



# **SLA** **COMMUNITY** **GUIDANCE** TRANSITIONING TO ASIS&T

## **Process to Integrate SLA Communities and ASIS&T Chapters and Special Interest Groups (SIGs) and Create New Groups**

On August 21, 2025 SLA and ASIS&T announced the approval of the merger by both association memberships. Uniting SLA Communities with ASIS&T Chapters and Special Interest Groups (SIGs) is one important step in establishing a successful merger of SLA and ASIS&T.

The purpose of this framework is to provide guidance to SLA Community leadership and members as SLA moves towards dissolution and merger with ASIS&T.

This framework provides SLA members with:

- Information about ASIS&T Chapters and Special Interest Groups (SIGs)
- Outline of steps and procedures SLA Communities and members can follow to create Local Chapters and SIGs that align with ASIS&T
- Recommended steps for SLA Community leaders and volunteers to follow to wind down community business as SLA moves towards dissolution

A successful merger between two associations takes time. The Board recommends that SLA community leaders, volunteers, and members first explore the offerings of ASIS&T and get to know ASIS&T members. The goal of first exploring and learning about current ASIS&T Chapters and SIGs before creating new ones is to fully bring together SLA and ASIS&T members, interests, strengths, and ideas.

The SLA Board knows there are not identifiable homes for certain SLA Communities. If there is not an existing Chapter or Special Interest Group (SIG) that meets community and member needs, a new Local Chapter and/or SIG can be established. One goal of the steps outlined below is to include current ASIS&T members into this process to establish units that will be inclusive, successful, and have longevity.

The final decision on pursuing new ASIS&T Local Chapters and Special Interest Groups (SIGs) will be made by community leaders, volunteers, and members. As the SLA Board Community Liaisons, James Manasco, Emma Moore, and Christine Pelosi are available to answer questions, discuss options, facilitate meetings, and support/work with communities and members during this transition. The rest of the SLA Board along with the ASIS&T Executive Director Lydia Middleton are also available.

## Transition of SLA Membership to ASIS&T

SLA members are currently being added to the ASIS&T database to gain full access to ASIS&T benefits and the iConnect platform (similar to SLA's Connect). Members will be individually notified by email once they are in the ASIS&T member database.

Once SLA memberships are transferred to ASIS&T, new members will be automatically appointed an ASIS&T Chapter based on their zip code. There are no limits on the number of SIGs a member can join.

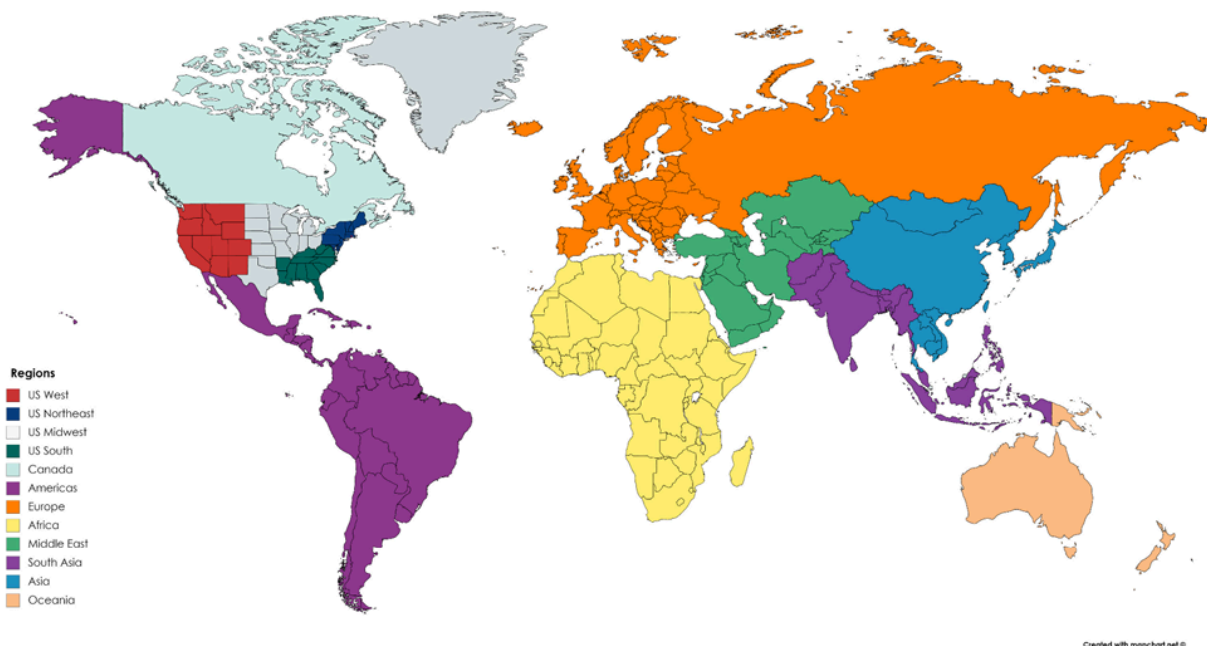
The Board recommends exploring iConnect to learn about ASIS&T's Chapters and SIGs, events organized, discussions underway, and start interacting with other ASIS&T members.

