

OLAC HANDBOOK

The MANUAL FOR THE MANAGEMENT OF THE ONLINE AUDIOVISUAL CATALOGERS

December 2007

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Introduction

The *OLAC Handbook* is the manual for the management of the Online Audiovisual Catalogers organization. This handbook is maintained by the OLAC Secretary. Changes to this handbook are made by the OLAC Executive Board. An up-to-date version of the Handbook is available on the OLAC Website.

OLAC Calendar

January:

A. OLAC meets at ALA Midwinter

1. 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](#))
2. Elections Committee Chair (Past Past President) reports. If competition for a post exists, a ballot will be constructed for mailing in March. January 31st is the application deadline for OLAC Executive Board.
3. Awards Committee Chair (Past President) reports. Executive Board discusses and selects a recipient.
4. 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.
5. Any OLAC program ideas for summer ALA in 18 months is discussed. The OLAC Vice President/President-elect is responsible for OLAC programs.
6. 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.

B. After ALA Midwinter

1. 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.
2. Secretary circulates new roster to Executive Board.
3. 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:

- A. Treasurer contacts Newsletter Editor to determine when address labels and money will be needed for March newsletter.

March:

- A. *OLAC Newsletter* Editor publishes the March newsletter, which contains:

1. Names and biographical statements of candidates running for OLAC offices. (for voting, [see D.](#) below) (The June issue announces the new officers.)
 2. Reports from ALA Midwinter, especially, those from OLAC meetings and programs. Reports from conferences should not be held longer than 6 months.
 3. Announcements of the persons selected to serve on CAPC. Can be separate announcement or in CAPC minutes.
 4. OLAC Conference announcement, call for poster sessions.
 5. OLAC Conference Scholarship announcement and application (even-numbered years).
- B. The wording for awards plaque is finalized by the Awards Committee Chair. A trophy shop is contacted for price.
- C. Ballots are sent to members. Completed ballots are returned to the Chair of the Elections Committee. If candidates run unopposed, no ballot is required.
- D. Treasurer sends reminder notices (by First Class mail) to those who did not renew their membership.
- E. Webmaster sends netiquette reminder to OLAC-L on March 1st.

April:

- A. Articles and columns for the June issue of the newsletter are in the Newsletter Editor's hands by the last Friday in April.
- B. Awards plaque is completed.

May:

- A. 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.
- B. Treasurer contacts Newsletter Editor to determine when address labels and money will be needed for June newsletter.
- C. Newsletter is sent to printer in time for members to consult for ALA Conference.

June:

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

1. Announcement of times and places of OLAC meetings at ALA Annual and other pertinent AV meetings.
 2. OLAC Conference preview and registration (even-numbered years)
 3. Announcement of new OLAC officers.
- B. OLAC President sends agenda for OLAC meetings to Executive Board and Conference Chair. Arranges for Executive Board Saturday dinner meeting.
- C. CAPC Chair sends roster, agenda and relevant documents to CAPC members, liaisons, and Executive Board.
- D. Elections Committee notifies the officers of the election results.
- E. OLAC meets at ALA Annual
1. The OLAC President presents the Nancy B. Olson Award at the OLAC Membership Meeting.
 2. Elections Committee for OLAC officers is formed. The committee consists of the upcoming Past President and at least one other OLAC member.
 3. 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.
 4. The OLAC Conference Scholarship Committee is formed.
 5. The Research Grant Committee is formed.
 6. New OLAC Executive Board members are welcomed. They will take office at end of ALA Conference.
 7. OLAC Conference report is given by Conference Chair.
 8. 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.
 9. In odd-numbered years the OLAC Board appoints liaisons (see separate section on [liaisons](#).)
 10. In odd-numbered years the OLAC Board appoints an Outreach-Advocacy Coordinator (see section on [Adjunct Positions](#)).
 11. In Conference years, the OLAC Board issues an invitation to host the next OLAC Conference.

