

Georgia Library Association

HANDBOOK

Revised
2003

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Appendix 1: Historical Information

A BRIEF HISTORY OF THE GEORGIA LIBRARY ASSOCIATION

The Georgia Library Association was officially organized (as the Georgia Library Club) under the leadership of Anne Wallace on May 31, 1897, at a gathering held at the Young Men's Library of Atlanta. The Association conducted its first business meeting on October 28-29, 1897, in Macon. The initial objectives of the Association were the securing of legislation to fund public libraries, the establishment of a library training school, and the appointment of a special commission to oversee the library interests of the state. Largely through the Association's efforts, the Georgia Library Commission was authorized by the General Assembly in late 1897, although it was not funded until 1920. GLA worked closely with the Commission to improve libraries in Georgia, but had to wait until the 1930's before enabling legislation was passed to allow county funding of public libraries. The goal of a library school was reached in 1905 with the opening of the Southern (later Carnegie) Library School, which became affiliated with Emory University in 1925.

Until 1921, the Association held most of its meetings in Atlanta, and appears to have been primarily a loosely organized social group. In 1921, the Association met in Albany, and for sixteen years, the organization's leadership came largely from South Georgia. Throughout the 1920's, GLA continued to press for favorable legislation in the General Assembly, while the biennial meetings were characterized by programs dealing with the practical nature of "library economy". The Georgia Library Commission, under the able direction of Charlotte Templeton and Beverly Wheatcroft, worked on a day-to-day basis to improve library awareness in the state as well as the establishment of "traveling libraries" to serve areas which had no public library. In 1934 the Association appointed a Library Planning Committee, headed by Tommie Dora Barker, which formulated a plan for short-term and long range goals for library development in Georgia. These objectives included increased state support for local libraries and the Georgia Library Commission, the appointment of a school library supervisor in the State Department of Education, the development of county and regional libraries, and some method for certification of librarians in the state.

By the time the Association celebrated its fortieth anniversary in 1937, the organization had grown to over 150 members and had begun to have an impact on improving library service. The goals of the Planning Committee were being realized: a State Certification Board had been appointed by the Governor, initially certifying public librarians; seventy-five counties had established public libraries; and a school library supervisor (Miss Sara Jones) had been appointed, with an annual appropriation of \$100,000 to help establish library service in elementary and secondary schools.

In spite of the interruption of World War II, the Association continued to press for library issues and was instrumental in securing passage of legislation in 1943 which significantly increased state funding for public libraries in Georgia. In the post-war years GLA has steadily expanded its membership, which currently numbers over 1,000 librarians and friends, including representatives from school, public, academic, and special libraries.

The Association has provided Georgia's librarians with an active forum in which to discuss common interests and problems and has enabled the profession to achieve a sense of unity and dignity within the state. Its leadership has influenced library legislation and made the public more aware of the need for adequate library service. Present GLA members can be justly proud of their organization, which has made a significant impact on Georgia since its inception in 1897.

Prepared by James Dorsey

CONSTITUTION OF THE GEORGIA LIBRARY CLUB

Article I - Name

This organization shall be called "The Georgia Library Club".

Article II - Object

Its object shall be to awaken interest in libraries throughout the State of Georgia, and give encouragement, aid and information to all libraries.

Article III - Members

Any librarian, library assistant, or director of a library in the State of Georgia, may become a member upon payment of the annual assessment, and remain a member as long as dues are paid. Other persons interested in library work may, with the consent of the Executive Committee, become members on the same terms. Any person eligible to membership may become a life member and be exempt from future assessments on the payment of \$5.00.

Article IV - Officers

The officers of the Club shall consist of a President, six Vice-Presidents, a Secretary, and a Treasurer. They will be elected by ballot at the annual meeting and will together constitute the Executive Committee, and serve till their successors are chosen.

Article V - Meetings

There shall be one or more meetings of the Club in each year, one of which shall be the annual meeting, to be held on the last Tuesday in October of each year. The date of the annual meeting may be changed in any year when all the members of the Executive Committee so agree.

Article VI - Dues and Debts

The annual assessment shall be fifty cents. No officer, committee or member of the Club shall incur any expense in its name, nor shall the Treasurer make any payment from its funds, unless authorized so to do by vote of the Executive Board.

Article VII - Amendment

This constitution may be amended by three-fourths vote of those present at any stated meeting, notice of the proposed change having been given in the call for the meeting.

Program of the First Georgia Library Club Meeting Public Library, Macon, October 28th, 1897. 3 p.m.

Address by the President.

Report of Secretary.

Report of Treasurer.

Reports of Committees:

On By-Laws Miss Mary R. Campbell, Chairman

On Arrangements Mrs. Nora L. Barbrey, Chairman

"The Library and Women's Club" Mrs. Chas. A. Reed Atlanta, Georgia

"Travelling Libraries" Mrs. Eugene Heard Middleton, Georgia

Public Meeting Chapel of Wesleyan College, October 28th, 8 p.m.

Music

Addresses by

Mayor of Macon Mrs. Jno. K. Ottley, Mr. D. Q. Abbott, Mr. J. R. Nutting, Mr. C. G. Mathews, Mr. Frank Willis Barnett, Mrs. W. B. Lowe, Commissioner G. R. Glenn, Hon. C. A. Turner, Hon. Jno. T. Boifieullet

Public Library, October 29th, 9 a.m.

1. "The Children's Room" Mrs. Nina Holstead Columbus, Georgia

2. "The American Library Association and the State Clubs" Mrs. Moses Wadley
Augusta, Georgia

3. "The LaGrange Woman's Club Library" Mrs. Enoch Callaway LaGrange, Georgia

4. "The Public Library as a Philanthropic Movement" Miss M. R. Campbell Augusta, Georgia
 5. Address. Mr. Hughes Reynolds Rome, Georgia
- Public Library, October 29th, 3 p.m.**
1. "College Libraries" Miss Sarah Frierson University of Georgia Library
 2. "How to Advertise a Library" Miss L. P. Hargrove Rome, Georgia
 3. "Classification and Cataloging" Mrs. Nora L. Barbrey Macon, Georgia
 4. "The Responsibility of the Librarian" Miss L. A. Field Decatur, Georgia
 5. Address. Miss E. F. Andrews Macon, Georgia

Handbook

The 1993 edition of the Georgia Library Association Handbook owes its currency and its improved format primarily to the work of the GLA presidents of the 1980's and early 90's, and to Kathryn Ames and the Handbook Committees during those transitional years for the Association.

Our leadership saw the value of an extensive change in the method of keeping the handbook, and the committee made a number of complicated decisions to transform the text into an easily updated format.

Of course, these decisions were followed by a lot of behind-the-scenes work to implement what the committee had planned. The 1991-93 committee salutes those who brought the handbook through this transition and laid the groundwork for what we have accomplished this biennium.

COMMITTEES

Conference Committees

The Conference Committees established by the GLA Constitution were replaced in 1990 by the COMO Conference Committee. If the annual COMO Conference ceases to exist or if the Georgia Library Association withdraws from the Council, the following Committees should be reinstated.

Conference Committee

This Committee is chaired by the First Vice-President/President-Elect, and has four sub-committees: (See Conference Manual Section for detailed duties of these Committees.)

Exhibits:

The Exhibits Sub-committee was begun in 1939, being active for the first time, at the Biennial Conference held in Macon's Hotel Dempsey where eleven firms participated. (See E. B. Minutes, 1939.)

Early in the biennium a Chair is appointed by the President with the approval of the Executive Board. Depending on the Conference site and the committee. Functions include complete planning of the Conference exhibits and contacting exhibitors.

Local Arrangements:

The Local Arrangements Sub-committee assumes the responsibility for all local arrangements and for directing the work of all committees handling the mechanics of the Biennial Conference.

Program:

The first listing of a Program Sub-committee noted is for the 1947 Conference. In 1968 it was decided by the Executive Board that the First Vice President act as Program Chair. (Constitution By-laws, Article IV, Sec. 1-b.)

Resolutions:

The Resolutions Sub-committee's principal duty is to express the appreciation of the President and the entire organization to the membership for the work of all sections, committees, and the host city.

Conference Site Selection Committee

In 1968 the President, with the approval of the Executive Board, appointed an Ad Hoc Committee to study the problem of Advance Conference Planning. At the Executive Board meeting on July 27, 1968, the committee made recommendations for a plan for the committee, including a statement of the problem, specific recommendations, a plan for implementation during the current biennium and suggested functions of a Site Selection Committee. The committee's report was approved by the Executive Board.

Functions of the Committee:

1. To advise persons interested in hosting a GLA Conference of the qualifications, requirements and the procedures involved.
2. To accept for consideration all invitations made in proper form for the year under the Committee's cognizance. Return others for later submission when qualified.
3. To recommend at least two qualified conference sites, one as the recommended site, the other as alternate site, from the invitations received together with reasons for selecting. Representatives of recommended sites may be requested to make in-person presentations on behalf of their areas.
4. To present recommendations if required to the Executive Board at its second meeting following the Biennial Conference.

5. To inform all areas which submitted invitations of the Board's decisions.
6. To remain "on call" until the new Site Selection Committee is appointed.
7. To turn over all records to the Executive Office for filing.
 1. To make a report and suggestions for the improvement of the Site Selection Manual and process.

2.

GEORGIA LIBRARY ASSOCIATION CONFERENCE PROCEDURES

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I. Duties of GLA Officers in Conjunction with the Biennial Conference

Under the Constitution as amended in 1969, the Vice-President of the Association is also the President-Elect.

The officer charged with a duty may perform the duty or appoint someone else who will assume responsibility for the completion of the job.

Since conference planning begins nearly four years in advance, there must be close cooperation between officers of changing administrations. Adequate records of correspondence and decisions must be kept and passed on to new officers.

A. Duties of the President

1. In connection with conference after next:
 - a. With the Executive Board and with careful consideration of the advice of the President-Elect whose conference it will be, determines the site and the headquarters hotel.
 - b. Enters into the formal agreement outlined in the section of Hotel Arrangements. The President should strongly consider appointing the President-Elect to handle this agreement.
2. In connection with the next conference: reaffirms in writing as soon as possible after taking office the site selection and the formal agreement previously made with the hotel.
1. With the advice of the Executive Board, appoints the Exhibits Chair, the Local Arrangements Chair, and the various conference committee Chairs with the exception of those on the local level who work under and are appointed by the Local Arrangements Chair.
4. Establishes deadlines for such things as development of conference budget, the Division/Interest Group programs, printing of the program, advance announcements for The Georgia Librarian, etc.
2. Invites persons of prominence in the library profession and local celebrities to be guests of the Association for part or all of the conference. (All such invitations should be channeled through the President.)
3. Gives the names of special guests attending meal functions to the Conference Registration Desk personnel for complimentary tickets and to the Local Arrangements Chair.
4. Determines who should receive complimentary hotel rooms and notifies said hotel(s) as well as the Local Arrangement Chair and Conference Registration Desk staff.
5. Appoints a Parliamentarian who should be in attendance at all general session meetings.
6. With the Administrative Services Coordinator and the First Vice President/President-Elect, plans the format of meal reservation blanks, the official meal function and reception menus, the advance conference information, the flower arrangements, and the official program.
10. With the Editor of The Georgia Librarian, plans the advance conference announcements and publicity to be carried in that publication.

11. Advises Division/Section/Interest Group Chairs, concerned Committee Chairs, and officers as to deadlines when material, programs, meal functions, exhibits, etc., are due for inclusion in the official program, The Georgia Librarian, etc.
12. Notifies all committee chairs and general as well division, interest group and section officers as to what reports are expected at the conference, at which session the report(s) will be made, and the time limit on each report.
13. Presides at all general sessions of the conference.
14. Calls to the attention of the membership in general sessions the importance of exhibits in financing the conference and the responsibility of the membership to visit the exhibits and thank exhibitors for their contribution(s).

B. Duties of the First Vice President/President-Elect::

1. See duties listed in connection with conference after next in item "a." under "A. Duties of the President".
2. Presides in the case of the inability or absence of the President or upon request of the President at any time.
3. Plans or appoints a Program Committee to plan:
 - a. The detailed program schedule so that all Division, Interest Group, and Section Chairs know their meeting times and dates, general session times, meal function times, etc. as early as possible in the Biennium.
 - b. The programs for the general sessions including the Book Dinner. (A general session may be assigned to a Division Chair to plan.)
 - a. The selecting and contracting of guest speakers for the general sessions. (See also the section Conference Program.)

C. Duties of the Second Vice-President

1. Assists the President upon request.
2. The Second Vice-President serves as chair of the Membership Committee. Conference duties of this office will therefore include arranging for the collection of GLA membership dues during the conference. (Refer to the section on Registration Committee.)
 - a. Arranges for a dues collection table at or near the Registration Desk.
 - b. Develops a schedule for the staffing of the dues collection table.

c. Reports at a general session of the conference on the number of members and urges the attendees to pay dues while at the conference.

b. Turns collected funds over to the Treasurer.

D. Duties of the Treasurer

1. Serves as ex-officio member of the Registration Committee.
2. Receives written itemized financial reports from all committees handling money and an itemized statement concerning meals served and tickets sold.
3. Receives bills from all conference committees and division and interest group chairs for expenses incurred in connection with the conference, accompanied by completed check request form.
4. Pays all conference expenses, including the hotel and meal bills, after the bills have been approved by the Chair of the Local Arrangements Committee and the President.
5. Makes a written financial report of conference receipts and disbursements, total number of conference registrations, exact number of persons attending each meal function, and fees and other expenses for speakers. This report is turned over to the incoming Treasurer along with the Treasurer's books by the date required in the Constitution and By-laws.

E. Administrative Services Coordinator

1. The Administrative Services Coordinator is expected to attend all biennial conferences.
2. The Secretary shall be prepared to read the minutes of the general sessions of the last biennial conference at the first general session of the conference. (A motion is usually made to dispense with the reading of the minutes.)
3. The Secretary shall take the minutes at all general sessions at the conference.
4. Assists the President in all matters involving the conference.
5. Secures minutes of Division and Interest Group meetings from Secretaries.
6. In conjunction with the President, arranges for the planning, printing, and mailing of advance meal reservation blanks, advance program notices, and hotel reservation cards (usually obtained from the hotel and returned directly to the hotel)

7. Collects the data for, prepares the data, and arranges for the printing of the official conference program. (For a number of years, a firm such as the National Library Bindery of Georgia has picked up the tab or a portion of the tab for the printing of the official program. A confirmation with the firm as to how much they will pay should be made well in advance. The firm is usually given free rental on their exhibit space in return.)
8. Sees that notices of the date and place of the biennial conference are sent to ALA Headquarters and to professional journals as soon as such information is available.
9. Sends the names of the newly elected officers to ALA Headquarters and to the principal professional journals immediately after the conference.

F. Division Chairs

The Division Chairs are elected by the various Divisions and are members of the Executive Board. Thus, their position makes them a part of general conference planning.

1. The Division Chairs plan their programs and are responsible for the carrying out of these programs at the conference.
2. They send to the President and to the Chair of the Program Committee a written program which is incorporated in the official Conference Program.
3. With the approval of the President and the Executive Board they secure a budget to take care of the expenses of the non-membership participants in their programs. (See section on Conference Planning.)
4. They notify the Chair of the Local Arrangements Committee of any special needs which they might have at the Conference.
5. They are responsible for the hosting of their section speakers and special guests.
6. They turn over all bills incurred by the Division to the President for approval, and then present them to the Treasurer for payment.
7. Division guests may be invited to attend other meal functions. The handling of tickets should be worked out with the President.
8. Each Division Chair sees that a report of the Division's meeting is submitted to the Editor of The Georgia Librarian for inclusion in the conference edition and submitted in duplicate to the Administrative Services Coordinator. The Editor may also request copies of speeches given at section meetings.

G. Interest Group Chairs

The Interest Group Chairs are selected by the various Interest Groups and are represented on the Executive Board by the Chair and Vice-Chair of the Interest Group Council. Thus, their position makes them part of general conference planning. The Chair and Vice-Chair of the Interest Group Council informs them of conference plans and requirements and coordinates programs.

1. The Interest Group Chairs plan their programs and are responsible for the carrying out of these programs at the conference.
2. The Interest Group Chairs send to the Chair of the Interest Group Council a written program which is submitted to the President and Chair of the Program Committee for inclusion in the official conference program.
3. All other conference duties are as stated above for Division Chairs.

II. Conference Site, Financing, Program Committee, Hotel

A. Conference Site

The size of the Georgia Library Association and its continued growth mean that few cities in Georgia can meet the space requirements of its Biennial Conference. Therefore, a Site Selection Committee to select an adequate meeting space some three and a half years ahead is a necessity. Duties of this committee are given in the Committee Section of the Handbook.

