

# **LOUISIANA LIBRARY ASSOCIATION**

## **MANUAL**



**2020**

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# LOUISIANA LIBRARY ASSOCIATION MANUAL

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## INTRODUCTION

The *LOUISIANA LIBRARY ASSOCIATION MANUAL* represents an attempt to codify the duties, practices and relationships involved in carrying on the work of the Association. Its primary purpose is to clarify the responsibilities of the various officers and committees and thus, to promote the greater efficiency, coordination, and continuity in the conduct of activities of the Association.

If the *MANUAL* is to serve as a reliable guide to current practice, there must be continuous revision. All users of the *MANUAL* should assume responsibility for calling attention to changes which, in the light of their judgement and experience as well as the actions of the association, need to be incorporated. Suggestions should be referred to the Executive Board of LLA.

This edition represents revisions and updates through November 2019. Pages later revised and approved by the LLA Executive Board shall be dated as such at the end of each section.

*June 2011, June 2015, March 2020*

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**RESTATED**  
**ARTICLES OF INCORPORATION**  
**OF MARCH 1957**  
**As amended and restated March, 2020**

STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE

ARTICLE I

The name of this corporation shall be LOUISIANA LIBRARY ASSOCIATION; and, under and by said name, unless sooner dissolved according to law, the Association shall have perpetual existence, shall have and enjoy corporate existence and succession perpetually, and shall possess all of those powers, rights, privileges, capacities and immunities which non-profit corporations are, and may hereafter be, authorized under the Constitution and Laws of Louisiana (particularly, though without limitation, the Louisiana Nonprofit Corporation Statutes, as they existed in 1957 and have been and may hereafter be amended or replaced), all as are necessary or convenient for the Corporation to carry out its charitable, educational, literary, and scientific purposes.

ARTICLE II

The Offices of the Association shall be located at a site approved by the membership. The Association address at the date of restatement is 1190 Meramec Station Road., Suite 207, Ballwin, MO 63021.

ARTICLE III

This Corporation is organized and shall be operated exclusively to encourage, advance, support, and otherwise promote the interests of libraries in the State of Louisiana (academic, public, school, and special), including, without limitation:

- To encourage, advance, and support high quality library collections, facilities, and services that are fully adequate to support instruction, research, self-education, recreation, community collaboration, and pleasure-reading in order that the residents of Louisiana may be well-informed and able to achieve full self-development;
- To encourage and support librarians and other members of the profession in their efforts to maintain and advance their knowledge and skills in the field of library and information science, as that field continues to develop, through conference, lectures, newsletters, workshops, and the like.
- To encourage and support scholarship in the field of library and information science;
- To recruit individuals to the library profession;
- To encourage and advance awareness of, interest in, and the distribution in all formats information about Louisiana (the State and its history and geography, its libraries and librarian, its residents and their talents, its business and industry, and the like); and,

- Incidental to said charitable, educational, literary, and scientific purposes beneficial to the public, to encourage a right and proper public interest in suitable laws, and their correct enforcement, that forever secure in the State of Louisiana high quality academic, public, school, and special libraries wholly suited for their particular purposes.

The Corporation is a non-profit corporation as defined by Section 1, Sub-section O, of Title XII of the Revised Statutes of Louisiana (formerly Section 101, Sub-section 8).

No part of the net earnings or other assets of this Corporation shall inure to the benefit of or be distributed to its members, officers, executive board members, or other private shareholder or individual, except that the Corporation may pay reasonable compensation and charges for services rendered to and goods purchased-and-received by the Corporation and make payments and distributions in furtherance of its above-stated charitable purposes (including without limitation the making of distributions to organizations that qualify as exempt under Section 501(c)(3) of the United States Internal Revenue Code, as amended, or any corresponding provision of any future United States Internal Revenue law.) Upon any dissolution of the Corporation (and after payment of all corporate debts and liabilities and satisfaction of all other enforceable corporate obligations), the Corporation shall, in the exercise of its discretion, transfer all of its remaining assets to any other non-profit, tax exempt organization(s) of its choosing which is organized and operated exclusively for such charitable, educational, religious or scientific purposes as qualify it at that time as an exempt organization under Section 501(c)(3) of the United States Internal Revenue Code, as amended or replaced; and, and assets not so disposed of shall be distributed exclusively either for charitable or educational, purposes or to one or more organizations which are then organized and operated exclusively for such purposes by order of any court of competent jurisdiction within the State of Louisiana.

No substantial part of the activities of the Corporation shall be devoted, directly, or indirectly, to carry on propaganda (or otherwise attempting to influence legislation) or to participate or intervene in any political campaign on behalf of or in opposition to a candidate for public office (including the publication or distribution of campaign statements).

Nothing in this Article III shall be construed to authorize the conduct or carrying on by the Corporation of any activity of any nature which is not permitted to be conducted or carried on by a corporation organized and existing under the Louisiana Nonprofit Corporation Statutes or which is forbidden by any law (federal, state or local) or which would cause the Corporation to lose any status as a corporation exempt from State of Federal taxation (including but not limited to income, property and sales).

#### ARTICLE IV

The Officers of this Corporation shall consist of a President, two Vice-Presidents, a Secretary, a Treasurer, and a Parliamentarian. The First Vice-President shall be the President-Elect. Officers shall be elected by the membership, except for the Parliamentarian and Treasurer who shall be appointed by the Executive Board. The term of office for all officers shall be one year, except for Treasurer who will be appointed for a three year term.

#### ARTICLE V

The corporate powers and management of the Corporation shall be vested in and exercised by the Executive Board. The officers of the Corporation, plus the Immediate Past President, the American Library Association representative, the Southeaster Library Association representative, and LLA Section chairpersons as voting members and the editor of *Louisiana Libraries* as a non-voting member shall constitute the Executive Board, which shall have power to act for the association in intervals between meetings and to fill vacancies in office. The Executive Board shall hold meetings at such times and places as it may deem necessary. A majority of the members of the Executive Board shall constitute a quorum, and a quorum shall be necessary to consider any questions which may come before the Board. If a quorum is not present at a duly assembled meeting, a majority of those present may adjourn the meeting from time to time, but may not transact other business until a quorum is secured. When a quorum is present, the affirmative vote of a majority of the Board members present shall be necessary to decide any questions.

The Executive Committee of the Executive Board is composed of the elected officers, the Parliamentarian, and the immediate Past-President. The current president shall serve as the presiding officer. This committee shall act in intervals between board meetings.



Special meetings of the members may be called at times and places within the discretion of the Board or by the President, and each year the Executive Board shall fix a time and place for the holding of the Corporation's annual meeting. At the annual meeting, the members in attendance who are in good standing shall constitute a quorum. The same shall constitute a quorum at any special meeting.

The names and post office addresses of the Corporation's registered agent are:

Tracy Byerly

Amigos

1190 Meramec Station Road

Suite 207

Ballwin, MO 63201

This Corporation is organized on a non-stock basis. Any person or institution interested in promoting the objectives of this Corporation may become a member upon payment of the annual assessment. Membership may be divided into classes by Bylaws. The Executive Board shall recommend Bylaws defining the various classes of membership. The subscribers to these Articles and all members in good standing at the time of the execution of these Articles, of Louisiana Library Association (an unincorporated association), shall be the first members of this Corporation. Other persons or institutions may become members of the annual assessment.

#### ARTICLE VI

Membership dues as paid, as well as contributions made from time to time to this Corporation, for its use and furtherance of its objects and purposes, as well as other monies received by it, may be used at the discretion of the Executive Board to carry out the objects and purposes of the Corporation, or may be employed or invested so that revenues therefrom may be used in carrying out the objects and purposes of the Corporation, provided, however, that said investments may be converted later into cash and the proceeds used, as required, to carry out the objects and purposes of the Corporation.

#### ARTICLE VII

The officers of the Corporation may authorize the establishment of independent endowment funds or "trust" to serve the declared purposes of the Association. Such funds shall be in the legal custody of six (6) trustees appointed by the President with the approval of the Executive Board. The Trustees shall have the authority to hold, invest, reinvest, disburse and otherwise deal with endowment funds in accordance with the purposes of the Association.

#### ARTICLE VIII

The 2019-2020 officers of this Corporation are:

President:	Sonnet Ireland
First Vice-President	Donald R. Smith
Second Vice-President	Julie Champagne
Secretary	Erin Chesnutt

#### ARTICLE IX

The following actions may be taken by a two-thirds vote of the members in good standing who are present at any business session at any regular annual meeting, but thirty days' written notice of such proposed action must be given the membership

prior to any vote thereon: (1) any amendment of these Articles of Incorporation; and, (2) any voluntary dissolution and liquidation of the Corporation.

#### ARTICLE X

Bylaws may be adopted or altered by a majority of the members in good standing who are present at any business session at any regular annual meeting, or by a majority of those voting in a physical or virtual ballot, provided that no mail ballot shall be valid unless at least two thirds of the membership shall have voted therein.

#### ARTICLE XI

No member of the Corporation shall ever be held liable or responsible for contracts, debts or defaults of the Corporation in any further sum than the unpaid dues, if any, owing by him/her to the Corporation, nor shall any mere informality in organization have the effect of rendering these articles null or of exposing the members to any liability other than as above provided.

This Corporation's restated Articles of Incorporation accurately copies the articles and all amendments thereto in effect at the date of restatement, without substantive change except as made by any new amendment or amendments contained in the restatement and each amendment has been effected in conformity with law.

The date of incorporation is June 11, 1957 and date of this restatement is March 27, 2020.

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Sonnet Ireland, President

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## LOUISIANA LIBRARY ASSOCIATION

**BYLAWS**

Article I.	Membership
Article II.	Executive Board
Article III.	Officers
Article IV.	Nominations and Elections
Article V.	Committees
Article VI.	Sections
Article VII.	Finances
Article VIII.	Endowments
Article XI.	Association Employees
Article X.	Association Year
Article XI.	Advisory Council
Article XII.	Manual
Article XIII.	Official Organ
Article XIV.	Deposition of Official Records
Article XV.	Parliamentary Authority
Article XVI.	Resolutions

Article I. Membership

The membership of the Louisiana Library Association shall be composed of two classes of members, as follows: (1) individual and (2) institutional.

Each individual member shall be entitled to one vote.

Section 1. Individual librarians and library trustees shall become a member of one section upon payment of basic dues. The selection of the section shall be designated in writing. The selection of additional sections and of interest groups is provided for in Article VII, Section 5, of these bylaws.

Section 2. Institutional members are [i] non-profit libraries (whose dues are based on the library's total annual operating budget and which includes non-profit library consortiums and library systems), [ii] businesses (individuals, partnerships, and corporations), and [iii-iv] associations and organizations (for-profit and non-profit).

*March 2015, March, 2020*

Article II. Executive Board

Section 1. The Executive Board of the Association shall be composed of the elected officers of the Association, plus the Parliamentarian, the Treasurer, the Immediate Past President, the Southeastern Library Association Representative, the American Library Association representative, and the Louisiana Library Association section chairpersons. These shall be the voting members of the Executive Board. The editor of *Louisiana Libraries* shall be a non-voting ex-officio member of the Executive Board.

*April 2005, March 2006, March 2019, March 2020*

Section 2. The Executive Committee of the Executive Board shall be composed of the President, First Vice-President, Second Vice-President, Treasurer, Secretary, Parliamentarian, and the Immediate Past-President as voting members. The President shall be the presiding officer

*March, 1999, March 2020*

### Article III. Officers

- Section 1. Officers shall assume their offices on the first day of July following their election.
- Section 2. For grave cause, an officer may be removed from his/her position if two-thirds of the members of the Executive Board vote for his/her removal.
- Section 3. It shall be the duty of the President to appoint all committees; to preside at the meetings of the Executive Board and of the Association; and to sign any contracts authorized by either the Executive Board or the Association and all orders drawn on Association funds, other than those representing expenditures of section funds, which shall be signed by the Section chairpersons.
- Section 4. The Vice-Presidents, in their order, shall act for the president during absence or inability.
- Section 5. The Secretary shall keep the minutes of the Association as well as those of the Executive Board and shall have custody of all current general records and papers. He/she shall conduct the correspondence and execute the orders of the President.
- Section 6. The Parliamentarian shall rule on order and procedures at all business meetings of the Association and of the Executive Board.
- Section 7. At the close of the official year, the President shall prepare a written review of the work of the Executive Board and of the several committees; this report shall be published in the official organ of the Association.
- Section 8. In addition to the regular officers, there shall be elected two representative; one to the Southeastern Library Association, and one to the American Library Association in accordance with American Library Association regulations.

*March 2019*

### Article IV. Nominations and Elections

- Section 1. The Nominating Committee shall prepare a slate of nominees and submit its report of candidates to the Association President, and to the official journal for publication. The nominating committees for section shall each prepare a slate of nominees and shall submit their reports of candidates to the Association President, and to the official journal for publication.
- Section 2. Nominations in addition to those made by the Nominating Committee and the section nominating committees shall be added to the official ballot upon petition filed with the LLA office before December 1. Such petitions must contain the consent of the nominee.
- Section 3. A nominee must be a personal member of the Association to run for association offices and a personal member of a section to run for that section's offices. A nominee must be able to perform the duties of the office as outlined in the LLA *Manual*, including attendance at meetings. No nomination shall be made which could result in simultaneous service as chairperson of more than one section or as an association officer and an officer of a section.
- Section 4. Association and section officers shall be elected on ballots distributed to the membership at least eight weeks prior to the annual meeting. Ballots shall indicate association officers to be elected and the appropriate section officers to be elected. Completed ballots must be submitted to the LLA Office by the close of the election date listed on the ballots. The candidate receiving the greatest number of votes is elected. In case of a tie vote, the President shall determine a method of choosing the winner by lot. The preferred method for distributing and returning ballots for the Association and Section officers shall be electronic. The management association or Executive Director shall review results of electronic votes submitted. In case of a tie vote, the President shall determine a method of choosing the winner by lot. Accommodations will be made for any member requesting a paper ballot and such ballots shall be counted

by the management association or Executive Director. All paper ballots must be postmarked no later than the date of the close of the election.

#### Article V. Committees

Section 1. The President shall appoint all standing committees, and any special committees, as he/she may think necessary to carry on the work of the Association. Any committee member who does not or is unable to perform his/her duties shall have his/her term completed by a replacement appointed by the President.

Section 2. The standing committees shall be: Anthony H. Benoit Award; Conference; Constitution, Bylaws & Manual; Continuing Education; (Essae M.) Culver Award; Finance; History; Intellectual Freedom; Legislation; LLA meritorious Service Award; Louisiana Literary Award; Membership; Modisette Awards; Nominating; Resolutions; Scholarship; Web Oversight.

#### Article VI. Sections

Section 1. Sections may be created from established groups within the Association after a written petition signed by five percent of the individual association members has been approved by the Executive Board of the Association. Additional requirements are specified in the *LLA Manual*, "Code for All Sections."

Section 2. Until further action, the sections shall be: Academic; Government Documents Round Table (GODORT); Louisiana Association of School Librarians (LASL); Louisiana Support Staff Association of Libraries (LaSSAL); Public Library ; Subject Specialists; and Trustees.

Section 3. The election of section officers shall be conducted in accordance with Article IV of these Bylaws.

#### Article VII. Finances

Section 1. The Executive Board shall formulate and administer Association policy respecting authorized expenditures and procedures for reimbursement.

Section 2. Any changes to the annual budget require review by the Finance Committee prior to being submitted for Executive Board approval.

*August 2002, March 2020*

Section 3. The Executive Board shall appoint a Treasurer to supervise the safekeeping and expenditure of all funds and investments of the Association subject to the direction of the President and Executive Board. The Treasurer:

- a. Shall keep an accurate financial record of the Association funds and investments.
- b. Shall report at every Executive Board meeting on the financial condition of the Association.
- c. Shall submit an annual report to the Association.
- d. Shall be authorized to disburse funds and issue checks as directed by the Bylaws, the membership, and the Executive Board.
- e. Shall serve as an ex-officio members of the LLA Finance Committee
- f. Shall advise and assist the President in preparing the budget.

Section 4. Annual dues are set by the Executive Board. The annual dues for membership as last updated in March 2020 are:

Individual Dues:

Salary: Less than \$20,000	\$35
\$20,000-29,999	\$50
\$30,000-39,999	\$65
\$40,000-49,999	\$85
\$50,000-59,999	\$95
\$60,000-100,000	\$120
\$100,000 or more	\$135,
Trustee (1 <sup>st</sup> Section = "Trustee")	\$45
Retired Librarian	\$35
Library Science Student (3 year limit)	\$15
Friends (not Librarians, Trustees or Vendors)	\$35.

Institutional Dues:

Libraries, Library Consortiums and Library Systems:\*

Budgets: Up to and through \$100,000	\$150
From \$101,000 through \$200,000	\$200
From \$201,000 through \$500,000	\$250
From \$501,000 through \$1,000,000	\$300
From \$1,000, 001 through \$2,000,000	\$350
From \$2,000,001 through \$3,000,000	\$425
Over \$3,000,000	\$500

\* "Budget" = total annual operating budget.

Businesses (Individuals/Partnerships/Corporations) and

Associations and Organizations:

For-Profit: Individuals ( <i>e.g.</i> Vendor Reps in own names)	\$85
Businesses (including Sole Proprietors),	
Associations and Organizations	\$250

Non-Profit: \$85.

Section 5. Each membership category includes membership in the Association (basic). Librarian and trustee memberships include membership in two sections. Trustee members are automatically added to the Trustee Section as their first section. Library memberships include membership in one section. Retired librarian, library science student, friend, and business/association/organization memberships are basic memberships only and do not include membership in a section or interest group. Additional sections and interest groups, also designated in writing, may be joined by any member upon payment of \$5.00 additional dues for each section. Funding for the sections will be budgeted. There shall be no cost for membership in Interest Groups.

Section 6. An individual may register as a library science student for a maximum of three (3) membership years.

Section 7. Membership in the Friends category is open to all individuals who are neither employed in libraries, in the library profession, or in any business providing goods or services to libraries nor eligible for membership under any other category.

Section 8. Individual members who are in fact first time members and whose dues are paid on or after March 1 shall be members in good standing for the remainder of the current year and the next year as well. An individual is a “first time member in fact” who has never before been a member of the Association and does not include individuals who initially joined as students or who are re-joining after a break of more than four years.

Section 9. Dues for any individual, library, business, or non-profit association or organization joining after each fiscal year’s annual conference are half of their designated annual dues.

Section 10. Benefits of Membership:

- All memberships include one copy of LLA’s publication *Louisiana Libraries*. A portion of each member’s dues, the amount to be calculated by the LLA Office and listed on the membership forms in accordance with USPS regulations, shall be used to pay that member’s annual subscription to *Louisiana Libraries*.
- All non-profit library, library consortium, and library system memberships include one individual membership for the institution’s director or dean (*i.e.*, basic, plus membership in two sections of the director’s/dean’s choice).
- All for-profit business, association, and organization memberships (other than those for individuals in their own names alone) include both one quarter-page black-and-white advertisement (3-3/8”w x 4-3/4”h) in one issue of *Louisiana Libraries* (member’s choice) during the business’ year of membership and one set of current membership mailing labels in electronic format.
- All individual for-profit business memberships (*i.e.*, those for individuals in their names alone) include one black-and-white “business card” advertisement (3-1/2”w x 2”h) in one issue of *Louisiana Libraries* (member’s choice) during the individual business person’s year of membership.
- All non-profit association and organization memberships (other than those for libraries, library consortiums and library systems) include, during the association’s or organization’s year of membership, the member’s choice of either one black-and-white “business card” advertisement (3-1/2”w x 2”h) in one issue of *Louisiana Libraries* (member’s choice) or one set of current membership mailing labels in electronic format.

Section 11. A person whose dues are unpaid by July 1 ceases to be a member of the Association. A person whose membership is terminated is reinstated upon payment of their dues for the current year.

Section 12. A registration fee shall be charged at the annual meeting, the exact amount to be determined by the Executive Board upon recommendation of the conference chairperson.

*March 1997, March 1999, March 2000, March 2003, March 2004, March 2015, March 2020*

Article VIII. Endowments



- Section 1. The LLA Scholarship Fund shall be established to provide funds for scholarships for students in the School of Library and Information Science at Louisiana State University. The trustees (fiduciary officers) may receive donations from LLA or from any other source in cash or property. All donations together with the interest income shall be held, managed, administered and paid out by the trustees in accordance with the Trust Agreement.
- Section 2. The scholarship funds shall be in the custody of six (6) trustees who shall be appointed by the president of LLA with the approval of the Executive Board. The trustee shall serve for three (3) years from the date of appointment.
- Section 3. The trustees shall send an annual report to the president of LLA.
- Section 4. The LLA Scholarship Fund – A Trust may be terminated by a vote of the membership of the Association at the Annual Meeting, if termination is recommended by the LLA Executive Board. Upon such termination the trustees shall distribute the entire trust fund to a qualified education institution for the purpose of providing scholarships.

#### Article IX. Association Employees

The Executive Board may employ an Executive Director of the Association, who shall perform the duties which the Board assigns in accordance with its adopted policies.

#### Article X. Association Year

The official year, the fiscal year, and the membership year of the Association shall run from July 1 to June 30. Membership dues shall fall due before July 1.

#### Article XI. Manual

*Louisiana Library Association Manual* shall be the official handbook for the Association.

#### Article XII. Official Organ

The *Louisiana Libraries* shall be the official organ of the Association.

*March 1999, March 2020*

#### Article XIII. Deposition of Official Records

- Section 1. Current records (no more than seven years old) shall be kept according to best practices, and permanent archival records (materials eight years old or older) shall be housed in the Special Collections area of the LSU Libraries in Baton Rouge. Executive Board and Committee minutes shall be a part of the permanent record.
- Section 2. Administration of the archives of the Association shall be the duty of an Archivist(s) appointed by the President, with the approval of the Executive Board, for a term of three years.
- Section 3. The Archivist(s) shall be responsible for collection, sorting, arranging, and filing the archival materials according to a retention schedule approved by the Executive Board.
- Section 4. Outgoing elected or appointed officers and committee chairs shall transfer all official records, as described in the retention schedule, to the archivist(s) at the LLA office at the end of their term of office.

