

Appendix G: College, University and Special Libraries Division Handbook

Alabama Library Association

College, University and Special Libraries Division
(CUS)

Handbook

COLLEGE, UNIVERSITY AND SPECIAL LIBRARIES DIVISION

Handbook

© December 2014
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The mission of the College, University and Special Libraries Division of the Alabama Library Association is to encourage provision of quality services throughout the state. By enhancing professional development through training opportunities, research programs, and a collegial forum, the division can improve Alabama's academic and special libraries. As a corollary, a strong division will strengthen the Alabama Library Association, within which framework the division will flourish.

PART I. MEMBERSHIP

Membership in the College, University and Special Libraries 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. The membership year begins January 1.

Each member in good standing has the right to vote in the general election for Division officers. Members are encouraged to request appointment to committees of their choice. Committee purposes and duties are described in section 8 of this Handbook. Chairs of the committees are usually appointed by the chair shortly 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.

The CUS Liaisons in individual libraries have available membership forms and brochures.

PART II. CONVENTIONS AND MEETINGS

Section 1. Annual Business Meeting

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.

Section 2. Allocation of Meeting Space and Time

Space and time for the annual business meeting will be allocated by the Association Convention Committee.

Section 3. Qualification for Attendance

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.

PART III. ELECTIONS FOR DIVISION OFFICERS

Section 1. Nominations

Subsection 1. The Nominating Committee submits a slate of two qualified nominees for each of the offices of chair-elect, secretary, and members-at-large. The approved slate is published in ALLA publications. The nomination for chair-elect rotates among the groups or interests represented in the division (i.e. Junior College, Special, College/University) if possible.

Subsection 2. Election as chair-elect is a commitment to three years of service: one year as vice-chair; one year as chair; one year as immediate past-chair. Nominations for Division offices may also be made by petition or by individual members of the division.

Subsection 3. Candidates may be nominated by petition 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.

Subsection 4. Any individual member in good standing may nominate another member. Nominations by individual members may be handled as write-in votes on ballots or as nominations from the floor when elections are held during the annual business meeting.

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.

The term of office is one year with the exception of the members-at-large who serve two-year terms on a rotating basis. (e.g. beginning in year 1 for Planning and ML for Organization and Bylaws elected to serve through a two-year term. In year 2 ML for Programs and ML for Projects will be elected and serve a two-year term.) Officers-elect take office immediately upon the adjournment of the annual convention.

Elections are held following the rules and procedures adopted by the Association, usually by mail ballot or through electronic ballot, with notifications provided via official Association communications (e.g., through newsletters, website announcements, direct mail, and/or email communications) to each Division member in good standing. 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.

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 qualified candidates to the membership for a special election.

PART IV. EXECUTIVE COMMITTEE

Section 1. Charge of Committee

The Executive Committee of the College, University and Special Libraries Division, Alabama Library Association, conducts the business of the Division and is charged with keeping the membership informed of its official actions.

Section 2. Members

The voting members of the Executive Committee are the chair, chair -elect, secretary, members-at-large, chair of each standing committee of the Division, and the immediate past-chair.

Section 3. Meetings

Subsection 1. At least four Executive Committee meeting are held each association year. Meetings may be held physically or virtually as determined by the chair.

Subsection 2. Special meetings may be called by the chair.

Subsection 3. Executive Committee meetings are open meetings and Division members may attend as observers.

Subsection 4. CUS officers and committee chairs are encouraged to attend the Association's Leadership Workshop.

Section 4. Duties of Executive Committee

Subsection 1. The Executive Committee manages the business affairs of the Division.

Subsection 2. Approves appointments between elections for all vacancies, which may occur in the offices of the Division, except that of chair-elect. If a vacancy occurs in the chair-elect, the Executive Committee submits a slate of qualified candidates to the membership for a special election.

Subsection 3. Reviews and affirms actions of the Executive Committee members and Division officers at the next quarterly meeting.

Section 5. Duties of Executive Committee Members

Subsection 1. Attends all regular and called meetings of the Division and Committee.

Subsection 2. Maintains all records of their respective offices.

Subsection 3. Keeps the chair informed and prepares reports, submitting one copy to the chair, one copy to the secretary, and retaining one copy for the files of their respective offices.

