1993-94 CD#18
1993-94 EBD#10.10

10.1

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
JANUARY, 1994

In accordance with Policy 5.6, the Committee has reviewed all Council Actions taken in June 1992 for possible incorporation, additions to, or changes in the *ALA Policy Manual.*

FOR ACTION

change will be included 1994 ALA Handbook

Item #1 ALA Policy 10.1 *American Libraries*: Add new first sentence: "The ALA is the publisher of the magazine, *American Libraries.*

This is to accomplish the intent of 1992-93 CD#18.3, Attachment #4.

Item #2 ALA Policy 54.18 Advertising Salary Ranges: Change the first sentence to read: "*Available* salary ranges..."

Change first sentence of second paragraph to read: "All ALA and unit publications printing classified job advertisements shall list the salary ranges for open positions *where available...*"

This wording was approved when Council adopted 1992-93 CD#18.4, Attachment #2.

Item #3 ALA Policy 12 Organization Membership Dues: Change category designation from "*Special Members*" to "*Corporate Members.*"

This change was approved when Council adopted 1992-93 CD#14.2.

Item #4 ALA Policy 7.1.1 Non-Discrimination in Conference Facilities. Change title to "*Non-Discrimination in Conference Contracts.*"

Add new second paragraph: "*The American Library Association will enter into conference-site contracts only with organizations and legal bodies in cities, counties, or states that do not by law discriminate against lesbian, gay, and bisexual people.*"

These two changes will implement Council's intent when it adopted CD#40 at the 1993 Midwinter Meeting. (This was not brought to Council at the 1993 Annual Conference because of an oversight.)

ATTACHMENT 4 (1)

WHEREAS, on news magazines such as American Libraries the editorial and publishing responsibilities are separate and distinct, though interrelated;

AND WHEREAS, editorial independence is granted in ALA Policy 10.1;

AND WHEREAS, accountability for editorial responsibilities is explicit in the masthead of the publication, but publishing responsibility is merely inferred by the masthead statement, "published...by ALA," and is not indicated in ALA Policy;

AND WHEREAS, publishing management responsibilities--which at ALA include employment and evaluation of chief editors; integration of editorial, advertising, and general association goals; and oversight of financial performance--are critical to the welfare of the publication and the Association;

AND WHEREAS, the ALA staff officer who chiefly manages the publishing functions for the Association is the Associate Executive Director for Publishing;

AND WHEREAS, the location of overall responsibilities should be clearly placed with an individual staff officer and made explicit to the membership;

adopted by Council at 1993 AC

THEREFORE, BE IT RESOLVED that the American Library Association be designated as the publisher of American Libraries;

AND, THEREFORE, BE IT FURTHER RESOLVED that publisher responsibilities be exercised by the ~~Associate~~ Executive Director ~~for Publishing~~.

10.1
~~10.2~~
10.2

AMERICAN LIBRARY ASSOCIATION

Item:	PUBLICATIONS	*Item Number:*	215.5.3
Approved by:	ALA Executive Board	*Page:*	1 *of* 1
Issue Date:	October 1971; amended July 5, 1975.	*Supersedes:*	

AMERICAN LIBRARIES - editorial policy

Inasmuch as AMERICAN LIBRARIES is the official organ of the American Library Association, the Editor has a particular responsibility to convey to the membership and other readers full and accurate information about the activities, purposes, and goals of the Association. In order to carry out this responsibility the Editor may have access to privileged information. He must assume an obligation to represent the best interests of the Association and all of its units fairly and as fully as is possible within the scope of the journal, with due regard to the Editor's prerogatives in producing a balanced and readable publication.

ALA encourages publication in the news columns of AMERICAN LIBRARIES of news about all matters of import to libraries and librarians. The Editor will be guarangeed independence in gathering, reporting and publishing news according to the principles embodied in the American Library Association's policies on Intellectual freedom.

Statements of official ALA positions on any matters will be clearly identified as such when they are published in AMERICAN LIBRARIES. The Editor must be free to analyze and interpret such matters conscientiously, as his own judgment dictates, in fulfillment of his broad responsibility to the Association. Such analysis and interpretation should appear over the signature of the Editor.

News and views should both have their place in AMERICAN LIBRARIES, and every opportunity must be assured for expression of diverse views when members believe such views run counter to their own, or when news is considered to be inaccurately or not fully reported. Signed interpretive comment should also be encouraged in its editorial columns. The AMERICAN LIBRARIES' columns must be kept scrupulously and faithfully open to expression of all viewpoints of interest and concern to the library profession.

AMERICAN LIBRARY ASSOCIATION

Item:	PUBLICATIONS	*Item Number:*	215.5.3
Approved by:	ALA Executive Board	*Page:*	1 of 1
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Signed interpretive comment should also be encouraged in its editorial columns.

ALA encourages publication in the news comumns of AMERICAN LIBRARIES of news about all matters of import to libraries and librarians. The Editor will be guaranteed independence in gathering, reporting and publishing news according to the principles embodied in the Amereican Library Association's policies on Intellectual Freedom.

End of Section

1999-2000 CD#17
(2000 ALA Midwinter Meeting)

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
JANUARY 2000

In accordance with policy 5.6 of the ALA Policy Manual, the Policy Monitoring Committee has reviewed all actions taken by the ALA Council at the 1999 annual meeting for possible incorporation into the ALA Policy Manual. Based on Council action during the aforesaid meeting, the following additions and changes are recommended:

ACTION ITEMS

Item 1. Based on CD#14.1, Item #2, submitted by the ALA Publishing Committee, and approved by Council, the PMC recommends addition of the following new subsection:

*

Section 10.1.1. Definition of an ALA Publication. The term "ALA publication" means an information product or other discrete set of information, regardless of medium:
That is created or compiled:
by ALA staff in the course of their duties on behalf of ALA or one of its units; or
through a contractual relationship between the creator and ALA or one of its units; or
by ALA members in the course of fulfilling their volunteer duties as members of an ALA committee, division, or round table; and
That presents in an organized form information about a discrete topic:
that can be and is intended to be distributed to multiple users;
that has an element of originality in its intellectual content and organization of that content;
that is not of an ephemeral nature;
that is organized through purposeful design rather than by circumstance (e.g., a list); and
that is distributed through a channel operated by the American Library Association (e.g., through the ALA Publishing Services Department, through a division's publications committee, through an ALA-operated server.)

*

Item 2. Based on CD#14.1, Item #3, submitted by the ALA Publishing Committee, and approved by Council, the PMC recommends addition of the following new subsection:

Section 10.1.2. Archiving of Electronic Publications. The ALA will regularly archive all ALA electronic publications; and, that the ALA archiving program for electronic publications will adhere to best practice as the science of archiving electronic publications matures and evolves.

Item 3. Based on CD#27.2, approved by Council, changing the name of the Office of Library Personnel Resources (OLPR) to the Office of Human Resource Development and Recruitment (HRDR), the PMC recommends change in the following section:

Affirmative Action Plans. Replace OLPR with HRDR in the last line of this subsection.

INFORMATION

Item 1. ALA Policy 50.7 (Nominations to the Posts of Librarian of Congress and of Archivist of the United States) The PMC suggested consideration be given to the addition of Director of IMLS and Director of NCLIS to this policy. Referred to the ALA Legislation Committee and the ALA Washington Office.

* Adopted by Council, 99AC
Codified by Council, 00MW

Item 2. ALA Policy 51 (Federal Legislative Policy) The PMC suggested consideration be given to updating the present policy with the inclusion of statements on the E-rate, Universal Service, Filtering, recent copyright legislation, and other recent resolutions and statements adopted by Council with legislative implications. It was noted that while legislative initiatives will vary with every change in Congress and the Administration, the ALA Legislation Committee, and the ALA Washington Office, it may be desirable to adopt some policy benchmarks on those issues which are long term, to aid in building grassroots support for ALA's legislative goals. Referred to the ALA Legislation Committee and the ALA Washington Office.

Item 3. ALA Policy 52.2 (Preservation) The PMC noted that while the existing policy mentions electronic formats as well as print resources, there is no reference to the Internet and the impact this is having on the preservation of historical records and intellectual property. This was referred to those committees and units of the ALA concerned with preservation.

Item 4. ALA Policy 6.6 (Committees) The PMC observed that several divisions, committees and other units of the ALA have been experimenting with the appointment of "electronic members" to various committees. While the PMC believes this is timely and appropriate, there is no policy that provides for this type of membership. Referred to the ALA Committee on Organization.

Item 5. ALA Policy 7.4.3 (Open Meetings) As more committees take full advantage of the Internet to conduct their business outside of the Midwinter and Annual meetings, the PMC noted that the current policy merits review to ensure the intent of the policy is maintained. Referred to the ALA Committee on Organization.

Item 6. ALA Policy 5.5.6 (Recorded Votes) The present policy states that "Results of roll call votes shall be published in *American Libraries* for the information of the membership. Results of other recorded votes shall be reported to the membership." Until recently, all votes have been reported in *American Libraries*. However, they are now being published in *American Libraries Online*. Discussion with Leonard Kniffel determined that it is his intent to continue to publish roll call votes in *American Libraries*, should they occur. The PMC believes Editor Kniffel is in compliance with the present policy, but the Committee felt it should notify Council of this change in procedure because of the distinction between roll call and recorded votes.

ALA Policy Monitoring Committee:

Ginny McKee
Charles Robinson
Martha Elaine Davis (intern)
Don Sager (chair)

RICHMOND
UNIVERSITY OF RICHMOND
FOUNDED 1830

MEMO

1998-99 CD# 14.1
(1999 ALA Annual Conference)

DATE: May 3, 1999

TO: Division Executive Directors
Staff liaisons to round tables

FROM: Jim Rettig
Chair, ALA Publishing Committee

RE: Report to Council on Electronic Publishing

Enclosed is the Publishing Committee's report to Council on electronic publishing. At the 1998 Annual Conference in Washington, Council charged the committee with investigating and reporting on this issue. Please distribute copies of the report to appropriate member leaders in your division or round table.

We are distributing the report to you at this time for your review and comment. We invite your comments and ask that you send them to me by Friday, June 11, so that they can be organized and shared with the Publishing Committee's members before the committee meets in New Orleans. The possibility exists that the committee will make minor revisions to the report in New Orleans. However, since the committee's members have reviewed this document, it is unlikely that the tenor or purpose of the committee's recommendations will change significantly.

We hope that distribution of this document at this time will facilitate discussion of an issue that demands the Association's prompt attention. Delays in action could mean lost opportunities. This report is also being distributed to the ALA Executive Board, BARC, and the Council.

We hope that BARC will review the document's recommendations at its May meeting. Given that our recommendations have implications for interpretation of the Operating Agreement and might even necessitate modification of some provisions of the Operating agreement, we knew that BARC would appreciate an early alert.

We also wanted Council to have the opportunity to begin discussion of the document over the Council listserv prior to meeting in New Orleans. In New Orleans we hope, of course, that Council will pass the resolutions included in the report.

The committee's approach to the various issues related to electronic publishing has consistently been permissive. In other words, we have identified the *sine qua non* for ALA units to conduct successful electronic publishing ventures; and we have recommended that ALA make sure all that is needed is in place. This will allow any ALA unit that wishes to take advantage of the opportunities electronic publishing offers to do so.

cc: Publishing Committee members

Phone: 804/289-8456
Boatwright Memorial Library
Fax: 804/287-1840
e-mail: jrettig@richmond.edu

ELECTRONIC PUBLISHING IN THE AMERICAN LIBRARY ASSOCIATION: OPPORTUNITIES AND CHALLENGES

Submitted to the ALA Council by the ALA Publishing Committee

Spring, 1999

Committee Roster:

Charles Brown,
Executive Board Liaison
Marianne Burke
Yolanda J. Cuesta
Joseph Eagan
Sylverna V. Ford
Jack Forman
Marilyn Lutz
Eleanor Mitchell
James Rettig, chair
Keith Swigger
Joyce K. Valenza

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Appendix A: Don Chatham memo to Unit Heads, 9/15/98
Appendix B: Questionnaire (including summary responses)
Appendix C: Invitation to division presidents and round table chairs
Appendix D: Operating Agreement between ALA and its divisions

I. INTRODUCTION

On June 29, 1998, during the Annual Conference in Washington, D.C., the ALA Council approved 1997-98 Council Document, #33.1, a resolution brought forth jointly by BARC and the ALA Publishing Committee. That resolution states:

> WHEREAS ALA units and divisions are undertaking or exploring the development of new electronic publications, including electronic journals, newsletters, brochures, monographs, etc.;
>
> WHEREAS ALA divisions and units are creating electronic versions of existing publications;
>
> WHEREAS ALA divisions and units realize significant revenue and margin from publishing activities;
>
> WHEREAS ALA divisions and units are utilizing a variety of host sites for electronic publications;
>
> WHEREAS there are [a] variety of practices among the units and divisions relating to advertising, archiving, copyright, etc.;
>
> WHEREAS the ALA should continue to provide leadership in areas related to electronic publishing;
>
> WHEREAS ALA Council approved a new charge for [the] ALA Publishing Committee in 1997 that charges the committee with "...overseeing the publishing activities in all formats (print, electronic, etc.) of ALA and the Publishing Services Department....To recommend policies on publishing products and services for approval of Council;"
>
> THEREFORE be it resolved that BARC recommends, in agreement with the Publishing Committee, that the Publishing Committee undertake the following:
>
> - analyze ALA division and unit electronic publishing activities now and in the future;
> - recommend approaches for the Association on electronic publishing activities;
> - recommend policy associated with electronic publishing such as copyright, archiving and perpetual access; rights management; intellectual property and fair use; advertising; host site issues, etc.
>
> BE IT FURTHER RESOLVED THAT [the] ALA Publishing Committee should undertake these activities in consultation with representatives from ALA Publishing, ALA ITTS, ALA Finance, ALA Communications, ALA division and round table publishing interests;
>
> BE IT FURTHER RESOLVED THAT Council requests that the ALA Publishing Committee report to Council on this effort during their regular reporting to Council.

The Publishing Committee willingly accepted this ambitious assignment.

II. METHODOLOGY

In September, 1998, Don Chatham, Associate Executive Director for Publishing, sent a memo to ALA unit heads to alert them that Council had given this assignment to the ALA Publishing Committee. (See Appendix A: Don Chatham memo to Unit Heads, 9/15/98.)

During its fall meeting in Chicago in October, 1998, the Publishing Committee discussed Council's assignment. The Committee decided to develop two modes of gathering information. The first would be a questionnaire, and the second would be a meeting with relevant representatives at the Midwinter Meeting.

III. THE COMMITTEE'S QUESTIONNAIRE

The committee drafted and refined a questionnaire to gather data from ALA units about current and planned electronic publishing activities. In December a draft of the questionnaire was sent to all division executive directors.

The following week during a regular meeting of the division executive directors, Don Chatham was present and James Rettig, chair of the ALA Publishing Committee, joined the meeting by telephone. Chatham and Rettig introduced the questionnaire; explained how the Committee planned to use the data gathered; and answered questions the executive directors raised. Because they had received the questionnaire prior to this meeting, the executive directors were able to offer useful suggestions for clarifying questions and reorganizing the contents of the draft questionnaire.

The questionnaire was revised to incorporate the division executive directors' suggestions. The revised questionnaire was sent out in mid-December. It was sent to:

- The executive director of every division
- The staff liaison to every round table
- Peggy Barber, Associate Executive Director for Communications
- Don Chatham, Associate Executive Director for Publishing

Not all divisions and round tables completed the questionnaire. Appendix B (Questionnaire [including summary responses]) reproduces the questionnaire and briefly summarizes responses. (The originals of the full responses are on file in the ALA Publishing Services Department.)

