MiALA Interest Group Leader Resource Manual

Congratulations on becoming an interest group (IG) leader. This manual should assist you in your role as the leader of your IG. If you find any corrections that need to be made and/or additional information that you would like to include in this manual, please email the MiALA Admin, Heather Ladiski, at heather@miala.org

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Updated 12/19/17 - hml

General IG information

General information regarding interest groups is located on page 17 of the MiALA Procedure Manual (http://miala.org/miala_procedure_manual.php).

Communication with your section board

The section board liaison for your IG will be determined at the beginning of the MiALA year. A calendar of section board meeting dates will be shared with you. You should maintain contact with your section board liaison regarding updates within your IG and any questions/concerns in which your IG may need guidance. You should also include your section board liaison on any IG communication and meeting invitations.

Important deadline calendar on MiALA website

A calendar of leader deadlines is available on the MiALA website (https://memberleap.com/members/calendar_eventtype.php?org_id=MALA&ctid=20&et=1).

Click on the date of the event that you are interest in learning more about in the calendar area of the page. Clicking on the date will bring up a list of events on that date. Click on the title of the event for more information.

On the event information page, you can ask the system to send you an email reminder of the event by clicking here.

Michigan Academic Library Association - Event Information

Event Name: Provide committee/section reports to board liaison

Event Type(s): Important Deadlines

Description:

Event Date: 12-08-17

Location:

Email Reminder: click here to setup an email reminder for this event

Enter you name, email address, and when you would like to receive an email reminder for this event. Enter the letters you see in the image and click on the submit button.

Michigan Academic Library Association - Set Event Reminder Email

Please fill out the following information and press Submit to establish your event reminder.

First Name: Heather
Last Name: Ladiski
*Email: heather@miala.org
*Date: 12/08/2017 (mm/dd/yyyy)
*Hour: 9 AM EST (Eastern Standard Time)

NNIZI

NNIZI (Please enter the letters you see in the image above)

Submit

Michigan Academic Library Association - Event Information

Your event reminder has been created. Your reminder will be sent to you at the email address you provided, heather@miala.org, on 11/27/2017 at 3:00 PM EST.

IG project area

Each IG member will have access to a project area in the MiALA members only portal. You can view the entire list of projects (Sections, Interest Groups, & Committees) by clicking on the Sections/Interest Groups/Committees link in the Engagement area of the member only area.
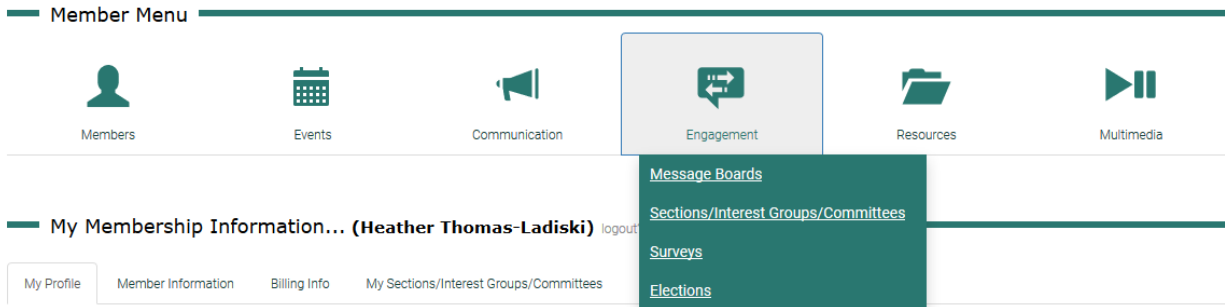
Click on the Section/Interest Group/Committee of your choice to access your project page.

Sections
Administration Section
The Administration (AD) Section will be concerned with all administrative and managerial aspects of academic libraries. The AD Section board will be responsible for approving applications for relevant Interest Groups and coordinating their activities. Areas that would be part of the AD Section include budgeting, personnel management, and leadership development.