*March 1999, March 2020*

Article XIV. Parliamentary Authority

The latest edition of Sturgis Standard Code of Parliamentary Procedure shall be accepted as the parliamentary authority for the Association.

*March 1999*

Article XV. Resolutions

Resolutions to be presented to the Association at the final business session of the annual conference shall be submitted to the Resolutions Committee or the Parliamentarian in final written form, in the manner prescribed by the *LLA Manual*, no later than one hour before said session.

**LOUISIANA LIBRARY ASSOCIATION**  
**POLICIES AND PROCEDURES**

**LOUISIANA LIBRARY ASSOCIATION OBJECTIVES**

Since the primary objective of the Louisiana Library Association is to promote the library interests of the State of Louisiana, the following major goals have been established to assure the best possible library service:

- I. To keep the members of the profession informed at all times of developments in the library field.
- II. To promote interest in materials about Louisiana and to encourage their production.
- III. To encourage and promote scholarship in the field of library science.
- IV. To recruit individuals to the library profession.
- V. To continue to promote high quality library services, collections, and facilities, which are fully adequate to support instruction, research, self-education, and pleasure reading in order that the citizens of Louisiana may be well-informed and able to achieve full self-development.
- VI. To develop alliances with other associations with similar professional interests.

*June 2002*

**LLA Statement**  
**on**  
**Intellectual Freedom and Freedom of Information**

The Louisiana Library Association is a non-profit corporation organized and operated to encourage, advance, support, and otherwise promote the interests of libraries in the State of Louisiana (academic, public, school, and special).

As such, the Louisiana Library Association is unequivocally committed to intellectual freedom and the freedom of all persons to access to information, both of which freedoms are indispensable to the preservation of those individual liberties and democratic institutions guaranteed by the Constitution of the United States:

- In a democratic society, all libraries must function, freely and fully, as unbiased, nonpartisan sources of information, so as to ensure the unrestricted flow of information and ideas to present and future generations;
  - In a democratic society, all individuals have the right to read and explore ideas freely and privately, forming their own opinions about resources they choose to read, view, listen to or otherwise access, without censorship or surveillance;
  - In a democratic society, each library must offer equal and unfettered access to all users, without discrimination in regard to age, ancestry, color, disability, ethnic background or identity, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, gender identification, or any other characteristic(s) of an individual that do not in fact present a direct, immediate, and rational threat of physical or psychological harm to other individuals; and,
  - As a member of a democratic society, the Association advocates and endorses morally responsible intellectual freedom and freedom of access to information; \*
  - In sum, as a member of a democratic society, the Louisiana Library Association embraces as fundamental values and supports freedom-of-information, freedom-from-discrimination, freedom-from-intolerance, freedom from abuse (physical and mental), respect-for-diversity (of individuals and ideas), and each individual's right-of-privacy.
- \* Morally responsible intellectual freedom and freedom of access to information are **not** licenses to undermine democracy or to commit any act that in fact either presents a direct, immediate, and rational threat of physical or psychological harm to other individuals or in fact logically causes direct, immediate physical or psychological harm to other individuals (though the Association does not expect that, if it becomes necessary for reasons of public safety for records of library use to be investigated, legal safeguards are in fact reasonably employed to protect the rights of individual library users and library staff members).

**AS REVISED & APPROVED by Executive Board**  
**27 March 2020**

## LEGISLATIVE POLICY STATEMENT

### PREFACE

This document contains legislative policy of the Louisiana Library Association, as adopted by its membership. The purpose of the LLA Legislative Policy Statement is to provide the Association and those working on behalf of the Association with a broad framework on legislative policy which can be utilized as a basis for action; to provide guidance for formulating the Association's position on issues not covered by the adopted policy when legislative crisis situations develop; to serve as a guide to units within the Louisiana Library Association which may take initiative in legislative actions within their areas of responsibility which are not contrary to the membership-adopted policy. The Legislation Committee will periodically review this document and suggest revisions to the membership for adoption.

The Louisiana Library Association's policy on state legislation is based on its objectives of promoting the development and improvement of libraries, library service, and librarianship in the State of Louisiana and represents the thinking of those who use libraries as well as those who operate them. The policy position of the Louisiana Library Association concerning legislation shall reflect the goals and aims of the sections and committees of the Association.

### LEGISLATIVE POLICY

#### I. DIRECT SUPPORT OF LIBRARY SERVICES

- A. State Library of Louisiana. Through its leadership and supportive services, the State Library of Louisiana has spearheaded the development of public library services in the state. It is responsible for statewide library planning which provides for state support, for the effective administration and use of federal funds, and for coordinated library development. It undergirds and backstops the resources and services of other libraries in the state and provides for service to state government, institutions, and special groups.

The Association supports legislation which continues to encourage and support financially the library's leadership and service responsibilities.

- B. LOUISiana Library Network. LOUIS is a project of the Louisiana Academic Library Information Network (LALINC), a dynamic consortium of public and private college and university libraries established in 1992 and funded by LALINC members and the Louisiana Board of Regents. LOUIS combines the collective resources of all members to provide member-approved initiatives, which include information technology solutions such as an integrated library system, a digital library system, an interlibrary loan system, electronic scholarly resources, remote access to resources any time, any place, as well as a host of other services. The Association supports legislation and administrative action which continues to encourage and support financially LOUIS' leadership and service responsibilities.
- C. Textbook/Media/Library Advisory Council for the Louisiana Board of Elementary and Secondary Education. The Textbook/Media/Library Advisory Council assists the Louisiana Board of Elementary and Secondary Education (BESE) in carrying out its duties and responsibilities concerning libraries and media centers in Louisiana's public schools. The Association supports legislation and administrative action which continues to encourage and support financially viable, effective library and media centers in the state's public schools.
- D. Interlibrary Cooperation and Systems. Because no library can be or should be self-sufficient, a better utilization of existing resources must be achieved. The Association supports the cooperative and coordinated use of all resources in the state's academic,

public, school, and special libraries through the development and funding of library systems and interlibrary loan agreements, both formal and informal. The ultimate goal is a framework of cooperation which makes all resources accessible to all of the state's citizens through their local libraries.

- E. Telecommunications. The Association recognizes that telecommunication is important, both because it can greatly increase citizen access to library resources and services and because it can enhance effective communication among libraries and other components of information networks. The Association supports legislation which will broaden the availability communication devices for educational and informational purposes. The Association supports the concept of maximum public, educational, and governmental access to cable production facilities and channel space. The Association will oppose legislation or regulations which restrict access to and use of telecommunications for educational and informational purposes.
- F. Public Libraries. The public library cuts across the boundaries set by school, college/university, or special libraries to serve citizens of all ages in every community. Citizens in all 64 parishes now have access to locally-supported public libraries. However, the growing needs of a changing population have placed increased demands on the services and materials of the public library; local support is no longer enough. Direct state assistance is needed to strengthen basic library resources, both material and staff; to develop strong library systems; and to provide for adequate library facilities. State funding is needed to stimulate and assist public libraries in developing new programs and services which will help in meeting critical social and educational needs. The Association also supports the inclusion of the public library in state legislation designed to create or strengthen community services and programs of a social and educational nature, including the expansion of the library's role as a community information center designed to serve the special information needs of all members of the community.
- G. Academic Libraries. Academic libraries are an essential part of advanced learning. While each library's primary concern is with its parent institution, academic libraries recognize their broader responsibility as part of the total library community. In order to continue to meet these needs and to support new and changing programs of instruction and research in Louisiana's colleges and universities, library resources and services must be strengthened and expanded. The Association supports increased funding of university, college, and junior college libraries as a part of funding of higher education. Any state legislation which stimulates new or expanded educational programs should provide sufficient additional funds to meet the library material and personnel needs for the success of these programs.
- H. School Library Media Centers. The school library media center is an integral part of the school and supports and enriches every aspect of the curriculum. Effective teaching and learning rely on well-stocked library media centers, staffed by library media specialists. The Association supports increased state funds to provide centralized school media centers, media center librarians and support personnel, and adequate collections of library books, audio-visual materials and equipment which will stimulate and strengthen school library services required in programs of quality education. The Association supports the revision of the state equalization formula to provide for the employment of school media center librarians in the elementary schools as part of the state's minimum education program.
- I. Special Libraries. Special libraries serve the specialized informational needs of industry, business, research, educational and technical institutions, government, special departments of public and university libraries, newspapers, museums, and many organizations, both public and private. Special libraries service a vital function in

systems for cooperative use of library resources and interlibrary loan agreements, by providing specialized material not otherwise available.

The Association supports the inclusion of special libraries in the development of cooperative agreements.

- J. Library Services to the Disadvantaged. The Association supports the provision of library services to the urban and rural disadvantaged which will stimulate an interest in reading, increase literacy, support self-esteem, promote pride in heritage, and develop a concern for the community.
- K. Library Services to the Blind and Handicapped. The Association supports programs which strengthen and expand library services to meet the special needs and interests of the blind and physically handicapped.
- L. Service to Health and Correctional Facilities. The Association supports the provision of library services which will meet the special needs and interests of patrons in health and correctional institutions, either with libraries developed within the institutions or by providing selection and reference services and transporting materials to the patrons on a regular basis.
- M. Access to State Documents. The Association supports the concept of inclusion in the public domain of all materials produced at public expense. It supports freedom of access to all forms of state publications, including microforms, audio-visual material, etc. paid for in full or in part by state funds as one of the rights of citizenship and necessary for the intelligent exercise thereof.  
The Association supports the orderly and efficient distribution of state publications through the depository library program in order that state information may be freely available and readily accessible to the public. And the revision of the depository law as to meet the needs of the public in an economical, efficient and useful way now and in the future.

#### Service from Other State Agencies

- 1. Louisiana Department of Education. The Louisiana Department of Education is a primary agency in promoting educational excellence. The Association supports a fully developed and coordinated program of library service within the State Department of Education and its continued leadership in planning and implementing school library activities within the state.
- 2. Legislative Reference Services. The Association endorses continued financial support to the Louisiana Legislative Council and the State Library of Louisiana to provide books, information and reference service to members of the legislature, other officers of state government, and their staffs.
- 3. State Archives. The Association supports the archival functions of the state administered by the State Archives and Records Service to provide centralized control of archival documents. The Association supports state legislation and financial supports necessary to assure adequate housing, equipment, and qualified professional personnel to provide continuing centralized control and service in archival and records management.

## **II. INDIRECT SUPPORT OF LIBRARY SERVICES**

- I. Library Education. The advancement of the library profession depends upon academically qualified men and women who will assume leadership. The Association supports continued and additional funding of the School of Library and Information Science of Louisiana State University and undergraduate curricula in library science offered in state colleges and universities.  
Continued upgrading of staff is needed in all types of libraries. The Association supports legislation which provides for the continuing education of librarians and library personnel.

- II. Personnel Policies and Employment Standards. In order for the library to function fully as an unbiased, nonpartisan source of information, the Association supports selection and promotion of library personnel based on qualifications and competency, without discrimination in regard to race, color, age, sex, religion, national origin, etc.
- III. Taxation. The Association believes that it is in the public interest that libraries, as educational institutions, and the distribution of educational, cultural and scientific materials used by libraries not be unjustly burdened by taxation. Libraries and library materials are already frequently given special treatment and exemptions in the tax laws of federal, state, and local governments.

The Association favors revenue acts with interpretive regulations which will encourage gifts of personal and business papers to libraries, thus providing valuable primary source material for research in many areas.

- IV. Library Construction. The Association recognizes the needs and supports the efforts for improving and enlarging library facilities throughout the state as necessary to provide service to the greatest possible number of citizens.
- V. Surplus Property. The Association supports the policy of permitting libraries, like other education institutions, to receive both real and personal surplus property.

### III. INTELLECTUAL FREEDOM

The Association holds intellectual freedom to be indispensable to the preservation of those individual liberties and democratic institutions guaranteed by the Constitution of the United States. It supports legislation which enhances the ability of libraries to carry out the Library Bill of Rights as defined and adopted by the American Library Association and opposes legislation designed to restrict free access to information concomitant with these positions.

In a democratic society, it is essential that citizens be able to read and explore ideas freely, without fear of surveillance. When it is necessary to investigate records of library use for reasons of public safety, then reasonable legal safeguards should be employed to protect the rights of the individual library user and library staff members. The Association opposes any state legislation which would erode protection of privacy of records of library users and supports any legislation which safeguards this privacy.

### IV. INTERSTATE PROGRAMS

The Association supports participation of Louisiana libraries in national and regional programs, including but not limited to, interlibrary loan of materials, interstate networks, union catalogs and bibliographies, workshops and institutes. The Association supports continued cooperation with and participation in the American Library Association, on the part of the state association and/or individual members.



## **STATEMENT OF PROFESSIONAL ETHICS, 1981**

### **Introduction**

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles which guide librarians in action. This latest revision of the CODE OF ETHICS reflects changes in the nature of the profession and in its social and institutional environment. It should be revised and augmented as necessary.

Librarians significantly influence or control the selection, organization, preservation and dissemination of information. In a political system grounded in an informed citizenry, librarians are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

Librarians are dependent upon one another for the bibliographical resources which enable us to provide information services and have obligations for maintaining the highest level of personal integrity and competence.

The membership of the Louisiana Library Association adopted this CODE OF ETHICS at the annual business meeting, March 26, 1982, in Lake Charles, Louisiana.

### **Code of Ethics**

- I. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased and courteous responses to all requests for assistance.
- II. Librarians must resist all efforts by groups or individuals to censor library materials.
- III. Librarians must protect each user's right to privacy with respect to information sought or received and materials consulted, borrowed or acquired.
- IV. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
- V. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
- VI. Librarians must avoid situations in which personal interests might be served or financial benefits be gained at the expense of library users, colleagues, or the employing institution.

## CODE FOR OFFICERS

### PRESIDENT

#### Duties

1. Shall preside at meeting of the Association and of the Executive Board.
2. Shall sign any contracts authorized by the Executive Board of the Association and all orders drawn on the treasury other than those representing expenditures of section funds, which shall be signed by Section chairpersons.
3. Shall appoint the Conference Chair annually and fill vacancies of standing committees with the approval of the Executive Board and shall create and appoint such special committees, without such approval, as he/she may think necessary to carry on the work of the Association. Upon creating a new committee, the President shall formulate a statement defining its organization, functions and reporting procedure and shall send copies of this statement to the Committee Chairperson and to the members of the Executive Board.
4. Shall serve as an ex-officio member of the Conference Program Subcommittee; and the Constitution, Bylaws & Manual Committee.
5. Shall be a member of the finance committee and shall submit a budget to the Executive Board at the beginning of his/her term. This budget will be printed in *Louisiana Libraries*.
6. Shall keep the First Vice-President/President-Elect continually informed of Association actions and activities.
7. Shall chair the Tellers Committee in tallying the votes for the election of Association and section offices. Shall certify the results of the voting and notify the nominees, Section chairpersons and other Executive Board members of the results.
8. Shall have direct oversight responsibility for the following: Sections; Conference Committee; Tellers Committee; Ad Hoc Committees. Shall have oversight of the LLA Scholarship Fund—A Trust. The duties of the Chairs/Officers of these groups are described in “Code for All Committees – Responsibilities,” #3, and in “Code for All Sections – Reports,” #1, as well as in “Correspondence” duties in both areas.
9. Shall certify the results of elections and notify the nominees, Section chairpersons, and other Executive Board members of the results prior to the annual conference.
10. Shall announce the results of the election at the first general session of the annual conference.
11. Shall, along with the Executive Board, be responsible for the fiscal management of the Association.
12. Shall serve as an ex-officio member of each committee except the nominating committee.

*March 1999, March 2020*

#### President's Allocation

Monies shall be allocated annually, with the amount depending on the availability of funds, for the use of the President in the professional interests of the Association, throughout the term of office. The President may use this fund as he/she deems appropriate, but shall account to the Executive Board for all expenditures from this fund.

There shall be an allowance each year toward the expenses of the President for attending the annual conference and the mid-winter conference of the American Library Association. The President may be reimbursed for round-trip airfare, food and lodging and conference registration, depending upon the availability of funds and using the state formula.

**Hotel Suite**

During the LLA annual conference, the cost of the hotel suite of the President shall be paid by the Association if a complimentary suite is not supplied.

**Report**

Shall at the close of the official year prepare a report of the activities of the Association during the year of her/his term in office. The report shall be based on the purposes of the Association as expressed in the LLA Constitution, Article III, in order for the following Executive Board to evaluate the activities of the Association during the preceding year. Each report shall be presented to the next year's Executive Board at the first meeting of its term.

A printed report of the Association's proceedings, the reports of the committees and sections and the action taken with respect to them by the Executive Board from the preceding Association year shall be published annually in the official organ of the Association.

December, 1968; May, 1971; March, 1973; April, 1974; May, 1975; March, 1976; October, 1976; April 1976; April 1981; March, 1982; March, 1984; June, 1992; June, 1993; March, 1994; January, 1996; June 2015

**VICE-PRESIDENTS****Duties**

1. The First and Second Vice-Presidents, in their order, shall act for the President during his/her absence or inability.

*June 1969, November 1973, March 1976, March 1982, March 1984, June 1993*

**FIRST VICE-PRESIDENT****Duties**

1. Shall be a member of the Finance Committee
2. Shall serve as an ex-officio member of the Conference Committee.
3. Shall serve as an ex-officio member of the Membership Committee.
4. Shall serve as the liaison to the Louisiana Endowment for the Humanities.
5. Shall undertake any special task which the President may assign.
6. Shall have oversight responsibilities for the following committees in order to see that each remains active and productive: Anthony H. Benoit Award; Culver Award; Intellectual Freedom; History; Literacy Award; Membership; Modisette Awards; Nominating; and Resolutions.
7. Shall serve as coordinator of all LLA and Section awards to be presented at the annual Conference, with the assistance and cooperation of the Conference Publicity Sub-Committee Chairperson and the LLA Office.
8. Shall present a written report of committee activities at each Executive Board meeting.
9. Shall meet with the outgoing President for a comprehensive discussion of the responsibilities of the President prior to the spring meeting of the Executive Board.

*March 1984, June 1993, May 1994, January 1997, March 2001, June 2001, July & December 2003, November 2004, June 2015*

## **SECOND VICE-PRESIDENT**

### **Duties**

1. Shall be a member of the Legislation Committee.
2. Shall undertake a special task which the President may assign.
3. Shall have oversight responsibilities for the following committees and functions in order to see that each remains active and productive: Association Programming; Scholarship; Web Oversight.
4. Shall have oversight of Association Interest Groups.
5. Shall have oversight responsibilities for the Bayou State Periodical Index.
6. Shall present a written report of Committee and Interest Group activities at each Executive Board meeting.

*March 1984, June 1993, January 1994, May 1994, January 1997, June 2001, July and December 2003, June 2005. March 2020*

## **PAST PRESIDENT**

### **Duties**

1. Shall provide continuity by informing the Executive Board of past procedures and activities.
2. Shall undertake any special task which the President may assign.
3. Shall prepare and carry out a project, subject to the approval of the Executive Board, for the coming year which will, when completed, represent an accomplishment for the Association.
4. Shall plan an annual leadership training workshop for the incoming Executive Board members, Committee chairs, and interest group coordinators for the purpose of orienting and ensuring the continuity of the Association's work.
5. Shall serve as chair of the Finance Committee and shall submit reports to the Executive Board.

*March 1984, May 1984, March 1985, June 1992, June 1993, March 2020*

## **SECRETARY**

### **Duties**

1. Shall take the minutes of the Association as well as those of the Executive Board.
2. Shall have custody of current general records and papers belonging to the Association.
3. Shall conduct the correspondence and execute the orders of the President.
4. Shall furnish each member of the Executive Board with a copy of the minutes of each board meeting and a copy to the editor of *Louisiana Libraries*, as approved by the President, within a reasonable time after each meeting.

5. Shall take the minutes of the annual meeting of the Association. A copy of these minutes shall be forwarded to the editor of *Louisiana Libraries* within a short time after the close of the conference.
6. Shall send to all retiring officers and Committee and Section chairpersons the names and addresses of their successors, with a reminder to pass on to the new officers all records of current value. Each retiring officer shall have the responsibility of weeding material no longer of value from the third year previous to his/her term of office and forwarding archival material to the Executive Director.

*March, 1969; March, 1973; May, 1974; March, 1976; March, 1979; March, 1982; March, 1999; April, 2001; June, 2004; June, 2015*

## **PARLIAMENTARIAN**

### **Duties**

1. Shall rule on order and procedures at all business meetings of the Association and the Executive Board.
2. Shall serve as chairperson of the Constitution, Bylaws & Manual Committee during the year of his/her term in office as parliamentarian.
3. Shall serve as an ex-officio member of the Resolutions Committee to receive and coordinate written resolutions to be presented to the association at the final business session of each annual conference.

*March, 1980; March, 1982*

## **EXECUTIVE BOARD**

### **Organization**

The officers of the Corporation, plus the Immediate Past President, the American Library Association representative, the Southeast Library Association representative, the LLA Section chairpersons as voting members; the LLA Executive Director, and the Editor of *Louisiana Libraries* as non-voting members shall constitute the Executive Board.

*March, 1984; May, 1984; March, 1994; March, 1999; April, 2005*

### **Functions**

1. Shall have the power to act for the Association in intervals between meetings.
2. Shall have power to fill vacancies in office. The alternate candidate in the immediately preceding LLA election has often been asked to fill a vacancy in the office for which he/she was a candidate. The continuation of this practice should be considered but is not mandatory.
3. Shall, along with the President, be responsible for the fiscal management of the Association.
4. Shall make to the incoming Executive Board specific written recommendations to consider and to implement in order to fulfill the purposes of the Association. These recommendations will be made at the last Executive Board meeting when the incoming board is present.

### **Meetings**

The executive Board shall meet quarterly or as often as required by the affairs of the Association. Executive Board members and such as are designed by the President of the Association shall be reimbursed for travel expenses incurred to attend Executive Board meeting – with mileage reimbursement at the state rate. No reimbursement shall be made for meetings held during a conference.

*November, 1965; June, 1974; September, 1985; June, 1987; June, 1993; January, 1996; June, 2015*

## **Records**

Each retiring officer shall turn over to the LLA office for safekeeping all pertinent records of activities of his committee or section at the completion of the term. The records will be retained according to the retention schedule as approved for the archives of the Association.

