

OCLA POLICY

The mandate of the Ontario Courthouse Libraries Association is to provide the courthouse staff with guidance, support and learning opportunities to be delivered within the context of OCLA's vision, mission, values and guiding principles.

OCLA VISION: A culture of mutual respect between staff and governing bodies.

OCLA MISSION: Laying the foundations for success

OCLA VALUES: Group loyalty and personal growth for continuous improvement.

GUIDING PRINCIPLES: Ensure accountability to each other, and to OCLA, a culture of mutual respect, integrity, inclusiveness and collaboration.

OCLA EXECUTIVE PROCEDURE MANUAL

Functions and the duties of the individual executive members:

1.0 CHAIR

- 1.1 Chair to preside over official meetings of the Association;
- 1.2 Chair to designate duties and special responsibilities as required;
- 1.3 Chair to call regular and emergency meetings of OCLA;
- 1.4 Chair shall negotiate on behalf of OCLA;
- 1.5 Chair shall lobby on behalf of OCLA;
- 1.6 Chair shall circulate pertinent information with respect to questions/queries/updates, etc.;
- 1.7 Chair and Executive shall decide which records require retention (financial or historical relevance etc.) and at the end of the presidential term, shall forward these materials to the Archivist, as appointed by the Executive from the voting membership

2.0 VICE-CHAIR

- 2.1 Vice-Chair shall preside at meetings of the Association in the absence of the Chair;
- 2.2 Vice-Chair shall assist the Chair as required and serve as representative where necessary.
- 2.3 The Vice-Chair shall handle any special projects as assigned by the Chair.

3.0 TREASURER

- 3.1 Treasurer shall collect all dues and other income;
- 3.2 Treasurer shall prepare the annual financial reports;
- 3.3 Treasurer shall send annual membership renewal notices and collect annual dues;
- 3.4 Treasurer shall have custody of funds and bank accounts and pay out funds as deemed necessary by the executive;
- 3.5 Treasurer shall be responsible for updating the membership list/directory and providing said list to the Member-at-Large for distribution;
- 3.6 Treasurer shall assist the Member-at-Large on the Bursary committee.
- 3.7 Treasurer will pay all invoices as received.
- 3.8 Treasurer shall handle any special projects as assigned by the Chair.

4.0 SECRETARY

- 4.1 Secretary shall compile issues for meetings and prepare meeting agendas;
- 4.2 Secretary shall prepare notice of meetings and notify membership of location and time of meetings;
- 4.3 Secretary shall keep records of all correspondence;
- 4.4 Secretary shall serve as liaison between the Chair, Executive and general membership;
- 4.5 Secretary shall follow up on elective committees and evaluate progress against the targets set in the meeting minutes;
- 4.6 Secretary shall be responsible for the recording of the minutes of all meetings and maintain the Association minute book;
- 4.7 Secretary shall attend all meetings of OCLA and assist the Chair;
- 4.8 Secretary shall handle any special projects as assigned by the Chair.

5.0 MEMBER-AT-LARGE

- 5.1 Member-at-Large shall be the contact for the law associations' staff changes, retirements, notices, donations and ensure that the executive and membership are promptly notified;
- 5.2 The Member-at-Large shall distribute the membership directory to the members;
- 5.3 Member-at-Large shall notify members of and collect bursary applications for consideration by the bursary panel;
- 5.4 The Member-at-Large shall handle any special projects as assigned by the Chair.

6.0 PAST CHAIR

- 6.1 Past Chair shall serve as the Chair of the Nominating Committee
- 6.2 Past Chair shall prepare the call for nominations for the Annual General Meeting
- 6.3 Past Chair shall ensure that at least one candidate for each elected office is nominated and report to the membership no later than 7 days before the AGM
- 6.4 Past Chair shall prepare the ballot for voting at the AGM

6.5 Past Chair shall be responsible for preparing amendments and/or repeals of any article of the Bylaws for the AGM

6.6 Past Chair shall handle any special projects as assigned by the Chair.

7.0 ANNUAL MEETING

7.1 ELECTION PROCEDURES

7.1.1 Pre- Election

7.1.1.1 Call for Nominations by Past-Chair

7.1.1.2 Compilation of nominations list for meeting

7.1.2 Manner of Voting

7.1.2.1 President to call the election to order

7.1.2.2 Voting by show of hands

7.1.3 Post-Election

7.1.3.1 Executive officers shall hold office for a term of 2 years, or until their successors are elected or appointed

7.1.3.1 New executive officers will refer this document outlining duties of their office

7.2 FINANCIAL RECORDS

7.2.1 Two members shall be appointed at the annual meeting to review the financial records

8.0 STANDING COMMITTEES

8.1 Archives Committee

8.1.1 The Archives Committee shall be comprised of the Archivist, the Chair and one other member of the Executive as assigned by the Chair

