

OLAC HANDBOOK

**The BYLAWS & BEST PRACTICES FOR THE MANAGEMENT OF
THE ONLINE AUDIOVISUAL CATALOGERS**

December 2007

Revised December 2011

Revised September 2013

Revised April 2015

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Introduction

The OLAC *Handbook* is a manual for the management of the Online Audiovisual Catalogers organization. This handbook contains the OLAC Bylaws and best practices for managing OLAC. The handbook is maintained by the OLAC Secretary. Changes to the best practices are at the discretion of the OLAC Executive Board and on a needs basis. An up-to-date version of the Handbook is available on the OLAC Website.

Bylaws of the Online Audiovisual Catalogers

Article I. Name

The name of this organization is the Online Audiovisual Catalogers.

Article II. Non-profit status

This organization is a non-profit association organized and operated exclusively for the purposes and objectives stated in Article III. No part of the net earnings shall inure to the benefit of any individual except that expense incurred and reasonable compensation for services of employees of the organization may be paid.

Article III. Purposes and objectives

Section 1

To establish and maintain a group that can speak for catalogers of audiovisual materials. Audiovisual materials include, but are not limited to, sound and video recordings, electronic resources, three-dimensional artifacts and realia, kits, and graphic and cartographic materials.

Section 2

To provide a means for exchange of information about the cataloging of audiovisual materials.

Section 3

To provide a means of continuing education for catalogers of audiovisual materials.

Section 4

To provide a means of communication among catalogers of audiovisual materials.

Section 5

To work toward common understanding of audiovisual cataloging practices and standards.

Section 6

To provide a means of communication and advocacy with the Library of Congress, bibliographic utilities and other organizations.

Article IV. Members

Section 1

Membership is open to all individuals and institutions who are interested in the online cataloging of audiovisual materials and digital resources.

Section 2

Dues are set by the Board of Trustees (Executive Board).

Section 3

Institutional members have one vote by a designated representative at membership meetings.

Article V. Officers

Section 1

The officers of this organization are a President, a Vice President/President-elect, an Immediate Past President, a Secretary, a Treasurer/Membership Coordinator, a Newsletter Editor-in-Chief, a Chair of the Cataloging Policy Committee (CAPC), an Outreach-Advocacy Coordinator, and a Webmaster.

The OLAC administrative year begins at the Annual Conference of the American Library Association (ALA Annual) and closes at the next ALA Annual. Terms for offices and committee members begin and end at the close of ALA Annual conferences.

Section 2

- Elected offices

There shall be an election held annually, with a Vice President/President-elect elected each year, and a Secretary and a Treasurer each elected in alternate years and each serving two year terms. The Vice President/President-elect shall serve the first year after election as Vice President/President-elect, the second year as President, and the third year as Immediate Past President. In the event of a vacancy of Secretary or Treasurer, the remaining officers shall select a replacement for the remainder of the term.

- Appointed offices

Appointed officers are appointed during the closed portion of Executive Board meetings.

- The Newsletter Editor-in-Chief shall be appointed by the Executive Board for a two-year term with the possibility of reappointment. Additional two-year appointments may be made indefinitely, based on continued satisfactory performance.
- The CAPC Chair shall be appointed by the Executive Board for a one-year term with the possibility of reappointment. Additional one-year

reappointments may be made, based on continued satisfactory performance, until the person's CAPC membership expires.

- The Outreach-Advocacy Coordinator shall be appointed by the Executive Board for a two-year term with the possibility of reappointment. Additional two-year reappointments may be made indefinitely, based on continued satisfactory performance.
- The Webmaster shall be appointed by the Executive Board for a two-year term with the possibility of reappointment. Additional two-year appointments may be made indefinitely, based on continued satisfactory performance.

Vacancies and service in more than one capacity: Should a vacancy occur in an appointed office, either because of election or appointment to a different position, or due to a resignation, a new appointment will be made as soon as possible. A short time lag between resignation and a new appointment is understood and acceptable.

A temporary appointment may be made to fill a vacancy should the Board determine an immediate need for the position.

Service is limited to one official position at a time. An official position is defined as: membership on the Executive Board or the Cataloging Policy Committee; or, a position as an OLAC-appointed observer or liaison. Any OLAC member who is currently serving in an official position is eligible for nomination to another official position.

The incumbent will continue to fulfill the duties of the initial office or appointment, and upon election or acceptance of a new appointment, will begin his/her duties following ALA Annual.

Section 3

Duties of the officers.

- a. The President, in addition to regular duties, acts as presiding officer of the association, acts as representative of the organization with the Library of Congress, bibliographic utilities, and other organizations.
- b. The Vice President/President-elect substitutes as the presiding officer when necessary and acts as the program coordinator.
- c. The Immediate Past President attends the Executive Board meetings to counsel and inform; chairs the Nancy B. Olson Awards Committee.
- d. The Secretary performs the normal duties of the office and prepares all corporate reports required by the state in which incorporated.
- e. The Treasurer performs the normal duties of a treasurer and serves as membership coordinator in maintaining records of paid members; prepares all corporate reports required by the state in which OLAC is incorporated.

- f. The Newsletter Editor-in-Chief is responsible for content and preparation of the newsletters.
- g. The CAPC Chair sets the agenda of the Committee, appoints task force chairs, oversees the progress of task forces, and is responsible for presiding over the meetings of the Cataloging Policy Committee.
- h. The Outreach-Advocacy Coordinator is responsible for promoting the purposes and objectives of OLAC and encouraging membership growth. This position also acts as a repository for fundraising data related to conference sponsorship and pursues conference donations in cooperation with the Conference Planning Committee. The Outreach-Advocacy Coordinator contributes regular reports to the OLAC Newsletter. At the coordinator's request and the board's discretion, task forces may be appointed as needed.
- i. The Webmaster is responsible for keeping the OLAC Web page available on the Internets and up to date with correct and timely information including the full text of each issue of the OLAC Newsletter as it becomes available.

Article VI. Elections

Section 1

Election of officers of OLAC shall be held annually on a date determined by the Elections Committee in consultation with the Executive Board.

- a. The Elections Committee consists of the OLAC Past Past President and at least one other OLAC member. The Committee is appointed at the Board meeting at the ALA Annual preceding the election.
- b. The election date shall be the one by which all ballots must be deposited with the Chair of the Elections Committee.
- c. The election date shall be during the month of April, at least two months prior to the OLAC Annual meeting.
- d. Those officers elected shall take office following ALA Annual of the election year.

Section 2

The Elections Committee shall nominate candidates for Vice President/President-elect annually.