July:

- A. Articles for the September issue of the newsletter and minutes of OLAC's ALA Conference meetings are in the Newsletter Editor's hands by the last Friday in July.
- B. OLAC President reserves rooms with ALA for all OLAC Midwinter meetings.
- C. Secretary sends new roster of OLAC officers to Executive Board.

August:

- A. 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.
- B. Treasurer contacts Newsletter Editor to determine when address labels and money will be needed for the September newsletter.

September:

- A. *OLAC Newsletter* Editor publishes the newsletter, in which:
 - 1. The Past Past President requests candidates for upcoming OLAC positions: Vice President/President-elect, and Secretary or Treasurer (in alternating years).
 - 2. The Past President requests nominations for the Nancy B. Olson Award.
 - 3. If members are needed for CAPC, the CAPC Chair requests volunteers for appointment to CAPC.
 - 4. The Editor includes the reports from annual ALA, especially those from OLAC meetings and programs. Reports from conferences should not be held longer than 6 months.
 - 5. The Editor includes an announcement of the person awarded the Nancy B. Olson Award. May be part of "From the President."
 - 6. OLAC Research Award announcement and application is posted by the Committee Chair or OLAC President.
 - 7. Executive Board roster is published.
 - 8. Announcement of new liaisons and new Outreach-Advocacy Coordinator (can be combined with Board roster).
- B. Webmaster sends netiquette reminder to OLAC-L on September 1st.

October:

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

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

November:

- A. Nominating letters for the Nancy B. Olson Award must be received by the Past President no later than December 1.
- B. Treasurer contacts Newsletter Editor to determine when address labels and money will be needed for the December newsletter.
- C. 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:

- A. *OLAC Newsletter* Editor publishes the December newsletter in time for members to consult for ALA Midwinter:
 - 1. Includes announcement of times and places of OLAC meetings at ALA and other pertinent AV meetings.
 - 2. Has a reminder to apply for CAPC membership and OLAC offices as appropriate.
 - 3. Publishes OLAC Conference reports (even-numbered years).
- B. Treasurer sends semi-annual financial/membership statement to the Executive Board for discussion at OLAC Midwinter meetings.
- C. Treasurer prints the index labels in late December before non-current members are deleted and new members are added to the file.
- D. Renewal notices are sent out. The Treasurer will design, print, and mail the notices.
- E. OLAC President sends agenda for upcoming OLAC meetings to Executive Board. President makes arrangement for Board members' Saturday dinner meeting.
- F. CAPC Chair sends agenda and relevant documents for next month's CAPC meeting to CAPC members, liaisons, and Executive Board.

OLAC's Legal Status and Important Documentation

Original documents relating to OLAC's status as a non-profit, tax-exempt 501(c)3 organization reside in the OLAC Archives. Copies are held by the Newsletter Editor (needed for bulk mail permit) 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, Newsletter Editor-in-Chief, the Chair of the Cataloging Policy Committee, and the Outreach-Advocacy Coordinator. These eight persons each have one vote on the Executive Board. Board members receive a stipend and an invitation to the Saturday OLAC dinner.

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

President

Duties of the President:

1. Presides at all OLAC membership and Executive Board meetings.
2. Prepares and distributes an agenda for OLAC meetings to Executive Board and others as needed.
3. Arranges for Executive Board Saturday dinner meeting.
4. Writes letters of appointment for CAPC after consulting with the OLAC Executive Board.
5. Reserves meeting space for OLAC/ALA meetings.
6. In odd-numbered years, appoints liaisons.
7. Signs the letter of presentation and presents the Nancy B. Olson Award.
8. Writes letters of inquiry on topics of AV concern.
9. Writes acknowledgments and thank you letters.
10. Is or appoints the OCLC Members Council contact person.
11. Is responsible for the duties enumerated in the OLAC Bylaws.

Vice President/President-elect

The Vice President/President-elect is responsible for the OLAC program at the Annual ALA Conference, if OLAC decides to sponsor a program. In alternating years the Vice President/President-elect accepts and carries through 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.