*March, 1980; March, 1982; September, 1985; April, 1987; June, 1992; June, 1993*

## **EXECUTIVE COMMITTEE**

### **Organization**

Standing committee of the Executive Board. Consists of the President, two Vice-Presidents, Secretary, Treasurer, Parliamentarian and the Immediate Past President. The current President shall serve as chair of the committee.

### **Functions**

1. To act for the Executive Board in intervals between board meetings to handle emergencies and urgent matters.
2. To provide guidance and authority to the Association office during the interim between board meetings.
3. To evaluate the performance of the employees of the association and consulting firms annually.
4. To provide guidance and authority to the President as needed to conduct Association business.

### **Meetings**

The Executive Committee shall meet as often as required by the business of the Association.

### **Reports**

The President shall submit a written report of each meeting to the Executive Board.

*January, 1990; June, 1993; June, 2015*

## **AMERICAN LIBRARY ASSOCIATION**

### **INTRODUCTORY NOTE**

During the period of 1963 to July 6, 1965, the Louisiana Library Association did not have chapter status in the American Library Association. The Executive Board of LLA resigned in 1963 as a chapter of ALA because LLA was unable, at that time, to comply with the "Statement on Chapter Status" adopted by the American Library Association at the Annual Conference held at Miami Beach, Florida, June, 1962. (See: "Statement on Individual Membership, Chapter Status and Institutional Membership," *ALA Bulletin*, 56:637, July-August, 1962.)

The application of LLA for reinstatement as a chapter of ALA was approved by the ALA Council on July 6, 1965. An interim Councilor was seated at the Council meeting on July 6, 1965.

*March, 1973*

## **LLA REPRESENTATIVE TO ALA**

One Chapter Councilor is to be elected by the members of LLA to serve for a term of three conference years of the American Library Association. The conference year of ALA begins with the adjournment of an annual conference and ends with the adjournment of the succeeding conference. (See page on Nominating Committee for dates and details.) An annual allowance is allocated to assist the Councilor with expenses involved in attending the meetings of the ALA Council at the annual conference and the mid-winter meetings of ALA. The Councilor is reimbursed for round-trip airfare, food and lodging, and conference registration, depending on availability of funding and using the state formula. The Councilor shall transmit all proposed amendments and changes to the LLA Constitution and Bylaws for review of compatibility with the ALA Constitution and Bylaws. The Councilor shall submit reports on ALA activities to the LLA Executive Board and membership as requested by the LLA President. For a complete job description for the ALA Councilor see <http://www.ala.org/ala/mgrps/affiliates/chapters/chaptercouncilor/chaptercouncilor.cfm#duties>

*October, 1967; May, 1971; November, 1974; March, 1982; March, 1983; June, 1986; June, 1992; June, 1993; June, 2003*

### **LLA Representative to SELA**

One Representative is to be elected by the members of LLA to serve for a term of three conference years of the Southeastern Library Association. The conference year of SELA begins with the adjournment of an annual conference and ends with the adjournment of the succeeding conference. An annual allowance is allocated to assist the Representative with expenses involved in attending the annual conferences and the mid winter meetings of SELA. The Representative is reimbursed for round-trip airfare, food and lodging, and conference registration, depending on availability of funding and using the state formula. The Representative shall submit reports on SELA activities to the LLA Executive Board and membership as requested by the LLA President. The Representative shall also work with the LLA Executive Committee in planning any joint conferences between LLA and SELA.

*March, 2019*

## **LLA EMPLOYEES RULES AND REGULATIONS**

The Executive Board shall employ an Association Management Company to perform association management services for LLA. The Association Management Company will function as the staff of LLA and be responsible for the day-to-day operations of the Association including policy implementation and enforcement. The President of the Association Management Company shall be referred to as the LLA Executive Director and will serve as the chief administrative officer of the Association under contract by the Executive Board of LLA. The Association Management Company reports directly to and is accountable to the Executive Board.

The Executive Board will approve the annual fee(s) paid to the Association Management Company. This will be adopted when the next year's budget is presented at the board meeting each year.

All funding requests for the LLA office not specified in the approved budget must be approved by the Executive Committee of LLA.

The Association Management Company is expected to perform the following services:

### **Association Management**

- General Office: Provide a full time office for the receipt of mail and telephone calls.
- Phone: Provide telephone coverage during regular business hours five days a week (except on designated holidays).
- Fax: Provide a fax line for the organization.
- Voice Mail: Provide separate lines for each person who works on LLA management.
- Email: Provide one general email address for LLA business, plus individual addresses for each person responsible to LLA.
- Legal Support: Provide legal advice and have access to legal services as requested and necessary (fees paid by LLA).

### **Board Meetings**

- Frequency: The full board of directors meets four times a year. The first meeting is normally held during the month of July as an orientation meeting for new board members. The other meetings are held in November, the afternoon prior to annual conference, and then again in mid-June. Two or more additional working meetings of the Executive Committee or subcommittees may be held at conference headquarters.
- Location: Varies within the state of Louisiana.
- Responsibilities: Participate as needed in the meeting and provide advice and information. Assist the secretary of LLA with recording of minutes.
- Arrange for food and beverages.

### **Committees**

- LLA maintains various types of committees. These committees are composed of volunteers and range from award committees to conference planning
  - Standing Committees for awards: Solicit nominations for awards and obtain the names of the winners, purchase plaques, maintain list of past winners.
  - For all committees: Maintain current lists of all committee members. Committees are appointed by the President of the Association prior to July 1 of each fiscal year.

### **Management Company Facilities**

- Meeting space: LLA will hold four Executive Board meetings a year at various locations throughout the state (dependent upon preference of Association President) and each meeting will be attended by 15-20 people. Maintain an index of stored materials housed at the Hill Memorial Library, LSU campus, Baton Rouge.

### **Financial Management**



- Income and expense responsibility: Process and deposit income from member dues, conference registration, subscriptions, and royalties; process all bills with approval of the President for payment by the Association Accountant.
- Budget preparation: Assist appropriate officers in budget development.
- Credit cards: Process credit card receipts.
- Budget Information: Employ and maintain budget software that can be accessed easily by the Executive Board.

### **Insurance**

- Conference Insurance: Secure policy for loss of conference revenue due to acts of God.
- Board of Directors Insurance: Secure Directors and Officers Errors and Omissions insurance.

### **Membership Support Services**

- Database: Maintain a single comprehensive database for all members (Approximately 15 fields per member), update database, process payments, respond to inquiries, send information to new members. This database must be easily exportable for reports based on subcategories.
- Renewal cycle: Membership year runs from July 1 – June 30, regardless of when dues are paid.
- Membership directory: Maintain the membership directory database on the website and provide an additional printed membership directory annually for all paid members.
- Mailing: Prepare, and mail or send by electronic means, appropriate information pieces as deemed necessary by the Board.

### **Publication Support Services**

- Type and Frequency: LLA publishes
  - Documents / Policies
  - History of LLA
  - Intellectual Freedom Manual
  - LLA Manual
  - Louisiana Libraries
  - Newsletters
  - Order Publications
  - Presentations
  - Public Library Director's Handbook
  - Public Library Standards
  - Trustee Handbook
- Support Required: Maintain a subscriber database, solicit bids from printers, supply mailing labels to printer, investigate unfulfilled claims and fulfill them.
- Copyright Permission: Process permission requests. Maintain a file of *Louisiana Libraries* author copyright license agreements.
- Communication: Act as a liaison between the editors and the copy editors, typesetters, printers and mailing houses to insure the orderly, timely and economical production of LLA publications.
- Web Services: Host the website on the LLA designated server.
- Development: Support efforts to increase subscriptions of the journal in university libraries in the United States and Canada.

### **Conference Management**

- Site Selection: Research future sites, organize a visit by members of the Executive Board and negotiate prices and fees. Arrange visits to the conference sites for the President and 1<sup>st</sup> Vice President/President-Elect to assess rooms, meeting rooms, local amenities, etc.
- Contract Negotiations: Included in a typical contract are room prices, housing for VIPs (Comp. rooms), including the Executive Board and plenary speakers.
- Additional contract items include A-V equipment, overflow hotel; services for the hearing impaired, and exhibit space.
- Onsite Staff: Provide adequate personnel to handle registration, badges, tickets for special events, monitor exhibits, set up and monitor book display, assist plenary speakers, prepare signage, maintain a message board, coordinate the work of volunteers and assist Conference Chair and participants.

- Registration Processing: Typical conference attendance is 500 people with 75% registering in advance and 25% on site. Develop registration materials, process advanced registrations, prompt participants to register via email notification, process on-site registrations, distribute materials, badges, collect fees, track and report the number of people registered, follow-up after conference to those who attended by did not pre-register.
- Support Conference Committee and sub-committees as needed.

### Technology

- Manage and maintain a central server, containing networked resources essential for the smooth and rapid exchange of information to members and visitors at the LLA website (<http://llaonline.org>). This will include:
  - hosting the LLA website, providing easy and secure access to the web editor who will develop and maintain the content for the organization's web presence
  - developing and maintaining an online membership directory and working with the web editor to develop and implement an appropriate policy for accessibility to this information
  - developing and maintaining an online hotel reservation procedure for each conference with the assistance of the host hotel(s)
  - working with the Executive Committee to develop an online conference registration and membership process
  - working with the Conference Committee to develop an online copy of the program book in advance of the conference
  - completing other duties as necessary to assist the organization in furthering its web presence
  - Utilizing budget software that is easily accessible to the President so that updates may be quickly shared between both headquarters and the President.

### Elections

- **Shall create and disseminate electronic and paper ballots to all members for election of Association and Section offices.**
- **Shall open returned ballots and tally the votes for Association and Section offices.**
- **Shall determine the winner by lot in case of a tie vote. Method of the lot shall be decided by the President.**
- **Shall keep confidential the count of the votes. The actual count of the vote will not be publicized but will be available to any nominee interested.**

This list is not intended to be all-inclusive, but rather, representative of the services to be performed.

*June, 1992; March, 1999; August, 2001; June, 2011; June, 2015, March, 2020*

## LLA LEGISLATIVE CONSULTANT

### Duties

1. Communicate with LLA, primarily through the Legislation Committee, all anticipated or actual bills, resolutions, etc., that may have an effect on Louisiana libraries. In addition to topics with direct, obvious bearing on libraries, this shall include the monitoring of topics such as: taxation as it relates to local government entities; liability insurance; relations between school boards and subordinate units or colleges and subordinate units; changes in government employer-employee relations; government-imposed limitations (or enhancements) on public information (censorship); etc. This will involve reading the titles of all bills introduced and culling "possibles" for inspection.
2. Suggest strategy for reacting to such bills, etc.
3. Implement lobbying efforts agreed upon by LLA.
4. Notify LLA of changes in status of bills in a timely manner so as to allow action by LLA membership when appropriate.
5. Communicate in writing, before and during legislative sessions, on the above when possible.
6. Participate in strategy planning sessions with Legislation Committee three weeks into the session and in September, and other times as needed.
7. Research methods to implement LLA legislative objectives.
8. Promote library issues with legislators, and the Executive Branch and government agencies, on specific issues and generically.
9. Formally register as a lobbyist for LLA.
10. Report to Executive Board.

*May, 1992*

## CODE FOR ALL SECTIONS

### Establishment

To create a section, an established group within the Association shall present to the Executive Board for approval a petition signed by 5% of the individual Association members. There shall be a minimum of one hundred potential members to establish a section, with a core group willing to assume leadership until the first election.

*June, 1993*

### Organization

Membership of the various section shall be composed of association members who have designated which they wish to be members in writing or by selection online on the membership form when dues are paid. Section copies of membership forms will be sent by the Association office to the Section chairpersons. The elected officers of a section shall appoint a successor to fill a vacancy in any section office if succession or a method of appointment is not otherwise provided for. Vacancies may also be filled by vote of section members in attendance at the section's annual business meeting.

### Officers

Section officers shall be a Chairperson, Vice-Chairperson, Secretary, and such other officers as the individual sections deem necessary. Officers shall be elected as prescribed in the Association Bylaws; they shall serve during the next fiscal year (July 1-June 30) following their election.

Each Section chairperson, in conjunction with the Vice-Chairperson, shall be required to prepare and submit a proposed budget for the section's activities in order to secure funds allocated to the sections.

Section chairpersons or those responsible for planning the programs for the section meetings shall serve as ex-officio members of the LLA Conference Program Sub-Committee.

### Chairperson

#### Duties

1. Each Section chairperson shall see that a slate of nominees for office is prepared and sent to the Association President and *Louisiana Libraries* by December 1. The chairperson shall also see that a biographical sketch of each nominee for section office is sent to the Association office by December 1 for printing on the ballots.
2. Each Section chairperson shall notify the Association President and the Program Sub-Committee chairperson about plans for section meetings at the annual conference in time for this information to be included in the tentative program (published, when feasible, in *Louisiana Libraries*) and the official conference program.
3. Each Section chairperson shall attend Executive Board meetings as a voting member.
4. Each Section chairperson shall recommend one member to the President for the Tellers Committee for the tallying of the votes for offices. The Association President will notify all Section chairpersons, nominees, and Executive Board members of the results of the election.
5. Each Section chairperson shall appoint a section editor to *Louisiana Libraries* Editorial Board in accordance with the Code for *Louisiana Libraries*.

*March, 1969; March, 1970; May, 1973; May, 1975; March, 1976; March, 1979; April, 1981; March, 1984; March, 1985; April, 1987; June, 1988; January, 1994; March, 1999; June, 2015*

### Section Bylaws

Each section shall formulate and adopt Bylaws. These section Bylaws shall not conflict with the Association Bylaws. Section Bylaws shall be left on file with the LLA Office and shall be posted on the LLA Website.

### **Funds**

1. Each section will receive an annual base budget as determined by the LLA Executive Board. [Since in or about 2008-2009, this annual base amount is \$325.]
2. Additional funds, as determined by the LLA Executive Board to be awarded to the sections, will be allocate to the sections according to section membership. These additional funds will be divided by the number of section memberships in LLA, and the quotient will be multiplied by the total number of members in each section. The derived amount will be added to the base budget as allocated funds. [Since in or about 2008-2009, these additional funds are \$2.50 per member.]
3. All funds generated by a section may be retained indefinitely by the section. Annual base funds and additional funds received not used by the end of the fiscal year shall revert to the LLA general fund.
4. Section funds will be deposited in either the LLA contingency account or checking account upon the recommendation of the Section chairperson. Monthly statements will be sent to the section chair. Quarterly and annual line itemized financial reports will be sent to the section chair.
5. Bills for sections expenses must be approved for payment by the Section chairperson before sending it to the Association office for payment.
6. Section bills submitted for payment will be charged to the allocated funds of the section until such funds are fully expended for the current year. It must be stipulated at the time it is submitted for payment if the expenditure is to be charged to the designated funds of the section.
7. To secure additional funds, the Section chairperson must submit a written request to the Association President, stating the section's needs, with definite plans for use of the funds requested. Such a request shall be acted upon by the Executive Board.
8. Any section which invests funds must report in full the investment(s) any resultant losses or gains to the Association office on or before July 1 of each year in order that the Association may correctly prepare the necessary tax returns. Should any income qualify under an Internal Revenue Service ruling as a non-business related income, any tax accruing to the Association shall be charged to and paid by the section realizing said gain.

*May, 2000; June, 2015*

### **Reports**

1. Two weeks prior to each Executive Board meeting, the chairperson of each section shall submit a written status report to the President, who has oversight responsibility for sections and to the Association Office for inclusion in the Executive Board meeting packet.
2. The chairperson of each section shall submit an annual activity report to the President of the Association and to the Association Office prior to the join Executive Board meeting, but not later than June 15 to be shared with current and incoming section officers.

*May, 1996; June, 2015*

### **Records**

Each retiring Section chairperson shall turn over pertinent correspondence and records to the Association Office. Records no longer of current value shall be deposited in the official archives of the Association, which are housed in the Special Collections area of the LSU Libraries in Baton Rouge.

**Correspondence**

Copies of non-routine correspondence of officers and Section chairpersons shall be sent to the Association Office for filing in the official records.

*May, 1973; March, 1976; March, 1979; April, 1981; March, 1982; March, 1984; April, 1987; March, 1989; June, 1993; September, 1994; June, 1997; June, 2015*

## DESCRIPTIONS OF SECTIONS

### ACADEMIC SECTION

**Purpose:** The mission of the Academic Section is to provide network for the exchange of ideas, to enhance leadership for college and university libraries, and to promote study and research relevant to academic libraries.

**Officers:** Chair; Vice-Chair/Chair-Elect; Secretary

**Committees:** Publications Committee; Outstanding Academic Librarian Award Committee; one member for the Tellers Committee; and a section editor to the *Louisiana Libraries* Editorial Board.

**Publications:** *Notes and Tracings* is the official newsletter of the section.

**Awards:** Outstanding Academic Librarian, co-sponsored with ACRL-LA

**Activities:**

- Sponsors continuing education programs on topics of interest to academic libraries.
- Sponsors a social event with the Louisiana Association of College and Research Librarians at the LLA Annual Conference. The Academic Section Chair and ACRL-LA leadership shall formulate a written sponsorship agreement for the social even prior to the Annual Conference.

*June, 1989; May, 1994; October, 1996; October, 2010; June, 2015*

### GODORT (Government Documents Round Table)

**Purpose:** The purpose of GODORT is to provide a forum for discussion and exchange of ideas, problems and news about government publications and information from all levels of government and to provide a means for initiating and supporting programs and publications to increase availability, use and bibliographic control, and management of these documents.

**Officers:** Chair; Vice-Chair/Chair-Elect; Second Vice-Chair; Secretary; Past Chair

**Committees:** Margaret T. Lane Award

**Activities:**

- Sponsors a program/breakfast at the annual LLA Conference.
- Reports twice a year to the Louisiana Federal Depository Library Council.
- Sends a designated liaison to the State and Local Documents Task Force meeting at the midwinter and annual meetings of the American Library Association.
- Send copies of all LLA/GODORT publications to the American Library Association Headquarters Library for inclusion in the collection.

### LASL (Louisiana Association of School Librarians)

**Purpose:** Provides leadership for the school library media specialist and stimulates personal and professional growth; sponsors continuing education activities and workshops; promotes communication among school library media specialists and encourages participation in LLA.

**Officers:** President, First Vice President, Second Vice President, Secretary, Parliamentarian.

**Committees:**

**Standing Committees:** AASL Affiliate Assembly Delegate, Constitution Committee, Continuing Education Committee, Legislative Committee, a Section editor to the *Louisiana Libraries* Editorial Board, Membership Committee, Nominating Committee, Publicity Committee, School Library Media Specialist Award Committee, Standards Committee, Student Relations Committee, Sue Hefley Educator of the Year Award Committee, one member for the Tellers Committee, LaLamp Committee

**Awards:**

Sue Hefley Educator of the Year Award – recognizes the outstanding contributions of non-librarian Louisiana educators to school libraries within Louisiana.

School Library Media Specialist Award – recognizes the outstanding contributions of school library media specialists within Louisiana.

**Publications:**

*LASL Newsletter*, published three times a year, is the official newsletter of the section.

**Activities:**

- Sponsors the LASL Author Luncheon that features an author of children’s or young adult books at the Annual Conference.
- Provides workshops at the Annual Conference.
- Hosts Fall Summit in odd numbered years and LaLAMP tours in even numbered years.

*September, 1989; May, 1994; June, 2015*

### **LaSSAL (Louisiana Support Staff Association of Libraries)**

**Purpose:** The purpose of LaSSAL is to provide a network of continuing education for library support staff, promote ideas and communication among our members, and encourage professional development, thus enhancing our effectiveness in the library.

**Officers:** Chair; Vice Chair/Chair Elect; Secretary; Treasurer; Past Chair

**Appointed Representatives:** *Louisiana Libraries* Editorial Board Member; Tellers Committee Member; Web Liaison.

**Committees:** Archives Committee; Awards Committee; Conference Committee; Bylaws/Manual Committee; Membership Committee; Nominating Committee.

**Awards:** Outstanding Paraprofessional of the Year

**Publications:** Newsletter, Formerly *SSIGNALS* 1997-1999, now *LaSSAL News* 2004-present.

**Activities:**

- Organizes annual LaSSal Statewide Conference
- Sponsors one or more continuing education programs at LLA

*May, 1997; June, 2015*

### **PUBLIC LIBRARY SECTION**

**Purpose:** The purpose of the Public Library Section is to promote the development and effectiveness of public library service and public librarians in Louisiana.



**Officers:** Chair; Vice-Chair/Chair-Elect; Secretary; Parliamentarian.

**Committees:** Current Issues Committee, Director's Handbook and Standards Revision Committee, one section member for the *Louisiana Libraries* Editorial Board, Swap 'n Shop Coordinator, one member for the Tellers Committee.

**Publications:**

*Handbook for Louisiana Public Library Directors, rev. 1999.*

*Standards for Public Libraries in Louisiana, 1995.*

*The Catholic Church in Louisiana, by Roger Baudier*

reprinted 1982. o.p.

**Activities:**

- Sponsors a luncheon and program with the Trustees Section at the Annual Conference.
- Sponsors and co-sponsors programs at the Annual Conference.

*September, 1989; May, 1994; October, 1996; March, 2000; June, 2015*

## SUBJECT SPECIALISTS

**Purpose:** The purpose of the Subject Specialists Section is to encourage those with a subject interest or expertise, or who are employed in a special library, information center, or special collection to participate in activities of the section.

**Officers:** Chair; Vice-Chair/Chair-Elect; Secretary

**Committees:** Conference Program Committee; one member for the *Louisiana Libraries* Editorial Board; Lucy B. Foote Award Committee; one member for the Tellers Committee.

**Awards:** Lucy B. Foote Award

**Publications:** *Subject Specialists' Newsletter* is the official newsletter of the section.

**Activities:**

- Sponsors continuing education programs with other organizations to offer members of the library profession information about current important topics.
- Sponsors one or more education programs during the Annual Conference.

*September, 1989; May, 1994; June, 2015*

## TRUSTEES SECTION

**Purpose:** The mission of the Trustees Section is to support members of library boards by encouraging development of effective library service and effective leadership on their boards. The section identifies and coordinates programs for the development and education of trustees and encourages participation in related organizations.

