

# Policy Manual

for

**The Arkansas Library Association**



**Updated and Revised 2014**

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## **Chapter 1: Introduction: Purpose of Manual and Method of Revision**

The purpose of this manual is to ensure continuity and establish precedent. Policies and policy procedures approved by the Arkansas Library Association Executive Board will be included in this manual. Also included may be documents to guide Association employees, officers, committees, Round Tables, Divisions, task forces, and interest groups in the discharge of their duties.

A master copy of the manual will be kept at the office of the Executive Administrator. The Executive Administrator shall provide each new incoming Officer, Division Chair, Round Table Chair, and Committee Chair a copy of the manual at the annual changeover meeting. This manual will also be available online at the ArLA website: <http://www.arlib.org>. The ArLA Secretary/Treasurer will be responsible for writing the final draft of a revision and for sending a copy to the Executive Administrator. The Executive Administrator will be responsible for overseeing that changes are included in the master copy and updates are distributed to Officers and Chairs of the Association.

## **Chapter 2: ArLA Organization**

### **Organization**

The Arkansas Library Association was organized January 26, 1911, at the Little Rock Public Library, in cooperation with the Fort Smith Public Library.

### **Purpose**

To promote library service and the profession of librarianship in the State of Arkansas.

### **Mission Statement**

To further the professional development of all library staff members; to foster communication and cooperation among librarians, trustees and friends of libraries; to increase the visibility of libraries among the general public and funding agencies; to serve as an advocate for librarians and libraries.

### **Code of Ethics**

#### **Arkansas Library Association Executive Board Code of Ethics**

Members of the board (including ex officio members of the board) will abide by the Executive Board Code of Ethics in their capacity as board members.

#### **As a member of the Arkansas Library Association's Executive Board**

- I am dedicated and committed to fulfilling the duties of my position as outlined in the manual, bylaws, and or constitution
- I will represent the Association with honesty, integrity, and professionalism at all times
- I understand serving is a privilege and work as a team to further the mission of the organization
- I respect the position of the Executive Committee, Executive Administrator, and other Board Members
- I adhere to and follow the Sturgis rules of order during all board meetings
- I keep a positive attitude and open mind to the ideas of others
- I maintain an ethical code of conduct at all times while serving as a member of the Executive Board
- I participate in conducting business affairs of the Association with diligence and confidentiality
- I respond to the needs of Association Members in a responsible and timely manner

- I return all association documents over to the Executive Administrator at the end of term, termination, or resignation of my position

## **Membership**

Membership is available to persons or institutions interested in the stated mission and goals of the Association upon either payment of dues as specified in the Bylaws or upon being granted an honorary or complimentary membership. Membership will run on a 12 month basis from the time of payment. Expired memberships may be reinstated upon payment of dues.

## **Meetings**

Membership meetings are held annually at a time and place determined by the Executive Board. They are usually held in the fall. Special meetings may be called by the Executive Committee. Meetings must be convened if there is a written request of at least fifty active members.

## **Affiliations**

The Arkansas Library Association is a chapter of the American Library Association. It is represented by a councilor who is elected by the members of the Arkansas Library Association.

## **Publication**

*Arkansas Libraries* (a quarterly journal) is the official publication of the Arkansas Library Association. Subscription is included with membership dues.

## **Website**

The Arkansas Library Association official website is located at <http://www.arlib.org>.

## **Addresses:**

Arkansas Library Association  
P.O. Box 958  
Benton, AR 72018-0958

American Library Association  
50 East Huron Street  
Chicago, Illinois 60611

## **Executive Board**

Administration of the affairs of the Association is vested in the Executive Board as outlined in the Constitution.

## **Executive Administrator**

The Executive Administrator provides management services and is directly responsible to the Executive Committee.

### **Duties and Responsibility**

#### 1. Administration

- a. Maintains and manages Association Office.
- b. Maintains communication between membership, Association Officers, Division Chairs, Round Table Chairs and Committee Chairs. Ensures that Association's Executive Committee, and the Board are kept informed on the status and operations of the Association.
- c. Attends all Board meetings.
- d. Assists the President in planning meetings, annual retreat and annual conference.
- e. Assists in preparing the annual budget as an ex-officio member of the Executive Committee.
- f. Negotiates contracts for the Association with the approval of the Executive Committee and Divisions Chairs.
- g. Recommends the development of policies and procedures to the Executive Committee and the Executive Board.
- h. Maintains scholarship records of contributors, honorees and recipients.
- i. Acknowledges contributions.
- j. Maintains Association office files of correspondence, membership lists, past officers and annual reports.
- k. Prepares press releases and handles other promotional activities with direction from the Executive Committee.

#### 2. Financial

- a. Receives all Association funds.
- b. Writes checks, pays all bills and keeps a set of records of all Association money received and spent, with the Secretary/Treasurer acting as reviewer.
- c. Prepares financial reports for the Executive Board including Divisions financial status.
- d. Maintains accounts receivables and payables.
- e. Files the necessary records and information for the Association's federal and state tax reports.
- f. Provides prompt reimbursement for approved expenses incurred.
- g. Makes available all financial records for Board review and audit review as set forth by the Executive Board.
- h. Membership

- i. Maintains a membership database annually.
  - j. Implements membership renewal, promotion and recruitment plans in cooperation with membership committee.
  - k. Maintains membership directories to be published as provided by policy.
3. Conference and Meetings
- a. Coordinates with the Conference Committee Chair and Executive Committee the annual Conference including preparing and mailing Conference information, facility arrangements, registration, managing Conference funds, and attending planning meetings.
  - b. Provides assistance to Divisions in communication to membership and in planning meetings other than Annual Conference.
4. Publication
- a. Invoices for publication advertisements.
  - b. Serves as business office for publications.
  - c. Mails publication to foreign subscribers.
  - d. Maintains back files of publications.
5. Nominations and Elections
- a. Accepts and verifies nominations and confirms with the Nomination Committee Chair
  - b. Accepts absentee ballot requests electronically by September 15.

## **Executive Committee**

Members of the Executive Committee are as outlined in the Constitution.

A report of actions taken by the Executive Committee meetings shall be sent promptly to the Board following each meeting. Executive Committee actions will be reviewed at the next Board meeting.

The Executive Committee shall have the responsibility to:

1. Review progress in implementation of actions taken at previous Board meeting in instances where review has not been otherwise delegated.
2. Examine ongoing Association operations, advise the Executive Administrator as to possible changes in headquarters which will benefit the membership; and instruct on overall operations.
3. Review and monitor income and expenditures.
4. Act for the Board and make decisions on matters which:
  - a. Require action before the next Board meeting,
  - b. Have been specifically delegated by the Board to the Executive Committee,
  - c. Affect the budget and are of such urgency that they require immediate actions.



## **Chapter 3: Duties of Officers**

### **General Suggestions for Officers and Chairs**

1. Decide what you want to accomplish in your office for the year.
2. Outline plans and establish priorities for year's work.
3. Set deadlines for your work and note deadlines set by Program Chair and Executive Committee.
4. Consult with other officers of your Division, Round Table, or Committees to establish budget for the year to be submitted to Executive Committee by the February Executive Board meeting (Board Retreat).
5. Mark your calendar with announced dates for Executive Board meetings in order to keep these times free for attendance at meetings.
6. Keep the President and the Association office informed of important events, activities, or meetings.
7. Work through appropriate Committee Chairs to accomplish your goals as related to their stated responsibilities.
8. Communicate with the President or the Executive Administrator when you need assistance in implementing plans.
9. Keep records of activities and make notes to remind you of recommendations you would like to provide to your successor.
10. Begin early to plan your Division program for Annual Conference and identify program participants.
11. Submit any reports made at Executive Board meetings in writing to the Executive Administrator and Association Secretary/Treasurer.

### **Duties of the President**

1. Preside at all meetings of the Association and the Executive Board and the Executive Committee.
2. Appoint Chair and other members of the standing committees as listed in the Constitution and Bylaws; develop charge to committees; secure approval of the Executive Board for all Chair appointments. The President should attend as many committee meetings as possible.
3. Appoint special committees as are necessary to conduct the business of the Association.
4. Sign contracts authorized by the Board or the Association.
5. Sign statements authorizing payment of those bills which are required to be signed by the President.
6. Serve as Chair of the Executive Committee.

7. Represent the Association where official representation is needed or requested.
8. Send out a call to meeting to all the membership at least one month prior to the Annual Conference.
9. Call meetings of the Executive Board and the Executive Committee.
10. Call special meetings when petitioned by fifty personal members of the Association.
11. Prepare the President's Message in *Arkansas Libraries*.
12. The President will join, if not already a member, the American Library Association for the duration of the term he or she serves as President of the Arkansas Library Association.
13. Maintain and publish calendar of Association meetings and activities.