Subsection 4. Transmits to the newly elected officers all records within 30 days of the annual business meeting.

Section 6. Observers

Observers who are members of the Division may request an opportunity to address the Executive Committee or to participate in the discussion.

Section 7. Procedures

Subsection 1. The chair of the Division serves as an officer and is the chair of the Executive Committee.

Subsection 2. A quorum for the transaction of business is a majority of the voting members of the Executive Committee.

Subsection 3. All motions must be submitted by voting members of the Executive Committee, but observers may participate in discussion and deliberation. A motion may be made in writing or orally during the meeting.

Subsection 4. The governing authority in all cases not specifically covered by the Association's Articles of Incorporation, the Division's Bylaws, or resolution of Executive Committee, is Robert's Rules of Order, latest revision.

Section 8. Finances

Subsection 1. The procedures and guidelines for handling funds for groups within the Association require that each division operates as a self-supporting unit with all funds and transactions reported to the Association. The Association is responsible for deposits, withdrawals, and record keeping.

Subsection 2. Membership dues and profits from activities sponsored by the division are the basic sources of funding for the division. Overhead and administrative fees are charged against these funds by the Association.

Subsection 3. At the beginning of the fiscal year, the chair, using the "Operating Budget Request Form," prepares a budget for monies, which the Division expects to spend during the year. This proposed budget is submitted to the chair of the Association Budget and Finance Committee for review and approval by Council. Not all monies in the Division's treasury remain in the treasury from one fiscal year to the next with the interest accruing to the Association.

Subsection 4. To request payment of reimbursement, the chair submits the "Monetary Request Form" (with receipts) to the Association Administrator. No reimbursement or payment will be made for sums, which exceed the budgeted amounts approved by Council.

Subsection 5. The chair may switch funds between the Division's budget categories during the year provided funds were already approved in these particular categories and provided that the total expenditure has not changed.

Subsection 6. If there is need to spend funds in budget categories which have not been approved, or to spend funds in excess of the total amount budgeted, the chair must submit a "Supplemental Budget Request Form" to the chair of the Association Budget and Finance Committee or review and approval by Council.

Subsection 7. A separate budget request for convention expenses is prepared by the chair-elect and submitted to the Association Convention Committee for approval.

Section 9. Reports

Subsection 1. All officers and committee chairs report at the regular Executive Committee meetings or notify the chair if there will be no report.

Subsection 2. Any person who needs to report to Executive Committee reports orally at the time designated by the chair.

Subsection 3. Written reports must be submitted to the secretary for filing with the minutes

PART V. OFFICERS

The officers of the Division are the chair, chair-elect, immediate past-chair, secretary, and members-at-large.

Section 1. Chair

Subsection 1. The chair presides at all meetings of the College, University and Special Libraries Division:

a. Quarterly Executive Committee Meetings

1. Arranges for facilities for such meetings. Facilities may include electronic sources to facilitate virtual meetings.
2. Notifies members of Executive Committee of time and place of meetings.
3. Prepares an agenda and, if possible, mails a copy to each member of the Executive Committee before each meeting.
4. Distributes minutes of each meeting of the Executive Committee.

b. The Annual Business Meeting

c. Called Meetings

Subsection 2. The chair reviews the objectives of the Division to assist in planning long-range objectives and to establish specific objectives for the year.

Subsection 3. The chair directs the program of the Division including:

- a.** Representing the Division in all official capacities.

- b. Acting as liaison officer between the Division and the Association and attending all Council meetings; the Planning Committee meetings, the Budget and Finance Committee meetings, and the Leadership Workshop.
- c. Acting as spokesperson for the Division on all established policies.

Subsection 4. The chair appoints all non-elected committee chairs and CUS Webmaster, subject to the approval of Executive Committee.

Subsection 5. The chair appoints new committee chairs to replace any who may resign during the year.

Subsection 6. The chair reports to ALLA publication editors.

Subsection 7. The chair takes an active interest in Division finances, with specific duties including but not limited to:

- a. Sending a budget request to the Association Budget and Finance Committee chair by the specified deadline.
- b. Approving requests for funding from the other officers or committee chairs. Funds are disbursed by the Association.
- c. Advising the chair-elect concerning the budget request for convention expenses. The Chair-elect is responsible for submitting the convention budget request to the Association Convention Committee.
- d. Approving expenditure statements from Division units and forwarding them to the Association office for payment.

