

# Highlights of LITA Board Meetings

*The highlights of LITA board meetings are published here to inform division members of the activities of their board. The highlights are not the official minutes of the meetings.*

1981 ALA Midwinter Meeting  
Washington, D.C.

## First Session February 1, 1981

The meeting was called to order by S. Michael Malinconico, president. The following board members were present: S. Michael Malinconico, Barbara Evans Markuson, Brigitte L. Kenney, Nancy L. Eaton, Kenneth J. Bierman, Ronald F. Miller, Bonnie K. Juergens, Marilyn J. Rehnberg, Heike Kordish, and Donald P. Hammer, LITA executive director. Staff: Laura Stewart.

The minutes of the 1980 Annual meetings were approved and adopted with the correction that Brigitte Kenney be reported as present at the Wednesday, July 2, 1980, meeting.

*MARBI COMMITTEE REPORT* (report by Eleanor Montague). Montague reported that the MARBI Committee is continuing its work, and that the members do not feel that the value of their work has been lessened by the new arrangement with the Library of Congress. The committee has discussed changing its mode of operations by introducing teleconferencing and by establishing a steering committee, but these things may be in the future.

Board discussion took place on the value of ALA input to the MARC format and whether or not LITA should support a representative to the two LC-sponsored meetings.

Montague requested a budget of \$2200 to support that representative and the board decided to vote on that matter when it considers the 1981/82 LITA budget later in the week.

*NEW LITA BUTTON AND NEW AVS BROCHURE* (report by Donald Hammer). The new LITA button, "LITaship Is for Everyone," was introduced, and copies of the Audiovisual Section's membership recruitment brochure "Who Says ALA Doesn't Do Anything about AV?" were distributed to the board members.

*JOINT LITA/RTSD BOARD MEETING*. Malinconico announced and discussed the joint LITA/RTSD board meeting to take place later in the week. He pointed out that there are many areas of joint interest and many activities the two divisions could cooperate in. He mentioned specifically discussion groups,

cosponsorship of programs, Z39 representation, problems concerning ALA policies, the coming five-year review of the ISBD, and other things.

*TELECOMMUNICATIONS COMMITTEE REPORT* (report by Joan Maier). The board was brought up to date by Maier on the preconference the Telecommunications Committee plans to sponsor at San Francisco. It will be concerned with the "office in the home" concept and the support the library should provide to that "electronic cottage" mode of operating. The second day will consist of a tour of "Silicon Valley's" Mission College where that college will demonstrate its new approach to education and its use of automation. Additionally, the Silicon Valley electronic manufacturers will demonstrate their technology. Joyce Capell, who represented Mission College, gave the board information about the college and the potential exhibitors from Silicon Valley.

*VACANCY IN DIVISION COUNCILOR POSITION*. Hammer reported that the request was made to the ALA Bylaws Committee to ask Council to change the ALA bylaws to allow for an alternate councilor to be elected by each division, and for that alternate councilor to have the vote if a division's councilor cannot complete the term of office. LITA will elect an alternate councilor in the coming ALA election and it is expected that the ALA Bylaws Committee will present their proposal to Council this week.

*PROPOSED INCREASE IN ALA OVERHEAD CHARGES*. Hammer reported that the ALA controller has proposed that ALA raise its overhead charges from 13 percent to 16.5 percent. This is the ALA charge against institutes, preconferences, and other special activities.

The board decided to establish a task force to determine how these overhead charges are arrived at and exactly what items are included in them.

The task force will consist of Ronald F. Miller, chairperson; Barbara Markuson, Bonnie Juergens, and Donald Hammer, resource person.

The following motion was made by Ronald Miller, seconded by Kenneth Bierman, and passed:

That a Task Force be formed to obtain additional information about overhead charges which are assessed the Division. Toward that end, the Task Force will accomplish the following:

- (1) Describe in writing the steps required for determination and approval and adoption of an overhead rate;
- (2) Define the component costs included in the overhead rate;
- (3) Suggest services which overhead covers which might be contracted for in other ways.

