



International Association of School Librarianship

**Handbook of Organization**

*Effective March 15, 2022*

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# General IASL Policies

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## **Awards and Grants**

The establishment of awards, grants and other special monetary programs must be presented to the Executive Committee for final action. The terms of reference and criteria will first be considered in relation to IASL goals, needs and financial obligations.

[Approved 1993]

## **Ballot**

Where required, a ballot of members may be conducted by mail, electronically, or through an appropriate issue of the Association's Newsletter, in which the issues requiring membership decision shall be clearly stated, and a voting form provided for the membership to express its view. [See IASL Bylaws]

## **Conference Exhibits**

Commercial exhibits at conferences are encouraged if proper exhibit space is available. Rental charges for such space should be reckoned on the basis of cost of overall space, size required by exhibitor, extra materials such as electric extensions, tables, etc. plus not less than 10 percent profit. Library exhibits (or association) may be exempted from charges. [Approved 1985]

## **Conference Fees**

The rate for individuals attending conferences on a daily basis should be adjusted to meet the needs of the local (host) country. The local conference committee will be expected to include in its budget the registration fees for presenters of keynote or principal theme papers. Decisions on honorariums and expenses are the responsibility of the local planning committee. [Approved 1985]

## **Fiscal Year**

The fiscal year of the Association shall be from January 1 through December 31. [See IASL Bylaws]

## **Human Rights**

IASL fully supports the International Convention on the Elimination of All Forms of Racial Discrimination, the International Covenant on Civil and Political Rights and the Universal Declaration of Human Rights. Furthermore, holding a Category C status in Unesco, the International Association of School Librarianship endorses the policies of this organization concerning political recognition of a country and concerning the policy of apartheid.

Therefore IASL excludes from membership any association which does not subscribe to the above covenants and excludes any individual member of such countries from holding office in IASL. [Approved 1984; revised 1994]

## **Logo**

The logo of IASL should be used on any official documents of the Association: letterheads, brochures, conference information, etc. It may not be used by individuals without notification to the Secretariat describing the intended use and receiving Executive Committee approval. Proper identification of IASL must be made at all times by the user.

[Approved 1993]

## **Official Language**

The official language of the Association is English. [See IASL Bylaws]

However, where the host language of the country is other than English an effort should be made to provide program information and sessions in that language during the Annual Conference. [Approved 1979]

### **Proxy Voting**

1. A member entitled to vote at a meeting of members of the Association shall be entitled to appoint a proxy holder (who must also be a member) as his/her nominee to attend, act, and vote for him/her at such meetings.
2. A form of proxy shall be in writing and signed by the member.
3. A proxy whether for a special meeting or otherwise shall be in the form described in the Association's Handbook of Organization
4. Each signed proxy must be given to the Executive Director, or if the Executive Director is not present, a member of the Executive Committee other than the chairperson, before the start of the meeting or adjourned meeting at which the person named in the proxy proposes to vote. [See IASL Bylaws]

### **Proxy Voting Format**

I, [Name] of [Address](Personal, Institution or Association address), being a member of the association, appoint

[Name] of [Address] (Personal, Institution or Association address) as my proxy to vote on my behalf at the (annual) general meeting of the association, to be held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_(Day, Month, Year), and at any adjournment of the meeting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (Day, Month, Year).

Signature \_\_\_\_\_.

Resolution statement(s) \_\_\_\_\_

\* in favor \_\_\_\_\_ \* against \_\_\_\_\_

(\* Strike out whichever is not wanted for each statement above. (Unless otherwise instructed, the proxy may vote as the proxy considers appropriate.)

### **Regional Meetings**

In order to develop better communication among national associations and with IASL; and to support programs of interest to regions which will be within traveling distance of individual members; and to be more sensitive to the needs of specific regions and countries, regional meetings of IASL members, individuals, and/or associations may be held from time to time as the need arises. Such meetings should invite the IASL officers and the Director(s) of the regions. The minutes, reports, and/or resolutions arising from these meetings should be forwarded to the Executive Director of IASL for action at the next meeting of the Executive Committee. [Approved 1979]

### **Regional Representation on the Board**

1. A minimum of nine (9) Regional Directors, to represent the Association geographically around the globe, shall be elected by the general membership. The regions for representation shall be reviewed regularly by the Executive Committee to ensure appropriate distribution. The Regional Director is expected to live in the region that he/she is elected to represent and must be a member of the Association.
2. The term of office for Regional Directors shall be three (3) years. No Regional Director shall serve more than two (2) consecutive terms. At each annual general meeting of the Association, the members of the Board, whose terms have ended, must resign from office, but are eligible for re-election providing they have not served two (2) consecutive terms in the same position.

3. A regional Director may resign from the Board by giving written notice of resignation to the President, with a copy to the Executive Director. The resignation is in effect from the time of receipt of the notice. A Regional Director may be removed from office for just cause after due process and by affirmative vote of two-thirds of the Board of Directors. [See IASL Bylaws]

**Regions of the Association:**

- **Region 1: Africa** refers to all nations in Sub-Sahara Africa including Botswana, Congo, Ethiopia, Kenya, Namibia, Nigeria, South Africa, and Zimbabwe.
- **Region 2: Asia** refers to all nations in central Asia including Bangladesh, India, Indonesia, Malaysia, Pakistan, Singapore, Sri Lanka, and Thailand.
- **Region 3: North America** includes Canada, the USA, and Puerto Rico.
- **Region 4: Latin America/Caribbean** refers to Central America, South America and the islands of the Caribbean and includes Antigua/Barbuda, Argentina, Bahamas, Bermuda, Brazil, Chile, Columbia, Jamaica, Mexico, Peru, and Trinidad/Tobago.
- **Region 5: East Asia** refers to the eastern section of Asia and includes Cambodia, China, Hong Kong, Japan, Korea, Laos, Philippines, Taiwan and Vietnam.
- **Region 6: Europe**
- **Region 7: North Africa/Middle East** refers to the African nations along the Mediterranean and the nations of the Middle East including Egypt, Israel, Jordan, Kuwait, Oman, Palestinian Authority, Turkey, and United Arab Emirates.
- **Region 8: Oceania** refers to the nations of the Pacific Ocean including Australia, East Timor, Fiji, Guam, Micronesia, New Zealand, Papua New Guinea, Tonga, and (Western) Samoa.
- **Region 9: International Schools** is a worldwide region.
- **Region 10:** [reserved for future use]

# IASL Procedures

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## **Procedures: Administration / Management**

IASL officers provide oversight for various program areas.

### **President**

- Awards Committee
- By-Laws Committee
- Nominations Committee
- Arranges Conference contracts following approval
- Oversees Executive Director

### **Vice-President: Association Operations**

- School Libraries Worldwide Committee
- IASL Newsletter Committee
- Publications Committee
- Membership Committee
- Ensures host conference groups comply with guidelines
- Special Interest Groups

### **Vice-President: Advocacy and Promotion**

- International School Library Month Committee
- Publications and Information Dissemination Committee

### **Vice-President: Association Relations**

- Regional Directors
- External Associations

### **Treasurer**

- Budget Committee

### **Registered Agent for Incorporation of IASL**

Contact the IASL Secretariat at [iasl@c2cpro.solutions](mailto:iasl@c2cpro.solutions)

## **Procedures: Annual Report Format**

Each Officer, Director, Special Interest Group Coordinator, Committee Chair, Editor, Coordinators and Manager submits a one-page report each year by June 1st to the respective Executive member. The report is to be in the following format.

