Georgia Library Association

HANDBOOK

APPENDICES

Revised October, 2018
Table of Contents

Appendix 1: [Historical Information] ................................................................. 3

Appendix 2: [Past Officers] .............................................................................. 28
  - [Past Executive Board Members] ................................................................. 28
  - [Division Officers] ...................................................................................... 30
    - [Academic Library Division] ................................................................. 30
    - [Georgia Library Trustees and Friends Association] ....................... 32
    - [New Members Round Table Division] ............................................... 34
    - [Paraprofessional Division] ................................................................. 35
    - [Public Library Division] .................................................................... 35
    - [School Library Media Division] .......................................................... 37
    - [Special Libraries and Information Services Division] ...................... 40
  - [Interest Group Officers] ............................................................................ 42
    - [Interest Group Council] ....................................................................... 42
    - [Circulation and Access Services Interest Group] ......................... 42
    - [Government Documents Interest Group] ...................................... 42
    - [Handicapped and Library Services Interest Group] ..................... 43
    - [Information Technology Interest Group] ......................................... 44
    - [Intellectual Freedom Interest Group] ............................................... 44
    - [Interlibrary Cooperation Round Table] .......................................... 45
    - [Professional and Continuing Education Interest Group] ............... 46
    - [Reference Services Interest Group] .................................................... 47
    - [Support Staff and Paraprofessional Resources Interest Group (SPRIG)] ........................................................... 48
    - [Technical Services Interest Group] .................................................... 48
  - [Other Officers] ......................................................................................... 51

Appendix 3: [Scholarship Recipients] ............................................................ 52

Appendix 4: [GLA Award Recipients] ............................................................ 54

Appendix 5: [Georgia Library Association Workshop Guide] ..................... 60

Appendix 6: [Public Relations Communication Policy] .................................. 83

Appendix 7: [Marketing and Branding Communication, Website, and Social Media Style Guide] ............................................................ 85

Appendix 8: [Georgia Library Association Brand Identity & Usage] ............ 86
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. 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**


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.

GEORGIA LIBRARY ASSOCIATION CONFERENCE PROCEDURES

Contents

I. Conference Duties of Officers
   A. President
   B. First Vice-President
   C. Second Vice-President
   D. Treasurer
   E. Administrative Services Coordinator
   F. Division Chairs
   G. Interest Group Chairs
II. Conference Site, Financing, Program, Hotel
    A. Conference Site
    B. Financing
    C. Program Committee
    D. Hotel
III. Advance Conference Committees
     A. Exhibits Committee
     B. Publicity Committee
IV. Conference Committees
    A. Local Arrangements Chair
    B. Local Arrangements Committee
    C. Resolutions Committee
V. Procedure for Requesting Payment

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.

3. 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.

5. 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.)

6. Gives the names of special guests attending meal functions to the Conference Registration Desk personnel for complimentary tickets and to the Local Arrangements Chair.

7. Determines who should receive complimentary hotel rooms and notifies said hotel(s) as well as the Local Arrangements Chair and Conference Registration Desk staff.

8. Appoints a Parliamentarian who should be in attendance at all general session meetings.

9. 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.)
   c. 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.
   d. 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

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.

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.

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.

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, porterage, 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
   g. Guaranteed menus and costs.
   h. Ability to serve breakfast and other non-scheduled meals with dispatch.

3. Equipment
   a. Adequate PA systems in larger meetings rooms.
   b. 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.
   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  
e. 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 Committee.

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 Rheay, 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

1949-52 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

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

Administrative Services Coordinator

1991-99 Mr. Robert Richardson, Young Harris College, Young Harris

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 Parenthood 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, Young Harris College, Young Harris
   Carol Jones, Secretary, Georgia State University, Atlanta
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, 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
Madeline Dixon, Secretary-Treasurer

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
Merryl Penson, Vice-Chair, Columbus State University
Susan Morris, Secretary, University of Georgia
Ann Hamilton, ACRL Chapter Rep., Georgia Southern University

1997-98 Merryl 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
          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, First Vice President
  Kathryn Ames, Second Vice President
  Lyn Hopper, Secretary/Treasurer

**New Members Round Table Division (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 Shelnutt, President, LaGrange College, LaGrange (succeeded to
  presidency upon Lamar Veatch’s resignation)
  Paulette Smith, Vice-President (elected Vice-President when Shelnutt
  succeeded Veatch)
  Dale Monteith, Secretary (resigned January, 1977)
  Joyce Wyngaarden, Treasurer
1977-79 Ed McCabe, President, Ohooppe 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
          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 Trott, 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, Chattooga County Library

