

3-11
PUBLICATIONS COMMITTEE

General Description

This committee supervises all publications that come out under the aegis of the Society of California Archivists, Inc., except the Membership Roster and the Outreach and Publicity Committee.

Composition and Terms of Office

The chair is appointed by the President with Board of Directors approval. Other members of the committee are appointed by the chair. The SCA President is an ex-officio member. The committee chair may also appoint members of the committee to serve on an editorial board to assist the chair.

Responsibilities

1. Develops timelines and budgets for all SCA publication-related activities.
2. Provides quarterly reports detailing the committee's accomplishments and future plans of action for Board approval.
3. Oversees editing, production, and distribution of *SCA Newsletter* and represents *Newsletter* interests to the SCA Board. When the *Newsletter* Editor position becomes vacant, the Publications Committee Chair initiates a search for a replacement Editor and recommends a potential successor to the Board for review and approval. Should no replacement be available, it is the responsibility of the Publications Committee to ensure the regular and timely appearance of the *Newsletter*. The duties of the *Newsletter* Editor are outlined in 4-15.
4. Maintains SCA's *Directory of Archival and Manuscript Repositories in California* database through regularized updates and additions.
5. Develops proposals for new publications. Once a new publication is approved by the Board, the committee supervises its production and distribution.
6. Explores external funding from appropriate grant agencies to support publication programs.
7. Works with the Outreach and Publicity Committee to advertise SCA publications in all appropriate venues.
8. Sends copies of all SCA publications, as well as the committee's non-current records, to the SCA Archives.

9. Handles all requests for permission to republish or distribute SCA publications. Individuals or organizations desiring to reprint articles from the newsletter or other SCA publications should be asked by the chair to observe the following requirements:

- a. Secure prior permission from publication editors and original authors
- b. Give credit to SCA as the original publisher and copyright holder
- c. Send two copies of the publication to the Publications Committee Chair for deposit in the SCA Archives

10. Reviews and as needed recommends updates to the following sections of the SCA Handbook: 4-15 Publications Committee, 3-8 Newsletter, 7-1 Advertisement Rates, 7-2 Advertisement Sizes, and 7-20 Publications Order.

PUBLICAT.COM 4/90 nlb, 1/91 nlb, 5/93 jab, 9/04 dgh; 1/05, Board 3/06

