

V. COMMITTEES

V. A. APPOINTMENT OF COMMITTEES

(Section of the constitution and by-laws applicable to this section: VI I.)

V. A. 1. ELIGIBILITY

Committee membership is open to all individual members of the Association and to all persons designated as institutional representatives.

V. A. 2. METHOD OF APPOINTMENT

Chairs of committees are appointed by the President in consultation with the Board and other parties as appropriate except when otherwise specified. Other committee members are appointed by the President in consultation with the chair of the committee and the Board, except when otherwise specified.

V. A. 3. TERMS OF OFFICE

Except when otherwise specified, committee chairs and members may serve no more than 4 consecutive years, as stated in the Report of the Ad Hoc Committee on Term Limit Appointments, August 2000 (see the MLA website). Service as a member does not preclude subsequent service as chair with four additional years. In consultation with the President, committee chairs may request the resignation of members who are not contributing to the fulfillment of the committee's charge. Members may be reappointed after being off a committee for one year.

V. A. 4. EX OFFICIO MEMBERS

Ex officio members have the same privileges and obligations as other committee members. The President may serve *ex officio* on all committees except the Nominating Committee.

V. A. 5. RESIGNATION

The resignation of a committee member is addressed to the President who may appoint an individual to fill the vacancy.

V. A. 6. SUBCOMMITTEES

The President constitutes subcommittees according to the procedures described above for committees. Subcommittees are responsible to and report to the parent committee.

V. B. AUTHORITY AND REPORTING

All committees, unless otherwise specified in the constitution and by-laws or this handbook, report to the membership through the Board. Committees are appointed with power to take all steps necessary to carry out their charge while following the policies set forth in the constitution and by-laws and this handbook. However, it is the responsibility of committees to notify and consult with the President prior to taking significant actions, especially when they might be controversial or when they affect relations with other organizations.

V. C. RESPONSIBILITIES OF THE COMMITTEE CHAIR

(Section of the constitution and by-laws applicable to this section: VI H.)

The chair of each committee is responsible for assuring that the charge given to the committee by the President and the committee's obligations as described in section V A-G are carried out; and that committee members are kept fully advised of and involved in all committee activities.

V. D. CONDUCT OF BUSINESS

(Section of the constitution and by-laws applicable to this section: VI H, J; XI.)

V. D. 1. PARLIAMENTARY AUTHORITY

The rules in the current edition of *Robert's Rules Of Order Newly Revised* govern the conduct of committees in all cases to which they are applicable and in which they are not inconsistent with the constitution and by-laws, any special rules of order the Association may adopt, or this Handbook.

V. D. 2. MEETINGS

Committees usually meet at the annual meeting of this Association. Other meetings may be arranged as necessary.

V. D. 3. QUORUM

A quorum of a committee consists of a majority of its members provided that the chair is present.

V. D. 4. VOTING

Written approval by members of a committee constitutes an affirmative vote.

V. D. 5. REPORTS AND RECOMMENDATIONS

Reports and recommendations of a committee can contain only what has been agreed to by a majority of its members.

V. D. 6. MINUTES

Each committee keeps a record of its meetings in the nature of minutes for the use of the committee and the Board.

V. D. 7. ANNUAL REPORT

An annual report is submitted to the designated Board members by the date specified in the official calendar. The report should be in a form appropriate for publication.

V. D. 8. CONTINUITY

If appropriate, the committee prepares and maintains a handbook of policies and procedures to insure continuity of the committee's work.

V. D. 9. MAINTENANCE OF RECORDS

Committee files that are no longer required for current business are sent to the Archives of the Association.

V. D. 9. a. POLICY ON MACHINE-READABLE RECORDS

Paper is the preferred format for the records of the Music Library Association destined for the Archives, but duplicate electronic documentation is also highly desired.

- 1) Documents created on computers with word processing software should be saved in their final form on paper and kept as one would normally file paper records.
- 2) Other e-mail correspondence of a substantive nature should be saved on paper. Officers should use their discretion in determining what is substantive. Matters of policy, official business, discussions, problem-solving, and the like should be saved.
- 3) Financial reports should be saved on paper at intervals coinciding with reporting. The Treasurer/Executive Secretary shall submit spreadsheets in both print (when feasible) and digital format at the end of his/her term.
- 4) Databases (survey information, for example, or address lists, etc.) should be printed in report format, if possible, but preserved also as electronic information in order to maintain the capability for searching in the future.
- 5) The Information Sharing Subcommittee, or its successor, shall be responsible for maintaining a digest of MLA-L as currently published in the *MLA Newsletter*. If publication of the digest is discontinued for any reason in the future, the Subcommittee shall continue to be responsible for the compilation of the digest for periodic submission to the MLA Archives.
- 6) Information submitted to the MLA Archives on disk should be documented thoroughly as to the software name and issue used, the type of hardware (including name and model number), and

any special requirements for running the software on the hardware. Where possible, the software recommended for transacting MLA business should be used.

V. E. BUDGET

V. E. 1. BUDGET REQUEST

If the work of the committee requires expenditures, the committee presents an annual budget request to the Finance Committee of the Association following the procedures and deadlines established by the Fiscal Officer. These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance Committee meeting in May or June of each fiscal year; the budget requests normally have a submission date deadline of four weeks before the May/June Board meeting.

