



www.ala.org/irrt



INTRODUCTION

The

ALA ROUND TABLE STATEMENT OF ROLE AND FUNCTION (ALA Policy Manual, Section One, 6.3)

Round tables are provided for in the _____ and the _____.

A. Round Tables of ALA: Role and Function

Round tables may conduct continuing educational activities; study and discuss topics of concern to the Round Table; work with other ALA units on joint projects; issue publications with the advice, assistance and approval of the ALA Publishing Committee; conduct projects and programs in the areas of the Round Table's purpose; and, recommend activities and policies to units of the Association, including Council.

B. Policy Functions

As noted in the ALA Constitution, Article VI, and the Bylaws, Article VII, three bodies -- Council, the divisions, and the membership -- have the authority to determine and act for ALA in matters of policy. Recommendations of Round Tables regarding a lack of policy, a new policy, or changes in policy shall be forwarded to the appropriate body for action.

C. Finances

Round Tables shall not incur expenses on behalf of the Association except as authorized. Funds of Round Tables are in the custody of the ALA Executive Board, to be accounted for and disbursed by its designated officer only upon authorization of the Round Table officers.

Any formal solicitation of funds by any ALA unit from outside organizations, agencies, groups of individuals, or others must be authorized by the ALA Executive Board or Executive Director. Acceptance of unsolicited funds shall be authorized by the Executive Director to assure that the terms and conditions are consistent with ALA policies. Contracts, grant agreements, project proposals, the reW* ct 9(g)12(a)-6(rd)36(i)-12/F1 11.1 Tf1 0 0 1 1191.65 Tm0sions,2(t)11(s)-111(,)0(C)-7(o)-1(i)14(i)-1

Round Tables shall deposit at least two copies of all periodicals and other Round Table publications in the ALA Library.

Charges for data processing services, reproduction of materials, mailings, and other similar support services will be charged to the Round Table at the same rate as to other units.

Staff liaison services are made available to Round Tables to aid the officers and members in:

- coordinating projects and programs with other units
- handling financial obligations and records
- orienting new Round Table officers and groups
- determining procedures to expedite or conduct Round Table projects and programs
- administrative or secretarial phases of Round Table activities
- planning activities.

E. Round Table Services to ALA

The ALA Round Tables through their programs and services implement and enhance the overall ALA program, further the Association's Goals and Priorities, and provide an added dimension to the ALA structure. All Round Tables are membership units that provide an additional avenue for membership discussion, opinion, and response. It is not currently possible for Round Tables to bear a charge that will cover the complete direct and indirect costs of services from ALA. ALA has adopted a schedule of charges based on a Round Table's total dues income. The assessment of each Round Table shall be based on the best estimate of services performed recently by Headquarters staff.

F. ALA International Relations Office Director/ALA IRRT Staff Liaison

Duties and Responsibilities:

- Serves as direct link between the Executive Board of the Round Table and ALA Headquarters receives copies of minutes of meetings and is invited to all meetings of the Executive Boards as a non-voting member
- Attends Executive Board and membership meetings of the Round Table and provides other administrative and program support as requested or needed and does so to the extent Association resources permit
- Sends monthly financial statements to the Chair and the Secretary/Treasurer
- Sends membership statements monthly to the Chair and the chair of the Membership Committee

Requests payment from ALA Fiscal Services to pay all Round Table invoices and deposits all monies received by the Round Table for whatever purpose Maintains the electronic "archives" of current IRRT publications, logos, and manual.

INTERNATIONAL RELATIONS ROUND TABLE, A HISTORY

The International Relations Round Table (IRRT), a membership unit within the American Library Association (ALA), was established by the ALA Council in 1949 as the 4 Round Table on Library Service Abroad. The original purpose of the organization was stated in the following terms:

In the belief that participation by librarians in library programs abroad will contribute to an improvement in the library profession and in library services both here and abroad (as well as to international understanding), the ALA Round Table on Library Service Abroad is created to provide a means whereby the general membership of the American Library Association may inform itself regarding the international aspects of library work and may be given opportunities to participate in activities for the improvement of international relation and/or library services throughout the world. (1)

In 1956, the name was changed to International Relations Round Table in recognition of "the wider aspects of international library work" (2). The purpose has since been restated as follows:

To develop the interests of librarians in activities and problems in the field of international library relations; to serve as a channel of communication and counsel between the International Relations Committee and the members of the Association; and to provide hospitality and information to visitors from abroad. The IRRT arranges programs and business meetings and appoints representatives to attend meetings of the other professional groups (3).

