

LIBRARY HISTORY ROUND TABLE HANDBOOK,
REVISION

FINAL VERSION, APPROVED BY EXECUTIVE COMMITTEE

ON OCTOBER 9, 2024

TO GO INTO EFFECT

AT THE END OF THE ALA ANNUAL CONFERENCE IN 2026

IF THE REVISED RULES (APPROVED BY THE EXECUTIVE BOARD ON JUNE
17, 2024) ARE APPROVED BY A VOTE OF THE LHRT MEMBERSHIP IN SPRING 2025

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Rules, policies, and procedures contained in this handbook shall not be inconsistent with rules adopted by the LHRT; in the case of a conflict the rules of the LHRT shall supersede any conflicting rules contained within the handbook.

I. The Purpose of the Library History Round Table

The purpose of this roundtable is to encourage awareness of the history of libraries, library workers, and library users; and to promote discussion, research, and publication about the history of libraries, library workers, and library users and historical issues in librarianship.

II. LHRT's Significant Outcomes

LHRT fulfills its mission through:

Events

- Edward G. Holley Memorial Lecture
- LHRT Research Forum
- Library History Seminar
- LHRT Reads! Book Discussion Group

Research Awards

- Phyllis Dain Library History Dissertation Award
- Donald G. Davis Article Award
- Eliza Atkins Gleason Book Award
- Justin Winsor Library History Essay Award

Service Awards

- Innovation and Advocacy in Library History Award
- Distinguished Service in Library History Award

Participation in the American Library Association

- Raising issues within ALA Council (through our Councilor or the Small Round Tables Councilor, as appropriate)
- Communicating with ALA membership through ALA Connect
- Referring issues to the ALA Executive Board liaison, as appropriate

Publications

- LHRT News & Notes*, a blog
- Libraries: Culture, History and Society* (LCHS), a peer-reviewed journal
- Social media
- Our section of the ALA web page

Lists of past award winners, Holley lecturers, and Research Forum themes may be found at the LHRT website.

III. Background

LHRT had its beginning in 1947 as the American Library History Round Table. Over the years, it has expanded to encompass international library history, as well as print and reading culture. It offers an annual Research Forum, designed to bring new scholars and their work to light, as well as awards for articles, books, dissertations, unpublished essays, and service to library history. As of 2017, it also publishes a peer-reviewed journal, *Libraries: Culture, History, and Society*. It also sponsors a blog, *LHRT News and Notes*, along with other events.

Some histories of the round table (list in order of publication date):

Lee Shiflett, "The American Library History Round Table: The First Quarter Century,"

<https://www.ala.org/ala/lhrt/historyoflhrt/historylhrt.htm>

Lee Shiflett, "Louis Shores and Library History," *Libraries and Culture* 35, no. 1 (2000): 35–40 (a version of the previous entry).

John David Marshall, "The Library History Round Table's First Twenty-Five Years: Reminiscences and Remarks on Recent Research," *Libraries and Culture* 35, no. 1 (2000): 41–50.

Mary Niles Maack, "International Dimensions of Library History: Leadership and Scholarship, 1978-1998," *Libraries and Culture* 35, no. 1 (2000): 66–76.

Cheryl Knott Malone, "Toward a Multicultural American Public Library History," *Libraries and Culture* 35, no. 1 (2000): 77–87.

Edward A. Goedecken, "The Library Historian's Field of Dreams: A Profile of the First Nine Seminars," *Libraries and Culture* 35, no. 1 (2000): 161–72.

John Arvid Aho and Donald G. Davis, Jr., "Advancing the Scholarship of Library History: The Role of the *Journal of Library History* and *Libraries & Culture*," *Libraries and Culture* 35, no. 1 (2000): 173–91.

Andrew B. Wertheimer and John David Marshall, "Fifty Years of Promoting Library History: A Chronology of the ALA (American) Library History Round Table, 1947–1997," *Libraries & Culture* 35, no. 1 (2000): 215–39.

Wayne A. Wiegand, "Remembering LHRT," *Libraries: Culture, History & Society* 7, no. 1 (2023): 66–71.

John Mark Tucker, "Date 1977: The LHRT as Connective Tissue," *Libraries: Culture, History & Society* 7, no. 1 (2023): 72–76.

Gerry Greenburg, "On LHRT's Seventy-Fifth Anniversary," *Libraries: Culture, History & Society* 7, no. 1 (2023): 77–79.

Louise S. Robbins, "LHRT: The Importance of Our History," *Libraries: Culture, History & Society* 7, no. 1 (2023): 80–82.

Bernadette A. Lear, "Library History as a Community," *Libraries: Culture, History & Society* 7, no. 1 (2023): 83–90.

Donald G. Davis, Jr., "Memories of the ALA Library History Round Table," *Libraries: Culture, History & Society* 7, no. 2 (2023): 155–60.

Dominique Daniel, "Navigating the Scholarly Publishing Waters: Lessons from the Creation of *Libraries: Culture, History, and Society*," *Libraries: Culture, History & Society* 7, no. 2 (2023): 161–75.

Bernadette A. Lear, "LHRT Leadership, Programs, and Awards, 1998–2023," *Libraries: Culture, History & Society* 7, no. 2 (2023): 181–203.

IV. The Role and Function of Round Tables within ALA

A. Purpose

Round Tables may provide continuing education activities, work with other ALA units on joint projects, issue publications, and recommend activities or policies to other units (as described in section A.4.3.3 of ALA's [*Policy Manual*](#)).

B. Limitations and Requirements

Round Tables are not permitted to raise funds without prior authorization from the ALA Executive Board and/or Executive Director. The ALA Executive Director must approve any contracts, grants, donations (solicited or unsolicited), and other financial commitments. Round Tables are required to follow ALA's procedures and resources for compiling and maintaining web pages, listservs, budgets, endowment funds, and other activities.

C. ALA Staff Liaison

Each Round Table is assigned an ALA Staff Liaison who is responsible for:

- Maintaining membership records
- Providing bill-paying and other accounting services
- Preparing budget and membership reports
- Preparing election ballots
- Scheduling space or virtual hosting for meetings and programs
- Copying documents and bringing other needed items to LHRT meetings (if needed; electronic copies may suffice)
- Mailing brochures, letters, and other mass mailings (if needed; electronic distribution may suffice)
- Preparing press releases, especially those related to LHRT awards
- Preparing certificates and prizes for award winners, and mailing them to award recipients who are unable to attend the Holley Lecture

V. LHRT Officers and Committees

LHRT achieves its outcomes through the work of its elected officers, appointed administrators, committees, and volunteers. Their duties are defined below.

A. General Notes

1. Qualifications and Limitations

All elected officers, appointed administrators, committee members, and volunteers *must* be personal members in good standing of ALA and LHRT.

No member can serve in more than three separate positions within ALA at the same time. This includes positions in LHRT and in other ALA units.

2. General Responsibilities

All officers and committee chairs must attend and actively participate in the LHRT Executive Board meetings and any other meetings relevant to their position.

3. Dates of Service

Terms for elected officers begin the day after the last day of the ALA Annual Conference. Officers shall leave office at the conclusion of the ALA Annual Conference at the end of their terms. Their successors shall take office after the conclusion of their predecessors' terms.

This includes the Vice Chair/Chair Elect, Chair, Immediate Past Chair, Secretary, Treasurer-Elect, Treasurer, Members at Large, and ALA Councilor.

Appointed administrators assume their duties upon appointment and serve until June 30 of the year their terms end. This includes the *LCHS* Editor(s), *LHRT News & Notes* Editor(s), Web Manager, and Social Media Coordinator.

Committee members assume their duties upon appointment and serve until June 30 of the year their terms end.

4. Expectations of Officers, Committee Members, and Volunteers

All members serving in LHRT are expected to adhere to ALA's [Statement of Appropriate Conduct](#) and [Online Code of Conduct](#).

All members should reply to communications within the timeframe requested by the sender; even a reply that the communication will be reviewed later is better than no reply at all. (Out-of-office messages are appropriate replies).

VI. Elected Officers

The elected officers of LHRT are the Chair, Vice Chair/Chair-Elect, Immediate Past Chair, Secretary, Treasurer-Elect, Treasurer, Member-at-Large A, Member-at-Large B, Member-at-Large C, Member-at-Large D, and ALA Councilor, when LHRT is entitled to have a councilor (see section VI.L below). All except the Treasurer-Elect and ALA Councilor have voting privileges in Executive Board meetings.

A. Executive Board

The Executive Board includes LHRT elected officers, Chair, Vice Chair, Immediate Past Chair, Secretary, Treasurer, four Members-at-Large, and ALA Councilor. The Executive Board shall:

- Function as the governing board of the LHRT
- Exercise fiduciary responsibility for the Round Table, as far as is allowed under ALA policies and procedures.