8.1.2 Guidelines for the Archives shall be reviewed annually by the executive

8.1.3 See Appendix A for the Archives Guidelines

8.2 Bursary Committee

8.2.1 The Bursary Committee shall be comprised of the Member-at-Large, the Treasurer and the Past President.

8.2.2 If a conflict arises, due to application for a bursary, another member shall be appointed the Bursary Committee

8.2.3 See Appendix B for the Bursary Committee Guidelines

8.3 Core Titles Committee

8.3.1 The Core/Essential Committee shall be comprised of at least one volunteer from a regional library, an area library and a local library

8.3.2 Additional members may be drawn from the membership at large

8.3.3 See Appendix C for the Core/Essential List Committee Guidelines

8.4 FOIA LiRN Committee

- 8.4.1 The FOIA LiRN Committee shall be comprised of one volunteer each from a regional library, area library and local library if possible
- 8.4.2 See Appendix D for the PRC Committee Guidelines

8.5 Website Committee

- 8.5.1 The Website Committee shall be comprised of the Past President and the webmaster(s)
- 8.5.2 Guidelines for the website and/or social media shall be reviewed annually by the executive
- 8.5.3 See Appendix E for the OCLA Website/Social Media Guidelines

9.0 RECORD RETENTION

- 9.1 The Archivist retains the records of the OCLA archives
- 9.2 Procedures regarding the retention of archival records shall be determined by the Archives Committee and reviewed annually by the executive.

10.0 OCLA By-Laws Review

- 10.1 By-law review time frame: to be determined by the executive and/or members

*Adopted October 2015
Amended October 26, 2017
Amended October 6, 2020*

Appendix A – Archives Committee

Structure

- The Archives Committee shall be comprised of the Archivist, the Chair and one other member of the Executive as assigned by the Chair
- Physical location of the Archives shall be at/or near the Archivist’s library
- The guidelines and location of the Archives shall be reviewed annually by the executive

Collections

1.0 Type of materials to be archived shall include:

- 1.1 Meeting minutes, agendas, financials and other written executive and committee reports
- 1.2 Copies of special reports, projects and surveys
- 1.3 Newsletters
- 1.4 Annual copies of core/essential lists
- 1.5 Photographs
- 1.6 Any document or material which provides historical background or context regarding the evolution and/or maintenance of the Ontario Courthouse Library Association

2.0 Storage of materials:

- 2.1 Documents shall be stored in archival quality boxes per archival guidelines

NOTE: For proper storage and handling, please refer to the Manual for Small Archives, which was developed to assist non-archival entities with regards to their own collections:
<https://aabc.ca/media/6069/manualforsmallarchives.pdf>

3.0 Indexing:

- 3.1 When possible, a listing of all contents of the Archives shall be created and maintained with printed and electronic documents
- 3.2 If possible, a listing of the Archives documents shall be posted on the OCLA website for the membership’s reference

Structure

- The Bursary Committee shall be comprised of three members including the Member-at-Large, the Treasurer, and the Past Chair
- The Member-at-Large will chair the Bursary Committee
- If a member of the committee is an applicant to the bursary, another member of the association will be asked to assist

Guidelines

1. The bursary criteria and application shall be reviewed annually by the committee.
2. The Member-at-Large shall distribute the information to the membership in a timely manner.
3. The current bursary criteria and application shall be posted on the website.

Bursary Submission Guidelines

TERMS AND CONDITIONS

1. Applicants must be members of the Ontario Courthouse Libraries Association in order to be eligible to apply for a Bursary. Payment of membership fees are to be paid prior to the bursary deadline. All members of OCLA, regardless of educational qualifications or job title, are encouraged to apply for assistance.
2. Preference will be given to:
 - a. Members who receive little, if any, funding from their Association for professional development;
 - b. Members who will not be receiving the LibraryCo. or Eunice Beeson Bursary;
 - c. Members who have never attended a CALL/ACBD Conference before
 - d. Members with formal OCLA responsibilities at CALL/ACBD Conference.
3. It is expected that the applicant's Law Association will submit a letter stating the association's support of their employee's attendance at the conference and their intention to pay the CALL/ACBD Conference registration fee.
4. Recipients will be expected to attend the CALL/ACBD Conference in its entirety (Sunday to Wednesday noon or closing session as indicated in the Conference schedule), to attend all OCLA meetings and preferably to attend sessions sponsored by the Courthouse and Law

Society Libraries' Special Interest Group; Recipients who do not meet these criteria will be asked to return the funds provided.