Past President

Duties of the Past President:

1. Responsible for chairing the Nancy B. Olson Awards Committee. ([See separate section on the award](#))
2. Attends Executive Board meetings to counsel and inform.

Secretary

Duties of the Secretary:

1. Records the minutes of the OLAC and CAPC meetings.
2. Maintains and disseminates the roster of the Executive Board, past OLAC Presidents, and OLAC appointees.
3. Maintains and disseminates the handbook to new officers and chairs.
4. Is responsible for the duties enumerated in the OLAC Bylaws.

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, invoices, and claims for missing issues. The Treasurer is 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:

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

Upon request, the Treasurer advances funds to the Newsletter Editor and Index Editor for printing and mailing. After the newsletter or index is distributed, the Editor will submit all receipts to the Treasurer within a month. Receipts or explanatory documentation are required for disbursements of all OLAC funds.

Extra copies of all OLAC publications are kept and sold by the Treasurer. Back editions of the index are kept until the new index appears. Back editions of the newsletter and cumulative index are kept until sold out. When an issue becomes out-of-print an on-demand photocopy is offered to patrons.

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 producing address labels for the newsletter and index as needed and can be 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 is also responsible for formatting the database for printing, and forwarding the print-ready copy to the Newsletter Editor for actual printing.

The Treasurer also has responsibility for tracking the filing of IRS Form 990. Most organizations exempt from federal income tax under section 501(A) of the Internal Revenue Code are required to file a Form 990 in any given year of the last three years in which the gross income receipts are more than \$25,000. Since OLAC's gross receipts are not that high, OLAC does not need to file Form 990. However, the IRS

begins to wonder if they are not perhaps missing some revenue if an organization such as OLAC does not file a Form 990 for three consecutive years. During June of the third year, they send a form to the last known treasurer's address explaining who has to file a Form 990 and then asking a few questions. The relevant ones to OLAC are:

Is this organization still in existence? check Yes

There are four options given after that question. Three of the four of them address organizations that have gross receipts of more than \$25,000 in a given year so there is only one option for OLAC. Under that option (\$25,000 gross receipts or less) we must fill out the following:

Gross receipts for our most recent year were \$_____

This is all of the money that came in during the most recent fiscal year (July 1 to June 30).

Total assets at the end of our most recent year were \$ _____

This is our account balance as of June 30.

Address correction requested: _____

It is imperative that the current treasurer put his/her mailing address in the space provided, even if s/he will not be Treasurer the next time this form is issued.

The Treasurer submits the annual non-profit corporation registration form.

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 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, selection of a printer,

assembly, and mailing. 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. Editor keeps members and the Board informed regarding the operation of the newsletter. The Newsletter Editor is appointed, serves a two-year term, and has the option of the term being renewed for a total of up to six years.

Chair of Cataloging Policy Committee

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 with the possibility of reappointment upon satisfactory performance.

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 is an ex officio member of the OLAC Executive Board and is required to attend at least one board meeting per year, consult with the board and contribute regular reports to the *OLAC Newsletter*. At the coordinator's request and the board's discretion, task forces may be appointed as needed. A stipend of \$100 will be given for each board meeting attended. This is an appointed position with a term of office that runs two years with the possibility of reappointment upon satisfactory performance for up to a total of six years.

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 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.

Webmaster

The Webmaster is responsible for keeping the OLAC Web page available on the Internet and up to date with correct and timely information including the full text of each issue of the *OLAC Newsletter* as it becomes available.

The OLAC Archives

I. 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, NY. The Archivist sends collected materials on to the permanent location.