Subsection 8. The chair ensures that all Division elections are conducted according to established guidelines.

- a. The chair is notified of the results of the Division election by the Association election teller's committee. The chair then notifies the candidates of the election results before any public announcement is made.

Subsection 9. The chair serves as *ex officio* member of all committees except the Nomination Committee.

Subsection 10. The chair prepares an annual report for submission to the History Committee.

Subsection 11. The chair prepares oral and written reports as required.

Section 2. Chair-Elect

Subsection 1. The chair-elect corresponds and consults with the chair.

Subsection 2. The chair-elect presides in the absence of the chair, or upon request of the chair.

Subsection 3. The chair-elect attends the Annual Leadership Workshop.

Subsection 4. The chair-elect serves as the Division's convention program chair.

Subsection 5. The chair-elect appoints committee chairs who serve during the ensuing Division year. The Executive Committee will suggest appointments.

- a. Appointees must be members in good standing of the Association and Division.
- b. As appropriate, chairs of Association committees must be notified of the names of Division representatives on their committees.

Subsection 6. The chair-elect prepares a budget for his/her term of office as chair.

Subsection 7. In consultation with the chair, prepares the budget request for convention expenses and submits to the Association Convention Committee for approval.

Section 3. Immediate Past-Chair

Subsection 1. The immediate past-chair attends all quarterly Executive Committee meetings as a voting member.

Subsection 2. The immediate past-chair serves as chair of the Nominating Committee.

Section 4. Secretary

Subsection 1. The secretary records minutes of the quarterly Executive Committee meetings, the annual business meeting, and all called meetings, or designates someone else to do so.

Subsection 2. The secretary submits a copy of the minutes of each meeting to the Division chair for review and distribution.

Subsection 3. The secretary maintains a complete file of Division records until every fifth year when an *ad hoc* committee is appointed to update the CUS history.

Subsection 4. The secretary turns over a copy of all meeting minutes and any other ongoing business to the new secretary within a reasonable time after the announcement of new officers at the annual business meeting.

Section 5. Members-At-Large

The members-at-large attend all quarterly Executive Committee meetings as voting members.

Subsection 1. Member-at-large for Organization and Bylaws

- a. Member-at-large for organization and bylaws serves as the chair of the Division's Bylaws Committee and represents the Division on the Association's Bylaws Committee.
- b. Member-at-large for organization and bylaws distributes CUS Handbooks and updates to officers and committee chairs; maintains a master copy of the CUS Handbook, preferably on disk in Word Perfect; provides revised sections as required to ALLA Handbook Committee to update ALLA Handbook. An Ad Hoc Handbook Committee is formed for major revisions when needed.
- c. Member-at-large for Organization and bylaws maintains the CUS Liaison Network.
- d. Member-at-large for Planning serves as the chair of the Division's Planning Committee.
- e. Member-at-large for Programs serves as chair of the Division's Program Committee.
- f. Member-at-large for Projects serves as chair of the Division's Projects Committee and coordinates with the official Webmaster in charge of the CU Website. In addition, the member-at-large for projects is responsible for the biennial updating of the CUS Directory.

PART VI. FINANCES

Section 1. Budget

The chair prepares the annual budget request and submits the Operating Budget Request Form to the Association Budget and Finance Committee for its consideration and recommendation to the Association Executive Council.

Section 2. Requests for Funds

Each committee or individual should obtain permission from the chair before incurring any reimbursable expense. Requests for funds by individuals, committees and Division officers must be based on amounts budgeted for the Division and approved by the Association Executive Council for the current fiscal year.

Section 3. Payments

All expenditures should be itemized and documented prior to request for payment. Each request must be submitted on the Monetary Request Form, approved and signed by the chair, and forwarded to the Association Administrator for payment.

Section 4. Overages

If a committee or individual needs funds in excess of the amounts approved in the Division budget, a Budget Petition Form must be completed, approved by the Division chair and submitted to the Association Budget and Finance Committee which will then make its recommendation to Council. When such additional funding is approved by Council, then a Monetary Request Form must be submitted to the Association Administrator for payment.