The IRRT is the only membership organization of ALA that is devoted solely to international library interests. IRRT's members include librarians who have served abroad in United States government and military libraries, and many who are interested in or plan to take overseas library positions, and those interested in international librarianship. Some ALA divisions have international relations committees. The work of the IRRT is carried out by the Executive Board, which consists of the officers.

Throughout its existence, the IRRT has been closely associated with the International Relations Committee (IRC) of ALA both directly and indirectly. The IRRT chair attends meetings of the IRC as an observer; the chair of IRC attends IRRT Executive Board meetings as a non-voting member.

The IRRT sponsors a variety of program meetings on aspects of international library work. In addition to programs, the organization holds an annual reception, and maintains an International Visitors Center at the ALA Annual Meeting. Provides list of furniture, equipment including a computer, supplies, decorations, e.g., flags, and other appropriate items for the international visitors' centers.

ALA councilor resigns before completing his/her/their term, an IRRT ALA councilor can be appointed for only one year or until the next election held by IRRT. The IRRT ALA councilor elected in that election serves a full three-year term. IRRT must accredit its interim councilor with the secretary of the Council in advance of the next Council meeting.

Section 1. Composition

The Executive Board consists of the chair, vice-chair/chair-elect, immediate past chair,

Section 1. Standing Committees

Standing committees may be authorized or discontinued by the IRRT Executive Board. Chairs of most standing committees shall be appointed by the IRRT vice-chair/chair-elect for two years each, and may be reappointed to one additional two-year term. Chairs of the Reception and Nominating Committees are appointed for one-year terms. Members of the Nominating Committee are not eligible for a consecutive term.

A list of the standing committees and definition of the chair and committee duties shall be included in the IRRT Procedures Manual and on the IRRT website. All standing committees shall review their charge every two years or as needed and make recommendations for changes to the IRRT Executive Board for approval and subsequent inclusion in the IRRT Procedures Manual.

Section 2. Ad Hoc Committees

Ad hoc committees for the performance of a particular assignment may be authorized by the IRRT chair, by the Executive Board or by the membership. No ad hoc committee may be continued for more than two years, without reauthorization.

Section 3. Interest Groups

Interest Groups may be authorized or discontinued by the IRRT Executive Board. All interest groups shall petition the IRRT Executive Board every three years to continue as an interest group. If an interest group's petition is not resubmitted, the IRRT Executive Board may recommend that the

Section 2. Nominations

The Nominating Committee shall present a slate of candidates for the offices of chair, vice-chair/chair-elect, secretary/treasurer, members-at-large, and the IRRT ALA councilor. No candidate

ad hoc committees, and on-

B. Vice-Chair/Chair-Elect

Term of office is stated in Article VI, Section 2 (a) of the Bylaws. The incumbent automatically becomes chair at the end of his/her/their term as vice-chair.

should he/she/they be absent from any meeting. Succeeds to the office of

/their year as chair. The vice-chair may delegate this responsibility to another

-chair, or designee, will arrange for the
e Program.

-chair (or designee) will invite the speakers to be guest

he chair.

C. Immediate Past-Chair

Term of office is stated in Article VI, Section 2 (a) of the IRRT Bylaws.

, committee

and ongoing programs.

D. Secretary/Treasurer

The term of office is stated in Article VI, Section 2 (a) of the IRRT Bylaws.

Takes minutes of membership, Executive Board, and program meetings.

