



IRRT OFFICERS' MANUAL

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ALA American
Library
Association

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INTRODUCTION

The International Relations Round Table (IRRT), a membership unit within the American Library Association (ALA), was established by the ALA Council in 1949 as the Round Table on Library Service Abroad.

The mission of the International Relations Round Table (IRRT) is to develop the interests of librarians in activities and problems in the field of international library relations. Members of the IRRT serve as a channel of communication and counsel between the International Relations Committee and the members of the American Library Association, and they provide hospitality and information to visitors from abroad. The IRRT arranges programs and business meetings and appoints representatives to attend meetings of the other professional groups.

ALA BYLAWS, ARTICLE VII, ROUND TABLES

(ALA HANDBOOK OF ORGANIZATION 2001-2002)

Sec.1. The Council may establish round tables under the following conditions:

- a) The Council may authorize the organization as a round table of any group of not less than 100 members of the Association who are interested in the same field of librarianship not within the scope of any division, upon petition of such group, which shall include a statement of purpose.
- b) The Council may discontinue a round table when, in the opinion of the Council, the usefulness of that round table had ceased.

Sec. 2. No round table shall incur expense on behalf of the Association except as authorized, nor shall any round table commit the Association by any declaration of policy.

Sec. 3. Round tables may charge annual dues, limit their membership, and may, subject to approval of the Publishing Committee, issue publications. All round table funds are to be in the custody of the Executive Board, to be accounted for and disbursed by its designated officer on authorization of the round table officers.

Sec. 4. A round table may affiliate with itself regional, state, local groups interested in the same field of library service or librarianship. Such groups may admit members who are not members of the round table or of the Association.

Sec. 5. Any members of the Association may become a member of any round table by complying with the requirements for membership. The members of each round table shall, either by a mail ballot or at its final session at each annual conference, choose officers to serve until the close of the next annual conference. Only personal members shall have the right to vote and hold office.

ALA ROUND TABLE STATEMENT OF ROLE AND FUNCTION (ALA Policy Manual, Section One, 6.3) (Adopted by ALA Council, 1976)

Round tables are provided for in the **ALA BYLAWS, ARTICLE VII** and the **ALA Policy Manual, Sect. 6.3**.

A. Round Tables of ALA: Role and Function

Round tables may conduct continuing educational activities; study and discuss topics of concern to the Round Table; work with other ALA units on joint projects; issue publications with the advice, assistance and approval of the ALA Publishing Committee; conduct projects and programs in the areas of the Round Table's purpose; and, recommend activities and policies to units of the Association, including Council.

B. Policy Functions

As noted in the ALA Constitution, Article VI, and the Bylaws, Article VII, three bodies -- Council, the divisions, and the membership -- have the authority to determine and act for ALA in matters of policy. Recommendations of Round Tables regarding a lack of policy, a new policy, or changes in policy shall be forwarded to the appropriate body for action

C. Finances

Round Tables shall not incur expenses on behalf of the Association except as authorized. Funds of Round Tables are in the custody of the ALA Executive Board, to be accounted for and disbursed by its designated officer only upon authorization of the Round Table officers.

Any formal solicitation of funds by any ALA unit from outside organizations, agencies, groups of individuals, or others must be authorized by the ALA Executive Board or Executive Director. Acceptance of unsolicited funds shall be authorized by the Executive Director to assure that the terms and conditions are consistent with ALA policies. Contracts, grant agreements, project proposals, and similar financial documents shall be signed by the ALA Executive Director for all ALA activities and units.

D. ALA Services to Round Tables

ALA will supply to Round Tables such support services as: staff liaison and related staff services; maintenance of Round Table membership and subscription records; accounting services to include preparation of monthly budget reports and bill payment; preparing, distributing and counting ballots for annual election of Round Table officers; services of the Conference Arrangements Office, to include scheduling and announcement of Midwinter and Annual Conference meetings and other special events; cartage of materials to ALA meetings; services of the Public Information Office, including preparation and distribution of press releases; specialized reference services of the ALA Library; use of the ALA mailroom for routine and special mailings; storage of supplies, documents and equipment at the ALA warehouse; organization and storage of Round Table documents at ALA Library and Archives.

Round Tables shall deposit at least two copies of all periodicals and other Round Table publications in the ALA Library.

Charges for data processing services, reproduction of materials, mailings, and other similar support services will be charged to the Round Table at the same rate as to other units.

Staff liaison services are made available to Round Tables to aid the officers and members in:

- coordinating projects and programs with other units
- handling financial obligations and records
- orienting new Round Table officers and groups
- determining procedures to expedite or conduct Round Table projects and programs
- administrative or secretarial phases of Round Table activities
- planning activities.

E. Round Table Services to ALA

The ALA Round Tables through their programs and services implement and enhance the overall ALA program, further the Association's Goals and Priorities, and provide an added dimension to the ALA structure. All Round Tables are membership units that provide an additional avenue for membership discussion, opinion, and response. It is not currently possible for Round Tables to bear a charge that will cover the complete direct and indirect costs of services from ALA. ALA has adopted a schedule of charges based on a Round Table's total dues income. The assessment of each Round Table shall be based on the best estimate of services performed recently by Headquarters staff.

F. ALA International Relations Office Director/ALA IRRT Staff Liaison

Duties and Responsibilities:

- Serves as direct link between the Executive Board of the Round Table and ALA Headquarters receives copies of minutes of meetings and is invited to all meetings of the Executive Boards as a non-voting member
- Attends Executive Board and membership meetings of the Round Table and provides other administrative and program support as requested or needed and does so to the extent Association resources permit
- Sends monthly financial statements to the Chair and the Secretary/Treasurer
- Sends membership statements monthly to the Chair and the chair of the Membership Committee
- Functions as subscription manager for *International Leads*.
- Distributes IRRT Bylaws and Procedures Manual to new members of the Executive Committee

- Requests payment from ALA Fiscal Services to pay all Round Table invoices and deposits all monies received by the Round Table for whatever purpose Maintains the electronic “archives” of current IRRT publications, logos, and manual.

INTERNATIONAL RELATIONS ROUND TABLE, A HISTORY

The International Relations Round Table (IRRT), a membership unit within the American Library Association (ALA), was established by the ALA Council in 1949 as the 4 Round Table on Library Service Abroad. The original purpose of the organization was stated in the following terms:

In the belief that participation by librarians in library programs abroad will contribute to an improvement in the library profession and in library services both here and abroad (as well as to international understanding), the ALA Round Table on Library Service Abroad is created to provide a means whereby the general membership of the American Library Association may inform itself regarding the international aspects of library work and may be given opportunities to participate in activities for the improvement of international relation and/or library services throughout the world. (1)

In 1956, the name was changed to International Relations Round Table in recognition of "the wider aspects of international library work" (2). The purpose has since been restated as follows:

To develop the interests of librarians in activities and problems in the field of international library relations; to serve as a channel of communication and counsel between the International Relations Committee and the members of the Association; and to provide hospitality and information to visitors from abroad. The IRRT arranges programs and business meetings and appoints representatives to attend meetings of the other professional groups (3).

The IRRT is the only membership organization of ALA that is devoted solely to international library interests. IRRT's members include librarians who have served abroad in United States government and military libraries, and many who are interested in or plan to take overseas library positions, and those interested in international librarianship. Some ALA divisions have international relations committees. The work of the IRRT is carried out by the Executive Board, which consists of the officers.

Throughout its existence, the IRRT has been closely associated with the International Relations Committee (IRC) of ALA both directly and indirectly. The IRRT chair attends meetings of the IRC as an observer; the chair of IRC attends IRRT Executive Board meetings as a non-voting member.

The IRRT sponsors a variety of program meetings on aspects of international library work. In addition to programs, the organization holds an annual reception, and maintains an International Visitors Center at the ALA Annual Meeting. Provides list of furniture, equipment including a computer, supplies, decorations, e.g., flags, and other appropriate items for the international visitors' centers.

- Maintains and updates the International Visitors Center volunteer manual, so that members can successfully staff it and be prepared to welcome and greet international attendees.
- Issues the call for volunteers who may be solicited through *International Leads*, the IRRT website, ALAWorld, other ALA and international listservs.
- Schedules volunteer staffing of the center at the ALA annual conference.

The IRRT-published Foreign Service Directory of IRRT American Librarians was discontinued in 1983. Since 1957 the IRRT has issued a newsletter, approximately 5x/yr or quarterly, to inform the membership about news on the international library scene. Initially entitled *LEADS: A Fact Sheet*, the title was formally changed in January 1987 to *International Leads*.

REFERENCES

(1) Helen E. Wessells, "History of the International Relations Round Table," in Foreign Service Directory of American Librarians, 3rd edition, edited by Janet C. Phillips (Pittsburgh: Pittsburgh Book Center, 1967) p. x.

(2) Ibid.

(3) American Library Association, ALA Handbook of Organization, (Chicago: ALA, 1988/89) p. 161.

(4) Updated version of the article by Morris A. Gelfand in the Encyclopedia of Library and Information Science, Vol. 12 (New York): Marcel Dekker, Inc., 1968- 1988) pp. 434-5.

BYLAWS OF THE AMERICAN LIBRARY ASSOCIATION INTERNATIONAL RELATIONS ROUND TABLE

(2015 revision approved by ballot)

Article I: Name

The name of this organization is the American Library Association (ALA) International Relations Round Table (hereafter referred to as the Round Table or IRRT).

Article II: Purpose

To promote interest in library issues and librarianship worldwide; to help coordinate international activities within the American Library Association, serving as a liaison between the International Relations Committee, an ALA Council Committee, and those members of the Association interested in international relations; to develop programs and activities which further the international objectives of ALA; and to provide hospitality and information to visitors from abroad.

Article III: Membership

Any member of the ALA may elect membership in the IRRT upon payment of the dues required for membership in the Round Table. Every member has the right to vote. Any personal member is eligible to hold office.

Article IV: Dues

Annual membership dues are stated in the latest [ALA Handbook of Organization](#).

Article V: Meetings

Section 1. Annual Meeting

The regular membership meeting of the Round Table shall be held at the time and place of the annual conference of ALA when needed.

Section 2. Special Meetings

Special membership meetings may be called by the Executive Board and shall be called upon the petition of twenty IRRT members. Notice of any special meeting, together with a statement of the business to be transacted, shall be distributed to each member at least thirty days before such a meeting. No business other than that stated in such notices may be transacted.

Section 3. Quorum

Twenty members constitute a quorum at any membership meeting of the Round Table.

Article VI: Officers and Terms of Office

Section 1. Officers

The officers of the Round Table are the chair, the vice-chair/chair-elect, the immediate past chair, the secretary/treasurer, the IRRT ALA councilor, and two members-at-large.

Section 2. Terms of Office

a) The chair, vice-chair/chair-elect and immediate past chair shall each serve one-year terms. The secretary/treasurer and the members-at-large serve two-year terms. No one may serve more than two consecutive terms. The IRRT ALA councilor serves a three-year term.

b) In the event a chair is unable to complete his/her/their term, the vice-chair/chair-elect will assume the duties of the chair, as well as retain the office of chair-elect. If any other of the officers-vice chair/chair-elect, secretary/treasurer, or the two members-at-large is unable to complete his/her term of office, the chair, with the approval of the remaining officers, shall appoint an individual to complete the term of office. After such an individual has completed the partial term, he/she/they may be elected for the normal term of office according to the above rules. If the IRRT

ALA councilor resigns before completing his/her/their term, an IRRT ALA councilor can be appointed for only one year or until the next election held by IRRT. The IRRT ALA councilor elected in that election serves a full three-year term. IRRT must accredit its interim councilor with the secretary of the Council in advance of the next Council meeting.

Article VII. Executive Board

Section 1. Composition

The Executive Board consists of the chair, vice-chair/chair-elect, immediate past chair, secretary/treasurer, IRRT ALA councilor, and two elected members-at-large. The chairs of standing committees, the representatives to other ALA groups, the representative of 7 the IRC, the editor of International Leads, and the ALA International Relations Office staff liaison are ex-officio, non-voting members of the Executive Board.

Section 2. Powers and Duties

The Executive Board has authority over the affairs of the Round Table, including during the periods between the midwinter meetings and the annual conferences.

Section 3. Meetings

The Executive Board shall meet during the annual conference and midwinter meetings of ALA. Additional meetings may be held as needed.

Section 4. Quorum

A majority of members (50% plus one) constitutes a quorum at any meeting of the Executive Board or of the officers.

Section 5. Roster

The names and affiliations of each Executive Board member shall be published annually in the ALA Handbook of Organization.

Section 6. Mail Votes

Mail votes may be taken in accordance with the procedure established for the ALA Executive Board. ALA Bylaws, Article VIII, Section 9: "Votes in the Executive Board, as well as in committees, may be taken by mail, electronic system, or conference call, provided that all members are canvassed simultaneously. An affirmative vote from two thirds of the full body shall be required. Each committee shall have the authority to set a time limit within which the votes of its members shall be recorded, but if no such time limit is set no vote shall be counted unless received within 30 days from the day the text of the matter voted upon was mailed properly addressed to those entitled to vote on the matter involved."

Article VIII: Committees

Section 1. Standing Committees

Standing committees may be authorized or discontinued by the IRRT Executive Board. Chairs of most standing committees shall be appointed by the IRRT vice-chair/chair-elect for two years each, and may be reappointed to one additional two-year term. Chairs of the Reception and Nominating Committees are appointed for one-year terms. Members of the Nominating Committee are not eligible for a consecutive term.

A list of the standing committees and definition of the chair and committee duties shall be included in the IRRT Procedures Manual and on the IRRT website. All standing committees shall review their charge every two years or as needed and make recommendations for changes to the IRRT Executive Board for approval and subsequent inclusion in the IRRT Procedures Manual.

Section 2. Ad Hoc Committees

Ad hoc committees for the performance of a particular assignment may be authorized by the IRRT chair, by the Executive Board or by the membership. No ad hoc committee may be continued for more than two years, without reauthorization.

Section 3. Interest Groups

Interest Groups may be authorized or discontinued by the IRRT Executive Board. All interest groups shall petition the IRRT Executive Board every three years to continue as an interest group. If an interest group's petition is not resubmitted, the IRRT Executive Board may recommend that the interest group be dissolved.

Section 4. Reports

Each committee shall report to the Executive Board at the midwinter meeting and the annual conference.

Article IX: Liaisons

Liaison appointments are made by the IRRT vice-chair/chair-elect for one-year terms and may be reappointed to a second one-year term.

Article X: Nominations and Elections

Section 1. Nominating Committee

Prior to end of the ALA annual conference, the outgoing vice-chair/chair-elect, with the approval of the IRRT Executive Board, shall appoint a Nominating Committee for a term that begins with the adjournment of the annual conference and expires with the Committee's final report at the following midwinter meeting.