1987-89 Rita Linker, Chair, Chattooga County Library
David L. Searcy, Vice-Chair, 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
1937-39  Sara Lamon, Chairman, A.L. Miller High School, Macon

Library Work with Children's Section:
1935-37  Mrs. Albert Burts, Chairman, Washington Memorial Library, Macon

School and Young People's 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, Secretary-Treasurer
1949-51  Mary Louise Rheay, Chairman, Atlanta Public Library, Atlanta
         Mae Oliff, Co-Chairman
         Celia B. Moore, Secretary-Treasurer, GLA
         Wilene Webster, Secretary-Treasurer, GEA
1951-53  Frances Rees, Chairman, Savannah Public Library, Savannah
         Mrs. George Dean, Co-Chair
         Helen Hutchens, Secretary-Treasurer
1953-55  Dorothy W. Blake, Chairman, Decatur City Schools, Decatur
         Mary V. Manley, Co-Chairman
         Cornelia Lowe, Secretary-Treasurer
1955-57  Mary Pursell, Chairman, Chestatee Regional Library, Gainesville
         Mildred Garrett, Co-Chair
         Tommie Quarles, Secretary-Treasurer
1957-59  Mary Carruth Vaughn, Chairman, Fulton County Schools, Atlanta
         Eloise Jones, Co-Chairman
         Sue Frazier, Secretary-Treasurer
1959-61  May McCall, Chairman, Savannah Public Library, Savannah
         Edna Clay, Co-Chairman
         Mabel Hogue, Secretary-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, Secretary-Treasurer (1961-62)
         Betty Burkes, Treasurer (1962-63)
         Frances Rees, Secretary (1962-63)

Note: New Constitution was adopted in 1962.
1963-65  Raye Osborn, Chairman, Brunswick Regional 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 Division

1955-57 Dale Barker, Chairman, Georgia Tech, Atlanta
Linda Johnston, Secretary-Treasurer
1957-59 Frances Muse, Chairman, Georgia State College, Atlanta
Mary Sime, Secretary-Treasurer
1959-61 Linda Johnston, Chairman, Federal Reserve Bank, Atlanta
Noel Lambert, Secretary-Treasurer
1961-63 Noel Lambert, Chairman, CDC, Atlanta
Marion Taylor, Secretary-Treasurer
1963-65 Safford Harris, Chairman, Georgia Tech, Atlanta
Virginia Edgington, Secretary-Treasurer
1965-67 Elizabeth Jackson, Chairman, Southern College of Pharmacy, Atlanta
   Frances Drew, Secretary-Treasurer
1967-69 Ronald Simpson, Chairman, Georgia Tech, Atlanta
   Norma Chambers, Secretary-Treasurer
1969-71 Helen Citron, Chairman, Georgia Tech, Atlanta
   Lucy Duke, Secretary-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, Secretary-Treasurer
1975-77 Linda M. Johnston, Chairman, Federal Reserve Bank of Atlanta
   Doris P. Little, Vice-Chair
   Sara J. McDavid, Secretary-Treasurer
1977-79 Dorian Martyn, Chairman, Medical College of Georgia, Augusta
   Beatrice Basler, Vice-Chair
   Sharon Cann, Secretary-Treasurer
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, Secretary, 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
2001 Chair - Fred Smith, Georgia Southern University
         Vice Chair - David Tucker, Dekalb County Public Library
         Secretary - Roxann Bustos, Augusta State University
2002 Chair - David Tucker, Dekalb County Public Library
         Vice Chair - Carol Goodson, State University of West Georgia
         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
1989-91  Lynn Walshak, Chair, Henderson Library, Georgia Southern College,
Statesboro
Gayle Christian, Vice-Chair/Chair-Elect, Pullen Library, Georgia State University, Atlanta
Marcia Hodges, Secretary-Treasurer, Brunswick/Glynn County Regional Library, Brunswick
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, 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

43
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, Clarkesville
        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
        Jane Zahner, Vice-Chair, Valdosta State College, Valdosta
        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