1. Meetings of the Executive Board

The Executive Board must meet at least twice per year, typically in December and in June. Virtual meetings are the norm. If the chair does not have access to teleconferencing software, the ALA Liaison can arrange for use of ALA's account.

The Chair sets the agenda for Executive Board meetings. Except as specified below, meetings are open to the membership and the public. However, only members of the Executive Board have the right to vote.

When setting up the virtual meeting, the Chair should give the link to all Executive Board members. To reduce the likelihood of “Zoom bombing”, the public announcement (made on ALA Connect, in *News & Notes*, and on social media) should not include the link in a public-facing way. (Options for sharing the link include having a virtual meeting sign-up in the software, or using calendaring/ticketing systems.)

The Chair shall invite the ALA Staff Liaison to every meeting. The Chair shall invite the ALA Executive Board Liaison (a different person than the ALA Staff Liaison) to every meeting. The Chair shall invite a Budget Analysis and Review Committee (BARC) liaison to meetings in which the budget will be discussed.

Before November 30 and May 31, the Chair should poll the members of the Executive Board as to the best date and time for the meeting. Per ALA's open meetings policy, meetings must be announced at least 10 days before the meeting and the results of the meeting must be made public no fewer than 30 days after the meeting's conclusion (see [ALA Policy Manual A.7.4.2](#)).

Meetings should be scheduled for 1.5 hours. The meeting dates and times should be announced to the LHRT membership via the ALA Connect and other appropriate venues.

All meetings of the Executive Board are open to the membership, except as specifically provided in ALA policy, and are conducted according to the latest edition of Robert's Rules of Order. ([This link has a recent edition](#); please check to be sure it is the latest version.)

The Chair will solicit agenda items from the Executive Board, committee chairs, and others with business pending at least one month prior to the meeting. The agenda should be distributed to the membership at least ten days in advance of the meeting.

The meeting agendas must include:

- o Minutes of the previous meeting
- o Report of the Chair
- o Reports of Executive Board Officers
- o Reports of Committee Chairs (including Library History Seminar Planning Committee when it is active)
 - Reports may be submitted in writing prior to the meeting; if members of the Executive Board agree, the meeting may consist of questions about written reports rather than a full oral report
- o Review of the budget (December meeting) and approval of the budget for the next fiscal year, including any new, unbudgeted expenses (June meeting)
- o Vote on any appointments of administrators which require Executive Board approval
- o Vote on any amendments to LHRT's governing documents
- o Old business
- o New business

Closed Meetings. The Executive Board may have a closed meeting in the case where discussion may reveal personal information that a party has an expectation will remain private. Examples include discussions of award nominations, nominations to elected offices (although the two preceding matters will usually be handled by committees), or consideration of removal of an officer.

B. Chair

The Chair shall be the chief executive officer of LHRT and shall exercise general supervision over the affairs of the organization. The duties of the Chair include:

- Convene the Executive Board on the schedule prescribed by the handbook
- Convene additional meetings to handle business that cannot wait until a December or June meeting or that will occupy more time than a standard meeting will allow for
- Prepare the agenda and chair meetings of the Executive Board.
- Upon the recommendation of elected officers, appoint members and chairs of standing committees and ad hoc committees
- Upon request, issue documentation to volunteers attesting to the length and nature of their service

- As appropriate, appoint a committee to coordinate the upcoming Library History Seminars (see section XIII.C)
- Appoint non-elected administrators (see section VII) with the approval of a majority of the Executive Board. The Chair shall work with Member-at-Large B to identify and recruit appointees for *LCHS* editor, *LHRTS News & Notes* editor, Social Media Coordinator, and Web Manager.
- Appoint LHRT representatives to various ALA bodies
 - Specifically, the:
 - Intellectual Freedom Committee
 - Committee on Professional Ethics
 - ALA Recruitment Assembly, and
 - ALA Annual Program Jury

have LHRT representatives. There may be others as well. The leaders of those bodies will contact the Chair asking for names of representatives. The Chair may also choose to be proactive and seek out bodies to which LHRT may want to send representatives. Examples of the latter include the Education Assembly and the Membership Assembly.

- Transmit to the Staff Liaison the names of appointed administrators and representatives and the lengths of their terms
- Discuss financial arrangements for LHRT expenses with Staff Liaison and LHRT Treasurer and authorize expenditures as approved by the Executive Board
- Organize an orientation session for new officers (see sections VI.M and VII.G)
- Counsel officers who seem not to be fulfilling the duties of the office and lead the consideration of removal (see section VI.N)
- Attend the Edward G. Holley Lecture and present prizes and awards (see section XIII.A.2)
- Represent LHRT, or designate a representative, at invited meetings and events (except those meetings where Member at Large D represents LHRT)
- The Chair may appoint an ad hoc committee to assist with the responsibilities of this role.
- The Chair may request the creation of a standing committee to assist with the responsibilities of this role.

C. Vice Chair/Chair-Elect

The Vice Chair/Chair-Elect shall assume the duties of the Chair in the event of the Chair's absence. The Vice Chair will succeed to the Chair in the case of a vacancy in the Chair (see section X). In addition, the duties of the Vice Chair include:

- Coordinate the LHRT Research Forum (see section XIII.B)
- Appoint the members of the research awards committees (see section IX.B), namely:

- Donald G. Davis Article Award Committee
 - Justin Winsor Library History Essay Award Committee
 - Phyllis Dain Library History Dissertation Award
 - Eliza Atkins Gleason Book Award
- Transmit to the Staff Liaison the names of appointed officers and representatives and the lengths of their terms
- The Vice Chair/Chair-Elect may ask the Chair to appoint an ad hoc committee to assist with the responsibilities of this role.
- The Vice Chair/Chair-Elect may request the creation of a standing committee to assist with the responsibilities of this role.

D. Immediate Past Chair

The Immediate Past Chair participates in Executive Board meetings and decision-making.

In addition, the Immediate Past Chair shall:

- Serve as Chair of the Nominating Committee and select the other two members of the Nominating Committee
- Play a role in the counseling and consideration of removal when a Chair seems not to be fulfilling the duties of the office (see section VI.N)
- The Immediate Past Chair may ask the Chair to appoint an ad hoc committee to assist with the responsibilities of this role.
- The Immediate Past Chair may request the creation of a standing committee to assist with the responsibilities of this role.

E. Secretary

The Secretary participates in Executive Board meetings and decision-making.

In addition, the Secretary shall:

- Perform the duties of Secretary as outlined in Robert's Rules of Order, the latest edition
- Take minutes at meetings of the Executive Board and forward them to the Chair for distribution at the next meeting
- Post finalized meeting minutes to ALA Connect and ensure their distribution to LHRT members.
- Archive LHRT documents and publications in the ALA library and archives. The ALA Institutional Repository (ALAIR) is administered by the University of Illinois Urbana-Champaign Library, and the archivists there can grant administrative access to upload files. UIUC will also receive paper files.
- Solicit and propose updates to LHRT's Bylaws and Handbook as needed
- The Secretary may ask the Chair to appoint an ad hoc committee to assist with the responsibilities of this role.

- The Secretary may request the creation of a standing committee to assist with the responsibilities of this role.

F. Treasurer-Elect

The Treasurer-Elect participates in Executive Board meetings, but does not have voting rights.

The Treasurer-Elect shall assist the Treasurer in execution of the duties of that office.

G. Treasurer

The Treasurer participates in Executive Board meetings and decision-making.

In addition, the Treasurer shall:

- Work with the Staff Liaison to monitor financial resources of LHRT and authorize the Staff Liaison to make expenditures at the direction of the Chair
- Report on LHRT finances at the meetings of the Executive Board
- In coordination with the Chair, prepare a budget for LHRT.
- In coordination with the Chair, authorize expenditures to be paid through the ALA Staff Liaison. This includes reimbursement of ALA and LHRT dues to appointed administrators who are entitled to remission of dues.
- The Treasurer may ask the Chair to appoint an ad hoc committee to assist with the responsibilities of this role.
- The Treasurer may request the creation of a standing committee to assist with the responsibilities of this role.

1. *The Budget Cycle*

- In October , prepare a draft budget for review by the Executive Board. Previous budgets should be on file in ALA Connect or ALA Institutional Repository. Estimated royalties from *LCHS* will be provided by the *LCHS* editor.
- Offer the draft budget for discussion and amendment at the December Executive Board meeting
- In May, finalize the budget (as amended) for the June Executive Board meeting
- Offer the final budget for discussion and amendment at the June Executive Board meeting
- The budget must be approved by a majority of the Executive Board
- Submit the approved budget to the ALA Staff Liaison by June 30

2. *Monitoring Financial Resources*

Each month, the Staff Liaison should send financial performance reports to the Chair, Vice Chair, and Treasurer. At the end of the financial year, the Staff Liaison should also send a closing report. The Treasurer shall analyze these reports, and when necessary, recommend corrective action to the Executive Board. (Note: since 2020, these reports have been delivered less regularly and are not always up to date. Please check with the Staff Liaison if you have questions about the finances of LHRT.)

