

# MiALA Section Leader Resource Manual

Congratulations on becoming a section leader. This manual should assist you in your role as the leader of this section. 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](mailto:heather@miala.org)

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# General section information

General information regarding sections starts on page 16 of the MiALA Procedure Manual ([https://miala.org/procedure\\_manual.php](https://miala.org/procedure_manual.php)).

## Communication with the MiALA board

The board liaison for your section will be determined at the first board meeting. A calendar of board meeting dates will be posted on the events calendar on the MiALA website. You should maintain contact with your board liaison regarding updates within your section and any questions/concerns in which your section may need guidance. You should also include your board liaison on any section 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](https://memberleap.com/members/calendar_eventtype.php?org_id=MALA&ctid=20&et=1)).

Calendar of Events - Michigan Academic Library Association



| December 2017 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
|               |     |     |     |     | 1   | 2   |
| 3             | 4   | 5   | 6   | 7   | 8   | 9   |
| 10            | 11  | 12  | 13  | 14  | 15  | 16  |
| 17            | 18  | 19  | 20  | 21  | 22  | 23  |
| 24            | 25  | 26  | 27  | 28  | 29  | 30  |
| 31            |     |     |     |     |     |     |

Events in the month of December 2017

| Date     | Event   |
|----------|---|
| 12/08/17 | Deadline for MiALA 2018 Annual Conference Reviewer Application        |
| 12/08/17 | Provide committee/section reports to board liaison                    |
| 12/11/17 | Board liaisons to include committee/section reports on Meeting agenda |
| 12/15/17 | Submission Deadline for January eNewsletter                           |
| 12/15/17 | Annual Conference Presentation Submission Deadline                    |

Events available for Registration...

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.

Calendar of Events - Michigan Academic Library Association



| December 2017 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
|               |     |     |     |     | 1   | 2   |
| 3             | 4   | 5   | 6   | 7   | 8   | 9   |
| 10            | 11  | 12  | 13  | 14  | 15  | 16  |
| 17            | 18  | 19  | 20  | 21  | 22  | 23  |
| 24            | 25  | 26  | 27  | 28  | 29  | 30  |
| 31            |     |     |     |     |     |     |

December 8, 2017 (return to view upcoming events)

|  |
|--|
| Deadline for MiALA 2018 Annual Conference Reviewer Application |
| 12/08/17   |
| Provide committee/section reports to board liaison             |
| 12/08/17   |

Events available for Registration...

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 your 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)



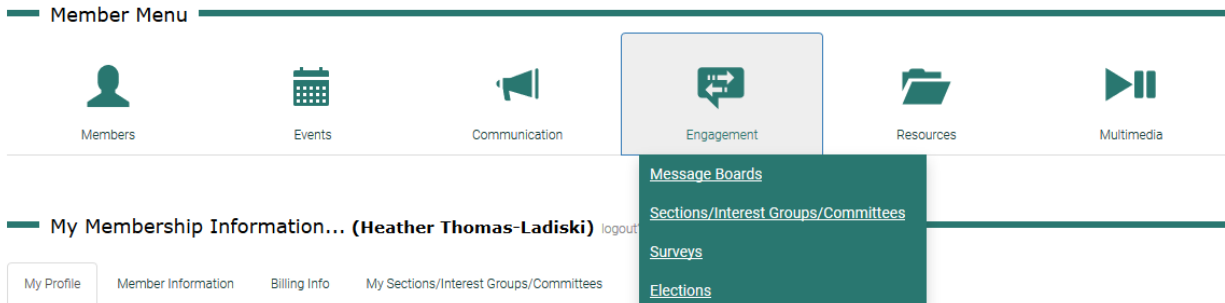
(Please enter the letters you see in the image above)

