
Music Library Association

Index to Board Policies, 1964 - February 2018

starting in 2009, minutes are indexed to meeting date and agenda section, rather than page, in order to index the online version of Board minutes

A. RALPH PAPAKHIAN SPECIAL ACHIEVEMENT AWARD

Name change; formerly Special Achievement Award Feb. 2011, XIV.F

ACADEMIC SERVICES, INC.

see also BUSINESS OFFICE

Approved as MLA business office 28 Feb. 1983, p.2

Contract to coincide with MLA's fiscal year 1 June 1985, p.1

ACCOUNTING, FISCAL

see BUSINESS OFFICE

ACTIVITIES ROSTER

Considered defunct; proposed to merge with Administrative Structure file 26-27 Sept. 2014, 04

To be maintained 2 Feb. 1993, p.6

Responsibility transferred to Assistant Parliamentarian 23 Sept. 1994, p.16

Responsibility transferred to Treasurer/Executive Secretary June 2009, III

To Chair of Nominating Committee and Parliamentarian annually 27 Feb. 2007, p.1

Includes name of Roundtable Coordinators 27 Feb. 2007, p.1

ADMINISTRATION COMMITTEE

Dissolved Feb. 2009, XIV.B

ADMINISTRATIVE & COMMITTEE STRUCTURE

see ADMINISTRATIVE STRUCTURE

ADMINISTRATIVE HANDBOOK

see also HANDBOOK FOR OFFICERS AND COMMITTEE CHAIRPERSONS

Name established 31 May 1996, p.13

Notes on Parliamentary Practice in the MLA Board section added as Appendix A Feb. 2012, 04

Publications section added Feb. 2012, 04

Remove references to an Administrative Handbook index from the Administrative Handbook	Feb.-March 2013, 03
ADMINISTRATIVE OFFICER	
Title changed from Treasurer/Executive Secretary, pending membership vote [voting results: approved]	Feb. 2011, III
Travel reimbursement	
see TRAVEL FUNDS - REIMBURSEMENT	
ADMINISTRATIVE OFFICER, ASSISTANT	
Maintains Approved Vendors List and compiles additions	May 2013, 09.g
Position created and added to Board as non-voting member, pending approval from membership [approved via membership vote]	Feb. 2011, III
Title changed from Assistant Treasurer/Executive Secretary, pending membership vote [approved via membership vote]	Feb. 2011, III
Travel reimbursement	
see TRAVEL FUNDS - REIMBURSEMENT	
ADMINISTRATIVE SERVICES	
Approved RFP process	25 Sept. 1998, p.16
ADMINISTRATIVE STRUCTURE	
Annual archival snapshot of the Administrative Structure to take place one month before the convention, typically at the end of January	Sept. 2012, 04
Cease publishing annually in Notes	June 2011, 07.g
Changes documented in the Newsletter	20 Feb. 1990, p.8
ditto	1 June 1990, p.2
Changes to be reported by the President	1 Oct. 1993, p.11
Electronic version not to include home addresses or phone nos.	30 May 1997, p.4
Mail paper copies to Archives and Board members only, and to others on request	25 Sept. 1998, p.5
Ongoing members of the Administrative Structure that have not renewed their association membership 30 days after the start of the membership year will be removed and replaced by the President	14-15 Oct. 2017, 04
Print annually in the directory	1 Oct. 1993, p.11
Printed annually in the Newsletter	[.....]
Printed annually in Notes	3 June 1988, p.3
Printed annually with Membership List	16 Aug. 1997, p.2
Proposed to merge with Activities Roster	26-27 Sept. 2014, 04

To include dates of appointment for Board officers & editors, but not committee chairs	7 Feb. 1995, p.5
ADVERTISING	
see also ADVERTISING MANAGER	16 Aug. 1997, p.6
Advertising approved on MLA site, on pages for Home; Employment and Education; About MLA; Publications; Member Resources; Awards and Grants; possibly Current openings/Job openings, beginning July 2012	9 May 2012, 04
Advertising approved on all pages of the new MLA site on the YourMembership.com platform; this rescinds previous policy	27 August 2013, 6.c
Advertising approved on convention website	Sept.-Oct. 2014, 09.t
Information presented in advertisements must be educational, professional, and of value to the advancement of the mission	March 2016, 08.a
New program accepted by board	1 Feb. 1982, p.2
ditto	12 June 1992, p.16
ADVERTISING MANAGER	
Honorarium set	4 June 1993, p.12
Honorarium set as fixed amount, rather than percentage of sales	Feb. 2009, IX.C
Special Officer position established	4 June 1993, p.12
AGENCIES, EXTERNAL see EXTERNAL AGENCIES	
ALA	
MLA representative appointed with travel support	5 Feb. 1979, p.3
MLA representative should attend midwinter meeting;registration can be paid by MLA	4 Oct. 1985, p.12
MLA to continue separate exhibit table at annual meeting;consider joining Affiliate table at mid-winter	28 Jan. 1997, p.10
MLA's membership renewed	20 Feb. 2001 p.4
Members not charged to attend MLA meetings	23 June 1971, p.4
Guidelines for Authors... adopted	25 Sept. 1992, p.11
ALA EDITIONS	
Approved one-year contract to offer webinars	7 Nov. 2013, 04
Payment structure for MLA members serving as instructors for MLA/ALA webinars	20-22 May 2015, 09.g.i
Payment for instructors of MLA e-courses	24-25 May 2017, 09.g

Payment for creators/developers of webinars/e-courses as passthrough from ALA Editions	Jan-Feb. 2018, 12.c
Presenters for ALAE/MLA webinars will each receive a \$100 honorarium; to be reevaluated in one year at the end of the trial contract with ALAE	4 Dec. 2013, 02
ALANET	
Accounts set up	3 June 1988, p.7
Some accounts closed	12 Feb. 1991, p.8
AMS/MLA Joint Committee on RISM	
see RISM	
ANNUAL MEETINGS see CONVENTIONS	
ANNUAL REPORTS	
Based on fiscal year	21 Feb. 2006, p.5
ditto	June 2009, IX.L
Call for annual reports to come from Planning and Reports Officer, with reports to be sent both to the Planning/Reports Officer and the Vice President	September 2011, 03
Call for annual reports to be sent July 1, with August 1 deadline	Feb.-March 2014, 13.a
Chapter reports to be gathered by Vice President	17 Feb 2002, p.4
Committee chairs, editors, representatives to MOUG and NISO, and special officers required to submit three Board reports and one annual report each year	May 2013, 09.k
Due after annual meeting/mid-May (formerly due at end of calendar year); all committees submit annual reports	Feb. 2009, XIV.C
Must be in writing	20 Jan. 1966, p.1
Of the board	26 Feb. 1978, p.4
Publication: Cease publication of Annual Report in PDF	May-June 2012, 07.f
Publication: Include annual MLA Financial Statement in Annual Report	May-June 2012, 07.g
Publication: To be published in the Newsletter	10 Feb. 1987, p.3
Responsibility of Newsletter Editor reaffirmed	24 May 2006, p.5
Responsibility of Newsletter Editor: the editor is responsible for editing the annual report	June 2009, IX.L
To be requested at an appropriate interval following the Fall Board meeting	10 Oct. 2003, p.2
New reporting structure established	10-12 Sep. 2008, p.9
ANSI	

MLA membership on Committee Z39 continued	12 June 1981, p.3
APPROVED VENDORS LIST	
Established. Held at business office; Finance Committee will review annually; Assistant Administrative Officer will maintain and propose new additions	May 2013, 09.g
A-R EDITIONS	
See BUSINESS OFFICE	
ARCHIVES	
see also ARCHIVIST	
see also JOINT MLA/UMCP COMMITTEE ON THE MLA ARCHIVES	
Annual solicitation for deposit of papers by committees and chapters	9 Feb 1986, p.12
Archive subvention budget requests to be made by Vincent Novara, University of Maryland	Sept. 2011, 09.g
Archives Policies Task Force Final Report recommendations and <i>Guidelines for Transfer</i> approved	May-June 2012, 12.a.iii
Chapter archives should be deposited	27 Oct. 1967, p.3
Committee established	6 June 1982, p.4
Committees' records should be deposited	29 Jan. 1969, p.1
Curator of MLA Archives at the University of Maryland granted complimentary membership in MLA	14 Nov. 2012, 6
Depositing done by	
A-R for items produced by A-R	24 May 2006, p.9
Education Committee for items produced by Education Committee	24 May 2006, p.9
Publications Committee for items published by those on that Committee	24 May 2006, p.9
Editors of all MLA publications to deposit two best paper copies	5 June 2004, p. 10
Established at the Univ. of Maryland	1 Feb. 1982, p.1
First mention	7 Feb. 1965, p.2
<i>Guidelines for Transfer of Official Documents to MLA Archives</i> adopted	7 June 2003, p.11
<i>Guidelines</i> revised to include transfer of electronic files	March 2016, 08.f
Instrument of Gift to LC signed	20 April 1974, p.3
Joint Committee on MLA Archives constituted	18 Feb. 1984, p.2
Machine-Readable Records policy revised	10 Feb. 1998, p.15
ditto	8 June 2001, p.21
MLA-only management established via new deed of gift with University of Maryland	May 2010, VI and X.B
MLABD-L correspondence to be sealed for at least 4 years	28 Jan. 1997, p.14

Archival record of MLABD-L at President's discretion	8 June 2001, p.21
Electronic records need not be saved	22 Feb. 2000, p.6
MLABD-L not an official organ of MLA Board, messages no longer archived and to be purged	9 June 2000, p.3
Newsletter to be printed and archived	9 June 2000, p.5
President empowered to negotiate offer from University of Maryland to house archives	9 Feb. 1981, p.3
ditto	1 Feb. 1982, p.1
Processing subvention approved	29 May 1998, p.16
Program booklet (annual conference) to Archives directly from printer	21 Feb. 2006, p.11
Tapes of national meetings for deposit	31 Jan. 1968, p.2
Ceased taping	23 June 1971, p.4
ditto	12 June 1992, p.10
Writer retains rights to material in mss., otherwise MLA has rights	27 Oct. 1967, p.3
ARCHIVES AND SPECIAL COLLECTIONS COMMITTEE	
Established and charge approved; formerly the Archives Roundtable	30 April 2013, 03
Charge revised to broaden scope	20-22 May 2015, 09.b
ARCHIVES ROUNDTABLE	
Dissolved; reconstituted as the Archives and Special Collections Committee	30 April 2013, 03
ARCHIVIST	
Special Officer position established	May-June 2012, 12.a.iv
ARL	
ARL/MLA Diversity and Inclusion Initiative (DII) description	29 Oct. 2014, 8
ARLIS/NA	
Exhibit exchange formalized	3 June 1988, p.3
ASSETS	
see also BUDGET; CHECKING ACCOUNT; INVESTMENTS; PERMANENT FUND	
Ad hoc committee on MLA investments	9 Feb. 1986, p.9
Amount of interest income that may be budgeted for awards and projects is 50%	9 Feb. 1988, p.6

Assets from IAML-US not invested for Awards funds designated as "Unrestricted, Board Designated" for support of IAML-US merger and national branch activities	Feb. 2012, 09.g
Awards fund established	12 June 1992, p.11
Emergency borrowing from Hill fund	4 June 1993, p.7
For award or endowment funds split between socially responsible investments (currently Calvert) and traditional investments (currently Fidelity), determine the percentage of the total fund deposited in each and transfer a proportional amount from each to fund the award or program. E.g., if 60% of the total fund is in a traditional investment account and 40% in a socially responsible account, 60% of the award amount will come from the traditional account and 40% from the socially responsible account	Sept. 2012, 09.g
Funds on deposit at any one financial institution will not exceed the amount insured by the Federal Deposit Insurance Corporation (FDIC)	10-12 Sept. 2008, p.7
Gifts of stock sold immediately upon receipt	10-12 Sept. 2008, p.7
A given year's investment income beyond inflation rate may be included in following year's operating budget	3 May 1968, p.1
ditto	10 Feb. 1987, p.6
Long-term investments designated as Permanent Fund	[.....]
Fund diversified	12 June 1992, p.10
Managed Growth Portfolio FY '88 interest to be reinvested	12 June 1992, p.11
Membership would vote on whether to divest monies invested in South Africa	10 Feb. 1987, p.5
ditto	1 June 1985, p.6
No present or future monies to be invested in firms that do business in or with South Africa	9 Feb. 1986, p.9
No more than ½ est. 1987/88 interest from money market portfolio to be spent, and that ½ for awards	10 Feb. 1987, p.5
Permanently restricted investments reclassified as temporarily restricted investments	Feb. 2012, 09.g
Process begun to reclassify permanently restricted assets as temporarily restricted assets	Sept. 2011, 09.g
Removal to new portfolios	10 Feb. 1987, p.5
Reserve an amount equal to 60% of the operating budget	20 Feb. 1990, p.6
Relationship of rule to Permanent Fund	12 June 1992, p.11
Spending policy should be uniform for all temporarily restricted award and endowment funds, unless directions exist from original donors. Unless otherwise stipulated for a particular fund, MLA will use up to 4.5% of the assets in any award or endowment fund to fund the corresponding award or program, i.e., MLA will fund the awards based on a formula of spending not to exceed 4.5% of the assets in each fund, calculated by averaging the December 31 value of the fund over the past 5 calendar years. The amount of the award may be less than the maximum 4.5%. The same policy will guide spending from endowment funds other than the MLA Fund	Sept. 2012, 09.g
Surplus operating budget funds to be called Operating Budget Reserve	1 Oct. 1993, p.3

Treasurer can move investments among like instruments	12 June 1992, p.10
Vice-Pres./Pres.-Elect or President authorized to sign MLA accounts	1 Oct. 1993, p.7
ASSISTANT ADMINISTRATIVE OFFICER	
see ADMINSTRATIVE OFFICER, ASSISTANT	
ASSISTANT CONVENTION MANAGER	
see CONVENTION MANAGER, ASSISTANT	
ASSISTANT PARLIAMENTARIAN	
see PARLIAMENTARIAN, ASSISTANT	
ASSISTANT PLANNING AND REPORTS OFFICER	
see PLANNING AND REPORTS OFFICER, ASSISTANT	
ASSISTANT REPORT GATHERER	
see REPORT GATHERER, ASSISTANT	
ASSISTANT TREASURER/EXECUTIVE SECRETARY	
see TREASURER/EXECUTIVE SECRETARY, ASSISTANT	
ASSOCIATE MEMBERSHIP	
see MEMBERSHIP IN MLA	
ASSOCIATED MUSIC LIBRARIES GROUP	
Letter of support for Title II-C retrocon proposal	9 Feb. 1986, p.13
ditto	10 Feb. 1987, p.10
ASSOCIATION FOR RECORDED SOUND COLLECTIONS (ARSC)	
MLA co-signatory with ARSC on "Legal Impediments to Preservation of and Access to the Audio Heritage of the United States"	19-24 Feb. 2008, p.7
ASSOCIATION TRAVEL CONCEPTS (ATC)	
see also CONVENTIONS	

Signed contract for ATC to manage Board travel: Board members, special officers and others on MLA business		
including committee members traveling on behalf of MLA and Freeman Grant recipients; may book through ATC, with charges directly billed to MLA's corporate credit card		Sept. 2011, 04
AUDIO-VISUAL AND MICROFORMS COMMITTEE		
Divided into Audio-visual Committee and Microforms Committee		4 Nov. 1978, p.3
AUDIT		
MLA Financial Statement: Cease publication in the June issue of Notes; publish instead in the Annual Report		May-June 2012, 07.g
AUDIT COMMITTEE		
Authorized for annual audit		6 June 1982, p.2
Chaired by junior fiscal officer		28 Feb. 1983, p.4
Membership		28 Feb. 1983, p.4
AUDIT SERVICES		
Herzbach audit added		21 Sep 2001, p.5
Suby Von Haden & Associates services acquired		23 May 2006, p.4
AUTOMATION COMMITTEE		
Disbanded		6 June 1982, p.3
Restructuring approved		25 Feb. 1980, p.5
AWARDS		
see also	A. RALPH PAPAKHIAN SPECIAL ACHIEVEMENT AWARD	
	BRADLEY AWARD	
	CHAPTERS - BEST OF CHAPTERS	
	DIVERSITY AWARD	
	DUCKLES AWARD	
	EPSTEIN AWARD	
	FREEMAN AWARD	
	GERBOTH AWARD	
	HILL AWARD	
	O'MEARA AWARD	

PUBLICATIONS AWARDS: DUCKLES, HILL, O'MEARA	
Announced at convention banquet, effective 2013	Sept. 2012, 04
Award amounts to fund research (Bradley, Epstein, Gerboth) are set at the Board's meeting at the annual conference;	
publication, scholarship, and all other award amounts are set at the Board's May/June meeting	May-June 2012, 09.g
Do not cap award funds when goals are reached, as earnings fluctuate; continue to list all awards on fund-	
raising materials	Sept. 2012, 09.g.2
Donations remaining after payout of awards to be deposited annually in an appropriate investment vehicle	10 Oct. 2003, p.7
Electronic attachments acceptable for award applications	10 Oct. 2003, p.10
Expenditures directly related to awards will be booked to awards budget	21 May 1999, p.11
For award or endowment funds split between socially responsible investments (currently Calvert) and traditional	
investments (currently Fidelity), determine the percentage of the total fund deposited in each and	
transfer a proportional amount from each to fund the award or program. E.g., if 60% of the total	
fund is in a traditional investment account and 40% in a socially responsible account, 60% of the	
award amount will come from the traditional account and 40% from the socially responsible account	Sept. 2012, 09.g
No longer funded from the operating budget	4 June 2005, p.8
References to Awards Fund removed from Fiscal Policies Handbook	8 Oct. 2004, p. 7
Setting of all award amounts moved to the annual conference (supersedes May-June 2012 policy)	9-11 June 2016, 09.i
Spending policy should be uniform for all temporarily restricted award and endowment funds, unless directions	
exist from original donors. Unless otherwise stipulated for a particular fund, MLA will use up to	
4.5% of the assets in any award or endowment fund to fund the corresponding award or program,	
i.e., MLA will fund the awards based on a formula of spending not to exceed 4.5% of the assets in	
each fund, calculated by averaging the December 31 value of the fund over the past 5 calendar years.	
The amount of the award may be less than the maximum 4.5%. The same policy will guide spending	
from endowment funds other than the MLA Fund	Sept. 2012, 09.g
BALLOTS	
see also ELECTIONS	
Before all electronic votes, members will be notified that the vote will take place electronically, and will have	
the option to request a paper ballot	Sept. 2010, XIV.D
Brief c-v's to be sent with	20 Jan. 1966, p.1
Counting	
By Multiservice Management Co.	12 June 1981, p.1
Prior to meetings	3 May 1968, p.1
Postcard ballot approved for 1991 election	27 Sept. 1991, p.4