These are meant only as a representative sample and not an exhaustive list.
enter Sections/Interest Groups/Committees area...

Clicking on the title will show you the public information page (this page is accessible to all MiALA members as well as non-members who have a direct link). Click here to enter the MiALA IG project area.

Sections/Interest Groups/Committees Details - Michigan Academic Library Association

▼ Main Menu | Sections/Interest Groups/Committees List

Administration Section

Description:
The Administration (AD) Section will be concerned with all administrative and managerial aspects of academic libraries. The AD Section board will be responsible for approving applications for relevant Interest Groups and coordinating their activities. Areas that would be part of the AD Section include budgeting, personnel management, and leadership development.

These are meant only as a representative sample and not an exhaustive list.

Primary Contact: Arlene Weismantel - Section Chair
Contact Email: weisman1@mail.lib.msu.edu

Registered Participants enter Sections/Interest Groups/Committees area here...

Click Here to sign up for this Sections/Interest Groups/Committees...

Sections/Interest Groups/Committees Member Information

Arlene Weismantel	**Francine Paolini**	**Elizabeth Walker**
(Chair)	(Vice-Chair)	(Secretary)
Julia Eisenstein	**Jennifer Dean**	**Ms. Mary O'Kelly**
(Board Liaison)	(At-Large Representative)	(At-Large Representative)

Updated 12/19/17 - hml

Joining an Interest Group

Any member of MiALA can join one or more IGs. All MiALA members can view the participant list along the left of the project page. Members can sign up at the project page or when editing their member profile.

Sections/Interest Groups/Committees: Collections Section

Main Menu | Sections/Interest Groups/Committees List

Participants (113)

Details

Sign Up   Documents

List of Participants - Detail

Abramson-Bluhm, Sherle
Barton, Joshua
Beaubien, Sarah
Beavers, Paul
Beeker, Mary
Benefiel, Annie
Bilbro, Melissa
Blossey, Jennifer
Bolek, Barbara
Bryant, Sheila
Buboltz, Richard
Buckley, Matthew
Bundza, Maira
Campbell, Emily

Name: Collections Section
Description: The Collections (CL) Section will be concerned with everything related to the print, non-print, and electronic materials that academic libraries collect and steward. The CL Section board will be responsible for approving applications for relevant Interest Groups and coordinating their activities. Areas that would be part of the CL Section include copyright, metadata, conservation, archives, digital preservation, resource sharing, technical services, and acquisitions.

These are meant only as a representative sample and not an exhaustive list.
Contact: Breezy Silver - Section Chair <silverbr@msu.edu>
Files: Click here for project/committee documents

IG member access

All members of the IG will be able to access the participants list as well as the IG message board and file archive areas.

Sections/Interest Groups/Committees: Administration Section

Main Menu | Sections/Interest Groups/Committees List

Participants (85)

Details

List of Participants - Detail

Send Broadcast Email

Send Newsletter

Quick Email to Group

Update Files

Update Content

Update Info

Abramson-Bluhm, Sherle

(Signed up)   Message   Documents
Opt Out?   Board

Name: Administration Section
Description: The Administration (AD) Section will be concerned with all administrative and managerial aspects of academic libraries. The AD Section board will be responsible for approving applications for relevant Interest Groups and coordinating their activities. Areas that would be part of the AD Section include budgeting, personnel management, and leadership development.

These are meant only as a representative sample and not an exhaustive list.
Contact: Arlene Weismantel - Section Chair <weisman1@mail.lib.msu.edu>
Files: Click here for project/committee documents
Message Boards: Administration Section (AD)

IG leader access

IG leaders are able to access more tools in the project area. We will go over all of the functionality of your IG project area here.

Participants list

You can view a list of names and positions in the left menu area of the project page.

View detailed participants list.

