

OPEN SHELF EDITORIAL BOARD

TERMS OF REFERENCE

Mandate

Open Shelf (www.Open-Shelf.ca) is the official magazine of the Ontario Library Association. It is an open access publication issued for OLA members and interested readers as a forum for commentary on ideas, activities, trends, and issues affecting libraries and information professionals across Ontario and beyond.

Open Shelf publishes articles on topics relevant to libraries, information professionals, information technology, and information management. The magazine includes both feature articles and regular or limited-series columns. The *Open Shelf* Editorial Board (the Board) is responsible for the overall editorial direction, management, and production of the magazine.

Responsibilities/Objectives

- ❖ The Editor-in-Chief (the editor) is responsible for stewarding the vision of the publication, coordinating the efforts of the editorial team and overseeing the smooth operation and timely publication. The editor responds to inquiries from authors, works with the OLA office regarding production and branding, troubleshoots, edits and proofreads, and fact checks submitted articles. The editor also writes editorials, chairs the *Open Shelf* Board, and is responsible for convening and chairing editorial meetings. The position reports to the OLA Board.
- ❖ The Deputy Editor assists the Editor-in-Chief in the production of a high quality online publication that meets the goals of engaging and informing OLA members across sectors. This includes: gathering story ideas; writing and/or copyediting submissions; assisting with posting finished news and features online for each issue; and assisting in the selection and recruitment of editorial team members.
- ❖ Digital Editors are responsible for assisting the Editor-in-Chief and Deputy Editor in the production of a high quality online publication that meets the goals of engaging and informing OLA members across sectors. This includes:
 - Assisting the development of the story line-up for each issue
 - Writing and/or copyediting submissions
 - Leading the publishing of all content for *Open Shelf* in the content management system
 - Gathering, editing and publishing appropriate images for stories
- ❖ Editors will liaise with assigned authors and coordinate the work of *Open Shelf* contributors or services.
- ❖ Columnists are responsible for regular contributions around a theme, issue, or perspective.

- The frequency of these contributions will be determined in collaboration with the Editor-in-Chief
- ❖ Divisional Liaisons (Members-at-Large) are responsible for identifying topics and ideas of potential interest to readers and for identify writers or contributors who may be interested. Members-at-large may also curate articles with specific writers or contributors throughout the editorial process. At least one member-at-large should be a designated representative of each of the OLA divisions.
 - ❖ The OLA Executive Director, in consultation with the Editor-in-Chief, determines the Art Direction and Design team.

As much as possible, the decisions of the *Open Shelf* Board will be achieved via consensus. Should a vote be necessary, a quorum is greater than 50% of the members of the Editorial Board and a simple majority is required to approve a motion. Voting will be done electronically (e.g., via email).

Deliverables

Open Shelf is published ten times a year, through the online platform at www.Open-Shelf.ca. Each issue consists of six to ten (6-10) articles (feature articles, columns, podcasts, and editorials). No issues are published in January or August.

Refer to *Open Shelf* Publishing Schedule.

Composition

25 committee members

Portfolios

- 1 Editor-in-Chief (2-year renewable term)
- 1 Deputy Editor (2-year renewable term)
- 2 Digital Editors (2-year renewable term)
- 8-10 columnists (ongoing basis)
- 6 Divisional Liaisons (Members-at-Large)

Qualifications

- Familiarity with the library world (current issues, trends and challenges)
- Strong editing and writing skills are an asset
- Knowledge or past experience working with online publications
- A working knowledge of maintaining, publishing and editing articles on a content management system, such as Wordpress

Staff Leads/Support

Marketing and Communication Specialist, OLA

Technical Analyst, OLA

Executive Director, OLA

Resources and Budget

Funding required could be the following (depends on fiscal year budget and frequency of meetings):

- Travel for the Editor-in-Chief to the editorial board meeting (1 face-to-face meeting)
- Meals for meetings (1 face-to-face meeting must exceed 4 hours)
- Teleconferencing fees
- Honorarium for the *Open Shelf* Editor-in-Chief
- Budget for support services (website costs, stock images, etc.)

Timelines

- The Editorial Board will meet face-to-face annually at the OLA Super Conference and conduct its business throughout the year using a variety of collaboration tools. All members of the Editorial Board members are expected to attend the annual meeting.
- The editorial team will convene digitally once a month during the year via teleconference to discuss the upcoming issues, outstanding tasks, and other items of discussion.
- The editorial team also invites *InsideOCULA* as part of the monthly editorial teleconferences, as *InsideOCULA* published through the *Open Shelf* platform.
- The Editor-in-Chief will report to the OLA Board at least once per year.
- Editorial team members are expected to attend most of the meetings, which will be a mix of teleconference and in-person.

Committees

- ❖ **Standing committees** (responsible for a specific program or function)
- Task forces** (time-limited tasks on a specific topic)
- Action groups** (development of a limited program or activity)

Term of Appointment

- The OLA Board of Directors appoints the Editor-in-Chief (the chair of the Editorial Board) for a two-year renewable term.
- The Deputy Editor and the Digital Editors will serve for two-year renewable terms. Positions will be communicated to the OLA membership and appointed by the Editor-in-Chief. Digital Editors will be appointed by the Editor-in-Chief and the Deputy Editor.
- Columnists may be members of the Editorial Board as long as their contributions are ongoing. The Editor-in-Chief, the Deputy Editor, and the Digital Editors will recruit columnists.
- Divisional Liaisons (Members-at-large) will serve a term as specified by the appropriate division and be appointed to the *Open Shelf* Board by each division.

OLA staff members, as appropriate, will participate in Editorial Board communications and discussions, but will not vote should voting be necessary.