### ***Report of Position***

e.g., [Director for Europe, Chair of Publications Committee] [Year] [Your Name]

### ***Major Accomplishments for IASL***

[do not include personal information]

### ***Meetings of Note***

[if any]

### ***Current Concerns***

[if any]

### ***Recommendations for the IASL Executive/Board***

[whether related to your role or not]

### ***Regional Roundup***

[in reports from the regional directors]

### ***Date Submitted***

## **Procedures: Awards & Grants**

### ***General Guidelines***

Full details of the international awards made annually by IASL are provided in the IASL International Awards Program section of the IASL website, along with the Guidelines for Application.

### ***Grants***

Support-a-Member (SAM) Program

Contact: IASL Secretariat at [iasl@c2cpro.solutions](mailto:iasl@c2cpro.solutions)

The Support-a-Member Program is a gift program designed to make it possible for school librarians, teacher-librarians, library assistants and others interested in school library service who are living in third world countries to belong to the International Association of School Librarianship.

This membership is granted for a three-year term, within the total funds allowed by the annual budget; typically, three or four are granted each year.

This fund is supported by financial contributions of any amount sent to the Secretariat.

A full membership of US \$50 ensures member materials and services. If desired, the gift may be designated for a particular individual, school, association, or country.



## **Procedures: Committees**

- Committees charged with carrying out the operations of the Association shall be appointed from time to time as needed. Some committees will be Standing (long term), while others will be Ad Hoc (for specific purposes). The terms will be determined by the Executive Committee.
- The President, on the advice of the Executive Committee, shall appoint the chairpersons and membership for committees as needed.
- Committees shall be monitored and assisted in their work by the respective Executive member, to whom each Committee Chairperson shall formally report electronically at least twice yearly.
- Chairpersons will have a term of three years, provided the tenure in the office is satisfactory to the Executive Committee, based on annual assessment. Terms may be renewable.
- The membership should also be kept apprised of the work of the Committee using appropriate IASL communication channels. Chairpersons prepare an annual report in the standard format for presentation to the respective member of the Executive Committee, in advance of the Conference.
- No activities involving IASL funding shall be undertaken without the prior approval of the Executive Committee.
- Chairpersons will contribute whatever material is appropriate to the Secretariat for archival purposes.

## **Current Committees & Responsibilities (see IASL website for current chairpersons)**

### ***Awards Committee***

- to serve as the selection committee for each of the awards;
- to assist the President in planning and implementing the awards presentation activities during the conference or at other appropriate settings
- to host the representatives presenting the awards prior to, during, and immediately after the awards presentation ceremony
- to draft recommendations for additional awards, with funding documentation for consideration by the Executive Committee
- to work closely with the Secretariat in publicizing the Awards, the donors, and the recipients.

### ***Budget Committee***

- to review budget proposals and to assist in the development of an Association budget
- to make recommendations with respect to Association finances, including changes in fee structures, costs of publications, etc.
- to take an active role in obtaining sponsorships and other funding for the Association

### ***By-Laws Committee***

- to assist the President and the Executive Committee to ensure that changes in the by-laws reflecting the policies and procedures of the Association are recorded annually, are drafted for notices of motion to the membership, and are presented at the General Assembly meeting.
- to enlist the services of a parliamentarian familiar with the by-laws and the traditions of the Association to assist the President at the General Assembly meeting as necessary

### ***Membership Committee***

- To review membership categories, benefits, fees, and Zone assignments for countries for accuracy
- to develop membership growth and retention strategies
- to stay current on member needs and opinions through surveys, etc.
- to advise the Executive Committee on membership matters prior to the Annual General Meeting

### ***Nominating Committee***

- to review nominations for Board and Executive Committee vacancies submitted by the published deadline and ensure that nominees and nominators are active members of the Association on that date
- to present these legally nominated candidates to the Executive Committee and then to the Annual General Meeting.
- to assist the newsletter editor in obtaining biographical statements and election position statements for publication in the Spring newsletter or special edition.
- To oversee the in-person voting at the Annual General Meeting for contested elections through secret ballots counted by scrutineers

### ***Publications Committee***

- to develop proposals for a program of publications -- monographs, occasional papers, brochures, and pamphlets -- in keeping with the goals of the Association for consideration by the Executive Committee
- to recruit members or agencies to implement the program of additional publications as approved in the annual budget
- to meet at the Annual Conference where an Annual Report submitted by the Chair is reviewed and plans for the next year are discussed

### ***School Libraries Worldwide Committee***

- To publish IASL's scholarly journal School Libraries Worldwide using the SLW Guidelines in the IASL Handbook
- to advise the President on the appointment of Co-Editors based on the SLW Guidelines
- to act as reviewers for articles submitted to SLW, as requested by the Co-Editors
- to meet at the Annual Conference where an Annual Report submitted by the Co-Editors is reviewed and plans for the next year are discussed

(approved by IASL Executive Committee, May 6, 2021)

## **Procedures: Conferences**

### ***Venue***

The venue for the conference shall be approved by the Executive Committee with due regard to the opportunity of meeting in as many regions of the world community as possible. The supporting resources of local associations shall be a consideration in accepting any invitation to host or sponsor a conference.

### ***Theme***

Themes shall be approved by the Executive Committee when considering invitations to host or sponsor a conference.

### ***Date***

The conference should be scheduled to enable as many participants as possible from the host region

### ***Finances***

It is not intended that the conference should be subsidized by IASL. Financial assistance in the form of a loan will be advanced for preliminary planning. The Conference Planning and Management Committee typically bears the cost of three nights accommodation for the Executive Committee and the registration and accommodation of the Executive Secretary.

- See also Policies: Conference Fees, Conference Exhibits, and Regional Meetings at <http://www.iasl-online.org/about/organization/policies.html>
- See also IASL Conferences Page at <http://www.iasl-online.org/meetings/index.html>
- See also the current IASL Conference Planning and Operations Manual, linked at <http://www.iasl-online.org/meetings/host.html>

## **Procedures: General Assembly**

Normally the President shall chair the meeting and in the absence of the President another or member of the Executive Committee so designated, shall take the chair. Individual members and registered representatives of Association members may participate in discussions at the General Assembly. Non-members may speak by permission of the President unless objections are raised by any member present.

Speakers shall identify themselves for the record, giving their names, country of residence, and an indication of whether they are an individual member or represent an association.

No speaker may speak for the second time on the same topic until all who wish to speak have spoken, except to raise a point of order.

Resolutions brought before the General Assembly for action, should state clearly the position of actions to which the Association would be committed upon their adoption. All such resolutions shall be presented to the President or his/her representative in advance of the meeting and if ruled as relevant to the work of the Association, shall be made available in writing at the meeting.

At the beginning of the meeting the presiding chairperson will announce the agenda and ask for its adoption by the members present. Any departure from the agreed agenda must receive general consent or, if necessary, a two-thirds vote of the members present.