### **Duties of the Vice-President/President-Elect**

1. Act for the President during his/her absence.
2. Maintain contact with the Association's Committees, serving as the liaison between the Committees and the Executive Board.
3. Act as President if the elected President is unable to serve or resigns.
4. Become President for the term of office immediately following expiration of the term as Vice-President/President-Elect.
5. Serve as Chair of the Nominating Committee.
6. Submit the report of the Nominating Committee to the editor of *Arkansas Libraries*.
7. Direct and oversee elections:
  1. provide ballots in member packets at the annual conference
  2. appoint tellers to assist in conducting elections and counting votes
  3. provide absentee balloting procedures if necessary
  4. announce results of the election
8. Serve on the Executive Committee.

### **Duties of the Secretary/Treasurer**

1. Serve on the Executive Committee.
2. Keep a record of the proceedings of the Association and the Executive Board.
3. Prepare minutes of Association meetings and Executive Board meetings.
4. File a copy of all minutes, including officer and committee reports and any other material distributed at the annual meeting, with the archivist.
5. Submit an approved copy of the Executive Board minutes to the webmaster for posting on the website.
6. Keep the ArLA Manual revised and updated.
7. Assume responsibility for all Association money.
8. Serve as Chair of the Finance Committee.
9. Advise Executive Board on Association related financial matters.

10. In cooperation with the Executive Administrator review financial records and give a financial report at the Executive Board meeting.
11. Present a financial report to date at the annual business meeting.
12. Prepare a Conference income statement.
13. In cooperation with the Executive Administrator, maintain accurate and current financial records of the Association and present financial records to accountant for audit/preparation of tax return at the end of each year.
14. Pay all bills in absence of the Executive Administrator.

### **Duties of the Past President**

1. Serve as a member of the Executive Board and Executive Committee.
2. Advise the new Executive Board on relevant matters from the previous year.
3. Serve as Chair of the Membership/New Member Committee.

### **Duties of the ALA Councilor**

1. Represent the Arkansas Library Association by attending and participating in the American Library Association's (ALA) midwinter meeting, the annual conference and other ALA meetings, sessions and/or forums as appropriate.
2. Act as a liaison by communicating pertinent ALA information to the ArLA Executive Board and membership.
3. Prepare and submit an annual report from ArLA to ALA as required. Communicate other ArLA activities to ALA as appropriate.
4. Prepare and submit reports of ALA Council business to the Executive Board; prepare and submit articles of ALA Council business to the *Arkansas Libraries* editor for publication.
5. Serve on the Executive Committee.
6. The councilor will join, if not already a member, the American Library Association for the duration of the term they serve as councilor of the Arkansas Library Association.

## Chapter 4: Divisions

1. The Divisions of the Association are:

- a. Arkansas Association of School Librarians (ArASL)
- b. Arkansas Library Paraprofessionals Division (ALPS)
- c. College and University Libraries Division (CULD)
- d. Public Library and Trustees Division (PLTD)
- e. Reference and Instructional Services Division (RISD)
- f. Resources and Technical Services Division (RTSD)
- g. Special Libraries Division (SLD)

2. Membership:

Any member of the Association may request membership in one or more Division or Round Table.

3. Officers:

Each division shall elect a Chair, Vice-Chair, and Secretary during the Division's Annual Business Meeting (usually in the course of the Annual Conference) for a one year term of office which shall coincide with that of the officers of the Association (calendar year, January 1 through December 31).

4. Funding

Upon ArLA Executive Board approval of a Division Program, said Division may request program-sponsoring funds from the Association's budget to be approved by the Association Finance Committee. Profits from any Division program will be assigned \$3 per registrant for a 2 or more day event to the Association. Divisions may not incur continuing debts on any activities. Division financial loss will be covered by the Association's general fund.

### Duties of Division Officers

#### Chair

1. Serves as a member of the Association Executive Board and attends all meetings of the Executive Board or arranges for representation by the Division Vice-Chair.
2. As an Executive Board member, reports any current Division activity to the Executive Board as follows:
  - a. Written Executive Board Meeting Report Form submitted to the Association Secretary/Treasurer and Executive Administrator prior to each Executive Board meeting.
  - b. Submit an oral report during each Executive Board business meeting.

3. Serves as the executive officer for affairs of the Division and conducts the meetings of the Division.
4. Oversees Division plans and arrangements for Division programs, projects, or activities, including but not limited to, session(s) at Annual Conference. Division programs during the Annual Conference will be coordinated with the Association Conference Committee.
5. Conducts the general Division meetings, including the scheduling of said meetings. Prior to meeting date, notice of scheduled Division meetings shall be provided to the Executive Board President and Executive Administrator and to the general Division membership via ArLib-L list-serve.
6. Prepares the written annual report to be presented at the annual Association business meeting to be submitted as follows:
  - a. Written Annual Report Form submitted to the Association Secretary/Treasurer and Executive Administrator prior to each Executive Board meeting.
  - b. Submit an oral report during the annual business meeting.
7. Submits immediate written notice to the Executive Board of any Division leadership change, including annual election of officers.
8. Shall serve as ex-officio member (past Chair) of the Division's executive officers.
9. Submits budget requests to the Association Finance Committee prior to the February Executive Board meeting.
10. Serves in other capacities as specified in the Division bylaws.
11. Maintains a physical and/or electronic file of Division documents and artifacts, including but not limited to, Division history, notes, meeting minutes, bylaws, and the ArLA Manual, to be presented to the incoming Chair prior to or at the Annual Executive Board Leadership Change Meeting.

### **Vice Chair**

1. Attend all Division meetings and performs the duties of the Chair in his or her absence. Must be knowledgeable of Division Chair Duties.
2. Serves as Program Chair for Division programs.
3. Serves in other capacities as specified by Division bylaws, including representing the Division at the scheduled Executive board meetings.
4. Keeps current the Division web page by sending changes and additions to the Web Services chair.
5. Promotes affairs and interests of the Division including, but not limited to, articles, information and photographs for use in the official ArLA publication, other public media, and/or other suitable promotion means.

## **Secretary**

1. Attend all meetings to record:
  - a. Division meeting minutes
  - b. Budget business
  - c. Maintain Division records
2. Submits written records to:
  - a. Division Chair
  - b. Division Secretary's record book
  - c. Division Vice-Chair to update Division web page.
3. Maintain the Secretary's Record Book to be presented to the incoming Division Secretary prior to or at the Annual Executive Board Leadership Change Meeting.
4. Serves in other capacities as directed by the Division bylaws.

## **Guidelines for Division**

1. An income and expense budget proposal for the year's Division programs shall be presented for approval to the Executive Board. The Executive Administrator will process for payment those invoices which do not exceed the approved budget.
2. Invoices shall be verified and signed as approved for payment by the Division Program Coordinator and then submitted for payment to the Executive Administrator.
3. The Program Coordinator shall submit properly documented reimbursement requests promptly after incurring obligation.
4. Division profit-making programs shall share profits thus: ten percent (10%) directed to the Association's general budget, and ninety percent (90%) directed to the sponsoring Division.
5. The 10% share directed to the Association's general budget is to offset expenses such as pre-registration, badges, stationary, etc.
6. The following expenses are NOT included in the 10% offset to the Association's general budget, and will be deducted from the Division program receipts:
  - a. Printing by a professional printer;
  - b. Folding of letters, publication inserts, programs, etc. by a professional printer;
  - c. Any special paper orders;
  - d. Postage for any mailing, permit or regular;
  - e. Collating, labeling, and bulk mail preparation

## **Chapter 5: Round Tables**

1. The Round Tables of the Association are:
  - a. Youth Services Round Table
  - b. Government Documents Round Table
  - c. Information Technology Round Table
  - d. Two-Year Colleges Round Table
2. Membership:

Member of the Association may request membership in one or more of the Round Tables.
3. Officers:

Each Round Table shall elect a Chair, Vice-Chair, and Secretary in the course of the Annual Conference for a term of office which shall coincide with that of the officers of the Association. (calendar year, January 1 through December 31).
4. Funding:

Round Tables may receive funds from the Association's budget, and the amount will be determined by the Finance Committee. When a Round Table sponsors a profit-making program, 10% of the profit will be deposited in the Association's general budget, and the remaining funds will be credited to the Round Table.

Round Tables may not incur continuing debts on activities which they sponsor. Each program must be approved by the Executive Board, and any financial losses will be covered by the Association's general fund.

### **Duties of Round Table Officers**

#### **Chair**

1. A Round Table Chair serves as a member of the Executive Board and attends all meetings of the Executive Board or arranges for representation by another Round Table member.
2. Submits activity reports to the Executive Board in writing to the Association Secretary/Treasurer and Executive Administrator.
3. Serves as the executive officer for affairs of the Round Table.
4. Plans and arranges for a Round Table program at the Annual Conference and works with the Association Conference Committee.
5. Conducts the general meetings of the Round Table.
6. Schedules and arranges for other meetings of the Round Table as necessary to promote interests of the group.

