

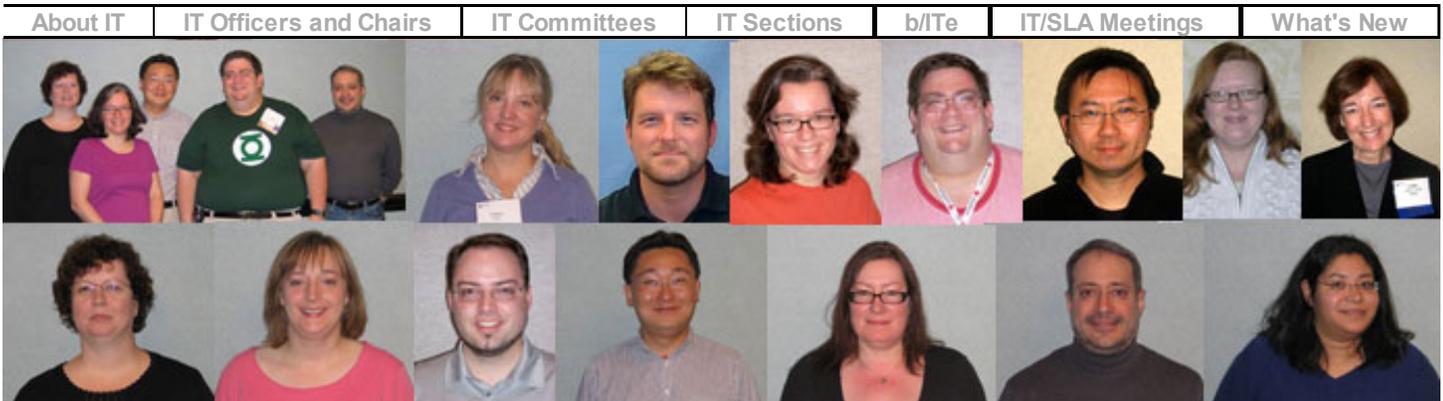
Information Technology (IT) Division



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Procedures Manual

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Update history:

Karen Bleakley, Bylaws and Procedures Committee Chair, June 2001
 Sue Savage, Procedures Committee Chair, June 1989

1. Preface

This Manual serves as a guide for the SLA Information Technology Division Officers, Section Chairs and Committee Chairs to assist them in interpreting and performing their duties and responsibilities. This Manual is not intended to be a complete, detailed list of duties, but it does attempt to present the highlights of each position or activity.

The Manual does not reproduce Association documents such as the Association Bylaws. A copy of the Division Bylaws are included in [Appendix A](#). The Association publications [Guidelines for Divisions and Sections](#) and the [Division Program Planners Manual](#) (accessible via password to those doing association-level program planning) should also be consulted by the Division Officers

This Manual will be useful to the Division only if it contains accurate and current information. Therefore, the Manual should be reviewed by the Past-Chair annually. During the course of a year, each chair or officer should note needed changes and revisions and bring these suggestions to the attention of the Past-Chair.

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2. Division History

The singular interest of the members of the Information Technology Division (ITE) is a desire to receive information concerning the applications of technology in the information field. This Division crosses all subject areas and is among the largest divisions in the Special Libraries Association.

The Division scope note reads: " The Information Technology Division will encompass the planning, development and practical application of existing and new technologies and systems for the processing and control of information, in any form, for its eventual retrieval and use, convenient to the requester."

The ITE Division started as the Documentation Committee, formed in 1949. This committee of SLA consisted of members interested in studying ways to catalog, index, and retrieve the growing document population. There was a need to catalog, organize, and file the many documents captured following World War II. This, plus the increased number of special libraries in companies that produced reports for government contracts, led to increasing interest in this type of information in the library community. Interest grew significantly, and in 1956 the Documentation Division was formed.