II. 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

OLAC Handbook and its various revisions
OLAC Bylaws and various revisions
OLAC address lists, Executive Board and CAPC, revised each year
Nancy B. Olson Award recipient and text of award
Photographs of Nancy B. Olson Award winners, OLAC Presidents

b. From the President

Agendas
Correspondence
All legal documents (e.g. signed contracts)

c. From the Treasurer

Quarterly Treasurer's reports
Correspondence
Contracts

d. From the Newsletter Editor

OLAC Newsletter, 2 clean copies of each issue
Minutes: CAPC, Membership, Board

e. From the CAPC Chair

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

f. From Elections Committee

Sample election ballot and election results, annually.

g. 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

III. 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)

I. Qualifications for serving on the Cataloging Policy Committee (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 these meetings.

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

II. CAPC Internships

The purpose of the CAPC intern is to broaden opportunities for participation in CAPC. 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 these meetings.

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.

Requirements: Most CAPC business is conducted during ALA Midwinter meetings and Annual Conferences. CAPC interns must be willing to commit time and funds as necessary to attend these meetings. CAPC interns must have

at least three years full-time online AV cataloging experience. Interns must be members of OLAC. Interns must interact regularly with online cataloging systems or have demonstrable knowledge of such systems.

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 2 consecutive terms (of 2 years) as an intern.

LC and Bibliographic Utility Representatives

OLAC has representatives from 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 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., MARBI) 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

MARBI

Music OCLC Users Group (MOUG)

Liaisons serve two-year terms which expire at the end of Annual ALA Conferences in odd-numbered years, i.e., 1991, 1993. 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, i.e. 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 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 nominations is as follows:

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

OLAC Stipends and Fees

OLAC Board members (Vice President, President, Past President, Newsletter Editor, Secretary, Treasurer, CAPC Chair, Outreach-Advocacy Coordinator): \$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.

MARBI 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

Procedures and Requirements for Hosting an OLAC Conference

1. Invitation to host an OLAC Conference must be submitted to the OLAC President at least one week before the Midwinter ALA meeting that follows the previous OLAC Conference. It must come with the names of at least two OLAC members that agree to chair and/or serve on the Local Arrangement and Program Committees with one of those two people in or near the city where the Conference will take place. It is preferable for both of these people to have attended an OLAC Conference in the past.

2. The city being suggested for the site must have a meeting place that can adequately house the Conference. Things to keep in mind when looking into adequate meeting space is: 1) the Conference draws between 175 and 250 people, 2) some of the workshops might have as many as 100 people in them, 3) the Conference happens in the Fall (usually late September/early October) so other events could compete for hotel rooms, 4) workshops often need classroom style set ups. (Note: Most cities have a Conference planning bureau of some kind that can help you determine whether there are possible places without having to contact hotels individually).
 3. There must be relatively easy and convenient air travel to the city from all parts of the U.S. including shuttle service from the airport to the hotel.
- A. A Conference Program Planning Committee will be formed for each Conference and will be appointed by the Executive Board.
1. It will consist of at least 2 OLAC members.
 2. The Board will appoint the Conference Program Coordinator.
- B. OLAC Conference programs, for which registration is charged, can be in conjunction with library related organizations. The following organizations might be considered:
1. Organizations having official liaisons/representative relationships to OLAC:
 - a. Library of Congress
 - b. American Library Association
 - c. OCLC, UTLAS
 2. Organizations with similar interests or with a plurality of the OLAC membership:
 - a. Music OCLC Users Group
 - b. Health Sciences OCLC Users Group
 - c. Medical Library Association
 - d. Online School Libraries Users Group
 - e. American Society for Information Science
 - f. Association of College & Research Libraries
 - g. Map On-Line Users Group
 - h. Art Libraries Society of North America
 - i. Association for Education, Communications and Technology
 - j. Theatre Library Association
 - k. American Association of School Librarians
 - l. ACRL Cinema Librarians

3. Other organizations:
 - a. State and regional association meetings
 - b. Canadian provincial meetings
 - c. Canadian Library Association
4. Factors to be considered include the ability of the co-sponsoring organization to help supply the following:
 - a. Ability to draw a group of librarians (30+) interested in online cataloging of AV materials from a general pool of 500-1000 members including OLAC membership and the membership of the other group
 - b. Willingness to split Conference costs and collect registration fees with OLAC on an equitable basis
 - c. Ability to provide the following at nominal costs: meeting rooms, coffee break supplies, Conference folders, equipment
 - d. Proximity to hotels, of the building where the Conference is held
 - e. A city which is easily accessible and in which it is possible to "get around" without too much trouble