IV. SUMMARY OF QUESTIONNAIRE RESULTS

The incompleteness and brevity of the responses to the Publishing Committee questionnaire (due, perhaps, to the short time in which the process was conducted) do not provide a full picture of either current or anticipated electronic publishing activities throughout ALA. Clearly, however, most units are thinking about the opportunities electronic publishing offers them and are eager to explore those opportunities.

Even though the information gathered by the questionnaire does not provide a complete picture of current electronic publishing efforts and future plans throughout ALA, the questionnaire provided sufficient information to identify units' major concerns, current practices, and new ventures.

IV. a.: Major Concerns:

- Divisions and round tables have a great deal of interest in electronic publishing opportunities. However most have unanswered questions about how to go about doing it, about the resources needed to do it, and about what support ALA can or will offer them.
- Divisions and round tables see electronic publishing not as an "if" issue, but as a "how soon" issue.

- Units recognize the need for personnel (paid staff, member volunteers, external contractors, or some combination thereof) to produce and maintain electronic publications; this is a challenge and a matter of concern to some units.
- Divisions want means to restrict access to their electronic publications to specified members and/or subscribers.
- Units want their electronic publications to be archived; some assume that ALA is already providing this service. (In the absence of a reliable electronic archiving system, ACRL requires submission of a paper copy of all publications for archival preservation.)
- Units have not yet begun to sell advertising in their electronic publications to support the cost of creating, producing, and publishing them.
- Most electronic publications sponsored by ALA units are available for free without restrictions on access. Very few units have begun to explore the e-commerce potential of their publications.
- Very few ALA units have formulated policies to guide their electronic publishing ventures; nor have they established strategic objectives for their electronic publishing programs.
- Procedures for creating and maintaining electronic publications are more often *ad hoc* than systematized.

IV. b.: Current Practices:

- With few exceptions, ALA units are not yet licensing their electronic publications to third-party database aggregators.
- In many cases sample "teaser" articles from division and round table journals are being posted for any and all to read on the World Wide Web.
- Some divisions place their entire newsletter on the Web.
- At least one division (LITA) has abandoned print publication of its newsletter.
- Discussion groups (popularly known as listservs™) play a vital role in conducting unit business and disseminating information in a timely fashion.
- Divisions and round tables see opportunities to disseminate additional content through electronic publications.
- All units are increasingly aware of the challenges these opportunities pose.
- ALA is, of course, a membership organization. Thus it comes as no surprise that some units offer electronic publications that reside on servers operated and controlled by institutions other than ALA. The Publishing Committee is aware that this is a rather common practice—sometimes by design, others times just happening through individual member initiative. For example:
  - The IRRT Web pages reside on a server at New York University (http://pages.nyu.edu/~tel1/irrt/) but are accessible from the ALA Web site via a link
  - RUSA unknowingly has a Web site presenting the contents of a presentation from a RUSA section's program at the ALA annual conference in 1997 (http://www.swem.wm.edu/Conferences/JR/alajun97.html) that was mounted by a member in response to queries from audience members.
  - The use of a WLN server by LITA appears to be a more formalized relationship.

IV. c.: New Ventures Underway:

ALA and its units are unquestionably in a transitional period, as is the publishing industry at large. The path to success—as measured by both service to readers and by financial return—in electronic publishing is by no means clear. Yet ventures are underway. These include:

- Electronic newsletters from LITA, PLA, RUSA, YALSA, the OIF, and others.
- ACRL's electronic, fee-based edition of *Choice*.
- The electronic (and free) *School Library Media Research*, which is an offshoot of the defunct print *School Library Media Quarterly*.
- Policy manuals
- Standards and guidelines

V. MEETING WITH UNIT REPRESENTATIVES AT MIDWINTER

In December the Publishing Committee sent a letter to all division presidents and all round table chairs inviting them or their representatives to attend a part of the Publishing Committee's meeting during the 1999 Midwinter Meeting in Philadelphia. (See Appendix C: Invitation to division presidents and round table chairs.) The purpose of this session was to give division and round table representatives an opportunity to amplify the information gathered by the questionnaire and to act as a sounding board for the Publishing Committee's thinking to that point. This session was held on January 31, 1999. No division representatives attended; representatives of the International Relations Round Table (IRRT), the Maps and Geography Round Table (MAGERT), the Social Responsibilities Round Table (SRRT), and the Ethnic and Multicultural Information Exchange Round Table (EMIERT) attended.

The dialog between these round table publication representatives and the Publishing Committee confirmed both the trends revealed by the questionnaire and the direction of the Committee's thinking about issues related to electronic publishing. Discussion focused on the need to be able to restrict access to publications through an authentication process and on the need to archive electronic publications.

VI. ISSUES AND SPECIFIC RECOMMENDATIONS

The committee's deliberations at the 1999 Midwinter Meeting revealed both the opportunities and the challenges ALA and its units face in developing viable electronic publishing programs. It is clear that units need guidance and support as they move in this direction. The committee's purpose in making the recommendations that follow has been to enable units to undertake electronic publishing ventures and optimize their chances for success. Electronic publishing cannot succeed without the requisite technological and managerial tools essential to creation, production, distribution, and archiving. The recommendations below are not intended to limit the options available to any unit; rather they are intended to assure units access to the means they need to carry out their electronic publishing plans and ambitions. The Publishing Committee's approach has been permissive and enabling rather than prescriptive or prohibiting.

VI. a.: **Host site issues:** As the questionnaire, the meeting in Philadelphia with representatives of round tables, and the knowledge of members of the Publishing Committee all verify, numerous electronic publications have been created in the name of the American Library Association that do not reside on ALA servers. This presents challenges to ALA. For example, ALA won't be able to archive publications that reside on servers outside of its control. A practical solution is to limit archiving, authentication, and other such services to those electronic publications that reside on servers owned and operated by ALA.

ALA has no census of publications on hosts outside ALA. (However, the Publishing Committee had hoped its December, 1998, questionnaire would gather this information.) It is not clear, therefore, how

much hardware and network capacity would be needed if all ALA electronic publications were centralized on ALA servers.

> ***Recommendation:*** *The Publishing Committee recommends that BARC and ALA management investigate this issue to determine the feasibility and the added costs, if any, of centralizing all ALA electronic publications on ALA servers.*

VI. b.: Authentication: An issue of central importance to ALA units engaged in or planning electronic publication is authentication of users. In the absence of a mechanism whereby they can restrict access to a publication to subscribers/purchasers or to members (in the case of publications that are perquisites of membership), many are restraining their electronic publication activities. If they move forward without an authentication mechanism in place, they risk losing membership and/or subscription revenues vital to their fiscal well-being.

> ***Recommendation:*** *ALA should provide an authentication database and service to all units of the Association. (See the resolution to this effect in section VIII.a. of this report.)*

The recommendation above is put forward as a resolution for Council action; see section VIII.a.

VI. c.: Perpetual access: Without authentication, units cannot adopt perpetual access policies for their publications. It should be up to the unit that produces an electronic publication to establish its own perpetual access policies. If a unit wishes, it should be free to grant perpetual access in the licensing, sale, or subscription of an electronic publication. That is, it should be able to assure the buyer or member who purchases, licenses, or subscribes to a publication for a specified period of time that, after the conclusion of that time period, the buyer or member will perpetually have access to those issues or parts of that publication produced during that period of time even if the purchaser cancels the license or subscription or even if the member drops his or her membership.

> ***Recommendation:*** *As ALA develops an authentication database and service to serve all units of the Association, it should make sure that the authentication database and service can provide perpetual access for non-current members/subscribers.*

VI. d.: Archiving: ALA maintains an archive at the library of the University of Illinois at Urbana-Champaign. It is self-evident that it should also archive its electronic publications and other electronic documents. However archiving of electronic data presents challenges that differ in many ways from the challenges posed by archiving paper publications.

Before any ALA electronic publication can be archived, ALA must be able to determine what qualifies as an electronic publication. Defining this is at best vexing and slippery. Nevertheless, drawing in part on Sen. Wendell Ford's Government Publications Reform Act bill (S. 2288, 105th Congress, 2nd session) as a model, the Publishing Committee has developed a definition for the term "publication."

> ***VI. d.1.: Recommendation:*** *The Publishing Committee recommends adoption, as a matter of ALA policy, of the following definition of a publication (regardless of medium):*
>
> The term "ALA publication" means an information product or other discrete set of information, regardless of medium—
>
> (1) that is created or compiled—
>
> (a) by ALA staff in the course of their duties on behalf of ALA or one of its units; or
>
> (b) through a contractual relationship between the creator and ALA or one of its units; or
>
> (c) by ALA members in the course of fulfilling their volunteer duties as members of an ALA committee, division, or round table;
>
> and
>
> (2) that presents in an organized form information about a discrete topic—

(a) that can be and is intended to be distributed to multiple users;
(b) that has an element of originality in its intellectual content and/or the organization of that content;
(c) that is not of an ephemeral nature;
(d) that is organized through purposeful design rather than by circumstance (e.g., a listserv™); and
(e) that is distributed through a channel operated by the American Library Association (e.g., through the ALA Publishing Services Department, through a division's publications committee, through an ALA-operated server).

The recommendation above is put forward as a resolution for Council action; see section VIII.b.

The *ad hoc* ALA Web Task Force has addressed the archiving issue regarding the contents of the ALA Web site. The Publishing Committee endorses that task force's recommendation that ALA regularly archive the content of the ALA Web site. However, electronic publishing takes forms other than Web documents. At the minimum, any and all electronic documents that fit the definition of "publication" in section VI. d.1. should also be archived.

VI. d.2.: Recommendation: *The Publishing Committee recommends that any electronic creation fitting the definition of a "publication" in section be considered an ALA electronic publication and that it be permanently archived through a system consistent with the system developed for archiving the ALA Web site.*

The recommendation above is put forward as a resolution for Council action; see section VIII.c.

A practical implication of this is that units that want their publications to be archived by ALA need to publish them on a server owned and managed by ALA. (See the resolutions to this effect in sections VIII.b. and VIII.c. of this report.)

ALA management needs to develop procedures to enable editors and authors of electronic publications residing on ALA servers to update their publications as needed. These procedures must balance security and convenience. Once such procedures are in place and communicated to all affected parties, creators of electronic publications will have less reason to place them on non-ALA servers.

VI. e.: **Copyright and fair use:** All ALA electronic publications should be protected by copyright and made available for educational purposes in accord with the fair use provisions of Title 44 of the United States Code. United States copyright law and international conventions to which the United States is a signatory apply to all ALA electronic publications.

The ideal would be for ALA to hold copyright to all ALA electronic publications. However, as there are in print publishing , there will be instances in which ALA will publish an electronic work whose creator holds the copyright.

If an author retains copyright, it may be necessary for the author to assign certain rights to ALA so that it can publish the work on behalf of the author. ALA must negotiate for at least the right to print and market the property in its primary market or "territory." Other rights might include North American rights, foreign sales, serial rights, electronic rights, reprint rights, translation rights, or subsidiary rights in general.

VI. f.: **Rights and permissions management:** As the volume of electronic publishing in ALA grows, management of rights and permissions for use of electronic publications may develop into a new specialty and may require specially trained personnel.

Recommendation: *Just as it does for print publications, the ALA Publishing Services Department should manage rights and permissions requests for electronic publications.*

VI. g.: Privacy and confidentiality issues: Privacy and confidentiality are important values to ALA's members in the information services they provide through the nation's libraries and in their use of information sources for personal and professional purposes. ALA needs to honor these values as it develops its electronic publishing program. Just as ALA members are asked on their membership renewal form for permission to sell their names to third-party purchasers of ALA membership mailing lists, personal information about ALA members should not be included in electronic publications (e.g., directories) without each member's permission. Similarly, information ALA gathers about individuals who use ALA electronic publications should not be sold without each individual's permission.

> ***Recommendation:*** *ALA should protect the privacy and hide the identity of all users of the electronic publications it publishes.*

VI. h.: Security issues: Successful electronic publishing depends upon trust. Users must be able to trust the systems through which they obtain access to electronic publications. For this reason, ALA should employ appropriate security software to prevent hacking, inappropriate use of network resources, and unauthorized access to electronic publications and their source files. All content on ALA servers should be backed up on a schedule in keeping with best practice in academic, government, and corporate computing centers.

> ***Recommendation:*** *ALA should verify that its file servers meet industry standards for security and back-up services.*

VI. i.: Advertising: It does not appear that any ALA unit at present is selling advertising in an electronic publication. The Publishing Committee cannot discern any reason why units should not sell advertising in their electronic publications.

> ***Recommendation:*** *ALA units should be free to sell advertising in their electronic publications*

VI. j.: E-commerce: Although ALA units have few concrete plans for selling their publications through e-commerce, they will surely develop these plans and seek these opportunities in the near future. This will require a system for online ordering liked to membership authentication information to calculate applicable discounts. The system could also be used to sell advertising in ALA publications. Basic information about e-commerce is available at http://whatis.com/ecommerc.htm.

> ***Recommendation:*** *ALA should develop the necessary infrastructure for e-commerce sales of electronic and print publications.*

VII. IMPLICATIONS OF AND FOR THE OPERATING AGREEMENT

ALA Policy 6.4.1 ("the Operating Agreement") regulates the relationship between ALA and its divisions. Section VI of that policy includes the following:

- The ALA Publishing Committee has the responsibility for control of the ALA imprint.
- A division may publish materials in three ways: through ALA Publishing Services, on its own, or through an outside publisher. Materials prepared by a Division for other than its own publication must be offered to ALA Publishing Services for first consideration. A Division has the right to accept or reject ALA's offer and pursue other publishing opportunities.
- Divisions exercise editorial and managerial control over their periodicals.
- The ALA Publishing Committee shall be informed of plans for any new Division periodicals prior to publication.

- A Division may purchase production and distribution services from ALA's central production unit. A Division may also purchase marketing services from the Publishing Services Department.
- ALA Publishing Services pays royalties to Divisions for Division-generated materials. Divisions may negotiate with ALA Publishing Services on royalties and other variables of publishing. An "Intra-mural Agreement of Publishing Responsibility" is signed by the Division Executive Director and the Director of Publishing Services for each publishing project.

Recommendation: *The Publishing Committee recommends that these provisions designed to regulate print publication serve as analogies for electronic publications.*

Acceptance of the proposed definition of a publication will in effect implement the above recommendation.

Section V of the Operating Agreement outlines the financial obligations ALA and its divisions have towards one another. These include the following provisions:

- V.C.1.a. ALA provides to Divisions at no direct charge the following services of ALA Departments and Offices:
  - * Staff Support Services Department
  - * Data processing (as defined in an Operational Practice)
- V.C.2.b. Overhead will be assessed at 50% of the ALA composite rate (at the end of a five-year phase-in period, beginning in 1991 and ending in 1995, in equal annual increments) on revenues from:
  - * net sales of materials
  - * subscriptions
  - * advertising except in those publications which are provided to Division members as a perquisite of membership
- ALA charges Divisions for the actual costs of the following services of ALA departments:

  V.C.2.c. Publishing
  - * Subscription and order billing services
  - * Central production unit services
  - * Marketing services.

These provisions offer three approaches to implementing the policies recommended in this report:

1. ALA can provide at no cost to the divisions the infrastructure services (e.g., authentication, archiving, e-commerce) necessary to support a successful program of electronic publishing; or
2. ALA can assess overhead for providing these services; or
3. ALA can sell them to the Divisions while the Divisions remain free to use or not use these services.

The Publishing Committee strongly recommends rejection of the last option. Given the central importance of authentication services to the publishing program of ALA as a whole and to all of its units, a centralized solution to authentication is the only workable solution. The only question is how to pay for it. Because members may belong to more than one division or round table and because access policies to units' respective publications may vary greatly, a single database is needed to organize these variances.

