


NYLA MEMBERSHIP DATABASE GUIDE




Welcome to the NYLA Website and Member Database!



NEW YORK LIBRARY ASSOCIATION
Voice of the Library Community


HomeAboutMembershipOur UnitsAdvocacyContinuing EducationEventsResources

Join NowMember LogoutSearch our site...Search




Welcome To The New York Library Association

The Benefits of Membership



Advocacy



Quick Links

- Continuing Education Information
- Join NYLA today!
- JOBLine
- Make a Donation

Upcoming Events

Thu Feb 1, 2024

Our database launched in January 2024. We strongly recommend users review the information provided in this guide to familiarize themselves with features of our database, new process and procedures, etc. Questions or assistance requests can be emailed to membership@nyla.org

Guide Navigation Menu

Use the buttons below to navigate guide information.

Website Homepage

Website Menus

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User Profile Menu

Member Profile Menu

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Member Profile

My Profile

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My Organization

My Organization - Key
Contact

Forms I've Taken

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Adding CE Hours

Member Search

Forms Center

Digital Membership Card

Unit Join Form

JOBLine

Joining NYLA

Personal vs.
Organizational Member
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Adding Key Contacts
and Organizational
Members

Renewing Your NYLA
Membership

Renewal Form

Join/Renewal Form
Donations Page

Join/Renewal Form
Payment Page

Reminders

Join Now

Join Form

Search Bar with Member Login/Logout and Join Buttons

Member Logout

Search our site...

Search

SAVE THE DATE

#NYLA2024 Annual Conference & Trade Show
Syracuse | November 6th - 9th

Quick Links Menu

Quick Links

Upcoming Events

Thu Feb 1, 2024

Annual Budget Form is Due to the office

Category: Office Announcements

Tue Feb 6, 2024

Pre-Advocacy Day

Category: Advocacy

Wed Feb 7, 2024

Library Advocacy Day

Category: Advocacy

Fri Apr 19, 2024

2024 YSS Spring Conference.

Roundtables

Instagram Feed

Feed

NYLA offers programs designed to meet the changing needs of its members. From webinars to our professional development programs and our Annual Conference, we cover a wide variety of timely topics and offer continuing education credit.

