

## Recommended Practices

# SCIENCE - TECHNOLOGY DIVISION SPECIAL LIBRARIES ASSOCIATION

Revised  
June 2017

### TABLE OF CONTENTS

INTRODUCTION .....	3
<b>EXECUTIVE BOARD</b> .....	4
CHAIR.....	5
CHAIR-ELECT.....	10
SECRETARY .....	13
TREASURER .....	15
IMMEDIATE PAST CHAIR.....	18
<b>ADVISORY COMMITTEE AND APPOINTEES</b> .....	19
ARCHIVIST .....	20
AUDITOR.....	21
AWARDS COMMITTEE .....	22
COMMUNICATIONS COMMITTEE.....	24
CONFERENCE PLANNING COMMITTEE .....	25
CONTRIBUTED PAPERS COMMITTEE .....	29
GOVERNING DOCUMENTS COMMITTEE.....	30
GOVERNMENT RELATIONS COMMITTEE.....	31
INTERNATIONAL RELATIONS COMMITTEE.....	33
MEMBERSHIP COMMITTEE.....	34
NOMINATIONS AND ELECTIONS COMMITTEE.....	36
PARLIAMENTARIAN .....	38
PROFESSIONAL DEVELOPMENT COMMITTEE.....	39
PUBLIC RELATIONS COMMITTEE.....	40
SCITECH NEWS EDITOR.....	41
SCITECH NEWS ASSISTANT EDITOR.....	42
SCITECH NEWS ADVERTISING MANAGER.....	43
STRATEGIC PLANNING COMMITTEE .....	45
STUDENT RELATIONS COMMITTEE.....	46
VENDOR RELATIONS COMMITTEE .....	48
WEBMASTER .....	49
<b>LIAISONS</b> .....	50
ALA/ACRL SCIENCE-TECHNOLOGY SECTION LIAISON.....	50
MEDICAL LIBRARY ASSOCIATION LIAISON .....	51
SLA DIVERSITY COMMITTEE LIAISON.....	52
SLA CATALOGING COMMITTEE LIAISON.....	53
SLA STANDARDS COMMITTEE LIAISON.....	54

<b>APPENDIX I</b>	
SLA/SCIENCE-TECHNOLOGY DIVISION NOMINATIONS AND ELECTIONS PROCEDURES AND BALLOTING TIMETABLE.....	55
<b>APPENDIX II</b>	
SCIENCE-TECHNOLOGY DIVISION GOVERNING DOCUMENT.....	56
<b>APPENDIX III</b>	
GUIDELINES FOR DIVISION ARCHIVES .....	59
<b>APPENDIX IV</b>	
HISTORY OF DIVISION.....	66
<b>APPENDIX V</b> .....	70
<b>APPENDIX VI</b>	
SCI-TECH DIVISION STRATEGIC PLAN .....	71
<b>APPENDIX VII</b>	
LIST OF DIVISION AWARDS AND RECIPIENTS.....	73

## INTRODUCTION

### SPECIAL LIBRARIES ASSOCIATION

#### SCIENCE-TECHNOLOGY DIVISION

The name of this organization is the Science-Technology 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.

Specific objectives of the Science-Technology Division shall be: To draw together those members of the Special Libraries Association having an interest in the role of library and information science as applied to the recording, retrieval, and dissemination of knowledge and information in all areas of science and technology; and to promote and improve the communication, dissemination, and use of such knowledge for the benefit of libraries and their users.

The membership of the Science-Technology Division is open to all those members of the Special Libraries Association defined by the Association Governing Documents who elect to affiliate with the Division. The official news bulletin of the Division, *Sci-Tech News*, shall be sent free to all members of the Division.

Adapted from the Science-Technology Division 2008 Governing Documents.

## EXECUTIVE BOARD

- Function:** The Science-Technology Division Executive Board shall have the power and authority to manage the Division's property and to regulate and govern its affairs.
- Membership:** The Board shall consist of five members elected by the membership of the Division: Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair.
- Appointments:** The Board shall appoint the Nominations and Elections Committee and designate the member who shall serve as Chair of that Committee.
- Duties:**
1. To determine policies and changes in policy within the limits of the Governing Documents of the Association and of the Division.
  2. To take such actions as it considers necessary to carry out the objectives of the Division.
  3. To provide policy guidelines for *Sci-Tech News*, particularly as they relate to business matters, such as reviewing the budget and making recommendations to co-sponsoring divisions. The Board shall serve as liaison between the *Sci-Tech News* Business Manager and co-sponsoring divisions concerning policy changes.
  4. 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. Committees are required to submit an annual report. The Board shall determine length of appointment to committees and shall abolish committees which no longer serve a useful purpose. The term of office begins January 1.
  5. All Executive Board Members must read and sign the Leadership Code of Responsibility. The Division Chair will remind members to complete these documents and submit them to SLA Headquarters.
- 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.)

## CHAIR

**Function:** The Chair serves as chief executive officer of the Division, and, subject to the Executive Board, shall have general supervision and control over its affairs.

**Qualifications:** The Chair must be a Member, Associate or Retired Member of the Association, as well as a member of the Science-Technology Division. The Chair-Elect becomes Chair on January 1 and continues on the Executive Board as Immediate Past Chair.

**Appointments:** The Chair shall appoint the following:

1. Chairs of each committee except the Nominations and Elections Committee, which shall be selected by the Division Executive Board.
2. All special appointees and confirm other selections, e.g., an Auditor, selected by the Treasurer.
3. Appointments should be made prior to the time when the Chair-Elect assumes the office of Chair. Appointments should be made for a specific term of office and written acceptance should be obtained from each appointee.

**Duties:** 1. Presides at all business meetings of the Division, the Executive Board, and the Advisory Board.

2. Recommends to the Executive Board such measures as the Chair considers desirable to further the objectives and broaden the effectiveness of the Division.

3. Signs, with the Secretary, all contracts and legal documents.

4. Co-signs, with the Treasurer, checks drawn upon Division funds, unless determined otherwise by the Executive Board.

5. Serves as ex officio member, without vote, of all committees except the Nominations and Elections Committee.

6. Represents the Division at all meetings of the Association and at Division Cabinet meetings. If unable to attend, the Chair will appoint another Division member, preferably an officer, to represent the Division; in the event of the need for such an appointment, the Chair shall fully brief the appointee.

7. Co-chairs the Division's Conference Planning Committee to develop the Science-Technology Division program for the Annual Conference at which he or she is Chair and plans the Annual Division Business Meetings held at that conference or immediately proceeding that conference

8. Attends Conference planning sessions which are held in conjunction with the Annual Conference and Leadership Summit and are pertinent to the Conference the incumbent is planning.

9. Attends administration and orientation meetings for Division officers, sponsored by Division Cabinet which are held during the Leadership Summit and Annual Conference. Orientation documents to aid Division officers can be found on the SLA web site, under Leadership Training Center.

10. Promotes current and new projects and publications, coordinating, if necessary, with the Manager of the Publications Department of SLA.

11. Makes decisions on Division policy, referring to the Division Executive Board matters which have implications impacting the future of the Division or a large number of members.

12. Represents the Science-Technology Division in serving on standing committees of the Division Cabinet, as called for through a rotation process, or as appointed by Division Cabinet Officers to serve on an ad hoc committee.

13. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc., to the Immediate Past Chair for inclusion in the next edition.

14. Selects a Committee Chair or member for the Impossible Award or for other Special Appreciation Awards. (See Appendix VII).

Reports:

1. Prepares an Annual Report of the Division activities for submission to the Division Cabinet Chair of the Association, for presentation to Division members at the Division Annual Business Meeting, and for publication in the Division bulletin or other Division communications following the Annual Conference.

2. Assures that the Division Secretary has prepared the minutes of the Annual Business Meeting and submitted them in accordance with the Association guidelines and the wishes of members as expressed at the Business Meeting. (Association guidelines suggest that at the Business Meeting the chair request permission for the Executive Board to approve the minutes. See Secretary's Duties for further details.)

3. Reports details about Division programs to the Division Cabinet Chair and SLA Conference and Exhibits Coordinator as called for during the year.

4. Prepares requests for action by the SLA Board as called for during the year.

5. Assures that an audited Division Financial Statement is submitted by Division Treasurer to the Association Office shortly after the end of the calendar year, in accordance with SLA schedules.

6. Submits any proposed Division Governing Documents changes for approval to the Association Governing Documents Committee. After approval by that committee, arranges for members to vote on changes in accordance with Division Governing Documents; after approval by members, sends revised edition to Association Governing Documents Committee for signature, and submits amended Governing Documents to Division Cabinet Chair and Chair-Elect, Division Archives, and Association Office.

7. Submits any revisions of Division Recommended Practices to Division Cabinet Chair-Elect.

8. Arranges for transfer of files to successor or Division 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 files which are necessary to maintain continuity, such as for special Division projects which have longevity greater than one year, as well as for ongoing publication activities, such as *Sci-Tech News*.) All other correspondence should be transferred to the incoming Chair.

9. 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. The *Sci-Tech News* Subscription Manager handles arrangements for mailing *Sci-Tech News* copies.

10. Prepares regular columns for each issue of *Sci-Tech News* and/or delegates others to prepare columns to keep members informed.

Expenses: 1. The Division will provide financial support up to the amount of \$1,500 to help defray expenses in conjunction with attendance at the SLA Leadership Summit and SLA Annual Conference, if the incumbent's organization is unable to provide travel funds. The Division will also provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Executive Board of the Division.

2. Travel funds for any Division officer must be requested and have prior approval of the Division Executive Board.

Timeline:

Throughout the Year:

- Presides at all business meetings of the Division, the Executive Board, and the Advisory Board
- Represents the Division at all meetings of the Association and at Division Cabinet meetings
- Signs, with the Secretary, all contracts and legal documents
- Co-signs, with the Treasurer, checks drawn upon Division funds, unless determined otherwise by Exec Board
- Serves as ex officio member, without vote, of all committees except the Nominations and Elections Committee
- Promotes current and new projects and publications, coordinating, if necessary, with the Manager of the Publications Department of SLA
- Makes decisions on Division policy, referring to the Division Executive Board matters which have implications impacting the future of the Division or a large number of members
- Represents Science-Technology Division in serving on standing committees of the Division Cabinet, as called for through a rotation process, or as appointed by Division Cabinet Officers to serve on an ad hoc committee
- Reports details about Division programs to the Division Cabinet Chair and SLA Conference and Exhibits Coordinator as called for during the year
- Prepares regular columns for each issue of *Sci-Tech News* and/or delegates others to prepare columns to keep members informed

Nov-Dec	<ul style="list-style-type: none"> <li>• Send out call for Committee volunteers &amp; Special Appointments [Requires Specification of Terms and Written Acceptance from Appointees] <ul style="list-style-type: none"> <li>▪ Assign Committee Chairs and Liaisons</li> <li>▪ Working with Treasurer, assign an Auditor</li> </ul> </li> </ul>
Jan	<ul style="list-style-type: none"> <li>• Assume role of Chair</li> <li>• Attends Leadership Summit</li> <li>• Attends administration and orientation meetings for Division officers, sponsored by Division Cabinet which are held during the Leadership Summit and Annual Conference</li> <li>• Attends Conference planning sessions which are held in conjunction with the Annual Conference and Leadership Summit and are pertinent to the Conference the incumbent is planning</li> <li>• Request Travel funds from Division Executive Board</li> </ul>

	<ul style="list-style-type: none"> <li>• Submit Travel reimbursement request to Treasurer</li> <li>• Set Goals &amp; Objectives</li> </ul>
Jan-Jun	<ul style="list-style-type: none"> <li>• Work toward implementing Goals &amp; Objectives</li> <li>• Work with current year Conference Planning Committee to plan for current year Annual Conference</li> <li>• Communicates with speakers and moderators to make sure all forms, information, complimentary tickets are sent to them in advance</li> <li>• Prepares a "Sci-Tech Division Conference Schedule Planner" for publication in the May issue of <i>SciTech News</i> prior to the Annual Conference and posts it on the Division listserv</li> <li>• Assigns Conference Planning Committee members to purchase food, beverages and supplies, and transport them to the hotel Division suite or reception location and to check supplies daily and replenish, as needed. To arrange associated food, beverages and/or entertainment for other events</li> <li>• Makes signs announcing Division suite location and times, as well as other special meetings and posting them in the hotel, on the message boards and in the Conference Update</li> <li>• Delegates members to set up food and beverage prior to time of open house each evening and to clean up afterwards. Coordinates with hotel staff as needed</li> <li>• Delegates members to act as greeters of guests, bartenders and snack tray refillers, etc</li> <li>• Chair prepares an Annual Report for the Division Chair, as requested, outlining the Committee's accomplishments and special arrangements for social events and tours</li> <li>• Work with Chair-Elect and Conference Planning Committee to plan for Year after next Annual Conference</li> <li>• Request Travel funds from Division Executive Board</li> <li>• Submit Travel reimbursement request to Treasurer</li> <li>• Attends Conference planning sessions which are held in conjunction with the Annual Conference and Leadership Summit and are pertinent to the Conference the incumbent is planning</li> <li>• Attends administration and orientation meetings for Division officers, sponsored by Division Cabinet which are held during the Leadership Summit and Annual Conference</li> <li>• Selects a Committee Chair or member for the Impossible Award or for other Special Appreciation Awards</li> <li>• Assures that the Division Secretary has prepared the minutes of the Annual Business Meeting and submitted them for approval at the Annual Business Meeting by the membership</li> <li>• Submits any proposed Division Governing Documents changes for approval to the Association Governing Documents Committee. After approval by that committee, arranges for members to vote on changes in accordance with Division Governing Documents at Annual Business Meeting</li> <li>• Sends revised edition to Association Governing Documents Committee for signature, and submits amended Governing Documents to Division Cabinet Chair and Chair-Elect, Division Archives, and Association Office</li> <li>• Prepares requests for action by the SLA Board as called for during the year</li> </ul>
Jul-Nov	<ul style="list-style-type: none"> <li>• Submits any revisions of Division Recommended Practices to Division Cabinet Chair-Elect</li> <li>• Prepares an Annual Report of the Division activities for submission to the Division Cabinet Chair of the Association, for presentation to Division members at the Division Annual Business Meeting, and for publication in the Division bulletin or other Division communications following the Annual Conference</li> <li>• Sends to the Association Publications Manager three copies of any publication prepared under the auspices of the division. The <i>Sci-Tech News</i> Subscription Manager handles arrangements for mailing <i>Sci-Tech News</i> copies</li> </ul>

Nov	<ul style="list-style-type: none"> <li>• Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc., to the Immediate Past Chair for inclusion in the next edition.</li> </ul>
Dec	<ul style="list-style-type: none"> <li>• Assures that an audited Division Financial Statement is submitted by Division Treasurer to the Association Office shortly after the end of the calendar year</li> <li>• Prepares and submits the required Annual Report to SLA.</li> <li>• Arranges for transfer of files to successor or Division Archivist, as appropriate</li> </ul>

## CHAIR-ELECT

- Function:** 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 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 January 1.
- Qualifications:** The Chair-Elect must be a Member, Associate or Retired Member of the Association, as well as a member of the Science-Technology Division.
- Appointments:** The Chair-Elect may begin appointment of Chairs of all Division Standing Committees (except the Nominations and Elections Committee and the Auditor who is appointed by the Treasurer) before January 1. A full roster of Committee Chairs should be in place by the end of January.
- Duties:**
1. Attends all Division Executive Board and Advisory Committee meetings and presides at meetings of these groups in the absence of the Chair.
  2. Represents the Division, together with the Chair, at all meetings of the Association and all Division Cabinet meetings. If unable to attend, the Chair-Elect will appoint 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 designee.
  3. Attends administrative and orientation meetings for Division officers, sponsored by Division Cabinet Officers. Orientation documents to aid Division officers can be found on the SLA web site under Leadership Training Center.
  4. Attends Conference planning sessions which are held in conjunction with the Annual Conference and Leadership Summit and are pertinent to the Conference the incumbent Chair-Elect is planning. (Program planning begins before the Leadership Summit in the year during which one is serving as Chair-Elect: i.e., at least 18 months prior to the Conference Program for which the Chair-Elect is responsible.)
  5. Co-chairs the Conference Planning Committee for the Conference at which he or she will be Division Chair. Works closely with the Conference Committee Chair who will assist in organization and reporting for the committee. Works closely with the Treasurer, Chair and Vendor Relations Committee to assure adequate funds are available to support activities.
  6. 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 Division's Strategic Plan.
  7. Assists the Chair with any projects, policy planning, or other business affairs which the Chair might designate.
  8. Reviews all Officer, Committee Chair, and Liaison position descriptions in the Division's Recommended Practices. Reviews all SLA and Sci-Tech Division timetables prior to taking the position of Chair, to assure that Committee Chairs are meeting deadlines and that their planned activities support the Sci-Tech Division and SLA Strategic Plans.

9. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.

10. Posts a notice calling for Committee Chairs and volunteers on the Division's listserv and in the *Sci-Tech News* prior to January 1.

- Reports:
1. Ensures that preliminary Conference Program plans are reported to the Association Conference Committee as requested by and according to a timetable established by the Conference Committee.
  2. Reports Conference plans, funding support, and other issues to the membership through the *Sci-Tech News* 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 Division Archivist all worthwhile papers of genuine historical importance accumulated during years of tenure, as described in Archives section.

- Expenses:
1. The Division will provide financial support up to the amount of \$1,500 to help defray expenses in conjunction with attendance at the SLA Leadership Summit and Annual Conference if the incumbent's organization is unable to provide travel funds. The Division will also provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Executive Board of the Division.
  2. Travel funds for any Division officer must be requested and have prior approval of the Division Executive Board.

Timeline:

Throughout the Year:

- Attends all Division Executive Board and Advisory Committee meetings and presides at meetings of these groups in the absence of the Chair
- Represents the Division, together with the Chair, at all meetings of the Association and all Division Cabinet meetings
- 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 Division's Strategic Plan
- Assists the Chair with any projects, policy planning, or other business affairs which the Chair might designate
- Reports Conference plans, funding support, and other issues to the membership through the *Sci-Tech News* and other communicate on channels

Jan	<ul style="list-style-type: none"> <li>• Assume role of Chair-Elect</li> <li>• Attends Leadership Summit</li> <li>• Prepares a summary of preliminary program ideas and presents them at the Leadership Summit</li> <li>• Request Travel funds from Division Executive Board</li> <li>• Submit Travel reimbursement request to Treasurer</li> </ul>
Jan-Jun	<ul style="list-style-type: none"> <li>• Work with current year Conference Planning Committee to plan for current year Annual Conference</li> </ul>

	<ul style="list-style-type: none"> <li>• Attends at all business meetings of the Division, the Executive Board, and the Advisory Board</li> <li>• Represents the Division at all meetings of the Association and at Division Cabinet meetings</li> <li>• Selects and Chairs Conference Planning Committee to plan for Year after next Annual Conference</li> <li>• Request Travel funds from Division Executive Board</li> <li>• Submit Travel reimbursement request to Treasurer</li> <li>• Attends Conference planning sessions which are held in conjunction with the Annual Conference and Leadership Summit and are pertinent to the Conference the incumbent is planning</li> <li>• Attends administration and orientation meetings for Division officers, sponsored by Division Cabinet which are held during the Leadership Summit and Annual Conference</li> </ul>
Jul-Nov	<ul style="list-style-type: none"> <li>• Prepares a list of Division sponsored events about a year before the conference, which can be used by the Vendor Relations Committee to help solicit sponsors. Also prepares an estimate of conference costs</li> <li>• Prepares brief "scope notes" for Sci-Tech sponsored sessions, which are reviewed by the Division Chair, prior to submittal</li> <li>• Contacts potential speakers/moderators, to obtain abstracts for sessions and submit them for pre-conference publication before November 1. Also obtains biographies from speakers and identifies their equipment and presentation needs</li> <li>• Assures that all SLA conference forms and paperwork are completed and copies are sent to the Division Chair</li> <li>• Works with the Committee to plan the Division open house or similar social and special events</li> <li>• Ensures that preliminary Conference Program plans are reported to the Association Conference Committee</li> </ul>
Nov-Dec	<ul style="list-style-type: none"> <li>• Send out call for Committee volunteers &amp; Special Appointments (via listserv &amp; <i>SciTech News</i>) [Requires Specification of Terms and Written Acceptance from Appointees] <ul style="list-style-type: none"> <li>▪ Assign Committee Chairs and Liaisons</li> <li>▪ Working with Treasurer, assign an Auditor</li> </ul> </li> <li>• Reviews all Officer, Committee Chair, and Liaison position descriptions in the Division's Recommended Practices. Reviews all SLA and Sci-Tech Division timetables prior to taking the position of Chair, to assure that Committee Chairs are meeting deadlines and that their planned activities support the Sci-Tech Division and SLA Strategic Plans</li> <li>• Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition</li> </ul>
Dec	<ul style="list-style-type: none"> <li>• Arranges for the transfer of all pertinent files to the incoming Chair-Elect</li> <li>• Prepares an Annual Report to the Division Chair upon request</li> <li>• Sends to the Division Archivist all worthwhile papers of genuine historical importance accumulated during years of tenure, as described in Archives section</li> </ul>

## SECRETARY

**Function:** The Secretary records the minutes and official business of the Division.  
The elected term of office is 2 years.

**Qualifications:** The Secretary must be a Member, Associate or Retired Member of the Association, and a member of the Science-Technology Division.

**Appointments:** The Secretary may appoint a committee of members to assist with mailing ballots or amendments to the Governing Documents.

**Duties:**

1. Records minutes of the Annual Business Meeting and the Executive Board/Advisory Committee Meeting at the Annual Conference. Also records minutes at Leadership Summit, if scheduled. The minutes of the Annual Meeting and the Executive Board/Advisory Committee meetings should be drafted, approved by the Executive Board and sent to the *Sci-Tech News* Editor as close to June 30 as possible for publication in the August issue.
2. Prepares 4 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 Division Archivist, and 1 copy to the Association Office. Copies of the approved minutes are also posted on the Sci-Tech Division Website and in the Sci-Tech Division Wiki.
3. Conducts official correspondence and maintains a file of current records.
4. Executes documents as needed.
5. Reviews the appropriate sections of the Recommended Practices annually in November. Submits any corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.
6. Handles communications for Amendments to the Governing Documents. Good lead time is required, together with an organized procedure, as this involves as much attention as an election.
7. May be asked to assist the Nominations and Elections committee in:
  - a. Requesting members' email addresses from the Association's online directory.
  - b. Announcing on the Division's listserv, at least a week in advance, that electronic voting will be available. Send a reminder a week before the voting period ends.
  - c. Sending URL of electronic ballot to the email addresses on the membership directory list.
  - d. Folding, stuffing (by hand or machine), and mailing the ballots addressed to membership unreachable by email, together with a return envelope.

**Reports:**

1. Prepares an Annual Report to the Division Chair upon request.
2. Submits approved minutes of the Annual Business Meeting to the Division Cabinet Chair and the Division Chair.
3. Sends the Division Archivist a copy of the Annual Business Meeting and the Executive Board Advisory Committee meeting minutes as noted above, as well as all worthwhile papers of genuine historical importance accumulated during the year, as described in the Archives section.

Expenses:

1. The Division will provide financial support up to the amount of \$1,500 to help defray expenses in conjunction with attendance at the SLA Leadership Summit and Annual Conference if the incumbent's organization is unable to provide travel funds. The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.

2. Travel funds for any Division officer must be requested and have prior approval of the Division Executive Board.

## TREASURER

- Function:** The Treasurer serves as a member of the Division Executive Board, maintains all financial records of the Division and its bulletin (*Sci-Tech News*), prepares the annual budget, and prepares the Annual Financial Statement, which must be audited. The Treasurer also serves as the Business Manager of *Sci-Tech News*. All financial transactions are closed and reported as of December 31. The elected term of office is 2 years.
- Qualifications:** The Treasurer must be a Member, Associate or Retired Member of the Association, as well as a member of the Science-Technology Division.
- Appointments:** The Treasurer selects the Auditor and the Division Chair confirms the appointment. See Auditor's Description for qualifications.
- Duties:**
1. Collects, deposits, and expends the funds for the Division as required and authorized by the Chair. Coordinates with the *Sci-Tech News* Advertising Manager to invoice vendors who advertise in *Sci-Tech News*. Payment in advance is encouraged. After SLA allotment figures are determined, invoices all *Sci-Tech News* participating divisions for their subscriptions.
  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. The account of Division funds is audited annually. The Division Annual Financial Statement must include the financial statement of the *Sci-Tech News* operations. Sends copies of the *Sci-Tech News* operations report to the Chairs and Chairs-Elect of supporting Divisions, the *Sci-Tech News* Editor, the *Sci-Tech News* Advertising Manager and the *Sci-Tech News* Subscriptions Manager.
  3. Obtains proper receipt of all money expended.
  4. Draws and signs checks for Division activities as approved by the Division Chair. (Two signatures on checks are not required, but the account carries the Treasurer, Division Chair, and Chair-Elect as signatories.) Draws and signs checks for *Sci-Tech News* operations as approved by the *Sci-Tech News* Editor. (Two signatures on checks are not required, but the account carries the Treasurer, Division Chair, and *Sci-Tech News* Editor as signatories).
  5. Furnishes the Division Chair and Executive Board guidance in the preparation of the annual budget. Assists the *Sci-Tech News* Editor with preparation of the *Sci-Tech News* budget request. Each officer and committee chair should submit budget requests to the Treasurer by October 31. The Treasurer compiles the budget and presents it to the Executive Board prior to the Leadership Summit.
  6. Provides to the Auditor, in January, the Annual Financial Statement for the previous calendar year for certification.
  7. Provides the Annual Financial Statement in *Sci-Tech News*, preferably in the May issue.
  8. Provides in June a report of the Division Financial status as of May 31, and presents a summary of finances at the Annual Business Meeting.

9. Reviews the appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.

Expenses:

1. The Division will provide financial support up to the amount of \$1,500 to help defray expenses in conjunction with attendance at the SLA Leadership Summit and Annual Conference if the incumbent's organization is unable to provide travel funds. The Division will provide funding for such Division-related expenses as postage and telephone calls, if not borne by the incumbent's organization. The *Sci-Tech News* operating account will provide funding for such *Sci-Tech News*-related expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.

2. Travel funds for any Division officer must be requested and have prior approval of the Division Executive Board.

General Information

1. Division Funds

- Current Operating Fund. The Division has an Operating Fund, to which current allotments should be assigned and from which current operating expenses are paid. In addition to the Division allotment, these funds are derived from income accruing as a result of normal Division activities, such as conference sponsorships. Normal charges against this Fund include conference costs, officer travel reimbursements, awards expenses, etc.
- *Sci-Tech News* Operating Fund. All *Sci-Tech News* income, such as from subscriptions and advertisements, should be deposited in the *Sci-Tech News* Operating Fund. All *Sci-Tech News* expenditures, such as printing expenses and *Sci-Tech News* staff salaries, should be paid from the *Sci-Tech News* Operating Fund.
- Reserves/Savings. The Division participates in the SLA Pooled Fund program for secured savings at standard CD rates of return. The Division maintains two SLA Pooled Fund accounts, one for Division reserves and one for *Sci-Tech News*.

2. All funds must be deposited to a bank account of the Division as promptly as possible. Each deposit must be identified by source.

3. 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, Science-Technology Division) and not in the name of an individual. For tax purposes, the Association name comes first.

4. Quicken is provided by the Association and should be used by the Treasurer to record all transactions and create reports (including the Annual Report required by the Association).

5. Every expenditure must be authenticated by an invoice, receipt, or other formal justifying document. Written approval for payment should be obtained from the Chair or other appropriate Board member in advance and is kept in the files.

6. For additional information about the duties of the Division Treasurer, consult the SLA web site for Unit Treasurer Information. See also Legal and Tax Primer for Association Units (see Appendix V).

- Bank Accounts
1. Checking Accounts are maintained at Bank of America, and the Division participates in the SLA pooled Money Market Fund.
  2. The Current Operating Fund Checking Account requires one signature on the checks. One signature is also required to transfer money to or from the Division's SLA Pooled Fund. Signatories on the accounts are Treasurer, Chair and Chair-Elect.
  3. The *Sci-Tech News* Operating Fund Checking Account requires one signature on the checks. One signature is also required to transfer money to or from the *Sci-Tech News* SLA Pooled Fund. Signatories on the accounts are Treasurer, Chair and *Sci-Tech News* Editor.
  4. It is recommended that the 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 & Division, distributed annually from the Association Office:

- |                                  |   |
|----------------------------------|---|
| January:                         | Present proposed budget to Division Executive Board for discussion and approval at the Leadership Summit.   |
| January 31:                      | Annual Financial Statements due to SLA Association Office: Fax one copy to the SLA Office, and mail one copy to Chair and one copy to Archives. The Treasurer's File should include the originals until sent to Archives after 5 years. |
| <del>February – mid-March:</del> | <del>Allotments mailed to Treasurers based on the December membership figure.</del>   |
| April:                           | Submit Annual Report to Chair with copies to Archives, Auditor, <i>Sci-Tech News</i> Editor.  |
| June:                            | Prepare Report for Annual Conference.   |
| July 31:                         | Budget Request Form for additional funds due in Association office.   |
| September                        | Receive allotment statement combined with conference and webhosting billback charges and if required the DST invoice for charges due for conference programs and events   |
| October 31:                      | Receive Budget requests from Division Officers and Committee Chairs.  |
| Monthly:                         | Submit monthly bank statements to Headquarters or add the SLA Chief Financial Officer (Currently Linda Broussard) as signee to the account(s) so this person can view the statements.   |
| Quarterly:                       | Receive financial status reports on SLA Pooled Funds.   |
| Annual:                          | Change signature cards on all bank accounts and Pooled Funds after officer terms end/begin.<br><br>Provide a nominal gift certificate for the auditor.  |
| Ongoing:                         | Contact SLA Financial Services staff for assistance.  |

## IMMEDIATE PAST CHAIR

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

**Qualifications:** The Immediate Past Chair has served as Chair of the Division.

**Appointments:** None.

**Duties:**

1. Serves the Chair as called upon.
2. Serves as Governing Documents Chair and coordinates revisions to the Governing Document and Recommended Practices by submitting revisions to Chair and Chair-Elect for approval. Issues approved changes to the Recommended Practices.
3. Official copies of the Governing Document and Recommended Practices are kept on the Division web site.
4. If the position of Archivist is not filled, the immediate Past Chair serves as the Archivist of the Division.

**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 years of tenure, as described in Archives section.

**Expenses:**

1. The Division will provide financial support up to the amount of \$1,500 to help defray expenses in conjunction with attendance at the SLA Leadership Summit and Annual Conference if the incumbent's organization is unable to provide travel funds. Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.
2. Travel funds for any Division officer must be requested and have prior approval of the Division Executive Board.

## ADVISORY COMMITTEE AND APPOINTEES

### ADVISORY COMMITTEE

- Function:** The Science-Technology Division Advisory Committee shall serve in an advisory capacity to the Division.
- Qualifications:** The Advisory Committee shall consist of the Executive Board, the ~~chairman~~ of each committee, the Editor and others on the *Sci-Tech News* Editorial Board that are Sci-Tech members. The Chair of the Division shall preside, without vote, as Chair of the Advisory Committee.
- Duties:** Members are to make reports or recommendations which they believe will further the objectives of the Division. They may provide comments and opinions on specific matters which members of the Executive Board request input.
- Reports:** Committee Chairs submit to the Executive Board upon its request, through the Chair, an annual written report of activities during the year, together with recommendations considered necessary or advisable.

## ARCHIVIST

**Function:** The Archivist is responsible for receiving, organizing, filing, and maintaining archival copies of records for the Science-Technology Division.

