

Tennessee Library Association: Publications Policies / Procedures

Mission Statement

Publications of the Tennessee Library Association support TLA's mission by providing information relevant to librarians, library support staff, and other library advocates. In electronic media, TLA publications serve as a forum for discussion of issues, innovations, and concerns to libraries and librarians, particularly those in Tennessee. Publications contribute to the continuing education and professional development of librarians and library staff through the sharing of research, ideas, and knowledge about best practices; notification of continuing education workshops, and conference; and opportunities to serve the Association. TLA publications also provide current awareness about activities of TLA, local library news, positions available, and latest developments in the State's information community.

Policy Statement

The Association shall not be responsible for statements or opinions advanced in its publications or meetings, except statement or opinions authorized by the TLA Executive Committee. (*Bylaws*, Article XIV, Section 5)

Publications

There shall be four official publications of the Association: *Tennessee Libraries*; *TLA Newsletter*; the TLA website (www.tnla.org) and the TLA listserv (tla-l). Social media presence will be on Facebook; Twitter; and Flickr. Publication, frequency, date, and coverage shall be decided by the Publication Advisory Board with the approval of the Executive Committee.

Staffing:

- *Tennessee Libraries* and *TLA Newsletter* shall each have an Editor.
 - Both publications may have a co-editor and/or an assistant editor, if deemed advisable by the Publications Advisory Board.
 - The Editors (and Assistant Editors) shall be appointed by the Executive Committee upon recommendation of the Publications Advisory Board. The appointment shall continue for as long as the appointees serve in a satisfactory manner or until a written resignation is submitted.
 - The Editors will be formally evaluated at the end of the fiscal year by the Publications Advisory Board and the Executive Committee.
 - An honorarium or salary shall be paid to the Editors / Co-Editors and the Assistant Editors upon recommendation of the Publications Advisory Board and approval by the Executive Committee.
 - The Editors shall serve as members of the Board of Directors and ex-officio members of the Publications Advisory Board.
 - Duties of the Editors:
 - Responsible for the official publications of the Association: planning contents and dates of publication and soliciting material for production.
 - The Editors shall notify appropriate persons of deadlines for reporting news.
 - The Editors shall work with the Webmaster for mounting publications on the TLA website.
 - The Editors shall work with the TLA Executive Director and TLA Graphic Artist on print production and mailing of publications as appropriate.
- TLA shall have a Webmaster, an Associate Webmaster and a Conference Webmaster.
 - The Webmaster shall be appointed by the Executive Committee upon recommendation of the Publications Advisory Board. The appointment shall continue for as long as the appointee serves in a satisfactory manner or until a written resignation is submitted.
 - An honorarium or salary shall be paid to the Webmaster, when approved by the Executive Committee.
 - The Associate Webmaster shall be appointed by the Executive Committee upon recommendation of the Publications Advisory Board. The appointment shall continue for as long as the appointee serves in a satisfactory manner or until written resignation is submitted.
 - An honorarium or salary shall be paid to the Associate Webmaster, when approved by the Executive Committee.
 - TLA shall have a Conference Webmaster who will also serve as a liaison between the Conference Planning Committee and TLA Graphic Artist.
 - The Conference Webmaster shall be appointed by the Executive Committee upon recommendation of the Publications Advisory Board. The appointment

shall continue for as long as the appointee serves in a satisfactory manner or until a written resignation is submitted.

- An honorarium or salary shall be paid to the Conference Webmaster, when approved by the Executive Committee.
- Both the Webmaster and the Conference Webmaster shall maintain the TLA website and shall work with the TLA Executive Director to insure information is correct and timely.
- TLA shall have a Listserv Owner for tla-l and tlaboard to facilitate the use of both listservs.
 - The Listserv Owner (who must be a faculty member at the University of Tennessee, Knoxville) shall be appointed by the Executive Committee upon recommendation of the Publications Advisory Board. The appointment shall continue for as long as the appointee serves in a satisfactory manner or until a written resignation is submitted.
 - An honorarium or salary shall be paid to the Listserv Owner, when approved by the Executive Committee.
- TLA shall have two Social Media Managers to maintain a TLA presence on Twitter, Facebook, and Flickr.
 - The Social Media Managers shall be appointed by the Executive Committee upon recommendation of the Publications Advisory Board. The appointment shall continue for as long as the appointees serve in a satisfactory manner or until a written resignation is submitted.
 - An honorarium or salary shall be paid to each Social Media Manager, when approved by the Executive Committee.