Section 5. Unbudgeted Funds

Unbudgeted funds which are not requested through the Budget and Finance Committee and approved by Council (as provided in section 7.4 above) will not be honored by the Association Administrator. NO UNAUTHORIZED EXPENDITURE WILL BE PAID. Any individual who incurs unauthorized indebtedness in excess of the approved budget shall be personally responsible for such debt.

Section 6. Convention Program

The chair-elect, as part of the responsibility for planning the convention program, submits a separate convention budget request to the Association Convention Committee chair or designated convention treasurer. (For further detail, see Association Convention Handbook). Expenditures for convention activities are appropriated from the convention budget; the convention allocation may be augmented with funds from the Division's treasury.

Section 7. Forms

All forms necessary for reimbursement and directions for completing such forms are available from the Association Administrator and in the Association Handbook.

PART VII. COMMITTEES

Committees carry out much of the work of the Division. Recommendations and/or proposals of committees must be approved by the Executive Committee before implementation.

Section 1. Meetings

Hold meetings necessary to conduct business. The committee chair reports at regular Executive Committee meetings. The Division chair is notified ahead of time if there will be no report. Any person who needs to report to Executive Committee reports orally at the time designated by the Division chair. A brief written report must be provided as well. A committee chair who is unable to attend the meeting must send a written report.

Section 2. Annual Report

Subsection 1. Provide a written annual report for the Division chair and secretary at or before the convention.

Subsection 2. Present an annual report to membership during the annual business meeting.

Section 3. Record/Documentation Transference

Give appropriate material to incoming committee chairs at the end of the Division year.

Section 4. Budget Requests

Prepare and submit to the Division chair budget requests for any anticipated expenditures, with justifications. Follows all procedures related to expenditures outlined in section 7. FINANCE (above).

Section 5. Standing Committees

Subsection 1. Policies & Procedures

- a. Schedules of individual committees will vary according to committee tasks and specific projects undertaken. However, the following generic outline of a typical year may be helpful in planning committee activities:
- b. Prior to first quarterly meeting of Executive Committee, the newly appointed committee chair receives from the Division chair a list of committee volunteers. The committee chair contacts volunteers and organizes the committee in an expeditious manner. The committee chair formulates goals for the year.
- c. At the first quarterly meetings, the committee chair reports on committee membership and goals to the Executive Committee. The Executive Committee may suggest additional goals or changes in goals at this time.
- d. At each quarterly meeting, the committee chair presents an oral report on the activities of the committee. Any chair who cannot be present sends a substitute or provides a written report. Each committee chair is responsible for submitting relevant reports for publication in the Association newsletter or other appropriate publications.
- e. Any committee which has an interest or a need to present material at the Association annual convention must submit a request for time, space and (if essential) money for such a presentation as soon as possible, but no later than the second quarterly meeting. All requests must be made through the Division chair-elect, who is Division convention program chair.
- f. At the annual business meeting the committee chair submits a written annual report to the Division chair and makes an oral report to membership.
- g. Prior to the first quarterly meeting of Executive Committee (following year), the committee chair turns over all ongoing business and a copy of the annual report to the incoming committee chair, and sends a copy of the

annual report to chair of the History Committee or Member-at-large for Organizations and Bylaws.

Subsection 2. Bylaws Committee

- a. The Bylaws Committee continually reviews Division Bylaws and provides a representative at each Executive Committee meeting to answer any questions pertaining to or affecting bylaws.
- b. The Bylaws Committee presents proposed changes to Executive Committee. Changes which are approved by Executive Committee, are submitted to Association Bylaws Committee for review (See Association Handbook). If the ALLA Bylaws Committee finds no objection, the Bylaws Committee prepares the proposed changes, in accordance with the bylaws, for consideration by the membership.
- c. The Bylaws Committee chair is the Member-at-Large for Organizations and Bylaws and serves on the Division's Executive Committee and on the Alabama Library Association, Inc., Bylaws Committee.
- d. For general committee procedures see Sections 1-4 of Part VIII. For specific procedures, see below.
- e. Committee procedures:
 1. Prior to third quarterly meeting of the Executive Committee, the Bylaws Committee reviews any bylaws questions raised and formulates any proposed bylaws changes for submission to the Executive Committee.
 2. At the third quarterly meeting of Executive Committee, the Bylaws Committee chair submits proposed changes for approval by Executive Committee. If changes are approved, the chair submits the changes to ALLA Bylaws Committee for review.
 3. Submits the proposed bylaws changes to ALLA publication editors via the CUS page editor on a schedule which will allow for publication 4 weeks before the annual convention.