**Qualifications:** The Archivist should be a Member, Associate or Retired Member of the Association, as well as a member of the Science-Technology Division, and should have a concern for and genuine interest in maintaining records in accordance with the Association guidelines and the Sci-Tech Division's needs. The term of appointment is one year, which is renewable.

**Appointments:** The Archivist may appoint other Division members to assist with the archives, if needed.

**Duties:**

1. Arranges for storage of the archives in a suitable location which is easy for the Archivist to access. Such facilities should take into consideration special needs for temperature and humidity control, if needed, in accordance with Association guidelines. The Archives should not be kept in a private home or office.
2. Organizes, selects, and files materials according to Association guidelines, as per the Association Guidelines for Division Archives, Appendix 7. (See APPENDIX III). A complete copy of this document is provided to the Division Archivist and Chair (see Appendix III). Other Officers and Committee Chairs receive only relevant pages, which meet their needs.
3. Discard materials which are not needed, as per the Association Guidelines Division Records Retention Policy, Appendix 7-7. Reports: Prepares an Annual Report to the Division Chair, upon request.
4. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.

**Expenses:** The Division Executive Board may approve any necessary expenses incurred in the archival program.

### Transfer of Materials to Archivist

(Note: This paragraph replaces the one in Association Materials Appendix 7-3.)

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 copy of the Recommended Practices. All files they received a year earlier (from their predecessor) should be reviewed as to usefulness for archival retention (see Appendix 7-7), and items which have retention value should be sent to the Archivist. This retention of a predecessor's files will be provided 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.

## AUDITOR

**Function:** The Auditor examines and verifies the books of the Treasurer for the Annual Financial Statement.

**Qualifications:** An auditor must be a disinterested third party. An auditor may not be any of the following: an elected or incoming officer of the Chapter or Division; a current or incoming member of the SLA Board of Directors; an employee of or a supervisor of the Treasurer.

More information about auditor duties can be found at  
<http://www.sla.org/content/resources/leadcenter/leadtrain/treamanual/treasfaq.cfm>

**Appointments:** None.

**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 and that additional funds required for *Sci-Tech News* are jointly covered by the sponsoring Divisions of the *Sci-Tech News* and not solely by the Science-Technology Division, unless otherwise decided by full-Board approval.
7. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.

**Reports:** None.

**Expenses:** The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be provided by the Division Executive Board.

## AWARDS COMMITTEE

**Function:** The Awards Committee judges applications and selects winners for travel stipends to permit attendance at the Association Annual Conference. The Committee also judges nominations which may be submitted for the Ann Koopman Sci-Tech Achievement Award and assists the Division Chair in efforts to recognize members for outstanding service to the Division. Nominates or coordinates the nomination of qualified candidates for other Division and/or SLA Association awards.

**Qualifications:** The Chair is appointed by the Division Chair. The Chair must be a Member of the Association and should be an active member of the Science-Technology Division. He or she should know the membership at the Division and Association levels. The term of appointment is for one year, which is renewable.

**Appointments:** Members of the Committee are selected by the Awards Committee Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. If at all possible, the winner of the travel stipend should be appointed to the Committee the year following the award. The chair and members of the Awards Committee are expected to be impartial in their deliberations. Members should not nominate anyone or themselves. They will recuse themselves if they are related to a person nominated for an award. The term of appointment is one year and is renewable.

- Duties:**
1. Prepares announcements of the Ann Koopman Sci-Tech Achievement Award, S. Kirk Cabeen Travel Stipend, Bonnie Hilditch International Sci-Tech and Engineering Divisions Librarian Award, and Diane K. Foster International Student Travel Award and sends them to the *Sci-Tech News* editor for publication in the November issue. Announcements for each award should include purpose, eligibility requirements, deadline date, name and address of Awards Committee Chair and other pertinent information.
  2. Sends notifications to Chapter Presidents and/or Chapter Bulletin Editors and other appropriate contacts. Sends the announcement for the S. Kirk Cabeen Travel Stipend to the Division Student Relations Committee Chair, who is responsible for forwarding it to SLA Student Groups, SLA student chapter advisers, Sci-Tech faculty, secretaries of all other SLA-approved programs and other library science programs for delivery to the most appropriate person and to selected listservs. Sends the announcement of the Bonnie Hilditch International Sci-Tech and Engineering Divisions Librarian Award to the Division's International Relations Committee Chair for further distribution and advertising as well as to the Engineering Division Awards Committee for their own channels of dissemination. Requests that the award announcements be updated on the Division's websites.
  3. Verifies eligibility of all applicants through the Association Membership Department, after applications have been received.
  4. Sends committee members the pertinent application information both-electronically (if possible) and through regular mail. Coordinates the applicant information for the Bonnie Hilditch International Sci-Tech and Engineering Divisions Librarian Award with the Engineering Division Awards Chair so that the two committees may jointly choose the winner.
  5. Selects and notifies winners, and requests acceptances in writing by electronic or written means. The Chair also notifies the Division Chair and Division Treasurer of winners and makes arrangements for checks to be presented to the winners at the

Division's annual conference business meeting. Send out announcements of the winners to the Division web site and to the listserv.

6. Provides assistance to the Division 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.

7. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.

8. The Sci-Tech Division has four judged awards, listed below. Descriptions, qualifications and lists of past recipients are contained in Appendix VII.

1. Ann Koopman Sci-Tech Achievement Award
2. S. Kirk Cabeen Travel Stipend Award
3. Bonnie Hilditch International Sci-Tech and Engineering Divisions Librarian Award
4. Diane K.Foster International Student Travel Award

Reports:

1. Prepares an Annual Report for the Division Chair, upon request.
2. Sends to the Division 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 Immediate Past Chair with a reminder to update Appendix VII of the Recommended Practices.

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. Other expenses may be approved by the Division Executive Board.

## COMMUNICATIONS COMMITTEE

**Function:** The Communications Committee is responsible for enabling and supporting methods of communication among Division members, and for seeking out opportunities for members to network. The Chair acts as the liaison between the Division and the SLA Networking Committee.

**Qualifications:** The Chair is appointed by the Division Chair. The Chair must be a Member, Associate, or a Retired Member of the Association as well as an actively involved member of the Science-Technology Division. Members of the Committee include the Division listserv manager, the Division webmaster, and the *Sci-Tech News* Editor. Term of appointment is one year, which is renewable.

**Appointments:** Members of the Committee are selected by the Communications Committee Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. The term of appointment is one year, which is renewable.

**Duties:**

1. Creates and maintains communication channels in order to be aware of the activities and programs of other networking and library/information science organizations, regionally, nationally, and internationally, as appropriate. Specifically, the Chair manages and maintains the Division email list (listserv).
2. Effects an exchange of publication with other networking and library/information science organizations.
3. Publicizes and reports on activities of such organizations to the Division Chair, Executive Board, and to the general membership as appropriate.
4. Suggests ways in which the Division might participate in networking and other library/information science organizations' activities. Communicates these ideas through submissions to the Chair for inclusion in the *Sci-Tech News*.
5. Acts as liaison to the Association's Networking Committee and to other organizations involved in networking and in the library/information science fields.
6. Undertakes special projects related to networking as requested by the Division Chair.
7. Develops web-based materials in support of Division activities and for representation of the Division to the public.
8. Reviews the appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.

**Reports:**

1. Prepares an Annual Report to the Division Chair, upon request.
2. Sends to the Division Archivist all worthwhile papers of genuine historical importance accumulated during the term of tenure, 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. Other expenses may be approved by the Division Executive Board.

## CONFERENCE PLANNING COMMITTEE

- Function:** The Conference Planning Committee plans the programs and makes all arrangements for speakers, facilities, receptions, open houses, suites and tours which are sponsored by the Science-Technology Division.
- Qualifications:** The Board of the Division seeks volunteers and appoints the Chair of the Conference Planning Committee. The division Chair-Elect serves as the Co-Chair of the Conference Planning Committee for the Conference at which he or she will be Chair. The Conference Planning Committee Chair will be the official point of contact with SLA for signature and final decisions about programs.
- Appointments:** Members of the committee are selected by the Conference Planning Committee Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. It is highly desirable for one or more committee members to reside in or near the city where the conference is to be held. The term of appointment is one year, which is renewable.
- Duties:**
1. Assists in soliciting program ideas from the Division membership and from previous conference program planners.
  2. Prepares a summary of preliminary program ideas and presents them at the Annual SLA Leadership Summit which occurs a year and a half before the actual conference. (Note: If unable to attend this meeting, the Chair should present the ideas.)
  3. Attends conference planning meetings at the Annual Conference one year prior to the actual date of the conference. Works closely with the other divisions to finalize the schedule of events.
  4. Prepares a list of Division sponsored events about a year before the conference, which can be used by the Vendor Relations Committee to help solicit sponsors. Also prepares an estimate of conference costs.
  5. Prepares brief "scope notes" for Sci-Tech sponsored sessions, which are reviewed by the Division Chair, prior to submittal.
  6. Contacts potential speakers/moderators to obtain abstracts for sessions and submits them for pre-conference publication before November 1 (or date identified by SLA Conference Advisory Committee). Also obtains biographies from speakers and identifies their equipment and presentation needs.
  7. Assures that all SLA conference forms and paperwork are completed and copies are sent to the Division Chair.
  8. Communicates with speakers and moderators to make sure all forms, information, complimentary tickets are sent to them in advance.
  9. Prepares a "Sci-Tech Division Conference Schedule Planner" for publication in the May issue of *Sci-Tech News* prior to the Annual Conference and posts it on the Division listserv.
  10. Works with the Committee to plan the Division open house or similar social and special events.

11. Assigns Committee members to purchase food, beverages and supplies, and transport them to the hotel Division suite or reception location and to check supplies daily and replenish, as needed. To arrange associated food, beverages and/or entertainment for other events.

12. Makes signs announcing Division suite location and times, as well as other special meetings and posting them in the hotel, on the message boards and in conference updates.

13. Delegates members to set up food and beverage prior to time of open house each evening and to clean up afterwards. Coordinates with hotel staff as needed.

14. Delegates members to act as greeters of guests, bartenders and snack tray refillers, etc.

**Reports:** The Chair prepares an Annual Report for the Division Chair, as requested, outlining the Committee's accomplishments and special arrangements for social events and tours.

**Expenses:**

1. The Division will provide financial support up to the amount of \$1,500 to help defray expenses in conjunction with attendance at the SLA leadership Summit during the year that conference program planning is beginning (typically 18 months prior to the conference date) and the Annual Conference for the year prior to the conference date and to the Annual Conference during the year when the program will take place, if the incumbent's organization is unable to provide travel funds. The Division will also provide funding for such expenses as postage and telephone calls, photocopying at the conference site, if not borne by the incumbent's organization. Other expenses may be approved by the Executive Board of the Division.
2. Travel funds for any Division Officer and the Program Planning Committee Chair must have prior approval of the Division Executive Board.

**Timeline:**

Jan-Feb	Conference Planning Committee Chair attends Leadership Summit and first conference planning session with all units - generate preliminary ideas to share with Executive Board and membership via listserv
Feb	Conference Planning Committee Chair gathers feedback from membership about conference session ideas and further refine session topics and # of sessions
Mar	Conference Planning Committee Chair puts out call to membership via listserv to get members for the Conference Planning Committee; can also target specific people to invite to serve
Mar-Apr	Conference Planning Committee Chair shares preliminary conference sessions ideas with Conference Planning Committee; set up contact info of committee members on wiki; set up preliminary conference session details in wiki
May	Follow-up with other division/chapter conference planners to confirm collaborations (leading and partnering distinctions) and note names/contact info of other division/chapter conference planners to touch base with at the Annual conference planning session; draft latest version of preliminary conference sessions
Jun	Attend Annual Conference and second conference planning session with all units - confirm collaborations (leading and partnering distinctions; nail down topics for sessions; brainstorm on times/dates for all sessions)

Jun	Post Annual conference, follow-up with other division/chapter conference planners to confirm any new details negotiated at the June conference planning session; work with Sci-Tech Conference Planning Committee members to assign each member to at least one session as either lead organizer (if Sci-Tech is lead division) or as liaison (if Sci-Tech is partnering division)
Jul	Prep final version of outline of unit programs to send to Conference Advisory Chair; prep article for <i>Sci-Tech News</i> about conference planning progress
Aug	Email unit programs outline to conference advisory chair
Aug	CEU credit requests due to SLA's Learning Department
Sept	For Vendor Relations Committee Chair, collect info for each Sci-Tech conference session on # expected attendees, estimated session costs (AV equipment, catering, etc.), date, time, scholarships to be awarded. Wait to distribute until SLA HQ approves programs.
Sept	SLA HQ should have approved proposed programs by now. Conference costs should be available. Update estimated costs as necessary. Get partnering divisions to formally agree upon split of costs. Send info to Vendor Relations Chair to seek sponsorships.
Nov-Dec	Events information due in Online Planner for inclusion in Preliminary Conference Program (keep event descriptions to 50 words or less. The speaker details aren't really needed until the system opens to the Public in January. Then from January to June, you can continuously update your speaker details, etc.
Nov	Ticketed event prices and max # of attendees due to SLA HQ including CE course prices (this includes ticket prices for tours and continuing education courses; send session name, date, time, lead unit, ticket prices, and ticket limit cut-offs).
Nov	Units must confirm their tour information with Tour Company
Dec	SLA HQ Preliminary Conference Program text made available to Units for Final review - send any minor edits to HQ
Dec-Jan	Online Planner reopens
Jan	For instructor-led session/speaker programs, get instructor to confirm final program description
Feb	For instructor-led session/speaker program, get instructor to confirm final AV/equipment needs
Feb	All applicable event updates are strongly encouraged to be in the Online Planner; systems open to the public
Feb	Food and Beverage requests must be submitted to SLA HQ by 11pm via the Online Planner
Mar	Audio-Visual requests must be submitted to SLA HQ via Online Planner; if recording a session, mark the "Record Session" field in online planner
Mar	Deadline for Unit and minor program changes for the Final Conference Program in Online Planner
Mar	Promote your Division's programs and events

Mar- Apr	SLA HQ edited Final Conference Program made available to Units for final review - send minor edits to HQ
Apr	If recording a session, return the speaker's release form to SLA HQ
Apr	Event cancellations due to SLA HQ
Jun	Create self-generated speaker signs and specialty signs
Jun	Any minor changes to on-site requirements due in writing via email
Jun	Final debriefing meeting with conference planners with SLA Conference staff - address last minute details
Jun	Annual Conference

## CONTRIBUTED PAPERS COMMITTEE

- Function:** Develops an Annual Conference program to which Division members are invited to contribute papers.
- Qualifications:** The Chair is appointed by the Division Chair. The Chair should be a Member, Associate or Retired Member of the Association, as well as a member of the Science-Technology Division. The term of appointment is 1 year, which is renewable.
- Appointments:** Members of the Committee are selected by the Contributed Papers Committee Chair and approved by the Division Chair. In years when multiple Divisions collaborate on the session, Committee members may be selected from the participating Divisions. If at all possible, members of the Committee should be recruited from among recent presenters of contributed papers. The term of appointment is 1 year, which is renewable.
- Duties:**
1. Selects a topic at least 1 year in advance of the Conference, so it can be promoted at the previous Conference, and determines a schedule for submission and review of proposals.
  2. Promotes the opportunity to members and solicits contributions.
  3. Evaluates submissions, selects papers, and communicates with authors about acceptance or rejections.
  4. Works with Chair-Elect to set time, moderator, program description and conditions for the program.
  5. Works with authors and Division webmaster to obtain and post electronic copies of their papers on the Division's website.
  6. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc., to the Immediate Past Chair for inclusion in the next edition.
- Reports:** Prepares an Annual Report for the Division Chair, upon request.
- 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. Other expenses may be approved by the Division Executive Board.

