MLA IFC Materials Challenges Meeting

November 24, 2015

Present: Jim Kammerer, Lauren McMullen, Sheila Bonnand, Matt Beckstrom, Judy Hart

Meeting called to order at 9:00 a.m.

The purpose of the meeting was to discuss and work on a plan of action and protocol for reporting and recording materials challenges.

Topics of discussion included:

**What is the best way to pass along records and documents of the IFC Committee from Committee Chair to Committee Chair?**

Moving from print records to digital, i.e. the wiki makes this process more difficult. It was agreed that having a presence on the MLA website for information regarding challenges, including forms, resources, information about the ALA OIF and reporting challenges as well as other Committee information would be ideal. As the new MLA webmaster comes on board it is a good opportunity to discuss functionality of website and perhaps an opportunity for some type of content management to enable board members and committee members access to update information. Lauren is serving on a communications committee for MLA and will share this with them.

There is a need for a more prominent presence on the website for IFC materials such as challenge forms and related resources.

In the mean, making certain the MLA IFC wiki is updated is important.

**Who is responsible for forwarding documentation of challenges to the Montana Historical Society?** Following is posted on MLA Website under Preservation of Association Records:

**The Executive Assistant (now Executive Director) is charged with the responsibility of obtaining file and archival material from the officers of the Association, chairs of divisions and committees, and others shortly before or immediately following the annual conference.** In consultation with the Executive Committee, the Executive Assistant is responsible for periodically weeding the current files of unnecessary material according to the guidelines stated in Section 2 and for evaluating material for inclusion in the archives at the Historical Society.

It was agreed that the IFC Chair would be responsible for overseeing a challenge when notified and offer assistance as a library navigates its way through the process. The Chair would be a “Challenge Wrangler” and depending on location/circumstance of challenge would be able to call upon a committee member to assist with the process, for example, making the initial contact and connecting them with resources.

**What will MLA IFC support for materials challenges look like?**

There are resources such as the IFC 101 presentation and trainings to offer through the committee. When working with a library facing a challenge we can also offer support such as gathering professional reviews about the material that has been challenged.

Resources such as a challenge report form, overview of the process with documents that can be used as a template to assist the process. For example, conducting a challenge hearing, public hearing guidelines. Utilize ALA OIF resources – provide links and access to this information through the website.

**How do we get the word out about the work of MLA IFC, including and/or highlighting importance of reporting challenges for the record?**

In addition to changes to the MLA website, articles in the FOCUS newsletter and consistent postings on Wired-MT would create more visibility. PR about why it is so important we record challenges.

**Our to do list! Deadline: By end of December 2015.**

**Judy** will contact the ALA OIF office to inquire about possibility of coordinating when a Montana library faces a challenge that will make the process easier and encourage reporting. Discussion/options to include utilizing the same form, ALA form is very comprehensive. Judy will ask about what kinds of data ALA keeps, if it is possible to get data on number of challenges/possible challenges reported in Montana. ALA does keep information about specific libraries confidential.

**Sheila** will submit request to MLA Board to have MLA IFC on the agenda for the next board meeting. This will provide an opportunity to discuss and re-visit process for archiving MLA records including ensuring that records are submitted and the timeline for submittal, importance of website, difficult to navigate (handbook), importance of visibility, re-visiting job descriptions. We have also as an organization had challenges with passing information along from outgoing officer to incoming officer and outgoing committee chair and incoming committee chair.

**Matt** will collect forms and resources and work on organizing this for the website.

**Lauren** will work on gathering resources, forms etc. for the website and/or wiki.

**Jim** will work on an article for the next FOCUS newsletter, which will fall in January or February. Deadline is too immediate for submittal now.

MLA IFC Committee’s next meeting is Tuesday, January 12 at 9:00 a.m. – GoToMeeting.