For electronic votes, one-month voting period will remain the same as in past elections, to accommodate paper ballots, and will be announced on MLA-L and posted on the MLA site	Sept. 2010, XIV.D
In Constitution, remove language referring to distributing ballots and notices of meetings by mail to permit electronic ballots and notices, and clarify date for distributing ballots of constitutional amendments, pending membership approval [approved via vote]	Feb. 2011, III
Return address on envelope to ensure membership status	23 June 1971, p.6
BASIC MANUAL SERIES	
Scarecrow contract approved	6 Oct. 2000 p.2
Series established	25 Sept. 1998, p.20
BIBLIOGRAPHIC CONTROL COMMITTEE (BCC)	
Authorities Subcommittee	
to be phased out, subsumed by Content Standards Subcommittee	Feb.-Mar. 2015, 09.c
BCC to pursue official liaison roles to external groups: PCC, MOUG, IAML Cataloguing Commission, and ACRL	
Rare Books and Manuscripts Section	Feb.-March 2013, 14.d
<i>Best Practices for Music Cataloging</i> added to RDA Toolkit	Feb.-March 2014, 09.c
BIBCO Music Funnel, pursue creation of in cooperation with PCC	Feb.-March 2014, 09.c
BIBFRAME Task Force created	Sept. 2014, 09.c
Report received, task force dissolved	March 2016, 09.c
Descriptive Cataloging Subcommittee	
name changed to Content Standards Subcommittee (see CMC)	Feb.-Mar. 2015, 09.c
Dublin Core Relations Element and Type Qualifier Working Group established	9 June 2000, p.13
International Music Metadata Projects Working Group established	9 June 2000, p.13
Library of Congress/MLA/CCC/CAML task force on RDA and the task force on RDA implementation will reside under the BCC in the Administrative Structure	Sept. 2011, 09.b
Maintain existing BCC liaisons to three ALA policy-making cataloging groups and support travel of BCC chair as liaison to other groups that meet at ALA	Feb.-March 2013, 14.d
MARC Formats Subcommittee	
Charge revised	4 Dec. 2013, 04
to merge with Metadata Subcommittee	Feb.-Mar. 2015, 09.c
Metadata Standards Working Group established	7 June 2003, p.10
Metadata Subcommittee	
Charge approved	10-12 Sep. 2008, p.9

Name changed to Encoding Standards Subcommittee (see CMC)	Feb.-Mar. 2015, 09.c
NACO Music Project (NMP) moved from MOUG to	Feb.-Mar. 2015, 09.c
Name changed to Cataloging and Metadata Committee (CMC), also see	Feb.-Mar. 2015, 09.c
Non-voting member added to serve as Recording Secretary	30 May 1997, p.12
OLAC-CAPC Joint Committee	
Formal relationship established	28 Feb. 2007, p.8
Subject Access Subcommittee	
name changed to Vocabularies Subcommittee (see CMC)	
Task force established to review structure of BCC	Feb. 2012, 09.b
Recommendations approved	Feb.-Mar, 2013, 14.d
Disbanded	Feb.-Mar, 2013, 14.d
Website Processes Working Group established	25 Sept. 1998, p.18
Charge completed	21 May 1999, p.15
BCC Webmaster as ex officio member of Web Committee	Feb.-March 2014, 08.g
BEST OF CHAPTERS AWARDS	
see CHAPTERS	
BIBLIOGRAPHIC INSTRUCTION SUBCOMMITTEE	
Name changed to Instruction Subcommittee	4 Mar 2007, p.9
BOARD	
see also	CHAPTERS
	FINANCE COMMITTEE
	PLANNING COMMITTEE
	Names of individual officers
Action taken outside meetings	26 Feb. 1978, p.4
Approval for action obtained from board members separately must be ratified at next meeting	2 Feb. 1993, p.16
Authorize Board to vote and take action outside regularly scheduled meetings, pending membership approval [approved via membership vote]	Feb. 2011, III
Policy regarding use of e-mail	26 Sept. 1997, p.8
Reaffirmed	25 Feb. 1978, p.4
Should be reported at next board meeting & recorded in minutes	25 Feb. 1978, p.4
Annual report shall be submitted at a regular national meeting	24 April 1977, p.10

Approval necessary for committee questionnaires	14 Oct. 1972, p.5
Approval necessary for expenditures on budgeted items to exceed budget	20 July 1976, p.3
Approval necessary for extraordinary convention expenditures	18 Jan. 1967, p.3
Board election results to be announced as soon as votes are tabulated, rather than at business meeting	Sept. 2010, XIV.D
Board reports: required only when Board Action Required	Feb. 2009, XV.C
Chapter activities to be encouraged	1 Feb. 1982, p.5
Chapter coordinator designated (Vice-Pres/Past-Pres.)	24 April 1977, p.5
Chapter nominations not interfered in	6 Oct. 2000 p.10
Committee chairships or roundtable co-coordinating prohibited	26 Sept. 1997, p.8
Committee chairs, editors, representatives to MOUG and NISO, and special officers required to submit three Board reports and one annual report each year	May 2013, 09.k
Consecutive Board service: per Constitution, Board members may serve for six consecutive years; Board strongly recommended limiting service to four consecutive years, regardless of whether service is elected or appointed	May 2013, 13.c
Endorsement of statements, procedures for	31 Jan. 1977, p.3
Endorsement of statements, policy	26 Sept. 1997, p. 8
Files of outgoing members should be given to new members having similar assignments	1 Oct. 1999, p.11
Lawyer, retain for general business advice	16 Aug. 1977, p.1
Length of meeting guidelines received	[.....]
Meet online monthly/as needed, starting March 2012	Feb. 2012, 09.k
Members-at-large see also names of individual officers	
Reports Gatherer to serve as liaison to Program Committee	1 March 1994, p.9
To serve as Parliamentarian	16 Aug. 1977, p.7
Travel reimbursement see TRAVEL FUNDS - REIMBURSEMENT	
Minutes see MINUTES - BOARD	
Open Meeting Guidelines approved: publish on MLA site & publicize guidelines; make Board reports public	9 May 2012, 03
Policies	
Board determines where recorded	2 Feb. 1993, p.6
File	25 Oct. 1968, p.3
Handbook to be created	2 Feb. 1993, p.7
Handbook to be maintained by Recording Secretary	2 Feb. 1993, p.7

Index to policies to be maintained & updated by assistant parliamentarian	4 June 1983, p.6
Index to policies not to be handles as decided June 4, 1983	1 June 1985, p.3
Index to policies to be distributed following fall board meeting	27 Sept. 1991, p.1
Index to policies to be maintained and updated by Recording Secretary	3 June 1988, p.4
Notes on Parliamentary Practice in the MLA Board added to the Administrative Handbook as Appendix A	Feb. 2012, 04
Some incorporated into Handbook for Officers and Committee Chairpersons	27 June 1972, p.5
Report Gatherer to serve as board liaison to Program Committee	1 March 1994, p.9
Summary of board actions to appear in the Newsletter	16 Aug. 1977, p.7
Telephone poll policy approved	11 Nov. 1977, p.8
Terms for officers defined	4 Feb. 1970, p.4
ditto	1 Feb. 1982, p.1
Travel reimbursement see TRAVEL FUNDS - REIMBURSEMENT	

BOARD REPORTS

see BOARD

BRADLEY AWARD

All revenue from MLA Shop and Silent Auction added to Bradley Endowment fund until start of endowment campaign	Feb. 2011, VIII.C
Allocate Silent Auction revenue to Bradley Fund, and MLA Shop revenue plus unrestricted donations from 2012 conference to O'Meara/Hill Fund; revisit this decision annually in light of the budget	Feb. 2012, 09.d
Allocate Silent Auction revenue to cover the costs of the auction tables; any remaining proceeds will be considered unrestricted	Feb.-March 2013, 09.g
Award amounts to fund research (Bradley, Epstein, Gerboth) are set at the Board's meeting at the annual conference; publication, scholarship, and all other award amounts are set at the Board's May/June meeting	May-June 2012, 09.g
Carol June Bradley Award Endowment Fund established to provide dividends to cover the annual cost of the Bradley award; fund to be fully endowed when the principal reaches \$20,000	Feb. 2011, VIII.C
Funded by first \$1000 from silent auction proceeds, starting with 2011 award	March 2010, IX.A
Suspend award after 2014 meeting; initiate fundraising campaign to bring principle to \$25,000 by 2019; resume granting award then	Sept. 2013, 08.c

BROCHURES

Exec. Secretary distributes	14 Oct. 1988, p.5
Revision dates should be added	14 Oct. 1988, p.2
Unaltered reprints charged to administrative budget	9 Feb. 2004, p. 6
BUDGET	
see also	CONVENTIONS - BUDGET
	CONVENTIONS - TRAVEL FUNDS
Administrative Officer will alert Fiscal Officer when on any budget line more money is being asked for or spent than budgeted; Fiscal Officer will bring to Finance Committee for possible action if a discrepancy of .1% of the total operating budget develops on any budget line at the level of 2 decimal points (e.g., 6.02, Assistant Administrative Officer).	Sept. 2012, 09.g
Clarified policy to identify "total budgeted operating expenses" as the reference point	March 2016, 09.i
Allocate Silent Auction revenue to Bradley Fund, and MLA Shop revenue plus unrestricted donations from 2012 conference to O'Meara/Hill Fund; revisit this decision annually in light of the budget	Feb. 2012, 09.d
Allocate Silent Auction revenue to cover the costs of the auction tables; any remaining proceeds will be considered unrestricted	Feb.-March 2013, 09.g
Amount of interest income that may be budgeted for awards and projects is 50%	9 Feb. 1988, p.6
Policy reworded	31 May 1991, p.7
ditto	12 June 1992, p.11
Reaffirmed policy of keeping the funding for awards out of the Operating Budget	18 Feb. 1992, p.2
Separate awards fund established	4 June 1993, p.7
Archive subvention budget requests to be made by Vincent Novara, University of Maryland	Sept. 2011, 09.g
Assets from IAML-US not invested for Awards funds are designated as "Unrestricted, Board Designated" for support of IAML-US merger and national branch activities	Feb. 2012, 09.g
Award amounts to fund research are set at the Board's meeting at the annual conference; publication, scholarship, and other award amounts are set at the Board's May/June meeting	May-June 2012, 09.g
Board approval necessary for expenditures on budgeted items to exceed budget	14 Oct. 1972, p.5
Board approval not necessary for Treasurer in consultation with Pres., Executive Secretary, and Fiscal Officer to release small amounts of money	30 Jan. 1974, p.1
Board approval not necessary for Treasurer/Executive Secretary to release up to 50 % over budgeted amounts to cover coverages	12-13 June 2008, p.7
Board members not on Finance Committee to receive consolidated version	13 Oct. 1984, p.4
Board members not on Finance Committee to receive full version	12 Feb. 1991, p.8
Board to monitor budget performance each year, and evaluate before annual meeting to adjust as needed	Sept. 2012, 09.g

Cash reserves in savings/checking account maintained in approximately the same as the cost of an MLA annual meeting	12-13 June 2008, p.7
Contingency line for FY '87	4 Oct. 1985, p.8
Convention budget and operating budget to be set at spring Board meeting	Feb. 2011, IX.G
Convention budget expenses that are operational in nature transferred to operational budget: power and Internet for Board meetings, donors' reception, Board breakfasts, officer room charges. Expenses for events for conference attendees retained in convention budget: 1st-time attendees reception committee/roundtable/chapter breakfasts, etc.	June 2011, 08.b
Definition of "Budget"	March 2016, 09.i
Designated sources of revenue should be budgeted to cover costs or generate surplus	1 March 1994, p.14
Distribution of document or portions thereof	13 Oct. 1984, p.4
Dues set at spring Board meeting as part of the annual budgeting process, along with Notes subscription rates	March 2010, IX.H
Establishment of European account	12 June 1981, p.2
Finance Committee evaluates requests for funds and presents them to board	24 April 1977, p.1
Finance Committee to decide annually amount of overage payable w/out board approval	1 June 1985, p.3
First Time Attendees reception funding: see WICKER FUND	
For award or endowment funds split between socially responsible investments (currently Calvert) and traditional investments (currently Fidelity), determine the percentage of the total fund deposited in each and transfer a proportional amount from each to fund the award or program. E.g., if 60% of the total fund is in a traditional investment account and 40% in a socially responsible account, 60% of the award amount will come from the traditional account and 40% from the socially responsible account	Sept. 2012, 09.g
\$40,000 to be kept in reserve for end-of-year cash flow	6 Feb. 1996, p.11
A given year's investment income beyond inflation rate may be included in following year's operating budget	10 Feb. 1987, p.6
Interest from grants, gifts, projected convention income removed from operating budget to an appendix	1 June 1985, p.6
Lock box procedure established	19 Sept. 1980, p.4
MLA shall maintain checking and savings accounts	19 Sept. 1980, p.4
Only FinCom to deal with detailed budget	13 Oct. 1984, p.4
Overages in sublines allowable for approved projects as long as main line not exceeded	10 Feb. 1987, p.5
Payments (Requests for) over \$50,000	20 Feb. 2001 p.11
Preliminary workshop budget goes to Convention Manager and Program Chair for review before spring Board meeting, with a final budget going to Fiscal Officer for spring Board meeting	Sept. 2011, 03
President's discretionary fund established	27 Oct. 1967, p.2
Publications budget established as a separate budget	31 May 1996, p. 16
Publications budget to include part or all of MCB	31 May 1996, p. 16

Publications budget incorporated into general operating budget	25 Sept. 1998, p. 5
Publications Fund established outside of operating budget to cover publications expenditures	6 Feb. 1996, p.19
Requests for funds to be fully explained & documented by requestor	28 Feb. 1983, p.4
Reserve an amount equal to 60% of the operating budget	20 Feb. 1990, p.6
Relationship of rule to Permanent Fund	12 June 1992, p.11
Reserve fund see RESERVE FUND	
Restructure, committee, US-RISM, US-RILM lines	31 May 1996, p.10
Summary to appear annually in Notes	27 Oct. 1967, p.2
Also in Newsletter	2 June 1995, p.13
Spending policy should be uniform for all temporarily restricted award and endowment funds, unless directions exist from original donors. Unless otherwise stipulated for a particular fund, MLA will use up to 4.5% of the assets in any award or endowment fund to fund the corresponding award or program, i.e., MLA will fund the awards based on a formula of spending not to exceed 4.5% of the assets in each fund, calculated by averaging the December 31 value of the fund over the past 5 calendar years. The amount of the award may be less than the maximum 4.5%. The same policy will guide spending from endowment funds other than the MLA Fund	Sept. 2012, 09.g
Surplus operating budget funds to be called Operating Budget Reserve	1 Oct. 1993, p.3
Those receiving appropriations to be informed of only their line and sublines	13 Oct. 1984, p.4
BUSINESS MEETING	
Business may be transacted at any national meeting	4 Feb. 1970, p.4
Minutes	
Available from Executive Secretary	14 April 1972, p.5
Available from Recording Secretary	13 July 1966, p.1
BUSINESS OFFICE	
see also	ACADEMIC SERVICES, INC. (June 1983 - Feb. 1979)
	MULTISERVICE MANAGEMENT CO. (Feb. 1979 - Feb. 2001)
	A-R EDITIONS (Feb. 2001 -)
A-R contract ratified	20 Feb. 2001 p.11
A-R contract addenda assigning most fiscal accounting responsibilities	17 Feb. 2002, p.3
Holds Approved Vendors List and checks it as requests for payment are made	May 2013, 09.g
MLA required to pay its IAML dues in March; Business Office required to submit the names of US members of IAML to the central IAML office by April, before IAML's annual vote	Sept. 2012, 11

Monographic series agreements to be amended by A-R so that both editors and authors are paid at the point of publication; A-R to advance author and editor payments against future royalties to MLA, as prepayment against projected income	Sept. 2011, 09.g
MOUG: Have A-R specify programming costs for MOUG registration and invoice MOUG for their share, starting in 2013	May-June 2012, 04
Negotiation team authorized to negotiate a letter of agreement with an association management firm	4 Nov. 1978, p.2
ditto	1 Oct. 1999, p.13
Operations Search Committee appointed to find alternatives for	26 Feb. 1978, p.8-9
Photocopying and mailing of Job List to be handled by	2 June 1995, p.9
Routine publicity to be handled by	24 April 1977, p.10
SLA	
Negotiations terminated	26 Feb. 1978, p.6
Terms of contractual agreement for business operations specified	24 April 1977, p.8
ditto	11 Nov. 1977, p.6
CALENDAR	
Attached to Administrative Structure, as Appendix	6 June 2007, p.3
Mailed to Archives and Board members only, and to others on request	25 Sept. 1998, p.5
President to prepare	11 Nov. 1977, p.8
To be conflated with Convention calendar	22 Feb. 2000, p.11
CALIFORNIA CHAPTER	
see CHAPTERS	
CAREER DEVELOPMENT AND SERVICES COMMITTEE	
Established	Feb. 2009, XIV.B
CATALOGING AND CLASSIFICATION COMMITTEE	
Reporting structure of representatives to other organizations	25 Feb. 1980, p.4
CATALOGING AND METADATA COMMITTEE (CMC)	
Content Standards Subcommittee	
created	Feb.-Mar. 2015, 09.c
created from restructuring of Bibliographic Control Committee	Feb.-Mar. 2015, 09.c

Encoding Standards Subcommittee	
created	Feb.-Mar. 2015, 09.c
Vocabularies Subcommittee	
created	Feb.-Mar. 2015, 09.c
CHAPTERS	
Activities encouraged by Board	18 Jan. 1967, p.3
Annual reports	
Available from Executive Secretary	14 April 1972, p.5
To be published in Newsletter	10 Feb. 1987, p.3
Archives should be deposited	27 Oct. 1967, p.3
Arkansas and Puerto Rico part of Southeast Chapter	4 Oct. 1985, p.4
Best of Chapters added to administrative structure as an awards committee	8 Oct. 2004, p. 4
Best of Chapters awards do not require Board approval	Sept. 2011, 09.a.v
Best of Chapters trial session at 2000 meeting	21 May 1999, p.5, 16
ditto	22 Feb. 2000, p.6
Board	
Liaison responsibilities of those other than Vice Pres./Past Pres.	2 June 1984, p.9
Not to interfere in local nominations	24 April 1977, p.5
To encourage chapter activities	18 Jan. 1967, p.3
Vice Pres./Past Pres. As chapter coordinator	1 Feb. 1982, p.5
Attend meetings	1 June 1990, p.4
Responsible for chapters	25 Oct. 1968, p.3
California Chapter established, from merger of Northern and Southern California Chapters	10 Dec. 2012, 3
Call for annual reports to come from Planning Reports Officer, with reports to be sent both to the Planning/Reports Officer and the Vice President/Past President	Sept. 2011, 09.1
Chairs listserve	22 Feb. 2000, p.6
Chairs must be MLA members	26 Feb. 1980, p.4
Chairs to receive Administrative & Committee Structure	1 June 1985, p.2
Dues structures to be compiled and made known	16 Aug. 1977, p.4
Establishing a chapter	[.....]
F.E.I.N. numbers	9 Feb. 1988, p.3
Gopher for MLA documents	
MLA Executive Secretary should be informed of what is included	23 Sept. 1994, p.6