Section 2. Nominations

The Nominating Committee shall present a slate of candidates for the offices of chair, vice-chair/chair-elect, secretary/treasurer, members-at-large, and the IRRT ALA councilor. No candidate may be presented who is not a member of the Round Table at the time of nomination. The nominations shall be reported to the membership in the next issue of International Leads. Further nominations of IRRT members may be made in writing to the IRRT chair by any five members within one week of the final report of the Nominating Committee at the midwinter meeting.

Section 3. Elections

Elections shall be conducted as part of the regular ALA electoral process. In case of a tie, the election shall be decided by lot. The two member-at-large positions shall be elected one each year, thereby staggering their terms. The vice-chair/chair-elect shall be elected each year and the secretary/treasurer shall be elected in alternate years. The IRRT ALA councilor shall be elected every third year.

Article XI: Amendments

Section 1. Proposals

Amendments to these Bylaws may be proposed in writing by the Executive Board, an ad hoc committee appointed for the purpose, or any five members of the Round Table. Proposals originating with groups of members shall be filed with the secretary/treasurer at least three months before the next executive meeting.

Section 2. Notice

A copy of any proposed amendment and the recommendation of the Executive Board shall be distributed to each member at least thirty days before it is to be voted upon, unless the proposal was reported at a preceding annual membership meeting.

Section 3. Vote

Two-thirds of the members present and voting at an annual membership meeting shall carry a proposed amendment. In the case of a referendum distributed to members, two thirds of the votes cast shall carry a proposed amendment.

Article XII: Previous Notice

Publication of notices in an issue of International Leads or American Libraries appearing within the required period of time fulfills the requirements of notice to members.

Article XIII: General Provisions

Wherever these Bylaws make no specific provisions, the organization of, and procedures in, the Round Table shall correspond to those set forth in the Constitution and Bylaws of ALA and shall be decided by the parliamentary authority adopted by ALA.

DUTIES OF THE EXECUTIVE BOARD

The Executive Board consists of the chair; vice-chair/chair-elect; the immediate past chair; the secretary/treasurer; two members-at-large; and chairs of standing committees. The editor of *International Leads*, the ALA International Relations Office staff liaison, the IRC representative, and representatives to ALA groups are ex-officio, non-voting members.

A. Chair

Term of office

Term of office is determined by Article VI, Section 2 (a) of the IRRT Bylaws. The chair serves one year as vice-chair prior to assuming the office of chair. The chair will remain on the Executive Board for an additional year as the immediate past-chair.

Duties

- Convenes and chairs the meetings of the Executive Board, the officers, and the membership. It is customary for the chair to recognize members of the Executive Board before giving observers the opportunity to speak on any particular issue. He/she/they may call special meetings of the Executive Board upon the written request of the majority of the Executive Board or upon the petition of twenty IRRT members.
- Responds to materials from ALA Conference Services Office seeking confirmation of space bookings for all IRRT programs and meetings at the midwinter and annual conference. Works closely with the Conference Services Office and the ALA IRRT staff liaison to ensure that adequate space is allotted to IRRT.
- Receives monthly performance reports from the staff liaison. Works with the secretary/treasurer to prepare a budget report for approval of the Executive Board at the Midwinter and Annual Meeting.
- Appoints all IRRT committee chairs and members, liaisons, and representatives to ALA committees in consultation with appropriate IRRT members.
- Appoints chair of the Reception Committee in the locale of the annual conference (when possible), immediately following the preceding annual conference.
- May solicit funds from donors to help with reception or other IRRT expenses.
- Attends the meetings of the IRC to report on the activities of IRRT.

- Attends the ALA Round Table Coordinating Committee Orientation Meeting for New RT Chairs at annual conference.
- Oversees all activities of the IRRT Executive Board, standing and ad hoc committees, and on-going programs and activities of the Round Table.

B. Vice-Chair/Chair-Elect

Term of office

Term of office is stated in Article VI, Section 2 (a) of the Bylaws. The incumbent automatically becomes chair at the end of his/her/their term as vice-chair.

Duties

- Acts for the chair, should he/she/they be absent from any meeting. Succeeds to the office of chair if the office becomes vacant for any reason.
- Arranges for a program meeting at the annual conference of the Association to occur during his/her/their year as chair. The vice-chair may delegate this responsibility to another individual if desirable. The program meeting may be wholly organized by IRRT or sponsored jointly with another group within ALA. The vice-chair, or designee, will arrange for the inclusion of the IRRT program in the ALA Conference Program.
- Ensures that appropriate platform arrangements have been made, sees that the speaker(s) are introduced, and sends appropriate letters of thanks to the speakers after the meeting. The vice-chair (or designee) will invite the speakers to be guests of the Round Table at the annual reception for international visitors. (see Program Meeting, Sec. (10a) below for more detail.)
- Attends the Round Table Coordinating Committee as the IRRT representative. Performs such other duties as may be assigned by the chair.

C. Immediate Past-Chair

Term of office

Term of office is stated in Article VI, Section 2 (a) of the IRRT Bylaws.

Duties

- Ensures that the incoming chair has been adequately briefed on past activities, committee appointments, and ongoing programs.
- Performs such other duties as may be assigned by the chair. May represent chair at ALA meetings when requested.

D. Secretary/Treasurer

Term of office

The term of office is stated in Article VI, Section 2 (a) of the IRRT Bylaws.

Duties

- Takes minutes of membership, Executive Board, and program meetings.
- Sends draft minutes of meetings to the Executive Board. Corrected minutes are distributed prior to the midwinter meetings and the annual conference to the Executive Board, all committee chairs and all reporting to the IRRT.
- Distributes midwinter and annual IRRT Executive Board meeting agenda to Executive Board, committee chairs and others reporting to the IRRT.
- Works with the chair and the ALA International Relations Office liaison to prepare the budget report for approval of the Executive Board at the midwinter and annual meeting. Reports periodically on the fiscal condition of the Round Table at Executive Board meetings and at such times as designated by the chair.
- Receives monthly performance reports from the ALA International Relations Office staff liaison. Maintains archival file of IRRT agendas, minutes, and budget reports.
- Attends the BARC meetings at midwinter and annual conferences.
- Performs such other duties as may be assigned by the chair.

E. Members-At-Large

Term of office

Term of office is stated in Article VI, Section 2 (a) of the IRRT Bylaws.

Duties

- Performs such other duties as may be assigned by the chair.

IRRT COUNCILOR

Role and Responsibilities

The IRRT Councilor will represent the interests of IRRT on the ALA Council by taking the following actions:

1. Putting forward issues that the IRRT Board identifies
2. Ensuring that council resolutions use inclusive language representing all ALA members, including international librarians
3. Advocating for the needs of ALA members who are international librarians
4. Communicating with IRRT Board Members on key resolutions before a vote is needed

The IRRT Councilor is responsible for submitting a report to the IRRT Board on the ALA Council meetings a month after Midwinter and Annual Conferences.

COMMITTEES

A. Standing Committees

(1) Chair's Program Committee

(Established as a Standing Committee January 2002)

The Committee develops, publicizes, and hosts the IRRT Chair's Program, a program focused on some aspect of international librarianship for IRRT members and U.S. and international librarians at the annual conference. The Committee coordinates, with the IRRT Chair, a membership meeting held during the IRRT Chair's Program at the annual conference.

Chair term of office

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Duties of the Chair's Program Committee Chair

- Oversees development of the IRRT Chair's Program at each Annual Conference
- Coordinates, with the IRRT chair, inclusion of a membership meeting to be held during the annual program meeting
- Coordinates recruitment of speakers with IRRT chair, ALA International Relations Office Staff Liaison, and committee members
- Coordinates with the IRO and IRRT Chair the presentation of IRC and IRRT Awards
- Submits final program description to ALA International Relations Office
- Moderates the chair's program if requested by the IRRT Chair
- Conducts all the duties of an IRRT Committee Chair:
 1. Consults with and advises the IRRT Chair regarding Committee membership
 2. Corresponds with Committee members and oversees the Committee member assignments
 3. Reports to the IRRT Executive Board at midwinter and annual conferences
 4. Prepares and submits a report following midwinter and annual conferences
 5. Attends the Committee Chair Orientation at midwinter and annual conferences
 6. Provides Committee text and updates to the editors for inclusion on the IRRT Website and in International Leads, as appropriate
 7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session
 8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the committee

Members of Chair's Program committee

- In addition to the Chair, the committee consists of 4-6 members and the chair-elect, ex officio.
- Members are appointed by the IRRT Chair-elect in consultation with the Chair's Program committee Chair.
- Members serve a one- or two-year renewable term.

Committee members' duties

- Assist in developing the theme of annual conference program in consultation with IRRT chair-elect and chair
- Develops and disseminates publicity for conference program
- Recruits speakers
- Requests location and coordinates arrangements with International Relations Office
- Coordinates handouts and distribution tables for program related materials
- Assists Chair in the preparation of speaker introductions

MAJOR ACTIVITIES**IRRT Membership Meeting**

The annual IRRT Membership Meeting will be held during the IRRT Chair's Program at Annual Conference. The IRRT Chair convenes this meeting and twenty members constitute a quorum. The secretary/treasurer's report, as well as other reports requiring vote of the membership, will be presented. The officers for the next program year will be announced. A parliamentarian may be appointed, and the ALA approved Rules of Order shall be followed.

IRRT Chair's Program

The IRRT Chair's Program is held during Annual Conference. The topic will have an international focus and be of interest to IRRT members and those librarians with interest in international topics. Joint programs with other units of ALA may be sought.

Timeline for Program Committee***Prior to Midwinter***

- Finalize speakers with Chair for program 6 months away
- Obtain biographical information on prospective speakers
- Discuss and finalize program theme and possible speakers with Chair-elect for program 1.5 to 2 years away
- Solicit co-sponsors for program 1.5 to 2 years away
- Plan publicity for program 6 months away
- Debrief previous program

At Midwinter Committee Meeting

For program 1.5 years away

- Decide with Chair-elect the program theme, suggested speakers, budget needs, size of venue
- With Chair-elect, develop brief description of program for ALA Conference Program

For program 6 months away

- Discuss time needed for Membership Meeting with Chair for program at annual meeting
- Approve press releases for program
- Discuss placement of publicity with ALA IRRT Staff Liaison
- Discuss budget requirements with Chair and ALA IRRT Staff Liaison
- Meet with Membership committee regarding distribution of membership applications at program
- Consult Chair and discuss program timing and draft agenda for membership meeting in conjunction with the program presentation

At Midwinter Executive Board Meeting

- Deliver written report on committee's progress to Executive Board and be prepared for questions
- Announce upcoming program theme and speakers
- Announce following year's theme and speakers, if available
- Solicit ideas for co-sponsorships; request committee members to share information on other units' plans for internationally themed programs and distribute the International Program Form
- Post to email lists/listservs of ALA Divisions and International Relations Committees

After Midwinter Meeting

- Work with the International Relations Office to finalize room arrangements and publicity for program at the upcoming Annual Conference
- Send press releases to American Libraries, Library Journal and journals and newsletters of co-sponsoring units
- Advertise the program in International Leads
- Request IRO Director's assistance in getting publicity into conference program
- Request equipment needs from speakers and notify IRO and IRRT Secretary/Treasurer

At Annual Executive Board Meetings

- Deliver report on committee's work
- Announce upcoming program, speakers, and location
- Announce following year's theme and speakers, if available
- Solicit ideas for co-sponsorships
- Request information on other units' plans for internationally themed programs

At Annual Conference

- Distribute publicity fliers and posters at Conference
- Send press releases to Cognotes prior to and after program
- Distribute fliers at IRRT committee meetings
- Make announcements about program at IRRT Executive Board meetings
- Moderator introduces the speaker(s) and thanks them at the conclusion of the program

After the Annual Conference

- If a new Chair, the Chair's Program Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the program committee
- In conjunction with the IRRT Chair, the Chair's Program Committee Chair should:
 - provide details of the planned program to the ALA Annual Conference Program Planning Committee immediately after annual conference
 - arrange for the inclusion of the IRRT program in the ALA Conference Program
 - prepare and disseminate publicity about the program in conjunction with the Chair's Program committee
 - ensure that appropriate platform arrangements have been made prior to the program
- Chair's Program Chair writes thank-you letters to speakers

IRRT Program Generation

Programs are generated from ideas of the Chair-elect, Chair, chair's program chair, Committee members, various committees, and from aspects of librarianship that have an international component. Programs that describe opportunities to work abroad and ways to receive funding to work abroad are popular as are programs that describe international work experience. Ideas can come from anywhere and anyone. Members of IRRT, ALA, or international librarians should submit ideas to the Chair-elect for consideration immediately after elections to be sure they are considered. Planning for programs begins nearly two years in advance so it is important to submit ideas early.

Relations to the International Relations Office

- Coordinates recruitment of speakers with the ALA IRRT Staff Liaison and committee members
- Requests location and coordinates arrangements with IRO, seeking a venue close to the conference center or the International Librarians Reception
- Discusses placement of publicity with IRO including requesting assistance in getting publicity into conference program
- Discusses budget requirements with Chair and IRO
- Works with the IRO to finalize room arrangements and publicity for program at the upcoming Annual

Suggested Form for Submission of Chair's Program Ideas

Form for Submission of IRRT Chair's Program Ideas
Date:
Describe Program Idea:
Suggested Speaker(s):
Contact Information for Speakers:
Possible Co-Sponsors & Contact Information:
Your Name & Contact Information:
Budget Requested? Y/N Amount?

(2) International Connections Committee

The Executive Board and the IRC agreed to make the Exchanges Committee a standing committee of IRRT at the January 26, 2003 meeting. The International Connections Committee was established in 2010 to replace the Exchanges Committee. (Description revised January 9, 2020)

The purpose of the International Connections Committee is to collect and share information about library professionals and libraries worldwide seeking to promote discussion and international collaborations; to disseminate information to librarians about opportunities to enrich and broaden their career experience and the library profession by developing intercultural perspectives; to share educational and cultural interests, achievements, and developments in libraries and thus assist in the development of the profession and of friendly and peaceful relations with countries throughout the world.

The Committee also uses the combined intellectual, professional, and networking resources of its members to develop resource materials to support international collaboration.

Membership and membership duties

Chair

Appointed for two years with the option of one two-year renewal as specified in Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Coordinates and oversees the annual conference program and other committee initiatives and projects.
- Conducts all the duties of an IRRT Committee Chair
 1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter and annual conferences.
 4. Prepares and submits a report following midwinter and annual conferences.

5. Attends the Committee Chair Orientation at midwinter and annual conferences.
6. Provides Committee text and updates for inclusion on the IRRT Website and in International Leads to the editors as appropriate.
7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

The Committee shall consist of eight members to be appointed by the IRRT Chair-elect in consultation with the International Connections Committee Chair. Four members shall be appointed every year to serve for two consecutive years.

Member responsibilities: As assigned to specific committee members for implementation

- Assist in developing the ALA Annual Conference proposal and other projects as needed.
- Develop and disseminate publicity for conference program and committee projects.
- Recruit speakers for committee events.
- Coordinate with speakers to develop topics and program outlines.
- Coordinate conference logistics with conference services and speakers.
- Assist speakers in preparing presentation slides, handouts or other program-related materials.
- Assist the chair in hosting the annual conference program.
- Develop and distribute program assessments as needed.
- Provide input to the Chair on how the committee should be organized and/or run.