The Site Selection Committee should report at the January meeting of the Executive Board following the Biennial Conference on possible sites for the conference after next. Although the number of possible convention sites is limited, the Site Selection Committee should keep in mind that it is important that conferences be held in different locations. In this way, librarians at periodic intervals have the opportunity to attend without traveling a great distance. In addition, it is highly desirable that different areas of the state receive the stimulation and favorable publicity that a biennial conference can bring to library development. Too frequent scheduling of the conference in the same location lessens its attractiveness for participants and requires the librarians in the area to have to handle repeatedly the heavy work load that must be assumed by the Local Arrangements Committee.

It is stressed that the records of the prior Site Selection Committee and the records showing registration, meal function attendance, meeting attendance, and exhibit space rented of the immediate past Conference Registration Committee and Exhibits Committee be used in selecting a site that offers:

1. Enough meeting rooms adequate in size to hold the anticipated number of attendees. The number of meeting rooms will depend on the structure of the program. For example, if two divisions meet from 10:00 a.m. to noon, and a third division is to have a luncheon at noon, three meeting rooms will be needed as one will have to be prepared for the luncheon while the other two are in use.
2. Adequate exhibit space available for the duration of the Conference.
3. A large general session and banquet area.
4. Enough motel rooms for around 75% of the number of expected attendees including exhibitors with additional close by rooms of equal quality.
5. Adequate transportation if the conference has to spread over several motels and/or meeting and exhibit areas.

B. Conference Financing

The biennial conference is self-sustaining through the rental of exhibit space and the collection of registration fees. Conference income is used for general conference expenses, for speakers' contracts and for other approved expenditures. Any balance, after conference expenses are paid, is used for the carrying on of Association work.

C. Program Committee

The outline of the general program of the biennial meeting is the responsibility of the First Vice-President who, with the advice and consent of the Executive Board, determines the type of program needed, the theme (if one is used), and the general schedule of meetings.

Detailed development of the program schedule and the selecting and contracting of speakers for general sessions and special events such as the book dinner is the responsibility of the First Vice-President.

Programs and speakers for division meetings are the responsibility of the Division Chair. The honoraria for speakers must be determined by the Executive Board, reflecting the budget.

The following guidelines are subject to necessary alteration in special situations by the President are suggested in the payment of honoraria.

A Georgia librarian, trustee, or member of the Association who will attend the conference anyway and who appears on a program as a speaker, panel member, or

other major participant should not expect an honorarium or to be reimbursed for travel, lodging, and/or other expenses.

A Division Chair having a meal function may elect to provide a meal ticket to such a major participant through funds raised by charging above actual cost for the meal. Residents (non-GLA members) of the immediate area in which the conference is held should not necessarily expect an honorarium for program participation, but might be given a book dinner or other meal function ticket.

It is recommended that a non-GLA member appearing on the program should receive an honorarium which would include expenses (travel and lodging). Tickets for meal functions may be provided.

Statements requesting the payment of honoraria and giving the amount and the name and address of the speaker should be submitted by the Division Chair to the President during the conference for approval and handing to the Treasurer for prompt payment.

D. Hotel Arrangements

Immediately after Board approval of the conference site and headquarters hotel, formal arrangements for the conference should be made with the conference hotel and also the exhibit quarters in the event these are separate from the hotel.

The President, or an authorized representative, should secure a written guarantee from the hotel management on the provision of space and service and on costs to insure that the hotel will not schedule other conflicting meetings or functions.

This guarantee should cover the following points:

1. Rooms

- a. Number of bedrooms available for conference and their rates.
- b. Number of complimentary rooms for VIP's (usually GLA President, Vice-President, Administrative Services Coordinator, Exhibits Chair) and Hospitality room (usually one free room for each 50 rooms booked.)
- c. Sufficient number of meeting rooms for general sessions, business meetings, Division and Interest Group meetings and meal functions.
- d. Centrally located exhibit space adequate to meet the needs of the exhibitors and whether or not there are charges for the exhibit area, tables, table covers, electricity, storage of exhibits shipped in advance, portage, etc.
- e. Exhibit equipment such as tables, chairs, and extension cords. These are usually provided by contract through a commercial concern.
- f. Space for Registration and Information Desks and number of tables and chairs provided for this purpose.

2. Meals

- a. Guaranteed menus and costs.
- b. Ability to serve breakfast and other non-scheduled meals with dispatch.

3. Equipment

- a. Adequate PA systems in larger meetings rooms.
- a. Adequate speaker's platforms, stands, etc.

4. Service

- a. Provision for adequate staff of waiters and bellboys.
- b. Provisions for prompt advance registration of guests by mail or phone with referral to nearby hotels or motels when guaranteed capacity is reached. (Association members are expected to make their own room reservations directly with the hotel.)

III. Advance Conference Committees

A. Exhibits Committee

Although the Exhibits Committee is usually considered a conference committee, the Chair, at least, should be appointed as early as possible in the biennium and, in all matters of correspondence and reports, this committee should be considered a regular committee.

1. Membership

Chair, Co-Chair, and at least one other member who is a "local" person. Each is appointed by the President with the approval of the Executive Board. The opinion of the Local Arrangements Chair should be sought in selecting the "local" person.

2. Duties

a. Preconference arrangements

1. Works out the location of the exhibit area, in cooperation with the President, the Local Arrangements Chair, and the conference hotel, so that it is readily accessible (near or adjoining the main conference room).
2. Plans in advance the distribution of exhibit space to make the best use of the exhibit area. Booth size may vary, but should always include a table, 2-1/2' wide by 7' or 8' long and a chair.
3. Determines the rental charge for exhibit space in conjunction with the President and the Executive Board.
4. Develops a letter of announcement, sketch of exhibit space, and application contract to send to exhibitors.

5. Examines the list of former exhibitors, obtained from Association file. Invites these firms to exhibit at the conference some 6 to 12 months prior to conference date.
6. Solicits additional approved organizations to exhibit, especially those advertising in library periodicals.
7. Assigns booths to exhibitors in the order of receipt of their applications for reservations or according to the number of years the exhibitor has bought space at the conference. In order to keep exhibitors satisfied, it is important to assign each booth so that exhibits of similar materials are not located side by side. Application should question if the exhibitor needs an electrical connection. Some exhibitors may need to be away from windows in order to use AV equipment.
8. Mails letters of acknowledgement to exhibitors and includes bill for exhibit space, booth assignment, and instructions including details on where heavy exhibits may be shipped.
9. The method of billing and collecting rental fees may vary from biennium to biennium. The Exhibits Chair should bill the exhibitors six weeks prior to the exhibit with the bill plainly stating that the amount is due no later than the day preceding the conference opening.
10. Collects rental fees and turns these over to Treasurer.
11. Authorizes cancellation of contract with exhibitors and refund of any advance deposits under the following conditions:
 - (a) Exhibitor cancels at least 30 days prior to conference.
 - (b) Exhibit is lost or destroyed in transit to conference so that exhibitor has nothing to show and so notifies the Exhibits Chair prior to the opening of the conference.
 - (c) Any other reason approved by the Executive Board.
12. If an exhibitor has signed a contract and fails to show, payment is refunded less 25% or, if the bill is unpaid, the exhibitor is sent a statement for 25% of the exhibit rental contract. An exhibitor with an unpaid bill may not exhibit at a GLA conference until the past account is cleared.
13. Provides a list of exhibitors for inclusion in the Official Conference Program by the requested deadline.

b. Arrangements at Conference Hotel or Exhibit Area

1. Sends a copy of the floor plan, showing the arrangement of booths and the name or number of each exhibitor, to the Hotel Convention Manager and to the Co-Chair when the sale of space for exhibits has been completed.
2. Makes arrangements with the hotel for exhibits to be set up as much in advance of exhibits opening as possible.
3. Arranges with the Chair of the Local Arrangements Committee for directional signs.
4. Puts the name or "booth" number of each company exhibiting in each "booth".

5. Is present during the installations of exhibits and at such other times as may be necessary to show courtesy to the exhibitors.
6. Makes the best possible adjustments in cases where space assignments are not satisfactory to individual exhibitors, being careful not to jeopardize the overall plan or any of the agreements with the other exhibitors.
7. Sees that each exhibitor is registered in order to receive a special name badge and a registration envelope. There is no registration fee for exhibitors.
8. Closes and locks the doors to the exhibit area after conference hours to provide exhibitors with reasonable protection from theft. If the exhibit area cannot be locked, arrangements should be made for the employment of a guard.
9. When the conference is over, supervises the dismantling of exhibits and the preparation of materials for shipment, in order to vacate the area within the time specified by the hotel.
10. Makes certain that the exhibit area is cleared of important belongings at the end of the conference.
11. Returns any forgotten items to the exhibitor concerned with an explanatory letter.

c. Reports

1. Turns over to the Treasurer a report of all fees collected with an itemized statement of committee expenses.
2. Turns over to the newly elected President the exhibits file (including correspondence, list of exhibitors, etc.) for inclusion in the Association file. This file is to be made available to the Exhibits Chair for the following conference.

B. Publicity Committee (Conference)

1. Membership

A Chair and such other members as the Chair may deem necessary. At least one "local" person should serve on the committee as Chair or a member. The Chair is appointed by the President with the approval of the Executive Board. The Chair selects additional members in consultation with the President and Chair of the Local Arrangements Committee so as to prevent conflicts in the best usage of local people. (The Chair of the Public Relations Committee - Standing - may serve as Chair if in the conference city; if not may serve as Co-Chair.)

2. Duties

- a. The Publicity Committee should begin to function actively about eight to twelve months prior to the biennial conference by releasing news stories to state-wide

papers and the conference city area papers about developments relating to the conference, such as announcement of the selection of the conference city, outstanding program speakers, etc.

b. Sends notices of the date, place, and principal speakers of the coming conference to the newspapers well in advance of the

c. Contacts newspapers and makes arrangements for having the conference covered by reporters at the sessions where the speakers are well enough known to have news value.

d. Arranges to have photographers from local newspapers on hand to photograph important speakers as well as incoming and outgoing officers.

e. Arranges TV and radio interviews for important personages at the conference.

f. Secures and posts all local publicity of the conference on a bulletin board provided for that purpose near the registration or exhibit areas.

g. Contacts one of the associated news services to cover the conference in order that the conference may have state-wide coverage. The Publicity Committee will not be held responsible for seeing that items of particular interest to individual libraries or librarians appear in their local newspaper.

h. Gets the President's approval of publicity costs and at the end of the conference submits an itemized statement of expenditures to the Treasurer for payment.

IV. Conference Committee

A. Local Arrangements Chair

A successful conference depends greatly upon well planned and well thought out local arrangements.

The Local Arrangements Chair should be a resident of the conference city and is selected by the President with the approval of the Executive Board. Although the President of the Association and the

Local Arrangements Chair must work together as a team, there must also be a clear cut definition of duties. It is wise for the President and the Local Arrangements Chair to review their respective functions together early in the conference planning stage so that no job goes undone because one assumed the other was to take care of a particular job.

The Local Arrangements Chair should assume the responsibility for all local arrangements and for directing the work of all committees handling the mechanics of the conference. The Chair should have the authority and should feel free to make the wisest decision possible to handle the various problems and emergencies which may arise at the local arrangements level and which may need to be handled with dispatch.

Duties:

1. Begins planning according to the initial instructions sent by the President or in consultation with the President.
2. In conjunction with the President, or upon the authority of the President, reviews with the conference hotel the facilities available to the Association as agreed upon in selecting the conference site and hotel. (See Section on Conference Site and Hotel Arrangement)
3. Names the local committees deemed necessary for the planning and the carrying out of the local arrangements of the conference and delegates duties to these committees as is necessary. Suggested local committees are:
 - a. Tours
 - b. Meals
 - c. Physical Arrangements
 - d. Information and Hospitality
 - b. Registration
4. Calls a meeting of all local committee chairs and/or committee members to consider the requirements of the conference.
5. Instructs all local committees as to their specific duties. (Ideally, written instruction sheets should be given to each committee.) Establishes deadlines for information to be in or jobs
6. Gives each chair of a local committee a list of all chairs of local committees with addresses and telephone numbers so that they may communicate with each other as the need arises.
7. Secures or has prepared or printed the following items unless advised by the President that these items are to be furnished from some other source: (Administrative Services Coordinator may handle these items)
 - a. Tickets for all paid functions.
 - b. Name badges for exhibitors and attendees.
 - c. Preprinted receipts for registration fees.
8. Maintains liaison with the Chair of the Exhibits Committee and the Publicity Committee so that notification may be received promptly of anything which will affect local planning.
9. Presents all bills incurred by local committees for conference expenses to the President for approval and transfer to the Treasurer for payment.

10. Any decorations or flowers required are handled through the Local Arrangements Chair.

B. Local Arrangements Committees

These are suggested committees and duties. The Local Arrangements Chair may of course combine committees or may develop other committees.

1. Tours Committee

The Local Arrangements Chair and the President determine if there are libraries, historical sites, museums, manufacturing plants, or other points of interest which warrant Association sponsored tours. If not, the Local Arrangements Chair sees that one person at the information desk is knowledgeable concerning local points of interest so that individuals who desire may arrange visits to points of interest on their own.

If so, the Local Arrangements Chair appoints a Tour Committee Chair who in turn selects the needed committee members.

Duties:

- a. Determines tour route, schedule, and points of interest.
- b. Obtains a written agreement with a bus or transportation company as to the cost of transportation for the tour.
- c. Determines the per person cost to arrive at the individual cost of each tour ticket. (Tax, gratuities if any, and a small contingency based on the fact that all seats for a tour may not be sold should be included in the price.)
- d. Provides information on the tour, cost of ticket, etc. so that this data may be included in the advance registration packet mailed to members.
- e. Advises the transportation company by their required deadline as to the number of buses needed. (Generally, the number of tickets which can be sold to a tour equals the number of seats in the buses.)
- f. Is on hand at the tour departure site to aid with questions and the loading of buses.
- g. Arranges for one attendant guide to go with each tour group or bus. Instructs the guides as to their duties and how they are to conduct tour. Guides should be provided with badges or ribbons or identification.
- h. Makes sure guides check for left behind articles.

i. Submits bills to Local Arrangements Chair for proper payment.

2. Meals Committee

Meal functions are developed as a part of the program. There are two traditional meal functions: The Book Dinner and the Trustees and Friends Division Luncheon. Other Divisions may sponsor a meal function.

The menus for all conference meals are planned jointly by the President and the Local Arrangements Chair (and Chair of Meals and Hotel Food Coordinator). When meals are planned, the prices of tickets to the meals are set and are to include tax, tips, and allowances for payment of guest tickets. The President should write the hotel concerning the menu and the agreed upon meal price including gratuities and the hotel should confirm the agreement in writing.

Food for coffee breaks and/or receptions sponsored by the Association may also need to be arranged.

The Chair of the Meals Committee is appointed by the Local Arrangements Chair. The Meals Committee Chair selects the needed committee members.

Duties:

- a. Becomes familiar with the person in charge of hotel food service.
- b. Handles such matters relating to menus or meals as the Local Arrangements Chair may direct.
- c. Works with Local Arrangements Chair to determine from the Registration Committee chair the number of tickets sold for each meal and advises the hotel food service (or manager) of the number prior to the deadline required by the hotel.
- d. Arranges the taking up of tickets at each meal function and verifies ticket count against head count with head waiter.
- e. Observes food service and complains to hotel food service (or manager) about slow or improper service.
- f. Verifies the ticket count against the charge slip for the number of plates the hotel served.
- g. OK's the hotel charge slip for presentation through the Local Arrangements Chair to the Treasurer for payment.

3. Physical Arrangements Committee

The prime duty of the Physical Arrangements Committee is to see that each meeting room or area is in good order prior to a meeting and to work with hotel personnel to smooth out last minute hitches which may occur as each meeting gets underway.

The Local Arrangements Chair appoints a Physical Arrangements Committee Chair who in turn selects such committee members as may be needed.

Duties:

a. Either contacts division or interest group chairs or gets information from program chair as to physical needs of each meeting.

b. Becomes familiar with the hotel personnel in charge of building maintenance and physical arrangements of meeting areas.

c. Approximately 30 minutes prior to each meeting, checks the meeting area for the following:

1. Enough chairs at the head table or speakers table.
2. Enough chairs on the floor.
3. Adequate number of ash trays.
4. Speaker's stand at the head table.
5. Microphone and amplifier in place and working.
6. Water and glasses at speaker's table.
7. Air conditioning or heating functioning properly.
8. Audio-visual equipment in place and working if it is to be used.

d. Checks at the beginning of each meeting for the following:

1. Was attendance estimate wrong and are extra chairs needed? If room is crowded, may need to ask two or three attendees to serve as ushers to seat people.
2. Is audio system working properly?

e. If problems arise, seeks help immediately from hotel building personnel.

4. Information and Hospitality Committee

The prime function of this committee is to provide information about the hotel, city and area to attendees who may need such information and to act as hosts and hostesses to welcome attendees and to prevent the "bottlenecks" which frequently occur at registration, at meetings, etc.

It is suggested that an information desk or booth be placed at or near the conference registration table to relieve the people at registration of the time they frequently have to devote to answering questions not relating to registration. The information table should have a large sign over it saying "Information". This booth or table should be manned during peak hours, but during slack periods, someone at registration may handle this function.