Sends draft minutes of meetings to the Executive Board. Corrected minutes are distributed

Members of Chair's Program committee

For program 1.5 years away

- Decide with Chair-elect the program theme, suggested speakers, budget needs, size of venue
- With Chair-elect, develop brief description of program for ALA Conference Program

For program 6 months away

- Discuss time needed for Membership Meeting with Chair for program at annual meeting
- Approve press releases for program
- Discuss placement of publicity with ALA IRRT Staff Liaison
- Discuss budget requirements with Chair and ALA IRRT Staff Liaison
- Meet with Membership committee regarding distribution of membership applications at program
- Consult Chair and discuss program timing and draft agenda for membership meeting in conjunction with the program presentation

At Midwinter Executive Board Meeting

- Deliver written report on committee's progress to Executive Board and be prepared for questions
- Announce upcoming program theme and speakers
- Announce following year's theme and speakers, if available
- Solicit ideas for co-sponsorships; request committee members to share information on other units' plans for internationally themed programs and distribute the International Program Form
- Post to email lists/listservs of ALA Divisions and International Relations Committees

After Midwinter Meeting

- Work with the International Relations Office to finalize room arrangements and publicity for program at the upcoming Annual Conference
- Send press releases to American Libraries, Library Journal and journals and newsletters of co-sponsoring units
- Advertise the program in International Leads
- Request IRO Director's assistance in getting publicity into conference program
- Request equipment needs from speakers and notify IRO and IRRT Secretary/Treasurer

At Annual Executive Board Meetings

- Deliver report on committee's work
- Announce upcoming program, speakers, and location
- Announce following year's theme and speakers, if available
- Solicit ideas for co-sponsorships
- Request information on other units' plans for internationally themed programs

At Annual Conference

- Distribute publicity fliers and posters at Conference
- Send press releases to Cogn

(2) International Connections Committee

The Executive Board and the IRC agreed to make the Exchanges Committee a standing committee of IRRT at the January 26, 2003 meeting. The International Connections Committee was established in 2010 to replace the Exchanges Committee. (Description revised January 9, 2020)

The purpose of the International Connections Committee is to collect and share information about library professionals and libraries worldwide seeking to promote discussion and international collaborations; to disseminate information to librarians about opportunities to enrich and broaden their career experience and the library profession by developing intercultural perspectives; to share educational and cultural interests, achievements, and developments in libraries and thus assist in the development of the profession and of friendly and peaceful relations with countries throughout the world.

The Committee also uses the combined intellectual, professional, and networking resources of its members to develop resource materials to support international collaboration.

Chair

Appointed for two years with the option of one two-year renewal as specified in Article VIII, Section (1) of the Bylaws.

Chair responsibilities

Coordinates and oversees the annual conference program and other committee initiatives and projects.

Conducts all the duties of an IRRT Committee Chair

1. Consults with and advises the IRRT Chair regarding Committee membership.
2. Corresponds with Committee members and oversees the Committee member assignments.
3. Reports to the IRRT Executive Board at midwinter and annual conferences.
4. Prepares and submits a report following midwinter and annual conferences.

5. Attends the Committee Chair Orientation at midwinter and annual conferences.
6. Provides Committee text and updates for inclusion on the IRRT Website and in International Leads to the editors as appropriate.
7. Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT All Committee session.
8. If a new Chair, the Chair should communicate with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

Members

The Committee shall consist of eight members to be appointed by the IRRT Chair-elect in consultation with the International Connections Committee Chair. Four members shall be appointed every year to serve for two consecutive years.

Assist in developing the ALA Annual Conference proposal and other projects as needed.
Develop and disseminate publicity for conference program and committee projects.

September

The committee chair submits ALA Annual Conference Program Proposal.

December - February

The committee distributes a call for presenters:

- a) Emails the announcement to IRO office assistant to distribute the

- To prepare agenda.
 - To confirm agenda activities with committee members.
 - To contact respective ALA people for welcome.
 - To solicit mentors and mentees and do match.
 - To solicit raffle gifts and prepare them for distribution and send thank you notes.
 - To select local orientation presenter.
 - To make sure there is conference orientation.
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- Committee members discuss and prepare agenda.
 - Committee members agree for which activity they will be responsible
 - Chair or IRRT chair writes letters to ALA President, ALA Executive Director, IRO Director and asks them to attend and give a welcome greeting.
 - Committee members responsible for mentors/ mentees talks with Program Officer in IRO about issuing notice; contact Program Officer in IRO to get the names that the Office has received; prepare matches and contact each person in the match.
 - Committee members responsible for Raffle gifts determine who and how they will solicit raffle gifts; contact vendors and ask for gifts; prepare certificates or letters for recipients; thank vendors for raffle gifts.

