

ALABAMA LIBRARY ASSOCIATION
Children's and School Librarian's Division
(CSLD)

HANDBOOK

CHILDREN'S AND SCHOOL LIBRARIAN'S DIVISION
Handbook

c2003
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TABLE OF CONTENTS

MISSION AND GOALS.....	181
LONG RANGE PLAN	181
<i>Section 1. Administrative Goal.....</i>	<i>181</i>
<i>Section 2. Membership Goal.....</i>	<i>181</i>
<i>Section 3. Identification of Relevant Issues</i>	<i>181</i>
<i>Section 4. Enhance the Profession.....</i>	<i>182</i>
<i>Section 5. Insure Financial Stability.....</i>	<i>182</i>
MEMBERSHIP.....	183
CONVENTIONS AND MEETINGS	183
ELECTIONS FOR DIVISION OFFICERS	184
<i>Section 1. Nomination by Committee.....</i>	<i>184</i>
<i>Section 2. Nomination by Petition or Individual</i>	<i>184</i>
<i>Section 3. Requirements for Nomination</i>	<i>184</i>
<i>Section 4. Terms of Office</i>	<i>185</i>
<i>Section 5. Possession of Office</i>	<i>185</i>
<i>Section 6. Notification of Election</i>	<i>185</i>

I. MISSION AND GOALS

The mission of the Children's and School Librarian's Division of the Alabama Library Association is to promote quality library services to children in public libraries throughout Alabama. By enhancing professional development through better communication, training opportunities, and cooperative and collaborative efforts, the division can improve Alabama's public libraries and school media centers. A strong division, encouraged to flourish within the association, will in turn strengthen the Alabama Library Association.

II. LONG RANGE PLAN

Section 1. Administrative Goal

- a. To provide an organizational structure to serve the interests of public libraries and school media centers serving children in Alabama.
- b. Review and update annually the mission and long range plan of the organization.
- c. Scrutinize the committee structure of CSLD to ensure the best organization of the Executive Committee.
- d. Review committee assignments annually to ensure responsiveness to the needs of the membership.

Section 2. Membership Goal

- a. To increase awareness of and membership in the Division.
- b. Make recommendations to the ALLA Membership Committee on ways to network within schools and public libraries in Alabama, and on establishing an educational liaison network.
- c. Develop a position description outlining the responsibilities of liaisons.
- d. Develop membership forms and brochures for use in recruiting new members.
- e. Follow-up on new member prospects by liaisons.
- f. Keeping a database of membership that is continually maintained and updated.

Section 3. Identification of Relevant Issues

- a. To identify concerns, and provide leadership on those concerns, to public libraries and school media centers in the state.

- b. Consult with the membership, Alabama Public Library Association, and with other state-level associations representing children's librarian's and media specialist's interests.
- c. Identify the foremost issues for the coming year by reading professional listservs, professional journals, and other media sources.
- d. Direct CSLD programs to address current issues and provide conference themes to address such issues.

Section 4. Enhance the Profession

- a. Encourage graduate education and/or continuing education within the library field.
- b. Recognize scholarly activity of members with a research and publication awards program.
- c. Promote professional activities of youth services librarians and media specialists by sending press releases/announcements to the regional and national press, and through professional listservs and web zines.
- d. Provide opportunities for professional development through such vehicles as annual programs, sponsored workshops, and liaison with the American Library Association's AASL, ASLC, and YALSA.

Section 5. Insure Financial Stability

- a. Retain profits from programs and projects subject to the Association's overhead fee.
- b. Establish a Financial Committee, if appropriate, with the chair to serve as treasurer and financial officer of the Division.
- c. Operate within the budget established for the membership year.
- d. Provide a year-end balance sheet to the Executive Council and to the Association.
- e. Carry over any unexpected funds to the following year.
- f. Identify activities/projects, which will raise funds for the Division.