V. E. 2. BUDGET APPROVAL

Following the Board meeting at which the budget for the next fiscal year is approved (normally in May or June) and before the beginning of the new fiscal year, the Fiscal Officer notifies committee chairs who have requested funding whether they have received an appropriation and if so, its amount.

V. E. 3. REIMBURSEMENT

Receipts for approved committee expenditures are submitted by the committee chair to the Treasurer/Executive Secretary of the Association for reimbursement. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board of Directors. This includes travel expenses that must have been budgeted and approved in advance even if the Board has approved the activity requiring the travel. When appropriate, the tax-exempt number 962-1615201 is used in making MLA purchases.

V. F. PUBLICATIONS

Committees that wish to publish the products of their work in *NOTES*, the *MLA Newsletter*, the *Music Cataloging Bulletin*, the MLA Technical Reports or the MLA Index and Bibliography Series submit manuscripts to the appropriate editor. Other materials intended for publication or distribution under the Association's name, imprint or logo are submitted to the Publications Committee for review and then to the Board for approval. Informal and draft documents may be submitted to the MLA Clearinghouse in print or electronic form.

V. G. QUESTIONNAIRES

See II.A.5.k.

V. H. STANDING COMMITTEES

V. H. 1. GENERAL INFORMATION

(Section of the constitution and by-laws applicable to this section: VI.)

The Board or the Association may direct the President to appoint standing committees in addition to those specified by the constitution and by-laws and this Administrative Handbook.

Members of standing committees follow the relevant procedures and policies outlined for all committees in sections V A-G above. In addition, the chair of each standing committee except the Finance Committee submits a written report of interim activity to the President for each Board meeting by the date specified on the official calendar.

V. H. 2. DEVELOPMENT COMMITTEE

(Section of the constitution and by-laws applicable to this section: VI B.)

V. H. 2. a. CHARGE

The Development Committee plans a program and implements Board decisions regarding direction of the Association's growth. This may be achieved, for example, by membership drives, fund raising, and public relations. The Development Committee is responsible for the preparation of promotional material such as brochures on music librarianship or on the Music Library Association. Such material should be designed to attract additional members to MLA or additional subscribers to *NOTES*. Board approval must be obtained before such material may be distributed, and revision dates should be added to each new issue.

V. H. 2. b. MEMBERSHIP

The Development Committee includes the Publicity Officer *ex officio*, the President *ex officio*, the Vice-President/Past President *ex officio*, the Treasurer/Executive Secretary *ex officio*, and at least one MLA member not currently serving on the Board.

V. H. 2. c. PROCEDURES AND POLICIES

Members of the committee follow the relevant procedures and policies outlined for committees in sections V A-G above.

V. H. 2. d. MARKETING SUBCOMMITTEE

The Marketing Subcommittee plans, coordinates, and executes the selling of merchandise as promotional and fundraising initiatives for the Association. All MLA merchandise must be approved by the Board of Directors in advance of its sale, and must display the full name and/or official logo of the Association. The Subcommittee coordinates the installation and staffing of the MLA Shop at annual Association meetings. The Advertising Manager, Publicity Officer, and Treasurer/Executive Secretary serve as *ex officio* members of the subcommittee.

V. H. 3. EDUCATION COMMITTEE

V. H. 3. a. CHARGE

The Education Committee devises and coordinates activities related to professional and continuing education for music librarianship. Such activities may include: planning and coordinating pre- or post-conference workshops, which generally deal with topics in greater depth or with a stronger emphasis on practicality than in the general sessions of the annual meetings; presenting workshops on the basic precepts of music librarianship through the sponsorship of library schools, MLA chapters, or regional library associations and councils; developing instructional materials for such workshops and making them available as requested outside the context of the workshop; functioning as a clearinghouse for information regarding courses and curricula in music librarianship; publicizing MLA continuing education activities of the organization; and acting as a liaison with various state continuing education committees.

V. H. 3. b. WORKSHOP PLANNING

- 1) The committee submits a preliminary program for the workshop to the Board for approval at its May/June meeting and a final program to the Board for approval at its fall meeting. In general, the committee is guided by practices applying to the main conference program.
- 2) The committee submits a preliminary budget for the workshop to cover the registration fee and appropriate expenses. This budget is submitted to the Finance Committee following the procedures and deadlines established by the Fiscal Officer. These budget requests are normally solicited by the Fiscal Officer eight weeks prior to the annual Finance Committee meeting in May or June of each fiscal year; the budget requests normally have a submission date deadline of four weeks before the May/June Board meeting. The committee submits a final budget to the Finance Committee for approval at the fall Board meeting.

It is considered that members of the Association will participate in the program of the workshop without reimbursement by the Association. In the event that a non-member can provide a perspective to the program of benefit to the registrants, the Board may authorize expenses.

- 3) It is recommended that the committee maintain a procedural manual for workshop planning.

V. H. 3. c. OTHER PROCEDURES AND POLICIES

In all matters, members of the committee follow relevant procedures and policies outlined for committees in sections V A-G above.

V. H. 3. d. LIBRARY SCHOOL LIAISON SUBCOMMITTEE

The Library School Liaison Subcommittee is charged to enhance MLA's visibility in the library school community and with library school educators; to serve as a vehicle for communication standards in music library education; and, to explore opportunities for bringing MLA continuing education programs to a wider audience in conjunction with established library schools.