C. Duties and responsibilities of the OLAC Executive Board will be to:

1. Choose co-sponsoring organization(s)
2. Set Conference registration fees and limits of Conference expenses, for instance:
 - a. Set registration fees to remain within a reasonable range based on anticipated attendance and expenses with the goal of breaking even
 - b. Personal member fees should be less than non-member fees
 - c. Late registrants will be charged a late registration fee
 - d. A registration deadline will be set for four-six weeks prior to the Conference
 - e. Registration fees will not be refundable after the two week deadline is past (and note this on the registration form)
3. Ensure that all monies in connection with the OLAC portion of the Conference are handled by the OLAC Treasurer
4. Decide what reimbursements might be made for keynote speakers (those making a major presentation):
 - a. A portion of the speakers expenses plus honorarium
 - b. Total expenses (transportation, hotel, meals) plus honorarium
5. Reimburse workshop leaders (honorarium) for each workshop topic prepared and reimburse workshop leaders for transportation
6. Registration fees shall be waived only for Conference Local Arrangements Committee members attending.

D. Duties and responsibilities of the OLAC Vice President/President-elect or President will be to:

1. Facilitate program planning
2. Keep the Executive Board informed in writing and by phone. Send copies of the monthly reports from the Program Chair to all Board members, along with copies of correspondence of interest to the Board
3. Preside at the regular membership meeting to be held at each conference
4. Give the opening remarks at the general sessions of each conference by welcoming the audience and introducing the Conference Program Chair
5. Write or provide for the writing of all thank-you letters to program speakers, workshop leaders, those who worked on the Conference and to the Chair of the cosponsoring organizations on behalf of the OLAC Executive Board
6. When Conferences are held in conjunction with ALA Conferences, the President should handle all meeting/time/place/equipment arrangements with the ALA Conference Arrangements Office. Experience has shown that interaction with ALA is best left to one person, the OLAC President

E. Duties and responsibilities of the OLAC Conference Program Chair and OLAC Conference Program Planning Committee members will be to:

1. Choose a target date.
2. Choose topic(s) of focus.
3. Approach co-sponsoring organizations identified by the Board and work on arrangements with them if a joint meeting is to be held.
4. Secure physical arrangements:
 - a. Local information on hotels and transportation
 - b. Meeting room availability and location
 - c. AV equipment and microphones
 - d. Schedules for meetings (Board, CAPC as needed or requested), breaks and receptions
 - e. Food service or restaurant lists with full details
 - f. Folders for participants, to include:
 1. Conference schedule, participant lists, information on OLAC and other sponsoring group including a membership form for each, an evaluation form, other materials as is necessary

NOTE: when conferences are held in conjunction with ALA, the OLAC President should handle meeting place/time/equipment arrangements.