Processes that are used

Committee members discuss annual conference programs or projects at committee meetings and/or via email.

Timeline for Action/Calendar

The Committee works continuously throughout the year.

August

- Add new committee members if necessary.
- Finalize ALA Annual Conference proposal.
- Identify other projects or initiatives as needed.

September

- The committee chair submits ALA Annual Conference Program Proposal.

If the conference program is selected:

December - February

- The committee distributes a call for presenters:
 - a) Emails the announcement to IRO office assistant to distribute the announcement to IRRT members via email and social media.
 - b) Emails the announcement to IRRT webmaster to add it to the committee website.
 - c) Distributes the call for speakers to select email lists/listservs.

March - April

- The committee reviews the call for proposals and identifies diverse speakers.
- The committee chair notifies selected speakers.

May - June

- The committee coordinates content and logistics with selected speakers and assists with preparing slides, handouts, assessments, and other program materials as needed.

Relation to the IRO Office

The Committee works with the IRO staff to publicize the conference program and committee projects.

Forms used

None.

(3) International Librarians Orientation Committee

Established as a Standing Committee **1998-1999**, (Description revised July 20, 2008)

The Committee organizes the orientation for international visitors at annual conference, and if needed at midwinter, and works closely with the ALA International Relations Office to develop a mentoring program for annual conference.

Membership and membership duties

Chair

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Organizes an orientation for international visitors at annual conference.

- Coordinates and/or creates orientation materials and presentation.
- Coordinates international mentor match.
- Works with ALA International Relations Office (IRO) to publicize mentor opportunity to ALA membership.
- Works closely with ALA IRO regarding mentor match.
- Conducts all the duties of an IRRT Committee Chair.
 - 1) Consults with and advises the IRRT Chair regarding Committee membership.
 - 2) Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter and annual conferences.
 - 3) Prepares and submits a report following midwinter and annual conferences.
 - 4) Attends the Committee Chair Orientation at midwinter and annual conferences.
 - 5) Provides Committee text and updates for inclusion on the IRRT Website and in International Leads to the editors as appropriate.
 - 6) Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 - 7) If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

- In addition to the Chair, the Committee consists of 6-8 members.
- Members are appointed by the IRRT Chair in consultation with the Orientation Committee Chair.
- Members serve a two-year renewable term.

Member responsibilities. Assigned to specific members for implementation

- Work with chair to prepare agenda for conference orientation program.
- Invite ALA President, ALA Executive Director, and ALA IRO Director to give welcomes.
- Decide with IRRT Chair if the IRRT Chair or Committee Chair will moderate the orientation program.
- Identify preparer and/or prepare presentation about local conference site.
- Prepare and/or review and update conference information presentation.
- Prepare notice to solicit mentors in cooperation with IRO office. Prepare mentor/ mentee matches and notify each person of the match.
- Solicit IRRT committee members as table facilitators to talk with international visitors.
- Solicit raffle gifts and prepare certificates for winner for item pickup at vendor booths.
- Write thank you notes for raffle gifts. 21
- Confirm with IRO about content of packets for International Visitors distributed at orientation program.
- Confirm with IRO office about refreshments and room location.

Major Activities

- To prepare agenda.
- To confirm agenda activities with committee members.
- To contact respective ALA people for welcome.
- To solicit mentors and mentees and do match.
- To solicit raffle gifts and prepare them for distribution and send thank you notes.
- To select local orientation presenter.
- To make sure there is conference orientation.

Processes

- Committee members discuss and prepare agenda.
- Committee members agree for which activity they will be responsible
- Chair or IRRT chair writes letters to ALA President, ALA Executive Director, IRO Director and asks them to attend and give a welcome greeting.
- Committee members responsible for mentors/ mentees talks with Program Officer in IRO about issuing notice; contact Program Officer in IRO to get the names that the Office has received; prepare matches and contact each person in the match.
- Committee members responsible for Raffle gifts determine who and how they will solicit raffle gifts; contact vendors and ask for gifts; prepare certificates or letters for recipients; thank vendors for raffle gifts.

Timeline for Action/Calendar

(Note: If a date below falls on a weekend, the next business day will be used.)

August

- Add new committee members if necessary.
- Welcome new committee members.

Before ALA Midwinter – Notify committee members of meeting date, distributes agenda, and confirms attendance at Midwinter.

January/February (ALA Midwinter)

- Discuss Orientation Program Agenda with committee members.
- Draft Orientation Program Agenda.
- Solicits 2 committee members to be responsible for mentoring activities including matches.
- Solicits 2 committee members to be responsible for contacting vendors to solicit raffle items and to prepare letters or certificates to give winners.
- Identify any necessary presenters for the program.
- Solicit IRRT committee members to serve as table facilitators for Orientation at Annual. (You might want to try to do simple training of facilitators.)
- Report to IRRT Executive Board at Midwinter.

- Submit meeting minutes to IRRT Secretary.

March

- Confirm with IRO about solicitation for mentors.
- Confirm with IRO about request by international registrants for a mentor.
- Chair contacts IRRT Chair to see if IRRT Chair or the Orientation/Mentoring Chair is going to write letters to ALA President, ALA Executive Director and ALA IRO Director to attend Orientation at Annual to give welcome to international visitors.
- Write letters of invitation if IRRT Chair designates you to do so.

May

- First week of May contact the IRO office to get names of mentors and mentees.
- Contact IRC Area subcommittees to see if they want to be mentors and work with you on mentoring program.
- Prepare mentor/ mentee matches and contact each to give names and contact information.
- Contact State Department and other groups to see if they will have international visitors attending the conference and remind them about the orientation and mentors.
- Respond to IRO Program Officer request for any special materials in packet. (Participants would really like maps and materials that provide local information.)

June – Before ALA Annual

- Finalize Orientation Program Agenda.
- Finalize Orientation Program Agenda in timed format.
- Make sure that ALA President, ALA Executive Director and ALA IRO Director are coming for the welcome.
- Prepare and/or review Conference Information Presentation.
- Review local information presentation with presenter.
- Review and prepare Conference Tips Sheet (The final sheet can only be prepared once you are at Annual and can use the final program to input the page numbers.)
- Make sure the raffle letters are prepared for distribution at the orientation program.
- Make sure you have a box for the raffle for the business cards and paper for people who do not have business cards to put name, institution and country.
- Make country signs and function signs for the tables.
- Remind IRRT committee members to attend and serve as table facilitators.

June/July (ALA Annual)

- Hold Orientation Program.
- Hold Committee Meeting.
- Evaluate orientation program and make note of any necessary changes.
- Report to IRRT Executive Board.
- Submit Committee report to IRRT Secretary.

Relation to the IRO office (who does what)

- IRO Program Officer will put out an announcement soliciting mentors to IRRT members, ALA-World, and in International Leads.
- IRO Program Officer will collect names of mentors and international visitors requesting mentors.
- IRO Program Officer will prepare and bring packets.

Forms that are used

Forms used: None so far.

(4) International Librarians' Pre-Conference Committee

Founded in January 2000, (Description revised in 2008)

The Committee develops the IRRT annual preconference session, based on the theme designated by the IRRT Chair. The chair or co-chairs write a description of the session for use by the ALA International Relations Office. The committee determines the format of the pre-conference. Members develop a call for proposals, recruit speakers, select speakers based on a proposal rubric, compile attendee packets, and create necessary signage for the session. The chair or co-chairs introduce the speakers and oversee the event, along with collecting feedback.

Membership and membership duties*Chair or Co-Chairs*

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

- Chair responsibilities
- Oversees development of annual preconference session.
- Coordinates publicity and recruitment efforts for preconference with ALA International Relations Office Director.
- Conducts all the duties of an IRRT Committee Chair
 - 1) Consults with and advises the IRRT Chair regarding Committee membership.
 - 2) Corresponds with Committee members and oversees the Committee member assignments.
 - 3) Reports to the IRRT Executive Board at midwinter and annual conferences.
 - 4) Prepares and submits a report following midwinter and annual conferences.
 - 5) Attends the Committee Chair Orientation at midwinter and annual conferences.
 - 6) Provides Committee text and updates for inclusion on the IRRT Website, blog, and in International Leads to the editors as appropriate.
 - 7) Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 - 8) If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

- In addition to the Chair, the Committee consists of 4-6 members.
- Members are appointed by the IRRT Chair-Elect in consultation with the Preconference Committee Chair and IRRT Executive Board members.
- Members serve a two-year renewable term.

Major Activities

- To select a theme for the annual preconference.
- To identify and recruit speakers.
- To publicize the session.
- To work with the ALA International Relations Office to find a location for the session.
- To compile packets for attendees.
- To host session, including introduction of speakers.
- To evaluate the success of the annual program.

Processes

- At the Annual Meeting, the Committee evaluates the success of the program and uses attendee evaluations suggestions in planning the next preconference session.
- The committee brainstorms options for the theme of the next preconference session.
- Committee members continue theme and speaker discussions via email or virtual conferencing, determine a call for proposals, and discuss potential speakers.
- Committee members recruit speakers via a call for proposals, evaluate proposals via an established rubric, and select speakers for the preconference.
- At the Midwinter meeting the Committee discusses progress in planning and delegates additional things to be done.
- The Chair assigns responsibilities to Committee members regarding the preconference session before ALA Annual Conference.
- The Committee collects speaker bios and writes a description of the upcoming session for publicity. The committee develops a brochure for the event.
- A member of the Committee posts session description to IRRT blog, send to email lists/listservs, send to ALA International Relations Office, International Leads.
- Committee members compile handouts into packets for attendees the day before the preconference session.
- The Committee arrives prior to the start of the preconference session to set up registration, to ensure that refreshments arrive, and to welcome speakers and attendees.

Timeline for Action/Calendar

(Note: If a date below falls on a weekend, the next business day will be used.)

August

- Request new committee members if necessary.
- Finalize the theme description based on the IRRT Chair's selection for the next program (discussed at the ALA Annual).

- Begin researching possible speakers.

September - December

- Finalize the call for proposals and rubric

Before ALA Midwinter or January/February

- Put out the call for proposals via various professional listservs and social media.
- Review planning progress and identify additional speakers, if necessary.
- Add new committee members, if necessary.

Note that no funds are available as honorariums or stipends for speakers, but they do receive registration to the preconference and lunch.

January/February (ALA Midwinter)

- Review planning progress and identify additional speakers, if necessary.
- Decide schedule for pre-conference session.
- Assign tasks for preconference session such as room set-up, AV set-up, and time keeper to Committee members.
Submit meeting minutes to IRRT Executive Board.

March

- Complete selection of speakers and notify everyone who submitted a proposal of their status.
- Request that IRRT Chair make introductory remarks at preconference session and ask IRRT Chair to request that the ALA President make introductory remarks.

April

- Stay in communication with speakers and determine any presentation needs.
- Prepare promotional texts/flyers for the preconference session and submit it to IRRT blog, send to listservs, send to ALA International Relations Office, International Leads.

May before ALA Annual

- Continue communication with speakers regarding conference set-up and collect PowerPoints or other materials.
- Distribute a reminder to discussion lists about the program. Coordinate with the International Relations office regarding lunches.

June/July (ALA Annual)

- Thursday before the pre-conference, a Committee member, usually the Chair, picks up folders and packet materials from the International Relations Office. Available committee members assemble packets Thursday evening.

- For the pre-conference session on Friday morning, Committee members should arrive at least one hour before session begins to set up registration table, AV, ensure that coffee and pastries arrive.
- At the Committee meeting, review evaluations and discuss the theme for the next program.

After ALA Annual

- Submit meeting minutes as well as committee report to the IRRT Executive Board
- Send thank you notes to all speakers

(5) International Papers And Projects Committee

Founded in 1999, (Description revised November 2019)

The Committee encourages the scholarly exchange of ideas on library issues between U.S. librarians and their colleagues from other countries; to develop a venue that fosters discussion and the exchange of opinion; to disseminate a global view of the library profession that will enrich and broaden the views of U.S. librarians; and to encourage our foreign colleagues to learn more about our professional associations and concerns.

Membership and Membership Duties

Chair

- Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.
- Whenever possible, the role is co-shared by two persons to ensure there is always a covering.

Responsibilities of the Committee Chair

- Leads the committee in developing and presenting the International Papers and Projects Session at the ALA Annual
- Puts up the program proposal through the official ALA program submission portal
- Upon program acceptance, works together with the ALA International Relations Office to issue a call for papers and projects
- Coordinates and oversees review and selection of international submission proposals
- Moderates or assign a moderator for the International Papers and Projects Session at ALA Annual
- Conducts all the duties of an IRRT Committee Chair
 1. Consults with and advises the IRRT Chair regarding Committee membership.
 2. Corresponds with Committee members and oversees the Committee member assignments.
 3. Reports to the IRRT Executive Board at midwinter and annual conferences.
 4. Prepares and submits a report following midwinter and annual conferences.
 5. Provides Committee text and updates to the editors for inclusion on the IRRT Website and in International Leads, as appropriate.
 6. Chairs the Committee at midwinter (if possible) and annual meetings, preparing and distributing the agenda in advance.

7. Ensure that all information is properly documented and stored for future committees
8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

In addition to the Chair, the Committee consists of 4-6 members.

- Members are appointed by the IRRT Chair-Elect in consultation with the International Papers and Projects Sessions Committee Chair and IRRT Executive Board members.
- Members serve a two-year renewable term

Responsibilities of Members, as assigned to specific individuals:

- Assist in selecting a theme for the annual call for papers
- Review and evaluate all papers and project session proposal submissions
- Guide and support selected presenters to ensure that a quality presentation is delivered at ALA Annual
- Publicize session to ALA membership, IRRT membership and through International Leads, the IRRT website and listservs of divisions with International Relation Committees
- Assist in running the international papers session.

Processes Used

Summary

- To select a theme for the annual call for papers; papers will be selected at the midwinter period for the upcoming annual conference, i.e., approximately 5-6 months later.
- To announce and disseminate the call for papers.
- To review and select 4 presenters and 4 alternates from:
 - Foreign countries who represent a wide diversity of opinions and approaches to the library and;
 - (if applicable) Domestic presenters who present an international perspective
- To promote the international papers and projects session before and at the conference.
- To refer applicants to other ALA panels when appropriate.
- To evaluate the success of the yearly program.

Details of Processes

- Taking reference from the IRRT chair's focus for the year, committee members discuss and select the theme for the upcoming papers session
- Program proposal is submitted through the ALA program submission portal
- Upon program acceptance, chair of the committee communicates with the ALA International Relations Office and Chair of the IRRT to issue the call for papers.
- The International Relations Office collects paper submissions and forwards them to the Committee one month after the call for proposal goes out.
- The Committee reviews and selects paper submissions by e-mail prior to the midwinter meeting.