The Members of the Task Force are:

Ronald F. Miller, Chairman  
Barbara E. Markuson  
Bonnie K. Juergens  
Donald P. Hammer, Resource Person

The dates for accomplishment of the three items are:

- (1) May 1, 1981
- (2) June 1, 1981
- (3) ALA Annual Meeting

*REPORT ON FREE JOLAS.* To date, twenty-six requests have been received from LITA members for free copies of back issues of JOLA. This offer was approved by the board at the last Annual Conference as a means to reduce the supply of back issues of JOLA. It was suggested that new members of LITA should be notified that these issues are available.

*REPORT ON FUNDS ALLOCATED FOR SAN FRANCISCO PROGRAMS.* The ALA Conference Program Committee allocated to the LITA units the following funds for programs at the San Francisco Annual Conference.

ISAS/TESLA "Technical Standards: The Good, the Bad, the Missing"	\$100.00
VCCS "Use of Video by and for the Deaf"	\$350.00
VCCS "Viewdata—The Electronic Delivery of Information"	\$700.00

End of first session.

### **Second Session** **February 2, 1981**

The meeting was called to order by S. Michael Malinconico, president. The following board members were present: S. Michael Malinconico, Brigitte L. Kenney, Barbara E. Markuson, Nancy L. Eaton, Kenneth J. Bierman, Ronald F. Miller, Bonnie K. Juergens, Marilyn J. Rehnberg, Heike Kordish, and Donald P. Hammer, LITA executive director. Staff: Laura Stewart.

*LITA STANDARDS COMMITTEE.* A problem has arisen concerning an overall standards committee in LITA in that those seeking information about technical standards have no one or no unit within LITA to contact except TESLA, which is concerned only with computer and data processing standards. An example of the situation is that of Steve Salmon who was appointed liaison to LITA from the ALA Standards Committee. He can only contact TESLA and has nowhere to go concerning standards in any of the other areas of interest to LITA. There is also no unit in LITA empowered to establish standards policy for the entire division.

After discussion, the board asked the LITA executive director to contact Mr. Salmon and discuss the matter with him to determine what, if any, problems he felt the present arrangement made for him. The board will later reconsider the matter.

*RTSD CATALOG FORM, FUNCTION, AND USE COMMITTEE.* This is a committee RTSD is proposing that would be an interdivisional committee concerned with the evolving and the proliferation of library catalogs and with development of programs and workshops "to inform and develop professional thinking on the form, function, and use of library catalogs."

It was decided to bring the matter up at the LITA/RTSD joint board meeting and to ask for additional information at that time.

*LITA LEGISLATION AND REGULATION COMMITTEE* (report by Judith Sessions). The Legislation and Regulation Committee has made arrangements to hold a reception in the Russell Senate Office Building at which librarians will be able to meet their legislator and/or the legislators' staff members. The re-

sponse to the invitations has been excellent as about one hundred RSVPs have been received from legislators and their staff members.

A report was given on the revision of the Communications Act of 1934 and the provisions that librarians should be working to have included. The Copyright Law was also discussed, especially the lack of a clear definition for "fair use."

*INFORMATION BILL OF RIGHTS.* About a year ago the Information Industry Association compiled and published a statement called the "Information Bill of Rights." The LITA executive director brought the statement to the attention of the board because it was felt that the statement was written from the aspect of the profit-making organization only and perhaps should be broadened.

The board decided that this was not in its province and asked the LITA executive director to forward the matter to the ALA Office for Intellectual Freedom for any action they feel is warranted.

*MARC USERS & LIBRARY AUTOMATION DISCUSSION GROUPS.* The Marc Users Discussion Group has decided that it would like to merge with the Library Automation Discussion Group (formerly COLA) but would like to retain the four-hour time slot it has had for many years.

A motion was made by Kenney, seconded by Ron Miller, and passed:

That the LITA Board permit the merger of the MARC Users Discussion Group (MUDG) and the Library Automation Discussion Group (LADG) and that they be called Library and Information Technology Discussion Group.