5. Submit to the Executive Board, two weeks before the ALA Midwinter meeting, a budget of estimated costs and expected attendance
6. Secure speakers by:
 - a. Sending formal letters of invitation
 - b. Sending confirmation letter with details:
 1. Place of meeting and time
 2. Requests for AV equipment (overhead, slide projector, screen, chalkboard, laptop, Internet connectivity, etc.)
 3. Requests for biographical information, title of talk, or abstract
 4. Information on how much OLAC is able to give the speaker for, reimbursement of her/his cost as determined by the Board
 5. Speakers honorarium as determined by the Board
 6. Information on local transportation
7. Arrange for publicity. These points should be covered in all publicity:
 - a. Where/when/names of speakers/name of co-sponsoring organization/exact conference/workshop schedule if known/registration fees for the various categories, rates at door, etc.
 - b. Notices in *OLAC Newsletter*, OLAC Website, OLAC-List and that of the co-sponsoring group
 - c. Notices to ALA, OCLC, RLG, and other organizations
 - d. Design flyers as necessary
 - e. Prepare routine reports for the OLAC President submitted monthly (or more frequently), to keep the President and the Board informed
 - f. Copies of all correspondence from the Conference Program Chair to speakers, etc. should be sent to the OLAC President and to the co-sponsoring organization's Chair when the co-sponsor is affected
8. Establish a planning timetable. Begin planning activities no later than 18 months prior to the target date.
9. Conference Program Chair should introduce speakers at the Conference or designate someone to do so.
10. Arrange for volunteers (via a pre-Conference Newsletter issue) to write reports on each Conference session.
11. Formulate, distribute, collect, tabulate the results of a Conference program evaluation make a summary report to the OLAC Executive Board via a written report to the President.

Outline of an OLAC Conference Plan

18 month plan

- Month 1: Contact local librarians for support
- Month 2-3: Invite speakers
- Month 4-5: Work with co-sponsor on basic planning
Respond to speakers acceptances
Get biographical information
- Month 7-8: Develop and work with publicity person
- Month 9: Develop and work on local arrangements
- Month 10: Mail out publicity
- Month 12-16: Take in pre-registration
Send out registration packets with confirmations, maps, etc.
- Month 18: Final arrangements
Conference held
- Month 19: Final reports (Minutes and reports to Newsletter, report to the Board on evaluation, suggestions for improvements for the next conference, etc.)
Letters of thanks and acknowledgments sent
-

OLAC Conference Scholarship Guidelines

Purpose:

In support of the purposes and objectives of Online Audiovisual Catalogers, as stated in the Bylaws, specifically Article III, sections 2-5:

- Section 2. To provide a means for exchange of information about the cataloging 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.

OLAC will award an OLAC Conference Scholarship which will provide funds for a member of Online Audiovisual Catalogers to attend an OLAC Conference.

Eligibility:

Any personal member of OLAC who has never attended an OLAC Conference is eligible for the OLAC Conference Scholarship.

Award Description:

An award will be made for each Conference, in an amount, to be determined by the OLAC Board, which shall be sufficient to cover reasonable estimated costs for registration, lodging, travel and meals.

Conditions/requirements of grant acceptance:

The recipient must confirm in writing that s/he will attend.

The recipient must attend the full Conference, including the membership meeting where the award will be announced.

The recipient must write a brief report for the OLAC Board indicating what they gained and found to be most helpful in his/her work.

Criteria for selection:

The award will be based upon information provided by the applicant in the form of a completed application form, a vita demonstrating the applicant's interest in nonprint cataloging, and a cover letter. The cover letter should describe why the applicant wishes to attend the Conference, how the receipt/nonreceipt of this scholarship will influence his/her ability to attend the Conference, and potential applications to her/hjis present and future job responsibilities.

The geographic location of applicant's home, type of library or position, age, sex, religion, race, national origin or disability will not be considered as criteria in the selection of the successful applicant.

The emphasis will be placed upon the quality of the application presentation, its articulateness, and cogency. While financial need may be considered, it is not a requirement for selection.

Selection process:

Applications will be received and evaluated by a Scholarship Committee appointed by the OLAC Board. This committee shall consist of a Chair and at least two other

members who will be responsible for receiving the applications, copying and distributing them to the committees, and reporting the results of the committee's deliberations to the OLAC Board in the form of a recommendation for final approval of the award.

A new Scholarship Committee will be appointed for each OLAC Conference by the OLAC President in consultation with Executive Board.

The Committee will be responsible for submitting announcements of the scholarship's availability to the *OLAC Newsletter* for publication in the December and March issues and to other appropriate forums, distributing scholarship applications, receiving and reviewing applications, and reporting the name of the chosen applicant and an alternate, to the OLAC Board by the Board meeting held at the annual ALA Conference immediately preceding the OLAC Conference.