Any variance of more than 10% (positive or negative) between budgeted and actual expenses should be considered and addressed at the next Executive Board meeting.

Most of LHRT's operating funds come from membership dues. All ALA Round Table operating budgets include an overhead fee for the services ALA's headquarters and staff provide. The amount of this fee is determined by the ALA Council, with significant input from the Round Table Coordinating Assembly.

When preparing budgets and monitoring expenses, be aware of variations in award distribution, amounts, and funding sources. Also note that LHRT has two endowments, the Edward G. Holley (to support the Holley lecture program at the Annual meeting), and the Justin Winsor (to support the yearly Winsor prize). In the budget, the outlay for the Holley speaker's honorarium should be specified to be drawn from the Holley endowment, and the Winsor prize should be specified to be drawn from the Winsor endowment. The prize for the Dain Award comes from general funds.

Libraries: Culture, History, and Society (LHRT's peer-reviewed journal) is currently published by Penn State University Press. LHRT both spends money to support its operations, and receives royalty payments from PSU press. The Treasurer should work with the *LCHS* Editor(s) to track expenses and income related to *LCHS*.

H. Member-at-Large A – ALA Annual Meeting and Service Awards

The Member-at-Large A participates in Executive Board meetings and decision-making.

In addition, the Member-at-Large A is responsible for arranging for LHRT programming at the ALA Annual Meeting. The Chair shall choose the speaker for the Edward G. Holley Memorial Lecture and Member-at-Large A shall make arrangements for the event (see section XIII.A.2).

The Member-at-Large A also has the responsibility to appoint members of the Distinguished Service in Library History Award Committee and the Innovation and Advocacy in Library History Award (see sections IX.C and IX.D). The Member-at-Large A is also to transmit to the Staff Liaison the names of appointed administrators and representatives and the lengths of their terms.

The Member-at-Large A may ask the Chair to appoint an ad hoc committee to assist with the responsibilities of this role.

The Member-at-Large A may request the creation of a standing committee to assist with the responsibilities of this role.

It is recommended that candidates nominated for this position have some experience working within LHRT.

I. Member-at-Large B – Communications & Publications

The Member-at-Large B participates in Executive Board meetings and decision-making.

In addition, the Member-at-Large B is responsible for activities related to membership communications, including the website, blog, social media, and journal.

The Member-at-Large B shall work with the Chair to recruit members to serve as *LCHS* editor, *LHRT News and Notes Editor*, Social Media Coordinator, and Web Manager (see section VII). (The Chair, with the approval of a majority of the Executive Board, shall appoint these officers).

The Member-at-Large B shall (in coordination with the *LHRTS News and Notes Editor*) recommend members to be appointed to the Blog Committee by the Chair.

The Member-at-Large B may ask the Chair to appoint an ad hoc committee to assist with the responsibilities of this role.

The Member-at-Large B may request the creation of a standing committee to assist with the responsibilities of this role.

J. Member-at-Large C – Membership & Outreach

The Member-at-Large C participates in Executive Board meetings and decision-making.

In addition, the Member-at-Large C is responsible for activities related to recruitment of new members to LHRT and engagement of current members.

The Member-at-Large C may ask the Chair to appoint an ad hoc committee to assist with the responsibilities of this role.

The Member-at-Large C may request the creation of a standing committee to assist with the responsibilities of this role.

K. Member-at-Large D – Representing LHRT to ALA Bodies

The Member-at-Large D participates in Executive Board meetings and decision-making.

In addition, the Member-at-Large D shall represent LHRT at any ALA functions in which round tables are expected to send representatives (e.g., Round Table Coordinating Assembly). The Member-at-Large D shall make every effort to solicit the opinions of the members of the Executive Board on pending matters before such functions.

If LHRT does not have an ALA Councilor, the Member-at-Large D shall maintain communications and relations with ALA's Council and other parts of ALA.

The Member-at-Large D may ask the Chair to appoint an ad hoc committee to assist with the responsibilities of this role.

The Member-at-Large D may request the creation of a standing committee to assist with the responsibilities of this role.

It is recommended that candidates nominated for this position have some experience working within LHRT.

L. ALA Councilor

The duties, rights, and responsibilities of the ALA Councilor may be found at <https://www.ala.org/aboutala/governance/council>.

The ALA Councilor participates in Executive Board meetings and decision-making, but does not have voting privileges.

M. Orientation of New Elected Officers

In the period between the announcement of election results and July 1, the outgoing Chair shall organize an orientation session for newly elected officers. The session may be held for the officers as a group, or individually. The Chair shall go over the bylaws and handbook, emphasizing the responsibilities of the new officers and the suggested timing of their activities. The Chair shall orient new officers to the ALA's [Statement of Appropriate Conduct](#) and [Online Code of Conduct](#). The Chair shall orient new officers to expectations around communications (see Section V.A.4)

In addition, the Chair shall arrange for outgoing officers to meet with their incoming counterparts for an orientation session about the practical aspects of the incoming officers' responsibilities.

N. Failure of Elected Officers to Execute Their Duties

If it appears, or is reported, to the Chair that an elected or appointed officer is not fulfilling the duties as described in the bylaws and the handbook, the Chair shall counsel the officer. The Chair should seek to determine whether there are any obstacles preventing the officer from fulfilling the duties, and shall seek to determine whether the officer is willing to make use of the assistance of other officers or LHRT members. If the officer accepts the offer of assistance, the Chair shall facilitate communication and delegation of responsibilities until such time as the officer can resume the duties.

If the officer is unwilling to participate in such counseling, or unable to participate due to exigent personal or professional circumstances, the Chair may ask for the officer to resign.

If no resignation is offered, the Chair may present a request for removal to the Executive Board. The Board meeting shall include time for the Chair to present a case for removal, and for the officer to present a case against removal.

If three-fourths of the Executive Board, excluding the officer whose removal is being voted upon, approve the removal, the office shall be considered vacant.

Counseling and/or Removal of Chair. In the case that the Chair seems not to be fulfilling the duties, the Immediate Past Chair shall take the role prescribed to the Chair in this section. The Immediate Past Chair shall be authorized to call a meeting of the Executive Board in this circumstance.

VII. Appointed Administrators

LHRT shall have the following appointed administrators. Any of the appointed administrative positions may be shared by two co-administrators, with the agreement of both appointees and the approval of the Executive Board.

A. *Libraries: Culture, History, and Society* Editor (see also section XIV.A)

The Editor(s) of *LCHS* is appointed by the LHRT Chair (in coordination with the Member-at-Large B and subject to approval of a majority of the Executive Board) for a term of two years. The dates for the beginning and end of a term may be flexible depending on concerns such as publication schedules.

The Editor(s) may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

The editor of *LCHS* is responsible for the typical duties of journal editors. Some of them include:

- Actively soliciting manuscripts of high-quality, diverse content
- Facilitating peer review of submissions
- Maintaining timely communication with authors and production staff
- Work with PSU Press to monitoring the journal's finances and subscriber lists
- Facilitating proofreading of manuscripts
- Assuring compliance with journal policies, such as the EDI policy
- Appointing the editorial board, managing editor, associate editors, and book reviews editor
- Collaborating with the *LHRT News & Notes* Editor and other LHRT media administrators to communicate calls for papers and other news about the journal
- Monitoring the production operations of the journal
- Preparing bi-annual reports for the LHRT Executive Board and the *LCHS* Editorial Board
- Attending LHRT Executive Board meetings
- Representing the journal in various publishing bodies, such as the LIS Editors Group and the Library Publishing Coalition
- Representing the journal in relevant ALA divisions, sections, round tables, and ethnic/specialized caucuses.

The *LCHS* Editor is entitled to a remission of ALA and LHRT dues in recognition of the labor required to execute the duties. The Editor shall pay dues from personal funds and then submit the expense to the Treasurer for reimbursement.

B. *Libraries: Culture, History, and Society* Managing Editor (see also section XIV.A)

The Editor(s) of *LCHS* may appoint a Managing Editor to handle duties as negotiated between the Editor and the Managing Editor. The Managing Editor shall serve a two-year term beginning

at the time of appointment. The dates for the beginning and end of a term may be flexible depending on concerns such as publication schedules. The Managing Editor may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

The *LCHS* Managing Editor is entitled to a remission of ALA and LHRT dues in recognition of the labor required to execute the duties. The Managing Editor shall pay dues from personal funds and then submit the expense to the Treasurer for reimbursement.