## **Procedures: Membership and Fees**

### **Categories and Benefits**

#### **Individual Memberships:**

- **Personal:** open to all people who are interested in the development of school libraries and school library media programs. **Life membership** is a personal membership for one's lifetime. Organizations may also provide life membership of IASL for a valued individual. Multiple year memberships are available. If interested, please contact the Secretariat for additional information. Please note that there are no discounts for multi-year memberships.
  - Have online access to up to three issues of the *IASL Newsletter* annually [online format- members only].
  - Have access to the members only section of the web portal, *School Libraries Online*, including access to reports, minutes of meetings, selected articles and papers published by and on behalf of the association.
  - Have access to IASL-LINK discussion list for exchanging ideas and discussing issues relating to school libraries and education worldwide.
  - Have voting privileges on all matters of substance at the Annual General Meeting or by mail ballot and may stand for office, serve on committees.
  - May participate in Special Interest Groups
  - Pay the reduced IASL membership conference registration rate.
  - Join an international community with members in more than 75 countries.
  - Encourage and support school library development throughout the world.
  - Have online access to the twice yearly journal, *School Libraries Worldwide* [online format - members only].

**Retiree membership** is open to individuals no longer in full-time employment (usually age 60+).

- Have online access to up to three issues of the *IASL Newsletter* annually [online format- members only].
  - Have online access to the twice yearly journal, *School Libraries Worldwide* [online format - members only].
  - Have access to the members only section of the web portal, *School Libraries Online*, including access to reports, minutes of meetings, selected articles and papers published by and on behalf of the association.
  - Have access to IASL-LINK discussion list for exchanging ideas and discussing issues relating to school libraries and education worldwide.
  - Have voting privileges on all matters of substance at the Annual General Meeting or by mail ballot.
  - May participate in Special Interest Groups
  - Pay the reduced IASL membership conference registration rate.
- **Student membership** is open to trainees studying to join the school librarianship profession.
    - Have online access to up to three issues of the *IASL Newsletter* annually [online format- members only].
    - Have online access to the twice yearly journal, *School Libraries Worldwide* [online format - members only].
    - Have access to the members only section of the web portal, *School Libraries Online*, including access to reports, minutes of meetings, selected articles and papers published by and on behalf of the association.

- Have access to IASL-LINK discussion list for exchanging ideas and discussing issues relating to school libraries and education worldwide.
- May participate in Special Interest Groups
- Pay the reduced IASL membership conference registration rate.

## Organizational Memberships

- **Association membership:** open to school library associations. Association members receive all of the services of individual/institutional members and may send a representative to the annual conference for the Assembly of Associations. **Institutional membership:** open to libraries, library schools, and other educational and commercial organizations.
  - Have online access to up to three issues of the *IASL Newsletter* [online format - members only]. \*
  - Have access to the members only section of the web portal, *School Libraries Online*, including access to reports, minutes of meetings, selected articles and papers published by and on behalf of the association.
  - Can nominate up to three people to participate in the IASL-LINK discussion list for exchanging ideas and discussing issues relating to school libraries and education worldwide.
  - Have voting privileges for one person on all matters of substance at the Annual General Meeting or by mail ballot and may stand for office, serve on committees.
  - May participate in Special Interest Groups
  - Pay the reduced IASL membership conference registration rate for up to three nominees.
  - Join an international community with members in more than 75 countries.
  - Encourage and support school library development throughout the world.
  - Have online access to the twice yearly journal, *School Libraries Worldwide* [online format - members only]

\* This is a "bundle" membership: the name of the official representative/main contact and up to two other contacts may be provided in the membership application and attached to the membership. All representatives receive all benefits.
- **Partner membership Association:** the partner member model aims to build strong relationships with school library associations along with their individual members and school library sections of national associations globally. Partner membership is open to national, regional or local (school) library associations and school library sections of national, regional or local library associations. The fee is a base fee plus \$1 per member/annum, and every individual member must be counted in the dues collection. A full overview of the partner membership opportunity may be downloaded by [clicking here](#). Please note that partner member associations are asked to sign a three-year membership contract, payable in annual installments, due on or before 30 January each year. Partner member benefits include:
  - All members of the Partner Member Association will become individual partner members of IASL, with access to the IASL listserv, *IASL Newsletter* online, *School Libraries Worldwide* journal online, reduced fees for conferences and publications, participation in SIGs and committees, and access to members-only area on the IASL website.
  - The Partner Member Association may participate in the AGM and have one vote on all issues raised at the AGM, as specified for institution members in the IASL By-Laws. However, individual partner members are not eligible for positions as officers or directors (Article 4 and 5 of the IASL By-Laws). Individual partner

members who wish to be nominated to hold office in IASL must pay for individual membership, according to the constitution of IASL.

### **Membership Year:**

Membership to IASL is based on a calendar year - January to December.

- If you join prior to August 1, you are entitled to all back issues of member publications and access to all member services.
- If you join after August 1, your membership will extend through the next calendar year.
- Multiple year memberships are available. If interested, please contact the Secretariat for additional information. Please note that there are no discounts for multi-year memberships.

### **Dues:**

Membership dues are based on your country of residence. IASL Zones reflect published gross national product indexes for each country, with all international schools designated as Zone A. Note that amounts are in US dollars.

Category	Zone A	Zone B	Zone C
Individual	\$100	\$60	\$15
Life	\$2000	\$1200	\$300
Retiree	\$30	\$15	\$10
Student	\$30	\$15	\$10
Association	\$200	\$120	\$40

### **Partner Member Association:**

- The Partner member fee includes a zone-specific base fee plus \$1 for every member per annum; every individual member of the partner association must be counted in the dues collection.
- Partner member associations must sign a three-year membership contract, payable in annual installments, due on or before 30 January each year.

Zone	Partner Member Dues
A	\$150.00 + \$1/member
B	\$90.00 + \$1/member
C	\$25.00 + \$1/member

## **Geographic Zones:**

### **Zone A Countries:**

International Schools are included in Zone A (except local employees) .

Australia, Austria, Bahamas, Bahrain, Belgium, Brunei, Canada, China/Hong Kong, China/Macao, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Israel, Italy, Japan, Kuwait, Liechtenstein, Luxembourg, Monaco, Netherlands, New Zealand, Norway, Portugal, Qatar, San Marino, Saudi Arabia, Singapore, Slovenia, South Korea, Spain, Sweden, Switzerland, Taiwan, United Kingdom, UK/Bermuda, UK/British Virgin Islands, UK/Cayman, UK/England, UK/Gibraltar, UK/Falkland, UK/North Ireland, UK/Scotland, UK/Wales, United Arab Emirates, United States, USA/Virgin Islands.

### **Zone B Countries:**

Algeria, Angola, Antigua & Barbuda, Argentina, Azerbaijan, Barbados, Belize, Botswana, Brazil, Bulgaria, Chile, Cook Islands (New Zealand), Costa Rica, Croatia, Czech Republic, Dominica, Dominican Republic, Equatorial Guinea, Estonia, France/French Guinea, France/French Polynesia, France/Guadeloupe, France/Martinique, France/New Caledonia, France/Reunion, France/St. Pierre & Miquelon, Gabon, Grenada, Hungary, Jamaica, Kazakhstan, Latvia, Lebanon, Libya, Lithuania, Malaysia, Malta, Mauritius, Mexico, Micronesia (USA), Nauru, Neth. Antilles, Oman, Panama, Peru, Poland, Romania, Russia, Seychelles, Slovakia, South Africa, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Thailand, Trinidad & Tobago, Turkey, Turkmenistan, UK/Anguilla, UK/Montserrat, UK/Saint Helena, UK/Turks and Caicos, Uruguay, USA/American Samoa, USA/Guam, USA/Northern Marianas, USA/Palau, USA/Puerto Rico, Venezuela.