## GOVERNING DOCUMENTS COMMITTEE

**Function:** The Governing Documents Chair serves the Division by keeping abreast of Association Governing Documents changes and drafting Division Governing Documents changes as recommended by the Division Executive Board. (See Appendix II, Science-Technology Division Governing Documents, Amendments, for procedures for amending the Governing Documents.)

**Qualifications:** The Chair is the Immediate Past Chair of the Division. The term of appointment is for one year.

**Appointments:** A Committee may be appointed to help fulfill functions whenever necessary. Members of the Committee are selected by the Governing Documents Committee Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. Term of appointment is for one year, which is renewable.

**Duties:** 1. Each Division has its own Governing Documents which must be approved by the Association Governing Documents Committee and which may not be in conflict with Association Governing Documents. When Association Governing Documents are amended or revised, the Division must amend or revise its Governing Documents accordingly.

2. The Chair must submit Division Governing Documents proposals to the Chair of the Association Governing Documents Committee before submitting proposed changes to the Division Membership.

3. The Chair shall review the appropriate sections of the Recommended Practices annually in November. Submit corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.

**Reports:** 1. Drafts Governing Documents revisions, as needed.

2. Prepares an annual Report for the Division Chair, upon request.

3. Send to the Division 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 and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.

## GOVERNMENT RELATIONS COMMITTEE

**Function:** The Government Relations Committee monitors various public issues that touch the library profession and which are of special interest to the Science-Technology Division membership. It serves as a focal point for the Division for coordination of all government relations activities. It acts as a point of contact and distribution of information on government relations affairs between the Association's Director, Public Policy, and the Science-Technology Division. The Committee serves to facilitate communications among members of the Science-Technology Division by keeping abreast of issues on a timely basis.

**Qualifications:** The Chair is appointed by the Division Chair. The Chair must be a Member, Associate or Retired Member of the Association, as well as a member of the Science-Technology Division. The Chair should have interest and knowledge of legislation and/or government policies which affect special libraries. The term of appointment is 1 year, which is renewable.

**Appointments:** Members of the Committee are selected by the Government Relations Committee Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. The term of appointment is one year, which is renewable.

**Duties:**

**The Chair:**

1. Serves as Division contact when an important piece of legislation is under consideration by alerting members of the Division who, in turn, would help government officials better understand the issues before them and the impact these would have upon the library and information community.
2. Is prepared to identify "expert witnesses" in the Division who might be asked to prepare a statement or provide information to the Association's Director, Government Relations on government policies or proposed regulations.
3. Works with the Chair of the Division to decide how issues will be expedited.
4. Works with the Chairs of other Government Relations Committees within the Association to coordinate activities.
5. Maintains a copy of the SLA Government Relations Manual with updates and additional information sent by the SLA Government Relations Committee.
6. At the SLA Annual Conference, the Chair, or a representative of the Committee, attends the "Legislative Update" breakfast sponsored by the SLA Government Relations Committee, as well as the meeting for Chapter/Division Government Relations Chairs.
7. The Division's Committee will work with the SLA Government Relations Office, supporting Annual Conference Programs that are a joint venture. The Committee will be notified of joint ventures by the Division Chair, whether it be labor intensive, financial, or in name only.
8. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.

The Committee:

1. Participates through networking and cooperative activities with Government Relations Committees in other Association Divisions and Chapters to enhance the exchange of information regarding issues relevant to the library profession.
2. Prepares a Legislative Update Article for publication in the quarterly *Sci-Tech News*, or when time relevancy is an issue, prepares for publication on the Division's listserv.
3. Monitors various U.S. and Canadian government activities, regulations, legislation in library and information services of interest to the Division.
4. Attends meetings to represent the views of the Committee with the Association.
5. Notifies other members when actions are required or emergencies arise.
6. Provides in *Sci-Tech News* an education guideline to members on how to write to their Government(s) in one issue every other year.

Reports:

1. Prepares an Annual Report to the Division Chair upon request.
2. Prepares and distributes a regular update of issues for the Division membership.

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. Other expenses may be approved by the Division Executive Board.

## INTERNATIONAL RELATIONS COMMITTEE

- Function:** Promotes discussion of international relations issues within the Science-Technology Division and participates in international relations projects by Science-Technology Division members.
- Qualifications:** The Chair is appointed by the Division Chair. Chair must be a Member, Associate, or Retired Member of the Association, as well as a member of the Science-Technology Division. The term of appointment is one year, which is renewable.
- Appointments:** Members of the Committee are selected by the International Relations Committee Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. The term of appointment is one year, which is renewable.
- Duties:**
1. Keeps aware of Science-Technology Division initiatives and projects by communicating with the Science-Technology Division Chair, monitoring the Division listserv, and participating in discussions with division members who are interested in international affairs.
  2. Works with the Awards Committee Chair to advertise the Bonnie Hilditch International Science-Technology and Engineering Divisions Librarian Award and the Diane K. Foster International Student Travel Award.
  3. Works with his/her Committee to plan and carry out worthwhile international relations projects.
  4. Attends the Annual Board Meeting of the Science-Technology Division or appoints another member of the committee to attend if he/she is unable to do so.
  5. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.
  6. Prepares an Annual Report to the Division Chair upon request.
- 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. Other expenses may be approved by the Division Executive Board.

## MEMBERSHIP COMMITTEE

**Function:** Maintains accurate and timely records of Division membership and encourage retention of current members and actively recruit new members, in support of the Division Strategic Plan.

**Qualifications:** The Chair is appointed by the Division Chair. The Chair must be a Member or Associate or Retired Member of the Association as well as an actively-involved member of the Science-Technology Division. The term of appointment is one year, which is renewable.

**Appointments:** Members of the Committee are selected by the Membership Committee Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. Membership should represent a geographic spread of the Science-Technology Division. The term of appointment is one year, which is renewable.

**Duties:**

1. Regularly downloads the monthly lists of new members and lapsed members from the SLA Membership Chairs wiki. Seeks training in using the wiki from Membership staff at HQ as needed.
2. Writes "Welcome to the Sci-Tech Division" letters to new members upon receipt of the membership notification. The letter should inform new members of division benefits and opportunities for involvement.
3. Regularly supplies items for Sci-Tech News listing and welcoming new members to the division.
4. Directs Membership Committee in the writing of member profiles for Sci-Tech News.
5. Annually reminds members to renew memberships, reviewing the requirements for membership and informing members of online and by-mail options for renewing.
6. Organizes and invites members to the annual Newcomers Luncheon at SLA annual conferences, and either attends the event as host or arranges for another division member to do so in the Membership Chair's absence.
6. Regularly downloads the monthly lists of lapsed members from SLA Membership Chairs wiki, and follows up with delinquent members to encourage reinstatement and collect data about reasons for lapse.
7. Forwards recommendations for Honorary Memberships to the Board of Directors.
8. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.
9. Attends, if possible, SLA-sponsored trainings for Chapter and Division Membership Chairs.

**Reports:**

1. Prepares an Annual Report to the Division Chair, upon request.
2. Sends to the Division 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 and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.

General membership information:

General Membership records are maintained at the Association Office.

Application 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 or Supervisor, Membership Records at the Association Office.

Copies of the Division Governing Documents are available to the Membership through the Division web site.

Members should be reminded to pay dues directly to the Association Office.

No Membership data are official until after notification from the Association Office.

Current membership rosters can be downloaded by the Membership Chair from the Association website. THE OLD ROSTER SHOULD BE DISCARDED IMMEDIATELY TO AVOID PERPETUATION OF ERRORS.

It is NOT NECESSARY to keep old rosters in your Division Archives.

## NOMINATIONS AND ELECTIONS COMMITTEE

**Function:** Each year the Division Nominations and Elections Committee shall present one or, preferably, two candidates for Chair-Elect and one or, preferably, two candidates for either Secretary or Treasurer, the latter two offices to be filled in alternate years.

**Qualifications:** The Chair and Committee members are appointed by the Executive Board. The Committee is composed of at least three members who are not members of the current Board, one of whom is the most recent Past Sci-Tech Division Chair who will 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 for one year.

**Appointments:** None.

**Duties:**

1. The Committee considers, selects, and contacts potential nominees well in advance of the time-frame (45 days) specified by the Division Governing Documents.
2. The Committee must obtain written or email acceptance of each nominee prior to submitting its official report.
3. The Committee 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 Chair forwards biographical summaries to the Editor of the *Sci-Tech News* for publication in the August issue and posts them on the web for division members to view prior to the election. (See Appendix I - Nominations and Elections Procedures and Balloting Timetable).
5. The Committee conducts the election electronically, using software provided by the Association, or paper ballots for members who do not have email addresses. Committee members inspect and certify the balloting results.
6. The Chair reports the election results to the Executive Board and the membership within a few days of the ballot deadline. The report to the Executive Board should include the winners, total number of ballots submitted, total number of valid ballots, and total count for each office. (See Appendix II, Division Governing Documents, Article IX: Nominations and Elections, Section 3, for determination of winners and results of ties. To be valid, ballots must be postmarked **or** received electronically before the deadline stated on the ballot. Voting for two candidates for any office invalidates the vote only for that office.)
7. The Chair reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.

**Reports:**

1. The first report of the Nominations and Elections Committee (which includes a slate of candidates) is published in the May issue of the *Sci-Tech News*. Further nominations, accompanied by written acceptance of the nominee, may be added to the ballot by petition of 30 Division members, and filed with the Committee within 30 days after the slate of candidates is published. Nominations are accepted from the floor at the Annual Business Meeting, with the permission of the nominee.

2. The Chair sends a written report to the Division Executive Board within a few days of the ballot deadline, announcing the winners, total number of ballots submitted, total number of valid ballots, and total count of each office.

3. The final report, including election results, is published in the November issue of SciTech News.

4. The Chair prepares an Annual Report of Committee activities to the Division Chair, upon request.

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. Other expenses may be approved by the Division Executive Board.

## PARLIAMENTARIAN

**Function:** The Parliamentarian is responsible for periodic review of Roberts' Rules of Order and guiding compliance to these rules by the Division Board members during the Board meetings, and the Division members during the annual division business meetings, as stated in the Division Governing Documents.

These duties have required reminders of who is eligible to vote during Executive Board Meetings, as well as reminders of which topics are currently on the table, and if items of business have been completed in order.

**Qualifications:** The Parliamentarian is appointed by the Division Chair. The Parliamentarian must be a Member, Associate or Retired Member of the Association as well as a member of the Science-Technology Division. Term of appointment is for one year, which is renewable.

## PROFESSIONAL DEVELOPMENT COMMITTEE

**Function:** The Professional Development Committee is responsible for helping assess the educational needs of the Science-Technology Division, disseminating professional development information from SLA, and organizing workshops or seminars to provide for continuing education for Division members. It reviews educational projects suggested by members and makes recommendations to the Sci-Tech Division Board regarding sponsorship and financial support for such projects as the Board approves. The Committee also may initiate suggestions for projects to be sponsored by the Division.

**Qualifications:** The Chair is appointed by the Division Chair. The Professional Development Committee Chair must be a Member, Associate, or Retired Member of the Association, as well as being a member of the Science-Technology Division and should have knowledge of and interest in the professional development of the members of the Division specifically and the Association in general.

**Appointments:** The Professional Development Committee Chair appoints Committee members as needed to assist with planning and coordination of professional development issues. Appointees are approved by the Division Chair, and shall be members of the Science-Technology Division.

**Duties:** 1. Identifies, develops and submits, in collaboration with the Conference Planning Committee Chair, continuing education course(s) for the Annual Conference that will benefit the majority of Science-Technology Division members.

Identifies, develops, and coordinates professional development webinars on topics of interest to Science-Technology Division members.

2. Acts as liaison to and disseminator of SLA professional development information for the Science-Technology Division.

3. Becomes familiar with topics and areas of interest to Division members and helps identify potential programs and speakers.

4. Assists the Student Relations Committee with the mentoring program for members of the Science-Technology Division.

**Reports:** Prepares an Annual Report for the Division Chair, upon request.

**Expenses:** The Division will provide funding for such expenses as postage, telephone calls, and other materials as needed to perform this function if not borne by the organizations of the Committee members. Other expenses may be approved by the Division Executive Board.

## PUBLIC RELATIONS COMMITTEE

- Function:** The Public Relations Committee serves as a mechanism to raise public consciousness about scientific and technical information, and especially the role of special librarians as mediators between data, information and patrons. To this end, the committee prepares programs to educate not only our clientele but the public in general about special librarians and our function, abilities, and talents as purveyors of technical information.
- Qualifications:** The Chair is appointed by the Division Chair. The Chair shall be a Member, Associate, or Retired Member of the Association as well as a member of the Science-Technology Division. It is preferred that the Chair have some public relations or marketing experience. The term of appointment is one year, which is renewable.
- Appointments:** Members of the Committee are selected by the Public Relations Committee Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. The term of appointment is one year, which is renewable.
- Duties:**
1. Formulates strategies to reach patrons and the public with a basic message--special librarians are the key to technical and scientific information.
  2. Reviews activities by the Division and its membership to identify public relations needs.
  3. Initiates programs for interested parties with the Division and Association, but especially for those outside the profession.
  4. Creates public relations tools that can be used by the membership of the Division on the broadest possible scale in a variety of media.
  5. Acts as a catalyst for communications within the profession on public relations.
  6. Reviews publicity strategies with the Chair before programs are formally initiated in media.
- Reports:** Submits an Annual Report to the Division Chair, upon request.
- 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. Other expenses may be approved by the Division Executive Board.

## SCI-TECH NEWS EDITOR

- Function:** The Editor of the *Sci-Tech News* (STN) is responsible for the editing and arrangement of material submitted by the sponsoring Divisions of SLA, as well as for the procurement, editing, and arrangement of additional material obtained from other sources, and for the accuracy and appearance of the completed issues, published in accordance with the established publication schedule. Adhering to the budget, overseeing the financial status of the publication and consulting with sponsoring Divisions are additional responsibilities.
- Qualifications:** The Editor is appointed by the Division Chair. The Editor shall be a Member, Associate, Retired Member of the Association as well as a member of the Science-Technology Division. The Editor should be experienced in the editing of published materials and with the techniques of locating sources of contributed material to add to that submitted by sponsoring Divisions. Skill in dealing with contributors and members of the *Sci-Tech News* team 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. The term of appointment is one year and is renewable.
- Appointments:** Recruits Operations Team members when vacancies occur. Appoints new team members with approval of Science-Technology Division Chair.
- Duties:**
1. Notifies Chairs of sponsoring Divisions of publication deadlines and other points required for orderly preparation of issues.
  2. Maintains liaison with the others serving on the *Sci-Tech News* Operations team (Assistant Editor, Treasurer/Business Manager, Advertising Manager, Subscriptions Manager and 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 by those appointed by sponsoring Divisions for this purpose.
  4. Sees that a publication-ready copy of each issue is sent to the publisher in a timely fashion and that it is as attractive and free from error as possible.
  5. Maintains close contact with the publisher to ensure that the quality and timeliness of issues are handled properly.
  6. Approves invoices for publication and preparation costs and keeps a close check on adherence to the budget.
  7. Participates in budget planning for the *Sci-Tech News* by providing the Division Treasurer with income and expense expectations.
- Reports:** Submits an Annual Report to the Division Chair upon request.
- Expenses:** The Division maintains a separate *Sci-Tech News* bank account for *Sci-Tech News* operations and an SLA Pooled Fund for savings. The *Sci-Tech News* operating account shall be used to reimburse the Editor and Operations Team Members for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The *Sci-Tech News* account may also be used to provide an annual stipend to the *Sci-Tech News* Editor, in amounts determined by the Division Executive Board. Other expenses may be approved by Division Executive Board.

## SCI-TECH NEWS ASSISTANT EDITOR

**Function:** Acts as production manager, creating a publisher-ready copy version of each issue of *Sci-Tech News*.

**Qualifications:** The Assistant Editor is selected by the *Sci-Tech News* Editor and approved by the Science-Technology Division Chair. Must be technically proficient with web publishing software packages. The Assistant Editor must be a Member, Associate, or Retired Member of the Association, as well as a member of the Science-Technology Division. The term of the appointment is one year, and is renewable.

