I. Report Date: September 14, 2022

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 providing regular, ongoing support to Laura Thompson, as she drafts a revised proposal for *Reframing Twenty-First Century Music Libraries: Reflections and Imaginings*, following the death of co-author Grace Haynes. This revised proposal is required by A-R Editions, as the original contract for the co-authored monograph is no longer valid and a new, single-author contract must be issued.

   o The Basic Manual Series is in regular contact with Jim Zychowicz (A-R Editions), and we are coordinating manuscript solicitation efforts and author support efforts. We are strategizing about the role of the editorial board and the future trajectory of the series at the quarter-century mark.

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

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

   o In support of Objectives 2.1, 2.2, and 2.3, we are investigating best practices in offering tailored support to authors at every step of the writing process—from crafting the proposal to reviewing and incorporating edits.