I. **Charge**

The Archives and Special Collections Committee identifies the concerns and interests of music librarians responsible for archives and special collections; educates the MLA membership on best practices for archival appraisal, acquisitions, processing, arrangement, description, preservation, and access; and provides a forum for information exchange and discussion among music archivists and librarians.

II. **Structure**

Committee members include:

A. Chair – appointed by the MLA President in consultation with MLA Board of Directors (“the Board”).

B. Committee members – officially appointed by the MLA President in consultation with the Chair.

All members must be in good standing with MLA.

III. **Responsibilities**

“The chair of each committee is responsible for assuring that the charge given to the committee by the President and the committee’s obligations as described in the MLA Administrative Handbook, Section V. A-G are carried out; and that committee members are kept fully advised of and involved in all committee activities.” (MLA Administrative Handbook, Section V. C)

A. Archives and Special Collections Committee Chair

1. **Administration:**
   i. Develop a calendar of activities.
   ii. Update the Committee roster in the MLA Administrative Structure and submit corrections.
   iii. Track and distribute documents.
   iv. Submit budget to the MLA Financial Officer.
   v. Prepare meeting agendas.
   vi. Issue call for Committee applicants on MLA-L prior to Annual Meeting.
   vii. Make recommendations for appointments.
   viii. Process resignations.
   ix. Write thank you letters for service to retiring Archives and Special
Collections Committee members.
  x. Compile the Committee annual report and quarterly board reports.
  xi. Maintain the Committee's handbook.
  xii. Prepare other written reports as requested by the Board.
  xiii. Provide orientation for the incoming chair.

2. Communication:
  i. Communicate to the MLA membership issues of concern related to archives and special collections in music libraries.
  ii. Lead Committee discussions, both in person and in electronic forums.
  iii. Lead planning for program sessions.
  iv. Prepare summaries of comments or written reports.
  v. Field and delegate questions from MLA membership.
  vi. Receive ownership of and manage the Committee's Google group discussion list, and pass on ownership of the list to the succeeding Chair (see section XIV.B below).

B. Committee Members
   1. Participate in group discussions, both in person and in electronic forums, drawing on personal experience, skills and knowledge.
   2. Provide feedback on documentation, proposals, and requests for comments.

IV. Qualifications for Appointment

A. Archives and Special Collections Committee Chair
   1. Member in good standing of MLA.
   2. Able to attend MLA Annual Conference and to lead Committee meetings.
   3. Strong awareness of and professional interest in the promotion of best archives practices for music libraries.
   4. Strong professional interest in committee business and a particular skill, area of expertise, or point of view to contribute to committee discussions.
   5. Strong leadership, diplomatic, organizational, and writing skills.
   6. Able to represent the music community’s viewpoint in national meetings, both verbally and in writing.
   7. Willingness to subscribe to and read electronic mailing lists that support committee topics.

B. Committee Members
   1. Members in good standing of MLA.
   2. Able to attend MLA Annual Conference to the best of one’s abilities.
   3. Actively participate in the work of the Committee.
   4. Strong professional interest in Committee business and a particular skill, area of expertise, or point of view to contribute to Committee discussions.
5. Willingness to subscribe to and read electronic mailing lists that support the Committee’s work and discussions.

V. Appointment Procedures

A. Archives and Special Collections Committee Chair
   1. The outgoing Chair recommends a successor to the Committee for consideration. The candidate should meet the qualifications identified in section III.A of this document.
   2. The current chair submits the recommendation to the MLA President for finalization of the appointment.

B. Committee Members
   1. Those who are interested in joining the Archives and Special Collections Committee should send a message to the Chair expressing their interest and describing their relevant skills and expertise. Requests will be immediately considered if there is a vacancy. The Chair will inform the committee of the candidates and solicit recommendations for approval.
   2. Following a majority approval of the candidate by the Archives and Special Collections Committee, the current chair submits the recommendation to the MLA President for finalization of the appointment. Recommendations for committee members can be made at any time.

VI. Length of Appointment

A. Committee Chair
   Typically serves no more than four consecutive years. The four-year period restarts when a committee member becomes a committee chair.

B. Committee members
   Normally serve no more than four consecutive years. In exceptional situations, the Committee may recommend a one-year extension of a given committee member’s term. Per the MLA Administrative Handbook (V.A.3.), “In consultation with the President, committee chairs may request the resignation of members who are not contributing to the fulfillment of the committee’s charge.”