**Officers:** Chair; Vice-Chair; Secretary

**Committees:** One member for the Tellers Committee

**Publications:** *Trustee Newsletter* is the official newsletter of the section.

*Trustee Handbook, rev. 1996*

**Activities:** Sponsors a luncheon and program with the Public Library Section at the Annual Conference.

*September, 1989; May, 1994; October, 1996; June, 2015*

## SECTION NEWSLETTERS

1. **Editors** are selected by the chairs of each section wishing to produce a periodic newsletter for distribution to that section's members.
2. **Content** is determined by the editors, reporters, or committees as established by the section.
3. **Copy for Printed and Mailed Newsletters** should be prepared in camera-ready form for duplication. Pagination for an issue must end with an even number which will provide at least one-half page of space for return address, bulk rate facsimile, and name and address label.
  - a. Return address in the top left corner must include LOUISIANA LIBRARY ASSOCIATION, with appropriate section and the LLA Office's address.
  - b. Labels should appear in the lower to middle center of the half-page area.
4. **Copy for E-Newsletters** should be prepared in a high-resolution PDF format and sent the Association Office for distribution and online posting.
5. **Deadlines** should be established by each section, preferably in conference with other newsletter editors and the LLA Office to avoid overlapping requests for duplication.
6. **Duplication** handled through the LLA Office must allow a possible two weeks for completion. The section is responsible for cost of paper and masters used in production. There are capabilities for reduction of copy when appropriate grids are used for layout. Other facilities (a library sponsor) may be used for reproduction, with the section responsible for any costs involved.
7. **Labels** may be requested through the LLA Office for members (regular and second section) produced by the computer in ZIP Code order. Self-generated labels may be used, but when affixed, newsletters must be in ZIP Code order prior to arrival at mailing firm. (They will arrange, but add labor charges and perhaps delay delivery to the Post Office.)
8. **Payment** for all services involved in the above procedures must be approved by the chair of the section and be handled through the LLA Office.

*September, 1981; August, 1987; September, 1988; January, 1994; June, 2003; June, 2015*

## CODE FOR ALL COMMITTEES

### Responsibilities

1. Perform duties and functions pertaining to the committee as prescribed in the *LLA Manual*.
2. Participate in committee activities. Members who do not, or are unable to, perform these duties may be removed on the recommendation of the committee chairperson and/or the President with the approval of two-thirds of the Executive Board. (Bylaws, Article IV, Section 1.)
3. Three weeks prior to each Executive Board meeting, each committee chair shall submit a written status report to the officer assigned oversight responsibility for that committee. (See duties of Vice-Presidents and President for oversight assignments. The officer who receives the report shall retain one copy and forward one copy each to the Secretary and the Archivist.)

*May, 1996*

### Budget

1. To cover expenses to be incurred by a committee in its work, an itemized estimate of probable expenditures for the year should be submitted to the President, by electronic means, within one month from the date of the committee's appointment.
2. Expenditures must be kept within the budget approved by the Executive Board for each committee.
3. Additional expenditures are to be made only with the written authorization of the Executive Board.
4. Chairs of committees with any funds will receive quarterly and annual line itemized financial reports for their committee's funds.

*May, 2000*

### Bills

1. Bills presented for payment must be itemized, and any receipted bills for which reimbursement is sought should be attached to the payment request form found at [www.llaonline.org](http://www.llaonline.org). Reimbursement for travel expenses shall be at the current state rate. Meals and lodging costs are not covered by the budgeted funds.
2. Each bill shall be certified "approved for payment," with the date and signature of the committee chairperson responsible for the expenditure, before being sent to the Association President for his/her approval.
3. All bills for budgeted items must be in the hands of the President for approval not later than June 1, and be paid prior to the close of the fiscal year.

*Spring, 1975; May, 1975; March, 1976; October, 1979; March, 1984; June, 1987; June, 2015*

### Records

Each retiring committee chairperson shall turn over pertinent committee correspondence and records to his/her successor. If this cannot be done conveniently, he/she should deposit these materials with the archivist for disposition. Records no longer of current value shall be sent to the archivist for disposition or, if older than fifteen years, the LLA archives housed in the LSU Libraries Special Collections area.

### Correspondence

Copies of pertinent correspondence of officers and committee chairpersons shall be sent to the President and to the officer assigned oversight responsibility for each committee (i.e., agreements, policy and procedures, minutes, final versions and working files of created documents, etc.)

#### **Policy Concerning Change of Status of Committees**

Recommendations for change of status, composition, or functions of committees, standing or special, shall be submitted in writing to the President at least thirty days prior to an Executive Board meeting.

#### **Vacancies in Office**

The President of the Louisiana Library Association shall appoint a successor to fill a vacancy in any committee office if succession or a method of appointment is not otherwise provided for.

*Spring, 1975; May, 1975; March, 1976; October, 1979; March, 1984; March, 1988, June, 1988; March, 1999; June, 2015*

## CONFERENCE COMMITTEE

### Organization

Standing committee. Members are to be appointed by the President with the approval of the Executive Board, for one-year terms. The membership shall consist of: the chairperson, who should be a resident of the conference city; and the chairpersons of each of the following sub-committees: exhibits, local arrangements, program, and publicity. The chairs of all LLA sections, the first vice president, and the LLA Executive Director will also serve on the committee.

### Functions

1. To plan and make arrangements essential to the efficient conduct of the activities of the annual conference of the Association.
2. To coordinate and, where necessary, assist with the work of the various sub-committees concerned with the annual conference.

*June, 2001*

### Report

The chairperson of the committee shall submit a written report of the committee's work to the President as soon after the conference as possible, but in any event not later than June 15. One copy of this report shall also be sent to the Association Office for official record.

### Finances

All payment requests are to be signed by the Conference Chairs before being submitted to the President for approval and routing to the Association Office for payment.

*October, 1969; March, 1973; May, 1975; March, 1976; March, 1979; May, 1992; January, 1995; April, 2001; December, 2002; June, 2015*

## CONFERENCE – EXHIBITS SUB-COMMITTEE

### Organization

Standing sub-committee of the Conference Committee. Appointed by the President, for one-year terms. The chairperson shall be a members of the Conference Committee and should be a resident of the conference city if possible.

### Functions

1. To work with the Association Office staff in contacting all firms having exhibit space in recent previous years; to invite them and other firms which might be interested in exhibiting, giving them information about rates, space available, etc.
2. To assign spaces for exhibits and to determine rate of fees for such space in accordance with the approved annual budget. Fees collected for exhibit space should be deposited in the LLA Conference account, with records kept by the exhibits chairperson and the LLA Office.
3. To work with the Association Office to arrange for protection of exhibits at all times.
4. To serve as a "hospitality committee" for the exhibitors, making them feel welcome and introducing them to members of the Association.

5. To assist in providing space either in or out of the exhibits area for any professional exhibits.

### Reports

1. The chairperson of this sub-committee shall, upon request, submit a provisional written report to the President or conference chairperson.
2. The chairperson shall submit a written report of the committee's work to the Conference Chair, who will report to the Association President as soon after the conference as possible, but in any event not later than June 15. This report shall also be sent to the Association Office for record keeping.

*June, 1969; May, 1975; March, 1976; March, 1979; June, 2015*

## FRIENDLIEST BOOTH AWARD

**SPONSOR:** Conference Exhibits Sub-committee – Exhibitor Liaison Committee

**FREQUENCY:** Annual, if merited

**DEADLINE:** All booths must be visited during conference and a winner selected prior to the award presentation, which is usually on the last day of conference.

**PURPOSE:** To show appreciation to the LLA Conference exhibitors

**DESCRIPTION:** Award object to be determined by the Conference Committee

Friendliest Booth Award, xxxx (year)  
LLA CONFERENCE  
City, State

**PREREQUISITES:** Exhibitor must have a booth at the current LLA conference.

**EVALUATION CRITERIA:** Winner to be determined by a majority vote on ballots submitted by conference attendees.

1. General Atmosphere

When people are visiting booths, is anyone ignored when one salesperson is not busy? Does booth staff seem to generate a general feeling of friendliness?

2. Willingness to supply information about product or service:  
For example, if brochures are unavailable, is a name taken so that information may be mailed later?
3. Are salespeople as receptive to requests by persons without current purchasing power (e.g. students) as they are to buyers?
4. Are products displayed in an attractive manner?

### COMMITTEE COMPOSITION:

1. Committee consists of four or five members; members serve one "Conference" term
2. Chairperson is appointed by the Conference Exhibits Sub-Committee chairperson; members are selected by the committee chairperson

3. All committee members must hold current membership in LLA.

**MAJOR RESPONSIBILITIES:**

1. Obtains from the Conference Exhibits Sub-Committee chairperson a financial allotment for the committee for the current year
2. Updates, duplicates, and distributes evaluation forms
3. Meets soon after the deadline to review the evaluation forms and make a selection
4. Notifies the winner to insure his/her presence at the award presentation
5. Selects, orders, and engraves the trophy
6. In January, the committee chairperson coordinates with the chairpersons of the conference program and publicity committees to make arrangements for presentation of the award
7. Chairperson presents the award, usually on the last day of the conference
8. Prepares a news release announcing the winner; sends release and photo to *Louisiana Libraries* and to the conference publicity chairperson. Ensures that the releases will not be published before presentation of the award

**REPORTS AND RECORD-KEEPING:**

1. An expense statement shall be submitted to the Conference Exhibits Sub-Committee chairperson as soon as possible after expenditures are made
2. Chairperson shall submit a written report of the committee's work to the Conference Exhibits Sub-Committee chairperson not later than thirty days after the annual conference
3. Additional oral or written reports may be requested by the Conference Exhibits Sub-Committee chair.
4. Chairperson must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings. These materials should be forwarded to the succeeding Exhibitor Liaison Committee chairperson.

*March, 1986; March, 1999; June, 2015*



## **CONFERENCE – LOCAL ARRANGEMENTS SUB-COMMITTEE**

### **Organization**

Standing sub-committee of the Conference Committee. Three or more members, appointed by the President, for one-year terms. The chairperson shall be a member of the Conference Committee and should be a resident of the conference city.

### **Functions**

1. To make arrangements for luncheons, banquets, and local entertainment as requested by the Program Sub-committee or by the chairpersons of the various sections through the Program Sub-committee.
2. To see that tickets for all functions and transportation to and from meetings are provided for special guests of the Association (the names of these guests are to be provided by the chairperson of the Program Sub-committee).
3. To buy flowers for officers and special guests as designated by the Program Sub-committee.
4. To arrange for aides if needed, to assist with registration, room monitoring, or conference decorating throughout the event.
5. In brief, the function of this sub-committee is to make all local arrangements necessary to carry out the plans of the Program Sub-committee.

It is assumed that the Local Arrangements Sub-committee will inform the Program Sub-committee as to what the conference city can offer in the way of local entertainment and attractions.

*May, 1975; March, 1976; March, 1979*

### **Reports**

1. The chairperson of this sub-committee shall, upon request, submit a provisional written report to the President or conference chairperson.
2. The chairperson shall submit a written annual report of the committee's work to the Conference Chair who will report to the Association President as soon after the conference as possible, but in any event not later than June 15. This report shall also be sent to the Association Office for record keeping.

*March, 1975; February, 1978; June, 2015*

## **CONFERENCE – PROGRAM SUB-COMMITTEE**

### **Organization**

Standing sub-committee. Four or more members: the President and three or more appointed by the president with assistance from the Conference Chair as necessary, for one-year terms. The chairperson shall be a member of the Conference Committee. Section chairpersons or those responsible for planning the program for the section meetings shall serve as ex-officio members of the committee.

### **Functions**

1. To build the conference program upon the theme suggested by the President and the Executive Board.
2. To obtain guest speakers and to organize meetings dealing with the general theme.
3. To keep the Publicity Sub-committee and Association Office advised as the program develops.
4. To work with the Association Office to arrange for printing of the conference brochure and final program.
5. To see that information concerning the program is sent out with the advance publicity about the conference.
6. To coordinate requests by any LLA committees, interest groups, or sections to vendors for donations or sponsorships through the LLA Office.

### **REIMBURSEMENT OF SPEAKERS**

1. See LLA Speakers Contract.

*June, 1993; June, 2004*

### **Reports**

1. The chairperson of the sub-committee shall make reports from time to time as requested by the President, Conference Chair and/or the Executive Board.
2. The printed conference program shall serve as the final written report.

*June, 1969; March, 1973; March, 1976; June, 2015*

## CONFERENCE – PUBLICITY SUB-COMMITTEE

### Organization

Standing sub-committee. Three or more members, appointed by the President, for one-year terms. The chairperson shall be a member of the Conference Committee and should be a resident of the conference city if possible.

### Function

1. To begin working as early as possible, but no less than three months prior to the conference.
2. To coordinate statewide and local releases about conference programs, speakers and events prior to conference.
3. To be responsible for coverage of events at the time of conference for all news media – internet, television, radio, and newspapers.
4. To see that information concerning award winners is sent to each winner’s local news media for publication immediately following the Annual Conference.
5. To see that news releases concerning awards, new officers and other noteworthy events are distributed statewide, to *Louisiana Libraries*, and to national library journals.
6. To keep a record of all publicity, programs, etc. concerning the conference. These records will go to the succeeding Publicity Sub-committee for reference and insertion of that year’s publicity.
7. To coordinate solicitation of advertisements for the “Conference Program” (either as a separate publication or in the Winter issue of *Louisiana Libraries*) when published.

### Reports

1. The chairperson of this sub-committee shall, upon request, submit a provisional written report to the President of conference chairperson.
2. The chairperson shall submit a written annual report of the committee’s work to the Conference Chair, who will report to the Association President as soon after the conference as possible, but in any event not later than June 15. This report shall also be sent to the Association Office for record keeping.

*October, 1969; May, 1975; March, 1976; March, 1979; August, 1987; March, 1999; June, 2015*

## **FINANCE COMMITTEE**

### **Organization**

Standing committee. Seven members: the Past President, the President, the First Vice-President, the Treasurer, and three other persons who have accounting and finance expertise, the latter three to be appointed by the President, with the approval of the Executive Board, for overlapping three-year terms. The Past President shall serve as chair of the committee. The LLA Executive Director and the Association's financial officer (consultant) shall serve as non-voting ex-officio members.

*June, 1993; April, 2001*

### **Functions**

1. To review the annual budget for submission to the Executive Board.
2. To review quarterly budgetary and financial statement supplied by fiscal officer.
3. To advise the Board on long range financial and investment planning.
4. To establish and maintain continuity in the budgeting process by carefully monitoring the correlation between the annual budget and the long range financial goals.
5. To keep abreast of all fiscal issues facing the Board and serve as financial advisors to the Board. Members of the committee shall be invited to attend all Executive Board meetings.
6. To coordinate an external audit every three years, with opinions and without qualifications.
7. To review the fee relationship with the fiscal officer.
8. To review and recommend action on all requests.

*June, 1993; August, 2002*

### **Reports**

1. The chairperson shall make a financial report each Executive Board meeting.
2. The chairperson shall, by written report, notify the President immediately of any discrepancies or fiscal mismanagement.
3. The chairperson shall submit a written annual report on the work of the committee to the President not later than June 30. One copy of this report shall also be sent to the Secretary of the Association.

*October, 1979; April, 1981; March, 1990; June, 1993*

## HISTORY COMMITTEE

### Organization

Standing committee. Five members: the Archivist(s), a person who has served as Past President of LLA, and three other persons appointed by the President, for overlapping three-year terms. The Executive Director of the Association shall serve as an ex-officio member of the committee.

### Function

1. To maintain the written history of the Association on an annual basis and shall include: Significant Executive Board action, Sections, Awards, Conference, Publications, and Committees.
2. To compile the annual information into an addendum to the published history of LLA every five (5) years.
3. To receive copies of the annual reports made to the President from all other reporting entities within the Association for purposes of compilation.
4. To compile and submit to a database to ensure availability to all members of the Association, the names of the General Officers, Section Officers, Award winners, Conference theme and site and dates.

### Reports

1. The Chair of the committee shall submit a written annual report of the committee's work to the President not later than June 15. One copy of this report shall also be sent to the Secretary of the Association.

*June, 2001*

## INTELLECTUAL FREEDOM COMMITTEE

### Organization

Standing committee. Shall be composed of one member from each type of library: academic, public, school, special, and one member-at-large, appointed by the President with the approval of the Executive Board, for overlapping three-year terms.

### Functions

1. To defend the right and responsibility of the publicly supported library to preserve the freedom to read, as stated in the "Library Bill of Rights" adopted by the American Library Association.
2. To promote the endorsement of the "Library Bill of Rights" by the governing bodies of the publicly supported libraries of the state, emphasizing that libraries advocate a morally responsible freedom, not a license to undermine democracy.
3. To encourage libraries to emphasize the value of intellectual freedom in their library programs by preparing exhibits, booklists, etc.
4. To keep the membership of the association informed on the subject by:
  - a. Making suggestions for programs on the subject at the annual conference.
  - b. Reporting to the membership articles on the subject and infringement on intellectual freedom by any individual or group.
5. To use every opportunity to work with teachers, authors, publishers and others interested in preserving free thought and expression in America.
6. To be well informed as to what to do in the event a library or librarian is challenged, so as to be in a position to advise.
7. To encourage librarians to report infringements on intellectual freedom to the chair of the Intellectual Freedom Committee and to the Association Office.

To make recommendations to the Executive Board through the President for such action by the Association as is considered advisable in the light of reported infringements or reported attempts at infringement.

*May, 1973; May, 1975; March, 1976; March, 1989; August, 2005*

### Reports

1. The chairperson of the committee shall notify the President and the Executive Board immediately upon learning of any infringement or movement toward infringement of intellectual freedom.
2. The chairperson shall submit a written annual report of the committee's work to the President not later than June 15. One copy of this report shall also be sent to the Secretary.

### Networks

Permission to enter the network of the National Ad Hoc Committee Against Censorship (NACAC) was granted by action of the Executive Board, April 9, 1975.

*1967; March, 1976*

## **ALEX ALLAIN INTELLECTUAL FREEDOM AWARD**

**SPONSOR:** LLA Intellectual Freedom Committee

**FREQUENCY:** Annual, if merited.

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.

**PURPOSE:** To recognize the contribution of an individual or a group who/which has actively promoted intellectual freedom in Louisiana

**DESCRIPTION:** \$200 and a plaque to the award recipient; registration to the conference and a meal (lunch or dinner) on the day of the awards ceremony for the award recipient.

**PREREQUISITES:**

1. Must be a person or group who/which is actively promoting intellectual freedom in Louisiana.
2. Activities within the past five years are eligible for consideration.
3. Nominations for the award may be made by anyone in Louisiana, including an individual who wants to nominate herself or himself.

**EVALUATION:**

1. Nominees for the award will be judged on:
  - a. the role they have played in actively promoting intellectual freedom in their sphere of influence and beyond
  - b. the degree to which they exemplify the spirit of intellectual freedom
  - c. the impact which their efforts to promote intellectual freedom have made.
2. The Library Bill of Rights (ALA) and the AECT Intellectual Freedom Statement will be considered very carefully as criteria for evaluation.
3. Examples of evidence which may be used:
  - a. Written and approved policies and procedures relating to intellectual freedom, if the nominee is employed in an educational institution
  - b. A description of programming activities and other methods of encouraging intellectual freedom on a continuing basis within the environment or in the locale where the nominee lives
  - c. Documented reports of the role which the nominee has played in promoting intellectual freedom, i.e., newspaper clippings, letters, publicity materials
  - d. Any other relevant information which further elucidates the nominee's role in the promotion of intellectual freedom
  - e. One or more letters of recommendation from persons knowledgeable of the nominee's contributions to intellectual freedom

**MAJOR RESPONSIBILITIES OF INTELLECTUAL FREEDOM COMMITTEE REGARDING THIS AWARD:**

1. Prepares a notice for the Summer issue of *Louisiana Libraries* to solicit nominations
2. Submits a notice to section newsletters, if appropriate
3. Reviews the nominations and selects the recipient of the award
4. Coordinates with the First Vice President to arrange the presentation of the award
5. Notifies the winner
6. Selects an individual to present the award to the winner at the annual conference
7. Prepares a news release announcing the winner; sends the release and photo to the *Louisiana Libraries* and to the conference publicity chairperson. Ensures that the releases will not be published before presentation of the award.

**REPORTS AND RECORD-KEEPING:**

1. Chairperson shall submit a written report of the committee's work to the LLA President no later than thirty days after the annual conference.
2. Additional oral or written reports may be requested by the LLA President..
3. Chairperson must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these materials should be forwarded to the succeeding committee chairperson.

*March, 1986; March, 1999; March, 2003; March, 2011; June, 2015; March, 2020*



## LEGISLATION COMMITTEE

### Organization

Standing committee. Shall be composed of nine voting and three non-voting ex-officio members. The voting members shall be a representative from each type of library: public, academic, school, special, plus two at-large; the President; the 1<sup>st</sup> Vice President; and the ALA representative. The State Librarian, the Legislative Consultant (when position is filled) and the Executive Director shall be non-voting ex-officio members. At the discretion of the chair, some members will be assigned to follow federal legislation and information policy making and others will be assigned to follow Louisiana legislation and information policy making. Members will be appointed by the President for overlapping three year terms.

### Function

1. To enlist the necessary support for successful passage of laws (federal, state and local) tending to promote library interests.
2. To enlist necessary opposition to bills injurious to library interests.
3. To develop plans yearly for a State Legislative Day, including a workshop for training of participants.
4. To send a representative of LLA to Washington, D.C. for National Legislative Day, when financially feasible.
5. To keep the Association members informed of the status of bills while they are under consideration.
6. To solicit from each section and the general membership each year suggestions for legislative objectives, both federal and state, in order to prepare a list of such objectives for approval by the Executive Board and distribution to the membership.
7. To be responsible for contacts concerning federal relations between the Louisiana Library Association and the American Library Association.
8. To advise the Association, the Louisiana Legislature, the Louisiana Congressional delegation, and interested Louisiana citizens and groups on the merits and demerits of proposed legislation affecting libraries.
9. To prompt action by the above groups where advisable for library progress.

*June, 2003; June 2006*

## MEMBERSHIP COMMITTEE

### Organization

Standing committee. Eight or more members: First Vice-President plus one member from each section of the association, appointed by the President, with the approval of the Executive Board, for overlapping three-year terms. The Executive Director shall serve as a non-voting ex-officio member. The President shall ask the President of the Louisiana Association of School Librarians to recommend the member representing that section when the position is vacant. The First Vice-President shall serve as an ex-officio member of this committee.

