

Health Sciences Interest Group Manual

Introduction

This manual is intended to serve as a guide for the members and leadership of the [Health Sciences Interest Group](#) (HSIG) of the [Association of College and Research Libraries](#) (ACRL). It is available online at the HSIG page of ALA Connect and in the HSIG public Google group via the resource wiki. It is meant to give guidelines to the organization of the group and the roles and responsibilities of the leadership. The manual draws heavily on [Chapter 4 in ACRL's Guide to Policies and Procedures](#) and the 2013 Update of that document.

ACRL Staff Support

ACRL provides a Staff Liaison, who is a program coordinator. The name of the liaison is listed on the [HSIG](#) page on the ACRL site. They can be very helpful in answering questions or gathering information related to ALA. They are also our conduit for budget, programing and organizational issues and handle much of the organization of conference arrangements. As of the 2013 Annual Meeting Casey Kinson is the ACRL Program Coordinator

Calendars

ALA and ACRL have three official years:

- The fiscal year runs from September 1st to August 31st.
- The year for elections and appointments begins the day after the Annual Conference and runs to the last day of the Annual Conference.
- The membership year is according to each member's anniversary date with ALA.

Governance and Procedures

Formation and Charge of the HSIG

The Health Sciences Interest Group was formed in 2009 with the following charge:

The Health Sciences Interest Group provides an opportunity for academic librarians with health sciences responsibilities to have a place in ACRL to network, share information, ask questions, and work on special projects and programs relevant to the academic health sciences. The interest group also works to promote interest in the health sciences to potential and current academic librarians and to improve information literacy specifically in the area of the health sciences.

The HSIG was renewed in 2011-12 and is subject to renewal every three years.

**From the ACRL Health Sciences Interest Group Policies
Item 6. Interest Group Renewal or Termination**

Sec. 1. Review. Health Sciences Interest Group officers shall conduct a review of the group every three years to prepare a recommendation for the ACRL Board of Directors. During this review, the officers will evaluate the current charge, procedures, working groups, and membership statistics. The review will determine whether the interest group should be renewed.

Sec. 2. Board Recommendation. Based on the aforementioned review, six months prior to the three year mark, the officers will submit a Board Action recommending that the interest group be renewed or terminated.

Based on the ACRL Guide to Policies and Procedures: 4.8.2 Interest Group Continuance

Interest Groups reach a sunset date every three years. An Interest Group may request to be dissolved, may request to be renewed with the same charge, or may propose a replacement group with a different name and charge. Requests for all actions must be submitted to the ACRL Board in time to be approved at the Annual Conference. If the Interest Group takes none of these actions, the Interest Group will automatically dissolve after the Annual Conference following the Interest Group's third year anniversary. An Interest Group can petition the Board to disband at any time before the three-year sunset date. (Source: Board, March 2011)

Amendments to Policies

The HSIIG will vote at the annual meeting regarding updates on policies/governance procedures. There is no procedure for updating these with ACRL, only to send the ACRL Liaison a revised copy for the ACRL files. Text from the ACRL Bylaws and/or Guide to Policies and Procedures can be included.

Membership

From the ACRL Health Sciences Interest Group Policies

Item 3. Membership

Any member of the Association of College and Research Libraries may elect membership in the Health Science Interest Group. Every member of the interest group has the right to vote and is eligible to hold office.

Relationship to ALA and ACRL as set forth in the ACRL Bylaws

ACRL Bylaws, Article XV: Communities of Practice

The Board shall be authorized to establish Communities of Practice, to monitor their activities, and determine their continuance in consultation with the respective groups. The names of such groups shall be as determined by the Board in consultation with the group. The groups may use the descriptor discussion group, section, interest group, or such other name as the Board, in consultation with the group, determines. The Board shall also be entitled to establish policies to govern the activities of Communities of Practice.

Section 1. Authorization. Groups to facilitate discussion and exploration of common professional concerns that fall within the objectives of the Association shall be authorized by action of the Board of Directors in a manner provided for in the *ACRL Guide to Policies and Procedures*.