- Papers are selected based on quality as well as their focus on the selected theme. As much as possible, a broad range of geographical representation will also be considered.
- Four presenters and four alternates (ranked) will be selected.
- After confirmation, the Committee Chair submits the names of the presenters as well as alternates to the International Relations Office.
- The International Relations Office will prepare and send invitation letters to the candidates and obtain their acceptance letters.
- After the final presenters are confirmed, the Committee prepares publicity materials and submits it to the IRRT Web master, the International Leads, as well as various library-related listservs.
- The Chair assigns responsibilities to Committee members regarding the international papers session before ALA Annual Conference.
- The Committee tries to meet with the presenters before the international papers session, possibly at the International Visitors Orientation (Friday late afternoon of ALA Annual).
- The Committee runs the international papers session and evaluates the success of the program afterwards.

Timeline for Action/Calendar

August	<ul style="list-style-type: none"> • Add new committee members if necessary. • Finalize the theme for the next program (discussed at the ALA Annual). • Update Chair of IRRT of program proposal
September	<ul style="list-style-type: none"> • Submit program proposal through ALA program submission portal
November	<ul style="list-style-type: none"> • Upon confirmation of program acceptance, communicate with the ALA International Relations Office and Chair of the IRRT to issue the call for papers. • Call for papers posted on the IRRT Website; also distribute the call via appropriate discussion lists including listservs of divisions with International Relations Committees.
December	<ul style="list-style-type: none"> • (Mid-Dec) Deadline for papers/projects proposal submission.
January	<ul style="list-style-type: none"> • Extension for deadline may be required if program acceptance comes in Dec or there was not enough submissions by mid-Dec (maximum allowable deadline is mid-Jan) • Distribute proposals to Committee members for review • Review and select proposals • Submit names of presenters and alternates to the International Relations Office after ALA Midwinter
February	<ul style="list-style-type: none"> • (1st Week) Notification of selected papers announced. • (2nd Week) Letters of invitation sent by the International Relations Office to the presenters; letters of acceptance received soon after.
March	<ul style="list-style-type: none"> • (1st Week) Confirm with the International Relations Office regarding the final presenters. • (Ongoing until May) Work with presenters to fine tune their presentations and accompanying papers for closer alignment to theme and expectations of the session

April	<ul style="list-style-type: none"> • Prepare promotional texts for the international papers session and submit it to the editor of the International Leads <http://www.ala.org/ala/irrt/intlleads/international.htm>
May	<ul style="list-style-type: none"> • Prepare a program flyer and distribute it via various library-related discussion lists. • Provide presenters with any information they made need to know about the conference and session
June	<p>Before Annual:</p> <ul style="list-style-type: none"> • Distribute a reminder to discussion lists about the program • Assign a greeting host for international presenters who will meet them at the International Visitors Orientation • Prepare logistics (if any) <p>At Annual:</p> <ul style="list-style-type: none"> • At the Committee meeting, discuss the theme for the next program. • Meet the presenters at the International Visitors Orientation. • Run the international papers and projects session.
July	<p>After Annual:</p> <ul style="list-style-type: none"> • Submit meeting minutes as well as committee report to the IRRT Executive Board. • Ensure documents used for the year are uploaded on ALA Connect and/or archival system used by IRRT

Relation to the IRO office (who does what)

- In cooperation with the Chairs of the International Relations Round Table (IRRT) as well as the International Papers & Projects Committee, issues the call for papers for the session.
- Collects paper submissions and forwards them to the International Papers and Projects Committee for review by end of year.
- Upon receipt of the names of speakers and alternates from the Chair of the IPC after ALA Midwinter, prepares and sends invitation letters to the candidates and obtain their acceptance letters. If some of the speakers are unable to attend ALA, invite the highest ranked alternates.
- Arranges the time and location of the International Papers and Projects Session.
- Assists presenters of papers, as possible and appropriate, to obtain visas through letters of invitation and other means.

Forms that are used: none

Scoring Matrix

	0	1	2	3
Quality of Proposal:	The proposal is missing multiple sections and/or is poorly-written. If selected, the abstract would require significant changes to be included in the conference program.	The proposal is missing one section and is adequately written. If selected, the abstract would need changes to be included in the conference program.	The proposal includes all sections and is clearly written. If selected, the abstract would require only minor editorial changes to be included in the conference program.	The proposal includes all sections and is well-written. If selected, the abstract requires no changes to be included in the conference program.
Relevance to Theme	Is completely unrelated to the theme.	Proposal is somewhat aligned to the theme but connections need to be inferred.	Proposal is clearly aligned to theme and expresses in concrete details how this is so.	Proposal is clearly aligned to the theme and not only expresses it clearly in the detail but also reflects the intent and objectives of IRRT.
Adds to Global Representation	Does not add to global representation at all (example: A U.S. Library with a highly localized initiative that only benefits its immediate community)	Has minimal global representation (example: A U.S. Library with a localized initiative that reaches out to an international population within its community)	Has good global representation (example: A U.S. library initiative that has an international dimension that extends beyond its community OR a proposal from a non-U.S. library)	Has excellent global representation (example: A proposal from a non-U.S. Library that has an international dimension)
Transferability	Proposal topic is not transferable to other libraries and/or would not have any relevance to other libraries	Proposal is moderately transferable and/or would only be relevant to a few libraries	Proposal is somewhat transferable and/or would be relevant to some libraries	Proposal is highly transferable and/or would be relevant to many libraries
Expertise and Experience of Potential Presenters	Not Applicable	Presenter has little experience in the field and/or limited expertise and is presenting mainly from a hypothetical perspective	Presenter has some expertise in the topic and is presenting based on actual experiences and or findings	Presenter is an expert in the field and/or is a very senior professional and is present based on years of experience
Uniqueness	Proposal is not original and has been presented before	Proposal is original in its interpretation though the general idea is not new	Proposal is original and refreshing	Proposal is not only original and refreshing but also significantly alters the way something is viewed
Total				

(6) International Poster Sessions Committee

Founded in 1998, (Description revised 2019)

The Committee publicizes, solicits, reviews, and evaluates all international poster session submissions for the annual conference and oversees their presentation.

Membership and membership duties

Chair/Vice Chair

Appointed for two years with the option of one two-year renewal as specified in Article VIII, Section (1) of the IRRT Bylaws. The Co-chair learns from the Chair and then takes over as Chair the following year.

Chair/Vice chair responsibilities

- Oversees evaluation and selection of annual international poster sessions.
- Issues call for poster sessions in conjunction with ALA International Relations Office and the ALA Poster Sessions Committee.
- Coordinates review of poster session submissions.
- Selects final posters to be included based on the evaluations of the committee members.
- Serves as liaison to general ALA Poster Sessions activities.
- Conducts all the duties of an IRRT Committee Chair.
 - 1) Consults with and advises the IRRT Chair regarding Committee membership.
 - 2) Corresponds with Committee members and oversees the Committee member assignments.
 - 3) Reports to the IRRT Executive Board at midwinter and annual conferences.
 - 4) Prepares and submits a report following midwinter and annual conferences.
 - 5) Attends the Committee Chair Orientation at midwinter and annual conferences.
 - 6) Provides Committee text and updates for inclusion on the IRRT Website and in International Leads to the editors as appropriate.
 - 7) Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 - 8) If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee

Vice Chair responsibilities

- Learns from the current Chair in order to take over as Chair the following year.
- Along with the Chair selects the final posters to be included based on the evaluations of the committee members.
- Attends Annual to help set up for the poster session

Committee Duties

- Attends Mid-Winter if able
- Attends the committee meeting at Annual

- Trains incoming co-chair

Members

In addition to the Chair and Co-Chair, the Committee consists of 4-6 members. Members are appointed by the IRRT Chair-Elect in consultation with the International Poster Sessions Committee Chair and IRRT Executive Committee members. Members serve a one or two-year renewable term.

Member responsibilities

- Review and evaluate all poster session submissions.
- Publicize international poster sessions to ALA membership, IRRT membership, and through International Leads and the IRRT website as well as any other avenues of publicity.
- Assist in setting up and breaking down of international poster session.

Processes that are used

Summary

- The international poster sessions are one of four slots for poster session at ALA.
- The international poster sessions which are accepted must either:
 - Be from librarians or library staff working in countries other than the United States but the poster session itself does not necessarily have to have an international theme
 - Be from librarians or library staff here in the United States but the poster session must have an international focus or theme

In order to coordinate the international poster sessions effectively, it is crucial that the chair of the IRRT Poster Sessions committee be in close touch with the chair of the ALA Poster Session Review Panel as well as the ALA International Relations Office.

There are no less than 20 and no more than 25 slots available for the international poster session. It is common for there to be “no-shows” at the international session because of travel costs or other unexpected obstacles.

Processes

- The ALA Poster Session Committee publishes the call for the submission of posters and gives the deadline for submission. This will be in the early fall and the deadline is usually in February.
- The IRRT Poster Session Chair updates the wording to apply to the International Poster Session and submits to the IRO program officer to be added to the website.
- The chair for the IRRT Committee contacts the person at the ALA International Relations Office who is responsible for posting the call for poster sessions to the IRRT website as well as the editor for International Leads.
- Poster session proposals are submitted through a web-based form that is operated and maintained by the chair for the ALA Poster Session Review Panel. In the event that a poster

session proposal is sent via email either to the ALA International Relations Office or to someone on the IRRT poster session Committee, the chair of the Committee is responsible for entering the proposal into the web form.

- Poster sessions are evaluated with the common criteria used for all ALA poster sessions with the exception of proper English grammar and if an American submission does not meet the theme.
- All IRRT Poster Session Committee members have an opportunity to rank and comment on the submissions. The chair of the Committee is then responsible for compiling their comments and averaging their rankings to enter the final ranking on the web form.
- The chair for the ALA Poster Session Review Panel is responsible for sending out acceptance and rejection letters to the international poster session submitters, and letting the IRRT poster session Committee chair know that the letters have been sent. The IRRT Committee chair notifies the contact person at the ALA International Relations Office of the sessions which have been accepted.
- All IRRT Poster Session Committee members participate in helping the international presenters put up and take down their posters on the day of the international sessions.
- All IRRT Poster Session Committee members have an opportunity to suggest alternative procedures and provide input into evaluating the success of the poster sessions.
- At each annual ALA, the IRRT Poster Session Committee Chair meets with the chair of the ALA Poster Session Review Panel to discuss any changes or improvements that need to be made in terms of processes and communication.

Timeline for Action/Calendar

July/August

- Add new Committee members if necessary.

Early September

- Be in touch with the chair of the ALA Poster Session Review Panel about the final text for the call for poster sessions and to discuss any general details.
- Email the committee members and welcome the new members. Notify them that once the call for posters has gone out the committee will meet.

October/November

- In conjunction with the ALA Poster Session Review Panel, issue the call for poster sessions.
- Contact the Website Editor and have the call for poster sessions added to the IRRT website.
- Contact the editor for International Leads and have the call for poster sessions advertised in all upcoming issues until the deadline.

- Send call for poster sessions to international library associations and any other contacts/organizations that might be interested, including listservs of ALA Divisions with International Relations Committees.

February/Mid-Winter

- The Chair submits a report of the committees' status to the IRRT Chair. The Chair also attends Mid-Winter.
- Deadline for poster session submissions (all poster sessions to be submitted on the ALA poster session web form).
- ALA Content and Technology Coordinator sends the IRRT poster sessions Committee the access to the review site in order to evaluate and rank the international sessions.
- Once the committee members have submitted their rankings and comments any submissions that need further discussion get emailed to the committee by the chair to make a final decision.

Early March

- Deadline for the Chair/Co-Chair to submit final decisions.
- IRO liaison sends acceptance and rejection letters to submitters and lets IRRT Committee chair know that letters have been sent.

Mid-April

- IRRT Committee chair sends out reminder to Committee members of date, time, and poster session responsibilities for the upcoming annual ALA.

April 28

- ALA printing deadline. ALA Poster Session Review Panel Chair gets materials for poster session booklet to ALA office by this date.

June (Annual ALA)

- IRRT Committee members meet at all-committee meeting to discuss Committee business and to prepare for poster session responsibilities.
- IRRT Committee members go to poster session area (in exhibit hall) a half hour before the poster session is scheduled to start in order to help the presenters set up. The ALA Poster Session Review Panel Chair leaves a box of scissors, tape, tacks, and poster session booklets (generally under the first table) to use while helping people. Committee members also spend a half hour after the poster session slot in order to help presenters take down their posters.
- After poster sessions have been completed – the IRRT Committee Chair (and any other members of the Committee who are interested) meet with representatives from ALA Poster Session Review Panel to touch base and brainstorm any improvements to the communications process and logistics.

After ALA Annual

- Submit meeting minutes as well as committee report to the IRRT Executive Board.

Relation to the IRO office (who does what)

- The chair of the IRRT Poster Session Committee is the primary contact between the Committee and the IRO office. Generally, it is the IRO liaison that works with the Committee if any issues arise.
- The chair of the IRRT Poster Session Committee forwards any important information (call for poster sessions, list of poster sessions accepted, etc.) to the IRO liaison. The IRO liaison posts the call for poster sessions and the link to the web form for submitting proposals to the IRRT website.
- In the event that a poster session participant needs a letter of invitation in order to leave his/her/their country, the IRO office provides this letter.

(7) International Reception & Citation Committee

Founded in **1991**, (Description revised April 2019)

The committee members review, select and recommend individual applications for the ALA Presidential Citation for Innovative International Library Projects. The committee is also responsible for identifying the location, organization and hosting of the International Visitors Reception at the ALA Annual Conference.

Membership and membership duties

Chair

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Locates and evaluates potential sites for the International Reception
- Coordinates discussion by committee members by email on prospective sites
- Communicates committee suggestions to IRO office staff
- Supports IRO staff in final decision of site
- Oversees the procedures for awarding the ALA Presidential Citations for Innovative International Library Projects
- Conducts all the duties of an IRRT Committee Chair
 - 1) Consults with and advises the IRRT Chair regarding Committee membership.
 - 2) Corresponds with Committee members and oversees the Committee member assignments.
 - 3) Reports to the IRRT Executive Board at midwinter and annual conferences.
 - 4) Prepares and submits a report following midwinter and annual conferences.

- 5) Attends the Committee Chair Orientation at midwinter and annual conferences.
- 6) Provides Committee text and updates for inclusion on the IRRT Website and in International Leads to the editors as appropriate.
- 7) Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
- 8) If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

In addition to the Chair, the Committee consists of 4-6 members. Members are appointed by the IRRT Chair-Elect in consultation with the International Poster Sessions Committee Chair and IRRT Executive Committee members. Members serve a one or two-year renewable term.

Member responsibilities: Assigned to specific Committee members for implementation

- Review and evaluate all possible sites.
- Assist in planning the Reception.
- Assist in setting up, taking and selling tickets, and receiving visitors at the International Reception.
- Evaluate nominations for the ALA Presidential Citations for Innovative International Library Projects

Processes that are used

Processes

- Committee members do not get free tickets to the reception. Unless they are international visitors, they must buy tickets to attend the reception.
- All IRRT Reception Committee members participate in welcoming visitors to the reception.
- All IRRT Reception Committee members have an opportunity to suggest alternative procedures and provide input into evaluating the success of the Reception.