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
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, Atlanta
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
1947-49 Clyde Pettus, Chairman, Emory University, Atlanta
1949-51 Margaret Hatcher, Chairman, Wesleyan College, Macon
   Eva Trachsel, Secretary-Treasurer
1951-53 Anne McKay, Chairman, Mercer University, Macon
   Lucy Duke, Secretary-Treasurer
1953-55 Mildred Looney, Chairman, Screven-Jenkins Regional Library, Sylvania
   Dorothy Harmer, Secretary-Treasurer
1955-57 Esther Bergen, Chairman, Emory University, Atlanta
   Louise Garven, 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
1961-63 Ethel A. Rose, Chairman, University of Georgia, Athens
   Betty Brender, Secretary-Treasurer
1963-65 Eula Windham, Chairman, Middle Georgia College, Cochran
   John David Marshall, Secretary-Treasurer
1965-67 Marion Taylor, Chairman, Emory University, Atlanta
   Josephine Frazier Davidson, Secretary-Treasurer
1967-69 Max Gilstrap, Chairman, University of Georgia, Athens
   Christina Landram, Secretary-Treasurer
1969-71 Christina Landram, Chairman, Georgia State University, Atlanta
   LaFaye Cobb, Secretary-Treasurer
1971-73 Dorothy H. Willis, Chairman, Atlanta-Athens Union Catalog, Atlanta
   John A. Edens, Secretary-Treasurer
1973-75  Elizabeth W. Turner, Chairman, DeKalb Community College, Clarkston  
Audrey M. Fullerton, Vice-Chairman  
Dianne H. Wright, Secretary-Treasurer  
1975-77  Dianne H. Wright, Chairman, Valdosta State College, Valdosta  
Gerald C. Becham, Vice-Chairman  
Dot Hanson, Secretary-Treasurer  
1977-79  John Edens, Chairman, University of Georgia Libraries, Athens  
Joyce Cohrs, Vice-Chairman  
Edna Earl Brown, Secretary  
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  
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, 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  
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
2006 Jack Fisher, Chair, Valdosta State University, Valdosta
Patty Phipps, Vice-Chair/Chair-Elect, Georgia Institute of Technology, Atlanta
Tessa Minchew, Secretary/Treasurer, Georgia Institute of Technology, Atlanta
2007 Patty Phipps, Chair, Georgia Institute of Technology, Atlanta
Tessa Minchew, Vice-Chair/Chair-Elect, Georgia Perimeter College
Elizabeth Winter, Secretary, Georgia Institute of Technology, Atlanta
2008 Tessa Minchew, Chair, Georgia Perimeter College
Adam Kubik, Vice-Chair/Chair-Elect, Clayton State University, Morrow
Rubye Cross, Secretary
2009 Adam Kubik, Chair, Clayton State University, Morrow
Daryle Maroney, Vice-Chair/Chair-Elect, Georgia State University, Atlanta
Amy Eklund, Secretary, Georgia Perimeter College
2010 Daryle Maroney, Chair, Georgia State University, Atlanta
Shelley Rogers, Vice-Chair/Chair-Elect, University of West Georgia, Carrollton
Amy Eklund, Secretary, Georgia Perimeter College
2011 Shelley Smith, Chair, University of West Georgia, Carrollton
Kyle McCarrell, Vice-Chair/Chair-Elect, Augusta State University, Augusta
Linh Uong, Secretary, Hall County Library System
2012 Kyle McCarrell, Chair, Augusta State University, Augusta
Jolanta Radzik, Vice-Chair/Chair-Elect, Chattahoochee Valley Libraries
Linh Uong, Secretary, Hall County Library System
2013 Guy Frost, Chair, Valdosta State University, Valdosta
Linh Uong, Interim Vice-Chair and Secretary, Northeast Georgia Regional Library System
2014 Guy Frost, Chair, Valdosta State University, Valdosta
Jessica Lee, Vice-Chair/Chair-Elect, Valdosta State University, Valdosta
Laura Herndon, Secretary, Clayton State University, Morrow
2015 Linh Uong, Chair, Northeast Georgia Regional Library System
Jessica Lee, Vice-Chair/Chair-Elect, Valdosta State University, Valdosta
Laura Herndon, Secretary, Clayton State University, Morrow
2016 Jessica Lee, Chair, Valdosta State University, Valdosta
Shelley Rogers, Vice-Chair/Chair-Elect, University of West Georgia, Carrollton
A. Carey Huddleston, Secretary, Kennesaw State University, Kennesaw
2017 Shelley Rogers, Chair, University of West Georgia, Carrollton
Alexis Linoski, Vice-Chair/Chair-Elect, Georgia Institute of Technology, Atlanta
Other Officers