Note: The Archives and Special Collections Committee formed in the summer of 2013 with a committee chair and five members. Two of the original five members volunteered to cycle off of the committee after two years, allowing for a start of regular membership cycling.
VII. Resignations

A. Resignations
Resignations of Committee members should be submitted in writing to the Committee Chair. The Chair then replies, acknowledging the resignation and recognizing the work of that member.

B. Mandatory termination of service
If an Archives and Special Collections Committee member ceases to be an active participant in the committee as determined by the Chair, the Chair may write the member to ask whether the member wishes to continue. If the Chair deems a member to be non-responsive or not cooperative after repeated attempts to encourage him/her to participate, the member will be asked to resign.

VIII. Meetings

A. An Archives and Special Collections Committee meeting is held at every annual MLA conference. The Committee Chair convenes and conducts the meeting.

B. Five members (including the Chair) constitute a quorum.

C. Archives and Special Collections Committee business meeting agendas include: correction and approval of the previous year's minutes; reports from the Chair on current activities; reports from individual members on current projects, if any; general discussion of current issues in archives and music repositories; and planning for the coming year.

D. Any member wishing to place an item on the agenda should submit a request to the Chair at least two weeks before the meeting.

E. The Chair will distribute a preliminary agenda to members at least one week in advance of the meeting.

F. The Chair will invite or designate a member to volunteer as a Recording Secretary for that meeting.

G. Guests may attend Committee meetings and may speak upon recognition from the Chair.
IX. **Absences at MLA Annual Meetings**

A. Chair
If illness or other emergency precludes the Chair from attending a committee meeting, the Chair will notify the committee and designate one of the members a temporary Chair, or the members may designate one of the members to serve as temporary Chair.

B. Members
1. If a member knows s/he will be absent at a meeting, s/he must notify the Chair no later than two weeks before the meeting.
2. If illness or other emergency precludes a member from attending a committee meeting, s/he must notify the Chair as soon as possible.

X. **Document Approval Process for Committee-Produced documents**

A. Final draft is shared with Committee members, who review it and provide suggestions for revisions.

B. The principal writer of the document takes comments under review and prepares final document for vote.

C. Committee votes on final draft.

D. Committee Chair notifies MLA Board of action and distributes document as appropriate.

XI. **Voting**

A. A voting member is defined as a member of the committee who is current in MLA dues.

B. Issues shall be decided by a majority vote of the voting members present, or when the vote is conducted electronically, by a majority of the voting membership.

C. In the event of a tie, the issue shall be considered defeated.

XII. **Budget**

The Committee Chair submits a budget proposal to the Finance Committee of the MLA Board each spring. All requests for money to cover expenses during the upcoming fiscal year must be made at this time (excluding pre-conference programs).
XIII. Documentation

A. Internal documents reviewed by the Committee include business meeting minutes, quarterly and annual reports to the MLA Board, and any reports of task forces. These documents are written by the Chair, unless otherwise specified.

B. Document distribution is the responsibility of the Chair.

C. Upon leaving the Committee, the Chair transfers to the MLA Archives committee files that are not required by the succeeding Chair. The Chair should read the Archives section of the MLA website for more information on Archives policies, what should be submitted, and how transfer is to be accomplished, and/or consult the MLA Archivist.

XIV. Communication Tools

A. The Committee Chair is added to MLA-COMM email list, which exists for committee chairs and MLA Board members. This listserv is typically used for administrative matters related to the running of committees and reporting of their work, including calls for reports. The listserv moderator updates the list membership at least once per year, following annual committee appointments. Questions regarding this listserv and membership should be directed to the MLA President, MLA Administrative Officer, or the current listserv owner.

B. The Committee Chair is responsible for establishing and maintaining any other communication channels for the use of its members. (See section I.A.2.vi above.) As of 2014, the venue for list discussion is the MLA Archives and Special Collections Committee Google group, which is open to the committee and to anyone interested in its work. Anyone can apply to subscribe to the list, and the list owner (the Chair) must approve of all subscribers. Only subscribers can post, view postings, or view the list of subscribers.

XV. Revisions to Procedures

A. Revisions to this handbook can be proposed by any current committee member.

B. Procedures for revisions will be identical to those outlined in section X, Document Approval Process.

C. Once approved, the revised procedures handbook is sent to the MLA Board Planning Officer.