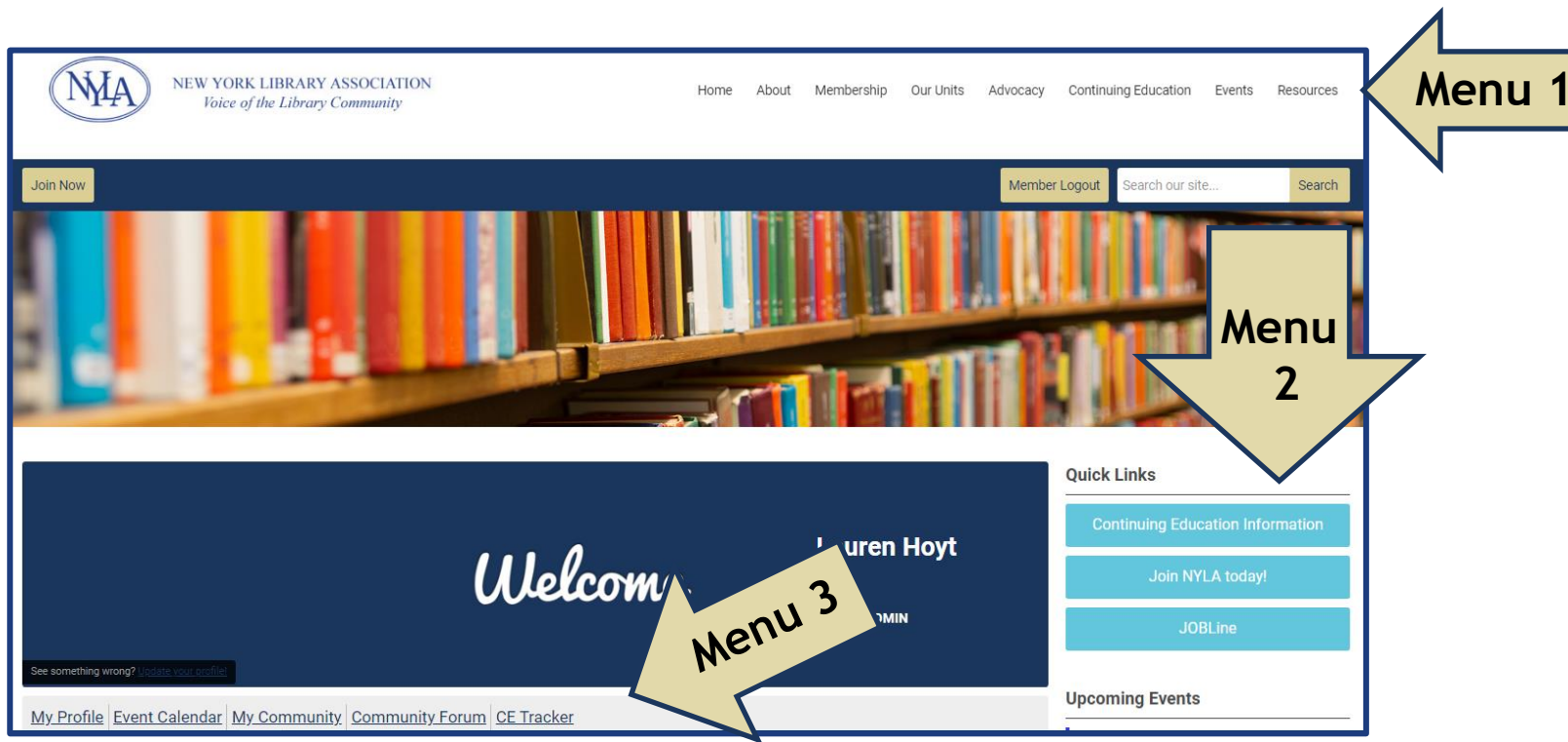
Annual Conference

Webinars

Library Skills Academy

Developing Leaders Program

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Website Menus

The new NYLA website has three (3) new important menus.

- 1.) **The Main Menu** - This menu is at that top of your screen and will be available on each page of the website. It houses all information pages for the entire website.
- 2.) **The Quick Links Menu** - This menu will be on the right-hand side of the screen and available on most pages of the website. This menu houses any FAQs, forms, registrations, etc. that the organization wants members to have quick access to. This menu will be updated according to the organization's annual calendar.
- 3.) **The User Profile Menu** - This menu will display on the user welcome page when logged into a NYLA profile. It will be listed at the bottom the Welcome banner and contain all information users have available to them within their profile. Members who have an active membership will have more member features in this menu.

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Home

This wording will bring you back to the homepage

ABOUT

- Council Members and Council Meeting Information
- Office Staff
- Committees
- Partnerships
- Awards
- Bylaws
- Code of Conduct
- NYLA Policies
- NYLA Statements
- Donations

MEMBERSHIP

- Membership Categories
- Membership Renewal FAQs
- Membership Benefits
- Volunteer Opportunities
- Forms and Guide Center

OUR UNITS

- Sections
- Roundtables

ADVOCACY

- Current Legislative Initiatives
- Legislative Priorities Archives
- Become an Advocate
- Contact NYS Elected Officials
- Contact Federal Officials
- Advocacy Day
- Spring on the Hill

CONTINUING EDUCATION

- Continuing Education Credit
- Library Skills Academy
- Developing Leaders Program
- Webinars

EVENTS

- Annual Conference and Conference Information Pages
- Conference Archives
- Tradeshow

RESOURCES

- JobLine
- Library and Information Science Schools
- NYLA Voice
- Library Use Value Calculator Widget

The Main Menu

The Main Menu on the website houses all website information. The menu currently consists of the following pages in its drop down.

****Please note we are still in the process of updating website information. Further instructions for requesting website edits for unit/partner information will be forthcoming.***

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The Quick Links Menu

The [Quick Links Menu](#) on the website houses all current forms and information that the organization feels members should have at their fingertips.

It often will consist of any open registration forms for upcoming events or webinars, the Join form for potential members, the Renewal form (during open registration) and much more! We also will house information we want members to be aware of such as new FAQs for the website, process and procedure updates, etc.