7. Notifies the Executive Board through the President and Executive Administrator of any meetings that are held other than at the time and place of Annual Conference.
8. Plans additional programs, projects, and activities for the Round Table and submits a report of these plans to the Executive Board for approval.
9. Prepares a written annual report to be presented at the annual Association business meeting. Gives copies of the report to the Association Secretary/Treasurer and the Executive Administrator.
10. Solicits nominations from members of the Round Table to submit for election of a Chair, Vice-Chair, and a Secretary for the coming year.
11. Sends written notification of the officers elected to the Executive Administrator of the Association immediately.
12. Appoints committees as necessary to carry on the work of the Round Table and serves as an ex-officio member of those committees.
13. Promotes and markets the Round Table by providing articles and information for use in the official publication of the Association, the media, or other types of communication.
14. Submits updates and changes for the Round Table's web page to the Association Webmaster in a timely manner.
15. Submits budget requests for approval by the Finance Committee to cover all anticipated expenses during the year.
16. Submits documented requests for reimbursement or payment of approved expenses promptly after incurring obligation.
17. Serves in other capacities as specified in the Round Table bylaws.
18. Keeps a file of documents, reports, and meeting minutes related to the Round Table to provide to the next Chair.

### **Vice-Chair**

1. Performs the Duties of the Chair in his/her absence.
2. Serves as program Chair for programs other than ArLA Annual Conference.
3. Serves in other capacities as needed.

### **Secretary**

Attends all meetings of the Round Table, maintains all records, and is responsible for all official communications of the Round Table.

1. Sends a copy of the minutes to the Executive Administrator of the Association for filing.
2. Serves in other capacities as needed.



## **Guidelines for Round Table Programs**

A proposed budget of anticipated income and expenditures shall be presented to the Executive Board prior to the program for Board approval. Following approval, bills will be paid by the Executive Administrator, without the President's signature, as long as they do not exceed the approved budget. All bills will be verified and signed by the Program Coordinator prior to payment by the Executive Administrator. A \$3 fee per registrant for a 2 day (or more) event will be collected by the Association. This fee from Round Table workshops and programs pays for the expenses incurred by the office services such as pre-registration, badges, stationery, etc. Funds to pay for the additional services as described will be deducted from the Round Table program receipts: a.) printing by a professional printer; b.) folding of letters, publication inserts, programs, etc., by a professional printer; c.) any special paper orders; d.) postage for any mailing; e.) collating, labeling, and bulk mail preparation.

## **Chapter 6: Standing Committees**

The standing committees of the Arkansas Library Association shall be appointed by the President and consist of not less than two members. No member may serve more than three consecutive terms on any one committee. Vacancies will be filled by the President. Appointments for standing committee Chairs shall be made by the President with the approval of the Executive Board.

The number of Association standing committees on which a member may serve is limited to three with the exception of those committee memberships, which are made up by the virtue of the office held. The number of Association standing committees a member may Chair is limited to one with the exception of those committee memberships which are made up by the virtue of the office held. Only regular and life members may serve on committees.

The standing committees are:

- a. Awards
- b. Conference
- c. Constitution
- d. Emerging Leaders
- e. Finance
- f. Intellectual Freedom
- g. Journal Editors
- h. Legislative
- i. Marketing
- j. Membership/New Members
- k. Nominating
- l. Public Relations
- m. Scholarship
- n. Web Services

### **Duties of Committee Chairs**

1. Maintain a file of relevant items as well as a current ArLA Manual to provide to the next Committee Chair.
2. Present reports of the work of the Committee at the business session of the annual meetings and at other meetings as necessary.
3. File the annual report with the Executive Administrator as required by the Constitution.
4. Notify members of the Committee, the President of the Association, and the Executive Administrator of all meetings.

5. Any report made to the Executive Board must be submitted in writing to the Association Secretary/Treasurer and Executive Administrator.
6. Attend the regularly scheduled meetings of the Executive Board and report on the activities of the committee.
7. Establish subcommittees as needed.
8. Conduct meetings of the Committee.
9. Promote affairs and interests of the Committee through providing articles and information for use in the official publication, other public media, and through any other suitable means.
10. Submit reports as required by the President.
11. Submit budget requests to the Finance Committee to cover all anticipated expenses during the year.
12. Submit documented requests for reimbursable expenses promptly.
13. Obligate Association funds only in the amounts for the items approved by the Executive Board.

## **Awards Committee**

### **Mission Statement**

The mission of the awards committee is to appropriately recognize the achievement of deserving individuals. The awards to be presented:

1. Arkansiana Award presented in odd years for three (3) categories: Adult Non-Fiction (\$1000), Adult Fiction (\$500) and Juvenile Fiction/Non-Fiction (\$500)
2. LaNell Compton Award presented in even years with a \$300 cash award
3. Frances P. Neal Award
4. Distinguished Service Award
5. Bessie B. Moore Trustee Award
6. Retta Patrick Award
7. President's Award (selected by current president)
8. Arkansas/SIRS Intellectual Freedom Award presented \$500 cash award
9. Lorrie Shuff Paraprofessional Award
10. Suzanne Spurrier Academic Librarian Award
11. Ann Lightsey Children's Librarian Award

Each recipient will receive a plaque and his or her name will be engraved on the appropriate perpetual plaque that will be placed at the State Library.

## **Committee Members**

The Chair of the awards committee will serve on the Arkansas Library Association Board. The Chair and committee members may serve up to 3 consecutive years. The Chair will choose the committee members. No member of the committee will be considered as a nominee in the year serving on the awards committee and all committee members must be members in good standing of the Association.

## **Duties of the Committee Chair**

1. Set deadlines for nominations for the awards and publicize availability of nomination forms.
2. Solicit and evaluate nominations.
3. Determine the final selections
4. Publicize the recipients
5. Coordinate the presentation of the awards at the annual conference with the conference committee and ArLA Executive Administrator. The Awards Committee will be responsible for table seating arrangements, design and printing programs, ordering and delivering of individual certificates and frames for each award at the awards program and selection of awards presenters.
6. The Committee will extend a courtesy meal ticket to the award winner and one guest.

## **Guidelines and Criteria for Arkansas Library Association Awards**

The Awards Committee is responsible for soliciting nominations and selecting the recipients of the awards which are presented at the Arkansas Library Association annual conference. Two awards are given biennially. The Arkansiana Award is given in odd years and the LaNell Compton Award is given in even years. It is the policy of the Association not to make awards posthumously except when death occurs between the time a recipient is selected and when it is announced at the awards ceremony. Members of the committee are ineligible for nomination.

### **Arkansiana Award** – Given biennially, rotating with the LaNell Compton Award

- A. Purpose – First awarded in 1979, the award is given to the author(s) of a book or other work which represents a significant contribution to Arkansas heritage and culture. Three categories were established to receive nominations biennially for the Award. They are:
  1. Adult Non-Fiction with a cash prize of \$1,000.00
  2. Adult Fiction with a cash prize of \$500.00
  3. Juvenile books (Fiction and Non-Fiction) with a cash prize of \$500.00

- B. Eligibility: (book or other work)
  1. May be adult, young adult or juvenile level
  2. Must have been published or produced during the two calendar years preceding the Annual Conference at which award is made
  3. May deal with either part or all of the state
  4. May deal only partially with the state, provided that a major portion of the work which deals with the state is of special significance
  5. Must be a composition, not merely a compilation. If it includes the assembled work of others, then major interest must be in the exemplified theme of the accompanying commentary
  6. Must not be a revised edition, reprint, pamphlet, periodical publication or brochure
  7. May be a translation
  8. May be either in print or non-print format
- C. Criteria for adult and juvenile material
  1. Non Fiction – authenticity, organization and arrangement of material; literary merit; format; illustrations
  2. Fiction – literary merit; authenticity of background material; sincerity of presentation; effectiveness and illustrations if applicable

**LaNell Compton Award** – Given biennially, rotating with the Arkansiana Award

- A. Purpose—First awarded in 1982 and named in honor of LaNell Compton, editor of *Arkansas Libraries* from 1949 to 1971, the award is given to the author of the best contribution to library literature published in *Arkansas Libraries* during the eligibility period.
- B. Eligibility:
  1. Publication *in Arkansas Libraries* during the two calendar years preceding the Annual Conference at which the award is made will be an automatic nomination for the LaNell Compton Award
  2. The author of any type of significant material published in *Arkansas Libraries* during the eligibility period may be considered for the LaNell Compton Award
- C. A cash prize of \$300.00 will be given to the author or authors

**Frances P. Neal Award**

- A. Purpose – First awarded in 1984, and named in honor of Frances Potter Neal (1905 – 1990), who served as Librarian and Executive Secretary of the Arkansas Library Commission from 1952 to 1977, as Arkansas Chapter Councilor to the American Library Association from 1952 to 1971, and was Arkansas Woman of the Year in

1958, the award is given to recognize a career of notable service in librarianship within the state of Arkansas

B. Eligibility

1. Must no longer be employed in a library
2. Must have worked in libraries within the state of Arkansas

**Distinguished Service Award**

A. Purpose – First awarded in 1979, the award is to recognize distinguished service in librarianship, e.g., continuing service to the Arkansas Library Association, outstanding achievement in some area of librarianship, active participation in library affairs, notable published professional writing, etc.

