

PSA HISTORICAL BOOK COLLECTIONS COMMITTEE
Master Operating Manual
September 9, 2019

INTRODUCTION

This Master Operating Manual for the PSA Historical Book Collections Committee provides a summary of the Historical Book Collections Committee's 1) general responsibilities; 2) term of office; 3) responsibilities; 4) required meetings; 5) specific duties; 6) budget; 7) equipment required; and 8) time required. The process used by the Historical Book Collections Committee to acquire books is presented in Appendix A.

I. GENERAL RESPONSIBILITIES

The PSA Historical Book Collections Committee is responsible for the collection of photographic books, directly related to or indirectly related to all types of photography and imaging that may be of a historical value to PSA and its members and the World in general. The scope of books and other publication materials will include, but will not be limited to photographic technique, cameras, photographer biographies and the image making processes. The Image Collections VP is the ex-officio member of the PSA Historical Book Collections Committee. The PSA Historical Book Collections Committee members should have a good knowledge of photographic publications, including magazines. It is expected the Chair of the Historical Book Collections Committee will work together with committee members to coordinate the acquisition of new and used book titles.

II. TERM OF OFFICE (1 Chair + 2 Members)

The Historical Book Collections Committee Chairperson is appointed by the President of PSA for a two-year term. Members of the Historical Book Collection Committee are appointed by the Historical Book Collections Committee Chairperson for a 4-year term. The terms are staggered so all do not roll off at once. When a person's term expires, they can renew for another term if they desire.

III. REPORTING RESPONSIBILITIES

The Historical Book Collections Committee reports to the PSA Image Collections Vice President.

IV. REQUIRED MEETINGS

- The Historical Book Collections Committee annual review meeting is in the spring at PSA headquarters.
- At the annual PSA Conference Historical Book Collections Committee meeting. The Image Collections Vice President generally briefs the Historical Book Collections Committee on any messages from the Board, reviews the overall work of the Committees and provides support and assistance for any special needs requested by the Committees.

V. SPECIFIC DUTIES

The specific duties of the Historical Book Collections Committee include:

- Acquiring any Historical Book Collections already existing in any PSA Division and transferring them to HQ.
- Acquisition management of new books into the existing PSA HQ collection.
- Oversees the transfer of Book Collections to PSA Headquarters.
- Provide a catalogued list of the Book Collection if needed.
- Acquire new books for Historical Book Collection; for example, request the Directors and Members in overseas countries, especially those in Asia to help to collect outstanding books (if possible, signed by the author, no other inscriptions) from the photographers in their countries. Provide support and assistance to transfer those new books from overseas to PSA Headquarters.
- Review newly acquired books for the possible inclusions into the PSA Collection.
- About two months before the semi-annual Board meetings, the Historical Projected Book Collections Chairperson submits a semi-annual report on the Committee's operation and emails the report to the Image Collections Vice President.
- The Historical Book Collections Chairperson submits an article(s) outlining the Committee's operations and progress to the *PSA Journal* (about once every twenty-four months).

VI. BUDGET

The Historical Book Collections Committee prepares an annual budget (or estimates expenses) and submits it to the Image Collections Vice President and Treasurer, prior to the PSA annual BOD meeting in the spring.

VII. EQUIPMENT REQUIRED

The Historical Book Collections Committee members shall have E-mail capability for exchanging ideas and voting when requested on Committee business

VIII. ESTIMATED TIME REQUIRED

The Historical Book Collections Committee is required to allow sufficient time to serve the Committee operations primarily to acquire books from PSA members and other sources along with time to review and recommend the inclusion of specific books in the PSA Permanent Collection.

APPENDICES

Appendix A

Historical Book Collections Committee Calendar

February

- Prepare PSA Historical Book Committee budget and send to the Image Collections Vice President for review prior to sending it to the Treasurer.

March

- Prepare Historical Book Collections Committee Report to Image Collections VP for the semi-annual BOD spring meeting.
- Update Image Collections Vice President of any expenses or budgetary changes prior to finalizing the annual budget for presentation at the spring BOD meeting.

Spring

- If required, conduct a review meeting with Book Collection Committee Members, usually held at PSA Headquarters near the BOD meeting period.

July

- Prepare Historical Print Collections Committee's Report to Image Collections VP for the semi-annual BOD meeting at the PSA Conference

Annual PSA Conference

- Conduct a meeting with all Committee members at the annual Conference.

Throughout the Year Tasks

- Make requests to US and International Directors and overseas members to ask for their help in acquiring new books for the Historical Book Collections if needed and to request them to mail all books directly to PSA Headquarter throughout the year. Committee's April meeting at PSA Headquarter. Write a column for the *PSA Journal* to announce the new acquisitions and news from time to time.
- Make arrangements for safe book storage at PSA HQ, space available.
- Keep the Book Collections listing catalogue up to date.

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