Two constants that you will always see in this menu are the Donations forms and access to our new automated JOBLLine.

Quick Links

Continuing Education Information

Become a Member

Make a Donation

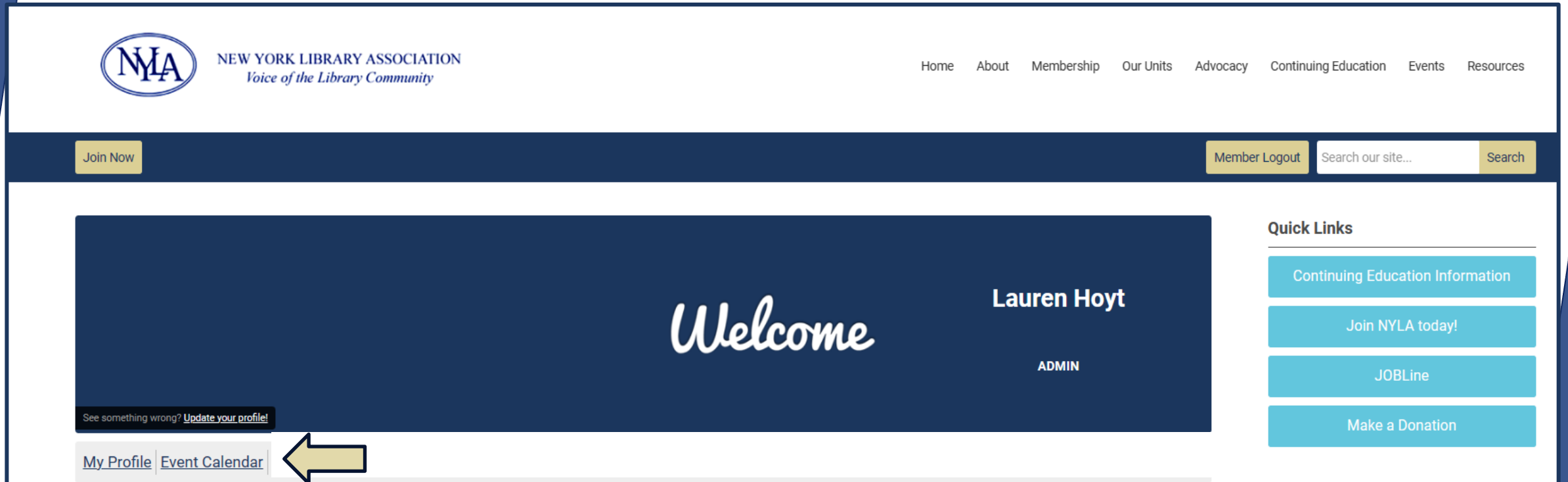
JOBLLine

Become A Library Advocate!

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The User Profile Menu

The [User Profile Menu](#) is the menu of clickable links available upon logging into a profile just beneath the welcome banner (see arrow below). Every user within the new system will establish a **PROFILE**. This is your individual account where all contact, demographic and member information is stored. All users establish a profile in the system when they complete a form for the first time and enter profile credential information. User profiles will have a limited number of links and content available within their profile.



NYLA NEW YORK LIBRARY ASSOCIATION
Voice of the Library Community

Home About Membership Our Units Advocacy Continuing Education Events Resources

Join Now Member Logout Search our site... Search

Welcome Lauren Hoyt
ADMIN

See something wrong? [Update your profile!](#)

[My Profile](#) [Event Calendar](#)

Quick Links

- Continuing Education Information
- Join NYLA today!
- JOBLine
- Make a Donation

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The Member Profile Menu

Once a user profile completes a membership form and payment is processed, that profile becomes a member profile. The previous user member menu will expand to and become the [Member Profile Menu](#) will include all features and links available for members of the organization (see arrow below).

