

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 magazine's overall editorial direction, management, and production.

OPEN-SHELF TEAM RESPONSIBILITIES

Editor 1/Editor 2

- ❖ Coordinate efforts of the editorial team.
- ❖ Oversee the smooth operation and timely publication.
- ❖ Respond to author inquiries.
- ❖ Troubleshoot issues that arise.
- ❖ Edit, proofread, and fact-check submitted articles.
- ❖ Write engaging editorials on personal interest topics – optional (can be done by others/writers/depends on topics – AI article counts? Pick from the submitted articles (based on tone)
- ❖ Responsible for leading the meeting and facilitating discussions – OLA staff
- ❖ Overseeing the overall editorial process.
- ❖ Actively participates in the meeting, shares insights, and collaborates on decision-making.
- ❖ Collaborate with the editorial team on various tasks.
- ❖ Provide support during peak times and submission deadlines.
- ❖ Help with troubleshooting and resolving any issues.
- ❖ Gathers the existing submissions from SharePoint and familiarizes themselves with the content.
- ❖ Review the previous issues and identifies recurring themes or topics of interest.
- ❖ Reviews the meeting minutes and provide feedback or clarifications if necessary.

Contributing Authors and Interviewees

- ❖ Writing and submitting articles or providing materials for featured content.
- ❖ Participating in interviews and providing insights or expertise – on a case-by-case basis.

Editorial Team Members

- ❖ Contribute to the magazine's vision and goals.
- ❖ Collaborate with the editors.
- ❖ Review and provide feedback on submitted articles.
- ❖ Assist with editing, proofreading, and fact-checking.
- ❖ Support communication and coordination within the team.
- ❖ Participate in regular meetings and contribute to discussions.
- ❖ Assists with logistical tasks, document management, and coordination as required.
- ❖ Reviewing and editing articles for clarity, grammar, and style.
- ❖ Ensuring the accuracy of content and adherence to editorial guidelines.
- ❖ Conduct thorough proofreading to catch any errors or inconsistencies.
- ❖ Content/contact suggestions

Communications Manager from the Ontario Library Association (OLA)

- ❖ Provides guidance, addresses queries, and ensures alignment with the organization's goals.
- ❖ Helps with uploading/layout.
- ❖ Assist with image ideas/acquisition.
- ❖ Discuss the duties and expectations of the two editors for the submissions already in SharePoint and those coming in for the Next Edition.
- ❖ Establish a clear timeline for reviewing, editing, and finalizing the submissions.
- ❖ Determine the criteria for selecting articles and the overall content direction for the Next Edition.
- ❖ Allocate responsibilities and tasks among the co-editors for efficient workflow.
- ❖ Develop a strategy for effectively managing the submission process and maintaining communication with contributors.
- ❖ Compiles the meeting minutes, including the agreed-upon decisions and action items.
- ❖ Prepares a timeline and checklist based on the discussion, outlining the deadlines for each editorial stage.
- ❖ Assists in organizing and updating the documents and communication channels for efficient collaboration.
- ❖ Promote Open Shelf in newsletters/social media/site updates (Laurel)

Designers and Layout Specialists - OLA staff

- ❖ Creating an appealing and professional layout for the magazine.
- ❖ Incorporating visuals, graphics, and images to enhance the content.
- ❖ Ensuring the magazine's design is consistent with the brand guidelines.

Divisional Liaisons (Members-at-Large)

- ❖ Responsible for identifying topics and ideas of potential interest to readers and for identifying 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 OLA division.

OLA Executive Director

- ❖ In consultation with the Editor-in-Chief, the OLA Executive Director 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 three times a year through the online platform at www.Open-Shelf.ca. Each issue comprises six to ten (6-10) articles (feature articles, columns, podcasts, and editorials). No problems are published in Autumn.

Composition

***Open Shelf* editorial team**

- ❖ Mackenzie Kathmann (Editor-in-Chief)
- ❖ Jenn Watt (Editor-in-Chief)
- ❖ Martha Attridge Bufton (Editorial Team Member)
- ❖ Bessie Sullivan (Editorial Team Member)

Qualifications

- ❖ In-depth knowledge of the library world, including current issues, trends, and challenges.
- ❖ Strong editing and writing skills.
- ❖ Previous experience working with online publications.
- ❖ Proficiency in maintaining, publishing, and editing articles using content management systems like WordPress.
- ❖ Familiarity with the editorial process, including copy editing, online writing, and fact-checking.
- ❖ Experience creating and publishing WordPress content, particularly for e-magazines and web publishing.
- ❖ Excellent organizational and communication skills, with the ability to manage deadlines effectively.
- ❖ Proactive soliciting articles and recruiting contributors, including new columnists and feature writers.
- ❖ Ability to collaborate effectively with the editorial board and the OLA Office.
- ❖ Broad perspective on issues across all sectors of the library community.
- ❖ Strong networking skills to identify current and relevant issues.
- ❖ Leadership qualities to inspire and guide an editorial board and writers.
- ❖ Current membership with OLA is required.

OLA staff

- ❖ Helen Chevreau – Design and Layout Specialist, OLA
- ❖ Anita Lal, Marketing and Communication Manager, OLA
- ❖ Laurel McLeod, Marketing and Communication Specialist, OLA
- ❖ Shelagh Paterson (Executive Director, OLA)

Resources and Budget

Funding required could be the following (depending on the 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(s)
- ❖ Budget for support services (website costs, stock images, etc.)

Timelines

- ❖ The Editorial Board will meet face-to-face at the OLA Super Conference annually and conduct its business using various collaboration tools. All 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 upcoming issues, outstanding tasks, and other discussion items.
- ❖ The editorial team also invites *InsideOCULA* as part of the monthly editorial teleconferences, as *InsideOCULA* is 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 particular topic)
- ❖ **Action groups** (development of a limited schedule or activity)

Term of Appointment

- ❖ The OLA Board of Directors appoints the Editor-in-Chief (the chair of the Editorial Board) for a one-year renewable term.
- ❖ Columnists may be members of the Editorial Board if their contributions are ongoing.
- ❖ The *Open Shelf*/OLA staff 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 only vote if voting is necessary.