Recommendation: *The Publishing Committee recommends that BARC, ALA management, and division leadership and division executive directors negotiate necessary amendments to the Operating Agreement to assign responsibility for services such as authentication, archiving, rights management, advertising revenue, production services, etc.*

VIII. RESOLUTIONS FOR COUNCIL ACTION

VIII. a.: Resolution on authenticating users

Whereas ALA units are engaged in a wide variety of information dissemination activities, and

Whereas some of these units would like to regulate access to some or all of their electronic publications to members or subscribers,

Therefore be it resolved that ALA will provide an authentication database and system that enables ALA units to regulate access to their publications to members and/or subscribers in accord with unit policies.

VIII. b.: Resolution on defining a publication

Whereas ALA units are engaged in a wide variety of information dissemination activities, and

Whereas by policy (6.4.1.VI) ALA assigns "responsibility for control of the ALA imprint" to the ALA Publishing Committee,

Therefore be it resolved that ALA, upon recommendation of the ALA Publishing Committee adopts as policy the following definition of an ALA publication:

The term "ALA publication" means an information product or other discrete set of information, regardless of medium—

(1) that is created or compiled—

(d) by ALA staff in the course of their duties on behalf of ALA or one of its units; or

(e) through a contractual relationship between the creator and ALA or one of its units; or

(f) by ALA members in the course of fulfilling their volunteer duties as members of an ALA committee, division, or round table;

and

(2) that presents in an organized form information about a discrete topic—

(f) that can be and is intended to be distributed to multiple users;

(g) that has an element of originality in its intellectual content and/or the organization of that content;

(h) that is not of an ephemeral nature;

(i) that is organized through purposeful design rather than by circumstance (e.g., a listserv™); and

(j) that is distributed through a channel operated by the American Library Association (e.g., through the ALA Publishing Services Department, through a division's publications committee, through an ALA-operated server).

VIII. c.: Resolution on archiving of electronic publications

Whereas ALA units are engaged in a wide variety of electronic publishing activities, and

Whereas ALA has an obligation to preserve its publications for posterity,

Therefore be it resolved that ALA will regularly archive all ALA electronic publications; and

Therefore be it further resolved that the ALA archiving program for electronic publications will adhere to best practice as the science of archiving electronic publications matures and evolves.

American Library Association
50 East Huron Street
Chicago, Illinois 60611-2795
USA

TDD 312 944 7298
http://www.ala.org

Telephone 312 280 5414
Fax 312 944 8741
E-mail dchatham@ala.org

ALAMemorandum

Publishing Services Department

To: Unit Heads

cc: William R. Gordon

From: Donald E. Chatham

Date: September 15, 1998

Subject: Electronic Publishing

Bill has asked me to address this issue at tomorrow's Unit Heads meeting.

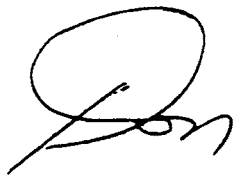
At Annual, BARC was preparing to establish a separate task force on electronic publishing issues. This would be separate from the ALA Web task force already in place.

Since this falls within the charge of the Publishing Committee, the Publishing Committee presented itself as the body that should address these issues. Consequently, instead of setting up another task force, BARC presented the attached charge to the Publishing Committee.

The Publishing Committee is comprised of 10 members and an Executive Board liaison. The member selection process attempts to balance its representation across the organizational units of the Association.

The Publishing Committee values the place of publishing within the Units and within the Association as a whole and recognizes that there are many complicated issues involved in maintaining successful efforts that benefit all.

At this early stage, the Committee is looking forward to the contributions and suggestions of all ALA members and staff as it gathers information on how best to make the most of electronic publishing opportunities.



Appendix B

PC 1998-1999
DOC. #13.6

Digital Publishing Survey Results

December 21, 1998

Please provide concise responses to the following and return this survey by January 15, 1999, to:

Eve Cotton
ALA Publishing Services
50 East Huron Street
Chicago, IL 60611

1. Are you currently using or publishing any of the following? (Check those that apply)

3 Electronic journal (with or without print equivalent?)

LITA/YALSA/AASL

5 Electronic newsletter (with or without print equivalent?)

LITA/OLOS/RUSA/ALCTS/LAMA

10 List serve/electronic distribution list

LITA/OLOS/YALSA/AASL/ALSC/ACRL/OIF/RUSA/ALSCA/ALCTS/LAMA

5 Reference tools or directories

LITA/OLOS/YALSA/AASL/ALSC/ACRL

14 Homepages

LITA/OLOS/YALSA/AASL/ALSC/ACRL/PLA/OIF/RUSA/ALSCA/Booklist/ALA Editions/ALCTS/LAMA/IRRT

4 Occasional papers

LITA/ACRL/ALCTS/LAMA

5 Conference presentations

LITA/ACRL/PLA/ALCTS/LAMA

3 Online tutorials or courses (and resulting publications)

OLOS/YALSA/AASL

3 Electronic archives or records

LITA/YALSA/AASL

3 Other_____

LITA	Job site for library technology jobs.
YALSA/AASL	Online Q&A referral service.
ALA Editions	CDROM (AACR2E)

2. What new electronic publishing projects does your unit currently have in production?

OLOS	Adult readers; writings; other similar items
ALSC	We will be developing a homepage for our journal. This will not supplant the print form. It will include the cover, tale of contents, edits column, etc. At this stage the main goal is marketing.
ACRL	ACRL policies & procedures Manual is online.
PLA	Online courses.
RUSA	Electronic Version of RUSA Update
OIF	None
ALCTS	ALCTS has just taken the ALCTS Newsletter from a bimonthly paper product to a web product.
LAMA	LAMA continues to try to develop a full backfile, on the web, of previously print-published numbers of the Small Library Publications Series. The conversion is being undertaken by committee members, but progress is slow.
IRRT	IRRT web page

3. What electronic publishing projects is your unit planning and when does it expect to launch each one?

OLOS	More of the same ongoing monthly.
ALSC	None

YALSA/AASL	Virtual conference November 1999; Online training YALSA- 1999-2000; Electronic version of Newsletter ;
ACRL	Online publication – Fall 1999 Conference papers – Summer 1999 Statistics project – Summer 1999
PLA	Technotes. Free short updates to technicl notes in a forthcoming PLA Publication.
OIF	OIF is not planning any projects, but see 10.
LTR	As a part of our latest evaluation of MicroComputor-based library systems to be published in the March/April and May/June 1999 issues of , the contractor will set up and maintain a Web page with limited free information available.
ALA Editions	Significant expansion of Open Stacks, which will make it much more "content-rich". Launch in April 1999. Possible online versions of Books for College Libraries and Guide to Reference Books.
Booklist	Investigating feasibility of fee-based online versions of Booklist.
ALCTS	ALCTS has several monographic publications in planning stages, including a survey of vendor capabilities, which requires an interactive database. ALCTS will be reviewing a proposal to do a "Year in Review" product on CD-ROM that would provide portable archives for the ALCTS Newsletter.
LAMA	There are no firm plans for anything new at this time.
IRRT	The publication of certain conference papers solicited by IRRT is under consideration.
LTR	As a part of our latest evaluations of Microcomputer-based library systems to be published in the March/April and May/June 1999 issues of LTR, the contractor will set up and maintain a Web page with limited free information available.

4. Do you have any planning or policy documents in place governing digital publishing? How was the policy or document developed? Who monitors it? (Please submit copies of your planning and policy document/s)

OLOS	No
LITA	Informal polcicies for website. We have a "web editor and an advisory board of members.
YALSA/AASL	No. To be revised by Publications Committee. Not other than bylaws. We have an editorial advisory board which monitors teen hoopla.
ALSC	At this point we do not have a planning document have developed our website using the ALA website as a guideline

ACRL	ACRL web policies and procedures.
OIF	OIF does not have any planning or policy documents governing digital publishing.
LTR	LTR is available electronically through IAC through ALA licensing agreement. With royalties paid.
ALA Editions	No
Booklist	Business plan/5year plan of Publishing Department and Booklist covers all publishing decisions, print or electronic.
ALCTS	ALCTS developed some early guidelines encouraging use of the web and electronic distribution lists, affirming that all products of committees are the property of ALA and should be resident on ALA servers. (Copy will be forwarded)
LAMA	None has been developed as yet, though I anticipate that the LAMA Publications Committee will be initiating discussions towards policy at the 1999 Midwinter Meeting.
IRRT	No policy statements or planning documents have been developed, to date. The IRRT Publications Committee will formulate policy recommendations for consideration by the IRRT Executive Committee.
LTR	LTR is available electronically through IAC through ALA licensing agreement with royalties paid.

5. **How are you handling the commercial aspects of access to your electronic publications? Do you charge for access to your digital publications? Do you receive advertising revenue from your digital publications?**

OLOS	No
LITA	Currently no charge to anything on our website. We charge employers to advertise jobs on our web job site.
YALSA AASL	No charge for access No ad revenue
ALSC	Neither fees nor adversting is planned at this time.
PLA	No electronic publications currently on web.
OIF	OIF does not now offer commercial space for its paper or electronics publications, but may in the future.
ALA Editions	Open stacks will be free. Only revenue stream is indirect, promoting sales of our books. AACR2-E is sold as a CD ROM and as a licensed product on a royalty basis. No advertising revenue.
Booklist	If we publish electronically, we will charge for access and solicit advertising.

ALCTS	ALCTS needs assistance with the commercial aspects of its electronic publications and would very much like to charge for access to the ALCTS Newsletter. As yet we have not pursued advertising revenue, though we now offer sponsors of programs a link from the web page on which the program is described.
LAMA	LAMA needs assistance with the commercial aspects of its electronic publications. As yet we have not pursued advertising revenue, though we now offer sponsors of programs a link from the web page on which the program is described.
IRRT	No charges, no revenues.
LTR	No

6. **Have there been any obstacles to accomplishing your objectives or goals for digital publication? If so, what steps have you had to take to overcome them?**

LITA	Lack of ability to authenticate members paid subscriptions access. Expect future solutions, as authentication becomes easier.
ALSC	Obstacles include relying on volunteers to maintain pages at their own pace. We have trained staff to do some of the maintenance and development work.
ACRL	No
YALSA/AASL	Offering "items" which are a member benefit (i.e. can't restrict access)
RUSA	Lack of staff and needed skills seeking to hire a web guru.
ALSCA	Lack of staff and needed skills seeking to hire a web guru
OIF	Thus far, there have been no obstacles to accomplishing OIF's objectives or goals for digital publication.
ALA Editions	Limited resources on staff must be directed to our book publishing program. We are developing a team of library school student volunteers. Other obstacles include lack of familiarity with freelancers and vendors in this field.
ALCTS	The obstacles facing ALCTS are generalized capabilities at ALA. While the technology exists to charge revenue or to maintain an interactive database, it is not wide-spread or accessible enough to enable units with staff who do publishing projects on a part-time basis to be able to use it effectively. Smaller units do not have the staff time or expertise to be able to do extensive investigation of possibilities, negotiate the development of tailored applications, and so forth necessary to develop an innovative product easily.
LAMA	The obstacles facing LAMA are generalized capabilities at ALA. While the technology exists to charge revenue or to maintain an interactive database, it is not wide-spread or accessible enough to enable units with staff who do publishing projects on a part-time basis to be able to use it effectively. Smaller units do not have the staff time or expertise to be able to do extensive investigation of possibilities, negotiate the development of tailored applications, and so forth necessary to develop an innovative product easily.

IRRT	The major obstacle was technical assistance and support, which was overcome by relying on the help of volunteers and institutional support, especially at New York University.
LTR	No

7. What equipment is used or necessary for your digital publishing projects?

YALSA/AASL	PC
ALSC	Scanner, HTML coding software
OLOS	Webmasters tools. I think you mean software?
LITA	Volunteers have been doing scannng. We are purchasing a scanner & Adobe Arobat for office use.
ACRL	Computer PageMaker & Web Editor Scanner
RUSA	We're buying a scanner
ALSCA	We're buying a scanner
OIF	OIF uses a desktop computer and Hotdog to launch its electronic publications. In the future, OIF very likely may require additional equipment and software.
ALA Editions	It's been handled with desktop computers and software.
ALCTS	The "standard" installation of Microsoft Office, plus Acrobat 3.0 and PageMaker, has proven to be adequate software for most needs. We require access to a scanner, and access to others who can assist with programs like Tango to mount interactive files.
LAMA	The "standard" installation of Microsoft Office, plus Acrobat 3.0 and PageMaker, has proven to be adequate software for most needs. We require access to a scanner, and access to others who can assist with programs like Tango to mount interactive files, and technical assistance with converting some graphics images found in the Small Libraries Publications Series.
IRRT	A text editor (Word or WordPad) or an HTML authoring tool (HomeSite); FTP software (WS_FTP95); browser (Netscape); graphics software (Paint).
LTR	No

8. Are any of your publications available through any third-party indexing/full-text services? Are you considering such an option?

ALSC	Our non-electronic version of our journal is indexed in Library Literature, Library and Informtion Science Abstracts and Current Index to Journals in Education.
OLOS	No

LITA	If our journal ever becomes electronic we would want to do this.
YALSA/AASL	No
ACRL	No
PLA	Print pubs only – not online materials.
OIF	SIRS has several archival copies of the FTRF newsletter (from 1994 to 1996), FTRF does not plan to continue this service.
LTR	Yes see #4 above.
ALA Editions	No
Booklist	Bowker Books I Print Plus, Brodart TIPS, Novelist (Carl Corp.), Amazon.com, Information Access, UMI and other under negotiation.
ALCTS	No ALCTS publications are as yet available through a third-party service, though we have begun to investigate whether it would be possible to make LRTS (and other ALA journals) available through JSTOR.
LAMA	No LAMA publications are as yet available through a third-party service, though we have begun to investigate whether it would be possible to make LA&M (and other ALA journals) available through JSTOR.
IRRT	No/No
LTR	Yes, See #4 above.

9. **How are you addressing the following issues?**
As of 1/20/99 there was only one division that responded to the questions below.

LITA		
	Copyright	Use ALA copyright statement as appropriate. No one with hi/her own copyright is currently publishing electronically on our site.
	Archiving	Web Pages
	Rights Management	ALA
	Privacy issues	Any personal info posted is with permission. We aggregate usage
	Linkage issues	Few links now
	Security issues	Need secure server
	Authentication	None yet
	Restricted access	None yet
YALSA/AASL		We refer to ALA Policy.
ALSC		
	Linkage issues	Members of a committee determine is a certain site qualifies to be linked to our site.
RUSA		We refer to ALA Policy.
ALSCA		We refer to ALA Policy.
OIF		
	Copyright	When OIF launches copyrighted material, it is material copyrighted by ALA.
	Archiving	This is not an issue at this time. OIF assumes ALA is archiving its lists and pages.
	Perpetual or future access	This is not an issue at this time.
	Rights Management	OIF requires written requests from anyone wanting to republish its copyrighted material, so it can track who is requesting permission and where the material is to be republished.

Privacy Issues	OIF does all within its capability to protect the privacy of anyone accessing its sites or any forms, etc., on those sites. OIF would like to continue discussing with ALA the issue of privacy regarding the ALA Web site.
Linkage issues	OIF provides this disclaimer on its site: Links to non-ALA sites have been provided because these sites may have information of interest. Neither the American Library Association nor the Office for Intellectual Freedom necessarily endorses the views expressed or the facts presented on these sites; and furthermore, ALA and OIF do not endorse any commercial products that may be advertised or available on these sites.
Security issues	Governed by ALA.
Intellectual property and fair use	OIF does all within its capability to protect intellectual property and fair use.
Technical sophistication	Governed by ALA.
Host site issues	This is not an issue at this time.
Authentication	OIF attempts to verify that all links on its pages are good and attempts to update the links on its pages to stay current.
Restricted access	All OIF's electronic lists but one are business lists, and are therefore restricted to committee members. The one non-business list is ALAOIF, which is unmoderated.
Other pressing issues	None at this time.