A motion was made by Kenney, seconded by Juergens, and passed:

That the discussion groups (MUDG & LADG) after they merge retain the four-hour time slot for the combined new group.

A motion was made by Juergens, seconded, and passed:

That the chair of the Library and Information Technology Discussion Group be instructed to contact the LITA Program Planning Committee chair for coordination of discussion topics prior to each LITDG meeting.

A motion was made by Kenney, seconded by Ron Miller, and passed:

That the Library and Information Technology Discussion Group elect a deputy chair to assist the chair from now on.

End of second session.

### Third Session February 2, 1981

The meeting was called to order by S. Michael Malinconico, president. The following board members were present: S. Michael Malinconico, Brigitte L. Kenney, Barbara E. Markuson, Nancy L. Eaton, Kenneth J. Bierman, Angie W. LeClercq, Helen Cyr, Bonnie K. Juergens, Marilyn J. Rehnberg, Heike Kordish, Charles Husbands, and Donald P. Hammer, LITA executive director. Staff: Laura Stewart.

*APPLE EDUCATION FOUNDATION GRANTS.* Brigitte Kenney reported that the Apple Foundation had been flooded with grant requests and that they

have decided to restrict their grants to software development only. President Malinconico asked Kenney to determine exactly what the limitations are before the board considers the matter further.

*HONORARIA PAID TO LITA SPEAKERS.* The question raised was whether or not the people on the LITA Board of Directors or any of the LITA Program Planning Committees should be paid honoraria when they serve as speakers at LITA institutes.

A motion was made by Juergens, seconded by Helen Cyr, and passed:

That LITA will not pay honoraria to LITA Board members or LITA members of program committees for participation in institute programs.

(This will take effect after end of next Annual Conference.)

(This will take effect immediately for Board members.)

*ALA SURVEY OF PRIORITIES OF MEMBERSHIP* (report by Ron Miller). Five priorities the ALA Membership Priorities Committee has determined are access to information, legislation and funding, intellectual freedom, public awareness, and professional and staff development.

Some board members expressed surprise that some of the areas of concern to the White House Conference were not included as ALA priorities and that one of the expressed priorities (legislation) is only a means to an end.

Malinconico asked the board members to send their comments by April 1 to Miller, who will then distribute a proposed amendment to the board. A task force of three, Barbara Markuson, Brigitte Kenney, and Ron Miller, was appointed by consensus to write the proposed amendment. It was suggested by Juergens that the LITA statement be published in *American Libraries* as a letter to the editor in the same issue that the proposed ALA priorities are published.

*LITA TELECONFERENCING SYSTEM.* A representative, John Sehnert, from The Source, gave a presentation of that system to the board. After a long discussion about the capabilities of such systems and the needs of the board, it was decided that by March 1 the recommendations for a pilot project would be provided, by March 15 the system should be operational, by April 1 a set of criteria should be made up to evaluate the project, and by the next board meeting (in San Francisco) an evaluation should be held with a decision made as to the permanency of the system.

It was suggested by Barbara Markuson that the "electronic mail" system should be demonstrated during the LITA President's Program and input should be sought from the members as to what their needs are along this line.

*PROGRAM PLANNING COMMITTEE* (report by Kaye Gapen). The committee is in the midst of a transition of the chair. Sue Tyner will be the new chairperson.

Gapen discussed the joint RTSD/LITA/RASD preconference on online catalogs to be held in Philadelphia.

*NATIONAL CONFERENCE PLANS.* Berna Heyman reported on plans for the LITA national conference planned for Baltimore in the spring of 1983. If for

any reason it cannot be held in the spring of 1983, she stated that the fall of 1984 would be their second choice. The Maryland Library Association would be interested in cosponsorship. The committee is considering asking for help from the Council on State Governments.

The conference format would include exhibits, workshops prior to the conference, invited papers, contributed papers, a poster session, and panel sessions. A survey of the LITA members is being considered in order to get ideas on subjects of interest.

Discussion followed, but no action was necessary.

End of third session.

### **Joint LITA/RTSD Board Meeting February 2, 1981**

*INTRODUCTIONS.* Both boards, guests, and staff introduced themselves.