### **Zone C Countries:**

Afghanistan, Albania, Andorra, Armenia, Bangladesh, Belarus, Benin, Bhutan, Bolivia, Bosnia and Herzegovina., Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Rep, Chad, China, Cocos (Keeling) Islands (Australia), Colombia, Comoros Islands, Congo, Cote d'Ivoire, Cuba, Dem Rep of Congo, Djibouti, East Timor, Ecuador, Egypt, El Salvador, Eritrea, Ethiopia, Fiji, France/Wallis et Futuna, Gambia, Georgia, Ghana, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran, Iraq, Jordan, Kenya, Kiribati, Kyrgyzstan, Laos, Lesotho, Liberia, Macedonia, Madagascar, Malawi, Maldives, Mali, Myanmar, Marshall Islands (USA), Mauritania, Moldova, Mongolia, Morocco, Mozambique, Namibia, Nepal, Niue, Nicaragua, Niger, Nigeria, North Korea, Pakistan, Papua New Guinea, Paraguay, Philippines, Rwanda, Samoa, Sao Tome/Principe, Senegal, Serbia/Montenegro, Sierra Leone, Solomon Islands, Somalia, Sri Lanka, Sudan, Surinam, Swaziland, Syria, Tajikistan, Tanzania, Togo, Tonga, Tunisia, Tuvalu, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank/Gaza Strip, Yemen, Zambia, Zimbabwe.



## **Procedures: Nominations and Elections**

### ***Nominating Committee***

The name and address of the nominating coordinator and positions to be filled will appear in the February Newsletter along with the process for nominations.

The chairperson shall have an up-to-date list of all members (supplemented during the year), a copy of the duties of each officer and the regional directors. The chairperson has the responsibility for checking the final list of candidates to be sure all criteria are met.

### ***Conditions of Candidacy***

When approaching candidates for nomination the following qualifications will be considered:

- demonstrated effective leadership in local or national associations or institutions in his/her country;
- an interest in promoting the goals and objectives of IASL;
- a willingness to attend IASL conferences and related meetings;
- role and responsibilities for the position under consideration as outlined in the Procedures & Guidelines (Handbook of Organization);
- nominee's membership fees are current;
- nominator's and the seconder's membership fees are current;
- understands that individuals must pay their own expenses to conferences and/or related meetings;
- willing to supply a biographical sketch and position statement which may be used for information purposes to the membership during the election process.

In the case of Regional Directors, the person nominated must understand that the representation is for the entire region, irrespective of national boundaries.

### ***Procedures and Election***

Nominations are officially presented at the annual general meeting by the Chairperson. Wherever possible two or more candidates should be nominated for each office. Nominations must be in the hands of the Chairperson no later than April 1st in order for the Committee to process the forms in time for publication in the May IASL Newsletter. This will also facilitate a mail vote if the association moves in this direction. Each nomination shall be on a prescribed form with signatures of sponsor and seconded. Printed ballots will be used for all elections. Nominations from the floor are not recognized.

## **Procedures: Officers**

### ***President***

- Presides at all Executive Committee and Board meetings and the General Assembly.
- Oversees the operations of the Executive Secretary and Chairperson of the Awards Committee.
- Coordinates external award nominations.
- Coordinates the regular update of the Handbook of the Organization.
- Negotiates the initial contract for the IASL conference and reports to the Executive Committee for final approval.
- Establishes committees and make appointments, with the approval of the Executive Committee.
- Calls a regular meeting of the Executive Committee and Board just before, during and/or just after the meeting of the General Assembly.
- Arranges for the meeting of the General Assembly and ensures that a written notice is prepared for this meeting stating (a) place of meeting, (b) day and hour of the meeting, and (c) purpose(s) of meeting.
- Prepares an annual report of all Association activities.
- Finalizes all annual reports for distribution to the Webmaster.
- Coordinates strategic planning for the Association [All objectives].
- Represents the Association or nominates another Executive Committee member according to function or event.
- Leads any constitutional change discussions and is recognized as the "chief executive" in the Constitution.
- Prepares agendas for all meetings.
- Prepares President's message, and coordinates summary reports of the Board, Executive Committee and Annual General Meeting actions for the Newsletter.
- Oversees the following committees – Awards, By-Laws, Nominations.
- Other responsibilities as specified from time to time by the Executive Committee.

### ***Vice-President -- Association Operations***

- Coordinates the publishing operations of School Libraries Worldwide, IASL Newsletter, and School Libraries Online.
- Coordinates all other publishing activities related to conferences, projects, and initiatives of the Association.
- Coordinates an annual review of the conference-planning manual.
- Ensures the host conference group for the annual IASL conference comply with IASL conference guidelines.
- Coordinates the collection of annual reports from School Libraries Worldwide, IASL Newsletter, and Webmaster, and edits for consistency to standard format prior to distribution to the President.
- Manages and supports the ongoing development of membership fees and structures.
- Coordinates the annual membership campaign.
- Oversees the following committees/groups – School Libraries Worldwide, IASL Newsletter, Webmaster, Publications, and Membership.
- Other responsibilities as specified from time to time by the Executive Committee.

### ***Vice-President -- Advocacy and Promotion***

- Actively seeks advertising, sponsorship and research grants to further objectives of the Association.
- Coordinates the collection of annual reports from International School Library Month and Publications & Information Dissemination, and edits for consistency to standard format prior to distribution to the President.
- Coordinates the IASL promotion strategies:
  - IASL Awards program
  - Membership
  - Publications
  - Web presence
  - International School Library Month
- Identifies future conference venues and presents proposals to the Executive Committee for consideration.
- Prepares press releases, in collaboration with the President, and, if necessary, an appropriate Executive Committee member and forwards to the Executive Secretary for distribution.
- Oversees the following committees/groups – International School Library Month, and Publications & Information Dissemination
- Other responsibilities as specified from time to time by the Executive Committee.

### ***Vice-President -- Association Relations***

- Presides at the Assembly of Associations.
- Supports and liaises with the Regional Directors.
- Coordinates the collection of annual reports from Regional Directors and Special Interest Groups, and edits for consistency to standard format prior to distribution to the President.
- Responsible for Assembly of Associations, Communiqué and related associations activities.
- Supports and manages Special Interest Groups.
- Monitors and assesses effectiveness of Special Interest Groups.
- Recommends and organizes new Special Interest Groups.
- Coordinates requests for professional assistance and expertise.
- Provides practical support for those starting a school library association or school library program.
- Develops alliances with relevant international professional associations, professional development providers and Non-Government Organizations, such as IFLA, IBBY, UNESCO and Ministries and Departments of Education.
- Develops and maintain relationships with IASL member associations.
- Available for nomination to organizations such as IFLA, IBBY and UNESCO.
- Oversees the following committees /groups – Special Interest Groups and Regional Directors.
- Other responsibilities as specified from time to time by the Executive Committee.

### ***Treasurer***

- Presides at the Budget Committee.
- Keeps the Executive Committee and the Board informed of the state of the Association's finances.
- Prepares and presents a proposed annual budget.

- Monitors revenue and expenses of the Association.
- Reviews the financial statements.
- Oversees the Associations' finances and investments.
- Ensures IRS obligations for filing returns are met.
- Presents the audited statements at the Annual General Meeting.
- Involved in the management and ongoing development of membership fees and structures.