Timeline for Action/Calendar

July/August

- Add new Committee members if necessary.

September/October

- Review possible sites, discuss pros and cons by email. Select a small number of best candidates and submit these to IRO staff for consideration. Any committee members close to the sites visit the sites and bring information back to the committee discussion.

November/December

- Correspond by email with IRO staff about site selection and other reception planning considerations. including as relevant transportation, selection of caterer and other local arrangements

- Distributes the call for nominees for the ALA Presidential Citations for Innovative International Library Projects

ALA Midwinter

- Committee meets with IRO staff and reports on progress to the IRRT chair.
- Committee evaluates and selects nominees for the ALA Presidential Citations for Innovative International Library Projects

After ALA Midwinter

- Submit report of midwinter Committee Meeting to the IRRT Secretary-Treasurer.

June (Annual ALA)

- IRRT Committee members meet at all-committee meeting to discuss Committee business and to prepare for Reception responsibilities.
- IRRT Committee members go to Reception Site area a half hour before the poster sessions are scheduled to start in order to help set up ticket selling and reception of visitors

After ALA Annual

- Submit meeting minutes as well as committee report to the IRRT Executive Board.

Relation to the IRO office (who does what)

The chair of the IRRT International Reception Committee is the primary contact between the Committee and the IRO office. Generally, it is the IRO administrative assistant that works with the Committee if any issues arise.

The chair of the IRRT Poster Session Committee forwards committee decisions and suggestions to the IRO administrative assistant.

The IRO administrative assistant makes financial and contract arrangements for the Reception and ensures the Reception tickets will be for sale on the ALA Annual registration forms. The immediate past chair of the IRRT contacts sponsors for their support and sends them information on their courtesy tickets and options for publicity at the Reception.

Guidelines for evaluation of applications for ALA Presidential Citation for Innovative International Library Projects

General Eligibility Guidelines

The following criteria will be used to determine general eligibility for applications:

1. Nominating entity: Nominations can be made by an ALA member or an individual with an IFLA affiliation. Please note that nomination by a member of the International Reception & Citation Committee would be considered a conflict of interest.

2. A library or library branch can submit only one nomination.
3. Projects that fall within the category of professional development for staff and librarians are not eligible. Beneficiaries of the projects must be library patrons only.

Criteria for selecting recipients

1. Nomination needs to be for a group library project. The project nominated should be original to that library and greatly improves its library services and patrons' access to information.
2. The recipient will have designed, initiated, and implemented a highly visible innovative library service in a country outside of the United States within the last three years. The recipient may not be affiliated with any U.S. institution/agency and may not have received any U.S. funds directly or indirectly.
3. Past recipients of the ALA Presidential Citation for Innovative International Library Projects must submit entirely new projects, not a continuation of a former project.
4. The project should draw attention to the potential of libraries to create positive change.
5. The project must demonstrate a strong likelihood of sustainability and the potential to serve as a model for other libraries.
6. The project must be current, that is, it must be in operation during the year that the citation is awarded.

Citation Awarding Process

Individuals submitting nominations will be notified **by February 10th** of each year regarding the decision of the IRRT International Reception & Citation Committee.

An invitation letter to attend the ALA International Librarians Reception and accept the citation will be issued to the successful nominations by the ALA International Relations Office.

Successful nominations will receive a framed citation from the current ALA President at the International Librarians Reception during the ALA Annual Conference. The Citation awardees will be announced on the IRRT website and shared with ALA's Public Information Office.

Funding to attend the ALA Annual Conference is not provided, nor is there a financial award with the citation. However, recipients requiring assistance with letters of invitation or other documents related to conference attendance should contact the ALA International Relations Office.

(8) International Visitors Center Committee

(Description revised November 18, 2019)

The International Visitor's Center Committee is responsible for the International Visitor's Center (IVC). The International Visitor's Center provides advice and support for all international attendees at the ALA annual conference.

Membership and membership duties

Chair

Appointed for two years with the option of one two-year renewal as specified in Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Works with ALA International Relations Office staff liaison regarding space arrangements for the International Visitors Center at the annual conference.
- Sends information to the IRRT Web Editor to be included on the IRRT Website
- Conducts all the duties of an IRRT Committee Chair
 - Consults with and advises the IRRT Chair regarding Committee membership.
 - Corresponds with Committee members and oversees the Committee member assignments.
 - Reports to the IRRT Executive Board at midwinter and annual conferences.
 - Prepares and submits meeting minutes following midwinter and annual conferences.
 - Provides Committee text and updates for inclusion on the IRRT Website and in International Leads to the editors/webmasters as appropriate.
 - Chairs the Committee in virtual meetings prior to midwinter and annual meetings. Prepares and distributes the agenda in advance.
 - Chairs a discussion of all members who are present in person at midwinter and annual meetings; reports out to the IRRT Executive Board and other committee members regarding the results of the discussion
 - If a new Chair, the Chair should communicate with the outgoing Chair to ensure continuity of the Committee.

Members

In addition to the Chair, the committee consists of at least 6 members. Members are appointed by the IRRT Chair-elect in consultation with the International Visitors Center Committee Chair. Members serve a one- or two-year renewable term.

Member responsibilities: As assigned to specific committee members for implementation

- Assist in recruiting volunteers to staff the IVC via email (individual or mailing list) or social media, as well as preparing boilerplate texts for social media posts and those sent out to mailing lists.
- Assist in preparing/updating brochures, etc. for the IVC.
- Assist in staffing the IVC.
- Provide input to the Chair on how the IVC could be improved.

Processes that are used

- Committee members discuss services and hours of the IVC at meetings and via email.
- IVC hours are set to follow the hours of the annual conference exhibits. Usually, Friday – Sunday, 8a.m.-5p.m., and Monday 8a.m-2p.m.
- The Committee solicits volunteers to staff the IVC and sets a volunteer schedule—a committee member should always be one of the volunteers for the opening shift each day. ALA members that are not IRRT members are allowed to staff the IVC.
- The Committee compiles the information that will be used/distributed at the IVC as well as a volunteer manual for volunteers.
- The Committee works with IRO staff to publicize the IVC.
- The Committee works with IRO staff to set up and dismantle the IVC.
- The Committee tries to develop methods to assess the usefulness of the IVC (including gathering IVC usage statistics).

Timeline for Action/Calendar

Before Midwinter

- Contact committee members: introductions, set meeting time for an online meeting before Midwinter
- Develop list of goals/plans for IVC
 - Divide tasks between members that need to be done before Annual Meeting
- Send committee members Midwinter agenda and schedule a couple of weeks before meeting
- Midwinter
 - IVC Chair should attend IRRT Chairs Meeting if present at Midwinter
 - IVC committee members present at Midwinter meet during the IRRT All-Committee Meeting
 - IVC Chair attends IRRT Executive Board Meeting to give an oral report; if they cannot attend Midwinter, they provide a written report to the chair prior to the meeting.

Any time before Annual Conference

- In cooperation with the IRRT Orientation Committee, gather notebook info: (only need one copy)
 - general information: attractions, restaurants, Internet cafes, currency, telephones, public transportation, ethnic neighborhoods, foreign language resources, translators, list

of consulates in the area etc. gathered from the web, travel books, phone directories, etc.

- also include conference material such as a list of international programs and meetings
- List of all international activities usually available on the IRO web site – www.ala.org/iro/international.htm
- Ask the IRO for the site of the International Reception and write out very detailed directions for visitors.
- Create an overview brochure: a two-sided sheet with general information about the conference and host city.

February

- Contact the editor of International Leads, an IRRT publication, (published quarterly in March, June, September, December) to put out a call for volunteers to staff the IVC in the March issue. Write the announcement for International Leads and send it to the editor by **February 15**.

Mid-March

- Begin soliciting IVC staff volunteers after International Leads comes out
 - contact libraries/library systems/library schools in the area of the conference
 - ask colleagues from your own institution
 - post on IRRT website
- Send call for volunteers to listservs:
 - IRRT listservs: 1) ALA-World listserv alaworld@ala.org (sponsored by IRRT, membership voluntary, anyone can subscribe -- info on IRRT website re. how to subscribe); 2) IRRT chairs listserv (to invite committee chairs and members from other committees to volunteer) 3) IRO staff to share with current IRRT members 4) ALA Connect (both IRRT section and general)
 - ACRL section listservs (contact the Chairs of these sections and ask them to forward a message to their members):
 - Anthropology and Sociology Section (ANSS)
 - Asian, African, and Middle Eastern Section (AAMES)
 - Slavic and East European Section (SEES)
 - Western European Studies Section (WESS)
 - Other related listservs, if you are not a member, contact a member and ask them to forward your message to these lists:
 - MELAnet, Middle East Librarians listserv (MELANET-L@cornell.edu)
 - LALA-L (Latin Americanist Librarians Listserv) /or contact SALALM (www.salalm.org)
 - LITA
 - Public Libraries
 - All Division International Relations Committee liaisons and other liaisons

April/May

- As volunteers' names come in, committee chair(s) will keep a list of names and email addresses.
- If needed, resend announcement call for volunteers to various listservs on **April 15**, then again **May 15**
- Prepare a flyer advertising the IVC and its services that will be inserted into the packets all international visitors receive as part of their orientation. IRO staff prepare the packets and the flyer should be sent to them.
- Make sure any surveys sent to international librarians (before or after conference) include questions about the IVC.

May/June (before Annual Meeting)

- Send out an email asking volunteers to send the dates/hours they can work by May 31.
- Set the volunteer schedule and contact volunteers with their hours by June 15.
- Email volunteers the "Volunteer Manual."
- Finish preparing informational notebook for IVC.

Annual Meeting

- Request supplies like:
 - City street map
 - Office supplies: helpful to have paper, post-its, tape, markers, etc.
 - Guidebook to the Annual Conference city is also useful
 - Map of world with pins for visitors to mark where they're from
 - Comment Box
 - Laminated maps of conference center and vendor's hall with dry-erase markers
 - Snacks (for example: candy and granola bars)
- Set up the IVC for business
 - First, find it
 - Documents/forms to have on hand:
 - IVC Info Notebook
 - IVC Volunteer Manual
 - Sheet to keep an hourly tally of visitors and types of questions/contact
 - Volunteer sign-in sheet
 - ALA flyers, READ bookmarks, etc.
 - Copy of the Conference Program and also some shuttle bus schedules
 - IRRT information forms for internationals who aren't on our list
 - "I speak..." language ribbons
 - IRRT membership forms
 - New volunteer guidelines
 - Know location of nearest rest rooms/telephones/message center
 - PC/Internet set up ** Important

- Please call ALA IRRT Staff liaison or other IRO staff first with any problems; if they're unavailable (don't call back within 15 minutes), contact conference services
 - Post informal Internet sign-up sheet
 - Bookmark any good sites: popular email sites and search engines, host city tourist site, sites about local places of interest, local public transit authority site, etc.

Relation to the IRO Office

- The IRO office finds out where the IVC will be located and sends this information to the Chair.
- The IRO organizes the setup of furniture and the Internet/PC at the IVC including emergency person to call if the computers do not work.
- The IRO prepares packets for all international librarians in cooperation with the IRRT Orientation Committee and the International Visitors Committee Flyers brochures from the IVC that are distributed to international librarians go out through the IRO.
- The Committee works with the IRO staff to publicize the IVC including messages on the IRRT listserv and ALA World.
- The IRO distributes any questionnaires

(9) Membership Committee

(Description revised June 25, 2006)

The Membership Committee is responsible for developing and implementing all membership activities for the IRRT.

Membership and Term of Officer

As specified in IRRT Bylaws, Article VIII, Section 1, the IRRT Chair-Elect appoints the Committee Chair and 2-4 members to a one-year or two-year term. One member may be reappointed to a second one-year term.

Responsibilities

Chair/Co-chair

Appointed for a two-year term with the option of one two-year renewal as specified in Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Maintains close liaison with the ALA Membership Committee and the ALA's Manager for Membership Development to promote membership within the Round Table and the Association.
- Advises to the IRRT Executive Committee to update the IRRT membership brochure on a bi-annual basis.

- Consults with and advises the IRRT Chair regarding membership of the Round Table.
- Maintains a connection with the ALA Public Information Office for the dissemination of information about the Round Table membership.
- Receives membership data and statistical reports from the ALA International Relations Office.
- Welcomes new members, notifies lapsed members, and follows-up with dropped members through e-mail, mail, and other communication methods.
- Undertakes promotional activities as are reviewed and/or proposed by the Round Table Executive Board.
- Provides reports at the ALA Midwinter meetings and Annual conferences to the IRRT Executive Board.
- Provides copy to the editor of International Leads and the IRRT website editor on membership drives or publicity campaigns.
- Implements membership promotion information at the ALA Midwinter meetings and at the Annual conferences.
- Provides committee information and updates for inclusion on the IRRT website by its editor.
- Writes regularly for International Leads and for the IRRT web site on the topics related to IRRT membership promotion activities.
- Requests IRRT membership statistics from the ALA Membership Coordinator and presents the information to the IRRT membership through International Leads or the IRRT web site.
- Delegates the committee tasks to the committee members and follows through with the assignments.
- Prepares a list of IRRT candidates who run for ALA president and for ALA Council each year and sends the list to the International Leads Editor, to the IRRT Web Master, and ALA-World list or publicity.
- Recruits and maintains the contents for the Notable IRRT Members Column at the IRRT web site.
- Serves as resource persons for LIS student chapters to help recruit student members.
- Advises the IRRT Executive Board to send an IRRT officer to the New Membership Round Table (NMRT) Orientation session at the ALA Conferences for promoting IRRT.
- Conducts all the duties of an IRRT Committee Chair
- Consults with and advises the IRRT Chair regarding Committee membership.
- Corresponds with Committee members and oversees the Committee member assignments.
- Reports to the IRRT Executive Board at midwinter and annual conferences.
- Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
- Attends the Committee Chair Orientation at midwinter and annual conferences.
- Prepares and submits a report following midwinter and annual conferences.
- If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.
- Provides Committee text and updates for inclusion on the IRRT Website and in International Leads to the editors as appropriate.

Members

- Assist the committee chair in completing the Committee's tasks.
- Share responsibilities and tasks assigned by the committee chair.
- Maintain ongoing communication via mail, e-mail, voicemail, and other means with the committee chair and the committee members.
- Attend annual committee meetings held at the annual conferences and midwinter meetings.
- Provide input and suggestions to the committee chair on the matters related to IRRT membership recruitment, retention, and promotion.

Processes and Timeline for Action

The Committee works continuously around the year to carry out decisions made from the Membership Committee meetings at the ALA Midwinter meetings and ALA Annual conferences.

