

Ontario Public Library Association

Ho-OPLA Editorial Board

Terms of Reference

Purpose:

Purpose of Ho-OPLA is to provide an opportunity for OPLA members from public libraries and related government and non-profit agencies across the province to share best practices, news, events and staff updates.

Frequency: Ho-OPLA, the newsletter for OPLA members, is published quarterly, as follows:

Approximate Deadlines:

December 1st – for February Super Conference hard copy edition

April 15 – for early May release to OPLA members by e-mail

July 15 – for early August release to OPLA members by e-mail

October 15 – for early November release to OPLA members by e-mail

Membership:

The Editorial Board of Ho-OPLA consists of the OPLA Council President, OPLA Council Liaison, OPLA member who acts as Volunteer editor and OLA Staff responsible for Marketing & Communication.

Scope:

The Editorial Board

- discusses issues and makes recommendations for the content, publication, and distribution of Ho-OPLA, and
- acts as liaison between Ho-OPLA volunteers and staff, and Council

Commitment: Meetings by teleconference or e-mail as required

Timelines: Editorial Board to prepare report and recommendations annually for June Board meeting.

Workflow:

- Editor sends reminder notification of deadline to all OPLA members at least two weeks before deadline

- President submits President's message on or before deadline
- Near deadline, Editor reports any issues with current content, for example, inadequate or controversial content, to Editorial board
- Editor does preliminary reading and copyedit of all pieces, edits and cuts each down to appropriate length as necessary
- Editor sends to OPLA President for approval approximately one week after deadline.
- After approval, editor sends final draft to OLA staff
- Ideally, within one week, OLA Marketing and Communications Coordinator prepares initial draft for Editor's review
- Usually, approximately two weeks after deadline, OLA Marketing and Communications Coordinator distributes to members. The past issue is posted on the OPLA Divisional webpage.

Responsibilities

Editor:

The major job of the editor is soliciting the articles as well as ensuring that they are the appropriate length and style. The Editor is responsible for editing the submissions, assigning articles to different sections, and formatting the articles in the agreed format. The Editor reports and submits recommendations for changes in editorial and publication policy to OPLA Liaison. OPLA Liaison in consultation with OLA Liaison and Editor to provide an annual report to OPLA Council.

The Editor, a current OPLA member, holds a term of five years with the first year overlapping with the previous editor, and the last year overlapping with the new editor.

OLA Staff:

Marketing and Communications Coordinator will prepare the issue for electronic distribution, and, in the case of the printed copy, complete the desktop work for publication.

Council:

OPLA council President and / or Liaison are responsible for reviewing and approving each Ho-OPLA edition prior to distribution. The President contributes a message to each issue.

Ultimate responsibility for content lies with OPLA Council.

Recruitment

Recruitment for a new Editor will begin in the fall of the current Editor's fourth year. The terms of the incoming and outgoing Editors should overlap by a year for advisory & knowledge sharing purposes. The term for Editor runs January – December for a five-year term. A call for applications for a new Editor will be posted to the Public Libraries forum, in the OLA Community, the OPLA listserv, and in HoOPLA.