***Past President***

- Provides support to the Executive Committee as required.
- Is a member of the Membership Committee.
- Transacts other responsibilities as specified from time to time by the Executive Committee.

***Executive Secretary/Executive Director***

(as per Professional Services Agreement plus specific tasks as below):

- Monitors change to the Incorporation Act and advise the Executive Committee.
- Maintains a current copy of the Constitution on the website in liaison with the Webmaster.
- Liaises with the Executive Committee and the Board.
- Assists the President in the preparation of agendas for meetings.
- Records the minutes of all meetings and forwards to the President for verification.
- Provides a central collection point for information to be distributed to the Webmaster.
- Monitors the best sources for printing and distribution of the IASL Newsletter School Libraries Worldwide and reports to the Treasurer.
- Maintains the database of motions and decisions of all meetings.

## **Procedures: Publications**

### ***Copyright***

- All requests for reprints and translations will be directed to the [Secretariat](#).
- The Association reserves the right to reprint materials from its own publications in its own publications, including compilations and translations. Ownership is otherwise shared by the Association and the author for articles and conference papers.
- Duplication for private study and research is authorized with appropriate acknowledgment of the source.

### ***Advertising***

- Advertisements for products and services consistent with the IASL goals and objectives will be sought for IASL publications, including the newsletter, journal and web site.
- Limits will be set at two pages maximum for the newsletter and four pages maximum for the journal. Preference is for full page or half page advertisements. Advertisements will not break the text of articles.
- Complimentary advertisement space of one page for each issue of the journal and newsletter will be provided to the IASL publisher/distributor. Camera ready copy will be provided by the publisher.
- Ad rates will be set by the Advertising Manager in consultation with the Executive Director. Billing and invoicing will be handled by the Secretariat.

### ***Conference Proceedings***

- A selection committee will be established; All papers must meet the deadline for submission. Copy of the abstract will be sent to the committee. The committee will also receive copies of all papers before the conference begins.
- Conference papers must relate to the theme, integrate with other papers on conference theme, present information applicable to a large percentage of IASL members, present new information or information unique for IASL members, adhere to proposed length, wide representation from variety of countries, and be relevant to an international audience.

## **Procedures: Role of Regional Directors, Regional Associates**

### ***Role of Regional Directors:***

- to represent the IASL board and its officers in the director's area of origin, by providing a focus for IASL to which liaison and queries can be more immediately directed (the IASL director should receive complimentary copies of association newsletters and journals in the region);
- to be aware of current concerns and needs in the area represented and to relay this information to the President as well as programs and projects which the organization should undertake, items for Board meetings, themes for future conferences, etc.;
- to publicize the work of IASL as actively as possible in their regions through membership drives, sale of publications and general visibility at local, regional and national meetings of library and educational associations;
- to be accountable in this work by providing copies to the IASL Secretariat of all articles regarding the IASL that have been published in state/national newsletters/journals;
- to help achieve the mission of contributing to and sharing in world communication in the field of school librarianship, the area director should work towards the establishment/creation of IASL liaison within each member provincial or state/national teacher/school librarian association. The duties of that IASL liaison person would be: to see that a copy of each issue of the state/national teacher librarians' newsletter/journal is sent to the editor of the IASL Newsletter; to organize the writing of, and the sending of the association's annual report for inclusion in the Assembly of Associations Communiqué; to encourage the regular payment of association dues to the IASL for all countries in region; to notify the area director of participation in the annual IASL conference by area representatives;
- to give whatever assistance they can to the solicitation/collection of membership fees in their area;
- to attend IASL Board meetings and the annual conference as regularly as possible;
- to develop and work closely with a network of Regional Associates; and
- to regularly report to the editor of the IASL Newsletter.

### ***Regional Associates***

This program is designed to assist in supporting and in collaborating with Regional Directors to identify contact persons in their countries, states, provinces or regions who are or will become IASL members to be designated a "regional associate".

The Associate will:

- assist the Director of the region and through regular reports of local news for the Newsletter;
- assist in advertising IASL locally;
- assist in recruiting membership for the association;
- assist in organizing events with the Director to raise the visibility of IASL in local area, e.g. speakers, workshops, collaboration with local conferences;
- advise the board on programs to be initiated, especially in developing areas;
- attend a meeting of regional associates with directors at the IASL conference whenever possible.

Adopted: 1992.

## **Procedures: Special Interest Groups**

Special Interest Groups (SIGs) may be organized by the Executive Committee to represent any major areas and professional interests that lie within the objectives of the Association. The main purpose of the SIG is to develop a forum for discussion and sharing of ideas, information, and implementation strategies related to this unique area of interest. The interests must be international, and have important impacts, ramifications and relationships to school librarianship. The issues must be sustained over time, and must not be just related to one cultural or geographical content.

New SIGs may be established by the Executive Committee, upon interest shown by a group of members, in a particular topic or issue not already covered in an existing SIG. A SIG may be dissolved by the Executive Committee.

### ***Coordinators***

- Each SIG will have a coordinator named by the President to act as a moderator for the group and as liaison to the Vice-President --Association Operations, the term for the Coordinator and the Associate Coordinator shall be two (2) years, and the appointments should be staggered, to allow for continuity of leadership. Terms may be renewable.
- The coordinator shall be responsible for maintaining communication with those IASL members who have shown interest in the group.
- The coordinators shall develop a network of similar or related groups in other organizations that could provide useful information and support to this SIG, and shall encourage the sharing of information among the groups.
- The coordinator shall be responsible for organizing Conference-related activities such as workshops, presentations, meetings, dinners, and publicity as is appropriate to the needs of the Group. This organization shall be done in collaboration with the Conference Planning and Management Committee. Where appropriate the coordinators may arrange to have subgroups of the SIG meet at conferences, workshops or seminars, of related associations to raise the visibility of IASL.
- The coordinator will be expected to keep the general membership appraised on a regular basis of the working of the SIG.
- The coordinator of the group shall be responsible for preparing an annual report in advance of the conference.
- The coordinator shall be charged to see that no activities involving IASL funding shall be undertaken without the prior approval of the Executive Committee.
- The coordinator will be responsible for contributing whatever material is appropriate to the Secretariat for archival purposes.

# IASL Guidelines

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## **Guidelines: IASL Newsletter**

**1) Name:** The official newsletter of the International Association of School Librarianship is the IASL Newsletter.

### **2) Objectives**

The major objectives of the newsletter shall be to:

- Further the aims of IASL as stated in its constitution.
- Inform members of IASL programs and the programs of related international organizations.
- Communicate the organization's viewpoint to the membership

Other objectives shall be to:

- Report activities, trends and development within the school library field on the international level.
- Serve as a medium for the exchange of ideas and viewpoints.
- Encourage membership in IASL.
- Reflect the professional status of school librarians, teacher-librarians, school media specialists.

### **3) Language**

- English shall be the official language of the newsletter. English translations shall be provided for any information given in other languages
- If demand is indicated and when financial support is available, consideration shall be given to issuing the newsletter in other language editions
- Any school library association which is a member of IASL may obtain permission from the editor to reproduce an issue or parts thereof of the newsletter in the language of that country, at no cost to IASL, provided credit is given to IASL in the translated publication
- Authorization to copy items for personal use is granted by the IASL Newsletter on a single issue basis for education/training purposes. The person responsible for reproducing such materials shall send two (2) copies of the reprinted materials to the IASL Newsletter Editor for information purposes. Permission to make a multiple copies must be obtained directly from the Editor in advance
- The opinions and view expressed in this publication do not necessarily reflect the view of the International Association of School Librarianship, or the Editor of this publication.