Permission not needed for chapter to establish	23 Sept. 1994, p.6
Reaffirmed; also listservs	7 Feb. 1995, p.8
Legal implications of chapter activities	3 May 1968, p.2
Letterhead offered	20 Jan. 1966, p.3
Meeting in conjunction with MLA	25 April 1969, p.3
Meetings during MLA	7 Feb. 1995, p.8
Meetings scheduled during MLA	21 May 1999, p.5
ditto	22 Feb. 2000, p.6
Membership	
Members may belong to the chapter(s) of their choice	24 April 1977, p.5
MLA membership a requirement	23 April 1966, p.1
MLA membership not a requirement	11 Nov. 1977, p.8
Merger of Chesapeake & Pennsylvania chapters form Atlantic chapter	21 May 1999, p.5
National meeting folders to be received	11 Nov. 1977, p.5
New England Directory approved	4 Feb. 1975, p.4
Newsletters to be sent to board members	5 Feb. 1979, p.5
Project funding	
Application process formalized	25 Sept. 1992, p.15
Board approval of proposals required	9 Feb. 1988, p.3
Guidelines expanded	18 Feb. 1992, p.5
Publications	
Excepting directories and newsletters, "official" pubs, to be sent to chair of	
Publications Committee as information	18 Feb. 1987, p.7
Permission to publish	18 Jan. 1967, p.3
Permission not needed for brochures, but copies should be sent to appropriate MLA officers	7 Feb. 1995, p.8
Publications no longer require approval of Publications Chair	June 2009, IX.L
Revised policy adopted	16 Aug. 1975, p.2
Tax-exempt status	18 Feb. 1984, p.3
F.E.I.N. numbers	9 Feb. 1988, p.3
Application signed	1 June 1990, p.4
Fee required	25 Sept. 1992, p.3
Group exemption granted	4 June 1993, p.3
Vice Pres./Past-Pres. responsible for chapters	25 Oct. 1968, p.3
Attends meetings	1 June 1990, p.4

Chapter coordinator	1 Feb. 1982, p.5
CHECKING ACCOUNT	
Awards budget income will include half of interest earned on checking acct.	12 June 1992, p.11
Emergency borrowing from Hill Fund	3 May 1968, p.1
Located with Executive Secretary	27 Oct. 1967, p.2
MLA fee for bouncec checks	10 Feb. 1987, p.5
MLA to maintain checking and savings accountns	19 Sept. 1980, p.4
Pres. & Tres. May sign checks	31 Jan. 1977, p.6
ditto	24 Apr. 1977, p.3
ditto	11 Nov. 1977, p.8
Telephone transfer account approved	20 July 1976, p.2
UStTrust account closed out	9 June 2000, p.2
CIP INFORMATION	
Executive Secretary files for all MLA publications	26 Feb. 1978, p.4
CITATIONS	
Criteria	13 Nov. 1970, p.5
ditto	6 June 1986, p.4
ditto	5 Oct. 1990, p.5
Life membership for recipients	23 April 1966, p.1
No budget for 1981	19 Sept. 1980, p.4
Pres. writes text or has it written	4 Oct. 1985, p.7
Awardee notified in advance of the annual meeting	13 Oct. 2016 (exec. Session)
CLEARINGHOUSE	
Board grants permission to establish	12 Feb. 1991, p.4
CNLIA	
MLA will drop membership	3 June 1994, p.9
CODE OF CONDUCT	
created	Jan-Feb. 2018, 0c

COLLEGE MUSIC SOCIETY

To be offered MLA mailing list at discount price 23 Sept. 1994, p.6

COMMITTEES

see also Names of individual committees

Ad hoc committee to review structure and charges 2 March 1985, p.8

Annual reports

Call for annual reports to come from Planning Reports Officer, with reports to be sent both to the
Planning/Reports Officer and the Vice President/Past President September 2011, 03

Due in mid May, to go up on MLA web site and be distributed by President to Board Feb. 2009, XV.C

Required in writing 20 Jan. 1966, p.1

To be published in Newsletter 10 Feb. 1987, p.3

Board reaffirms that President appoints members of committees and subcommittees 9 Feb. 1981, p.3

President appoints subcommittee members according to the procedures for committees Sept. 2011, 03

Board reports: required only when Board Action Required Feb. 2009, XV.C

Chair appointment letters copied to Treasurer/Executive Secretary and Report Gatherer by President 23 May 2006, p.4

Chair appointment letters provide information on type of item needing Board action 7 June 2007, p.7

Chair appointments to be announced selectively on MLA-L by President 30 May 1997, p.6

Chairs normally serve no more than 4 consecutive years 30 May 1997, p.1

Chairs to receive Administrative & Committee Structure 1 June 1985, p.2

Changes in status to be reported by Pres. 1 Oct. 1993, p.11

Charges

Policies established for collection and publication 4 June 1993, p.12

To be included in Handbook and/or Membership Handbook 1 Oct. 1993, p.11

Committee Handbook Template approved Sept. 2011, 09.1.ii

Encouraged to develop programs in coop. with the Program Committee; costs part of convention budget 3 June 1988, p.8

Establishment: Members at large may recommend establishment of committees additional to those
specified in the Administrative Handbook, with the full Board finalizing such establishment Sept. 2011, 03

Ex-officio members: MLA will explicitly indicate the voting status of ex-officio members in official documents May 2010, III

Inactive members policy reaffirmed 6 Oct. 2000 p.11

Ongoing members of the Administrative Structure that have not renewed their association membership 14-15 Oct. 2017, 04

30 days after the start of the membership year will be removed and replaced by the President

Members and chairs must be current MLA members 6 Oct. 2000 p.10

Members serve 4 years or as long as actively contributing	30 May 1997, p.1
Members may be reappointed after being off a committee for one year	5 June 2004, p. 1
Motion to limit membership to same maximum time as chair defeated	18 Feb. 1987, p.7
New members: one combined call per year by Planning and Reports Officer, in late fall-early winter	May 2010, IX.L
Project reports: MLA editors have first option to publish	9 Feb. 1986, p.8
Questionnaires	
Board approval necessary	24 April 1977, p.10
Costs to be budgeted	13 April 1973, p.4
Roles of subcommittees and joint committees clarified	25 Feb. 1980, p.7
Reports to be made for each Board meeting	11 Feb. 2003, p.8
Standing	
Excepting Finance, chairs to report in writing to Pres. prior to each board meeting	4 Oct. 1985, p.8
Reports required for Board meetings only when Board Action Required	Feb. 2009, XV.C
Subcommittees are responsible to and report to the parent committee	Sept. 2011, 03
Task Force on Committee Structure	
Preliminary discussion	25 May 2006, p.9
Established	24 Sep. 2006, p.11
Recommendations accepted	12-13 June 2008, p.10
Term limits for members and chairs	6 Oct. 2000 p.10
Term limits allow additional four years of service as chair	11 Feb. 2003, p. 8
Terms of incumbencies for chairs	4 Nov. 1982, p.4
Written records to Archives	29 Jan. 1969, p.1
CONSTITUTION & BY-LAWS	
Printed annually with the Membership List	16 Aug. 1977, p.2
CONTENT STANDARDS SUBCOMMITTEE	
see CATALOGING AND METADATA COMMITTEE	
CONTRIBUTIONS	
see also AWARDS; DEVELOPMENT	2 March 1985, p.2, 4
Acknowledgment	10 Feb. 1987, p.2
ditto	25 Sept. 1992, p.5
ditto	10 Feb. 1987, p.2

Contributions to existing funds and newly established named or targeted funds to be categorized as unrestricted	
or temporarily restricted asset types	Feb. 2011, IX.G
Donors of \$1,000 or more named patrons	7 Feb. 1995, p.13
List of contributors to be published in annual meeting program book and membership handbook	7 June 2003, p.7
No longer included	28 June 1967, p.1
Place for on dues invoice	12 June 1992, p.15

CONVENTION MANAGER

Convention manager functions assigned to business office	12 June 1981, p.3
May arrange for designated convention airline	23 Sept. 1994, p.8
Encouraged to do so	2 June 1995, p.9
Outside groups meeting concurrently to be offered services of convention manager,	
listing in our program	10 Feb. 1987, p.8
Preliminary workshop budget goes to Convention Manager and Program Chair for review before spring Board	
meeting, with a final budget going to Fiscal Officer for spring Board meeting	Sept. 2011, 03
Professional convention management to be investigated	23 Sept. 1994, p.11(?)
Responsible for maintaining and reporting convention statistics	10 Oct. 2003, p.6
Responsible for meeting rooms at national meetings	5 Feb. 1979, p.3
Responsible for official MLA exhibits at events other than our own national meetings	11 Nov. 1977, p.8
To deposit registration packet material in Archives	1 June 1985, p.3
To receive copies of all documents relating to convention matters	23 Sept. 1994, p.8
Travel expenses reimbursed from convention budget	11 Nov. 1977, p.8
ditto	8 June 2001, p.23
see also TRAVEL FUNDS - REIMBURSEMENT	

CONVENTION MANAGER, ASSISTANT

Position established	14 March 1989, p.4
Responsible for updating Convention Manual	23 Sept. 1994, p.15
Travel reimbursement	
see TRAVEL FUNDS - REIMBURSEMENT	

CONVENTIONS

see also PROGRAM CHAIR; PROGRAM COMMITTEE	
ALA members not charged to attend	23 June 1971, p.4

After 1979 not to be held in states that have not ratified the Equal Rights Amendment	26 Feb. 1978, p.1
Annual conference survey to be managed by Planning Committee, and guidelines for reporting results established	Sept. 2012, 09.1.2
Attendee list rental okayed for one-time use by vendors, fee set at \$200	Feb. 2012, 09.g
Awards announced at banquet, effective 2013	Sept. 2012, 04
Banquet charge included in registration fee	9 Feb. 1986, p.11
Budget see also CONVENTIONS-TRAVEL FUNDS	
Committees and officers requiring exhibit space must include cost in budget proposals	Feb. 2009, IX.C
Convention budget and operating budget to be set at spring Board meeting	Feb. 2011, IX.G
Convention budget expenses that are operational in nature transferred to operational budget: power and Internet for Board meetings, donors' reception, Board breakfasts, officer room charges. Expenses for events for conference attendees retained in convention budget: 1st-time attendees reception, committee/roundtable/chapter breakfasts, et al.	June 2011, 08.b
Convention program budget, including funding for external speakers, audio-visual and Internet services, and a set number of meeting rooms and equipment setups, to be set as part of the general budget at the spring Board meeting	Sept. 2010, VIII.B
Final report to be required	20 July 1976, p.3
Financial account of local arrangements to Treasurer	29 Jan. 1969, p.1
First Time Attendees reception funding: see WICKER FUND	
Honoraria guidelines for outside speakers established	12 June 1992, p.12
ditto	19-24 Feb. 2008, p. 6
Hotel contracts (copies of) to be sent to Finance Committee	21 February 2006, p. 7
Lines created for automation consultant & liability insurance	1 Oct. 1999, p.8, 10
Lines created for MLA Big Band	27 Feb. 2007, p.6
MOUG and AMS get gratis exhibit tables at annual meeting	Feb. 2009, IX.C
New Members Reception included in budget	6 June 2007, p.5
Preliminary program printing and mailing an operating expense not a convention expense	14 April 1972, p.2
Preliminary proposals for plenary sessions must include budget outline	23 Sept. 1994, p.11
Preliminary versions of budget	2 April 1971, p.3
Submitted by Local Arrangements and Program committee chairs to board at specific times	30 Sept. 1979, p.4
Submitted to Convention Manager with copy to Treasurer	30 Sept. 1979, p.4
Preliminary workshop budget goes to Convention Manager and Program Chair for review before spring Board meeting, with a final budget going to Fiscal Officer for spring Board meeting	Sept. 2011, 03
Proposal for a discretionary line defeated	18 Feb. 1984, p.4
Program booklet inserts may be sold	11 Feb. 2003, p 5

Program booklet (two copies) go to Archives from printer	21 Feb. 2006, p.11
Program Committee may request travel, lodging, and honoraria for plenary session speakers who are not MLA members during the annual meeting. In some circumstances, MLA may offer travel and lodging to non-MLA speakers at non-plenary program sessions. Request at Spring Board meeting via Convention Managers, part of convention budget.	4 Dec. 2013, 02
Refund policy for non-attendees	13 April 1973, p.1
Revised - no refunds	27 Sept. 1991, p.9
Revised – limited refunds	24 May 2006, p.7
Revised – convention manager discretion	10-12 Sep., 2008, p.7
Revised- discretion of Convention Manager, emergency situations only, 20% of fees retained to cover transaction costs (supersedes all previous policies)	March 2016, 08.b
Revised- refund requests must be received in writing by last day of meeting; response to be given no later than 30 days after meeting	Jan-Feb. 2018, 08.b
Requests for extraordinary expenditures to be submitted to board	20 July 1976, p.3
Separate line for conventions	31 Jan. 1977, p.2
Should cover costs or generate surplus	1 March 1994, p.14
When due board for preliminary and final approval	13 Oct. 1984, p.5
Committees limited to two scheduled meetings	31 May 1991, p.10
Communication of costs	
Estimated registration cost and hotel rate via MLA-L in summer	6 June 2007, p.6
Documents relating to convention matters to be copied to convention manager	23 Sept. 1994, p.8
Equipment request policy established	12 June 1992, p.13
Conference websites to be hosted within MLA's technical infrastructure	Feb. 2011, IX.L
Advertisements on conference website allowed	Sept.-Oct. 2014, 09.t
Corporate members cannot submit program proposals	May-June 2012, 03
Exhibits	
Cancellation fee endorsed	22 Feb. 2000, p.9
Cancellation policy revised	4 June 2005, p.8
Cancellation deadline and cancellation fee policy revised	Feb.-March 2013, 09.g
Fee for tables	2 June 1984, p.7
Fee structure revised	31 May 1991, p.15
Fee to distribute material of non-exhibitors	14 April 1972, p.3
Official MLA exhibit responsibility of Convention Manager & Exhibits Director	11 Nov. 1977, p.8
Online registration for exhibitors to be implemented at 2013 conference	Feb. 2012, 08.b

Student registration fee partly waived to help out	9 Feb. 1986, p.11
Fund raising for conferences will be the responsibility of the Local Arrangement Committee	31 May 1991, p.15
Guidelines for preparing an invitation to host an annual meeting	10 Feb. 1987, p.8
Handbook established	25 Oct. 1968, p.3
HelmsBriscoe and ATC: engaged their services through 2014 meeting	Sept. 2011, 08.b
HelmsBriscoe and ATC: continue working relationship through 2015 site selection	Feb. 2012, 08.b
HelmsBriscoe: continue working relationship through 2017 conference	Feb.-March 2014, 08.b
Internet connections	[.....]
Canned presentations rather than live connections preferred for program sessions	6 Feb. 1996, p.12
Reaffirmed	28 Jan. 1997, p.15
ditto	30 May 1997, p.10
Late registration fee	10 Feb. 1987, p.5
Livestreaming of	
fee to access first applied	21-26 Feb. 2017 0c
Institutional rate established	Jan-Feb. 2018, 08.b
Local Arrangements Committee Chair	
Assistant Planning and Reports Officer is ex-officio member	Feb. 2009, XV.C
Responsible for duplication of papers for meetings	27 Jan. 1971, p.2
Serves on Program Committee as ex officio member	5 June 2004, p. 1
Should be in the city of the convention	25 Feb. 1980, p.2
Local Arrangements site	
Archive/maintain online these required minimum elements of the LAC site: program, any submitted presentation materials/handouts, convention contacts (LAC, program committee, convention managers	May-June 2012, 09.k.iii
Include a list of convention contacts (LAC, program committee, convention managers) as a required section of LAC websites	May-June 2012, 09.k.iii
Meeting room requests to be submitted to the Convention Manager	5 Feb. 1979, p.3
MLA members' travel companions at receptions and programs	17 Feb. 2002, p.7
MLA members' travel companions: delete all mention from MLA handbooks	Feb.-March 2013, 09.g
MOUG: Have A-R specify programming costs for MOUG registration and invoice MOUG for their share, starting in 2013	May-June 2012, 04
Non-member registrants receive MLA membership for the remainder of the membership year	Sept. 2010, IX.L
Official airline may be designated	23 Sept. 1994, p.8
Persons registered as Accompanying Persons are eligible to attend all events at the Annual Meeting; the Accompanying	

Person conference registration rate is available to non-MLA members only	Feb.-March 2013, 09.g
Poster sessions	
To have trial at 1997 meeting	29 Sept. 1995, p.13
Annual offering at discretion of Education Committee	10 Feb. 1998, p.10
Responsibility moved to Program Committee	Feb. 2011, IX.N.i
Program booklet: implement mobile app (Guidebook) for 2013 program booklet information	14 Nov. 2012, 1
Program final copy to be reviewed by Exec. Sec., Program Chair, and President	7 Feb. 1995, p.13
Reduced Registration Program under auspices of Membership Committee	24-25 May 2017, 09.k
Registration fee established for paraprofessionals	June 2011, 09.g
Registration folder including all handouts sent to each chapter	11 Nov. 1977, p.5
Registration folder attendee list should not include mailing addresses	3 June 1994, p.6
Site contracts will not be made in jurisdictions that exclude groups from discrimination claims or condone discrimination	3 June 1994, p.15
Site selection model amended: MLA will specify a region, ask HelmsBriscoe to investigate hotels, and approach chapter(s) to host	Sept. 2012, 08.b
Speakers who are not MLA members may be offered honoraria and be reimbursed for expenses	14 Oct. 1988, p.8
Guideline for honoraria established	12 June 1992, p.12
ditto	19-24 Feb. 2008, p. 6
Speakers who are not MLA members receive gratis registration, not including banquet	Sept. 2009, IX.M.1
Statistics to be maintained and reported to board by Convention Manager	23 Sept. 1994, p.11
Summer meetings discontinued after referendum	31 Jan. 1977, p.3
Taping	
Arrangements to be made by Local Arrangements Committee	3 June 1988, p.10
Of selected sessions endorsed	9 Feb. 1986, p.12
ditto	10 Feb. 1987, p.9
To be taped and placed in Archives	31 Jan. 1968, p.2
Ceased taping	23 June 1971, p.4
ditto	12 June 1992, p.10
To be publicized nationally	11 Nov. 1977, p.2
Travel funds	2 April 1971, p.3
Convention Manager & Exhibits Director subsidy from convention budget	11 Nov. 1977, p.8
For participants	30 Sept. 1979, p.4
Program chair subsidy from convention budget	11 Nov. 1977, p.8
Speakers' travel	27 Jan. 1971, p.3

ditto	2 April 1971, p.3
ditto	12 June 1992, p.12
ditto	19-24 Feb. 2008, p. 6
User Groups	
Use of equipment, hotel space	27 Feb. 2007, p.6
Wrap-up session at end	6 June 1986, p.5
Reaffirmed	27 Sept. 1991, p.11
Dropped	4 June 1993, p.10