The screenshot displays the New York Library Association (NYLA) website interface. At the top left is the NYLA logo and the text "NEW YORK LIBRARY ASSOCIATION Voice of the Library Community". To the right is a navigation menu with links: Home, About, Membership, Our Units, Advocacy, Continuing Education, Events, and Resources. Below this is a dark blue banner with a "Join Now" button on the left, a "Member Logout" button, a search bar with the text "Search our site...", and a "Search" button. The main content area features a large dark blue rectangle with the text "Welcome Lauren Hoyt ADMIN" in white. Below this rectangle is a small link: "See something wrong? [Update your profile!](#)". To the right of the main content is a "Quick Links" section with four buttons: "Continuing Education Information", "Join NYLA today!", "JOBLine", and "Make a Donation". At the bottom is a horizontal menu with links: [My Profile](#), [Event Calendar](#), [My Community](#), [Community Forum](#), [CE Tracker](#), [Member Search](#), [Forms Center](#), and [Digital Membership Card](#). A yellow arrow points to the [My Profile](#) link. A small "Update your profile!" link is also visible near the bottom left of the main content area.

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Profile Login Credentials

The screenshot shows the login page of the New York Library Association (NYLA). The page has a header with the NYLA logo and navigation links. The main content area contains a login form with fields for Username and Password. A 'Join Now' button is on the left, and a 'Member Login' button is on the right. Below the password field are links for 'Retrieve Username' and 'Reset Password'. A 'Keep me logged in' checkbox is on the left, and a 'LOG IN' button is on the right. Five numbered arrows indicate the login process: Arrow 1 points to the Username field, Arrow 2 points to the Password field, Arrow 3 points to the 'Retrieve Username' link, Arrow 4 points to the 'Reset Password' link, and Arrow 5 points to the 'Keep me logged in' checkbox.

Username: (Arrow 1)

Password: (Arrow 2)

☐ Keep me logged in (Arrow 5)

[Retrieve Username](#) (Arrow 3) | [Reset Password](#) (Arrow 4)

[LOG IN](#)

Unlike our previous database, login credentials for a user profile are chosen by the user. Upon logging into any form for the first time, a user will provide an email address (**Username, arrow 1**) and a password (**arrow 2**) of their choice.

We strongly recommend using a personal email address for your profile as employment emails often change when employment changes. Users will have a space in their profile to add a work email if they would like.

Usernames can be retrieved from any login page (**arrow 3**) or updated within a user profile while passwords can only be reset from a login page (**arrow 4**). Users can also update their username and password by contacting the office by email.

Users can check the keep me logged in box (**arrow 5**) to maintain access to their profile upon navigating away from it, however we also encourage saving your login credentials to your browser or somewhere safe.

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Member Profile

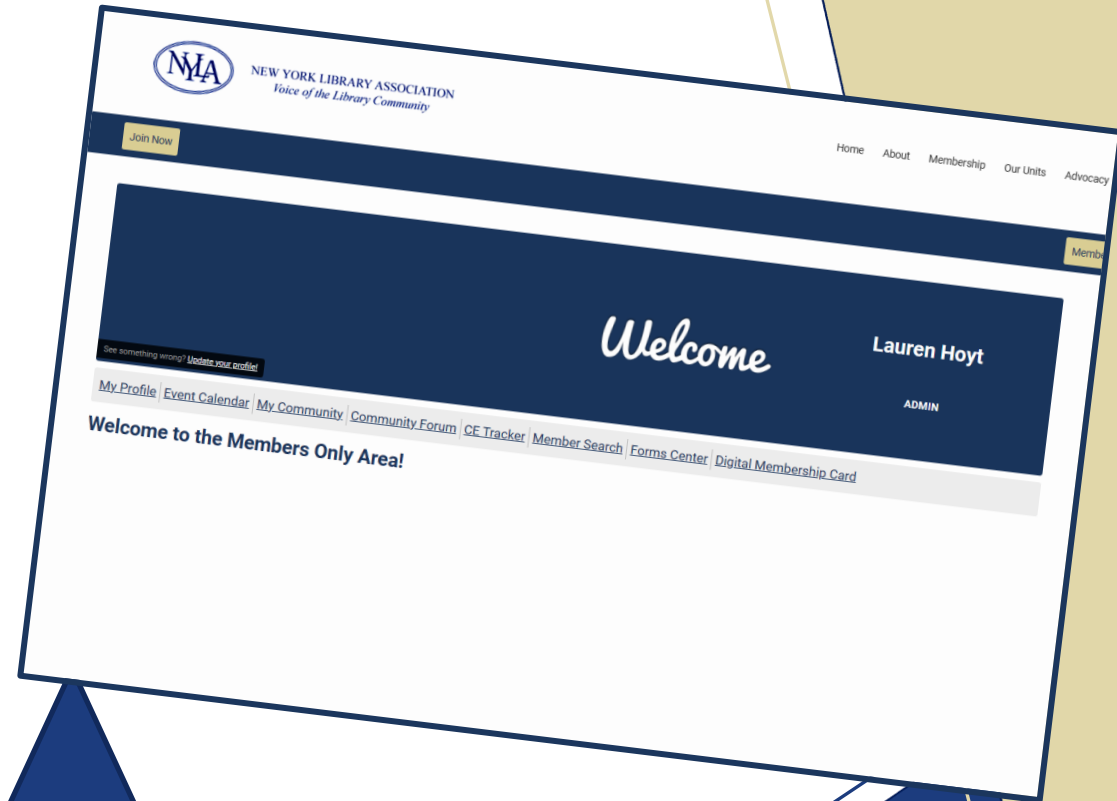
Once a member logs in, they will be directed to the welcome page of their [Member Profile](#).