(Note: If a date below falls on a weekend, the next business day will be used.)

- Add new committee members if necessary.
- Welcome new committee members.

– Notify committee members of meeting date, distributes agenda, and confirms attendance at Midwinter.

- Discuss Orientation Program Agenda with committee members.
- Draft Orientation Program Agenda.
- Solicits 2 committee members to be responsible for mentoring activities including matches.
- Solicits 2 committee members to be responsible for contacting vendors to solicit raffle items and to prepare letters or certificates to give winners.
- Identify any necessary presenters for the program.
- Solicit IRRT committee members to serve as table facilitators for Orientation at Annual. (You might want to try to do simple training of facilitators.)
- Report to IRRT Executive Board at Midwinter.

R

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Begin researching possible speakers.

Finalize the call for proposals and rubric

Put out the call for proposals via various professional listservs and social media.

Review planning progress and identify additional speakers, if necessary.

Add new committee members, if necessary.

Review planning progress and identify additional speakers, if necessary.

Decide schedule for pre-conference session.

Assign tasks for preconference session such as room set-up, AV set-up, and time keeper to Committee members.

Submit meeting minutes to IRRT Executive Board.

Complete selection of speakers and notify everyone who submitted a proposal of their status.

Request that IRRT Chair make introductory remarks at preconference session and ask IRRT Chair to request that the ALA President make introductory remarks.

Stay in communication with speakers and determine any presentation needs.

Prepare promotional texts/flyers for the preconference session and submit it to IRRT blog, send to listservs, send to ALA International Relations Office, International Leads.

Continue communication with speakers regarding conference set-up and collect PowerPoints or other materials.

Distribute a reminder to discussion lists about the program. Coordinate with the International Relations office regarding lunches.

Thursday before the pre-conference, a Committee member, usually the Chair, picks up folders and packet materials from the International Relations Office. Available committee members assemble packets Thursday evening.

For the pre-conference session on Friday morning, Committee members should arrive at least one hour before session begins to set up registration table, AV, ensure that coffee and pastries arrive.

At the Committee meeting, review evaluations and discuss the theme for the next program.

7.

Papers are selected based on quality as well as their focus on the selected theme. As much as possible, a broad range of geographical representation will also be considered.

Four presenters and four alternates (ranked) will be selected.

After confirmation, the Committee Chair submits the names of the presenters as well as alternates to the International Relations Office.

The International Relations Office will prepare and send invitation letters to the candidates and obtain their acceptance letters.

After the final presenters are confirmed, the Committee prepares publicity materials and submits it to the IRRT Web master, the International Leads, as well as various library-related listservs.

The Chair assigns responsibilities to Committee members regarding the international papers session before ALA Annual Conference.

The Committee tries to meet with the presenters before the international papers session, possibly at the International Visitors Orientation (Friday late afternoon of ALA Annual).

The Committee runs the international papers session and evaluates the success of the program afterwards.

August	Add new committee members if necessary. Finalize the theme for the next program (discussed at the ALA Annual). Update Chair of IRRT of program proposal
September	Submit program proposal through ALA program submission portal
November	Upon

Scoring Matrix

	0	1	2	3
Quality of Proposal:	The proposal is missing multiple sections and/or is poorly-written. If selected, the abstract would require significant changes to be included in the conference program.	The proposal is missing one section and is adequately written. If selected, the abstract would need changes to be included in the conference program.	The proposal includes	

Trains incoming co-chair

In addition to the Chair and Co-

Submit meeting minutes as well as committee report to the IRRT Executive Board.

Distributes the call for nominees for the ALA Presidential Citations for Innovative International Library Projects

Committee meets with IRO staff and reports on progress to the IRRT chair.
Committee evaluates and selects nominees for the ALA Presidential Citations for Innovative International Library Projects

Submit report of midwinter Committee Meeting to the IRRT Secretary-Treasurer.

IRRT Committee members meet at all-committee meeting to discuss Committee business and to prepare for Reception responsibilities.

IRRT Committee members go to Reception Site area a half hour before the poster sessions are scheduled to start in order to help set up ticket selling and reception of visitors

Submit meeting minutes as well as committee report to the IRRT Executive Board.