### Functions

1. The Association Office assists the committee by:
  - a. soliciting members from among trustees, librarians just entering the profession, librarians employed temporarily in Louisiana, former members who have discontinued membership, and interested laypersons.
  - b. sending membership information to prospective members other than those who were members of the Association during the preceding year.
2. The committee should work in close cooperation with the Association Executive Director. However, its function is to stimulate membership, whereas the Association Executive Director is responsible for collecting dues from both active and delinquent members.
3. Shall keep the LLA *Handbook* and membership brochure current

### Reports

1. The Association Executive Director reports membership figures for the committee.
2. The chairperson shall submit an electronic annual written report of the committee's work to the President. One copy of this report shall be sent to the Secretary and one to the Association Office.

*June, 1968; May, 1973; April, 1974; March, 1976; October, 1979; June, 1992; March, 1999; April, 2001; June, 2015*

## NOMINATING COMMITTEE

### Organization

Standing committee. Three members appointed by the President, with the approval of the Executive Board, for three-year overlapping terms. The chairperson should have served on the committee for at least one year.

### Functions

1. To prepare a slate of two or more nominees, each of whom meets the qualifications stated in the Bylaws, for each elective Association office. To secure nominees, a notice requesting recommendations should be prepared for the *Louisiana Libraries* Summer issue and sent to the editor by June 1.
2. To follow guidelines for selecting nominees for First Vice-President/President Elect:
  - a. Nominees should have prior experience on the Executive Board as an officer or Section chairperson.
  - b. No elected Association officer or Section chairperson may serve simultaneously as appointed chairperson of Association standing committees. Exceptions are the Past President who is chairperson of the Finance Committee and the President who is chair of the Tellers Committee.
3. To inform each nominee of the responsibilities of the office for which he is running and the requirement of attendance at all Executive Board meetings. The LLA Office shall provide the Nominating Committee chairperson the duties of each office from the *LLA Manual* to send to the nominees for each office.
4. To inform each nominee that they must complete a Fact Sheet for Candidates for Office and submit it to the LLA office by January 15<sup>th</sup> or the following business day should January 15<sup>th</sup> fall on a Saturday or Sunday, for use in preparing the election ballot.
5. To send a copy of the slate of candidates to the Association President, as soon as it is complete.
6. To send a copy of the slate of candidates to the editor of *Louisiana Libraries* for publication in the issue preceding the election.
7. To select two nominees every three years for LLA Representative to the American Library Association (Councilor). The ballot will be prepared by the LLA Office and distributed to all LLA members.

*Spring, 1966; Spring, 1973; May, 1975; March, 1976; April, 1981; March, 1982; June, 1993; March, 1999; June, 2003; June, 2004; April, 2005*

### Reports

The chairperson of the committee shall electronically submit a written report to the President at least ten days before the annual conference.

*Spring, 1966; Spring, 1973; May, 1975; March, 1976; April, 1981; March, 1982; January, 1986; June, 1993; March, 2020*

### ELECTION PROCEDURES

1. The Association Office shall prepare an electronic fact sheet for candidates and post the form on the LLA Website.
2. The Association Office shall prepare a ballot with the names and biographical information of the candidates. The ballots should be electronic for all members who have provided email addresses. For those members without an email address, a paper ballot and candidate biographical information should be mailed.

3. The Association Office must distribute ballots to each Association member a minimum of six weeks prior to the annual meeting.
4. The ballots must be returned to the Association Office not later than two weeks prior to the annual meeting. The ballot results are reviewed and counted by members of the Tellers Committee.
5. The LLA President shall inform all candidates of the election results before publication or announcement is made.

*June, 1993; June 2015*

## RESOLUTIONS COMMITTEE

### Organization

Standing committee. Two members appointed by the President, with the approval of the Executive Board, for overlapping three-year terms. The Parliamentarian serves as an ex-officio member of this committee.

*July, 2003*

### Functions

1. Initiate resolutions.
2. Prepare needed “courtesy resolutions” related to the LLA annual conference and other matters. The courtesy resolutions should be brief, adequate, and limited in number.
3. The chairperson will solicit proposed resolutions and suggestions for resolutions via email and other appropriate means by no later than two months prior to the annual conference.
4. Receive proposed resolutions from LLA members and sections. The resolution sponsor must present their resolutions in written form to the chairperson of the committee by no later than two weeks prior to the annual conference. Sponsors of resolutions should be prepared to discuss and clarify via email any matters which are not clear to the committee.
5. The committee will act without bias or prejudice on the proposed resolutions and will have the power to review and edit the proposed resolutions for presentation in an acceptable format. It may refer resolutions to appropriate individuals, committees, or sections for study. It may also reject resolutions for being poorly prepared, inappropriate, or in conflict with the LLA Constitution, Bylaws, or policies. The committee will approve only those resolutions deemed to be important to the LLA membership.
6. The chairperson will have the responsibility to contact the Conference Committee to arrange for any equipment needed to present resolutions at the business session of the annual conference.
7. The chairperson will see that the committee-approved resolutions are presented at the business session either by the presiding officer, a member of the committee, or the chairperson.
8. The chairperson will provide the Association Office with final copies of all resolutions approved by the membership, together with appropriate covering materials. The Association Office will be responsible for the filing and distribution of the approved resolutions, and for ensuring that they are posted on the LLA web site. The Association Office will consult with the Legislation Committee concerning the most effective means for distributing resolutions directed to the state legislature and other political bodies or individuals.
9. These procedures are designed to improve the quality and format of LLA resolutions. They are not to be used as a means of censorship.
10. These procedures, further, do not preclude the presentation of resolutions from the floor at any LLA business meeting. Sponsors of floor resolutions, however, must provide the Parliamentarian or a member of the Resolutions Committee with a written copy of the proposed resolution(s)\_no later than one hour before the business meeting.

### Reports

1. The chairperson shall, upon request submit a provisional written report to the President at least ten days before the annual conference.
2. The chairperson shall submit a written annual report of the committee’s work to the President not later than June 15. One copy of this report shall be sent to the Association Office for record keeping.

*April, 1980; October, 2010*

## SCHOLARSHIP COMMITTEE

### Organization

Standing committee. Five members appointed by the President for overlapping three-year terms.

The secretary-treasurer of the fiduciary officers of the LLA Scholarship Fund – A Trust shall serve as a non-voting ex-officio member of the LLA Scholarship Committee. (Fiduciary officers are known as trustees in the trust agreement dated October 31, 1960. They are named fiduciary officers in this manual to avoid confusion with members of the Trustees Section.)

*June, 1993*

### Functions

1. To solicit funds from School of Library and Information Science alumni, association members, industry, and other sources.
2. To accept and acknowledge contributions.
3. To administer the scholarship award.
4. To screen the applicants and to select the recipient, who must meet the following requirements:
  - a. One of the following residency requirements:
    - the applicant was born in Louisiana
    - the applicant has lived in Louisiana for a period of at least two years exclusive of any period of full-time enrollment in post-secondary education
    - either parent of the applicant has lived in Louisiana for a period of five years exclusive of any period of full-time enrollment in post-secondary education.
  - b. Must have a composite undergraduate grade point average of at least 3.2 or a graduate degree with a grade point average of at least 3.5 from that degree on a four point scale, and a combined score on the verbal and quantitative portions of the Graduate Record Examination of at least 1050.
  - c. Unconditional admission to the LSU School of Library and Information Science.
  - d. Recommendation of at least one qualified librarian in Louisiana besides other recommendations required for entry into the LSU School of Library and Information Science.
  - e. Personal interview by at least one member of the Scholarship Committee, who should give particular thought to the applicant's professional promise, interest in librarianship, character, and personality.
5. To publicize the scholarship through *Louisiana Libraries* and other means, including contacting the SLIS for publicity of the award to students. To notify the conference program and publicity sub-committees of recipients.
6. To arrange for presentation of this scholarship award at the annual conference.

*May, 1971; May, 1975; March, 1976; March, 1980; March, 1982; June, 1989; March 1999; June, 2003; June, 2015*

### Reports

1. The chairperson shall submit, upon request, a provisional written report to the President at least ten days before the annual conference.

2. The chairperson shall submit a written annual report of the committee's work to the President not later than June 15. One copy of this report shall be sent to the LLA Office for record keeping.

*May, 1971; May, 1975; March, 1976; March, 1980; March, 1982; June, 2015*





## WEB OVERSIGHT COMMITTEE

### Organization

Standing committee. Three to five members selected for their web/technology/Association understanding expertise, rather than focusing on representation from all sections. The LLA Executive Director and LLA Webmaster shall serve as non-voting ex-officio members of the committee. Appointments shall be staggered to allow for continuity.

### Functions

1. To establish guidelines for the site (to be approved by the LLA Executive Board)
2. To design and achieve an effective web site
3. To resolve any future issues with the web site
4. To work with the sections and others to create/improve web pages
5. To work with the LLA Office to review hardware and software requirements for the office computers
6. To address issues relating to the membership database, calendar, and other items posted on the web site

### Reports

1. The Chair of the committee shall submit a written annual report of the committee's work to the President not later than June 15. One copy of this report shall also be sent to the Association Office for record keeping.

*June, 2001; June, 2015*

## **CODE FOR *Louisiana Libraries***

### **Organization**

The editorial board shall consist of the editor(s), one member from each section (appointed by that section's chairperson), the business manager, and the advertising manager. The members representing the sections will serve overlapping, non-renewable, two-year terms.

The editor(s) shall be appointed by the editorial board, with the consent of the LLA President and the LLA Executive Board, for a one-year renewable term. The editorship may be shared jointly by two or more persons or co-editors.

### **Duties**

The editor(s), with the editorial board, shall be responsible for planning and securing copy. The editor(s) shall be responsible for preparing the final copy and approving the final proof. The business manager shall be responsible for all financial matters. The advertising manager shall be responsible for advertising.

### **Policies**

*Louisiana Libraries*, the official journal of the Louisiana Library Association, is issued to members two times a year (fall, and spring), with the volume running concurrently with the membership year of the association. Nonmembers may receive *Louisiana Libraries* by subscription.

Each year *Louisiana Libraries* shall include: a report of the annual conference; results of annual elections; the financial statements of the association; minutes of Executive Board meetings (to be submitted by the LLA secretary to the editor(s) of *Louisiana Libraries* once approved); the annual report of the President; and the annual budget of the Association. In addition, information provided by the Association President, Association Executive Director, ALA Councilor, and/or other officers may be included.

*Louisiana Libraries* shall also contain articles of interest to Louisiana librarians. Articles submitted may be concerned with any aspect of librarianship, but pertinence to librarianship in Louisiana will be given first consideration. Presentations at association conferences or meetings may be published. Section news is a part of *Louisiana Libraries*. Signed articles express the views of the authors and do not necessarily reflect endorsement by the Association or the opinion of the editorial board.

Space is provided for letters to the editor(s) or the Association. Written and pictorial material should be submitted to the editor(s). Digital submission of materials is required.

The editor(s) reserve the right to edit all material except official statements initiated and approved by the Association and/or the LLA Executive Board. Ultimate responsibility for the contents of *Louisiana Libraries* rests with the editor(s) and editorial board.

Advertising accepted for *Louisiana Libraries* does not necessarily reflect endorsement by the editor or the Association of the item(s) advertised.

Other policies shall be determined by the editorial board.

*April, 1981; June, 1993; March, 1999; April, 2001; November, 2004; March, 2020*

### **Distribution**

1. The printer shall deliver all copies of *Louisiana Libraries* to the mailing firm for distribution.
2. Advertisers will receive a free copy of *Louisiana Libraries* of the issue in which their ad appears.

3. The editor(s) will send to the Association Office the list of names and addresses of those contributors who are to receive free editorial copies.
4. The Louisiana Library Association will distribute all copies to subscribers, advertisers, and contributors.
5. Before an issue of *Louisiana Libraries* is printed, the Association Office will advise the editor(s) (or printer) of the total number of copies to be printed.
6. Back copies of *Louisiana Libraries* may be purchased from the association at \$5.00 per issue. The Association Office will distribute copies while the supply lasts.

*April, 1981; April, 1987; June, 2001; December, 2003; November, 2004; March, 2020*

### **Finances**

The Louisiana Library Association shall subsidize *Louisiana Libraries*. The Association shall provide an honorarium per issue of *Louisiana Libraries* to the editor. The amount of the honorarium shall be determined by the Executive Board.

*April, 1981; January, 1986; March, 1999; June, 2001; March, 2020*

## **GUIDELINES FOR ASSOCIATION AND SECTION AWARDS**

### **LOUISIANA LIBRARY ASSOCIATION AWARDS**

#### **I. ASSOCIATION AWARDS**

ANTHONY H. BENOIT MID CAREER AWARD  
ESSAE M. CULVER DISTINGUISHED SERVICE AWARD  
LLA MERITORIOUS SERVICE AWARD  
LOUISIANA LITERARY AWARD  
MODISETTE AWARDS  
ELEMENTARY, MIDDLE AND JUNIOR/SENIOR HIGH SCHOOLS  
PUBLIC LIBRARIES  
LIBRARY TRUSTEES

#### **II. SECTION AWARDS**

ACADEMIC  
GRASSROOTS AWARD  
OUTSTANDING ACADEMIC LIBRARIAN AWARD  
GODORT  
MARGARET T. LANE AWARD  
LASL  
SCHOOL LIBRARY MEDIA SPECIALIST AWARD  
SUE HEFLEY EDUCATOR OF THE YEAR AWARD  
LaSSAL  
OUTSTANDING SUPPORT STAFF PROFESSIONAL AWARD  
SUBJECT SPECIALISTS  
LUCY B. FOTTE AWARD  
SUBJECT SPECIALIST LLA CONFERENCE ATTENDANCE STIPEND

## **ANTHONY H. BENOIT AWARDS COMMITTEE**

### **Committee Composition**

1. Committee consists of five members appointed by the LLA President with the approval of the Executive Board; members serve overlapping, three-year terms. Reappointments are discouraged.
2. Chairperson is appointed by the LLA President and should have at least one year's service on this committee.
3. All committee members must have current membership in LLA. Committee membership should be representative of different types of libraries and different areas of the state.

### **ANTHONY H. BENOIT MID-CAREER AWARD**

**SPONSOR:** Louisiana Library Association; this is a standing committee of LLA.

**FREQUENCY:** Annual, if merited

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.

**PURPOSE:** To recognize a Louisiana librarian in mid-career for outstanding contributions to the field of librarianship.

**DESCRIPTION:**

1. Engraved plaque ordered by the Administration Office.
2. The letters of nomination and endorsement are placed in an attractive binder prepared by the Association Office.

### **PREREQUISITES:**

1. Must possess an M.L.S. degree, or equivalent degree, or hold library certification
2. Minimum of ten, but not more than twenty, years of professional library experience
3. Must be a current member of LLA who has been active in the Association
4. Must be nominated by an LLA member, although letters of endorsement may be submitted by either members or non-members.

### **EVALUATION CRITERIA:**

1. Nominees will be judged solely on the information provided in the nomination packet. The nomination packet must include the following information:
  - a. A formal letter of nomination.
  - b. The candidate's complete resume.
  - c. A minimum of three additional letters of support for the candidate's consideration of this award.
2. Contributions to the state professional library association, to national professional library associations, and other professional library activities will be given equal weight for this award
3. Contributions to civic/community activities will also be considered for this award.

### **MAJOR RESPONSIBILITIES OF COMMITTEE FOR THIS AWARD:**

1. Prepares a notice for the Summer issue of *Louisiana Libraries* to solicit nominations.
2. Solicitation for award candidates through posts on LLA website, appropriate email lists publications, etc. to begin in August of the year prior to the Award Ceremony.
3. Submits a notice to section newsletters, if applicable.
4. Nominators of previous year's applicants will be contacted by October 15 of the following year to give them the opportunity to re-submit the nomination. Nominee will not automatically be re-considered for the second year.
5. Obtains from the LLA Finance Committee a financial allotment for the committee for the current year.
6. Meets soon after the application deadline to review the nominations and select the winner.
7. Selects an individual to present the award to the winner at the LLA annual conference and reports the name of the presenter to the Association Office.
8. Coordinates with the First Vice President and the Association Office to arrange the presentation of the award.
9. Notifies the winner and the Association Office. The Association Office will arrange for the engraving of the plaque.
10. Obtains a photograph of the winner; prepares a news release announcing the winner; sends the release and photo to the conference publicity committee to use at conference and to distribute after conference to the winner's home newspapers.

*March, 1999; June, 2004; March, 2006*

#### **REPORTS AND RECORD-KEEPING:**

1. Payment requests shall be submitted to the LLA President as soon as possible after Conference.
2. Chairperson shall submit an electronic copy of a written report explaining annual activities to the LLA 1<sup>st</sup> Vice President no later than 30 days prior to the annual conference.
3. Chairperson shall maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings. The original documents will be sent to the Association Office no later than June 30<sup>th</sup> of each year. Copies of all documents will be forwarded to the succeeding committee chairperson.

*June, 1970; August, 1979; March, 1986; June, 1993; March, 2003; March, 2006; June, 2015*

## **(ESSAE M.) CULVER AWARD COMMITTEE**

### **Committee Composition**

1. Committee consists of five members appointed by the LLA President with the approval of the Executive Board; members serve overlapping, three-year terms. Reappointments are discouraged.
2. Chairperson is appointed by the LLA President and should have at least one year's service on this committee.
3. All committee members must have current membership in LLA.

## **ESSAE M. CULVER DISTINGUISHED SERVICE AWARD**

**SPONSOR:** Louisiana Library Association; this is a standing committee of LLA.

**FREQUENCY:** Annual, if merited.

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of the award.

**PURPOSE:** To honor a librarian whose professional service and achievements, whose leadership in Louisiana association work, and whose lifetime accomplishments in a field of librarianship within the state merit recognition of particular value to Louisiana librarianship.

### **DESCRIPTION:**

1. Bronze medal about three inches in diameter. The obverse depicts a classical design; on the reverse is an inscription with the name of the award, the name of the recipient, and the year in which it is given.
2. An easel suitable for displaying the medal accompanies it.
3. The letters of nomination and endorsement are placed in an attractive folio, created by the Association Office, which is stamped with the name of the recipient, and the year in which it is given.

### **PREREQUISITES:**

1. Must possess an M.L.S. degree, or equivalent degree, or hold library certification.
2. Must be a current LLA member who has been active in the Association.
3. Must be nominated by an LLA member, although letters of endorsement may be submitted by either members of non-members.

*March, 1999; December, 2003; June, 2004; June, 2015*

### **EVALUATION CRITERIA:**

1. Selection should be based on accomplishments and not solely on numbers of endorsements.

2. Nominations are valid for three years provided the person making the nomination sends an annual request for reconsideration.
3. Endorsements presenting special knowledge of the candidate are highly desirable in making the selection of the award.

**MAJOR RESPONSIBILITIES OF THE CULVER COMMITTEE FOR THIS AWARD:**

1. Prepares a notice for the Summer issue of *Louisiana Libraries* to solicit nominations.
2. Submits a notice to section newsletters, if applicable.
3. Obtains from the LLA President a financial allotment for the committee for the current year.
4. Meets soon after the application deadline to review the nominations and select the winner.
5. Coordinates with the First Vice President to arrange for presentation of the award.
6. Notifies the winner and the LLA Office. The LLA Office will arrange for the inscription of the award, as well as purchasing the medals when needed.
7. Maintains strict confidentiality of the award winner until the actual presentation.
8. Committee selects an individual to present the award to the winner at the LLA annual conference.
9. Obtains a high resolution electronic file photograph from the winner and submits to the Association Office for the Awards Board creation; prepares a news release announcing the winner; sends the release and photo to the conference publicity committee to use at conference and to distribute after conference to the winner's home newspapers. *March, 1999*

**REPORTS AND RECORD-KEEPING:**

1. Payment requests shall be submitted to the Association Office for processing as soon as possible after Conference.
2. Chairperson shall submit a written report to the LLA President no later than 30 days prior to the annual conference.
3. Additional oral or written reports may be requested by the LLA President.
4. Chairperson shall maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these shall be forwarded to the succeeding committee chairperson and LLA Office for record keeping.

*June, 1970; August, 1979; March, 1986; June, 1993; June, 2004*



## **LLA MERITORIOUS SERVICE AWARD COMMITTEE**

### **Committee Composition**

1. Committee consists of five members appointed by the LLA President with the approval of the Executive Board; members serve overlapping, three-year terms. Reappointments are discouraged.
2. Chairperson is appointed by the LLA President and should have at least one year's service on this committee.
3. All committee members must have current membership in LLA.

## **LLA MERITORIOUS SERVICE AWARD**

**SPONSOR:** Louisiana Library Association; this is a standing committee of LLA.

**FREQUENCY:** Annual, if merited.

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend.) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of the awards.

**PURPOSE:** To publicly recognize an individual who has demonstrated sustained and exemplary leadership and service to further the development, services, and visibility of LLA.

### **DESCRIPTION:**

1. Engraved plaque.
2. The letters of nomination and endorsement are placed in an attractive folio, created by the Association Office, which is stamped with the name of the recipient, and the year in which it is given.

### **PREREQUISITE:**

1. Must be a current LLA members who has been active in the Association for at least five years.
2. Must be nominated by an LLA member, although letters of endorsement may be submitted by either members of non-members.

The nomination dossier should include:

- a. Biographical data
- b. Nominator's person statement of nominee's contributions, leadership and efforts in advocating the role of LLA to the public, the state legislature, and/or local political bodies, which may include:
  - Library-related legislative activity and support
  - LLA Office development
  - LLA publications development
  - LLA fundraising
  - Raising the public profile of LLA through media coverage or in writings which further the understanding and appreciation of the Association
  - Significant participation in a special project relating to LLA
- c. Letters of support and endorsement.

**MAJOR RESPONSIBILITIES:**

1. Prepare a notice for the Summer issue of *Louisiana Libraries* to solicit nominations.
2. Obtains from the LLA Finance Committee a financial allotment for the committee for the current year.
3. Meets soon after the deadline to review submissions.
4. Determines if an award is merited. An award should only be given to recognize especially significant contributions. Nominees are evaluated on the basis of the evidence and support presented in the nomination as to the nature and scope of the accomplishments, and on the committee's own knowledge of the nominee's qualifications.
5. If an award is merited, notifies the LLA Executive Board and the winner.
6. Provides LLA Office with information to select, order, and have engraved the plaque with the following:

Louisiana Library Association  
 (year) Meritorious Service Award  
 Presented to: (Recipient's Name)

7. Coordinates with the First Vice-President to arrange for presentation of the award at the LLA conference.
8. Prepares a news release announcing the winner; sends release and photo (if available from winner) to *Louisiana Libraries* and to the conference publicity chairperson. Ensures that the release will not be published before presentation of the award.
9. Committee Chair presents the award at the Awards Ceremony during the LLA Conference.

**REPORTS AND RECORD-KEEPING**

1. An expense statement shall be submitted to the Association Office for processing as soon as possible after the LLA conference.
2. The Committee Chair shall submit a written report of the committee's activities to the LLA President no more than 30 days after the LLA conference.
3. The Committee Chair must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these materials should be forwarded to the succeeding Committee Chair.

*December, 2003*

## LOUISIANA LITERARY AWARD COMMITTEE

### Committee Composition

Committee consists of five members appointed by the LLA President and approved by the Executive Board; members serve overlapping three-year terms. Chairperson is appointed by the LLA President and should have served on this committee for at least one year. All committee members must have current membership in LLA. Membership should be representative of the different types of libraries and the different geographic areas of the state. At least one member should be a person in close contact with Louisiana-related materials. In order to ensure continuity, this person should be reappointed continuously for as long as he/she wishes to serve.

With approval of the LLA President, the committee may select a person to act as a consultant in making a selection when the judgement of an authority is needed. This person may or may not be a librarian or members of LLA. The consultant would be invited to serve for this one occasion, although the same person could be invited to serve again by another chairperson in another year.

## LOUISIANA LITERARY AWARD

**SPONSOR:** Louisiana Library Association; this is a standing committee of LLA.

**FREQUENCY:** Annual, if merited.

**DEADLINE:** All books with a copyright date of the previous year are automatically considered for the award. The deadline for choosing a winner will be no later than January 15, and the award will be presented at the annual conference.

**PURPOSE:** To promote interest in books related to Louisiana, to encourage their publication, and to keep informed on the release of such books.

**DESCRIPTION:** Bronze medal; \$250 award.

### PREREQUISITES:

1. The book must have a copyright date of the calendar year preceding the year in which the winner is chosen. The committee will use the bibliography of Louisiana books mentioned below that was compiled in the previous year as the basis for their selection.
2. The subject must be related to Louisiana.
3. The book may be adult or juvenile, fiction or non-fiction, and it may be in any literary medium – poetry, essay, history, drama, book of illustrations, etc.
4. A book which deals only partially with Louisiana may be considered if a major portion of the book deals with Louisiana, or if the portion of the book dealing with Louisiana is of significant interest.
5. The editor or translator may be considered if the book is otherwise of sufficient value.
6. One bronze medal will be awarded per title and if there are co-authors, they shall share the monetary award.
7. Pamphlets and brochures are not eligible for this award.

### EVALUATION CRITERIA:

1. Books will be evaluated for their contributions on the basis of their merit, treatment of Louisiana life, interpretation of Louisiana heritage, and possible value to the permanent record of the state.

2. Non-fiction
  - a. Accuracy and authenticity (footnotes, bibliography, index, etc.)
  - b. Format, including organization and arrangement of material
  - c. Literary merit
  - d. Illustrations (if applicable)
3. Fiction
  - a. Literary merit
  - b. Style and technique
  - c. Originality
  - d. Interest (locale, development of characters, plot, etc.)

**MAJOR RESPONSIBILITIES OF THE COMMITTEE REGARDING THIS AWARD:**

1. Prepares a notice for the Summer issue of *Louisiana Libraries* to solicit nominations.
2. Submits a notice to section newsletters, if applicable.
3. Obtains from the LLA President a financial allotment for the committee for the current year.
4. Secures copies of books under consideration; reads, scans, or studies as many as possible.
5. Selects the award-winning book, and any other book(s) which are considered worth of honorable mention.
6. Notifies the winner and invites the recipient author and one guest of his/her choice to be the guests of LLA at the Book Dinner or other award presentations.
7. Notifies publisher of the winning book.
8. Notifies the LLA Office, who will arrange for the inscription of the award, as well as purchasing the medals when needed.
9. Coordinates with the First Vice President to arrange for presentation of the award.
10. Chairperson, or committee member designated by the chairperson presents the award at the annual LLA Conference.
11. Prepares a news release announcing the winner; sends releases and photo to *Louisiana Libraries* and to conference publicity chairperson.

**ADDITIONAL RESPONSIBILITIES OF THE COMMITTEE**

1. The Chairperson or committee member designated by the chairperson will compile a bibliography of Louisiana-related publications issued during the year and makes it available to the membership, either through publication in *Louisiana Libraries* or by distribution at the LLA conference. This bibliography shall be used by the committee the following year to choose an award winner.

2. In addition to the books eligible for the award by virtue of their subject matter, the bibliography shall also contain books by Louisiana authors. A Louisiana author is someone who either currently resides in Louisiana or who has had a significant connection to the state in the course of his/her life or career. If the book by the Louisiana author does not have Louisiana as its subject, it will not be eligible for the award.
3. Paperback preprints of a recently published hardcover book are not eligible to be put on the list; however, reprints of books long out of print shall be included. Revised editions of books published in previous years shall also be included.

*June, 1993; March, 1999; June, 2004, March, 2020*

#### **REPORTS AND RECORD-KEEPING**

1. Payment requests shall be submitted to the LLA President as soon as possible after Conference.
2. Chairperson shall submit a written report of the committee's work to the LLA President no later than 30 days prior to the annual conference.
3. Addition oral or written reports may be requested by the LLA President
4. Chairperson must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these materials should be forwarded to the succeeding committee chairperson.

*March, 1972; May, 1975; March, 1976; September, 1981; March, 1986; June 2004*

## **MODISETTE AWARDS COMMITTEE**

**SPONSOR:** Louisiana Library Association; this is a standing committee of LLA. This committee coordinates and supervises the activities of the five sub-committees for the Modisette Awards.

**PURPOSE:** To encourage the improvement of conditions in the public, school, and trustee fields by:

1. Encouraging high standards for programs in each field.
2. Acting on the recommendations of the sub-committees.

### **COMMITTEE COMPOSITION:**

1. Committee consists of five members appointed by the LLA President with the approval of the Executive Board; members serve one-year terms.
2. Committee is formed by the chairpersons of the following:
  - a. Modisette Award Sub-committee for Elementary Schools;
  - b. Modisette Award Sub-committee for Middle Schools;
  - c. Modisette Award Sub-committee for Junior/Senior High Schools;
  - d. Modisette Award Sub-committee for Public Libraries;
  - e. Modisette Award Sub-committee for Trustees
3. All members must have current membership in LLA.
4. Chairperson is appointed by the LLA President.

### **MAJOR RESPONSIBILITIES**

1. Request that the LLA Office send to every Louisiana school superintendent information about all three Modisette awards for school libraries. This information should be sent in August so that the superintendents can distribute it to the school librarians in their districts.
2. Obtains a budget from the LLA President and informs sub-committee chairpersons of any considerations.
3. Chairperson prepares a notice for the Summer issue of *Louisiana Libraries* and the fall issues of the section newsletters to solicit nominations for all five Modisette awards.
4. Procures a time line from the LLA President and notifies each sub-committee chairperson of important dates and deadlines.
5. Provides consultation and coordination for the five sub-committees under its general supervision.
6. Receives the sub-committees' recommendations and forwards the information to the LLA Office.
7. Arranges with the LLA Office for the printing, engraving or lettering, and framing of the citations which are presented at the annual LLA conference.
8. Prior to the annual conference, coordinates with the chairpersons of the conference program and publicity committees to make arrangements for the presentation of the award and notifies the sub-committee chairpersons of those arrangements.

9. Verifies that each sub-committee chairperson has notified all applicants of its decision, sent all publicity information to appropriate persons/committees, and informed all winners of presentation details.
10. Requests that the LLA Office include promotional award material with the dues renewal forms.

*March, 1999*

**REPORTS AND RECORD-KEEPING:**

1. Submits a written annual report of this committee's work the LLA President no later than June 15; forwards a copy of this report to the LLA Secretary.
2. Provides additional oral or written reports as requested by the LLA President.
3. Maintains a complete file of all correspondence, minutes, etc.; these materials should be forwarded to the succeeding committee chairperson.

*June, 1969; May, 1975; March, 1976; March, 1986; May, 1992*

**MODISETTE AWARD SUB-COMMITTEE FOR:  
ELEMENTARY, MIDDLE, AND JUNIOR/SENIOR HIGH SCHOOLS  
(Any combination of grades K-8, 4-8, or 7-12)**

**SPONSOR:** Louisiana Library Association; this is a standing sub-committee of the Modisette Award Committee.

**FREQUENCY:** Annual, if merited.

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.

**PURPOSE:** To recognize excellence in Louisiana school library programs, rather than honor an outstanding school librarian

**DESCRIPTION:** Framed "Citation of Merit" (gives the name of the school library and the school librarian receiving the award; the school library and school librarian are given duplicate award certificates.)

**PREREQUISIT:** Must be a school whose librarian is a member of LLA/LASL.

Must be a school whose library meets the minimum state standards as set forth by *Bulletin 1134 (revised), Standards and Guidelines for Library Media Programs in Louisiana Schools*, except the copyright standard.

**EVALUATION CRITERIA:**

1. Each nominee is judged on the basis of the quality of the program and the degree to which the program meets the needs of its school.
2. Consideration is based on a questionnaire which requests a detailed description of the library's program.
3. The applicant's answers must describe the library program for the immediate past school year.
4. Equal consideration is given to programs of small and large school populations.

**COMMITTEE COMPOSITION:**

1. Committee consists of five members, one of which will be the previous award winner, appointed by the LLA President with the approval of the Executive Board; members serve overlapping two-year terms.
2. Committee members must be able to make site visits.
3. Representation on the committee should be from the Northeast, Southeast, Southwest, Northwest and Central sections of the state, and from both large and small school populations, if possible.
4. Chairperson is appointed by the LLA President and should have at least one year's service on this sub-committee.
5. Chairperson is also a member of the Modisette Award general committee.
6. All committee members must hold current membership in LLA.



**MAJOR RESPONSIBILITIES:**

1. Coordinates with the LLA Office to be certain the forms are updated.
2. Procures a timeline from the Modisette Award chairperson and notifies committee members of important dates and deadlines.
3. Each chairperson received completed applications from the LLA Office and forwards copies to members with an evaluation checklist and instructions; coordinates site visits.
4. Meets to select a winner.
5. Recommends the outstanding applicant to the Modisette Award general committee; or reports to the committee that no award will be recommended for that year.
6. Notifies the librarians of the schools which did and did not win the award. Also notifies the parish superintendent (copies to the principal and library supervisor) of the winning school.
7. Secures publicity information from the winner and informs him/her of presentation details.
8. Prepares a news release announcing the winner; sends release and photo to *Louisiana Libraries*, *LASL Newsletter*, and to conference publicity chairperson. Ensures that the releases will not be published before presentation of the award.
9. Presents the award at the LLA conference, if asked by the Conference Committee.

**REPORTS AND RECORD-KEEPING**

1. Contacts the LLA Office for reimbursement of valid expenses association with the work of the sub-committee.
2. Oral or written electronic reports may be requested by the LLA President or the Modisette Award Committee chairperson.
3. Chairperson must maintain a complete file of all correspondence, nomination forms, news releases, and clippings; these materials should be forwarded to the Modisette Award Committee chairperson.

*April, 1981; March, 1986; March, 1988; May, 1992; October, 1996; March, 1999; June, 2015*

**MODISETTE AWARD SUB-COMMITTEE FOR:  
PUBLIC LIBRARIES**

- SPONSOR:** Louisiana Library Association; this is a standing sub-committee of the Modisette Award Committee.
- FREQUENCY:** The award is given biennially, if merited, in even-numbered years. Consideration will be given to improvements in either the first two or second two years of the three-year period preceding the awarding year.
- Example: 1994 Awarding Year. Application may either be 1991 and 1992 or 1992 and 1993.
- DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.
- PURPOSE:** To reward and encourage the improvement of public library service.
- DESCRIPTION:** Citation of Merit

**PREREQUISITES:**

1. Must be an operating Louisiana public library
2. The public library director must be a current member of LLA and either the library must be a current institutional member of LLA or the trustees must be current members of LLA.
3. Applications for the award may originate with librarians, trustees, or interested citizens.

**EVALUATION CRITERIA:**

Applications will be evaluated upon the following criteria:

1. A statement of improvement wherein the applicant explains the areas of improvement which would justify the granting of the award. Statement not to exceed two pages, 8 ½ by 11”, typed, one side only.
2. Completion of the application questionnaire and the appropriate documentation in the following categories:
  - a. Personnel
  - b. Public Relations
  - c. Resources
  - d. Facilities
  - e. Service
  - f. Finances

- g. Cooperative programs
  - h. Organization & Operation
  - i. Technology
  - j. Professional involvement
3. Clear documentation of the level of effort in striving for the Standards for Public Libraries in Louisiana

**COMMITTEE:**

1. Committee consists of three members, including the chairperson, at the discretion of the LLA President, appointed by the LLA President with approval of the Executive Board.
2. Members serve overlapping four-year terms.
3. Chairperson is appointed by the LLA President and should have at least one-year service on this committee.
4. A representative of the State Library of Louisiana serves as a non-voting advisor to the committee.
5. Chairperson is also a member of the Modisette Award general committee.

**MAJOR RESPONSIBILITIES:**

1. Committee will solicit nominations for the award during odd-numbered years.
2. Chairperson will prepare a notice soliciting nominations for the Summer issue of *Louisiana Libraries* and section newsletters.
3. Chairperson obtains from the LLA Finance Committee a financial allotment for the committee for the current year.
4. Chairperson duplicates and distributes forms.
5. Committee meets soon after the deadline to review submissions.
6. Chairperson notifies the director of the winning library.
7. Chairperson arranges with the LLA Office to have the citation printed, lettered and framed.
8. Thirty days prior to the annual conference, the committee coordinates with 1<sup>st</sup> Vice President and Conference Publicity Sub-Committee Chairperson to make arrangements for presentation of the award.
9. Chairperson presents the award at the LLA Conference.
10. Committee prepares a news announcing the winner; sends release and photo to *Louisiana Libraries* and to Conference Publicity Sub-Committee Chairperson.
11. Committee ensures that the releases will not be published before presentation of the award.

**REPORTS AND RECORD-KEEPING**

1. An expense statement shall be submitted to the LLA Executive Board as soon as possible after Conference.

2. A report is submitted to the Modisette Award general committee not later than May 15, after Conference, in the year an award is presented.
3. Chairperson shall maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings. These materials shall be forwarded with the final committee report to the succeeding committee chairperson.

*Spring, 1966; May, 1975; March, 1976; May, 1977; May, 1978; March, 1986; May, 1992; June, 1997; March, 1999*

**MODISETTE AWARD SUB-COMMITTEE FOR:  
LIBRARY TRUSTEES**

- SPONSOR:** Louisiana Library Association; this is a standing sub-committee of the Modisette Award Committee.
- FREQUENCY:** Annual, if merited.
- DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.
- PURPOSE:** To honor distinguished service to libraries in Louisiana by a public library trustee. To promote public library service in Louisiana through recognition of the services rendered by library trustees.
- DESCRIPTION:** Framed "Citation of Merit" put together by the LLA Office.

**PREREQUISITS:**

1. Must be a public library trustee in actual service during the last calendar year preceding the LLA Conference, but award may be based on cumulative years of activity.
2. Must be a current member of LLA.

**EVALUATION CRITERIA:**

1. Criteria: Examples of specific distinguished service which may be considered in awarding the Modisette Award for Library Trustee are as follows:
  - a. Exercising the normal duties of a board member in so exemplary a manner as to serve as a paragon of library trusteeship
  - b. Acting courageously to preserve a library system from would-be censors, unjust critics or other hostile forces
  - c. Establishing library support organizations
  - d. Spearheading a successful building campaign resulting in beautiful new facilities
  - e. Spearheading the consolidation of a small, underfunded local library system into a larger, more prosperous parish wide system to the spectacular advantage of both
  - f. Spearheading a major public relations campaign to successfully promote the library or its services
  - g. Maintaining an extraordinarily high profile or presence in the community which benefits the library system in some specific way
  - h. Giving significant financial contributions to a library system
  - i. Giving significant contributions of property, real estate, buildings or other property to a library system
  - j. Establishing an endowment for scholarship funds for the education of library personnel

2. The award is to be determined from a single letter of nomination. This letter shall include documentation giving maximum highlighting of all material concerning the candidate: it should mirror the selection criteria. The focus of the letter of nomination should underscore the specific reasons as to what the nominee has done for his/her library above and beyond the normal and weighty responsibilities of all trustees. All other letters shall be considered as supporting material. Supporting and/or descriptive documentation is encouraged. This would include such items as press clippings, photograph, and excerpts from Board of Control minutes.
3. The letter of nomination will remain valid for three years, if updated annually, in writing, requesting that the committee reconsider that nomination.
4. Equal consideration is to be given to trustees of small and large libraries.
5. Recommendations for citations may be submitted by any library board, any individual trustee, any LLA member, or any interested citizen.
6. In addition to the written recommendation, the committee may seek further information.

#### **EVALUATION PROCEDURES:**

1. Any board, individual trustee, LLA member or interested citizen may nominate a trustee for the award.
2. The committee will determine the award recipient from a detailed nomination letter listing the nominee's accomplishments and contributions.
3. A letter of nomination remains valid for three years of the letter of nomination is updated (in writing) annually and prior to the above deadline.
4. In addition to the letter of nomination, the committee may seek and/or consider further information.
5. In choosing the recipient the committee may consider activities at the national, state or local level.
6. The committee gives equal consideration to nominees from large and small library systems.

#### **COMMITTEE COMPOSITION**

The committee shall be composed of five members (all shall be full voting members) and shall include two trustees, two public library directors and one State Library development consultant. The chair may be any member of this committee. Members shall be appointed by the President for overlapping 3-year terms. All committee appointments shall be in good standing as current members of the Trustee Section of LLA.

*June, 2004*

#### **MAJOR RESPONSIBILITIES OF THE COMMITTEE:**

1. By the publication deadline of the Summer issue of *Louisiana Libraries*, prepares a notice of the award and its guidelines for publication in both of the above.
2. Convenes for its final deliberations of all nominations between December 1 and January 31.
3. Recommends the outstanding applicant to the Modisette Award general committee; or reports to the committee that no award will be recommended for that year.

4. The chairperson presents the award at the LLA Conference.
5. Prepares a news release announcing the winner; sends release and photo to *Louisiana Libraries* and to conference publicity chairperson.
6. Ensures that the releases will not be published before presentation of the award.

**REPORTS AND RECORD-KEEPING:**

1. Contacts the LLA Office for reimbursement of valid expenses association with work of the sub-committee.
2. Oral or written electronic reports may be requested by the LLA President or the Modisette Award Committee chairperson.
3. Chairperson must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these materials should be forwarded to the succeeding committee chairperson.

*1969; May, 1975; March, 1976; May, 1977; September, 1978; March, 1986; March, 1988; May, 1992; May, 1995; March, 1997; March, 1999; June 2015*

## GRASSROOTS GRANT

**SPONSOR:** Academic Section and Herbert G. Thorpe and Associates

**FREQUENCY:** Annual, if merited.

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.

**PURPOSE:** To encourage library science students to attend state library conferences and to recognize outstanding graduate or undergraduate library science students.

**DESCRIPTION:** \$250 check from Herbert G. Thorpe and Associations for expenses incurred in attending the LLA conference.

**PREREQUISITS:**

1. Must be a full-time or part-time graduate or undergraduate student majoring or minoring in library science and attending a Louisiana college or university.
2. Can be a full-time or part-time student enrolled in a library tech program (two year) at an accredited two-year or four-year college.
3. Individual must be a student at the time of application, but not necessarily at the time of the conference.
4. Must be a current member of LLA.

**NOMINATION PROCESS**

1. Nominations must be submitted to the Chair of the Grassroots Award Committee.
2. Nominations will be in the form of an essay of up to 250 words which discusses how the student will benefit from attending the LLA conference. A letter of recommendation from a current library instructor is also required.
3. Selection will be based on the nominee's essay. The essay should illustrate the nominee's sense of direction and purpose, and his/her commitment to the profession.

**COMMITTEE COMPOSITION:**

1. Committee consists of an odd number but at least three members; members serve two year terms.
2. Committee is appointed by the Academic Section chairperson.
3. All committee members must hold current memberships in LLA and in the Academic Section of LLA.

**MAJOR RESPONSIBILITIES**

1. Prepare a notice for the Summer issue of *Louisiana Libraries* to solicit nominations.
2. Submits a notice to the *LLA Listserv*, section newsletters, all Louisiana universities and colleges with library science programs, and appropriate listservs.



3. Obtains from the section chairperson a financial allotment for the committee for the current year.
4. By October 1, contacts all library science teachers in the state and sends to them for distribution to all interested students. Sends a description of the essay requirements to the student members of LLA. Get current addresses of student members from the Association Office.
5. If possible, arranges a brief program concerning the award and the Association at some of the library schools.
6. Meets soon after deadline to review submissions and select a winner.
7. Notifies the Thorpe Associates representative, who will send the \$250 check to the recipient.
8. Notifies the winner and the Association Office.
9. Coordinates with the First Vice President and Association Office to arrange the presentation of the award.
10. Committee chairpersons or Thorpe Associates representative presents the award at the LLA conference.
11. Prepares a news release announcing the winner; sends release and photo to *Louisiana Libraries* and to the conference publicity chairperson.

#### **REPORTS AND RECORD-KEEPING**

1. An expense statement shall be submitted to the section chairperson as soon as possible after conference.
2. Chairperson shall submit a written report of the committee's work in the Academic Section chairperson and the Thorpe Associates representative no later than thirty days after the annual conference.
3. Additional oral or written reports may be requested by the section chairperson or the Thorpe Association representative.
4. Chairperson must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these materials should be forwarded to the succeeding committee chairperson.