Michigan Academic Library Association - Event Information

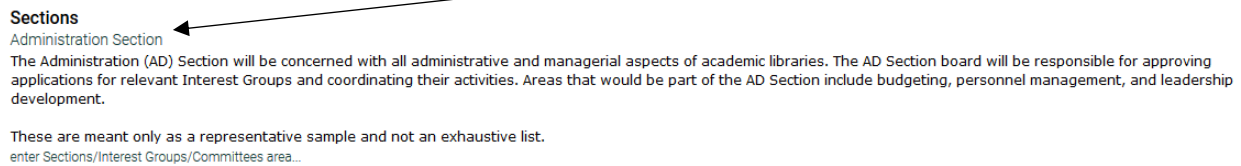
Your event reminder has been created. Your reminder will be sent to you at the email address you provided, heather@miala.org, on 11/27/2017 at 3:00 PM EST.

# Section project area

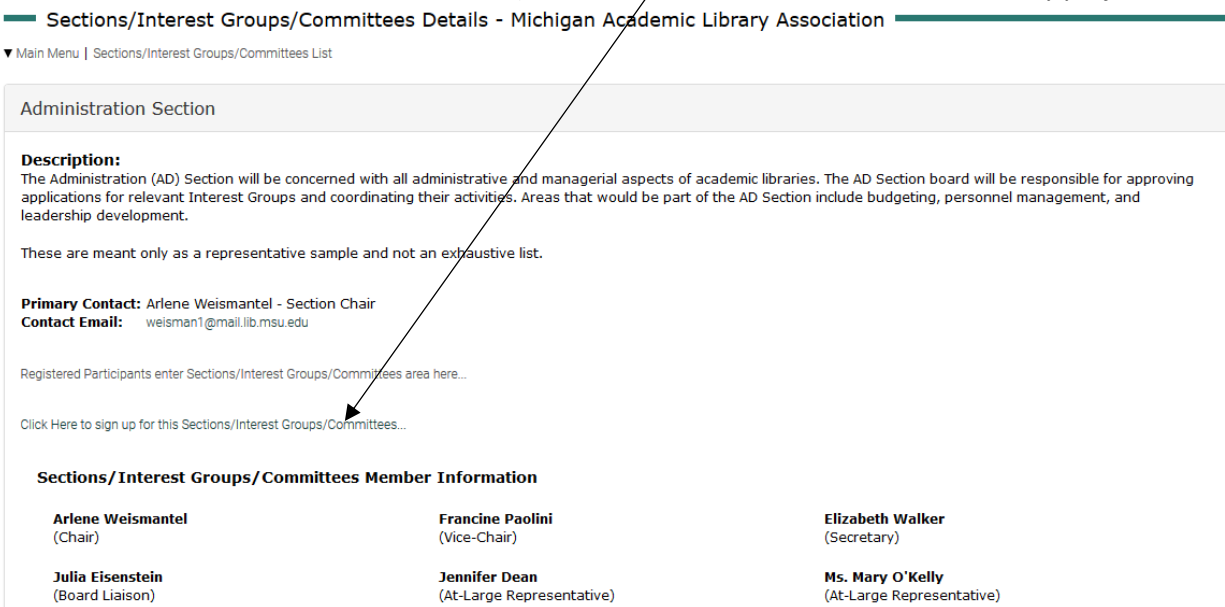
Each section member will have access to a project area in the MiALA members only portal. You can view the entire list of projects (Sections, Interest Groups, & Committees) by clicking on the Sections/Interest Groups/Committees link in the Engagement area of the member only area.



Click on the Section/Interest Group/Committee of your choice to access your project page.



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 member only project area.



# Joining a Section

Any member of MiALA can join one or more sections. 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

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

 Sign Up  Documents

**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

# Section member access

All members of the section will be able to access the participants list as well as the section file archive area.