COPYRIGHT

ARL Fair Use Statement endorsed	29 Sept. 1995, p.16
Assignment	9 Feb. 1981, p.3
Copyright Subcommittee of Legislation Committee appointed	17 Feb. 2002, p.3
Executive Secretary files copyright registrations for MLA publications	26 Feb. 1978, p.4
Legislation Committee to define "diligent search" for claimant	18 Feb. 1987, p.8
Legislation Committee to prepare position statement on copyright and fair use	7 Feb. 1995, p.16
Approved	6 Feb. 1996, p.14
Legislation committee to write pamphlet on the law and music, reproduction of copyrighted music	18 Feb. 1987, p.8
MLA joins Digital Futures Coalition	26 Sept. 1997, p.15
MLA joins Library Copyright Alliance in response to Digital Millennium Copyright Act	21 Feb. 2006, p.4
Music Cataloging Bulletin	27 June 1972, p.2
National Humanities Alliance principles endorsed	26 Sept. 1997, p.8
Notes	31 Jan. 1968, p.1
Orphan Works discussion, MLA to participate	23 Sept. 2005, p.8
Website editor to receive honorarium	11 Feb. 2003, p.7

CORAL, LENORE ENDOWMENT FUND

Renamed from US-RILM Endowment Fund	21 Feb. 2006, p.10
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CORAL, LENORE F. IAML TRAVEL GRANT

Lenore F. Coral IAML Travel Grant Committee added as an MLA awards committee; the award to be offered every other year; fundraising activities of the committee directed by the MLA Development Officer	June 2011, 09.1
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CORPORATE MEMBERSHIP

see MEMBERSHIP IN MLA	
DASNET	
Accounts activated for Pres. and Treas.	22 Sept. 1989, p.2
DENA EPSTEIN ENDOWMENT FUND	
see EPSTEIN AWARD	
DEVELOPMENT	
see also CONTRIBUTIONS	
Fund raising	1 June 1990, p.5
Campaign guidelines established	12 June 1992, p.9
Do not cap award funds when goals are reached, as earning fluctuate; continue to list all awards on	
fund-raising materials	Sept. 2012, 09.g.2
Founders Circle established, for legacy/planning giving	May-June 2012, 09.d
Targets	10 Feb. 1987, p.5
Gifts	
President acknowledges \$100 and above	2 March 1985, p.4
Recording and acknowledgment	10 Feb. 1987, p.2
ditto	2 March 1985, p.4
ditto	25 Sept. 1992, p.5
Maintain current membership levels	1 June 1990, p.5
DEVELOPMENT COMMITTEE	
Administrative Officer and Asst. Administrative Officer no longer ex-officio on Marketing Subcommittee	May-June 2014, 13.b
Chair need not be Member-at-Large; Member-at-Large to serve on committee	1 June 1985, p.5
Diversity Scholarships Subcommittee established	May-June 2014, 12.c
dissolved	24-25 May 2017, 08.c
Donation level categories revised & ranges established	21 May 1999, p.9
Goals and priorities	13 Oct. 1987, p.4
Marketing Subcommittee established	31 May 1996, p.8
Marketing Subcommittee renamed Promotional Sales Subcommittee	date unknown
Marketing Subcommittee Chair serves ex officio on Development Committee	May 2013, 09.d.i
Membership Subcommittee	[.....]

Promotional materials to be created by Publicity and Outreach Officer and Outreach Committee, not Development Committee	Sept. 2011, 03
Promotional Sales Subcommittee renamed Marketing Subcommittee	May 2013, 09.d.i
Re-open MLA Shop to sell CafePress items only; Marketing Subcommittee authorized to open CafePress account on a trial basis and to select merchandise	May 2013, 09.d.i
To offer new program for members to give in honor of long-term members	4 June 2005, p.13
To solicit new members via MLA-L posting at least twice per year	2 June 1995, p.9
Changed to separate committee	29 Sept. 1995, p.12
To plan a fundraising feasibility study	2 June 1984, p.4
Vice Pres./Past Pres. to serve ex-officio representing chapters	4 Oct. 1985, p.5
DEVELOPMENT FUND see RESERVE FUND	
DEVELOPMENT OFFICER	
Position established	25 May 2006, p.12
Honorarium set	22 Sept. 2006, p.7
Ex-officio member of Local Arrangements Committee	19-24 Feb. 2008, p. 5
Travel reimbursement see TRAVEL FUNDS - REIMBURSEMENT	
DIGITAL AUDIO TASK FORCE	
Established and charged	June 2009, IX.R.1
DIGITAL FUTURES COALITION	
MLA joins	26 Sept. 1997, p.15
DIGITAL HUMANITIES ROUNDTABLE	
Established	27 August 2013, 05
DIGITIZED MUSIC MATERIALS, WORKING GROUP ON	
Established	21 Feb. 2006, p.10
DISTINGUISHED SERVICE AWARD	
Established	20 Feb. 1990, p.9

Name changed to "Special Achievement Award" which see	5 Oct. 1990, p.5
DIVERSITY AWARD	
Committee established	24-25 May 2017, 0a
Award criteria and procedures approved	24-25 May 2017, 0b
DIVERSITY & INCLUSION INITIATIVE (DII)	
see ARL	
DIVERSITY SCHOLARSHIP	
Established	8 Dec. 2014, 3
Subcommittee dissolved	24-25 May 2017, 08.c
DOCUMENT DELIVERY OF NOTES ARTICLES	
see NOTES—DOCUMENT DELIVERY	
DONATIONS	
see CONTRIBUTIONS; DEVELOPMENT	
DUCKLES AWARD	
Award amounts to fund research (Bradley, Epstein, Gerboth) are set at the Board's meeting at the annual conference; publication, scholarship, and all other award amounts are set at the Board's May/June meeting	May-June 2012, 09.g
Annual book award named in his honor	8 Oct. 1986, p.6
Award notification letter: copy to publisher, and should suggest donation of copy to MLA archives	3 June 1994, p.14
Endowment campaign authorized	12 June 1992, p.7
Fund	
Goal and patron levels set	2 Feb. 1993, p.7
To be made self-supporting	23 Sept. 2005, p.6
DUES	
see also MEMBERSHIP IN MLA	
\$5 late payment fee charged agencies	10 Feb. 1987, p.2
Chapter dues structures to be compiled and made known	16 Aug. 1977, p.4
Contributions provided for on dues invoice	28 June 1967, p.1

ditto	12 June 1992, p.15
Delinquents	
Institutions: 1 year & 30 days	29 Jan. 1969, p.1
1 issue + program/ballot mailing	10 Feb. 1987, p.2
ditto	4 June 1993, p.10
Members: 2 issues	10 Oct. 1969, p.1
3 free issues for 1 year	4 Feb. 1970, p.1
Dues set at spring Board meeting as part of the annual budgeting process, along with Notes subscription rates	March 2010, IX.H
Membership cards abandoned	17 April 1970, p.1
Reduced rates for retired members	24 April 1977, p.1, 10
Refunds not given for partial year subscriptions	4 Feb. 1975, p.2
Subscriptions to Notes eliminated	16 Oct. 1964, p.1
E-COURSES	
see also ALA EDITIONS, WEBINARS	
Creator/developer of e-course differentiated from instructor; honorarium for developer is passthrough from ALA Ed.	Jan-Feb. 2018, 12.c
EDITORS	
Annual reports due in mid-May, to go up on MLA web site and be distributed by President to Board	Feb. 2009, XV.C
Call for annual reports to come from Planning Reports Officer, with reports to be sent both to the Planning/Reports Officer and the Vice President/Past President	September 2011, 03
Board reports: required only when Board Action Required	Feb. 2009, XV.C
Honoraria Implementation II scheme as proposed by the Special Officers and Editors Honoraria Task Force accepted and implemented	Feb.-March 2014, 13.b
Term: one year, subject to annual evaluation	June 2009, IX.L
Term: five years, subject to annual review	Sept. 2009, IX.P
EDUCATION COMMITTEE	
Charge revised	24-25 May 2017, 09.g
Committee structure changed	8 June 2001, p.11
EOP (Educational Outreach Program) made a subcommittee of the Education Committee	Sept. 2011, 09.1.i
Subcommittee dissolved, members now part of Education Committee	24-25 May 2017, 09.g
EOP Chair is member of the Education Committee	Feb.-March 2014, 09.f
Library School Liaison Subcommittee dissolved	Feb. 2009, XIV.B

Outreach Subcommittee established	31 May 1996, p.13
Outreach Subcommittee dissolved	Feb. 2009, XIV.B
Publicity Officer	16 March 1999, p.7
Made ex-officio member of Education Committee	
Standing committee established	24 May 2006, p.7
To produce and distribute "Directory of Education for Music Librarianship" at cost	2 March 1985, p.7
Directory to be distributed by Executive Secretary	June or Sept. 1987?

ELECTIONS

see also BALLOTS	
Board election results will be announced as soon as votes are tabulated, rather than at business meeting	Sept. 2010, XIV.D
For electronic votes, one-month voting period will remain the same as in past elections, to accommodate paper ballots, and will be announced on MLA-L and posted on the MLA site	Sept. 2010, XIV.D
Position statements from pres. candidates	20 Feb. 1990, p.4
Position statements from pres. candidates	27 Sept. 1996, p.9
Potential candidates strongly encouraged not to run for positions in two professional organizations simultaneously	May 2013, 13.c

ELECTRONIC ACCESS TO NOTES see NOTES

ELECTRONIC REFERENCE SERVICES SUBCOMMITTEE

Name changed from Online Reference Services Subcommittee	30 May 1997, p.13
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EMERGING TECHNOLOGIES COMMITTEE

Established	Feb. 2009, XIV.B
System User Groups to report on attendance numbers and attendance of ILS representative to ETSC member who coordinates system user groups, who then reports to Board	May 2013, 13.b
System User Groups no longer under this committee, now considered as Roundtables	13 Oct. 2016, 0.b

EMPLOYMENT

Grievance procedures, MLA not involved in	30 Jan. 1974, p.4
No officer may speak on behalf of MLA when recommending someone for a position	5 Feb. 1979, p.6
No submission of names or recommendations may be made	11 Nov. 1977, p.8

ENCODING STANDARDS SUBCOMMITTEE

see CATALOGING AND METADATA COMMITTEE

ENDOWMENTS

see also ASSETS; INVESTMENTS

Special Gift Endowment Fund established 20 Feb. 1990, p.6

Donations of \$50,000 or over can be permanently restricted 24 Sept. 2006, p.11

EOP (EDUCATIONAL OUTREACH PROGRAM)

EOP (Educational Outreach Program) made a subcommittee of the Education Committee Sept. 2011, 09.1.i

Subcommittee dissolved, members now part of Education Committee 24-25 May 2017, 09.g

EPSTEIN AWARD

Dena Epstein Endowment Fund established to support research in American music 7 Feb. 1995, p.12

Award amounts to fund research (Bradley, Epstein, Gerboth) are set at the Board's meeting at the annual conference;
publication, scholarship, and all other award amounts are set at the Board's May/June meeting May-June 2012, 09.g

Award for Archival and Library Research in American Music [.....]

Award guidelines to be passed from outgoing MLA President to incoming President, per original
fund guidelines Feb. 2012, 06

Award procedures clarified 6 Feb. 1996, p.13

For purposes of the award, "American music" defined as music directly relating to or with some
direct connection to the United States of America Sept. 2011, 09.a.ii

Recipient to be notified soon after fall Board meeting 6 Feb. 1996, p.13

To be made self-supporting 23 Sept. 2005, p.6

EQUAL RIGHTS AMENDMENT

National meetings not to be held after 1979 in states that have not ratified amendment 26 Feb. 1978, p.1

ETHNIC AND RACIAL DIVERSITY COMMITTEE

Established May-June 2014, 12.c

EXECUTIVE SECRETARY

see also TREASURER/EXECUTIVE SECRETARY; ADMINISTRATIVE OFFICER

Checking account located with 27 Oct. 1967, p.2

Committee be appointed to review the position 19 Sept. 1980, p.3

Distributes copies of Handbook to new officers and committee chairs	26 Feb. 1978, p.4
Distributes current budget, minutes of four previous Board meetings, index to Board policies, and Administrative & Committee Structure to newly-elected Board members	26 Feb. 1978, p.4
Evaluated by President annually	5 Nov. 1983, p.1
Evaluation procedures revised	2 Feb. 1993, p.6
Files copyright registration and CIP information for MLA's publications	26 Feb. 1978, p.4
Honorarium	28 Dec. 1964, p.3
ditto	26 Feb. 1978, p.10
ditto	4 Nov. 1982, p.2
Job description	16 Oct. 1964, p.2
Maintains file of minutes, chapter reports	14 April 1972, p.5
Position still necessary	12 June 1981, p.3
Office to be subsumed into new Treasurer/Executive Secretary position	June 2000, p.14
Oversees publications' observance of MLA calendar, reports problems to Publications Committee chair	7 Feb. 1995, p.14
Receives and forwards exchange issues of publications	14 Oct. 1988, p.3
References to revised to Treasurer/Executive Secretary in Administrative Handbook	21 Sept. 2001, p.1
Responsible for distribution of brochures	14 Oct. 1988, p.5
Reviews final program copy	7 Feb. 1995, p.13
Reviews press releases	7 Feb. 1995, p.14
Term limited in principle to 4 years	4 Nov. 1982, p.4
To be asked if wishes reappointment	30 Jan. 1974, p.4
Travel reimbursement	25 June 1973, p.2-3
ditto	19 Sept. 1980, p.4
Travel reimbursement	
see TRAVEL FUNDS - REIMBURSEMENT	

EXHIBITS

MLA need not exhibit at same meetings every year	27 Sept. 1996, p.9
MLA to continue exhibiting at ALA summer	26 Sept. 1987, p.4
Affirmed; consider joining Affiliates' table at mid-winter	28 Jan. 1997, p.10

EXTERNAL AGENCIES

Contacts with, and requests for funding to be channeled through Board	2 June 1995, p.16
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FACILITIES COMMITTEE	
Dissolved	Sept. 2010, XIII.C
FACULTY STATUS FOR LIBRARIANS	
Endorsed concept	30 Jan. 1974, p.3
FCAS see FIDELITY CHARITABLE ADVISORY SERVICES	
FEES FOR WORKSHOP LEADERS	
May be paid regardless of MLA membership	2 June 1995, p.12
FIDELITY CHARITABLE ADVISORY SERVICES	
Asset Management Services (FAMS) handling MLA accounts	16 March 1999, p.12
[Not in minutes; see Investments Subcommittee full report]	
Quarterly payments to be taken from the operating budget, not the fund	10 Oct. 2003, p.7
To manage portions of General Endowment and Awards Funds	30 May 1997, p.9
FINANCE COMMITTEE	
see also AUDIT COMMITTEE; BUDGET	
Charged to study time period of fiscal year	19 Sept. 1980, p.5
Distribution of budget document or portions thereof	13 Oct. 1984, p.4
Evaluates requests for funds and presents them to board	24 April 1977, p.1
Fifth member may not be Vice Pres. alternating with presidential appointee	18 Feb. 1984, p.4
Financial policy to be formalized	6 Oct. 2000 p.6
Investments Subcommittee	
Assistant Fiscal Officer to serve as coordinator	9 Feb. 2004, p. 7
Dissolved and replaced by an ad hoc committee which will review Association's investment account performance and risk profile every four years beginning fall 2013. Membership of ad hoc committee:	
Finance Committee, Development Officer, a business office representative, and MLA member	
at the discretion of the President	Sept. 2011, 09.g
Established, to review MLA investments semi-annually	10 Feb. 1987, p.5
Membership and terms reconfigured	6 Oct. 2000 p.10
Membership and terms reconfigured	17 Feb. 2002, p.8
Membership and terms reconfigured	15 Feb. 2005, p.7

Investment policies removed from Administrative Handbook	15 Feb. 2005, p.7
Investment policy adopted	31 May 1996, p. 17
Quorum for emergency actions	4 June 1993, p.7
Re-established: consists of Administrative Officer, as chair, Assistant Administrative Officer, Fiscal Officer, Assistant Fiscal Officer, and three members of the Association, the latter to serve staggered three-year terms.	10 Dec. 2012, 4
Meeting time separate from board an advantage	11 Nov. 1977, p.3
Minutes distributed to full board	12 Feb. 1991, p.10
Payments by Master Card/VISA	29 May 1998, p.13
Reports to board actual income & expenses for current fiscal year as well as projected income and expenditures for next fiscal year	5 June 1983, p.7
Reviews Approved Vendors List annually	May 2013, 09.g
To decide annually allowable overage payable without board approval	1 June 1985, p.3
To determine indirect costs of annual meetings	19 Sept. 1980, p.4
To recommend annually at spring Board meeting how unrestricted donations will be applied	25 Sept. 1998, p.17
Travel reimbursement	4 Feb. 1975, p.1
ditto	24 April 1977, p.2
Travel reimbursement see also Travel Funds - Reimbursement	
FISCAL OFFICER	
Fiscal Officer's Breakfast discontinued	6 Feb. 1996, p.11
Preliminary workshop budget goes to Convention Manager and Program Chair for review before spring Board meeting, with a final budget going to Fiscal Officer for spring Board meeting	Sept. 2011, 03
FISCAL POLICY	
Herzbach audit added	21 Sept. 2001, p.5
To be drafted	20 Feb. 2001 p.13
FISCAL YEAR	
Finance Committee to study time period	19 Sept. 1980, p.5
Membership year to coincide with	11 Feb. 2003, p.6
References to it should mention both years (e.g., 1988/1989)	2 June 1989, p.1
Revised to July-June	4 Nov. 1982, p.2