## Regional Units

Please note, ASIS&T includes Student Chapters as subsets of Chapters, so for the purposes of this framework, Student Chapters will be included in this section.

### ASIS&T Chapters

ASIS&T has defined [twelve Regional Chapters](#). Each region has a critical mass of members in that region. The regions are as follows:



## **ASIS&T Chapter Definitions, Reporting Structure, and Minimum Chapter Requirements**

ASIS&T has three Chapter designations per its Chapter Manual:

### **Regional Chapters:**

- Made up of all active ASIS&T members, institutions, and organizations in a defined region of the world.
- Provide a space for those in a defined region to meet and participate in carrying forward the programs and purpose of ASIS&T.
- Regional chapters are managed by and report to the Chapter Assembly; the official coordinating and managing body for all Chapters and their activities and affairs, as well as advisor to the ASIS&T Board of Directors on Chapter interests and common problems.
- Funded by ASIS&T.
- Individuals must be a current member of ASIS&T to be a member of a Regional Chapter.
- At least 50 active members in the region are needed to establish a Chapter.
- Must have a Chair and Chair-elect who are the presiding officers of the Chapter and the Assembly Representative at the Association level. [Chair is equivalent to SLA Community President role.] Roles of Treasurer and Webmaster are recommended to make a successful Chapter. Chairs are elected and the other positions can be elected or appointed.

### **Local Chapters:**

- May be created where there are enough members in a concentrated area.
- Local chapters in North America may be formed to represent individual states.
- Local chapters outside of North America may be formed to represent individual countries.
- Local chapters are managed by, report to, and funded by the Regional Chapter.
- Individuals must be a current member of ASIS&T to be a member of a Local Chapter.
- At least 30 active members in the region are needed to establish a Local Chapter.
- Must have a Chair and Chair-elect who are the presiding officers of the Chapter. [Chair is equivalent to SLA Community President role.] Roles of Treasurer and Webmaster are recommended to make a successful Chapter. Chairs are elected and the other positions can be elected or appointed.

### **Student Chapters:**

- Represent all students within a region or may be specific to a single institution.
- Student chapters are managed by, report to, and funded by the Regional Chapter.
- Students may only be a member of a student chapter if they are a member of ASIS&T.
- Identify a Student Chapter Advisor that is a member of ASIS&T, as well as a faculty member.
- At least 5 current student members at the institution or within the designated geographic region are needed to establish a Student Chapter.