5. Recipients will submit a written report to the Chair of OCLA after attending CALL/ACBD to be presented at the fall COLAL OCLA meeting. The report will include information as to seminars and meetings attended;
6. Recipients will submit a letter of thanks to Irwin Law for their generous sponsorship of the OCLA bursary.
7. Recipients are required to submit all receipts to the Treasurer of OCLA with the provided expense form no later than two weeks after the conference ends.

BURSARY APPLICATION DETAILS

1. OCLA members will complete the OCLA Conference Assistance Bursary Application and include a letter outlining why they wish to attend the conference
2. They will submit a letter from their Association indicating the extent to which it will financially support their attendance at the CALL/ACBD Conference.
3. They will apply prior to noon on the Bursary application closing date. Any applications received after noon of the closing day will not be considered.
4. Recipients will agree to the terms and conditions governing the Bursary Award.
5. OCLA Bursary recipients who subsequently receive a LibraryCo or Eunice Beeson bursary to attend CALL/ACBD must notify the OCLA Bursary Committee as soon as possible so that an alternate recipient of the OCLA bursary may be chosen.



Appendix C – Core Titles Committee

Structure

- The Core Titles Committee shall be comprised of the one member from a regional library, one member from an area library and one member from a local library, with one individual acting as the chair
- Additional members may be asked to participate

Guidelines

1. This Committee provides collection development guidance to the county and district courthouse libraries.
2. Titles considered essential in the operation of a county and/or district courthouse library are reviewed annually. The format of the materials can be print and/or electronic.
3. The Core Titles List is reviewed annually and distributed to the county and district courthouse libraries.



Appendix D – FOLA LiRN Committee

Structure

- The FOLA LiRN Committee shall include a representative from a regional library, an area library and a local library if possible
- This committee functions as part of a subcommittee within FOLA (Federation of Ontario Law Associations)

Guidelines

1. The committee is the voice of the county and district courthouse library staff within the province wide FOLA group.
2. It will provide regular reports on issues important to the OCLA membership.

Structure

- The Website/Social Media Committee shall be comprised of the Past Chair and the Webmaster (s)
- Additional members may be asked to participate

Website Guidelines:

1. Purpose of OCLA web site:
 - a. To promote the interests and image of OCLA members among the legal community and interested members of the public.
 - b. To provide a timely and efficient repository of information for OCLA members.
2. Appearance:
 - a. In order to maintain a recognizable visual identity for the OCLA web site, an appropriate and consistent visual appearance should be achieved through the uniform use of a suitable template and colour scheme.
 - b. The OCLA logo and mission statement should be prominently displayed on the homepage
 - c. Changes should be undertaken only after careful thought and consideration.
3. Management and content:
 - a. The appropriate OCLA members must have direct control over the content of its official web site that is the Chair, the Past Chair and the designated OCLA web master.
4. Advertising:
 - a. The OCLA site shall not contain any advertisements or commercial endorsements.
 - b. Book reviews, reviews of media sites and general publisher information may be an exception.
 - c. Mention of a publisher’s financial support for an OCLA travel bursary or continuing education scholarship would be allowed.
5. Copyright:
 - a. The OCLA site must abide by all laws regarding copyrights, trademarks and other intellectual property.

6. Contact information:
 - a. The OCLA site should include an email contact address for reporting any problems or concerns from the public.
 - b. OCLA members can email website concerns to the Past Chair and Chair.

Social Media Guidelines:

1. Purpose of any social media platforms;
 - a. To promote the interests and image of OCLA members and their libraries
 - b. To disseminate timely information among the OCLA membership
2. Appearance:
 - a. In order to maintain a recognizable visual identity for the OCLA social media sites, an appropriate and consistent visual appearance should be achieved through the uniform use of a suitable template and colour scheme.
 - b. The OCLA logo and mission statement should be prominently displayed on the main page
 - c. Changes should be undertaken only after careful thought and consideration.
3. Management and content:
 - a. The appropriate OCLA members must have direct control over the content of its official platforms on social media, consisting of the Chair, the Past Chair and the designated OCLA webmaster/social media author.
4. Advertising:
 - a. The OCLA sites shall not contain any advertisements or commercial endorsements.
 - d. Reviews of publications, other media sites can be exceptions
 - e. Mention of a publisher's financial support for an OCLA travel bursary or continuing education scholarship would be allowed.
5. Copyright:
 - a. The OCLA site must abide by all laws regarding copyrights, trademarks and other intellectual property.
6. Contact information:
 - a. The OCLA media sites should include an email contact address for reporting any problems or concerns from the public.
 - b. OCLA members can email any concerns to the Past Chair and Chair.