Interest Group Calendar

By July 1
Submit an annual report on the activities of the interest group along with a summary of the program from the annual conference (unless the program summary will be submitted by the presenter) to the ATLA Member Services staff for inclusion in the Annual Proceedings;
Submit a Group Update Form (the “orange sheet”) to the ATLA Member Services staff indicating the current contact information for the interest group leadership.

By October 1
Submit ideas for pre-conference workshops and roundtables to the Education Committee;
Submit preliminary ideas to the Education Committee for the interest group program at the next annual conference;
Submit ideas for papers and other presentations to the Annual Conference Committee;
Submit other ideas for conference programming to appropriate ATLA staff member or committee.

By December 1
Submit final programming to the ATLA Director of Member Services, for which the ATLA Director of Member Services will supply a form;
Submit a request to the Director of Member Services for honoraria for speakers (if not ATLA members) at the interest group session at the annual conference.

ATLA Bylaws—Article 8. Interest Groups

8.1 General. Groups that further the professional interests of members of the association may be formed by members of the association at any time. Membership in interest groups shall be open to all individual and student members of the association.

8.2 Organization and Program. Each interest group shall attract its own members, develop its own agenda, and establish a suitable organizational structure as documented in its by-laws, including a rotating steering committee composed of individual members of the association and having an elected chairperson. The steering committee shall oversee the work of the group; and the chairperson of the steering committee shall serve as the liaison between the interest group and the association’s board of directors.

8.3 Recognition. Provided it has established appropriate by-laws, selected a steering committee and elected a chairperson, an interest group may petition the board of directors for formal recognition.

8.4 Support. The board of directors shall establish the means by which interest groups may request financial and administrative support for their work, may request inclusion in conference programs, and may sponsor special activities.
Introduction

An ATLA interest group consists of ATLA individual, student, and lifetime members (as defined by the ATLA Bylaws) who share a particular professional interest and wish to further that interest communally. Strong interest groups make a significant contribution to achieving the organizational ends of ATLA, as stated in the ATLA Board Policy Manual:

The mission of the American Theological Library Association is to foster the study of theology and religion by enhancing the development of theological and religious libraries and librarianship. In undertaking this mission, the association pursues the following ends.

ATLA exists so that:
Libraries and librarians are effective and valued partners in the academic study of religion, theology and ministry.

Subsidiary Ends 1 and 2 are in ranked order. Below that level, the ends are increasingly specific elaborations, numbered to indicate their relationship to 1 and 2. The ranking of the Ends does not dictate the proportion of resources allocated.

1. There is a continuing, prepared, and diverse complement of librarians.
   1.1 Librarians are equipped to envision, implement, and advocate for the role of the library in their institutions.
      1.1.1 Programming addresses the various career stages and specializations of members, enabling them to broaden knowledge, abilities, and skills, address challenges, and find greater satisfaction at work.
      1.1.2 Potential theological and religious studies librarians are assisted in pursuing the profession.
   1.2 ATLA and its members sustain collegial relationships with librarians, libraries, and appropriate organizations locally, regionally, and throughout the world.
   1.3 ATLA reflects the diversity of our communities and institutions, including but not limited to religious, racial, ethnic, and gender diversities.
      1.3.1 Individuals from under-represented racial and ethnic minority communities are welcomed as members of the association and are encouraged to hold leadership roles.

2. Primary source material and scholarly resources for the study of religion and theology are organized, preserved and made accessible at a reasonable expenditure of funds, time, and resources.
   2.1 Excellent research tools supporting the study of religion and theology are created to meet the needs of libraries, librarians, scholars, students, clergy and laypeople.
      2.1.1 Research and development initiatives successfully address needs for improved and new products and services.
   2.2 Theological and religious studies librarians collaborate to develop solutions to information-related problems common to their libraries and collections.

Adopted by the Board of Directors, January 14, 2010
### Activities of Interest Groups

#### Annual Conference

1. Interest groups are responsible for planning a program for the 90 minute time slot allotted to them at the annual conference, which includes a short business meeting (for more details on conference activities, see the Annual Conference Handbook available through Member Services). At a minimum, interest groups must conduct an open business meeting during the annual conference.

2. Anyone registered for an annual conference may attend an interest group program, but only individual, student and lifetime members of ATLA may participate in the business meeting.