Online Discussion Groups are created as a first step to gauge interest in the creation of a new Chapter, Local Chapter, or Student Chapter within ASIS&T's iConnect platform. These groups provide members a space to communicate and post documents. The one downside is they do not receive funding. During the transition, any SLA community or group of SLA members who would like to establish a Local or Student Chapter can create an Online Discussion Group to connect with new and existing ASIS&T members. Online Discussion Groups can exist indefinitely.

As a starting point for members, the SLA Board mapped the Regional units based on geography. The first column lists ASIS&T's current Chapters and the second column lists the SLA Regional Communities that are aligned with the ASIS&T Chapter.

Once SLA memberships are transferred to ASIS&T, new members will be automatically assigned to an ASIS&T Chapter based on their zip code or postal code.

ASIS&T Chapters	SLA Community
Africa	
Americas	Florida/Caribbean, Hawaiian-Pacific
Asia-Pacific	Asia
--Local Chapter: Taiwan	
Canada	Canada
European	Europe
Middle East	Arabian Gulf
Oceania	Australia/New Zealand

South Asia	Asia
US Midwest	Illinois, Indiana, Iowa, Kansas/Western Missouri, Michigan, Minnesota, Nebraska, Oklahoma, St. Louis, Texas
--Local Chapter: Central Ohio	Ohio
US Northeast	DMV, Hudson Valley (NY), New England, New York, New York Upstate, Pittsburgh
US South	Carolinas, Florida/Caribbean, Georgia, Kentucky, Louisiana/Mississippi, Mid-South, Tennessee
US West	Pacific Northwest, Rocky Mountain, Route 66, San Diego, San Francisco, Southern California

ASIS&T Student Chapter	SLA Student Chapters
San José State University	San José State University
European Student Chapter	
University of North Texas	
Simmons University	Simmons University
	St. Catherine's University

After members have settled in after the merger, a remapping of Chapter geographic boundaries may be undertaken.

### Steps to create a Local Chapter

- Read the ASIS&T Chapter Officer's Manual (see below).
- Reach out to your Community Board Liaisons James Manasco ([james.manasco@icloud.com](mailto:james.manasco@icloud.com)), Emma Moore ([emoore@ias.edu](mailto:emoore@ias.edu)), and/or Christine Pelosi ([cgpelosi@gmail.com](mailto:cgpelosi@gmail.com)) and ASIS&T Executive Director Lydia Middleton

([lmiddleton@asist.org](mailto:lmiddleton@asist.org)) to set up an Online Discussion Group on ASIS&T's iConnect.

- ASIS&T leadership communicates to all members via iConnect to ask if the group wishes to continue as a new Local Chapter within ASIS&T.
- Chapter leaders reach out to ASIS&T members via iConnect to invite them to join the new group.
- Petition the ASIS&T Board with following details:
  - Estimated number of members (can be the number of members in the SLA Community)
  - List of Officers (need Chair and Chair-elect; recommend Treasurer and Webmaster) [View the *Chapter Officers* section in the [Chapter Officers' Manual](#) for role descriptions (pages 5-7).]
  - List of planned activities for the coming year
  - Potential funding sources [View the *Chapter Finances* section in the [Chapter Officers' Manual](#) for funding sources and ideas (pages 24-25).]
  - Illustrate opportunities to integrate ASIS&T member interests, like research and pedagogy, into activities.
- Commit to comply with the policies and procedures as outlined in the Chapter Officers' Manual.
- ASIS&T Board will vote and respond within four weeks.
- ASIS&T will formalize the group as a Local Chapter, set up a website, and convert the iConnect group to database sync.
- \$500 funding for FY 2026 will be allocated.

The ASIS&T Board will consider requests for new Chapters using the above process for the next 12 months, then revert to the process outlined in the Chapter Officers' Manual.

### **ASIS&T Chapter Manual**

The [ASIS&T Chapter Leadership Resource page can be found here](#). A [listing of ASIS&T Chapters can be found here](#). This is where you can learn more about each chapter.