To view more contact information for all IG members, click on the "list of Participants – detail" link in the left menu area. You can then email an individual member by clicking on their email link in the list or to email to all IG members, scroll to the bottom of the list to copy and paste all email addresses into your email client.

Broadcast messages

As a leader, you are able to send messages to your interest group members within the project area. Click on "send broadcast email" link in the left menu area.

You can view previously sent messages here as well as send a new message.

Broadcast Messages

▼ Main Menu   Help

New Message

No Messages have been sent.
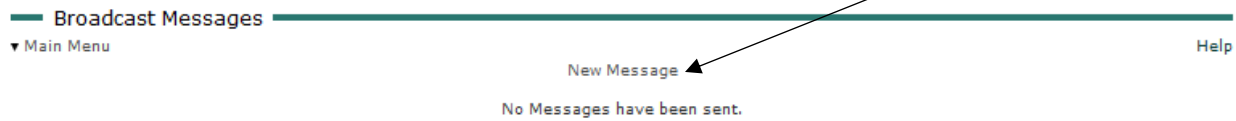
You can select the date that you want the message sent (leaving it blank will send the message when you complete this process). You can also change the "reply to" name and email. Next add a subject and body to your message and click on the continue button.

Message Details

▼ Main Menu | Messages   Help

Enter your name, email, and subject. Compose your message in the message text area, then click 'Continue'. If you would like the message to have a personalized salutation, you can choose that option here as well.

This page periodically saves your message. For it to save successfully you must enter a subject and message body.

Send Date:

[   ] (mm/dd/yyyy format, leave blank to send the message now)

Reply-To Name: **Reply-To and From Email:**

Heather Thomas-Ladiski   hthomascap@gmail.com

From Name:
MIALA Communications (this can be changed in Broadcast Messaging Configuration)

Subject:

[   ]

Include a salutation: ☐ Salutation text: [<first name>,   ] **Message:**

NOTE: Please avoid copying and pasting text from other applications, this can cause problems with spam filters/recipient clients.

If you need to copy-and-paste, please use the paste-as-plain-text button (clipboard with a 'T')

[toolbar: Source | ...]
[B I U S | X₂ x² | ...]
[Font | Size | ...]

<< Back   Save Message   Continue >>

Updated 12/19/17 - hml

Step two of the broadcast message tool allows you to upload and attach documents to your message. To do so, click on the "browse" button to select the file from your computer, then click on the "attach the file" button to attach to the message. When you are finished (or if you have no files to attach), click on the "continue" button.

Message Attachments

▼ Main Menu | Messages   Help

To attach a document, use the "Browse" button to locate the file on your computer, then click on "Attach the File" to add it to the message.

When finished attaching documents, click on 'Continue'.

Attached files:

(none)

Browse...   No file selected.
Attach the File

Total size of attachments: 0 bytes

<< Back   Continue >>

Step three of the broadcast message process allows you to select who the message will go to. You can click on the "click here to add project/committee members…" link to select all members. You can also pick and choose one or more members by typing and clicking on their name in the list to the left and clicking on the "add selected members to the list" button. You can also choose to add all of the members then delete particular members by clicking on the "delete" link next to their name. When you are all set, click on the continue button.

Recipients

▼ Main Menu | Messages   Help

Use this page to select your message's recipients.
Use the functions on the left to add recipients to the list on the right.
Click 'Continue' when you have your recipient list prepared.

Add Project/Committee Members (this committee)   Recipients Selected (83):

Click here to add project/committee members...   Resend to all   Resend to Unopened   Remove All

Pick-and-Choose...
To Add Members to the list of recipients, select them from the
list below and click on the "Add Selected Members to
List" button. To select multiple members at a
time, hold down the Control button while clicking on names.

Full members are denoted by an asterisk.