- a. In the years when their two-year terms expire, the Elections Committee shall also nominate candidates for Secretary and/or Treasurer.
- b. If a vacancy occurs in the office of the President earlier than 1 December, or if a vacancy occurs in the office of the Vice President/President-elect, the Elections Committee shall also nominate candidates for President.

Section 3

The Chair of the Elections Committee shall submit the slate of nominees in writing to the Executive Board prior to ALA Midwinter.

- a. Additional nominations from the floor shall be solicited at the OLAC Membership meeting at ALA Midwinter. The slate shall be approved at this meeting.
- b. Candidates' biographies shall be published in the March OLAC Newsletter.

Section 4

The Chair of the Elections Committee shall provide the ballots to all personal OLAC members by electronic ballot or, if requested by a member, first class mail.

- a. The ballot shall include the biographies of the candidates or contain a link to them.
- b. The ballot shall be made available to members no later than 30 days prior to Election Day as defined in Section 1.
- c. The ballot must be received by the Chair of the Elections Committee by the designated election date in order to be counted.

Section 5

The election of an eligible nominee for the office of Vice President/President-elect shall be by a plurality of the valid votes cast for the office. In the case of a tie vote, the winner will be determined by lottery.

Section 6

The election of an eligible nominee for the office of Secretary and Treasurer shall be by a plurality of votes cast for that office. In the case of a tie vote, the winner will be determined by lottery.

Section 7

If there are two or more candidates for President in the case of a vacancy (see Article VI, Section 2b), the election of a nominee shall be by a plurality of the valid votes cast for the office. In the case of a tie vote, the winner will be determined by lottery.

Section 8

If a vacancy in the office of Vice President/President-elect occurs after the regular nominating and election sequence has begun, there shall be a special election for the office of the President for the term commencing after the next ALA Annual meeting.

- a. This shall not preclude the appointment of a Vice President pro tem.
- b. The procedure for carrying out the special election shall be the same as specified in Article VI, Sections 5-7. Should the results of this special election not be known until after the new term commences (following ALA Annual), the newly

elected Vice President/President-elect shall serve as President pro tem until the new President takes office. The new President takes office as soon as he or she is notified of his or her election.

Article VII. Meetings of the membership

Section 1

Semi-annual meetings will be held at which business will be transacted by the membership. When possible, meetings will be in conjunction with such meetings as the American Library Association Annual Conference and Midwinter meetings.

Section 2

Special meetings can be called by the President or the Executive Board. The purpose of the meetings shall be stated in the call.

Section 3

Fifteen members shall constitute a quorum.

Article VIII. Board of Trustees (Executive Board)

Section 1

The officers constitute the Board of Trustees (Executive Board)

Section 2

The Board of Trustees (Executive Board) has general authority to conduct the affairs of the organization between its membership meetings. The Board shall take no action in conflict with action taken by the membership in general membership meetings.

Section 3

Regular meetings of the Board of Trustees (Executive Board) shall take place preceding the semi-annual meetings. Special meetings can be called by the President. Decisions regarding affairs of the organization may be determined by a majority of the Board of Trustees (Executive Board) by e-mail, mail ballot, or conference call which is documented in the minutes of the next regular meeting.

Article IX. Committees

Section 1

Any standing committees shall be authorized by the Board of Trustees (Executive Board) with the charge of the committee stated in the authorization.

Section 2

Members of standing or special committees shall be appointed by the President following consultation with the Executive Board. Members may be reappointed.

- Cataloging Policy Committee (CAPC). Comprised of seven members, two interns, and ex-officio members. Members serve two-year terms with possibility of reappointment to a second two-year term. The term of the Chair is for one year with reappointment upon satisfactory performance. Interns serve one-year terms and may serve no more than two consecutive terms.
- Website Steering Committee: Comprised of up to five members. Members shall be the Past President (chair), the Outreach-Advocacy Coordinator, the Webmaster, and the other members. The two other members serve either a two or one year term on a rotating basis. The Past President will also be responsible for seeking volunteers and making appointments to the committee.
- Elections Committee (see Article IV).

Section 3

Ad hoc committees may be appointed by the President for an indefinite term on authorization of the Board of Trustees (Executive Board) to accomplish specified tasks.

OLAC Executive Board members, CAPC members, and official observers and liaisons may serve as members of ad-hoc committees. However, since such committees are a useful way of getting OLAC members involved in OLAC governance, OLAC members who do not already hold an official position should be given preference for service on these committees. Newsletter staff, other than the Editor-in-Chief, are exempt from this bylaw.

Recurring ad-hoc committees include:

- OLAC Research Grant Committee. Composed of the Vice President (chair), previous year's grant winner, and one OLAC member.
- Conference Program Planning Committee. Composed of the Conference Program Coordinator and at least two OLAC members.
- OLAC Conference Scholarship Committee. Composed of the Immediate Past President (chair) and two OLAC members, preferably including the previous scholarship recipient.
- Awards Committee. The Nancy B. Olson Award shall be administered by an Awards Committee, consisting of three OLAC members, no more than two of whom may be members of the OLAC Executive Board. The Past OLAC President shall chair the Awards Committee.

Article X. Parliamentary authority

The rules in the current edition of Robert's Rules of Order Newly Revised which are not inconsistent with these Bylaws and any special rules of order which may be adopted shall govern the organization.

Article XI. Amendments

Proposed amendments to the bylaws should be submitted in writing to the Board with signatures of at least three members, or, recommendation of the Executive Board. Bylaws amendments must be put to a vote of the membership with the ballot administered by the Elections Committee according to the applicable procedures in Article VI, section 4. Amendments require approval of two-thirds of those responding.

Article XII. Dissolution

Should future exigencies make the dissolution of this organization necessary, the properties and assets of the organization shall be disposed of by gift to the Association for Library Collections and Technical Services of the American Library Association.

OLAC's Legal Status and Documentation

Original documents relating to OLAC's status as a non-profit, tax-exempt 501-3(c) organization reside in the OLAC Archives. Copies are held by the Newsletter Editor and current Treasurer.

OLAC's status as a nonprofit corporation is registered annually by filing the form from the Minnesota Secretary of State, "Annual Registration Minnesota Nonprofit Corporation". The Treasurer will fill in the online form before December 31st. The form is available at:

https://online.sos.state.mn.us/abr/corp_annual_filing.asp

File Number: S-1056

Entity Name: On-Line Audiovisual Catalogers, Inc.

