

North Dakota  
Library  
Association



New Member Information

[www.ndla.info](http://www.ndla.info)

Dear New Member:

The North Dakota Library Association welcomes you!

Founded in 1906, NDLA's purpose is to exercise professional leadership and to promote library services and librarianship. Any person or organization interested in supporting the purpose of the Association may become a member. Our membership is diverse and includes librarians, library employees, trustees, and friends affiliated with all types and sizes of libraries.

Where people are few and distances are great, every person and every library is a valuable resource. We're confident you'll find that membership in NDLA is rewarding, fun, and a great way to get to know people from libraries across North Dakota.

We hope this information is helpful to you. If you have any questions, comments, or suggestions, please don't hesitate to contact me.

Thank you for joining us!

Sincerely,

*Kathy Thomas*

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## Executive Board

The executive board is comprised of the NDLA officers; section, roundtable, and committee chairs; the state librarian; and the executive secretary. The executive board meets several times each year. It transacts NDLA business; speaks for the NDLA membership on national, state, and local library issues; and sets goals and long-range plans for NDLA.

## Officers

Association officers are elected by the NDLA membership and are voting members of the NDLA executive board. Officers are the:

### **President**

The president directs the business of the Association; presides at executive board meetings and annual conference general sessions; acts as the official voice of the NDLA membership on national, state and local library issues; handles official correspondence; and is a member of the North Dakota Library Coordinating Council.

### **President-Elect**

The president-elect coordinates planning for the annual conference. The President-Elect moves into the position of president at the close of the third general session of the annual conference.

### **Secretary**

The secretary prepares minutes of the meetings of the executive board and the general sessions held at the annual conference, and coordinates submission of resolutions brought forward at the conference.

### **Treasurer**

The treasurer maintains the NDLA's financial records, banking and investment accounts, pays Association debts, and prepares financial reports.

### **Past President**

The past-president contacts exhibitors and organizes the exhibits area at the annual conference, and assembles a committee to choose the recipients of the Librarian of the Year and Major Benefactor awards.

## Sections and Roundtables

Eight sections and roundtables offer opportunities to connect with colleagues and share information of mutual interest. Sections represent members interested in the same type of library, while roundtables represent members interested in a specific library activity. Your membership entitles you to belong to as many sections and roundtables as you wish. Chairs are elected by the members of the section or roundtable, and are voting members of the executive board. Some sections and roundtables also elect a secretary. Consider running for a section or roundtable chair or secretary position – it's a good way to become involved in NDLA. Sections and roundtables are the:

### **Academic and Special Libraries Section**

The purpose of the Academic and Special Libraries Section (AS&L) is to promote academic and special libraries and librarianship in North Dakota by providing an opportunity for discussion and exchange of ideas for persons interested in the problems of academic and special libraries; contributing to the total professional development of academic and special libraries; improving service capabilities of academic and special libraries; promoting and speaking for the interests of academic and special libraries; and promoting study and research relevant to

academic and special librarianship and library education. Any NDLA member employed in an Academic or Special Library or interested in promoting the library as an educational institution may be a member of the AS&L section.

### **Health Science Information Section**

The Health Science Information Section (HSIS) exists to contribute to the quality of health care by promoting interest in health science information; promoting cooperation among health science and other types of libraries; and enhancing the status, qualifications, and skills of health science librarians by sponsoring and encouraging opportunities for continuing education. Any NDLA member employed in a health science library or interested in health information may become an HSIS member.

### **Public Library Section**

The Public Library Section (PLS) exists to promote interest and participation in quality public library service to support NDLA in accomplishing its objectives; promote improvement and expansion of public library service; provide a forum for common concerns and interests; and provide a vehicle for action on behalf of public libraries and librarians. Any NDLA member employed full or part-time in a public library in North Dakota or interested in promoting public library goals/philosophies may become a member of the Public Library Section.