B. Eligibility

1. Must be a member of the Arkansas Library Association
2. Must be a resident of the state of Arkansas for a major portion of the year in which the award is made
3. Must be employed in a library at the time of nomination
4. Shall be neither selected nor excluded on the basis of a position held
5. Is ineligible for this award for the following five years

**Bessie B. Moore Trustee Award**

A. Purpose – First awarded in 1979, the award is given to an individual trustee or board of trustees who has made a significant contribution to the development of a library at the local, regional or state level.

B. Eligibility

1. Any library trustee or board who has made notable contributions toward the development of a library service in any community, town, city, county, or regions in Arkansas is eligible for nomination. If a Board of Trustees is elected to receive the award, the Board of Trustees will choose two representatives to attend, represent the Board and receive the award. Other members of the Board may attend at their own expense
2. A recipient is ineligible for this award within the following three years

C. Criteria

1. Equal consideration will be given to trustees or boards from small, medium or large libraries
2. Trustee service honored may have been performed at the local, regional, state or national levels, or a combination of levels

### **Retta Patrick Award**

- A. Purpose – First awarded in 1989 and named in honor of Retta Patrick, former Director of Library Media Services of the Pulaski County Special School District, the award recognizes an individual member of the Arkansas library profession who has made an outstanding state or national Contribution to school librarianship and school library development.
- B. Criteria – Individuals nominated should have demonstrated achievements in such areas as:
  - 1. Service to the library media profession through the Arkansas Library Association and related organizations
  - 2. Planning and implementing of a school library media program of exemplary quality
- C. Eligibility
  - 1. Must be a member of the Arkansas Library Association
  - 2. Must be a resident of the state of Arkansas for a major portion of the year in which the award is made
  - 3. Shall be neither selected nor excluded on the basis of a position held

### **President's Award**

- A. Purpose – Established in 1993, the award may be given by the President at the annual Conference as means of recognizing:
  - 1. The contribution of a person (or persons) that are not addressed in the other award categories, or
  - 2. A person who has provided extensive assistance to the President or the Association during the association year
- B. The President will make the selection of a recipient(s). The president may choose not to present an award

### **Arkansas Intellectual Freedom Award**

- A. Purpose – Established in 1994, the award is given to a person(s) or group(s) for notable contributions that have furthered the cause of intellectual freedom on behalf of a library in the state of Arkansas. The award is sponsored by the Arkansas Library Association. A cash prize of \$500 will be presented to a library designated by the recipient.
- B. Eligibility
  - 1. The award is open to individuals or groups, e.g., librarians currently employed or retired, a library board, a Friends of the Library group, or a civic organization supportive of intellectual freedom

2. The nominee must have conducted intellectual freedom activities during the five calendar years preceding the Annual Conference at which the award is made
3. Nominations may be submitted by anyone in the state, and individuals and/or groups are encouraged to nominate themselves
4. Notable contributions may have been performed at local, regional, state or national levels on behalf of a library within the state
5. Nominations should be accompanied by detailed commentary and/or a chronology of intellectual freedom activities and should include supporting documentation (newspaper clippings, letters of commendation, etc.) and letters of recommendation
6. The selected recipient shall be informed in advance and be given the right to refuse the award because of the recognition that intellectual freedom activities may not always be cited publicly without arousing controversy

C. Criteria

1. The role of the individual or group in promoting
  - a) The cause of intellectual freedom
  - b) The spirit of the First Amendment, and
  - c) The American Library Association Bill of Rights and the interpretations.
2. The impact of the person's or group's efforts

**Lorrie Shuff Paraprofessional Award**

- A. Purpose – First awarded in 1996, the award is to recognize distinguished Paraprofessional library service in Arkansas libraries. The name was changed to the Lorrie Shuff Paraprofessional Award in 2002 in memory of Lorrie Shuff.
- B. Eligibility
  1. Must be a member of the Arkansas Library Association
  2. Must be employed in an Arkansas library as a paraprofessional at the time of nomination
  3. A recipient is ineligible for this award within the following three years
- C. Criteria – Award criteria is based upon
  1. The role of the individual in promoting staff development,
  2. The issues of concern to paraprofessionals, and
  3. Participation in the Arkansas Library Association Paraprofessional Round Table

**Suzanne Spurrier Academic Librarian Award**

- A. Purpose – First awarded in 2001 and named in honor of Suzanne Spurrier (1947-1998), Director of the Brackett Library at Harding University from 1990 – 1998. The



award recognizes an outstanding academic librarian within the state of Arkansas. The award is presented annually to a currently employed academic librarian who exemplifies Suzanne Spurrier's attributes of: a spirit of outstanding service and dedication professionalism to all library patrons; an attitude of devotion to the library profession and fellow colleagues; and consistent in state, regional or national library associations.

B. Eligibility

1. Must be a member of the Arkansas Library Association
2. Must be employed in the academic library in Arkansas at the time of nomination
3. Must have worked in an academic library in Arkansas for the last three years
4. Is ineligible for this award for the following five years

**Ann Lightsey Children's Librarian Award**

A. Purpose – Named in honor of Ann Lightsey, children's librarian who dedicated her life to children and reading

B. Eligibility

1. Children's librarian who is currently working or has been retired less than a year. They must have worked in a public or school library in the state of Arkansas for at least five years and was involved in direct programming with children during their career.
2. Must be a member of the Arkansas Library Association
3. Nominations may be submitted by anyone in the state of Arkansas
4. Nominations should be accompanied by a detailed commentary and/or a chronology of children's activities and letters of recommendation
5. Is ineligible for this award for the following 3 years

C. Criteria – Individuals nominated will have contributed to the improvement of children's programs in the following two areas:

1. They have conducted programs directly with children in their place of work
2. They must have actively contributed to raising the level of children's programming on the state level by conducting peer training at the State Library conference, regional training conferences, Arkansas Library Association Conference or equivalent

# Arkansas Library Association Award Nomination Form

*Please Type or Print the Following Information*

Date: \_\_\_\_\_

**Place a check beside the award the nomination is for**

- |  |  |
|--|--|
| <input type="checkbox"/> Arkansiana Award (odd years only)         | <input type="checkbox"/> LaNell Compton Award (even years only)  |
| <input type="checkbox"/> Frances P. Neal Award                     | <input type="checkbox"/> Distinguished Service Award             |
| <input type="checkbox"/> Bessie B. Moore Trustee Award             | <input type="checkbox"/> Retta Patrick Award                     |
| <input type="checkbox"/> Arkansas Intellectual Freedom Award       | <input type="checkbox"/> Lorrie Shuff Paraprofessional Award     |
| <input type="checkbox"/> Suzanne Spurrier Academic Librarian Award | <input type="checkbox"/> Ann Lightsey Children's Librarian Award |

Full name of nominee: \_\_\_\_\_

Present mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email/phone number \_\_\_\_\_

Nominated by: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

1. Attach a page (approximately 250-500 words) stating why you believe the nominee should receive this award.
2. Look at the criteria and eligibility for each award and be specific in your description (i.e., career information, examples, and contributions) as to why the nominee is being recommended for the award.
3. If membership in the Association is a requirement for an award, please contact the Association office to check whether the nominee is a member.

**The deadline for award nominations will be August 31 of the nominating year.**

**You may email your award nomination to the Awards Chair as listed on the ArLA website home page ([www.arlib.org](http://www.arlib.org)).**

## **Conference Committee**

The Conference Committee is responsible for overall planning, execution and evaluation of annual conference.

### **Duties of the Committee**

1. Develop and distribute a Conference Planning Calendar to the ArLA Executive Committee.
2. Develop a Conference which reflects the theme which has been chosen by the ArLA President.
3. Coordinate in consultation with Division and Round Table Chairs sessions, meetings, workshops, award presentation, etc. based on the conference theme.
4. Secure speakers for the sessions, meetings, workshops, etc.
5. Solicit and assign exhibitors for the trade portion of the conference in conjunction with the ArLA Executive Administrator.
6. Provide updated information about the conference to the Web Services committee on an ongoing basis.
7. Develop methods for evaluating the Conference.
8. Evaluate the Conference using an appropriate evaluation tool.
9. Analyze the evaluative material.
10. Present the proposed Conference program to the Executive Board.
11. Report the results of the Conference evaluation to the President and the Executive Board.
12. The conference committee will maintain a conference manual to be provided to future conference Chairs.

