

Coordinating Conference(s) Procedures

The LSSC is responsible for coordinating several conferences for Library Staff. Currently, they are Reaching Forward South, and ALA.

The LSSC asks approval from Library Administration for 12 attendees to Reaching Forward South, and two to ALA.

Below lists procedures for each conference.

Reaching Forward South:

Located regionally in Illinois in April/May.

- Obtain approval from Library Administration at LSSC's fall Administrative Representative meeting. This includes confirming the number of people the Administration is willing to support (traditionally 12) and for transportation. Use letter on file for budgetary information.
- Once approval and number of attendees are obtained: the LSSC needs to send an e-mail to civil service employees, via libnews, asking who is interested in attending the conference. If more people are interested in attending than LSSC has approval for, whoever has NOT attended RFS in the past will be chosen first. After that, if there are slots left it is decided by who responded first.
- (NOTE: Prior to posting to libnews LSSC needs to check the RFS website to see when registration closes and then notate with deadline to respond accordingly.)

LSSC now has the list of attendees.

- Send announcement to Libnews listing the attendees and that LSSC would like to thank Library Administration for their continued support.
- Send a note to all attendees asking who will need a ride and who will be the driver(s).
- Once the number of riders and drivers is determined, LSSC will need to contact the Library Business Office to reserve a University vehicle(s).
NOTE: Information needed to reserve a University vehicle is "who, what, where, when and why".
 - Name of primary driver(s) and secondary driver(s)
 - Name of Conference
 - Location
 - Date of conference. This will include vehicle(s) pick up and return times.
 - Account number to be charged. (General Administration account)

- Send another e-mail to attendees letting them know transportation has been reserved and who the driver(s) is. Inform them to discuss (or e-mail) with each other to arrange pickup time and location. LSSC does not do that.

LSSC now has arranged transportation. Next registration forms need to be filled out.

- Email attendees to connect with the business office to schedule registering for the event online, concurrently with a representative from BHRSC who can help input payment information.
- LSSC will need to give BHRSC a CFOP.
- LSSC and BHRSC share a “LSSC Budget” spreadsheet, this will need updated.
- Send another e-mail to attendees saying those who volunteered to drive need to contact others who are riding in the University vehicle(s) to figure out where and when to meet. LSSC does NOT need to be part of this.
- LSSC’s part is complete!

ALA

Location Changes, conference held in June

- Obtain approval from Library Administration at LSSC’s fall Administrative Representative meeting. This includes the number of people the Administration are willing to support (traditionally 2).
- LSSC sends an e-mail to civil service employees, via libnews, with Webtools webform self-nomination request with a deadline.
- When the deadline has passed: chair anonymizes form responses and shares with Approval Committee comprising of: one or two LSSC members, one at large staff member, and one Administration member who need to meet, review the letters of interest, and decide who will attend.
- LSSC will announce the results via Libnews and that LSSC would like to thank Library Administration for their continued support.
- LSSC sends an e-mail to applicants individually notifying them of their status and thanking them for their submissions.
- LSSC connects honorees with the business office to coordinate registration and travel cost coverage.
- LSSC will need to give BHRSC an account number (CFOP).
- LSSC’s part is complete!