Hosts and Hostesses may also be available near the entrance to registration, the exhibits area, and the meeting area to help direct traffic on the first day until people become familiar with the area.

If a Hospitality Room is available as a "free" room, this committee may be responsible for manning it.

The Local Arrangements Chair appoints the Chair of the Information and Hospitality Committee who in turn selects the necessary committee members.

Duties:

- a. Arranges for a booth or table at or near the registration desk, a sign, identifying badges or ribbons for committee members, etc.
- b. Develops schedule for information desk so that it is manned during peak periods.
- c. Makes prior arrangements with and has on hand a first aid kit, the name, address and phone number of a doctor, a dentist and an optician.
- d. Has on hand a local telephone book, a map of the city, and a map of the state.
- e. Has information about museums, sites of interest, etc., in the area for those who wish to make individual tours.
- f. Has on hand a copy of the conference program and a floor plan of the hotel and meeting areas.
- g. Asks committee members to serve as hosts and hostesses and to be in spots to help direct newcomers to registration, exhibits, etc., as the conference gets under way.
- h. Arranges a system of handling personal messages such as having a bulletin board on which messages may be placed.
- i. Operates the "Lost and Found" Department.

5. Registration Committee

The function of the Registration Committee is to register attendees, handle the sale of tickets to paid functions, and give programs and related material to those registering. Registration is normally divided into two parts: (1) Advance registration prior to conference by mail. (2) Registration during conference.

The Registration Desk is the first contact most people have with a conference and the registration process needs to operate smoothly and efficiently under considerable pressure at peak periods. Thus the Chair of this Committee needs to be appointed early to do considerable planning and needs to have an adequate number of people on the Registration Committee.

The Chair of the Registration Committee should be a local person and is appointed by the Local Arrangements Chair along with the President. The Registration Committee Chair appoints the other members of the Committee. The Treasurer of GLA is an ex-officio member of the Registration Committee.

Duties:

a. Is advised of the date when advance registration forms will be mailed, and plans procedure to follow for advance registration.

1. Obtains tickets for paid functions and pre-printed receipts from Local Arrangements Chairman or Administrative Services Coordinator.
2. Purchases necessary supplies as small envelopes for tickets (these envelopes are pre-printed with all functions listed and may then be used as a receipt).
3. Handles advance registration keeping accurate records.
4. Handles correspondence with persons whose advance registration forms or checks are in error.
5. Is provided name badges by the Local Arrangements Chair or is directed to obtain name badges. Name badges for exhibitors may be marked "Exhibitor" or may be a different color.
6. Obtains a list of exhibitors from the Exhibits Chair and has a name badge and program ready for each. Exhibitors are not charged a registration fee, but must pay if they attend a meal function or tour.

b. Sees that copies of the program are on hand and that one is given to each person who registers. (The programs will usually not be received by the Registration Committee until the week of the Conference. There is usually a limited supply of programs and to keep from running out, only one should be given to a person registering.)

c. Develops a procedure for handling conference registration.

1. Establishes with the Local Arrangements Chair the hours that the Registration Desk will be open.

2. Plans on a minimum of at least two lines for registration - one for advance registrants to pick up tickets and one for those who waited until conference time. (Peak periods may require more than two lines.)
3. Plans system with Information and Hospitality Committee so that those who tend to help up line seeking information can be directed to information desk.
4. Develops a schedule of people to staff the registration desk.

d. Secures or sees that the necessary furniture and equipment for registration is on hand:

1. Tables, cloth, and chairs.
2. Signs indicating Registration, Advance Registration, etc. (These should be placed high enough to be seen over the heads of people. Signs attached to the front of the registration table cannot be read.)
3. Cash box for each conference registration line established.
4. Typewriter (large type face if possible) for preparation of name badges. (May be quicker to provide felt tip pen for attendee to prepare own.)
5. Adding machine to total up prices of tickets.
6. Change: \$100 in one's and \$100 in coins is a minimum. (It is suggested that all ticket prices be rounded off to a multiple of 254 [as \$3.25; \$5.50; \$4.75] since this simplifies making change.) Obtains check for change from GLA Treasurer.
7. Ball point pens and pencils.
8. Waste baskets.

e. Arranges for a table, cover, and chair(s) for the GLA membership Committee to collect dues. It is the responsibility of the Membership Committee to staff this table although it is a help if the Registration Committee and the Membership Committee can work together during slack periods of registration.

f. Arranges for a table, cover, and chair(s) for a representative of SELA and/or ALA to collect dues for those organizations if requested to do so. It is not the function of the Registration

g. Is advised by the Local Arrangements Chair as to when paid function attendance reports will be needed and has these ready at the deadline for the Meals Committee Chair, etc. (The hotel usually desires a "head count" some 12 to 24 hours before a meal so that food preparation will be adequate.) Tour count is usually needed early in the morning before an afternoon tour. Conference registration is usually announced at the last general session or at the Book Dinner.

h. In conjunction with the Local Arrangements Chair, arranges with the hotel for a safe in which all money and tickets are put at night.

- i. Is provided a list of guests and the function tickets for each by the President. Has "guests" envelopes ready at advance registration desk.
- j. If a guest reports to the registration desk first, attempts to locate the First Vice-President (Program Chair) to greet the guest.
- k. Submits an itemized report of committee expenditures to the Local Arrangements Chair.
- l. Submits a final report of paid tickets sold to each function and total registration to the Local Arrangements Chair who passes the report on to the Treasurer.
- m. Works with the GLA Treasurer at the end of each daily registration to turn over funds collected that day if the Treasurer wishes to deposit them.
- n. Turns tickets not picked up by anyone who registers in advance along with registration form of that person over to the out-going President. The Past President will determine in the proper manner whether or not to refund the purchase price of the tickets.

V. Procedure for Requesting Payment

The procedure for requesting payment or reimbursement is as follows:

All requests for payment shall be made on a Check Request Form. (These are available from the Treasurer or may be reproduced from the sample in the Forms Section of the Handbook.) The Check Request Form must be filled out completely, stating the company or person to whom the check is to be written, purpose, amount, and budget category to which the payment is to be charged. The address of the recipient must be given, and the form must be signed.

Request must have a supporting invoice or other document billing GLA. This is necessary for auditing purposes.

Appendix 2: Past Officers

Past Executive Board Members

ALA Councilors

1967-69 Miss Roxanna Austin
Public Library Service Division, Atlanta

1969-71 Miss Jean Cochran
Augusta-Richmond County Library,
Augusta

1971-72 Miss Jean Cochran, 1971

1972-74 Mr. David E. Estes
Emory University Library, Atlanta

1975-79 Mr. John Clemons
Emory University, Atlanta

1979-82 Miss Mary Louise Rhey
Cobb County Library System, Marietta

1982-86 Mrs. Julie V. Hunter
Atlanta University, Atlanta

1987 Ms. June Engle
Emory University, Atlanta

1987-91 Ms. Helen C. Wiltse
Georgia Institute of Technology, Atlanta

1991-95 Mr. Charles E. Beard
West Georgia College, Carrollton

GLA Members, SELA Executive Board

1959-52 Miss Virginia McJenkin
Fulton County Schools, Atlanta

1952-56 Mrs. James E. Poers
Washington Memorial Library, Macon

1956-60 Miss Evelyn Fritz
University of Georgia Libraries, Athens

1960-64 Miss Sarah Maret
Athens Regional Library, Athens

1964-68 Mrs. Lois Sue N. Camp
Atlanta Public School Systems, Atlanta

1968-70 Mr. Robert N. Smith
Georgia College at Milledgeville,
Milledgeville

1970-72 Mr. Ray Rowland
Augusta College, Augusta

1972-74 Mr. Carl Franklin
University of Georgia Libraries, Athens

1974-80 Mr. David E. Estes
Emory University, Atlanta

1980-84 Mr. Hubert H. Whitlow
Floyd Junior College, Rome

1984-88 Miss Gayle McKinney
Georgia State University, Atlanta

1988-92 Irma Harlan
Chatham-Effingham-Liberty Regional
Library, Savannah

1992-94 Dr. William Gray Potter
University of Georgia, Athens

Interest Group Council Chair

1984-85 Helen R. Citron

1985-87 David Ince

1987-89 Tom Budlong

1989-91 Susan Lemme

1991-93 Gayle Christi

Interest Group Council Vice-Chair

1984-85 Sharon Self

1985-87 Jane Hendrix

1987-89 Judy Nichols

1989-91 Lynn Walshak

1991-93 Alan Kaye

Editors, The Georgia Librarian

1963-75 Miss Grace Hightower
State Department of Education, Atlanta

1975-79 Mr. Charles E. Beard
Georgia College, Milledgeville

1979-83 Miss Wanda Calhoun
Augusta Regional Library, Augusta

1984-87 Mr. James Dorsey
Emanuel County Junior College,
Swainsboro

1987- Ms. Joanne Lincoln
Atlanta Public Schools, Atlanta

Administrative Services Coordinator

1991-1999 Mr. Robert Richardson
Young Harris College, Young Harris

Parliamentarians

1951-59 Miss Tommie Dora Barker
School of Librarianship, Emory
University, Atlanta

1959-63 Mrs. Charles D. Center
East Point

1963-67 Mr. John Hall Jacobs
Atlanta Public Library, Atlanta

1967-79 Miss Sarah Jones
State Department of Education, Atlanta

1979-80 Mrs. Margaret Kerr
School of Librarianship, Emory
University, Atlanta

1981-87 Mrs. Kathy Brock
Arbor Station Elementary School,
Douglasville

1988-91 Mr. Charles E. Beard
West Georgia College, Carrollton

1991-93 Ms. Callie McGinnis
Columbus College, Columbus

Advisor to the President

1961-69 Miss Lucile Nix
Division of Public Library Services,
Atlanta

1969-79 Miss Virginia McJenkin
Fulton County Schools, Atlanta

1979-83 Mr. A. Ray Rowland
Augusta College, Augusta

1983-84 Mr. Charles E. Beard
West Georgia College, Carrollton

1985-92 Mr. A. Ray Rowland

Augusta College, Augusta

Positions no longer on the Executive Board

Executive Secretaries

1969-70 Mrs. Ann Cobb

1970-91 Mrs. Ann W. Morton

**Representatives from the State Department of Education
Representatives from the Division of Public Library Services**

1949-59 Miss Beverly Wheatcroft

1959-61 Miss Lucile Nix

1961-67 Miss Sarah Jones

1968-79 Mr. Carlton Thaxton

1979-81 Miss Raye Osborn

1981-85 Mr. Joe Forsee

Representatives from Media Field Services

1977-81 Mrs. Nancy P. Hove

1981-85 Nancy Paysinger

Division Officers

Academic Library Division

1923-25 Katherine Carnes, Chairman
Wesleyan College, Macon

1925-27 Margaret Jemison, Chairman
Emory University, Atlanta

1927-29 Sallie Boone, Chairman
Mercer University, Macon

1929-31 Frances R. Archer, Chairman
State Teachers College, Athens

1931-33 Katherine Carnes, Chairman
Wesleyan College, Macon

1933-35 Parenthia George, Chairman
Shorter College, Rome

1935-37 Duncan Burnett, Chairman
University of Georgia, Athens

1937-39 Edna Hanley, Chairman
Agnes Scott College, Decatur

1939-44 Katherine Carnes, Chairman
Wesleyan College, Macon

1944-47 Dorothy Crosland, Chairman
Georgia Institute of Technology, Atlanta

1947-49 Charles H. Stone, Chairman
Mercer University, Macon

1949-51 Anne Weaver, Chairman
West Georgia College, Carrollton

1951-53 Agnes Browder, Chairman
Georgia State College for Women,
Milledgeville

David E. Estes, Vice-Chairman
Emory University, Atlanta

1953-55 John W. Bonner, Chairman
University of Georgia, Athens

1955-57 David E. Estes, Chairman
Emory University, Atlanta
Vivian Branch, Vice-Chairman
University of Georgia, Athens

1957-59 Susie M. Harris, Chairman
North Georgia College, Dahlonega
Tom Chandler, Vice-Chairman
Georgia State College, Atlanta

1959-61 Roberta Ryan, Chairman
South Georgia College, Douglas
J. B. Howell, Vice-Chairman
University of Georgia, Athens

1961-63 Dr. William R. Pullen,
Chairman
Georgia State College, Atlanta
Hubert Whitlow, Vice-Chairman
Emory University, Atlanta

1963-65 Paul M. Cousins, Chairman
Emory University, Atlanta

1965-67 Sarah Sims Way, Chairman
University of Georgia, Athens
Helen R. Miller, Secretary-Treasurer

1967-69 Mildred C. Tietjen, Chairman
Georgia Southwestern College,
Americus

1969-71 Charles Jones, Chairman
Truett-McConnell, Cleveland
Joel Holmes, Vice-Chairman
Madeline Dixon, Secretary-Treasurer

1971-73 Richard B. Harwell, Chairman
Georgia Southern College, Statesboro
Susan Field, Vice-Chairman
Marjorie Clark, Secretary

1973-75 Irwin Simpkins, Chairman
DeKalb College, South Campus,
Decatur
Homie Regulus, Vice-Chairman
Gerald Becham, Secretary

1975-77 Marjorie Clark, Chairman
Georgia State College for Women,
Milledgeville
Dale Luchsinger, Vice-Chairman
(resigned January 1977)
Frances Muse, Secretary

1977-79 Lance J. Foldes, Chairman
Berry College, Mt. Berry
Jane Hobson, Vice-Chairman
Valerie Yarborough, Secretary

1979-81 David Ince, Chairman
Valdosta State College, Valdosta
Geraldine Cross, Vice-Chairman
Gayle McKinney, Secretary

1981-83 Geraldine Cross, Chairman
Mercer University, Atlanta
Janice Fennell, Vice-Chair
Georgia College, Milledgeville
James Dorsey, Secretary
Emanuel Junior College, Swainsboro

1983-85 Jannice Fennell, Chair
Georgia College, Milledgeville
Robert Richardson, Vice-Chair
Young Harris College, Young Harris
Carol Jones, Secretary
Georgia State University, Atlanta

1985-87 Robert Richardson, Chair

Young Harris College, Young Harris
Elizabeth D. Hammond, Vice-Chair
Mercer University, Macon
Betty Paulk, Secretary
Valdosta State College, Valdosta

1987-89 Elizabeth D. Hammond, Chair
Mercer University, Macon
Brenda Purvis, Vice-Chair
Gainesville College, Gainesville
Kris Brockmeier, Secretary
Clayton State College, Morrow

1989-91 Brenda Purvis, Chair
Gainesville College, Gainesville
Al Spivey, Vice-Chair
Brunswick College, Brunswick
Grace E. "Eddie" McLeod
Southern College of Technology,
Marietta

1991-93 Al Spivey, Chair (1991-92)
Brunswick College, Brunswick
John Yelverton, Chair (1992-93)
Vice-Chair (1991-92)
University of Georgia, Athens
Marie M. Nitschke, Secretary
Emory University, Atlanta

1993-95 [Georgia Librarian]
John Yelverton (Chair)
University of Georgia
Ann Hamilton (Vice-Chair)
Georgia Southern University
Joan Stephens (Secretary)
Georgia State University
Mary Munroe (ACRL Chapter Rep.)
Georgia State University

1995-96 Ann Hamilton (Chair)
Georgia Southern University
Betty Paulk (Vice-Chair)
Valdosta State University
Mary Munroe (ACRL Chapter Rep.)