C. *Libraries: Culture, History, and Society Associate Editor* (see also section XIV.A)

The Editor(s) of *LCHS* may appoint up to four Associate Editors to handle duties as negotiated between the Editor(s) and the Associate Editor. An Associate Editor shall serve a two-year term beginning at the time of appointment. The dates for the beginning and end of a term may be flexible depending on concerns such as publication schedules. An Associate Editor may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

An *LCHS* Associate Editor is entitled to a remission of ALA and LHRT dues in recognition of the labor required to execute the duties. The Associate Editor shall pay dues from personal funds and then submit the expense to the Treasurer for reimbursement.

D. *Libraries: Culture, History, and Society Book Reviews Editor* (see also section XIV.A)

The Editor(s) of *LCHS* may appoint a Book Reviews Editor to handle duties as negotiated between the Editor(s) and the Book Reviews Editor. The Book Reviews Editor shall serve a two-year term beginning at the time of appointment. The dates for the beginning and end of a term may be flexible depending on concerns such as publication schedules. The Book Reviews Editor may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

The *LCHS* Book Reviews Editor is entitled to a remission of ALA and LHRT dues in recognition of the labor required to execute the duties. The Book Reviews Editor shall pay dues from personal funds and then submit the expense to the Treasurer for reimbursement.

E. *LHRT News & Notes Editor* (see also section XIV.B)

The *LHRT News & Notes* Editor is appointed by the LHRT Chair (in coordination with the Member-at-Large B and subject to approval of a majority of the Executive Board) for a term of two years. The dates for the beginning and end of a term may be flexible depending on concerns such as publication schedules. The Editor may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

The responsibilities of the Editor include:

- Assemble news and information to be published in *LHRT News & Notes*.

- Advise the Member-at-Large B on the advisability of appointments to any ad hoc or standing committees relating to *LHRT News & Notes*

F. Social Media Coordinator (see also section XIV.C)

The Social Media Coordinator is appointed by the LHRT Chair (in coordination with the Member-at-Large B and subject to approval of a majority of the Executive Board) for a term of two years. The dates for the beginning and end of a term may be flexible depending on concerns such as publication schedules. The Social Media Coordinator may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

The responsibilities of the Social Media Coordinator include:

- Maintain and update LHRT's presence on social media, particularly for time-sensitive information such as LHRT-sponsored events and submission deadlines.
- Work with the Executive Board to assemble materials to be published on LHRT's social media accounts.
- Consult with ALA staff as needed
- Advise the Member-at-Large B on the advisability of appointments to any ad hoc or standing committees relating to LHRT's social media presence

G. Web Manager (see also section XIV.D)

The LHRT Web Manager is appointed by the LHRT Chair (in coordination with the Member-at-Large B and subject to approval of a majority of the Executive Board) for a term of two years. The Web Manager may be reappointed without limit. The responsibilities of the Web Manager include:

- Maintain and update LHRT's web pages and other electronic forums, particularly for time-sensitive information such as officer/committee rosters and conference information.
- Initiate improvements to LHRT's web pages and other electronic publications.
- Work with the Executive Board to assemble materials to be published on LHRT's web site and other electronic venues.
- Consult with ALA staff as needed
- Advise the Member-at-Large B on the advisability of appointments to any ad hoc or standing committees relating to LHRT's web presence.

H. Orientation of New Appointed Administrators

In the period within one month after an appointed Administrator is approved by the Executive Board, the Chair shall organize an orientation session for newly appointed administrators. The

session may be held for the administrators as a group, or individually. The Chair shall go over the bylaws and handbook, emphasizing the responsibilities of the new administrators and the suggested timing of their activities. The Chair shall orient new administrators to the ALA's [Statement of Appropriate Conduct](#) and [Online Code of Conduct](#). The Chair shall orient new administrators to expectations around communications (see Section V.A.4)

In addition, the Chair shall arrange for outgoing administrators to meet with their incoming counterparts for an orientation session about the practical aspects of the incoming administrators' responsibilities.

I. Failure of Appointed Administrators to Execute Their Duties

These appointed administrators are subject to counseling and removal under the same conditions as elected officers (see section VI.N):

- *LHRT News & Notes* Editor
- Web Manager
- Social Media Coordinator
- *LCHS* Editor

The *LCHS* Editor has the discretion to dismiss the *LCHS* Managing Editor, *LCHS* Book Reviews Editor, and *LCHS* Associate Editors.

VIII. Committees

A. Standing Committees

Standing committees are described in this handbook, which shall give each committee's purpose, authority, and details of its composition, how it is to be appointed, and how long each member shall serve. Future editions of this handbook may be revised to reflect the creation of new standing committees.

With the exception of the Nominating Committee, all appointments to standing committees are made by the Chair, often upon the recommendation of another elected officer.

1. Creation of Standing Committees

Any elected officer may propose the creation of a standing committee. The proposal must contain details about its purpose, its authority, its composition, how it is to be appointed, and how long each member shall serve. A committee shall be created if a majority of the Executive Board approves such a proposal.

2. Ad hoc subcommittees

If a standing committee chair finds it necessary to further the mission of the committee, the chair may appoint ad hoc subcommittees, whose members shall be members of the standing committee. The ad hoc committee shall serve no longer than the end of the committee chair's term.

B. Ad Hoc Committees

If an elected officer desires a committee to assist in the fulfillment of the officer's responsibilities, the officer may ask the Chair to appoint an ad hoc committee. The ad hoc committee shall serve no longer than the end of the officer's term. The appointing officer shall communicate to the rest of the Executive Board that an ad hoc committee has been created, with details about its purpose, its authority, its composition, and how long each member shall serve. The names and contact information should be sent to the Staff Liaison as soon as the appointments are made.

No ad hoc committee shall have the authority to expend LHRT funds or change the LHRT Handbook. Any requests to do so must be approved by the Executive Board.

All appointments to ad hoc committees are made by the Chair, often upon the recommendation of another elected officer.

IX. List of Standing Committees

LHRT has the following standing committees:

A. Nominating Committee

The Nominating Committee shall solicit nominations from among the membership for the offices of Vice Chair/Chair Elect, Secretary, Treasurer, Member-at-Large, Councilor, and any other vacant offices.

1. Membership

- a. The Nominating Committee shall have three members.
- b. The Immediate Past Chair of LHRT shall serve as chair of the Nominating Committee, and shall select the other two members. Aside from the Immediate Past Chair, no elected officers of LHRT shall serve on the Nominating Committee.
- c. Members of the Nominating Committee shall serve a one-year term

2. Timing of Activities

Elections are held in the spring. However, names must be placed on the ballot before December 31.

The Nominating Committee should begin to consider appropriate nominees in September. By December 1, the Nominating Committee should forward the names of nominees to the Staff Liaison, who will add the names to the ballot.

3. Bylaws Relating to the Nominating Committee

4. The Nominating Committee shall meet and nominate a slate of candidates for LHRT offices, on the following schedule:
 - a. Annually: Vice Chair/Chair-Elect; Treasurer-Elect
 - b. For elections to be held in even-numbered years: Secretary; Member-at-Large A; Member-at-Large B
 - c. For elections to be held in odd-numbered years: Treasurer; Member-at-Large C; Member-at-Large D
 - d. For elections to be held every third year: ALA Councilor
5. All nominees shall be members in good standing of ALA and LHRT at the time of nomination.
6. The Nominating Committee shall determine the sufficiency of a candidate's record before adding the candidate's name to the ballot.
7. Procedures for selecting appropriate candidates are provided in the LHRT Handbook.
8. A member of the Nominating Committee may be considered for nomination; however, that member may not be part of deliberations about nominees for the office to which the member wishes to be considered.

9. Elections for LHRT officers will be held in accordance with ALA policies and procedures.

10. Suggestions

There are a number of ways to find nominees. This list is not exhaustive!

1. Members may have expressed interest using the ALA volunteer form. The Staff Liaison can provide the names of volunteers who filled in the form.
2. The Nominating Committee should issue an open call for nominees; this can be distributed to LHRT members via ALA Connect, and *LHRT News & Notes*. (See sample letters)
3. The Nominating Committee can call upon its personal knowledge of members and approach members directly; the committee should be cautious about perpetuating opportunities primarily among those members who are already well-known to LHRT leadership (“the old-members-network”).
4. Candidates should have an expressed interest in the role, and an interest in library history. Candidates for Vice Chair/Chair-Elect should have a record of progressively responsible leadership within LHRT. Candidates for Member-at-Large A and Member-at-Large D should have previous experience within LHRT.

B. Research Committee

The Research Committee shall be chaired by the Vice Chair. Chairs of the research award committees (Dain, Davis, Gleason, and Winsor) shall constitute the membership of the Research Committee. The research award committees shall be considered subcommittees of the Research Committee.

