

PROCESSING CHAPTER DOCUMENTS

Updated January 2017

Chapter Minutes & Newsletters

An online community has been created for each chapter. Chapters should save copies of all meeting minutes & newsletters to the file library within the chapter's community.

To upload a file to your chapter's file library:

1. Access the [Member Online Communities](#) from top navigation of [ALA's home page](#).
2. Click on "[Files](#)" and then "[Chapters](#)".
3. Click on "_____ Chapter Files"
4. Click on Add a File in the right hand navigation and follow the prompts of the template.

Keep in mind that file libraries are intended to house any number of chapter documents, not just minutes and newsletters. That said, *it is highly recommended that chapters establish a naming convention and retention policy for their files*. Both will be invaluable as the chapter's library grows.

Tips from ALA Headquarters Staff

Tip #1: Develop a file naming convention that begins with the subject, then date, starting with the year (e.g. Newsletter 201511.docx).

Tip #2: Looking to establish "folders" within your file library? The file library upload guide will provide basic visual instruction on how to save multiple files under the same title.

Chapter Education Summaries

The Chapter Education Database has been modified to allow for data entry by chapter leaders. Revised educational summary forms and instructions are now available at <http://www.alanet.org/membership/chapters/chapter-leader-resources/chapter-education> near the bottom of the page.

Chapter Success Stories

Chapters should continue to share photos and success stories with headquarters staff by submitting details to chapters@alanet.org. These are often published in our publications and through our social media channels.

Reminder

The information provided is used by ALA's Regional Leadership Teams in their work with the chapters and often referenced by headquarters staff. To assist Regional Leadership Teams in their efforts, each team has been granted access to all chapter communities within their region.