Georgia State University

1996-97 Betty Paulk (Chair)
Valdosta State University
Merryll Penson (Vice-Chair)
Columbus State University
Susan Morris (Secretary)
University of Georgia
Ann Hamilton (ACRL Chapter Rep.)
Georgia Southern University

1997-98 Merryll Penson (Chair)
University of Georgia
Fred Smith (Vice-Chair)
Georgia Southern University
Callie McGinnis (Secretary)
Columbus State University
Susan Morris (ACRL Chapter Rep.)
University of Georgia

1998-99 Fred Smith (Chair)
Georgia Southern University
William N. Nelson (Vice-Chair)
Augusta State University
Jane G. Richards (Secretary)
Mercer University
Susan Morris (ACRL Chapter Rep.)
University of Georgia

1999-2000 William N. Nelson (Chair)
Augusta State University
Susan D. Morris (Vice-Chair)
University of Georgia
Susan Bailey (Secretary)
Emory University
Barbara Winters (ACRL Chapter Rep.)
University of Georgia

2000-01 Susan D. Morris (Chair)
University of Georgia
W. Bede Mitchell (Vice-Chair)
Georgia Southern University
Debbie Holmes (Secretary)
Floyd College

William N. Nelson (ACRL Chapter Rep.)
Augusta State University

2001-02 W. Bede Mitchell (Chair)
Georgia Southern University
Laura Burtle (Vice-Chair)
Georgia State University
Beth Mowry (Secretary)
Armstrong Atlantic State University
William N. Nelson (ACRL Chapter Rep.)
Augusta State University

Georgia Library Trustees and Friends Association

Trustees Section:

1937-39 Mrs. Thomas Harrold, Macon

1939-44 Miss Beverly Wheatcroft,
Atlanta

Citizens and Trustees:

1944-47 Mrs. H. L. Wingate, Pelham
Friends of the Library

Trustees:

1947-49 Mrs. H. L. Wingate, Pelham

1949-51 Miss Lucile Nix, Atlanta

1951-53 Mrs. H. L. Wingate, Pelham

Trustees and Friends of the Library:

1953-55 Mr. J. C. Harrison, Augusta

Trustees:

1955-57 Mr. William N. Jones,
Savannah

Friends of the Library:

1959-61 Dr. John E. Clouse, Griffin

Trustees and Friends of the Library:

1961-63 Dr. John E. Clouse, Griffin

Georgia Citizens Library Committee:

1963-65 Dr. John E. Clouse, Chairman,
Griffin

Mrs. Gladys Darling, Vice-Chairman

Mr. Jones Webb, Secretary

Mrs. Edna Olson, Treasurer

Georgia Library Trustee Association:

1965-67 Mrs. LeRoy Woodward,
Chairman, Atlanta

Mrs. Otis Norcross, Secretary

1967-69 Mrs. Otis Norcross, Chairman,
Decatur

Mr. Blair Trewhitt, Secretary

1969-71 Mrs. Otis Norcross, Chairman,
Decatur

Mr. Will Plowden, Secretary

1971-75 Mr. Delmas Wheeler,
Chairman, Vidalia

Mrs. Ruth Coventry, Vice Chairman

Mrs. Edna Olson, Secretary-Treasurer

1975-77 Mrs. Betsy Harrington,
President, Eastman

(succeeded to Presidency upon the
resignation of Mr. Edwin Garden)

Mr. Delmas Wheeler, First Vice-President
Mrs. Leroy Woodward, Second Vice-President
Mrs. W. L. McMurray, Secretary-Treasurer

1977-79 Mr. Bobby G. Thomas, President, Mableton
Mrs. Edna Holland, First Vice-President
Mrs. Sayra Ambrose, Second Vice-President
Mrs. Nona Bunce, Secretary-Treasurer
1979-81 Mr. Bobby G. Thomas, President, Mableton
Mrs. Edna Holland, First Vice-President, Sycamore
Mrs. Sayra Ambrose, Second Vice-President
Mrs. Nona Bunce, Secretary, Statesboro

1981-83 Mrs. Mary Lu Mitchell, President, Atlanta
Elizabeth Moore, First Vice-President, Dublin
Richard H. Coe, Second Vice-President, Marietta
Edna Holland, Secretary-Treasurer, Sycamore

1983-85 Mrs. Mary Lu Mitchell, President, Atlanta
Elizabeth Moore, First Vice-President, Dublin
Richard H. Coe, Second Vice-President, Marietta
Edna Holland, Secretary-Treasurer, Ashburn

1985-87 Mrs. Walter P. McCurdy, President, Decatur
Mrs. Robert (Micky) Sachs, First Vice-President, Rome

Mrs. Lamar Newbern, Second Vice-President, Valdosta
Martha Hooks, Secretary-Treasurer, Dublin

1987-89 Edward B. Claxton, III, President, Dublin
Micky Sachs Smith, First Vice-President, Rome
Rebecca Garrett, Second Vice-President, Alpharetta
Hayes Lawton, Secretary-Treasurer, Soperton

1989-91 Micky Sachs Smith, President, Rome
A. Ray Rowland, First Vice-President, Augusta
Rebecca Garrett, Second Vice-President, Alpharetta
Hayes Lawton, Secretary-Treasurer, Soperton

1991-93 Hon. Dubose Porter, President, Dublin
Dr. Stacy Harbin, First Vice-President, Elberton
Mrs. Joel James, Secretary-Treasurer, Savannah

Georgia Library Trustees, Friends and Advocates Association

Leon Duke, President

Debbie Manget, President

2002-03 Lianne Keeney, President
Wallace Eberhard, 1st Vice President
Kathryn Ames, 2nd Vice President
Lyn Hopper, Secretary/Treasurer

New Members Round Table

(Formerly Junior Members Round Table)

1969-71 Valerie Lovett, Chairman
Atlanta Public Library, Atlanta
Marie Morris, Secretary

1971-73 Valerie Lovett, Chairman
Atlanta Public Library, Atlanta
Jerry Thrasher, Vice-Chairman
Diane Dayton, Secretary and
Acting Chairman, 1973

1973-75 Charles E. Beard, Chairman
Georgia College, Milledgeville
Martha Mullins, Vice-Chairman
Rosemary Anthony, Secretary-
Treasurer

1975-77 Jane Shelnut, President
LaGrange College, LaGrange
(succeeded to Presidency upon Lamar
Veatch's resignation)
Paulette Smith, Vice-President
(elected Vice-President when Shelnut
succeeded Veatch)
Dale Monteith, Secretary
(resigned January, 1977)
Joyce Wyngaarden, Treasurer

1977-79 Ed McCabe, President
Ochoopee Regional Library, Vidalia
Janet Kirby, Vice-President
Glenda Anderson, Secretary
Joyce E. Jelks, Treasurer

1979-81 Linda Cullen, President
Augusta Regional Library, Augusta
Glenda Anderson, Vice-President
City of Savannah Research Library,
Savannah
Tom Donahue, Secretary

Atlanta Public Library, Atlanta
Margaret Ross, Treasurer
Eva Thomas High School, College Park

1981-83 Joanne R. Artz, President
West Georgia College, Carrollton
Tom Donahue, Vice-President
Atlanta Public Library, Atlanta
Rosemary Huff Arneson, Secretary
Emory University, Atlanta
Kristina Brockmeier, Treasurer
Armstrong State College, Savannah
1983-85 Tom Donahue, Chair
Georgia State University, Atlanta
John O'Shea, Vice-Chair
Augusta College, Augusta
Miriam C. Hudgins, Secretary
Mercer University, Macon
Andrew Penson, Treasurer
Georgia Southern College, Statesboro

1985-87 John O'Shea, President
Augusta College, Augusta
Claire Miller, Vice-President
Dougherty County Public Library,
Albany
Alan Kaye, Secretary
Georgia Southern College, Statesboro
John McPhearson, Treasurer
West Georgia College, Carrollton

1987-89 Rahn Carlson-Huber, President
Georgia Power Company, Atlanta
Susan Pitts, Vice-President
East Central Georgia Regional Library,
Augusta
Ricky Steve Gibson, Secretary
Coleman Library, LaGrange
Debbie Meyer, Treasurer
Clayton State College, Morrow

1989-91 Susan Pitts, President
East Central Georgia Regional Library,
Augusta

Debbie Meyer, Vice-President
Clayton State College, Morrow
Roni Willis, Secretary
West Georgia Regional Library,
Carrollton
Gerald Holmes, Treasurer
Georgia State University, Atlanta

1991-93 Debbie Meyer, President
Clayton State College, Morrow
Mary Horton, Vice-Chair
Mercer University, Macon
Charlotte A. Caley, Secretary
Jefferson County Public Library,
Louisville
Joel S. Rudy, Treasurer
University of Georgia, Athens

Paraprofessional Division

1998-99 Wendy S. Wilmoth, Chair,
Georgia State University

Public Library Division

1927-29 Elizabeth Havenkotte,
Chairman
Carnegie Library, Valdosta

1929-31 Sally M. Akin, Chairman
Washington Memorial Library, Macon

1931-33 Ola Wyeth, Chairman
Savannah Public Library, Savannah

1933-35 Mrs. Logan Wallace, Chairman
Hawkes Library, Griffin

1935-37 Florence Sibley, Chairman
Clark Library, Marietta

1935-37 Louise Smith, Chairman
Carnegie Library, Fitzgerald

1939-44 Roberta Smith, Chairman
Carnegie Library, Dublin

1944-47 Sarah Maret, Chairman
Cherokee Regional Library, Lafayette

1947-49 Mrs. R. E. Hamilton, Chairman
Dalton Regional Library, Dalton

1949-51 Roxanna Austin, Chairman
State Department of Education, Atlanta

1951-53 Roberta Ryan, Chairman
Moultrie Public Library, Moultrie

1953-55 Sarah Young, Chairman
Polk-Floyd Regional Library, Lindale
Beverly Wheatcroft, Secretary

1955-57 Geraldine LeMay, Chairman
Savannah Public Library, Savannah

1957-59 Ruth Marshall, Chairman
Decatur-Seminole Regional Library,
Bainbridge
Virginia Riley, Vice-Chairman
Nina Smith, Secretary

1959-61 Louise Trotti, Chairman
DeKalb Library System, Decatur
Cecil Beach, Vice-Chairman
Elizabeth D. Moore, Secretary

1961-63 Isabel Sorrier, Chairman
Statesboro Regional Library, Statesboro
Mrs. Marvin Cawthon, Vice-Chairman
Jean Cochran, Secretary

1963-65 Jean Cochran, Chairman
Augusta-Richmond County
Library, Augusta
Mary Louise Rheay, Vice-Chairman
Doris Dean, Secretary

1965-67 Robert Bullen, Chairman
Cobb-Marietta Library, Marietta
Theodosia Hotch, Vice-Chairman
Hazel Wade, Secretary

1967-69 Mary Louise Rheay, Chairman
Atlanta Public Library, Atlanta
Harold Todd, Vice-Chairman
Dorothy Dickinson, Secretary

1969-71 Juanita Brightwell, Chairman
Lake Blackshear Regional Library,
Americus
Theodosia Hotch, Vice-Chairman
Elizabeth D. Moore, Secretary

1971-73 Hal Todd, Chairman
Albany Public Library, Albany
Margaret Howard, Vice-Chairman
Elizabeth Rountree, Secretary

1973-75 Walter Murphy, Chairman
Flint River Regional Library, Griffin
Marcia LeRoux, Vice-Chairman
Doris Dean, Secretary-Treasurer

1975-77 Barbara J. Loar, Chairman
DeKalb Library System, Decatur
Ed McCabe, Vice-Chairman

1977-79 James H. Smith, Chairman
Thomas Public Library, Fort Valley
Virginia Weaver, Vice-Chairman
Atlanta Public Library, Atlanta

1979-81 Virginia Weaver, Chairman
Atlanta Public Library, Atlanta
Emily Anthony, Vice-Chairman
Northeast Georgia Regional Library,
Clarkesville
Mike Dugan, Secretary
Albany Regional Library, Albany

1981-83 Raye Osborn, Chair

Public Library Division, Georgia
Department of Education, Atlanta
Stave Schaefer, Vice-Chair
Uncle Remus Regional Library, Madison
Dorris Wightman, Secretary-Treasurer
Kinchafoonee Regional Library, Dawson

1983-85 Stave Schaefer, Chair
Uncle Remus Regional Library, Madison
Myretta Holden, Vice-Chair
Bradley Memorial Library, Columbus
Bill Johnson, Secretary
Chatham-Effingham-Liberty Regional
Library, Savannah

1985-87 Laura Lewis, Chair
Troup-Harris-Coweta Regional Library
Richard Leach, Vice-Chair
East Central Georgia Regional Library
Rita Linker, Secretary
Chatooga County Library

1987-89 Rita Linker, Chair
Chatooga County Library
David L. Searcy
Atlanta-Fulton Public Library
Lyn Hopper, Secretary
Pine Mountain Regional Library

1989-91 David L. Searcy, Chair
Atlanta-Fulton Public Library
James H. Smith, Vice-Chair, 1989-90
Brunswick-Glynn Regional Library
Jane Hildebrand, Vice-Chair, 1990-91
Brunswick-Glynn Regional Library
Jacqueline Kinzer, Secretary
Sara Hightower Regional Library

1991-93 Jane Hildebrand, Chair
Brunswick-Glynn Regional Library
Steve Bedworth, Vice-Chair
Cobb County Public Library
Teresa Haymore, Secretary
Mountain Regional Library

School Library Media Division

Children's and Young People's Section:

1923-25 Janey Beall McClure,
Chairman
Savannah

Children's Work Section:

1925-27 Mary Frances Cox, Chairman
Atlanta

1927-29 Helen Daughtry, Chairman
Macon

School Libraries:

1927-29 Beverly Wheatcroft, Chairman
Atlanta

Children's Work Section:

1929-31 Annie Louise Page, Chairman
Columbus

Children and School Library Work:

1931-33 Mary Frances Cox, Chairman
Carnegie Library of Atlanta

School Libraries Section:

1933-35 Margaret Baillie, Chairman
Richmond Academy, Augusta

1935-37 Ethel Pearson, Chairman
Savannah High School, Savannah

Library Work with Children's Section:

1935-37 Mrs. Albert Burts, Chairman

Washington Memorial Library, Macon
School Libraries Section:

1937-39 Sara Lamon, Chairman
A. L. Miller High School, Macon

School and Young People's Section:

1939-41 Mable White, Chairman
Albany

School Libraries Section:

1941-44 Mable White, Chairman
Albany

School and Young People's Libraries Section:

1944-47 Mrs. J. L. Henderson,
Chairman
Summerville

Children's and Young People Library Section of GLA and GEA:

1947-49 Mary V. Manley, Chairman
Ernestine Swint, Co-Chair
Vivian Polk, Sec-Treas

1949-51 Mary Louise Rhey, Chairman
Atlanta Public Library, Atlanta
Mae Oliff, Co-Chairman
Celia B. Moore, Sec-Treas, GLA
Wilene Webster, Secretary-Treasurer,
GEA

1951-53 Frances Rees, Chairman
Savannah Public Library, Savannah
Mrs. George Dean, Co-Chair
Helen Hutchens, Sec-Treas

1953-55 Dorothy W. Blake, Chairman
Decatur City Schools, Decatur

Mary V. Manley, Co-Chairman
Cornelia Lowe, Sec-Treas

1955-57 Mary Pursell, Chairman
Chestatee Regional Library, Gainesville
Mildred Garrett, Co-Chair
Tommie Quarles, Sec-Treas

1957-59 Mary Carruth Vaughn, Chair
Fulton County Schools, Atlanta
Eloise Jones, Co-Chairman
Sue Frazier, Sec-Treasurer

1959-61 May McCall, Chairman
Savannah Public Library, Savannah
Edna Clay, Co-Chairman
Mabel Hogue, Sec-Treasurer

**Children's and Young People Section
of GLA
and Library Department of GEA:**

1961-63 Celia B. Moore, Chairman,
Macon
Elizabeth Sorrier, President
Betty Burkes, Sec-Treas (1961-62)
Betty Burks, Treas (1962-63)
Frances Rees, Secretary (1962-63)

**Note: New Constitution was adopted
in 1962.**

1963-65 Raye Osborn, Chairman
Brunswick Reg. Library, Brunswick
Helen Fattig, President
Sammie Lackey, Secretary
Willene Webster, Treasurer

1965-67 Evelyn M. Balkcom, Chairman
Blakely High School, Blakely
Cornelia Lowe, President
Sarah Myers, Secretary
Betty Martin, Treasurer

1967-69 Sammie Lackey, Chairman
Augusta-Richmond County Public
Library, Augusta
Mary Belle England, President
Annie Laurie Stephens, Secretary
Geraldine Purdy, Treasurer

1969-71 Eugenia Cavender, Chairman
Whitfield County Schools, Dalton
Wilma Cravey, President
Betty Tyson, Secretary
Julian Montgomery, Treasurer

**School and Children's Library
Division:**

1971-73 Dorothea Goodloe, Chairman
Clarke County Schools, Athens
Lynne Pickens, Vice-Chair
Edith Morehead, Secretary
Doris Willingham, Treasurer

1973-75 Martha Donaldson, Chairman
Flint River Regional Library, Griffin
Madge Bowen, Vice-Chairman
Kathleen Scruggs, Secretary

1975-77 Deborah Fouch, Chairman
West Fulton High School, Atlanta
Mary Jo Boyd, Vice-Chairman
Martha Hargrove, Secretary
Kathleen Powers, Treasurer

1977-79 Mary Robertson, Chairman
Cherokee Regional Library, LaFayette
Julian Montgomery, Vice-Chair
Deborah Macon, Secretary
Grace Burke, Treasurer

1979-81 Kathy Thomas Brock,
Chairman
Arbor Station Elementary, Douglasville
Roxanna Austin, Vice-Chair
Athens Regional Library, Athens

Edna F. Adkins, Secretary
Jenkins High School, Savannah
Paula Haver Chambers, Treasurer
Southwest Georgia Regional Library,
Bainbridge

1981-83 Beth Johnson, Chair
Atlanta Public Library, Atlanta
Edna Adkins, Vice-Chair/Chair-Elect
Bartlett Middle School, Savannah
Kathleen Powell, Secretary
Brunswick-Glynn County Regional
Library, Brunswick
Susan Hooper, Treasurer
The Lovett School, Atlanta