The responsibilities of the Research Committee include:

- Organize the Research Forum each year (see Section XII.B)
- Coordinate and oversee LHRT awards (see section XIII)

The Vice Chair/Chair-Elect shall solicit volunteers to serve on research award committees. Volunteers may have offered their names through the ALA Volunteer Form. The Staff Liaison can provide the volunteers’ information. Otherwise, the Vice Chair may solicit nominations using ALA Connect and *LHRT News and Notes*, or send individual invitations. The Vice-Chair should be cautious about perpetuating opportunities primarily among those members who are already well-known to LHRT leadership (“the old-members-network”).

All committee appointments are made by the Chair, upon the recommendation of the Vice-Chair. The names and contact information should be sent to the Staff Liaison as soon as the appointments are made.

1. *Phyllis Dain Library History Dissertation Award Committee* (see also section XIII.A)

Upon the recommendation of the Vice-Chair, the Chair shall appoint an odd number of members to two-year terms that expire in odd-numbered years. The Vice-Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

2. *Donald G. Davis Article Award Committee* (see also section XIII.B)

Upon the recommendation of the Vice-Chair, the Chair shall appoint an odd number of members to two-year terms that expire in even-numbered years. The Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

3. *Eliza Atkins Gleason Book Award Committee* (see also section XIII.C)

Upon the recommendation of the Vice-Chair, the Chair shall appoint an odd number of members to three-year terms. The Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

4. *Justin Winsor Library History Essay Award Committee* (see also section XIII.D)

Upon the recommendation of the Vice-Chair, the Chair shall appoint an even number of members to one-year terms. In addition the *LCHS* Editor shall serve on the committee. The Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

C. *Distinguished Service in Library History Award Committee* (see also section XIII.E)

This committee solicits nominations and selects honorees for the Distinguished Service in Library History Award.

Upon the recommendation of the Member-at-Large A, the Chair shall appoint an odd number of members to one-year terms. The Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

D. *Innovation and Advocacy in Library History Award Committee* (see also section XIII.F)

This committee solicits nominations and selects honorees for the Innovation and Advocacy in Library History Award.

Upon the recommendation of the Member-at-Large A, the Chair shall appoint an odd number of members to one-year terms. The Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

E. Library History Seminar Planning Committee (see also section XII.C)

Every fifth year, LHRT sponsors a Library History Seminar (LHS). No later than three years before the next seminar, the LHRT Chair shall appoint a committee to plan the LHS, and shall choose one of its members to be chair of the Planning Committee. The LHS Planning Committee shall present progress reports to the LHRT Executive Board at the regular meetings of the LHRT Executive Board.

F. Blog Committee (see also section XIV.B)

Upon the recommendation of the Member-at-Large B (in coordination with the *LHRT News and Notes* Editor), the Chair shall appoint any number of members to two-year terms. Members of the Blog Committee shall assist the *LHRT News and Notes* Editor in identifying, soliciting, and preparing material to be posted on the blog.

X. Filling Vacancies in Elected Offices

1. An elected officer may resign by notifying the Chair in writing.
2. If the office of Chair becomes vacant, the Vice Chair shall become Chair, and serve for the remainder of the vacant term plus the next year.
3. In the case that an elected office becomes vacant, it may be filled by selection of another LHRT member. The Chair shall select the member to fill the vacancy; the selection must be confirmed by a vote of the Executive Board.

Suggestions for filling vacancies include asking nominees from the previous election who did not win, and active committee members who have shown an interest in round table governance.

XI. Filling Vacancies in Committees

- A. If a committee member vacates a seat, the officer who appoints members of that committee shall appoint a new member who shall serve for the remainder of the term
- B. If a committee chair vacates a seat, the officer who appoints members of that committee may:
 - 1. Appoint a new member to serve as chair for the remainder of the term, or
 - 2. Ask a current member to become chair, and appoint a new member to a non-chairing seat on the committee for the remainder of the term

XII. Events

A. ALA Annual Meeting Programming

1. *Executive Board Meeting*

If the Executive Board desires, it may hold an in-person meeting at the ALA Annual Meeting. The Member-at-Large A shall work with the Staff Liaison to reserve a room. In past times, the Executive Board meeting was typically held on Sunday morning. However, most Executive Board members these days prefer to meet virtually during regular weekday work hours.

Typically, the Staff Liaison will reach out in December to ask for any room requirements; at that point, the Member-at-Large A can convey the information about the size of the room required.

2. *The Edward G. Holley Memorial Lecture*

LHRT sponsors an annual lecture in memory of Edward G. Holley, a distinguished library historian. To date, we have always (except during the COVID-19 pandemic) held the event in person at the ALA Annual Meeting.

The Ed Holley lecturer shall be a researcher, author, etc. from outside of the LIS field whose work is of interest to the membership of the LHRT.

1. *Personnel*

The Chair is directly responsible for inviting the lecturer and arranging for compensation with the Staff Liaison.

If desired, the Chair may appoint an ad hoc committee to help select the speaker.

2. *Process and Schedule*

The Member-at-Large A may also inquire if other bodies within ALA are interested in co-sponsoring the lecture. This will allow the lecture to appear in the meeting program under two or more different organizations.

We have typically offered an honorarium to the speaker, from which the speaker may pay travel expenses. Most recently the honorarium has been \$2,000, but the Executive Board may budget for any amount.

The honorarium should be paid from funds in the Holley endowment. If the endowment has not generated sufficient income to support the compensation, the Treasurer should include in the budget an additional amount from general funds.

The speaker should be chosen before December 1. The Staff Liaison will ask for details about the lecture to include in the meeting program.

The Member-at-Large A should work with the Staff Liaison to determine how best to pay the speaker, and must also ensure that the lecturer submits required documentation in a timely manner.

ALA will provide free conference registration to speakers who are *not* ALA members, which must be arranged with the Staff Liaison in advance.

B. LHRT Research Forum

The LHRT Research Forum is a virtual event, typically held in late spring. It is an opportunity for library historians to share the results of their research with the members of the LHRT and the general public.

The Research Forum is competitive; a call for papers is issued, and from those papers two or three are selected for presentation.

1. Personnel, Process, and Schedule

The Vice Chair shall convene the Research Committee to select a theme for the forum; this should occur in late summer or early fall. The Research Committee should also determine a date in late spring for the Research Forum.

The Vice Chair should, at this time, secure a virtual meeting platform that can accommodate the anticipated number of attendees (using the previous year's number of attendees plus 10% is a good rule of thumb). If necessary, the Staff Liaison can arrange for use of ALA's account.

The Vice Chair shall distribute a Call for Papers (CFP). This can be done in ALA Connect, through *News & Notes*, and on social media. The Call for Papers should be issued in early fall, with a deadline about December 15.

The CFP should include:

- The names and logos of LHRT and any program co-sponsors
- The forum theme
- Items required in the proposal (paper title, abstract, and author's CV)
- Contact information for the Vice Chair
- Disclaimer that the session may be recorded and made available to ALA members

The Research Committee as a whole selects the papers to be presented.

Selection of papers should be made no later than January 31. The Vice Chair should immediately notify those selected (and, as a courtesy, those not selected).

The Vice Chair should work with the *News & Notes* Editor, the Web Manager, and the Social Media Coordinator to ensure that information about the forum is publicized widely.

C. Library History Seminar

Every fifth year, LHRT sponsors a Library History Seminar (LHS). This event offers an opportunity for many library historians to present their work; it typically lasts two or three days.

The next Library History Seminar will occur in October 2026, to coincide with the sesquicentennial of the founding of ALA. It will be held virtually, but future Seminars may be held in person.

1. Personnel

At least three years before the Library History Seminar, the LHRT Chair shall appoint an LHS Planning Committee, and choose one of its members to be chair of the Planning Committee. The Planning Committee may organize itself into subcommittees for specialization and efficiency.

2. Process and Schedule

The LHS Planning Committee shall present progress reports to the Executive Board at the regular meetings of the Executive Board.

The LHS Planning Committee may wish to consult the report of the 2021 Library History Seminar for ideas about the next seminar. It may be found at [ALA Connect](#).

D. LHRT Reads! Book Discussion Group

For the past few years, LHRT has sponsored a bimonthly virtual book discussion group. Often, the author has spoken at the gathering.

There is no institutional structure around this event, just a couple of volunteers who solicit ideas and then publicize upcoming events.

If desired, the Executive Board may wish to incorporate this event into the duties of an officer or a committee.

E. Social Events

Sometimes, an LHRT officer will plan a group dinner or a library tour during ALA Annual Meeting. There's no requirement to do this.

XIII. Awards

A. Phyllis Dain Library History Dissertation Award

Awarded biennially in odd-numbered years.

1. Background and Purpose

The Phyllis Dain Library History Dissertation Award is presented by the LHRT every second year (in odd-numbered years) and is named in honor of a library historian widely known as a supportive advisor and mentor as well as a rigorous scholar and thinker. It recognizes outstanding dissertations in English in the general area of library history. Dissertations must be original research on a significant topic relating to the history of libraries during any period, in any region of the world.