### **4) Issues Per Year and Indexes**

- The newsletter shall be published three times yearly on a regular basis.
- Special issues may be published from time to time with news on a special topic or devoted to news on a specific world region



- It is recognized that an index to the Newsletter would be a useful service for subscribers and this should be seen as a priority for the future. It may be necessary to issue the index separately and charge extra for it
- The Editor needs the support of reporters from around the world. Continual efforts must be made to develop this aspect and to list their names regularly in the Newsletter.

## **5) Physical Format**

- The Editor shall collaborate closely with the Production Manager in designing the overall format of the newsletter. It is recommended that plans for major changes in format be discussed with the Executive Secretary and with the reactions and recommendations from the Executive Committee and Board of Directors being sought depending on the degree of change
- The following shall be included in each issue:
  - IASL Logo
  - Editor's name and address and the names of the other editors must appear in each issue.
  - Volume number, issue number, month and year of publication, ISSN.
  - Deadline date for news and contributions for next two (2) issues should appear in each issue.
  - Drawings and illustrations may be used, if they do not use space at the expense of important news items. The type of drawing must be easy for the Production Manager to duplicate and for clear reproduction.
- The number of pages included in each issue shall be reviewed regularly with the Executive Secretary to take into account the amount of news available and prevailing postage rates.

## **6) Reproduction**

- The method of reproduction shall be determined by the IASL office of the Secretariat in terms of (1) clarity of reproduction, (2) reasonable cost, and (3) availability of funds.
- Copy shall be accurate, clear in type, easy to read and reasonably attractive to the eye
- The cost of producing the newsletter shall be reviewed from time to time and alternate methods studied for the purpose of improving the form and reducing costs, etc.
- The total number of copies to be produced shall be determined by the IASL Office of the Secretariat. In addition to the number of copies required for the membership, complimentary copies and file copies, it is recommended that periodically additional copies be printed and distributed as part of a membership promotion drive and for distribution at annual conferences and meetings of related associations.

## **7) Mailing and Distribution**

- All overseas mailing shall be via airmail to insure that members receive newsletters promptly [deprecated].

## **8) Content and Coverage**

Type of Publication: this publication shall serve primarily as a newsletter with individual news items varying in length as required.

The following are some of the significant areas of interest to the membership:

- Highlights and important actions and resolutions of IASL Conferences.
- School library developments and significant news about school libraries and librarians from around the world.
- International library events of interest to school librarians, teacher-librarians, school media specialists.
- News on special school library projects including research articles.
- Brief abstracts of selected articles in periodical literature.
- Requests for help, materials, exchange of jobs and other personal items.
- Details of study tours relating to school librarianship.
- Travel plans and dates of visits of IASL members to other countries.
- Awards and prizes which are of interest to school librarians, including awards to IASL members and associations.
- Review of publications relating to school librarianship giving author, title, publisher, date of publication, price and addresses for obtaining the publication.
- Other areas of interest to school librarianship.

During each year there shall be a balance in reporting news about all regions of the world.

### **9) Suggested Sources for Obtaining Materials and Information**

- IASL Board meetings, committees chairmen, annual conferences, announcements and comments of officers.
- Reports from IASL reporters.
- Reports from IASL members solicited as well as volunteered information.
- Reports from IASL members who have attended professional meetings of international conferences.
- News from school library associations in all countries.
- Responses to letters of inquiry to Ministries of Education, national libraries and friends in other countries, etc.
- Obtain professional journals on a regular and systematic basis on a voluntary basis from association members, according to their policy. It is understood that IASL does not participate in an automatic exchange of journals.
- Research studies and other pertinent information from universities, individuals
- Translations (The Editor shall attempt to identify through the local association an IASL member in a non-English speaking country to select and summarize in English important articles in his school library professional journal.)

### **10) Submission of Materials for Publication**

- The Editor shall have the right to accept or reject reports which have been submitted.
- The Editor shall have the right to alter, condense, or delete materials for the purpose of better journalism or to fit space available. However, the viewpoint, ideas and concepts shall not be altered intentionally.
- All materials received shall become the property of IASL, unless a specific arrangement has been agreed upon by both the person who submits the news and the Editor. This agreement shall be in writing. Special arrangements should be initiated by the contributors if they have special conditions attached to the use of the material.
- Deadline for acceptance of news shall be set by the editor and notice of date shall be published in each newsletter.

- Material for publication may be submitted in electronic format with accompanying hard copy.
- No payment shall be made for news reports or information.

### **11) Budget**

- The IASL Executive Committee shall determine the amount of funds available for producing the newsletter when preparing the association's annual budget
- The Editor shall present a recommended budget each year at the annual conference to the Executive Committee. This budget shall be based on past costs, including editor's postage and stationary and costs for any future changes and improvements
- The editor shall keep expenditures within the approved budget.

### **12) Annual Report**

- The editor shall submit a written report to the IASL Board at each General Assembly meeting
- A copy of this Annual Report of the Newsletter Editor shall be sent to IASL Secretariat by June each year so that copies may be made available to Executive Committee and Board of Directors prior to the General Assembly meeting.

### **13) Qualifications and Duties of the Editor**

#### Appointment and Board Membership

- The IASL Executive Committee shall appoint the Editor for the IASL Newsletter
- The Editor shall serve for a term of three years. The term of service may be extended for an additional three years, if the service has been satisfactory and the editor is willing to continue
- The Editor shall attend meetings of the Executive Committee, and the Board of Directors of IASL.

#### Qualifications

- The candidate shall be a member of IASL
- The candidate shall have knowledge and understanding of various levels of school libraries/media centers and librarianship in both developed and underdeveloped countries
- Ideally the candidate shall have demonstrated editorial expertise in previous association work or other notable and related association publications
- Candidate shall be capable of initiating activities to accomplish the outlined areas of responsibilities
- Candidate shall have ingenuity in expanding contacts in all countries to promote lines of communication and to obtain news, etc.
- The candidate shall have the ability to write effectively in English
- Ideally the candidate shall have a reading knowledge of a second language (preferably Spanish, French or German) and the ability to compose a simple letter of inquiry in a second language. Ready access to someone who can translate from another language into English may be substituted for this second language requirement
- Candidate shall have desirable attributes, such as accuracy, promptness and a proficiency in typing or word processing and related electronic technology skills

- Access to photocopying machines and clerical help are recommended.