The chair of the IRRT International Reception Committee is the primary contact between the Committee and the IRO office. Generally, it is the IRO administrative assistant that works with the Committee if any issues arise.

The chair of the IRRT Poster Session Committee forwards committee decisions and suggestions to the IRO administrative assistant.

The IRO administrative assistant makes financial and contract arrangements for the Reception and ensures the Reception tickets will be for sale on the ALA Annual registration forms. The immediate past chair of the IRRT contacts sponsors for their support and sends them information on their courtesy tickets and options for publicity at the Reception.

Guidelines for evaluation of applications for ALA Presidential Citation for Innovative International Library Projects

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2. A library or library branch can submit only one nomination.
 3. Projects that fall within the category of professional development for staff and librarians are not eligible. Beneficiaries of the projects must be library patrons only.
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1. Nomination needs to be for a group library project. The project nominated should be original to that library and greatly improves its library services and patrons' access to information.
 2. The recipient will have designed, initiated, and implemented a highly visible innovative library service in a country outside of the United States within the last three years. The recipient may not be affiliated with any U.S. institution/agency and may not have received any U.S. funds directly or indirectly.
 3. Past recipients of the ALA Presidential Citation for Innovative International Library Projects must submit entirely new projects, not a continuation of a former project.
 4. The project should draw attention to the potential of libraries to create positive change.
 5. The project must demonstrate a strong likelihood of sustainability and the potential to serve as a model for other libraries.

of consulates in the area etc. gathered from the web, travel books, phone directories, etc.

also include conference material such as a list of international programs and meetings

List of all international activities usually available on the IRO web site –

www.ala.org/iro/international.htm

Ask the IRO for the site of the International Reception and write out very detailed directions for visitors.

Create an overview brochure: a two-sided sheet with general information about the conference and host city.

Contact the editor of International Leads, an IRRT publication, (published quarterly in March, June, September, December) to put out a call for volunteers to staff the IVC in the March issue.

Write the announcement for International Leads and send it to the editor by .

As volunteers' names come in, committee chair(s) will keep a list of names and email addresses. If needed, resend announcement call for volunteers to various listservs on _____, then again

Prepare a flyer advertising the IVC and its services that will be inserted into the packets all international visitors receive as part of their orientation. IRO staff prepare the packets and the flyer should be sent to them.

Make sure any surveys sent to international librarians (before or after conference) include questions about the IVC.

Send out an email asking volunteers to send the dates/hours they can work by May 31.

Set the volunteer schedule and contact volunteers with their hours by June 15.

Email volunteers the "Volunteer Manual."

Finish preparing informational notebook for IVC.

Request supplies like:

- City street map

- Office supplies: helpful to have paper, post-its, tape, markers, etc.

- Guidebook to the Annual Conference city is also useful

- Map of world with pins for visitors to mark where they're from

- Comment Box

- Laminated maps of conference center and vendor's hall with dry-erase markers

- Snacks (for example: candy and granola bars)

Set up the IVC for business

- First, find it

Please call ALA IRRT Staff liaison

Members

Assist the committee chair in completing the Committee's tasks.

Share responsibilities and tasks assigned by the committee chair.

Maintain ongoing communication via mail, e-mail, voicemail, and other means with the committee chair and the committee members.

Attend annual committee meetings held at the annual conferences and midwinter meetings.

Provide input and suggestions to the committee chair on the matters related to IRRT

(10) Nominating Committee
(Description revised October 2019)

The Nominating Committee presents a slate of qualified candidates for the offices of vice-chair/chair-elect, secretary/treasurer, 2 members-at-large, and IRRT Councilor.

- Chair
- 3 Members

As specified in the IRRT Bylaws, Article VIII, Section 1, the IRRT Vice-Chair-Chair-

Chair will check with other committee members if they attend ALA Midwinter; a meeting time on Saturday morning will be scheduled if others will be there.

Chair should attend the IRRT Committee Chairs orientation usually held on Saturday morning. Meet with committee at pre-established time if others are present.

As appropriate, prepare text and updates for IRRT Executive Board review and subsequent inclusion on the IRRT website, International Leads, and for submission to appropriate IRRT e-mail lists.

Chair should attend IRRT Committee Chairs and Executive Board meetings, and report activities

Coordinates publishing activities with Committee members, the IRRT Executive Board, the editor(s), the IRRT Web editor, and the ALA-World listserv manager.