### **School Libraries and Youth Services Section**

The School Libraries and Youth Services Section (SLAYS) exists to exercise leadership in the profession of school librarianship among librarians and/or media specialists working with youth; promote library and instructional media administration, and librarianship within the field of public education; and support other aspects of library development within the state. SLAYS membership is open to any NDLA member interested in and/or employed in the work of school librarianship and/or children's and youth services.

### **Archives/Records Management Roundtable**

The Archives/Records Management Roundtable (ARMRT) promotes the exchange of information among members interested in the preservation and use of archival and manuscript records and materials. Membership is open to any NDLA member interested in archives and records management.

### **Government Documents Roundtable**

The Government Documents Roundtable (GODORT) provides a forum to initiate and support programs to increase the availability, use, and bibliographic control of federal, state, and local documents. GODORT is responsible for the annual solicitation of nominations, voting, and presentation of the Notable Document award. Membership is open to any NDLA member interested in government information on any level.

### **New Members Roundtable**

The New Members Roundtable (NMRT) promotes and encourages participation in professional activities, particularly at the state level. NMRT also promotes a sense of responsibility for the development of library service and librarianship. NMRT serves to orient new members to North Dakota and to the library profession. NMRT presents the Friendly Booth award at the annual conference. Membership is open to any NDLA member for the first five years of membership.

### **Technical Services Roundtable**

The Technical Services Roundtable (TECHSERT) promotes coordinated standards and quality control among libraries; provides a forum for discussion of information and concerns pertinent to technical services; supports the collection of data to assist in coordinating statewide collection development; assists librarians in evaluation of sources of library materials and cataloging data, their costs, and their timeliness; and provides opportunities for continuing education by sponsoring programs and workshops. Membership is open to any NDLA member interested in technical services.

## Committees

Committee chairs are appointed by the president and serve a term concurrent with that of the president. They are non-voting members of the executive board. Committees are the:

### **Archivist/Historian**

The archivist/historian serves to help NDLA preserve records of its activities for access and use, consults on what kinds of Association records should be kept, and how they should be reviewed and prepared for deposit in the archives.

### **Constitution, Bylaws & Policies Committee**

This committee keeps the constitution, bylaws, and policies handbooks up to date, reviews section and roundtable bylaw changes for conformity, and recommends needed changes to the executive board.

### **Finance Committee**

This committee assists the executive board in budgeting; makes recommendations on the investment of NDLA funds; serves as the annual auditing committee; reviews the quarterly financial statements; recommends changes where appropriate; and evaluates the need for changes in the dues structure.

### **Intellectual Freedom Committee**

This committee promotes librarian, trustee, and school administrator awareness of intellectual freedom concerns and issues. The committee encourages libraries to promote intellectual freedom and the first amendment through programs, displays, reading lists, and similar activities.

### **Legislative Committee**

This committee represents NDLA before legislative committees considering issues pertinent to libraries, develops and supports library-related legislation as needed, works with the State Library on legislative matters, and coordinates legislative priorities from NDLA sections, roundtables, and committees.

### **Membership Committee**

This committee promotes membership by publicizing the organization to current and prospective members. It maintains a database of membership information, compiles and reports membership statistics, and produces web-based directories for use by members.

### **Nominations & Elections Committee**

This committee finds candidates to run for the offices of vice-president/president-elect, secretary, treasurer, and ALA and MPLA representatives. Section and roundtable chairs provide the committee with lists of candidates for chairs-elect and secretaries. The committee produces a ballot, conducts voting, tallies the votes, and reports the results.

### **Professional Development Committee**

This committee promotes, accepts, and evaluates applications for the various professional development grants sponsored by NDLA.

### **Public Relations Committee**

This committee promotes NDLA and its purposes and publicizes Association activities and initiatives.

### ***The Good Stuff* Editorial Committee**

This committee gathers material and ensures publication of the official NDLA magazine, *The Good Stuff*, published in March, June, August, and December.

## Web Editor

The web editor maintains NDLA's web site, receives official documents and information from executive board members, formats it, and posts it to the web site.