Administration of Funds:

Reimbursement will be made at the OLAC Conference unless other arrangements are made.

Timeline:

First year (year following the last biennial OLAC Conference)

June (ALA Annual)	New Scholarship Committee named for the coming Conference. Board determines dollar amount of award(s)
December	Announcement and application form appear in the <i>OLAC Newsletter</i>

Second year (year of the OLAC Conference)

March	2nd announcement in <i>OLAC Newsletter</i>
May 15	Deadline for applications
June 15	Committee reports to OLAC President
June (ALA Annual)	OLAC Board approves recipient Recipient is notified by Committee Chair
August	Recipient is announced in <i>OLAC Newsletter</i>
October	Recipient attends Conference
December	Scholarship Committee's final report due to OLAC President

Sample application form:

20__ OLAC Conference Scholarship Application Form

Name:

 First M.I. Last

Mailing address:

City, State, Zip:

Daytime telephone: _____

Place of employment:

Position title:

Personal member of Online Audiovisual Catalogers since: _____

Brief description of job responsibilities/related nonprint involvement/experience:

Applications must include this completed application form, current resume, and a cover letter describing why the applicant wishes to attend the Conference, how receipt/nonreceipt of this scholarship will influence his/her ability to attend the Conference, and potential applications to her/his present and future job responsibilities.

This application and supporting materials must be received no later than June 1, 20__.
The award will be announced no later than July 15, 20__.

Send this application and supporting materials to:
[put Chair of Committee's address here]

For further information contact [Chair of Committee] at [phone] or [email].

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 jury appointed by the OLAC Board on the basis of practicability and perceived value to the audiovisual cataloging community. 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.

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

Three copies of the grant application must be submitted to the Chair of the OLAC Grant Committee, postmarked no later than March 1, 20__.

The application must include:

1. Cover page, title of proposal, name, affiliation, address of applicant, phone numbers, date of submission, 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, description of proposal research
3. Project outline
4. Project budget, materials, staff
5. Vita

FORM OF FINAL REPORT

- Statement of the problem
- Review of the literature
- Thesis
- Methodology
- Results

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: _____

Brief description of proposed project:

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__

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. These practices and standards can include, but are not limited to, ISBD, AACR, MARC and Dublin Core.
- 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.
- 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, an Outreach-Advocacy Coordinator, and the Chair of the Cataloging Policy Committee (CAPC).
- 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. Elections shall be conducted by

electronic and/or mail ballot at least two months prior to the annual meeting. In the event of a vacancy, the remaining officers shall select a replacement for the remainder of the term.

Appointed offices

Appointed officers are appointed during the closed portion of the executive board meeting at ALA or at the OLAC Conference as required. 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 continues satisfactory performance.

Section 3. Duties of the officers.

1. The President, in addition to regular duties. as presiding officer of the association, acts as representative of the organization with the Library of Congress, bibliographic utilities, and other organizations.
2. The Vice President/President-elect substitutes as the presiding officer when necessary and acts as the program coordinator.
3. The Secretary performs the normal duties of the office and prepares all corporate reports required by the state in which incorporated.
4. The Treasurer performs the normal duties of a treasurer and serves as membership coordinator in maintaining records of paid members eligible to receive the newsletter.
5. The Newsletter Editor-in-Chief is responsible for content and preparation of the newsletters.
6. The CAPC Chair is responsible for presiding over the meetings of the Cataloging Policy Committee.
7. 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.

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 one other OLAC member. The Committee is appointed at the Board meeting at ALA Annual.
- 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.
- 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 and/or first class mail.

- a. The ballot shall include the biographies of the candidates.
- 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

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 for not longer than two years. Members may be reappointed.

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.

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

These Bylaws can be amended in an electronic and/or postal mail ballot by two-thirds vote of those responding. Proposed amendments should be submitted in writing with signatures of at least three members or by action of the Board of Trustees (Executive Board).

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.

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, MARBI, 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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