1983-85 Edna Adkins, Chair
Bartlett Middle School, Savannah
Kathleen Powell, Vice-Chair/Chair-Elect
Brunswick-Glynn County Regional
Library, Brunswick
Anita J. O'Neal, Secretary
Anderson Park Elementary School,
Atlanta
Dorothy M. Collins, Treasurer
Youth Development Center,
Milledgeville

School Library Media Division

1985-87 Joanne Lincoln, Chair
Atlanta Public Schools, Atlanta
Sharon Self, Vice-Chair/Chair-Elect
Hardaway High School, Columbus
Anita J. O'Neal, Secretary
Anderson Park Elementary School,
Atlanta

1987-89 Sharon Self, Chair
Hardaway High School, Columbus
Anita J. O'Neal, Vice-Chair/Chair-Elect
Anderson Park Elementary School,
Atlanta

Virginia Powers, Secretary
Stratford Academy, Macon

1989-91 Anita J. O'Neal, Chair
Anderson Park Elementary School,
Atlanta
Gordon N. Baker, Vice-Chair/Chair-Elect
Henry County Junior High School,
McDonough
Freddie T. Ford, Secretary
Kittredge Magnet School, Atlanta

1991-93 Gordon N. Baker, Chair
Eagle's Landing High School,
McDonough
Margie H. McClure, Vice-Chair/Chair-
Elect
Avondale Elementary School, Avondale
Estates
Betty Inglett, Secretary (1991-92)
Richmond County Schools, Augusta
Jane D. Bennett, Secretary (1992-93)
A. D. Hains Elementary School, Augusta
School Media Coordinators Section

1981-83 Dorothea J. Goodloe, Chair
Clarke County Schools, Athens
Barbara C. Cade, Vice-Chair/Chair-Elect
Atlanta Public Schools, Atlanta
Wilma Cravey, Secretary
DeKalb County Schools, Decatur

1983-85 Barbara C. Cade, Chair
Atlanta Public Schools, Atlanta
Joyce Durand, Vice-Chair/Chair-Elect
Rockdale County Schools, Conyers
Dr. Geraldine W. Helton, Secretary
Henry County Schools, McDonough
1985-87 Joyce Durand, Chair
Rockdale County Schools, Conyers
Dr. Geraldine W. Helton, Vice-
Chair/Chair-Elect
Henry County Schools, McDonough
Mary Elizabeth Fey, Secretary

Fulton County Schools, Atlanta

1987-89 Dr. Geraldine W. Helton, Chair
Henry County Schools, McDonough
Betty Fey, Vice-Chair/Chair-Elect
Fulton County Schools, Atlanta
Nancy Beasley, Secretary
Cartersville City Schools

1989-93 (Inactive)
Betty Fey, Chair
Fulton County Schools, Atlanta
Nancy Beasley, Secretary
Cartersville City Schools, Retired

Special Libraries and Information Services

1955-57 Dale Barker, Chairman
Georgia Tech, Atlanta
Linda Johnston, Sec-Treas

1957-59 Frances Muse, Chairman
Georgia State College, Atlanta
Mary Sime, Secretary-Treas

1959-61 Linda Johnston, Chairman
Federal Reserve Bank, Atlanta
Noel Lambert, Sec-Treas

1961-63 Noel Lambert, Chairman
CDC, Atlanta
Marion Taylor, Sec-Treas

1963-65 Safford Harris, Chairman
Georgia Tech, Atlanta
Virginia Edgington, Sec-Treas

1965-67 Elizabeth Jackson, Chairman
Southern College of Pharmacy, Atlanta
Frances Drew, Sec-Treasurer

1967-69 Ronald Simpson, Chairman

Georgia Tech, Atlanta
Norma Chambers, Sec-Treas

1969-71 Helen Citron, Chairman
Georgia Tech, Atlanta
Lucy Duke, Sec-Treasurer

1971-73 Lucy Duke, Chairman
Emory University School of Dentistry,
Atlanta
Safford Harris, Vice-Chair
Helen Ramsey, Secretary

1973-75 Theodore Kopkin, Chairman
Lockheed Aircraft Corp., Atlanta
Lillie Lockwood, Vice-Chair
Ruth Corry, Sec-Treasurer

1975-77 Linda M. Johnston, Chairman
Federal Reserve Bank of Atlanta
Doris P. Little, Vice-Chair
Sara J. McDavid, Sec-Treas

1977-79 Dorian Martyn, Chairman
Medical College of Georgia, Augusta
Beatrice Basler, Vice-Chair
Sharon Cann, Sec-Treas

1979-81 Ginger Rutherford, Chairman
Fernbank Science Center, Atlanta
Virginia Benjamin, Vice-Chair
Science Library, University of Georgia,
Athens
Theresa Groves, Secretary
Law Engineering Testing Company,
Marietta

1981-83 Virginia Benjamin, Chair
University of Georgia, Athens
Sharon Cann, Vice-Chair
Northside Hospital, Atlanta
Jacquelyn Spratlin, Sec
Atlanta Public Library, Atlanta

1983-85 Sharon Cann, Chair
Northside Hospital, Atlanta
Anthony R. Dees, Vice-Chair/Chair-
Elect

Georgia Department of Archives and
History, Atlanta
Martha Mashburn, Secretary
Georgia State Library, Atlanta

1985-87 Anthony R. Dees, Chair
Georgia Department of Archives and
History, Atlanta
Martha Mashburn, Vice-Chair/Chair-
Elect
Georgia State Library, Atlanta

1987-89 Martha Mashburn-Lappe, Chair
Georgia State Library, Atlanta
Sara June McDavid, Vice-Chair/Chair-
Elect

IAFP Information Center, Atlanta
Susan C. Curtis, Secretary
University of Georgia, Athens

1989-91 Sara June McDavid, Chair
Korn/Ferry International, Atlanta
Susan C. Curtis, Secretary
University of Georgia, Athens

1991-93 Susan C. Curtis, Chair
University of Georgia, Athens
Rahn Carlson Huber, Vice-Chair/Chair-
Elect
Amoco Performance Products,
Alpharetta
Tom Turner, Secretary
Skidaway Institute of Oceanography,
Savannah

Interest Group Officers

Interest Group Council

1984-85 Helen R. Citron, Chair, Atlanta
Sharon Self, Vice-Chair

1985-87 David Ince, Chair
Valdosta State College Library, Valdosta
Jane Hendrix, Vice-Chair
Lake Blackshear Regional Library,
Americus
Patty Leach, Secretary
Cobb County Public Library, Marietta

1987-89 Tom Budlong, Chair
Atlanta-Fulton Public Library, Atlanta
Judy Nichols, Vice-Chair
Chatham-Effingham-Liberty Regional
Library, Savannah
Evelyn Merk, Secretary

Nola Brantley Memorial Library, Warner
Robins

1989-91 Susan Lemme, Chair
Staff Library, Central State Hospital,
Milledgeville
Lynn Walshak, Vice-Chair
Henderson Library, Georgia Southern
College, Statesboro
Betty Paulk, Secretary
Valdosta State College, Valdosta

1991-93 Gayle Christian, Chair
Pullen Library, Georgia State University,
Atlanta
Alan Kaye, Vice-Chair
Chestatee Regional Library, Gainesville

Margaret Carman, Secretary
Cobb County Public Library, Marietta

Circulation and Access Services Interest Group

2000 Founding Chair - Steven Brown,
University of Georgia Science Library
Vice Chair - Fred Smith, Georgia
Southern University
Secretary - David Tucker, Dekalb
County Public Library

2002 Chair - David Tucker, Dekalb
County Public Library
Vice Chair - Carol Goodson, State
University of West Georgia
Secretary - Roxann Bustos, Augusta
State University

2001 Chair - Fred Smith, Georgia
Southern University
Vice Chair - David Tucker, Dekalb
County Public Library
Secretary - Roxann Bustos, Augusta
State University

2003 Chair - Carol Goodson, State
University of West Georgia
Vice Chair - Fred Smith, Georgia
Southern University

Government Documents Interest Group

1987-89 Carol Malcolm, Chair
Lakeview Academy, Gainesville
Lynn Walshak, Vice-Chair/Chair-Elect
Henderson Library, Georgia Southern
College, Statesboro
Gayle Christian, Secretary-Treasurer
Pullen Library, Georgia State University,
Atlanta
Susan C. Field, Permanent Executive
Secretary
University of Georgia Libraries, Athens

Gayle Christian, Vice-Chair/Chair-Elect
Pullen Library, Georgia State University,
Atlanta
Marcia Hodges, Secretary-Treasurer
Brunswick/Glynn County Regional
Library, Brunswick

1989-91 Lynn Walshak, Chair
Henderson Library, Georgia Southern
College, Statesboro

1991-93 Gayle Christian, Chair
Pullen Library, Georgia State University,
Atlanta
Juanita Miller Vice-Chair/Chair-Elect
Albany State College, Albany
JoAnn Artz, Secretary-Treasurer
Ingram Library, West Georgia College,
Carrollton

Handicapped and Library Services Interest Group (Round Table for the Blind and Physically Handicapped)

1975-77 Crawford Pike, Chair
Georgia Library Association Handbook

Chattahoochee Valley Regional Library,
Columbus

Louise Cross, Vice-Chair

Susan G. Payne, Secretary

Janice E. Donahue, Treasurer

1977-79 Robert Manning, Chair

Cherokee Regional Library, LaFayette

Elizabeth Tai, Secretary (Resigned
1977)

Nanette Woodard, Secretary (1977-79)

Dianne King, Treasurer

1979-81 Janet Silver, Chair

Athens Regional Library Talking Book
Center, Athens

Gary McCullough, Vice-Chair

Talking Book Center, Chatham-
Effingham-Liberty Regional Library,
Savannah

Iona Foreman, Secretary

Library for the Blind and Physically
Handicapped, Atlanta

Virginia Everett, Newsletter Editor

Middle Georgia Regional Library,
Talking Book Center, Macon

1981-83 Jim DeJarnatt, Chair

Library Services for the Blind, Atlanta

Kenneth Weindel, Vice-Chair

Talking Book Center, South Georgia
Regional Library, Valdosta

Iona Foreman, Secretary-Treasurer

Library Services for the Blind, Atlanta

Constance Coleman, Newsletter Editor

Talking Book Center, Chatham-
Effingham-Liberty Regional Library,
Savannah

1983-85 Cheryl Ashe, Chair

Chestatee Regional Library, Gainesville

Rebecca Sherrill, Vice-Chair

Middle Georgia Regional Library, Macon

Robert L. Manning, Secretary

Cherokee Regional Library, LaFayette

Linda Field, Newsletter Editor
Chatham-Effingham-Liberty Regional
Library, Savannah

1985-87 Rebecca M. Sherrill, Chair
Middle Georgia Regional Library, Macon

Laura Harrison, Vice-Chair

Southwest Georgia Regional Library,
Bainbridge

Rhoda Russell, Secretary

Lake Lanier Regional Library,
Lawrenceville

Frank Bonney, Newsletter Editor

South Georgia Regional Library,
Valdosta

1987-89 Laura Harrison, Chair

Southwest Georgia Regional Library,
Bainbridge

Linda Field, Vice-Chair

Chatham-Effingham-Liberty Regional
Library, Savannah

Stephanie Wells, Secretary

Northeast Georgia Regional Library,
Clarksville

Chris Woodburn, Newsletter Editor

Oconee Regional Library, Dublin

1989-91 Linda Field, Chair

Chatham-Effingham-Liberty Regional
Library, Savannah

Janet Wright, Vice-Chair

Athens Regional Library, Athens

Dale Snair, Secretary

Library for the Blind, Atlanta

Susan Bernstein, Newsletter Editor

South Georgia Regional Library,
Valdosta

1991-93 Janet Wright, Chair

Athens Regional Library, Athens

Docia Blalock, Vice-Chair

Lake Lanier Regional Library,
Lawrenceville
Lecia Eubanks, Secretary
Cherokee Regional Library, Lafayette

Sharon Bernstein, Newsletter Editor
South Georgia Regional Library,
Valdosta

Information Technology Interest Group

1983-85 Helen Citron, Chair
Georgia Institute of Technology, Atlanta
Vicki L. Williams, Vice-Chair
DeKalb Library System, Decatur

1985-87 David Ince, Chair
Valdosta State College Library, Valdosta
Vicki Williams, Vice-Chair
DeKalb Library System, Decatur
Judith Shelton, Secretary
Georgia State University Library, Atlanta

1987-89 Steve Schaefer, Chair
Uncle Remus Regional Library System,
Atlanta
Julius Ariail, Vice-Chair
Georgia Southern College Library,
Statesboro

Melvina Bechor, Secretary
Georgia Department of Archives and
History, Atlanta

1989-91 Malvina Bechor, Chair
Georgia Department of Archives, Atlanta
Chris Barcus, Vice-Chair
Uncle Remus Regional Library, Madison
Daryle Maroney, Secretary
Pullen Library, Georgia State University,
Atlanta

1991-93 Daryle Maroney, Chair
Pullen Library, Georgia State University,
Atlanta
Vice-Chair Vacant
Secretary Vacant

Intellectual Freedom Interest Group

1983-85 Bill Johnson, Chair
Chatham-Effingham-Liberty Regional
Library, Savannah
Patty Latch, Vice-Chair
Cobb County Public Library System,
Marietta
Charlene Bird, Secretary
North Georgia College, Dahlonega

1985-87 Patty Latch, Chair
Cobb County Public Library System,
Marietta
Anita O'Neal, Vice-Chair
Anderson Park School, Atlanta

Tom Budlong, Secretary
Atlanta-Fulton Public Library

1987-89 Tom Budlong, Chair
Atlanta-Fulton Public Library
Susan A. Lemme, Vice-Chair
Oconee Regional Library, Dublin
Rhoda Russell, Secretary
Lake Lanier Regional Library, Duluth

1989-91 Susan Lemme, Chair
Staff Library, Central State Hospital,
Milledgeville
Margaret Carman, Vice-Chair

Cobb County Public Library, Marietta
Faye Woods, Secretary
Dalton Regional Library, Dalton

1991-93 Margaret Carman, Chair

Cobb County Public Library, Marietta
Michael Siegler, Vice-Chair
Pine Mountain Regional Library,
Manchester
Susan Baker, Secretary
Kennesaw Public Library, Kennesaw

Interlibrary Cooperation Round Table

1979-81 Barbara Rystrom, Chair
University of Georgia, Athens
Jane Hobson, Vice-Chair/Chair-Elect
Georgia State University, Atlanta
Lucia Patrick, Secretary
Public Library Services Division, Atlanta
Martha Philippoff, Treasurer
Augusta Regional Library, Augusta

1981-83 Jane Hobson, Chair
Georgia State University, Atlanta
Lucy Patrick, Vice-Chair
Division of Public Library Services,
Georgia Department of Education,
Atlanta
Sharon Self, Secretary
Columbus College, Columbus
Alice DeCristoforo, Treasurer
DeKalb Library System, Decatur

1983-85 Sharon Self, Chair
Columbus College, Columbus
Julia Hornbeck, Vice-Chair/Chair-Elect
Georgia Institute of Technology, Atlanta
Diane Wright, Treasurer
Valdosta State College, Valdosta
Lance Foldes, Secretary
Berry College, Rome

1985-87 Lance Folds, Chair
Berry College, Rome
Al Spivey, Vice-Chair
Brunswick Junior College, Brunswick

Robyn Hollar, Secretary
Georgia Library Information Network,
Atlanta
Alice Driscoll, Treasurer
Chatham-Effingham-Liberty Regional
Library, Savannah

1987-89 Fred Smith, Chair
Henderson Library, Georgia Southern
College, Statesboro
Ginny Boyd, Vice-Chair
Brunswick Junior College Library,
Brunswick
Robyn Hollar, Secretary
GLIN, Division of Public Library
Services, Atlanta
Mary Sue Alston, Treasurer
Kinchafoonee Regional Library, Dawson

1989-91 Ginny Boyd, Chair
Brunswick College Library, Brunswick
Denise Montgomery, Vice-Chair
Valdosta State College Library, Valdosta
Margaret Whittier, Secretary
Woodruff Library, Emory University,
Atlanta
Judy Atwood, Treasurer
Middle Georgia Regional Library, Macon
Fred Smith, Workshops Chair
Henderson Library, Georgia Southern
University, Statesboro

1991-93 Denise Montgomery, Chair

Valdosta State College Library, Valdosta
Susan Williams, Vice-Chair
Oconee Regional Library System,
Dublin
Susan D. Morris, Secretary

University of Georgia Libraries, Athens
Janet Langford, Treasurer
Chatham-Effingham-Liberty Regional
Library, Savannah

Professional and Continuing Education Interest Group (Education for Librarianship Division)

1949-57 Tommie Dora Barker,
Chairman
Emory University Library School, Atlanta
Grace Hightower, Secretary-Treasurer

1957-59 Tommie Dora Barker,
Chairman
Emory University Library School, Atlanta
Dorothy Alexander, Secretary-Treasurer