*March, 1986; June, 1993; May, 2000; June, 2005; June, 2015*

## **OUTSTANDING ACADEMIC LIBRARIAN AWARD**

- SPONSOR:** Academic Section
- FREQUENCY:** Annual, if merited.
- DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.
- PURPOSE:** To publicly recognize an individual who has made an especially significant contribution to further the development of academic libraries/librarians/librarianship within Louisiana.
- DESCRIPTION:** Engraved plaque coordinated and ordered by the Association Office.

### **PREREQUISITS:**

1. Must be an academic librarian currently active in his or her profession in Louisiana. On rare occasions a non-librarian who has made exceptional contributions to academic libraries/librarians/librarianship in Louisiana may be considered.
2. Contributions must be of value to libraries or librarians as a whole, not to individual persons or institutions. Contributions, such as creating a “model library” on a particular campus, must be profound enough to be of wide interest and easily accessible for other librarians to benefit from its creation.
3. Nominations must be made by a current member of LLA.

### **EVALUATION CRITERIA**

The winner is to be determined from the nomination forms and supporting data. Nominees should be characterized by one of more of the following:

1. Actively participates in professional activities which enrich the ability of academic librarians to enhance library usage.
2. Conducts research and shares this research with other Louisiana academic librarians (either through publication or through public presentations) which enriches the ability of library users to more fully utilize current information resources and technologies.
3. Serves as a model for other librarians or potential librarians who can help further the impact of Louisiana academic libraries on the education and/or livelihood of Louisiana’s students and residents.

### **NOMINATIONS:**

1. Nominations must be submitted to the Chair of the Award Committee in the form of a letter.

2. Letters of nomination should include:
  - a. The full name, work address, telephone number, and email address (if available) of the nominee.
  - b. An outline of the nominee's contributions to academic librarianship.
  - c. A list of all special accomplishments credited to the nominee.
3. Nominations and accompanying documentation for candidates not chosen for the award in a given year will be kept in the committee files for two additional years; the person who made the original nomination must submit a new letter to renew and update the candidate's nomination for the award.

### **COMMITTEE COMPOSITION**

1. The Award Committee consists of two members of the Academic Section and two members of ACRL-LA appointed by the section chair.
2. Committee members will serve overlapping three-year terms.
3. The chairperson of the Award Committee will have served at least one year on the committee and will be appointed by the section chair.

### **MAJOR RESPONSIBILITIES OF THE COMMITTEE:**

1. Prepare a notice for the Summer issue of *Louisiana Libraries* to solicit nominations.
2. Submits a notice to *NOTES & TRACINGS* and the LLA listservs to solicit nominations.
3. Obtains from the section chair a financial allotment for the committee for the current year.
4. Soon after the deadline of January 15<sup>th</sup> reviews nominations.
5. Determines if an award is merited. (An award should only be given to recognize especially significant contributions.) If so, notifies the winner, section chair, and the Association Office.
6. If an award is to be given, the Association Office selects, orders, and engraves the plaque, which will read:

Louisiana Library Association  
Academic Section

The Outstanding Academic Librarian Award of (Year)  
Presented to: (Recipient's Name)

7. Coordinates with the 1<sup>st</sup> Vice President and Association Office to arrange for presentation of the award at the LLA Conference.
8. Prepares a news release announcing the winner; sends release and photo (if available from the winner) to *Louisiana Libraries* and to the Conference Publicity Sub-Committee Chairperson.
9. Committee chairperson or designated representative presents the award at the LLA Conference.

### **REPORTS AND RECORD-KEEPING:**

1. An expense statement will be submitted to the Academic Section chair as soon as possible after LLA Conference.

2. The Committee Chairperson will submit a written report of the committee's activities to the Academic Section chair no more than 30 days after the LLA conference.
3. The Committee Chairperson must maintain a complete file of all correspondence, nomination letters, bills, news releases, and clippings; these materials should be forwarded to the succeeding committee chairperson.

*March, 1999; June, 2005; June, 2015*

## **MARGARET T. LANE AWARD**

**SPONSOR:** Government Documents Round Table

**FREQUENCY:** Annual when merited.

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.

**PURPOSE:** To recognize an individual or organization that has made an especially significant contribution in advancing access to, or use of government information in Louisiana.

**DESCRIPTION:** Engraved plaque.

### **EVALUATION CRITERIA:**

Nominees must be characterized by two or more of the following:

1. Actively participates in organizations devoted to the promotion and enhancement of access to government information.
2. Fosters the use of government information.
3. Has impacted the use of government information through research and publication, the implementation of new programs and services, or other means.
4. Serves as a model for other librarians in providing access to government information.

### **NOMINATION:**

1. Nominations must be submitted to the Chair of the Award Committee in the form of a letter.
2. Nominations should include:
  - a. The name, work address, phone number, and email address (if available) of the nominee.
  - b. A detailed outline of the reasons for the nomination.
  - c. Citations to relevant articles, or other supporting documentation.
3. Nominations and accompanying documentation for candidates not chosen for the award in a given year shall be kept in the Committee files until the following year.
4. In order to renew a nomination for the following year a new letter and updated information about the nominee must be submitted.

### **COMMITTEE COMPOSITION:**

1. The GODORT Second Vice-Chair serves as Chair of the Award Committee.
2. The Award Committee consists of the Committee Chair and two members appointed by the GODORT Chair.

3. All committee members must hold current membership in LLA, as well as section membership in GODORT.

**MAJOR RESPONSIBILITIES:**

1. Prepares a notice for the Summer issue of *Louisiana Libraries* to solicit nominations.
2. Obtains from the GODORT Chair a financial allotment for the Committee for the current year.
3. Meets soon after the deadline to review submissions.
4. Determines if an award is merited. (An award should only be given to recognize especially significant contributions.) If so, notifies the section Chair and the winner.
5. If an award is given, notifies the LLA Office who will arrange for the engraving of this plaque with the following:

Louisiana Library Association  
Government Documents Round Table

The (year) Margaret T. Lane Award

Presented to: (Recipient's Name)

6. Coordinates with the GODORT Vice Chair/Chair Elect to arrange for presentation of the award at the LLA Conference.
7. Prepares a news release announcing the winner; sends release and photo (if available from winner) to *Louisiana Libraries* and to the conference publicity chairperson. Ensures that the release will not be published before presentation of the award.
8. Committee Chair presents the award at the LLA Conference.

**REPORTS AND RECORD-KEEPING**

1. An expense statement shall be submitted to the GODORT Chair as soon as possible after the LLA Conference.
2. The Committee Chair shall submit a written report of the committee's activities to the GODORT Chair no more than 30 days after the LLA conference.
3. The Committee Chair must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these materials should be forwarded to the succeeding Committee Chair.

*March 1999*

## SCHOOL LIBRARY MEDIA SPECIALIST AWARD

**SPONSOR:** The Louisiana Association of School Librarians

**FREQUENCY:** Annual when merited

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.

**PURPOSE:** To give recognition to a school library media specialist who has demonstrated through action and philosophy a dedication to the mission and goals of the media specialist profession.

**DESCRIPTION:** Engraved plaque which will contain the LASL logo. The inscription reads:

LASL Media Specialist Award  
Presented to  
(Recipient's name)  
Month/Day/Year.

**Selection Criteria:**

The nominee/applicant must be characterized by the following:

1. Member in good standing of the Louisiana Association of School Librarians.
2. Employed in the state of Louisiana.
3. A member of the Louisiana Library Association for at least 2 years at the time of nomination.
4. Has made outstanding contributions in media/media services to the students, faculty, and/or instructional program of the school and/or school system where the nominee/applicant is employed. (Outstanding means innovative or beyond normal requirements.)
5. A building-level media specialist.
6. Has been a media specialist for at least two years.
7. Has demonstrated through action and philosophy a dedication to the mission and goals of the library media specialist profession.

**NOMINATION:**

1. Nominations/application must be submitted in the form of two typewritten letters of reference, one from a media specialist and/or colleague and one from an administrator
2. The letter must include explicit details of all noteworthy contributions.

**PRESENTATION:**

1. The award shall be presented by the LASL President or the Committee Chair.

## SCHOOL LIBRARY MEDIA SPECIALIST AWARD

### NOMINATION FORM

The **LASL School Library Media Specialist Award** is presented to a school library media specialist who is an **LASL member** who has demonstrated through action and philosophy a dedication to the mission and goals of the media specialist profession within the state of Louisiana. This award will be presented at the state conference.

Requirement:

Recipient shall have been a member of **LASL for at least two years.**

**Each applicant shall be judged by a committee on the basis of the selection criteria approved by the Louisiana Association of School Librarians.**

Nominee:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Professional Title: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Name of Administrator: \_\_\_\_\_

Work Address: \_\_\_\_\_ Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of years as a member of LASL: \_\_\_\_\_

1. Attach two typed letters of reference which include details of all noteworthy contributions.
2. List membership in professional media organizations, offices held, committees and other activities.
3. List participation in other professional organizations.
4. List titles of articles and names of publications.
5. Attach all information to the nomination Form.

**Comments:**

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

(person making nomination)

**Nominations must be postmarked by January 15<sup>th</sup>. Return to LASL Awards Committee Chair.**

### SUE HEFLEY EDUCATOR OF THE YEAR AWARD



- SPONSOR:** Louisiana Association of School Librarians
- FREQUENCY:** Annual, if merited.
- DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.
- PURPOSE:** To recognize the outstanding contribution of Louisiana educators to school libraries within Louisiana.
- DESCRIPTION:** Engraved plaque coordinated and ordered by the Association Office.

**PREREQUISITS:**

1. Must be a Louisiana educator, other than a school librarian. Eligible individuals could include: school superintendents, building principles, curriculum supervisors, or administrators directly responsible for a school or group of schools at either the elementary or secondary level.
2. Nomination must be made by a current member of LASL.
3. Completed nomination forms will be sent to the Association Office.

**EVALUATION CRITERIA:**

1. The award is to be determined from the nomination forms and the supporting data
2. The nomination should include:
  - a. Biographical data
  - b. Administrator's personal statement of library philosophy
  - c. An analysis of his/her administrative leadership and effort
  - d. Contribution to the concept of effective school library service
  - e. Success in interpreting the role of the school library in the educational program
3. Supportive data should be included in the text of the statement in narrative or tabular form. These may include:
  - a. Basic information on the school system as a whole, including economic and environmental factors
  - b. The situation at the time the administrator began the program for which he/she is to be cited, in contrast with the current situation
  - c. A clear statement of current commitments and future plans for the improvement of school library services.
4. Educator should display the following:

- a. An effective interpretation of the school library role to staff, students, board of education, and community
- b. Leadership in instituting library policies and practices resulting in the improvement of curriculum and classroom instruction
- c. A sustained effort toward worth concepts of school library service.

**COMMITTEE COMPOSITION:**

1. Committee consists of the three most recent Past Presidents of LASL.
2. Chairperson is the Immediate Past President of LASL.

**MAJOR RESPONSIBILITIES:**

1. Prepares a notice for the Summer issue of *Louisiana Libraries* to solicit nominations
2. Submits a notice to the *LASL Newsletter*
3. Obtains from the LASL President a financial allotment for the committee for the current year
4. Updates, duplicates and distributes forms. (These may be obtained from the Association Office.)
5. Meets soon after the deadline to review the nominations and make a selection
6. Notifies the winner and the LLA Office. The Association Office will arrange for the engraving of the plaque.
7. Coordinates with the First Vice President to arrange the presentation of the award.
8. Chairperson presents the award at the LLA Conference
9. Prepares a news release announcing the winner; sends release and photo to *Louisiana Libraries*, the *LASL Newsletter*, and to the Conference Publicity Sub-Committee Chairperson. Ensures that the releases will not be published before presentation of the award.

**REPORTS AND RECORD-KEEPING**

1. An expense statement shall be submitted to the LASL President as soon as possible after conference.
2. Chairperson shall submit a written report of the committee's work to the LASL President no later than thirty days after the annual conference.
3. Additional oral or written reports may be requested by the LASL President.
4. Chairperson must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these materials should be forwarded to the succeeding committee chairperson.

*March, 1986; June, 1993; March, 1999; June, 2015*

## **OUTSTANDING SUPPORT STAFF PROFESSIONAL AWARD**

**SPONSOR:** Louisiana Support Staff Association of Libraries (LaSSAL)

**FREQUENCY:** Annual, if merited.

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.

**PURPOSE:** To recognize an individual who has made a significant contribution to further the development of paraprofessionals in Louisiana.

**DESCRIPTION:** Cash award of \$50.00 and a trophy or plaque

**SELECTION CRITERIA:**

1. Must be a member of LLA and LaSSAL, but not a current member of the Award Committee.
2. Advances and strengthens the image of paraprofessionals.
3. Actively participates in organizations dedicated to promoting paraprofessionals.
4. Has made an outstanding contribution to his/her library.
5. Demonstrates through action and philosophy a dedication to the mission and goals of LaSSAL.

**NOMINATION:**

1. Nominations must be submitted to the Chair of the Award Committee in the form of a letter.
2. Letters of nomination should include:
  - a. The nominee's full name, work address, telephone number, email address and fax number.
  - b. An outline of the nominee's contributions and/or accomplishments that led to his/her nomination.

**COMMITTEE COMPOSITION:**

1. Chair shall serve a one-year term and shall be the immediate Past Chair of LaSSAL.
2. Members shall serve one-year terms.
3. A minimum of three committee members is recommended.

**MAJOR RESPONSIBILITIES:**

1. Advance publicity of the award and invite nominations
  - a. Information must be submitted to the LLA Executive Office by deadline for *Louisiana Libraries* Fall issue.
  - b. Notices should be sent to LLA Listserv and to LLA section newsletters.

2. Distribute the nomination forms.
3. Meet to select the winner in adherence to LLA's deadline.
4. Purchase a plaque engraved with the winner's name.
5. Send winner's name, picture and bio to the LLA Office.
6. Contact the Conference Program Committee to insure space on the Awards program.
7. Present the winner with the plaque during the Awards Program at the LLA Annual Conference.
8. Publicize the winner in *Louisiana Libraries*, LLA section newsletters, and state and local newspapers.
9. Coordinate all publicity with LLA Conference Publicity Chair.

**REPORTS AND RECORD-KEEPING:**

1. Maintain copies of all correspondence and nomination forms
2. Oral or written reports may be requested by the LaSSAL Chair for the Executive Committee meetings held throughout the year.
3. A report of the year's activities of the committee must be submitted to the LaSSAL Chair as requested following the LLA Annual Conference.

## LUCY B. FOOTE AWARD

**SPONSOR:** Subject Specialists Section

**FREQUENCY:** Annual, if merited.

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.

**PURPOSE:** To recognize the contributions of subject specialists to the library profession; to stimulate interest in the work of subject specialists within the library community. (Award is given in memory of Lucy B. Foote, who made lasting contributions in her two major career interests: Louisiana state documents and special collections.)

**DESCRIPTION:** Engraved plaque of an appropriate material in the shape of state of Louisiana coordinated and ordered by the Association Office.

**PREREQUISITS:**

1. Must have one or more of the following work experiences:
  - a. in a special library
  - b. in a special collection of a library
  - c. as a subject specialist in a general library
2. Must be a current member of LLA, but not necessarily a member of the Subject Specialists Section
3. Must have made a substantial contribution to the library profession through the field of special librarianship

**EVALUATION CRITERIA:**

1. Nominations shall be in the form of a letter to the awards committee
2. Written nomination should include:
  - a. an outline of the nominee's contributions to the subject specialist field
  - b. a list of all special accomplishments credited to the nominee
3. Nominations and accompanying documentation for candidates not chosen for the award in a given year shall be kept in the committee files for two additional years; the person who made the original nomination must submit a new letter to renew the candidate's nomination for the award.
4. Persons re-nominating a candidate will have an opportunity to provide updated information for the nomination package.

**COMMITTEE COMPOSITION:**

1. Committee chairperson is appointed by the Subject Specialist Section chairperson and should have at least one year's service on this committee.

2. Committee consists of three members appointed by the Subject Specialist Section chairperson; members serve overlapping three-year terms.
3. All committee members must hold current membership in LLA, as well as membership in the Subject Specialists Section.

#### **MAJOR RESPONSIBILITIES:**

1. Prepares a notice for the Summer issue of *Louisiana Libraries* to solicit nominations.
2. Obtains from the Subject Specialists Section chairperson a financial allotment for the committee for the current year.
3. Meets soon after the deadline to review submissions.
4. Notifies the winner and confirms how he or she wishes their name to appear on their plaque, in the press release, and in the awards function program.
5. Notifies the LLA Office of the winner's name. The Association Office will obtain a plaque and have it engraved. The year engraved on the Lucy B. Foote Award plaque should reflect the year at which the award is presented. For example, if the award is to be presented at the 2001 conference, the date engraved on the plaque should "2001."
6. Thirty days prior to the annual conference, coordinates with the First Vice President and the chairpersons of the Conference Program and Publicity Sub-Committees to make arrangements for the presentation of the award.
7. Thirty days prior to the annual conference, coordinates with the First Vice President to ensure that a photo of the recipient is on display.
8. Coordinates with the Subject Specialists Section chairperson to dedicate the annual section meeting to the award recipient.
9. Committee chairperson presents the award at the LLA Conference.
10. Prepares a news release announcing the winner; sends release and photo to *Louisiana Libraries* and to the Conference Publicity Sub-Committee Chairperson. Ensures that the releases will not be published before presentation of the award.

#### **REPORTS AND RECORD-KEEPING**

1. An expense statement shall be submitted to the Subject Specialists Section chairperson as soon as possible after conference.
2. Committee chairperson shall submit a written report of the committee's work to the Section chairperson no later than thirty days after the annual conference.
3. Addition oral or written reports may be requested by the Section chairperson.
4. Committee chairperson must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these materials should be forwarded to the succeeding committee chairperson.

*March, 1986; June, 1993; March, 1999; March, 2004; June and November, 2006; June, 2015*

## **SUBJECT SPECIALIST LLA CONFERENCE ATTENDANCE STIPEND**

**SPONSOR:** Subject Specialists Section

**FREQUENCY:** Annual when merited

**DEADLINE:** Nominations are to be submitted to the Association Office no later than January 15<sup>th</sup> (or the following business day if said date falls on a weekend) of the award year. Committee Chair shall report the selected recipient name and send an electronic high resolution photograph of the recipient to the Association Office no later than February 1 (or the following business day if said date falls on a weekend) for preparation of awards.

**PURPOSE:** To provide funding for a Subject Specialist Section member in Louisiana to attend the Louisiana Library Association Annual Conference.

**DESCRIPTION:** Funds to cover *pre*-registration (not onsite; excluding meal expenses), a mileage from the recipient's home town to the conference city, and one night's single lodging at the conference hotel. The amount will be set by Subject Specialists Section officers based on the current budget, *with priority of pre-registration, hotel, then mileage*. The stipend will be offered only in years when the budget is sufficient to cover the expense.

**EVALUATION CRITERA specified on the application:**

1. Must currently work in one or more of the following:
  - a. in a special library
  - b. in a special collection of a library
  - c. as a subject specialist in a general library
2. Must be a current member of LLA and a member of the Subject Specialist Section
3. Preference will be given to persons in an early stage of their professional career.
4. Preference will be given to individuals whose institutions do not fund any portion of conference expenses.

**PROCEDURE:**

- I. Applications shall be in the form of a letter to the awards committee. LLA members may apply for themselves or nominate someone else.
- II. Written application should include:
  - a. an outline of the applicant's education and professional experience in the subject specialist field.
  - b. a list of any special accomplishments credited to the applicant.
- III. Applications for a given year shall not be kept after the final report is filed.
- IV. *Pre*-registration for the full conference at the LLA member rate will be paid by the Section. This excludes all events with a separate charge such as pre-conferences, meal functions, or tours. Preference is to reimburse the applicant for the

hotel room and mileage after the conference. If it can be arranged, the hotel room could be paid for directly to the hotel at the close of conference. Hotel expenses covered include only room and taxes, excluding charges for phone, food, etc.

#### **COMMITTEE COMPOSITION:**

1. Committee consists of three members, including the chair, appointed by the Subject Specialists Section Chair.
2. Committee chair is appointed by the Subject Specialists Section Chair.
3. All committee members must hold current membership in LLA, as well as membership in the Subject Specialists Section.

#### **MAJOR RESPONSIBILITIES:**

1. Prepares a notice for the Summer and Fall issues of *Louisiana Libraries* to solicit nominations.
2. Obtains from the Subject Specialists Section chairperson a financial allotment for the committee for the current year.
3. Meets soon after the deadline to review submissions.
4. Determines if an award is merited. If so, notifies the Section Chair and the winner before the pre-registration deadline.
5. If an award is given, provides the LLA Office with information.
6. Establishes mileage using standard state employee travel chart. Contacts conference hotel for room rate.
7. Coordinates with the Subject Specialist Section Chair and Vice Chair/Chair Elect to arrange for announcement of the award at the LLA Conference and Section meeting.
8. Prepares a news release announcing the winner; sends release and photo (if available from the winner) to *Louisiana Libraries* and to the conference publicity chairperson.
9. Arranges for conference currency to pay pre-registration using LLA form. Assists Section Chair for reimbursement payment, and hotel payment if applicable.
10. Section or Committee Chair announces the award at a Subject Specialist Section meeting during the LLA Conference.

#### **REPORTS AND RECORD-KEEPING**

1. An expense statement shall be submitted to the Subject Specialists Section chairperson as soon as possible after conference.
2. The Committee Chair shall submit a written report of the committee's activities to the Subject Specialist Section Chair no more than thirty days after the annual conference.
3. Committee chairperson must maintain a complete file of all correspondence, winning application, bills, news releases, and clippings; these materials should be forwarded to the succeeding Committee Chair.

*June, 2006*



## LLA SCHOLARSHIP FUND – A TRUST

### Responsibilities of Trustees

#### Organization

Established by trust agreement of October 31, 1960. Governed by six fiduciary officers (known as trustees in the trust agreement) who shall be LLA members appointed by the President, with the approval of the Executive Board, for overlapping three-year terms. The secretary-treasurer of the fiduciary officers of the LLA Scholarship Fund – A Trust shall serve as an ex-officio member of the LLA Scholarship Committee.

