Southern Chapter MLA

ARCHIVIST

Description:

The Archivist for the Southern Chapter/MLA is an appointed position with responsibility for the Chapter’s depository and archive. The archivist is an ex officio member of the History of the Southern Chapter Committee. Formerly housed at Emory University Woodruff Health Sciences Center Library, the collection is currently at the University of Alabama at Birmingham Lister Hill Library of the Health Sciences. The archive contains such things as constitution and bylaws materials, committee reports, position descriptions, annual meeting notes and photographs, and more. The material dates from the early 1950’s to the present.

Duties:

1. Receipt and organization of the following materials:
   a. Correspondence which relates to association policy and program development;
   b. Minutes of all meetings;
   c. Programs and records of annual meetings (including photographs, media releases, videotapes and other graphic records);
   d. Procedure manuals
   e. Reports;
   f. Newsletters and other publications.
2. Contacting officers and committee chairs to procure missing items.
3. Annual report to the Chair at the end of the year that identifies missing items.
4. Sending a copy of the annual meeting program to MLA Headquarters.

Procedures:

1. Two reports to the Chair of the Southern Chapter MLA History of the Chapter Committee should be prepared during the year.
   a. Mid-year report due in April/May covering goals and progress since October.
   b. Annual report due in October covering progress over the previous year (October to September), including updated inventory and noting any materials identified as needed (missing) for the archives.
2. Inventory of archives. Updated detailed inventory posted in Google Drive at https://drive.google.com/drive/folders/0Bzazj95G4ay6cHlHSlo0eWw3aXM. [Detailed procedures currently in process.]

[Revised August 2016 by Kay Hogan Smith, Archivist]