The new member profile will allow members far more flexibility with their account features. ***Moving forward members will be responsible for maintaining their profile information. We encourage using the annual renewal period to make sure all contact and demographic information is up to date in your profile.***

From their profile, members will be able to:

- View and Edit all Account Information
- View and Pay Invoices
- View the Calendar
- View and Edit their new CE Tracker
- Search the Member Directory
- Access the Forms Center
- Access JOBLine
- and much more!

Please note menus are subject to change as new features are still being enabled



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[Join Now](#)

[Member Logout](#)

[Search](#)

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#)

[Profile](#) [Invoices](#) [Forms I've Taken](#) [Email History](#) [Settings](#)



Lauren Hoyt

[Jump To Profile Details](#)

Joined

Last Renewal

Expiration Date

Balance:

\$0.00

Member Status:

Active

[Change Password](#)

[View Invoices](#)

[Edit Profile](#)

About Me

Member Number

2

Member Type

Admin

Username

membership@nyla.org

Contact Name

Lauren Hoyt

Full Name

Lauren Hoyt

Organization

Quick Links

[Continuing Education Information](#)

[Join NYLA today!](#)

[JOBLine](#)

[Make a Donation](#)

[My NYLA Profile](#)

Upcoming Events

Thu Feb 1, 2024

Annual Budget Form is Due to the office

Category: Office Announcements

Tue Feb 6, 2024

Pre-Advocacy Day

Category: Advocacy

Wed Feb 7, 2024

Library Advocacy Day

My Profile

One of the most important menu items in your account will be the **MY PROFILE** page.

This page will allow members to customize the majority of their profile information and much more. Users may have limited access to what features are available.

The main page of the **PROFILE** will display:

Member Information and Photo – Members will be able to upload a photo of themselves using the edit tool in the lower right-hand corner of the photo screen (**arrow 1**). The **Join Date**, **Last Renewal Date** and **Expiration Date** are all included beneath each member's name and picture (**arrow 2**).

Current Balance/Member Status Box/View Invoices– This box displays in the upper right-hand corner of the profile screen and displays the current balance of the account and the membership status of the account. All account invoices can be viewed by clicking on the dark blue view invoices button. Just beneath this box is where members can change their password. The next screen will allow users to enter an email where a reset link will be sent (**arrow 3**).

About Me/ Profile Attributes – This section of the profile displays all member, contact and demographic information available in the account. This includes Member Number, Member Type, Name, Email (Personal and Work), Address (Home and Work), Phone (Home and Work), Title, Library Type, Library System, Pronouns, Library Function, Birthdate, Certification and Certification Number, etc. (**arrow 4**). **Most fields are completely customizable** by clicking on the EDIT PROFILE button on the right-hand side of the screen (**arrow 5**).

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Invoices

The **My Invoices** section of a profile can allow users to view, pay, download any invoice made in the system. *Please note this page displays all invoices for the profile. Organizational membership Key Contacts looking for organization or included member invoices, must go into the My Organization page to find those invoices.*

The Invoices page will display a list of what has been paid or is open for payment in each profile. Using the three (3) dots on the right-hand side of each listing, members can view that specific invoice (**arrow 1**).

