

Circulation and Reserves Round Table

The Circulation and Reserves Round Table was formed in 1998. The founding officers were Inga Filippo from Austin Peay State University, Diane Baird from Middle Tennessee State University, and Deborah Thomas from the University of Tennessee. The purpose was to give librarians and other staff in the circulation and access services area of librarianship a forum to meet and exchange ideas. The Round Table has sponsored sessions on e-reserves, annual staff evaluations, and library security.

The purpose of the Circulation and Reserve Round Table is:

1. To provide opportunities for discussion and dissemination of circulation and reserve information among SELA members.
2. To sponsor programs and workshops that would benefit circulation and reserve librarians and other interested parties.
3. To develop a medium through which knowledge can be shared on topics such as public service, record keeping, technology, staffing, continuing education and related issues.

The Circulation and Reserve Departments' basic function is to facilitate and monitor the circulation of books and non-book materials from collections within a library to the patron. Because it is recognized that these departments often are given other duties in addition to those related to the circulation of materials, the departments have become the main contact points in a library. These additional responsibilities vary from library to library and may include such services as opening and closing the library, supervising copy services, supervising study rooms reservations, copyright issues, serving as the central telephone switchboard, etc., and special projects such as inventories and collection shifting. Because there is much information to maintain, every effort will be made to provide and promote related information among librarians and others within the Southeast. Such communication should contribute to the professional welfare of its members and to library services in general.

Bylaws

Article I. Name

The name of this round table shall be the Southeastern Library Association Circulation and Reserve Round Table (SELA/CR).

Article II. Objectives

The objectives of SELA/CR shall be the following:

1. To promote the objectives of the Southeastern Library Association as stated in its constitution.
2. To further the interaction and cooperation between librarians with circulation and/or reserve responsibilities and others interested in circulation and reserves issues within the region by providing a forum for discussion of problems and concerns and for the exchange of ideas.

Article III. Membership

Section 1. Membership shall be open to any interested member in good standing of the Southeastern Library Association who supports the objectives of the Round Table.

Section 2. Dues shall be in accordance with SELA guidelines.

Article IV. Officers and Duties

Section 1. The officers shall be a Chairman, a Vice-Chairman/Chairman-Elect, and a Secretary. These officers, along with the Immediate Past Chairman, shall constitute the Executive Board of the Round Table. The term of office shall be two years and shall coincide with the terms of office of elected officers of SELA. In the event that the Chairman is unable to complete the term of office, the Chairman-Elect shall succeed to the office of Chairman. In the event that any other officer is unable to complete a term of

office, the Chairman may appoint a Round Table member to that position for the remainder of the term of office.

Section 2. Duties of Officers

a. Chairman: The Chairman shall be the chief executive officer of the Round Table, the chairman of the Executive Committee, and the Round Table's representative to the SELA Executive Board. The Chairman shall have the authority to appoint the Nominating Committee and other special/ad hoc committees as necessary and shall preside over the biennial meetings of SELA/CR and other special meetings or workshops.

b. Vice-Chairman/Chairman-Elect: The Vice-Chairman/Chairman-Elect shall serve as Program Chairman of the biennial meeting, having the authority to appoint any committee(s) to assist in the planning and/or promotion of the biennial meeting; shall perform the duties of the Chairman in his/her absence; shall serve on the Executive Committee; and shall succeed to the office of Chairman in the following biennium.

c. Secretary: The Secretary shall serve as Membership Chairman and shall be responsible for the maintenance of all Round Table documents; shall be responsible for the recording of the minutes of the biennial and Executive Committee and other meetings, and other duties as required; and shall serve on the Executive Committee.

Section 3. Nomination and Election of Officers

The Chairman of the Round Table will appoint a Nominating Committee which will present a slate of nominees who are members in good standing of SELA/CR. Other nominations may be made from the floor at the time of the election. The officers shall be elected at the Round Table business meeting held during the biennial conference of SELA. A majority vote of those SELA/CR members present and voting shall be sufficient to elect.

Section 4. Vacancies in Office

In the case of vacancy in the office of Chairman, the Chairman-Elect shall succeed to the office of Chairman for the remainder of the unexpired term. In all other instances, the Executive Committee shall have the power to appoint another CR member to fill the vacancy until the next regularly scheduled election.

Section 5. Disposition of Records

All officers shall deliver to their successors all official material not later than one month following the installation of their successors. All official material not needed to conduct the current business of the Round Table shall be delivered to the Secretary and maintained by this officer in good order and condition.

Article V. Committee

Section 1. Standing committee members shall serve for two years. Members in good standing of SELA/CR may serve as committee members. All committees shall maintain records of their meetings and report at the biennial meeting.

Section 2. Standing Committees

a. Membership Committee: Chaired by the Secretary, this committee will help in locating potential members and shall keep the Round Table's mailing current.

b. Program Committee: Chaired by the Vice-Chairman/Chairman-Elect, this committee will be responsible for the SELA/CR program at the biennial conference and shall assist in the planning, preparation and publicity for all other meetings and/or workshops the Round Table may sponsor.

Article VI. Meetings

The regular business meeting of the Round Table and the SELA/CR program shall be held in conjunction with the biennial conference of the Southeastern Library Association. Special meetings may be called by the Executive Board of the Round Table upon at least thirty (30) days notice to the membership.

Article VII. Quorum

Those members present at an announced business meeting shall constitute a quorum for the conduct of business. A majority of those members present and voting shall be sufficient to pass any motion except amendments to these Bylaws.

Article VIII. Amendments

Amendments, changes or deletions to these Bylaws may be made by a two-thirds vote of the members present and voting at a regular business meeting.