LARC

Archiving	First, I want to alert you and your committee to a more general issue; the relationship between electronic publishing by ALA units and the ALA archives, housed at the University of Illinois at Campaign-Urbana. As Director of the Library and Research Center (LARC), I am very aware of the Archives, because ALA's payment to the University of Illinois for that service is I the LARC budget. I am convinced that this is money well spent and believe it is important that ALA consults the professional archivists at Illinois a we develop policies for archiving electronic publications (If you are unfamiliar with the ALA Archives, I suggest you go to the ALA Homepage, click on ALA Library and then click on Archives Note that the descriptions of file for unit usually ha e a special section for publications.) I sent a copy of your memo and

		questionnaire to Elizabeth Cardman, Assistant University Archivist, who has been our primary contact. When we talked yesterday, Liz suggested that it is of primary importance to ensure ongoing access to all unit publications. There are to dimensions to that access. One is to have a plan for whatever reformatting and refreshing is necessary to keep the material usable. The other is to maintain a clear record of where it is ad how to reach it and link that record to the historical files (paper0 for the unit. The University of Illinois Archives will be glad to advise us as ALA develops policies in this area.
Booklist		
	Rights management	Unit/departmental responsibility
	Linkage issues	Negotiated contract by contract
	Technical sophistication	Mix 8 staff/consultant
ALA Editions		
	Copyright	Notice of copyright on pages
	Archiving	Considering in planning Open Stacks. CD ROM and U. of I.
	Rights Management	We expect that what is free on the web could be taken. AACR2-E multiple-user CD's programmed to set number of concurrent users.
	Privacy issues	Privacy statement will be prepared for estore
	Security issues	Perceive this to be the responsibility of ITTS
	Intellectual property and fair use	No different than print publishing
	Authentication	NA for current free products

ALCTS

ALCTS has only begun to identify the issues listed. Many of these need to be resolved for ALA as a whole before they can be interpreted for an individual division, particularly one that works closely with both ALA Publishing Services and ALA Internet Services. For example, ALCTS Network News (AN2) is almost 8 years old. Its archives are on the ALA server, and we rely on the backup of those files for ensuring future access. Perpetual access, of course, is another matter, and one that must be solved for all of ALA.

ALCTS has begun some discussions about intellectual property and fair use. These build on policy made in the mid-80's when a non-ALA publisher published a working committee document, without ALA authorization. All persons accepting an appointment to an ALCTS committee now sign a release confirming that copyright for committee products reside with ALA. We have not, however, successfully navigated the tricky waters of when a conference presentation or preprint of a journal article may be posted to the author's website and when such posting is "publication," thus resulting in the piece no longer being "original" and thus publishable in LRTS.

LAMA	LAMA has only begun to identify the issues listed. Many of these need to be resolved for ALA as a whole before they can be interpreted for an individual division, particularly one that works closely with both ALA Publishing Services and ALA Internet Services. For example, LEADS from LAMA is more than 5 years old. Its archives are on the ALA server, and we rely on the backup of those files for ensuring future access. Perpetual access, of course, is another matter, and one that must be solved for all of ALA. LAMA has begun some discussions about intellectual property and fair use. All persons accepting an appointment to an LAMA committee sign a release confirming that copyright for committee products reside with ALA. We have not, however, successfully navigated the tricky waters of when a conference presentation or preprint of a journal article may be posted to the author's website and when such posting is "publication," thus resulting in the piece no longer being "original" and thus publishable in LA&M. The LA&M Editorial Advisory Committee will be considering whether to allow one of its columnists to post his column to his personal website simultaneous with print publication.
IRRT	Linkage issues Through the ALA Web site

10. What are your strategic plans for future digital publishing?

ALSC	To early to determine where we will develop.
OLOS	Not explored at this time.
LITA	Under consideration by Pubs Committee & Board
PLA	Online electronic courses – pay
RUSA	Developing
ALSCA	Developing
OIF	OIF plans to launch a smaller, electronic version of its *Newsletter on Intellectual Freedom* to encourage subscribers to the paper version. It also plans to make better use of the new ALA overall Web design for even greater accessibility to its pages.
ALA Editions	Electronic publishing is a prime consideration for future product development.
Booklist	Develop new products that would increase net revenue without cannibalizing existing products.
ALCTS	Strategically, ALCTS will continue to pursue digital publication as appropriate for the content of the item and as it an appropriate communication vehicle for outreach to our members. In particular, we are interested in: 1) taking LRTS digital, yet retaining the paper distribution and subscription base; 2) developing "distance ed" courses using the Internet; 3) having a secure site for private committee review of documents and publications under development; 4) having interactive database reference tools, e.g., the survey of vendor capabilities

LAMA	Strategically, LAMA will continue to pursue digital publication as appropriate for the content of the item and as it an appropriate communication vehicle for outreach to our members. In particular, we are interested in: 1) developing "distance ed" courses using the Internet; 2) having a secure site for private committee review of documents and publications under development;
IRRT	Planning is currently under consideration by the IRRT Publications Committee and Executive Committee.

11. What are your thoughts on the process of electronic publishing as it relates to your division?

ALSC	In terms of our journal, we are concerned about access issues, as it is a membership perk. It is also a source of revenue which we do not want to lose. Additionally, as a referred journal we want to maintain its integrity.
OLOS	Not explored at this time
LITA	Members have a strong desire to move in this direction. We must do this carefully so that we can maintain an appropriate revenue stream.
YALSA/AASL	Concerns over cost of maintaining an electronic publication like SLNQ Online vs. Ability/desirability to charge for access. Lack of staff to create & maintain on YALSA side.
PLA	The PLA electronic advisory CMT deals with policy formation.
RUSA	We will be doing more it.
ALSCA	We will be doing more it.
OIF	It might be helpful if OIF could have its own domain name; for example, oif.org. Currently, the URL for OIF is http://www.ala.org/oif.html. There appears to be inconsistencies with URLs assigned to ALA units.
ALA Editions	I question the ability of communicators/ITTS to support robust, information rich sites. That would require ongoing attention because of limited staff and many other demands.
Booklist	Electronic publishing options should be treated within ALA publishing no differently than print options. To publish or not is a business decision driven by departmental and unit goals.
ALCTS	Electronic publishing is another vehicle that will supplement, though not replace, traditional print forms.
LAMA	Electronic publishing is another vehicle that will supplement, though not replace, traditional print forms.
IRRT	IRRT may do much more of it in the future. It appears to be a good way to communicate with an international audience.

12. For each current or projected electronic publication please answer the following:

A. What is the stated purpose of each of your electronic publications? (For example: communication, public relations, research)

ALSC	Communication, education, public relations.
YALSA/AASL	See attachment
LITA	All for communication and/or public relations currently.
ACRL	Policy & Procedure Manual - communication
PLA	Electronic newsletter – promotion/communications
RUSA	RUSA Update
OIF	It might be helpful if OIF could have its own domain name; for example, oif.org. Currently, the URL for OIF is http://www.ala.org/oif.html. There appears to be inconsistencies with URLs assigned to ALA units.
ALA Editions	Open stacks - promotion of our books and information for the professor. AACR2-E reference
IRRT	Communication & public relations

B. Who comprises the audience for each of your unit's electronic publications?

ALSC	Librarians, kids, parents, teachers, lover of children's literature.
YALSA/AASL	See attachment
LITA	Anyone who accesses our website – principally of interest to members.
ACRL	ACRL membership
PLA	Members self subscribe
RUSA	Members
OIF	It might be helpful if OIF could have its own domain name; for example, oif.org. Currently, the URL for OIF is http://www.ala.org/oif.html. There appears to be inconsistencies with URLs assigned to ALA units.
ALA Editions	The library and information services community
IRRT	IRRT membership <u>and</u> interested librarians throughout the world.

C. Which of your current electronic publications were previously published in paper?

ALSC	N/A
YALSA/AASL	School Library Media Research (Formerly School Library Media Quarterly)
LITA	Newsletter
ACRL	Policy & Procedure Manual
PLA	None
RUSA	RUSA Update is still on paper & the web.
OIF	Currently, OIF does not have an electronic publication that is not also an equivalent paper version.
LARC	LHRT – has semi-annual newsletter paper) that is posted on the Purdue server and accessible from the home page on server at Spertus. There has bee discussion of moving the file to the ALA server for space reasons.
ALA Editions	A good portion of Open Stacks. AACR-E

D. How does the audience for each electronic publication listed in response to the previous question differ from the audience for its printed predecessor?

ALSC	N/A
YALSA/AASL	Electronic audience more research oriented than audience of print predecessor (Online version does not include
LITA	Few libraries who subscribed to our print newsletter regard the electronic web-based newsletter regard the electronic, web-based newsletter as a substitute.
ACRL	No difference
PLA	Self select to receive electronic newsletter.
OIF	Not at all.
ALA Editions	Quite similar. Open stacks we interact directly with customer. Book purchases often institutional. AACR2e differs in extent of search and cross-referencing capability.
IRRT	N/A

E. Which of your publications are published in both print and electronic media?

ALSC	Part of our journal will also be available in electronic form.
YALSA/AASL	None

LITA	Some info from web newsletter is printed in special news section of our journal although not exactly as it appears on web.
PLA	None
RUSA	RUSA Update
OIF	The *Intellectual Freedom Action News*, published primarily for the Intellectual Freedom Action Network
ALA Editions	AACR2 & AACR2e
IRRT	The feature article and International Calendar from the current issue of International Leads.

F. Which of your publications are published exclusively electronically?

ALSC	None
YALSA/AASL	With the exception of an occasional handout made from web directories, all are published exclusively electronically.
LITA	Most institutes have electronic only advertising. Can register online for our events. LITAline – An electronic news digest from LIT office. Official Newsletter is web-only. Our organization manual is now electronics.
ACRL	Policy & Procedure Manual
PLA	Electronic newsletter – weekly or as frequently as there is news.
OIF	None
ALA Editions	None
IRRT	IRRT Web page

G. How have your digital publishing efforts been supported financially, staffed, and produced?

ALSC	We have a staff person that maintains our site. Volunteers create certain page and maintain certain sections.
YALSA/AASL	With the exception of ICONNECT/KIDSCONNECT which has separated sponsor funding. AASL digital publishing is supported by regular budget & staff.

LITA	Volunteers & Office staff. Volunteer editors receive modest stipends for print/electronic work.
ACRL	Through regular budget
PLA	Communications Manager
RUSA	Volunteer Editor
OIF	The OIF Program Manager designs and maintains the OIF publications, and manages all OIF's lists.
ALA Editions	Resources are extremely limited. Been a "in your spare time" project. Modest funding has been secured for Open Stacks. Otherwise, revenues are expected to effect and exceed expenses.
IRRT	Volunteers and institutional support (NYU).

H. Please provide addresses (URLs, etc.) for your electronic publications. Please name the institution that owns and operates the host server on which each of your electronic publications resides.

ALSC	??
YALSA/AASL	www.ala.org/alsc for our homepage. Our journal will also be on this website. See attached.
LITA	www.lita.org Hosted by WLN
ACRL	www.ala.org/acrl/policy/polyindx.html
PLA	www.pla.org
RUSA	www.ala.org/rusa/update
OIF	http://www.ala.org/alaorg/oif/ifan_pub.html http://www.sirs.com/corporate/newsletters/read/readtoc.htm
LARC	www.ala.org/lrrt www.spertus.edu/library-history/
ALA Editions	www.ala.org/editions (ALA)
IRRT	The IRRT pages currently reside on the New York University server at http://paged.nyu.edu/-tell/irrt/. All of the IRRT publications are able to be accessed through this URL, including the selected items from "International Leads". Please note that this URL is not linked to the ALA server as of this date. It is anticipated that it will be linked to the ALA server by Midwinter, and migrated to the ALA server by the 1999 Annual Conference.

I. How many megabytes of storage space does each of your electronic publications currently occupy?

ALSC	??
LITA	Fewer than 10mb
PLA	No clue
RUSA	?
OIF	Unknown. (ALA would know this answer.)
ALA Editions	estimate 10- 20 mb, that would expand with revision
IRRT	162.5KB

K. How much additional storage space per year do you project each of your electronic publications will require?

ALSC	??
LITA	Will grow gradually
PLA	No clue
RUSA	?
OIF	Unknown at this time.
ALA Editions	Hard to say. Wild card is projects like Guide to Reference Books.
IRRT	It could double easily in each of the first few years. Since we have not discussed archiving the selected parts of IL, it should be fairly stable after that (depending on future publication plans).

Thank you for your time. We appreciate your cooperation in completing this survey.

The ALA Publishing Committee

Dear Division Presidents, Round Table Chairpersons and Round Table Presidents

I am writing to you in my role as chair of the ALA Publishing Committee. At the 1998 Annual Conference in Washington, D.C., the ALA Council charged the Publishing Committee to undertake an examination of electronic publishing throughout the association. Specifically, Council charged the Publishing Committee to:

- analyze ALA division and unit electronic publishing activities now and in the future;
- recommend approaches for the Association on electronic publishing activities
- recommend policy associated with electronic publishing such as copyright, archiving and perpetual access; rights management; intellectual property and fair use; advertising; host site issues; etc.

The breadth of this charge reflects the current unsettled state of a phenomenon that will grow in complexity. Many in ALA have devoted thought and discussion to electronic publishing and the operational and policy questions it raises. The Publishing Committee welcomes the responsibility to be a clearinghouse for this discussion. It also welcomes the opportunity to offer to Council and all other parts of the Association policy options that will help us make optimum use of electronic publishing.

As with so many other issues ALA deals with, this investigation of electronic publishing will help us clarify and strike the proper balance among the values we share in carrying out the Association's mission:

- Service to members and the profession
- Access to information
- Revenue generation

Given the complexity of the issues surrounding electronic publishing, the Publishing Committee will rely heavily upon divisions and round tables to supply needed information about current activities and future plans. Our interest is not to stifle members' creativity nor curb worthy projects in divisions or round tables; rather it is to identify the best course and the most beneficial policies for ALA to follow in this new frontier.

To this end, we have adopted two complementary strategies. First, the Publishing Committee is sending every division executive director and round table staff liaison person a questionnaire and asking each of the recipients to channel it to appropriate members for response. Second, we are inviting you to send an appropriate representative or representatives to engage in a dialog with the Publishing Committee during the upcoming Midwinter Meeting in Philadelphia. The committee has set aside part of its meeting time in Philadelphia for this purpose. Please encourage your representative(s) to join us on January 31, 1999, at the Convention Center, Room PCC 303A, 303B from 4:00 p.m. to 5:00 p.m. for this discussion.

The Publishing Committee intends to complete this task assigned by Council expeditiously. Meanwhile, we will report on progress to Council. If you have questions about the committee's work, please do not hesitate to ask. I can be reached at:

Boatwright Memorial Library
University of Richmond
Richmond, VA 23173
804-289-8456
jrettig@richmond.edu

Thank you for your cooperation with and participation in the Publishing Committee's exploration of electronic publishing activities and plans throughout ALA.

guidelines (5.3), and shall review these additions and changes prior to publication. In instances of long reports and resolutions, it is the responsibility of the issuing committee to include an abstract statement or the exact language for the Policy Manual. The Policy Monitoring Committee will report to Council on the accomplishment of Council directives. The committee shall be responsible also for bringing to the attention of Council updated items to be retired from the Manual, and gaps in the presentation of policies upon which Council may wish to act. The committee shall review and advise on all unit organization policies to ensure that they are in compliance with Council-approved Association-wide policies.