Choose NP-Non Profit Corporation

To contact the Minnesota Secretary of State in case of any problems:

Phone at (651) 296-2803

Mail:

Secretary of State/Records Processing Section

180 State Office Building

100 Constitution Ave.

St. Paul, MN 55155-1299

Homepage at: <http://www.sos.state.mn.us/>

OLAC Executive Board

According to the OLAC Bylaws the Executive Board members are: President, Vice President/President-elect, Immediate Past President, Secretary, Treasurer/Membership Coordinator, Newsletter Editor-in-Chief, the Outreach-Advocacy Coordinator, the Webmaster, and the Chair of the Cataloging Policy Committee. These nine persons each have one vote on the Executive Board. Board members receive a stipend and an invitation to the OLAC Board dinner.

Attendance at the Executive Board dinner meeting is flexible. Besides the Executive Board, the President may invite others, e.g., incoming officers. OLAC pays for the dinner.

Elected Officers

Duties of the President:

- a. Presides at all OLAC membership and Executive Board meetings.
- b. Prepares and distributes an agenda for OLAC meetings to Executive Board and others as needed.
- c. Arranges for Executive Board dinner meeting.
- d. Writes letters of appointment for CAPC after consulting with the OLAC Executive Board.
- e. Reserves meeting space for OLAC/ALA meetings.
- f. In odd-numbered years, appoints liaisons.
- g. Signs the letter of presentation and presents the Nancy B. Olson Award.
- h. Writes letters of inquiry on topics of AV concern.
- i. Writes acknowledgments and thank you letters.
- j. Is or appoints the OCLC Members Council contact person.
- k. Is responsible for the duties enumerated in the OLAC Bylaws.

Duties of the Vice President/President-Elect:

The Vice President/President-elect is responsible for the OLAC program at the ALA Annual Conference, if OLAC decides to sponsor a program. In alternating years the Vice President/President-elect accepts and carries through in his/her past presidency the responsibility for being the OLAC Board's contact person for the OLAC Conference Planning Committee. The Vice President/President-elect also is responsible for the duties enumerated in the OLAC Bylaws.

Duties of the Past President:

- a. Responsible for chairing the Nancy B. Olson Awards Committee. (See separate section on the award)
- b. Attends Executive Board meetings to counsel and inform.

Duties of the Secretary:

- a. Records the minutes of the OLAC Executive Board, Membership, and CAPC meetings.
- b. Maintains and disseminates the roster of the Executive Board, past OLAC Presidents, and OLAC appointees.
- c. Maintains the handbook.
- d. Is responsible for the duties enumerated in the OLAC Bylaws.

Duties of the Treasurer/Membership Coordinator:

The Treasurer has overall responsibility for the financial concerns of OLAC. Annually, the treasurer reviews the OLAC budget and assesses the financial health of the organization. Written financial statements are presented at the OLAC Executive Board meetings. Quarterly statements are published in the newsletter. The Treasurer routinely handles inquiries including: general information on OLAC, membership rates, and invoices. The Treasurer is also responsible for the duties enumerated in the OLAC Bylaws.

The Treasurer invests OLAC funds only in bank accounts and certificates of deposit that are federally insured. Records are maintained to show all sources of income and all payments disbursed. These records are kept permanently. Records preserved are:

- a. Treasurer's journal, which itemizes monies received from members-- name, amount, date received.
- b. Receipts or similar documentation for disbursements, as well as all bank statements and check/deposit registers.

Receipts or explanatory documentation are required for disbursements of all OLAC funds.

The Treasurer is also the OLAC membership coordinator. As such the Treasurer is responsible for keeping an accurate, current list of OLAC members. This list is used for determining the composition of the membership. The Treasurer will maintain the database of the OLAC Directory as part of coordinating the OLAC membership.

The Treasurer also has responsibility for filing IRS Form 990-N (e-Postcard) each year. "The *e-Postcard* is due every year by the 15th day of the 5th month after the close of the tax year," so for OLAC the e-Postcard should be filed no later than November 15th each year (and not before July 1st).

To facilitate the tax filing process, each new Treasurer should file IRS form 8822-B: *Change of Address or Responsible Party—Business*, as part of the transfer of responsibility from the previous Treasurer.

The Treasurer should always read the **most recent version** of this document ([Annual Electronic Filing Requirement for Small Exempt Organizations: Form 990-N e-Postcard](#)) and this document ([Form 990-N: Information Reported](#)) before filling out the 990-N.

In brief, the Treasurer will need the following information:

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).
XX-XXXXXXX [will be passed from previous to new Treasurer]
2. Tax year
7/1/201X - 6/30/201X
3. Legal name and mailing address
On-Line Audiovisual Catalogers Inc.

[address as reported in form 8822-B, i.e. current Treasurer's address]
4. Any other names the organization uses
N/A
5. Name and address of a principal officer
Name of current Treasurer [as reported in from 8822-B]

[address as reported in form 8822-B, i.e. current Treasurer's address]
6. Web site address if the organization has one
<http://www.olacinc.org>
7. Confirmation that the organization's annual gross receipts are \$50,000 or less
201X income =

201X expenses =

201X Closing Balance =
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)
N/A

The OLAC Treasurer (and one other board member) should subscribe to appropriate listservs and consider reading up-to-date tutorials or attending virtual workshops for non-profit organizations. Check the IRS web site (and don't rely exclusively on third-party books, guides, or peer organizations).

IRS regulations *do* change, so Treasurer and other board member should peruse the IRS site (section for exempt organizations) annually; two sets of eyes are better.

The IRS puts out user-friendly web sites, but they can be out of date, or information can be buried. Check the actual tax forms (even if there is no need to file them) since the tax forms in some respects are the final word on requirements and filing thresholds. Do not assume the IRS will contact OLAC, that you will see announcements in newspapers, or that IRS mailings will reach OLAC officers.

- IRS email updates for non-exempts:
<http://www.irs.gov/charities/content/0,,id=154838,00.html>
- IRS workshops for exempt organizations:
<http://www.irs.gov/charities/article/0,,id=96083,00.html>
- Web-based workshops: <http://www.StayExempt.irs.gov>
- Non-profit umbrella arts organizations may also have listservs or websites with information.
- Filing requirements for the E-Postcard:
[http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-\(e-Postcard\)](http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-(e-Postcard))
- Which forms exempt organizations should file:
[http://www.irs.gov/Charities-&-Non-Profits/Form-990-Series-Which-Forms-Do-Exempt-Organizations-File%3F-\(Filing-Phase-In\)](http://www.irs.gov/Charities-&-Non-Profits/Form-990-Series-Which-Forms-Do-Exempt-Organizations-File%3F-(Filing-Phase-In))

The Treasurer file the annual non-profit corporation registration form as described in the section on OLAC's Legal Status.