The Division was established to reflect the SLA members' interest in government documents, the huge influx of report literature in the 1950's and 1960's, and the use of computers to organize and retrieve this information. The Division has had as officers many pioneers in the field of information technology. (see list in [Past Officers](#) and [Past Section Leaders](#))

The name was changed to the Information Technology Division in 1979. This new name reflected the increased scope of the interests of Division members, as well as recent technological changes. Four sections - Government Information, Microcomputers, Online and Technical Services - were established to meet Division members' special interests and to provide subject related programs at the SLA Annual Meeting. A fifth section Networking was added in 1993, and in 1998, the Section names and scopes were revised to: Digital Content, Government Information, Information Systems, Technical Services, and Virtual, and two additional sections were formed: Webmaster and Programming, Systems Analysis and Design. Programming, Systems Analysis and Design was merged into Information Systems. The Communications Division merged into the Information Technology Division in 2001 and became the Communications Section.

The Division, through its publications, Division and Section programs at the Annual Meeting, sponsored CE courses, and discussion list, web site, and other virtual programs, is able to reach across subject areas and address broader interests in the use of technology to manage information.

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3. Executive Board

3.1. Responsibilities of the Executive Board

The Information Technology Division's Executive Board shall have the power and authority to manage the Division's property and to regulate and govern its affairs, in accordance with the [Association's Bylaws](#) and [Division's Bylaws](#).

- Membership
The Board shall consist of the following members, elected by the membership of the Division: Chair, Chair-Elect, Secretary, Treasurer and Immediate Past Chair. All officers of the Division and Sections must be a member, associate member or retired member of the Association, and also be a member of the Division. Section Chairs and Chairs-Elect are not voting members of the Executive Board, but are encouraged to participate in Board activities

- Duties

- To determine policies and changes in policy within the limits of the Division and Association Bylaws.
 - To take such actions as it considers necessary to carry out the objectives of the Division.
 - To establish standing and special committees, responsible to the Board. The Board shall delegate to each committee, functions and responsibilities it believes desirable for carrying out the objectives of the Division. The Board shall determine the length of appointment to the committees, and can dissolve committees no longer needed.
- **Term of Office**
The term of office begins the day after the Association's Annual Business Meeting, or on July 1, if there is no Association Annual Business Meeting. The Chairs, Chair-elect and Immediate Past Chair each serve a one year term. The Secretary and Treasurer are elected in alternate years and serve two year terms. Section Chairs and Chair-elect also serve a one year term.
 - **Division Meetings**
The Division Annual Business Meeting is held at the SLA Annual Meeting. (See Article V of the By-Laws). Prior to this Meeting the current ("old") Board meets. Following this meeting the incoming ("new") Board meets. It is usual practice for both old and new Boards to attend both Board meetings.

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3.2. Duties of Officers

3.2.1. Chair

The Chair serves as the chief executive officer of the Division and shall have a general supervision and control over its affairs. The Chair appoints the Chairs of each committee and makes special appointments as necessary.

Duties: The duties of the Chair shall be:

- To preside at all business meetings of the Division and the Executive Board.
- To recommend to the Executive Board such measures as the Chair considers desirable to further the objectives and broaden the effectiveness of the Division.
- To sign all contracts and legal documents.
- To approve expenditures.
- To serve as ex-officio member, without vote, of all committees except the Nominating Committee.
- To represent the Division at the Annual and Winter Meetings of the Association and at the Division Cabinet and Joint Cabinet meetings at both the Annual and Winter meetings. If unable to attend, to appoint another Division member, preferably an officer, to represent the Division.
- To assist in planning the Information Technology Division program for the Annual Conference at which he/she is Chair.
- To attend Conference planning sessions which are held in conjunction with the Annual Meeting and Winter Meeting and are pertinent to the Conference the Chair is planning.

- To attend administration and orientation session for Division officers, sponsored by Division Cabinet officers, which are held during the Winter Meeting and Annual Conference.
- To promote current and new projects and publications.
- To make decisions on Division policy, referring to the Division Executive Board those matters which have an impact on the future of the Division or a large number of its members.
- To represent the Information Technology Division on committees of the Division Cabinet.
- To administer the Board Discussion List (SLA-BD-DITE) as owner. The Chair-Elect is co-owner.

3.2.2. Chair-Elect

The Chair-Elect serves as a member of the Division Executive Board and participates at the request of the Chair in the general supervision of the Division activities.

