



Pennsylvania School Librarians Association

Committee Policies

ARCHIVES

1. The President shall appoint an Archives Task Coordinator (Archivist) and members to committees in cooperation with Co-chair(s). The term of appointment shall be for one year. The Archivist may be removed by recommendation of the Operations Co-chair(s) and approval of the Board when it deems the quality of the Archivist's work to be unsatisfactory or if the Archivist does not comply with the Association's policies governing Archives. At the end of a one-year term, the current Archivist may seek reappointment by applying to the Operations Co-Chairs by a designated date. The position of Archivist shall be declared vacant at the end of an administration, and any member of the Association may apply for the position by submitting a statement of interest to the Operations Committee by a designated date.
2. The following materials shall be included in the PSLA Archives:
 - a. Officers:
 - i. President:
 1. President's Quarterly and Annual Reports to the board and the membership
 2. Reports to the Governor's Advisory Committee
 3. Testimonies, presentations, or speeches made on behalf of the Association, if materials are available
 4. Journal articles submitted which include the PSLA president's title in the byline
 5. Formal letters received such as an invitation to participate in a panel discussion representing the Association. Invitations to banquets should not be included.
 6. Legal documents dealing with the Association
 7. Other documents that the President feels are important in providing background to the Association's history
 8. Committee Charges and Assignments
 - ii. Secretary: Electronic copies of board minutes and exhibits, an electronic copy of the PSLA Advisory Council Meeting minutes, an electronic copy of business meeting minutes and any position papers.
 - iii. Treasurer: Copies of the present and past budgets, financial reports including IRS filings and other legal filings, and Association equipment inventory.
 - b. Committees - quarterly reports and annual business report
 - i. Awards: Copies of all awards and special citations. If possible, labeled pictures should include date, place, event, and names.
 - ii. Communications: Publications to include, but not be limited to, newsletters, journals, committee publications, news clippings, copies of all promotional materials, etc.
 - iii. Conference: Conference materials to include, but not be limited to, conference program, registration material, conference fiscal report, copies of information about all speakers. If possible, labeled pictures should include date, place, event, and names.
 - iv. Teaching & Learning: Programs and/or professional materials developed such

as curriculum, standards training, etc., professional development programs, publications, best book lists.

v. Operations:

1. Affiliates: affiliates constitution and bylaws; list of officers
2. Archives: officer and committee documents
3. Budget: See treasurer (2.a.iii)
4. Governance: Maintain current and previous copies of the Constitution, Bylaws, policies, and procedures; maintain annual updates of the PSLA history: the board of directors and committee chairs, annual conference history; copies of resolutions
5. Leadership Development: Slate of candidates, "Meet the Candidates" Information, election results
6. Membership: Maintain quarterly membership numbers by type
7. Staffing Survey: Maintain a report of statistics

3. The Board shall be responsible for naming a long-term site to house the PSLA Archives, based upon the recommendation of the President. The availability and suitability of this site shall be reviewed annually.

4. The Archives shall be established as of 1971, so as to cover the transition from PSEA to PSLA. Materials presently in the Archives from the period before 1971 shall be maintained, but no effort shall be made to obtain additional materials from this time period.

5. Archival materials shall be stored in special archival storage containers to prevent deterioration or shall be digitized.

(Board of Directors Meeting, 4/22/1989)

(Amended, Board of Directors Meeting, 1/20/1990; 3/28/2019)