Reporters for the Southeastern Librarian

1950-51  Miss Sarah Jones, State Department of Education, Atlanta
1951-53  Miss Tommie Dora Barker, Emory University, Atlanta
1953-57  Miss Sarah Jones, State Department of Education, Atlanta
1957-61  Mr. David E. Estes, Emory University, Atlanta
1961-76  Miss Grace Hightower, State Department of Education, Atlanta
1976-77  Mr. Charles Beard, Georgia College, Milledgeville
1977-79  Mr. Charles Beard, West Georgia College, Carrollton
1979-81  Miss Wanda Calhoun, Augusta Regional Library, Augusta
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: Scholarship Recipients

## Hubbard Scholarship:

<table>
<thead>
<tr>
<th>Year</th>
<th>Winner</th>
<th>Amount</th>
<th>University</th>
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<td>1967-68</td>
<td>Valerie Hitt</td>
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<td>Terry Rowe</td>
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<td>Robert Gorman</td>
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<td>1972-73</td>
<td>Karen F. Mobley</td>
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<td>Florida State University</td>
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<td>1973-74</td>
<td>Frank W. Chickering</td>
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<td>Emory University</td>
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<tr>
<td>1974-75</td>
<td>Sally West Somers</td>
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<tr>
<td>1975-76</td>
<td>(Award not accepted)</td>
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<tr>
<td>1976-77</td>
<td>June C. Harris</td>
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<td>University of Michigan</td>
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<td>1977-79</td>
<td>Mary Lynn Arnold</td>
<td>2000</td>
<td>Florida State University</td>
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<tr>
<td>1980-81</td>
<td>John J. O’Shea</td>
<td>2000</td>
<td>University of South Carolina</td>
</tr>
<tr>
<td>1982-83</td>
<td>Albertina K. Brown</td>
<td>2000</td>
<td>Atlanta University</td>
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<tr>
<td>1983-84</td>
<td>Maray Jo Sopelak</td>
<td>2000</td>
<td>Emory University</td>
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<tr>
<td>1984-85</td>
<td>Robert L. Warner</td>
<td>2000</td>
<td>Emory University</td>
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<tr>
<td>1985-86</td>
<td>Deborah L. Rhodes</td>
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<td>1986-87</td>
<td>Hope M. Jenkins</td>
<td>2000</td>
<td>Peabody of Vanderbilt</td>
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<td>1987-88</td>
<td>Chris Bates</td>
<td>2000</td>
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<td>1988-89</td>
<td>Janice Mohlenrich</td>
<td>2000</td>
<td>Simmons of Boston</td>
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<td>1989-90</td>
<td>Tamara Boggus</td>
<td>2000</td>
<td>University of Tennessee</td>
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<td>1990-91</td>
<td>W. Neil McArthur</td>
<td>2000</td>
<td>Florida State University</td>
</tr>
<tr>
<td>1991-92</td>
<td>Betty Goeters</td>
<td>2000</td>
<td>Clark Atlanta University</td>
</tr>
<tr>
<td>1992-93</td>
<td>Elizabeth Kuhn</td>
<td>2000</td>
<td>Clark Atlanta university</td>
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<td>1993-94</td>
<td>Breta B. Boers</td>
<td>3000</td>
<td>University of South Carolina</td>
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<td>1994-95</td>
<td>Mary Morris</td>
<td>3000</td>
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<td>1995-96</td>
<td>Marcia Adamy</td>
<td>3000</td>
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<td>1996-97</td>
<td>Leslie Lowe Preston</td>
<td>3000</td>
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<tr>
<td>1997-98*</td>
<td>Leloria Fontaine</td>
<td>3000</td>
<td>Clark Atlanta University</td>
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<td></td>
<td>Valerie Frey</td>
<td>3000</td>
<td>University of Tennessee</td>
</tr>
<tr>
<td>1998-99</td>
<td>Deborah Thrasher</td>
<td>3000</td>
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<tr>
<td>1999-00</td>
<td>Brian K. Kooy</td>
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<td>2000-01</td>
<td>Teresa Pacheco</td>
<td>3000</td>
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<tr>
<td>2001-02</td>
<td>Joy Day</td>
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<td>Florida State University</td>
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<tr>
<td>2002-03</td>
<td>Mary Holt</td>
<td>3000</td>
<td>Florida State University</td>
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<td>2003-04</td>
<td>Andrea Heisel</td>
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<td>Florida State University</td>
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<td>2004-05</td>
<td>Julie Smith</td>
<td>3000</td>
<td>University of South Carolina</td>
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<tr>
<td>2005-06</td>
<td>Lauren Adams</td>
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<td>Florida State University</td>
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<td>2006-07</td>
<td>Vonda Henderson</td>
<td>3000</td>
<td>University of Alabama</td>
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<tr>
<td>2007-08</td>
<td>Mark Swails</td>
<td>3000</td>
<td>University of North Carolina, Chapel Hill</td>
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<td>2008-09</td>
<td>Erika Farr</td>
<td>3000</td>
<td>University of North Texas - Georgia Cohort</td>
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<td>2009-10</td>
<td>Amber Knight</td>
<td>3000</td>
<td>Valdosta State University</td>
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<tr>
<td>2010-11</td>
<td>Bonnie Moore</td>
<td>3000</td>
<td>Valdosta State University</td>
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<tr>
<td>2011-12</td>
<td>Carol Waggoner-</td>
<td>3000</td>
<td>Valdosta State University</td>
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</tbody>
</table>
Angleton