V. H. 3. e. EDUCATION OUTREACH SUBCOMMITTEE

The Education Outreach Subcommittee is charged to investigate, develop, and provide educational initiatives to groups that fall outside of, but which are related to, the Music Library Association, including members of MLA Chapters, professional librarians working with music materials who are not members of MLA or its Chapters, library paraprofessionals working with music materials, and other groups not presently identified.

V. H. 4. FINANCE COMMITTEE

(Section of the constitution and by-laws applicable to this section: VI D.)

V. H. 4. a. CHARGE

The charge of the Finance Committee is identical to that of the Fiscal Officer. See section II. E. 12. a. (Board of Directors: Fiscal Officer) for the procedures and policies to be followed.

V. H. 4. b. MEMBERSHIP

The Finance Committee consists of five voting members of which the Fiscal Officer (who serves as chair of the committee), and the Treasurer/Executive Secretary are specified by the constitution. Others currently designated by the President are the Assistant Fiscal Officer; and the Vice-President/President-Elect. The President customarily meets with the Finance Committee and is a voting member.

V. H. 4. c. OTHER PROCEDURES AND POLICIES

Members of the Finance Committee receive reimbursement for whatever part of the door-to-door transportation expenses to-and-from meetings is not borne by their home institution.

In other matters, members of the committee follow the relevant procedures and policies outlined for committees in sections V A-G above.

V. H. 4. d. INVESTMENT SUBCOMMITTEE

The Investment Subcommittee is composed of seven members including all five members of the Finance Committee (President, Vice-President/President-Elect/Past President, Fiscal Officer, Assistant Fiscal Officer, and Treasurer/Executive Secretary) as voting members of the Subcommittee except for the Treasurer/Executive Secretary, who shall be a non-voting member. The Assistant Fiscal Officer shall serve as the coordinator of the Investment Subcommittee. Two MLA members will be appointed by the President. The two appointed members shall serve staggered two-year terms. The two appointed MLA members shall be voting members of the Subcommittee.

V. H. 4. d. 1. CHARGE

The Investment Subcommittee monitors MLA investments and makes investment recommendations in accordance with financial objectives and policies set by the Board. It works with the Finance Committee and the Treasurer/Executive Secretary on matters affecting investments, and each January submits to the President, Past President/President-Elect, the Treasurer/Executive Secretary and the Fiscal Officer a report on the previous year's investment performance.

V. H. 5. MEMBERSHIP COMMITTEE

(Section of the constitution and by-laws applicable to this section VI.E)

V. H. 5. a. CHARGE

The Membership Committee, in cooperation with the President and the Treasurer/Executive Secretary, shall be responsible for promoting recruitment and retention efforts related to all categories of membership in the Association. The President shall designate one member to serve as chair.

V. H. 5. b. MEMBERSHIP

The *ex officio* members of the Membership Committee are the Treasurer/Executive Secretary, the Publicity Officer, the Placement Officer, the Chair of the Development Committee, the Chair of the Outreach Subcommittee, and the Vice-President/President-Elect or the Past President.
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V. H. 5. c. OTHER PROCEDURES AND POLICIES

In all other matters, members of the committee follow the relevant procedures and policies outlined for committees in sections V.A-G. above.

V. H. 6. NOMINATING COMMITTEE

(Section of the constitution and by-laws applicable to this section: IV B, VI F.)

V. H. 6. a. CHARGE

The Nominating Committee seeks candidates for offices whose terms are next to expire and recommends persons to receive citations.

a) In choosing candidates, the committee consults with members of the Association, chapter and committee chairs, and members of the Board of Directors. Candidates for office must be regular, life, or individual sustaining members of the Association. Membership need not be a pre-requisite to the receiving of a citation, but the recipient should have contributed to the national affairs of the Association and to the furthering of the Association's aims, even if not via MLA directly.

- b) The chair of the committee secures written expression of the willingness of a candidate to run for office and to perform the duties of office if elected. The chair also informs candidates that, although those elected are invited to attend the Board meeting following their election, the Association will not reimburse them for transportation expenses since they will not yet have begun their terms of office.
- c) The slate and the names of those recommended for citations are submitted for approval to the Board of Directors no fewer than sixty days before the annual meeting (usually at the Board's last meeting before the date in the official calendar by which notice of the names of candidates is to be received by the business office). The Nominating Committee regards the recommended slate as confidential and labels it as such in written form until the Board has approved it. The chair makes it clear to the candidates that they are not officially nominated until the Board approves the slate and candidates should be urged to keep their candidacy confidential.
- d) Upon approval of the slate, the chair obtains biographical and professional information from candidates for office for inclusion on the ballot. The chair sends camera-ready copy for the ballot to the Executive Secretary by the date indicated in the official calendar.
- e) The President at the annual business meeting of the Association makes announcement of the recipients of citations. (The President is responsible for having the text of the citation written and commissions a calligrapher to prepare the presentation version of the citation).
- f) The file documenting the committee's work is submitted to the President by the annual meeting.

V. H. 6. b. MEMBERSHIP

The Nominating Committee includes no fewer than three members, only one of whom may be a member of the Board of Directors. Members of this committee may not serve for consecutive terms.