### **Conference:**

1. Registration fees are set by the Board and the Conference Committee on a yearly basis. Cancellations and refund requests will be honored if received in writing and postmarked no later than two weeks prior to the beginning date of the conference and a \$20.00 processing fee will be charged. Refunds will be processed and mailed within one month after the conclusion of the conference.
2. Exhibit fees are set by the Board.
3. Executive Committee recommendations on Conference expenses for speakers who are non-members of ArLA:
  - a. Airline travel expenses will be reimbursed equivalent to coach class fare.
  - b. Mileage will be reimbursed at the standard state reimbursement rate.
  - c. Speakers room reservations will be made by and paid for by the Association.
  - d. Meals will be reimbursed by the Association.

- e. Speakers transport from the airport will either be personally handled by an ArLA representative or will be reimbursed by the Association.
  - f. Rental cars will not be paid for by the Association.
  - g. Allowable conference expenses will be determined by the Conference Chair and the Executive Committee.
  - h. Costs for photocopies distributed in connection with a conference program may be reimbursed with advance authorization.
  - i. Exceptions to the above may be made by the Executive Committee at the request of the Conference Chair.
4. Executive Committee recommendations on Conference expenses for speakers who are members of ArLA:
    - a. The following expenses will not be subject to a request for reimbursement: travel, lodging, meals, local transportation, or honoraria.
    - b. The cost of a meal may be waived for a member who is a speaker at that meal.
    - c. Costs for photocopies distributed in connection with a conference program may be reimbursed with advance authorization.
    - d. Exceptions to the above may be made by the Executive Committee at the request of the Conference Chair.
  5. Room reservations will be made and paid for the Executive Administrator, President, Conference Chair and Exhibits Chair. Registration fees will be waived for the ArLA President and the Conference Chair.

### **Constitution Committee**

The Committee shall receive and recommend changes and revisions to the Association Constitution, and Bylaws.

### **Duties of the Committee**

1. The Committee shall recommend amendments and revisions to the Executive Board.
2. The Committee shall receive proposed constitution and bylaws changes submitted in writing from individual members by July 1 prior to the annual meeting.
3. The Committee shall present proposed constitution and bylaws changes to the Executive Board by August 1 prior to the annual meeting.
4. The Committee shall notify the membership of any proposed constitution and bylaws changes by September 1 prior to the annual meeting.
5. Periodically review the ArLA manual to insure that there are no conflicts and it is in compliance with the Association Constitution and Bylaws.

## **Emerging Leaders Committee**

The Emerging Leader Committee was established in order to promote membership in the Arkansas Library Association, the American Library Association, leadership in the profession of Librarianship, and to promote the ideals of the profession.

This committee will consist of three members and be chaired by a past Emerging Leader participant. Whenever possible, all committee members should be past Emerging Leader participants.

The Emerging Leader Committee is charged with selecting one annual candidate for the American Library Association's Emerging Leader program based on the following parameters. These parameters are in addition to those set by the American Library Association:

1. Be an ArLA member
2. Must complete end of program evaluation and follow-up report
3. Must write at least one article for *Arkansas Libraries* about their experience and/or project
4. Present at ArLA immediately following the Emerging Leader term
5. Be willing to serve on an ArLA committee

Each annual Emerging Leader chosen by the Committee will receive a \$2000 sponsorship to defray the cost of attending the ALA Mid-Winter Conference and ALA Annual Conference (for which attendance is required by the ALA guidelines).

Upon completing the Emerging Leader term, the selected recipient will receive recognition at the ArLA Annual Conference Award Banquet.

## **Finance Committee**

The Finance Committee includes the Executive Committee and the Executive Administrator. The Committee shall be responsible for receiving budget requests and preparing a budget proposal for approval by the Executive Board.

## **Duties of the Committee**

1. Solicit from the Division, Round Table and Committee Chairs their respective financial requirements for the next calendar year.
2. Develop an annual budget.
3. Submit annual proposed budget to the Executive Board for review and approval.

4. The Executive Committee will appoint three Executive Board members to conduct an internal audit review annually. The results will be reported to the Executive Board at the annual retreat.

## **Future Conference Site Committee**

### **Committee Members**

1. Chair:  
Requirements – experience as Conference Chair greatly preferred; experience as Exhibits Chair, ArLA President ideal, experience in attending ArLA conference at three locations preferred
2. Vice Chair:  
ArLA Vice President
3. Secretary:  
To be appointed by the Committee Chair. The appointee must have had membership in ArLA for at least four years, and attended at least three ArLA Annual Conferences.

### **Duties of the Committee:**

1. Develop and maintain a list of appropriate ArLA conference sites.
2. Visit and examine possible future sites as needed (especially new locations).
3. Recommend to the ArLA Board or ArLA Executive Committee, sites for the ArLA Executive Administrator to pursue negotiations and/or contract offers for an ArLA conference.
4. After reviewing proposed contracts, recommend to the ArLA Board a contract/s for approval. Such recommendations may endorse more than one site with some information as to the advantages or disadvantages of the various sites and or contracts.
5. The committee needs to plan conferences at least two years in advance.

As a matter of practice the Future Conference Site Committee may work independently of the Executive Administrator. However, it is preferred that the committee generally work in partnership with the office whenever possible.

## **Intellectual Freedom Committee**

The Committee is concerned with:

1. Proposed or actual restrictions of intellectual freedom.
2. Legislation which might place library collections, activities, and services in jeopardy or which might restrict the freedom of information.
3. Continuing education of the community in intellectual freedom matters.

### **Duties of the Committee:**

1. In cases of restrictions of intellectual freedom:
  - a. All censorship complaints should be channeled to the Chair of the Committee, who will communicate with members of the Committee to present the issues involved and to determine appropriate action.
  - b. Site visitations should be undertaken only when deemed essential by the Committee and when resources permit.
  - c. Libraries will be given informal assistance, which may include offering reassurance, providing resource materials, and advising of additional resources of support.
2. Encourage all libraries to develop a written policy for collection development.
3. Monitor legislation and lobby in cases concerning intellectual freedom in Arkansas, including communicating with the State Attorney General.
4. Keep the Arkansas Library Association informed regarding any government action related to intellectual freedom and coordinate an Association response.
5. Maintain contact with the Intellectual Freedom Committee of the American Library Association and other similar organizations.
6. Any action proposed by the Committee should be reported by the Chair in advance to the President and the Executive Administrator.
7. Develop exhibits concerned with intellectual freedom for loan to libraries or for display at library conferences.
8. Promote continuing education by:
  - a. Conducting workshops.
  - b. Offering guidelines approved by the Arkansas Library Association for handling intellectual freedom challenges.
  - c. Responding to requests for speakers as resources will allow.
9. Any press release must be issued through the Executive Administrator of the Arkansas Library Association and will not be distributed until the Chair has notified the President or a member of the Executive Committee.
10. The Committee will collect and maintain the following files and make them available:
  - a. Censorship incidents in Arkansas.
  - b. Organizations which can provide legal advice, monetary support, or other types of assistance.
  - c. Reviews of challenged materials.
  - d. Intellectual freedom bibliographies.
  - e. Examples of selection and development policies and other related material

### **Journal Editors Committee**

1. Serve as editors for *Arkansas Libraries* journal.

2. The editor of *Arkansas Libraries* is appointed by the president with approval of the executive committee.
3. Review and recommend rates for back issues of *Arkansas Libraries*.
4. Review and recommend advertising policy for *Arkansas Libraries*.
5. Review and recommend subscription policy for *Arkansas Libraries*.
6. Set publications policy for Arkansas Library Association.
7. Review annually the publication practices and the editorial policy and content of *Arkansas Libraries* and other Association publications. The committee will also make suggestions for changes as deemed advisable.
8. Review and recommend circulation and distribution policy for *Arkansas Libraries*.
9. Serve as liaison between editors, association members, Division Chairs, Round Table Chairs, and other Committee Chairs.
10. Ensure accurate committee information is provided to the Webmaster and/or posted on the website in a timely manner.

The Managing Editor of *Arkansas Libraries* solicits special feature articles and photographs for the journal; chooses which articles and photographs to include in the journal; writes an editorial column for each issue; submits any paid advertisements to the journal; edits for copy and style; and sends the issues to the printer for publication.

The Associate Editor of *Arkansas Libraries* manages regular column submissions, both in recruiting column editors and collecting and editing submissions. The Associate Editor writes the column, "Around Arkansas," which publishes any kind of news affecting Arkansas librarians, and edits all quarterly issues for copy and style. Another job requirement for both positions is to attend the regularly scheduled ArLA Board meetings and to communicate with the appropriate members concerning publications of the organization.

### **Legislative Committee**

The Committee shall monitor state and national laws affecting libraries of the state.

### **Duties of the Committee**

Monitor current trends in national library legislation.

