

Rochester Regional Library Council
Library Assistants Group
By-Laws
Revised 2/18/14

Purpose

- To recognize library assistants employed in Rochester Regional Library Council libraries or library systems whether support staff, clerical staff, media technicians or other job titles are used.
- To enhance the professional image of RRLC library assistants within the library community; to further professional growth; to promote job enrichment; to serve the community.
- To provide a network for communication among RRLC library assistants, and serve as a clearinghouse for relevant information.
- To co-operate with other RRLC committees and correspond with similar library assistant organizations on a state and national level to advance the committee's goals.

Membership

- General Membership
 - Membership is open to all library assistants as defined above, currently working either full-time or part-time at an RRLC member library or at a library that is a member of an RRLC member library system.
- Committee Membership
 - The Committee Membership will consist of all library assistants who are willing to attend the quarterly meetings. Notice of meetings will be sent to the RRLC listserv for general distribution. Library Assistant information, both from within the RRLC region and from outside regions will be presented, and reports from committee members will be discussed.
 - A designated RRLC representative will serve ex-officio.
- Chair
 - A Chairperson is elected by a majority of the Committee Membership to serve a 2-year term. The term of office will coincide with the calendar year, January - December.

Current Activities

- The Library Assistants Committee periodically contacts its constituency to determine their numbers, needs and interests.
- Workshops, seminars, etc., both technical and public service oriented will be offered to continue staff development. The committee will handle local arrangements for these activities including general planning of events and preparation of informative programs. The committee will also investigate other avenues, such as speakers and library tours that will address the continuing education and job enrichment needs of RRLC library assistants.

- Volunteer activities are a key focus for the group. The committee will select volunteer opportunities each year that support the group's mission of serving the community. The committee will plan volunteer activities for the next year at its regular December meeting. Participation in volunteer activities is intended to be inclusive, and friends and family members are welcome to join the group in appropriate volunteer efforts.

Frequency of Meetings

- Meetings will be held 4 times per year. Meetings will be held in February, May, September and December. Check the RRLC calendar for dates.

How-to-join

- To join or to be added to the RRLC Library Assistants Listserv send an email to rrlc@rrlc.org with the name of the listserv and the message that you want to subscribe to the list.

Revision of Bylaws

- The Bylaws will be reviewed at least every five years.