6. Units, Committees, etc.

6.1 Chapters

6.1.1 *ALA Responsibilities to Chapters*

A statement of summary of conditions governing Chapter affiliations as stated in various ALA policies and the Constitution and Bylaws shall be sent to each Chapter for its acceptance as a certified statement of agreement between the Chapter and ALA.

6.1.2 *Effect of Unpaid Dues on Chapter Status*

A Chapter which has not paid its dues as of March 1 of each year, and which continues such delinquency for one month after notice has been sent, is no longer a member and no longer entitled to have a Councilor, until such time as the Chapter resumes payment of dues.

6.1.3 *Library Issue Caucuses*

Chapter Councilors and Councilors-at-Large should work together to establish library issue caucuses at state and regional library association and type-of-library association meetings with the goal of identifying, developing information, and communicating recommendations on library issues to ALA Council and/or other appropriate bodies.

6.2 New Units of ALA

6.2.1 *Petitions for Establishment of New Units of ALA*

Minimum acceptable standards for petitions requesting the establishment of new divisions, round tables, and other units of ALA are:

1) The purpose of the petition shall be clearly stated on a single sheet attached to each group of signature pages.
2) Each signature page shall contain this statement: "I favor this petition to . . ."
3) Petitioners shall sign and give library affiliation legibly. Failure to do so may result in the invalidation of the petition.
4) Information about this format and a sample petition will be supplied from ALA headquarters to anyone inquiring.
5) Petitioners shall be personal members of ALA.

6.3 Round Tables of ALA: Role and Function

Round Tables are provided for in the ALA Bylaws, Article VII.

1) *Role of Round Tables in ALA.* Round Tables may conduct continuing educational activities; study and discuss topics of concern to the Round Table; work with other ALA units on joint projects; issue publications with the advice, assistance, and approval of the ALA Publishing Committee; conduct projects and programs in the areas of the Round Table's purpose and recommend activities and policies to units of the Association, including Council.
2) *Policy Functions.* As noted in the ALA Constitution, Article VI, and the Bylaws, Article VII, three bodies—Council, the divisions, and the membership—have authority to determine and act for ALA in matters of policy. Recommendations of Round Tables regarding a lack of policy, a new policy, or changes in policy shall be forwarded to the appropriate body for action.
3) *Finances.* Round Tables shall not incur expenses on behalf of the Association except as authorized. Funds of Round Tables are in the custody of the ALA Executive Board, to be accounted for and disbursed by its designated officer only upon authorization of the Round Table officers.

   Any formal solicitation of funds by any ALA unit from outside organizations, agencies, groups of individuals, or others must be authorized by the ALA Executive Board or Executive Director. Acceptance of unsolicited funds shall be authorized by the Executive Director to assure that the terms and conditions are consistent with ALA policies. Contracts, grant agreements, project proposals, and similar financial documents shall be signed by the ALA Executive Director for all ALA activities and units.
4) *ALA Services to Round Tables.* ALA will supply to Round Tables such support services as: staff liaison and related staff services; maintenance of Round Table membership and subscription records; accounting services to include preparation of monthly budget reports and bill payment; preparing, distributing, and counting ballots for annual election of Round Table officers; services of the conference Arrangements Office, to include scheduling and announcement of Midwinter and Annual Conference meetings and other special events; cartage of materials to ALA meetings; services of the Public Information Office, including preparation and distribution of press releases; specialized reference services of the ALA Library; use of the ALA mailroom for routine and special mailings; storage of supplies, documents, and equipment at the ALA warehouse organization and storage of Round Table documents at ALA Library and archives.

   Round Tables shall deposit at least two copies of all periodicals and other Round Table publications in the ALA Library.

   Charges for data processing services, reproduction of materials, mailings, and similar support services will be charged to the Round Table at the same rate as to other units.

   Staff liaison services are made available to Round Tables to aid the officers and members in coordinating projects and programs with other units, in handling financial obligations and records, in orienting new Round Table officers and groups, in determining procedures to expedite or conduct Round Table projects and programs, in administrative or secretarial phases of Round Table activities, and in planning activities.
5) *Round Table Services to ALA.* The ALA Round Tables through their programs and services implement and enhance the overall ALA program, further the Association's Goals and Priorities, and provide an added dimension to the ALA structure. All Round Tables are membership units which provide an additional avenue for membership discussion, opinion, and response. It is not currently possible for Round Tables to bear a charge which will cover the complete direct and indirect costs of services from ALA. ALA has adopted a schedule of charges based on a Round Table's total dues income. The assessment of each Round Table shall be based on the best estimate of services performed recently by Headquarters staff.

6.4 Divisions

6.4.1 *Policies of the American Library Association in Relation to its Membership Divisions*

I. Preamble

The American Library Association (ALA) is unique among American associations in the manner in which it is structured. It is one association, with indivisible assets and a single set of uniform administrative, financial, and personnel policies and procedures. It is governed by one Council, from which its Executive Board is elected, and is managed by an Executive Director who serves at the pleasure of that Board.

It is also the home for eleven Divisions, each of which has:

- a statement of responsibility developed by its members and approved by ALA Council;
- a set of goals and objectives established by its members, which drive its activities;
- an Executive Director and other personnel as necessary to carry out its programs;
- responsibility for generating revenue to support staff and carry out its programs; and,
- a separate Board of Directors, elected by its members, and responsible to ALA Council.

Divisions and all other units of ALA are inextricably interrelated in structure, personnel, resources, overall mission, and operations. All members of Divisions are first members of ALA. Their voluntary selection of Division membership is an indication of their special interests, in addition to their general concern for libraries and librarianship, and it demands the commitment of the Divisions to serve those special interests.

By this commitment, expressed in publications, conference programming, advisory services, and other educational activities germane to their mission statements, the Divisions serve the American Library Association as a whole. By supporting Division operations through the provision of space and services, ALA gives tangible evidence of its recognition of the importance of Divisions in meeting the needs of its members.

The nature of the relationships among the various ALA units is a dynamic one. Divisions and ALA are committed to maintaining a collaborative style of interaction and to remaining flexible enough to address the ever-changing issues facing libraries and librarians.

This collaborative model implies mutuality in all relationships, the ability of any aggregation of units to work together for the common good, and the co-existence of Division autonomy and ALA unity.

This policy document implies the need for a mutual understanding of the differences between Divisions

and other ALA units, differences which are balanced by a similarity of interest and activity. It underscores the Divisions' willingness to support and contribute to ALA as a whole and their recognition of the interdependence of all ALA units.

These policies must be based on an appreciation by the total membership and by other ALA units of the Divisions' contributions to ALA as a whole. An activity carried out by a Division is an ALA activity. Division staff members are ALA staff members and represent ALA as well as their own Divisions in work with members and the general public. Division officers and members must recognize the value to the Division of the services provided by ALA, and ALA members and units must recognize the value to ALA as a whole of the services provided by Divisions.

Divisions are integrally involved in the decision-making process of the Association. They exercise their decision-making prerogatives through the following means:

- Full authority within those areas of responsibility designated by ALA Council (ALA Bylaws, Article VI, Section 2b)
- Representation on ALA Council to raise issues and to set policy (ALA Bylaws, Article IV, Section 2c; ALA Policy 5.3)
- Representation on the Planning and Budget Assembly (ALA Bylaws, Article VIII, Section 2)
- Negotiation of performance objectives of Division Executive Directors with the Associate Executive Director, Member Programs and Services (ALA Policy 6.4.1 VII)
- Day-to-day involvement of Division staff in the operations and deliberations of the Association
- Representation on Association-wide bodies including the Legislative Assembly, the Library Education Assembly, and the Membership Promotion Task Force
- Participation in the planning process.

In sum, this document is designed to continue a cooperative framework in which the inevitable questions of organizational relationships can be addressed and resolved.

II. Current Organizational Values of ALA

This statement reflects the current organizational values of the American Library Association and was developed through reference to existing ALA documents.

A. Unity

ALA is one association. It has a single set of administrative, financial, and personnel policies and procedures, as well as indivisible assets. All members of Divisions are members of ALA. Divisions and all other ALA units are inextricably interrelated in structure, personnel, resources, overall mission, and operations.

B. Diversity

ALA has a stake in the work of each of its Divisions. Division activities and services are of value and importance to the Association. They provide for a rich and diverse program that gives opportunities to all segments of the profession for involvement, leadership, and participation in activities that carry out the mission, goals, and priorities of the Association.

C. Authority

Recognizing the significant contribution, resources, and expertise of its Divisions, ALA delegates to each Division the authority and responsibility to represent the Association in designated areas. Each Division provides unique programs and services to its members, to all members of the Association, to the profession of librarianship, to the broader educational community, and to the public at large.

D. Autonomy

ALA provides leadership for the development, promotion, and improvement of library service. ALA values the strength and effectiveness of its Divisions. Divisions are best able to carry out their missions when their members have the autonomy, independence, and freedom to pursue goals and objectives of particular concern to them, as well as to participate democratically in the Division's direction, governance, and financial decisions.

E. Collaboration/Cooperation

ALA and its Divisions have opportunities through the Association's unique governance and administrative structure to stimulate and build on one another's strengths and resources to advance shared, as well as diverse, goals.

III. Purpose, Scope, Implementation, Review Process, and Definitions

A. Purpose and Scope

Divisions have a substantial degree of autonomy and responsibility; however, the corporate and legal entity is the American Library Association. Any responsibilities not specifically delegated to Divisions remain within the authority of the Executive Board and ALA Council. The principal intent of this document is to define the policies governing the relationship between ALA and its membership Divisions.

In addition to the ALA Constitution and Bylaws and other ALA Policies, this document provides a framework of guiding principles for that relationship. As a policy document, its adoption and approval of revisions are the responsibility of the ALA Council. ALA has other policies and procedures that govern the relationships with other organizational units.

B. Implementation

Implementation of these policies will be carried out under the direction of the ALA Executive Director, working with the department heads and Division executive directors. Major operational decisions made in that implementation will be codified in documents referred to as "Operational Practices."

C. Review Process

To make this Agreement responsive to the needs of the Association, it shall be reviewed on an annual basis by those responsible for the governance of ALA and its membership Divisions. Changes may be recommended by Division leadership, ALA staff and management, or other interested parties at any time; however, BARC shall initiate the review process annually according to the following schedule:

Fall BARC Meeting—At this meeting, BARC develops agenda of major emerging issues and requests input from Divisions. The annual indirect cost study shall be available.

Midwinter—Divisions discuss any operating agreement issues identified by BARC and raise other operating agreement issues to be discussed by BARC at its Spring meeting. The Planning and Budget Assembly (PBA) may be used as a forum for PBA participants to identify operating agreement issues of concern.

Spring BARC Meeting—Mandated discussion of operating agreement issues raised by Divisions, ALA staff and management, and/or other interested parties. BARC recommends mechanism and time table for cooperative actions with Divisions to address proposed changes.

Annual—Operating agreement is a mandated item on PBA agenda. Division Boards review any BARC recommendations and respond to BARC. BARC forwards any necessary recommendations to Executive Board for action by Council.

Any changes undertaken in this Operating Agreement shall be implemented consistent with the budget cycle of ALA and its Divisions and shall be done in such a manner as to minimize negative impact on the program of ALA and of the Divisions.

Roles of Key Parties to operating agreement

Division Boards: identify problem areas and issues; initiate actions necessary for revisions; work with Division staff and other Divisions as appropriate to explore problems and solutions; make recommendations to BARC to initiate revisions.

BARC: identify problem areas and issues; communicate information concerning the operating agreement through PBA to Council and to ALA at large; work with Division leaders and ALA management to recommend solutions and consequent revisions to operating agreement.

ALA Management: identify problem areas and issues and work with the Division Executive Directors to explore problems and solutions. Review policies and make recommendations as appropriate to BARC and Executive Board.

Division Executive Directors: identify problem areas and issues and review as appropriate with management and Division Boards.

D. Definitions

The following definitions are guidelines for members and staff in the development, review, and implementation of these policies:

- *Policies:* Guiding principles that provide the framework for the relationship between ALA and its membership Divisions. Policies reflect the views and thinking of membership, and provide a guide to action to achieve the goals of the American Library Association. Policies are adopted by the Council of the American Library Association.
- *Operational Practices:* Definitions of the manner or method of implementing policies. Operational Practices (1) deal with terms under which services will be provided free of charge or at a cost; (2) define roles and responsibilities in policy implementation; and (3) reflect other issues contained in the "Policies" document that may require negotiation between departments and membership Divisions.

  Operational Practices are developed by the ALA Executive Director with the ALA Department Heads in consultation with the Division executive directors and appropriate personnel in the department responsible for the activity described. Department personnel will provide draft copies of those procedures for review and comment to appropriate ALA staff members whose work will be affected by those procedures. Copies of Operational Practices are supplied to appropriate membership units responsible for

the governance of ALA and its membership Divisions.

Detailed information about implementation of the policies outlined throughout this document are found in the *Operational Practices for the Implementation of Policies of the American Library Association in Relation to Its Membership Divisions.*

- *ALA Basic Services:* Those services made available to all ALA members at no additional charge beyond their ALA dues. Dues provide the primary support for basic services. Basic services may be supported by dues or other options as approved by the Executive Board. Basic ALA services include: *American Libraries*, information/advisory services, support for governance/member groups, public/professional relations, administration of awards and scholarships, membership promotion/retention, executive/administrative/financial services; offices: research, personnel resources, outreach services, government relations, intellectual freedom, accreditation; Library.
- *Division Basic Services:* Those services made available to all Division members at no additional charge beyond their Division dues. Dues provide the primary support for basic services. Basic services may be supported by dues or other options as determined by Division Boards. Basic Division services include: periodical publications designated as perquisites of membership, information/advisory services, support for governance/member groups, public/professional relations, administration of awards and scholarships, membership promotion/retention, executive/administrative/financial services.

Overhead:

a) Internal: that overhead rate applied to units of ALA, e.g., the annual overhead rate paid by divisions for revenue-generating activities identified in this policy document.

b) External: that overhead rate applied for the purposes of external reporting, e.g., grants and taxes.

- *Fund Balance:* Accumulated net revenue.

IV. Use of ALA Services

All ALA Divisions must use exclusively the following services provided by ALA: Human Resources, Membership Services, telephone, insurance, purchasing, Fiscal Services Department, Legal Counsel, and Archives. ALA Divisions must be housed in properties owned or leased by the Association.

V. Financial

Divisions are governed by prevailing ALA fiscal policies and procedures. Divisions shall participate in formulating and revising these policies and procedures.

A. Dues

Divisions have the right to establish their own personal and organizational dues structures and set membership perquisites. (ALA Bylaws, Article I, Section 2; Article VI, Section 6)

Discount and special promotion dues authorized by the ALA Executive Board apply only to that portion of dues applying to ALA membership. Divisions receive proportionate reimbursements for "free" Division of continuing and life members. (ALA Bylaws, Section 2 A.7)

B. Council Actions with Fiscal Implications

Council resolutions that would impose specific assignments on a Division shall be reviewed by BARC with the Division Board of Directors to assess any financial implications of that assignment. BARC shall report back to Council with recommendations as to any budgetary adjustments necessary to implement such assignments prior to final Council action on that item. (ALA Policy 5.2)

C. Services and Charges

The fiscal arrangements between ALA and its membership Divisions in regard to charges for services can be categorized in five ways. The five categories are defined below. Specific examples of the services in each category are given.