2012-13  John Stephens  3000  University of North Texas
2013-14  Asele Mack  3000  Valdosta State University
2014-15  Ann Marie Davis  3000  University of Tennessee
2015-16  Rebecca Ballard  3000  Valdosta State University
2016-17  Katie Mitchell  3000  Valdosta State University
2017-18  Amanda Roper  3000  Valdosta State University

Beard Scholarship:

<table>
<thead>
<tr>
<th>Year</th>
<th>Winner</th>
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<th>University</th>
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<td>2006</td>
<td>Lori Lester</td>
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<td>Valdosta State University</td>
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<td>2007</td>
<td>Miguel Vicente</td>
<td>1000</td>
<td>Valdosta State University</td>
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<td>2008</td>
<td>Christopher Warren</td>
<td>1000</td>
<td>Florida State University</td>
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<tr>
<td>2009</td>
<td>Tia Kunnapas</td>
<td>1000</td>
<td>Valdosta State University</td>
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<tr>
<td>2010</td>
<td>Holly Phillips</td>
<td>1000</td>
<td>Valdosta State University</td>
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<tr>
<td>2011</td>
<td>Oscar Gittemeier</td>
<td>1000</td>
<td>Florida State University</td>
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<tr>
<td>2012</td>
<td>Linda Cooks</td>
<td>1000</td>
<td>Valdosta State University</td>
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<tr>
<td>2013</td>
<td>John Mack Freeman</td>
<td>1000</td>
<td>Valdosta State University</td>
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<td>2014</td>
<td>Michael Kennedy</td>
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<td>2015</td>
<td>Karen Manning</td>
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<td>2016</td>
<td>Anne Marie Mclean</td>
<td>1500</td>
<td>University of Alabama</td>
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<td>2017</td>
<td>Heather Smith</td>
<td>1500</td>
<td>Valdosta State University</td>
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## Appendix 4: GLA Award Recipients

