sent to the headquarters of other state and national professional organizations and selected individuals in prominent positions in Pennsylvania and elsewhere. Authors of articles receive two (2) gratis copies and may purchase additional copies for \$10.00 each. A list of gratis copies shall be determined by the Board with the recommendations from the editor, and this list shall be reviewed on an annual basis.

- IV. **Appointment of the Editor:** The President of the Association shall appoint the editor for *Learning and Media*. The Term of appointment shall be for two years and is subject to approval by the Board. An editor may be removed by vote of the Board if the Board deems the quality of the publication to be unsatisfactory, if the editorial policy fails to reflect the position of the Association's policies governing publications. At the end of a two-year term, the current editor may seek reappointment by applying to the vice-president by June 1. The position of editor shall be declared vacant at the end of an administration and any member of the Association may apply for the position to the President by June 1. The position shall be made available through the announcement of the position by the Secretary of the Association. When an editor vacancy occurs during the term of a president, an acting editor shall be appointed by the President to serve until such time as the position is filled as directed in this policy.

V. Line of Authority: The editor shall be directly responsible to the Board Liaison and to the President of the Association and through the President to the Board. The editor shall be a voting member of the Advisory Council. At the invitation of the Board, the editor may be invited to participate in the meetings of the Board as a non-voting member.

VI. Responsibilities:

A. The editor shall:

1. Serve as chair of the *Learning & Media* committee.
2. Assume final authority for the content in each issue.
3. Be responsible for manuscript development and solicitation.
4. Acknowledge receipt of unsolicited manuscripts, forward them to the Editorial Committee for evaluation, and communicate the decision of the Editorial Committee to the sender.
5. Coordinate the work of the Editorial Review Board.
6. Be a member of the Electronic Communications Committee and coordinate the posting of information on the Web Page with the chairperson of that committee.
7. Be responsible for all production matters in accordance with Association policies and guidelines.
8. Solicit and edit special features, particularly articles coming from the Association's officers and Board of Directors.
9. Coordinate, where appropriate and necessary, the work of all contributors.
10. Arrange for individuals to cover or to report on events held during conference or other convocations of importance.
11. Provide leadership for publication advancement.
12. Review list of gratis copies and make recommendations to the Board on an annual basis.

B. The Editorial review board shall:

1. Assume responsibility for manuscript development in cooperation with the editor.
2. Review manuscripts to recommend: (a) acceptance, (b) revision, (c) rejection.
3. Assume editing, reviewing, reporting, and verifying responsibilities as assigned by the editor.
4. Report to the editor significant articles and/or ideas in related professional publications that should be reported to the membership.
5. Fulfill such other administrative and editorial duties as assigned by the editor.

6. Assist the editor with the production aspects of the publication.

*(Adopted, Board of Directors, January 28, 1989)
(Amended, Board of Directors, May 6, 2000)*

**COMMITTEE PUBLICATION
IDENTIFICATION NUMBER AND
DISSEMINATION (PIN)**

(To Be Used for Archival Purposes Only)

Purpose: To provide a system for identifying Association committee publications so that they may be easily identified; ordered; inventoried; considered for withdrawal, revision, or reprint; and disseminated.

Process: Materials, including AV presentations, prepared by the Association or any of its committees, subgroups, or members for distribution through the Association shall receive an identification number. All printing shall follow current "General Procedures for Committees in Preparation for Printing." The submitting group shall indicate the number of copies to be printed.

Definition and Code List: The identification number shall consist of the year of publication, the committee code and a sequential number reflecting the publications the Association has printed in a particular year (ex. 1996-6346-1). The committee codes are as follows:

6026	Archives
6036	Awards
6046	Budget and Finance
6056	Electronic Communications
6066	Constitution and Bylaws
6076	Curriculum
6106	Intellectual Freedom
6126	Learning & Media
6136	Legislation
6146	Library Promotions
6156	Media Selection & Review
6166	Membership
6196	Nominating
6246	Association (not a product of a particular committee)
6336	Professional Development
6256	Professional Standards
6266	Regional Coordinators
6276	Special Needs
6286	Students
6296	Supervisors
6306	Technology

The Treasurer will assign a committee code for a publication developed by a special committee or task force. The code will reflect the code assigned for auditing purposes.