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)

# Section leader access


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


Sections/Interest Groups/Committees: Administration Section


Main Menu | Sections/Interest Groups/Committees List

**Participants (85)**

- 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)

# Participants list

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

**Participants (85)**

- List of Participants - Detail
- Send Broadcast Email
- Send Newsletter
- Quick Email to Group
- Update Files
- Update Content
- Update Info
- Abramson-Bluhm, Sherle
- Beeker, Mary
- Belanger, Annie
- Bolton, Robbie
- Bowers, Steven K
- Bradley, Doreen
- Cheng, Cen
- Chua, Hui Hua
- Condic, Eric
- Daniel Walkuski, Julia
- Daniels, Jeffrey
- Davis, Stephanie
- Dean, Jennifer, At-Large Representative
- Dey, Anita
- Dow, Marilyn
- Dykhuis, Randy
- Eisenstein, Julia, Board Liaison
- Gajda, Joseph

## View detailed participants list.

To view more contact information for all section 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 section members, scroll to the bottom of the list to copy and paste all email addresses into your email client.

Email Addresses: (copy and paste into your email client)

Select All

```
robbie@arbor.edu; dbradley@umich.edu; chengcen@msu.edu;
condic@oakland.edu; jcdaniel@umich.edu; danielsj@gvsu.edu;
sdavis2@ncmich.edu; deanjl@udmercy.edu; adey@svsu.edu;
downmk@udmercy.edu; dykhuisr@mcls.org; granskog@msu.edu;
hakac@msu.edu; chanson@kettering.edu; jeffmic@aquinas.edu;
```

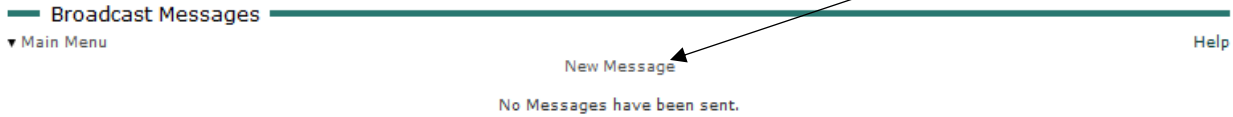
  

| Member / Contact | Phone / Secondary Phone | Email              |
|------------------|-------------------------|--------------------|
|                  | 517-750-6435 /          | robbie@arbor.edu   |
| Bolton, Robbie   | 734-764-7492 /          | dbradley@umich.edu |
| Bradley, Doreen  | 517-643-5188 /          | chengcen@msu.edu   |
| Cheng, Cen       | 248-370-2467 /          | condic@oakland.edu |
| Condic, Eric     | 313-593-5615 /          | jcdaniel@umich.edu |