*AGENDA.* There was no set agenda. Karen Horny, RTSD president, suggested that one topic that might be discussed or at least recognized is that both LITA and RTSD have retrospective conversion discussion groups. Both appeared to have different focuses on their discussion of retrospective conversion.

*BACKGROUND.* Michael Malinconico, LITA president, gave background on the reason for the joint board meeting. There has been created an uneasy sort of division between technology, application of technology, and technical services systems. This uneasy division is thinking of technology as the form in which library services are delivered, thinking of the technical-services interests as reflected in RTSD as concerned primarily with the content of that service. The distinction between form and content obviously falls apart very rapidly. In previous LITA discussions, Barbara Markuson pointed out that there are perhaps three stages of implementation of technology. In the first phase, there is exploration of the potential of technology. That is the domain of LITA. In the second phase, there is an implementation and a certain amount of acclimatization that is necessary. This is the gray area. The third phase is where the technology becomes integrated into the operation of a library. This is the concern of the traditional technical services. The gray area needs to be addressed.

With automated cataloging systems in particular, they are beginning to mature, and it is no longer clear who should be concerned and addressing the problems. Thus there is overlap. We need to meet together to consider ways to make more efficient use of time that is expended at ALA meetings.

Currently there are a number of joint ventures: cosponsorship of the Catalogs Preconference, 1982; the establishment of a Joint Committee on Catalog Form, Function, and Use; cosponsorship of a program in San Francisco on union lists of serials.

Three things should be considered:

1. How to organize to take joint action on matters that concern us mutually.
2. Think of the joint programs as pilot ventures and attempt to set up a structure that can be used for future joint ventures.

3. Consider what other projects we might want to do jointly.

Bill Gosling, RTSD past president, stated that one of the points in terms of overlap is the factor of growth of both divisions. The factor of growth is related to two things: (1) interest and (2) the desire or need to have official affiliation with the association. This is not unique to RTSD and LITA. ALA, as well as the divisions, is growing; more and more people are involved and want to be involved.

Michael Malinconico stated that we should let the growth be a result of conscious action, it should not be something that happens without our conscious intent or control. It may be that there are instances where overlap is necessary and desirable. Let the overlap occur as something done by intention.

Norman Dudley stated that ALA does have mechanisms for resolving overlap, which we are just beginning to use. We can never identify the gray areas because of the very nature of the technology. Every new application of technology presents us with new or possible gray areas. What is needed is the sensitivity, willingness, and ability to approach the other unit and ask for cosponsorship.

Michael Malinconico stated that the divisions had experimented with liaisons to their boards. The meetings often conflict, so this seems an enormously inefficient method of communication.

Another example of perhaps peripheral interest to LITA is the ISBD five-year program. There might be some value in having a joint review of the ISBDs.

Arnold Hirshon suggested that the division executive directors exchange minutes or summary board minutes. At this time RTSD does not do summary minutes. The *RTSD Newsletter* reports RTSD board action as well as section and committee reports, however.

Bill Gosling, RTSD past president, stated that when talking about units of a division, even as an officer, it is difficult to ensure information communication. An orientation session is very important. If two or three people miss this, the information has to be picked up by sitting in meetings. For programming, a mechanism to be used is a screening for all programs. The planners have to include what affiliation is appropriate and what contact has been made. Perhaps, to return to Mike Malinconico's point about structure, we should charge our Organization committees, who review recommendations for new committees, also to look at possible affiliation. This happened with the Catalog Form, Function, and Use Committee.

It was suggested that RTSD and LITA ought to exchange representatives to the Organization and ByLaws committees. Michael Malinconico suggested expanding this to exchanging representatives to the Division Level Programming Committees. RTSD does not have one as yet. Bill Gosling agreed that when the structure becomes defined, this is another area of exchange.

Michael Malinconico suggested two other areas that LITA and RTSD could explore—the proposed increase in the ALA overhead rate for workshops, institutes, preconferences, etc., and the difficulty of getting publicity for forthcoming programs in *American Libraries*.