The fiduciary officers shall meet at least once each year to act upon the management of the funds; additional meetings may be called by the chairperson as required.

All fiduciary officers shall serve for three years from the date of their appointment, effective October 31, 1960, with the exception that any fiduciary officer named to succeed another fiduciary officer who has resigned or has been removed for any reason before the expiration of his/her term shall serve for the remainder of the unexpired term.

*June, 1993*

#### Functions

1. To be responsible for the guardianship of the funds of the LLA Scholarship Fund – A Trust.
2. To accept contributions, including real or personal property.
3. To invest the money received.
4. To provide the funds to be used as scholarship aid for students in the School of Library and Information Science at Louisiana State University.

#### Reports

1. The chairperson of the committee shall submit a provisional written report to the President at least ten days before the annual conference.
2. The chairperson shall submit a written annual report of the committee's work to the President not later than June 15.
3. The secretary-treasurer shall make a financial report to the President after the close of the business year (July 15) and render and financial reports requested by the President. He/she shall also make the required income tax report.
4. Quarterly written financial reports shall be submitted to the President of the Association with a copy to the Finance Committee.

*Spring, 1966; May, 1975; March, 1976; April, 1981; June, 1989; June 1993*

## SCHOLARSHIPS

### LLA SCHOLARSHIP

**Awarded to:** The Louisiana Library Association awards scholarships to Louisiana students during their full-time study toward the Master's Degree in Library Science at Louisiana State University School of Library and Information Science. Full time study is defined as being full time for at least two semesters during the academic year in which the scholarship is awarded.

**Amount:** The amount and the number of scholarships to be awarded are set by the Scholarship Committee

**Frequency:** The scholarships are awarded annually depending upon availability of applicants.

**Requirements:**

1. One of the following residency requirements:
  - the applicant was born in Louisiana
  - the applicant has lived in Louisiana for at least one year exclusive of any period of full-time enrollment in post-secondary education
  - either parent of the applicant has lived in Louisiana for a period of five years exclusive of any period of full-time enrollment in post-secondary education.
2. Must have a composite undergraduate grade point average of at least 3.2 or a graduate degree with a grade point average of at least 3.5 from that degree on a four point scale, and a combined score on the verbal and quantitative portions of the Graduate Record Examination of at least 1050.
3. Unconditional admission to the Louisiana State University School of Library and Information Science. (Applicants must realize that it sometimes takes several months for the Graduate School to review and act upon an application to graduate school. The committee will not consider or interview anyone who does not have an unconditional acceptance into the School of Library and Information Science by May 31.)
4. Recommendation from at least one librarian, professor, or employer who can speak knowledgeably of the applicant's talents and skills in addition to recommendations required for entry into the LSU School of Library and Information Science.
5. All applications for the scholarship must be postmarked by May 1, and sent to the LLA Office.
6. Personal interview by members of the Scholarship Committee.

**How to apply:** The application form is available on the website at [www.llaonline.org](http://www.llaonline.org), or by contacting the LLA Office at:

Louisiana Library Association  
1190 Meramec Station Road, Suite 207  
Ballwin, MO 63021

**Funding:** This scholarship is endowed by donations from members of the Association and other interested persons or organizations. Donations may be made to the scholarship fund at any time.

## THE MARY MOORE MITCHELL SCHOLARSHIP

The Mary Moore Mitchell Scholarship, provided by Howard J. Ekblad of Library Interiors, Inc., in the amount of \$1,000.00 annually, is awarded by the Scholarship Committee to part-time students who otherwise meet the same requirements as the LLA Scholarship. The funds are distributed to the recipient by the LLA Scholarship – A Trust Committee after funds are secured from Howard J. Ekblad of Library Interiors.

**Frequency:** The scholarships are awarded annually depending upon availability of applicants.

**Description:** The student shall be recognized with a certificate coordinated by the Association Office at the LLA Annual Conference. The LLA Scholarship Committee shall arrange a presentation of the award certificate at the Annual Conference with the First Vice Presidents and Association Office.

*September, 1989; June, 2015*

## TRUSTEES SECTION SCHOLARSHIP

**Awarded to:** The Trustees Section of the Louisiana Library Association awards one-year scholarships to employees of public libraries in Louisiana during their part-time or full-time study toward the master's degree in library science at the LSU School of Library and Information Science.

**Amount:** The amount of the scholarship is equal to the tuition and fees for one or more courses taken during a one-year period at the LSU School of Library and Information Science.

**Funding:** This scholarship is funded with donations from members of the Trustees Section of LLA, librarians, and other interested persons and organizations through the LSU Foundation.

**Requirements:**

1. Must be a resident of the State of Louisiana.
2. Must be an employee of a public library in Louisiana.
3. Unconditional admission to the LSU School of Library and Information Science.
4. Must submit a statement of career objectives indicating an interest in public librarianship.
5. Personal interview with the Admission, Scholarship and Recruitment Committee of the School of Library and Information Science.

**How to apply:** Any person meeting the requirements may apply by contacting:

Scholarships/Fellowships  
School of Library and Information Science  
267 Coates Hall  
Louisiana State University  
Baton Rouge, LA 70803

**Deadline:** April 15

*September, 1989*

## GUIDELINES GOVERNING LLA-SPONSORED WORKSHOPS AND SEMINARS

1. Workshop planners must gain permission from the LLA Executive Board for LLA-sponsored workshops, seminars, institutes, etc.
  - a. Planners of workshops connected with the LLA annual conference should have a proposal to submit to the fall session of the Executive Board. Forms for submitting these requests may be acquired through the Association Office.
  - b. Planners of workshops not connected with an LLA annual conference should have a proposal to submit to the Executive Board six months prior to the execution of the workshop.
  - c. Provisions are made to allow for exceptions to the above-stated policies:
    - i. Proposals may be submitted to the Executive Board members by mail or email if exceptional circumstance arise. Such proposals should be submitted at least three months prior to execution of the workshop.
    - ii. A statement of purpose for holding a workshop may be submitted at the fall session of the Executive Board if a full proposal is not complete; the full proposal will be due in a reasonable time.
  - d. Workshops connected with an LLA annual conference shall be announced in the conference issue of *Louisiana Libraries*.

*March, 1999*

2. It is the policy of LLA that every workshop be self-supporting. In case of extenuating circumstances, the Executive Board may adjust the budget to cover a deficit.
  - a. The Executive Board shall approve fees for workshops and seminars. Membership in LLA shall be recognized in the fee structure for each workshop by providing a discount for members. Nonmembers shall be charged 50% more than members.
  - b. Any accrued funds from a workshop or seminar shall be used by the sponsoring group for future continuing education activities.

*September, 1977; March, 1983; August, 2002*

3. A form for evaluation of workshops and seminars will be available from the Association Office. Each seminar and workshop should be evaluated and a copy of all evaluations kept on file in the Association Office.
4. The LLA Conference Committee chairperson shall be responsible for arrangement of facilities for workshops connected with annual conference. It is the responsibility of workshop planners to contact the chairperson at least three months prior to annual conference regarding needed facilities.
5. Any publicity on a workshop or seminar shall include information regarding a cut-off date for registration.
6. Responsibility for canceling workshops and seminars lies with the President of LLA in consultation with the Association Office.

*September, 1977; March, 1999; June, 2004*

## **GUIDELINES FOR LLA INTEREST GROUPS**

### **ORGANIZATION**

The Executive Board may establish interest groups in response to a petitioned request from twelve or more members of LLA. The petitioning members must signify their intent to become members if the petition is approved. The petition shall describe the proposed goals and objectives, program of work, and anticipated funding needs, for the group.

### **PURPOSE**

Interest groups develop around a topic of substantive concern to provide a forum of exchange and generation of ideas, and intellectual development for its members. Interest groups by their nature may be transient, and thus are not permanent structural parts of the Association.

### **FUNCTION**

1. Each interest group shall appoint a coordinator who will be responsible to report quarterly to the Second Vice-President on the activities of the group. The Second Vice-President will present this report to the Executive Board.
2. Interest groups may plan and execute programs centering upon their principle area of interest(s) and concern as part of the annual conference program. They may also hold workshops, gatherings, or other activities at other times throughout the year.
3. Interest groups wishing to continue in existence must submit a letter to the Second Vice-President and the LLA Office indicating a desire to continue to the work of the interest group. This letter must be submitted after annual conference and prior to the next Executive Board meeting. The letter will list the coordinator for the upcoming year, and the intended activities of the upcoming year, as well as reviewing the activities of the current year. To be eligible for continuing, the interest group must maintain a membership of twelve LLA members, have someone willing to serve as coordinator, demonstrate some activity in the previous two years or specific plans for the upcoming year, and be current in reporting. At the December Executive Board meeting, the status of interest groups will be reviewed for activity and membership.

### **FUNDING**

1. No interest group may incur expenses on behalf of the Association except as authorized by the Executive Board.
2. Interest groups may request funds from the Executive Board, such funds to be included in the annual Association budget. Any requested funds not used by the end of the fiscal year shall revert to the LLA general fund. Funds generated by an interest group (via workshops, seminars, etc.) may be retained for the future use of that interest group. For complete details on funds and procedures for handling them see "*Code for All Sections-Funds*" [Since in or about 2018-2019, a pooled fund is made available to all interest groups in the total amount of \$500. All monies in the pooled fund not used by the end of the fiscal year shall revert to the LLA general fund.]
3. Coordinators of interest groups with any designated funds will receive quarterly and annual line itemized financial reports for their interest group's funds.

*May, 2000; 2005*

### **GENERAL**

The LLA Office shall prepare and distribute interest group petition forms to Association members requesting them.

The coordinators shall be invited to attend the Advisory Council meeting held in conjunction with the Annual Conference. Their attendance will be in a non-voting capacity.

*October, 1980; May, 1985; June, 1993*

**LOUISIANA LIBRARY ASSOCIATION**  
**INTEREST GROUP APPLICATION**

Name of proposed interest group: \_\_\_\_\_

Coordinator:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Describe the purpose of the proposed interest group.

Describe the proposed plan of activities, including continuing funding needs of the interest group.

List at least twelve additional personal members of LLA who will join this interest group, attaching extra sheets if necessary:

Name	Mailing address	Telephone
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Signed: \_\_\_\_\_  
Coordinator

Date: \_\_\_\_\_

Submit to the LLA Office for processing and forwarding for approval. Approval by the Executive Board or its executive committee is necessary.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

## **GUIDELINES FOR LLA ARCHIVES**

1. The Louisiana Library Association archives shall be housed in the Special Collections area of the LSU Libraries in Baton Rouge.
2. The LLA President, with the approval of the Executive Board, shall appoint an LLA member to serve as the Association Archivist for a minimum three-year term.
3. The Archivist shall submit a written report to the President at least ten days before the annual conference. One copy of this report shall be sent to the Association Office.
4. The Archivist shall follow the LLA Archives procedures approved by the Executive Board on January 25, 1985.

*March, 1985; February, 1987*

### **ORGANIZATION**

The LLA President, with the approval of the Executive Board, shall appoint an Association Archivist(s) for a term of three years. The Archivist(s) should have experience in various Association offices.

### **FUNCTIONS**

1. Shall be responsible for collecting, sorting, arranging and filing materials according to a retention schedule.
2. Shall maintain a procedure manual.
3. Shall maintain a quick reference file to facilitate response to frequently asked questions.
4. Shall obtain, in a timely manner, the official records of outgoing elected and appointed officers and committee chairs as authorized by Article XIV, Section 4 of the By-Laws of the Association.
5. Shall transfer permanent archival records (records seven years or older) to the Special Collections area of the LSU Libraries in Baton Rouge
6. Shall abide by the retention schedule for documents as approved by the Executive Board.

### **REPORTS**

The Archivist(s) shall submit a written annual report to the President no later than June 15. One copy of this report shall also be sent to the Secretary.

## RETENTION SCHEDULE

### GENERAL ASSOCIATION

- **Minutes of annual business meetings and of the Executive Board, with attachments (including annual reports of all officers)**

Retain in office five years then transfer to LSU. (Tape recordings of meetings and computer files of minutes need not be retained by the Office of transferred to LSU.) A working copy of the minutes will be retained in the LLA Office indefinitely.

- **Association manual (including all revisions) and Bylaws (including all revisions and amendments)**

Retain all revised bylaws and manuals in office five years. Then, send manual for years ending in five or zero, with the Parliamentarian's addenda of the annual summary of changes for the five years preceding the transferred manual, to LSU. (IE—in 2015, the 2010 manual is transferred plus the summary of changes made for 2005-2010.) Manuals not transferred at that time may be disposed of.

- **Awards and memorials**

Physical award retained in office at the discretion of the Executive Director—not to be transferred to LSU.

- **Photographs, clippings, publicity, scrapbooks**

Retain in office five years, then specific items transferred to LSU after review and selection by LLA Archivist(s).

- **Private donations of historical materials related to the Association's establishment and early growth.**

Transferred to LSU after review and selection by the LLA Archivist(s).

### OFFICERS

- **Roster of officers and committee chairs**

Retained in office permanently. Copies not to be sent to LSU.

#### President

- **Correspondence (both letters sent and received)**

Retain in office five years, then transfer to LSU after review and selection by the LLA Archivist(s).

#### Other officers

- **All reports and correspondence**

Retain in office five years, and then transfer to LSU after review and selection by the LLA Archivists(s).

### FINANCIAL

- **Annual statement of financial position, statement of activities, and scholarship fund report**

Retain in office five years, and then transfer to LSU

- **Audits**

One copy to remain in office permanently. One copy to be transferred to LSU the year in which it is created. (Audits occur every three years).

- **Final budget**

Retain in office five years, and then transfer to LSU.

- **Bank statements, receipted bills, cancelled checks, and other accounting records**

Retain in office five years then destroy. (Do not transfer to LSU.)



- **Membership applications**

Retain in office five years then destroy. (Do not transfer to LSU.)

- **Subscription records**

Retain in office five years then destroy. (Do not transfer to LSU.)

- **Workshop and conference registration**

Retain in office five years then destroy. (Do not transfer to LSU.)

## **STANDING COMMITTEES, AD HOC COMMITTEES, TASK FORCES, AND INTEREST GROUPS**

- **All original records**

Retain in office five years, and then transfer to LSU after review and selection by the LLA Archivist(s).

## **SECTIONS**

- **All original records (records of special projects, business meetings, and awards; annual report of chair; section committee reports; roster of section officers, committee chairs, and committee members; correspondence)**

Retain in office five years, and then transfer to LSU after review and selection by the LLA archivist(s)

## **PUBLICATION**

- **All publications, including but not limited to *Louisiana Libraries*, section newsletters, and conference programs**

Send one copy of each year's publications to LSU.

### **Archivists' guidelines on what should go to LSU**

Photographs, clippings, and publicity files selected for permanent retention at LSU should be representative of conference activities, officers, and special events. Multiple shots of essential the same person or scene need not be sent.

Correspondence from all sources to be retained permanently at LSU should relate to policy statements or other matters of lasting importance unavailable elsewhere. Letters relating to routine matters such as where to hold meetings and have lunch need not be sent.

Only "Other officers" reports that are not available as attachments to minutes should be sent. Committee reports received by an officer for a committee which he or she oversees will be retained in the committee records. Copies need not be kept in the officer's files.

Only the final budget, not budget proposals and request or draft budgets should be sent.

Standing committees, interest groups, and sections are required to send all original records to the office yearly, retaining copies of those items for their use as needed. Copies should be marked as such, and should they at some point be sent to the office with originals, the archivist(s) should remove them. Archivist(s) should also compare groups of committee and interest records under review with the record of what was transmitted to LSU and removed duplicate materials.

Additional items not to be transferred include the following:

- Letters of transmittal where the date and routing information is on the document transmitted
- Requests for publications or information after the requests have been filled
- All blank forms and unused printed or duplicated materials
- All duplicated material: keep only the original copy and annotated copies;
- Papers, reports, work papers and drafts; which have been published;

- Replies to questionnaires if the results are recorded and preserved either in the archives or in a published report. Archivists (or, in some cases, the Executive Director) should complete transmittal forms for each group of records sent to LSU. (See blank form and form with instructions attached) A copy should be retained in the office for reference. Box numbers on box labels should correspond to description provided by LLA.

*August, 2002; June, 2005*

## **DRUG-FREE WORKPLACE POLICY**

### **I. POLICY**

- A. It is the policy of the Louisiana Library Association (LLA) to maintain a drug-free workplace and a workforce free from substance abuse.
- B. Reporting to work or performing work while under the influence of legal or illegal drugs or alcohol which impairs the efficiency and effectiveness of operations is prohibited.
- C. The illegal use, possession, distribution, manufacturing, or sale of controlled substances by employees at the work site, while on official business, on duty, or on call for duty is prohibited.

### **II. PURPOSE**

- A. Employees have the right to work in a drug and alcohol free environment and to work with persons free from the effects of drug or alcohol abuse. Employees who abuse drugs or alcohol are a danger to themselves and to other employees.
- B. LLA is committed to maintaining a safe and healthy workforce free from the influence of substance abuse and will vigorously comply with the requirement of the Federal Drug-Free Workplace Act of 1988.

## **NONDISCRIMINATION POLICY STATEMENT FOR EDUCATIONAL PROGRAMS**

The LLA's educational programs, activities, and services offered to individuals are administered on a nondiscriminatory basis subject to the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Americans with Disabilities Act of 1990. Information concerning the provisions, and the rights provided there under, of these acts may be requested from the LLA Office.

# Louisiana Library Association

## CONFLICT OF INTEREST POLICY

This conflict of interest policy is designed to help directors and officers of the Louisiana Library Association identify situations that present potential conflicts of interest and to provide the Louisiana Library Association (“LLA”) with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director or officer has or may have a conflict of interest with respect to the transaction.

### 1. Definitions

- 1.1 Interested Person. Any director or officer who has a direct or indirect financial interest, as defined below, is an interested person.
- 1.2 Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
- a. An ownership interest in any entity with which LLA has a transaction or arrangement;
  - b. A compensation arrangement with the LLA or with any entity or individual with which the LLA is negotiating a transaction or arrangement; or
  - c. A potential ownership or investment in, or compensation arrangement with, any entity or individual with which the LLA is negotiating a transaction or arrangement.

Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 2.2, a person who has a financial interest may have a conflict of interest only if the Board decides a conflict of interest exists.

### 2. Procedures

- 2.1 Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and all material facts related thereto to the Board or Committee of the Board considering a proposed transaction or arrangement.
- 2.2 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.
- 2.3 Procedures for Addressing the Conflict of Interest.
- a. If the Board determines that a conflict of interest exists, the interested person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the conflict of interest.
  - b. The President or chairperson of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the Board or committee shall determine whether the LLA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee may proceed with the proposed transaction or arrangement only if it determines, by a majority vote of the disinterested directors, that the proposed transaction or arrangement is in the LLA's best interest, for its own benefit and is fair and reasonable.

#### 2.4 Violations of the Conflicts of Interest Policy

- a. If the Board or committee has reasonable cause to believe a director or officer has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the director or officer an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the director or officer's response and after making a further investigation as warranted by the circumstances, the Board or committee determines the director or officer has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### 3. Records of Proceedings

The minutes of the Board and all committees with Board-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether the conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### 4. Compensation

- a. A voting member of the Board who received compensation, directly or indirectly, from the LLA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who received compensation, directly or indirectly, from the LLA for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who received compensation, directly or indirectly, from the LLA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### 5. Annual Statements

Each director, principal officer and member of a committee with Board delegated powers shall:

- (1) annually sign a statement which affirms such person:
  - a. Has received a copy of the conflicts of interest policy,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and

- d. Understands the LLA is an entity described in Section 501(c)(3) of the Internal Revenue Code for 1986, as amended, and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes;

and

- (2) annually disclose information concerning possibly conflicts of interest.

*August, 2010*

# Louisiana Library Association

## Board of Directors

### ANNUAL CONFLICT OF INTEREST POLICY ACKNOWLEDGEMENT

I hereby confirm that I have received, read and understand the Louisiana Library Association Conflict of Interest Policy and pledge to act in accordance with the policy to the best of my information and belief.

I agree to comply with the policy.

I understand that I shall disclose to the Board, preferably in writing, the material facts as to the personal interest in the transaction and in any corporation, partnership, association, or other organization involved in the transaction prior to the meeting at which the Board acts upon the transaction.

I understand that I shall disclose any interests that could give rise to conflicts of interest, including names of family members, substantial business, or investment holdings, and other transactions or affiliations with businesses and other organizations of those family members.

I understand that I will excuse myself from the meeting with the transaction is discussed and acted upon.

I understand that the LLA is an entity described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

I agree that if I become aware of any information that might indicate that information that I am no longer in compliance with this policy, I will notify the Executive Director or President of the Louisiana Library Association immediately.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# Louisiana Library Association

## WHISTLEBLOWER POLICY

### I. General

The Louisiana Library Association expects its directors, officers, assigned staff, and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the LLA, we are obligated to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### II. Reporting Responsibility

It is the responsibility of all LLA directors, officers, and assigned staff to report “Wrongful Conduct” in accordance with this Whistleblower Policy.

### III. Wrongful Conduct

“Wrongful Conduct” is defined in this Whistleblower Policy to include: a serious violation of the LLA policy; a violation of applicable state and federal law; or the use of LLA property, resources, or authority for personal gain or other non-organization-related purpose except as provided under the LLA policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the association.

### IV. No Retaliation

No LLA director, officer, or assigned staff member who in good faith reports Wrongful Conduct will suffer harassment, retaliation, or adverse employment consequence. Any LLA director, officer, or assigned staff member who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including discontinuance of assignment or removal from the Board of Directors, as applicable. This Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns within the LLA prior to seeking resolution outside the LLA.

### V. Reporting Wrongful Conduct

The LLA encourages its directors, officers, and assigned staff to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any director, officer or staff member may report Wrongful Conduct to the Executive Director or the President of the Board of Directors, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the Board of Directors.

### VI. Acting in Good Faith

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable ground for believing the information disclosed indicates Wrongful Conduct.

Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### VII. Confidentiality

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.



**VIII. Handling of Reported Wrongful Conduct**

The LLA Executive Director or a representative of the Board of Directors will promptly notify the sender and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

*August, 2010*