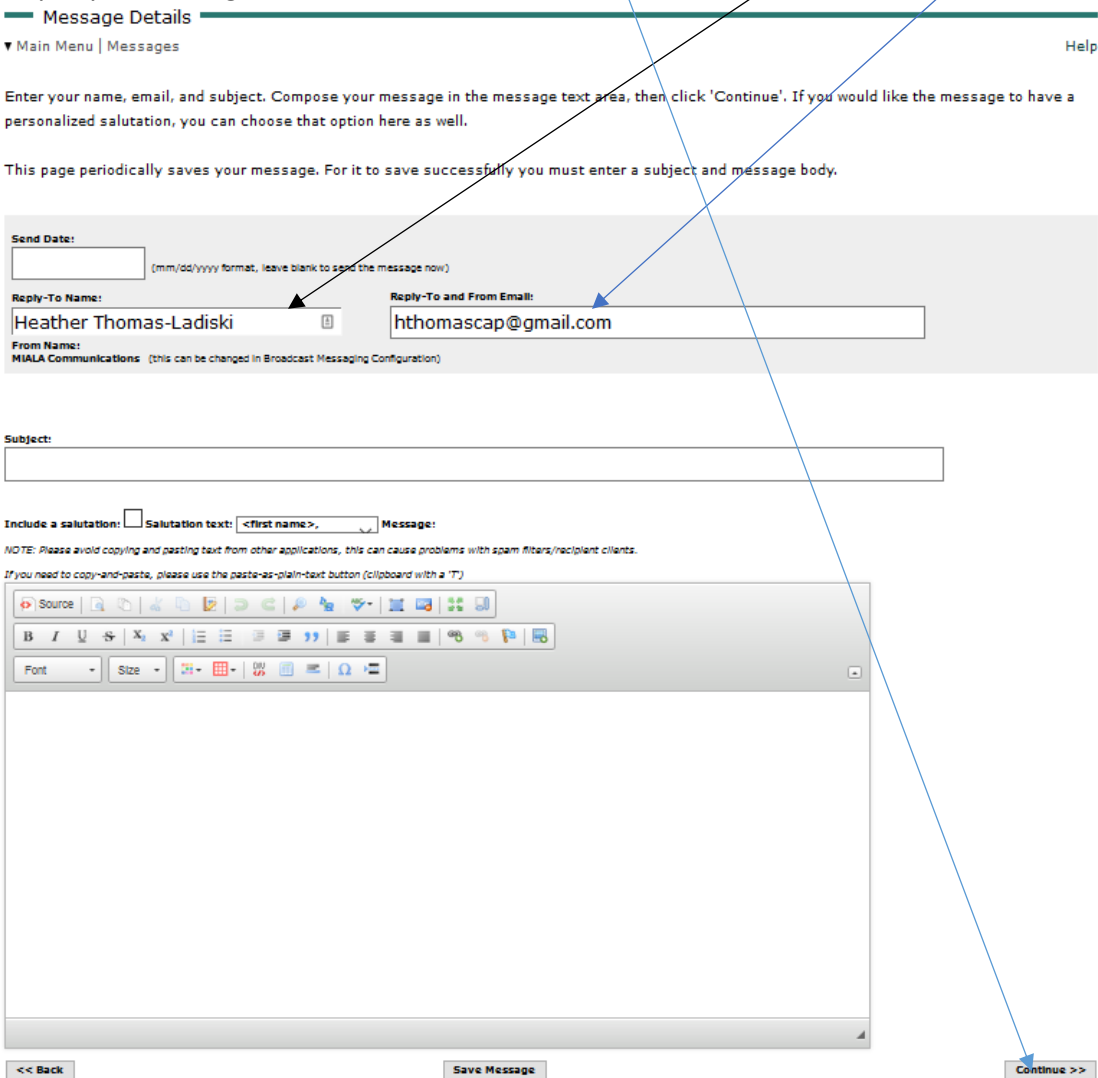
# Broadcast messages

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

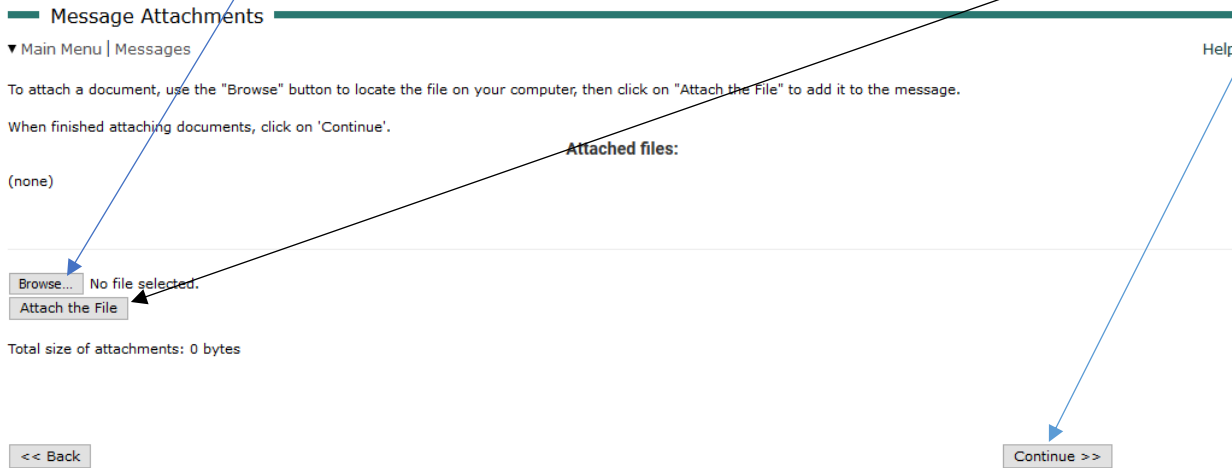
You can view previously sent messages here as well as send a new message.