V. H. 6. c. OTHER PROCEDURES AND POLICIES

In all other matters, members of the committee follow the relevant procedures and policies outlined for committees in sections V.A-G. above.

V. H. 7. PROGRAM COMMITTEE

(Section of the constitution and by-laws applicable to this section: III E.)

V. H. 7. a. CHARGE

The Program Committee, in cooperation with the Convention Manager, is responsible for preparing the programs for annual meetings and for conducting all business concerning these programs.

V. H. 7. b. MEMBERSHIP

The Committee consists of five regular members and shall serve through the end of the annual meeting for which they were appointed. Four members will be appointed two years before the annual meeting. One will chair the committee, one will represent special committees, one will represent the roundtables, and one will be a member-at-large. The fifth voting member will be the chair of the following year's Program Committee when appointed. In addition, there are the following *ex officio* members: a liaison from the board, a representative of the Education Committee, chair of the Local Arrangements Committee, and the Convention Manager. The Program Chair works closely with the chair of the Education Committee.

V. H. 7. c. PROCEDURES AND POLICIES

The Program Committee reports directly to the Board of the Association. For the fall Board meeting, the Convention Manager prepares a unified budget from those proposed by the Program Committee, the Local Arrangements Committee, and the Education Committee (if there is to be a pre- or post-conference workshop), and it is then submitted to the Finance Committee. The Board approves the proposal or recommends changes. The Convention Manager is responsible for negotiating the arrangements and expenses for audio-visual equipment and refreshments with the convention hotel.

Other guidelines and procedures to be followed are set forth in the Handbook for Local Arrangements and Program Chairs and in the relevant procedures and policies outlined for committees in sections V A-G above.

V. H. 8. PUBLICATIONS COMMITTEE

(Section of the constitution and by-laws applicable to this section: V F.)

V. H. 8. a. CHARGE

The Publications Committee establishes general policies and procedures related to the Association's publications program and provides a forum for the exchange of ideas, problems, and concerns related to the Association's publications. The committee formulates over-all policy regarding standards, budgeting, pricing, advertising and distribution, and is responsible for the production and maintenance of a manual of editorial policies and procedures. The committee does not approve individual publications.

1) Materials intended for publication in *NOTES*, the *MLA Newsletter*, the *Music Cataloging Bulletin*, or the *Job List* are submitted directly to the appropriate editor for approval. Each of these editors has authority to decide which materials should be published. Materials intended for publication in the MLA Technical Reports or the MLA Index and Bibliography Series are submitted directly to the appropriate editor for approval. Each of these editors has authority to decide which materials should be recommended to the Board for publication. Recommendations

to the Board are made in the form of a letter to the President who presents it at the next Board meeting.

2) Budget requests for the MLA Technical Reports, the MLA Index and Bibliography Series, the *Music Cataloging Bulletin*, and the *MLA Newsletter* are solicited by the Fiscal Officer from each editor; the Publications Committee does not perform any approval function in this process. The budget request for *NOTES* is transmitted directly from its editor to the Fiscal Officer.

3) Each chapter chair, or his/her representative, keeps the chair of the Publications Committee informed of chapter projects that may result in publications. The chair of the Publications Committee, in turn, serves as liaison with the Board of Directors regarding chapter publications along with the Vice-President/Past President, who has general responsibility for liaison between the Board and chapters.

As chapters formulate plans for publications, the Publications Committee is available for advice and consultation, especially as to whether a proposed publication might be suitable for national rather than regional release and distribution. The chapter chair sends a final draft copy of each proposed publication to the chair of the Publications Committee, indicating when publication is expected and the proposed price to be charged. After release, a copy of each publication is sent to the Vice-President or Past President, the archives and the Treasurer/Executive Secretary. Copies or news of publications may be sent to the editors of *NOTES* and the *Newsletter*.

Chapters may recover the full editorial, production, and distribution costs of publications. A reasonable additional sum may also be included in the price to help underwrite future editions or other publications.

Chapter newsletters, announcements of meetings, and the like, are exempted from the regulations above. Copies of such releases, however, are routinely sent to the President, Vice-President/Past President, Treasurer/Executive Secretary, the archives, and editors of the *MLA Newsletter* and *NOTES*.

4) Committees that wish to publish the products of their work in *NOTES*, the *MLA Newsletter*, the *Music Cataloging Bulletin*, the MLA Technical Reports or the MLA Index and Bibliography Series submit manuscripts to the appropriate editor. Other materials intended for publication or distribution under the Association's name, imprint or logo are submitted to the Publications Committee for review and then to the Board for approval.

V. H. 8. b. MEMBERSHIP AND MEMBERS' RESPONSIBILITIES

Committee membership consists of:

1) An appointed chair who oversees the work of the committee's charge and is ultimately responsible for its implementation. He/she reports to the Board as outlined in section V A-G above, but because the work of this committee generates part of the Association's income as well as its expenses, the chair stays in especially close contact with the President (see also II. B. 1.).

2) The Treasurer/Executive Secretary of the Association.

3) The Publicity Officer of the Association.