1. ALA provides to Divisions at no direct charge the following services of ALA Departments and Offices:

a. Staff Support Services Department
- Office space and related services
- Telephone services: switchboard, 800 number, and internal service, as defined in an Operational Practice
- Distribution services
- Basic furniture and equipment (as defined in an Operational Practice) for each regular Division staff member
- Equipment maintenance on equipment supplied by ALA
- Personnel services
- Purchasing
- Data processing (as defined in an Operational Practice)
- Storage and warehouse space

b. Member Programs and Services and Communications Departments
- Conference Arrangements, including:
  - Staff travel costs and per diem for Midwinter Meetings and Annual Conferences
  - Equipment (e.g., AV and computers including the cost of labor), supplies, services, and space for programs, meetings and offices at the Midwinter Meeting and Annual Conference (as defined in an Operational Practice)
  - Exhibit space at Annual Conference
- Membership services
- Public information services, including the preparation and distribution of news releases

c. Fiscal Services Department
- Accounting
- Financial systems
- Planning and budgeting
- Business expense (insurance, legal, audit)
- Credit and collections

d. Publishing Department
- Copyright service
- Rights and permissions

e. Executive Office

f. Washington Office

g. Office for Intellectual Freedom

h. Office for Literacy and Outreach Services

i. Office for Library Personnel Resources

j. Office for Research

k. Library and Research Center.

2. ALA charges Divisions for the actual costs of the following services of ALA departments:

a. Staff Support Services
- Specialized data processing, as defined in an Operational Practice
- Equipment maintenance for equipment purchased by the Division over which the Division exercises sole use and control
- Printing and duplication, as defined in an Operational Practice
- Telephone services not specified in V.C.1.a., as defined in an Operational Practice
- Postage for special mailings, as defined in an Operational Practice

b. Fiscal Services
- Overhead on non-dues revenue-generating activities. The rate will be set annually according to an ALA Operational Practice and will be assessed as explained below on non-dues revenue at a composite rate
- Overhead will be assessed at 100% of the ALA composite rate (at the end of a four-year phase-in period, beginning in 1991 and ending in 1994) on revenue from:
  - registration fees
  - exhibit space rental
  - meal functions, except for separately-ticketed events.

  (The schedule for phase-in of the ALA composite overhead rate on revenues is:
  - 50% of the ALA composite rate in 1991 and 1992
  - 75% of the ALA composite rate in 1993
  - 100% of the ALA composite rate in 1994).
- Overhead will be assessed at 50% of the ALA composite rate (at the end of a five-year phase-in period, beginning in 1991 and ending in 1995, in equal annual increments) on revenues from:
  - net sales of materials
  - subscriptions
  - advertising except in those publications which are provided to Division members as a perquisite of membership
  - other miscellaneous fees.
- Overhead will not be assessed on revenues from:
  - dues
  - donations
  - interest income
  - ALA royalties to Divisions
  - travel expense reimbursements from outside organizations
  - separately-ticketed events at conferences (e.g., tours and meal functions)
  - advertising in those publications which are provided to Division members as a perquisite of membership.

c. Publishing
- Subscription and order billing services
- Central production unit services
- Marketing services.

3. ALA and the Divisions share the costs of the following:
- Division Leadership Enhancement Program
- Awards promotion

4. Divisions assume total responsibility for the following costs:
- Division personnel compensation
- Projects and activities of the Divisions except as specified in this agreement
- Membership group support (governance—boards, committees, etc.)

- Furnishings and equipment purchased by Divisions and over which they have sole control and use.

  See also Section IX, Annual Conference and Midwinter Meeting

5. Divisions may:

- Purchase services or products from other ALA units and outside agencies, consistent with ALA policy.

D. Fund Balances

1. ALA Divisions build and maintain fund balances appropriate to their needs. A fund balance is defined as accumulated net revenue.

2. Divisions will not receive interest on fund balances or deferred revenue.

E. Endowments

Divisions may establish endowments or add to existing Division endowments from any source including existing fund balances once the Division has reached a minimum fund balance as determined by the Division and approved in accordance with the budget review process and approved financial plan. The establishment of Division endowments will follow the guidelines outlined in ALA policy. The use of the interest from these Division endowments will be subject to Division Board approval and applicable ALA policy.

F. Furniture and Equipment

ALA will provide basic furniture and equipment to each regular Division staff member.

Divisions will retain sole control and use of all furniture and equipment purchased with Division funds.

Divisions may acquire additional furniture and equipment in two ways:

1. Above the capitalization limit:

a. Divisions have authority to purchase capital equipment outright by paying the full price to ALA, with ALA taking the depreciation.

b. Divisions can purchase furniture and equipment through ALA budget request process by paying the scheduled depreciation, subject to ALA priorities and approvals.

2. Below the capitalization level, Divisions have the authority to purchase equipment outright.

G. Division Budget Review

Division Boards have responsibility for developing and approving budgets and multi-year program and financial plans, which are then reviewed by ALA management and BARC. Annual budgets are approved by the ALA Executive Board. Divisions also have the responsibility to alert the Association to any planned activities that could have a potential negative impact upon the fiscal stability of the Association.

H. Divisions with Small Revenue Bases/Number of Members

ALA Council has assigned specific responsibilities to Divisions. To carry out these responsibilities, each Division requires a base of operating revenue. ALA recognizes that each Division must have staff and must provide basic services to its members as defined in Section III. When a Division's current revenue from dues and other sources excluded from overhead is not sufficient, ALA recognizes its obligation to provide supplemental financial support up to a maximum of 50% of the funding required. This support would be provided only as a result of a well-planned process that is an integral part of the annual budget process that includes review by BARC and approval by the Executive Board. This type of support would not be available to a Division, which, at the end of a fiscal year happened to find itself in a deficit position.

Annually BARC and the Executive Board will determine and approve the specific amount of funding required to provide a minimum level of staff and basic services, compare this amount to the Division's estimated revenue, and allocate an appropriate General Fund supplement.

Divisions must generate from dues and other revenue excluded from overhead at least 50% of the funding required to provide basic services. If a Division is unable to meet this 50% level for two consecutive years, its status as a Division must be referred to Council by the Executive Board, with an appropriate recommendation. Money from the General Fund will not be used to offset expenses for non-dues revenue-generating products and services. Divisions may retain the net revenue from these activities to initiate and support other similar activities in the future.

I. Association Finances

The Divisions will be kept informed about the Association's financial health and will be involved in meaningful consultation when there is potential impact on Divisions, collectively or individually.

J. Other

1. Credit and Collections

Management will provide effective credit and collection policies and services to the Divisions. Divisions will be charged for their bad debts in accordance with ALA policy.

2. Unrelated Business Income Taxes (UBIT)

To the extent that Divisions incur unrelated business income, they will assume responsibility for paying the resulting taxes.

VI. Publishing Activities

The ALA Publishing Committee has the responsibility for control of the ALA imprint.

A Division may publish materials in three ways: through ALA Publishing Services, on its own, or through an outside publisher. Materials prepared by a Division for other than its own publication must be offered to ALA Publishing Services for first consideration. A Division has the right to accept or reject ALA's offer and pursue other publishing opportunities.

Divisions exercise editorial and managerial control over their periodicals.

The ALA Publishing Committee shall be informed of plans for any new Division periodicals prior to publication.

A Division may purchase production and distribution services from ALA's central production unit. A Division may also purchase marketing services from the Publishing Services Department.

ALA Publishing Services pays royalties to Divisions for Division-generated materials. Divisions may negotiate with ALA Publishing Services on royalties and other variables of publishing. An "Intra-mural Agreement of Publishing Responsibility" is signed by the Division Executive Director and the Director of Publishing Services for each publishing project.

ALA has the sole right to record and market tapes of programs at ALA conferences with the advance consent of the units and speakers. Divisions receive royalties from the sale of tapes of a Division's conference programs. Divisions have the right to record and market tapes of Division preconferences, programs at ALA Annual Conferences which ALA chooses not to record, Division national conferences and regional institutes.

VII. Personnel

All ALA personnel are responsible to the ALA Executive Director, and through the Executive Director to the entire membership. Unlike other ALA personnel, Division Executive Directors are also responsible to Division Boards and through those Boards to the memberships of their respective Divisions.

All ALA employees are subject to ALA's personnel policies. Each Division shall be responsible for generating the income required for the salaries, wages, and benefits of Division employees.

Each Division Executive Director serves as an ALA Program Director, a senior professional position, and is responsible for advising on ALA plans and preparing recommendations on priorities and alternatives, especially as they relate to the Division's priorities, goals, and objectives. The Division Executive Director meets regularly with other ALA staff members and communicates, cooperates, and coordinates Division activities with those of other ALA units.

The assignment of the appropriate grade for Division staff is made according to ALA personnel policies. The determination of the appropriate staffing pattern (number and position descriptions) shall be made by the Division Executive Director and the Division Board in consultation with the ALA Executive Director.

The recruitment, appointment, and termination of Division Executive Directors shall be a process involving consultation by the ALA Executive Director with the Division Board of Directors or its designates.

Each Division's Board of Directors shall annually review the performance of the Division's Executive Director based upon a single set of goals and objectives as agreed upon by the Division Board, Associate Executive Director, Member Programs and Services, and Division Executive Director. The Division Board shall convey its recommendation to the Associate Executive Director, Member Programs and Services, to whom the ALA Executive Director has delegated the responsibility for evaluating the performance of Division Executive Directors. The Associate Executive Director, Member Programs and Services, shall discuss the confidential report of the performance review with the Division's President upon request.

Division Executive Directors shall have the authority to select, evaluate, and recommend termination of all Division employees, consistent with ALA personnel policies and procedures.

Assignments of Division staff to ALA internal committees are arrived at in the context of Division priorities and are kept at a reasonable level.

VIII. Division National Conferences, Preconferences, and Related Activities

Divisions may conduct preconferences, workshops, institutes, seminars, and Division national conferences, in accordance with ALA Policy, at intervals determined by Division program priorities and supported by sound financial management. A Division is responsible for all costs incurred in planning and carrying out such activities. (ALA Policy 7.2.2)

Division National Conferences shall be defined as "non-business conferences removed in time and place from the American Library Association's Annual Con-

ference" and Midwinter Meeting in order "to view and explore areas of divisional concerns in depth." Proposals for Division National Conferences should be made to the ALA Executive Board at least two years in advance of the anticipated meeting date following a prescribed proposal outline. ALA state and regional chapters in the geographical area of a proposed conference shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. The Division shall contact the host Chapter prior to determining date availability with the host city. The Division shall contact the chapters in the geographical area immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional chapters and the proposed divisional conference, the ALA Executive Board shall make the decision in consultation with the chapters.

IX. Annual Conference and Midwinter Meeting

ALA provides the support necessary for Divisions to conduct business and plan and present Conference programs. Some Conference program costs may be borne by the Division except financial support for staffing and equipment as described in Section V.C.1.b. Recognizing that conference programming benefits all attendees, financial support in the form of General and Special Allocations from ALA to Divisions and other units for Annual Conference programming shall be provided; this support will be arrived at as the result of an explicit and equitable process in which the Divisions participate. Meal functions and special events must be self-supporting.

X. Special Projects of Divisions

Divisions may seek external (non-ALA) funding to pursue projects to enhance Division program priorities. Division Boards of Directors have the responsibility for assessing programmatic impact and must approve all requests for funding external projects. Additionally, all proposals and contracts for such funds are signed by the Executive Director of ALA in the name of the Association. All special projects are reviewed, approved, and conducted in accordance with established ALA policies and procedures and the conditions of the grant or contract.

All costs for projects funded through grants or contracts from outside agencies or organizations should be covered by project funding.

XI. Planning

Each Division has autonomy in its own planning processes within its area of responsibility as designated by ALA Council, subject to present and future ALA policies. They have the responsibility to develop and implement a planning process to guide their program and allocate their resources within the areas of responsibility assigned to them by the ALA Council. Since Divisions contribute to the formulation of ALA goals, it may be expected that many of the priorities and activities reflected in the plans will also be a part of Division priorities and activities. Further, each Division has responsibility for providing ALA with a multi-year financial plan consistent with ALA's existing financial policies and resting on multi-year program plans reflecting the priorities of the Division's members.

Divisions have a responsibility to assist and inform the ALA Executive Board of their strategic plans on a regular basis, and to inform the ALA Executive Board of their work through timely and comprehensive reporting.

6.5 Units

A unit is any membership group within the American Library Association which has a distinct organizational entity. Committees and subcommittees which are appointive groups are excluded from this definition of *unit*.

The ALA is one association, legally responsible for the actions of all its subunits. Divisions, other membership units, and committees are bound by the Association's Constitution, Bylaws, and Policies. The governing authorities (parent bodies) of Divisions, other membership units, and committees that create subunits or subcommittees are responsible for orientation/training and guidance to ensure that such subunits/subcommittees work within the framework provided by the Constitution, Bylaws, and Policies of the Association.

If Divisions, Round Tables, other ALA membership units, or committees are thought to have violated the ALA Constitution, Bylaws, or Policies, the Council is empowered to take actions to ensure compliance with established ALA policy. The Council, ALA Executive Board, or other designated body may investigate the actions of the unit or committee and recommend a course of action. Actions that may be taken include, but are not limited to, internal sanction, limiting communication and/or spending by the unit or committee, or disestablishment of the unit or committee.

If violations are found to be the result of an individual member presuming to act in the name of the Association without the approval of the parent body, the ALA Executive Board may, under the authority of the Constitution (Article III, Section I), suspend that individual's membership in the American Library Association.

6.6 Committees

6.6.1 *Types of Committees*

1) *Standing*. A standing committee is a committee with long-term objectives so closely interwoven with the total program and development of policy of the Association or its subdivisions that it should have a continuing life.
2) *Special*. A special committee is a committee established to study various aspects of policy, planning, and administration. It should have a specific assignment and make recommendations based on that assignment. Its life should depend on the need for continued study in its area of assignment, but in accordance with the Bylaws it is normally limited to a two-year existence.
3) *Ad Hoc*. An ad hoc committee is a committee appointed to pursue a designated project to a specific goal within a specific time period. The life of the committee ends at the end of that specific time or at the conclusion of the project.

6.6.2 *Kinds of Committees*

The following kinds of committees will be one of the three types defined above: standing, special, or ad hoc, depending on the life and objectives of the committee established.

1) *Advisory*. An advisory committee evaluates programs, policies, or projects and recommends courses of action. It may function either within the structure of ALA or with an outside organization.
2) *Coordinating*. A coordinating committee receives information from two or more sub-units and supervises the integration of the work of those units.
3) *Interdivisional*. An interdivisional committee, composed of members from two or more divisions of the Association, promotes projects or programs in which there is overlapping interest.
4) *Joint*. A joint committee develops and carries out programs of mutual interest, exchanges information, or discusses matters of mutual concern with an organization or organizations outside ALA.

6.6.3 *Leadership Development Program for ALA Committees*

The Leadership Development Program provides an avenue for interested members who have never held an ALA committee appointment to become involved in ALA committee work by serving as an intern. Interns are appointed for a period of two years by the ALA President-Elect. All ALA committees may have interns.

6.7 Subcommittees

Subcommittees in the ALA structure may be formed by a parent group to carry out specific duties. Such subcommittees are appointed by the chair of the parent committee, but are not limited to members of the parent committee; they do not have a separate life and must report to the parent committee for action. They can be abolished by decision of the parent committee.