LITA has formed a task force to look into the proposed change in the overhead rate to look at what ALA central provides for the overhead charges and to identify those things that might be more economical to contract for separately.

This is perhaps another area for cooperation. The sense of the LITA Board was that they would like RTSD participation in the task force. Nancy Williamson agreed to sit in on the task force as an RTSD observer. The task force's function statement has three aspects:

1. To identify the procedural steps that a dues increase would have to go through and how to effect those steps.
2. Determine what it is we get for the overhead we pay.
3. Determine those things that we get that might more economically be contracted for separately.

*STUDENT DUES AND GRADUATED DUES.* The LITA Board acted in support of student dues. RTSD had a concern about the impact of student dues on publications as the current \$7.50 fee from the \$15.00 membership fee does not cover the cost of publications. RTSD on the proposed graduated dues structure for new members, felt that it was difficult to assess the impact of new division members until they saw the effects on the ALA general membership. The LITA Board was in favor of the graduated dues structure for new division members.

*INTERDIVISIONAL COMMITTEE ON CATALOG FORM, FUNCTION, AND USE.* This committee would replace the Book Catalog Committee. Currently RTSD is receiving responses from other divisions on their interest in forming such an interdivisional committee. ALA/COO would have to look at this committee. Michael Malinconico stated that the formation of this committee would be one way of addressing some of RTSD and LITA's mutual concerns.

*ON-LINE PRECONFERENCE.* The division executive directors were charged with writing an agreement on the responsibilities of each division with respect to this program and then circulate it to the respective boards.

The joint board meeting was adjourned at 5:42 p.m.

#### **Fourth Session February 3, 1981**

The meeting was called to order by S. Michael Malinconico, president. The following board members were present: S. Michael Malinconico, Brigitte L. Kenney, Barbara Evans Markuson, Nancy L. Eaton, Kenneth J. Bierman, Angie W. LeClercq, Helen Cyr, Bonnie K. Juergens, Marilyn J. Rehnberg, Heike Kordish, Charles Husbands, Donald P. Hammer, LITA executive director. Staff: Laura Stewart.

*DISCUSSION OF MARBI COMMITTEE REQUEST FOR FUNDS.* A discussion of the MARBI Committee and LITA representation at its meetings took place.

The following motion was made by Barbara E. Markuson, seconded by Bonnie K. Juergens, and passed:

The LITA Board approves the expenditure of up to \$2200 to cover expenses for one LITA representative at the two 1981 MARBI meetings held

outside the two annual ALA meetings. This matter will be reviewed again at the next Midwinter meeting.

(Amended by S. Michael Malinconico, and approved unanimously.)

*LITA'S PLACE IN STANDARDS SETTING.* A long discussion took place on the past contribution of LITA in standards setting and what its position should be now and in the future in the standards field. The place of MARBI, TESLA (ISAS), and the ISAS International Mechanization Consultation Committee was considered. The discussion culminated in a decision to ask the executive director of LITA to write a background paper on the history of LITA's involvement with all standards activities, including actions with other groups, and what results were achieved. The report is to be available at the next Annual Conference.

*NATIONAL CONFERENCE REPORT* (report by Berna Heyman). It was reported that the National Conference Program Committee would ask the ALA Executive Board to approve a conference for LITA in the spring of 1983.

A discussion took place on the audience at which the conference would be aimed. Concern was expressed for the inclusion of beginning-level programs and papers as well as activities for the more knowledgeable. The tutorial approach to all aspects of areas of interest to LITA members and others was advocated by several board members.

After a discussion on the registration fees and on the individuals who should be present to represent the LITA board before the ALA Executive Board, a motion was made by Bonnie K. Juergens, seconded by Brigitte Kenney, and passed:

The board approves the request of the Program Planning Committee to proceed with current plans to hold a LITA conference entitled "Information/Technology: LITA Brings It All Together." Such approval includes a vote of appreciation to the Committee for the effort that has gone into this plan.

End of fourth session.