- 1) Revise and update the committee charges and procedures in accordance with the time frame set up by the IRRT Executive Board.
- 2) Contact the ALA Membership Coordinator for the IRRT statistics in May and compile a variety of charts based on the IRRT membership statistics for the IRRT web site in June (prior to the ALA annual conferences).
- 3) Send a welcome letter to new IRRT members at the end of each month. The list of new members should be requested from IRO in the middle of the month.
- 4) Send a letter to those who dropped IRRT membership on a quarterly basis. The dropped list should be requested from IRO.
- 5) Obtain a list of IRRT members who run for ALA President and ALA Council through comparing published ALA candidate list with the IRRT membership list in February. Send the list of IRRT members who run for ALA President and ALA Council to the International Leads Editor, to the IRRT Web Master, and ALA-World list for publicity no later than March 15.
- 6) Obtain the date, time, and location of the New Membership Round Table Orientation session at the ALA Conferences prior to the ALA annual conferences to enable the IRRT Executive Board to send an IRRT officer to the New Membership Round Table Orientation session at the ALA Conferences for promoting IRRT.

Regular contacts with other ALA Units:

ALA Membership Committee
 ALA Manager for Membership Development
 ALA International Relations Office
 ALA New Membership Round Table Orientation Session

Forms that are used:

Template welcome letter to new IRRT members
 Template letter to dropped IRRT membership

Membership form at the IRRT web site:

<http://www.ala.org/rt/irrt/irrtmembershipinfo/membershipinformation>

(10) Nominating Committee

(Description revised October 2019)

The Nominating Committee presents a slate of qualified candidates for the offices of vice-chair/chair-elect, secretary/treasurer, 2 members-at-large, and IRRT Councilor.

Membership and membership duties

- Chair
- 3 Members

As specified in the IRRT Bylaws, Article VIII, Section 1, the IRRT Vice-Chair-Chair-elect appoints the Committee chair and 2-3 members to a one-year term. One member can be reappointed to a second one-year term.

Chair's Responsibilities

- Identify and nominate candidates for the IRRT vice-chair/chair-elect, secretary/treasurer (alternating years), members-at-large (one each year, alternating years), and the IRRT Councilor (every three years).
- Seek input from the Executive Board as candidates are being selected as appropriate.
- Report slate of candidates to IRRT Executive Board for review and approval at midwinter meeting or prior to midwinter meet by phone or email to the Executive Board.
- Request candidacy statement and brief CV from each candidate for inclusion in the ALA election ballot.
- Conduct all the duties of an IRRT Committee Chair
 - 1) Consults with and advises the IRRT Chair regarding Committee membership.
 - 2) Corresponds with Committee members and oversees the Committee member assignments.
 - 3) Reports to the IRRT Executive Board at ALA Midwinter meeting.
 - 4) Prepares and submits a report following ALA Midwinter meeting.
 - 5) Attends the Committee Chair Orientation at midwinter and annual conference.
 - 6) Provides Committee text and updates for inclusion on the IRRT Website and in International Leads to the editors as appropriate.
 - 7) Chairs the Committee at midwinter. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
 - 8) When a new Chair is appointed, the outgoing Chair must communicate with the incoming Chair to share documentation and ensure an understanding of the ongoing work of the Committee.

Members

The IRRT Executive Board Chair-Elect will appoint three members of the Nominating Committee for a period of one year. One member of the Nominating Committee may be appointed for one consecutive

term. No member of the Executive Board may serve on the Nominating Committee. The one-year appointment begins after ALA Annual conference and ends at the ALA Midwinter conference.

Member Responsibilities

- Assist the Chair in the selection of candidates for offices.

Processes and timeline

The Nominating Committee's work begins late August/early September; it is completed before the ALA Midwinter meeting's election of the Executive Board. As soon as the committee is appointed, the chair will verify that the roster is updated on the website and convene the first committee meeting to discuss the charge and timeline.

August-September:

- Identify potential candidates for each office.
It may be useful to obtain current and historical lists of IRRT elected officers, and members and officers of IRRT committees. These will provide evidence of commitment and service. Current rosters are available on the IRRT website. Retrospective lists can be obtained from the ALA IRRT Staff Liaison. The liaison will assist in sending out the call to nominations letter crafted by the committee to the wider IRRT membership (mid-September). IRRT members who have served as members or chairs on committees are preferred, but this is not a requirement in the current bylaws.
- Avoid nominating someone who has previously served in the same position, except in cases where an incumbent is eligible for a consecutive term. The rationale is to take advantage of the diverse talents of the IRRT membership and to provide leadership opportunities to many qualified and interested members.
- Create a ranked list and begin contacting potential candidates for nomination.

October:

- Request each candidate submit a CV and statement of candidacy by **mid-October**.
- IRO/Liaison will check list of nominees are currently members of IRRT.
- IRRT Nominating Committee votes on a slate and submits to IRRT Board for approval.
- Report and submit slate of candidates to IRRT Board; IRRT Board meets to approve slate.

November:

- Nominating committee notifies candidates and asks to submit biographical form. The deadline to submit the candidate's biographical information online is **December 4**. The Staff Liaison will communicate the active ALA link for candidacy submissions to the committee.

December:

- Chair will check with other committee members if they attend ALA Midwinter; a meeting time on Saturday morning will be scheduled if others will be there.

ALA Midwinter meeting:

- Chair should attend the IRRT Committee Chairs orientation usually held on Saturday morning.
- Meet with committee at pre-established time if others are present.

February-June:

- As appropriate, prepare text and updates for IRRT Executive Board review and subsequent inclusion on the IRRT website, International Leads, and for submission to appropriate IRRT e-mail lists.

Annual conference:

- Chair should attend IRRT Committee Chairs and Executive Board meetings, and report activities to IRRT Executive Board, if relevant.

Staff Liaison to the International Relations Office

- Obtain a current and retrospective list of IRRT members from the IRO office
- Provide candidates/committee with link to the online form for submitting biographical information and candidate statements and a deadline for submission
- Assist candidates with any problems in submitting their information.

(11) Publications Committee

Established, 1998 (Description revised June 25, 2006) (Archivist/Historian added June 29, 2008)

The role of the IRRT Publications Committee is to recommend to the IRRT Executive Board policy regarding *International Leads*, the IRRT website, and any other publishing activity, in any format, originating within the Round Table. The committee's purpose is to provide advice and recommendations to the IRRT Executive Board regarding the nature and scope of its publications, including the appointment and review of editors, publication budgets, and the means of publishing. The committee also serves to oversee and guide the editorial practices and operational details of the Round Table's publications, and to stimulate and encourage research and writing which might lead to publication under IRRT auspices. (Adopted by the IRRT Executive Board, 11 January 1998.)

The Committee presents to the IRRT Executive Board policy, budget, editorial and other items requiring Board action.

Chair

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Chair Responsibilities

- Coordinates publishing activities with Committee members, the IRRT Executive Board, the *International Leads* editor(s), the IRRT Web editor, and the ALA-World listserv manager.
- Serves as member of Search Committee for *International Leads* and IRRT Web editors and the ALA-World listserv manager.
- Conducts all the duties of an IRRT Committee chair:
 - 1) Consults with and advises the IRRT chair regarding Committee membership.
 - 2) Corresponds with Committee members and oversees the Committee member assignments.
 - 3) Reports to the IRRT Executive Board at midwinter and annual conferences.
 - 4) Provides Committee text and updates for inclusion on the IRRT website and in *International Leads* to the editors as appropriate.
 - 5) Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT all committees meeting.
 - 6) Coordinates virtual committee meetings with IRRT staff liaison.
 - 7) If a new Chair, communicates with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members In addition to the Chair, the Committee consists of 5 to 8 members. The IRRT Web editor; *International Leads* editor(s), and the ALA-World listserv manager serve as ex- officio members. Members serve a one- or two-year renewable term.

The committee meets periodically throughout the year as needed via virtual meeting platforms.

International Leads

International Leads (IL) is the official publication of the International Relations Round Table (IRRT). The purpose of *IL* is to disseminate information about international librarianship and the activities of the Round Table.

IL seeks to support Round Table and Association objectives by bringing members news, brief articles and reviews that help them understand and react appropriately to recent developments in international librarianship. It seeks items of timely value and emphasizes current reports and programs undertaken by the Association and the IRRT. A secondary concern is reporting on newsworthy items generated by other divisions, units and round tables of ALA that are relevant to the interests of IRRT and its members. A third level of concern reports other international activities outside the various ALA units that are relevant to IRRT and its members. *IL* accepts relevant general news releases intended for mass publication vehicles.

IL is published quarterly, edited by a volunteer editor, published digitally, and posted on the IRRT website.

Editor of international Leads

Term of Office

The editor is appointed for a two-year, once-renewable term by the IRRT Executive Board upon recommendation of a search committee consisting of Publications Committee members. The Publication Committee recommends and supports the sharing of the role of Editor by two individuals, acting as Co-Editors.

There is no monetary remuneration.

The editor determines size, layout, typography, and other aspects of format. *IL* is distributed to current members of IRRT via email and is posted on the IRRT website. Back issues are archived on the IRRT web site.

The editor of *IL* is a non-voting, ex-officio member of both the IRRT Executive Board and the IRRT Publications Committee. The editor reports administratively to the IRRT Publications Committee and provides informational reports regarding the publication to both the IRRT Executive Board and the Publications Committee. The Publications Committee presents policy and other items requiring action to the IRRT Executive Board.

The IRRT Executive Board and its Publications Committee affirm their roles of non- interference with editorial decision, in accordance with the spirit of encouraging units to "endorse and apply the principle of freedom of the press" articulated in ALA Policy Manual section 10.1.

Editor responsibilities include:

- Final responsibility for the content of *IL* within the parameters of ALA and International Relations Round Table policies. Because *IL* is the official organ of the IRRT, the editor has a particular responsibility, in cooperation with Round Table officers, the IRRT Publications committee and ALA International Relations Office staff, to convey to the members and other readers full and accurate information on the activities, purpose, and goals of the Round Table. The editor assumes an obligation to represent the best interests of the Round Table fairly and as fully as possible within the scope of the publication and with due regard to the prerogative of the editor for producing a balanced and readable publication.
- Assume final authority for all content of each issue of *IL*.
- May assign areas of editorial responsibility to others, i.e., appoint regular column editors and special guest editors, and oversee their work. The editor may also seek authors to cover current issues, events, and people, etc., as well as assigning readers for submissions.
- Maintain communication with the IRRT Executive Board and its various committees to obtain information of interest to the membership and others interested in IRRT activities.
- Use and maintain the general *IL* email account for correspondence about submissions and other *IL* work, including regular checking of the account and timely response to queries.
- As space and resources permit, seek manuscripts from IRRT members and encourage the submission of high-quality articles.
- Complete a thorough review of all submitted manuscripts considering the philosophy, purpose, and general style of the publication. Correspond with authors regarding acceptance, rewriting, resubmission, or rejection of articles.

- Edit manuscript copy; read and edit all page proofs.
- Deliver final copy for online publication as per publication schedule.
- Develop and continuously review editorial and publication policies and guidelines in conjunction with the IRRT Executive Board and its Publications Committee.
- Work with the IRRT Publications Committee to establish publication schedules for *IL* at least one year in advance.
- Develop and maintain an editor's manual describing every aspect of *IL*'s character and operation, including appropriate stylistic protocols.
- Attend IRRT Publications Committee and IRRT Executive Board meetings at ALA Annual and Midwinter meeting.

Qualifications:

- Excellent verbal and written communication skills.
- Experience in publishing and/or journalism, either in editing or writing, sufficient to enable the individual to produce a high-quality publication that addresses interests of the readership.
- Experience in or demonstrated knowledge of international librarianship.
- Membership in the International Relations Round Table.

Procedures of *International Leads*

Instructions for authors:

International Leads (IL) welcomes articles that reflect the editorial focus of the publication: news about international library activities, the international work of ALA and other organizations, and people and publications in the library field. *IL* also welcomes letters to the editor. Articles are also welcomed on activities within the IRRT, and other organizations, news and features on international library activities, and coverage of relevant people and publications in the library field.

Queries are encouraged and may be sent to the editor at any time to be considered for the development for subsequent issues of *International Leads*. Queries may be sent to the general *IL* email account: ala.intl.leads@gmail.com.

Manuscripts should be no more than 1,500 words in length. Longer manuscripts may be returned to the author without being considered. Submissions must be sent to the general *IL* email account (ala.intl.leads@gmail.com) by the deadline for consideration.

IL strongly encourages the submission of photographs and other images to illustrate articles. Such graphic elements will be published at the discretion of the editor. Where appropriate, the author must secure any and all rights to publish submitted graphic elements.

IL reserves the right to return all manuscripts unsuitable for the newsletter. *IL* reserves the right to edit all manuscripts accepted for publication. *IL* also reserves the right to edit letters to the editor for length and style.

IRRT Website

Purpose of the IRRT Website

The IRRT web site is the official online presence for the International Relations Round Table (IRRT). The purpose of the web site is to provide information on IRRT activities, structure, purpose, and membership, access to *International Leads* and IRRT webinars, and announcements of timely interest.

IRRT Web Editor

Term of office The IRRT Web editor is appointed for a two-year, once-renewable term by the IRRT Executive Board upon recommendation of a search committee consisting of Publications Committee members.

There is no monetary remuneration.

The Web Editor has final responsibility for the content of the IRRT Web site within the parameters of ALA and International Relations Round Table policies. The editor has a specific responsibility, in cooperation with Round Table officers, the IRRT Publications Committee and the ALA International Relations Office staff, to convey to the members up-to-date information on the activities, purpose, and goals of the Round Table.

Web Editor Responsibilities

- Serves as an ex-officio member of the IRRT Publications Committee.
- Determines design, layout, content, and other aspects of the web site within the ALA web environment.
- Reports administratively to the IRRT Publications Committee and provides informational reports regarding the publication to both the IRRT Executive Board and the Publications Committee.
- Assumes final authority and responsibility for all content of the web site.
- May assign areas of editorial responsibility to others and oversee their work. The Web editor is encouraged to select an assistant Web editor to provide timely updates in the web editor's absence or other duties as assigned.
- Maintains communication with the various IRRT Committees and other ALA international committees to obtain information of interest to the membership and others interested in IRRT activities.
- Develops and reviews editorial and publication policies and guidelines in conjunction with the IRRT Publications Committee.
- Communicates regularly to the IRRT Publications Committee and the IRRT Executive Board.
- Attends regularly scheduled IRRT Publications committee and Executive Board meetings at both Annual and Midwinter meetings.

Qualifications:

- Experience in developing and/or managing a web site is highly desired.
- Must be willing to work with ALA's Content Management System.

- Ability to attend both the ALA Annual and Midwinter Conferences.
- Membership in the International Relations Round Table.

ALA-WORLD LISTSERV

Purpose The purpose of the ALA-World Listserv is to foster international cooperation and understanding between libraries by providing a forum for sharing news, including educational and exchange opportunities, about libraries around the world and international entities affecting libraries.

The ALA-World Listserv is maintained by International Relations Office staff.

Duties include the daily administration of the listserv and advising on policy regarding the administration of the listserv.

