

Sample of Resolution Format

Please note that SHORTER IS BETTER in a resolution. If it's too long, few people will read it. Also note that every issue brought up in the whereas clauses should be dealt with in the resolved clauses. Remove any whereas clause that is not addressed in a resolved clause.

Resolution on Improving the Federal Depository Library Program and Public Access to Government Information

[Whereas clauses:

- 1. "Whereas" should NOT be in capitals.***
- 2. "Whereas" should NOT have a comma after it.***
- 3. "Whereas" should NOT have a tab after it but should just be the beginning of a typical sentence.***
- 4. The word after "Whereas" should NOT be capitalized unless it is normally capitalized (so use "Whereas he..." rather than "Whereas He...").***
- 5. Whereas clauses should have hanging indentions.***
- 6. Whereas clauses should be separated by a semicolon (;)***
- 7. ONLY the next to the last whereas clause should have an "and" after the semicolon***
- 8. After the last whereas, the semi-colon should be followed by "now, therefore, be it"]***

Whereas the Federal Depository Library Program (FDLP) was designed to provide public access to government information through a cooperative network of geographically dispersed depository libraries;

Whereas the Government Printing Office (GPO) has taken leadership coordinating efforts to convert print and microform government information to electronic format;

Whereas a vast number of both print and born-digital publications are not included in FDLP, resulting in less public access and no guarantee of any future access;

Whereas there is no complete inventory or comprehensive catalogue of government publications necessary to facilitate efforts such as large-scale cooperative services, collection development, and housing of materials; and

Whereas regional depository libraries need support for maintaining retrospective hard copy collections of government publications; now, therefore, be it

[Resolved clauses:

- 1. “Resolved” should be in italics with a comma after it.**
- 2. If the resolution is addressed to or refers to a specific group or groups, it must name in full (for example, American Library Association) the group or groups in both the “resolved” and “whereas” clauses followed by the acronym in parenthesis (for example, ALA). Thereafter the acronym may be used.**
- 3. The typical phrasing before the resolved clauses is “Resolved, that the American Library Association (ALA)”**
- 4. All “Resolved” clauses within a resolution should use the objective form of the verb (for example, “Resolved, that the American Library Association (ALA), on behalf of its members: (1) supports...; (2) provides...; and [last resolved] urges....”) rather than the subjunctive form of the verb (for example, “Resolved, that the American Library Association (ALA), on behalf of its members: (1) support...; (2) provide..; and [last resolved]. urge....”).**
- 5. Resolved clauses should be numbered with a period after the number and there should be a tab after the number.**
- 6. The first letter of resolved clauses should NOT be capitalized.**
- 7. Only the next to the last resolved clause should have an “and” after the semicolon.**
- 8. The resolved clauses should have hanging indentions.]**

Resolved, that the American Library Association (ALA):

1. urges the GPO to explore within current law all options for cooperative collection development and maintenance, including shared housing agreements between regional depositories and selective depositories;

2. urges the Government Printing Office (GPO) to give priority to expanding the scope of the Federal Depository Library Program (FDLP) collection by capturing a greater percentage of digital and print fugitive government information products;
3. urges the GPO to create an inventory of all government publications held in depository libraries;
4. urges the GPO to coordinate depository library cataloging projects for pre-1976 and fugitive publications, and to incorporate them into the Catalog of Government Publications (CGP); and
5. urges Congress to allocate sufficient appropriations to GPO to undertake these initiatives.

[Other information:

- 1. The CELL-phone number should follow the name of the mover and of the seconder. If we can't get in touch with you if we need to, your resolution may be delayed.***
- 2. Under your names should be listed "Version:" and the day and time of the revision that you just finish. The Resolutions Committee often receives more than one version of a resolution, and sometimes it's difficult to tell which is the latest.]***
- 3. All resolutions submitted by Council members must be sent to the ALA Resolutions Committee for review and must be accompanied by a completed ALA Resolution Form. These forms are not required for Memorial or Tribute resolutions.***

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5/16/13