## Ex-Officio

Ex-officio (non-voting) members of the executive board are the:

### State Librarian

The State Librarian reports to the executive board on statewide and national library developments and issues.

### Executive Secretary

The executive secretary handles support functions such as printing, conference assistance, conference brochures, and meeting arrangements.



## Online Discussion Groups

NDLA's discussion lists are intended to facilitate communication among members about Association business and library issues. Members are added to lists upon joining NDLA.

Any member may post messages. Lists may be used for purposes such as conducting Association business; disseminating news items of professional interest; advertising position openings; exchanging information on library practices and policies; publicizing conferences, workshops, and professional development or continuing education opportunities; and announcing new publications. Messages sent to NDLA lists will be distributed to all members of that list and are not reviewed prior to distribution. Senders are responsible for the content of their messages and should include a signature and a descriptive subject line.

Inappropriate uses include sending messages intended for one individual; for-profit advertising or commercial marketing; non-library related messages; jokes or chain e-mails; insulting, defamatory, or offensive messages; or hoax virus warnings.

The address for sending messages to a list is <LISTNAME>@LISTSERV.NODAK.EDU (for example, NDLA@listserv.nodak.edu). You must be a member of a list to post messages.

### List Address:

NDLA@listserv.nodak.edu  
NDLA-ARMRT@listserv.nodak.edu  
NDLA-ASL@listserv.nodak.edu  
GOVDOC-ND@listserv.nodak.edu  
NDLA-HSIS@listserv.nodak.edu  
NDLA-NMRT@listserv.nodak.edu  
NDLA-PLS@listserv.nodak.edu  
NDLA-SLAYS@listserv.nodak.edu  
NDLA-TECHSERT@listserv.nodak.edu

### Goes to:

all NDLA members  
Archives/Records Management Roundtable  
Academic and Special Libraries Section  
Government Documents Roundtable  
Health Science Information Section  
New Members Roundtable  
Public Library Section  
School Library & Youth Services Section  
Technical Services Roundtable

You can manage or change your list options at [listserv.nodak.edu/](http://listserv.nodak.edu/); click on "SUBSCRIBER'S CORNER" then on "Log in"; log in with the e-mail address at which you receive NDLA messages; you'll then establish a listserv password.

Send questions about discussion lists and any changes in your e-mail address or list preferences to the membership chair.



## **Professional Development Grants**

NDLA believes that furthering an individual's skills is beneficial to the North Dakota Library community. An application form and requirements for each grant are available on the web site. NDLA sets aside general fund dollars for and gratefully accepts donations to the professional development grant fund.

### **NDLA Professional Development Grant**

The NDLA professional development grant may be used for college or university classroom work, independent study, workshops, conferences, or participation in any activity that will benefit libraries in North Dakota.

### **Ron Rudser Memorial Continuing Education Grant**

Ron Rudser was a librarian and library science instructor at Minot State University at the time of his death in 1986. The Ron Rudser Memorial Continuing Education Grant may be used for credit courses, workshops, seminars, or pre-conference programs that enhance the education of a practicing librarian in any type of library. Regular conference programs or conventions do not qualify.

### **Mike Jaugstetter Leadership Memorial Grant**

The Mike Jaugstetter Leadership Memorial Grant honors the superb leadership skills in librarianship that Mike Jaugstetter demonstrated while he was the State Librarian of North Dakota. The grants may be used for library leadership institutes or programs.

### **M. Vivian Hubbard Memorial Grant**

M. Vivian Hubbard was State President of the Federated Women's Clubs in the early 1950s. The rural bookmobile program originated in North Dakota with much influence from the Federated Women's Clubs. Hubbard requested that memorial funds at her death be donated to NDLA to further interest in bookmobiles. The grants may be used for formal college or university classroom work, independent study, workshops, conferences, or participation in any other activity that will further the work of the bookmobile, including the purchase of books or other materials.