2. Eligibility & Prize

Dissertations completed and accepted during the preceding two academic years are eligible; e.g., dissertations from 2021 and 2022 competed for the award in 2023. The author of the selected dissertation will receive a certificate and five hundred dollars

3. Personnel, Process, and Schedule

Upon the recommendation of the Vice-Chair, the Chair shall appoint an odd number of members to two-year terms that expire in odd-numbered years. The Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

The chair of the committee is responsible for developing an evaluation form for the award selection process, encouraging submissions and carrying out selection. Committee chairs may wish to ask previous committee chairs for any such rubrics to determine if re-using a previous rubric is feasible.

The chair of each committee should issue a Call for Submissions in the early fall of the year prior to the year in which the award will be made, with a deadline of mid-December for submissions. This can be done in ALA Connect, through *News & Notes*, and on social media. The Call should make very clear the years that are covered. Electronic submissions directly to the chair are welcome; the chair will distribute the submissions to the committee members. Should a paper submission be made, the committee chair can work with the Staff Liaison to distribute copies to committee members.

Committee members may suggest dissertations for consideration. If there are not enough submissions, the committee may wish to search appropriate bibliographic resources (such as ProQuest Dissertations and Theses) and invite authors to submit their dissertations.

If no submissions are deemed worthy of the award, it is acceptable to forego the award for a cycle.

Selection of the award winner should be made no later than April 1. The chair of the committee should immediately notify the prize winner selected (and, as a courtesy, those not selected), and invite the winner to attend the Edward G. Holley Lecture, where the prize and certificate will be presented. The LHRT Chair and Vice Chair should be notified at the same time.

The Vice Chair shall work with the Staff Liaison to ensure that the prize money is readied and the certificate printed. As well, the Vice Chair shall work with the staff liaison to prepare a press release.

The Vice Chair should work with the *News & Notes* Editor, the Web Manager, and the Social Media Coordinator to ensure that information about the award is publicized widely. Notices to ALA Connect and other outlets should wait until the official ALA press release has gone out.

The LHRT Chair will announce the winner and give the prize money and certificate to the winner at the beginning of the Edward G. Holley Lecture.

B. Donald G. Davis Article Award

Awarded biennially in even-numbered years.

1. Background and Purpose

The Donald G. Davis Article Award is presented by the LHRT every second year (in even-numbered years) to recognize the best published article written in English in the field of United States and Canadian library history. The award honors Donald G. Davis, longtime professor at the School of Information at the University of Texas and editor of *Libraries & Culture* (formerly *Journal of Library History, Philosophy, and Comparative Librarianship*). A major contributor to the field, Dr. Davis authored numerous historical articles, advised many notable Ph.D. dissertations, compiled important bibliographies, and edited both the *Encyclopedia of Library History* (with Wayne Wiegand) and the *Dictionary of American Library Biography*, Second Supplement.

2. Eligibility & Prize

Articles published during the two preceding calendar years are eligible; e.g., articles published January 1, 2022–December 31, 2023 may be nominated for the 2024 award. The author of the selected article will receive a certificate.

3. Personnel, Process, and Schedule

Upon the recommendation of the Vice-Chair, the Chair shall appoint an odd number of members to two-year terms that expire in even-numbered years. The Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

The chair of the committee is responsible for developing an evaluation form for the award selection process, encouraging submissions and carrying out selection. Committee chairs may

wish to ask previous committee chairs for any such rubrics to determine if re-using a previous rubric is feasible.

The chair of each committee should issue a Call for Submissions in the early fall of the year prior to the year in which the award will be made, with a deadline of mid-December for submissions. This can be done in ALA Connect, through *News & Notes*, and on social media. The Call should make very clear the years that are covered. Electronic submissions directly to the chair are welcome; the chair will distribute the submissions to the committee members. Should a paper submission be made, the committee chair can work with the Staff Liaison to distribute copies to committee members.

Committee members may suggest articles for consideration. If there are not enough submissions, the committee may wish to search appropriate bibliographic resources (such as Historical Abstracts, America: History and Life, and Library Literature and Information Science) and invite authors to submit their articles.

If no submissions are deemed worthy of the award, it is acceptable to forego the award for a cycle.

Selection of the award winner should be made no later than April 1. The chair of the committee should immediately notify the prize winner selected (and, as a courtesy, those not selected), and invite the winner to attend the Edward G. Holley Lecture, where the prize and certificate will be presented. The LHRT Chair and Vice Chair should be notified at the same time.

The Vice Chair shall work with the Staff Liaison to ensure that the prize money is readied and the certificate printed. As well, the Vice Chair shall work with the staff liaison to prepare a press release.

The Vice Chair should work with the *News & Notes* Editor, the Web Manager, and the Social Media Coordinator to ensure that information about the award is publicized widely. Notices to ALA Connect and other outlets should wait until the official ALA press release has gone out.

The LHRT Chair will announce the winner and give the certificate to the winner at the beginning of the Edward G. Holley Lecture.

C. Eliza Atkins Gleason Book Award

Awarded triennially, most recently in 2022.

1. Background and Purpose

The Eliza Atkins Gleason Book Award is presented by the LHRT every third year to recognize the best book written in English in the field of library history. The award bears the name of Eliza Atkins Gleason, the first African American to receive a Ph.D. in Library Science, from University of Chicago in 1940. Her book, *The Southern Negro and the Public Library* (University of Chicago Press, 1941), traced the history of library service to African Americans

up to that time and laid the foundation for all subsequent scholarship on that aspect of library history.

2. *Eligibility & Prize*

Books written in English, published since the close of the previous deadline may be considered for the award. (e.g., eligibility for the next award will require a book to have been published in 2022, 2023, or 2024). The author of the selected book will receive a certificate.

3. *Personnel, Process, and Schedule*

Upon the recommendation of the Vice-Chair, the Chair shall appoint an odd number of members to three-year terms. The Vice-Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

The chair of the committee is responsible for developing an evaluation form for the award selection process, encouraging submissions and carrying out selection. Committee chairs may wish to ask previous committee chairs for any such rubrics to determine if re-using a previous rubric is feasible.

The chair of each committee should issue a Call for Submissions in the early fall of the year prior to the year in which the award will be made, with a deadline of mid-December for submissions. This can be done in ALA Connect, through *News & Notes*, and on social media. The Call should make very clear the years that are covered.

Committee members may suggest books for consideration. If there are not enough submissions, the committee may wish to search appropriate bibliographic resources (such as WorldCat, Historical Abstracts, America: History and Life, and Library Literature and Information Science) and invite authors to submit their dissertations.

Committee members are responsible for acquiring a copy of each book nominated. Use of interlibrary loan is encouraged to reduce the financial burden on committee members.

If no submissions are deemed worthy of the award, it is acceptable to forego the award for a cycle.

Selection of the award winner should be made no later than April 1. The chair of the committee should immediately notify the prize winner selected (and, as a courtesy, those not selected), and invite the winner to attend the Edward G. Holley Lecture, where the certificate will be presented. The LHRT Chair and Vice Chair should be notified at the same time.

The Vice Chair shall work with the Staff Liaison to ensure that the prize money is readied and the certificate printed. As well, the Vice Chair shall work with the staff liaison to prepare a press release.

The Vice Chair should work with the *News & Notes* Editor, the Web Manager, and the Social Media Coordinator to ensure that information about the award is publicized widely. Notices to ALA Connect and other outlets should wait until the official ALA press release has gone out.

The LHRT Chair will announce the winner and give the prize money and certificate to the winner at the beginning of the Edward G. Holley Lecture.

D. Justin Winsor Library History Essay Award

Awarded annually

1. Background and Purpose

The Justin Winsor Library History Essay Award is presented by LHRT annually to recognize the best essay written in English on library history. The award is named in honor of the distinguished nineteenth-century librarian, historian, and bibliographer who was also ALA's first president.

2. Eligibility & Prize

Manuscripts submitted should not be previously published, previously submitted for publication, or under consideration for publication or another award. To be considered, essays should embody original historical research on a significant topic in library history, be based on primary sources whenever possible, and use good English composition and superior style. The Library History Round Table is particularly interested in works that place the subject within its broader historical, social, cultural, and political context and make interdisciplinary connections with print culture and information studies.

Essays should be organized in a form similar to that of articles published in *Libraries: Culture, History, and Society*, with footnotes, spelling and punctuation conforming to the latest edition of the *Chicago Manual of Style*. Papers should not exceed thirty-five typewritten, double-spaced pages (plus endnotes and bibliography).

The award consists of a certificate and a \$500 cash award, as well as an invitation to have the winner's essay considered for publication in *Libraries: Culture, History, and Society*. If the winning essay is accepted for publication, additional revisions may be required.

