

## ACMLA Publications - Special Meeting

May 31st, 2001 - CARTO 2001 - Montreal

### **Background Information:**

Publications are a key aspect of ACMLA. They are implicit in a number of our Association's objectives and explicit in one in particular:

- To engage in activities which further the Canadian research community's and public's awareness, use and understanding of cartographic materials.
- To create and maintain an active communication network for the exchange of information among members and the cartographic community.
- **To support the research and professional development activities of members through publications, conferences and seminars.**

ACMLA has a history of publishing significant material supporting the cartographic community and continues to do so. These efforts are co-ordinated by the Association's **Publications Committee**. (see the terms of reference attached)

The ACMLA publishes significant monographic reference works such as:

*Explorations in the History of Canadian Mapping.*  
*Barbara Farrell, Aileen Desbarats. 1988.*

*Directory of Canadian Map Collections/Repertoire des Collections Canadiennes de Cartes, 7th/7e ed.*  
*Melissa S. A. Leitch.1999.*

*Canadian Fire Insurance Plans in Ontario Collections, 1876 - 1973.*  
*Occasional Paper #5. Lorraine Dubreuil, Marcel Fortin, Cheryl Woods. 1995.*

ACMLA also publishes two major serials: *The Bulletin of the ACMLA* and the *Historical Maps of Canada*.

The past year has seen the resignation of the chairs of both the Publication Committee itself and the Historical Maps Committee (responsible for the Historical Maps of Canada series) both after a long period of dedicated service to the Association.

This presents us with an opportunity to review how our Association handles these aspects of the publications program.

As 2<sup>nd</sup> Vice President, responsible for the publications program, I am looking forward to this meeting as an opportunity to fashion structures for both the Publications Committee itself and for the Historical Maps Committee which will enhance their both their effectiveness and the possibilities for membership involvement in their activities.

## **Publications Committee**

As a starting point for discussion, I am proposing the following:

Premise: The Publication Committee should be comprised of the individuals who have responsibility for the various aspects of the Association's publishing activities.

2<sup>nd</sup> V-P  
Bulletin Editor  
Chair of the Historical Maps Committee  
Publications Officer  
Webmaster  
Interested Members

Chair – elected by the Committee.

## **Historical Maps Committee**

For the past few years the production of the Historical Map Series has been the responsibility of Cheryl Woods who has seen the production of 2 or 3 facsimiles each year. This series has been and continues to be one of the most successful activities of the Association.

Cheryl is now stepping down from these responsibilities and leaves large shoes to fill. No one has stepped forward to take on, single-handedly, this major task

The Terms of Reference, below, outline the large and somewhat intimidating scope of this committee but indicate that the responsibilities could be distributed among a number of individuals to allow manageable and rewarding opportunities for involvement.

As a starting point for discussion I propose the following:

Premise: The Historical Maps Committee, responsible for the Historical Maps Series, be composed of a number of individuals who will each take responsibility for one or more aspects of the program (with one person elected as Chair). [More detailed descriptions of these activities are available on request from: david.jones@ualberta.ca]

**Orders:** *Receipt and filling of orders*

**Sponsorship:** *Identification of sponsors for new bird's eye views or facsimile maps, negotiation of agreements; identification of original to be reproduced, determination of print run and costs*

**Inventory:** *Inventories have been taken twice a year to reflect stock*

**Finances:** *Processing of payments and maintenance of records working with Publication Officer and Treasurer*

**Marketing:** *Publicizing the availability of new and existing maps*

**Reports:** *Preparation of annual for Association AGM*

## ***Committee Descriptions***

### ***PUBLICATIONS COMMITTEE:***

#### ***TERMS OF REFERENCE:***

*To seek out and encourage publications by Members or others, that would be of benefit to cartographic information specialists.*

#### ***REPORTING STRUCTURE:***

*A Standing Committee reporting to the Board of Directors through the Second Vice-President.  
Authors of individual publications will report to the Board through the Publications Committee.*

#### ***MEMBERSHIP:***

*Full members in good standing.*

#### ***DUTIES AND RESPONSIBILITIES:***

*The Committee shall carry out the ACMLA policies relating to publications, noted below:*

*1. Ensure that publication of the ACMLA Bulletin is the first priority of the publishing activity of the Association.*

*2. All publications bearing the ACMLA imprint or receiving funding from the Association should attempt to:*

- i) Promote high standards in the preservation and management of, and access to, cartographic collections in Canada*
- ii) Engage in activities which further the Canadian research community's and public's awareness, use and understanding of cartographic materials*
- iii) Create and maintain an active communication network for the exchange of information among members and the cartographic community*
- iv) Support the research and professional development activities of members through publications*

*3. The ACMLA imprint will be restricted to those publications which have been approved in writing by the Board of Directors, acting on behalf of the Association. The Association should have the first consideration for the publication of any work produced by an ACMLA committee.*

***HISTORICAL MAPS COMMITTEE:***

***TERMS OF REFERENCE:***

*To preserve and popularize the rich Canadian cartographic heritage through publication of facsimile maps.*

***REPORTING STRUCTURE:***

*A Standing Committee reporting to the Board of Directors through the Second Vice-President.*

***MEMBERSHIP:***

*Full members in good standing.*

***DUTIES AND RESPONSIBILITIES:***

- 1. To select historical maps of Canadian interest for reproduction as facsimiles.*
  
- 2. To obtain sponsors for facsimile maps; to arrange correspondence with sponsors, payment of fees and delivery of agreed-upon facsimiles after printing.*
  
- 3. To arrange for the photography or obtain negatives of the selected maps; to negotiate printing of the facsimile maps bearing the Association's logo and appropriate marginal information; to supervise printing and payment of the printer upon satisfactory completion of the print job.*
  
- 4. To arrange the storage and distribution of the facsimile maps to the financial advantage of the Association; to advertise and promote map sales as appropriate.*
  
- 5. To maintain records of sale, accounts and inventory in accord with recommendations of the Association's auditor or the Board.*