The Chair-Elect may represent the Division upon the request of the Chair and assumes the duties of the Chair in the event of the absence or withdrawal of the Chair. The Chair-Elect succeeds to the Chair at the Annual Business Meeting of the Division.

The Chair-Elect may begin appointment of Chairs of all Division standing committees except the Nominating Committee, before the Annual Business Meeting at which the Chair-Elect becomes the Chair. A full roster of committee Chairs will be called for in June following the Annual Meeting.

Duties: The duties of the Chair-Elect shall be:

- To attend all Division Executive Board meetings and to preside at the meetings in the absence of the Chair.
- To represent the Division, together with the Chair, at the Annual and Winter meetings and at the Division Cabinet and Joint Cabinet meetings at the Annual and Winter meetings. If unable to attend, to appoint another Division member, preferably an officer, to represent the Chair-Elect.
- To attend the administrative and orientation meetings for Division officers, sponsored by the Division Cabinet Officers, which are held during the Winter meeting and the Annual Conference.
- To attend Conference planning sessions, in the absence of an appointed planner, which are held in conjunction with the Annual Meeting and Winter Meeting Conferences.
- To assist the Chair with any projects, policy planning or other business affairs which the Chair might designate.
- To appoint an auditor (see 5.2.11, below) prior to the Annual Conference when Chair-Elect becomes Chair.

3.2.3. Secretary

The Secretary records the minutes and official business of the Division.

The term of the Secretary is two years.

Duties: The duties of the Secretary shall be:

- To record minutes of the Annual Business Meeting and the Executive Board Meetings at

- TO RECORD MINUTES OF THE ANNUAL BUSINESS MEETING AND THE EXECUTIVE BOARD MEETINGS AT THE ANNUAL CONFERENCE.
- The minutes of the Annual Business Meeting are reviewed and approved by the Chair and then one copy is sent to the Association and another to the Division Archives. Copies of the minutes are also sent to the Executive Board and Section Chairs.
- Executive Board meeting minutes are not formalized as minutes for distribution. They are usually distributed to the Executive Board and Section Chairs.
- To conduct official correspondence and maintain a file of current records.
- To send minutes of the Annual Business Meeting to the Editor of B/ITE for inclusion in the fall issue.

3.2.4. Treasurer

The Treasurer serves as a member of the Division Executive Board and maintains all financial records and prepares the Annual Financial Statement. This statement must be audited. All financial transactions are closed and must be reported as of December 31.

The Treasurer serves a two-year term.

Duties: The duties of the Treasurer shall be:

- To collect, deposit, and expend the funds for the Division as required and authorized by the Chair.
- To keep an accurate and detailed record of Division funds, to be able to report the financial condition of the division whenever such as report is required. To prepare the account of Division funds for the annual audit.
- To draw and sign checks for expenses approved by the Division Chair on a request for reimbursement form.
- To follow SLA procedures and ITE By-Law procedures for audit and financial statement preparation.
- To obtain receipts for monies expended.
- To furnish the Division Chair and Executive Board guidance in the preparation of the annual budget.
- To provide the designated auditor, in January, with the Annual Financial Statement for the previous calendar year for certification.
- Work with auditor appointed each year to audit the books.

3.2.5. Past Chair

The Immediate Past Chair serves in an advisory capacity as a member of the Division Executive Board.

Duties: The duties of the Past Chair are to:

- To serve the Chair as called upon.
- To chair the Nominating Committee, and to work with the Chair in handling the annual elections in accordance with the Division Bylaws. (See Article IX.)
- To chair the Bylaws and Procedures Manual Committee and to oversee the updating of

these when necessary.

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4. Sections

4.1. Organization of Sections

Sections can be formed, according to Section IV, of the Division Bylaws, when members of the Division petition the Executive Board.

Each Section has a Chair and a Chair-elect. The Nominating Committee selects candidates from the Section membership. They are elected by members of the Division.