☐ Include cross-referenced members
Add Selected Members to List >>

| Abramson-Bluhm, Sherle delete |
| sherleab@umich.edu |
| Beeker, Mary delete |
| mbeeker@nmc.edu |
| Belanger, Annie delete |
| belange1@gvsu.edu |
| Bolton, Robbie delete |
| robbie@arbor.edu |
| Bowers, Steven K delete |
| sbowers@wayne.edu |
| Bradley, Doreen delete |
| dbradley@umich.edu |
| Cheng, Cen delete |
| chengcen@msu.edu |
| Chua, Hui Hua delete |
| chua@msu.edu |
| Condic, Eric delete |
| condic@oakland.edu |
| Daniel Walkuski, Julia delete |
| jcdaniel@umich.edu |
| Daniels, Jeffrey delete |
| danielsj@gvsu.edu |
| Davis, Stephanie delete |
| sdavis2@ncmich.edu |
| Dean, Jennifer delete |
| deanjl@udmercy.edu |
| Dey, Anita delete |
| adey@svsu.edu |

<< Back   Continue >>

Step four gives you one last chance to review your message, verify who will get the message and for you to see what it will look like to your recipients. You can make any changes by using the "back" button. If you are ready to go, click on the "send the message" button.

Confirm Message Details - Michigan Academic Library Association

▼ Main Menu | Messages   Help

Please verify your message and recipients. When you are ready to send, click on 'Send the Message'.

Subject:

test message

Message:

MiALA **Michigan Academic Library Association**

test message

Something out of place? We'd love to help make adjustments to your Broadcast Email templates. Contact Us

Attachments:

(none)

Recipients:

hthomascap@gmail.com (Thomas-Ladiski, Heather)

Spam Analysis:

Each SpamAssassin test has a score value that will be assigned to a message if it matches the test's criteria. The scores can be positive or negative, with positive values indicating 'spam' and negative 'ham' (non-spam messages). A message is matched against all tests and SpamAssassin combines the results into a global score which is assigned to the message. The higher the score, the higher the probability that the message will be considered spam.

Array ([0] => 2.5 [1] => 5.0)
Adjusted Score:
2.5 out of 5

Analysis for message: test message

Below is the detailed output from SpamAssassin

<< Back   Send the Message >>

You will then see that your message has been sent.

Message Details - Michigan Academic Library Association

▼ Main Menu | Messages   Help

Your message is being sent.

Click here to return to message list.

After the message has been sent, it will be stored in the system for future reference. You can view it and resend (or send to additional people) by clicking on the magnifying glass icon. You can copy the message using the copy icon. You can delete the message using the X icon. You can share the message via multipost by clicking on the share icon. You can also check the status of who has opened/viewed the email by clicking the stats icon (if you want this information, you will need to select that option as you create your message).

Number of Messages: 1

functions

Broadcast Messages

▼ Main Menu   Help

New Message
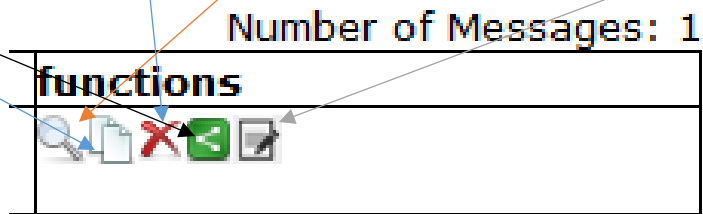
last sent	subject	attachments	progress	functions
Sent Messages				Number of Messages: 1
09/28/17	test message	(no attachments)	Completed 0% opened	

NOTE: Messages are stored for 18 months, recipient data for 3 months

Send "quick email to group"

You can also send a quick email to all IG members by clicking the "quick email to group" link. This will pop up a new message from your email client and automatically include the email addresses of all IG members.