The Board recommends that current SLA Regional Community leaders and volunteers, as well as any group of members that would like to create a new Local Chapter, read ASIS&T's Official Chapter Officers' Manual in its entirety. [The Manual is linked here](#) for your convenience, but can also be found in the [Chapter Leadership Resource page](#).

A few sections to highlight for your convenience:

- Chapter Membership | Page 3

- Revenue from Non-member mailing lists | Page 3
- Chapter Governance | Pages 3-8
  - Chapter assembly | Page 5
  - Chapter officers | Page 5
- Chapter Finances | Pages 23-29
  - Sources of revenue | Pages 24-25
  - Local and Student Chapter finances | Page 26
  - Cost of headquarter's support | Page 26
  - Project grants | Page 27-29

## Subject-based Units

ASIS&T has 16 [Special Interest Groups \(SIGs\) that can be viewed here](#).

Artificial Intelligence (AI)	International Information Issues (III)
Arts & Visual Culture (AVC)	Knowledge Management (KM)
Classification & Metadata Research (CMR)	Libraries & Librarianship (LIB)
Education & Learning (EDULearn)	Metrics (MET)
Health Informatics (HLTH)	Organizational Information Management (OIM)
History & Foundations of Information Science (HFIS)	Scientific and Technical Information (STI)
Information Ethics and Policy (IEP)	Social Informatics (SI)
Information Needs, Seeking, and Use (USE)	Social Media (SM)

## ASIS&T SIG Definition, Reporting Structure, and Minimum Requirements

Per ASIS&T's SIG Manual, SIGs are:

- Organized by a group of members concerned with and to pursue interest in a particular field of interest.
- Organize professional development and technical programs during and outside of the Association conferences.
- Collect and share information on the special interest topic with members and the Association-at-large.
- Represent the Association in international, interdisciplinary, and interorganizational activities at the request of the Board of Directors or Association Committees.



- Managed by and reports to the Cabinet Assembly; the official coordinating and managing body for all SIGs and their activities and affairs, as well as advisor to the ASIS&T Board of Directors on SIG interests and common problems.
- Funded by ASIS&T.
- Individuals must be a current member of ASIS&T to be a member of a SIG.
- At least 50 active members interested in creating a new SIG.
- Must have a Chair and Chair-elect who are the presiding officers of the Chapter and the Assembly Representative at the Association level. [Chair is equivalent to SLA Community President role.] Roles of Treasurer and Webmaster are recommended to make a successful SIG. Chairs are elected and the other positions can be elected or appointed.

Online Discussion Groups are created as a first step to gauge interest in the creation of a new SIG within ASIS&T's iConnect platform. These groups provide members a space to communicate and post documents. The one downside is they do not receive funding. During the transition, any SLA community or group of SLA members who would like to establish a SIG can create an Online Discussion Group to connect with new and existing ASIS&T members. Online Discussion Groups can exist indefinitely.

SIGs are more of a challenge to map. Below are suggestions to get communities and members started. The first column lists ASIS&T's current SIGs and the second column lists the SLA Subject-based Communities that are aligned with that SIG.

Not all SLA Communities are listed. Both SLA and ASIS&T Boards know there is not a natural home for all SLA communities within ASIS&T – Military and Government, Engineering, Transportation to name a few – and opportunities are available to create new SIGs.

Again, the Board recommends exploring the current SIGs before committing to a new SIG.

ASIS&T SIGs	SLA Unit
Artificial Intelligence	
Arts & Visual Culture	Social Sciences & Humanities
Classification & Metadata Research	Taxonomy
Education & Learning	Academic & Education

Health Informatics	Biomedical & Life Sciences, Pharma, Health, Technology (PHT)
History & Foundations of Information Science	
Information Ethics and Policy	
Information Needs, Seeking, and Use	
International Information Issues	
Knowledge Management	Knowledge Management
Libraries & Librarianship	Leadership & Management, Information Technology
Metrics	
Organizational Information Management	Business & Finance, Competitive Intelligence, Data, DAM, Embedded Librarians, Legal, Solo Librarians
Scientific and Technical Information	Biomedical & Life Sciences, Chemistry, PAM, Science & Technology
Social Informatics	
Social Media	

\*Only parent communities are listed.