Duties of the Webmaster:

- a. Keeps the OLAC Web page available on the Internets and up to date with correct and timely information
- b. Uploads the full text of each issue of the OLAC Newsletter as it becomes available.
- c. Is responsible for the duties enumerated in the OLAC Bylaws.

Appointed Officers

Duties of the Newsletter Editor-in-Chief:

The Editor of the *OLAC Newsletter* is responsible for maintaining the quality and accuracy of, and seeing to the overall organization and production of, the newsletter. S/he sets the publication and submission deadlines for staff editors (News and Articles Editor, Book Review Editor, Conference Reports Editor, and Question & Answers Editor), insures that those editors deliver submissions following an agreed upon and

disseminated set of deadlines, reviews and edits the final submissions and determines the article sequence and layout.

Furthermore, the Newsletter Editor insures that all organizational notices are properly worded and appear in the appropriate issue (see OLAC calendar), consults with the Board on newsletter concerns and seeks their approval of any major changes, proposes articles of interest or seeks article topics and authors for those topics. Information in the newsletter is to be pertinent to the needs of AV catalogers, and unique and non-redundant of other publications.

S/he is responsible for the actual process of publication and distribution of the newsletter, including input of text, editing and proofreading. The editor acts and speaks for the newsletter staff when giving reports and summarizing activities.

The Newsletter Editor attends ALA meetings and OLAC Conferences and serves on the Executive Board. The Editor keeps members and the Board informed regarding the operation of the newsletter. The Newsletter Editor is appointed, serves a two-year term. Additional two-year appointments may be made indefinitely, based on continued satisfactory performance.

Duties of the Chair of the Cataloging Policy Committee (CAPC):

The CAPC Chair is responsible for presiding over the meetings of the Cataloging Policy Committee. The CAPC Chair may evaluate the performance of CAPC members and may dismiss them from CAPC if they are not active and contributing to the committee. He or she is appointed by the Board to a one-year term. Additional one-year reappointments may be made, based on continued satisfactory performance, or until he or she is no longer a member of CAPC and OLAC.

Duties of the Outreach-Advocacy Coordinator:

The OLAC Outreach-Advocacy Coordinator is responsible for promoting the purposes and objectives of OLAC and encouraging membership growth. This position also acts as a repository for fundraising data related to conference sponsorship and pursues conference donations in cooperation with the Conference Planning Committee. The Outreach-Advocacy Coordinator contributes regular reports to the OLAC Newsletter. At the Coordinator's request and the Board's discretion, task forces may be appointed as needed. This is an appointed position with a term of office that runs two years. Additional two-year reappointments may be made indefinitely, based on continuous satisfactory performance.

OLAC Calendar

January:

ALA Midwinter

- a. Executive Board reviews CAPC candidates and select appointees. Deadline for application to serve on CAPC is the date of the Executive Board meeting. (See separate section on CAPC)
- b. Elections Committee Chair (Past Past President) reports. January 31st is the application deadline for OLAC Executive Board. If competition for a post exists, a ballot will be constructed for mailing in March.
- c. Awards Committee Chair (Past President) reports. Executive Board discusses and selects a recipient.
- d. OLAC Conference Program Chair reports. OLAC Conference is discussed. If a conference is currently being planned, its progress is reported to the Board. If a conference has just been held, it is reviewed and planning for the next conference begins.
- e. Any OLAC program ideas for the ALA Annual Conference are discussed eighteen months in advance. The OLAC Vice President/President-elect is responsible for OLAC programs.
- f. Secretary circulates a roster for revisions to the list of OLAC officers. The list includes: Executive Board members, past OLAC Presidents, and OLAC appointees with home and work addresses (including preferred mailing address), phone numbers, fax numbers and/or e-mail addresses.

After ALA Midwinter

- a. OLAC President writes letters of appointment to successful CAPC candidates, and thank you letters to the others. If OLAC Executive Board posts are not contested, congratulatory letters are sent to the candidates.
- b. Secretary circulates new roster to Executive Board.
- c. Articles for the March issue of the newsletter and minutes of OLAC Midwinter meetings are in the Editor's hands by the deadline set by the Newsletter Editor.

February:

March:

OLAC Newsletter Editor publishes the March newsletter

- a. Names and biographical statements of candidates running for OLAC offices. (for voting, see D. below) (The June issue announces the new officers.)
- b. Reports from ALA Midwinter, especially those from OLAC meetings and programs. Reports from conferences should not be held longer than 6 months.

- c. Announcements of the persons selected to serve on CAPC. Can be separate announcement or in CAPC minutes.
- d. OLAC Conference announcement, call for poster sessions.
- e. OLAC Conference Scholarship announcement and application (even-numbered years).

Awards Plaque Wording

The wording for awards plaque is finalized by the Awards Committee Chair. A trophy shop is contacted for price.

Ballots

Ballots are sent to members. Completed ballots are returned to the Chair of the Elections Committee. If candidates run unopposed, no ballot is required.

Netiquette Reminder

Webmaster sends netiquette reminder to OLAC-L on March 1st.

April:

June Newsletter

Articles and columns for the June issue of the newsletter are in the Newsletter Editor's hands by the last Friday in April.

Awards Plaque

Awards plaque is completed.

May:

Financial Statement Prepared

Treasurer sends semi-annual financial/membership statement to the Executive Board for discussion at Executive Board meeting. This statement includes a review of the past year's budget and a projected budget for the following year.

June:

June Newsletter Published

OLAC Newsletter Editor publishes the June newsletter. The issue includes:

- a. Announcement of times and places of OLAC meetings at ALA Annual and other pertinent AV meetings.
- b. OLAC Conference preview and registration (even-numbered years)
- c. Announcement of new OLAC officers.

OLAC Meeting Agendas

OLAC President sends agenda for OLAC meetings to Executive Board and Conference Chair. Arranges for Executive Board dinner meeting.

CAPC Agenda and Roster

CAPC Chair sends roster, agenda and relevant documents to CAPC members, liaisons, and Executive Board.

Elections Committee

Elections Committee notifies the officers of the election results.