Sections/Interest Groups/Committees: Administration Section

Main Menu | Sections/Interest Groups/Committees List

Participants (85)   **Details**

List of Participants - Detail   (Signed up)   Message   Documents
                                  Opt-Out?   Board
Send Broadcast Email

Send Newsletter   **Name:** Administration Section

Quick Email to Group   **Description:** The Administration (AD) Section will be concerned with all administrative and managerial aspects of
                                  academic libraries. The AD Section board will be responsible for approving applications for relevant Interest
Update Files   Groups and coordinating their activities. Areas that would be part of the AD Section include budgeting,
                                  personnel management, and leadership development.
Update Content
                                  These are meant only as a representative sample and not an exhaustive list.
Update Info
                                  Contact: Arlene Weismantel - Section Chair <weisman1@mail.lib.msu.edu>
Abramson-Bluhm, Sherle   **Files:** Click here for project/committee documents
                                  Message Boards: Administration Section (AD)

File storage/archive area

Each interest group has a file storage/archive area dedicated to the IG. This is a great place to store/archive files for current use and for future reference. To access/add/update files, click on the "update files" link in the left menu area or click on this documents icon.

Sections/Interest Groups/Committees: Administration Section

Main Menu | Sections/Interest Groups/Committees List

Participants (85) | **Details**

List of Participants - Detail
Send Broadcast Email
Send Newsletter
Quick Email to Group
Update Files
Update Content
Update Info
Abramson-Bluhm, Sherle

(Signed up) Opt Out?   Message Board   Documents

Name: Administration Section
Description: The Administration (AD) Section will be concerned with all administrative and managerial aspects of academic libraries. The AD Section board will be responsible for approving applications for relevant Interest Groups and coordinating their activities. Areas that would be part of the AD Section include budgeting, personnel management, and leadership development.

These are meant only as a representative sample and not an exhaustive list.
Contact: Arlene Weismantel - Section Chair <weisman1@mail.lib.msu.edu>
Files: Click here for project/committee documents
Message Boards: Administration Section (AD)

You can then create file categories, add files (either one at a time or as a mass upload).

Project File Management: Administration Section - Michigan Academic Library Association

▼ Main Menu | Project Page

Add New File

No Files were found for this project.

Add New File | Mass Upload | Mass Download | Copy Files from... | Add New Category

For better organization, you can create categories. To begin, click on "add new category" link to add a file category. Then name the category and click on the submit button.

Add/Change File

▼ Main Menu | Project List | Project Files

Category Name: [   ]
Parent Category: [-- no parent chosen -- ∨]
Sort Order: [By Title   ∨]
[Submit] [Reset]

Updated 12/19/17 - hml

Once categories and/or files have been uploaded, you can view files either by category by selecting the link or view all by selecting the "view all files" link.

Project File Management: Administration Section - Michigan Academic Library Association

▼ Main Menu | Project Page

Please select a file category below...

Add New Category

Show 100 ∨ entries   Search: [   ]

Category	File Count	Functions
Test Category 1	0	📄 ✏ ✖
Test Category 2	0	📄 ✏ ✖
(View uncategorized files)	0	📄
(View all files)	0	📄

Showing 1 to 4 of 4 entries

Add New Category

To add a file under a category, click on the category name then click on the "add new file" link.

Project File Management: Administration Section - Michigan Academic Library Association

▼ Main Menu | Project Page | Category List

Category: Test Category 2

Add New File

No Files were found for this project.

Add New File | Mass Upload | Mass Download | Copy Files from... | Add New Category

After you upload the file from your computer, it is now saved in the system. You can now access the file from this list. You can also copy the link provided to post elsewhere on the website or in an email or other promotional material.

Project File Management: Administration Section - Michigan Academic Library Association

▼ Main Menu | Project Page | Category List

Category: Test Category 2

Add New File

Number Records: 1

Show 100 ∨ entries   Search: [   ]

title	date	description	functions
Test Meeting Minutes	09/28/17	http://www.miala.org/docs/Test_Meeting_minutes_for _Administrative_Section.docx	✏ ✖

Showing 1 to 1 of 1 entries

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Interest Group message board (to work as a listserv)

You can communicate and encourage participation in interest group relevant discussions using the IG message board. You (and your members) can access your message board by clicking on the message board icon on the project page.