**Duties:** Works closely with Editor to create an online version of each issue to send to web publisher.

**Reports:** Informal feedback to Editor on ways of streamlining production.

**Expenses:** The *Sci-Tech News* operating account shall be used to reimburse the Assistant Editor for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The *Sci-Tech News* account may also be used to provide an annual stipend to the *Sci-Tech News* Assistant Editor, in amounts determined by the Division Executive Board. Other expenses may be approved by the Division Executive Board.

## SCI-TECH NEWS ADVERTISING MANAGER

- Function:** Solicits advertisements for the *Sci-Tech News* and maintains regular contact with participating businesses. Coordinates and manages all *Sci-Tech News* advertisements for each issue, working closely with the *Sci-Tech News* Editor and the Treasurer/Business Manager. Compiles a list of advertisers and encourages other members of sponsoring Divisions of *Sci-Tech News* to solicit advertising on a regular basis. Participates on the Vendor Relations Committee.
- Qualifications:** The Advertising Manager is selected by the *Sci-Tech News* Editor and approved by the Science-Technology Division Chair. The Advertising Manager must be a Member, Associate, or Retired Member of the Association, as well as a member of the Science-Technology Division. The term of appointment is one year, which is renewable.
- Appointments:** The Advertising Manager may elect to appoint several committee members to assist with advertising for *Sci-Tech News*, with the approval of the Division Chair. These members may be from any of the sponsoring Divisions of *Sci-Tech News*. The term of appointment is one year, which is renewable.
- Duties: Advertisers:**
1. Obtains new advertisers; solicit for repeat ads. Collects advertisement copy for each issue with insertion order and full repayment, or sends billing information to Business Manager for collection.
  2. Keeps records of ads placed as to date of issue, location in the issue(s), size of ads, date paid, etc. Forwards copy of this information to *Sci-Tech News* Editor with all ad copy for issue.
  3. Sends received payments to Business Manager. Business Manager will send invoices on unpaid ads after 30 days of non-receipt of payment.
- Publishing:**
1. Notifies *Sci-Tech News* Editor and Business Manager as soon as possible about advertisers for forthcoming issues.
  2. Obtains copy for ads and forwards to *Sci-Tech News* Editor no later than one month prior to publication date.
- Reports:**
1. In October, prepares estimate of advertising income for the next Association year; forwards to *Sci-Tech News* Business Manager and *Sci-Tech News* Editor.
  2. Prepares an Annual Report for inclusion in the *Sci-Tech News* Editor's Annual Report to the Division Chair.
  3. Maintains files of pertinent data and correspondence as needed.
- Advertising Rates:**
1. Reviews ad rates relative to publishing costs (per issue, per year). Adjusts rates as necessary, working with the *Sci-Tech News* Editor and Business Manager.
  2. Prepares advertising material for annual ad campaign in the fall of the year in order to solicit for February issue (deadline: January 5).

3. Coordinates advertising solicitations with the Chair of the Vendor Relations Committee, who is soliciting funds from same vendors for Annual Conference sponsorship.

Expenses: The *Sci-Tech News* account will be used to reimburse the Advertising Manager for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.

## STRATEGIC PLANNING COMMITTEE

**Function:** The Strategic Planning Committee is responsible for ensuring that the Division's Strategic Plan (Appendix VI) is up-to-date, and reflects the needs and values of the Division membership. It solicits membership input into the strategic planning process, and leads the Division in establishing its future vision.

**Qualifications:** The Chair is appointed by the Division Chair. The Committee Chair must be a Member, Associate, or Retired Member of the Association as well as an active member of the Science-Technology Division. The term of appointment is one year, which is renewable.

**Appointments:** Members of the Committee are selected by the Strategic Planning Committee Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. Membership should reflect the demographics of the Science-Technology Division. The Division 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 Division membership every 5 years or as required. Recommends and implements other mechanisms for obtaining membership input into the Division's Strategic Plan.
2. Reviews and revises the Division Strategic Plan every 5 years or as needed (see Appendix VI).
3. Submits revised drafts of the Strategic Plan to the Division Executive Board for approval.
4. Works closely with the Division Chair and other Board members and Committee Chairs.

**Reports:**

1. Prepares an Annual Report for the Division Chair upon request.
2. Prepares other reports as required and publishes results of surveys in the *Sci-Tech News* 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. Other expenses may be approved by the Division Executive Board.

## STUDENT RELATIONS COMMITTEE

- Function:** The Student Relations Committee strives to further communication between professionals and library/information science students, and create an awareness among students of the opportunities in science-technology librarianship.
- Qualifications:** The Chair is appointed by the Division Chair. The Chair must be a Member, Associate, or Retired Member of the Association, as well as a member of the Science-Technology Division. Consideration should be given to a relatively recent graduate or one who relates well with students and has a strong interest in fostering better relations. The term of appointment is one year, which is renewable.
- Appointments:** Members of the Committee are selected by the Student Relations Committee Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. Membership should represent a good geographic spread. Relatively close proximity to a library science school would be desirable for members. The term of appointment is one year, which is renewable.
- Duties:**
1. Sets goals for the year and a plan for reaching those goals, which implement the Division Strategic Plan.
  2. Determines which student groups the Committee should work with during the year.
  3. Works with the SLA Student and Academic Affairs Advisory Council in drawing up plans and solicits suggestions for further involvement.
  4. Contacts student group faculty advisers and advises them of plans, soliciting suggestions, and asking for assistance.
  5. Obtains from the Division Membership Committee Chair recruitment literature representing the Science-Technology Division.
  6. Coordinates Annual Conference plans with the Conference Planning Committee Chair, to set up special student-oriented functions or means of recognizing them within the Division. Plans special activities for student attendees at the Annual Conference.
  7. Acts as the Sci-Tech Division liaison with the SLA Student and Academic Affairs Advisory Council in obtaining tickets to Division events for students interested in the Sci-Tech Division. This event will also need to be coordinated with the Division Chair, who will give guidance as to how many and what types of scholarships will be provided to students.
  8. Obtains from the Awards Committee Chair the announcement for the S. Kirk Cabeen Travel Stipend Award and broadly distributes it to library and information science schools, SLA student groups, SLA student chapter advisors and science-technology faculty at related schools.
  9. Prepares publicity about the Committee's responsibilities for publication in the *Sci-Tech News*, so other Division members are aware of plans and may be motivated to participate. (Coordinates the timing and frequency of such news noted with the Division Chair.)
  10. Works with Chapters and area Library Schools to encourage student membership and participation in Chapter Meetings and SLA Annual Conference.
  11. In collaboration with the Professional Development Committee, develops the mentoring program for members of the Science-Technology Division.

Reports: The Chair prepares an Annual Report to the Division Chair, upon request.

Expenses: The Division will provide funding for such expenses as postage and telephone calls if not borne by the Committee members' organizations. Other expenses may be approved by the Division Executive Board.

## VENDOR RELATIONS COMMITTEE

**Function:** The Vendor Relations Committee cultivates relationships with potential vendor sponsors in order to obtain funding to support Division activities, such as conference programming.

**Qualifications:** The Chair is appointed by the Division Chair. The Chair must be a Member, Associate, or Retired Member of the Association, as well as a member of the Science-Technology Division. Term of appointment is 2 years, which is renewable. The Chair should have served at least 1 year on the Committee prior to appointment as Chair.

**Appointments:** Members of the Committee are selected by the Vendor Relations Chair and approved by the Division Chair, and shall be members of the Science-Technology Division. Term of the appointment is one year, which is renewable.

**Duties:**

1. Works closely with the Chair-Elect and Treasurer to assure adequate funds are available to support Division activities.
2. Contacts vendors at the Annual Conference to identify potential sponsors.
3. Solicits funds from vendors.
4. Receives sponsorship payments, acknowledges payments and forwards checks to Treasurer for deposit. Note: Checks are to be made payable to "SLA Science-Technology Division," not to an individual or to the full Association.
5. Works closely with the *Sci-Tech News* Advertising Manager to minimize approaching the same vendors too frequently, and the Public Relations Committee Chair to help recognize the vendor sponsors at the Annual Conference.
6. Develops incentives for vendors, such as drawings for free advertising in the *Sci-Tech News*.
7. Maintains records of sponsorships received over the years as a Division resource.
8. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc., to the Immediate Past Chair for inclusion in the next edition.

**Reports:**

1. Reports funding support and other issues to the Division Board, and to the membership through the Division discussion list, website, *Sci-Tech News* and other media.
2. Prepares an Annual Report to the Division Chair upon request.

**Expenses :** The Division will provide funding for such expenses as postage, telephone calls, and other materials as needed, if not borne by the organizations of the Committee members. Other expenses may be approved by the Division Executive Board.

## WEBMASTER

**Function:** The Webmaster is responsible for maintaining and developing the Division's website, under the direction of the Communications Chair.

**Qualifications:** The Webmaster is appointed by the Division Chair. The Webmaster must be a Member, Associate, or Retired Member of the Association as well as an actively involved member of the Science-Technology Division. The Webmaster should be proficient with html coding. Knowledge of current web scripting languages is desirable, but not necessary. Term of appointment is for one year, which is renewable.

**Appointments:** None.

**Duties:**

1. Remains aware of Science-Technology Division initiatives and projects by communicating with the Division Chair, monitoring the Division listserv, and participating in discussions with division members
2. Works with the Awards Committee Chair to advertise the Science-Technology Division awards.
3. Works with Communications Committee members to plan and carry out worthwhile web-based publication projects.
4. Establishes a relationship with the SLA Webmaster to obtain information that may be shared with the Science-Technology Division through the Division website.
5. Works with the *Sci-Tech News* Editor to publish selected information from *Sci-Tech News* to the website.
6. 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.
7. Reviews appropriate sections of the Recommended Practices annually in November. Submits corrections, revisions, etc. to the Immediate Past Chair for inclusion in the next edition.

**Reports:** Prepares an Annual Report for the Division Chair. Prepares other reports, as requested.

**Expenses:** The Division will provide funding for such expenses as postage and telephone calls if not borne by the Committee members' organizations. Other expenses may be approved by the Division Executive Board.

## LIAISONS

### ALA/ACRL SCIENCE AND TECHNOLOGY SECTION LIAISON

- Function:** The Science-Technology Division Liaison to the ALA/ACRL Science-Technology Section is responsible for establishing contact with the ALA/ACRL Science-Technology Section as a representative of the Science-Technology Division and promoting communication and coordination of topics of mutual concern between these two professional bodies.
- Qualifications:** The Liaison is appointed by the Division Chair. It is recommended, but not mandatory, that the Liaison should be a member of both the SLA Science-Technology Division and the ALA/ACRL Science and Technology Section, and should have a genuine interest in promoting communications and coordination of specific activities between the Division and ALA/ACRL Science and Technology Section. The term of appointment is one year, which is renewable.
- Appointments:** The Liaison may select one or more assistants to help with the work, with the approval of the Division Chair. It is recommended that these assistants should be members of SLA Science-Technology Division and ALA/ACRL, Science and Technology Section. The term of appointment is one year, which is renewable.
- Duties:**
1. If possible, attends both SLA Science-Technology Division and ALA/ACRL Science and Technology Section in order to promote communications. If unable to attend both conferences, assigns an alternate or secures a report from an ALA/ACRL member, who will report back to Liaison.
  2. Identifies joint ventures in the forms of conference programs, professional issues, and other activities that would benefit the profession as a whole and keeps the membership, Division Chair and Committee Chairs informed.
  3. Works with the other SLA Science-Technology Division Committee Chairs, especially Public Relations and Membership, in fulfilling these duties.
  4. Monitors ALA/ACRL listservs and alerts appropriate Division Committee Chairs when appropriate.
- Reports:**
1. Prepares an Annual Report and submits it to the Division Chair.
  2. Prepares regular reports, as appropriate, for *Sci-Tech News*.
  3. Issues necessary communications to the SLA Science-Technology Division membership or Division Chair, as appropriate.
- Expenses:** The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.

## MEDICAL LIBRARY ASSOCIATION LIAISON (MLA)

- Function:** The Science-Technology Division Liaison to the MLA is responsible for establishing contact with the Medical Library Association as a representative of the Science-Technology Division and promoting communication and coordination of topics of mutual concern between these two professional bodies.
- Qualifications:** The Liaison is appointed by the Division Chair. It is recommended, but not mandatory, that the Liaison should be a member for both the SLA Science-Technology Division and the MLA, and should have a genuine interest in promoting communications and coordination of specific activities between the Division and MLA. The term of appointment is one year, which is renewable.
- Appointments:** The Liaison may select one or more assistants to help with the work, with the approval of the Division Chair. It is recommended that these assistants should be members of SLA Science-Technology Division and MLA. The term of appointment is one year, which is renewable.
- Duties:**
1. If possible, attends both SLA and MLA meetings in order to promote communications. If unable to attend both conferences, assigns an alternate or secures a report from an ALA/ACRL member, who will report back to Liaison.
  2. Identifies joint ventures in the forms of conference programs, professional issues, and other activities that would benefit the profession as a whole and keeps the membership, Division Chair and Committee Chairs informed.
  3. Works with the other SLA Science-Technology Division Committee Chairs, especially Public Relations and Membership, in fulfilling these duties.
  4. Monitors MLA listservs and alerts appropriate Division Committee Chairs when appropriate.
- Reports:**
1. Prepares an Annual Report and submits it to the Division Chair at the Annual Business Meeting for publication in the Division Annual Report the following year.
  2. Prepares reports, as appropriate, for the *Sci-Tech News*.
  3. Issues necessary communications to the SLA Science-Technology Division membership or Division Chair, as appropriate as well as the MLA.
- Expenses:** The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.

## SLA DIVERSITY LEADERSHIP DEVELOPMENT PROGRAM COMMITTEE LIAISON

**Function:** The Science-Technology Division Liaison to the Diversity Leadership Development Program Committee is responsible for establishing contact with the Association's Committee as a representative of the Science-Technology Division and promoting communication and coordination of topics of mutual concern between the Committee and the Division.

**Qualifications:** The Liaison is appointed by the Division Chair. The Liaison should be a member of the Science-Technology Division, and should have a genuine interest in promoting communications and coordination of specific activities between the Division and the Committee. The term of appointment is one year, which is renewable.

**Appointments:** None.

**Duties:** If possible, attends Science-Technology Division and Association Programs and the SLA Diversity Leadership Development Program Committee meeting in order to promote communication between the two bodies. If unable to attend, assigns an alternate or secures a report from a Leadership Development Program Committee member, who will report back to Liaison.

Identifies joint ventures in the form of conference programs, professional issues, and other activities that would benefit the profession as a whole and keeps the membership, Division Chair and Committee Chairs informed.

Speaks on behalf of the Division on pertinent issues related to diversity.

Works with the other Science-Technology Division Committee Chairs, as needed, in fulfilling these duties.

**Reports:**

1. Prepares an Annual Report to the Division Chair, upon request.
2. Prepares reports, as appropriate, for the *Sci-Tech News*.

**Expenses:** The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.

## SLA COMMITTEE ON CATALOGING LIAISON

**Function:** The Science-Technology Division Liaison to the SLA Committee on Cataloging is responsible for establishing contact with the Committee as a representative of the Science-Technology Division and promoting communication and coordination of topics of mutual concern between these two groups.

**Qualifications:** The Liaison is appointed by the Division Chair. The Liaison should be a member of the Science-Technology Division, and should have a genuine interest in promoting communications and coordination of specific activities between the Division and the Committee. The term of appointment is for one year, which is renewable.

**Appointments:** None.

**Duties:**

1. If possible, attends both Science-Technology Division and SLA Cataloging Committee meetings in order to promote communication. If unable to attend, assigns an alternate or secures a report from a Committee on Cataloging member, who will report back to Liaison.
2. Identifies joint ventures in the form of conference programs, professional issues, and other activities that would benefit the profession as a whole and keeps the membership, Division Chair and Committee Chairs informed.
3. Speaks on behalf of the Division on pertinent issues related to cataloging.
4. Works with the other Science-Technology Division Committee Chairs, as needed, in fulfilling these duties.