1959-63 Porter Kellam, Chairman
University of Georgia, Athens
Agnes Reagan, Secretary-Treasurer

1963-65 Dr. William R. Pullen,
Chairman
Georgia State College, Atlanta
Carlton Thaxton, Secretary-Treasurer

1965-67 Dr. Arthur Kittle, Chairman
Georgia Institute of Technology, Atlanta
Margaret Kerr, Secretary

1967-69 John Clemons, Chairman
Emory University Division of
Librarianship, Atlanta
June B. Cawthon, Secretary

1969-71 Robert N. Smith, Chairman
Georgia College, Milledgeville
Adelaide Carswell, Secretary
(served as Acting Chairman after Mr.
Smith's death in 1971)

1971-73 Lila Rice, Chairman
Public Library Service Division, Atlanta
Christian Sizemore, Vice-Chairman
Helen Bowen, Secretary-Treasurer

1973-75 Joyce Cohrs, Chairman
DeKalb Library System, Decatur
Dale Luchsinger, Vice-Chairman
Linda Sapp, Secretary
1975-77 Dale Luchsinger, Chairman
Agnes Scott College, Decatur
Joyce Durand, Vice-Chairman
A. Patricia Ball, Secretary

1977-79 Dr. Rosalind Miller, Chairman
Georgia State University, Atlanta
Cleopatra Johnson, Vice-Chairman
Blanche Browne, Secretary

1979-81 Blanche Browne, Chairman
DeKalb County Schools, Decatur
James Carmichael, Vice-Chairman
Georgia College, Milledgeville
Leroy Childs, Secretary
West Georgia Regional Library,
Carrollton

1981-83 Gail R. Lazenby, Chair
West Georgia Regional Library,
Carrollton
Charlene Baxter, Vice-Chair
LaGrange College, LaGrange
Patricia Hendricks, Secretary
Atlanta Public Schools, Atlanta

1983-85 Rao Aluri, Chair
Emory University Atlanta
Sara June McDavid, Vice-Chair
Atlanta
Thomas G. Basler, Secretary
Medical College of Georgia, Augusta

1985-87 Thomas Downen, Chair
Educational Media-Librarianship,
University of Georgia, Athens
Dot Hanson, Vice-Chair
DeKalb County Board of Education,
Decatur
William A. Goodrich, Secretary
Okefenokee Regional Library, Waycross

1987-89 Judy Nichols, Chair
Chatham-Effingham-Liberty Regional
Library, Savannah

Reference Services Interest Group (Reference Services Division)

1969-71 Carl Franklin, Chairman
University of Georgia, Athens
Jane Hobson, Secretary

1971-73 Jimmy Smith, Chairman
Albany Public Library, Albany
LaFaye Cobb, Vice-Chairman
Irene Mallison, Secretary

1973-75 LaFaye Cobb, Chairman
West Georgia College, Carrollton
Annie L. McPheeters, Vice-Chairman
Evelyn Shaw, Secretary

1975-77 Nancy Foley, Chairman
Atlanta Public Library, Atlanta
Betty Douglas, Vice-Chairman
Virginia Benjamin, Secretary-Treasurer

Jane Zahner, Vice-Chair
Valdosta State College
William Goodrich, Secretary
Okefenokee Regional Library, Waycross

1989-91 Raye Lyn Hughes, Chair
Atlanta Information Services, Atlanta
Richard M. Hendry, Vice-Chair
Coastal Plain Regional Library, Tifton
Jean Cornn, Secretary
Atlanta

1991-93 Raye Lyn Hughes, Chair
Atlanta Information Services, Atlanta
Richard M. Hendry, Vice-Chair
Coastal Plain Regional Library, Tifton
Jean Cornn, Secretary
Atlanta

1977-79 Virginia Benjamin, Chairman
Science Library, University of Georgia,
Athens
Katryna Russell, Vice-Chairman
Judy Nichols, Secretary-Treasurer

1979-81 Angie Cook, Chairman
West Georgia Regional Library,
Carrollton
Michael McDavid, Vice-Chairman
Equifax-Atlanta, Atlanta
Ann Foshee, Secretary
Colquitt-Thomas Regional Library,
Moultrie

1981-83 Michael McDavid, Chair
Equifax, Inc., Atlanta

Virginia Boyd, Vice-Chair
Brunswick Junior College, Brunswick
Jane Hendrix, Secretary-Treasurer
Lake Blackshear Regional Library,
Americus

1983-85 John Meador, Chair
Emory University, Atlanta
Jane Hendrix, Vice-Chair/Chair-Elect
Lake Blackshear Regional Library,
Americus
Betty Paulk, Secretary
Valdosta State College, Valdosta

1985-87 Jane Hendrix, Chair
Lake Blackshear Regional Library,
Americus
Robert Gorman, Vice-Chair
Georgia College Library, Milledgeville
Peggy Chambliss, Secretary-Treasurer
Division of Public Library Services,
Atlanta

1987-89 Evelyn Merk, Chair
Nola Brantley Memorial Library, Warner
Robins

Joanne Lincoln, Vice-Chair
Atlanta Public Schools
Peggy Chambliss, Secretary-Treasurer
Division of Public Library Services,
Atlanta

1989-91 Evelyn Merk, Chair
Nola Brantley Memorial Library, Warner
Robins
Joanne Lincoln, Vice-Chair
Atlanta Public Schools
Peggy Chambliss, Secretary-Treasurer
Division of Public Library Services,
Atlanta

1991-93 Alan Kaye, Chair
Chestatee Regional Library, Gainesville
Lynn Kilpatrick, Vice-Chair/Chair Elect
Northeast Georgia Regional Library,
Clarkesville
Eric Nitschke, Secretary-Treasurer
Woodruff Library, Emory University,
Atlanta

Support Staff and Paraprofessional Resources Interest Group (SPRIG)

1991-93 Kathy Trammell, Chair
Chestatee Regional Library, Gainesville
Norma Grubbs, Vice-Chair
College of Law Library, Georgia State University, Atlanta
Pat Head, Secretary
Hosch Library, Gainesville College, Oakwood

Technical Services Interest Group

(Formerly: Resources and Technical Services Division; Resources and Technical Services Interest Group)

Resources and Technical Services Division

1939-47 Clyde Pettus, Chairman
Emory University, Atlanta

John David Marshall, Secretary-Treasurer

1947-49 Clyde Pettus, Chairman
Emory University, Atlanta
Virginia Drewry, Secretary-Treasurer

1965-67 Marion Taylor, Chairman
Emory University, Atlanta
Josephine Frazier Davidson, Secretary-Treasurer

1949-51 Margaret Hatcher, Chairman
Wesleyan College, Macon
Eva Trachsel, Secretary-Treasurer

1967-69 Max Gilstrap, Chairman
University of Georgia, Athens
Christina Landram, Secretary-Treasurer

1951-53 Anne McKay, Chairman
Mercer University, Macon
Lucy Duke, Secretary-Treasurer

1969-71 Christina Landram, Chairman
Georgia State University, Atlanta
LaFaye Cobb, Secretary-Treasurer

1953-55 Mildred Looney, Chairman
Screven-Jenkins Regional Library, Sylvania
Dorothy Harmer, Secretary-Treasurer

1971-73 Dorothy H. Willis, Chairman
Atlanta-Athens Union Catalog, Atlanta
John A. Edens, Secretary-Treasurer

1955-57 Esther Bergen, Chairman
Emory University, Atlanta
Louise Garven, Secretary-Treasurer

1973-75 Elizabeth W. Turner, Chairman
DeKalb Community College, Clarkston
Audrey M. Fullerton, Vice-Chairman
Dianne H. Wright, Secretary-Treasurer

1957-59 Violet Hendricks, Chairman
State Department of Education, Atlanta
Peggy Kline, Secretary-Treasurer
1959-61 Martha Jane Zachert, Chairman
Southern College of Pharmacy, Atlanta
Ethel A. Rose, Secretary-Treasurer

1975-77 Dianne H. Wright, Chairman
Valdosta State College, Valdosta
Gerald C. Becham, Vice-Chairman
Dot Hanson, Secretary-Treasurer

1961-63 Ethel A. Rose, Chairman
University of Georgia, Athens
Betty Brender, Secretary-Treasurer

1977-79 John Edens, Chairman
University of Georgia Libraries, Athens
Joyce Cohrs, Vice-Chairman
Edna Earl Brown, Secretary

1963-65 Eula Windham, Chairman
Middle Georgia College, Cochran

1979-81 Joyce S. Cohrs, Chairman
DeKalb Library System, Decatur
Richard Reeb, Vice-Chairman
Georgia State University, Atlanta

Mary Franklin, Secretary
University of Georgia, Athens

1981-83 Richard H. Reeb, Chair
Georgia State University, Atlanta
Suzanne Hoss, Vice-Chair
Cobb County Public Library System,
Marietta
Katha D. Massey, Secretary-Treasurer
University of Georgia, Athens

**Resources and Technical Services
Interest Group** (Name change to
Resources and Technical Services
Interest Group)

1983-85 Suzanne Hoss, Chair
Cobb County Public Library, Marietta
Betsy Griffies, Vice-Chair
West Georgia College, Carrollton
Judith Newsom, Secretary-Treasurer
DeKalb Library System, Decatur

1985-87 Betsy Griffies, Chair
West Georgia College, Carrollton
Lauren Lee, Vice-Chair
Atlanta-Fulton Public Library
Lynn Arnold, Secretary-Treasurer
Gordon Junior College Library,
Barnesville

1987-89 Lauren Lee, Chair
Atlanta-Fulton Public Library
Betty Paulk, Vice-Chair
Valdosta State College, Valdosta
Ann Harmon, Secretary
Georgia College, Milledgeville

1989-91 Betty Paulk, Chair
Valdosta State College, Valdosta
David Anderson, Vice-Chair/Chair-Elect
Pullen Library, Georgia State University,
Atlanta
Sherrida Crawford, Secretary-Treasurer
Valdosta State College, Valdosta

1991-93 David Anderson, Chair
Pullen Library, Georgia State University,
Atlanta

Susan E. White, Vice-Chair/Chair-Elect
Sequoyah Regional Library, Canton
Shirley Lankford, Secretary-Treasurer
Ingram Library, West Georgia College,
Carrollton

1993-94 Susan E. White, Chair
Sequoyah Regional Library, Canton

1997-98 Glorianne Sipman/Nancy
Brown, Co-Chairs, University of
Georgia, Athens

Technical Services Interest Group
(Name changed to Technical Services
Interest Group)

1998-99 Debbie Meyer, Chair, Clayton
College & State University, Morrow
Diane Black, Vice-chair/Chair elect,
Augusta State University, Augusta
Cathy Jeffrey, Secretary-Treasurer,
Clayton College & State University,
Morrow

1999-2000 Diane Black, Chair, Augusta
State University, Augusta
Charles Skewis, Vice-chair/Chair elect,
Georgia Southern University,
Statesboro
Kathy Gallo, Secretary-Treasurer,
Georgia Perimeter College, Decatur

2000-01 Charles Skewis, Chair, Georgia
Southern University, Statesboro

2001-02 Beth Jedlicka, Robin Fay, Co-
Chairs, University of Georgia, Athens

2003 Elaine Yontz, Chair, Valdosta
State University, Valdosta

2004 Debra Skinner, Chair, Georgia
Southern University, Statesboro

Other Officers

Reporters for the *Southeastern Librarian*

1950-51 Miss Sarah Jones,
State Department of Education, Atlanta

1961-76 Miss Grace Hightower,
State Department of Education, Atlanta

1951-53 Miss Tommie Dora Barker,
Emory University, Atlanta

1976-77 Mr. Charles Beard,
Georgia College, Milledgeville

Miss Sarah Jones,
State Department of Education, Atlanta

1977-79 Mr. Charles Beard,
West Georgia College, Carrollton

1953-57 Miss Sarah Jones
State Department of Education, Atlanta

Miss Wanda Calhoun
Augusta Regional Library, Augusta

1957-61 Mr. David E. Estes,
Emory University, Atlanta

1982- Mr. James Dorsey
Emmanuel County Junior College,
Swainsboro

State Board for the Certification of Librarians

In October 1937, Governor E. D. Rivers appointed the following persons to membership on this Board: Miss Tommie Dora Barker, Atlanta, Miss Louise Smith, Fitzgerald, Miss Jessie Hopkins, Atlanta, and Miss Salley Akin, Macon. This Board held its first meeting in December 1937, at which time lots were drawn to determine the length of term of each member. Miss Smith drew the term of one year, Miss Barker two years and Miss Akin three years. Members were reappointed for five year terms by Governor Rivers upon expiration of their first terms. Miss Barker was elected Chairman of the Board.

Those who have served are:

1937-50 Miss Tommie Dora Barker
Emory University Library School, Atlanta

1950-55 Miss Sara Young

Polk-Floyd Regional Library, Cedartown

1955-61 Miss Sara Hightower
Pepperell Schools, Lindale

1961-73 Miss Sarah Maret
Athens Regional Library, Athens

1973-75 Dr. Graham Roberts
Georgia Tech, Atlanta

1975-84 Mr. Delmas Wheeler,
Vidalia

1984- Mrs. Nancy Beasley,
Cartersville

Appendix 3: Hubbard Scholarship Recipients

1967-68	Valerie Hitt	\$500	Atlanta University
1970-71	Terry Rowe	1000	Emory University
1971-72	Robert Gorman	1000	Emory University
1972-73	Karen F. Mobley	1000	Florida State University
1973-74	Frank W. Chickering	1000	Emory University
1974-75	Sally West Somers	1000	Emory University
1975-76	(Award not accepted)		
1976-77	June C. Harris	1000	University of Michigan
1977-79	Mary Lynn Arnold	2000	Florida State University
1980-81	John J. O'Shea	2000	University of South Carolina
1982-83	Albertina K. Brown	2000	Atlanta University
1983-84	Maray Jo Sopelak	2000	Emory University
1984-85	Robert L. Warner	2000	Emory University
1985-86	Deborah L. Rhodes	2000	Atlanta University
1986-87	Hope M. Jenkins	2000	Peabody of Vanderbilt
1987-88	Chris Bates	2000	University of South Carolina
1988-89	Janice Mohlenrich	2000	Simmons of Boston
1989-90	Tamara Boggus	2000	University of Tennessee
1990-91	W. Neil McArthur	2000	Florida State University
1991-92	Betty Goeters	2000	Clark Atlanta University
1992-93	Elizabeth Kuhn	2000	Clark Atlanta univ.
1993-94	Breta B. Boers	3000	University of South Carolina
1994-95	Mary Morris	3000	University of South Carolina
1995-96	Marcia Adamy	3000	University of Tennessee
1996-97	Leslie Lowe Preston	3000	University of Tennessee
1997-98*	Leloria Fontaine	3000	Clark Atlanta University
	Valerie Frey	3000	University of Tennessee
1998-99	Deborah Thrasher	3000	University of Alabama
1999-00	Brian K. Kooy	3000	University of Alabama
2000-01	Teresa Pacheco	3000	University of Alabama
2001-02	Joy Day	3000	Florida State University
2002-03	Mary Holt	3000	Florida State University
2003-04	Andrea Heisel	3000	Florida State University

Appendix 4: GLA Award Recipients

Nix-Jones Award

1969	Sara Hightower	Pepperell Schools, Lindale
1971	Virginia McJenkin	(retired) Atlanta
1973	Louise Trotti	Decatur-DeKalb Regional Library, Decatur
1975	Edith Foster	West Georgia Regional Library, Carrollton
1977	David E. Estes	Emory University, Atlanta
1979	Hallie Beechum Brooks	(retired) Atlanta University, Atlanta
1981	A. Ray Rowland	Augusta College, Augusta
1983	Mary Louise Rheay	Cobb County Public Library, Marietta
1985	Margaret Kerr	Emory University, Atlanta
1987	Barbara Loar	Dekalb-Rockdale-Newton Regional Library, Decatur
1989	A. Venable Lawson	Emory University, Atlanta
1991	Charles E. Beard	State University of West Georgia, Carrollton
1993	Robert J. Richardson	Young Harris College, Young Harris
1995	David Searcy	Atlanta-Fulton Public Library, Atlanta
1996	Ralph E. Russell	Georgia State University, Atlanta
1997	Merryll Penson	University of Georgia, Athens
1998	William G. Potter	University of Georgia, Athens
2001	Gordon Baker	Henry County Schools, McDonough
2002	JoEllen Ostendorf	Troup-Harris-Coweta Regional Library, Lagrange
2003	George Gaumont	Valdosta State University, Valdosta

McJenkin-Rheay Award

1987	Glenda Anderson	Municipal Research Library, Savannah
1991	Susan Pitts	Jefferson County Public Library
1993	Deborah M. Meyer	Clayton State College, Morrow
2000	Glorian Sipman	University of Georgia, Athens
2001	Robert E. Fox	Clayton College & State University

Bob Richardson Award
(First Awarded in 2001)