ALA Annual

OLAC meets at ALA Annual

- a. The OLAC President presents the Nancy B. Olson Award at the OLAC Membership Meeting.
- b. Elections Committee for OLAC officers is formed. The committee consists of the upcoming Past Past President and at least one other OLAC member.
- c. The Awards Committee for the Nancy B. Olson Award is formed. The upcoming Past President chairs the Awards Committee with two other OLAC members, no more than one of whom may be on the Executive Board.
- d. The OLAC Conference Scholarship Committee is formed.
- e. The Research Grant Committee is formed.
- f. New OLAC Executive Board members are welcomed. They will take office at the end of the ALA Annual Conference.
- g. OLAC Conference report is given by Conference Chair.
- h. Secretary circulates a roster for revisions to the list of OLAC officers. The list includes: Executive Board members, past OLAC Presidents, and OLAC appointees with home and work addresses (including preferred mailing address), phone numbers, fax numbers and/or e-mail addresses.
- i. In odd-numbered years the OLAC Board appoints liaisons (see separate section on liaisons.)
- j. In odd-numbered years the OLAC Board appoints an Outreach-Advocacy Coordinator (see section on Adjunct Positions).

k. In Conference years, the OLAC Board issues an invitation to host the next OLAC Conference.

July:

September Newsletter

Articles for the September issue of the newsletter and minutes of OLAC's ALA Annual Conference meetings are in the Newsletter Editor's hands by the last Friday in July.

Room Reservations for ALA Midwinter

OLAC President reserves rooms with ALA for all OLAC Midwinter meetings.

Roster Distributed

Secretary sends new roster of OLAC officers to Executive Board.

August:

Institution Rates for Vendors

The Treasurer notifies vendors in August of OLAC's institutional rates for the following year. At this time of year, the Treasurer receives forms from these vendors asking for the most recent fees, claims, publishing, etc. information.

September:

September Newsletter Published

OLAC Newsletter Editor publishes the newsletter, in which:

- a. The Past Past President requests candidates for upcoming OLAC positions: Vice President/President-elect, and Secretary or Treasurer (in alternating years).
- b. The Past President requests nominations for the Nancy B. Olson Award.
- c. If members are needed for CAPC, the CAPC Chair requests volunteers for appointment to CAPC.
- d. The Editor includes the reports from the ALA Annual Conference, especially those from OLAC meetings and programs. Reports from conferences should not be held longer than 6 months.
- e. The Editor includes an announcement of the person awarded the Nancy B. Olson Award. May be part of "From the President."
- f. OLAC Research Award announcement and application is posted by the Committee Chair or OLAC President.

g. Executive Board roster is published.

h. Announcement of new liaisons and new Outreach-Advocacy Coordinator (can be combined with Board roster).

Netiquette Reminder

Webmaster sends netiquette reminder to OLAC-L on September 1st.

October:

December Newsletter

Articles for the December issue of the newsletter are in the Newsletter Editor's hands by the last Friday in October.

Room Reservation for ALA and OLAC

ALA contacts President for preliminary annual conference schedule reservation. OLAC President reserves rooms with ALA for all OLAC summer meetings.

November:

Nancy B. Olson Nomination

Nominating letters for the Nancy B. Olson Award must be received by the Past President no later than December 1.

Annual Registration Nonprofit Corporation

Treasurer submits "Annual Registration Nonprofit Corporation" form from the Minnesota Secretary of State. See section on OLAC's Legal Status and Important Documents for further information on obtaining this form.

December:

December Newsletter Published

OLAC Newsletter Editor publishes the December newsletter in time for members to consult for ALA Midwinter:

- a. Includes announcement of times and places of OLAC meetings at ALA and other pertinent AV meetings.
- b. Has a reminder to apply for CAPC membership and OLAC offices as appropriate.
- c. Publishes OLAC Conference reports (even-numbered years).

Financial Statement Sent to Board

Treasurer sends semi-annual financial/membership statement to the Executive Board for discussion at OLAC Midwinter meetings.

OLAC Meeting Agendas

OLAC President sends agenda for upcoming OLAC meetings to Executive Board. President makes arrangement for Board members' Saturday, or similar, dinner meeting.

CAPC Agenda

CAPC Chair sends agenda and relevant documents for next month's CAPC meeting to CAPC members, liaisons, and Executive Board.

Adjunct Positions

Archivist

The Archivist maintains two pristine copies of each issue of OLAC publications. Important OLAC documents reside with the Archivist. These include all legal documents relating to the formation of OLAC and its tax exempt status, information on bulk mail licensing, etc. Persons serving on OLAC committees or on the Executive Board will send appropriate documents to the Archivist either during their tenure or upon completion of their office. [See below for details]

NACO-AV Funnel Coordinator

The NACO-AV Funnel Coordinator is responsible for choosing new participants based on criteria established in conjunction with the OLAC Board. The Coordinator trains new participants, serves as a resource person, acts as a liaison with the Library of Congress on NACO matters, and attends the Program for Cooperative Cataloging (PCC) meeting at ALA. As an ex officio member of CAPC, the Coordinator is responsible for making progress reports at the semi-annual meetings.

Past Past President

The Past Past President is responsible for chairing the Elections Committee, ballot preparation and counting, and for sending a copy of the ballot to the OLAC Archive.

The OLAC Archives

Location of the Archives

Since 2004 the permanent archives are located in the library at Minnesota State University, Mankato. A temporary archive holding 2-3 years of current OLAC business related documents is kept with the Archivist in Butler Library, Columbia University, New York, and NY. The Archivist sends collected materials on to the permanent location.

Types of documents to be collected

Please note that Word documents for general OLAC business can be sent as an attachment to the Archivist. These include, but are not limited to, minutes, agendas, treasurer reports, documents prepared at the request of the President, and ballots. Exceptions include the OLAC Newsletter, materials designed and printed especially for OLAC conferences, receipts, legal documents (contracts, etc.), and photographs. OLAC business conducted via email and deemed important to the history of the organization should be copied to the Archivist.

- a. General
Nancy B. Olson Award recipient and text of award
- b. From the Outreach-Advocacy Coordinator
Photographs of Nancy B. Olson Award winners, OLAC Presidents
- c. From the Secretary
OLAC Handbook and its various revisions
OLAC Bylaws and its various revisions
OLAC address lists, Executive Board and CAPC, revised each year
- d. From the President
Agendas
Correspondence
All legal documents (e.g., signed contracts)
- e. From the Treasurer
Quarterly Treasurer's reports
Correspondence
Contracts
- f. From the Newsletter Editor
OLAC Newsletter, 2 clean copies of each issue
Minutes: CAPC, Membership, and Board
- g. From the CAPC Chair

Correspondence to CAPC members
CAPC agendas and meeting packets
Reports requested by the President
other documents

- h. From Elections Committee
Sample election ballot and election results, annually.

- i. From Conferences (submitted by Conference Program Chair)
Minutes of Planning Committee meetings
Printed programs and intact sample conference packets
Participant lists
Individual session reports
Conference reports
Session handouts
Financial records
Contracts
Photographs

Who submits documents to the Archives, and when

All documents not falling under the responsibility of one of the Board members listed under II. b, c, d, e, f and g above are generally the responsibility of the OLAC Secretary.