6.8 Commissions

A commission is a body of persons from ALA members and recognized authorities in other fields who are appointed by the ALA president or president-elect and approved by the Executive Board for the purpose of considering, investigating, or recommending action on certain matters or subjects as assigned. A commission may be created only after existing ALA structures such as special or joint committees are considered, and only when the subject requires such a broadbased body. A commission has a limited term of existence, reports regularly to the president and to the Executive Board, and is advisory to the Association. Commission report(s) may be published by ALA but will not be considered ALA policy until officially adopted by Council.

6.9 Task Forces

A task force is an action-oriented membership group whose charge is to address specific goals, complete a specific task, or to consider a particular issue. There may be a designated time frame defined by the nature of the task or set forth in the function statement. Functions of a task force may include the following: (1) gathering information and making recommendations; (2) studying an issue and preparing a report; (3) carrying out a specific project or activity; (4) conducting programs at conferences; (5) establishing committees or other subunits. A task force is used to address critical, urgent, or ongoing situations which require a strong, visible organizational effort and/or activist response. Any parent body may establish a task force, determine its duration, monitor its progress, and terminate its function.

End of Section

10.2

1989-1990 CD#47.1

REPORT TO THE ALA COUNCIL ON EDITORIAL POLICY FROM THE COMMITTEES ON PUBLISHING, INTELLECTUAL FREEDOM, AND PROFESSIONAL ETHICS

CHARGE

On January 10, 1990, the ALA Council adopted a Resolution on Editorial Policy (attached) containing the following resolves:

RESOLVED, That this matter be referred to the Committees on Publishing, Intellectual Freedom, and Professional Ethics for a review of the situation, a determination of violations of existing policy, or the determination of the need for any clarifying action that Council might take; and be it further

RESOLVED, That the editorial policies as delineated in 10.1 referring to American Libraries be extended to apply to all journals published by the Association and its units; and be it further

RESOLVED, That the Executive Board develop specific personnel policies defining staff, with particular attention paid to members serving as independent contractors; and be it further

RESOLVED, That all reports in regard to these resolves be submitted to Council at the 1990 Annual Conference.

Following the 1990 Midwinter Meeting, the three committees agreed to carry out a joint investigation of the circumstances surrounding the resignation of the editor of Public Libraries, and to frame a set of recommendations for presentation to Council.

Documentation reviewed included:

- pertinent sections of ALA policy;
- correspondence with Kathleen Heim, editor of Public Libraries at the time of the disputed actions; Sarah Long, PLA President; Joey Rodger, PLA Executive Director; and Patricia Schuman, author of the postponed article;
- an opinion of the ALA parliamentarian concerning the authority of the Council resolution;
- editorial policies for ALA divisions and their units;
- guidelines for ALA staff conduct in elections;
- and other pertinent data.

Chairs of the three committees met at ALA headquarters on June 6th to review the documentation and to draft this report.

POLICY

The policies relating to the Committees' charge are as follows:

Authority

Article VI. Sec. 1. (a) of the ALA Constitution states:
The Council of the American Library Association shall be the governing body of the Association. The Council shall delegate to the several divisions of the Association authority to plan and carry out programs and activities within assigned fields of responsibility and in accord with general Council policy.

Article VI. Sec. 8. (a) of the Bylaws states:

A division may: Issue Publications....Divisions shall exercise editorial and managerial control over their periodicals.

The Operating Agreement between ALA and its Divisions entitled Policies of the American Library Association in Relation to its Membership Divisions includes a section on Publishing Activities (Section VI.) which provides "Divisions exercise editorial and managerial control over their periodicals." Section VII. Personnel states:

Division Executive Directors shall have the authority to select, evaluate, and recommend termination of all Division employees consistent with ALA personnel policies and procedures.

It also requires that "All ALA employees are subject to ALA's personnel policies."

Publications Policies

In addition to the provision in the Bylaws for Division publications cited above, ALA Council has adopted an editorial policy for American Libraries (10.1 [attached]). Council action in January 1990 extended this policy to all journals published by the Association and its units.

In 1983, the Council adopted Guidelines for Authors, Editors, and Publishers of Literature in the Library and Information Field. This document states that the "Publisher" is the body which produces the final published work.

Since it is recognized that the contact between author and publisher is often exclusively through an editor, for purposes of these guidelines such an editor will be considered the publisher's representative and will be referred to as the publisher.

The Editorial and Management Policy of the Public Library Association, revised and adopted by its Board of Directors in January 1989, states in paragraph F that:

> The Editor has the final responsibility for the editorial content of Public Libraries, within the parameters of ALA and PLA policies....The Editor accepts the obligation to represent the best interests of the Division as fairly and fully as possible with due regard to the need to produce a readable publication representing a variety of viewpoints.

The policy goes on to state that editorial accountability is provided for through an annual performance review by the PLA Executive Director who is also granted overall responsibility for the management of the publication and the selection of the editor. An Advisory Board is charged with "publication development, developing the editorial policy, evaluating the publication, and advising the Executive Director in the selection and evaluation of the Editor." Paragraph C. deals with the editorial content and scope of the publication. In a list of possible items for inclusion, #4 states:

> PLA statements and documents identified as of significant general interest by the Editor in consultation with PLA officers and the PLA Executive Director.

Intellectual Freedom Policies and the Code of Ethics

ALA's intellectual freedom policies are primarily intended to guide libraries and librarians in dealing with issues external to the Association. While ALA by tradition is firmly committed to the principles of the First Amendment, policies directly relating to freedom of the press within ALA and its units have not been codified. The Library Bill of Rights (Policy 53.1) articulates a number of imperatives that are relevant:

> Materials should not be proscribed or removed because of partisan or doctrinal disapproval. (Article 2)
>
> Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. (Article 3)
>
> Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas. (Article 4)

The Statement on Professional Ethics (Policy 54.16) says:

> 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.

Article 4 of the Code of Ethics reads:

> Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.

Article 5 states:

> Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution and professional body.

Article 6 states:

> Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

ALA Personnel Policy

ALA personnel policy number 508 - ALA Elections Staff Code of Conduct requires staff neutrality in ALA elections. It states that staff "should maintain objectivity and neutrality in all aspects of ALA annual elections" and

> The ALA staff should strive not to reveal candidate preference or engage in activities which may contribute to the election of a particular candidate.

Chronology

Within the policy context set out above, the following chronology is an attempt to reconstruct the series of events that led to the issues under review involving Public Libraries (PL).

June, 1988
Heim appointed editor of PL. (Heim statement)

January, 1989
Heim asked Schuman to write an article for PL. (Heim and Schuman statements)

January, 1989
PLA adopts a revised Editorial and Management Policy for Public Libraries, originally adopted in 1986.

April, 1989
Schuman gives Heim an edited version of an article. (Schuman statement)

June and July, 1989
Schuman and Heim correspond concerning revisions to the paper and it is accepted for publication with an anticipated January/February, 1990, publication date. (Heim and Schuman statements)

June 25, 1989
Schuman is nominated for vice-president president-elect of ALA for the 1990 elections.

November 7, 1989
January/February articles sent to ALA Central Production Unit (CPU) including Schuman's article. Galleys were due back in early December. (Heim statement)

November 11, 1989
PLA Executive Committee meeting considered the request from [Patrick] O'Brien to meet with the PLA Board at Midwinter and the decision was made to invite both candidates to meet with the Board, which they did. (Rodger, Long statement)

December 19, 1989
Galleys for the January/February issue of PL had been received and reviewed by staff. "In doing a final review, Joey [Rodger] noted an article . . . by Patricia Schuman. Knowing that the integrity of the ALA election process is carefully tended, especially by staff, she asked colleagues for information about similar situations in the recent past." The issue was whether giving space to one candidate without giving it to both was equitable and fair. Rodger discussed this with PLA President Long and they agreed that it would be appropriate to reschedule publication until July/August, 1990. Carolyn Anthony, Chair of the PL Advisory Board, concurred. (Rodger, Long statement)

Heim (at her decision rather than PLA request) had been sending contents pages to PLA for previous issues. "However, by the January/February issue deadline I found that the ads and PLA Section News had so backed up the articles that there was little reality between what I thought would be published and what was going to be published. If your committee looks at that issue you will see I am down there to three tiny articles. I was so disgusted I didn't bother with a 'contents' mailing." (Heim statement)

It was indicated that practice had been for the Editor to send the PLA Executive Director copies of the Table of Contents when the PL manuscript was sent to ALA's CPU. This had not been done with this issue so the galley review stage "was the first knowledge anyone had of the contents of the issue." (Rodger, Long statement)

"Sarah called Kathleen, requesting that the Schuman article be postponed until after the election to protect the perception of the division and the Editor's impartiality." (Rodger, Long statement)

Under the PLA Editorial Policy (attached), the Editor has final editorial control and the obligation to represent "the best interests of the division." (Rodger, Long statement)

"Heim did not object." (Rodger, Long statement)

Heim's initial response was "all right." Upon reflection, she decided that it was not all right, called Rodger and resigned. Rodger asked that she wait until after Midwinter but Heim said, "No, the letter would be in the mail." (Heim statement)

Heim explained her resignation as follows: "...Pat's article was NOT the reason I felt I had to resign. The reason was a classic clash between technical skill and the bureaucratic structure. The call I received from Sarah Long AFTER galleys arrived was just so late in the processing of the January/February issue that I blew up....What happened was simply that I had a vision for the journal and PLA had a vision for the journal and these were not congruent." (Heim statement)

December 20, 1989
Heim called Schuman and told her that the article had been pulled and that she had resigned. Heim indicated to Schuman that Sarah Long had told her that "according to ALA 'unwritten' policy, candidates for office cannot be published in ALA journals." (Heim and Schuman statements)

"I know that there are no 'unwritten' policies. All ALA policy is set by the Council. I felt that my own rights were being trampled on, not to mention those of members -- and Kathleen's editorial prerogatives. I called Pat Berger to ask her if she had ever heard of such a policy. Pat said that there was no such policy." (Schuman statement)

December 21-27, 1989
Heim stated: "Pat [Schuman] later contacted ALA President Pat Berger who contacted other Executive Board members. I guess Pat also called John Berry who called me. I had just mailed off my resignation letter to Joey and a copy was on my desk so I read it to John. I guess this was a mistake since Joey couldn't have received it at the time I read it to John. However, I made only one call about it -- to Pat [Schuman]." (Heim statement)

Rodger received calls from John Berry of LJ and Pat Berger indicating that Heim had resigned (Rodger, Long statement)

John Berry called Schuman and asked about the incident. Schuman, in a call to Rodger, was told that the article had been pulled "to protect Kathleen Heim's integrity as a paid staff member of ALA." (Schuman statement)

December 28, 1989
After consulting with Long, Rodger accepted Heim's resignation. (Rodger, Long statement)

January 5, 1990
"The PLA Board unanimously passed a motion commending Heim for her outstanding work as Editor, supporting the action taken by Sarah Long, and asked for clarification from ALA in the absence of policy on the issue of equitable exposure of the concerns of candidates for association office." (Rodger, Long statement)

January 10, 1990
Council resolution requesting "that the matter be referred to the Committees on Publishing, Intellectual Freedom and Professional Ethics for a review of the situation, a determination of violations of existing policy, or the determination of the need for any clarifying action that Council might take."

In late January, precise date unknown, Schuman withdrew the article from Public Libraries and submitted it for publication in the Journal of Academic Libraries. (Schuman statement)

FINDINGS

As previously outlined, the Committees' charge includes determination of whether or not ALA policies were violated in the Public Libraries incident. In the interest of clarifying the issues involved, the following are presented as the bases for generating recommendations to Council for further action.

As the chronology indicates, there is agreement concerning the basic events -- i.e., an article commissioned prior to the announcement of the candidacy for ALA president of its author was scheduled for the January/February 1990 issue of Public Libraries.

The article was rescheduled until after the election, at the request of the Division President. This decision precipitated the resignation of the journal's editor. The article was subsequently withdrawn by the author, and rescheduled for publication in another journal.

By all accounts, content of the article was not the cause of concern. Rather, the dispute revolved around:

1) The authority of the editor to schedule the publication of articles free from interference from the Division's President and Executive Director when their judgment differed from hers;

2) Whether the re-scheduling of an article to achieve election fairness constitutes censorship;

3) The possibility that the timing of the publication could either influence the election for ALA President or compromise the neutrality or appearance of neutrality of the Division's primary periodical; and

4) Whether the Public Libraries editor was bound by ALA Staff Personnel Policy to a standard of election neutrality which could dictate editorial decisions.

The Committees, in their review of the situation, have arrived at the following conclusions:

- PLA publishes Public Libraries within the framework of ALA policies including the ALA Bylaws and the Operating Agreement which grant the Division editorial and managerial authority over its publications.

- PLA has an Editorial and Management Policy outlining its expectations for the journal and the authority structure under which it operates. This policy grants "the final responsibility for the editorial content of Public Libraries" to the editor "within the parameters of ALA and PLA policies." It also requires the Editor to accept the "obligation to represent the best interests of the Division as fairly and fully as possible...."

- This policy also grants that "the PLA Executive Director has overall responsibility for the management of Public Libraries, including budget, production, advertising, and subscriptions."

- In the interests of election fairness, Long requested Heim delay publication of the article. And Heim initially acquiesced, only to resign shortly thereafter. Since these actions and discussions occurred in the context of an immediate publication deadline, opportunity for further negotiation or consideration of the scheduling of the article in question was apparently precluded.

- Under the policy, Heim had the authority to deny the request from Long, and to insist on the article's original publication schedule. PLA's policy contains accountability mechanisms (i.e.,

performance review, contract renewal, and general editorial policy development), and provides a means for resolution of such disputes. Heim acquiesced with Long's request, but she felt that her prerogatives as editor were compromised. Heim's resignation was brought to the attention of the Executive Board by the author, which propelled the issue into a full-blown, Association-wide controversy.

- Authors do not exercise control over publications scheduling; editors do. Since the content of the article was not at issue, the charge of "censorship" (which is usually leveled against attempts to restrict dissemination of particular viewpoints or content) was made in this case due to the particular circumstances of the timing of the publication in relation to an ALA election. If the delay in publication had been due to space constraints or its publication being bumped by material deemed by the editor to be of greater urgency in terms of timing, it seems unlikely that this matter would have reached our attention.

  The harm done, if any, in this case to the principles of free expression resides in the denial of rights granted an editor for authority about the timing of the material to be published. Schuman had a reasonable expectation that her article would be published according to the agreed-upon schedule. Unless it is established that her motivation in authoring the article was to further her candidacy (which the chronology does not support), it is hard to see that her interests as an author are significantly damaged by a change in publication date. The impact of the scheduling change is mild, and should not be interpreted as an act of censorship.

- The concept of limiting access of ALA candidates to association journals unless equal time is afforded to their opponents is akin to the FCC's Fairness Doctrine, and is based upon a theory that a limited number of such channels exist which are, in effect, owned and supported by the association's public -- i.e., its members. Under these circumstances, an argument could be advanced that unequal access to the pages of these publications could favor one candidate over another.

  Such considerations appear to be the concern expressed by Long and Rodger. Whatever related incidents have occurred in the past, however, this position is not specifically recognized anywhere in ALA or PLA policies regarding publications. The closest reference to it in editorial policy for Public Libraries that we can find is the explicit expectation that the Editor will "represent the best interests of the Division as fairly and fully as possible...." It is not unreasonable to assume that the advice of the Division President and its Executive Director might be useful to any editor in meeting this expectation. But the policy seems to grant the editor leeway to reject such input when it is provided.

  We would be troubled by the specter of any policy that might be adopted that would have the effect of limiting access to the

normal publishing procedures by potential or designated candidates for association office.

We can understand the motivations behind the concern for election neutrality and fairness that prompted Long and Rodger to act as they did. However, we would prefer to see an approach to this issue that maintains pages of all association publications as accessible for all authors -- candidates or not -- whose work falls within the scope and standards of those publications. We also would encourage sensitive and balanced coverage of elections and candidates by all units with an interest in the outcome of ALA elections.

