

Focus on Indiana Libraries

Editor Job Description

Title: Editor, *Focus on Indiana Libraries*

Publication Summary: *Focus on Indiana Libraries* is an official publication of the Indiana Library Federation and the Indiana State Library. Its purpose is to act as a statewide publication for disseminating current news and information of interest to people working in and with Indiana libraries.

The content of *Focus* is determined by its editors to reflect the interests of the library community and to assist the Federation office and the State Library in communication with its readership.

The emphasis is on timely reporting of news and issues relating to Indiana libraries. All groups within the Indiana library community are encouraged to submit news, stories, and letters to the editor.

The publication is published 11 times a year, monthly with the exception of April/May which is a joint issue. The publication is mailed to 6,000 personal, institutional, and trustee members of the Indiana Library Federation.

The Indiana Library Federation employs a Publication Manager who is the Managing Editor of *Focus*.

Position Summary: Editor of the newsletter, *Focus on Indiana Libraries*, a publication of the Indiana Library Federation published 11 times a year. To oversee the newsletter editing and proofreading. Work closely with the Managing Editor/Publications Manager and the Publications Committee of the Indiana Library Federation.

Qualifications:

1. Membership in the Indiana Library Federation
2. Writing or editing experience
3. Familiarity with and broad knowledge of the Indiana library community
4. Ability to work with diverse groups of individuals within the library community

Major Duties:

1. Primary copy editor for the newsletter
2. Recommend stories or news items for inclusion in the newsletter
3. Serve as a voting member of the Indiana Library Federation Publications Committee, a committee of the Board of Directors of the Federation.
4. Annually review the *Focus* publication information printed in the Indiana Library Federation *Leadership Manual*, including but not limited to the publication summary, article format guidelines, and publication schedule.
5. Assist the managing editor in presenting information about publications at the annual Leadership conference
6. Encourage membership to submit news articles for the newsletter
7. Assist the managing editor as needed

Salary: This position is a volunteer position.

Term: The editor shall serve a three year term which may be renewed with the recommendation of the Publications Committee. If the editor is not able to serve the three year term a new editor will be appointed after a search and screen procedure as outlined below.

Search and Screen Procedure: When an opening occurs in the position of editor, the Publications Committee will advertise that opening. Applications will be screened using criteria in this job description. The application packet should address the qualification and major duties as described. Submit the following information: 1. Letter of application, 2. Current resume/vita, 3. Names, addresses, telephone numbers, and e-mail addresses of three professional references that are prepared to comment on your employment ability. The Publications Committee will review applications and interview candidates before determining the most qualified applicant for the position. The Publication Committee's final choice will be presented to the Indiana Library Federation Board of Directors for approval.

Adopted by Committee: 1-24-05

Recommended by SPEC:

Ratified by the ILF Board of Directors: