

THE TEACHING LIBRARIAN

TERMS OF REFERENCE

Mandate:

The Teaching Librarian is the official magazine of the Ontario School Library Association (OSLA). It is published three times a year to support OSLA members in providing significant and effective library programs and services. *The Teaching Librarian* promotes library programs and curriculum development that furthers exemplary educational objectives. The magazine fosters effective collaboration within the school library community and provides a forum to share experience and expertise.

Responsibilities/Objectives:

Members of the editorial board need to:

- Attend the virtual meetings of the editorial board (held three times per year)
- Regularly write or contribute to issues and/or solicit articles to be used in the magazine
- Edit submitted articles for consistency, length, content and journalistic style, as well as ensuring articles adhere to Canadian Press Style
- Liaise with authors if significant re-writes are required and/or for required pieces upon acceptance of publication (i.e., headshots for contributors page, brief biography of contributor, photos or illustrations to accompany article)
- Edit a portion of the PDF version of the magazine
- Recruit and select new editorial board members and contributors
- Brainstorm and set themes for upcoming editions

Deliverables:

The Teaching Librarian produces three issues per volume. The issues generally match the seasons of a regular school year (September, January and May).

Composition:

Ideally, the editorial board should have between 9-12 members. The OSLA president is an “honourary member”; they are not expected to edit articles but are expected to contribute a President’s Message for every issue during their term as president. The OLA Social Media Communications Specialist is a member of the editorial board, responsible for laying out and designing the publication.

Qualifications

- Familiarity with the school library/teaching world (current issues, trends and challenges)

- Strong editing and writing skills are an asset
- Knowledge or past experience working with print publications

Resources and budget:

Resources for *The Teaching Librarian* include:

- Administrative support: Design and layout from OLA staff
- Financial resources for printing and mailing of the magazine

Timelines

The virtual meetings happen three times per year. Communication between meetings occurs via email. Meeting minutes are taken and prepared by the editor-in-chief or a designated member of the editorial board. Meeting minutes are archived by the editor-in-chief.

This is the general timeline for creating one issue of the magazine.

- The editor-in-chief sets a due date for submissions.
- Articles are submitted to the editor-in-chief.
- Editor-in-chief has 2-3 weeks to accept or reject articles and to do first draft edits.
- The editor-in-chief sends a standardized notice to writers informing them whether their submission will be used or not. The editor-in-chief submits the content to the OLA.
- The OLA staff set up the PDF layout of the magazine.
- The OLA staff send a copy of the PDF to the editorial board for another round of editing.
- The editorial board sends their editing recommendations to the editor-in-chief. The editor-in-chief compiles all the PDF editing suggestions into one form and sends the file to the OLA staff.
- The OLA staff make corrections to the PDF
- The corrected PDF is sent to the editor-in-chief. The editor-in-chief completes the final round of editing.
- Once the editor-in-chief gives his/her approval or list of final changes to be made to the OLA layout team, the OLA layout team makes the final adjustments
- The OLA staff sends the PDF to the printer. The printer usually takes 2 weeks to print the magazine.
- The printing company sends the magazines to the mailing house. The mailing house has 1-3 days to arrange the addressing and shipping, and mails the magazines to the OSLA members.

Type of Committee:

- Standing Committee** (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:

Editorial Board: *The Teaching Librarian* magazine editorial board exists to support and create *The Teaching Librarian* magazine. Membership on the board is approximately a 3-year commitment, which can be renewed or shortened at the discretion of the editor-in-chief or due to external factors. New members of the editorial board will be subject to a probationary period of one issue.

Editor-in-Chief: The editor-in-chief of *The Teaching Librarian* magazine is an active, non-voting member of the OSLA council, acting as a liaison between the council, OLA staff and the editorial board. The editor-in-chief is responsible for all aspects of the magazine including deadlines, layout, editing and the solicitation of articles. The editor-in-chief runs editorial board meetings, manages the magazine's social media accounts and maintains a shared folder with minutes, articles, images and other relevant documentation. The role of the editor-in-chief is approximately a 3-year commitment, which can be renewed or shortened at the discretion of the editorial board or due to external factors. New editors-in-chief will be subject to a probationary period of one issue.