Listserv administration responsibilities:

- Regularly monitor usage of the ALA-World List to ensure that messages comply with the ALA-World List Usage Guidelines. ALA-World is an **un-moderated** list but users agree to follow usage guidelines in order to ensure a positive, collaborative and thoughtful listserv environment. An un-moderated list is a list where postings are not reviewed in advance. All members may post immediately to the list.
- Respond in a timely manner to individual list member inquiries about list policy and technical matters, help people join or leave the list, fix e-mail address difficulties, request additional information from posters when necessary to address policy issues, and clarify and enforce usage guidelines as set by ALA IRRT.
- Inform list members of appropriate email conduct, and how to contact the list administrator.
- Receive and investigate complaints about the listserv.
- Take appropriate action to resolve problems, including removing list members who violate usage guidelines. The list administrator must keep documentation that supports any action to a listserv member about inappropriate behavior or the removal of a listserv member. Warnings and removals should be made in consultation with the chair of the IRRT Publications Committee.
- Work with subscribers to resolve all non-technical issues.
- Work with ALA and other technical support resources to address list-level technical problems.
- When absent, ensure that an alternate list owner performs the list owner's duties.
- Submit a brief report to the IRRT Chair before each conference and maintain timely communication with the IRRT.

Qualifications:

- Membership in the International Relations Round Table.
- Ability to meet time requirements and to communicate effectively through email.
- Commitment to respond quickly to the list members' needs.
- Experience with mailing list software or list ownership or demonstrated ability to learn.
- Knowledge of mailing list software settings and etiquette or demonstrated ability to learn.

ALA World Listserv Policies:

Please read and understand these policies in their entirety before subscribing to the ALA-World listserv. By utilizing the ALA-World Listserv, you agree to accept and be bound by the following policies.

All posts to the ALA-World list should relate to international librarianship. It is a forum for free expression, where dynamic discussion and consideration of differing points of view is welcomed and encouraged. To establish a safe and open environment crucial for vibrant and productive discussion, it is the responsibility of all listserv subscribers to adhere to the following guidelines and etiquette:

- Maintain a culture of trust. Constructive criticism is encouraged, but refrain from defamatory, *ad hominem* attacks on your colleagues on the list.
- Maintain a culture of objectivity. Refrain from posting self-promotional or commercial material, except for one-time notices about conferences, publications, blogs, position openings, or other announcements related to library history.
- Maintain a culture of professionalism. Refrain from posting about personal matters and direct all personal messages to a specific individual off the list. Respect the privacy of others. In all postings, be brief and to the point.
- Maintain a culture of integrity. Refrain from posting copyrighted material. Subscribers should be authorized to copy, print, and/or distribute any material posted to the list.

Consequences for inappropriate listserv behavior:

If the listserv administrator finds an ALA-World listserv subscriber to be in violation of any of the above stated policies, he/she/they will receive one warning from the list manager, stating this fact. If the subscriber continues to violate the stated policies, he/she/they will be removed from the list. Decisions about warnings and removal from the listserv should be made in consultation with the chair of the Publications Committee.

The listserv administrator's decisions may be appealed to the IRRT Publications Committee.

The ALA-World Listserv reserves the right to remove any subscriber of the list who does not abide by these guidelines.

Disclaimer:

ALA-World Listserv accepts no responsibility for the information posted or distributed through this listserv. Opinions or points of view expressed in a listserv message are solely those of the contributing subscriber and do not necessarily reflect those of ALA World Listserv.

Copyright:

It is a violation of ALA-World Listserv policy to post information that is not original unless it satisfies "fair use" guidelines. Furthermore, the text of a copyrighted article or document may not be reprinted via

the ALA-World Listserv without the express permission of the author and/or publisher. If a subscriber has obtained permission or clearance, this should be clearly stated. When in doubt, err on the side of caution: fully cite the source and provide a link or information as to how to acquire the full text on a personal, individual basis.

Archivist/Historian

Term of office

The Archivist/Historian is appointed for a two-year, once-renewable term by the IRRT Executive Board upon the recommendation of the Publications Committee.

Duties

Tracks decisions of the Executive Board at midwinter and annual Executive Board meetings that have a term limit and advises officers of the upcoming deadlines.

In consultation with the Web Editor, determines what web files should be archived and/or removed from the web site.

Updates the history of IRRT contained in the Officers' Manual.

Tracks major milestones of the IRRT.

Maintains archival file of IRRT agendas, minutes, budget and committee reports and decides when they should be removed from the IRRT wiki.

Works with ALA International Relations Office and ALA archivist to transfer files for permanent archiving at the University of Illinois at Urbana-Champaign.

Attends the IRRT meetings at midwinter and annual conferences and serves on the Publications Committee.

Performs other duties as may be assigned by the chair to preserve the records of IRRT.

(12) Sister Libraries Committee

Created June 2000, (Description revised July 30, 2008, October 2019)

Role, purpose, and function of the committee

The Sister Library Committee promotes Sister Library relationships with libraries and librarians throughout the world. It develops guidelines and other activities and helps libraries to connect with each other through the website maintained by the Committee.

Membership and membership duties

Chair*Term of office*

The Sister Libraries Chair is appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

A co-chair may be appointed.

Chair responsibilities

Conducts all the duties of an IRRT Committee Chair

- Consults with and advises the IRRT Chair regarding Committee membership.
- Corresponds with Committee members and coordinates the Committee member assignments.
- Reports to the IRRT Executive Board at midwinter and annual conferences.
- Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
- Prepares and submits a report following midwinter and annual conferences.
- Attends the IRRT Committee Chair Orientation at midwinter and annual conferences.
- Provides Committee text and updates for inclusion on the IRRT website and in *International Leads* to the editors as appropriate.
- Works with the Committee members to update the Sister Libraries website or brochure.
- Monitors the Sister Library email account.
- If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

In addition to the Chair, the committee consists of 3-10 members. Members are appointed by the IRRT Chair with consultation with the Sister Library Committee Chair and IRRT Executive Board members.

Members serve a one- or two-year renewable term.

Member responsibilities: As assigned to specific committee members for implementation

- Assist in publicizing and updating the Sister Libraries website.
- Assist in monitoring the Sister Library email account.
- Work on promoting Sister Libraries program
 - a) Promotion via IRRT and ALA publications, as well as local library associations.
 - b) Maintaining liaison with the American programs operated by the US Department of State and the Sister Cities program.
 - c) Maintaining liaison with other IRC in ALA to assist in finding partners for libraries.
- Assist in developing program ideas for ALA and state programs.
- Assist in developing information to be on the Sister Libraries website.

Processes that are used

- Committee members discuss issues relating to the Sister Library Program.
- Library wishing a partner needs to complete a questionnaire (form) that becomes the basis for the library's entry on the Sister Libraries website.
 - a) The library can contact the Committee via email if they require assistance with the questionnaire.

- b) An institution or association related to librarianship (e.g., local library association) can complete the questionnaire to establish a partnership.
- The following process is used upon request to assist a library in finding a partner library:
 - a) Send email to the IRRT webmaster to add the entry to the Sister Libraries website.
 - b) Contact the requestor with information about Sister Libraries list of libraries (directory) and any information that will assist them in finding a partner.
 - c) Attempt to introduce a potential partner if there is any and bring together two libraries (or entities).
 - d) Ask sister libraries to submit a Google form located in Success Stories on the Sister Library website about their partnership. Give them the option of emailing a narrative in case access to Google products is restricted.
 - e) Add the information from the form or from the narrative to the Success Stories page.

Timeline for Action/Calendar

Before Midwinter

- Contact committee members: introductions, set meeting time for Midwinter.
- Develop “To Do” list, etc. for Sister Libraries program.
- Send committee members Midwinter agenda and schedule at least one month prior to the meeting.

Midwinter Conference

- Sister Libraries Chair should attend IRRT Chairs Meeting.
- Sister Libraries Committee members meet during the IRRT All-Committee Meeting.
- Sister Library Chair attends IRRT Executive Board Meeting to give written/oral report.
- Reviews libraries that have asked for partners since the last ALA meeting.

Before Annual Conference

- Develop “To Do” list, etc. for Sister Libraries program.
- Send committee members Annual Conference agenda and schedule at least one month prior to the meeting.

Annual Conference

- Sister Libraries Chair should attend IRRT Chairs Meeting.
- Sister Libraries Committee members meet during the IRRT All-Committee Meeting.
 - a) Review work that has been done during the year
 - b) Make sure that there is a plan of action for the next year
- Sister Library Chair attends the IRRT Executive Board Meeting to give written/oral report.

Relations to the IRO Office

- Works with the IRO office for updating and printing promotional material.
- Works with the IRO office to ensure that Sister Libraries promotional material (e.g., brochures, flyers) are taken to the IFLA conference.

(13) International Webinar Committee

Established as an ad hoc committee in 2018 and made a standing committee in 2020.

The committee was founded in December 2018 by the IRRT Executive Board as an Ad-hoc committee with the intention to deliver two webinars before ALA Annual January 2019. The webinar committee consists of one Chair and two committee members. As of 2020, the IRRT Executive Board voted to make the Webinar Ad-Hoc committee a permanent committee.

Purpose: The Webinar committee is designed to continue past Chair's Loida Garcia-Febo webinar initiative on international perspectives in libraries and continues to support the current Chair's theme on international relations in libraries. Webinars aim to reach a global audience and promote interests, programs, and activities on international librarianship through a web conferencing platform. Webinars are delivered four times a year; two webinars before ALA Annual and ALA Midwinter.

Membership and membership duties

Chair

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Chair responsibilities

- Conducts all the duties of an IRRT Committee Chair
 1. Reports to the IRRT Executive Board liaison
 2. Prepares and submits a report of webinar planning to IRRT Executive Board liaison
 3. Works with ALA International Relations Office staff liaison
 4. Oversees developments of webinar planning progress and procedures
 5. Corresponds with committee members and oversees the committee member assignments.
 6. Initiates communication with committee members of webinar planning
 7. Schedules committee and potential speaker virtual meetings
 8. Providing leadership, support, and engagement in the execution of relevant and successful webinars
 9. Assist in hosting webinars
 - a. Main moderator (introduction/closure statement, webinar flow)
 - b. Moderating the chat and Q&A
 - c. Webinar troubleshooting

Members

In addition to the Chair, the Committee consists of 3 members. Members are appointed by the IRRT Chair-Elect in consultation with the International Relations Webinar Committee Chair and IRRT Executive Committee members. Members serve a one or two-year renewable term.

Member responsibilities: As assigned to specific committee members for implementation

- Maintain ongoing communication via email and virtual Zoom meetings.
- Assist in identifying and recruiting potential speakers
- Assist in communicating with potential speakers
- Assist in hosting webinars
 - Main moderator (introduction/closure statement, webinar flow)
 - Moderating the chat and Q&A
 - Webinar troubleshooting

Procedures that are used

Summary

- The committee meets virtually to discuss webinar planning
- Call for participation sent via ALA Connect and Listservs
- The committee meets virtually with interested speakers to plan webinar
- Webinar dates are confirmed
- Official webinar title and dates are announced via ALA Connect and Listservs
- Deliver webinars via Zoom platform
- Write-up of webinars in International Leads June and December issue

Timeline for Action/Calendar

(Note: planning webinars are tentative, depending on network abilities, participation in calls for presentations, and presenter availability. Webinars aim to be delivered between September-November and March-May.)

Before ALA Midwinter Meeting

July

- Committee members meet virtual or via email to discuss webinar plan of action

August

- Send “call for participation” through ALA Connect and relevant library listservs
- Schedule Zoom meeting with speakers to talk webinar details and planning timeline, address speaker questions/concerns

- Set a webinar date/time
- Confirm date availability with the International Relations Officer

September/October

- Request a blurb of speaker bios and speaker presentation slides
- Send to IRO to advertise IRRT web, listservs, social media
- Share the announcement with speakers to advertise and committee to also advertise
- Schedule zoom troubleshooting with IRO, committee members, and speakers
- Schedule software test with IRO, committee members, and speakers the week of the webinar and an hour before official webinar start time
- Host/moderate webinar
- Recording of webinars posted by IRO in Zoom with transcript on IRRT webinar archives

October/November

- Invite speakers to do a write-up for International Leads newsletter for December issue
- The committee will write-up about the webinar if speakers are unavailable for the International Leads newsletter for the December issue.

Before ALA Annual

January

- Committee members meet virtual or via email to discuss webinar plan of action

February

- Send “call for participation” through ALA Connect and relevant library listservs
- Schedule Zoom meeting with speakers to talk webinar details and planning timeline, address speaker questions/concerns
- Set a webinar date/time
- Confirm date availability with IRO

March/April

- Request a blurb of speaker bios and speaker presentation slides
- Send to IRO to advertise IRRT web, listservs, social media
- Share the announcement with speakers to advertise and committee to also advertise
- Schedule zoom troubleshooting with IRO, committee members, and speakers
- Schedule software test with IRO, committee members, and speakers the week of the webinar and an hour before official webinar start time
- Host/moderate webinar
- Recording of webinars posted by IRO in Zoom with transcript on IRRT webinar archives

April/May

- Invite speakers to do a write-up for International Leads newsletter for June issue
- The committee will write-up about the webinar if speakers are unavailable for the International Leads newsletter for the June issue.

Relation to the IRO office (who does what)

- The chair of the IRRT Webinar Committee is the primary contact between the Committee and the IRO office.
- IRO administrative assistant is provided with the following information before official webinar dates/times are confirmed via a public announcement:
 - Information about the webinar (title, theme, presenter names, bios, dates, time)
 - IRO confirms that the dates and times of projected webinar availability
 - IRO sends out an official announcement to register for webinar via listservs and social media
 - IRO assists with webinar platform Zoom testing and troubleshooting before, during, and after the webinar.
 - IRO provides Zoom meeting links for regular virtual committee meetings

Forms that are used

IRRT Webinar Guidelines

- A guideline is provided to each potential speaker to inform of the webinar process and expectations.

B. Ad Hoc Committees

Term of office

Committees for the performance of a particular task may be authorized by the membership of the IRRT Executive Board, as stated in the Bylaws, Article VIII, Section (2).

Duties

Report to IRRT Executive Board during midwinter meeting and at annual conference. Present final report after one or two years or request an additional time if necessary.

C. Committee Report Form

Committee Meeting Report Form (Word)

To be completed by chair after each conference.

Name of person submitting this report:

Email of person submitting this report:

Report submission date: ___midwinter ___annual

Name of committee:

Name of committee chair (indicate if acting chair):

Committee chair e-mail address:

Date of meeting(s):

Members present:

Virtual members:

Members absent:

Visitors:

- 1) Summary of discussion and action; please indicate activities planned for the next 5 months: (Please note: if planning to raise an issue at the Executive Board Meeting at this conference please talk with the Chair prior to the meeting.)
- 2) Midwinter Meeting Only: Review current committee roster and list all continuing members and any members whose term will end this year and who wish to be reappointed for a second two-year term. Include yourself if applicable.
- 3) Midwinter Meeting Only: Review current committee roster and list all continuing members and any members whose term will end this year and who wish to be reappointed for a second two-year term. Include yourself if applicable:
- 4) List names and e-mails of potential new members.
- 5) List any members who have indicated interest in serving on another IRRT committee or running for an IRRT office. Include yourself, if applicable.
- 6) Who would you recommend serving as chair next year? Indicate if you are interested in serving as chair again.
- 7) Please write any other comments about the committee's membership here.