### **Fifth Session** **February 3, 1981**

The meeting was called to order by S. Michael Malinconico, LITA president.

*FUNDS ALLOCATED BY ALA TO LITA FOR SAN FRANCISCO PROGRAMS.* Hammer reported that \$900.00 was allocated by ALA to each division to be distributed by their boards for San Francisco conference programs.

Also—\$100.00 was given to TESLA by ALA.

Also—\$350.00 was given to LITA VCCS "Video for the Deaf" program.

Also—\$700.00 was given to LITA/VCCS "Viewdata" program; VCCS requests at least \$300.00 more for this.

A motion was made by Kenneth J. Bierman, seconded by Bonnie K. Juergens, and passed:

That TESLA be awarded \$550.00 and VCCS Program Planning Committee be awarded \$350.00 for additional support for their programs for the San

Francisco conference. These funds are to come from the "Regular Conference Program Funds."

*BYLAWS AND ORGANIZATION COMMITTEE* (report by Heike Kordish). No action items to report.

*PROGRAM PLANNING COMMITTEE* (report by Sue Tyner). No report given as Sue Tyner had just recently become chair.

*TELECOMMUNICATIONS COMMITTEE* (report by Joan Maier). After discussion it was decided to double the number of registrants expected for the "Office in the Home" preconference from 150 to 300. A revised budget was presented to the board.

The LITA Telecommunications Committee would like to publish in the *LITA Newsletter* a listing of electronic mail systems, a listing of paperless information technology consultants, and a dial-order-type services listing. These items have been turned down by the editor of *JOLA*, but have been accepted by the editor of the *LITA Newsletter*. The LITA Board gave its enthusiastic endorsement.

*NOMINATING COMMITTEE*. Malinconico reported on the 1981 elections slate as follows:

Vice-president/President-elect: Kevin Hegarty, Carolyn Gray

Director-at-Large: Hugh Atkinson, Emma Cohn

Council: Bonnie Juergens, George Abbott, Lynne Bradley

*LITA SECTION REPORTS: ISAS* (report by Bonnie K. Juergens). No action items to report.

*PUBLICATIONS COMMITTEE* (report by Charles Husbands). Brian Aveney has augmented the *JOLA* staff by getting David Weisbrod to be Book Review editor, and Tom Harnish to be an assistant editor for Video Communications—which we think will bring some new focus to those areas.

As the committee has begun to organize the division's publications program, it is questioning whether or not an editorial board and a publications committee are needed. The committee proposes that LITA have a publications committee, and that the journal and the newsletter have editorial boards. The committee recommends the chairperson of the Publications Committee be an ex officio member of each of the editorial boards, and that the chief editor of each of those publications be an ex officio member of the Publications Committee. The newsletter editorial board would consist only of the staff, i.e., the chief editor, and the section editors; and the journal editorial board would consist of the chief editor, the various assistant editors, and additional people to serve as a core of reviewers (but not necessarily limited to that function).

The relationship to the LITA Board is something of a question. The bylaws state that the *JOLA* editor is a member, ex officio, of the LITA Board. The roster shows that Charles Husbands, as chair of the Publications Committee, is the ex officio member. There is a question as to whether either needs to be a member of the LITA Board. The Publications Committee feels that there should be only one ex officio member on the LITA Board—the chair of the Publications Committee—and asks the LITA Board to resolve this question.

After discussion it was moved by Ronald F. Miller, seconded by Brigitte L. Kenney, and passed:

That the Board officially recognizes and approves the establishment of two editorial Boards; the first for the Association's newsletter, the second for its journal. Furthermore, the Chairperson of the Publications Committee should appoint a liaison to the LITA Board for reportorial purposes, and the bylaws shall be amended to delete the journal editor as an *ex officio* member of the Board.

The Publications Committee recommends that the LITA budget be published each year in the newsletter. The committee suggests changes in the form of the LITA budget that would more accurately and/or more specifically indicate expenditures. The Publications Committee also suggested that some narrative be included with the budget to explain various aspects of it. No board action was necessary.