Subsection 3. Legislative Development Committee

- a. The Legislative Development Committee works under the direction of the Association Legislative Development Committee.
- b. The committee monitors legislation and pending legislation at the local, state, and national levels, which affect Division membership; reports to the Executive Committee on significant developments; prepares releases on

such developments for inclusion in appropriate Association publications or elsewhere, as deemed necessary by the committee chair.

- c. The committee chair serves as member on the Division Executive Committee and on the ALLA Legislative Development Committee.
- d. For general committee procedures see Sections 1-4 of Part VIII.

Subsection 4. Membership Committee

- a. The Membership Committee coordinates activities with the Association Membership Committee and recruits members for the Division.
- b. Through a network of liaisons in each library, the committee gathers names of potential new members, which are then contacted. The committee develops ideas to make the Division more attractive to new members.
- c. The committee chair serves as a member on the Division Executive Committee and on the ALLA Membership Committee.
- d. For general committee procedures see sections 1-4 of Part VIII.

Subsection 5. Nominating Committee

- a. The Nominating Committee is composed of three members representing various groups and interests of the Division. The immediate-past chair of the Division serves as chair of the nominating committee.
- b. For general committee procedures see Sections 1-4 of this Part VIII. For specific procedures, see below:
 - 1. The Nominating Committee prepares a slate of two qualified nominees for each of the offices of chair-elect, secretary, and the appropriate members-at-large. Nominees shall be solicited in ALLA publications, the ALLA-L Listserv, and the CUS Website.
 - 2. The members-at-large are nominated for two-year terms on a rotating basis. (e.g. in 1991, ML for Planning and ML for Organization and Bylaws were nominated. In 1992, ML for Programs and ML for Projects were nominated. In 1993, the nominations will again be for ML for Planning and ML for Organization and Bylaws.)
 - 3. Additional information on the nominating process is found in Part IV.

Subsection 6. Planning Committee

- a. The Planning Committee reviews and updates the Division's missions and goals statement and long-range plan annually.
- b. The Planning Committee chair is the Member-at-Large for Planning and serves on the Division's Executive Committee.
- c. For general committee procedures, see sections 1-4 of Part VIII.

Subsection 7. Programs Committee

- a. The Programs Committee is responsible for developing plans for the annual convention program by identifying session themes and potential speakers two years in advance, thereby providing the Chair-Elect with program ideas when he/she assumes office.
- b. The committee also develops plans for other programs, workshops, and/or other activities sponsored or co-sponsored by the Division.
- c. The Programs Committee chair is the Member-at-Large for Programs and serves on the Division's Executive Committee.
- d. For general committee procedures, see sections 1-4 of Part VIII.

Subsection 8. Projects Committee

- a. The Projects Committee works on special projects related to the Division or its membership. Each year the committee determines which projects it will undertake and submits the list to Executive Committee for approval.
- b. As an on-going project, the committee is responsible for maintaining and updating the CUS Directory. The directory is reissued on a schedule determined by the Executive Committee.
- c. The committee is responsible for advising the CUS Webmaster on changes and additions to the CUS Website.
- d. The Projects Planning Committee chair is the Member-at-Large for Projects and serves on the Division's Executive Committee.
- e. For general committee procedures, see sections 1-4 of Part VIII.

Subsection 9. Public Relations Committee

- a. The Public Relations Committee strives to make the public more conscious of the Alabama Library Association, especially as it relates to the College, University and Special Libraries Division. Coordinates

activities with the Association Public Relations Committee to increase public awareness of the importance of libraries in general and of Alabama college, university and special libraries in particular; to increase awareness of the contributions and activities of libraries in serving the people of Alabama; to improve public opinion of these libraries and the Division; and to promote public interest in them by means of newspapers and other mass media, displays and exhibits, and personal contact. Cooperates with all Division committees, and especially Legislative Development, in publicizing work of the Division.

- b. For general committee procedures, see sections 1-4 of Part VIII.

