North Carolina Library Association for the period 2003-05, except for the SELA representative, which is a four-year term. Following the “tradition of rotation among the different types of libraries,” the candidates for Vice President-President Elect are both from community college libraries. The slate is as follows:

**Vice President-President Elect**
Carol Freeman,  
Forsyth Technical Community College  
Robert James,  
Wake Technical Community College

**Secretary**
Connie Keller,  
Elon University Library  
George Taylor,  
Forsyth County Public Library

**Director-At-Large (2)**
Dale Cousins,  
Wake County Public Library  
Joline Ezzell,  
Duke University Library  
David Paynter,  
New Hanover County Public Library  
Eleanor Cooke,  
Appalachian University Library

**SELA Representative (four-year term)**
Evelyn Council,  
Fayetteville State University Library  
Priscilla Lewis,  
Durham County Public Library

The motion to accept this slate of officers passed with no opposition.

Credit Card Payments Via NCLA Web Site:
President Holt reported that credit card payments can be provided to members via Ibiblio, but needs to get some consensus as to whether or not to provide this service. Some issues include the startup cost of $3,000 for the software, whether or not many members will risk submitting their credit card numbers via the Web, and if NCLA would possibly be open to suit if a member claims his credit card number was revealed. The discussion was tabled until the next Board meeting and sent back to Bao-Chu Chang for further development.

Announcements, Other Business:
With no other business, President Holt announced that the next NCLA Board meeting will be held at the King Public Library on Friday, January 17, 2003.

Adjournment:
The meeting was adjourned at 1:40 p.m.  
Respectfully Submitted,  
Martha Davis, Secretary

Approved by the North Carolina Library Association Executive Board on Friday, January 31, 2003.

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**Instructions for Manuscript Preparation for North Carolina Libraries**

1. *North Carolina Libraries* seeks to publish articles and reviews of print and nonprint materials of professional interest to North Carolina librarians and the worldwide library community. All manuscripts solicited or unsolicited are forwarded to two editors from the *NCL* editorial board to referee and make recommendations regarding whether they should be published. Editors are not aware of the authors of the manuscripts they are refereeing.

2. Manuscripts should double-spaced (text and notes) and submitted on disc in Microsoft Word or Rich Text Format to Al Jones, Editor, *North Carolina Libraries*, at jonesp@mail.ecu.edu

3. The name, position, and professional address of the author should appear in the bottom left-hand corner of a separate title page. Each page should be numbered consecutively and carry the title (abbreviated, if necessary) in the upper left-hand corner.

4. Notes should appear at the end of the manuscript in a section called “References.” The *NCL* editors will refer to *The Chicago Manual of Style*, latest edition. The basic citation formats for books and periodical articles are as follows:


5. Photographs should be submitted in a digital format.

6. The Editor will acknowledge receipt of each manuscript. Following the review of a manuscript by at least two jurors, the decision to publish or not to publish will be communicated to the author, along with the expected date of publication on the Web at [http://www.nclaonline.org/NCL](http://www.nclaonline.org/NCL)

7. *North Carolina Libraries* holds the copyright for all published manuscripts.

8. *North Carolina Libraries* is indexed by the H. W. Wilson Company for *Library Literature*. The Indexer of *North Carolina Libraries* prepares an annual index that is published in the last issue of the calendar year.

9. *North Carolina Libraries* is a quarterly publication appearing in March (Spring), June (Summer), September (Fall), and December (Winter). Deadlines for submission for material for consideration in each quarterly issue are January 1 (Spring), April 1 (Summer), July 1 (Fall), October 1 (Winter).