**Reports:**

1. Prepares an Annual Report to the Division Chair, upon request.
2. Prepares reports, as appropriate, for the *Sci-Tech News*.

**Expenses:** The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.

## SLA TECHNICAL STANDARDS COMMITTEE LIAISON

- Function:** The Science-Technology Division Liaison to the SLA Technical Standards Committee is responsible for establishing contact with the Association's Committee as a representative of the Science-Technology Division and promoting communication and coordination of topics of mutual concern between the Committee and the Division.
- Qualifications:** The Liaison is appointed by the Division Chair. The Liaison should be a member of the Science-Technology Division, and should have a genuine interest in promoting communications and coordination of specific activities on standards. The term of appointment is for one year, which is renewable.
- Appointments:** None.
- Duties:**
1. If possible, attends Science-Technology Division and Association Programs and the SLA Standards Committee Meeting in order to promote communications. If unable to attend, assigns an alternate or secures a report from a Technical Standards Committee member, who will report back to Liaison.
  2. Identifies joint ventures in the form of conference programs, professional issues, and other activities that would benefit the profession as a whole and keeps the membership, Division Chair and Committee Chairs informed.
  3. Speaks on behalf of the Division on pertinent issues related to standards.
  4. Works with the other Science-Technology Division Committee Chairs, as needed, in fulfilling these duties.
- Reports:**
1. Prepares an Annual Report to the Division Chair, upon request.
  2. Prepares regular reports, as appropriate, for the *Sci-Tech News*.
- Expenses:** The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board.

**APPENDIX I  
SLA/SCIENCE-TECHNOLOGY DIVISION  
NOMINATIONS AND ELECTIONS PROCEDURES AND BALLOTING TIMETABLE**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DEADLINE</b>	<b>PUBLISH IN STN/WEB/EMAIL</b>
Select Nominations and Elections Committee and name Chair (Past-Chair of Division)	Executive Board	31 January	
Announce Committee and request names for nominees	Nominations and Elections Committee Chair	31 January	Feb issue/February web site and email
Select Nominees – obtain written acceptance and biographies	Nominations and Elections Committee	1 May	
Announce proposed slate of candidates and present biographies	Nominations and Elections Committee	15 May	
<b>DEADLINE FOR RECEIPT OF ADDITIONAL NOMINEES – Annual Business Meeting</b>			
Send final slate of nominees with biographical information to Division Secretary and STN Editor	Nominations and Elections Committee	1 July	August issue/August web site and email
Prepare and distribute electronic and print ballot including biographical information and pictures	Nominations and Elections Committee	1 September	email reminders weekly; warning email to listserv to notify members who did not receive their ballot.
Ballot deadline for return to Nominations and Elections Committee Chair		30 September	
Count ballots	Nominations and Elections Committee Chair	1 October	All Committee members certify the election results.
Prepare written report to the Nominations and Elections Committee Chair and Division Chair	Nominations and Elections Committee Chair	1 October	
Notify all candidates of election results	Nominations and Elections Committee Chair	10 October	
Notify Executive Board of Election results	Nominations and Elections Committee Chair	10 October	
Contact new officers and offer congratulations and thanks	Division Chair and Chair-Elect	10 October	
Announce elected candidates with thanks to all participants	Nominations and Elections Committee Chair	10 October	November issue/October web and email
Contact unsuccessful candidates and recruit for committee chairmanship position	Chair-Elect	15 October	

**Science-Technology Division  
Governing Document  
2011**

**NAME AND MISSION**

The name of this unit is the Science-Technology (Sci-Tech) Division, Special Libraries Association.

The mission of this Division shall be that of the Special Libraries Association.

The scope of the Division shall be to draw together members having an interest in the role of library and information science as applied to the recording, retrieval, and dissemination of information in all areas of science and technology and to promote and improve the communication, dissemination, and use of such information to the benefit of libraries and their users.

**MEMBERSHIP**

The membership of the Division shall be those members of the Association who elect to affiliate with the Division.

The Association's Board of Directors shall define the classes of members.

Division membership falling below 25 members for more than one Association year will be reported to the Division Cabinet Chair.

**EXECUTIVE BOARD**

The executive board ("board") with a minimum of four members shall have the authority and responsibility to manage the Division's property and to regulate and govern its affairs. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the board.

No member shall serve in the same office for more than two consecutive terms. The term of the office of chair, chair-elect, and immediate past-chair shall be one year. The term of treasurer and secretary shall be two years.

Should the office of chair become vacant, the chair-elect shall assume this position for the remainder of the term. All other board vacancies, including a vacancy in the office of chair-elect, occurring before the conclusion of a departing member's term will be filled by majority vote of the remaining members of the board.

**OFFICERS**

The chair, subject to the executive board, shall have general supervision and control over Division affairs.

The chair-elect shall have duties as specified by Sci-Tech Division Recommended Practices (formerly the Procedure Manual) and the needs of the Division.

The secretary shall keep an approval record of all meetings of the Division and board and sign legal documents jointly with the chair, as well as other duties as specified by the Sci-Tech Division Recommended Practices.

The treasurer shall have custody of the Division funds as well as other duties as specified by the Sci-Tech Division Recommended Practices.

The past chair shall have duties as specified by the Sci-Tech Division Recommended Practices and the needs of the Division. The Division may elect additional officers as specified by the Sci-Tech Division Recommended Practices and the needs of the Division.

## **MEETINGS**

The Division annual business meeting shall be held during the Association annual conference. At least one business meeting shall be held during the term of office of each elected board. Adequate notice of meetings shall be provided to the membership.

## **COMMITTEES**

The board may establish committees, which shall be responsible to the board. The chair shall appoint members and designate the chairs of all committees except the Nominations and Elections Committee, which shall be appointed by other board members as specified in the Sci-Tech Division Recommended Practices.

The board may authorize funds for approved committee expenses.

No Division member may serve on any one committee for more than six consecutive years.

## **SUBUNITS**

Subunits may be established and disbanded by the Division, according to Sci-Tech Division Recommended Practices.

## **FUNDS, CONTRACTS AND PROPERTY**

Funds for Division expenses shall be derived in part or in whole from the Association as an allotted share of the annual dues paid by Division members.

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 by the board. Any agreement, contract or obligation must be in compliance with Association liability limits as prescribed in Sci-Tech Division Recommended Practices.

## **NOMINATIONS AND ELECTIONS**

A nominating committee for each election of members to the board shall be appointed by the board. The Nominations and Elections Committee shall present a slate of candidates to the membership with adequate notice prior to the Division's annual business meeting. Further nominations may be entered by petition of members. If the slate included more than one candidate for any office, election shall be by secret ballot distributed to each Division member; otherwise, the slate shall be presented by the Nominations and Elections Committee for approval by the membership. Procedures for nomination and the election of candidates shall be determined by Sci-Tech Division Recommended Practices.

## **DISSOLUTION AND MERGER**

The Division may petition the Association Board of Directors for dissolution, or for merger with another Division, by an affirmative vote of two thirds of members voting, in accordance with Sci-Tech Division Recommended Practices.

## **COMMUNICATIONS**

Divisions shall institute suitable mechanisms to facilitate communications with and between its members regarding Division activities, affairs, issues, and other matters.

## **DIVISION REPRESENTATION AND AFFILIATION**

Division representatives to joint committees and meetings of other societies having objectives allied to those of the Division and of the Association may be appointed by the Chair.

## **AMENDMENTS**

This governing document may be amended by an affirmative vote of two thirds of the members present at any Division meeting. Revisions in, or amendments to, the Division Governing Document, as proposed by the board or by members, shall be reviewed by the Association Bylaws Committee, prior to presentation to the Division membership.

Reviewed by Division Cabinet: March 2006

Approved by ST Division Board: June 12, 2006  
Effective date: July 1, 2006

This Governing Document was amended: May 1 2014

Approved by the Bylaws Committee, Special Libraries Association

\_\_\_\_\_, Chair \_\_\_\_\_  
(signed) (date)

Approved by the Division membership: May 22, 2014

\_\_\_\_\_, Chair \_\_\_\_\_  
Helen Josephine, 2014 (signed)(date)

## **APPENDIX III GUIDELINES FOR DIVISION ARCHIVES**

[[http://www.sla.org/pdfs/divisionarchivespractices\\_revised2009.pdf](http://www.sla.org/pdfs/divisionarchivespractices_revised2009.pdf)]

### **I. Practice**

It is the practice of the Special Libraries Association that each division shall maintain archives.

### **II. Purpose**

The purpose of this practice is that division archives should contain only materials of genuine historical importance to the Association. These are of two types, evidential and informational.

### **III. Procedure**

Each division shall maintain archives. (A division section may elect either to maintain its own archives or to contribute materials to the division archives.) Since divisions and their sections are part of the Special Libraries Association, all archives are, ultimately, the property of the Association. Divisions should treat 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; the only standard for retention of this type of record should be uniqueness.

Archives should include, therefore: non-current relevant correspondence, correspondence of division officers; items concerning policy or of a controversial nature; all publications, including every issue of bulletins and/or newsletters; all reports and all minutes; certain accounting records; all Division Awards and Citations with accompanying documentation; all compiled directories of officers and members; bylaws/governing documents; photographs; procedures manuals; and other items which might apply to specific divisions. See Records Retention Policy (Appendix II) for retention periods.

Correspondence, for archival purposes, shall not include items of only transitory interest such as thank you notes, arrangements for meetings, etc. Routine correspondence from the Association office should not be kept unless it specifically mentions the division/section or its officers and members, and is of an advisory, governance or instructional nature.

All references to documents within these guidelines include those in electronic and print format and should be archived accordingly.

## **HOUSING OF ARCHIVES**

Divisions must secure a permanent location for their archives. In the case of a division, this should be in a location that provides permanence, continuity and proximity to users, such as a public, university or state library, or a library school. Under no circumstances should the permanent archives be kept in private homes or offices of division officers or archivists. This does not apply to division records retained prior to archiving.

Those division archives housed at the Association office are documents which relate to the overall history of the Association. Documents from divisions are integrated into and weeded from the Association's archives at the discretion of the Association archivist. Division materials housed in the Association archives do not preclude the necessity for separate division archives.

The Archivist, with consent of the division/section officers, may wish to retain one to five years of current materials considered the working files of the division, transferring older materials to the permanent archives only after a second thorough weeding process. See below for treatment of temporary and permanent archives. Appreciating that most of these pre-archival records will be in electronic format, archivists should ensure that a copy of the files is kept on a different PC or temporarily on CD/DVD.

Archival materials in electronic format, e.g. e-mails, PDFs, web pages, Web 2.0 materials, can be archived in hard copy or can be downloaded to CD or DVD until a decision is made about retaining archives on a networked server. It is an easy mistake to download much more than is required. Depending on the format of the material, significant file space may be required. Remember that the more data that is filed the more difficult it will be to access specific data without document management software. Archives should be stored in Hollinger boxes, CD/DVD binder albums or in metal or high-impact plastic filing cases/file cabinets purchased by the division clearly labeled as to ownership and content. Labels should give the contact information 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 housed at a given institution 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). In many cases universities require the transfer of ownership of the archives to be housed on their premises. Transfer of ownership is acceptable, and is preferable to archives being housed in personal homes or offices. All agreements should be approved by HQ. In most cases the institution will have its own housing agreement, but it should include references to the following:

SLA shall not be denied reasonable access to archives to view and copy.

SLA should be given due notice if the institution housing the archives ceases to exist, and ownership should pass to SLA or their designated institution.

SLA should be notified in advance of any changes in the status of the archives. The institution does not have rights to destruction, disposal, or transfer without SLA's prior permission. SLA should be given an option to repossess if the owners want to dispose of archival documents or materials. Before the archival documents are deposited they must be reviewed to ensure that they do not have personal references, which might contravene privacy regulations.

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. The location of the division's archives must be reported in the Division Annual Report.

Should the institution housing the division's archives be unwilling to sign such an agreement, the division must seek instructions from the Association office.

#### ELECTRONIC RESOURCES

All references to documents within these guidelines include those in electronic format, which should be treated as if they were in print format and archived accordingly. This applies to web-based resources such as Wikis, blogs, Second Life, MySpace, Facebook and Flickr used by divisions. A snapshot of such resources may be archived for informational purposes, but otherwise only if they meet the evidential criteria. Although the unit web sites are backed up daily at HQ, the back up tapes should only be seen for use in an emergency situation such as the whole web site being deleted. HQ will facilitate access to the back up tapes, but access to specific web pages or sections will be time-consuming, and not immediate. It is recommended that webmasters save important web pages or the complete division Web site to a CD/DVD on a regular basis. Where the Web site includes archival materials copies of the CD/DVDs should be transferred to archives as appropriate. If resources on other servers such as MySpace are deemed to be archival, these will have to be saved separately and not saved as a link. Copyright issues must be considered when downloading resources from other servers.

Please note that CD/DVDs can only be used for temporary archiving, and until a networked archives database is available, the CD/DVDs must be checked for access and new copies made at least every five years.

#### MICROFILMING/DIGITAL SCANNING

The cost of scanning division archives and saving to CD/DVD is the responsibility of the division. For specific information on the Association's microform conversion or digital scanning program, contact the Association Archivist at [resources@sla.org](mailto:resources@sla.org).

#### ARCHIVIST

Administration of the archives may be the duty of an appointed person (Archivist) or an additional function of an elected division/section officer as defined by the governing documents or procedures manual of the division/section. 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 the responsibility on a long-term basis. The archivist should be a member of the Association, and the name reported in the Division Annual Report.

#### 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.

Although many division records are maintained on the division Web site this does not change the retention policy guidelines, but will impact the archiving format.

Attachment II shows recommended retention policy. There should be little reason for divisions to deviate from this policy. The most common mistake in handling records is to keep too much. The Archivist should do a thorough weeding before adding material to the permanent file.

#### TRANSFER OF MATERIALS TO ARCHIVIST

Outgoing officers and committee chairs should transfer archival materials to the Archivist at the end of their term of office.

Incoming officers and committee chairs may wish to receive files intact from their predecessors. Following timely review, they should pass the material on to the Archivist for weeding and filing.

#### ORGANIZATION OF ARCHIVES

General -- (materials pertaining to the division as a whole)

-- Division Bylaws/Governing Documents, including all revisions and amendments.

-- History: materials pertaining to establishment and early growth of the division.

-- Membership lists of division members.

-- Minutes of Business Meetings.

-- Obituaries.

-- Photographs.

-- Procedures Manual, division and Association.

-- Publicity: clippings, pictures, etc., about the division or its members.

Officers --

-- Roster of officers and committee members.

-- Executive Board - Minutes and Reports.

-- President - 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 separate records retention schedule is in the Treasurers' Policy and Procedures Manual. It is also available on the SLA website under Unit Treasurer Information.

-- Other Officers.

Committees -- arranged alphabetically by committee title.

Division Sections -- arranged the same way as the entire division's archives.

Projects -- Include joint conferences, educational programs, 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 or position responsible for the publication.)

- Bulletin/Newsletter
- Membership Directory
- Others (by name)

Web-based resources -- (Each CD/DVD should have an index of files copied to the CD/DVD.)

- Bulletin/Newsletter
- Schedule of programs, events, workshops, joint conferences
- Awards, scholarships
- Other resources meeting the evidential or informational criteria

Associated Organizations - Reports, correspondence from liaisons with other organizations, e.g. ALA, CLA, ASIS&T, state or provincial library associations.

#### FILING OF ARCHIVES

Physical or electronic folders should be titled/labeled with a general folder/category, a subfolder/subcategory, and separate chronological folders/divisions if necessary. For example:

GENERAL - History

GENERAL - Minutes - 1965 - 69

OFFICERS - Rosters - 1950 - 1970

PUBLICATIONS - Bulletins - 1971 - 75

etc.