Subsection 10. Publications Committee

- a. The Publications Committee is responsible for publicizing the activities of the Division and its members via ALLA publications, the ALLA-L listserv, the CUS Web site, and other media.
- b. The committee reviews for content and format any work suggested for publication by the Division and submits approved works to the Association Publications Committee, or its representatives, for final approval. Coordinates special publication projects with other divisions or related agencies (e.g. Alabama Chapter of Special Libraries Association, Alabama Association of College and Research Librarians). Encourages and rewards publication through an annual award for Outstanding Professional Publications.
- c. The chair of the Publications Committee serves as a member of the ALLA Publications Board and is responsible for coordinating schedules and publication policy with the general editor; and for arranging for individual reporters from within the membership to report on specific meetings and events held or sponsored by the Division. All materials for publication must conform to any applicable Association guidelines.
 - 1. The committee chair informs the Executive Committee of deadlines for submission to ALLA publications and reports on any changes made in the publication guidelines.
 - 2. The committee chair reports back to ALLA publication editors any concerns about that publication, or suggestions for improvement, voice by Executive Committee members.
 - 3. The committee chair ensures that all materials submitted to editors for publication have been edited consistently with the Association guidelines.
 - 4. The committee chair manages post-convention publicity for the Division.

5. The committee is responsible for encouraging and rewarding professional publication by Alabama Library Association members by reviewing and selecting annual recipients of CUS Outstanding Professional Publications awards.
6. The committee advertises the Outstanding Professional Publication Award competition in at least one issue of ALLA publications and in such other media as seems appropriate, not later than July preceding the October deadline.
 - a. Reviews Library Literature and other sources to verify the qualifications of nominees and to identify individuals the Committee itself might nominate.
 - b. Follows the established criteria in considering all nominees on an equal footing.
 - c. Informs the Division Chair of their decision.
 - d. Arranges for the certificate.
 - e. Informs the funding agency in time for a check to be prepared in the appropriate name.
 - f. Arranges with the funding agency to have a representative available at the annual meeting to make the presentation.
 - g. Notifies the recipient so that the recipient or a representative will be available to accept the presentation.
 - h. Arranges with the Division program chair for time during the annual meeting to hold the ceremony.
 - i. Submits a brief biographical sketch of the recipient for publication in ALLA publications and other media as deemed appropriate (e.g. local and college newspapers, *C&RL News*, *American Libraries*).

Subsection 11. Research Committee

- a. The Research Committee encourages research among Division membership. Determines and implements methods by which research may be presented to membership; and determines and implements methods by which individual librarians may be presented to the membership.
- b. For general committee procedures, see sections 1-4 of Part VIII. For specific procedures, see below:

1. The committee chair acts as a liaison with organizations and individuals, which agree to sponsor awards to recognize merit in research by Division members.
2. The committee prepares a publicity campaign to begin by late summer to publicize competitions sponsored by the committee.
3. The committee shall solicit, review and select research projects for presentation at the CUS Research Forum held at the annual convention, and determine which projects will be awarded prizes. In addition, the committee shall solicit, review and select recipients of CUS Research Grants.
4. The committee arranges, through the chair-elect (as Division convention program chair), for time and space for the annual research paper presentation. The committee ensures equipment needed by presenters is made available.
5. The committee plans an appropriate awards presentation ceremony as part of the CUS Research Forum. Sponsors of individual awards are invited to make brief speeches in honor of the recipients and to present the actual awards. The award winners are also announced during the Division's Business Meeting.

Section 6. Ad Hoc Committees

May be appointed by the chair to carry out a specific task, at the completion of which the committee ceases to exist. The appointment defines the charge, membership, and duration of the ad hoc committee.

Subsection 1. Handbook Committee

An Ad Hoc Handbook Committee is formed for major revisions when needed. The Handbook Committee solicits suggestions from officers and members of the Executive Committee regarding needed additions or revisions of the CUS Handbook. The Division secretary serves as an ex-officio member of the Committee. The Member-at-large for organization and bylaws shall serve as a member of this committee.

Subsection 2. History Committee

- a. The History Committee researches the records of the Division in the University of Alabama Archives and every five (5) years, or at the request of the Executive Committee, the committee reviews and revises the entire history of the Division.
- b. The committee collects and collates official records of the Division from the Division chair, chair-elect and other officers and committee chairs.