Materials from the conference should be collected and submitted by the OLAC Conference Program Chair.

Documents and other materials should be collected and submitted to the Archivist at least annually by the person responsible for them. A list of attached or enclosed documents should accompany the contents.

Cataloging Policy Committee (CAPC)

Qualifications for serving on the Cataloging Policy Committee (CAPC)

The purpose of serving as a full member of CAPC is to represent the concerns of AV catalogers in matters relating to the formation, interpretation and implementation of national and international cataloging standards, rules and related matters. A full voting member of CAPC serves a two year term.

Requirements: At least three years of current full-time experience cataloging AV materials, or the equivalent; membership in OLAC; regular interaction with online cataloging systems, or demonstrable knowledge of such systems. Most CAPC business is conducted during ALA Midwinter meetings and Annual Conferences. Candidates for appointment to CAPC must be willing to commit time and funds as necessary to attend one of these meetings during each year of the term.

Selection and Appointment: Appointments are made by the President of OLAC, following consultation and review of applications by the current Executive Board. New members will be appointed at the January Executive Board meeting and notified soon after by the President of OLAC. Newly appointed members will receive all CAPC correspondence from that point forward. New CAPC members, while not full voting members until their term takes effect following the ALA Annual Conference, should attend the ALA Annual CAPC meeting and volunteer for, or be willing to be assigned to, projects.

There are seven members on the committee. Members serve two-year terms with possibility of reappointment to a second two-year term. The term of the Chair is for one year with reappointment upon satisfactory performance.

Each January the CAPC Chair shall appoint an editor for the bibliography of AV authority tools.

The MAC Liaison, OLAC Representative to CC:DA, NACO-AV Funnel Coordinator, and NACO-AV Funnel Assistant Coordinator are non-voting ex officio members of CAPC.

Duties: CAPC members report directly to the Chair of CAPC and can be assigned special duties or projects by the Chair.

Conditions: A CAPC voting member serves a two-year term at the discretion of the Executive Board. The term duration can be determined by the Executive Board in consultation with the appointee.

Qualifications for CAPC Internships

The purpose of the CAPC intern is to broaden opportunities for participation in CAPC, and to allow an interested AV cataloging librarian an opportunity to gain insight into the workings of a national cataloging committee. An intern serves a one-year term as a non-voting member of CAPC.

Requirements: At least three years of current full-time experience cataloging AV materials, or the equivalent; membership in OLAC; regular interaction with online cataloging systems, or demonstrable knowledge of such systems. Most CAPC business is conducted during ALA Midwinter meetings and Annual Conferences. Candidates for appointment to CAPC must be willing to commit time and funds as necessary to attend one of these meetings during each year of the term.

Selection and Appointment: Appointments are made by the President of OLAC, following consultation and review of applications by the current Executive Board. New members will be appointed at the January Executive Board meeting and notified soon after by the President of OLAC. Newly appointed interns will receive all CAPC mailings from that point forward. The terms for new CAPC interns take effect following the ALA Annual Conference. Interns should attend the ALA CAPC meetings and volunteer for, or be willing to be assigned to, projects.

Duties: CAPC interns report directly to the Chair of CAPC and can be assigned special duties or projects by the Chair. An intern can, for example, be assigned to research the history and implication of a specific rule or serve as a special assistant to the Chair of CAPC.

Conditions: An intern serves a one-year term. An intern is neither guaranteed appointment to CAPC as a full voting member nor reappointment as an intern. A maximum of two (2) interns may be appointed annually; an intern may serve no more than two consecutive terms (of 2 years) as an intern. An intern may choose upon the Executive Board's and this person's discretion to also sit on one other committee.

LC and Bibliographic Utility Representatives

OLAC has representatives from the Library of Congress and OCLC. These representatives attend the OLAC membership meeting to report on their organizations' activities, to learn of the audiovisual cataloging concerns of OLAC members and to provide advice and assistance suitable to the organization's needs.

In 1986 OCLC designated OLAC as OCLC's AV Users Group.

OCLC has also designated OLAC as its Electronic Resources Users Group.

Liaisons to Other Organizations

OLAC liaisons are established to maintain contact and communication with other groups that have cataloging of nonprint materials as part of their interest. Liaison relationships should benefit both parties through increased understanding and cooperation and a desire to take concerted action if necessary on issues of mutual concern.

OLAC may initiate liaison relationships with other organizations that have cataloging interests in specific types of audiovisual materials. The level of involvement, which may be one-way or two-way, will depend on OLAC's perceived need to be informed about the activities of another group. A one-way relationship (e.g., MAC) will keep OLAC informed about the other group's policy decisions relating to audiovisual cataloging, but there will be no expectation of its sending a liaison to us or of our reporting to it. A two-way relationship will be established if OLAC and another group mutually wish to be informed about each other's activities.

OLAC has liaisons to the following groups:

- AMIA
- MAC
- Music OCLC Users Group (MOUG)

Liaisons serve two-year terms that expire at the end of the ALA Annual conferences in odd-numbered years, e.g., 2013, 2015. Terms may be renewed. Liaison relationships should be reviewed every five years by the Executive Board to insure the affiliation continues to be valuable and viable. If a relationship does not prove to be beneficial to OLAC, the affiliation will be dissolved.

Liaisons are appointed by the OLAC President in consultation with the Executive Board. Each potentially new liaison relationship will be considered on a case-by-case basis by the Executive Board. In the case of two-way liaisons (e.g., MOUG (the Music OCLC Users Group)), the person appointed by OLAC should be a member of both OLAC and the other organizational unit and be mutually acceptable to both groups.

Liaisons report to the OLAC membership on the activities of their respective groups via brief presentations at the OLAC membership meetings and reports in the *OLAC Newsletter*. Presentations are made at those membership meetings that are held during the ALA Midwinter meetings and Annual Conference.

For liaisons whose groups meet at ALA, presentations should consist of a summary of discussions or decisions relevant to OLAC areas of interest from group meetings that have already taken place at the conference. If meetings of the group have not yet been held, the liaison presents a summary of topics on future meeting agendas that may be of interest to the OLAC membership.

For liaisons whose groups do not meet at ALA, liaison reports will summarize either past discussions and decisions, or future meeting plans, as appropriate.

Reports are submitted to the *OLAC Newsletter* Conference Reports Editor summarizing matters relevant to OLAC areas of interest. Deadlines are established by the Conference Reports Editor in consultation with the Editor-in-Chief.