Responsibility: The committee producing printed items will request permission from the Board to publish, will handle finances for, and delayed dissemination of its publications, and forward two copies with PIN to Archives Committee. The committee shall apply for copyright for items designated by the Board. Continued distribution of any materials five years old or more shall be approved by the Board.

Dissemination of non-copyrighted items: Each publication must have the statement "This publication may be reprinted with permission from PSLA." All costs will be assumed by the requester.

(Adopted, Board of Directors, February 6, 1982)
(Amended, Board of Directors, April 22, 1982)
(Amended, Board of Directors, January 27, 1990)
(Amended, Board of Directors, June 1, 1996)
(Adopted for Archival Use Only, Board Directors, June 10, 2000)

LEGISLATIVE COMMITTEE POLICIES LEGISLATIVE ALERT

- I. Purpose: The purpose of the *Legislative Alert* is to provide members of PSLA with an immediate and up-to-date report on issues affecting the school library media profession and education that are pending before the Pennsylvania General Assembly and the U.S. Congress.
- II. Responsibility: The chairperson of the Legislative Committee shall serve as editor of the *Legislative Alert*. The editor and the members of the committee shall be responsible for the newsletter, the content of which shall be cleared through the President, and when time allows through the Board. At times, the President may issue the *Legislative Alert*.
- III. Scope: The *Legislative Alert* shall present all pertinent information on a school library media issue. The position of PSLA and other library professional organizations will be stated when relevant.
- IV. Distribution: All members of the Association regardless of membership category shall receive the *Legislative Alert*. The newsletter may also be sent to key individuals and groups who are concerned with the advancement of school library media programs and education. These individuals and groups will be identified by the Legislative Committee and the President.
- V. Frequency and Format: The *Legislative Alert* shall be published when needed and in the

format of a newsletter. Immediacy shall be the key factor.

(Adopted, Board of Directors, Sept. 16, 1977)
(Amended, Board of Directors, January 27, 1990)

MEDIA SELECTION AND REVIEW COMMITTEE POLICIES YOUNG READER'S CHOICE AWARDS EXPENSE POLICY

The following costs will be covered by the conference committee for the PA Young Reader's Choice Award winner(s) for the previous year:

1. Hotel: One (1) room for one (1) night stay will be covered for the author and their guest.
2. Meals: Awards meal will be covered for the author and guest; Awards meal will also be covered for two (2) students who are presenting the award and their parent.
3. Transportation: Costs will be covered by publisher.
4. Roundtable Year: If attending the roundtable, a meal will be provided on Thursday.
5. Mini-session: Must be presented on the same day as the award presentation; an additional meal will be provided that day.
6. Honorarium: PSLA will not pay for appearance at Awards presentation.

If more than one author is attending, the above costs will be provided for all of them. All other expenses will be provided by the author.

(Adopted, Board of Directors, June 10, 2006)
(Amended, Board of Directors, May 31, 2008)

SPECIAL NEEDS COMMITTEE POLICIES POLICY FOR SERVICES TO THE HANDICAPPED

Any meeting open to the general membership shall include in its invitation a statement similar to the following:

SPECIAL NEEDS



If you have a special physical or communication need that may impact your participation in this activity, please check the appropriate box on your registration form and append a statement regarding your special need. Someone will contact you prior to the meeting to discuss accommodations. We cannot ensure the availability of appropriate accommodations without prior notification of need.

I. Duties:

- A. The chairperson of the special needs committee or his/her designee, shall make the appropriate arrangements. ANY ARRANGEMENT THAT REQUIRES AN EXPENDITURE OF FUNDS MUST BE DONE IN CONJUNCTION WITH THE ASSOCIATION TREASURER OR, IN THE CASE OF THE ANNUAL CONFERENCE, THE CONFERENCE CHAIRPERSON.
- B. The special needs committee shall be responsible for maintaining a list of qualified providers of services to the specially challenged.

II. Procedures:

- A. The sponsoring committee shall include a check-off place on registration forms that allows participants to request special accommodation.
 - B. The chairperson of the sponsoring committee shall notify the chairperson of the special needs committee regarding any request(s) for special accommodations. The name of the requesting party(ies), contact address(es), and nature of the special need(s) shall be sent to the special needs chairperson three weeks prior to the event.
 - C. The chairperson of the special needs committee, or his/her designee will be responsible for making appropriate arrangements and for contacting the individual making the request.
- (Adopted, Board of Directors, January 21, 1995)*