Serves as member of Search Committee for _____ and IRRT Web editors and the ALA-World listserv manager.

Conducts all the duties of an IRRT Committee chair:

- 1) Consults with and advises the IRRT chair regarding Committee membership.
- 2) Corresponds with Committee members and oversees the Committee member assignments.
- 3) Reports to the IRRT Executive Board at midwinter and annual conferences.
- 4) Provides Committee text and updates for inclusion on the IRRT website and in _____ to the editors as appropriate.
- 5) Chairs the Committee at midwinter and annual meetings. Prepares and distributes the agenda in advance. Sets the time of the meeting during the IRRT all committees meeting.
- 6) Coordinates virtual committee meetings with IRRT staff liaison.
- 7) If a new Chair, communicates with the outgoing Chair to ensure an understanding of the ongoing work of the Committee.

In addition to the Chair, the Committee consists of 5 to 8 members. The IRRT Web editor;

editor(s), and the ALA-World listserv manager ser1 Tf1 0 612 792 reW* nBT/F1 11.1 0 0 1 160.88 477

There is no monetary remuneration.

The editor determines size, layout, typography, and other aspects of format. is distributed to current members of IRRT via email and is posted on the IRRT website. Back issues are archived on the IRRT web site.

The editor of is a non-voting, ex-officio member of both the IRRT Executive Board and the IRRT Publications Committee. The editor reports administratively to the IRRT Publications Committee and provides informational reports regarding the publication to both the IRRT Executive Board and the Publications Committee. The Publications Committee presents policy and other items requiring action to the IRRT Executive Board.

The IRRT Executive Board and its Publications Committee affirm their roles of non- interference with editorial decision, in accordance with the spirit of encouraging units to "endorse and apply the principle of freedom of the press" articulated in ALA Policy Manual section 10.1.

Final responsibility for the content of within the parameters of ALA and International Relations Round Table policies. Because is the official organ of the IRRT, the editor has a particular responsibility, in cooperation with Round Table officers, the IRRT Publications committee and ALA International Relations Office staff, to convey to the members and other readers full and accurate information on the activities, purpose, and goals of the Round Table. The editor assumes an obligation to represent the best interests of the Round Table fairly and as fully as possible within the scope of the publication and with due regard to the prerogative of the editor for producing a balanced and readable publication.

Assume final authority for all content of each issue of .

May assign areas of editorial responsibility to others, i.e., appoint regular column editors and special guest editors, and oversee their work. The editor may also seek authors to cover current issues, events, and people, etc., as well as assigning readers for submissions.

Maintain communication with the IRRT Executive Board and its various committees to obtain information of interest to the membership and others interested in IRRT activities.

Use and maintain the general IL email account for correspondence about submissions and other IL work, including regular checking of the account and timely response to queries.

Edit manuscript copy; read and edit all page proofs.

Deliver final copy for online publication as per publication schedule.

Develop and continuously review editorial and publication policies and guidelines in conjunction with the IRRT Executive Board and its Publications Committee.

Work with the IRRT Publications Committee to establish publication schedules for at least one year in advance.

Develop and maintain an editor's manual describing every aspect of character and operation, including appropriate stylistic protocols.

Attend IRRT Publications Committee and IRRT Executive Board meetings at ALA Annual and Midwinter meeting.

Excellent verbal and written communication skills.

Experience in publishing and/or journalism, either in editing or writing, sufficient to enable the individual to produce a high-quality publication that addresses interests of the readership.

Experience in or demonstrated knowledge of international librarianship.

Membership in the International Relations Round Table

the ALA-World Listserv without the express permission of the author and/or publisher. If a subscriber has obtained permission or clearance, this should be clearly stated. When in doubt, err on the side of caution: fully cite the source and provide a link or information as to how to acquire the full text on a personal, individual basis.

Term of office

The Archivist/Historian is appointed for a two-year, once-renewable term by the IRRT Executive Board upon the recommendation of the Publications Committee.

Duties

Tracks decisions of the Executive Board at midwinter and annual Executive Board meetings that have a term limit and advises officers of the upcoming deadlines.