Within each physical 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. For additional resources for archival products and sources of information, contact the Information Center, [resources@sla.org](mailto:resources@sla.org), at the Association office. Organization is the responsibility of the division/section archivist.

#### ARCHIVIST'S QUICK REFERENCE FILE

It is recommended that the Archivist maintain a quick reference file to be used to respond to the most frequently asked questions. Alternatively the list below should be added to the division Web site for general access. The following items are felt to be the most important for quick reference purposes:

1. Officers: list of elected officers and committee chairs and members for the last 10 years.
2. Programs: list of activities for the last 5 years (short-form) date - program title - speaker(s)
3. History: date of establishment, petition signatories, place of first meeting, other exciting events, e.g. visit by Association officer, awards to division members.
4. Special publications: title, date of publication.
5. Web-based documents: Documents which are only available on the division's website, such as Bulletins, minutes or reports should be downloaded and archived in hard copy or saved to CD/DVD in the absence of a networked unit archives database.
6. Program activities: The agenda of the program, and details on the presenters should be retained. It is up to the individual division whether to retain the actual presentation which may be in printed (hand-outs), electronic (e.g. Power Point®) or audio-visual format.
7. Web sites: Although the unit web sites are backed up daily at HQ, the back up tapes should only be seen for use in an emergency situation such as the whole web site being deleted. HQ will facilitate access to the back up tapes, but access to specific web pages or sections will be time-consuming, and not immediate. It is recommended that webmasters save important web pages or the complete division Web site to a CD/DVD on a regular basis. Bulletins, minutes and reports. For divisions which host their own websites any information which should be archived in accordance with these guidelines and is only available on the website, should be downloaded and archived in hard copy or saved to CD/DVD.
8. Electronic records: If important documents have been archived on diskette it is recommended that the data is scanned to CD/DVD as diskette software is becoming increasingly difficult to find on PCs

or laptops. The Information Center can assist in scanning, but any costs involved are the division's responsibility.

ATTACHMENT I

SAMPLE AGREEMENT FOR STORAGE OF SLA CHAPTER OR DIVISION ARCHIVES  
AT A GIVEN INSTITUTION

AGREEMENT BETWEEN  
(Name of Institution)  
and the  
CHAPTER or DIVISION  
SPECIAL LIBRARIES ASSOCIATION  
regarding  
CHAPTER OR DIVISION ARCHIVES

Institution (hereinafter the INSTITUTION) agrees to provide, without charge, to the Chapter or Division of the Special Libraries Association (hereinafter the CHAPTER or DIVISION) for a period of , space to be used to house the archives of the CHAPTER or DIVISION subject to the following conditions:

- (1) The CHAPTER or DIVISION will be responsible for providing securable physical housing for the archives. (Such housing is subject to the approval of the INSTITUTION.)
  - (2) The location of the floor space will be determined by the INSTITUTION (and will be subject to change should such space be required for the INSTITUTION'S use). The CHAPTER or DIVISION retains the right to withdraw the archives from the INSTITUTION during the term of this agreement should a changed location not be approved by the CHAPTER or DIVISION.
  - (3) The CHAPTER or DIVISION retains ownership of the archives and agrees to provide any additional insurance agreed by both parties as necessary to cover damage or loss of the archives.
  - (4) The INSTITUTION shall not be liable for any loss or damage to the archives during the time that they are housed by the INSTITUTION, its employees or agents.
  - (5) The CHAPTER or DIVISION will be responsible for the organization and maintenance of the archives and for preparation and maintenance of any access tools or finding aids necessary to service the archives.
  - (6) The INSTITUTION agrees to allow in-building use of the archives to persons authorized by the CHAPTER or DIVISION to have access to the files.
  - (7) The CHAPTER or DIVISION agrees to provide identification for persons authorized to have access to the archives and to provide the INSTITUTION prior notification of persons so authorized. (In addition, the CHAPTER or DIVISION agrees to provide the INSTITUTION with forms for submission to the CHAPTER or DIVISION for use by students or others seeking use of the archives.)
- Both parties agree to the terms of this agreement for the year period commencing , 20 and ending , . Prior to the termination date, the agreement will be reviewed by both parties and may, by mutual consent, be continued, amended or terminated. Should no notice of intent to continue, amend or terminate be given by either party by (the termination date), the agreement will automatically continue under the terms of this agreement on a month-to-month basis. In the event this agreement is terminated, the CHAPTER or DIVISION agrees to remove the archives and housing from the INSTITUTION'S space within sixty (60) days after official notification of the termination to the CHAPTER or DIVISION and the Special Libraries Association in Alexandria, VA. Should the archives and housing not be removed by the CHAPTER or DIVISION or the Special Libraries Association within the stipulated time period, ownership of the archives and housing will automatically transfer to the INSTITUTION.

' ' ' '  
(Date) (Name) (Title) (INSTITUTION)

' ' ' '  
(Date) (Name) (Title) (CHAPTER or DIVISION)

## ATTACHMENT II

### Chapter and Division Records Retention Policy

#### RECORD RETENTION POLICY

##### General --

-- Division Bylaws/Governing Documents, including all revisions and amendments	Permanent
-- History: Materials pertaining to establishment and early growth of chapter or division	Permanent
-- Membership lists of chapter or division members	2 years*
-- Memorials and Awards: Special recognition to chapter or division or to members	Permanent
-- Minutes of Business Meetings	Permanent
-- Obituaries	Permanent
-- Photographs	Permanent
-- Procedures Manual, chapter or division and Association	Current Ed
-- Publicity: Clippings, pictures, etc., about chapter or division or its members	Permanent
-- Surveys: Survey instrument and results summary	Permanent

##### Officers --

-- Directory of officers and committee members	Permanent
-- Board candidate biographies	5 years
-- Executive Board - Minutes and Reports	Permanent
-- President	

##### Annual Report to the Association

Permanent

##### Correspondence

To/from chapter or division members

5 years\*\*

To/from Association

5 years\*\*

To/from others

5 years\*\*

Reports from chapter or division Committees

5 years

-- Treasurer

See Treasurers' Policy and Procedures Manual.

Permanent\*\*\*

-- Other Officers

Reports and correspondence

5 yrs. & cur.

Committees --

-- Reports and correspondence

5 years

Chapter groups or division sections --

-- Reports and correspondence

5 years

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

-- Reports and correspondence

5 years

Publications --

-- one copy of each

Permanent

-- extra copies

Directory

Until superseded

Bulletin 5 years

Separate publications: To be determined individually

\* Keep current + 2 years for marketing purposes. You may consider contacting recently lapsed members.

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

\*\*\* The Retention Period in the Unit Treasurers Procedures Manual is a general guide for records retention and not archiving. Where the retention period is permanent, these documents should be passed to the archivist for archiving. It is up to the individual unit treasurer to meet the retention requirements for financial documents. If the unit archivist is passed these documents for safe keeping, it must be made clear the period after which they should be destroyed.

Revised July 2001  
Revised June 2009

## APPENDIX IV

### HISTORY OF DIVISION

ENCYCLOPEDIA OF LIBRARY & INFORMATION SCIENCE, vol. 26, 1978,  
pp. 372-375. Ed. Allen Kent, et al. Dekker.

See BioSciences Information Services

#### SCIENCE-TECHNOLOGY DIVISION SPECIAL LIBRARIES ASSOCIATION

Since the time of its formation over 50 years ago the Science-Technology Division of the Special Libraries Association (SLA) has served to attract members from a wide variety of technical backgrounds and interest, especially appealing in recent years to those who have broad interests in science and engineering and those who wish to associate with people who do. Over the course of these years the division has also served the association as a unit which has nurtured the formation and growth of numerous sections until they reached the point of being strong enough to branch off and form their own divisions. In spite of the dissolution of component parts, the division has remained one of the largest divisions of the SLA, with an ample supply of funds in its coffers. It has sponsored many projects, stimulated the preparation of important monographic and serial publications, and served as a training ground for many association officers.

The division began in 1923 when George W. Lee organized the first meeting of technically oriented librarians at the annual SLA convention, held that year in Atlantic City. The result was the formation of the Technology Group, which gained official recognition from the SLA Executive Board in March 1925. In 1926 it joined some business-oriented members then forming the Science-Technology Group the year. Its first chairman was Louise Griepenstroh.

The Science-Technology Group began its existence with four sections: Chemistry, Petroleum, Public Utilities, and Rubber. In 1936 the Electrical Communication Section was added, which later (1941) changed its name to the Engineering-Aeronautics Section. Two more units were formed in that decade: The Pharmaceutical and Metals Sections, in 1947 and 1949, respectively. The only backward step, organizationally, was the dissolution of the Rubber Section in 1935.

In 1950 all SLA groups were renamed as divisions, so the Science-Technology Division received its present name that year. It began this phase of its life with six sections: Chemistry, Engineering-Aeronautics, Metals, Petroleum, Pharmaceutical, and Public Utilities. The first of the sections to leave the division was the Metals Section, which became a division on its own right in 1953. However, in 1955 the Paper and Textiles Section was formed, so the division once more had six sections.

In early 1960s more and more thought was given by section members to the financial and organizational advantages of seeking divisional status for their sections. However, before

any other sections followed the example of the Metals Divisions by breaking away, two more sections were formed within the division in 1964, when the Nuclear Science and the Aerospace Sections were officially recognized. Thus the Science-Technology Division reached what was to be the peak of its organizational strength in that year, having a total of 2,567 members, almost half of the association's total of 5,697. Then became a period of reduction in the number of its units and in its membership.

Rather unexpectedly, the next section to dissolve and seek division status was one of the newest--the Aerospace unit, which took this step in 1965. In 1966 it was followed by the Engineering, Nuclear Science, and Petroleum Sections; and the Chemistry and Pharmaceutical Sections dissolved to become divisions in the fall of 1966. In 1969 the Public Utilities Section left, and in 1970 the Paper and Textiles Section dissolved for lack of membership support and activity. Thus, in the course of about 6 years, all the eight sections of the division had dissolved, all but one for the purpose of becoming divisions of the SLA.

Lest one suppose that the Science-Technology Division immediately went into a relapse, perhaps never to recover, it should be noted that in 1970 it still had 1,732 members, versus 6,500 in the association as a whole. In 1974, as it began its second half-century, the division still had 1,577 members (making it one of the larger divisions), and it was financially secure. One reason for this was the desire of many members to belong to a division representing all areas of science and technology. Other members who joined the more specialized technical divisions nevertheless frequently retained or obtained membership in the Science-Technology Division in order to keep in touch with a wider group of technically oriented librarians than membership in a more specialized division was apt to permit.

As to the accomplishments of the division, its members have produced many important, useful publications, commencing in the mid-1920s when bibliographies on technical topics were prepared soon after the group was formed. Three union lists of technical serials were issued in the 1930s and 1940s. A valuable publication in 1944 was the Patent Index to Chemical Abstracts, 1907-1936, prepared by the Chemical Section; this was so popular that it had to be reprinted in 1954.

A different kind of publication emanated in 1950, when the Metals Section, in cooperation with the American Society for Metals, issued the ASM-SLA Metallurgical Literature Classification. This was an aid for classifying such literature, with provisions for the use of punched cards if desired.

A full-length book, *Technical Libraries: Their Organization and Management* (edited by Lucille Jackson), appeared in 1951, following several years of efforts by many division members. Two indexes to government reports (PB series) were published, in 1949 and 1953; they were the work of division members belonging to the Philadelphia Chapter. Two works by division members had the honor of inaugurating two association series. The first was *Libraries for Research and Industry*, issued in 1955 under the editorship of Margaret P. Hilligan. It was the first SLA Monograph in a new series so entitled. The other was *Bibliography of Engineering Abstracting Services*, edited by Miriam M. Landuyt, also issued in 1955. It was the first volume in the SLA Bibliography Series. In 1956 a work appeared which represented the work of many division members, especially those in the Chemistry Section: *Handbook of Scientific and Technical Awards in the United States and Canada, 1900-1952*, edited by Margaret A. Firth.

In regards to serials, one of the most important ones is *Sci-Tech News*, the official bulletin of the division. Since 1966, this has also been the official bulletin of many of the technically oriented divisions, most of which had once been sections in the division and which for various reasons have preferred to keep relying on this publication for divisional news.

The predecessors of *Sci-Tech News* were the informal mimeographed Bulletin of the Science-Technology Group, published during the period 1934-1946, and a publication bearing the curious title *Ye Alchemical Libraries Almanack* (being the Bulletin of the Science-Technology Group Special Libraries Association). The latter began in September 1946 and continued until March 1949, the month *Sci-Tech News* was first published, under the editorship of Allen G. Ring. This was published, more often than not, on a quarterly basis, although it suffered from long-standing financial problems.

Finally, instead of relying on voluntary payments for subscriptions, it changed to a system whereby a certain sum from each member's association allocation was set aside for the journal has been self-supporting in recent years.

SciTech News has long had special features, such as book reviews, abstracts of selected periodical articles, and a list of bibliographies of interest. Issuance of citations of articles on automation and computers led to a decision not to compete with the same sort of feature appearing in the official publication of what is now the American Society for Information Sciences (ASIS). This in turn led to the creation of a new indexing and abstracting service, Documentation Abstracts, which commenced in March 1966 under the sponsorship of ASIS, SLA, and other groups. Another feature for many years was "Science-Technology Serials," edited by Andrew Glick for most of its life (1957-1962). A similar feature, entitled "New Engineering Serials," began in 1972 under the editorship of Carmela Carbone. Those wanting a detailed history of the journal are referred to the article by Alfred Beltran (1).

Some periodicals prepared by the division are well known throughout the library world, such as the Pharmaceutical Section's Unlisted Drugs, which began in 1949. Probably the best-known title of general interest in Scientific Meetings, which began in 1957. Most of the early work was done by two division members: Gertrude Bloomer and Joan Hutchinson. By 1963 this publication had become so popular that the tasks were too much for them, so the division transferred the responsibility to the association. The SLA continued to publish this journal until the end of 1976, after which it was taken over by a commercial firm. Interests on the part of several division members in book reviews of scitech books led the association to commence Technical Book Review Index in 1935, which it continued to issue until the end of 1976, when it, too, was turned over to commercial interest.

The division has sponsored several projects, meetings, and workshops. Between 1935 and 1957 it sponsored a pool of bibliographies for members to borrow. The interest of the Engineering-Aeronautics Section in translations led in time to the creation of a large number of records that were transferred to the association around 1950. This was followed in 1953 by the creation of the National Translation Center at the John Crerar Library in Chicago, which the association sponsored for many years.

The division has sponsored several meetings, beginning in the 1950s, on the topic of technical reports and documentation, some sponsored in cooperation with other groups. Other projects included a duplicate periodical exchange, which existed in the 1940s and had a revival in the 1950s. As early as 1950, work on a division-wide survey was carried on, with data published in 1951 (2). In recent years the division has sought out appropriate projects which it can support, and several are being carried on at the present time.

Awards have been given by the division since 1955, although generally in a spasmodic fashion. In 1955 the Division Award was given, for the first time, to E.J. Crane of Chemical Abstracts. In 1957 the Special Division Award for Contributions to Librarianship was made to Margaret P. Hilligan. Two awards were made in 1960: the Award of Merit went to Margaret A. Firth, and the Publication Award, to Gordon Randall. In 1961 the Award of Merit went to Nell Steinmetz, and the Publication Award went to Gertrude Bloomer and Joan Hutchinson. In 1963 the Publication Award was given to Helen Redman and Lois Godfrey as well as to the Rio Grande Chapter.

The Awards Committee was rejuvenated in the 1970s, but no new awards have been made to date. However, since 1972 the division has given monetary awards to students and other members who have written winning papers in a competition, granting travel funds to those who had never attended annual conferences before.

Additional data on the division prior to 1959 can be found in the article written by Betty Joy Cole, included in the association's 50-year history (3).