- As to the question of whether ALA Personnel Policy 508 concerning staff conduct in elections applies in this instance or should have an impact on the editorial content of association publications, we find that the PLA officers and the Executive Director clearly believed that it did. Concerns about the maintenance of neutrality in the election process provide much of the background to the controversy. Further confusion concerning the definition of staff -- i.e., those people bound by this policy -- may also have contributed to the issues that have been raised.

- As to determining the status of Heim as staff, a review of federal requirements for defining employees would tend to support the conclusion that Heim was an independent contractor, subject to the accountability structure that PLA had established for the position. We have no knowledge whether Heim was provided with the ALA Personnel Policy Manual when she commenced her position as editor. She was employed elsewhere at the time, and certainly did not consider ALA her primary employer. We are therefore reluctant to conclude that publication of the article on the original schedule would have violated ALA Personnel Policy 508.

In conclusion, we found no violation of existing policy. Procedural variations in the preparation of the January/February issue of Public Libraries, deadline pressures, the Editor's frustration with the production process, and a last minute concern about election neutrality all contributed to the controversy that erupted.

Perhaps more significant is the change taking place in the tone and substance of ALA elections. Concerns about campaign excesses have placed pressures on staff, editors, and unit officers, and have raised ethical questions that have not formerly been an issue in regard to ALA publishing operations. We are aware of the work of the ALA Special Committee on the Election Process, and welcome their efforts in this regard.

The entire incident pales in the view of the many urgent issues that face the membership. Policies are in place that could have accommodated due process in the resolution of this conflict. It is unfortunate that the assumption was made that staff and our elected membership officers would not have provided an equitable solution and any resultant policy revisions. As long as there are editors and publishers, conflicts in procedures,

interpretations, and prerogatives will arise. It is the wise association that has policies in place to deal with such inevitabilities.

Ethical considerations concerning the conduct of elections and free speech rights are both important to the Association. We should not have to choose one or the other, but balancing conflicting expectations and responsibilities is seldom easy. We must constantly seek to foster tolerance, good will, and a clear statement of rights and responsibilities as more conducive to this effort than the quick rush to judgment and overreaction which this episode generated.

RECOMMENDATIONS

First, the Committees cannot imagine endorsing a general ALA policy that would impinge on an editor's freedom to express professional judgment concerning editorial content of ALA produced publications. Our strong belief is that few qualified editors could be persuaded to serve under the restrictions of that kind of policy.

Second, we believe that a policy covering all publications, without distinguishing those with news and/or editorial content from other kinds of publications is the best approach. For example, an editor of a series might have to make the same kind of judgment about whether to publish a monograph, scheduled far in advance as journal issues often are, which happened to coincide with an author's candidacy for election. Also, journals which do not now have editorial content could change. The issue is really about content and purpose of a publication, not authorship. The American Libraries Editorial Policy, while forthright in its statements concerning the role and responsibilities of its editor, contains material which is specific to that magazine, and does not apply to many other ALA publications.

Third, we believe that it is always useful to re-examine intellectual freedom issues that ALA has always espoused and supported. But there is no need to over-react. No set of restrictive guidelines will cover every case; judgment will always be a factor. What is useful is to underscore the expectation that in carrying out their responsibilities, ALA members will act professionally and ethically to the best of their abilities, consonant with the policies of the Association.

Therefore, we recommend the following:

1. Rescind Resolve #2, which extends the editorial policies referring specifically to American Libraries (policy 10.1) to all journals published by ALA and its units.

2. Adopt an additional policy statement as follows:

Policy on Responsibility for Content of ALA Publications

As a publisher, the American Library Association and its member units establish goals and set policies for publication programs. The purpose and scope for each major publication will be clearly specified.

It is the responsibility of each member unit to communicate to its membership and its editors the purpose of the publication, its specific format, and to identify the audience for which it is intended.

Consistent with ALA's traditional dedication to the freedom of expression, free flow of ideas, and policies on intellectual freedom and ethics, all member units shall endorse and apply the principles of freedom of the press to their publication program.

It is the responsibility of each member unit to appoint editors with experience or training in editorial theory and practice. Such editors, whether headquarters staff, contractors, or volunteers, shall be responsible for determining the content and style of the publication consistent with the goals and policies of the sponsoring unit. The decision as to appropriate material for inclusion in the publication shall rest with the editor guided by the ALA Constitution, its Bylaws, and relevant policies as adopted by the ALA Council and the unit which sponsors the publication.

Respectfully submitted,

Committee on Professional Ethics
Intellectual Freedom Committee
Publishing Committee

June 22, 1990

COUNCIL DOCUMENT # 47
Assigned by Resolutions
Committee VB
Member initial

Resolution on Editorial Policy

WHEREAS, The Council was informed that an article July juried, accepted for publication March 19, 1989, and revised in accordance with standard editorial practice for journals published by professional societies had been scheduled for publication by the editor of Public Libraries and then subsequently held back for publication by the elected officers of the division; and

WHEREAS, This action, taken in the framework of the best interests of the Association in the specific issue of impartiality of elections, regrettably appears to violate other significant policies and principles of the Association; and

WHEREAS, Article VI of the ALA Constitution requires Council to determine all policies of the Association and authorizes Council to delegate to divisions and units of the Association authority to plan and carry out programs and activities within general Council policy; and

WHEREAS, This specific instance raises issues beyond election impartiality, such as professional ethics, editorial responsibility, intellectual freedom, and the definitions of staff, members, and independent contractors; and

WHEREAS, The editorial policy of the Association (10.1) in regard to American Libraries requires the editor to assume an obligation to represent the best interests of the Association and its units fairly and as fully as possible and guarantees the editor independence in gathering, reporting, and publishing news according to the principles of the Association's policies on intellectual freedom; now, therefore be it

RESOLVED, That this matter be referred to the Committees on Publishing, Intellectual Freedom and Professional Ethics for a review of the situation, a determination of violations of existing policy, or the determination of the need for any clarifying action that Council might take; and be it further

RESOLVED, That the editorial policies as delineated in 10.1 referring to American Libraries be extended to apply to all journals published by the Association and its units; and be it further

RESOLVED, That the Executive Board develop specific personnel policies defining staff, with particular attention paid to members serving as independent contractors; and, be it further

RESOLVED, That all reports in regard to these resolves be submitted to Council at the 1990 Annual Conference.

MOVED BY: Beverly Lynch

SECONDED BY: Francis Buckley

REVIEWED FOR CONFORMANCE WITH
GUIDELINES
Council Resolutions Committee
1-9-90

Adopted by the ALA Council, January 10, 1990

10. HEADQUARTERS AND STAFF

10.1 *American Libraries*: Editorial Policy

Because *American Libraries* is the official organ of the American Library Association, the editor has a particular responsibility to convey to the membership and other readers full and accurate information about the activities, purposes, and goals of the Association. In order to carry out this responsibility, the editor may have access to privileged information. The editor must assume an obligation to represent the best interests of the Association and its units fairly and as fully as possible within the scope of the journal and with due regard to the editor's prerogatives in producing a balanced and readable publication.

ALA encourages publication in the news columns of *American Libraries* of news about all matters of import to libraries and librarians. The editor is guaranteed independence in gathering, reporting, and publishing news according to the principles of the Association's policies on intellectual freedom.

Statements of official ALA positions on any matters shall be clearly identified as such when published in *American Libraries*. The editor must be free to analyze and interpret such matters as his or her judgment dictates, and such analysis and interpretation should appear over the editor's signature.

News and views have their place in *American Libraries*, and every opportunity shall be assured for expression of diverse views when members believe such views run counter to their own, or when news is considered to be inaccurately or not fully reported. Signed interpretative comment shall be encouraged. Columns of *American Libraries* shall be kept scrupulously and faithfully open to expression of all viewpoints of interest and concern to the library profession.

F. Editor/Editorial Responsibility

The Editor is hired by the PLA Executive Director, with advice from representatives of the PUBLIC LIBRARIES Advisory Board and the PLA Board of Directors. The Editor's contract is renewable annually. An annual performance review is conducted by the PLA Executive Director with advice from the PUBLIC LIBRARIES Advisory Board and the PLA Board of Directors.

The Editor has the final responsibility for the editorial content of PUBLIC LIBRARIES, within the parameters of ALA and PLA policies. Because this is an official publication of PLA, the Editor has a particular responsibility to support the general activities, purposes and goals of the Division in setting priorities for editorial content. The Editor accepts the obligation to represent the best interests of the Division as fairly and fully as possible with due regard to the need to produce a readable publication representing a variety of viewpoints.

G. Advertising

Advertising is accepted and encouraged as a vehicle to inform readers of products and services and to provide product communication between vendor and potential buyer. Acceptance does not constitute endorsement by PLA.

PUBLIC LIBRARIES will adhere to all ethical and commonly accepted advertising practices and every effort will be made to insure that its practices in relation to advertising are consistent with those of the other ALA publications. PLA reserves the right to reject any advertisement deemed not relevant or consistent with the above statement or with the aims and policies of the American Library Association. The advertiser and advertising agency assume liability for all content (including text representation and illustrations) of any advertisement printed, and also assume responsibility for any claims resulting from them against the publisher.

An 80/20 percent ratio of content to advertising is expected as a minimum goal. When advertising reaches a 70/30 ratio on an on-going basis, additional content pages will be factored into budget planning.

H. Management

The PLA Executive Director has overall responsibility for the management of PUBLIC LIBRARIES, including budget, production, advertising and subscriptions.

The PUBLIC LIBRARIES Advisory Board is responsible for publication development, developing editorial policy, evaluating the publication and its responsiveness to audience interests, and advising the Executive Director on the selection and evaluation of the Editor. In all matters the Board reports directly to the PLA Board of Directors.

Approved PLA Board, June, 1986
Revised and Approved PLA Board, January 10, 1989

End of Section

AMERICAN LIBRARY ASSOCIATION

Item: Publications *Item Number:* 215.8.1

Approved by: ALA Council *Page:* _____ *of* _____

Issue Date: January 1976 *Supersedes:* _____

RESOLUTION ON SEXIST TERMINOLOGY AND SEXIST ADVERTISING

WHEREAS, The Council adopted at the 1975 Midwinter Meeting a resolution on sex-stereotyping terminology instructing that sexist language be avoided in future publications and official documents; and

WHEREAS, The Council adopted in 1971 a policy entitled Racial and Sexual Parity - Women in Librarianship (ALA Policy 106.6.1); and

WHEREAS, The intent of these actions is clearly a mandate for treating women equally and for conducting Association business free from sex bias detrimental to women; and

WHEREAS, The official program for the ALA annual conference of 1975 uses sex-stereotyping terminology on the following pages: 4, 35, 51, 61, etc.; and

WHEREAS, The recent ALA advertisment in a nationally distributed publication (Parade magazine, 4-20-75), derived from ALA's 1975 National Library Week poster, included the cheap and sexist phase, "How to land a woman;" be it therefore

RESOLVED, That guidelines be established immediately and distributed to all ALA staff for editing all future publications and official documents so that the Council's resolution on sex-stereotyping terminology is implemented fully in letter and in spirit; and be it further

RESOLVED, That guidelines be established for review of all future advertising copy to insure that discriminatory remarks of any kind are eliminated from public statements of the American Library Association.

AMERICAN LIBRARY ASSOCIATION

Item: PUBLICATIONS *Item Number:* 215.8

Approved by: ALA Council *Page:* 1 *of* 1

Issue Date: January 1975 *Supersedes:*

RESOLUTION ON SEX-STEREOTYPING TERMINOLOGY

WHEREAS, Many American Library Association publications and official documents use nouns and pronouns with strictly made connotations in referring to members of the Association, and to specific positions and titles; and

WHEREAS, The consistent or exclusive use of the masculine gender perpetuates the traditional language of society which discriminates against women; now therefore be it

RESOLVED, That future publications and official documents of the American Library Association avoid terminology which perpetuates sex stereotypes and existing publications and official documents, as they are revised, be changed to avoid such terminology.

AMERICAN LIBRARY ASSOCIATION

Item:	PUBLICATIONS	*Item Number:*	215.7
Approved by:	ALA Executive Board	*Page:*	1 of 1
Issue Date:	October 1974	*Supersedes:*	

Publications - first consideration

VOTED, That the Executive Board approve as policy that materials prepared by any unit for publication will be offered to the ALA Publishing Services Department for first consideration.

End of Section

EXHIBIT 21

10.4

AMERICAN LIBRARY ASSOCIATION

50 EAST HURON STREET · CHICAGO, ILLINOIS 60611 · (312) 944-6780

POLICY ON REPRODUCTION OF NONCOMMERCIAL EDUCATIONAL & SCHOLARLY JOURNALS

WHEREAS, Authors, publishers and librarians have similar aims and interests in the wide dissemination of materials for educational advancement and scholarship; and

WHEREAS, The new copyright law of 1976 recognizes for the first time the divisibility of authors' rights in their works; and

WHEREAS, Many publishers already permit reproduction of their materials for nonprofit educational purposes; NOW, THEREFORE, BE IT

RESOLVED, That ALA, in cooperation with other educational organizations, urge publishers to adopt and include in their journals or similar publications a notice of a policy for the noncommercial reproduction of their materials for educational and scholarly purposes; and BE IT FURTHER

RESOLVED, That the American Library Association encourage authors writing primarily for purposes of educational advancement and scholarship to reserve to themselves in the publishing contracts they sign, licensing and reproduction rights to their own works.

ADOPTED by the
ALA COUNCIL
June 27, 1978

POLICY ON REPRODUCTION OF ARTICLES FROM ALA JOURNALS AND PUBLICATIONS

Adopted by ALA Council
January 26, 1978

1. The American Library Association (ALA) may enter into agreements with various organizations engaged in the business of providing copies of copyrighted articles to persons requesting them. The copies are sometimes available in magnetic tape, in microform, and in hard copy.

2. The agreements proposed vary substantively in their terms. Accordingly, it is deemed desirable to develop criteria by which the agreements may be evaluated so as to assure uniform and non-discriminatory treatment by ALA and the protection of the interests of ALA in its journals and publications and their contents.

3. Further, any agreements made in accordance with the following criteria do not imply any restriction on the use of copyrighted materials in ALA journals and publications for the noncommercial purpose of scientific or educational advancement.

4. ALA Publishing Services shall have responsibility for administering this Policy and for securing approval of appropriate ALA units.

CRITERIA

1. Agreements shall provide that the rights to reproduce which are granted shall be non-exclusive.

2. ALA shall not make any representation as to the validity of any copyright claimed by it nor shall it agree to indemnify the party to which it grants a right of reproduction against any claims arising out of the exercise of such right.

3. Agreements may not be assigned by either party without the express written consent of the other and the consent may be withheld for any reason or no reason.

4. Agreements shall be limited as to their term and shall specify any residual rights in either party which may exist after termination.

5. Agreements shall specify the journals or publications from which copies shall be made under the agreement.

6. Agreements shall specify the fee, if any, to be paid. Such fee may be expressed as a price per copy or as a per-centage of the purchase price.

7. Agreements shall specify the method of computing and remitting the amounts due, if any, under the agreements. Such method shall require an accounting at least annually and shall assure access to records as necessary to verify such accounting.

8. Agreements shall specify the form in which journals or publications may be reproduced and shall prohibit reproduction in any other form.

9. ALA shall not provide complimentary copies under the agreement.

January, 1978

End of Section

10.5

This Page Has Been Relocated

To view it at its new location, consult *13.1 Executive Board Review* under the heading *13. Executive Board and Executive Director* in Section One.