3. Other informational and social gatherings may be arranged informally as desired by members.

#### Contributing to other Annual Conference Programs

Topics and suggestions initiated by the interest group members are among the primary sources of ideas for future conference programming. Contributions occur through the submission of:

1. Proposals for papers and other presentations to the Annual Conference Committee;
2. Roundtables and pre-conference workshops ideas to the Education Committee;
3. Other recommendations to appropriate ATLA staff member or committee.

#### Additional Activities

1. ATLA SharePoint Community site and discussion list hosted by ATLA;
2. Content on www.atla.com suitable for the general public;
3. Publications to promote particular aspects of the focus of the interest group (e.g., “Theology Cataloging Bulletin”);
4. Others as desired by members.
Support for Interest Groups

ATLA Member Services Support for Interest Groups

1. **Funding**

Each interest group has an annual budget. It is suggested that half of the amount may be used for an honorarium for a conference speaker (if not an ATLA member). The remainder of the funds may be used for other purposes to further the interests of the group or to facilitate communication. Requests for information about funds should be made to the ATLA Member Services staff.

2. **Website and/or listserv**

Every interest group has a website in the ATLA SharePoint Communities pages. Any interest group that wishes to have a discussion list may have one hosted by ATLA. In either case, the interest group should contact the ATLA Member Services staff with questions.

3. **Communication with members**

Each year on the membership application form, new and renewing individual and student members are asked to indicate their interest in the various interest groups and interest group discussion lists. This information is updated by Member Services in the member database. A list of current interest group participants is generated on or around February 1st for distribution to interest group steering committee chairs. The list includes name, title, institution, mailing information and email (unless the member indicates a preference not to receive emails).

ATLA Board Support for Interest Groups

1. ATLA board members attend interest groups sessions at the annual conference and report to the board at its post-conference meeting. Board members welcome questions and suggestions from interest groups.

2. Interest group steering committee chairs will be recognized in one or more of the following venues: communication from vice-president, handout at business meeting, recognition at business meeting, luncheon or other conference program.
Support for Interest Groups, continued

Education Committee Support for Interest Groups

Each member of the Education Committee relates to one or more interest groups by taking on the following functions:

1. Encouraging interest group leaders in planning programs for future conferences;
2. Informing interest group leaders of procedures and deadlines in order to guarantee inclusion of program topics and speakers in pre-conference publications;
3. Encouraging interest groups to submit ideas and possible presenters for the interest group sessions to the Education Committee in time for its October meeting (see Interest Group Calendar, below);
4. Passing program ideas generated by the Education Committee to the interest group leaders;
5. Advising interest group leaders to encourage their members to submit proposals for papers and presentations to the Annual Conference Committee and to suggest ideas for plenary speakers to the ATLA executive director.

In carrying out these responsibilities, the Education Committee may:

1. Ask the interest group steering committee to name one of its members to relate directly to its liaison on the Education Committee for the purpose of program development;
2. Encourage interest groups to devise surveys or other formal means to solicit program ideas from the interest group membership. These surveys may be administered by the interest group’s steering committee or the Education Committee member who acts as the liaison;
3. Serve as a liaison with local host committees to help in identifying local presenters and other resources.

ATLA Interest Groups (January 2010)

1. Collection Evaluation and Development
2. College and University
3. Cooperative Preservation for Archives and Libraries
4. Judaica
5. Lesbian and Gay
6. Public Services
7. Special Collections
8. Teaching and Learning
9. Technical Services
10. World Christianity
11. World Religions
Interest Groups and Leadership Opportunities in ATLA

Interest groups can provide leadership opportunities for newer members of ATLA. In this setting, newer members with leadership gifts can be identified and given increasing responsibility. It is essential that current leaders of interest groups be aware of this important function and to take seriously their responsibility to develop future leaders for ATLA.

Leadership development is promoted by structures which:

1. Make it clear how leadership functions in the group;
2. Provide for continuity of leadership;
3. Establish terms of office for the members of the steering committee, rotate membership, and elect a chair;
4. Spread out the duties among a number of willing volunteers;
5. Allow for newcomers to assume increasing responsibility;
6. Give individuals the opportunity to become recognized leaders in preparation for further service to the association;
7. Set up a procedure to allow members to volunteer or nominate themselves as candidates for election to an interest group steering committee.