4) The editor of *NOTES*. The editor of *NOTES* is appointed by the Board of Directors and bears chief responsibility for the journal. The editor appoints and supervises the staff, solicits articles, and maintains the necessary liaison with the printer. The editor submits reports to each meeting of the Board of Directors and sends a copy to the chair of the Publications Committee. The editor submits a budget to the Fiscal Officer. The editor reports changes in the *NOTES* staff to the President. The editor receives an honorarium.

5) The Advertising Manager.

6) The editor of the *MLA Newsletter*. The editor of the *MLA Newsletter* is appointed by the President in consultation with the Board of Directors. The editor solicits items for publication and scans library and other relevant literature for additional information which should be brought to the attention of members of the Association. The editor edits all material, prepares copy and oversees printing and distribution. The editor submits reports to each meeting of the Board of Directors and sends a copy to the chair of the Publications Committee. The editor submits a budget to the Fiscal Officer. The editor receives an honorarium.

7) The editor of the *Music Cataloging Bulletin*. The editor of the *Music Cataloging Bulletin* is appointed by the President in consultation with the Board of Directors. The editor receives copy from the Music Section of the Special Materials Cataloging Division of the Library of Congress (sent automatically) and may solicit copy from other sources such as the Bibliographic Control Committee, reports on cataloging sessions at local and national meetings and questions and recommendations from individuals. Questions on LC policy are submitted to the Music Section for comment before being published in the *Music Cataloging Bulletin*. The editor prepares camera-ready copy and oversees printing and distribution. The editor submits reports to each meeting of the Board of Directors and sends a copy to the chair of the Publications Committee. The editor is a member of the Bibliographic Control Committee. The editor submits a budget to the Fiscal Officer. The editor receives an honorarium.

8) The editor of the *MLA Index and Bibliography Series*. The editor of the *MLA Index and Bibliography Series* is appointed by the President in consultation with the Board of Directors. The editor receives and solicits manuscripts and consults with appropriate readers in the selection of manuscripts to be recommended to the Board of Directors for publication. Recommendations to the Board are made in the form of a letter to the President who presents it at the next Board meeting. Included in this letter will be: a description of the project, justification of the importance of the project, proposed format, sample pages or, if possible, the manuscript, estimated length, estimated timetable for publication, biographical sketch or CV of author, recommended number of copies to print. Budget requests are submitted to the Fiscal Officer. Upon receiving Board approval, the editor performs the final editing of the manuscripts prior to publication. The editor oversees the publication process for each volume; the series is distributed through the business office or by such other means as the Board may approve. The editor notifies the Executive Secretary/Treasurer of all publishing dates in advance, so that the business office

and the Publicity Officer may prepare for distribution and advertising. The editor submits reports to each meeting of the Board of Directors and sends a copy to the chair of the Publications Committee. The editor submits a budget to the Finance Committee via the Publications Committee.

9) The editor of the MLA Technical Reports. The editor of the MLA Technical Reports is appointed by the President in consultation with the Board of Directors. The editor receives and solicits manuscripts and consults with appropriate readers in the selection of manuscripts to be recommended to the Board of Directors for publication. Recommendations to the Board are made in the form of a letter to the President who presents it at the next Board meeting. Included in this letter will be: a description of the project, justification of the importance of the project, proposed format, sample pages or, if possible, the manuscript, estimated length, estimated timetable for publication, biographical sketch or CV of author, recommended number of copies to print. Budget requests are submitted to the Fiscal Officer. Upon receiving Board approval, the editor performs the final editing of the manuscripts prior to publication. The editor oversees the publication process for each volume; the series is distributed through the business office or by such other means as the Board may approve. The editor notifies the Treasurer/Executive Secretary of all publishing dates in advance, so that the business office and the Publicity Officer may prepare for distribution and advertising. The editor submits reports to each meeting of the Board of Directors and sends a copy to the chair of the Publications Committee. The editor receives an honorarium.

10) The editor of the MLA Website (www.musiclibraryassoc.org). The editor of the MLA Website is appointed by the President in consultation with the Board of Directors. The editor serves as gatekeeper for the MLA Website, working with the Association's officers, committee chairs, and other editors to post information about the Association and of use to its members and prospective members. The editor works closely with the Treasurer/Executive Secretary in posting and updating the official working documentation of the Association. The editor also works with the website designer for ongoing maintenance of the site. The editor keeps the information on the site current and develops a schedule for regular updates. The editor develops submission guidelines, procedures and guidelines for linking to other sites, and guidelines for the relationship between the MLA Clearinghouse and the MLA Website. The MLA Website Subcommittee serves in an advisory capacity to the editor in developing and establishing these guidelines. The Website editor serves as a member of the Publications Committee and *ex officio* on the Website Subcommittee. The editor submits reports to each meeting of the Board of Directors and sends a copy to the chair of the Publications Committee.

11) The Placement Officer.

12) The editor of the Basic Manual Series. The editor of the Basic Manual Series is appointed by the President in consultation with the Board of Directors. The editor receives and solicits manuscripts and consults with appropriate readers in the selection of manuscripts to be recommended to the Board of Directors for publication. Recommendations to the Board are made in the form of a letter to the President who presents it at the next Board meeting. Included in this letter will be: a description of the project, justification of the importance of the project, proposed format, sample pages or, if possible, the manuscript, estimated length, estimated

timetable for publication, biographical sketch or CV of author, recommended number of copies to print. Budget requests are submitted to the Fiscal officer. Upon receiving Board approval, the editor performs the final editing of the manuscripts prior to publication. The editor oversees the publication process for each volume; the series is distributed through the business office or by such other means as the Board may approve. The editor notifies the Treasurer/Executive Secretary of all publishing dates in advance, so that the business office and the Publicity Officer may prepare for distribution and advertising. The editor submits reports to each meeting of the Board of Directors and sends a copy to the chair of the Publications Committee. The editor receives an honorarium.