The Music OCLC Users Group liaison has the following charge:

The MOUG liaison is a member of both OLAC and MOUG and serves as a liaison between the two organizations. MOUG usually meets just before Music Library Association meetings. The OLAC liaison to MOUG reports on MOUG activities as discovered at MOUG meetings and through the MOUG newsletter. Reports are made at the OLAC membership meeting. The liaison is encouraged to submit announcements and reports of MOUG cataloging activities of interest to nonprint catalogers to the *OLAC Newsletter*.

OLAC maintains an exchange of information with the Map Online Users Group but does not have an official liaison to them.

OLAC has newsletter exchanges with AMIA and MOUG. The OLAC Editor receives newsletters from these organizations in exchange for the *OLAC Newsletter*.

For many years, OLAC monitored CC:DA (Committee on Cataloging: Description and Access) activities by appointing an audience observer to attend and report on their proposals and decisions. In spring of 2004, CC:DA granted OLAC a Representative position.

OCLC Members Council Contact Person

The OLAC President or a Board-appointed representative serves as the contact person for OCLC Members Council, which meets three times a year for a two-day conference in Dublin/Columbus, Ohio. The contact person receives a program mailing in advance of each conference.

As the OCLC Users Group for audiovisual and electronic resources cataloging, OLAC is invited to participate in Members Council as an observer. An observer may attend open/general meetings, small group discussions, focus groups, OCLC presentations, and social activities. Other Council observers include state OCLC network administrators, trustees, Council delegate alternates, and other OCLC User Groups, eg.. MOUG.

To assist in travel and lodging expenses, OLAC may commit up to \$300 annually for Council attendance to be used at the contact person's discretion at one, two or all three Council meetings. If the contact person is unable to attend, an alternate representative may be designated. Efforts will be made to appoint a contact person geographically convenient to the Columbus area.

The OCLC Members Council contact person reports to the OLAC membership via brief presentations at the OLAC membership meetings held semiannually during ALA Conferences and submits written reports for the *OLAC Newsletter*. Appointments will be reviewed annually.

Vacancy Before an Appointed Term is Completed

Should a vacancy occur in an appointed office, either because of election or appointment to a different position, or due to a resignation, a new appointment will be made as soon as possible. A short time lag between a resignation and a new appointment is understood and acceptable.

A temporary appointment may be made to fill a vacancy should it occur shortly before an ALA Conference.

Vacancies which occur in an elected office before a term is completed are covered in Article VI of the Bylaws.

Service in More Than One Capacity

Any OLAC member who is currently serving in an official position is eligible for nomination to another official position, should he or she wish to seek a different status. Official position is defined as: membership on the Executive Board or the Cataloging Policy Committee; or, a position as an OLAC-appointed observer or liaison.

The incumbent will continue to fulfill the duties of the initial office or appointment, and upon election or acceptance of a new appointment, will begin his/her duties following the ALA Annual Conference.

Service is limited to one official position at a time. However, a person may be asked to temporarily continue the duties of his/her previous appointment until a new appointment can be made.

OLAC Executive Board members, CAPC members, and official observers and liaisons may serve as members of ad-hoc or function specific committees. However, since such committees are a useful way of getting OLAC members involved in OLAC governance, OLAC members who do not already hold an official position should be given preference for service on these committees.

Newsletter staff, other than the Editor-in-Chief, are exempt from this policy.

Nancy B. Olson Award

The annual Nancy B. Olson Award (called the OLAC Award prior to 1999) honors a librarian who has made significant contributions to the advancement and understanding of audiovisual cataloging. The Awards Committee selects a recipient based on nominations received, subject to approval by the Executive Board at the Midwinter meeting.

Eligibility for nomination:

1. Nominees may be OLAC members, but membership in the organization is not a requirement.
2. The nomination must be accompanied by a statement that provides supporting evidence for the nominee's qualifications.
3. The nominations and statement(s) must be postmarked no later than November 15 and must be received by the Awards Committee Chair no later than December 1.
4. Nominees shall have made contributions to audiovisual cataloging by:
 - a. Furthering the goals of standardization of AV and/or electronic resource cataloging, including MARC coding and tagging;
 - b. Interpreting AV and/or electronic resource cataloging rules and developing policies on organization for these materials on the national and/or international levels;
 - c. Promoting the understanding of AV and/or electronic resource cataloging, coding and data exchange by professionals unfamiliar with these materials and processes.

The award recipient receives an engraved plaque containing an inscription recognizing her or his special contributions to the field.

The Nancy B. Olson Award shall be administered by an Awards Committee, consisting of three OLAC members, no more than two of whom may be members of the OLAC Executive Board. The Past OLAC President shall chair the Awards Committee. The OLAC President shall sign the letter of presentation and present the award to the recipient at the OLAC annual membership meeting.

The Awards Committee shall consider all nominations and recommend a recipient to the Executive Board at its first meeting during the Midwinter meeting. The Board shall have the authority to confirm the recommendation or return it to the Awards Committee and direct them to make another selection. Should the Board choose the latter course,

reasons for doing so shall be given. If, in any given year, no nominee shall be considered sufficiently worthy by the committee to be recommended, or, should all recommendations of the committee be returned by the Board, no award shall be made for that year.

OLAC Award Recipients:

- 1986: Nancy Olson (OLAC Founder Award)
- 1987: Verna Urbanski
- 1988: Sheila Intner
- 1989: no award
- 1990: Richard Thaxter
- 1991: Catherine Leonardi
- 1992: Glenn Patton
- 1993: Ann Sandberg-Fox
- 1994: no award
- 1995: Laurel Jizba
- 1996: no award
- 1997: Sue Neumeister
- 1998: John Attig

Nancy B. Olson Award Recipients:

- 1999: Sheila A. Smyth
- 2000: no award
- 2001: no award
- 2002: no award
- 2003: Jean R. Weihs
- 2004: Ann Caldwell
- 2005: Jay Weitz
- 2006: no award
- 2007: Mary L. Larsgaard
- 2008: no award
- 2009: Paige G. Andrew
- 2010: Julie Renee Moore
- 2011: Greta de Groat
- 2012: Bobby (Robert) Bothmann
- 2013: Kelley McGrath
- 2014: no award

OLAC Stipends and Fees

OLAC Board members (Vice President, President, Past President, Newsletter Editor, Secretary, Treasurer, CAPC Chair, Outreach-Advocacy Coordinator, Webmaster): \$100 for attending OLAC meetings held at ALA Conferences (\$100 per Conference) and \$100 for attending the biennial OLAC Conference.

NACO-AV Funnel Coordinator: Honorarium (\$100) and transportation expenses (up to \$400, Conference budget permitting) for leading training sessions at the OLAC Conference; all needed support for training and distribution of NACO documentation.

