

**POLICIES HANDBOOK:
GOVERNMENT DOCUMENTS ROUNDTABLE**

SCOPE OF RESPONSIBILITIES

The Government Documents roundtable, also known as GODORT, serves to provide a forum to initiate and support programs to increase the availability, use and bibliographic control of federal, state, and local documents. GODORT also develops standards for the administration of federal, state, and local documents. It collaborates with the State Library to facilitate the collection, indexing and distribution of state documents. GODORT promotes the increased awareness and use of federal, state, and local documents throughout the state. GODORT is responsible for the annual solicitation of nominations, voting and presentation of the Notable Document award. GODORT holds its annual business meeting at the NDLA Annual Conference. Additional meetings may be called as needed.

MEMBERSHIP

Membership is open to any member of the North Dakota Library Association.

REPORTS

The Chair or the designated representative will attend each Executive Board meeting and the Annual Conference. The Chair will prepare a written report for each board meeting and an annual report for the annual conference.

BUDGET

The Chair will prepare a budget request for the Finance Committee at their request. The budget request should include expenses for travel to Executive Board meetings, copying, postage, a Notable Document award plaque, and other supplies.

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the "Request for Personal Reimbursement" form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their

employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee's budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a "Request for Third Party (Vendor) Payment" form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

NDLA ANNUAL CONFERENCE

The Chair or designee will submit a request to the Conference Exhibits Chair for booth space to accommodate Notable Documents and GODORT display material as well as voting supplies. The Chair is responsible for the booth setup, operation, and tear down.

AWARDS

The name of the award is: Notable Document. Documents eligible for nomination must be published in the 18 months preceding the voting. Selection criteria should be compatible with that used by the ALA Notable Documents Committee (<http://www.ala.org/ala/mgrps/rts/godort/ppm/pubs.cfm#vib>). The Chair will solicit nominations throughout the year. Nominations will be accepted until a month before the Annual Conference, giving the Chair time to prepare the ballot and to request copies of

nominated items from the agencies. A list of the selected items with author, title, publisher, web address (if applicable), and date will be prepared to use as a ballot. Extra copies should be made available for librarians to use as selection lists. The Chair will also procure extra copies of the nominated items for inspection by voters at the Annual Conference. Voting for the award is done at the Annual Conference of NDLA and should be promoted at various business meetings. Ballots can be accepted for the award until 6 p.m. of the evening of the Annual Banquet. The GODORT Chair announces the voting results for the top 3 Notable Documents at the Annual Banquet. A plaque is made for the First Place Notable Document winner for the appropriate year.

Sample text:

(YEAR) NOTABLE DOCUMENT AWARD

Presented To

(RECIPIENT'S NAME)

For

"TITLE"

by the North Dakota Library Association

Government Documents Roundtable

All three winners are notified of the win by the GODORT Chair, but a plaque is given only to the First Place Notable Document winner. Duplicate plaques may be made if the First Place Notable Document is a joint production of more than one agency. Stickers reading "North Dakota Library Association Notable Documents Award Winner" are kept by the Chair, and should be sent out to depository libraries to affix to the First Place Notable Documents winner in their collections. Stickers should also be sent to the publisher/producer of the winning document to affix to their winning items.

After the conference a copy of each winning item is mailed to the ALA Notable Documents Panel Chair before the deadline listed on the ALA Notable Documents site, usually December 31st. The Chair should verify the date well in advance. Winners of the ALA award are announced in Library Journal, generally in the May 15 issue.

CHRONOLOGICAL GUIDELINES

September

- Chair attends Pre-Conference Executive Board Meeting.
- Chair coordinates setting up and removing booth.
- Chair conducts GODORT Annual Business Meeting.
- Chair and Incoming Chair attend the Executive Board meeting at the conclusion of the Annual Conference.
- Chair submits budget request to the Finance Committee.
- Chair arranges for the First Place winner of the Notable Document Award to receive the plaque.
- Chair writes On the DOCKET article for December issue of The Good Stuff about the three Notable Document Award winners.

November-December

- The winning Notable Documents are mailed to the ALA Notable Documents Panel Chair before the deadline.
- Send updated list of winning Notable Documents to NDLA Web Editor for inclusion on Awards page.
- Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

January-March

- Begin planning for the Spring Meeting, if needed, and solicit ideas for the Annual Conference program.
- File all minutes and memos. Submit documents as requested by the Archivist for retention.
- During legislative years, monitor GODORT resolutions and contact legislators as needed.
- Forward the list of candidates to the Nominations and Elections Committee.
- Chair writes On the DOCKET article for The Good Stuff on a government documents-related topic for January and March issues.

April-May

- Write letters or e-mails to the issuing agencies of the Notable Documents winners when the Library Journal issue is published.
- Complete conference program planning and request GODORT booth by May 31.
- Send updated list of winning ALA Notable Documents, to NDLA Web Editor for inclusion on Awards page, if applicable.
- Chair writes On the DOCKET article for The Good Stuff on a government documents-related topic for June and August issues.

August

- Prepare the written Annual Report for distribution at the Annual Conference.
- Complete Conference programming arrangements.
- Chair contacts the agencies nominated for Notable Documents and requests copies of nominated documents for display at the Annual Conference.
- Gather Notable Documents and other materials for display at the Annual Conference.

Approved by Roundtable, March 4, 2002

Approved by Executive Board, March 22, 2002

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

Reimbursement statement revised by Executive Board 5/30/08

Awards and Chronological Guidelines revised by Executive Board 9/1/2009

Revision approved by NDLA Executive Board 9/21/11