### Steps to create a SIG

- Read the ASIS&T SIG Officer's Manual (see below).
- Reach out to your Community Board Liaisons James Manasco ([james.manasco@icloud.com](mailto:james.manasco@icloud.com)), Emma Moore ([emoore@ias.edu](mailto:emoore@ias.edu)), and/or Christine Pelosi ([cgpelosi@gmail.com](mailto:cgpelosi@gmail.com)) and ASIS&T Executive Director Lydia Middleton ([lmiddleton@asist.org](mailto:lmiddleton@asist.org)) to set up an Online Discussion Group on ASIS&T's iConnect.
- ASIS&T leadership communicates to all members via iConnect to ask if the group wishes to continue as a new SIG within ASIS&T.
- SIG leaders reach out to ASIS&T members via iConnect to invite them to join the new group.
- Petition the ASIS&T Board with following details:

- Estimated number of members (can be the number of members in the SLA Community)
- List of Officers (need Chair and Chair-elect; recommend Treasurer and Webmaster) [View the *SIG Officers* section in the [SIG Officers' Manual](#) for role descriptions (pages 4-6).]
- List of planned activities for coming year
- Potential funding sources [View the *SIG Finances* section in the [SIG Officers' Manual](#) for funding sources and ideas (pages 19-20).]
- Illustrate opportunities to integrate ASIS&T member interests, like research and pedagogy, into activities.
- Commit to comply with the policies and procedures as outlined in the SIG Officers' Manual.
- ASIS&T Board will vote and respond within four weeks.
- ASIS&T will formalize the group as a SIG, set up a website, and convert the iConnect group to database sync.
- \$500 funding for FY 2026 will be allocated.

The ASIS&T Board will consider requests for new SIGs using the above process for the next 12 months, then revert to the process outlined in the SIG Officers' Manual.

### **ASIS&T SIG Manual**

The [ASIS&T SIG Leadership Resource page can be found here](#). Again, a [listing of ASIS&T SIGs can be found here](#). This is where you can learn more about each SIG.

The Board recommends that current SLA Subject-based Community leaders and volunteers read ASIS&T's SIG Officers' Manual in its entirety. The [Manual is linked here](#) for your convenience, but can also be found in the [SIG Leadership Resource page](#).

A few sections to highlight for your convenience:

- SIG Membership | Page 2
- SIG Governance | Pages 2-7
  - SIG cabinet | Pages 2-4
  - SIG officers | Page 4-6
- SIG Co-sponsorship with other organizations | Page 16
- SIG Finances | Pages 19-24
  - Sources of revenue | Pages 19-20
  - Cost of headquarters support | Page 21
  - Project grants | Pages 22-24

## **Closing Out SLA Community Business**

Below is some guidance on next steps for communities as SLA approaches dissolution.

### **SLA Membership of Community Leaders and Volunteers**

A SLA membership is still required to serve in any type of SLA leadership position. The Association will continue to accept member renewals until October 17. Those that do renew within this time frame will receive prorated ASIS&T memberships during ASIS&T's annual renewal date of July 1.

We do ask any members holding SLA community leadership positions that decide not to renew with SLA or have allowed their membership to lapse to please step down. Please let the Community Board liaisons or a member of the SLA Board know such decisions and your successor, as well as notify community members.

### **Board Meetings**

Communities should continue to hold meetings to finish up any ongoing business and events, make decisions on the future of their community, and create a plan to communicate any final decisions with their members.

The cadence of the meetings for the rest of the year is at the discretion of the current community leaders and volunteers. It is not recommended to schedule Board meetings for 2026 as the transition to ASIS&T is already underway.