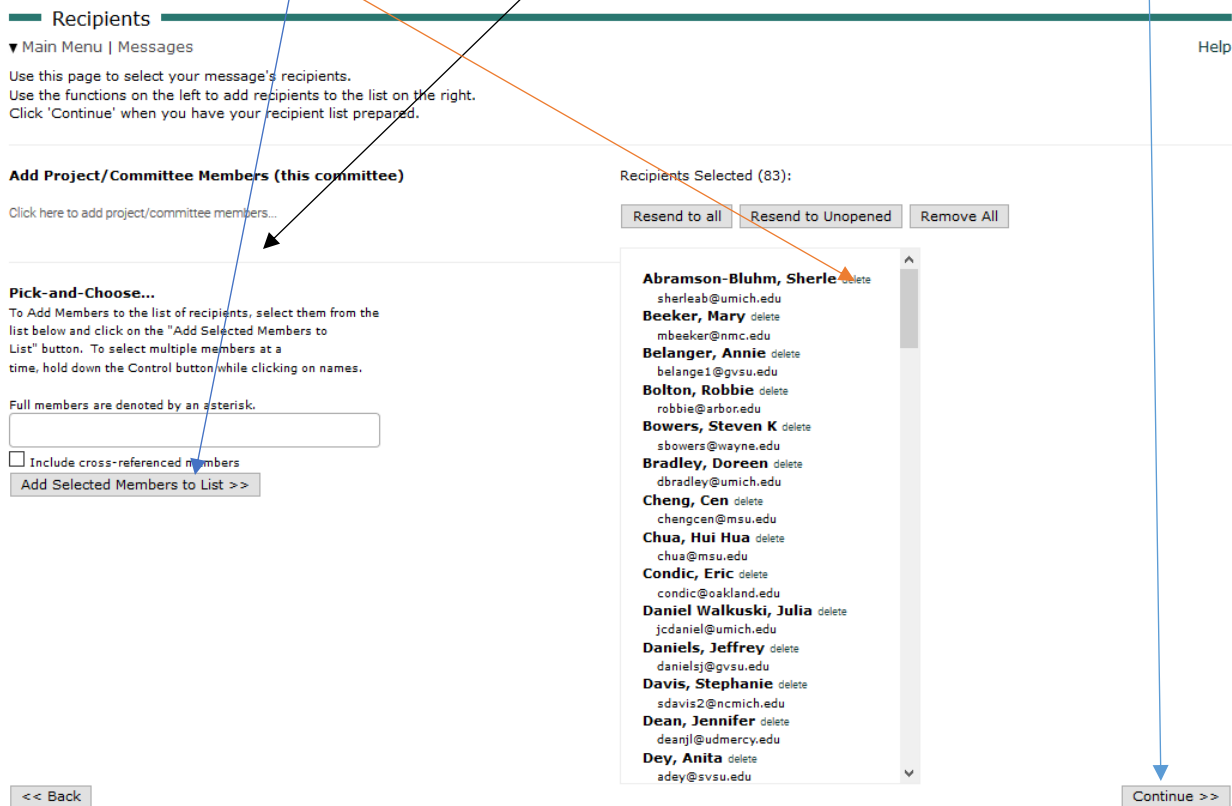
You can select the date that you want the message sent (leaving it blank will send the message immediately after you complete this process). You can also change the “reply to” name and email. Next add a subject and body to your message and click on the continue button.