1. Monitor meetings of the Arkansas General Assembly. Communicate necessary information to the Board.
2. Keep the Association informed on the state and national laws.
3. Attend National Library Legislative Day (NLLD) in Washington, D.C. and report back to the Executive Board.
4. Communicate with legislators on the state and national level and advocate on behalf of the Arkansas Library Association and Arkansas libraries.
5. Serves as the ArLA representative to all ALA Legislative initiatives and projects.



## **Marketing Committee**

To advance the Association, market the ArLA “Brand” and liaison with other organizations to further the mission statement of the Arkansas Library Association.

Scope:

The committee will have a two-fold purpose:

1. To develop a marketing plan to promote ArLA and its initiatives to current and potential members, sponsors, and supporters, both within the state of Arkansas and outside Arkansas
2. To foster new connections with other educational, technology, publishing, or other library-related organizations within the state to promote the important work of Arkansas libraries, librarians, and the association.

This committee shall not replace or interfere with the functions of existing ArLA committees or the ALA Councilor. It will, however, work in concert with other committees to develop a long-term marketing plan in order to support the current efforts of those standing committees and elected individuals charged with promoting ArLA and Arkansas libraries through their current areas of responsibility.

Goals for the committee:

1. Produce and implement a survey for the members and supporters of the Arkansas Library Association designed to identify the value they place on the association and its work as well as current needs the association has yet to fulfill. The survey would also include potential marketing ideas and seek to evaluate their preferences and comfort-level with these ideas.

Members cannot begin to advance the association to others if they are not able to communicate its value and worth. A concise, focused survey on the association itself will help members tell a more authentic story of ArLA—its culture, rewards, and service—to other librarians, educators, businesses, and institutions.

Additionally, knowing how its members would like to see ArLA promoted would guide them in any marketing strategy, and avoid any missteps that would alienate our members or misrepresent who they are.

Members of this committee would be charged with producing this survey and promoting it to current association members, as well as members of the ARLIB-L listserv, and other supporters of the association.

The committee will expect to complete and distribute the survey by July 1, 2014.

2. Identify and make contact with other organizations in the state which may have an interest in or need for library-related information, professional development, and advocacy. This can include, but is not limited to, using email, site visits, conferences, phone calls, or postal mail to do the following:
  - a. Identify their library-related needs,
  - b. Share information about ArLA, its programs, goals, and members.

This will have a two-fold purpose of informing other constituents of the committee's activities, and also informing members of the potential needs that can be met for them and their organizations. As needed, this committee will support and work in concert with other the ArLA committees already charged with this responsibility. A report of this activity and a list of contacts made will be submitted to the Board at the end of the year.

3. Develop a comprehensive marketing plan to be approved and implemented by the ArLA Board by December 1, 2014.

This plan, based in part upon survey results, contact with other groups, extensive input from other ArLA committees, as well as market research on other Associations, will include but not be limited to the following components:

- a. An identification of our current stakeholders and groups to be served by our organization,
- b. Specific, feasible marketing strategies and actions to promote the Arkansas Library Association "brand"
- c. Methods of implementation,
- d. Sample promotional materials,
- e. An outline of revenue goals and timelines,
- f. A strategy to ensure the planned revision and evaluation of the marketing plan on a regular basis.

Once approved, the plan will be formally implemented for 2015, but elements within, as they are developed, may be adopted by any committee at any time according to need and feasibility.

## **Membership**

Members will be appointed by the Committee Chair and must be current members of the Association.

## **Membership/New Member Committee**

The Committee shall plan, execute, and evaluate a program for recruitment of new members and retention of current members.

### **Duties of the Committee**

1. Study membership trends and make recommended changes concerning membership services, dues changes, and develop new membership materials as needed.
2. Provide Association membership forms and publications available at Annual Conference registration desk and other library related conferences.
3. Coordinate membership materials to be included in Annual Conference registration packets.
4. Ensure that a current membership directory is available on the website.

### **Nominating Committee**

The Chair is appointed by the President of the Association. Vice-President serves as Chair. Committee members must be current members of the Association.

### **Duties of the Committee**

1. Nominate one or more candidates for each elective office, except that of President. Vice-President/President-Elect becomes President.
2. Contact nominees for permission to submit their names as candidates.
3. Confirm with the Vice-President that if elected he or she will assume the office of President the following year.
4. Report to the President of the Association by July 1 so that the nominees can be published in an official Association publication and on the website by September 1.
5. Submit nominees' names and biographical information to editor(s) of official publication.
6. Nominate one or more candidates for the office of ALA Councilor as stated in the American Library Association Constitution and Bylaws, Article IV, Section 2(b).
7. Nominations will be submitted to the Executive Administrator's office by September 1.
8. The chair shall submit to the president a tabulated result of the election prior to the annual general membership meeting.

### **Public Relations Committee**

To increase public awareness of the value and impact of all types of libraries and the important role of librarians and other library staff.

### **Duties of the Committee**

1. Develop and implement a plan of action to promote the activities of all types of libraries.
2. Develop and implement a plan of action to promote the library-related activities of the members.
3. Develop and implement a plan of action to promote ArLA award winners to the public.

4. Create a process for collecting information about the activities of all types of libraries and member librarians.
5. Promote public relations and Advocacy resources to members.
  - a. Submit information to Webmaster
  - b. Maintain public relations committee pages on the ArLA website
  - c. Keep committee documents electronically so that they can be archived for future access.

### **Scholarship Committee**

The Committee encourages a higher standard of professional education for librarians in Arkansas by soliciting contributions to the scholarship fund and by awarding scholarships.

### **Duties of the Committee**

1. Development and implement a plan to promote contributions to the Scholarship fund.
2. Appoint Scholarship committee members from the ArLA membership roll.
3. Turn in all money collected to the Secretary/Treasurer or Executive Administrator for deposit in the Scholarship Fund.
4. Review guidelines for awarding the scholarships. Revisions may be recommended to the Executive Board.
5. Scholarship applications will be due August 1 prior to annual conference.
6. Award two yearly scholarships, ArLA Annual and ArLA School Library Media Specialist, when the funds are available.
7. Submit a Scholarship committee budget proposal to the Secretary/Treasurer and Executive Administrator by their appointed date.
8. Send Scholarship committee information, forms, deadlines, and activities to the ArLA Webmaster when necessary to keep the Scholarship web page up-to-date.
9. Publish Scholarship committee information and deadline in *Arkansas Libraries* prior to deadline.
10. Post Scholarship committee information and deadline on the ArLA Listserv prior to deadline.

## **Arkansas Library Association Annual Scholarship Statement of Policy**

The Arkansas Library Association invites applications for its annual scholarship for graduate study in librarianship. To be eligible for the scholarship, applicants must meet the following criteria:

1. Applicants must be a legal resident of Arkansas and hold or be completing work toward a bachelor's degree from an accredited college or university and be a non-library school graduate.
2. Applicants must be currently accepted and enrolled in an American Library Association accredited program leading to a master's degree in library science. An applicant who is a current graduate student must submit to the ArLA Scholarship Committee an official transcript from an ALA accredited library school. An applicant just beginning their program of study must submit proof of enrollment in an ALA accredited library school program.
3. Applications will be considered from persons already employed in libraries provided that they have been accepted and are currently enrolled in an ALA accredited program in library science.
4. To apply for the scholarship, applicants must submit an ArLA Scholarship application form, a letter of application, a resume, and at least three letters of reference from individuals qualified to address the academic and professional potential of the candidate.
5. The basis of selection of recipients shall be: 1) applicant's interest in librarianship as a profession, 2) academic record, 3) references. Awards are made without regard to race, sex, age, religion, or ethnic background.
6. Recipients must: 1) be a legal resident of the State of Arkansas, and 2) within one year of completing their graduate program, accept or maintain professional employment in a library or in a library related position in Arkansas, and 3) after accepting or maintaining such employment, continue to work in a library or in a library related position in Arkansas for at least one year, and 4) maintain membership in the Arkansas Library Association during the one year period of required employment in a library or library related position in Arkansas.
7. Recipients will be required to sign a promissory note agreeing to repay the Arkansas Library Association the amount of the scholarship in the event the conditions herein are

not completed. Upon graduation and employment, recipients must provide the Arkansas Library Association with an official transcript showing the completion of their prescribed course of graduate studies and an official letter from their workplace verifying their employment in a library or library related position in Arkansas.

8. The Scholarship Committee of the Arkansas Library Association reserves the right to make no award.

9. Application forms may be obtained online at the Arkansas Library Association website (<http://www.arlib.org>); or by calling the ArLA Office at 501-860-7585.