#### Duties

- The Editor may choose an Associate Editor and Guest Editors, to aid in preparing the newsletter, with the approval of the Executive Committee.
- The Editor shall carry out editorial policies
- The Editor shall identify reporters to contribute news. Reporters shall represent membership countries and world regions. They may be volunteers and persons recommended by school library associations
- The Editor shall develop and carry out ways and means for soliciting news and contacts
- The Editor in collaboration with the Production Manager shall be responsible for the preparation of copy for each issue of the newsletter, whether it is developed by him, the Associate Editor, or Guest Editor
- The Editor shall send the camera ready copy of each issue to the IASL Secretariat for reproduction. The deadline date shall be determined by the Editor and the IASL Office
- The Editor may designate organizations and individuals to receive single complimentary copies
- The Editor shall keep original letters and other sources of newsletter news on file for a minimum of five years for reference or archival purposes. Back issues of journals, bulletins, etc., may be forwarded to the IASL Secretariat for archival purposes
- The Editor shall prepare a style manual and keep files which will be of benefit for indexing and also for the use of Associate Editors and succeeding editors. A list of suggestions for use by Guest Editors shall be prepared
- The Editor will prepare a sample style sheet of Guidelines for Submission to the IASL Newsletter which can be distributed to prospective writers, and for use of the Directors, Committee Chairpersons and SIG Coordinators in preparing their material for submission to the Newsletter.
- Production Manager: Role and Responsibilities
- The Editor and Production Manager will work closely to establish mutually agreeable production time lines to meet Newsletter distribution dates
- The Production Manager will receive edited hard copy, with proof marks as necessary
- There will be close collaboration between the Editor and the Production Manager regarding layout and templates as necessary
- The Production Manager will produce a formatted production to camera ready specifications, including electronic scanning, electronic copy from disk formats, or other word processing as necessary
- The Production Manager will return the camera-ready copy both in hard copy and in electronic format directly to the Editor for final approval before it is sent for printing and distribution to the membership.

Approved: 1973  
Revised: 1994; 1997

## **Guidelines: School Libraries Worldwide**

### **General Guidelines**

- Two issues of School Libraries Worldwide are published per year in January and July.
- The editorial team for School Libraries Worldwide is an IASL Committee that includes two Co-Editors and up to 20 Editorial Board members, all selected as much as possible from around the school library world.
- All editorial team members serve 3-year terms which may be renewed and must maintain active IASL membership during their term. Staggered terms of service shall ensure continuity. An annual call for interest in serving on the Editorial Board shall be sent out in the IASL newsletter.
- The Co-Editors with support from the editorial board share responsibilities for deciding on themes for issues, as appropriate; identifying potential authors; reviewing submissions; revising articles selected for publication; disseminating Calls for Papers and other information about the journal; updating information about the journal; and advising the IASL Executive Committee in relation to policies related to the journal.
- The IASL Web Manager is responsible for publishing individual articles in the members area of the IASL website. After six months, the co-editors are responsible for publishing each School Libraries Worldwide article to <https://journals.library.ualberta.ca/slw/index.php/slw>
- The Secretariat is responsible for managing relationships with indexing and subscription agencies.

### **Editing and Production Process**

- Themes for issues and submission deadlines for each issue are set by the Co-Editors and/or Guest Editors.
- Calls for Guest Editors are regularly sent out to Editorial Board members and to individuals identified by the Editorial Board members.
- Calls for Papers are sent out on the IASL webpage, IASL Newsletter, IASL-LINK discussion list and other listservs as well as to individual potential contributors.
- Articles are submitted to the Editors.
- The Co-Editors scan incoming articles to determine which articles should be sent out for review, assign at least two reviewers for each article, and sends the articles out for blind review. Reviews are returned to the Co-editors.
- The Editor(s) and/or Guest Editor recommends the disposition of articles after receiving reviewers' comments.
- The Editor(s) and/or Guest Editor make revisions to the accepted papers. Papers requiring major revisions are returned to the author with suggestions for revisions.
- The Editor(s) and/or Guest Editor make the final decision as to the content of each issue.
- The Editor(s) and/or Production Editor formats the articles for publication and returns them to the authors for final proof-reading.
- The Editor(s) will submit an annual report to the IASL Vice President-Association Operations which will include highlights from the year and plans for the next year. The annual report will be discussed with the editorial board at each IASL Annual Conference.
- The Editor emails the final articles in PDF format to the IASL Web Manager.
- The IASL Secretariat ensures that each issue is included in indexing services such as ERIC Clearinghouse on Information and Technology (USA); Contents Pages in Education; Children's Literature Abstracts (IFLA Children's Library Section); Library Literature (Wilson, USA); Library and Information Science Abstracts (Bowker-Saur, UK); and Bibliothek Forschung und Praxis (Germany).

(approved by IASL Executive Committee, May 6, 2021)

## **Guidelines: IASL-LINK [Email Discussion List]**

### **Name**

- The official email discussion list of the International Association of School Librarianship is IASL-LINK

### **Objectives**

- IASL-LINK is for communication between members of the Association throughout the world, and for the distribution of announcements, discussion papers, articles, news, information about projects, and information from IASL conferences and meetings. It supports the aims and objectives of the Association by providing a communications link and a means of disseminating information. It is not intended to replace other activities of the Association, like the IASL newsletter, but rather to add another dimension to the Association's activities and programs.
- While the primary focus of IASL-LINK is for communication within the Association, and furthering the objectives of the Association, it may also be used to provide members with information from a range of sources, such as from other email discussion lists in the fields of school librarianship, librarianship, and education.
- IASL-LINK has an important function in making activities of the Association, such as the annual conferences, more accessible to members. IASL-LINK can be used to enable members who cannot attend the annual conferences to participate in "virtual conference" activities through the dissemination of papers and summaries and through opportunities for discussion. It can also be used to disseminate information from discussion groups and the decisions of the Annual General Meeting.

### **Language**

- English shall be the official language of the email list.

### **Format**

- IASL-LINK is a "closed" email list, that is, restricted for use by IASL members and one of the benefits of IASL membership. Members of IASL can join IASL-LINK by sending an email message in the prescribed format. They will then be registered on the list by the email list manager.
- IASL-LINK is an unmoderated list, that is, messages can be posted to the list by anyone who is a registered member of the list, and messages are not checked or reviewed before they are distributed.

### **Content and Coverage**

- Any member of IASL-LINK may post messages to the list. Messages may be related to: activities of the Association and its committees; activities of member associations; information about current developments in school librarianship in their own country or elsewhere, conferences, publications, documents; information about Internet resources of interest to school libraries; any other topics that may be of interest to members or information that may help to further the work of the Association; members may also use the list as a vehicle for discussion of professional issues or to collect information.

- IASL-LINK will carry information from the IASL Board, the office bearers, the Committee Chairs, and any special working groups or committees and the IASL Newsletter and will be used by the editor for announcements and to solicit material for the newsletter.
- IASL-LINK will carry advance information about each issue of School Libraries Worldwide and calls for contributions; it will also carry a contents listing (with abstracts) for each issue of the journal as it appears, about each annual conference, and will be used by each conference organizing committee to provide members with updated conference information on a regular basis. IASL-LINK will be used in conjunction with each conference to provide opportunities for participation for members who are unable to attend the conference itself.
- IASL-LINK does not accept advertisements, product announcements, or self-promotional posts from either individuals or publishers or producers of print products, software, web pages, etc. Posts to IASL-LINK about these items, in response to specific questions and/or discussions initiated by IASL-LINK subscribers about products, websites and services are appropriate, in order to provide an avenue to receive recommendations, suggestions, and help from colleagues on the list.

### **Areas of Interest**

- highlights and important actions and resolutions of annual conferences of IASL;
- school library developments and significant news about school libraries and librarians around the world;
- international library events of interest to school librarians, teacher-librarians, school library media specialists;
- news on special school library projects, including research projects.
- brief abstracts of selected articles in the periodical literature;
- requests for help, materials, exchange of jobs, and other personal items;
- details of study tours relating to school librarianship;
- travel plans and dates of visits of IASL members to other countries;
- awards and prizes of interest to school librarians, including awards to IASL members and associations;
- reviews of publications relating to school librarianship.
- All messages posted to the list should carry the name of the sender and contact information. The opinions and views expressed in list messages do not necessarily reflect the view of the International Association of School Librarianship or the IASL-LINK manager.