13) The editor of the Copyright Website.

V. H. 8. c. OTHER PROCEDURES AND POLICIES

Other guidelines and procedures to be followed are set forth in the *Handbook for the Publications Chair*.

In all other matters, members of the committee follow the relevant procedures and policies outlined for committees in sections V.A-F. above.

V. I. SPECIAL COMMITTEES

(Section of the constitution and by-laws applicable to this section: VI K.)

V. I. 1. GENERAL INFORMATION

Special committees may be appointed by the President as deemed necessary to carry on the work of the Association. The President dissolves special committees when they have fulfilled their charge.

Members of special committees follow the relevant procedures and policies outlined for committees in sections V A-G above.

V. I. 2. ADMINISTRATION COMMITTEE

The Administration Committee furthers and aids the practice of administration of music libraries and collections; undertakes studies, projects and programs involving space and equipment, budgeting, personnel administration, statistics and other pertinent topics; and, on the basis of these studies, develops standards for administration of music libraries and collections.

V. I. 2. a. INTEGRATED LIBRARY SYSTEMS SUBCOMMITTEE

The Integrated Library Systems Subcommittee identifies requirements for integrated library systems that are of unique or special concern for music materials; evaluates, but does not endorse, existing systems on how effectively they meet these requirements; and coordinates the dissemination of the information to the membership.

V. I. 2. b. MUSIC LIBRARY FACILITIES SUBCOMMITTEE

The Music Library Facilities Subcommittee investigates all aspects of space requirements and equipment peculiar to music libraries.

V. I. 2. c. PERSONNEL SUBCOMMITTEE

The Personnel Subcommittee sets standards for staffing requirements for all types and sizes of music libraries; considers standards for qualifications of paraprofessional and support staff for music libraries; examines the management styles of music librarians in different administrative settings; analyzes the current state of the music library profession, including the job market, who is entering the profession, and why people leave it.

V. I. 2. d. STATISTICS SUBCOMMITTEE

The Statistics Subcommittee evaluates the collection of music library statistics in the light of national standards and proposes standards for collecting such statistics in the light of this evaluation.

V. I. 3. AWARDS COMMITTEES

The committee's recommendations are made in the form of a report to the President, who then presents them to the Board for approval. The President at the annual business meeting of the Association announces names of recipients. The President also communicates news of the award to each recipient, enclosing a check from MLA in an amount specified by the Board.

V. I. 3. a. PUBLICATION AWARDS COMMITTEE

The Publication Awards Committee recommends to the Board publications that it regards as qualified to receive the following prizes awarded annually by MLA:

- 1) the Vincent H. Duckles Award for the best book-length bibliography or other research tool in music, including works dealing with music librarianship;
- 2) The Richard S. Hill Award for the best article on music librarianship or article of a music- bibliographic nature.
- 3) The Eva Judd O'Meara Award for the best review in *NOTES*.

Publications are considered during the year following their imprint date and awards are announced at the annual meeting in the year following, that is, prizes for publications issued in 1981 are announced in 1983, etc.

The Awards Committee consists of three members each with staggered three-year terms. The chair rotates each year to the member beginning the third year of his or her term.

V. I. 3. b. WALTER GERBOTH AWARD COMMITTEE

The Walter Gerboth Award Committee consists of three members, with staggered three-year terms, appointed by the President. The chair rotates each year to the member beginning the third year of his or her term. The Committee recommends the recipient or recipients of the Walter Gerboth Award to the Board annually. The award, made to music librarians who are members of the Association and in the first five years of their professional careers, is made to help support a research project in progress.

V. I. 3. c. DENA EPSTEIN AWARD COMMITTEE

The Dena Epstein Award Committee consists of three members, with staggered three-year terms, appointed by the President to recommend to the Board annually one or more recipients of the Dena Epstein Award for Archival and Library Research in American Music. The chair rotates each year to the member beginning the third year of his or her term. The award is made to support a research project on any aspect of American music, utilizing resources or archives within the United States or abroad. Dena Epstein serves on the Committee *ex officio*.

V. I. 3. d. KEVIN FREEMAN TRAVEL GRANT COMMITTEE

The Kevin Freeman Travel Grant Committee consists of three members, with staggered three-year terms, appointed by the President to recommend to the Board annually one or more recipients of Kevin Freeman Travel Grants. The chair rotates each year to the member beginning the third year of his or her term. At least one member of the Committee shall be from either the Northern or Southern California Chapter. Kevin Freeman Travel Grants may be given to members of the Music Library Association who have not attended an annual MLA meeting before, and who are in the first three years of their professional careers, graduate library school students aspiring to become music librarians, or recent graduates (within one year of degree) who are seeking professional positions as music librarians. Grants support travel costs and other expenses relating to meeting attendance. The number of grants awarded will be determined by the income available from the endowment fund.