### Nix-Jones Award

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<tr>
<th>Year</th>
<th>Name</th>
<th>Institution/Location</th>
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<tr>
<td>1969</td>
<td>Sara Hightower</td>
<td>Pepperell Schools, Lindale</td>
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<tr>
<td>1971</td>
<td>Virginia McJenkin</td>
<td>(retired) Atlanta</td>
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<tr>
<td>1973</td>
<td>Louise Trotti</td>
<td>Decatur-DeKalb Regional Library, Decatur</td>
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<tr>
<td>1975</td>
<td>Edith Foster</td>
<td>West Georgia Regional Library, Carrollton</td>
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<tr>
<td>1977</td>
<td>David E. Estes</td>
<td>Emory University, Atlanta</td>
</tr>
<tr>
<td>1979</td>
<td>Hallie Beechum Brooks</td>
<td>(retired) Atlanta University, Atlanta</td>
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<tr>
<td>1981</td>
<td>A. Ray Rowland</td>
<td>Augusta College, Augusta</td>
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<tr>
<td>1983</td>
<td>Mary Louise Rheay</td>
<td>Cobb County Public Library, Marietta</td>
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<td>1985</td>
<td>Margaret Kerr</td>
<td>Emory University, Atlanta</td>
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<td>1987</td>
<td>Barbara Loar</td>
<td>Dekalb-Rockdale-Newton Regional Library, Decatur</td>
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<td>1989</td>
<td>A. Venable Lawson</td>
<td>Emory University, Atlanta</td>
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<td>1991</td>
<td>Charles E. Beard</td>
<td>State University of West Georgia, Carrollton</td>
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<td>1993</td>
<td>Robert J. Richardson</td>
<td>Young Harris College, Young Harris</td>
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<td>1995</td>
<td>David Searcy</td>
<td>Atlanta-Fulton Public Library, Atlanta</td>
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<td>1996</td>
<td>Ralph E. Russell</td>
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<td>1997</td>
<td>Merryl Penson</td>
<td>University of Georgia, Athens</td>
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<td>1998</td>
<td>William G. Potter</td>
<td>University of Georgia, Athens</td>
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<tr>
<td>2001</td>
<td>Gordon Baker</td>
<td>Henry County Schools, McDonough</td>
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<td>2002</td>
<td>JoEllen Ostendorf</td>
<td>Troup-Harris-Coweta Regional Library, Lagrange</td>
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<td>2003</td>
<td>George Gaumond</td>
<td>Valdosta State University, Valdosta</td>
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<td>2005</td>
<td>William (Bill) Nelson</td>
<td>Augusta State University, Augusta</td>
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<td>2007</td>
<td>David Singleton</td>
<td>Georgia Public Library Service, Atlanta</td>
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<td>2008</td>
<td>Robert E. Fox, Jr.</td>
<td>Georgia Institute of Technology, Atlanta</td>
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2011  Ann Hamilton  Georgia Southern University, Statesboro
2014  Jay Turner  Georgia Public Library Service
2015  Roni Tewksbury  West Georgia Regional Library
2016  Linda Golian-Liu  Kennesaw State University
2017  Julie Walker  State Librarian

**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
2004  Laura Burtle  Georgia State University, Atlanta
2006  Michael H. Aldrich  University of West Georgia, Carrollton
2008  Lori Lester  Georgia Southern University
2009  Michelle Jones,  Columbus State University
2010  Tessa Minchew  Georgia Perimeter College, Clarkston
2011  Yadira Payne  Augusta State University, Augusta
2012  Ashley Dupuy  Kennesaw State University
2014  Virginia Feher  University of North Georgia
2015  Kimberly Boyd  Brenau University
2016  Jean Cook  University of West Georgia
2017  Chris Sharpe  Kennesaw 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
2006  Joanne Lincoln  Retired
2007  Gordon Baker  Clayton State University

55
2009  Susan Cooley  Sara Hightower Regional Library System
2010  Sarah Steiner  Georgia State University
2011  Elizabeth Bangley  Agnes Scott College
2012  Jeff Heck  Georgia Regents University
2013  Susan Kendall  Cobb County Public Library
2014  Carol Stanley  Athens Technical College
2015  Linda Jones  Columbus State University
2016  Evelyn Merk  Retired
2017  Cathy Jeffrey  Retired/Former GLA President

**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 Library Advocacy Award in 2004 to honor Charles Beard)

2004  Lianne Kenney  Trustee, Chestatee Regional Library
2006  Edward F. Barnes  Department of Technical and Adult Education
2009  Lamar Paris  Union County Commissioner
2010  Melvin Steely  University of West Georgia
2013  William Kelley  Tifton-Tift County Public Library
2014  Senator Jack Hill  Georgia State Senate
2015  Margie Yong  Friends group for Brunswick-Glynn County Library
2017  Sandra Deal  First Lady of Georgia (Governor's wife)
**Nora Symmers Paraprofessional Award (First Awarded in 2001)**

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<tr>
<td>2001</td>
<td>Nora Symmers</td>
<td>DeKalb County Public Library, Decatur</td>
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<td>James E. Camp</td>
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<td>2003</td>
<td>Rhonda Boozer</td>
<td>Clayton College &amp; State University, Morrow</td>
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<td>2008</td>
<td>Karen Manning</td>
<td>Georgia Institute of Technology</td>
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<td>2010</td>
<td>Heidi Benford</td>
<td>Clayton State University</td>
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<tr>
<td>2017</td>
<td>Janice Shipp</td>
<td>Savannah College of Art and Design</td>
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**Library Support Service Award**
(First Awarded in 2008)