Leaders of interest groups are encouraged to:

1. Intentionally get acquainted with newer attendees at interest groups sessions;
2. Invite individual and lifetime members of ATLA to serve a term on the steering committee;
3. Keep in regular contact as a steering committee to share the workload and promote collegiality.

ATLA interest groups play a significant role in developing leaders for ATLA. The Board Nominating Committee and the ATLA executive director (for association committee appointments) look to interest group steering committees for individuals who will serve the entire association. Veteran members of interest groups make a vital contribution to the association when they look for leadership potential, encourage volunteers and facilitate bringing newer members onto interest group steering committees.
Recognizing and Continuation of Interest Groups

Establishing a New Interest Group
Any group of ATLA members wishing to form an interest group should form a steering committee consisting only of individual or lifetime members of ATLA, elect a chair, and draft an organizational statement. Examples of such statements from other interest groups may be found on the ATLA website. A request for recognition should be sent to the ATLA Board of Directors vice-president along with the names of the steering committee members, the name of the chairperson, and the organizational statement. An indication that there is sufficient interest among other members of ATLA is also advisable. Consideration of the proposal will normally take place at the next board meeting, either in January or at the annual conference.

Maintaining Recognition of an Established Interest Group
Interest groups are recognized by the ATLA board for a period of three years. This recognition process began at the January 2005 board meeting and has been followed every three years thereafter.

Interest groups must meet the responsibilities listed above under “Expectations of Interest Groups” every year. Interest groups that do not meet these expectations, or are out of compliance with their own bylaws, during a particular year will be contacted by the board vice-president to discuss the future of the group.

The board’s recognition of an interest group lapses if the group continues to be out of compliance with the outlined expectations, or its own bylaws, for three years in a row. An interest group that is no longer recognized by the Board will be removed from the list of ATLA Interest Groups and cease to receive funding, technology and program support from ATLA.

Disbanding an Interest Group
An interest group may choose to disband upon a simple majority vote of those present at the interest group’s business meeting at an annual conference. Notification of the disbandment should be sent to the vice-president of the ATLA board.

Expectations of Interest Groups

The interest group steering committee and its chairperson assume responsibility for the following expectations:

1. Keep an accurate statement of organization on file with the ATLA Member Services staff (ATLA Bylaws 8.2);
2. Provide a program for the interest group’s annual conference session and have a business meeting as part of that session;
3. Submit a preliminary program description of the interest group session to the Education Committee in time for its October meeting (see Interest Group Calendar, above);
4. Submit final program information to the Education Committee by December 1st of each year. (Interest groups that do not respond by December 1st may not be given a slot in the conference program);
5. Submit a written report of the activities of the interest groups and a summary of the conference program to the ATLA Member Services staff by July 1st of each year, to be included in the Annual Proceedings;
6. Submit Group Update Form (the “orange sheet”) (Appendix 1) to the ATLA Member Services staff by July 1st of each year (this form has contact information for the steering committee members);
7. Update the interest group’s membership roll from the list (name, title, institution, mailing information, and email) distributed by Member Services on February 1st.
Group Update Information

We need your help in making our records complete, accurate, and current. Please provide the following information for listing on the web site:

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This form filled out by:  

- IMPORTANT: Please return completed form to ATLA Staff at the Conference
Submission Instructions

The Proceedings contain annual reports and business meeting summaries of regional, denominational and interest groups and committees that met at the conference. This provides important historical documentation of association activities.

Use the sample below for your report. Please submit by July 1

Committees of the Association
• Annual Report for the past year

Interest Groups
• Annual Report for the past year
• Summary of Meeting at Conference (include # of attendees)

Denominational Groups
• Summary of Meeting at Conference (include # of attendees)

Regional Groups
• Annual Report for the past year

Name of Group

Contact Person: Name of Chair
Chair’s Institution
Chair’s Full Address
Phone (123) 456-7890
Fax: (123) 456-7890
Email: Name@library.edu

Summary of business meeting goes here

Most annual reports are from one-half to three pages in length. Reports should include any decisions made regarding the steering committee.

The group’s name should be centered. Any commonly used font is acceptable: the size should be 10 pt or larger. Contact information should be for the year completed and the Orange Form should update ATLA on future contact information. Use tabs set at 1.5 inches.

Please refer to past Proceedings for ideas for your report.

Please send electronic files and any questions to proceedings@atla.com. Thank you.

Submitted by [Name of Individual], Secretary [or other title]