*A completed ArLA Scholarship application form, a letter of application from the applicant, an official transcript, a resume and three letters of reference must be received by the ArLA Scholarship Committee postmarked no later than August 15<sup>th</sup> to be eligible for consideration.*

**ArLA Scholarship applications should be mailed to:**

Arkansas Library Association

Lynda Hampel, Executive Administrator

P.O. Box 958, Benton, AR 72018-0958

Phone: 501-860-7585 | Fax: 501-778-4014

Business Email: [arlib2@sbcglobal.net](mailto:arlib2@sbcglobal.net)

Application Form  
**ARKANSAS LIBRARY ASSOCIATION**  
Annual Scholarship  
For Graduate Study in Library Science

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Present Address \_\_\_\_\_ Telephone \_\_\_\_\_

Permanent Address \_\_\_\_\_ Telephone \_\_\_\_\_

College (s) attended \_\_\_\_\_

Degree(s) obtained \_\_\_\_\_

Graduate school planning to attend \_\_\_\_\_

(To qualify for the scholarship, this must be an ALA accredited school.)

Date of acceptance to graduate school \_\_\_\_\_

**WORK EXPERIENCE**

Position, Street, City, State, Dates of Employment

1. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**REFERENCES**

Name, Street, City, State, Telephone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

On a separate sheet, please add further pertinent information which should include a statement of career goals and what you feel you can contribute to the Arkansas library profession. List honors and awards, relevant committees on which you may have served, and send a transcript of your college hours. Please do not exceed two pages handwritten or typed double-spaced.

I have read the Statement of Policy concerning the granting of this scholarship, and I agree to abide by its stipulations.

\_\_\_\_\_  
Signature of Applicant

Please return to:  
Arkansas Library Association  
Lynda Hampel, Executive Administrator  
P.O. Box 958, Benton, AR 72018-0958  
Phone: 501-860-7585 | Fax: 501-778-4014  
Business Email: [arlib2@sbcglobal.net](mailto:arlib2@sbcglobal.net)



Arkansas Library Association School Library Media Specialist Scholarship  
Statement of Policy

The Arkansas Library Association invites applications for its first annual scholarship for graduate studies in school library media. To be eligible for the scholarship, applicants must meet the following conditions:

1. Applicants must be a legal resident of Arkansas and have completed a bachelor's degree from an accredited college or university, have initial licensure in a teaching field, and be a non-library school graduate.
2. Applicants must be currently accepted and enrolled in a National Council for Accreditation for Teacher Education (NCATE) accredited program leading to a degree as a school library media specialist. An applicant who is a current student must submit to the Arkansas Library Association (ArLA) Scholarship Committee an official transcript from an NCATE accredited school.
3. Applications will be considered from persons already employed in a school library provided that they have been accepted and are currently enrolled in a NCATE accredited program leading to a master's degree in school library media.
4. To apply for the scholarship, applicants must submit an ArASL Scholarship application form, a letter of application, a resume, and at least three letters of reference from individuals qualified to address the academic and professional potential of the candidate.
5. The basis of selection of recipients shall be: 1) applicant's interest in school library media as a profession, 2) academic record, 3) references. Awards are made without regard to race, sex, age, religion, or ethnic background.
6. Recipients must: 1) be a legal resident of the State of Arkansas, and 2) a licensed teacher in the State of Arkansas and 3) be within one year of completing their studies, accept or maintain professional employment as a school library media specialist or in a school library media specialist related position in Arkansas, and 4) after accepting or maintaining such employment, continue to work as a school library media specialist or in a school library media specialist related position in Arkansas for at least one year, and 5) maintain membership in the Arkansas Library Association during the one year period of required employment in a school library or school library related position in Arkansas.
7. Recipients will be required to sign a promissory note agreeing to repay the Arkansas Library Association the amount of the scholarship in the event the conditions herein are not completed. Upon graduation and employment, recipients must provide the Arkansas Association of School Librarians/Arkansas Library Association with an official transcript showing the completion of their

prescribed course of studies and an official letter from their workplace verifying their employment in a school library or school library related position in Arkansas.

8. The Scholarship Committee of the Arkansas Library Association in consultation with the Arkansas Association of School Librarians reserves the right to make no award.

9. Application forms may be obtained online at the Arkansas Library Association website (<http://www.arlib.org>); or by calling the ArLA Office at 501-860-7585. Completed forms must be returned by August 15th.

**ArLA Scholarship applications should be mailed to:**

Arkansas Library Association

Lynda Hampel, Executive Administrator

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Phone: 501-860-7585 | Fax: 501-778-4014

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Application Form  
**ARKANSAS LIBRARY ASSOCIATION**  
SLMS Scholarship  
For Graduate Study in School Library Media

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Present Address \_\_\_\_\_ Telephone \_\_\_\_\_

Permanent Address \_\_\_\_\_ Telephone \_\_\_\_\_

College (s) attended \_\_\_\_\_

Degree(s) obtained \_\_\_\_\_

Graduate school planning to attend \_\_\_\_\_

(To qualify for the scholarship, this must be an NCATE accredited school.)

Date of acceptance to graduate school \_\_\_\_\_

**WORK EXPERIENCE**

Position, Street, City, State, Dates of Employment

1. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**REFERENCES**

Name, Street, City, State Telephone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

On a separate sheet, please add further pertinent information which should include a statement of career goals and what you feel you can contribute to the Arkansas library profession. List honors and awards, relevant committees on which you may have served, and send a transcript of your college hours. Please do not exceed two pages handwritten or typed double-spaced.

I have read the Statement of Policy concerning the granting of this scholarship, and I agree to abide by its stipulations.

\_\_\_\_\_  
Signature of Applicant

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**ArLA Scholarship Checklist for ArLA Annual Scholarship**  
**(To Be Used by Scholarship Chair(s) To Ensure Receipt of All Documents)**

	<b>Applicant</b>	<b>Application Form</b>	<b>Letter of Application</b>	<b>Official Transcript</b>	<b>Resume</b>	<b>Reference Letter #1</b>	<b>Reference Letter #2</b>	<b>Reference Letter #3</b>	<b>Date Application Received</b>
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

**ArLA Scholarship Checklist for ArLA SLMS Scholarship**  
**(To Be Used by Scholarship Chair(s) To Ensure Receipt of All Documents)**

	<b>Applicant</b>	<b>Application Form</b>	<b>Letter of Application</b>	<b>Official Transcript</b>	<b>Resume</b>	<b>Reference Letter #1</b>	<b>Reference Letter #2</b>	<b>Reference Letter #3</b>	<b>Date Application Received</b>
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

**ArLA Scholarship Rubric--Please rate each applicant below with the following scale:**

**Exceptional - 10 points, Strong - 8 points, Very Good - 6 points, Good - 4 points, Average - 2 points**

	<b>Applicant</b>	<b>Current number of graduate hours completed</b>	<b>Name of ALA accredited program/institution</b>	<b>Interest in librarianship as a profession</b>	<b>Academic record</b>	<b>References</b>	<b>Professional Content and Appearance of Application</b>	<b>Total Points</b>	<b>Comments</b>
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

**ArLA School Library Media Specialist Scholarship Rubric**

**Please rate each applicant below with the following scale:**

**Exceptional - 10 points, Strong - 8 points, Very Good - 6 points, Good - 4 points, Average - 2 points**

	<b>Applicant</b>	<b>Current number of graduate hours completed</b>	<b>Name of NCATE accredited program/institution</b>	<b>Interest in librarianship as a profession</b>	<b>Academic record</b>	<b>References</b>	<b>Professional Content and Appearance of Application</b>	<b>Total Points</b>	<b>Comments</b>
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									



## **Web Services Committee**

The Committee shall be responsible for the overall design of the ArLA website located at <http://arlib.org/organization/> . Committee members will keep abreast of current website trends and standards and recommend changes as needed. Based on recommendations, needs, and standards, the Web Services Committee will develop, design, and deploy a functional and fresh looking website for the ArLA community with a goal of implementing a website redesign approximately every five years.

The Chair of the Web Services Committee will also serve as the ArLA Webmaster. The ArLA Webmaster will be responsible for the regular maintenance of the ArLA website as well as other related duties.

### **Duties of the Committee Chair / ArLA Webmaster**

1. Renew three domains with Gandi.net – arlib.org, arlib.com, and arlib.net (usually put on credit card and get reimbursed).
2. Renew web-hosted account, ArLA generally pays by check (once every three years)
3. Add FTP accounts for those that need access to upload items to website, including the ALPS website.
4. Maintain ArLA website.
5. Maintain all Division websites/web pages, including TYCRT, CULD, AASL, RISD, SP, and R&TS.
6. Maintain all committee webpages.
7. Maintain all ArLA related mailing lists, including ARKLIB-L, Arlaboard, arlatycrt, and Arlainfotech-l.
8. Maintain and update ArLA Facebook page.
9. Maintain the *Arkansas Libraries* webpage and add links to current issue.
10. Add *Arkansas Libraries* journal issues to issuu.com.
11. Update and maintain the A-Z site guide.
12. Maintain the News page.
13. Maintain the Calendar of Events.
14. Maintain the ArLA Jobline.
15. Maintain the Forms section.
16. Add Board Minutes to the website.
17. Add ArLA Business Meeting Minutes to the website.
18. Update the Constitution, Bylaws, and ArLA Manual as needed.
19. Update the Organization page especially when the Board changes at the beginning of the year.
20. Routinely test outside links.
21. Answer general and specific website questions.
22. Coordinate and plan website redesigns and projects as needed.
23. Write the Webmaster's Corner column for *Arkansas Libraries*.