### **Grassroots Grant**

The New Members Roundtable awards the Grassroots Grant to help up to two current members of NDLA attend the annual conference: one a student currently enrolled in an ALA-accredited MLS program, the second a librarian with less than six years of experience who is attending the conference for the first time. NDLA will waive the full registration fee for each recipient. The grant does not cover the cost of travel, lodging, or any other expenses.



## **Annual Conference**

We hope you'll participate in the annual conference in September. The conference is a great way to meet people from other North Dakota libraries, to learn something new, to participate in your Association, and to have some fun. The conference location moves each year around the state. Every several years, a tri-conference is held jointly with the South Dakota and Mountain Plains Library Associations.

## **Prior to the conference**

The preliminary conference schedule, a registration form, and information on lodging are published in the August issue of *The Good Stuff*, and also are available on the web site (check the web site regularly for updates). Pre-registering for the conference will save you time and make checking in easier when you arrive. A discount is offered for "early-bird" registration. Also check for pre- and post-conference programs of interest.

## **When you arrive at the conference**

Your first stop should be at the conference registration table. Pick up your conference packet that includes your name badge, receipt, conference schedule, maps, and local information. If you have any questions or concerns during the conference, stop back at the registration table – the staff will be happy to assist you.

Go through the conference schedule, and highlight programs you'd like to attend. Also plan to attend the section and roundtable business meetings of which you're a member or in which you're interested. General sessions are the business meetings for the entire membership.

Individual, student, and trustee members of NDLA are entitled to vote on any motions or resolutions of concern to the Association.

## **Meals and social events**

An opening-night social is usually held Wednesday evening, often at a location away from the conference, such as a museum or library.

Your full-conference registration fee includes breakfast and lunch Thursday and Friday, plus the awards banquet. A one-day registration fee includes breakfast and lunch for that day only. Morning and afternoon refreshments also are included.

The awards banquet is held Thursday evening and is included in the full-conference registration fee.

The awards banquet is often followed by an auction of donated items, with proceeds usually going to NDLA's professional development grant fund. Be sure to sign up for a bidding number, and join the fun.

## **Exhibits area**

Companies that sell products of interest to librarians will have booths in the exhibits area. Time is set aside in the conference schedule to visit the exhibits. Please spend some time with the exhibitors – they're here for us. They often have give-away items such as posters, pens, bags, or catalogs. Bring along a supply of business cards or name/address/ phone number stickers in case you wish to request additional information – and there often are door prizes to sign up for.

## **Other**

Wear comfortable clothing and shoes. You may want to bring a light-weight sweater or jacket – rooms sometimes are cool.

One certain thing at NDLA's conference is that there will be plenty to eat. Please don't be shy! Join a group at a table and visit with some of your colleagues.

Be sure to fill out your conference evaluation sheet – your comments will be helpful for planning the next conference.

## **After the conference**

After you've seen what takes place at the conference, consider volunteering to give a presentation or take part in a panel discussion at a future conference, or volunteer for an elected or appointed position on the executive board. It's an excellent way to become an involved NDLA member.



## Summary

### NDLA

- provides leadership for statewide planning;
- promotes resource-sharing efforts;
- provides continuing education opportunities and development grants for coursework, institutes, and workshops;
- coordinates intellectual freedom support;
- keeps members informed through its web site, electronic discussion lists, and online quarterly newsletter *The Good Stuff*;
- represents North Dakota libraries on the Mountain Plains Library Association board and at the American Library Association;
- coordinates unified legislative efforts;
- provides opportunities to establish contacts with other librarians;
- affords opportunities for members to contribute to their profession;
- recognizes outstanding contributions to local and state library services; and
- provides forums for interaction among library community members and national leaders.

### members

- receive reduced registration rates at the annual conference;
- are listed in and can access the online membership directory;
- have Association voting rights (if an individual membership);
- may belong to sections and roundtables of their choice; and
- may participate in electronic discussion lists.