In consultation with the Web Editor, determines what web files should be archived and/or

Chair

The Sister Libraries Chair is appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

- b) An institution or association related to librarianship (e.g., local library association) can complete the questionnaire to establish a partnership.

The committee was founded in December 2018 by the IRRT Executive Board as an Ad-hoc committee with the intention to deliver two webinars before ALA Annual January 2019. The webinar committee consists of one Chair and two committee members. As of 2020, the IRRT Executive Board voted to make the Webinar Ad-Hoc committee a permanent committee.

Purpose: The Webinar committee is designed to continue past Chair's Loida Garcia-Febo webinar initiative on international perspectives in libraries and continues to support the current Chair's theme on international relations in libraries. Webinars aim to reach a global audience and promote interests, programs, and activities on international librarianship through a web conferencing platform. Webinars are delivered four times a year; two webinars before ALA Annual and ALA Midwinter.

Appointed for two years with the option of one two-year renewal as specified in IRRT Article VIII, Section (1) of the Bylaws.

Conducts all the duties of an IRRT Committee Chair

1. Reports to the IRRT Executive Board liaison
2. Prepares and submits a report of webinar planning to IRRT Executive Board liaison
3. Works with ALA International Relations Office staff liaison
4. Oversees developments of webinar planning progress and procedures
5. Corresponds with committee members and oversees the committee member assignments.
6. Initiates communication with committee members of webinar planning
7. Schedules committee and potential speaker virtual meetings
8. Providing leadership, support, and engagement in the execution of relevant and successful webinars
9. Assist in hosting webinars
 - a. Main moderator (introduction/closure statement, webinar flow)
 - b. Moderating the chat and Q&A
 - c. Webinar troubleshooting

Set a webinar date/time
 Confirm date availability with the International Relations Officer

September/October

Request a blurb of speaker bios and speaker presentation slides
 Send to IRO to advertise IRRT web, listservs, social media
 Share the announcement with speakers to advertise and committee to also advertise
 Schedule zoom troubleshooting with IRO, committee members, and speakers
 Schedule software test with IRO, committee members, and speakers the week of the webinar
 and an hour before official webinar start time
 Host/moderate webinar
 Recording of webinars posted by IRO in Zoom with transcript on IRRT webinar archives

October/November

Invite speakers to do a write-up for International Leads newsletter for December issue
 The committee will write-up about the webinar if speakers are unavailable for the International
 Leads newsletter for the December issue.

January

Committee members meet virtual or via email to discuss webinar plan of action

February

Send "call for participation" through ALA Connect and relevant library listservs
 Schedule Zoom meeting with speakers to talk webinar details and planning timeline, address
 speaker questions/concerns
 Set a webinar date/time
 Confirm date availability with IRO

March/April

Request a blurb of speaker bios and speaker presentation slides
 Send to IRO to advertise IRRT web, listservs, social media
 Share the announcement with speakers to advertise and committee to also advertise
 Schedule zoom troubleshooting with IRO, committee members, and speakers
 Schedule software test with IRO, committee members, and speakers the week of the webinar
 and an hour before official webinar start time
 Host/moderate webinar
 Recording of webinars posted by IRO in Zoom with transcript on IRRT webinar archives

C. Committee Report Form

[Committee Meeting Report Form](#)

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INTEREST GROUPS

IRRT provides an environment, which is supportive of the international interests and activities of ALA membership and is the only membership organization of ALA that is devoted solely to international

ALCTS International Relations Committee – (Appointed)
ALSC International Relations Committee – (Appointed)
LITA International Relations Committee – (Appointed)
PLA International Relations Committee – (Appointed)
New Members Round Table – (Appointed)

ALA Literacy Assembly – (Appointed)
Freedom to Read Foundation – (Appointed)
ALA Intellectual Freedom Committee – (Appointed)

ALA Education Assembly – Chair of the IRRT International Pre-conference Committee
ALA International Relations Committee (IRC) – IRRT Chair
ALA Membership Promotion Task Force – Chair of the IRRT Membership Committee
ALA Planning and Budget Assembly – IRRT Secretary-Treasurer
ALA Poster Sessions – Chair of the IRRT International Posters Committee
ALA Publishing Committee – Chair of the IRRT Publications Committee
ALA Round Table Coordinating Assembly (RTCA) – IRRT Chair and Chair-elect

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B. Membership Meeting

- (1) It is the responsibility of the chair to arrange the membership meeting.
- (2) The membership meeting will be held at the time and place of the annual conference of the American Library Association. Twenty members constitute a quorum.
- (3) The secretary/treasurer's report, as well as other reports for action and/or information are given. A slate of officers for the next program year is announced.
- (4) A parliamentarian may be appointed, and the ALA approved Rules of Order should be followed.

