# COMMITTEE TERMS OF REFERENCE

## Publications Committee

**COMMITTEE TYPE**

Standing

**PURPOSE / ROLE**

The Publications Committee shall be responsible for the quality of ASIS&T publications and shall provide direction to and review of the association's print and electronic publications, including journals, books, news, educational and all other publications. It shall oversee general editorial policy, engage in strategic planning and development of the Society's current and future publications, recommend and work with partner entities where appropriate, and initiate publication focused task forces and subcommittees as deemed necessary by the committee.

- Identifying publication opportunities and developing strategy to develop and deliver new publications related to information science & technology for both an academic and practitioner audience;

- Assessing the quality and content of the publication program of ASIS&T, including the system of primary publications of books, journals, scientific communications, proceedings, magazines, newsletters, etc.

- Serving as a channel for communication among ASIS&T members, other users of the association's publications, and the Board of Directors to ensure that needs and support are recognized, researched, and addressed;

- Consulting with the editors of all ASIS&T publications concerning editorial policy;

- Advising the Board of Directors and staff on copyright policy and recommending actions to protect ASIS&T copyright; and

- Monitoring developments on copyright issues at international and national levels.

**COMPOSITION**

- The membership of the Publications Committee is comprised of a Chair, a Vice Chair, and seven at-large members.

- The President will assign a Board Liaison to the Committee each year (see the Liaison Job Description for more information on this role.)

- The Executive Director will serve as the staff liaison to the Committee.

- The member term will be for three years with the option to renew for another three years (i.e., to a maximum of six years of consecutive service).

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## ACCOUNTABILITY

- The Chair is responsible for reporting to the Board on the work of the committee and the timing of upcoming meetings and activities of the committee on a regular basis.

## MEANS OF CONDUCTING WORK

- The Committee will meet at least quarterly, at least 4 weeks in advance of scheduled Board meetings, in order for the Committee to prepare a report for the Board.

- The Chair will communicate with the Board Liaison on a regular basis about the timing of meetings and report content. In addition, all committees will meet during the Annual Meeting; virtual attendance (e.g., by Zoom) is encouraged to engage with members who cannot attend in person. Attendance at the Annual Meeting during the term of committee membership is highly recommended for all committee members.

- Chair will organize and chair meetings. Vice Chair will act as a Secretary to take the minutes and write the reports for the Boards.

- Topics for the agenda of meetings will be prepared by the Chair.

- The agenda and meeting notes will be circulated by the Vice Chair to members of the Committee as directed by the Chair.

- Meetings will include a variety of means of engagement.

## COMMUNICATION AND RESOURCE SHARING

- The Publications Committee will use the ASIS&T Community platform to conduct committee business and to communicate among committee members. ASIS&T staff will ensure that all documents housed on the community platform are organized in such a fashion as to provide adequate institutional knowledge to allow committee members to come up to speed on committee issues quickly. Committee members are expected to familiarize themselves with the committee's purpose and charge, as well as background materials housed on the platform.

- Confidential materials and/or copyrighted materials will not be shared via the ASIS&T Community platform.

- If Association documents that the Committee needs to use contain information not intended for wider sharing within the Association, this information will be redacted by Vice-Chair before it is made available to Committee members.

## SELF-EVALUATION

- Each year (prior to the end of the Fiscal Year), the Chair of the Publications Committee will lead members in a review of its relevance, the value of its work, and its terms of reference.

## OTHER CONSIDERATIONS

- The Publications Committee will demonstrate the values outlined in the ASIS&T Diversity Statement when administering the mentoring and New Leaders Programs and in all of its deliberations. The statement is as follows:

  *The ASIS&T community is committed to the values of diversity and inclusion, which we believe support our efforts to achieve and sustain excellence in the information science and technology field. We strive for diversity in all its forms, including but not limited to age, race and ethnicity, gender, sexual orientation, religion, disability, geographic location, socioeconomic status, or education level. We believe that we can best promote excellence by engaging diverse group members and other stakeholders and providing opportunities at all levels of engagement for any individual or group that shares these values. ASIS&T leaders, volunteers, and staff will strive to keep diversity and inclusion at the forefront of all program planning and development efforts in order to ensure the most welcoming and engaging environment possible for our stakeholders.*

## CRITICAL DEADLINES

| Event | Date |
|---|---|
| Vice-Chair Appointment | 2 months before end of Fiscal Year |
| Committee Vacancy Appointment | 1 month before end of Fiscal Year |
| Report to Board | After each committee meeting |

Approved by the ASIS&T Board of Directors on 10/19/2022

**2022-23 CHARGE**

- Grow Information Matters, seeking sponsorship and advertising to become self-sustaining.
- Produce white paper on the impact of open access on ASIS&T Publishing and potential business models for future publications that ensures break even on OA pubs
- Assess the nature of papers being rejected for scope from JASIST.


**Strategic Plan Goals Relevant to this Committee:**

2.2.1 Develop a publication with a range of content designed to appeal to academics and professionals, and evaluate the need for one or more new publications aimed at professionals and at other disciplines.

3.1.1 Re-envision and strengthen the position of JASIS&T as the premier publication by expanding the scope (e.g., practice-oriented/topicality/interdisciplinary) and accessibility and by reducing the publication time and refining the publication cycle.

3.1.2 Create alternative platforms for dissemination of communication, such as a virtual peer-review professional publication that highlights emerging technologies, discusses best practices, enables discussion via opinion pieces, disseminates pilot project results, and provides more "translational research" by making research easier to understand and apply to work situations.

3.2.2 Expand communication through publications (such as writing articles for the Bulletin; developing a new student publication; increasing more content for information professionals; making research content from JASIS&T more accessible and applicable to professionals)