



## 2008 Institutional Membership Application Information Sheet

**Membership is calendar year**, January 1 through December 31. Membership is opened as applications become available during the later part of the proceeding year and remains open until the start of the Association's Annual Business Meeting. Membership fees shall not be prorated for periods of less than twelve months.

**Memberships are non-transferable.** Institutional memberships are the property of the named institution regardless of the source of payment and are non-transferable.

**Membership may be cancelled**, but refunds will not be provided.

**Subsidiary/branch libraries** are acknowledged under the institutional membership umbrella and are recognized through the provision of institutional membership door signs. For example, the Wolfner Library is a subsidiary of the Missouri State Library and the Calloway County Public Library is a branch of the Daniel Boone Regional Library.

**Peer institutions** require their own memberships. Examples of peer libraries are the UMC, UMKC, UMSL, and UMR Libraries; which qualify for their own institutional memberships.

**Institutional members have a vote** on association business and elected officers. Business is conducted each year at the Association's Annual Business Meeting, usually conducted on Thursday at the annual conference each October.

**An Institutional Representative** must be designated for communication purposes. Unless otherwise designated, this representative is the individual who may exercise the institutional member's vote. Official communications shall be addressed to the designated institutional representative. A single member event registration discount will be extended to one designated institutional representative per event. Institutions may designate a different representative for any given event. Only individual members may run for elected office.

**New members** are vital to the health of any organization, so please let us know if the library/organization is a new or renewing member.

**An annual membership directory** is produced in November and inclusion is guaranteed to those in good standing at the close of the membership year.

**The *MO INFO* newsletter** is available in print format and electronically via the MLA web page at <http://molib.org/Membership.html>. Those who elect to receive the electronic link will be sent an e-mail notifying them of issue postings.

**Electronic discussion lists**, along with the *MO INFO* newsletter, serve as the Association's official communications tools. Along with the membership discussion list, mla-l, MLA hosts a number of unit-specific discussion lists. All who welcome an administrative subscription to these lists are encouraged to indicate their acceptance of faxes and list subscriptions.

**Contact information updates** are welcomed and should be e-mailed to [mla001@more.net](mailto:mla001@more.net).

**Payment** is made to the Missouri Library Association and is accepted in the following forms: cash, check, money order, and purchase order. An invoice will be provided to those who pledge payment with a purchase order with the stipulation that payment be made upon receipt.

**Contributions to the Ronald G. Bohley Scholarship Fund** are most appreciated and go toward the provision of an annual Library Science student scholarship. The scholarship fund and all related Bohley activities are overseen by the Professionalism, Education, Employment, and Recruitment Special Interest Group (PEER SIG), and more details can be found in the MLA Handbook at the link provided above.