Each invoice will provide a download button in the upper right-hand corner (**arrow 2**) for and a payment menu down at the bottom for outstanding invoices (**arrow 3**).

Please note moving forward each member is responsible for all open invoices within their account. While we understand many times billing is completed by organizations, it is the member that must make sure the organization has what is required for payment to be completed. The office is here to support when necessary.

The screenshot shows the NYLA website's 'My Invoices' section. The top navigation bar includes 'Home', 'About', 'Membership', 'Our Units', 'Advocacy', 'Continuing Education', 'Events', and 'Resources'. The 'My Profile' tab is selected, showing a sub-menu with 'Profile', 'Invoices', 'Forms I've Taken', 'Email History', and 'Settings'. The 'Invoices' tab is active, displaying a table of invoices. A yellow arrow labeled '1' points to the three-dot menu on the right of the second invoice. Below the table, a yellow arrow labeled '2' points to the 'Download Invoice' button. A yellow arrow labeled '3' points to the 'PAID' button. The right sidebar contains 'Quick Links' and 'Upcoming Events'.

#	Name	Type	Created	Status	Total	Paid	Balance
2	Lauren Hoyt	Credit Memo	Dec 20, 2023	Paid	-\$10.00	-\$10.00	\$0.00
1	Lauren Hoyt	Forms	Dec 20, 2023	Paid	\$10.00	\$10.00	\$0.00

Items per page: 5 | 1 - 2 of 2

Quick Links:

- Continuing Education Information
- Join NYLA today!
- JOBLine
- Make a Donation

Upcoming Events:

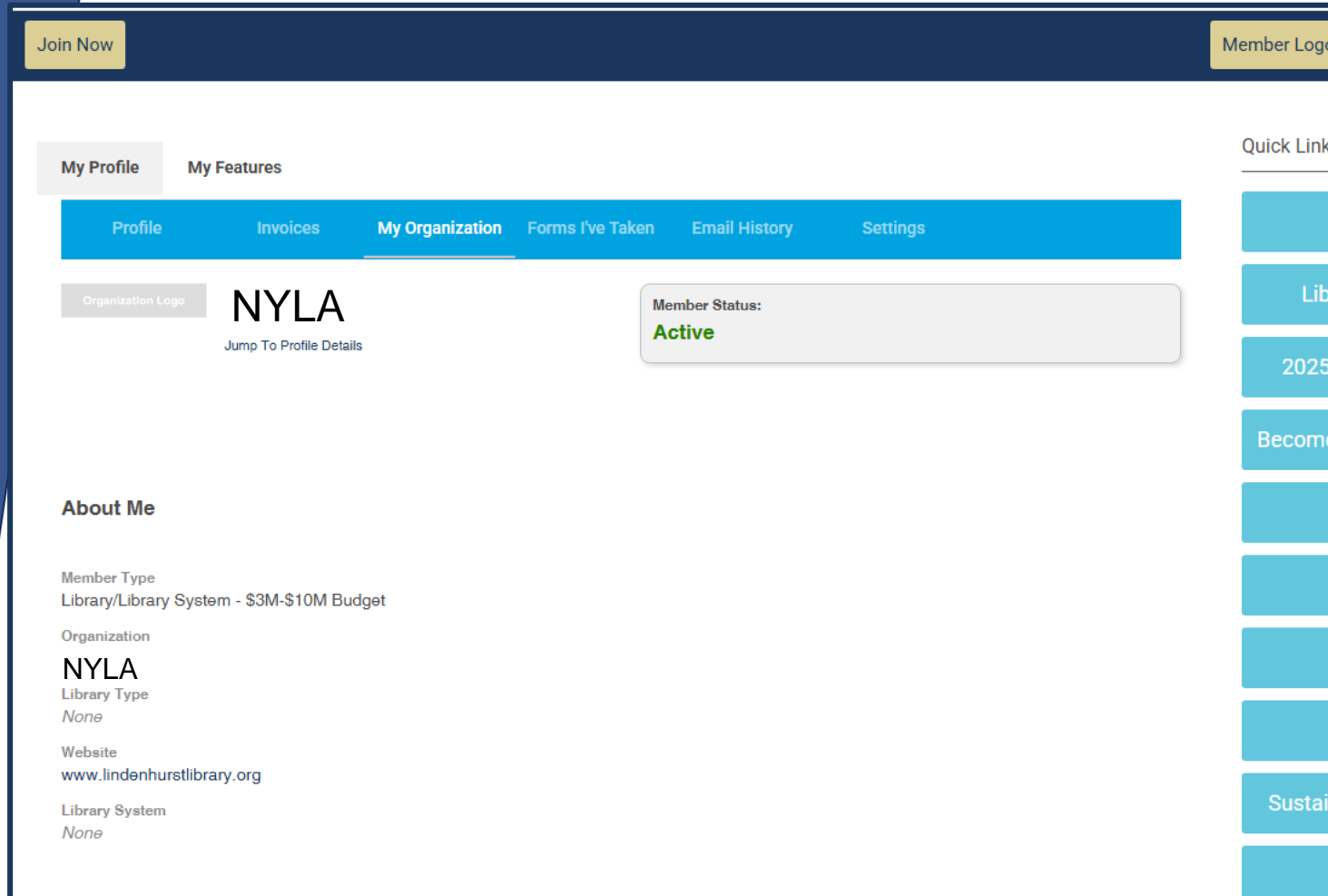
- Thu Feb 1, 2024: Annual Budget Form is Due to the office (Category: Office Announcements)
- Tue Feb 6, 2024: Pre-Advocacy Day (Category: Advocacy)
- Wed Feb 7, 2024: Library Advocacy Day (Category: Advocacy)
- Fri Apr 19, 2024: 2024 YSS Spring Conference (Category: Units)
- Thu May 16, 2024: 2024 SSL Conference (Category: Units)