### **Annual Business Meetings**

It's not required to hold an annual business meeting and the Board is recommending to not plan any programming and events for the rest of the year. It may be nice to have a final meeting with your membership and celebrate what your community has accomplished this year and over the past years, but that is at the discretion of current leaders and volunteers.

### **Programming and Events**

Continue with any events that are currently scheduled through the end of the year. It is not recommended to plan additional events for the rest of 2025 and 2026 at this time.

### **Zoom**

The SLA Zoom subscriptions are cancelled. The SLA accounts are now the basic, free version. Please plan accordingly. If you currently have a meeting or events using the SLA Zoom accounts, please let a Board member or SLA (AH) staff know. We will figure out an alternative.

**SLA's official website and member portal, Connect**

SLA's website and Connect will currently be live and accessible until the end of December. The Board will continue to remind communities when the website will no longer be accessible or if this current timeline changes.

Please refer to the *SLA Practices For Association And Community Archives* for guidance on Community content on Connect.

**Community Elections**

The Board recommends that SLA community leaders, volunteers, and members explore and learn about current ASIS&T Chapters and SIGs before creating new ones to fully bring together SLA and ASIS&T members, interests, strengths, and ideas.

If a community does decide to move forward with a new unit in ASIS&T, elections are not required to find a Chair and Chair-elect to begin the group.

**Community Finances, specifically International Communities**

The SLA Treasurer and Finance Committee have reached out to International Community Treasurers to close SLA financial accounts. If any community has an outstanding financial account under the SLA name or outstanding payment, please contact SLA Treasurer Eugene Guidice ([eugene.giudice@dentons.com](mailto:eugene.giudice@dentons.com)).

**Use of the Special Libraries Association name, SLA acronym, and SLA logo**

Once the dissolution of SLA is complete, communities may not use the SLA name in any form or its logo.

It's recommended that communities audit internal and external documents, community-created emails, email lists, websites, social media, and other communication channels using the SLA name and logo so the name change to ASIS&T is easy to complete.

Starting on November 1 communities should start the transition to using the ASIS&T name and logo. There will be a window of time for this name change to take place and the Board will communicate reminders when the deadline is approaching. The process of dissolution is underway and more concrete dates and deadlines will be communicated.

ASIS&T logo guidelines can be viewed in both the Chapter Officers' and SIG Officers'

Manuals. During the transition, communities can use both ASIS&T and SLA logos until SLA's dissolution is complete. Below are options to write out the SLA name during this transition:

- ASIS&T/SLA
- SLA, newly merged with ASIS&T
- SLA, now part of ASIS&T

Again, once SLA's dissolution is finalized, the SLA name and logo cannot be used.

### **Community Archives**

The SLA Archives Working Group has updated the SLA archives retention schedule and records management policy. The *SLA Practices For Association And Community Archives* addresses physical files and digital archival materials. The policy will be particularly useful for those wrapping up Community business in the next six months. For those Communities envisioning a transition into the ASIS&T structure, please also consult its records policy that can be found in both the Chapter and SIG Officer's Manuals.

Please contact Archives Working Group co-chairs Emma Moore ([emoore42@gmail.com](mailto:emoore42@gmail.com)) and Rachel Cole ([rachel.cole@northwestern.edu](mailto:rachel.cole@northwestern.edu)) to share information about where community archives are housed. Community archives should stay where they are housed; they do not need to be moved to be with the SLA HQ archives. The Working Group will consult with the ASIS&T curator on setting up a training for digital archival records in particular.

### **Contract with AH**

SLA's contract with AH ends on October 22. All membership data and intellectual property will be transferred to ASIS&T by this point. Communities and members will not be able to contact AH staff for SLA questions and requests after the contract ends.

If there are any outstanding work or projects involving AH staff with SLA, please make sure it's completed by October 17. The Board is asking for a slightly shorter deadline for communities and members, so the last few days of staff time is directed towards the association as a whole and the move to ASIS&T. Please let a SLA Board member know of anything that cannot be completed by this time frame.