C. Program Meeting

- (1) It is the responsibility of the vice-chair or his/her/their designee to plan and arrange the program meeting to be held during his/her/their year as chair in conjunction with the Program Committee. Liaison with other units of ALA may be necessary if the program is to be a joint offering.
- (2) Details of the program must be provided to the ALA Annual Conference Program Planning Committee immediately after annual conference.
- (3) The vice-chair of IRRT is responsible for ensuring that appropriate platform arrangements have been made, that the speaker(s) are introduced and that they are thanked at the conclusion of the program.
- (4) The program meeting may be wholly organized by IRRT or sponsored jointly with another group within ALA. The vice-chair, or designee, will arrange for the inclusion of the IRRT program in the ALA Conference Program; write and disseminate publicity about the program; ensures that appropriate platform arrangements are made; see that the speaker(s) are introduced; and sends appropriate letters of thanks to the speakers after the meeting.

D. International Visitors Center

- (1) Arrangements for the center are made by the ALA International Relations Office staff liaison through the ALA conference manager.
- (2) The Chair of the International Visitors Center Committee and the Committee's members are responsible for organizing the center, soliciting and scheduling volunteers, creating signage and informational brochures/packages, and publicity.
- (3) The center should be staffed at all times the exhibit area is open. Usual practice is Friday noon through Monday until 5pm. Saturday – Monday the center opens at 9am.
- (4) A roster of volunteers is needed for staffing purposes. IRRT members may be solicited through International Leads and the IRRT website and/or local IRRT members may obtain volunteers from local libraries or a nearby library school of the city in which the annual conference is being held. ALA members who are not IRRT members are also eligible to staff the center.

(5) Volunteers at the center are to provide information about IRRT and the annual conference. Guidelines for new volunteers should be available at the center.

E. International Visitors Reception

(1) The reception is held for all international attendees (including Canadian attendees) at the ALA annual conference.

(2) The chair appoints an IRRT member to chair the Reception Committee, recommend alternative reception sites for IRRT Executive Board approval, handle all local arrangements, e.g. caterer, flowers. When possible, the Chair should be based in the city or immediate environs of the annual conference

(3) Receptions may be held away from the main conference center.

(4) Directions for reaching the reception site should be provided at the International Visitors Center for the guidance of international visitors.

(5) Tickets for the annual reception are sold as part of the annual conference registration process.

(6) International attendees are provided complimentary tickets for the reception, as part of their conference registration packet.

(7) The reception is also the venue for the annual Bogle-Pratt awards and the OCLC Forest Humphrey award presentation.

(8) The IRRT chair selects four or five distinguished librarians to be in the receiving line at the reception. These are customarily officers of IRRT or ALA, such as the President, Executive Director or distinguished American librarians, such as, the Librarian of Congress.

F. Publications

(1)

presented in its entirety on the IRRT website. is distributed to current members of IRRT. Subscriptions, individual and back issues are available at prices recommended by the IRRT Publishing Committee and approved by the IRRT Executive Board.

(2) IRRT Website is maintained and updated by the IRRT Web Editor working in conjunction with the IRRT Publications Committee and the IRRT Executive Committee. Its purpose is to: Provide a guide to IRRT activities, current committee structure, purpose and membership, access to the electronic version of International Leads, and announcements of timely interest.

(3) ALA-WORLD –ALA-World is the listserv for the IRRT Membership is open.

(4) The IRRT Publishing Committee and Executive Board may consider other publications, as it deems fit, with appropriate consultation with ALA Publishing Services.

(5) Sources of funding other than ALA funds may be sought after consultation with the ALA IRRT Executive Board and the ALA IRO liaison.

For questions, corrections, or comments, please contact Delin Guerra, IRRT Staff Liaison at dguerra@ala.org