## **Chapter 7: Special and Ad Hoc Committees**

Special and Ad hoc committees may be appointed by the President as needed to perform definite assignments of limited duration. They will be automatically disbanded when their assignment has been completed. Committees whose work extends beyond the term of the President who appoints them will be subject to re-appointment or replacement by the incoming President.

Any report made by an ad hoc committee must be submitted in writing to the Association Secretary/Treasurer.

## Chapter 8: Funding, Expenses and Budgeting

### Funds are derived from

1. Memberships
2. Convention receipts
3. Interests on savings account
4. Royalties from reproduction of *Arkansas Libraries*
5. Sale of advertising space in *Arkansas Libraries*
6. Contribution from members, friends, and other supporters
7. Association, division and committee projects, workshops and seminars or other approved activities
8. Sale of back issues of *Arkansas Libraries*

### Funds are spent for

1. Conduct of business of the Association:
  - a. Executive Administrator's salary and expenses
  - b. Clerical assistance
  - c. Rent and maintenance of the Association office (telephone, supplies, postage, etc.)
2. Travel expenses of Board members and invited participants
3. Division projects and activities
4. Round Table projects and activities
5. Committee projects and activities
6. Publication of the journal *Arkansas Libraries*
7. Scholarships
8. Conduct of Annual Conference (mailings, printing, honoraria/expenses of speakers, etc.)
9. Purchase and maintenance of office equipment and furniture
10. Bonding of the Secretary/Treasurer, President and Executive Administrator
11. Membership in American Library Association.
12. Representation at American Library Association for ALA Councilor to midwinter and annual conference and for Association officers and representatives, if budget permits.
14. Attendance by Conference Chair to a regional or other state conference for program and speaker ideas.
15. Attendance by Legislative Chair at National Legislative Day in Washington D.C.
16. Contributions, as budgeted, to American Library Association and (Office of Intellectual) Freedom to Read Foundation.

17. Other approved expenditures within the restraints of 501(c) (3) code of the IRS for non-profit organizations.

## **Travel Policy**

### **Eligibility**

The following are eligible for reimbursement for travel and other expenses associated with Arkansas Library Association (ArLA) business:

1. President to attend the Annual American Library Association Conference
2. President-Elect to attend the Annual American Library Association Conference
3. ALA Councilor to attend the American Library Association's Midwinter Meeting and Annual Conference
4. Legislative Chair to attend National Library Legislative Day in Washington, D.C.

Travel expenses that are eligible for reimbursement are requested by the traveler and included in the Association's annual budget, which is approved by the Executive Board.

### **Expenses Covered**

#### **Airfare**

ArLA will reimburse travelers for round trip air travel at the lowest nonstop economy class fare, if a nonstop flight is available. Those who augment business travel with personal side-trips, resulting in increased costs, will be reimbursed only for the fare incurred for ArLA-related business.

Members who choose to travel via car, bus, or train for their own convenience or preference will be reimbursed for the lesser of \$500 or what it would have cost them to fly. Those who cannot fly for health reasons will be reimbursed for the actual costs of their travel. A doctor's written recommendation may be requested.

#### **Ground Transportation**

Ground transportation to and from the airport can be via taxi, van, public transportation, or personal car. Tolls and parking at the airport or hotel will be reimbursed. ArLA will also cover taxi rides essential to ArLA business during the travel period.

Reimbursement for the use of a personal car will be at the current IRS rate, and is subject to change.

#### **Hotel Accommodations**

ArLA will cover reasonable hotel accommodations at the single room rate for all approved overnight stays. Extended hotel stays for personal reasons will not be covered. As a general rule, each traveler should make his or her own hotel reservations.

#### **Meals**

Meals will be reimbursed on a current per diem basis for the city the traveler is visiting. Travelers will not be eligible for reimbursement if a meal was provided as part of a business meeting. When this occurs, the traveler will be reimbursed at the following federal rates:

IN-STATE TRAVEL:            B/\$6.00    L/\$9.00    D/\$15.00  
OUT-OF-STATE TRAVEL:    B/\$7.50    L/\$12.50    D/\$20.00

Per diem rates may change; receipts are not required for meals covered under the per diem.

### **Luggage**

ArLA will reimburse for airline baggage fees associated with the checking of a single bag, assuming that the traveler's time away from home exceeds one night and that the airline charges for the checking of the first bag.

### **Registration**

Registration fees to attend the professional meeting, conference or event may be reimbursed with a receipt.

### **Other Information**

Travelers may be reimbursed for reasonable tips, i.e. \$2 per suitcase for skycap, \$1 per bellman, and \$1 per day for the maid. Furthermore, travelers may request reimbursement for reasonable expenses incurred in the purchase of office supplies, postage, or copies related to Association business.

ArLA will NOT reimburse alcoholic beverages, personal telephone calls, or entertainment, such as movies, concerts, plays, etc....

### **Procedure for Reimbursement**

Travelers should request reimbursement from the Association's Executive Administrator and provide travel records and receipts in a business-like manner.

ALL TRAVELERS must submit receipts for every expense, with the exception of meals that fall under the per diem amount. This includes receipts for taxis, tolls, parking, copies, supplies, and postage, among others. Please include airline receipts. If travelers are requesting reimbursement for mileage, please include a MapQuest or Google Maps printout of the completed journey, including addresses and total mileage.

### **Conditions for Rreimbursement**

Officers, committee members, and representatives will be reimbursed as indicated in the Association Bylaws: Article V. Persons requesting reimbursement are asked to use expense form and submit business-like records.



## **Conference**

1. Registration fees are set by the ArLA Board and the Conference Committee on a yearly basis. Cancellations and refund requests will be honored if received in writing and postmarked no later than two weeks prior to the beginning date of the conference and are subject to a \$20.00 processing fee. Refunds will be processed and mailed one month after the conclusion of the conference.
2. Exhibit fees are set by the Board.
3. Executive Committee recommendations on Conference expenses for speakers' who are non-members of ArLA:
  - a. Travel expenses will be reimbursed equivalent to tourist class fare.
  - b. Room reservations will be made for the speakers and paid for by the Association.
  - c. Meals will be paid for by the Association.
  - d. A representative from the Association will personally meet each speaker at the airport and provide transportation to the meeting and hotel.
  - e. Rental cars will not be paid for by the Association.
  - f. The amount of honorarium paid to a speaker will be determined by the Conference Chair and the Executive Committee based on the budget allocations for that particular year.
  - g. Exceptions to the above may be made by the Executive Committee at the request of the Conference Chair.
4. Executive Committee recommendations on Conference expenses for speakers' who are members of ArLA:
  - a. The following expenses will not be subject to a request for reimbursement: travel, lodging, most meals, local transportation, or honoraria.
  - b. The cost of a meal may be waived for a member who is a speaker at that meal.
  - c. Costs for photocopies distributed in connection with a conference program may be reimbursed
  - d. Exceptions to the above may be made by the Executive Committee at the request of the Conference Chair.
5. Registration fees will be waived and room reservations will be made and paid for the Executive Administrator, President, Conference Chair, and Exhibits Chair.

## **Membership**

1. Division and Round Table lists are to be available to Chairs via the website.
2. Honorary members are to be recognized in an official Association publication.

3. One person may register as a representative of an institution on an institutional membership.

**Guidelines for Division/Round Table/Committee Workshops/Conferences:**

1. The Executive Board must approve expenditures for travel and office expenses for workshops, and for holding the workshop.
2. Bills will be signed and verified by the Division/Round Table/Committee Chair. If the bills do not exceed the amount funded for the workshop, they may be paid by the Executive Administrator without the President's signature.
3. Reimbursements for guest speaker expenses will follow the same guidelines as for the Association's annual conference.
4. The Association will keep \$3 per registrant for a 2 day (or more) event for Division or Round Table workshops to cover office expenses.
5. Loss on workshops will be covered by general Association funds.
6. Registration fees are set by the Division, Committee or Round Table sponsoring the workshop.
7. Refunds for Division/Round Table/Committee workshops:
  - a. Workshops with limited enrollment - no refunds.
  - b. Workshops with unlimited enrollment - Cancellations and refund requests will be honored if received in writing within 2 weeks of the beginning date of the workshop and are subject to a processing fee of 25% of the total registration cost with a minimum of \$5.00.
8. Exceptions to the above may be made by the Executive Committee at the request of the Workshop/Conference Chair.

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