Core Technology Section Leadership Team Norms

Created and adopted: September 2021
To be reviewed annually as members rotate through.

The Core Technology Section Leadership Team (CTSLT) leads the Technology Section, which includes anyone in libraries, archives, museums, and information-related organizations interested in leading edge technology and applications for librarians and information providers, everyone from absolute beginners to hi-tech professionals. We address the planning, development, design, application, and integration of technologies within the library and information environment, the impact of emerging technologies on library service, and the effect of automated technologies on people.

Our work includes, but is not limited to:

- Identifying and adopting of best practices for inclusive practices and design;
- Making ALA information policy concrete for members and the profession by providing resources, tools, training, and community support for adoption and implementation;
- Helping librarians to understand emerging technologies and translate them into actionable plans for library services;
- Bridging the technology related needs and discussions across all types of libraries and operational areas.

About Norms

Norms are components of a social contract. They are present in group interactions, whether or not groups choose to define and document them. Norms may describe cultural as well as functional aspects of group interactions. Research suggests that documented norms can provide people with a sense of safety & stability, contribute to a more equitable work environment, and contribute positively to team cohesion. Norms may also serve the purpose of helping to resolve disputes or conflicts.

The following norms will guide our interactions as members of the CTSLT.

Norms Writing and Review

- Norms may be proposed by any member of the CTSLT.
- Norms must be agreed upon by all members.
- The CTSLT will review its norms annually as members rotate on and off the committee.
Composition and Charge

- Currently, the CTSLT appoints who will be chair or co-chairs (there may be elections for membership of this team in the future).
- The Core Board liaison will try to come to all the meetings of the CTSLT.
- CTSLT is empowered to review and propose changes to the charge, membership, and terms of service.
- CTSLT may select individual members to serve as liaisons to the various committee and project teams within the section.

Guiding Principles

- We are committed to our roles as stewards of the section and will meet the expectations of CTSLT to the best of our ability
- We will promote transparency through regular updates on our work to the section, other relevant committees and working groups, and all of Core if needed, as well as by sharing and maintaining relevant documentation on ALA Connect

Values

- The CTSLT operates with a commitment to several values, including:
  - Inclusivity
  - Flexibility
  - Transparency
  - Bias toward action
  - Collaboration

Meetings

- The CTSLT meets on the 2nd and 4th week of each month, from 2-3pm Eastern, virtually via Zoom or some other online conferencing tool. Determined annually based on people’s availability.
- If CTSLT meets in-person at ALA Annual, Midwinter, or Core Forum, reasonable attempts will be made to make sure remote participants can still participate freely.
- Calendar events for meetings are owned by the chair or one of the co-chairs; updates or cancellations are made at least one week in advance, to the extent possible.
- Meetings begin and end on time.
- Agendas are prepared by the chair or co-chairs, with input from committee members, and maintained in a running Google doc. Agendas and notes, or summaries of the meetings, will be posted on the CTSLT Connect space after each meeting.
- The chair or co-chairs alternate responsibilities for taking minutes and facilitating meetings. If a co-chair cannot be present, another member of the committee is asked to volunteer to take notes.
• Agendas will document and follow up on the assignment of action items, if any.

Communication
• Committee members practice respectful and professional communication with each other, engaging principles of active listening.
• Co-chairs will assume responsibility for communicating news and updates to committees, the Board, or others as appropriate and with input from all members on when and what to share.
• Email to and within the committee may use the group’s email address, ALA-CoreTechnologyLeadership@ConnectedCommunity.org, or login to ALA Connect and use that tool.

Documentation
• The CTSLT maintains a shared Google Drive folder for its work.
• The CTSLT will add files to either its ALA Connect space or to LibGuides (TBD).

Feedback
• Co-chairs will share comments, directives, and other feedback from the Core Board liaison with all group members.
• Team members are invited to provide feedback to co-chairs at any time related to charge, functionality, group composition, etc.

Managing Conflict
• Group members will work from a starting point of trusting each other’s good intentions.
• Group members will make good-faith efforts to resolve any conflicts amongst themselves and with the guidance of co-chairs, if necessary.
• In the event of a conflict that the group is unable to resolve or conflicts between the co-chairs, co-chairs will consult with the Board Liaison.