V. I. 3. e. CAROL JUNE BRADLEY AWARD COMMITTEE

The Carol June Bradley Award Committee consists of three members, with staggered three-year terms, appointed by the President, to recommend to the Board annually a recipient of the Carol June Bradley Award for Historical Research in Music Librarianship. The chair rotates each year to the member beginning the third year of his or her term. The award is made to support a research project for historical research in music librarianship. Carol June Bradley serves on the Committee *ex officio*.

V. I. 4. BIBLIOGRAPHIC CONTROL COMMITTEE

The Bibliographic Control Committee maintains formal channels of communication among music catalogers, between music catalogers and the Library of Congress, and with other groups

requiring carefully formulated positions on bibliographic control of music materials. It thus participates in maintaining and revising national and international codes for both descriptive cataloging and electronic transmission of bibliographic data.

The membership of the Bibliographic Control Committee consists of the following: chair; chair, Subcommittee on Descriptive Cataloging; chair, Subcommittee on Subject Access; chair, Subcommittee on MARC Formats; chair, Authorities Subcommittee; a representative from Library of Congress (ex officio); a representative from OCLC (non-voting); and the editor of the *Music Cataloging Bulletin*; and a recording secretary/webmaster (non-voting). The chair constitutes working groups as necessary. There are representatives from the Committee to the following outside organizations: the ALA/ALCTS/CCS Committee on Cataloging: Description and Access (CC:DA); the ALA/ALCTS Subject Analysis Committee (SAC); the MARC Advisory Committee (which meets concurrently with the ALA/ALCTS/LITA/RUSA Machine-Readable Bibliographic Information Committee (MARBI)); and the ALA/LITA/ALCTS Authority Control in the Online Environment Interest Group (ACIG). (rev. 6/2005)

V. I. 4. a. SUBCOMMITTEE ON DESCRIPTIVE CATALOGING

The Descriptive Cataloging Subcommittee formulates policy on all matters relating to the descriptive cataloging of music materials and specifically for matters concerning the Anglo-American Cataloging Rules, second edition, the International Standard Bibliographic Descriptions and Library of Congress rule interpretations. The chair serves as the MLA representative to the ALA/ALCTS/CCS Committee on Cataloging: Description and Access (CC:DA). (rev. 6/2005)

V. I. 4. b. SUBCOMMITTEE ON SUBJECT ACCESS

The Subject Access Subcommittee formulates MLA policy on all matters related to access to music materials via subject, including document classification, thesauri of indexable terms, and capabilities for subject access to machine readable bibliographic records. The chair serves as the MLA representative to the ALA/ALCTS Subject Analysis Committee (SAC). (rev. 6/2005)

V. I. 4. c. SUBCOMMITTEE ON MARC FORMATS

The MARC Formats Subcommittee formulates MLA policy on all matters related to the MARC Formats for Bibliographic Data, and other official USMARC formats. The chair serves as the MLA representative to the MARC Advisory Committee (which meets concurrently with the ALA/ALCTS/LITA/RUSA Machine-Readable Bibliographic Information Committee (MARBI)). (rev. 6/2005)

V. I. 4. d. AUTHORITIES SUBCOMMITTEE

The Authorities Subcommittee formulates MLA policy on all matters related to authority control of music materials in libraries. Specifically, the Subcommittee is responsible for all matters pertaining to the process of using authority data (names, titles, subjects) in online environments, and in general, the content and coding of such areas of the machine readable record as may be

pertinent to authority control. Any modifications to descriptive subject or coding conventions needed to support improved authority control are to be identified and referred to the appropriate subcommittee. Further, the Subcommittee should tend to such other matters as are deemed pertinent by the Bibliographic Control Committee. The chair serves as the MLA representative to the ALA/LITA/ALCTS Authority Control in the Online Environment Interest Group (ACIG). (rev. 6/2005)

V. I. 5. LEGISLATION COMMITTEE

The Legislation Committee provides current information to the membership regarding the status of legislation and other legal matters likely to affect music libraries. When appropriate the committee prepares position papers representing the opinion of the membership for government agencies such as the Copyright Office.

V. I. 6. PRESERVATION COMMITTEE

The Preservation Committee coordinates conservation activities within the Music Library Association by keeping the membership informed of ongoing research and development in preservation, encouraging appropriate ways of handling music materials, and addressing specific preservation problems. The Committee concerns itself with the preservation of all forms of music materials, analog and digital, held by libraries and archives.

V. I. 7. PUBLIC LIBRARIES COMMITTEE

The Public Libraries Committee identifies the problems and interests of public librarians who work with music materials, and provides a forum for information exchange and discussion.

V. I. 8. REFERENCE AND PUBLIC SERVICES COMMITTEE

The Reference and Public Services Committee studies current issues, trends, and developments relating to interactions of music librarians and their clientele within the context of serving the orientation, education, and information needs of library users. It disseminates information on these aspects of music librarianship to the membership of MLA, and it recommends to the Board appropriate actions or projects, e.g. workshops, publications, clearinghouses, subcommittees to accomplish its charge.