Sections are funded by the Division. The Section Chair and Chair-elect work together to provide budget information to the Executive Board. An expected expense budget should be submitted to the Division Chair as soon as the Section knows what expenditures are planned. Usually the expenses are related to the programs presented by the Sections at the annual SLA meeting.

The major activity of each Section is to plan and present a program related to the interests of the Section members, at the annual meeting. The sections may also develop publications, and other activities, such as field trips, that are of interest to the Section members.

Each Section plans a brief business meeting for Section members at the annual meeting. It is usually held in conjunction with the Section program. The business meeting is an opportunity for Section members to volunteer to assist with Division or Section projects, or to express interests in programs and future activities. The Section Business meetings are informal, and are not required. They are usually held prior to the meeting of the incoming Board.

The Section Chairs and Chairs-Elect attend Division Board Meetings, but are not voting members

4.2. Section Descriptions

4.2.1. Communications

The Communications Section is concerned with the development, utilization, regulation and implementation of nonprint electronic media (including radio, television, film, videotape, common carrier, microwave communication, communication satellites and technologies) and encompasses their commercial, industrial, educational and public applications.

4.2.2. Digital Content

The Digital Content Section (formerly the Online Section) of ITE provides a forum for members to address the needs of users and providers of all kinds of computerized information. Central to this section is digital content, including its access, use, management, navigation, selection, implementation, training, dissemination, evaluation, and manipulation. Selection concerns include contract negotiations, integration with the rest of the collection, instruction & documentation, and dissemination/access method whether via modem, network, Intranet or Internet, or installation standalone. Manipulation includes data extraction and visualization, search and retrieval, data mining, archiving, and warehousing. Critical to this section is a focus on the evaluation of the quality of information.

4.2.3. Government Information

The Government Information Section of ITE provides a forum for the exchange of information concerning government documents, information programs, and policies. The Section goal is to establish a network among members whose information needs require access to and use of government publications and other data sources that require technology. This section also serves as a liaison for the division with the Government Relations Committee of SLA providing information to the Division that is relevant to the Division's interests and representing members' interests to the SLA Government Relations Committee.

4.2.4. Information Systems

This section was merged with the folded Programming/Systems Analysis & Design section to become the Information Analysis, Design & Systems Section, effective January 2001. Later the name was changed back to Information Systems

The Information Systems Section provides a forum for members who are interested in or responsible for issues related to all areas of information systems infrastructure, including hardware, software, operating systems, networks and network design, security, standards, data structures, programming, and computer graphics. This section monitors and reports on emerging new technologies, and offers education and training in their effective use, implementation and management.

4.2.5. Programming/Systems Analysis and Designs

This section was folded by the ITE Board in June of 2000 due to a lack of participation.

4.2.6. Technical Services

The Technical Services section of ITE provides a forum for members to discuss technology concerns in traditional technical services operations, such as acquisitions, cataloging, catalog maintenance, technical standards, interlibrary loan, and serials control for all formats. Looking forward, the scope of this section includes issues and training on meta data development, hyperlinking (particularly but not limited to linking of catalogs to resources and materials), accessibility, support for searching and resource discovery by web site users, and many other issues on electronic information access and control.

4.2.7. Webmaster

The Webmaster Section provides a forum for members to exchange information on planning, designing, and programming complex organizational web sites to support the information management needs of their organizations, whether on the Internet, Intranets, or Extranets. Section interests include server software, web collection management, security and privacy concerns, browser compatibility, site management tools and reports, programming and scripting languages, contracting for content and services. support for interactive communication , and support for searching and resource discovery by website users. The ITE website further provides an opportunity for members to monitor new technologies, share information and develop new skills.

4.2.8. Blogging

Coming soon!

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5. Committees

5.1. Organization of Committees

Standing and Special committees are established by the Executive Board. They remain active until dissolved by the Executive Board. Chairs of the committees are appointed by the Chair-Elect, and take office following the annual Business Meeting. They may also be appointed at any time that a committee is established.

5.2 Responsibility and Scope of Active Committees

5.2.0. Diversity Leadership Development

The Diversity Leadership Development Committee is headed by a Division Chair. Committee members will have an interest in diversity and should be themselves from a minority group.