3. Personnel, Process, and Schedule

Upon the recommendation of the Vice-Chair, the Chair shall appoint an even number of members to one-year terms. In addition, the *LCHS* Editor shall serve on the committee. The Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

The chair of the committee is responsible for developing an evaluation form for the award selection process, encouraging submissions and carrying out selection. Committee chairs may

wish to ask previous committee chairs for any such rubrics to determine if re-using a previous rubric is feasible.

The chair of each committee should issue a Call for Submissions in the early fall of the year prior to the year in which the award will be made, with a deadline of mid-December for submissions. This can be done in ALA Connect, through *News & Notes*, and on social media. The Call should make very clear the criteria stated above. The call should provide the contact information of Staff Liaison for submissions.

Anonymous review. The Winsor Prize is an anonymous review; committee members are not to know the names of the authors. The Staff Liaison will remove identifying information and distribute the blinded papers to the committee members.

If no submissions are deemed worthy of the award, it is acceptable to forego the award for a cycle.

Selection of the award winner should be made no later than April 1. The chair of the committee should immediately notify the prize winner selected (and, as a courtesy, those not selected), and invite the winner to attend the Edward G. Holley Lecture, where the prize and certificate will be presented. The LHRT Chair and Vice Chair should be notified at the same time.

The Vice Chair shall work with the Staff Liaison to ensure that the prize money is readied and the certificate printed. As well, the Vice Chair shall work with the staff liaison to prepare a press release.

The Vice Chair should work with the *News & Notes* Editor, the Web Manager, and the Social Media Coordinator to ensure that information about the award is publicized widely. Notices to ALA Connect and other outlets should wait until the official ALA press release has gone out.

The LHRT Chair will announce the winner and give the prize money and certificate to the winner at the beginning of the Edward G. Holley Lecture.

E. Distinguished Service in Library History Award Committee

Awarded annually

1. Background and Purpose

The Distinguished Service in Library History Award is presented by LHRT annually and honors the career of a person who has a lifetime of scholarship and service in the field of library history. This non-monetary award is intended to be given to an individual who has a record of contributions; who demonstrates length, breadth, and depth of involvement in library history; and who has had a significant impact on the work of the Library History Round Table or on the library history community at large. The intention of the award is to recognize service.

2. Eligibility & Prize

Criteria for the Award include the significance of contributions to library history, such as publications in the field, courses taught in library history, and service to the field through the LHRT or other groups. The intention of the Award is to recognize service; thus, nominations which emphasize research and publication and do not describe service or other activities pertaining to library history will not be considered. Personal membership in the LHRT is encouraged but is not required for an individual to be selected for the Award.

Nominations must be made by an LHRT member. The nomination must include the nominee's Curriculum Vitae and at least two letters of support. Nominators of the same individual may be asked to collaborate to produce stronger nominations and to reduce duplicate effort.

The awardee will receive a certificate.

3. Personnel, Process, and Schedule

Upon the recommendation of the Member-at-Large A, the Chair shall appoint an odd number of members to one-year terms. The Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

The chair of the committee is responsible for developing an evaluation form for the award selection process, encouraging submissions and carrying out selection. Committee chairs may wish to ask previous committee chairs for any such rubrics to determine if re-using a previous rubric is feasible.

The chair of each committee should issue a Call for Nominations in January of the year in which the award will be made, with a deadline of March 31 for nominations. This can be done in ALA Connect, through *News & Notes*, and on social media. The Call should make very clear the criteria stated above. The call should provide the contact information of the committee chair.

If no submissions are deemed worthy of the award, it is acceptable to forego the award for a cycle.

Selection of the award winner should be made no later than April 30. The chair of the committee should immediately notify the prize winner selected, and invite the winner to attend the Edward G. Holley Lecture, where the certificate will be presented. The LHRT Chair and Vice Chair should be notified at the same time.

The Member-at-Large A shall work with the Staff Liaison to ensure that the prize money is readied and the certificate printed. As well, the Member-at-Large A shall work with the staff liaison to prepare a press release.

The Member-at-Large A should work with the *News & Notes* Editor, the Web Manager, and the Social Media Coordinator to ensure that information about the award is publicized widely. Notices to ALA Connect and other outlets should wait until the official ALA press release has gone out.

The LHRT Chair will announce the winner and give the certificate to the winner at the beginning of the Edward G. Holley Lecture.

F. Innovation and Advocacy in Library History Award

Awarded annually

1. Background and Purpose

The Innovation and Advocacy in Library History Award is presented by the LHRT as a “best of year” achievement award. This non-monetary award enables the Library History Round Table to acknowledge individuals or organizations that have made recent, substantive contributions to the Library History Round Table or to the wider library history community. The intention of the award is to recognize efforts that are ineligible for other Library History Round Table prizes.

2. Eligibility & Prize

Nominations, including self-nominations, are welcomed from all interested parties but must pertain to activities taking place in the past two years. Nominations will be judged on the contributions’ quality, impact, and relevance to LHRT or the library history community. The LHRT is particularly interested in recognizing those who have promoted library history in exceptional or new ways or who have reached audiences that have not been engaged previously.

Each nomination must include a brief statement thoroughly explaining the contribution or project and why the nominee is worthy of consideration. It must also include at least two letters of support. Individual nominees must include a CV or resume, while organizational nominees must include a statement indicating the organization’s mission and other background information. Before submitting materials, nominators should contact the committee chair to learn whether the person or organization has already been nominated. Nominators of the same entity may be asked to collaborate to produce stronger applications and reduce duplicative effort.

The awardee will receive a certificate.

3. Personnel, Process, and Schedule

Upon the recommendation of the Member-at-Large A, the Chair shall appoint an odd number of members to one-year terms. The Chair shall choose one of the appointees to serve as chair of the committee. For the purpose of institutional memory, it may be advisable to invite a member who has previously served to serve again as chair.

The chair of the committee is responsible for developing an evaluation form for the award selection process, encouraging submissions and carrying out selection. Committee chairs may wish to ask previous committee chairs for any such rubrics to determine if re-using a previous rubric is feasible.

The chair of each committee should issue a Call for Nominations in January of the year in which the award will be made, with a deadline of March 31 for nominations. This can be done in ALA Connect, through *News & Notes*, and on social media. The Call should make very clear the criteria stated above. The call should provide the contact information of the committee chair.

If no submissions are deemed worthy of the award, it is acceptable to forego the award for a cycle.

Selection of the award winner should be made no later than April 30. The chair of the committee should immediately notify the prize winner selected, and invite the winner to attend the Edward G. Holley Lecture, where the certificate will be presented. The LHRT Chair and Vice Chair should be notified at the same time.

The Member-at-Large A shall work with the Staff Liaison to ensure that the prize money is readied and the certificate printed. As well, the Member-at-Large A shall work with the staff liaison to prepare a press release.

The Member-at-Large A should work with the *News & Notes* Editor, the Web Manager, and the Social Media Coordinator to ensure that information about the award is publicized widely. Notices to ALA Connect and other outlets should wait until the official ALA press release has gone out.

The LHRT Chair will announce the winner and give the certificate to the winner at the beginning of the Edward G. Holley Lecture.

XIV. Publications

A. Peer-reviewed journal: *Libraries: History, Culture, and Society*

LCHS is editorially independent of LHRT. The *LCHS* Editor shall have the right to determine policies related to the content, editorial process, and other aspects of publication of *LCHS*. However, neither the *LCHS* Editorial Board nor the *LCHS* Editor shall enter into contracts without the approval of the LHRT Executive Board.

1. Personnel

The Editor of *LCHS* is appointed by the Chair of LHRT, with the approval of the Executive Board, for a term of two years. The Editor may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

The *LCHS* Editor may appoint a Managing Editor, to handle duties as negotiated between the Editor and the Managing Editor. The Managing Editor shall serve a two-year term beginning at the time of appointment. The Managing Editor may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

The Editor of *LCHS* may appoint up to four Associate Editors to handle duties as negotiated between the Editor and the Associate Editor. An Associate Editor shall serve a two-year term beginning at the time of appointment. An Associate Editor may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

The Editor of *LCHS* may appoint a Book Reviews Editor to handle duties as negotiated between the Editor and the Book Review Editor. The Book Reviews Editor shall serve a two-year term beginning at the time of appointment. The Book Reviews Editor may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

LCHS may have an editorial board of up to 15 members. The *LCHS* Editorial Board shall advise the *LCHS* Editors about policy and direction for the journal. Editorial Board members are appointed by the *LCHS* Editor; they are expected to participate as peer-reviewers when they have appropriate expertise and are disinterested.

2. Publication Schedule

The typical publication schedule of *LCHS* is twice per year, determined by the publisher.

3. Production and Distribution

LCHS is published by and distributed through Pennsylvania State University Press. The *LCHS* Editor or delegate shall have responsibility to work with appropriate parties at PSU Press to ensure the quality and timeliness of the published volumes. Each member of LHRT is entitled to a print copy mailed to their address on file with ALA.