## REFERENCES

1. Alfred A. Beltran, "The History of a Journal: Thirty-four Years of *Sci-Tech News*, 22(4), 99-102 (Winter 1968).
2. *Sci-Tech News*, 5(3), (September 1951); *ibid.*, 5(4), 3-6 (December 1951)/
3. Special Libraries Association, *Special Libraries Association-Its First Fifty Years: 1909-1959*. The Association, New York, 1959, pp. 99-104.  
Ellis Mount

## APPENDIX V

The following information is issued from the Association Office:

1. Legal and Tax Primer for Association Units:

<http://www.sla.org/content/resources/leadcenter/leadresour/traimanual/legtax.cfm>

2. Unit Treasurers Information on the SLA Web site:

<http://www.sla.org/content/resources/leadcenter/leadtrain/treamanual/trespolman.cfm>

## APPENDIX VI

### SCI-TECH DIVISION STRATEGIC PLAN

Strategic Plan December 2010

Passed at the January 21, 2011 Board Meeting

#### **MISSION**

To equip science and technology information professionals with the skills and knowledge they need to grow and excel in a changing information landscape. The Division functions as a community that supports the professional development of its members through communication, networking, education and research.

#### **VISION**

To be the professional affiliation of choice for librarians and other information professionals who serve communities in science and technology.

#### **GOALS & OBJECTIVES**

1. Goal – Membership – increase membership and engagement of existing members
  - 1.1 Maintain active members and recruit new ones
  - 1.2 Encourage participation of current and potential members
  - 1.3 Provide opportunities for participation outside of the annual conference
  - 1.4 Increase interaction with library school students and new professionals
  
2. Goal – Create a greater sense of community within the Division
  - 2.1 Consider community enhancement when planning any programs, committee work and other activities
  - 2.2 Provide opportunities for people to interact with other members of the Division, inspiring a greater sense of connection, including at the annual conference
  - 2.3 Provide information by and about members through various Division communication channels
  
3. Goal – Enhance the value of the Division and members through professional development and virtual learning opportunities
  - 3.1 Strengthen and enhance our mentoring program, including mentoring of recent graduates, of mid-career librarians in technological areas, and of librarians new to the Sci-Tech field
  - 3.2 Provide résumé development workshop(s) in multiple formats
  - 3.3 Provide programming outside the annual conference
  - 3.4 Provide negotiation skills training
  - 3.5 Provide activities and opportunities for participation and involvement for people who can not attend the annual conference
  - 3.6 Help members prove their worth to their employers within a Sci-Tech context
  - 3.7 Cooperate with other SLA Divisions where the interests of the members overlap
  - 3.8 Offer leadership in scientific and technical librarianship, including programming both at the annual conference and virtually on emerging and continuing themes in the scientific and technical disciplines

#### **RECOMMENDED ACTIVITIES**

- Conduct short surveys of the membership to elicit information about members' needs – including thoughts on improving member engagement, benefits of joining the Division, and community engagement
- Develop marketing materials for membership recruitment and retention

- Solicit more participation in Division communications, including more writers for Sci-Tech News, blogs, and other communication modes
- Provide more information about members and their achievements: brief announcements of members' activities within Sci-Tech News and/or our website or discussion list
- Showcase our members with more in-depth treatments such as quarterly articles within Sci-Tech News and/or our website or discussion list
- Cover topics of professional interest in Sci-Tech News, blogs, and other communication vehicles
- Encourage use of social media within the Division
- Provide programs of various types such as webinars or regional meetings
- Address the issue of flux in the STEM publishing industry
- Support Sci-Tech librarians/info professionals as they negotiate content contracts and agreements
- Support Sci-Tech librarians/info professionals as they seek professional job opportunities or professional recognition

Submitted by:

Strategic Planning Committee Chair  
Sue Brewsaugh  
Email: sue.brewsaugh@boeing.com

Division Chair  
Joseph Kraus  
Email: joseph.kraus@du.edu

## APPENDIX VII

### LIST OF DIVISION AWARDS AND RECIPIENTS

#### ANN KOOPMAN SCI-TECH ACHIEVEMENT AWARD

The Ann Koopman Sci-Tech Achievement Award is the highest award presented by the Sci-Tech Division and is reserved for those recipients whose professional work is marked by distinction and dedication to scientific and technical librarianship. This Award, which was established in 1974, was renamed in January 2014 to recognize the contributions of our long-time and dearly missed member, Ann Koopman. The purpose of the award is to recognize those Division members who have made outstanding contributions to the Division, and/or to the literature of science and technology librarianship in the past one to five years. The \$1500 award will be presented annually, with a corresponding scroll describing the reason for the award. The Sci-Tech Division Awards Committee reserves the right to withhold the award if a sufficient number of appropriate candidates are not nominated.

#### Qualifications

- Be a member of the Special Libraries Association
- Be a member of the Sci-Tech Division for at least three years
- Be working currently in a library, information center, library school or other information related capacity.

Nominations: self nominations are encouraged.

Include a list of accomplishments and activities over the past 1 to 5 years. The materials should be double-spaced (750 words or less). Neatness, spelling and grammar will count in judging. Supporting documentation, although not mandatory may include a current curriculum vita OR resume for the candidate, significant publications, supporting letters, etc. The application may be sent either electronically or by mail to the Awards Committee Chair.

Deadline for Nominations:

March 1, 20xx

## BONNIE HILDITCH INTERNATIONAL SCI-TECH AND ENGINEERING DIVISIONS LIBRARIAN AWARD

The Bonnie Hilditch International Sci-Tech and Engineering Divisions Librarian Award is an award presented by the Sci-Tech and Engineering Divisions of the Special Libraries Association (SLA) to a librarian outside of the United States and Canada. The purpose of the award is to provide an opportunity for a librarian outside of the United States or Canada to attend the annual SLA conference. The \$3000 award will be awarded in late February allowing the recipient time to arrange for attendance at the annual conference (include date and place). An acknowledgment of the award will be presented at the annual SLA meeting. The SLA Sci-Tech and Engineering Divisions Awards committees reserve the right to withhold the award if a sufficient number of appropriate candidates are not nominated.

### Qualifications:

- Be a current member of SLA, preference given to members of the Sci-Tech and Engineering Divisions
- Reside and work outside of the United States or Canada
- Be working currently in a library, information center, library school or other information-related capacity, preferably in the science and technology area.
- Has not been a recipient of the same SciTech Award in the past.
- Applicant can only apply to one DST award in a given year.

Nominations:

Self nominations are encouraged.

Send a typed and signed statement including information on the candidate's professional career, professional activities or offices held, special projects or services, publications, and any other related functions that qualify the person for the award. Documentation, although not mandatory, may include a current curriculum vita OR resume for the candidate, significant publications, supporting letters, etc. The application may be sent either electronically or by mail to the Awards Committee Chair. The submission should be in English.

Candidates should be instructed to inform the committee if they are currently applying for other SLA awards.

Deadline for Nomination/Application:

February 1, 20xx

## S. KIRK CABEEN TRAVEL STIPEND AWARD

The S. Kirk Cabeen Travel Stipend Award is an award offered to a library school student from and ALA-accredited school or a recent graduate attending the conference for the first time. It is a \$1000 award to be used towards the expense of attending the Special Libraries Association Annual Conference (include date and place).

### Qualifications:

- Be a library school student from ALA-accredited school or first time attendee
- Be a current member of SLA, preference given to members of the Sci-Tech and Engineering Divisions
- Must be attending his or her first SLA conference
- Has not been a recipient of the same SciTech Award in the past.
- Applicants can only apply to one DST award in a given year.

Nominations:

**Self Nominations are encouraged.**

All nominations must include the following: A short essay (500 words or less) on the theme of the annual conference. The essay should be double-spaced. Neatness, spelling and grammar will count in judging. Supporting documentation, although not mandatory, may include a current curriculum vita OR resume for the candidate, significant publications, supporting letters, etc. The application may be sent either electronically or by mail to the Awards Committee Chair.

Deadline:

March 1, 20xx

**Diane K. Foster International Student Travel Award**

The successful applicant will receive an award of US\$3000. to be used towards a travel stipend and conference registration for the 2010 SLA Annual Conference in New Orleans. The award will be formally announced at the Science -Technology Division's Awards Ceremony at that Conference.

**Eligibility:**

Applicants must:

- Be enrolled in an accredited Library and Information Science (LIS) courses and programs in [country/region of SLA chapter co-sponsoring award] during the current academic year.
- Be eligible to travel to the USA
- Be interested in a career in special librarianship, preferably with a focus on working in a science and technology environment.
- Be a first-time attendee at an SLA conference
- Has not been a recipient of the same SciTech Award in the past.
- Applicant can only apply to one DST award in a given year.

**Application Procedure:**

1. Please write a two-part essay, in English, of a total of approximately 500 words, which:
  - i. Tells us why you chose to enroll in a graduate/master LIS course; what you hope to do with your degree; and especially why you might wish to work in the science and technology area, and
  - ii. Addresses **one** of the following three topics:
    - i. What skills must the new information professional possess and why?
    - ii. What is the biggest challenge facing the profession, in general, and information professionals in your country, in particular?
    - iii. What longer term benefits/knowledge do you hope to gain from attending the 2010 SLA conference? (Do not describe what you will do during the conference).
2. Include a letter of recommendation, from your course advisor or an SLA member who knows you well, which explains why you would be a good candidate for this award.
3. Include a copy of your CV including your postal, and email addresses and telephone number.
4. Prepare all documents in Microsoft Word and send by e-mail no later than **xxx** to **Chair of the DST Awards Committee**.
5. The applications will then be assessed by the joint DST and co-sponsoring Chapter Student Awards Committees. The Award winner will be notified by March of each award year.

**Post Award Requirements:**

The recipient of the Award will:

1. write a brief article on their conference experience for publication in the September issue of the Science-Technology Division's newsletter, *Sci-Tech News* (due to STN Editor by August), and for the co-sponsoring Chapter's website.
2. maintain contact with the SLA co-sponsoring Chapter Board during the year of their Award.
3. be willing to serve on a Science-Technology Division Committee of their choice.
  - a. Mentors will be appointed for the recipient from the co-sponsoring Chapter Board and the Sci-Tech Division for the duration of the award.

#### IMPOSSIBLE AWARD

Awarded by the Division Chair at the Annual Business Meeting to recognize work by a member that made the impossible, possible.

#### SPECIAL APPRECIATION AWARDS

Awarded by the Division Chair for outstanding work by a member for the Division.

#### SCIENCE-TECHNOLOGY DIVISION AWARD RECIPIENTS

##### S. KIRK CABEEN TRAVEL STIPEND AWARD

Established as the Travel Stipend Award in 1971. Renamed in memory of S. Kirk Cabeen in 1993-94.

1972 Madeline C. Carey  
1973 Miss ? Akins  
1974 ?  
1975 Jackie Airall; Joan Hebert  
1976 Martha C. Adamson; Mary Nelson Peters  
1977 Carol Blackhall; James Jay Morgan  
1978 Robin Aber; Diana Cunningham  
1979 no applicants  
1980 Craig Buthod  
1981 Sherrie Burson; Laura Dobson  
1982 Linda Plunkett; Miriam Stitzer  
1983 Richard P. Hulser  
1984 Linda Cleland  
1986 Nancy K. Reger  
1987 Camille S. Clark  
1988 Naila A.M. Nshaiwat  
1989 Cynthia K. Via  
1990 Tanya Wood  
1991 Diane Eldridge  
1992 Patricia Murphy  
1993 Christine Sheets  
1994 Nora Rotter  
1995 Jennifer Abercrombie  
1996 Susan T. Worley  
1997 ?  
1998 Karen Malone

1999 David Landry  
2000 Darra Combs  
2001 ?  
2002 Shad Turner  
2003 Kim Prater  
2004 John Breitmeyer  
2005 Karin Shanks  
2006 Sara Russell Gonzalez  
2007 Lisa Johnston  
2008 Betsy Ronan Herzog and Gail Stebbins  
2009 Susan Powell  
2010 Sara Samuel  
2011 Cynthia Cohen  
2012 Vivienne Houghton  
2013 Timothy L. Gallati  
2014 Alesia Rudnitskaya

#### ANN KOOPMAN SCI-TECH DIVISION ACHIEVEMENT AWARD

Established 1974, renamed in 2014 to recognize the contributions of our long-time and dearly missed member, Ann Koopman. Proposed to recognize professional work marked by distinction & dedication to sci-tech librarianship

1984 Ellis Mount  
1987 Jean K. Martin  
1989 Robert Ballard  
1999 John Sandy  
2005 Catherine Lavalley-Welch  
2007 Bonnie Osif  
2008 Anna Wu Ren  
2009 Ann Koopman  
2010 Praveen Kumar Jain  
2011 Debal Chandra Kar and Susan Fingerman  
2012 Not awarded  
2013 Joseph Kraus  
2014 Mary Frances Lembo and James Manasco

#### BONNIE HILDITCH INTERNATIONAL SCI-TECH AND ENGINEERING DIVISIONS LIBRARIAN AWARD

Established 1994, later renamed first in memory of Bonnie Hilditch and in 2006/2007 to include participation by Engineering Division. Proposed to help international librarians attend the SLA Annual Conference

1995 Christina Santos Labourette; Elena Reyes Varela; America Santos (unable to attend conference)  
1998 Luis Herera  
1999 Cristina Lewis  
2001 T.N. Prakash  
2002 Muhammed Yaqub Chaudhry  
2004 Sunita Barve  
2005 Widharto  
2006 Pradya Yogesh  
2007 Demisssew Tsigemelak Gebreyohannes (unable to attend conference)  
2008 Debal Chandra Kar  
2009 Praveen Kumar Jain  
2010 Shantanu Ganguly

2011 Dr. Harish Chandra  
2012 Geeta Paliwal  
2013 Dr. Susmita Chakraborty and Mr. Parveen Babbar  
2014 Niamh Tumelty  
DIANE K. FOSTER INTERNATIONAL STUDENT TRAVEL AWARD (Established as the International Student Travel Award in 2000-2008. Renamed in memory of Diane K. Foster in 2011.)

2008 Hanna Lewin (co-sponsored with the European Chapter)  
2009 Cindy Xiang (co-sponsored with the Asian Chapter)  
2010 Molly Tebo (co-sponsored with the Australia-New Zealand Chapter)  
2011 Alaa Ridha (co-sponsored with the Arabian Gulf Chapter)  
2012 Simon Barron (co-sponsored with the European Chapter)  
2013 Maria Cecilia Ingusan-Ayson (co-sponsored with the Asian Chapter)  
2014 Beth Wishart (co-sponsored with the Australia-New Zealand Chapter)

#### SPECIAL PROFESSIONAL DEVELOPMENT AWARD

Established 1994. Proposed to help unemployed librarians attend the Annual Conference. No longer awarded.

1995 Cathy Williamson

#### IMPOSSIBLE AWARD

Established 1990. Award given to recognize Division work that made the impossible possible.

1990 Cathy Williamson  
1992 Ellis Mount  
1996 Sandy Moltz  
1999 Pamela Enrici  
2000 Ann Koopman  
2001 Bonnie Osif  
2004 Ann Koopman and Bonnie Osif  
2005 Susan Fingerman  
2007 Anna Ren  
2008 Ann Koopman  
2009 Not awarded  
2010 James Manasco  
2011 Susan Fingerman  
2012 Joseph Kraus  
2013 Susan Shepherd  
2014 Roger Beckman, Helen Josephine, Jeremy Cusker, and Christine Malinowski

#### SPECIAL APPRECIATION AWARDS

Appreciation award given for outstanding work

1991 Jim Olsen  
(yr?) Carmela Carbone  
2004 Ellis Mount named Editor Emeritus of *SciTech News*  
2008 Dale Riordan, Roger Beckman  
2009 Carol Lucke, Roger Beckman and Sheila Rosenthal  
2010 Vendor Relations Committee (Chaired by Carol Lucke) and Professional Development Committee (Chaired by Susan Shepherd)  
2011 Jeanine Scaramozzino, Sue Brewsaugh, Carol Lucke

2012 Not awarded  
2013 Not awarded