The suggestion came up, in reference to items for the newsletter, that it might be interesting to try getting the headlines from the newsletter into some kind of electronic distribution. NEXIS was suggested. Tom Harnish suggested The Source as another possibility, keeping in mind legal and copyright considerations. The LITA Board is considering an electronic mail pilot project, but the LITA Telecommunications Committee is already in the process of setting up such a project of its own at this time. The board asked the Newsletter Editorial Board to draw up a proposal for the LITA Board to consider at the San Francisco Annual Conference.

*AMERICAN NATIONAL STANDARDS INSTITUTE COMMITTEES.* Hammer brought to the board's attention two recent problems concerning LITA's representation on American National Standards Institute (ANSI) committees.

1. ANSI sent LITA an invoice for \$50.00 for membership in ANSI. When it was pointed out to ANSI that LITA is a division of ALA and ALA is a member of ANSI, the \$50.00 charge was dropped.

2. As was reported to the board at the last Annual Conference meetings, the Computer & Business Equipment Manufacturers Association (CBEMA) billed LITA for \$1,125.00 for a partial-year 1980 membership on X4 (\$1,500.00 for a full year), and later information revealed that membership on X3 would cost \$2,500.00. X3 and X4 have now been combined, but no information has been received on what the dues are for the "new" X3 committee.

The problem is that letters to CBEMA asking what provision has been made for representation from nonprofit users groups are ignored. LITA, therefore, no longer has any representation on the computer-standards-setting committees.

After discussion, it was suggested that the LITA executive director continue to try to communicate with CBEMA.

*SPONSORSHIP OF LITA INSTITUTES BY OUTSIDE ORGANIZATIONS.* Bonnie Juergens, chair of ISAS, brought up the matter of outside organizations asking to hold LITA institutes for their members. The specific incident concerned is that of the Law Library Association's request for sponsoring the "Data Processing Specifications and Contracting" workshop as a preconference workshop prior to their conference in June. The board indicated a willingness to allow such arrangements, but felt that LITA should gain some financial return from them.

In this case, the board, by consensus, indicated that the Law Library Association should be asked for 20 percent of the costs (with 15 percent being least acceptable) as remuneration to LITA.

*LITA BIBLIOGRAPHY.* Juergens brought up the question of continuing the *LITA Bibliography on Library Automation*. The last one published included the years 1973–1977. She wanted board reaction as to whether or not it is a viable project and whether or not ISAS should prepare a working plan and a budget to be presented to the board at the next Annual Conference. The board, by consensus, asked ISAS to proceed to develop a plan.

*LITA REPRESENTATIVE TO IFLA (International Federation of Library Associations).* *IFLA REPRESENTATIVE NOMINATIONS.* Kenney presented a statement concerning the need of, and the requirements for, nominees to IFLA. Her recommendations for nominees were Fred Kilgore, Susan Martin, Russell Shank, and Dick DeGennaro. Members of the LITA Board were invited to submit additional names of possible nominees, especially as there is no limit to the number of nominees.

*ALA OPERATING AGREEMENT WITH DIVISIONS.* At one of the COPEs meetings, there emerged a new ALA operating agreement for the divisions written by Robert Wedgeworth, now being discussed by all units. There was a negative reaction to the vagueness of the document as it now stands. The president of the board suggested that the board members put their comments in writing to send to him around March 1.

*STUDENT MEMBERSHIP DUES PROPOSAL.* Ron Miller asked the board if it wanted to reconsider its approval of the reduced student dues proposal in the light of recent discussions and actions in ALA Council. After discussion, the board confirmed its approval of reduced student dues and also took the position of being in favor of "local," i.e., divisional control of dues.

*ALA MEMBERSHIP PROMOTION TASK FORCE* (reported by Blanche Woolls). The Membership Promotion Task Force is going to arrange special discounts to members of ALA to go to museums and so forth in San Francisco. LITA might want to mention in the *LITA Newsletter* places of interest and things to do that the members might not otherwise know about. More specifically, LITA might want to highlight the technology that exists in the San Francisco area that LITA members might be interested in going to see on their own.