Section 2. Members. Membership in Communities of Practice shall be open to members of the Association who are interested in the purpose of the groups, subject to the provisions in Article IV, Section 2.

Section 3. Governing Procedures. Each Community of Practice shall establish written procedures related to its function and governance that shall be adopted by the membership of the group. A current copy shall be provided to the Executive Director.

Section 4. ACRL Communities of Practice Assembly. The Assembly shall consist of the chairs and vice-chairs of each Community of Practice, excluding discussion groups. The function of this assembly is to facilitate the exchange of ideas among the various Communities of Practice.

Section 5. Discontinuance. A Community of Practice may be dissolved by the Board of Directors at the request of the group. It may also be dissolved by a two-thirds vote of the Board if the group is determined by the Board to be inactive or ineffective or if drops below a minimum membership size determined by the Board in consultation with the group.

Governance, Nominations and Elections

From the ACRL Health Sciences Interest Group Policies, Item 4. Governance

Sec. 1. Officers. The officers of this interest group shall be a convener, a vice-convener/convener-elect, and a past convener.

Sec 2. Terms of Office. The convener shall serve for one year. The convener-elect shall serve for one year as vice-convener; at its expiration, or upon the occurrence of a vacancy, the vice convener shall become convener. The past convener shall serve for one year.

Sec.3 The vice-convener is elected by majority vote by the HISG members. Election for the vice-convener shall be held annually beginning April 1. Emergency elections resulting from a vacancy may be held at any time.

(See Appendix A. re: How to conduct election)

Based on the ACRL Guide to Policies and Procedures, 4.4.4 Interest group conveners

Interest Groups are governed by a steering committee consisting of a convener, incoming convener and past convener. The steering committee is the only group that would appear in the ALA Handbook of Organization since they are the only members who need to sign formal appointment acceptance forms. Each Interest Group will determine the mechanism for selecting its incoming conveners.

Communities of Practice Assembly, from ACRL bylaws, 4.1 & 4.2

Convener and Incoming Coverer are members of the Communities of Practice Assembly (CoPA) which serves as a conduit of information for ACRL's sections and interest groups. Other members are chairs and vice-chairs of each section. It is expected that either the convener or incoming convener will attend the CoPA meeting and report information to the HSIG at the business meeting. This information should also be included in the minutes of the business meeting for those who cannot attend. The CoPA meeting usually takes place on Friday afternoon of the annual conference.

Based on an Excerpt from the ACRL Guide to Policies and Procedures:

- The meeting of the Assembly shall usually be scheduled after the ACRL Leadership Council or similar meeting and prior to the ACRL Board meetings. The Assembly should meet at a time when no ACRL section activity or meetings are scheduled. The Assembly can meet virtually.
- Minutes should be kept and copies provided to the ACRL office.
- The agenda should have the following items:
 - report and news from ACRL office and ACRL Board
 - reports from sections on activities and projects
 - discussion of items of interest to the Assembly that are before the ACRL Board or should be brought before the Board.

Executive Committee and Advisory Council

The executive committee consists of the incoming convener, the convener and the past convener during an elective year. The Executive Committee shall meet virtually throughout the year as is necessary to conduct HSIG business.

Advisory Council consists of all past and current members of the executive committee. The Advisory Council should arrange to meet at the annual conference prior to the annual business meeting to discuss HSIg business and build an agenda for the business meeting.

(Please see the Appendix B., Administrative Duties, for more information)

Liaisons to Other Groups

Liaison relationships are not official because of our Interest Group status; however the HSIg has an informal Liaison with MLA, STS and NL/LM. They should be on the annual business meeting agenda to report news and/or changes in their respective groups.

(See the HSIg Wiki for a list of current working groups and group chair and members)

Funding

The HSIg Secretary will keep a record of expenditures and be the contact person for the available balance to the group funds.

