I. Report Date: February 2, 2023

II. Name of Committee/Special Officer/Editor: Basic Manual Series Editor (Melanie Zeck)

III. Committee Members (if relevant):

   Carla Williams

   Sandi-Jo Malmon

IV. Board Action Required: none

V. Brief Summary of Activities

   o The Basic Manual series editor is supporting Laura Thompson in re-proposing *Reframing Twenty-First Century Music Libraries: Reflections and Imagining* as a single-author monograph. Thompson will meet again with the Basic Manual series editor mid-February to assess progress.

   o The Basic Manual series editor has met with two separate, potential authors and has shared the parameters of the series and the expectations of the writing, editing, and publishing processes with them.

   o The Basic Manual series editor is collaborating with Jim Zychowicz (A-R Editions), Anna Kijas (editor, Technical Reports and Monographs in Music Librarianship series), and Lois Kuyper-Rushing (editor, MLA Index and Bibliography series) to address needs of authors. Collectively, the editorial team has presented at the MLA Town Hall in September 2022 and is presenting a session in March 2023 at the annual meeting. At the annual meeting, the team will be unveiling its “Author Toolkit,” in which potential authors will find guidelines to facilitate their efforts at every stage of the writing, editing, and publishing processes.

   o This editorial team is pursuing the necessary steps to propose virtual and in-person writing sessions for future authors, who wish to publish their work in the MLA monograph series.

VI. Alignment with the 2022-2030 Strategic Plan Objectives.

   o In support of Objectives 2.1, 2.2, and 2.3, the editorial team (comprising all three monograph series editors) is investigating best practices for supporting authors at every step of the writing process—from crafting the proposal to reviewing and incorporating edits.

   o In support of Objective 3.7, the Basic Manual series editor continue previous editor’s efforts in cultivating manuscripts on the newly developed topic area “Belonging in Music Libraries.”