

## THE TEACHING LIBRARIAN

### TERMS OF REFERENCE

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**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, whenever possible, the face-to-face meetings of the editorial board (held once a year in the fall)
- Solicit articles to be used in the magazine
- Occasionally write articles for the magazine, when suitable writers cannot be found or if the member is a regular columnist
- 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 writers
- 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. Issue 1 comes out in the September. Issue 2 comes out in January. Issue 3 comes out in May.

**Composition:**

Ideally, the editorial board should have between 9-12 members. The OSLA president is an “honourary member”; he/she is not expected to edit articles but is expected to contribute a President’s Message for every issue during their term as president. The OLA Marketing and

Communications Specialist is also a member of the editorial board, and is 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 in-person meetings happen once a year at the OLA office. 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 OLA Staff.

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

- Articles come in the editor-in-chief and editorial board members. The editor-in-chief sets a due date for submissions.
- Board members have 3 weeks to accept or reject articles and to do first draft edits. Editorial board members send their first draft edits to the editor-in-chief.
- The editor-in-chief sends a standardized notice to writers informing them whether their submission will be used or not. The editor-in-chief does a second draft edit of all submissions and submits the content to the OLA.
- The OLA layout team has 3 weeks to set up the PDF layout of the magazine.
- The OLA layout team sends a copy of the PDF to the editorial board for a third round of editing.
- The editorial board has 1 week to send 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 layout team.
- The OLA layout team has 1 week to make corrections to the PDF
- The corrected PDF is sent to the editor-in-chief. The editor-in-chief has 1 week to do the fourth and 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 has 1 week to make the final adjustments
- The OLA layout team 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:**

*The Teaching Librarian* magazine editorial board exist to support and create *The Teaching Librarian* magazine. Membership on the board is approximately 3-year commitment, which can be renewed or shortened at the discretion of the editor-in-chief or due to external factors.