4. Budget

LHRT supports the costs of production of the journal; LHRT also receives royalties from PSU Press. The *LCHS* Editor should work closely with the LHRT Chair and Treasurer to be sure that allocations for *LCHS* in the round table's budget are sufficient to cover costs.

5. *Compensation for Editors*

The *LCHS* Editor, Managing Editor, Book Reviews Editor, and Associate Editors are entitled to remission of ALA and LHRT dues in recognition of the labor required to execute the duties. The Editors shall pay dues from personal funds and then submit the expenses to the Treasurer for reimbursement.

B. Blog: *LHRT News & Notes*

LHRT News & Notes features items that wouldn't appear in our journal, such as calls for papers, announcements about LHRT and ALA events, links to popular press items about library history, student papers, informal papers from librarians, multimedia items such as virtual tours of historical libraries, and image galleries of library memorabilia.

LHRT News & Notes is the official blog of LHRT, although pieces published do not necessarily reflect the opinion of the round table. The Editor is obliged to publish official notices of meeting times, calls for papers, election notices, and other official notifications emanating from the Executive Board or LHRT Elected Officers. Otherwise, the *LHRT News & Notes* Editor shall have the right to determine policies related to the content, editorial process, and other aspects of publication of *LHRT News & Notes*. However, the *LHRT News & Notes* Editor shall not enter into contracts without the approval of the LHRT Executive Board.

1. *Personnel*

The *LHRT News & Notes* Editor is appointed by the LHRT Chair (in coordination with the Member-at-Large B) in even-numbered years for a term of two years which begins in an even-numbered year. The Editor may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

The Blog Committee shall assist in execution of the duties of the position.

C. Social Media

Currently, LHRT has a presence on Facebook but the Social Media Coordinator should feel free to explore other platforms. The Social Media Coordinator should be especially careful to amplify information about upcoming events and deadlines.

1. *Personnel*

The Social Media Coordinator is appointed by the LHRT Chair (in coordination with the Member-at-Large B) for a term of two years which begins in an odd-numbered year. The Social Media Coordinator may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

If desired, the Social Media Coordinator may request the Member-at-Large B to appoint a committee to assist in execution of the duties of the position.

D. Website: <https://www.ala.org/rt/lhrt>

The LHRT website is part of ALA's domain and the Web Manager may need to coordinate with IT workers at the ALA headquarters. It is especially important that the website contain the correct contact information for current officers and committee chairs; the correct dates, times, and locations for upcoming events; and the correct deadlines for awards and other opportunities.

2. *Personnel*

The LHRT Web Manager is appointed by the LHRT Chair for a term of two years which begins in an odd-numbered year. The Web Manager may be reappointed to additional two-year terms without limit, if their performance is satisfactory.

If desired, the Web Manager may request the Member-at-Large B to appoint a committee to assist in execution of the duties of the position.

Appendix 1. Timelines of Duties by Position (this is not comprehensive)

Chair, Vice Chair, and Past Chair

Month	Chair	Vice Chair	Past Chair
July	Appoint administrators as necessary Appoint LHRT representatives to various ALA bodies (transmit names of administrators and appointees to ALA Staff Liaison) Organize an orientation session for newly appointed administrators	Appoint members of research awards committees (transmit names of appointees to ALA Staff Liaison)	Appoint members of Nominating Committee
August	as appropriate, appoint members of Library History Seminar planning committee	convene Research Committee to determine theme of Research Forum	
Sept			
Oct			
Nov	Poll EB members for dates of Dec EB meeting Determine the speaker for Holley lecture		report names of nominees to ALA Staff Liaison
Dec	Call for reports and agenda items for Dec EB meeting Prepare and distribute agenda for Dec EB meeting	Issue call for paper of Research Forum	
January		Select speakers for Research Forum	
February			
March			

April		work with ALA Staff Liaison to make arrangements for Research Forum and publicize it	
May	Poll EB members for dates of June EB meeting	host Research Forum work with ALA Staff Liaison and editors to publicize winners of awards	
June	Call for reports and agenda items for June EB meeting Prepare and distribute agenda for June EB meeting Organize an orientation session for incoming officers Attend Holley lecture and present awards		

Secretary, Treasurer, Treasurer-Elect

Month	Secretary	Treasurer	Treasurer-Elect
July		review financial reports from ALA Staff Liaison	assist Treasurer
August		review financial reports from ALA Staff Liaison	assist Treasurer
September		review financial reports from ALA Staff Liaison	assist Treasurer
October		review financial reports from ALA Staff Liaison working with Chair, prepare draft of budget for next fiscal year	assist Treasurer
November		review financial reports from ALA Staff Liaison	assist Treasurer
December	take minutes at EB meeting	review financial reports from ALA Staff Liaison	assist Treasurer
January	post minutes from the most recent EB meeting	review financial reports from ALA Staff Liaison	assist Treasurer
February		review financial reports from ALA Staff Liaison	assist Treasurer
March		review financial reports from ALA Staff Liaison	assist Treasurer
April		review financial reports from ALA Staff Liaison	assist Treasurer
May		review financial reports from ALA Staff Liaison working with Chair, prepare final budget for next fiscal year	assist Treasurer
June	take minutes at EB meeting and post them load all documents from the previous year's work into ALAIR	review financial reports from ALA Staff Liaison	assist Treasurer

Member-at-Large A, Member-at-Large B, Member-at-Large C, Member-at-Large D

Month	Member-at-Large A	Member-at-Large B	Member-at-Large C	Member-at-Large D
July	appoint members of service award committees (transmit appointee information to ALA Staff Liaison)	work with chair to recruit editors and other administrators (as needed)		
August				
September				
October				
November				
December	work with ALA Staff Liaison to make arrangements for the Holley lecture			
January				
February				
March				
April				
May				
June				

By Award Committee Chair

Month	Dain (for year ending in odd number)	Davis (for year ending in even number)	Gleason (every third year)	Winsor
July				
August				
September	issue call for submissions	issue call for submissions	issue call for submissions	issue call for submissions – to go to ALA Staff Liaison to be anonymized
October				
November				
December				
January	begin reviewing submissions	begin reviewing submissions	begin reviewing submissions	receive anonymized submissions from ALA Staff Liaison
February				
March				
April	choose winner	choose winner	choose winner	choose winner
May				
June				

Appendix 2. Sample Letters/Templates

Soliciting Volunteers

For Executive Board:

The Library History Round Table is soliciting nominations (including self-nominations) for three positions on the Executive Board:

Vice Chair/Chair-Elect for [years] Vice Chair/Chair Elect will serve as Vice Chair for [years], as Chair for [years], and Immediate Past Chair for [years].

Secretary/Treasurer-Elect for [years]. The Secretary/Treasurer-Elect will serve in that position for [years], as Secretary/Treasurer for [years], and Immediate Past Secretary/Treasurer for [years].

Member-at-Large for [years]

Position descriptions can be found at <http://www.ala.org/rt/lhrt/governance/lhrtbylaws/lhrtbylaws>

Please send nominations (including self-nominations) to [e-mail].

I am happy to answer any and all questions about the various positions,

[SIGNATURE]

For Award Committees:

The Library History Round Table (LHRT) is accepting nominations (including self-nominations) for appointment to the [Name] Committee. All candidates must be current members in good standing of ALA and LHRT.

Committee service is a great way to shape library history scholarship, recognize the efforts of your colleagues, and become familiar with the governance of ALA Round Tables. [Add specific comments about the open positions]

The responsibilities of the committee include [position description from handbook].

Please send a brief letter of interest and a statement of your qualifications no later than [DATE] to [NAME, POSITION, E-MAIL]. The committee member will be selected in early September.

[SIGNATURE]

Calls for Papers/Submissions

For Papers for Research Forum:

The Library History Round Table (LHRT) of the American Library Association (ALA) is accepting submissions for its Research Forum at the [Year] ALA Annual Meeting in [Place and dates] on the theme of [theme].

Possible topics include, but are not limited to:

[Examples, if available]

LHRT welcomes submissions from researchers of all backgrounds, including students, faculty, and practitioners. Proposals are due on [DATE]. Each proposal must include the paper title, an abstract of no more than 500 words), and a one-page vita.

Decisions will be announced [Date].

All presenters must register to attend the conference.

Please submit proposals and direct any questions to

[SIGNATURE]

For Submissions for Awards

The Library History Round Table (LHRT) of the American Library Association (ALA) invites submissions for the [Name of Award]. The [Name of Award] is given [annually/bi-annually/tri-annually] to the [description of requirements taken from LHRT website]. [Articles/books] published in [years] are eligible for the award.

Submissions are due on [DATE] and must be submitted electronically to [Committee chair -- unless it's the Gleason; then they are submitted to the ALA Staff Liaison] at [e-mail/address].

Decisions will be announced [Date].

Please direct any question to:

[SIGNATURE]