The goal of the committee is to commit the Division to support the SLA's policy for an Affirmative Action Program.

The committee will:

- initiate, develop and encourage a Division program for the recruitment, development and advancement of minorities in the fields of special librarianship and information management.
- act as a resource for minority recruitment efforts in graduate library schools and institutions of higher education.
- attend Diversity Leadership Development Committee meetings and Diversity Issue Programs at Annual

Conferences.

- seek to develop CE courses on diversity for presentation at Annual Conferences.
- disseminate Diversity Leadership Development scholarship and award information.
- nominate candidates for the SLA Diversity Leadership Development Program.
- recruit minority librarians and information professionals into active participation as mentors
- report committee progress and diversity issues through the Division Newsletter B/ITE.

5.2.1. Archives

The Archivist is responsible for receiving, organizing, filing, and maintaining archival copies of records for the Division. The Chair may appoint other Division members to assist the Archivist with projects, as necessary.

The Archivist must arrange for appropriate storage of the archives in a suitable location which is easily accessible to the Archivist. Such facilities should take into consideration special needs for temperature and humidity control.

Division and Association Records Retention Policies provide guidelines for the type of materials to be retained and the length of time they are to be retained.

The Division Archivist should contain the historical record of the Division and its activities. There are two types of records - those kept permanently and those that are reviewed every five years and may be weeded.

Records to be permanently retained include:

- Minutes from all meetings
- Annual reports
- Bylaws, including previous versions
- Division publications
- Financial records

Records to be reviewed:

- Correspondence and memos
- Drafts
- Other operating records

5.2.3. Bylaws and Procedures Manual

This committee, chaired by the immediate Past-Chair, works in coordination with the Executive Board to be sure that the Division is following the Bylaws and that necessary procedures are documented in this Manual. The Committee Chair must also keep aware of changes in the Association Bylaws and their impact on the Division.

The procedures for revising the Bylaws are found in Article XIII. of the Division Bylaws. If the Executive Board or members of the Division suggest changes to the Bylaws, this Committee is responsible for getting necessary Association and Division approvals.

This committee also is responsible for the revising and updating of the Division Procedures Manual and for ensuring that it is distributed to the Executive Board, Committee and Section Chairs.

5.2.4. Conference Planning

The Conference Planning Committee consists of one person appointed by the Division Chair, the chairs of the Sections, and the person in charge of the local arrangements sub-committee. This Committee plans the program for the next annual meeting following appointment, e.g. a Planner appointed in June of 1988 will work on the annual meeting in June 1999. (This has been changed so that the planner is appointed in time to attend the Winter and Annual Meetings where the conference is planned, and so the Chair-Elect appoints the Program Planner as soon as possible after his/her election. Also now added to this team is the Professional Development Chair who will be responsible for the continuing education course to be offered by the Division, which has a very tight timeline of August 1 for requirements to be met.)

The Chair and Chair Elect of the Division work closely with the Conference Planning committee to coordinate the Division's program and activities at the annual meeting. The Conference Planning committee also coordinates with the Association so that paperwork and forms are submitted in a timely manner, the programs are scheduled, appropriate entries are included in the conference programs, and needed facilities are available.

The Conference Planners attend planning and informational meetings at the Winter Meeting and the Annual Meeting.

This committee is responsible for substantial expenditures for the annual meeting. They must advise the Division Chair and Treasurer of planned expenses such as honoraria for speakers, special equipment needed for a meeting, etc. as early as possible (and within the Association deadlines). As the conference planning takes shape they have to work with the Chair and Treasurer to be sure that the budget accurately reflects their plans. (See request for check, Appendix C.)

A Local Arrangements Sub-Committee works with the Conference Planners to coordinate the Division Suite. This sub-committee is responsible for planning and coordinating the Division Open House at the Annual Meeting. If the hospitality suite is co-sponsored, the committee will coordinate with other Divisions. The committee will purchase food, beverages, and supplies and transport them to the site of the Open House. They will schedule ITE hosts at the Open House and coordinate clean-up activities. If corporate sponsors are solicited for the Open House, the committee forwards monies collected to the Division Treasurer. (This paragraph does not represent current operation.)