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.



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 their name in the box 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.





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:**



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.





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   |
|---|
|      |

| Sent Messages |              |                  |                        | Number of Messages: 1   |
|---------------|--------------|------------------|------------------------|---|
| last sent     | subject      | attachments      | progress               | functions   |
| 09/28/17      | test message | (no attachments) | Completed<br>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 section 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 section members.

| Participants (85)  | Details  |
|--|--|
| <ul style="list-style-type: none"><li>List of Participants - Detail</li><li>Send Broadcast Email</li><li>Send Newsletter</li><li>Quick Email to Group</li><li>Update Files</li><li>Update Content</li><li>Update Info</li><li>Abramson-Bluhm, Sherle</li></ul> | <div style="text-align: center;"> (Signed up)<br/> Message Board<br/> Documents</div> <p><b>Name:</b> Administration Section</p> <p><b>Description:</b> 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.</p> <p>These are meant only as a representative sample and not an exhaustive list.</p> <p><b>Contact:</b> Arlene Weismantel - Section Chair &lt;weisman1@mail.lib.msu.edu&gt;</p> <p><b>Files:</b> <a href="#">Click here for project/committee documents</a></p> <p><b>Message Boards:</b> Administration Section (AD)</p> |

# File storage/archive area

Each section has a file storage/archive area dedicated to the section. 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**

(Signed up) | Message Board | **Documents**

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

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

No Files were found for this project.

For better organization, you can create categories. To begin, click on “add new category” link to add a file category. Name your 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

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

| 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

| 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

# Section message board (to work as a listserv)

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

**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)

**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)**

Advanced Search

Add Topic

Opt-In | Opt-Out | Daily-In | Daily-Out

Show 25 entries

| Topics  | Replies | Author          | Last Post                                  |
|---|---------|-----------------|--|
| <b>Upcoming Conference And Administration Interest Groups</b>     | 0       | Joyce Hommel    | 06/01/2015 - 3:53pm EDT<br>Joyce Hommel    |
| <b>Interest Group Application Form</b>                            | 0       | Heather Ladiski | 03/17/2015 - 8:20am EDT<br>Heather Ladiski |
| <b>Welcome To The Administration Section Forum - Introduction</b> | 0       | Heather Ladiski | 12/15/2014 - 1:49pm EST<br>Heather Ladiski |

Showing 1 to 3 of 3 entries

When members join your section, 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.

## 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](mailto:adsection@memberleap.com)


### Board: Administration Section (AD)

| <a href="#">Add Topic</a>  |         |  |
|--|---------|--|
| Show <b>25</b> entries   |         |  |
| Topics   | Replies |  |
| <a href="#">Upcoming Conference And Administration Interest Groups</a>     | 0       |  |
| <a href="#">Interest Group Application Form</a>                            | 0       |  |
| <a href="#">Welcome To The Administration Section Forum - Introduction</a> | 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   |
|--|---|
| <b>Heather Ladiski</b><br><br>Total Posts: 5<br>Total Topics: 47<br>Since: 11-01-2014 | Posted: 12/16/2014 - 1:49pm EST<br>Welcome to the Administration Section Message Board.<br><br>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 section 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](mailto:heather@miala.org). Meeting rooms are subject to availability.

## Reserve MiALA audio/video conference line

MiALA has an account with freeconferencecall.com. Section 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](mailto: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.

## Reserve MiALA Zoom online meeting software

MiALA has an account with Zoom online meeting software. Section Leaders can reserve this software to conduct MiALA business. This license allows for up to 100 participants in an online meeting. The license is subject to availability. To schedule use of the license, reservations must be made with Heather Ladiski at [heather@miala.org](mailto:heather@miala.org). Reservations are on a first come first serve basis. Upon reservation confirmation, Heather will provide the group leader with a meeting specific URL to be shared with their group. Information on attending/hosting a zoom online meeting is included in the [Zoom Online Meeting Host Manual](#).