V. I. 8. a. INFORMATION SHARING SUBCOMMITTEE

The Information Sharing Subcommittee shall act as the Association's liaison to MLA-L, undertaking specific assignments such as reviewing files, as well as clarifying the relationship between MLA and MLA-L and the responsibilities of both parties. The Subcommittee shall also include a liaison with the Joint Committee for the MLA Archives. The Subcommittee develops methods by which information about techniques, methods, developments, etc., in the fields of public and reference services in music can be shared with all interested music librarians and others interested in the field; investigates any and all methods of information sharing in order to advise the other members of the Committee and others in the profession about the most

appropriate means of disseminating information to music librarians; develops a system of current awareness in the public services for music librarians and coordinates the public awareness efforts of the other members of the Committee and the various subcommittees.

V. I. 8. b. BIBLIOGRAPHIC INSTRUCTION SUBCOMMITTEE

The Bibliographic Instruction Subcommittee collects and facilitates the exchange of information concerning library and bibliographic instruction programs in the area of music; develops library programs, workshops, and presentations which increase awareness of, interest in, and skill at instruction concerning music in libraries and music bibliography, contacts other groups interested in library instruction and orientation and shares music experiences with them, provides a link between the general library program and the more specialized music instruction programs, and provides a source to which interested music librarians may apply for information about existing techniques and programs for assistance and guidance in developing new programs or expanding current ones and demonstrating the need and philosophical justifications for programs in their own library systems.

V. I. 8. c. ELECTRONIC REFERENCE SERVICES SUBCOMMITTEE

The Electronic Reference Services Subcommittee collects and facilitates the exchange of information concerning electronic reference services in the area of music; develops programs, workshops, and presentations to enhance knowledge and skills on the part of librarians and library patrons; contacts groups, including vendors, with common interests in electronic reference services, sharing experiences and advice as a means to link users and providers.

V. I. 8. d. REFERENCE PERFORMANCE SUBCOMMITTEE

The Reference Performance Subcommittee investigates all aspects of reference interactions, including, but not limited to, the following examples: 1) analyzing behavior and reference interaction, and how it affects the interview process; 2) investigating the ways in which performance theory can inform the reference interaction; 3) identifying the qualities of a good music reference librarian, investigating the areas of temperament, skills, and training; 4) appraising and evaluating reference performance, investigating various methods and models, and applying techniques used in other disciplines (e.g., mass communications, marketing); 5) identifying barriers to good reference performance, and identifying alternatives to help music librarians provide better reference service.

V. I. 9. RESOURCE SHARING AND COLLECTION DEVELOPMENT COMMITTEE

The Resource Sharing and Collection Development Committee gathers information about resource sharing among music libraries; studies and evaluates different methods of collection assessment and their application to music collections; and disseminates information on resource sharing and collection development to the membership of MLA and within wider library circles; and creates "recommended" lists.

V. J. JOINT COMMITTEES

V. J. 1. CHARGE

Joint committee members carry out the charge given them by the President. Their duties are: to represent, protect, and promote the interests of the Association; to convey significant news about the other organization to the Music Library Association; and to recommend to the Board of Directors projects in which the Association might participate.

V. J. 2. PROCEDURES AND POLICIES

Members of joint committees follow the relevant procedures and policies outlined for all committees in sections V A-G above.

V. J. 3. CURRENT JOINT COMMITTEES

a. **American Musicological Society: Joint Committee On RISM.** This committee is composed of six members, three from each of the two societies. Members serve for a term of three years. The chair, which is appointed by the presidents of the American Musicological Society and the Music Library Association, rotates every three years between the two societies. The committee oversees the collecting activities of the International Inventory of Musical Sources (RISM) in the United States. (rev. 6/2005)

The ranking MLA representative (chair or outgoing/incoming chair) coordinates budget requests and expenses for the MLA.

b. **University Of Maryland: Joint Committee for the MLA Archives.** This committee is composed of eight voting members, including the chair: four represent the University of Maryland (the Director of Libraries or designee, the Associate Director of Libraries, the Head of the Music Library, and the Curator of Special Collections in Music), and four represent the Music Library Association (the chair, the President or designee (*ex officio*), and two additional members as appointed by the President, one of whom shall chair the Oral History Subcommittee). The chair presides at meetings and follows an agenda that has been developed with the Curator, who serves as the executive secretary of the joint committee. The committee meets at least once annually to advise and support the operation of the MLA Archives at the University of Maryland. It develops policies for collection development, records retirement, use of the archives, collection of personal and fugitive papers, and institutional cooperation; encourages bibliographic and historic projects; and assists the curator as necessary.

1) **Oral History Subcommittee.** The charge to the subcommittee is to develop a plan for documenting MLA's history through oral history interviews.

c. **International Association of Music Libraries, Archives, and Documentation Centers, U.S. Branch, and American Musicological Society: Governing Board Of RILM-U.S. Office.** The presidents of the three associations each appoint one member of this committee, who in turn elect the chair annually. The committee oversees the operations of the RILM-U.S. Office, receives its

reports, and takes responsibility for the financial support of the office. It makes financial and substantive reports to the three societies and other funding organizations.

d. Music Publishers Association: Major Orchestra Librarians' Association Joint Committee. The committee meets twice a year to discuss and make recommendations on issues raised by members of the three associations. The MLA members comprise a coordinator of MLA representatives, the President, *ex officio* or designee, and at least two other members. The committee has no chair. Representatives of each association alternate as presiding officer of the committee.