Treasurer henceforth to close books on June 30	26 Sept. 1987, p.1
FONTES (IAML)	
Corresponding editor, providing news from MLA to Fontes, is MLA Vice President/Past President	June 2011, 09.1
FREEMAN AWARD	
Travel grant fund to be developed	1 March 1994, p.6
At least one Freeman Scholarship per year designated for an applicant from an under-represented group	Sept. 2013, 13.b
Award amounts to fund research (Bradley, Epstein, Gerboth) are set at the Board's meeting at the annual conference; publication, scholarship, and all other award amounts are set at the Board's May/June meeting	May-June 2012, 09.g
Awards committee makes recommendation to Board after Oct. 1; Board approves after its fall meeting	Sept. 2012, 09.a.6
Calif. Chapters may begin fund-raising	3 June 1994, p.10
Guidelines adopted	7 Feb. 1995, p.11
Recipient to be notified soon after fall Board meeting	6 Feb. 1996, p.13
Registration fee waiver included in award	8 Oct. 2004, p. 9
Winners to receive free meeting registration, along with financial award	27 Sept. 1996, p.12
GENERAL ENDOWMENT	
see also MLA FUND	
see also PERMANENT FUND	
Renamed from Permanent Fund	29 Sept. 1995, p.1
GERBOTH AWARD	
Gerboth award for research by librarians new to the profession	2 March 1985, p.4
Guidelines for and administration of Gerboth award	1 June 1985, p.5
Award amount based on a formula of 4.5% of the assets in each fund; to be reviewed every 2 years	21 Feb. 2006, p. 7
Award amounts to fund research (Bradley, Epstein, Gerboth) are set at the Board's meeting at the annual conference; publication, scholarship, and all other award amounts are set at the Board's May/June meeting	May-June 2012, 09.g
Award description modified	28 Jan. 1997, p.13
ditto	Sept.-Oct. 2014, 09.a.vi
Awards fund established	4 June 1993, p.7
Eligibility requirements expanded	21-26 Feb. 2017, 09.a.v
Funding of award—reaffirmed policy of keeping it out of the operating budget	18 Feb. 1992, p.2
Not restricted to one recipient	7 Feb. 1995, p.15

Timeframe expanded	6 Feb. 1996, p.13
Timeframe expanded	6 Feb. 1996, p.13
To be made self-supporting	20 Feb. 2001 p.21
	23 Sept. 2005, p.6
GOPHER-ACCESS TO MLA DOCUMENTS IN ELECTRONIC FORM	
Maybe set up by chapters without board permission; Exec. Sec. to be informed	23 Sept. 1994, p.6
GRANT APPLICATIONS	
Cannot name cases	
	30 May 1997, p.12
GRANTS	
19 th century American music bibliography (NEH)	18 Feb. 1984, p.7
Resources of MLA to serve as sponsoring organization	
Approved	9 Feb. 2004, p. 11
Final funds distributed	23 Sept. 2005, p.9
	10-12 Sep. 2008, p.7
Train academi of Art, Michigan Opera Theatre, Wayne State University	
	21 Feb. 2006, p.3
GRIEVANCES, EMPLOYMENT	
MLA will not become involved	30 Jan. 1974, p.4
GROVE ADVISORY BOARD	
MLA representative approved in principle	10 Oct. 2003, p.12-13
HANDBOOK FOR OFFICERS AND COMMITTEE CHAIRPERSONS	
see also ADMINISTRATIVE HANDBOOK	
Cite date of last revision	14 Oct. 1988, p.5
Committee charges to be included	1 Oct. 1993, p.11
Criteria for selection of nominees deleted	14 Oct. 1972, p.2
Distributed by Executive Secretary	26 Feb. 1978, p.4
Name changed to Administrative Handbook	31 May 1996, p.13

Policies made by Board sometimes included	27 June 1972, p.5
Preliminary version	25 April 1969, p.1
Procedures for revision revised and clarified	23 Sept. 1994, p.1
Revised version approved	11 Nov. 1977, p.8
Special handbooks	1 Oct. 1993, p.11
ditto	14 March 1989, p.4
ditto	1 Oct. 1993, p.11
Upon approval of present version, policies therein considered approved	5 Oct. 1990, p.6
Who should receive	1 June 1985, p.2
	2 June 1989, p.3
HELMS-BRISCOE	
see CONVENTIONS	
HERZBACH	
see AUDIT SERVICES	
HILL, RICHARD S.	
Article award named	2 June 1989, p.9
Wording changed	18 Feb. 1992, p.13
Award amounts to fund research (Bradley, Epstein, Gerboth) are set at the Board's meeting at the annual conference;	
publication, scholarship, and all other award amounts are set at the Board's May/June meeting	May-June 2012, 09.g
Publications Award Endowment Fund established to provide dividends to cover the annual cost of the O'Meara	
and Hill awards; fund to be fully endowed when the principal reaches \$20,000	Feb. 2011, VIII.C
Renamed as Richard S. Hill Fund; former MLA Development Fund est. in memory of Richard S. Hill	13 Oct. 1984, p.4
HILL FUND see RESERVE FUND	
HISTORICAL RECORDING COALITION FOR ACCESS AND PRESERVATION MEMBERSHIP	
MLA joined as charter member	Feb. 2009, X.D
HONORARIA	
1099 forms for recipients to be filed with IRS	26 Sept. 1987, p.1
Adding to existing position requires Board approval	5 June 2004, p. 6
Advertising Manager: set as fixed amount, rather than percentage of sales	Feb. 2009, IX.C

Assistant Convention Manager	14 March 1989, p.6
Assistant NOTES Editors	2 June 1989, p.7
Authors of vols. in series to receive payment via honoraria	2 June 1995, p.18
Author payments: switched from royalties to honoraria, set at \$500	19-24 Feb. 2008, p.6
Board decision	23 June 1971, p.9
Compiler of Index to CD and Record Rev.	31 May 1991, p.11
Convention Manager	4-5 June 1983, p.4
Distribution of	8 June 2001, p.23
Elected officers not to receive	23 June 1971, p.9
Executive Secretary	28 Dec. 1964, p.3
ditto	4 Nov. 1982, p.2
Honoraria Implementation II scheme as proposed by the Special Officers and Editors Honoraria Task Force accepted and implemented	Feb.-March 2014, 13.b
Index Series editor	6 June 1986, p.4
Job descriptions of recipients to be collected by Parliamentarians	1 June 1990, p.12
Music Cataloging Bulletin editor	6 June 1986, p.4
Newsletter editor	6 June 1986, p.4
Not compensation	1 June 1985, p.6
Notes editor	7 July 1965, p.1
Outside speakers at convention	12 June 1992, p.12
ditto	9 June 2000, p.12
ditto	19-24 Feb. 2008, p. 6
Paid quarterly	10 Oct. 1987, p.5
Placement officer	6 June 1986, p.8
Publicity officer	6 June 1986, p.4
Sums to be reviewed by board annually	1 June 1990, p.12
Sums to be reviewed by Finance Committee annually	1 June 1985, p.6
Technical Reports editor	6 June 1986, p.4
To be reviewed and set by Board at its Spring meeting	4 June 2005, p.7
To be set annually	23 June 1971, p.9
Treasurer	4 Nov. 1982, p.2
IAML	
see also FONTES (IAML)	

\$10 discount for MLA members joining IAML for the first time, for membership year 2014	May 2013, 09.g
Discount extended for membership year 2015	Feb.-March 2014, 04.c
Gratis exhibit table for MLA conferences given	May-June 2014, 12.a
Join IAML program to sponsor libraries for IAML membership; include MLA membership	14 Nov. 2012, 4
MLA liaison for IAML news appointed by MLA President: either Vice President/Past President, or other IAML attendee	Feb. 2011, 09.1
MLA required to pay its IAML dues in March; Business Office required to submit the names of US members of IAML to the central IAML office by April, before IAML's annual vote	Sept. 2012, 11
US-IAML Donated Music Program moved under purview of MLA Outreach Committee	June 2011, 09.1
US-IAML Donated Music Program moved under purview of MLA Resource Sharing and Collection Development Committee	Feb. 2012, 11
US-IAML Donated Music Program ceased in favor of other outreach efforts	Sept. 2013, 11

IAML-US

Amend Constitution and bylaws to accommodate merger of IAML-US and MLA, pending membership approval [approved via membership vote, February 2011]	Feb. 2011, III
Assets from IAML-US not invested for Awards funds are designated as "Unrestricted, Board Designated" for support of IAML-US merger and national branch activities	Feb. 2012, 09.g
Committee to investigate relationship with MLA	14 Feb. 1984, p.6
Action on report deferred	2 March 1985, p.9
Committee appointed to explore MLA's relationship with IAML	10 Oct. 2003, p.12
IAML-US merger with MLA took effect July 1, 2011	Sept. 2011, 06
Lenore F. Coral IAML Travel Grant Committee added as an MLA awards committee; the award to be offered every other year; fundraising activities of the committee directed by the MLA Development Officer	June 2011, 09.1
Merger with MLA proposed	9 June 2000, p.15
MLA and IAML-US to remain separate organizations, with cooperation	8 Oct. 2004, p. 12
Report to be given at every MLA business meeting	May-June 2014, 12.a

IFLA MEMBERSHIP

Began	18 April 1975, p.4
Declined invitation to rejoin	2 March 1985, p.10
MLA withdrew	9 Feb. 1981, p.2

iMEDIA

see WEB MANAGEMENT FIRMS

INDEX TO CD REVIEWS see NOTES

INDEX SERIES

Editor receives honorarium	6 June 1986, p.4
To be co-published with Scarecrow Press	30 May 1997, p.12

INFORMATION LITERACY STANDARDS FOR MUSIC UNDERGRADUATES

Approved	14 Feb. 2004, p.9
Endorsed	23 Sept. 2005, p.8

INFORMATION SHARING SUBCOMMITTEE OF RaPS

To act as MLA liaison for MLA-L	23 Sept. 1994, p.1-2
To include liaison with Joint Committee for MLA Archives	6 Feb. 1996, p. 1
Dissolved	Feb. 2009, XIV.B

INSTITUTES

MLA endorsement unwise	29 Jan. 1969, p.2
ditto	25 June 1969, p.2

INSTITUTIONAL SUBSCRIBERS

May become institutional members	9 July 1974, p.2
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INSTRUCTION SUBCOMMITTEE

Name changed from Bibliographic Instruction Subcommittee	4 Mar 2007, p.9
see PUBLIC SERVICES COMMITTEE	

INSURANCE

Liability	1 Oct. 1999, p.8, 10
Membership plates and Association assets	12 Oct. 1973, p.1
Travel	31 Jan. 1968, p.1

INTEGRATED LIBRARY SYSTEMS SUBCOMMITTEE OF THE	
ADMINISTRATION COMMITTEE	
Name changed from Automation Subcommittee	8 June 2001, p.16
INTEGRATED LIBRARY SYSTEMS TASK FORCE	
Established	25 May 2006, p.9
Dissolved	Feb. 2009, XIV.B
INTEREST GROUPS	
Formerly known as Roundtables	13 Oct. 2016, 0.c
INTERLIBRARY LOAN	
Endorsement of ALA's "Guidelines for ILL of Audiovisual Format"	6 June 2007, p.9
INTERNAL REVENUE SERVICE	
see also TAX-EXEMPT STATUS	
1099 forms to be filed for honoraria recipients	26 Sept. 1987, p.1
INTERNATIONAL STANDARD MUSIC NUMBER	
see NISO	
INTERNATIONAL SYMPOSIUM ON MUSIC INFORMATION RETRIEVAL	
Organizational liaison established	4 June 2005, p.10
INTERNET CONNECTIONS	
Canned presentations rather than live connections preferred for program sessions	6 Feb. 1996, p.12
Reaffirmed	30 May, 1997, p.10
ditto	28 Jan. 1997, p.12
INVESTMENTS, MLA	
see also ASSETS; ENDOWMENTS	
Distribution changed	27 Sept. 1996, p.10
Divided among investment vehicles by asset type	5 June 2004, p. 7
Investment Subcommittee dissolved and replaced by an ad hoc committee which will review Association's	

investment account performance and risk profile every four years beginning fall 2013. Membership of ad hoc committee: Finance Committee, Development Officer, a business office representative, and MLA member at the discretion of the President	Sept. 2011, 09.g
Mutual funds to be open to all options	2 June 1995, p.12
Portions to be managed by FCAS	30 May 1997, p.9
To include at least one socially responsible fund	29 Sept. 1995, p.13
Written policy adopted	31 May 1996, p.10
INVESTMENTS SUBCOMMITTEE	
see FINANCE COMMITTEE	
JAMES ADRIAN MUSIC COMPANY PROJECT (Mellon Grant)	
see GRANTS, RESOURCES OF AMERICAN MUSIC HISTORY	
JOINT MLA/UMCP COMMITTEE ON THE MLA ARCHIVES	
see also ARCHIVES	
Dissolved	Feb. 2011, VI
Newly constituted	18 Feb. 1984, p.2
To include liaison with Information Sharing Subcommittee	6 Feb. 1996, p. 1
University of Maryland designees are no longer required to serve on the Archives Committee, with the establishment of MLA-only management of the Archives	May 2010, VI and X.B
JOINT COMMITTEE ON SPECIALIZED CATALOGING	
MLA representative appointed	5 Feb. 1979, p.4
MLA representative responsible to board	25 Feb. 1980, p.4
JSTOR	
see NOTES	
KEVIN FREEMAN ENDOWMENT FUND	
see FREEMAN AWARD	
LEGISLATION COMMITTEE see also COPYRIGHT	
Chair serves as MLA representative to ALA Legislation Assembly	7 Nov. 2013, 05

Copyright Subcommittee appointed	17 Feb. 2002, p.3
Statement of Digital Transmission of Reserves approved	11 Feb. 2003, p.8
To define “diligent search” for claimant	18 Feb. 1987, p.8
To prepare position statement on copyright and fair use	7 Feb. 1995, p.16
To write pamphlet on the law and music	18 Feb. 1987, p.8
LENORE CORAL US-RILM FUND	
see CORAL ENDOWMENT FUND	
LENORE F. CORAL IAML TRAVEL GRANT	
see CORAL IAML TRAVEL GRANT	
LIBRARY OF CONGRESS	
MLA endorsed goals of LC's National Recording Preservation Plan and committed to work on selected goals	Feb-March 2013, 14.c.1
Library of Congress/MLA/CCC/CAML task force on RDA and the task force on RDA implementation will reside under the BCC in the Administrative Structure	Sept. 2011, 09.b
Series authority decision	
MLA's response	25 May 2006, p.12
LIBRARY COPYRIGHT ALLIANCE	
MLA joins as signatory in response to Digital Millennium Copyright Act	21 Feb. 2006, p.4
LIBRARY SCHOOL LIAISONS SUBCOMMITTEE	
see under EDUCATION COMMITTEE	
LIFE MEMBERSHIP	
For citation recipients	23 April 1966, p.1
LOCAL ARRANGEMENTS COMMITTEE	
see CONVENTIONS	
LOGO, MLA	
Identified	9 July 1974, p.1
New design	1 June 1979, p.6

New design (2000)	6 Oct. 2000 p.8
Not to be used by a company	30 May 1997, p.12
Requests to use MLA logo should go through A-R	4 Oct. 2002, p.13
Unauthorized use	9 Feb. 1981, p.4

LYON DECLARATION ON ACCESS TO INFORMATION AND DEVELOPMENT (IFLA)

MLA as signatory	Sept.-Oct. 2014, 13.d
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MAILING LISTS

CMS allowed discount price	23 Sept. 1994, p.6
E-mail address distribution	28 Feb 2007, p.10
Fees	9 June 2000, p.11
Mailing rate for all mailing lists will be twenty cents per name with a \$200.00 minimum	Feb.-March 2013, 09.g
Sale authorized by board	30 Sept. 1979, p.3

MANAGEMENT SERVICES

see BUSINESS OFFICE	
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MARC FORMATS SUBCOMMITTEE

see BIBLIOGRAPHIC CONTROL COMMITTEE	
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MARKETING SUBCOMMITTEE

see DEVELOPMENT COMMITTEE	
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MAYO ENDOWMENT

Eliminated, and funds added to Wicker Endowment	Feb. 2012, 09.g
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MCB

see MUSIC CATALOGING BULLETIN	
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MEETINGS

see CONVENTIONS	
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MEMBERS-AT-LARGE

see BOARD	
see also FISCAL OFFICER, PARLIAMENTARIAN, PLANNING AND REPORTS OFFICER	
MEMBERSHIP COMMITTEE	
see also under DEVELOPMENT COMMITTEE (as Subcommittee)	
Changed from Subcommittee to separate Standing Committee	29 Sept. 1995, p.12
Dissolved	Feb. 2009, XIV.B
Re-established	Feb. 2012, 14.a
Reduced [conference] Registration Program under auspices of Membership Committee	24-25 May 2017, 09.k
MEMBERSHIP DATABASE	
To be set up so that work phone numbers can be made available for sale or rental to vendors	22 Feb. 2000, p.13
MEMBERSHIP HANDBOOK	
Executive Secretary is editor	2 Feb. 1993, p.16
New title for expanded directory	2 Feb. 1993, p.4
Printed handbook discontinued after 2009 issue	Feb. 2009, IX.C
To include committee charges	1 Oct. 1993, p.11
MEMBERSHIP IN MLA	
see also VOTING	
\$5 late payment fee charged agencies	10 Feb. 1987, p.2
Ad hoc committee to consider declining membership	25 Feb. 1980, p.5
Associate membership	
Category established	9 Feb. 1988, p.3
Dues set	14 March 1989, p.6
to be eliminated when option is made available to decline print copy of Notes	May-June 2014, 09.h
Cards discontinued	17 April 1970, p.1
Chapters	
MLA membership a requirement	23 April 1966, p.1
MLA membership not a requirement	11 Nov. 1977, p.8
Classifications: pending membership approval, establish membership classifications, authorize Board to create membership categories within classifications [voting results: approved]	Feb. 2011, III
Collect demographic data on membership as part of membership renewal and new member enrollment process	Sept. 2010, IX.L

Corporate membership	
Benefactor level established	21 May 1999, p.9
Category established	25 Sept. 1992, p.7
Corporate members cannot submit program proposals	May-June 2012, 03
Dues set	2 Feb. 1993, p.8
Two levels established	29 Sept. 1995, p.12
Curator of MLA Archives at the University of Maryland granted complimentary membership in MLA	14 Nov. 2012, 6
Dues set at spring Board meeting as part of the annual budgeting process, along with Notes subscription rates	March 2010, IX.H
Honorary members receive lifetime MLA membership without dues	date unknown
Honorary members (MLA Citation Award winners) are included within the Personal category of Membership, so that they can serve on committees, as special officers, and as editors	May 2013, 13.c
Institutional subscribers may become institutional members	9 July 1974, p.2
Life membership for citation recipients	23 April 1966, p.1
Maintain current membership levels	1 June 1990, p.5
Membership Subcommittee to solicit new members via MLA-L twice a year	2 June 1995, p.9
Membership year to coincide with the fiscal year, July-June	11 Feb. 2003, p.6
Not prerequisite for citation winners	13 Nov. 1970, p.5
Paraprofessional membership	
Category established	21 Feb. 2006, p.7
Dues set	27 Feb. 2007, p.6
Paraprofessional category modified to include part-time librarians and those between jobs, effective 2013-2014 renewal cycle	Sept. 2012, 09.i
Renamed "Paraprofessional/Non-Salaried/Part-time" with same dues and privileges for all three types	May 2013, 04.g
Reciprocal registrations with other organizations not to be established	30 May 1997, p.15
Retired membership	
Category established	2 Oct. 1976, p.2
Dues at reduced rate	24 April 1977, p.1, 10
Student membership	
Category established	2 July 1964, p.3
4-year limit	23 June 1971, p.5
Student members of MLA have full committee membership, including voting within the committee; number of students per committee up to chair and MLA President; students can't serve as chairs, or members of nominating or awards committees. Student members can't vote on MLA-wide ballots	June 2011, 09.1
Sustaining membership	9 Feb. 1986, p.7