View Full Calendar

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My Organization



The **My Organization** page of a profile allows organizational members to review the organizational membership information that their membership is linked to.

This page provides organizational members the:

- Organizational Membership Type
- Name of the Organization
- Library Type *(If included by the Key Contact)*
- Website *(If included by the Key Contact)*
- Library System *(If included by the Key Contact)*

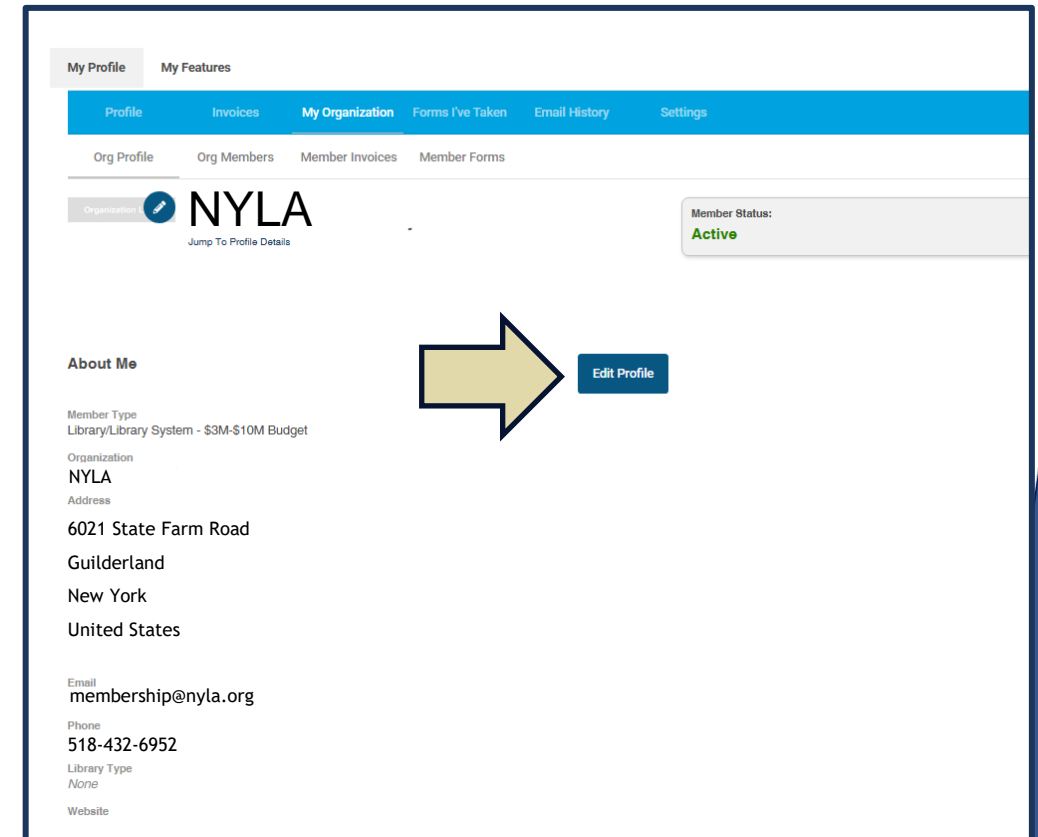
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My Organization Key Contact