ACRL Guide to Policies and Procedures: 4.2.2 Interest Group funding allocation

“Interest Groups are allocated \$150 per year which can be used to support the work of the Interest Group, as allowed by ACRL policies and procedures.”

The 2012-13 fiscal year runs from September 1, 2012, to August 31, 2013, and the budget covers expenses incurred within those dates. Reimbursement request forms are available at <http://www.ala.org/acrl/sites/ala.org/acrl/files/content/resources/forms/ig-reimbursemen.pdf> and are due by August 15, 2013.

Meetings

Annual Meetings are held at the time and place of the ALA Annual Conference. Midwinter meetings can also be scheduled by the convener if the executive committee determines a meeting is needed. If there is not a meeting scheduled for mid-winter an un-hosted social should be organized so members can have a discussion and/or network.

Virtual meetings that are synchronous with a start and finish time are also an option. Working groups are encouraged to work throughout the year to encourage group participation and efficiency.

Minutes should be taken for all meetings and posted in the wiki and the HSIg Google Group.

(See Appendix C for annual meeting template)

Communication

The HSIg uses the member list, the HSIg Wiki, ALA Connect and the HSIg Google group for communication. The member list is available to the Executive Committee and the HSIg Secretary to be used according to ACRL guidelines.

The [HSIg Wiki](#) is open to all interested persons to read and requires membership to post. Follow directions on the Wiki website to join.

[ALA Connect](#) is available to ALA members who also join the HSIg Connect Group. Announcements are made through ALA Connect.

- Members with committee terms that expire on June 30th, will lose access to those committee groups in Connect on July 1. Please remind your chairs that they need to post any necessary materials to their groups before July 1 if their terms are expiring. Similarly, a new committee member or chair won't gain access to the committee's Connect group until their term starts on July 1.
- Please be sure use the Cheat Sheet about using Connect at <http://connect.ala.org/chair-faq>.

The [HSIg Google Group](#) is open to everyone who requests a membership. This space is used for announcements and conversations among members. Many of the members of this group are not members of ACRL HSIg.

Archives/ Repository

ALA Connect is the "official" repository but we use the [HSIg Wiki](#) for archived materials.

Meeting Minutes go on ALA Connect at the request of ACRL.

Copies of the Annual Plan for Excellence reports are submitted to ACRL and they post them on their website.

Ongoing Working Groups

From the ACRL Health Sciences Interest Group Policies Item 5. Working Groups

Sec. 1. Authorization and Discontinuance. Working groups shall be authorized or discontinued as needed by the current officers.

Sec. 2. Appointment. Each working group will have a leader appointed by the officers. Working group leaders shall serve for a two year term.

Sec. 4. All working group members must be current HSIg members for the duration of their appointment, however, exceptions can be made when warranted and approved by the executive committee.

Sec. 5. All working groups are required to report on their work. Minutes shall be taken and posted after any meeting on the HSIg ALA Connect Page (<http://connect.ala.org/node/75383>). Each group shall have a report of their work prepared for the ALA Midwinter Conference and the ALA Annual Conference. If no working group member is available to attend ALA Midwinter or ALA Annual, a copy of report will be read by the chair.

(See the HSIg Wiki for a list of current working groups and group chair and members)

Public Relations/ Marketing Working Group

Chair facilitates the work of the Publicity Committee:

- Create and maintain a current a brochure for the HSIg that can be used to recruit new members to the interest group and the working groups.
- Prepare and forward announcements of HSIg programs to list serves, Facebook, and the HSIg wiki.

Events Working Group

Program Planning for Annual

Led by the Incoming Convener and followed through to completion during the year of being the Convener.

Do not schedule program at the same time as the Science and Technology Group or any of their meetings if at all possible.

Apply to ACRL for money for program if needed. This money is separate from the \$150. Budget.

Social Planning

The New England Journal of Medicine's has generously sponsored of the Association of College & Research Libraries (ACRL) Health Sciences Interest Group's social events. Carissa Tomlinson has a contact with NEJM, so she has facilitated the request for sponsorship of our social each year. Someone usually pays with a credit card and is then reimbursed.