Monthly installment payment plan established	Feb.-Mar. 2015, 04
Unpaid individual members' privileges revoked following mailing of 2 nd billing notice and Nov. program/ballot but before Dec. Notes	10 Feb. 1987, p.2 4 June 1993, p.10

MEMBERSHIP LISTS

see also MEMBERSHIP HANDBOOK	
Annual printing to include Board, Administrative & Committee Structure, roster of members and subscribers, the Constitution & By-Laws	16 Aug. 1977, p.2
Available only complete	14 April 1972, p.3
Business office authorized to produce	1 June 1979, p.6
Directory available only as privilege of membership	1 June 1985, p.2
Directory available only as privilege of membership	14 March 1989, p.2
Directory price set	2 June 1989, p.6
Directory renamed	2 Feb. 1993, p.4
Directory to include Administrative Struc.	20 Feb. 1990, p.8
Not to be prepared in 1980	19 Sept. 1980, p.5
Not to be prepared in 1980	12 June 1992, p.15
Sale/rental of work phone number	22 Feb. 2000, p.13

MEMBERSHIP RENEWAL

Collect demographic data on membership as part of membership renewal and new member enrollment process	Sept. 2010, IX.L
Mailing to include information form on employment and specializations	30 May 1997, p.4

MENTORING PROGRAM

Established on trial basis	1 June 1990, p.10
Endorsed and added to permanent responsibilities of Placement officer	23 Sept. 1994, p.9

METADATA SUBCOMMITTEE

see BIBLIOGRAPHIC CONTROL COMMITTEE	
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MICROFORMS COMMITTEE

Formed by dividing the Audio-Visual and Microforms Committee	4 Nov. 1978, p.3
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MINUTES

Board		
	Approval of minutes from previous meeting requested by President at following meeting, whether in person or online	May-June 2014, 02
	Distribution	10 Feb. 1987, p.4
	Distribution expanded to include all subcommittee chairs	23 Sept. 1994, p.2
	Distribution limited to Archives and Board members only, and to others on request	25 Sept. 1998, p.5
	File maintained by Executive Secretary	14 April 1972, p.5
	Include list of actions to be taken, by when, and by whom, and a list of policies approved by the Board	4 June 1983, p.6
	Index and policy file established	25 Oct. 1968, p.3
	Indexing discontinued	4 June 1983, p.6
	ditto	3 June 1988, p.4
	Indexing to resume (Recording Secretary)	2 March 1985, p.1
	Send extracts to special officers, representatives to other organizations, etc.	16 Aug. 1977, p.7
	Send to Archivist, editor of Notes	25 April 1969, p.1
	Send to Board as soon as possible after meeting	25 April 1969, p.1
	Send to chair of the Publications Council, editor of the Newsletter, chapter and committee chairs	16 Aug. 1977, p.7
	ditto	4 June 1983, p.1
	Send to former Board members for full year after expiration of their terms	4 Nov. 1978, p.1
	Winter meeting minutes to outgoing and incoming board members	25 April 1969, p.1
Business meeting		
	Business meeting	13 July 1966, p.1
	On file and available from Executive Secretary	14 April 1972, p.5
MLA ARCHIVES		
	see ARCHIVES	
MLA ARCHIVIST		
	see ARCHIVIST	
MLA FINANCIAL STATEMENT		
	MLA Financial Statement: Cease publication in the June issue of Notes; publish instead in the Annual Report	May-June 2012, 07.g
MLA FUND		
	see also GENERAL ENDOWMENT	

see also PERMANENT FUND	
Legal action monies recouped, the first \$30,000 will go to repay the MLA endowment funds	4 Oct. 2002, p.4
Prohibition on using monies from MLA Fund revoked	8 Oct. 2004, p. 7
Renamed from General Endowment Fund	21 May 1999, p.9
Repayments to made after Fall Board meeting	8 June 2002, p.5
Unrestricted donations will be applied to the MLA Fund unless otherwise directed by Board	June 2009, IX.I
Unspecified donations given as part of "\$5 Campaign" go to this fund	22 Sept. 2007, p. 6
Use of to support programs of the Association	22 Feb. 2000, p.13

MLA LOGO

see LOGO, MLA	
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MLA MEMBERSHIP IN OTHER ORGANIZATIONS

ACLS, decided not to join	4 June 1993, p.15
CNLIA, withdrew	3 June 1994, p.9
Digital Futures Coalition	26 Sept. 1997, p.15
IFLA, declined to rejoin	2 March 1985, p.10
IFLA, joined	18 April 1975, p.4
IFLA, withdrew	9 Feb. 1981, p.2
National Music Council, withdrew	4 Feb. 1975, p.3

MLA SHOP

All revenue from MLA Shop and Silent Auction added to Bradley Endowment fund until start of endowment campaign	Feb. 2011, VIII.C
Allocate Silent Auction revenue to Bradley Fund, and MLA Shop revenue plus unrestricted donations from 2012 conference to O'Meara/Hill Fund; revisit this decision annually in light of the budget	Feb. 2012, 09.d
Allocate Silent Auction revenue to cover the costs of the auction tables; any remaining proceeds will be considered unrestricted	Feb.-March 2013, 09.g
Close MLA Shop after the 2013 conference, focusing instead on the Silent Auction	May-June 2012, 09.d.i
Re-open MLA Shop to sell CafePress items only; Marketing Subcommittee authorized to open CafePress account on a trial basis and to select merchandise	May 2013, 09.d.i

MLA SITE

see WEB SITE	
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MLA-L

Established	2 June 1989, p.3
Information Sharing Subcommittee of RaPS charged to act as MLA liaison for MLA-L	23 Sept. 1994, p.1-2
MLA-L Digest should continue, but not necessarily in Newsletter	28 Jan. 1997, p.14
President will use selectively to post committee chair appointments	30 May 1997, p.6

MLABD-L

Correspondence sent to Archives sealed for at least 4 years	28 Jan. 1997, p.14
MLABD-L not an official organ of MLA Board, messages no longer archived and to be purged	9 June 2000, p.3
Printouts not sent to Archives right away	12 June 1992, p.4

MODERN LANGUAGE ASSOCIATION

Contract to supply MLA mailing and membership list services	12 June 1981, p.3
Terminated contract	28 Feb. 1983, p.2

MOUG

Have A-R specify programming costs for MOUG registration and invoice MOUG for their share, beginning 2013	May-June 2012, 04
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MULTISERVICE MANAGEMENT COMPANY

see also BUSINESS OFFICE

Appointed as MLA's business office	5 Feb. 1979, p.1-2
ditto	1 June 1979, p.2
Authorized to produce MLA membership list	1 June 1979, p.6
Contract	4 Nov. 1982, p.3
Documents to be sent to new Board members specified	30 Sept. 1979, p.1
Management fee	25 Feb. 1980, p.2
Terminated contract	28 Feb. 1983, p.2

MUSIC CATALOGING BULLETIN (MCB)

Budget to be moved to Publications fund	31 May 1996, p.16
Copyright of	27 June 1972, p.2
Editor receives honorarium	6 June 1986, p.4
Electronic-only publication	7 June 2003, p.5

Questionnaire from LC laid in	2 June 1984, p.3
MUSIC OCLC USERS GROUP (MOUG)	26 Feb. 1978, p.6
May not use MLA meeting facilities without board's knowledge	
NACO Music Project (NMP) moved from MOUG to MLA	Feb.-Mar. 2015, 09.c
MUSIC THESAURUS PROJECT	29 Sept. 1995, p.16
Task force to advise established	29 May 1998, p.14
Form/Genre Terminology Working Group established	Sept. 2009, IX.B?
Genre/Form Task Force report received, task force dissolved	March 2016, 09.c
NAME AUTHORITY COOPERATIVE PROGRAM (NACO)	
NACO Music Project (NMP) moved from MOUG to MLA	Feb.-Mar. 2015, 09.c
NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC (NASM)	
Liaison relationship	28 Feb. 2007, p.10
NATIONAL HUMANITIES ALLIANCE	
Endorsement of "Basic Principles for Managing Intellectual Property in the Digital Environment"	26 Sept. 1997, p.8
NATIONAL MEETINGS	
see CONVENTIONS	
NATIONAL MUSIC COUNCIL	
Membership withdrawn	4 Feb. 1975, p.3
NET NEUTRALITY STATEMENT	
statement in favor of endorsed	Jan-Feb. 2018, 0d
NEW MEMBERS FORUM	
Establish staggered 4-year terms for co-chairs, with new co-chair appointed every 2 years	Feb. 2012, 09.c.i
NEWSLETTER	
Approved	29 Jan. 1969, p.2

Editor receives honorarium	6 June 1986, p.4
Editor responsibility for Annual Reports reaffirmed	24 May, p.5
Call for annual reports to come from Planning Reports Officer, with reports to be sent both to the Planning/Reports Officer and the Vice President/Past President	September 2011, 03
Electronic version not to be limited to MLA members	6 Oct. 2000 p.7
Expansion	9 Feb. 1986, p.6
MLA-L Digest not necessarily continued in Newsletter	28 Jan. 1997, p.14
PDF: To be published in PDF form only	21-26 Feb. 2017, 07.f
PDF: Cease publication in PDF	May-June 2012, 08.f
PDF: Put online as a PDF file	22 Feb. 2000, p.15
Publication schedule to six times per year	21-26 Feb. 2017, 07.f
To be made available in electronic form via MLA Website	16 March 1999, p.9
ditto	22 Feb. 2000, p.8
To document changes in Administrative Structure	20 Feb. 1990, p.8
ditto	1 June 1990, p.2
To publish annually list of in-print committee reports, publications and services, and chapter publications	6 June 1986, p.6
NISO	
MLA to participate in Working Group on the ISMN	23 Sept. 2005, p.10
NOMINEES	
Criteria for selection deleted from Handbook	14 Oct. 1972, p.2
NOMINATING COMMITTEE	
Candidates for Vice-President/President-Elect must be IAML members prior to standing for election	May 2013, 13.c
Charged with recommending citation recipients	23 April 1966, p.1
Citation awardees notified in advance of the annual meeting	13 Oct. 2016 (exec session)
Committee membership: one non-Board member, appointed by MLA President, to serve as chair-elect in first year and second year as chair; includes five members, with only one from Board; only the chair may serve a consecutive term and only for two consecutive years	May 2013, 13.c
Potential candidates strongly encouraged not to run for positions in two professional organizations simultaneously	May 2013, 13.c
Recommended: limit consecutive Board service to four years, whether elected or appointed	May 2013, 13.c

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Adopted	7 Nov. 2013, 02
Non-Discrimination Policy for Conference Contracts approved	21-26 Feb. 2017, 09.p
Revised and renamed Music Library Association Code of Conduct	Jan-Feb 2018, 0c

NOTES

see also PUBLICATIONS	
Acid-free paper symbol to appear	3 June 1988, p.10
Ad Manager	
Given Special Officer status	4 June 1993, p.12
Member of Publications Committee	14 March 1989, p.4
Responsibilities	5 Oct. 1990, p.13
Role in publicity process	12 June 1992, p.17
Administrative Structure to be included annually	3 June 1988, p.3
ditto	20 Feb. 1990, p.8
Adminstrative Structure no longer to be published annually in Notes	June 2011, 07.g
Back issue price per individual issue: 30% of annual institutional subscriber rate, rounded to nearest whole dollar, plus shipping & handling	June 2011, 07.g
Copyright assignment	9 Feb. 1981, p.3
Copyright of	31 Jan. 1968, p.1
SHERPA/RoMEO agreement for copyright and self-archiving approved (green status)	21-26 Feb. 2017, 09.s
Document delivery of articles	
Contract with ISI approved	7 Feb. 1995, p.14
Editor	
Annual report to the board	17 Oct. 1965, p.2
Honorarium	7 July 1965, p.1
ditto	1 June 1979, p.5
Minimum term of 4 years	30 Oct. 1981, p.3
To report staff changes to president	2 Feb. 1993, p.6
Travel reimbursement	14 Oct. 1972, p.5
see also TRAVEL FUNDS - REIMBURSEMENT	
Electronic access	[.....]
when electronic version has full cover-to-cover content, to offer student, personal, & special members	May-June 2014, 09.q

option to decline print version. Option not available to corporate or institutional members.	
subscription option made available, beginning with Sept. 2018 issue	Jan-Feb. 2018, 07.g
Expansion of coverage	10 Sept. 1965, p.1
Index, 20-year	7 July 1965, p.1
Index, 50-year	31 May 1991, p.12
Index to CD Reviews not to be mounted on World Wide Web	2 June 1995, p.8
Individual and institutional subscribers: retain categories, but ask remaining 10 individual subscribers to join MLA	June 2011, 09.g
JSTOR JPASS service to be offered to MLA members	Sept. 2013, 07.g
JSTOR participation	8 June 2002, p.6
JSTOR Publisher Sales Service participation approved, for the sale of individual articles from Notes	10 Dec. 2012, 6
JSTOR Register & Read participation approved	10 Dec. 2012, 6
MLA Financial Statement: Cease publication in the June issue; publish instead in the Annual Report	May-June 2012, 07.g
Optional air mail rate for foreign subscriptions approved	25 Feb. 1980, p.6
Reprint	
Permission-to-reprint fee	13 Nov. 1970, p.5
Permission to reprint individual articles for a royalty fee denied Xerox Corporation, University Microfilms	2 Oct. 1976, p.4
ditto	11 Nov. 1977, p.8
Policy needed	8 June 2001, p.15
SHERPA/RoMEO agreement for copyright and self-archiving approved (green status)	21-26 Feb. 2017, 09.s
Staff	
Editor reports changes to president	2 Feb. 1993, p.6
No honoraria	8 June 2001, p.24
Stock	
Authorization to dispose of	12 June 1981, p.1
Back issues, 25 of each retained	22. Feb. 2000, p.3
Subcommittee on Reproduction of MLA Publications authorized to accept contracts fitting template	2 June 1995, p.15
Authorized to revise contract template	10 Feb. 1998, p.8
Subscriptions	
Agencies to be charged \$5 late fee	10 Feb. 1987, p.2
Agency discounts policy	13 Nov. 1970, p.5
Eliminated	16 Oct. 1964, p.1
Rates	30 Sept. 1979, p.3
Rates set at spring Board meeting as part of the annual budgeting process, along with dues	March 2010, IX.H
Summary of MLA Budget to be included annually	27 Oct. 1967, p.2

Translation of articles		
Permission must be granted by ind. author, then request addressed to Notes editor		23 Sept. 1994, p.7
Vendor contracts		
Copies at Business Office, with President and with Electronic Vendors Editor		7 Jun 2007, p.2
OCLC SEARCH & DISCOVERY TASK FORCE		
Report accepted, task force disbanded		9-11 June 2016, 12.c
OFFICERS		
see SPECIAL OFFICERS		
OFFICIAL COMMUNICATIONS		
Send to members via email using A-R's membership database rather than via postal mail, except where constitutionally required		May 2010, IX.L
O'MEARA, EVA JUDD		
Allocate Silent Auction revenue to Bradley Fund, and MLA Shop revenue plus unrestricted donations from 2012 conference to O'Meara/Hill Fund; revisit this decision annually in light of the budget		Feb. 2012, 09.d
Allocate Silent Auction revenue to cover the costs of the auction tables; any remaining proceeds will be considered unrestricted		Feb.-March 2013, 09.g
Publications Award Endowment Fund established to provide dividends to cover the annual cost of the O'Meara and Hill awards; fund to be fully endowed when the principal reaches \$20,000		Feb. 2011, VIII.C
Award amounts to fund research (Bradley, Epstein, Gerboth) are set at the Board's meeting at the annual conference; publication, scholarship, and all other award amounts are set at the Board's May/June meeting		May-June 2012, 09.g
NOTES review award named		2 June 1989, p.9
Publications Award Endowment Fund established to provide dividends to cover the annual cost of the O'Meara and Hill awards; fund to be fully endowed when the principal reaches \$20,000		Feb. 2011, VIII.C
Wording changed		18 Feb. 1992, p.13
ONLINE REFERENCE SERVICES SUBCOMMITTEE		
Name changed to Electronic Reference Services Subcommittee		30 May 1997, p.13
OPEN FORUM		
Chair appointed by the President		26 Feb. 1978, p.4

ORAL HISTORY COMMITTEE

Established

Feb. 2011, VI

ORGANIZATIONAL LIAISON COMMITTEE

Established

31 May 1996, p.13

Reports to be published in the *Newsletter* or posted on the web site23 Sept. 2005, p.10

Removed from committee structure

21 Feb. 2006, p.12

ORGANIZATIONAL LIAISONS

Responsibility assumed by the Publicity and Outreach Officer

10-12 Sept. 2008, VIII.E

Responsibility given to Assistant Parliamentarian

23 May 2006, p.1

ORPHAN WORKS

MLA supports ALA resolution

28 Feb. 2007, p.8

OUTREACH COMMITTEE

Established

Oct. 2009, VI

Dissolved

Feb. 2012, 14.b

IAML-US Donated Music Program moved under purview of MLA Outreach Committee

June 2011, 09.1

Promotional materials to be created by Publicity and Outreach Officer and Outreach Committee,
not Development CommitteeSept. 2011, 03

OUTREACH SUBCOMMITTEE

see under EDUCATION COMMITTEE

PARAPROFESSIONAL MEMBERSHIP

see MEMBERSHIP IN MLA

PARLIAMENTARIAN

Changes to Administrative Handbook that are typographical, reflecting Board actions without prior Board approval,
empowered to makeMay-June 2014, 03