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<td>Phil Williams</td>
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<tr>
<td>2009</td>
<td>Randall Cravey</td>
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<td>Brad Baxter</td>
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**GLA Team Award**
(First Awarded in 2012)

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<tr>
<td>2012</td>
<td>Charlie Bennettee</td>
<td>Georgia Institute of Technology</td>
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<td></td>
<td>Ameet Doshi</td>
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<tr>
<td>2014</td>
<td>Susan Bailey</td>
<td>Emory University</td>
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<tr>
<td></td>
<td>Ameet Doshi</td>
<td>Georgia Institute of Technology</td>
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<tr>
<td></td>
<td>Jennifer Jones</td>
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<td>Erin Nagel</td>
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<td>Sonya Gaither</td>
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<td>Library Assessment Conference Planning Committee</td>
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Barbara Dantzler
Amy Eklund
Linda Johnson
Michelle Lenderman
Rebecca Rose

2017  Kimberly Boyd  Brenau University
      Ashley Dupuy  Atlanta Fulton Public Library System
      Casey Long  Agnes Scott

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
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1983 Raye Osborn
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1985 David Estes
1987 Walter Johnston
1989 Jane Ramsey Morgan
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Dorothy W. Blake
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1997 Irma Harlan
Brenda Pruvis
Ralph E. Russell
1998 Elizabeth Turner
Appendix 5: Georgia Library Association Workshop Guide

1993 edition

By

GAIL R. LAZENBY

And

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Reformatted in 2002 by Cathy Jeffrey

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Contents

Preface
Introduction
Planning Process and Needs Assessment
Presenting the Proposal
Budgeting
Organizing
Format and Speaker
Time Frame
Publicity
Registration
Local Arrangements
Use of Audio-Visual Equipment
AV Checklist
Evaluation
Bibliography
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 cliche 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 rational 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.

1. 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. Do 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. Pub 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 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 form 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 form 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.

BIBLIOGRAPHY


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.
APPENDIX 6: PUBLIC RELATIONS COMMUNICATION POLICY

PUBLIC RELATIONS COMMUNICATION POLICY
Georgia Library Association (GLA) Marketing and Branding Committee

The purpose of the Public Relations Communication Policy is to ensure that GLA communicates information about the Association policies, procedures, and events to present and potential members to assure effective and maximum use.

The objectives of the public relations of GLA are:

- To promote the Association and GLA Events
- To stimulate interest in the Association
- To set the standard for Listservs and digital communication for the Association and its other committees, divisions, interest groups, and roundtables.

The following means may be used to accomplish the foregoing objectives:

1. Specific goals and activities shall be developed annually and the program shall be evaluated periodically.
2. Surveys of the GLA community can be made to assure the responsiveness of GLA events and resources to the interests and needs of its members.
3. Separate Social Media and Website Policies shall be adhered to.
4. Promotional materials produced shall adhere to the Association’s Marketing and Branding Guidelines. All materials printed with the GLA logo should be sent to the Vice President for Marketing and Branding for approval prior to production and/or distribution. All electronic postings, emails, press releases or other communication about GLA or GLA events can be sent to the Marketing and Branding Committee using established procedures for review and distribution.
5. The Vice President for Marketing and Branding and/or the Chair of the Marketing and Branding Committee, or another member designated by the committee, shall have the responsibility for coordinating the public relations and public informational activities of GLA.
6. Contacts, policies, procedures and all pertinent information to assist the committee in public relations, marketing, branding or communications shall be handed down each time an officer leaves the committee.
7. All communications across Listservs shall be with the intent to discuss issues of importance to libraries in the state; communicate about GLA’s mission, goals or activities; publicize GLA events or other events related to libraries of all types; ask colleagues questions or
advice; and/or to contact the Executive Board members of the Association with suggestions. It is also a vehicle to communicate with members in a timely fashion. Communications that do not meet the intents listed above should not be posted.

8. In all of these communications, members, officers, and committee members are required to uphold the highest standards of professionalism and ethical behavior. Unconstructive behaviors or comments are not permissible and may lead to action on behalf of GLA to end and remove such communication. GLA also reserves the right to disallow individuals from conducting such practices through GLA communication channels and be banned from GLA’s Listserv.

9. All communication by GLA must abide by federal and state requirements, including IRS regulations prohibiting GLA from endorsing any political candidate. All parties must also abide by other applicable law, such as copyright and defamation laws, as well as the terms of service, terms of use, privacy policies, and other requirements of any communications platforms. (Note: The GLA Social Media Policy covers policies and practices for the development and use of social media sites and the GLA Website Policy covers policies and practices for the development and use of the GLA website.)