### **Reuse of Material Distributed on IASL-LINK**

- Any school library association which is a member of IASL may obtain permission from the IASL-LINK manager and the original author to reproduce all or parts of messages or documents in the language of that country in a publication or on a different list, at no cost to IASL, provided credit is given to IASL in the message or the publication.
- Authorization to copy messages and documents for personal use is granted by IASL for education/training purposes.
- Permission to take multiple copies must be obtained from the IASL-LINK manager and the author in advance.
- Press releases and other promotional material posted to the list by IASL Committee Chairs and office bearers may be redistributed to other lists or reproduced in print form in magazines and newsletters.

*Last updated: June 25, 2012*

## **Guidelines: International School Library Month [ISLM]**

**1) Activity:** Proclaimed by President Blanche Woolls in 1999, International School Library Day (ISLD) was celebrated on or about the fourth Monday of October each year, as determined by local school and public holidays. The change to International School Library Month [ISLM] was approved by the IASL Board in December 2007.

### **2) Objectives**

The major objectives of activities associated with ISLM shall be to:

- 2.1. Further the objectives of IASL as stated in its constitution
- 2.2 To connect school library staff through international collegiality and raise awareness of the importance of school librarianship across the curriculum.
- 2.3 Promote and support practical activities that centre on learning, teaching and school libraries.
- 2.4 Promote the professional status of school librarians, teacher-librarians, school media specialists and all library staff.
- 2.5 Encourage membership in IASL.

### **3) Participants**

Both members and non-members of IASL are encouraged to participate in ISLM activities, developing activities appropriate to local resources that are related to the theme determined each year by the ISLM Committee.

### **4) Promotion**

- 4.1 The IASL Website, School Libraries Online, the Newsletter and IASL-LINK will be the key vehicles for publicising and promoting ISLM activities to IASL members but national listservs shall be used to ensure communication with non-members.
- 4.2 Printed publicity materials will be made available to IASL members, dependent upon budget considerations.

### **5) Budget**

- 5.1 The IASL Executive Committee shall determine the amount of funds available for maintaining and developing ISLM when preparing the association's annual budget.
- 5.2 The ISLM Coordinator shall present a recommended budget each year at the annual conference to the Executive Committee. This budget shall be based on past costs and projected costs for improvements.
- 5.3 Proposals to the Executive Committee for promotional merchandise will include details of production costs, location of producer and shipping or mailing to conferences or members individually.
- 5.4 The ISLM Coordinator shall keep expenditures within the approved budget.

### **6) Annual Report**

- 6.1 The ISLM Coordinator shall submit a written report to the IASL Board at each annual meeting



- 6.2 A copy of the Annual Report of the ISLM Coordinator shall be sent to the respective IASL Executive Committee member by 1 June each year, and will be made available to Executive Committee and Board of Directors prior to the annual meeting.

## **7) Appointment of the ISLM Coordinator**

7.1 The IASL Executive shall appoint the ISLM coordinator taking account of the required qualifications listed below.

- 7.1.2 The ISLM Coordinator shall serve for an initial term of three years. The term of service may be extended by mutual agreement for as long as the Coordinator is willing to continue.
- 7.1.3 Either the Coordinator or IASL Executive, following written notice of three months, may terminate this agreement.
- 7.1.4 The ISLM Coordinator shall attend meetings of the Board of Directors of IASL.

## **7.2 Qualifications of the ISLM Coordinator**

- 7.2.1 The candidate shall be a member of IASL
- 7.2.2 The candidate shall be capable of initiating activities to accomplish the objectives of ISLM and the Association, and within the outlined areas of responsibility.
- 7.2.3 The candidate shall have the ability to write effectively in English

## **8) Duties and Responsibilities of the ISLM Coordinator**

The Coordinator shall:

- 8.1 chair the ISLM Sub committee (see below)
- 8.2 will liaise with the Webmaster concerning the nature and extent of website support required each year and ensure that the committee provides promotional material for the Newsletter and IASL-LINK.
- 8.3 establish (in conjunction with the Board, and other appropriate officers) and implement ISLM policies and procedures that will further the objectives of the association if and when required.
- 8.4 Establish procedures for ongoing monitoring and evaluation of ISLM as a basis for planning and development.
- 8.5 Liaise with the Executive Secretary regarding and advising on any financial implications of ISLM projects that may lead to more effective achievement of IASL's goals.
- 8.6 Maintain a record of expenditures on ISLM, in line with the approved budget for the year.
- 8.7 Submit an annual report to the respective Executive Committee member, the report to include a recommended budget for the forthcoming year.

## **9) ISLM Sub Committee**

- 9.1 The ISLM Coordinator may establish a sub committee of the IASL Board which may be supplemented with other IASL members and will meet electronically throughout the year.
- 9.2 The Sub committee will consist of at least four members: the ISLM Coordinator, Webmaster and representatives from the northern and southern hemispheres.

- 9.3 Sub Committee members shall liaise with their wider communities to canvas ideas for ISLM activities with international appeal.
- 9.4 Sub Committee members shall plan and publicise ISLM activities, making an announcement of each year's theme at the annual conference. Where possible, the focus of ISLM will reflect an aspect of the theme for the annual conference.

*Approved: 2004. To be reviewed in 2006*

## **Guidelines: Relationships with other International Bodies**

### **International Federation of Library Associations and Institutions (IFLA)**

P.O. Box 95312, 509 CH Den Haag, Netherlands

<http://www.ifla.org/>

Liaison: Vice-President -- Association Relations

Annual dues set by IFLA. IASL holds voting membership which allows participation in their program rather than as consultant status -- with voting representation in Children's Library Service and School Libraries and Resource Centers.

IASL currently holds membership in eight sections: Asia and Oceania; Education and Training; Information Literacy; Information Technology; Libraries for Children and Young Adults; Literacy and Reading; Management of Library Associations; School Libraries.

### **IASL-IFLA Joint Committee**

<https://www.ifla.org/about-school-libraries>

It was agreed at the IFLA school librarians meeting in Manila (1980) that "the Standing Committee of the Section on School Libraries and the International Association of School Librarianship Executive Board should each appoint a member to attend the others conference and executive meetings as an official representative of their parent organizations. This should finalize an existing information relationship without incurring additional expense and should ensure that each association is fully cognizant of the others concerns and plans to avoid duplication of efforts. The minutes of each Executive Committee and reports from sub-committees should be exchanged to ensure a continuous flow of information and facilitate identification of areas where cooperative ventures may be appropriate and when separate projects can be pursued by mutual agreement."

In 1980, Linda Beeler was appointed by IASL and the IFLA school committee then appointed her as their liaison. Since then there has been just one person who served a dual capacity, i.e., a member of both groups. IASL has regularly nominated that person to IFLA which has meant that the person could serve two full terms.

### **United Nations, Education, Science and Cultural Organization (UNESCO)**

7, place de Fontenoy 75352 Paris 07 SP France

<http://www.unesco.org/>

Participation in relevant programs is permitted, but have to be approved by the 'Application Committee', which consists of the President, one of the Vice Presidents and the Treasurer.