III. MEMBERSHIP

Membership in the Children's and School Librarian's Division is open to members of the Alabama Library Association. Individuals and institutions may apply for membership on the same form used to apply for (or renew) membership in the Association. Application forms are available from the Association's office and begin January 1 of each year. Members in good standing may vote in the general election for Division officers. Members are encouraged to seek appointment to committees of their choice. Committee purposes and duties are described on page of this Handbook. The chair of each division should appoint committee chairs within their division as soon as possible after the annual business meeting. Members of committees are usually selected by committee chairs from lists of Division members who have volunteered for particular committees. Membership forms and brochures are available online and from CSLD liaisons.

IV. CONVENTIONS AND MEETINGS

The annual business meeting is held during the annual convention of the Association; the convention is held during April each year. The Association Handbook provides guidelines for conducting this meeting. Both the outgoing Chair and the Chair Elect should attend this meeting if possible. Space and time for the annual business meeting will be allocated by the Association Convention Committee. All meetings of the Division are open to all Division members; however, registration for the annual convention is required for attendance at the annual business meeting. Registration fees may be set for certain other meetings and workshops held by the Division. Fees for attendance are set by the Executive Committee in consultation with the committee(s) planning the event.

V. ELECTIONS FOR DIVISION OFFICERS

Section 1. Nomination by Committee

The Nominating Committee submits a slate of two qualified nominees for each of the offices of chair-elect (vice-chair), secretary, and members-at-large. In the event that there have not been elections held for over a year then two nominees for chair must also be submitted. The approved slate is published in the ballot issue of ALLA publications. The nomination for chair-elect rotates between groups or interests represented in the division (i.e. public librarians, media specialists) if possible. Election as chair-elect is a commitment to four years of service; one year as secretary; one year as vice-chair; one year as chair, one year as immediate past chair.

Section 2. Nomination by Petition or Individual

Nominations for Division offices may also be made by petition or by individual members within the Division. Candidates may be nominated by petition that is signed by ten members of the Division and submitted to the chair of the Nominating Committee by November 1 (or other date set by the chair) for publication with the Nominating Committee slate. Any member in good standing may nominate another member. Nominations by individual members may be handled as write-in votes on mail ballots or as nominations from the floor when elections are held during the annual business meeting.

Section 3. Requirements for Nomination

Nominees must be members in good standing and must grant permission to allow their names to be placed in nomination for an office. No individual shall accept nomination or appointment, which could result in simultaneous service in more than one voting position on the Executive Committee. Each candidate for office must submit a nominee biographical information sketch on the form designated by the Association (see Association Handbook). These forms must be submitted to the Nominating Committee Chair by December 1.

Section 4. Terms of Office

- a. **Chair:** This is a two-year term. The first year the Chair is in charge of program planning for the annual convention and/or other programs throughout the year, serves as Moderator for those programs, and represents CSLD at all Executive Council meetings. The second year serves as Immediate Past Chair in charge of the Nominating Committee.
- b. **Chair-Elect:** This is a three-year term. The first year is as the “heir-apparent”. The Chair-elect helps the Chair plan the annual convention programs and/or other programs throughout the year, and presided in the absence of the Chair at any Committee meetings or Executive Council meetings. The second year the Chair-elect becomes the Chair, and the third year serves as the Immediate Past Chair.
- c. **Secretary:** This is a four-year term; the first year as Secretary, the second as Chair-elect, the third as Chair, and the fourth year as Immediate Past Chair. The Secretary takes notes at meetings of the Committee and is responsible for the minutes.

Section 5. Possession of Office

Officers-elect take office immediately upon the adjournment of the annual convention. Elections are held following the rules and procedures adopted by the Association. Additional nominations may be entered by write-in vote. Ballots are marked and returned to the Association Administrator by the stated deadline. Results of the elections are announced to the membership during the annual business meeting.

Section 6. Notification of Election

The Chair notifies all candidates of the election results before any public announcement is made. If a vacancy occurs in the office of Chair-elect, the Executive Committee submits a slate of two qualified candidates to the membership for a special election