5.2.5. Government Relations

In 2000, the Awards and Membership committees were combined into one new committee to be called Member Services. The rationale for this was to better coordinate the activities directly concerning members. The Member Services committee should be a multi-member committee.

Membership

The Member Services Committee maintains up to date membership records as received from the Association. The Chair of this committee coordinates with the Executive Board regarding the quality and accuracy of membership lists.

New members of the Division are welcomed by letter from the Membership Committee Chair. The Membership committee may send lists of new members to the B/ITE editor for publication. If a member does not renew Division membership, the committee should follow-up and encourage reinstatement.

Awards

This committee is responsible for nominating Division members for suitable awards by the Association. The committee should distribute information about Association to the membership via the discussion list early in the Fall. The committee reviews Association notices about awards and coordinates with the Division Chair. The committee may also recommend that the Division give awards of a certain type, such as scholarships to Division and Association members. The committee is responsible for promoting and coordinating the awarding of the Joe Ann Clifton Student Award and the ITE Member Award.

The Joe Ann Clifton Student Award is given annually to allow a deserving student the opportunity to attend the SLA Annual Conference. Presentation of the winning work will be made at the ITE Business Meeting. The winner will receive reimbursement of up to \$1,500 for conference expenses, limited to: Student Registration (including the ITE lunch), economy class travel, housing and in-town transportation and meals. Also, student membership for one year in SLA will be covered. The entrant must be a student in an ALA accredited library school who is in good standing as of the time of submission (usually in March). The winning work will be presented in b/ITE. If no submitted work meets the standards of the committee, the award may not be given in that year. The final decision for selecting the winning entrant rests with the Executive Board. A short list of ranked entrants will be presented to the Board in late March for their selection

5.2.6. Newsletters

The Division's newsletter is B/ITE. It is published irregularly. It provides a forum for articles regarding information technology, includes announcements of programs and schedules, presents the slate of new officers, etc. It is published electronically on the division web site and distributed at no additional cost to Division Members upon request.

5.2.6.1 Editor

The Editor is responsible for the content of the issue. The Editor reminds contributors of deadlines and acquires the copy. The Editor assembles the text and the advertisements for each issue, and is responsible for soliciting ads and collecting revenues for the ads. The revenues are forwarded to the Treasurer. The costs for ads are determined by the Newsletter Committee and approved by the ITE Executive Board.

5.2.7. Nominating

The Nominating Committee is chaired by the immediate Past Chair of the Division. It is a committee of past chairs where two other members who are not on the ITE Board, but have been chairs of the division, are also part of the committee. They are appointed by the Division Chair.

The procedures for nominating a slate of officers and for conducting the election of officers are included in Article IX of the Division Bylaws.

5.2.8. Public Relations

This committee is responsible for developing Division brochures, advertisements, membership stickers, etc. to enhance the image of the Division. It is responsible for promoting the Division activities and publications and for encouraging membership. It coordinates its activities with the Association Director of Communications and reports any relevant activities to the Executive Board of the Division.

5.2.9. Regional Conference Coordination

When necessary, this committee is responsible for contacting Chapters of the Association and coordinating and co-sponsoring with them meetings on information technology topics. These topics are designed to bring information to the Association members for their professional development and growth. This committee is responsible for budgeting expenditures, coordinating with the Division Chair and Treasurer regarding these expenditures and for communicating other relevant data to the Executive Board regarding planned regional conferences.

5.2.10. Strategic Planning

The Strategic Planning Committee is responsible for writing the Division Strategic Plan. Following approval of the plan, this committee refines it, adjusts it according to Division needs and monitors its progress. The Committee also should be aware of the Strategic Plan of the Association, and be sure that the Division's plan is not in conflict with it.

5.2.11. Auditor

An auditor is appointed by the Division Chair prior to the end of the Division fiscal year (December 31). The auditor is an independent evaluator of the financial records and financial status of the Division. The auditor does not need to be an accountant. The auditor works with the Treasurer to prepare the annual financial statement.

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