The chair of this group organizes the sponsored social event at annual, a non-sponsored social at mid-winter and may also organize tours when they are of interest to the health sciences in conference cities.

Web Programming Working Group

The web programming working group facilitates webinars on topics of interest to the health sciences. Recordings of the webinars are available at the [HSIG Wiki](#).

The Web Programming Working Group has created and maintains the HSIG Wiki.

Appendix A.

How to Conduct the Convener Election

- Send out a call for nominations to the ACRL membership list in mid-March.
 - Also, recruit nominees that are known to the executive committee.
- Request that nominees fill out the biographical information form with a candidate statement.
- Use Survey Monkey, or similar survey software, to distribute ballots with the candidate statements attached by April 1.
- One week after the initial email, send out a reminder.
- One week later count the votes, selecting the convener elect by April 15.
- Notify each candidate of the outcome individually.
- Announce Convener Elect to the Group.
- Notify ACRL the name and contact information for the Convener–elect.

Appendix B.

Administrative Duties

Convener Duties

- Elected for a one year term of service as vice-convener, one year as convener, and one year as past-convener.
- Serves as an officer of the interest group and assists in advancing the charge and goals set forth in the ACRL Health Sciences Interest Group Policies.
- Facilitates an annual meeting of the Executive Committee and Advisory Committee.
- Facilitates the business meeting of the interest group at ALA annual conference.
- Gathers information with the assistance of the secretary to report on the HSIg's contribution to the ACRL Plan for Excellence Implementation Report, due in mid-July.
- Calls for nominations and conducts election of vice-convener in April.
- Oversees the working groups, appoints working group chairs and provides support to working groups.
- Initiates Interest Group Renewal every three years as stated in the ACRL bylaws.

Vice-Convener/ Convener-Elect Duties

- Elected for a one year term of service as vice-convener, one year as convener, and one year as past-convener.
- Serves as an officer of the interest group and assists in advancing the charge and goals set forth in the ACRL Health Sciences Interest Group Policies.
- Serves as convener in the event the convener is unable to perform the duties of the office.
- Chairs the Program Working Group, writing a proposal for ALA annual, overseeing the organizational details of the program if accepted, and shepherds the program through the year they are Convener.

Past-Convener Duties

- Elected for a one year term of service as vice-convener, one year as convener, and one year as past-convener.
- Serves as an officer of the interest group and assists in advancing the charge and goals set forth in the ACRL Health Sciences Interest Group Policies.
- Serves as a member of the executive committee.
- Serves as an advisor to incoming officers.

Secretary Duties

- Take notes at ALA annual and midwinter business meetings and email them to the Convener within one week of the meeting.
- Takes attendance at ALA annual business meeting and reports them to the Convener.
- Maintains a current roster of HSIG officers, committees, and task force members
- Maintains an up to date record of HSIG documents
- Maintains an archive of HSIG historical documents
- Assists the convener in gathering information for the annual ACRL Plan for Excellence Implementation Report
- Keeps a record of HSIG budget.

Appendix C.

Annual Meeting Template

- Introductions
- Welcome from the convener
 - Welcome to first time attendees.
- The secretary will take notes but if the secretary is not present, ask for a volunteer to take notes.
- Introduce the Convener Elect
- Agenda building from the membership
- Agenda
 - ACRL updates, if any
 - NLM update as one of the NLM folks is usually there. (contact in advance) Karen Vargas
 - STS update—liaison or dual members
 - MLA update
 - Shannon Jones is a contact from us to MLA
 - There is also a contact from MLA to us.
 - Report of Activities of HSIg working groups
 - Web Programing Group—one online professional development program per quarter
 - Programing Group led by vice convener—ALA proposals
 - Event Planning Group—HH at Annual sponsored, informal get together at midwinter, not sponsored
 - Wiki
 - Blog
 - Other
 - Draft Goals for following year
 - Additional Business

Training can be included in the 90 minute meeting if desired.