When members join your interest group, they are given access to your project area and are also opted in to your message board. This will send an email message to that member when a message and/or response to a message has been posted. If members would prefer not to get many messages throughout the day, they should also select the "Daily-In" option to receive a daily digest of conversations had on this message board.

Updated 12/19/17 - hml

Message Board Topics

Main Menu | Board List | Member List | Sections/Interest Groups/Committees Page

This board is email-list enabled. To create new topics by email, submit emails to: adsection@memberleap.com

Board: Administration Section (AD)

Add Topic

Show [25 ▾] entries

Topics ▲	Replies ⬍	
Upcoming Conference And Administration Interest Groups	0	
Interest Group Application Form	0	
Welcome To The Administration Section Forum - Introduction	0	

Showing 1 to 3 of 3 entries

To start a new conversation, click on the "add topic" button at the top of the message board. To view a current conversation, click on the topic title. To contribute to a conversation, click on the reply button at the bottom of the thread.

Message Board: Administration Section (AD) - Welcome To The Administration Section Forum - Introduction

Main Menu | Board List | Topic List

Author	Topic: Welcome To The Administration Section Forum - Introduction
Heather Ladiski ? Total Posts: 5 Total Topics: 47 Since: 11-01-2014	Posted: 12/16/2014 - 1:49pm EST Welcome to the Administration Section Message Board. We would love for you to introduce yourself and let us know what you would like to see happen in the Administration Section.

Click To Reply

Reserve meeting rooms at MCLS

If you are interested in having a face-to-face meeting with interest group members, meeting rooms at the Midwest Collaborative for Library Services offices in Lansing are available for free to conduct MiALA business. For more information and to reserve a meeting room, contact Heather Ladiski at heather@miala.org Meeting rooms are subject to availability.

Reserve MiALA audio/video conference line

MiALA has an account with freeconferencecall.com. IG leaders can reserve this line to conduct MiALA business. For more information and to reserve the conference line, contact Heather Ladiski at heather@miala.org. Reservations are subject to availability. Please note that this is not a toll free number. All incoming callers will be subject to long distance rates according to their phone carrier.

Create online forms/questionnaires/surveys

IG leaders can utilize the form builder tool in the website to create forms, questionnaires, surveys, etc. to send to members (or other interested parties). Contact Heather Ladiski at heather@miala.org with the questions and answer choices that you would like to include and she can create a draft for you to review. Upon approval, she will provide you with a link to share and form responses upon request.

Monitoring section information on the MiALA Website

The success of the MiALA website depends upon the timely submissions from the Board, Committees, Sections, Interest Groups, and other MiALA members. Send your content additions/changes to the MiALA Admin (heather@miala.org). Interest group chairs are responsible for contributing/monitoring their interest group specific information page(s) of the website.

Post meeting/event info on MiALA website calendar

Interest Group leaders can post their IG meeting and event information in the events section of the MiALA website. To do so, submit the following information to the Communications & Marketing committee by using the form located here: https://www.memberleap.com/members/form.php?orgcode=MALA&fid=2143067.

-Event start date
-Event end date (if more than one day)
-Event description
-Event start/end time
-Event contact name and email
-Event location (including address)
-If you will want to require registration to this event (registration can also be handled through the website. Contact Heather at heather@miala.org for more information.)