*MEMBERSHIP COMMITTEE* (Blanche Woolls). The LITA Membership Committee recommends that LITA prepare information for ALA members who are not members of LITA, to suggest that they should belong to LITA by stressing those areas of the division that could attract individual participation in the association, such as the discussion groups and programs.

It was moved by Brigitte L. Kenney, seconded by Kenneth J. Bierman, and passed:

That the LITA Board authorize up to \$700.00 for a mailing to ALA members who are not LITA members.

The Membership Committee requests support of the LITA Board for student chapters. Though there is only one, University of Michigan, there should be a letter sent to welcome the students into LITA. Woolls offered to write the "greetings" letter.

Bringing into LITA people who are not librarians was presented to the board and discussed.

AECT is having their national meeting in Philadelphia in April. As a member of AECT as well as LITA, Blanche Woolls would like authorization to arrange a very small reception at this meeting to attract members to LITA.

It was moved by Kenneth J. Bierman, seconded by Brigitte L. Kenney, and passed:

That the LITA Board authorize up to \$300.00 to the Membership Committee for a reception for the AECT national convention, April 5-9. The purpose of this reception is to encourage new members for LITA.

Membership Committee is going to have a microcomputer in the LITA booth at ALA with a "LITA game" on it—telling what LITA is all about. They are aiming at zero cost to LITA for both the microcomputer and the game.

*LITA ORAL HISTORY TASK FORCE.* S. Michael Malinconico suggested that board members read the report on this subject that was made to the board by Robert Miller.

*AVS & VCCS PROPOSED MERGER.* Brigitte L. Kenney announced that both the AV Section and the VCCS Section have expressed an interest in merging into one section and in expanding the telecommunications interests in LITA into another separate section.

S. Michael Malinconico suggested that the AV Section and VCCS meet in San Francisco and, in a joint meeting, discuss this matter and see that their memberships are informed of the results of that meeting.

End of fifth session.

*LITA BOARD OF DIRECTORS MEETINGS  
RECORD OF VOTES—1981 MIDWINTER*

<i>Board Member</i>	<i>Motions (In order of appearance in the "Highlights")</i>												
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>
S. Michael Malinconico	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Brigitte L. Kenney	0	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Barbara E. Markuson	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Nancy L. Eaton	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Kenneth J. Bierman	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ronald F. Miller	A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Angie W. LeClercq	0	0	0	0	0	Y	Y	Y	Y	Y	Y	Y	Y
Helen Cyr	0	0	0	0	0	Y	Y	Y	Y	Y	Y	Y	Y
Bonnie K. Juergens	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Marilyn J. Rehnberg	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

KEY: Y = Yes N = No A = Abstain 0 = Absent

## INSTRUCTIONS TO AUTHORS

The *Journal of Library Automation* welcomes manuscripts related to all aspects of library and information technology. Some specific topics of interest are mentioned on the masthead page. Feature Articles, Communications, Letters to the Editor, and News Items are all considered for inclusion in the journal. Feature Articles are refereed, other items generally are not. All material is edited as necessary for clarity or length.

Manuscripts must be typewritten and submitted in original and one duplicate. Do not use onion skin. All text must be double spaced, *including footnotes and references*. Manuscripts should conform to *A Manual of Style*, 12th ed., rev. (Chicago: University of Chicago Press, 1969). Illustrations should be prepared carefully as camera-ready copy, neatly drawn in a professional manner on separate sheets of paper. Manuscript pages, bibliographic references, tables, and figures should all be numbered consecutively.

*Feature Articles* consist of original research, state-of-the-art reviews, or comprehensive and in-depth analyses. They may be from ten to twenty-five pages in length. An abstract of 100 words or less should accompany the article on a separate sheet. Headings should be used to identify major sections. Authors are encouraged to relate their work to other research in the field and to the larger context of economic, organizational or management issues surrounding the development, implementation, and use of particular technologies.

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Names and addresses of the journal editors may be found in paragraph three on the masthead page. In all correspondence please include your own name, institutional affiliation, mailing address, and phone number.