

Open Shelf Story Editor
Terms of reference
2019

Open Shelf is the official online magazine of the Ontario Library Association (OLA). It is an open-access publication issued for OLA members and interested readers as a forum for commentary on ideas, activities, trends, and issues affecting libraries and information professionals across Ontario and beyond. *Open Shelf* publishes articles on topics relevant to libraries, information professionals, information technology, and information management. The magazine also includes a wide range of columns and special features.

The *Open Shelf* Editorial Board is responsible for the overall editorial direction, management, and production of the magazine. The Board includes but is not limited to divisional liaisons, OLA communications staff, and the *Open Shelf* editorial team. Reporting to the Editor-in-Chief, the Story Editor will collaborate with the Board to promote and maintain *Open Shelf*.

Terms

- Must be a current member of the Ontario Library Association. Membership must be in good standing.
- Two-year term, with the possibility of extension.

Goals

- Identify contributors and story ideas for *Open Shelf*.
- Assist the editorial team in producing a high-quality online publication that engages and informs OLA members across sectors.

Tasks

- Co-chair all *Open Shelf* Story Committee (see description below) meetings with the Editor-in-Chief or Deputy Editor and address action items as needed.
- Assist in developing the story lineup for each issue in consultation with the *Open Shelf* editorial team and divisional liaisons.
- Work with OLA communications staff to promote and market articles to OLA members.

Qualifications

- Familiarity with the library profession (current issues, trends, and challenges).

- Experience using social media (Twitter, LinkedIn, Facebook) to promote written content.
- Knowledge of or past experience working with online publications.
- Experience editing images to publish online and familiarity with stock image websites.
- Strong editing and writing skills are an asset.

If you're interested in becoming the *Open Shelf* Story Editor, please email your resume and cover letter to communications@accessola.com. Applications will be accepted until the position is filled.

We thank all interested candidates; however, only those chosen for an interview will be contacted.

Appendix A
***Open Shelf* Story Committee**
Terms of reference
2019

Open Shelf (www.Open-Shelf.ca) is the official magazine of the Ontario Library Association. It is an open-access publication issued for OLA members and interested readers as a forum for commentary on ideas, activities, trends, and issues affecting libraries and information professionals across Ontario and beyond. *Open Shelf* publishes articles on topics relevant to libraries, information professionals, information technology, and information management. The magazine also includes a wide range of columns and special features.

The *Open Shelf* Story Committee is responsible for generating story ideas and identifying potential contributors.

Membership

- Editor-in-Chief
- Deputy Editor
- Digital Editors (including Digital Copy Editor)
- Story Editor
- *InsideOCULA* editorial team (1-2 representatives)
- Members-at-large including *Open Shelf* columnists and feature article contributors (4-6 people)

Terms of membership

The Editor-in-Chief chairs the Story Committee and will serve the length of her/his term. The Deputy, Story, and Digital Editors will serve for the length of their terms.

The *InsideOCULA* editorial team will appoint its representative(s).

Members-at-large will serve for three-year renewable terms. Members-at-large will be sought from the OLA membership as well as from the list of current contributors (columnists and feature writers) and be appointed by the *Open Shelf* Steering Committee.

Meetings

The Story Committee will meet virtually three times a year (February, June, and October).