Member-at-Large to serve as

16 Aug. 1977, p.7

Procedures for revising Handbook changed and clarified

23 Sept. 1994, p.1

Responsibility for Activities Roster transferred from Parliamentarian to Treasurer/Executive Secretary	June 2009, III
PARLIAMENTARIAN, ASSISTANT	
Maintains activity roster	23 Sept. 1994, p.16
Responsibility for oversight of organizational liaisons	21 Feb. 2006, p.12
Responsibility assumed by the Publicity and Outreach Officer	10-12 Sept. 2008, VIII.E
PAST PRESIDENT	
see VICE-PRESIDENT/PAST PRESIDENT	
PATRIOT ACT	
See USA PATRIOT ACT	
PERMANENT FUND	
see also GENERAL ENDOWMENT	
see also MLA FUND	
Earnings to be reinvested until year 2000, then reevaluated	1 March 1994, p.14
Long-term investments so designated	12 June 1992, p.10
Fund diversified	12 June 1992, p.11
Relationship to 60% rule	12 June 1992, p.11
Renamed General Endowment	29 Sept. 1995, p.1
Renamed MLA Fund	21 May 1999, p.9
PERSONNEL COMMITTEE	
Dissolved	Feb. 2009, XIV.B
PLACEMENT OFFICER	
Honorarium	6 June 1986, p.4
Publications Committee	
No longer a member	25 May 2006, p.6
Responsible for mentoring program	23 Sept. 1994, p.9
Role not expanded to include advocacy	27 Sept. 1996, p.9
Travel reimbursement not approved	11 Nov. 1977, p.8

PLACEMENT SERVICE	
Assistant placement officer, defeated	6 June 1986, p.8
Budget should cover costs or generate surplus	1 March 1994, p.14
Electronic job list approved	7 Feb. 1995, p.9
Half-year subscriptions to Job List discontinued	6 June 1986, p.8
Job list copying and mailing transferred to MLA Business Office	2 June 1995, p.9
Paper subscription to be phased out	21 May 1999, p.8
To be displayed at exhibit table	22 Feb. 2000, p. 10
May not advertise counseling as a service	6 June 1986, p.8
Resumes file discontinued	6 June 1986, p.8
PLAN 2001	
Adopted	31 May 1996, p.12
PLANNING AND REPORTS OFFICER (P&RO)	
Board liaison to Local Arrangements Committee	June 2009, IX.L
Call for annual reports to come from Planning and Reports Officer, with reports to be sent both to the P&RO and the Vice President	September 2011, 03
Call for new committee members: one combined call per year by Planning and Reports Officer, in late fall-early winter	May 2010, IX.L
Ex-officio member of the Program Committee	Feb. 2009, XV.C
Name change from Report Gatherer	Feb. 2009, XIV.B
Travel reimbursement see TRAVEL FUNDS - REIMBURSEMENT	
PLANNING AND REPORTS OFFICER, ASSISTANT	
Ex-officio member of Local Arrangements Committee	Feb. 2009, XV.C
Receives roundtable renewal letters and provides a report to the President for approval	Feb.-March 2013, 09.1
PLANNING COMMITTEE	
Chaired by Planning and Reports Officer	Feb. 2009, XV.C
Established	Feb. 2009, XIV.B
To manage annual conference survey	Feb. 2012, 09.1.2
POSTER SESSIONS	

see CONVENTIONS

PRESIDENT

Calendar prepared by	11 Nov. 1977, p.8
Checks, may sign	31 Jan. 1977, p.6
ditto	24 April 1977, p.3
ditto	11 Nov. 1977, p.8
Discretionary fund	
Established	27 Oct. 1967, p.2
\$1000 added to it for incoming Board member travel	23 May 2006, p.8
Reviews final program copy	7 Feb. 1995, p.13
Reviews press releases	7 Feb. 1995, p.14
Sets term of representatives to other organizations	6 Feb. 1978, p.4
Travel reimbursement	17 April 1970, p.1

see also TRAVEL FUNDS - REIMBURSEMENT

PRESIDENT-ELECT

see VICE PRESIDENT/PRESIDENT-ELECT

PRESS RELEASES

see PUBLICITY

PRIZES

see GERBOTH AWARD

see PUBLICATIONS AWARDS

PROGRAM CHAIR

Preliminary workshop budget goes to Convention Manager and Program Chair for review before spring Board meeting, with a final budget going to Fiscal Officer for spring Board meeting	Sept. 2011, 03
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PROGRAM COMMITTEE

Board liaison to committee established	1 March 1994, p.9
Chair to review final program copy	7 Feb. 1995, p.13
Corporate members cannot submit program proposals	May-June 2012, 03

Final report	2 March 1985, p.5
May request travel, lodging, and honoraria for plenary session speakers who are not MLA members during the annual meeting. In some circumstances, MLA may offer travel and lodging to non MLA-speakers at non-plenary program sessions. Request at Spring Board meeting via Convention Managers, part of convention budget.	4 Dec. 2013, 02
Members to consist of six regular and four ex officio members	5 June 2004, p. 1
ditto	8 Oct. 2004, p. 1
Membership, staggered terms, accession to chair	2 March 1985, p.5
Membership policy from June 2004 re-established: 6 regular members (who serve staggered 3-year terms: 2 members appointed each year for 3 years; of these 2 new members, one will chair the committee the following year) and 3 ex officio members: liaison from Board, representative from Education Committee, and Local Arrangements Committee Chair	Sept. 2013, 09.1
Planning and Reports Officer is ex-officio member	Feb. 2009, XV.C
Preliminary plenary session proposals must include budget outline	23 Sept. 1994, p.11
Schedule of planning reports to board	4 Oct. 1985, p.7
Speakers	
Due date for proposal to Board for travel/honoraria	28 Feb. 2007, p.7
ditto	19-24 Feb. 2008, p. 6
Structure	9 Feb. 1986, p.7
Travel reimbursement for chair	11 Nov. 1977, p.8
Travel reimbursement see TRAVEL FUNDS - REIMBURSEMENT	
PROJECT MUSE	
see PUBLICATIONS	
PROMOTIONAL SALES SUBCOMMITTEE	
see DEVELOPMENT COMMITTEE	
PROMUSICDB PROJECT	
Endorsed	June 24, 2013, 03
PUBLIC LIBRARIES COMMITTEE	
Charge revised to include paraprofessionals	9-11 June 2016, 0b

PUBLIC RELATIONS

Information about MLA in form letters sent to schools and in publications

Proposed 20 July 1977, p.4

Approved 2 Oct. 1976, p.3

Publicity program to be implemented in Business Office 24 April 1977, p.10

PUBLIC SERVICES COMMITTEE

Established, along with Instruction Subcommittee, Reference and Access Services Subcommittee,
and Reference Sources Subcommittee

Feb. 2009, XIV.B

PUBLICATIONS

see also CHAPTERS - Publications; NOTES; PUBLICATIONS COMMITTEE

ALA Guidelines for Authors... adopted 25 Sept. 1992, p.14

Acceptance of manuscripts 1 June 1979, p.4

Ad hoc committee on purpose and administration 2 June 1984, p.6

Advertising program accepted 16 Aug. 1977, p.6

American Music Archives Task Force established 5 June 2004, p. 9

Author consent forms 11 June 1978, p.5

Author payments: authors to receive payment via honoraria 2 June 1995, p.18

Author payments: authors and MLA to share royalties equally 5 June 2004, p. 7

Author payments: switched from royalties to honoraria, set at \$500 19-24 Feb. 2008, p.6

Backlist targeted for publicity or discounts 25 Sept. 1998, p.20

Basic Manual Series

Established 25 Sept. 1998, p. 20

Initial report 21 Feb. 2006, p.10

Scarecrow Press contract signed 22 Feb. 2000, p.7

Basic Music Library, 4th edition

Editor authorized to pursue two separate contracts with ALA 28 Feb. 2007, p.8

Editor position established 23 Sept. 2005, p.9

Editor to serve on Publications Committee 28 Feb. 2007, p.9

Negotiations for new edition with ALA Publications 7 June 2007, p.3

Budget for publications other than Notes should cover costs or generate surplus [.....]

Chadwyck-Healey contract approved 9 June 2000, p.4

Co-publishing with outside publishers approved, as a general concept	22 Sept. 1989, p.9
Council established	24 April 1977, p.6
Council reorganized	19 Sept. 1980, p.5
Design to be reworked by artist	16 Aug. 1977, p.6
Directory of Education for Music Librarianship to be produced and distributed at cost by Education Committee	3 March 1985, p.7
Editors free to make arrangements for printing	12 June 1981, p.4
Editors' letters to President recommending new publications, content of	1 March 1994, p.12
Editor's recommendation to publish made to board (reaffirmed)	[.....]
Editors to be reviewed annually at fall board meetings	29 Sept. 1995, p.2
Editors to budget for ads, recommend where to place them	2 June 1984, p.5
Editors to cover advertising costs by setting appropriate prices for publications	12 June 1992, p.11
Editors to deposit two best paper copies in MLA Archives	5 June 2004, p. 10
Editors to have first options to publish committee project reports	9 Feb. 1986, p.8
Exec. Secretary oversees publications' observance of MLA calendar	7 Feb. 1995, p.17
Inventory statistics kept on FY calendar	2 Feb. 1993, p. 6
Monographic series agreements to be amended by A-R so that both editors and authors are paid at the point of publication; A-R to advance author and editor payments against future royalties to MLA, as prepayment against projected income	Sept. 2011, 09.g
Monographic series editors to receive royalties at 25%, and no honoraria	8 June 2001, p.23
Monographic series editors to receive \$350 for each completed new title, and no royalties	5 June 2004, p. 7
Monographic series to be co-published with Scarecrow Press	30 May 1997, p.12
Monographic series: Board approval no longer required for publications	Feb. 2009, IX.G
Music Resources for Libraries Task Force	
Charged	8 Oct. 2004, p. 10
Established	5 June 2004, p. 9
Charge completed	21 Feb. 2006, p.10
Notes participation in JSTOR approved	8 June 2002, p.6
Open access: MLA supports appearance of MLA publications in open-access institutional repositories, in pre-copyediting versions, without embargo	May 2010, IX.Q
Placement Officer no longer member of the committee	25 May 2006, p.6
Planned schedule to be implemented	16 Aug. 1977, p.6
Policy statement (screening, non-commercial ventures, sub-committee to handle variety, merit, style sheet)	10 Oct. 1969, p.3-4
Previous royalty payment model (25%) may be used for current negotiations, but all future negotiations must follow new model (\$350 per volume)	8 Oct. 2004, p. 4

Pricing formula	
Approved	9 Feb. 1981, p.3
Revised	23 Sept. 1994, p.12
Revised again	7 Feb. 1995, p.15
Project Muse	
Agreement finalized	9 June 2000, p.4
Contract reviewed and approved	6 Oct. 2000 p.2
Publications budget established as a separate budget	31 May 1996, p. 16
Publications budget to include part or all of MCB	31 May 1996, p. 16
Publications budget incorporated into general operating budget	25 Sept. 1998, p. 5
Publications Fund established outside of operating budget to cover publications expenditures	6 Feb. 1996, p.19
Publicity policy established	12 June 1992, p.19
Reprints: all requests for funding to be reviewed by the Publications Committee	19 Sept. 1980, p.4
Reprints: editors shall request funds for reprinting	6 Oct. 2000 p.2
Return policy for credit only adopted	27 Sept. 1991, p.16
Review of all MLA publications for publicity by Development Director, Publications Chair, and President	6 June 2007, p.6
Royalties not opposed in principle	10 Feb. 1987, p.6
Sublicensing: preclude sublicensing in vendor contracts for electronic publication of MLA publications	Sept. 2010, VII.G
Withdrawal from inventory: guidelines established for print inventory	3 June 1994, p.15-16
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Annual prizes proposal accepted by Board	2 Oct. 1976, p.3-4
Annual prizes specified	1 June 1977, p.7
Article award named in honor of Richard S. Hill	2 June 1989, p.9
Wording changed	18 Feb. 1992, p.3
Award amount based on a formula of 4.5% of the assets in each fund; to be reviewed every 2 years	21 Feb. 2006, p.7
Award amounts to fund research (Bradley, Epstein, Gerboth) are set at the Board's meeting at the annual conference;	
publication, scholarship, and all other award amounts are set at the Board's May/June meeting	May-June 2012, 09.g
Awards fund established	4 June 1993, p.7
Book award named in honor of Vincent H. Duckles	8 Oct. 1986, p.6
Funding of awards—reaffirmed policy of keeping it out of operating budget	18 Feb. 1992, p.2
Notes review award named in honor of Eva Judd O'Meara	2 June 1989, p.9
Wording changed	18 Feb. 1992, p.13

Publications Award Endowment Fund established to provide dividends to cover the annual cost of the O'Meara and Hill awards; fund to be fully endowed when the principal reaches \$20,000	Feb. 2011, VIII.C
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PUBLICATIONS COMMITTEE

see also PUBLICATIONS - Editors	
Authorized to work with graphic designer to achieve integrated layout, new logo	18 Feb. 1987, p.5
Basic Music Library editor added to Committee	27 Feb. 2007, p.8
Chair member of Reprints Committee	7 Feb. 1965, p.1
Chair to review press releases	7 Feb. 1995, p.14
New charge approved	Feb.-March 2013, 09.q
Pricing formula approved	9 Feb. 1981, p.3
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Reproduction of MLA Publications Subcommittee authorized to accept contracts for electronic access to Notes	2 June 1995, p.15
Reproduction of MLA Publications Subcommittee disbanded	25 Sept. 1998, p.9
Reprints: all requests for funding to be reviewed by the Publications Committee	19 Sept. 1980, p.4
Task Force to plan a Basic Manual Series established	10 Feb. 1998, p.14
To review publications distributed under MLA's name	28 Feb. 1978, p.4
To target monographs in backlist for publicity or discounts	6 Feb. 1996, p.10
When may consider publications proposals (reaffirmed)	18 Feb. 1987, p.5

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Editors of MLA publications to budget for and recommend where to place ads	2 June 1984, p.5
National meetings to be publicized nationally	11 Nov. 1977, p.2
Policies for MLA publications established	12 June 1992, p.16
Press releases to be reviewed by Exec. Secretary, President, Publications Committee Chair	7 Feb. 1995, p.13
Program to be implemented by business office	24 April 1977, p.10
Promotional materials to be created by Publicity and Outreach Officer and Outreach Committee, not Development Committee	Sept. 2011, 03

PUBLICITY AND OUTREACH OFFICER

Ad hoc committee to look at position	31 May 1996, p.8
Education Committee	
Made ex-officio member	24 May 2006, p.7

Honorarium	6 June 1986, p.4
Promotional materials to be created by Publicity and Outreach Officer and Outreach Committee, not Development Committee	Sept. 2011, 03
Responsibilities	1 June 1985, p.10
ditto	5 Oct. 1990, p.13
ditto	12 June 1992, p.16
ditto	May-June 2014, pref, 09.j
Oversight of organizational liaisons assumed by	10-12 Sept. 2008, VIII.E
To be notified of election results before annual meeting	27 Sept. 1996, p.9
To develop a social media plan for MLA for an external audience, including Facebook, Twitter, and a blog	Sept. 2012, 09.1.3
Blog no longer for outreach purposes	24-25 May 2017, 08.e

PURPLE SHEETS

Not an official MLA publication	30 Oct. 1981, p.2
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RECORDING SECRETARY

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Includes handbook changes in list of actions to be taken	25 Sept. 1992, p.7
Maintains handbook of board policies	2 Feb. 1993, p.7
Publicity duties defined	6 June 1982, p.3
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Two-year term re-confirmed	Sept. 2011, 09.i

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Dissolved	4 June 2005, p.8

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REFERENCE AND PUBLIC SERVICES COMMITTEE	
Dissolved	Feb. 2009, XIV.B
REFERENCE AND PUBLIC SERVICE INTEREST GROUP	
Authorized	1 June 1979, p.5
Officers and programs approved	25 Feb. 1980, p.5
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REPORT GATHERER	
Activity roster responsibility transferred to Assistant Parliamentarian	23 Sept. 1994, p.16
Board liaison to Program Committee	1 March 1994, p.9
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Name changed to Planning and Reports Officer, which see	Feb. 2009, XIV.B
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Board liaison to roundtable coordinators	23 Sept. 1994, p.16
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Serve the term required by those groups or term set by President	26 Feb. 1978, p.4
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ALA representative	5 Feb. 1979, p.3
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Budget requests may be submitted	2 June 1989, p.6
IFLA representative	5 Feb. 1979, p.2
Official representatives to other professional organizations may receive reimbursement from MLA for travel expenses related to attendance at those organizations' meetings, but only for the part of specified expenses not covered by committee members' institutions or other organizations	Sept. 2010, X.A
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Limited to Notes and Manual of Music Librarianship	15 Oct. 1971, p.5
Policy	13 Nov. 1970, p.5
University Microfilms denied permission to reprint articles from Notes	11 Nov. 1977, p.8
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Publications Committee chair member of	7 Feb. 1965, p.1
Prepare periodic lists of current reprints	23 April 1966, p.2

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Name changed	
To Development Fund	27 June 1972, p.5
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RESOURCE SHARING AND COLLECTION DEVELOPMENT COMMITTEE

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Charge updated	13 Oct. 2016, 09.t
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RETIREEES ROUNDTABLE

Established 9 April 2013, 07

RETROSPECTIVE CONVERSION

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Letter of support for Associated Music 9 Feb. 1986, p.13

Libraries Group Title II-C proposal 10 Feb. 1987, p.10

RILM

Endowment Fund renamed Lenore Coral Fund 21 Feb. 2006, p.10

Financial support 25 Feb. 1980, p.6

Joint subcommittee on RILM-US dissolved 13 Oct. 1984, p.8

Official project 23 April 1966, p.3

RILM - US OFFICE

Acknowledgment of funding source requested on stationery and publicity 13 Oct. 1984, p.4

Financial reports requested 8 June 2001, p.21

Location, administration, financing 2 June 1984, p.8

MLA funding to be from Richard S. Hill Fund income 13 Oct. 1984, p.4

Sonneck Society as donor and member of governing board 10 Feb. 1987, p.9

Task Force disbanded and reconstituted as a task force of the Development Committee 8 Oct. 2004, p. 11

Task Force reconstituted as originally established 14 Feb. 2005, p.10

Task force disbanded 21 Feb. 2006, p.10

RISM

MLA to offer monetary support, contingent on support by AMS 23 Sept. 1994, p.18

Members of Joint Committee on RISM to serve six-year terms 8 Oct. 2004, p. 1

Members of Joint Committee on RISM to serve three-year terms 4 June 2005, p.10

Publicity from US RISM Project Center at Harvard must mention sponsorship of MLA and AMS 1 June 1985, p.11

Qualified support given establishment of a US-RISM clearinghouse at Harvard and their grant proposal to NEH for it 2 June 1984, p.8

Subcommittee on RISM II/A constituted under AMS/MLA Joint Committee on RISM	25 Feb. 1980, p.4
Terms of the MLA-designated members of the AMS/MLA Joint Committee on RISM changed to calendar year, to match the AMS appointments	Sept. 2012, 10.a
ROUNDTABLES (see also INTEREST GROUPS)	
Activities should not include formal projects	23 Sept. 1994, p.16
Ad hoc committee to review structure and charges	2 March 1985, p.8
Annual report procedures and content defined	23 Sept. 1994, p.16
Assistant Planning and Reports Officer receives roundtable renewal letters and provides report to the President for approval	Feb.-March 2013, 09.1
Assistant Report Gatherer is board liaison to RT coordinators	23 Sept. 1994, p.16
Authorization and structure of	7 Oct. 2004, p. 1
Concept accepted	5 Nov. 1983, p.5
Definition clarified	23 Sept. 1994, p.16
Encouraged to develop programs coop. with the Program Committee; costs part of convention budget	3 June 1988, p.8
ditto	2 June 1989, p.11
Encouraged to hold informal discussion meeting or a program approved by the Program Committee at conference, but not both	Sept. 2011, 09.1.ix.1
Guidelines approved	Sept. 2012, 09.1.1
Letters of support for renewal due by May 15 of expiration year	29 Sept. 1995, p.17
May request funding for special projects	9 Feb. 1986, p.10
Name change to Interest Groups	13 Oct. 2016, 0.c
Music Librarianship Educators Round Table established	Feb. 2012, 06
Non-renewal due to lack of six support letters	8 June 2002, p.8
Retired if minimum attendance of 10 not reached for 2 consecutive years	23 Sept. 1994, p.16
Should communicate via the MLA Newsletter	2 June 1989, p.11
Six letters of support needed to est. or renew	23 Sept. 1994, p.16
Terms to begin at end of Business Meeting at Annual Meeting	5 June 2004, p. 11
ROYALTIES	
MLA to receive 25% from Thematic Catalogues in Music	27 Jan. 1971, p.4
Publication Committee not opposed in principle to paying MLA authors	10 Feb. 1987, p.6
Royalties to be paid to series editors at 25%	8 June 2001, p.23
Royalties to be shared by authors and MLA equally	6 June 2004, p. 7

SCARECROW PRESS

Basic Manual Series contract	22 Feb. 2000, p.7
To co-publish MLA's monographic series	30 May 1997, p.12

SELF STUDY

Use of MLA endowment funds approved	29 Sept. 1995, p.17
Plan 2001 adopted	31 May 1996, p.12

SELF-STUDY STEERING COMMITTEE

Establishment, charge, composition	1 March 1994, p.13
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SILENT AUCTION

All revenue from MLA Shop and Silent Auction added to Bradley Endowment fund until start of endowment campaign	Feb. 2011, VIII.C
Allocate Silent Auction revenue to Bradley Fund, and MLA Shop revenue plus unrestricted donations from 2012 conference to O'Meara/Hill Fund; revisit this decision annually in light of the budget	Feb. 2012, 09.d
Allocate Silent Auction revenue to cover the costs of the auction tables; any remaining proceeds will be considered unrestricted	Feb.-March 2013, 09.g

SLA

Pursuance of contractual agreement with MLA for business operations approved	24 April 1977, p.8
ditto	11 Nov. 1977, p.6
Termination of negotiations	26 Feb. 1978, p.6

SOCIAL MEDIA TASK FORCE

Established	July 11, 2013, 03
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SOFTWARE STANDARDS

Lotus 1-2-3 for spreadsheets, WordStar for word processing, dBase III for database management when transmitting MLA documents	4 Oct. 1985, p.4
WordStar rescinded as standard	10 Feb. 1987, p.4
Revised to emphasize need for convertibility	16 March 1999, p.1

SOLICITING	
Unauthorized not permitted	23 June 1971, p.4
SOUTH AFRICA	
Policy on investments in	1 June 1985, p.6
ditto	9 Feb. 1986, p.9
SPECIAL ACHIEVEMENT AWARD	
Award amount set at spring Board meeting as part of annual budgeting process	March 2010, IX.H
Awards fund established	4 June 1993, p.7
Monetary award established	12 Feb. 1991, p.6
Funding—reaffirmed policy of keeping it out of operating budget	18 Feb. 1992, p.2
New name for Distinguished Service Award	5 Oct. 1990, p.5
President appoints subcommittee of board to make nominations	2 Feb. 1993, p.7
Renamed the A. Ralph Papakhian Special Achievement Award, which see	Feb. 2011, XIV.F
SPECIAL GIFT ENDOWMENT FUND	
Established	20 Feb. 1990, p.6
SPECIAL OFFICERS	
Annual reports	
Call for annual reports to come from Planning Reports Officer, with reports to be sent both to the Planning/Reports Officer and the Vice President/Past President	September 2011, 03
Due in mid-May, to go up on MLA web site and be distributed by President to Board	Feb. 2009, XV.C
Due prior to fall board meeting	3 June 1994, p.16
To record year's activities, present plans for following year	3 June 1994, p.16
Due in mid-May, to go up on MLA web site and be distributed by President to Board	Feb. 2009, XV.C
Appointment letters to alert officers to review board minutes and calendar	23 Sept. 1994, p.7
Board reports: required only when Board Action Required	Feb. 2009, XV.C
Evaluations, during fall board meeting	3 June 1994, p.16
Flexibility in term limits may be appropriate in some cases	27 Jan. 1997, p.9
Honoraria Implementation II scheme as proposed by the Special Officers and Editors Honoraria Task Force accepted and implemented	Feb.-March 2014, 13.b
Interim report to be presented to board at annual meeting	3 June 1994, p.16

May be appointed	26 Feb. 1978, p.4
Responsible for including relevant board policies in manuals	2 Feb. 1993, p.6
Should submit annual report to board	26 Feb. 1978, p.4
Term expires at conclusion of each regular business meeting	26 Feb. 1978, p.4
Terms defined	4 Feb. 1970, p.4
Term flexibility may be appropriate in some cases	28 Jan. 1997, p.9

STANDARDS FOR MUSIC ARCHIVAL MATERIALS, WORKING GROUP ON

Established	22 Feb. 2006, p.10
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STRATEGIC PLAN

Strategic Action Plan adopted	Sept. 2012, 13.a
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STUDENT MEMBERSHIP

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SUBY VON HADEN & ASSOCIATES (SVA)

see AUDIT SERVICES	
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SURVEYS

Approval by Board necessary	24 April 1977, p.10
Board must review surveys from all MLA constituents before distribution	23 Sept. 1994, p.10
Board approval not required for members wishing to survey some or all of the membership for their own purposes (i.e., research); these kind of surveys may not be distributed using MLA's survey software.	
Members may either use the MLA directory to get member contact information or may work with the MLA business office (at their own expense) to get member contact information.	Sept. 2012, 09.1.4
Board approval required only for questionnaires, surveys or similar instruments intended for some or all of the membership and surveyed on behalf of MLA, or surveys made in the name of MLA of other organizations or individuals and distributed by a member, officer, or constituent part of the Association. Only Board-approved surveys may be distributed using MLA's survey software.	Sept. 2012, 09.1.4
Costs must be budgeted	13 April 1973, p.4
Guidelines	22 Feb. 2000, p.16
Publish results of Board-approved surveys, including raw data, on MLA site, providing members are notified in advance that survey results will be made publicly available	June 2011, 09.1

Require the following statement be included in all Board-approved surveys: "Survey results will be reported back to the membership, but all responses will remain anonymous; comments will not be included to maintain privacy."	May-June 2012, 09.k.ii
SUSTAINING MEMBERSHIP	
see MEMBERSHIP IN MLA	
SYSTEM USER GROUPS	
Board recommended they meet simultaneously, at end of program day (ca. 5-6pm), not be scheduled against other sessions, and to report on attendance numbers and attendance of ILS representative to ETSC member who coordinates system user groups, who then reports to Board	May 2013, 13.b
System User Groups no longer under Emerging Technologies committee, now considered as Roundtables	13 Oct. 2016, 0.b
TASK FORCES	
Reports to be placed on MLA site	May-June 2012, 06
Upon Board's approval of a task force's report, the TF chair will transmit report for posting to the MLA site in a timely fashion; this direction is to be included in the appointment letter for the TF chair	May-June 2012, 09.k.iv
TAX-EXEMPT STATUS	
501(c) 3 status documented	9 Feb. 1986, p.2
Chapters F.E.I.N. numbers	18 Feb. 1984, p.3
Application signed	9 Feb. 1988, p.3
Fee required	1 June 1990, p.4
Group exemption granted	25 Sept. 1992, p.3
	4 June 1993, p.3
TECHNICAL REPORTS	
Editor receives honorarium	6 June 1986, p.4
To be co-published with Scarecrow Press	30 May 1997, p.12
THEMATIC CATALOGUES IN MUSIC	
25% of royalties to MLA	27 Jan. 1971, p.4
TRANSLATIONS CENTER	
Brooklyn College funding	29 Jan. 1969, p.2

TRAVEL FUNDS

Formula outlined; approved	14 April 1967, p.2
ditto	23 June 1971, p.3
Local Arrangements included in program budget	27 Jan. 1971, p.3
ditto	2 April 1971, p.3
ditto	30 Sept. 1979, p.4
Per diem, \$15	12 Oct. 1973, p.1
Policy requested; accepted	7 July 1965, p.2
ditto	25 June 1973, p.2-3
Reimbursement	
Board members	
Board lodging and per diem for winter Board meeting funded only for the days prior to the beginning of the conference	May-June 2012, 09.g
Sitting Board members funded for lodging and 50% of the per diem for the days before the annual meeting; transportation not funded	May 2013, 09.g
Conference hotel only reimbursable lodging at annual meeting	9 Feb. 2004, p. 6
Extra night in hotel to be paid by MLA when a trade-off for substantial reduction in air fare	8 Oct. 1986, p.4
Food per diem in absence of receipts raised	1 June 1985, p.3
ditto	2 June 1989, p.6
ditto	12 Feb. 1991, p.9
ditto	12-13 June 2008, p.7
Incoming Board members	25 April 1969, p.2
Incoming Board members encouraged to attend Board meeting before their tenure begins but will not receive funding to attend	May-June 2012, 09.g
Incoming Board members funded for lodging and 50% of the per diem for the days before the annual meeting; transportation not funded. This supersedes the June 2012 policy.	May 2013, 09.g
Incoming board members, paid from President's discretionary fund	23 May 2006, p.8
Lowest door-to-door costs	[.....]
Officers' per diem raised	25 Feb. 1980, p.1
Policy	2 June 1984, p.5
Trial of full reimbursement	25 June 1973, p.2-3
Convention Manager & Exhibits Director	12-13 June 2008, p.7
Convention speakers	11 Nov. 1977, p.8

ditto	27 Jan. 1971, p.3
ditto	30 Sept. 1979, p.4
Non-MLA members	19-24 Feb. 2008, p. 6
ditto	14 Oct. 1988, p.8
ditto	12 June 1992, p.12
Executive Secretary	19-24 Feb. 2008, p. 6
ditto	25 June 1973, p.2-3
Finance Committee	19 Sept. 1980, p.4
ditto	4 Feb. 1975, p.1
Forms	24 April 1977, p.2
Members-at-Large	29 Jan. 1969, p.1
Mileage reimbursed at current IRS rate	6 June 1986, p.4
Mileage reimbursed at current IRS rate policy rescinded; car travel reimbursed for gas, tolls, and parking, not to exceed reasonable airfare; receipts required.	May 2013, 09.g
Notes editor	31 May 1991, p.18
Placement Officer (denied)	14 Oct. 1972, p.5
President (entire espenses)	11 Nov. 1977, p.8
Program Chair	17 April 1970, p.1
Recording Secretary	11 Nov. 1977, p.8
Reimburse no more than 50% of the per diem for meals and incidental costs for all association travel	May-June 2012, 09.g
Representatives to other organizations	6 June 1986, p.4
Approved in principle	[.....]
ditto	16 Aug. 1977, p.7
Budgets may be submitted	11 Nov. 1977, p.8
To ALA	2 June 1989, p.6
To CNLIA	5 Feb. 1979, p.3
To IFLA 5	19 Sept. 1980, p.4
Treasurer	Feb. 1979, p.2
Vice-President/Past President	11 Oct. 1974, p.4
ditto	10 April 1976, p.3
ditto	11 Nov. 1977, p.8
ditto	6 June 1986, p.4
TRAVEL INSURANCE	31 Jan. 1968, p.1

TREASURER

see also TREASURER/EXECUTIVE SECRETARY and ADMINISTRATIVE OFFICER	4 Feb. 1970, p.4
Appointed officer without fixed term	12 June 1992, p.10
Can move investments among like instruments	31 Jan. 1977, p.6
Checks may be signed by	24 April 1977, p.3
ditto	11 Nov. 1977, p.8
ditto	5 Nov. 1983, p.1
Evaluated by President annually	2 Feb. 1993, p.6
Evaluation procedures revised	9 June 2000, p.14
Office to be combined as Treasurer/Executive Secretary	30 Jan. 1974, p.7
Shall be asked if wishes reappointment	30 Jan. 1974, p.1
Small amounts of money may be released without board approval	4 Nov. 1982, p.4
Term limited in principle to 4 years	11 Oct. 1974, p.4
Travel reimbursement	
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TREASURER/EXECUTIVE SECRETARY

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Appointment: annual, repeats for 4 years	Feb. 2009, XV.C
Reimbursement requests for expenses go to President	June 2009, III
Responsibility for Activities Roster transferred from Parliamentarian to Treasurer/Executive Secretary	June 2009, III
Title changed to Administrative Officer, pending approval by membership [voting results: approved]	March 2010, III
Travel reimbursement	
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Travel support	8 June 2001, p.23

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Established position	Sept. 2009, XV.B
Title changed to Assistant Administrative Officer, pending approval by membership [voting results: approved]	March 2010, III

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US EXECUTIVE ORDERS	
MLA endorses IAML statement opposing 27 Jan. 2017 Executive Order: Protecting the Nation from Foreign Terrorist Entry; and makes statement on 25 Jan. 2017 Executive Order: Enhancing Public Safety in the Interior of the United States	21-26 Feb. 2017, 0d.
US RISM PROJECT see RISM	
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MLA supports repeal of Section 215	23 Sept. 2005, p.8
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Candidates for Vice-President/President-Elect must be IAML members prior to standing for election	May 2013, 13.c
Responsibility for chapters	25 Oct. 1968, p.3
ditto	1 Feb. 1982, p.5
ditto	17 Feb. 2002, p.4
Attends chapter meetings	1 June 1990, p.4
Travel reimbursement	10 April 1976, p.3
ditto	11 Nov. 1977, p.8
see also TRAVEL FUNDS - REIMBURSEMENT	
VOCABULARIES SUBCOMMITTEE	
see CATALOGING AND METADATA COMMITTEE	
VOTING	
see BALLOTS	
see ELECTIONS	
WEB COMMITTEE	
Established	Sept. 2012, 14.c
BCC Webmaster as ex officio member	Feb.-March 2-14, 08.g
Charge updated	21-26 Feb. 2017, 03
Differentiation between duties of Web Committee and duties of Web Manager outlined	9-11 June 2016, 09.u

WEB MANAGER

Special Officer position established	Sept. 2012, 14.c
Differentiation between duties of Web Committee and duties of Web Manager outlined	9-11 June 2016, 09.u

WEB SITE

Advertising approved on MLA site, on pages for Home; Employment and Education; About MLA; Publications; Member Resources; Awards and Grants; possibly Current openings/Job openings, beginning July 2012	9 May 2012, 04
Advertising approved on all pages of the new MLA site on the YourMembership.com platform; this rescinds previous policy	27 August 2013, 6.c
Aggregated website	8 June 2002, p.9
Calendar policy as proposed by Web Committee accepted in principle	Feb. 2014, 08.g
Domain name renewed	20 Feb. 2001 p.4
Photo/video release form for the website adopted	30 April 2013, 02
Recommendations from Task Force on Conference Content on the Web Report approved	8 Dec. 2014, 5

WEB SITE EDITOR

Authorized to appoint Assistant Website Editor	4 Mar 2007, p.5
Established	10 Feb. 1998, p.13
Honorarium to match that of MCB & MLA Newsletter editors	16 March 1999, p.11

WEB SITE EDITOR, ASSISTANT

Position established	4 Mar 2007, p.5
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WEB SITE MANAGEMENT FIRMS

Astrachan: move MLA site from Astrachan to iMedia	Sept. 2012, 14.c
iMedia engaged to acquire and host MLA site on month-to-month basis	Sept. 2012, 14.c

WEB SITE TASK FORCE

Established	29 Sept. 1995, p.8
Web Site Subcommittee charge completed	25 Sept. 1998, p.11

WEBINARS (see also ALA EDITIONS)

Approved one-year contract with ALA Editions to offer webinars	7 Nov. 2013, 04
Creator/developer of webinar/e-course differentiated; honorarium as passthrough from ALA Editions	Jan-Feb. 2018, 12.c
Payment structure for MLA members serving as instructors for MLA/ALA webinars	20-22 May 2015, 09.g.i
Presenters for ALAE/MLA webinars will each receive a \$100 honorarium; to be reevaluated in one year at the end of the trial contract with ALAE	4 Dec. 2013, 02
Trial webinars, with the objective of offering paid webinars of interest to those outside MLA in future	9 May 2012, 07

WICKER ENDOWMENT

Mayo Endowment eliminated and funds added to Wicker Endowment	Feb. 2012, 09.g
A percentage of dividends to be applied to funding the First Time Attendees reception at the annual meeting	25 Sept. 1998, p. 4

WISE CONSORTIUM

Endorse distance music librarianship course	28 Feb. 2007, p.10
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WOREP WORKING GROUP

Disbanded	4 Mar 2007, p.9
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WORKING GROUPS

Differentiation from Task Force established, definition created	9-11 June 2016, 03
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WORKSHOPS

Leaders may be paid fees regardless of membership in MLA	2 June 1995, p.12
Need not be offered every year	28 Jan. 1997, p.11
Preliminary workshop budget goes to Convention Manager and Program Chair for review before spring Board meeting, with a final budget going to Fiscal Officer for spring Board meeting	Sept. 2011, 03

YOURMEMBERSHIP.COM

Approved contract	online vote, March 28-29, 2013; May 2013, 12.b
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Compilers:

12/77 Linda Solow

10/81 John W. Tanno

2/83 Charles W. Simpson

1/84 Judith Kaufman

1/88 Geraldine Ostrove

9/91, 2/92, 1/93, 2/94 Nancy Nuzzo

1/95, 1/96, 1/97, 2/98 Laura M. Snyder

1/99, 1/00 Roberta Chodacki

10/02, 1/03, 1/05, 2/06 Michael Colby

9/07, 2/08, 5/09 Karen Little

fall 2009 - March 2, 2014 Pamela Bristah

2014- Feb. 2018 Lisa Shiota