2001	Ralph E. Russell	Georgia State University (retired)
2002	Charles E. Beard	State University of West Georgia
2003	Ann Hamilton	Georgia Southern University, Statesboro

Library Advocacy Award
(First Awarded in 1995)

1995	Virginia M. McCurdy	DeKalb County Public Library Trustee
1996	Doreen Poitevint	
1997	Shirley Carver Miller	First Lady of Georgia
1998	Zell Miller	Governor of Georgia
1999	Leon Duke	Library Trustee
2001	Stephen Portch	Chancellor, University System of Georgia
2002	Mary Alice Budge	President, Muscogee County Friends of Libraries, Columbus

2003 Jayne Williams Board of Regents, retired

Charles Beard Library Advocacy Award
(renamed beginning 2004 Awards year)

Nora Symmers Paraprofessional Award
(First Awarded in 2001)

2001 Nora Symmers DeKalb County Public Library, Decatur

2002 James E. Camp Cobb County Public Library, Marietta

2003 Rhonda Boozer Clayton College & State University, Morrow

Honorary Members

1971 Beverly Wheatcroft
Tommie Dora Barker
Maud Burrus
Katherine Carnes
Eunice Coston
Fannie Hinton
Evalene Jackson
Margaret Jemison
Elizabeth Jones
Sarah Jones
Virginia McJenkin
Clyde Pettus
Katherine Powers
Mary Pursell
Virginia Riley
Virginia Satterfield
Ella May Thornton
Ola Wyeth
Edith Creighton Bell
Edna Hanley Byers
Loretta Lamar Chappell
Josephine T. Severinghaus

1973 Nelle Bateman

- Theodosia Hotch
Porter Kellam
- 1975 Jean D. Cochran
Helen Fattig
Sara Hightower
Geraldine LeMay
Cornelia Lowe
- 1977 Hallie B. Brooks
Barbara Bronson
Edith Foster
Grace Hightower
Ursuline Ingersoll
Linda Johnston
Sara Maret
Ruth Walling
- 1979 Margaret W. Browne
Adrienne W. Lunsford
- 1981 John W. Bonner
Juanita Brightwell
- 1983 Raye Osborn
Lila Rice
- 1985 David Estes
- 1987 Walter Johnston
- 1989 Jane Ramsey Morgan
- 1993 Emily Anthony
Dorothy W. Blake
- 1995 Wanda Calhoun
- 1997 Irma Harlan
Brenda Pruvit
Ralph E. Russell
- 1998 Elizabeth Turner

Appendix 5: Georgia Library Association Workshop Guide

1993 edition

By

GAIL R. LAZENBY

And

VIRGINIA L. RUTHERFORD

Reformatted in 2002 by Cathy Jeffrey

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PREFACE

This guide is designed specifically for officers, divisions, interest groups and sections of the Georgia Library Association to be used when planning and conducting workshops for the Association. It is not meant to be a definitive manual on workshops. Rather it provides basic guidelines and recommendations based on GLA policies and procedures that may help planners avoid mistakes that could mar an otherwise successful program. For more detailed information not within the scope of this guide, a bibliography is included.

INTRODUCTION

For the purposes of this handbook, workshop is defined as a meeting of a group of people for a period of intensive study or work in some field of mutual interest. A great many variations can occur under the auspices of "workshop", but regardless of these variables there is a central and consistent need for planning the event.

Planning begins with the decision to conduct a workshop. This decision is normally prefaced by some felt need, but in order to develop a rationale for a plan, action should begin with an assessment of the need for the workshop. When the need has been determined to be real, then the scope of the workshop can be defined. This process basically employs the journalistic cliché of answering the questions: Who? What? When? Where? and How Much (\$)?

With a plan intact, a proposal can be drafted to present to the GLA Executive Board. If approved, then planning becomes the process of organizing so that all details for insuring a successful workshop can be handled. Once conducted, however, the success or failure of the workshop can only be assessed by evaluation. This not only supplies information about the workshop just past, but more importantly also helps in the planning and execution of the next one.

PLANNING PROCESS AND NEEDS ASSESSMENT

Many times an idea for a workshop topic that sounds good to you will sound equally good to your colleagues because of like professional interests and needs. It is, however, conducive to the success of a workshop if the opinions of more people are included in the initial planning process. People are usually more receptive to decisions into which they feel they have input.

To begin the planning process, first determine who your audience will be. This way it will be easier for the planning committee to analyze professional developments, trends and problems common to that group. Then determine "felt" needs by discussing workshop topics with a small group of people representative of the intended audience and develop a list of potential topics. In choosing the topics the group should consider: (1) their own past workshop experiences; (2) what other organizations and other states have recently done; (3) what major conferences on similar topics are scheduled for the area and whether or not there will be potential speakers in

town in association with them. Where possible, search the professional literature for topics of current concern.

For each potential topic evaluate its feasibility. Is it broad enough to appeal to an adequate audience? Do you have someone in mind who could speak on the topic? Has a workshop on the topic been done recently? Can the topic be sufficiently addressed in a one or two-day period? Having come up with several promising topics, the desires of the audience should be assessed to determine if the "felt" needs are shared by others.

Conduct a survey of as many potential audience as possible, striving for diversity by geographic region, age group, area of specialization, type of library, etc. The survey should briefly explain the topic ideas, the intended audience and entry level, and possibly the rationale for choosing the topic. Then ask those being surveyed to rank the topic in order of preference and encourage them to give additional comments and clarify reasons for their choices. This will help determine preference and also help justify the need for the workshop.

When a topic is ascertained, develop a problem statement concerning the specific needs to be met and outline objectives to be achieved as a result of the workshop. This type of preliminary planning and needs assessment not only eliminates guess-work, but also it substantiates the worth and possibilities of success of the workshop. Armed with this information, a planning committee should stand a good chance of gaining approval for the workshop from the GLA Executive Board.

PRESENTING THE PROPOSAL

Once the need for the workshop has been established, the next step in the planning process is preparing a proposal for the GLA Executive Board. Ideally, this proposal should be made at least six months and preferably eight to ten months in advance of the workshop date. Check immediately for conflicting events on the GLA calendar.

Keep in mind when setting a date and planning lead time that the Executive Board meets quarterly, that there may be conflicts on the GLA calendar, and that the Georgia Librarian and other journals have deadlines well in advance of their publication dates. Once the date is set and the proposal prepared, the Division, Interest Group or Section chair should plan to have the proposal presented to the next Executive Board meeting.

In any event, the GLA workshop/meeting/activity with Expenses Projection form must be filled out in triplicate and sent to the GLA president for approval at least 21 days before the workshop. Information for this form need only to be approximate. Detailed planning may follow once the proposal has been approved.

The proposal should include the following general information:

- Sponsoring group
- People in charge
- Purpose of workshop and subject matter in general
- Why needed (needs assessment)

- Possible format
- Location
- Dates and times
- Approximate total cost
- Meals, breaks and other details
- Number of participants expected
- Number of participants needed to break even
- Approximate cost per participant
- Cost analysis and profit expected

Approval by the Executive Board indicates that it believes that the workshop has a good chance of success. If required, the Board will consider providing an advance to cover the cost of printing and mailing (bulk rate) initial announcements, with the understanding that this will be reimbursed from workshop proceeds. The GLA Executive Secretary will also provide, in addition to general assistance, mailing labels and envelopes (if necessary), both of which are charged to the division, interest group, or section. All fee-based workshops offered by any unit of GLA are cosponsored by the Association, with 50% of the earnings after expenses remaining with the Association. Organizational meetings of any GLA unit are exempt from this requirement.

All workshop proceeds go to the GLA general fund, as there are no separate bank accounts, but divisions, interest groups, and sections are granted funds from the remaining earnings for future projects. In addition, divisions, interest groups and sections are granted working funds from the GLA budget. Workshops are viewed as an excellent means of providing revenue for the Association, as well as a way to keep the membership involved in Association activities between biennial conferences.

BUDGETING

Once a workshop has been approved by the Executive Board based on general budget figures, it is necessary to work out a proposed budget in detail. Take into consideration every possible expense, adding a cushion for the unexpected things that will come up. You should charge enough so that the workshop makes money, but not so much that people stay away. Find out before you begin if the person or persons conducting the workshop place a limit on the number of participants. IN general, the more people you can sign up, the lower the cost to them can be. Group meals add to the total registration cost, but make simpler bookkeeping for people on expense accounts. Group meals may, in fact, be necessary unless there are many nearby restaurants. Investigate possible donations of materials and supplies to cut costs. Do not, however, rely too heavily on the good nature and cooperation of a single person or library.

I. Determine fixed costs. These may include:

- Printing (in-house or commercial)
- Postage (over 200 is bulk rate)
- Speakers' fees and expenses
- Expenses for others
- Room rental

- AV equipment rental
- Meals, breaks, etc.
- Name tags
- Office supplies (note paper, stationery, pens, etc.)
- Mailing labels and envelopes
- Phone calls
- Photocopying
- Incidentals
- Contingency (10-15%)

2. Determine cost of workshop.

- a. Establish a break-even point: the lowest number of participants needed when a reasonable fee is charged.
- b. Add a reasonable profit margin.
- c. Consider charging a higher fee for non-members or out-of-state registrants. A suggested amount to add to the base price is the cost of a GLA membership.

3. Establish appropriate bill-paying methods, using one of the following:

- a. Have GLA billed directly, with an original itemized invoice, avoiding second-party checks. This is the preferred method, but not always possible to arrange.
- b. Find out the exact amount of an expense, include supporting documentation, and get a pre-authorized check. Again, this is a good method, but time-consuming. Check request forms must be signed, filled out completely, and submitted by the division, interest group, or section chair to the GLA Executive Board for approval in advance. Keep a copy for your records.
- c. Use a personal charge or check and submit receipts with a Check Request form for reimbursement. Again, keep a copy. This is probably the most practical method of handling expenses, but out of consideration for committee members bearing the costs, be sure to keep careful track of who paid for what and submit the reimbursement requests, with all appropriate forms, as soon as possible after the workshop is over.
- d. In all cases, payment will be made only to the original creditor or to the person actually paying the bill if it was a cash transaction. No third-party reimbursement can be made.

ORGANIZING

As soon as possible after your workshop proposal has been accepted by the Executive Board, you must begin to plan in detail. The general plans made for the proposal must now be expanded or revised and specific assignments made.

I. Set specific objectives for the workshop and put them in writing:

- a. What do you want the participants to learn?
- b. Who will the participants be?

- c. How do you want them to learn?
 - d. What do you hope to accomplish?
2. Confirm the following (covered in detail in later sections):
- Format
 - Location
 - Speaker
 - Budget
 - Time frame
 - Meals, local arrangements
 - Dates
 - Lodging
3. Appoint a committee and assign duties to committee members. The chair should remain flexible enough to serve as liaison among, and ex-officio member of, all sub-committees. Don not make the mistake of taking on all major responsibilities yourself. Reserve for yourself the role of overseer.
- a. Workshop director: not necessarily or even preferably the chair. It must be someone with sufficient time, flexibility, and clerical support to handle the responsibility.
 - b. Local arrangements: this includes lodging, location, meals, breaks, etc. Time, flexibility, and clerical support apply here, too.
 - c. Registration: advance and on-site. Clerical support is important.
 - d. Publicity: printing, mailing of fliers, publicity releases, etc.
 - e. Financial: preferably the chair, who must okay reimbursement requests and sign Check Request forms.
 - f. Contacts with speaker
 - g. General help: stuffing envelopes, addressing, etc.
 - h. Hosting
 - i. Audio-visual equipment
 - j. Evaluation
4. Set deadlines for:
- a. Printing and mail-in fliers. Bulk rate takes time, so be sure to allow for delays in mailing.
 - b. Registration and refunds
 - c. Local arrangements
 - d. Press releases for professional and local media
5. Set date for next planning session. Make sure that all assignments are understood and follow up on them. Keep in touch with your committee.
6. Get information to GLA Executive Secretary for GLA calendar.

7. Send press releases to professional media, particularly calendar sections. (See section on publicity for further information.)

FORMAT AND SPEAKER

There are many things to consider in determining the structure of the workshop. As much planning should go into how the workshop is to be presented as is done for the workshop itself. In no case should the entire responsibility for the success or failure of a workshop be dependent entirely on the leader of it. It is a great temptation to a planning committee to choose a speaker or speakers, assign the subject matter to be presented, and then not think about the content further. If the committee members are not to present the workshop themselves, then they should work closely with those who do to make sure that all involved understand exactly what is to be accomplished (objectives) and how it is to be done.

I. General things to consider:

- a. One speaker or several? Panel? Reactors? Keep in mind fees and expenses when dealing with more than one person, but more than one can make things more interesting.
- b. Should the speaker be a local person, member of the profession, or someone brought in from out of state or out of the profession? Local people may be willing to donate their services, but someone non-local brings an added aura of expertise simply for that reason.
- c. Should the speaker be chosen for expertise or effective presentation style? Unfortunately, it is rare to find both in one person, so keep your original objectives in mind.
- d. What is known about the speaker? Does anyone have first-hand knowledge of her or his ability or know someone who does? Some form of recommendation is a must.
- e. What training method does the speaker use? Is it lecture, group work, discussion, games, demonstration, etc.? Again, keep your objectives in mind and make sure that the methodology fits the subject matter, audience, and number of participants.

2. Negotiating with the speaker: financial.

Once a speaker or speakers have been decided on, the committee member assigned this responsibility should make the initial contact by letter or by phone and follow-up letter. By the time a contract is signed the speaker and the committee should be in agreement, in writing, on:

- a. Exact dates and times
- b. Objectives of workshop and subject matter
- c. Location
- d. Maximum number of participants
- e. Transportation
- f. Lodging and meals
- g. Fees
- h. Expenses: it is very important to establish expense limits and how they will be handled. For example, establish maximum amounts that will be paid (tourist air fare, single rooms, set

daily amount for food, etc.) and whether the speaker will be paid a set amount for expenses or reimbursed. Put as many details as possible, with actual amounts, in the contract. Be sure to get receipts, if the speaker is to be reimbursed. The more arrangements that can be made in advance by the committee, the fewer surprises that there are likely to be later on.

i. Cancellation clause: reserve the right to cancel without penalty should registration be insufficient and the workshop called off. When all financial arrangements have been agreed upon, send the GLA Division/Committee Consultant/Speaker Contract in triplicate to the GLA President for approval.

3. Negotiating with the speaker: content and materials.

It is very nearly as important to negotiate content as it is financial details with your speaker. After all, the ultimate success or failure of your workshop depends on how effectively it is presented. Make sure that the speaker understands the objectives that your committee has established. If you have adequately assessed the need for this workshop and are certain of what is to be learned, then you are on firm ground in dealing with the speaker. All too often an expert has a prepared presentation that is given with little or no tailoring to the specific needs of the participants. Work on the agenda together and make sure that the speaker is focused on agreed upon objectives. Give the speaker, in advance, a list of participants expected. Find out also what materials the speaker will provide and what will have to be printed or provided by the committee and include them in the budget. Make sure that you know what equipment will be needed and the preferred room set-up (see sections on AV equipment and local arrangements).

TIME FRAME

A very important consideration in the planning of the workshop is when it will take place and how long it will last. Spring and fall are the most popular times, of course, but careful attention must be given to other things going on: other workshops, conferences, football games, etc. Check all available calendars and avoid as many conflicts as possible. Consider turning liability times into assets. For instance, a December workshop in Atlanta can be billed as a chance to Christmas shop or a summer date on the coast may appeal to beach lovers.

Other aspects to consider include:

1. How long? How many days and how much of each day?
2. Travel time for participants: allow travel time on either the first or last day (or both) of the workshop to cut down on participants' expenses.
3. Weekday or weekend? Consider time spent away from the job. Ordinarily, for a workshop lasting more than one day, the end of the week is best.
4. Lead time: be sure to allow enough time to plan sufficiently, get registration forms and publicity printed, mailed, and returned, etc. Six to eight months is advisable.

PUBLICITY

The importance of effective publicity to a workshop cannot be overemphasized. All too often, an excellent program must be scrapped at the last minute because people simply were not notified in time or opportunities for attracting participants were overlooked. Basically, the publicity necessary for a successful workshop can be divided into two types: mailings, including announcements and registration fliers; and press releases, both before and after the workshop.

1. Announcements, fliers, etc.

a. Printing: in-house is cheapest, but do not sacrifice quality if the best that can be provided free is a mimeograph machine. Budget for an attractive commercial job if necessary.

b. Information to include: keep announcement and registration fliers as simple as possible. Some suggested items to include are:

- Basic objectives of workshop
- Brief agenda or outline
- Speaker or speakers
- Dates, times, location
- Registration location
- Registration deadline
- Refund policy (very important and can save headaches later on)
- Fee - separate scale for non-members or students?
- Contact person with address and phone number
- Where to reply
- How to make out check
- Limit on registration and waiting list, if there is to be one
- Special arrangements for handicapped

c. Format: triple or double folded and addressed on flier or stuffed in envelopes? Separate registration card or section to be detached and returned? Be sure to get participant's name, mailing address, organization, position, and phone number.

d. Enclosures: maps, restaurant and hotel lists, hotel registration cards, bibliography, agenda. Many of these can be included in a second mailing to actual registrants which could also include a receipt as confirmation of registration.

e. Lead time: allow sufficient time for designing, typing, printing, folding, stuffing, stapling, addressing, and mailing (allow two weeks just for bulk rate delivery).

f. Mailing labels: all of GLA or only certain divisions? Consider contacting officers of related organizations (SLA, GLMD, SELA, ASIS, etc.) to determine availability of their mailing lists.