- c. The committee maintains and updates a list of present and past officers of the Division.
- d. After review, the committee forwards two (2) copies of the history updates to the Association Archives, located at the University of Alabama.

PART VIII. AWARDS

The Division sponsors two annual award competitions for outstanding professional publications and research excellence.

Section 1. Outstanding Professional Publications

This award is funded by EBSCO, Inc. and consists of a certificate (prepared by the Publications Committee) and a check for \$100.00. The award is presented at the Division's annual business meeting by a representative of EBSCO.

- a. Competition for the award is open to all personnel employed in Alabama libraries.
- b. Nominations may be made by any member of the Division, including the nominee.
- c. Nominations are submitted to the Publications Committee by October 1 to be considered for the award to be presented the following April.
- d. The Publications Committee will determine a winner by December 30. The decision of the committee is not contestable. Any failure to observe the criteria should be reported to the Committee chair.
- e. The award will be made on the following criteria:
 - 1. Recipient must be employed in an Alabama library at the time of selection to receive the award.
 - 2. Recipient must have made an outstanding contribution to the professional literature of academic or special librarianship within the past three (3) years. Publications in other fields, or published more than three (3) years prior to the deadline for submission of nominees will not be considered.
 - 3. Members of the CUS Publications Committee are not eligible to receive the award during their period of service on the Committee.
 - 4. The same individual cannot win the award in two (2) consecutive years.
 - 5. The committee will consider the quality as well as the quantity of publication. In the case of journal articles, articles in refereed

journals will be given extra weight. In the case of books or chapters of books, the reputation of the publisher will be taken into account. Publications will be judged in terms of contribution to the profession.

For specific procedures of the Publications Committee, see Part VIII, Section 5, Subsection 10 (above).

Section 7. Research Excellence

Any member of the Association may submit a paper to be considered for presentation at the Division's Research Forum held during the Association's annual convention. Each paper is eligible for one of two awards. An attempt is made to make one award to an experienced researcher and the other award to a novice researcher. The awards include a cash prize sponsored by EBSCO, Inc. and Blackwell North America, Inc.

Subsection 1. Abstracts of research to be considered are due to the chair of the Division's Research Committee by September 15. Abstracts are submitted without the author's name appearing but with a one-page vita from the researcher.

Subsection 2. The Research Committee reviews the abstracts based on the following criteria to select papers for presentation and awards:

- a. Potential significance of the research to college, university, or special libraries.
- b. Validity of the methodology and analysis.
- c. Originality and innovation.
- d. Clarity and completeness of the abstract.

Subsection 3. The chair of the Research Committee notifies authors whose abstracts are accepted and invites them to submit a manuscript. The invitation includes the format for the paper. Generally the manuscripts are due to the chair by December 1.

Subsection 4. The Research Committee notifies authors invited to present their papers at the Research Forum by January 15.

Subsection 5. The announcement of the award winners and the presentation of the awards are made at the conclusion of the Research Forum.

For Specific procedures of the Research Committee see Part VIII, Section 5, Subsection 11.

PART IX. PUBLICATIONS

Section 1. Regular Publications

The College, University, and Special Libraries Division of the Alabama Library Association, Inc., does not have its own regular publications.

Section 2. ALLA Publications

The Publications Committee is responsible for the Division's page in ALLA publications. In practical terms, the chair of the Publications Committee is editor of the CUS page.

Section 3. Other Publications

From time to time, the Division may also sponsor other forms of publications (e.g. pamphlets). All such publications require the approval of the Executive Committee of CUS and the existence of adequate funds.

Section 4. Publications Outside of the Association

Publications to be distributed outside the Association require approval of the Association's Publications Committee.

PART X. RELATIONSHIPS WITH OTHER ORGANIZATIONS

The College, University and Special Libraries Division works with other professional organizations to promote educational and cultural activities of mutual interest. While much of this work is done through the Alabama Library Association, of which CUS is a division, some is done directly between the Division and the other professional organizations; e.g., CUS has a history of cooperative ventures with the Alabama Chapter of the Special Libraries Association, with the Alabama ACRL Chapter, and with the Society of Alabama Archivists.