

Southern Chapter MLA History of the Chapter Committee – Manual

Updated October 2015

Committee

The SC/MLA President appoints the Chair of the Committee. The Committee Chair then appoints 7 members of the committee, one representative member from each state. Each committee member agrees to serve 2 years on the committee, as does the chair. The Chapter Archivist is an ex-officio member of the committee.

Committee Responsibilities

The role of this committee is to collect, record, and transcribe history of the Southern Chapter; recommend suitable storage materials for archives.

The charge of the committee is to gather, organize, and preserve materials that are pertinent to the history of Southern Chapter, including its oral and written records, images, and memorabilia. Though small, the contents of the archives are currently housed at the UAB Lister Hill Library of the Health Sciences.

Committee Chair Responsibilities

- Selects committee members
- Directs committee activity (see Committee Manual)
- Completes Mid Year and Annual Reports
- Submits *Southern Expressions* columns, as needed, to support and promote the work of the committee
- Updates the Committee manual
- Informs SC webmaster of changes so the information is current.

MLA Activities

- Presents committee report to SC/MLA Executive Board

SC/MLA Annual Meeting

- Presents Committee Annual Report at the SC/MLA Business meeting
- Coordinates with Local Arrangements Committee for any History Committee meeting(s) at the annual meeting.

Archive

The archive contains such things as constitution & bylaws materials, committee reports, position descriptions, annual meeting notes and pictures, and more. The material dates from the early 1950s to the present. The archive of the Southern Chapter of the Medical Library Association are currently stored at Lister Hill Library and the University of Alabama in Birmingham.

Oral Histories

Oral history constitutes part of the committee's responsibility. Individuals who have made a significant contribution to Southern Chapter are identified and interviewed. A list of names of potential interviewees (see Appendix A), will be updated annually and made available to all committee members and volunteers for their consideration in selecting oral history candidates. Prior to the interview, the interviewer should provide the oral history candidate with the Chapter oral history memorandum of agreement (see [Appendix B](#)), obtain his or her signature, then forward the completed form to the Committee Chair to transfer to the Archives at the end of the fiscal year. Tapes of the interview are transcribed, and both tape and transcription are made part of the archive as a living history of our organization. All oral interviews and transcriptions are posted on the Chapter web site at http://www.scmla.org/home/oralhistory_schistories. Note: Some Chapter members, especially those who are elected MLA Fellows, or hold other important MLA offices, may be eligible for oral histories conducted by MLA instead of the Chapter – see <http://www.mlanet.org/d/do/857>, for MLA oral history eligibility criteria. Those MLA oral histories will be posted at <http://www.mlanet.org/p/cm/ld/fid=69>. This listing should be consulted annually, and links to Chapter members on this list should be added to the Chapter web site at http://www.scmla.org/home/oralhistory_mlahistories. Names of Southern Chapter members identified as oral history candidates who are eligible for MLA oral histories, should be forwarded to the appropriate MLA contact on their Oral History Committee.

Oral history project information and guidance is posted at http://www.scmla.org/home/oralhistory_information. In general, the following criteria are used in selecting candidates for Southern Chapter oral histories:

- The individual should have served at least fifteen years as a medical librarian or have been affiliated with the profession. An individual who has made significant, but unofficial, contributions may also be considered.
- The individual should have been an active member of SC/MLA during the majority of his/her career. SC/MLA officers are given close consideration.

Any designated Southern Chapter member, not just History Committee members, may conduct the interview for the oral history.

Beside the information found at http://www.scmla.org/home/oralhistory_information, interviewers should use the MLA Oral History Project Manual at <http://www.mlanet.org/d/do/857> for guidance in preparing for, conducting, transcribing and reviewing the oral histories of Southern Chapter members.

Photographs

Chapter members may email photos of Chapter meetings and events directly to southernchapterhistory@gmail.com. Photos will then be reviewed before posting to Picasa* by the administrator of the account (the History Committee Chair or designate).

Link: <http://picasaweb.google.com/SouthernChapterHistory>.

The [Annual Meeting Photos](#) link is on the History/Archives page of the website: http://www.scmla.org/home/history_archives.

Committee Reports

Two Committee reports should be prepared during the year by the Chair. The first is a mid-year report, submitted to the Chapter Executive Committee before its meeting at the MLA annual meeting. The second is a year-end report, prepared the Chapter annual meeting, usually in October of every year.

Timeline

November – December

Form committee – Committee Chair reviews list of committee volunteers from Membership Committee chair to fill any gaps in committee positions. Persons identified as candidates for the Committee should be contacted by email or phone with an invitation to join that includes a description of the committee charge, especially the responsibility for oral histories, and the length of commitment (2 years). As the committee roster is completed, the online roster at <http://www.scmla.org/home/historycommittee> should be updated with the names and terms of current committee representatives.

January – April

Complete outstanding tasks – Committee Chair should work with committee representatives to identify and complete any outstanding tasks left over from the previous

year, especially those associated with oral histories or posting photos from the annual meeting online. (Approval of photos in Picasa may be delegated to another Committee or Chapter member volunteer if the Chair's time for such tasks is an issue.)

Assign oral histories – Drawing from the list of candidates in Appendix A, as well as Chapter member suggestions, the Committee Chair should solicit volunteers from within the Committee and from the Chapter at large to initiate and conduct specific oral histories. Once assigned, the Chair should update the list in Appendix A, noting the assignment. The Chair should also touch base with volunteers at regular intervals, especially just before and after the annual meeting(s) of the Chapter and MLA, to make sure they have the technical information and support needed, and to verify that the oral history assignment is progressing as planned.

Identify candidates for MLA oral histories - The listing at <http://www.mlanet.org/p/cm/ld/fid=69> should be consulted and links to Chapter members on this list should be added to the Chapter web site at http://www.scmla.org/home/oralhistory_mlahistories. Names of Southern Chapter members identified as oral history candidates who are eligible for MLA oral histories, should be forwarded to the appropriate MLA contact on their Oral History Committee.

May

Mid-year Committee report – Chair should compile a report of progress on goals to date and submit to the Southern Chapter President and executive committee prior to the MLA annual meeting.

June – September

Solicit suggestions for oral histories – Chair should submit a brief item to Southern Expressions newsletter reporting on Committee progress and soliciting input from Chapter as to potential oral history candidates. Chair should also request Chapter input on candidates for oral histories via the SOCHAP-L discussion list.

Solicit photos from MLA – Chair should request that photos of Chapter members taken at MLA annual meeting be shared with the Committee for posting on the Chapter web site (via Picasa account). Chapter members should be instructed to send photos to southernchapterhistory.photos@picasaweb.com.

Oral histories – Chair should continue to keep abreast of any Committee progress on oral histories. Chair should forward any signed MOU’s from oral history candidates interviewed during the year to archives.

Committee manual – Chair should make any necessary updates to this manual at the end of the fiscal year (September).

October

Committee report – Chair should summarize both progress and unfinished tasks in the annual Committee report to the Southern Chapter President and executive committee ahead of the Chapter annual meeting.

Second Year, November - October

Repeat scheduled tasks as noted above. Compile list of unfinished tasks for new Committee Chair ahead of Chapter annual meeting in October. Provide Picasa login info to new chair in October.