



ANSS: ANTHROPOLOGY AND SOCIOLOGY SECTION ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES

Posting Meeting Minutes in ALA Connect

Follow these steps to post your committee's meeting minutes in the committee's ALA Connect group space:

1. Log in to ALA Connect and go to your committee (group) space
2. On the right, select *[Add]* next to Online Docs
3. For the Title, enter:
Year Meeting ANSS Committee Name Minutes (Draft or Approved)
Example: 2010 Midwinter Meeting ANSS Publications Committee Minutes (Draft)
4. In the Categories section,
 - Year: select the appropriate year
 - Choose an ALA working group heading: *ALA Meeting Records*
 - Meeting Minutes: enter *Meeting Minutes*
5. In the Groups section, select *Public*
6. Now add your minutes by typing them into the Body section or adding them as an attached document.
To attach a file, select *Add file attachments* and attach a new file. Click the Attach button
7. Click the Submit button

Questions? Contact the ANSS Web Editor or Publications Committee Co-Chairs