Post interest group information in MiALA website news feed
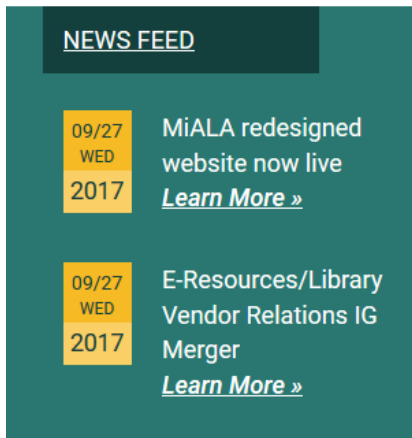
IG leaders can post news items to the news feed of the MiALA website. To do so, submit the following information to the Communications & Marketing committee by using the form located here: https://www.memberleap.com/members/form.php?orgcode=MALA&fid=2143067

-Date that you would like the news article published
-Date that you would like the news article removed from viewing on the live feed
-News article headline (up to six words if possible)
-News article teaser (up to twenty words if possible)
-Content of news article (including any links that you might want to direct people to)

For information on MiALA's website news editorial policy, consult the MiALA procedures manual on the MiALA website (http://miala.org/miala_procedure_manual.php).

Post interest group information in monthly eNewsletter

IG leaders can post news items in the monthly eNewsletter. To do so, submit the following information to the Communications & Marketing committee by using the form located here:
https://www.memberleap.com/members/form.php?orgcode=MALA&fid=2143067

-Month that you would like the news article published (repeat each month that you would like it included)
-News article headline (up to six words if possible)
-News article teaser (up to twenty words if possible)
-Content of news article (including any links that you might want to direct people to)

Deadlines for interest group relevant eNewsletter submissions are as follows (and are subject to change):

- September Issue (Deadline August 15) – IG specific news/updates
- October Issue (Deadline September 15) - IG specific news/updates
- November Issue (Deadline October 15) - IG specific news/updates
- December Issue (Deadline November 15) - IG specific news/updates
- January Issue (Deadline December 15) - IG specific news/updates
- February Issue (Deadline January 15) - IG specific news/updates
- March Issue (Deadline February 15) - IG specific news/updates
- April Issue (Deadline March 15) - IG specific news/updates
- May Issue (Deadline April 15) - IG specific news/updates
- June Issue (Deadline May 15) - IG specific news/updates

For information on MiALA's newsletter editorial policy and deadlines for each edition of the eNewsletter, consult the MiALA procedures manual on the MiALA website (http://miala.org/miala_procedure_manual.php).

Event Planning Process

MiALA interest groups are highly encouraged to provide their members with cost neutral programs and/or events. Planning for such events should occur during the fall of the year prior to the program date. For more information on planning a program/event for your group, refer to the Workshop Planning checklist and the meeting FAQ document on the MiALA website.

Apply for event subsidy from MiALA board

MiALA interest groups may request a subsidy from the board to defer anticipated expenses and allow members to attend at a lower registration fee. To apply for an event subsidy, complete the workshop proposal form. IG leaders should submit proposals with subsidy requests prior to the February board meeting for discussion while determining the upcoming year budget.

Interest group leader election process

Each interest group must have a chair, and may have other positions. Upon establishment, the IG's key contact will become the interim chair of the IG until the next election cycle (to correspond with the association board, committee chair, and Section election cycle). Elections for the IG board chair will occur in the spring and will be

recruited through a call for nominations from the IG membership. Elections may be handled as formal or informal as the IG membership prefers. Methods of election include (but are not limited to): email ballots, using an online survey tool, using the IG message board, and/or during an interest group meeting. After elections occur, the change in board members must be communicated to their section secretary and MiALA admin prior to July 1.

Year End Officer Transition

The MiALA admin will request contact information from all incoming interest group leaders to be included on their respective IG information pages. All incoming IG leaders will receive leader access to their IG project area. All outgoing IG leaders will be removed from leader access to their IG project area. All files pertinent to their IG leadership should be shared with the incoming IG chair before June 30 with a copy sent to the MiALA admin for storing in the MiALA file archive on the MCLS Sharepoint server.

Updated: 12/19/17

PLEASE NOTE THAT THIS IS A WORKING DOCUMENT. IF YOU HAVE SUGGESTIONS/ADDITIONS/OTHER FEEDBACK REGARDING THIS MANUAL, PLEASE CONTACT HEATHER@MIALA.ORG.