10. While members of GLA may act as agents (i.e., representatives) of the Association’s interests in multiple forums, in the specific areas of legislative or policy activities, financial matters, communication with the media, and contractual obligations, only the officers and contracted staff of the Association have the authority to represent the Association. For example, a member may serve in the role of an agent of GLA in the course of negotiating with a speaker for a conference program, only the GLA President may approve the final contract with the speaker.

11. Committees, interest groups, roundtables and divisions may develop and distribute a variety of content to their members. Any content that is intended for mass distribution to GLA members or non-GLA members can first be reviewed by the Marketing and Branding Committee to ensure consistency with GLA’s mission, goals, and standards. Such content should be submitted using established procedures for review and distribution.

Even if the content is not submitted to the committee for review, the content should adhere to professional standards and be free of mistakes, misinformation or communication that does not adhere with this policy or follow GLA’s mission, goals, and standards.
Appendix 7: Marketing and Branding Communication, Website, and Social Media Style Guide

Marketing and Branding Communication, Website, and Social Media Style Guide

Georgia Library Association (GLA) Marketing and Branding Committee

1. Numbers zero-nine (0-9) should be spelled out, 10 and over can be numerical. Numbers that begin a sentence should be spelled out.
2. Headers: Capitalize all words, except articles (the, a, an, etc.).
3. Titles: Only capitalize titles in front of or in direct reference to person (i.e. Dr. Jane Doe, Officer; or Chairperson John Doe).
4. Oxford comma: Utilize the Oxford comma to avoid confusion within long listings.
   a. Example: GLA offers fast, cutting edge, and competitive information.
5. For Interest Group pages:
   a. All pages should include a “statement of purpose”
   b. The phrase “interest group” should only be capitalized after the name of the interest group. Example: This interest group or The Library Facilities Interest Group.
6. Refer to the Georgia Libraries Conference as such.
   a. Example: the annual Georgia Libraries Conference (formerly GaCOMO)
7. Only utilize the ampersand (&) in order to keep original formatting from sources outside the GLA website (i.e. a job title, movie title, etc). Otherwise, the word and should be spelled out on the website.
8. Utilize an em dash (—) in place of multiple dashes next to each other (--).
9. Listserv should be written as one word with a capital letter.
   a. Example: If you have questions about the GLA Listserv or experience any difficulty, please contact the list administrator.
10. Abbreviations: For first use spell out the entire name then add the abbreviation in parenthesis.
    a. Example: The Georgia Library Quarterly (GLQ) is a refereed, open-access journal focusing on library and information science. We invite you to share your activities, projects, or research in an article in the GLQ.

Note: Used APA style as a guide.
Appendix 8: Georgia Library Association Brand Identity & Usage

**The Georgia Library Association Brand**

Brand identity is so incredibly important, and this system of reinforcing a consistent image is easy to implement. To ensure maximum recognition, these guidelines should be strictly followed. Always use a supplied version of the logo, and never alter the colors or logo itself in any application. Whenever possible, try to use the full-color version of your logo as production allows. By following these basic rules, you will continue to develop and strengthen the Georgia Library Association brand building effort.

**Georgia Library Association Brand Fonts**

The official Georgia Library Association font combination is Georgia and Google’s Open Sans. There is some flexibility in how you apply the fonts and their variations, but it would be best to get into a habit of using one weight, Georgia Regular for headlines. Open Sans Regular works well for body copy and Open Sans Bold Italic is a nice accent for call-outs, subheads and captions. Be sure to use these fonts for all branded print and digital applications (web, email blasts, etc.) as both are advantageous to see-friendliness and universally available to any platform. This sheet employs this combination throughout. Also, an example of this hierarchy is demonstrated at right.

This limited font usage is another fundamental component in breeding familiarity and a strong, readily-anticipated brand identity.

**The Georgia Library Association Color Palette**

Georgia Library Association’s primary colors are PMS Reflex Blue and PMS 354c Green. Consider all other colors listed in the chart at right as secondary support colors. This limited palette of accent colors is provided for PMS spot applications, as well as in RGB- and Hex-builds. It is imperative that all marketing and collateral materials adhere to this limited palette to ensure a cohesive look and feel across the entire organization.

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October 2017