MAC Representative: \$100 for each ALA Conference attended.

OLAC Representative to CC:DA: \$100 for each ALA Conference attended.

OLAC Newsletter Editor: \$50 for each issue of *OLAC Newsletter* (in addition to Board member stipend).

OLAC Webmaster: \$50 for each issue of *OLAC Newsletter*

OLAC Production Editor: \$50 for each issue of *OLAC Newsletter*.

OLAC Conference Program Chair: \$100 for attending OLAC meetings held at ALA Conferences.

OLAC Conference Program Committee members: Waiver of registration fees for the OLAC Conference.

Major conference speakers: expenses (transportation, hotel, meals) plus honorarium (\$100).

Workshop leaders: honorarium (\$100) and transportation expenses (up to \$400, conference budget permitting). Mileage for workshop leaders who drive will be paid at the rate of the host institution.

In the absence of the office holder, substitutes will receive the stipend.

Index: \$2 personal, \$5 institutional

Back issues: \$2 personal, \$3.50 institutional, \$4 foreign

OLAC Conference Hosting Requirements and Planning Guidelines

Please consult the OLAC Conference Manual.

OLAC Research Grant

This grant is awarded annually by the OLAC Executive Board to encourage research in the field of audiovisual cataloging. Proposals will be judged by a committee appointed by the Board on the basis of practicability and perceived value to the audiovisual cataloging community. The OLAC Research Grant Committee is usually composed of the OLAC vice president (Chair of the Grant Committee), last year's grant winner, and an OLAC member. Applicants must follow OLAC's prescribed guidelines for submitting proposals as outlined below.

Award Description

- Amount: -up to \$2,000
- Period of Grant: - July 1, 20__ through June 30, 20__
- Grant recipients are expected to present the OLAC Executive Board with an interim report within one year of the date of receipt of the grant. Recipients are also expected to present their findings at the next OLAC Biennial Meeting following the grant period, and may wish to also pursue other presentation and/or publication opportunities. The grant winner may be asked to serve on the selection committee the following year.

Timeline

- Deadline for proposal submission to Chair: March 1, 20__
- Award recipient notified: May 1, 20__
- Award recipient notifies Chair of acceptance: May 15, 20__
- Award announced during the OLAC Membership meeting at the following ALA Annual Conference

Eligibility

- Current personal member of OLAC

Guidelines For Proposals

The grant application must be submitted by email to the Chair of the OLAC Grant Committee (the current Vice President of OLAC), no later than March 1, 20__.

The application must include:

1. A cover page, title of proposal, name, affiliation, and address of applicant(s), phone numbers, date of submission, and abstract of the project proposal
2. Proposal thesis, summary of the research problem, including justification of the project and/or a review of the literature, and a description of proposed research
3. Project outline including a month-by-month timeline to show expected progress

4. Project budget, materials, staff (identify the amount of monies you are requesting and include this in a 1-page detailed budget of projected costs for the project and where the Grant funds would be applied; plus a maximum of a 1-page budget narrative giving a brief itemized justification of the major line items involved)
5. Vita

Form of Final Report and Presentation

A report and the presentation should include answers to the following questions or include information about:

- Statement of the problem (What is your research idea and why is it important for OLAC to fund the project?)
- Review of the literature
- Thesis (including how it relates to and/or benefits AV cataloging)
- Methodology
- Results (What are the implications of the research findings, how will this impact the AV community? What is the product of your research and do you have plans for publishing these results? If so, identify possible publication outlets.)

OLAC Research Grant Application

Principal investigator:
First M.I. Last

Mailing address:

City, State, Zip:

Daytime telephone:

Place of employment:

Position title:

Project title:

Brief description of proposed project:

Personal member of Online Audiovisual Catalogers since:

Co-investigators:

Proposal must follow OLAC's Guidelines for Proposals and include this completed application form. For further information contact Chair of Committee by March 1, 20__

OLAC Website Steering Committee

The OLAC Website Steering Committee is hereby charged to be responsible for assisting the webmaster with the work of keeping the content of the OLAC website up-to-date, well-organized, and easy to navigate. The Committee's tasks include, but is not necessarily limited to the following:

1. Review the content of the website, looking for pages or items that need to be updated, eliminated, or added to
2. Evaluate the labels/titles to specific pages or content items and make suggestions for clearer/more meaningful labels/titles to the users of the website
3. Evaluate, with the assistance of the webmaster, the navigational structure of the website as it pertains to where items are located. Make decisions about what needs/must be on the OLAC website homepage versus what can be reached at a second, third, or lower level.
4. In association with the webmaster, who has the best knowledge of the capabilities of the website software, review the layout/format of the website and see if this can be improved.
5. Work with the webmaster on questions relating to the website platform on a regular basis. Does the platform meet the overall needs of holding information, protecting information where needed, searching against the content of the website efficiently and effectively, and similar aspects?
6. Receive queries on any and all matters related to the website from the webmaster and assist in resolving issues and/or solving problems.

The OLAC Website Steering Committee shall be made up of no more than five volunteers serving on a rotating basis so that there is ongoing continuity with the duties and activities of the Committee. One member shall be the Past President of OLAC. It is preferred that volunteers have some experience, and possibly expertise, with website design, construction, programming, maintenance or any combination of these. Ideally, in any given year 3 Committee members will be on a two-year membership and 1 member serving on a 1-year membership along with the 1-year membership of the Past President. The Past President will also be responsible for seeking volunteers, or making appointments to, the Web Steering Committee each year to fill vacancies.

Appendix 1

Guidelines for OLAC Meeting Agendas

Agenda items for OLAC Membership meeting

1. General reports from OLAC Board
2. OLAC committee reports
3. Liaison reports
4. Utility reports

Agenda items for OLAC Executive Board meeting

1. More in-depth reports from Board members
2. Actionable issues from committee chairs will be discussed when necessary
3. OLAC Conference progress reports
4. Selection of Nancy B. Olson Award winners
5. Selection of committee members and OLAC representatives
6. Progress on publications
7. CAPC nominations

Agenda items for CAPC meetings

1. Discussions on current cataloging issues and concerns
2. Presentations of problems encountered with new media
3. Specific media problems and solutions
4. Decisions that need to be passed onto CC:DA, MAC, or other groups for consideration and to acknowledge CAPC and OLAC input on important issues

Items to exclude from CAPC agendas

1. Conference reports (should be reserved for Membership meeting)
2. Critiques of colleagues works, either in progress, or finished
3. Updates on colleagues work

4. Updates on OCLC procedures (should be reserved for the Membership meeting)
5. General reports of any kind
6. News items of any kind.

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