2. Media

The professional media can be useful for publicizing the workshop both before and after it takes place. Make sure that one person is assigned the responsibility for adequately publicizing the event from beginning to end.

a. Pre-publicity: consider press releases in professional journals and newsletters, newsletters of similar organizations, and other publications of related interest groups. Check with officers of organizations for information on their publications.

- b. Other publicity possibilities: send press releases to library schools or related interest groups (Georgia Historical Society, Georgia Department of Archives and History, automation groups, etc.). If possible, find out when groups meet and have your workshop announced at their meetings.
- c. If registration lags and cancellation is a possibility, follow up by phone. Sometimes beating the bushes can produce good results.
- d. Post-publicity: consider follow-up reports with photos to the above-mentioned journals, particularly the local ones. Other groups are frequently interested in how well a certain subject or type of workshop succeeds. Local newspaper in participants' hometown will frequently run items with photos on the activities of local librarians.

REGISTRATION

Registration can be divided into pre-registration, on-site, and post-workshop duties. Keep in mind that you are handling other people's money, and that careful accounting procedures are necessary.

1. Pre-Registration

The registration form sent to prospective participants should clearly indicate a deadline for receipt of registration and a refund policy: if you are not going to allow refunds, be sure to indicate that fact in advance to avoid hassles later. You should also expect a few people to register at the door. If your registration limit has been reached, be prepared to deal with them. Make sure that all pre-workshop publicity clearly indicates limits and deadlines.

Other things to consider:

- a. How to handle checks: it is easier to hold all checks for deposit after the workshop, if the time lapse between the registration deadline and the workshop is not too great. Some banks have 60 or 90 day limits on cashing. It also is easier to return uncashed checks, should the workshop be canceled.
- b. Receipts: include a receipt in the materials packet and keep a copy. Receipts are frequently necessary for state, local, and IRS travel accounting and will serve as a confirmation of registration. If other enclosures and information are mailed to registrants, the receipt may be included in that mailing.
- c. List of registrants: keep an alphabetical list of registrants plus a list by person or agency on which the check is drawn, with amount of check, and who is covered by it. Submit this list with the checks to the GLA Executive Secretary as soon as the workshop is over.
- d. Waiting list: if you have to set a strict limit on registration, you may want to consider a waiting list for the overflow. Or, if you wish to give first priority to members, the list could be for non-members, out-of-state registrants, or students.

e. Cancellation: establish a procedure for notifying registrants and returning checks, should it be necessary to cancel the workshop. Workshops that are obviously not going to break even should be canceled (unless underwritten by the Association by previous agreement) within a reasonable time to notify participants

2. On-site Registration

If pre-registration duties have been carefully attended to, on-site registration need be little more than checking people in, handing out materials, and answering questions. Some suggestions to make it go even more smoothly:

- a. Have sufficient tables and chairs and more than one person to check people in: one to register and one to hand out packets, name tags, etc.
- b. Have necessary materials for registration staff: note paper, receipt book for at-the-door registrants, blank name tags, extra packets, felt-tip pens, tape, extra pens, etc.
- c. Have materials packets and name tags made up in advance. The packets could include: receipt (if not mailed), agenda, note paper, information materials, journal articles, bibliography, restaurant lists and other local information, list of participants, etc.
- d. Prepare directional signs in advance, indicating location of workshop from various entrances to the building.
- e. All workshop staff should know the location of restrooms, vending machines, phones, parking, water fountain, restaurants, and bus stops.

3. Post-workshop

The single most important post-workshop duty is to get registration checks turned in and reimbursement requests submitted. Submit checks immediately to Executive Secretary with lists of participants. For reimbursement requests or bills (see section on budgeting), the division, interest group, or section chair (only) submits Check Request Form, with supporting documentation to the GLA President. Each individual item requires a separate form. It is important to do this as soon as possible. Don't leave your hardworking committee waiting for their money!

LOCAL ARRANGEMENTS

Local arrangements include all details involved with lodging, location, meals, breaks, meeting rooms, and everything else connected with the physical setting of the workshop. Arrangements can be as simple as renting one meeting room with lunch and breaks on your own to using several rooms in a hotel and including planned meal functions. Whatever the complexity, every detail must be carefully planned.

If the workshop is fairly complicated, requiring the use of several rooms and food, plan to have at least one person free to act as troubleshooter during the workshop. Committee members in charge of local arrangements should begin their work as soon as plans for the workshop are firm. Even with the best planning there will be a great many things to do at the last minute, so don't confuse the situation with details that can be taken care of in advance.

1. Location

Where the workshop is held can make or break it. Metropolitan areas are popular locations because of their accessibility, but they are by no means the only choice. Depending on the size and nature of the workshop, a local library may be willing to donate or help with locating meeting space. Be sure to allow travel time at one end to cut down on the expenses of those who have a long way to travel.

Once the city or town has been decided on, choose a site, taking into consideration, if possible, its accessibility to expressways, public transportation, airport, parking, hotels, and restaurants. Also make sure that it is accessible to the handicapped. Location and lodging may or may not be the same place, and depending on the size and length of the workshop, you may or may not get involved with both.

2. Meeting rooms

- a. Number, size, and kind needed: conference, classroom, theater, break-out, banquet?
- b. Number of tables and chairs needed?
- c. General suitability for AV (see section on AV equipment for more guidelines).
- d. Room arrangement: check with speaker to find out how to arrange the room, what equipment is needed, if break-out room is required, etc.
- e. Accessibility to a copy machine?
- f. Smoking and non-smoking sections?
- g. Water for participants and speaker?

3. Meals

If you decide to have a planned meal, be prepared to increase the burden of last-minute details. Many hotels require a final count 48 hours in advance and frequently will not guarantee prices until the last minute. A meal function can be valuable in keeping the group together and can also be part of the workshop with a program or speaker.

On the other hand, if the workshop is within easy walking distance of several restaurants, the chance to get away for awhile and relax is also appreciated by participants. The length, location, and nature of the workshop will determine whether a planned meal is desirable. If you do decide on a meal function, begin planning with the hotel or restaurant contact person immediately. You cannot set the fee for the workshop until you have some idea of the cost of the meal.

- a. Select the type of meal: buffet or sit-down, and menu.
- b. Find out the date a guarantee is needed and what percent over or under you can go.
- c. Determine the method of payment. The bill should include tax and gratuity.
- d. If the banquet room is not immediately accessible to the meeting area, be sure that someone is available to direct people.
- e. Determine table arrangements: will there be a head table and how many will be seated at it?
- f. Decorations or floral arrangements? These may be provided by the hotel, a florist, or made by the committee or volunteers.

g. How long will the meal last? Will there be a program as well?

4. Breaks

Properly timed breaks are one of the most important factors in a smoothly run workshop. In addition to morning and afternoon breaks, consider having coffee available as participants arrive to register. If the workshop is in a hotel, the catering staff will probably set up breaks and clean up, but they need to know when to do so. Regardless of whether breaks are catered or set-up and served by the committee, there are several decisions to be made.

- a. How many breaks and when? During registration, morning and afternoon? Consider having coffee available all day.
- b. How long? Allow 5-10 minutes longer than announced.
- c. What to serve? Coffee, tea, juice, soft drinks, sweet rolls, cookies? Afternoon breaks can usually be less elaborate.
- d. Supplies: tablecloths, serving dishes, sugar, sugar substitute, creamer, lemon, spoons and forks, stirrers, napkins, cups, glasses.
- e. Servers: catering staff, committee members, or self-serve?
- f. Location of breaks: near meeting area or in a separate room? Check availability of electrical outlets.
- g. Allow sufficient time for setting up and making coffee.
- h. Clean-up: in-between and afterwards. Have trash cans and bags available.

5. Lodging

Again, depending on the size length, and location of the workshop, it may be necessary to coordinate hotel rooms. At the very least, a list of nearby hotels should be sent to registrants if they are to make their own reservations. If the workshop is to be held in one hotel over a two or three day period, arrangements must be made with the hotel to insure that enough rooms are available.

- a. Determine approximately how many rooms will be needed, allowing for some double occupancy (a list of participants sent with hotel information helps in choosing roommates) and reserve them. Check on special prices.
- b. Determine whether participants register directly with the hotel or through a workshop coordinator. Hotel registration cards can be included with a mailing to registrants.
- c. Determine how many rooms are to be paid for the committee: for speaker, committee members, other guests?
- d. Method of payment: pre-pay, billed? Participants should settle their own bills.

6. Miscellaneous

- a. Make sure that someone is appointed to act as host for the workshop. This person should be responsible for all comforts of the participants and speaker while they are at the workshop; for getting the speaker to and from the hotel and airport; for introducing the speaker and other guests; and for welcoming participants.

- b. Establish contingency plans for inclement weather, unexpected financial needs, speaker cancellation, last-minute registrants, illness, and other unanticipated disasters.
- c. Double-check everything. Contact all those responsible for all arrangements to make sure their part has been done. If something does go wrong, you'll feel better if it's not your fault.

USE OF AUDIO-VISUAL EQUIPMENT

If audio-visual equipment is to be used during the workshop, plans must be carefully made to avoid disaster. The person in charge of AV for the workshop should first find out exactly what kind of equipment will be needed. Pay special attention to the exact description of the software (reel-to-reel, cassette, signal frequency, stereo-mono). It is wise to find out the make and model of equipment on which the software was either produced or previously played back.

Extreme caution must be exercised at this point in planning or the incompatibility of software and hardware can become your biggest headache on the day of the workshop. If you foresee problems in compatibility, ask if equipment can be provided by the speaker. Also find out from the speaker not only the specific kind of equipment but also how and when it is to be used and whether an operator will be necessary. This gives clues about how to arrange the equipment in the room. With the preliminary research done, planning can proceed.

1. Plot out everything that will be needed:
 - a. The types of equipment
 - b. The back-up equipment
 - c. The number of electrical outlets
 - d. Amount of lighting control
 - e. Positioning of equipment and controls
2. Inspect the room to be used to see if it can be adapted to your needs and ask yourself:
 - a. What is available in the room already?
 - b. How many extension cords will be needed?
 - c. Are there three-pronged outlets in the room?
 - d. Will adapters be needed?
 - e. Will equipment cords cross the flow of traffic?
 - f. Is there enough room to set up screens and equipment?
 - g. Will the speaker have ready access to the controls?
 - h. Will windows cause a lighting problem?
 - i. How are the acoustics in the room?
 - j. Will a microphone be needed for the speaker?
 - k. Will a microphone(s) be needed for audience participation?

l. Is there some place to secure the equipment overnight?

m. Is the room totally unsuitable? (If so, perhaps you should suggest to the person in charge of local arrangements that another room be used.)

3. Consider whether the equipment will be borrowed or rented. In either agreement on the terms of the equipment's use. Find out:

a. If spare lamps are provided with the equipment

b. If projection stands are provided

c. If and when pick-up and delivery is provided

d. If a deposit is required

e. If there is insurance coverage

f. What procedures to follow if the equipment doesn't operate properly

g. If someone will set up the equipment and give instructions on its use

Prior to the workshop allow enough time to set up the equipment and conduct a trial run. (When allowing time, operate under the premise that something will always go wrong.) If an operator will be running the equipment, the operator and the speaker should consult with each other about the presentation. It is also a good idea to pre-program as much of the AV presentation as possible; i.e., adjust volume, put slide tray in beginning position, etc., especially if the speaker will be operating the equipment. Finally, anticipate disaster with a back-up plan and equipment and be prepared to stay with the equipment until its safety is assured and your responsibilities are fulfilled.

AV CHECKLIST

Equipment:

Overhead projector _____; high-powered for computer projection _____; special overhead markers _____;

blank transparency film _____; cart _____

Computer projection for overhead _____; IBM/DOS ____; Mac ____; cables ____; monochrome ____; color ____; VGA ____

Computers (how many) _____; IBM/DOS ____; Mac ____; hard drive space required: _____;

RAM required: _____; type of floppy: _____

dot matrix printer ____; laser printer ____; monochrome ____; color ____; VGA ____; SVGA ____; cart ____; cables ____

Video player: VHS ____; 3/4" ____; Beta ____; 8mm ____; laser disc (type) _____;

video projector ____; monitor (size) ____; cables ____; cart ____

16mm film projector _____; extra speakers _____; cart _____

35mm slide projectors (how many) _____; carousel ____; stack load ____; lenses ____; zoom ____; remote control ____; dissolve unit ____; dissolve cables ____; signal frequency for dissolve _____ Audio: cassette player ____; cassette recorder ____; Slide sync cassette player ____; record player ____; stereo ____; mono ____; extra speakers ____; microphone(s) ____ Opaque projector _____ Screen _____; preferred type _____; size _____

Chalkboard _____; chalk _____; white marker board _____; erasable markers _____; eraser _____

Flip-chart _____; permanent markers _____; easel _____ PA system _____; microphones _____; cables _____; stands _____; extra speakers _____

Other:

Extras:

Extension cords _____; length _____ Lamps: projection (type) _____; exciter (type) _____ Adapters: outlet _____; cable (type) _____ Film reels _____; Carousel trays _____; capacity _____ Duct tape _____; electrical tape _____; screwdriver: flat _____; phillips _____

EVALUATION

Evaluation of the workshop by participants can not only supply immediate feedback on the workshop's effectiveness but can also serve as a planning tool. A few simple, well-worded questions can usually elicit valuable answers that can be made into a learning experience for those who planned the workshop. Evaluations can also be a way of showing the people who helped organize the workshop that their efforts were appreciated. As an indicator of success, evaluation results can serve as a public relations document for justification of your next workshop. As an indicator of less than success, they can show how to avoid the same mistakes next time.

To prepare evaluation forms, those involved in planning the workshop should decide what they want to know about how their own performance affected the success of the workshop and compose questions to include on the evaluation form that will give them the pertinent information. It might also be valuable to the speaker to ask questions about the presentation; therefore, give the speaker a chance to contribute those items. When you have decided what you want to know from the participants, design the questions so that they can be answered simply and quickly. The last thing a workshop participant wants to do at the end of the day is

spend another thirty minutes filling out a complicated evaluation form. A multiple-choice form that takes no more than five minutes to answer will assure more feedback from the participants. If they want to say more, allow space for comments. Before finalizing the form, test it on a sample group to determine its clarity. At this point you can find out what questions are worded poorly, if the instructions are clearly stated, and if the length of the form is appropriate. The form can then be revised as needed.

As a matter of strategy during the workshop, give the evaluation forms out at the last coffee break before the end of the workshop and give simple instructions about what to do with them. Then remind the participants about the evaluation form at the end of the session and have someone posted at the door to take up the forms as the participants leave.

There is very little sense in evaluating if the results are not to be used. Use the evaluations to prepare your final report for GLA; to share with the people who helped with the workshop; to give feedback to workshop participants; to give feedback to the speaker (possibly as an addendum to your thank you letter); and to keep on file as a planning tool for the next workshop.

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**Georgia Library Association
Workshop/Meeting/Activity**

Notification with Expenses Projection

Division,
Interest Group,
or Committee _____ Date _____

Name of Chair

_____ Signed

Title of Event _____

Place _____ Date of Event _____

Number Participants Needed to Cover Expenses _____

Registration Fee _____

Expenses Projection: Check One for Source of Allocation

Committee [] Division [] Interest Group [] Conference []

Materials _____

Postage _____

Telephone _____

Consultant/Speaker Fee _____ This includes all expenses: travel (tourist
air fare), lodging, meals and incidental expenses.

TOTAL _____ The cost is not to exceed projected total.

Approved: _____

GLA President

Date of Approval: _____

Fill out in triplicate. Send all copies to the GLA President for approval before proceeding with the project. The project must be approved at least 21 days before date of event.

**Georgia Library Association
Division/Committee Consultant/Speaker Contract**

This agreement is made this _____ day of _____, 20____,

by and between

(Chair)
for _____ of the Georgia Library Association
(Division or Committee)

and _____ for services rendered
(Consultant/Speaker)

at _____ on _____
(Workshop/Meeting/Activity) (Date)

at _____, for a fee not to exceed _____,
(Place)

including honorarium, travel expenses, (tourist air fare), lodging, meals and other incidental expenses.

Approved: _____ GLA President

Date of Approval: _____

Signed: _____ Consultant/Speaker

Signed: _____ Chair

Fill out in triplicate and mail all copies to the GLA President for approval. Two copies will be returned to Chair. Chair will send one to the consultant/speaker.