## Create online forms/questionnaires/surveys

Section 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](mailto: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](mailto:heather@miala.org)). Section chairs are responsible for contributing/monitoring the section information pages of the website.

# Post meeting/event info on MiALA website calendar

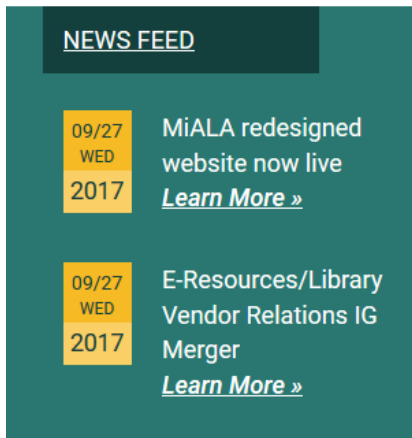


Section leaders can post their section meeting and event information in the events section of the MiALA website. To do so, submit the following information to the Communications & Marketing committee by using the form located here: <https://www.memberleap.com/members/form.php?orgcode=MALA&fid=2143067>.

- 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](mailto:heather@miala.org) for more information.)



# Post section information in MiALA website news feed



Section 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](http://miala.org/miala_procedure_manual.php)).

# Post section information in monthly eNewsletter

Section 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 section relevant eNewsletter submissions are as follows (and are subject to change):

- September Issue (Deadline August 15) – Section news/updates
- October Issue (Deadline September 15) - Section news/updates
- November Issue (Deadline October 15) - Section news/updates
- December Issue (Deadline November 15) - Section news/updates
- January Issue (Deadline December 15) - Section news/updates
- February Issue (Deadline January 15) - Section news/updates
- March Issue (Deadline February 15) - Section news/updates
- April Issue (Deadline March 15) - Section news/updates
- May Issue (Deadline April 15) - Section news/updates
- June Issue (Deadline May 15) - Section 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](http://miala.org/miala_procedure_manual.php)).

## Event Planning Process

MiALA sections 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 sections 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](#). Sections should submit proposals with subsidy requests prior to the February board meeting for discussion while determining the upcoming year budget.

# Interest Group (IG) Start Up Process

The key contact for a proposed interest group submits an application using the online form (<https://www.memberleap.com/members/form.php?orgcode=MALA&fid=1594389>).

MiALA admin receives IG application via online submission email.

MiALA admin emails key contact listed on application to acknowledge receipt and to let them know that more information is forthcoming.

MiALA admin forwards submission email to appropriate Section Chair (and copies their Section's board liaison).

Section chair emails key contact acknowledging receipt and to let them know that more information is forthcoming.

Section chair and board review the application and either approve or deny.

If approved, section chair notifies MiALA admin of approval. If denied, section chair will notify key contact with reason for denial.

MiALA admin creates a IG member only project area for IG on the MiALA website.

MiALA admin will create a subpage under Interest Groups on the public MiALA website.

MiALA admin sends information regarding IG project area to section chair

Section chair emails key contact with approval or denial (and copies heather@miala.org and their section's board liaison) along with IG leader information.

**The IG's key contact will be the IG chair until the next election cycle.**

MiALA admin will create an announcement of the interest group creation (with instructions on how to join) on the MiALA news feed.

MiALA admin will forward the announcement of the interest group creation to the communications chair for posting in the next newsletter.

MiALA admin will then post the link to the news article on the MiALA twitter feed & Facebook page.

MiALA admin will update and maintain a spreadsheet of all approved, denied, and dissolved IGs

## Year End Officer Transition

The MiALA admin will request contact information from all incoming section leaders to be included on their respective section information pages. All incoming section leaders will receive leader access to their section only project area. All outgoing section leaders will be removed from leader access to their section only project area. All files pertinent to their section leadership should be shared with the incoming section 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: 2/13/18

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