



## Committee Policies

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### COMMUNICATION COMMITTEE POLICIES

#### I. **General Duties – Responsibilities Beyond Those in the Constitution and Bylaws**

Curate and post association news as well as other news and resources which benefit Pennsylvania school libraries. These posts will be curated from various school library stakeholders such as the Association Board, Association members, school library advocates, and educational professionals.

#### II. **Organization**

The Communications Committee Chair(s) will be assigned by the President and will be overseen by a Board liaison. Any PSLA member can join the committee as approved by the Chair(s). The committee Chair(s) will submit quarterly reports and an annual report to the Board.

#### III. **Communication Methods**

##### A. Website

##### 1. Audience:

- a) Members (existing and potential)
- b) Educational Organizations and Entities
- c) Administrators
- d) Content Teachers
- e) Parents/Civic Groups
- f) School Boards
- g) Government Entities (PDE, legislators, etc.)
- h) Public Interested in Libraries

##### 2. Committee responsibility:

The Communications Committee will maintain and update the PSLA website as directed by the Board.

##### B. Community Forum - members only

##### 1. Audience: Members only.

##### 2. Committee responsibility:

The Communication Committee will oversee and organize the discussions and the resources for optimum use. The committee will educate its members as to best practices of using the Community Forum.

C. Listserv/eList

1. Audience: Members only.
2. Committee responsibility:  
The Communications Committee will utilize a listserv to communicate as appropriate and will follow the guidelines of the PSLA Listserv Policy.

D. Social Media

1. Audience:
  - a) Members (existing and potential)
  - b) Educational Organizations and Entities
  - c) Administrators
  - d) Content Teachers
  - e) Parents/Civic Groups
  - f) School Boards
  - g) Government Entities (PDE, legislators, etc.)
  - h) Public Interested in Libraries
2. Committee responsibility: The Communications Committee will curate and post timely news items and resources which benefit Pennsylvania school libraries. As per the Social Media Networking Policy, committee members will post only information which is free of bias, obscene material, and defamatory, demeaning or offensive language. Commercial or self-promotional materials are not to be posted.

Adopted by Board of Directors, July 12, 2018