

# FLA *News Digest* Guidelines

The FLA *News Digest* is an official publication of the Florida Library Association. Available only to FLA members, the monthly *News Digest* disseminates information about, related to, and of interest for members of the Florida Library Association. A notice announcing the availability of each issue and listing highlights of some articles is sent to all FLA members with an email address. The *News Digest* is posted on the FLA website, and issues are archived there for five years. Print copies are available upon request.

## Sources of News

Submissions to the *News Digest* are sent to the Editor via e-mail or postal mail or are compiled from Internet websites referred to by the Editor. An email soliciting contributions is sent at the beginning of each month via the FLA listserv. Other e-mail and postal mail submissions received often include press releases from statewide, regional and national organizations and associations; news items sent through the FLA website and forwarded to the Editor by the FLA Communications Coordinator; and items located by the Editor through various listservs and websites that might be of interest to FLA members.

## Selection Criteria

Individuals, organizations and associations submitting news to the *News Digest* do not need to be a member of FLA, but items must relate to the following criteria to be considered for publication. Submissions published in the *News Digest* fall into the following categories:

- **News of FLA:** organizational information of and related to the Florida Library Association, including a calendar of upcoming events
- **News of and for Florida Libraries:** news regarding libraries within the state of Florida (i.e., grants, renovations, innovative programs, etc.)
- **National and International:** selected pertinent national and international news, primarily received from regional and national library associations such as SOLINET, ASERL, ALA, SLA, etc.
- **People:** information about library and library school personnel, including new hires, national committee appointments, etc.

The *News Digest* is a factual, objective publication. Submissions should be written in narrative, paragraph form, and should use the third person (“The library” rather than “we”). The Editor reserves the right to edit all *News Digest* submissions for content and length.

The *News Digest* Editor considers all submissions received for publication, but the following are generally not included:

- Job advertisements and position openings
- Product solicitation or advertisements (with the exception of free products and/or products offered by FLA and ALA)
- Specific programs and/or workshops offered by libraries, organizations, or associations (This type of information is most likely to be included in the FLA Continuing Education Calendar, rather than the *News Digest*.)

## **Deadlines**

All submissions must be received by the Editor before the 12<sup>th</sup> of each month to be considered for that month's *News Digest*. Submissions received on or after the 12<sup>th</sup> may be held until the following month.

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