INTEREST GROUPS

Forming an Interest Group

IRRT provides an environment, which is supportive of the international interests and activities of ALA membership and is the only membership organization of ALA that is devoted solely to international library interests. IRRT supports the formation of interest groups subject to approval by the IRRT Executive Committee in order to provide a mechanism for individuals sharing common international interests to exchange ideas and experiences, sponsor conference programs, and/or prepare publications. These groups will have a focus that fits the mission of IRRT and are groups not more appropriately affiliated with other ALA divisions or round tables.

To form an Interest Group, a written petition to establish must be submitted to the IRRT Executive Committee Chair (Interest Group Petition/Renewal Form). The petition shall include:

- the title of the group,
- a role, purpose, and function statement,
- the signatures of one IRRT member in good standing appointed as chair by the IRRT Executive Committee Chair, and
- the signatures of eight or more members of IRRT or of the American Library Association, who will be members of the approved group.

The group will exist as a subgroup of IRRT, upon approval of the IRRT Executive Committee.

The following tasks should be accomplished at an organizational meeting:

- Select a name which reflects the interest of the group.
- Complete an Interest Group Petition/Renewal Form and forward to the IRRT Executive Committee Chair.
- Circulate a Membership List/Meeting Sign-up Sheet and forward with the completed Interest Group Petition/Renewal Form.

Membership

All members of IRRT are eligible for membership in an Interest Group. Anyone interested may join by sending a written message to the Interest Group Chair or a designee, or by attending a meeting of the Interest Group and signing the membership list. Members of ALA who are not members of IRRT may also join an Interest Group, but must join IRRT within six months after affiliation with the Interest Group. Failure to join IRRT within six months will nullify membership in the Group.

Chair

Term of Office

Appointed for two years by the IRRT Executive Committee Chair with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws. A co-chair may be appointed.

- **Duties of the Chair**
Coordinates activities of the Interest Group, presides at meetings held at ALA midwinter and annual conferences.
- Coordinates programs with the IRRT Program committee, coordinates any publications with the IRRT Publications committee, works with ALA International Relations Office staff liaison regarding meeting room arrangements at the ALA Annual Conference for any programs and with ALA Conference Services as appropriate.
- Provides copy to the editor of International Leads, works with the IRRT website editor to publish Internet Group activities on the IRRT website.
- Reports Interest Group activities to the IRRT Executive Committee.

Meetings

Interest Groups are expected to meet at each ALA Midwinter and Annual Conference. Meetings shall occur during the timeslot and location assigned to all IRC and IRRT committees and interest groups and should include a business meeting at which any necessary business is completed.

Formal programs are conducted only at the Annual Conference. The International Program coordination form must be submitted to the IRRT Program committee. All time and room schedules for programs held at the Annual Conference are requested through the International Relations Office on forms supplied by that office to the Interest Group chair. Timely responses and a realistic estimate of the number of participants will help ensure that adequate space is available for the meetings.

A Membership List/Meeting Sign-up Sheet should be circulated at each meeting of the Group for all attendees to sign. The list is then forwarded to the IRO Office.

The Interest Group chair completes a *Meeting Report for Committee and Interest Groups Form* at the close of each Group meeting and presents it to the IRRT Executive Committee at its regular meeting with a copy to the IRRT Secretary/Treasurer and the IRO Office as soon as possible.

Activities

Interest Groups may sponsor programs at the ALA Annual Conference, prepare publications, or carry out other activities with the approval of the IRRT Executive Committee and in coordination with other appropriate IRRT committees such as Program and Publications.

Renewal or Demise

Interest Groups may be authorized or discontinued by the IRRT Executive Committee. All Interest Groups should review their charge every two years as needed and make recommendations for changes to the IRRT Executive Committee for approval and subsequent inclusion in the IRRT Procedures Manual. Before submitting a renewal petition, an Interest Group should reconsider both its name and function statement to be sure that they reflect the Group's current composition and interests. If an Interest Group's petition is not resubmitted, the IRRT Executive Committee can recommend that the Interest Group be dissolved.

IRRT LIAISONS WITH OTHER GROUPS

The International Relations Round Table (IRRT) seeks to collaborate with other divisions and round tables within ALA in order to support the international activities of the Association within the global community.

Definition

A liaison between IRRT and another group may be appointed to communicate IRRT interests held in common with the other group, and to advise IRRT regarding activities of the other group that might have implications for IRRT programs, publications or organization. It is presumed that the resulting relationship will be beneficial to IRRT and the target group by allowing the two groups:

- to share information and ideas of mutual benefit;
- to avoid duplicate programming activities;
- to share, if appropriate, programming and publication efforts in areas of mutual interest through co-sponsorship;

Categories of Liaison

Liaisons fall into three categories:

- **Designated Liaison.** In this category, IRRT feels a need to establish a liaison with another group. Although the interests of both groups are met, the principle beneficiary of the designated liaison is IRRT.
- **Requested Liaison.** IRRT is approached by another group requesting an IRRT liaison. If approved, the IRRT agrees to appoint the Requested Liaison. The interests of both groups are served, but the principal beneficiary of the Requested Liaison is the requesting group.
- **Representative.** In the final category, IRRT is asked by ALA to send a liaison to a group. The liaisons are obligatory, but the value of the representative is assumed to be shared equally by both groups.
- **Appropriateness of IRRT Liaisons**

It is appropriate for IRRT to establish a liaison or designate a representative:

- if the other organization addresses issues and concerns relevant to IRRT;
- if the representation will help to avoid duplication of effort;
- if the representation will enhance IRRT's position and serve as an advocate for IRRT policies; or
- if the representation will promote shared programming and publication efforts in areas of mutual interest.

It is appropriate for IRRT to designate a liaison or representative to another organization whenever such representation seems appropriate. The IRRT Board will examine the need for continued representation in light of the interests of the IRRT membership and the nature of the work of the other organization. A formal review will be conducted on at least a triennial basis with a written report to the Board at the Midwinter meeting, including any changes or proposed additions to the liaisons list.

Term of Appointment

Liaisons shall be appointed for a term of two years. Re-appointment may occur, but the liaison shall not serve more than four years consecutively. Selection and Appointment of Designated Liaisons Liaison appointments are made by the IRRT Chair. The member selected must fill all requirements for nomination or appointment to committees stated in the IRRT Officers Manual.

An attempt should be made to identify and select an IRRT member to serve in a liaison/representative capacity who has an established interest in the group or organization. For example, IRRT liaisons with divisional IRCs will be members of the division and IRRT.

When IRRT establishes a new liaison with another group, the IRRT Chair will announce the appointment in a written communication to that group which includes the following:

- asks the group to accept the IRRT liaison;
- states IRRT's purpose in establishing the liaison;
- requests that the group include the liaison in the distribution of agenda and minutes;
- informs the group that the liaison will observe and submit a report the IRRT Board;
- clarifies that, while the IRRT liaison may be authorized to speak for the IRRT Board, the liaison will not routinely report to the group on IRRT activities, policies or procedures

Role of the Liaison/Representative

IRRT liaisons that represent IRRT on ALA standing committees will be the chairs of the parallel IRRT committee such as Posters, Education, etc.

- 1) Attend meetings of the appropriate governing group (Committee meetings, Association Board meetings, etc.); If the liaison cannot attend the meeting, he/she/they are responsible for finding an alternate to attend and report.
- 2) Obtain agendas and minutes of meetings.
- 3) Identify opportunities for cooperation including joint programs and ways to serve ALA's international members.
- 4) As appropriate, share information about the IRRT with the ALA standing committee.
- 5) Submit a written report about any information pertinent to the work of the IRRT to the IRRT Board within two weeks of the conference to be included in the meeting minutes.
- 6) If particularly important issues have been discussed, an oral report to the IRRT Board may be appropriate during the Sunday morning IRRT Board meeting at the ALA Midwinter or Annual Meeting.
- 7) If the liaison/representative cannot attend the meeting, he/she/they are responsible for finding an alternate to attend and report. The alternate should submit the report through the designated liaison.

Designated Liaisons:

- AASL International Relations Committee – (Appointed)
- ACRL International Relations Committee – (Appointed)

- ALCTS International Relations Committee – (Appointed)
- ALSC International Relations Committee – (Appointed)
- LITA International Relations Committee – (Appointed)
- PLA International Relations Committee – (Appointed)
- New Members Round Table – (Appointed)

Requested Liaisons:

- ALA Literacy Assembly – (Appointed)
- Freedom to Read Foundation – (Appointed)
- ALA Intellectual Freedom Committee – (Appointed)

Representative Liaisons:

- ALA Education Assembly – Chair of the IRRT International Pre-conference Committee
- ALA International Relations Committee (IRC) – IRRT Chair
- ALA Membership Promotion Task Force – Chair of the IRRT Membership Committee
- ALA Planning and Budget Assembly – IRRT Secretary-Treasurer
- ALA Poster Sessions – Chair of the IRRT International Posters Committee
- ALA Publishing Committee – Chair of the IRRT Publications Committee
- ALA Round Table Coordinating Assembly (RTCA) – IRRT Chair and Chair-elect

Created: March 2002 Revised: May 9, 2006

MAJOR ACTIVITIES

A. Executive Board Meeting

- (1) All meetings are open meetings. It is customary to recognize non-members of the Committee who wish to speak on any matter, but Committee members are recognized first.
- (2) A parliamentarian may be appointed, and the ALA approved Rules of Order should be followed.
- (3) A formal agenda should be prepared and distributed. Minutes of the previous business meeting and the secretary/treasurer's report should be on the agenda as should be the other reports for action or information. Nominations and elections should be an agenda item (See Article X of the Bylaws). For elections, tellers may be appointed. Individuals seeking to be on the agenda should notify the chair in advance.

B. Membership Meeting

- (1) It is the responsibility of the chair to arrange the membership meeting.
- (2) The membership meeting will be held at the time and place of the annual conference of the American Library Association. Twenty members constitute a quorum.
- (3) The secretary/treasurer's report, as well as other reports for action and/or information are given. A slate of officers for the next program year is announced.
- (4) A parliamentarian may be appointed, and the ALA approved Rules of Order should be followed.

C. Program Meeting

- (1) It is the responsibility of the vice-chair or his/her/their designee to plan and arrange the program meeting to be held during his/her/their year as chair in conjunction with the Program Committee. Liaison with other units of ALA may be necessary if the program is to be a joint offering.
- (2) Details of the program must be provided to the ALA Annual Conference Program Planning Committee immediately after annual conference.
- (3) The vice-chair of IRRT is responsible for ensuring that appropriate platform arrangements have been made, that the speaker(s) are introduced and that they are thanked at the conclusion of the program.
- (4) The program meeting may be wholly organized by IRRT or sponsored jointly with another group within ALA. The vice-chair, or designee, will arrange for the inclusion of the IRRT program in the ALA Conference Program; write and disseminate publicity about the program; ensures that appropriate platform arrangements are made; see that the speaker(s) are introduced; and sends appropriate letters of thanks to the speakers after the meeting.

D. International Visitors Center

- (1) Arrangements for the center are made by the ALA International Relations Office staff liaison through the ALA conference manager.
- (2) The Chair of the International Visitors Center Committee and the Committee's members are responsible for organizing the center, soliciting and scheduling volunteers, creating signage and informational brochures/packages, and publicity.
- (3) The center should be staffed at all times the exhibit area is open. Usual practice is Friday noon through Monday until 5pm. Saturday – Monday the center opens at 9am.
- (4) A roster of volunteers is needed for staffing purposes. IRRT members may be solicited through International Leads and the IRRT website and/or local IRRT members may obtain volunteers from local libraries or a nearby library school of the city in which the annual conference is being held. ALA members who are not IRRT members are also eligible to staff the center.

(5) Volunteers at the center are to provide information about IRRT and the annual conference. Guidelines for new volunteers should be available at the center.

E. International Visitors Reception

(1) The reception is held for all international attendees (including Canadian attendees) at the ALA annual conference.

(2) The chair appoints an IRRT member to chair the Reception Committee, recommend alternative reception sites for IRRT Executive Board approval, handle all local arrangements, e.g. caterer, flowers. When possible, the Chair should be based in the city or immediate environs of the annual conference

(3) Receptions may be held away from the main conference center.

(4) Directions for reaching the reception site should be provided at the International Visitors Center for the guidance of international visitors.

(5) Tickets for the annual reception are sold as part of the annual conference registration process.

(6) International attendees are provided complimentary tickets for the reception, as part of their conference registration packet.

(7) The reception is also the venue for the annual Bogle-Pratt awards and the OCLC Forest Humphrey award presentation.

(8) The IRRT chair selects four or five distinguished librarians to be in the receiving line at the reception. These are customarily officers of IRRT or ALA, such as the President, Executive Director or distinguished American librarians, such as, the Librarian of Congress.

F. Publications

(1) *International Leads (IL)* is the official publication of the IRRT. The purpose of *International Leads* is to disseminate information about international librarianship and the activities of the Round Table. *IL* seeks to support Round Table and Association objectives by bringing members news, brief articles and reviews that help them understand and react appropriately to recent developments in international librarianship. It seeks items of timely value and emphasizes current reports and programs undertaken by the association and the IRRT. A secondary concern is reporting on newsworthy items generated by other divisions, units and round tables of ALA that are relevant to the interests of IRRT and its members. A third level of concern reports other international activities outside the various ALA units that are relevant to IRRT and 70 its members. *IL* accepts relevant general news releases intended for mass publication vehicles.

International Leads is published quarterly, edited by a member volunteer, and printed through the production facilities of the American Library Association's Publishing Services Department. It is also

presented in its entirety on the IRRT website. *IL* is distributed to current members of IRRT. Subscriptions, individual and back issues are available at prices recommended by the IRRT Publishing Committee and approved by the IRRT Executive Board.

(2) IRRT Website is maintained and updated by the IRRT Web Editor working in conjunction with the IRRT Publications Committee and the IRRT Executive Committee. Its purpose is to: Provide a guide to IRRT activities, current committee structure, purpose and membership, access to the electronic version of International Leads, and announcements of timely interest.

(3) ALA-WORLD –ALA-World is the listserv for the IRRT Membership is open.

(4) The IRRT Publishing Committee and Executive Board may consider other publications, as it deems fit, with appropriate consultation with ALA Publishing Services.

(5) Sources of funding other than ALA funds may be sought after consultation with the ALA IRRT Executive Board and the ALA IRO liaison.

For questions, corrections, or comments, please contact Delin Guerra, IRRT Staff Liaison at dguerra@ala.org