The **My Organization** page of the designated Key Contact of an organizational membership provides all organization membership information. Reminder, our system does not provide a separate profile for this information. It lives within the current Key Contact's member profile.

This page provides each Key Contact :

- **Org Profile** – This page lists all contact and demographic information for the organization. Key Contacts can edit this information using the blue EDIT button provided (see arrow)
- **Org Members** – This page lists all included members of the organizational membership. Key Contacts can click on each name listed to review the profile of each member. Key Contacts can also assign a new Key Contact for their membership. *Please note Key Contacts cannot:*
 1. *Add members from this section. Key Contacts can only add members in a form (join/renewal). To add members outside of a form, Key Contacts should email the office the name, email and included section of each addition.*
 1. *Edit an included member's profile. Profile information is the responsibility of each member.*
- **Member Invoice** – This page allows Key Contacts to view, download, print, or pay any invoice made by an included member.
- **Member Forms** – This page allows Key Contacts to view any forms submitted by their included members



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Forms I've Taken

The [Forms I've Taken](#) page provides all forms submitted by the profile in the system.

Once on this page, a list of all forms (registrations, proposal submissions, renewals, etc.) will display. Using the three (3) dots on the right-hand side of each listing, members can view that specific submission (**arrow**).

Each form submission will display the date the form was taken, and all fields completed.

Please note this feature does not allow submitters to edit the submission form. If there are any issues with a submission, email the office at membership@nyla.org and the form can be updated on the backend.

The screenshot displays the NYLA (New York Library Association) website interface. The top navigation bar includes links for Home, About, Membership, Our Units, Advocacy, Continuing Education, Events, and Resources. A 'Join Now' button is on the left, and a 'Member Logout' button with a search bar is on the right.

The main content area is titled 'Forms I've Taken' and features a table of submissions. A yellow arrow points to the three-dot menu icon on the right side of the table row for the 'Donation Form' submission.

The detailed view of the 'Donation Form' shows the following information:

- Form Name: Donation Form
- Submission Date: Dec 20, 2023
- Amount Due: \$0.00

The form content includes the NYLA logo and the title 'DONATION FORM'. It describes the NYLA Fund and lists several specific funds:

- Intellectual Freedom Fund:** The purpose of this fund is to advance the cause of intellectual freedom and help NYLA members in their efforts to defend the rights of intellectual freedom.
- Disaster Relief Fund:** The purpose of this fund is to provide funding to libraries in New York damaged or destroyed by natural or manmade disasters like flooding, hurricanes, fire, etc.
- Legal Defense Fund:** The purpose of this fund is to provide assistance to libraries on legal matters that have statewide implications for the library community.

At the bottom, the form lists the submitter's details:

- Name: Lauren Hoyt
- Email: membership@nyla.org
- NYLA Donation: 210

The right sidebar contains 'Quick Links' (Continuing Education Information, Join NYLA today!, JOBLIne, Make a Donation) and 'Upcoming Events' (Annual Budget Form is Due to the office, Pre-Advocacy Day, Library Advocacy Day, 2024 YSS Spring Conference, 2024 SSL Conference).

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Email History

The **Email History** page displays all communication records from the organization and forms to each member profile.

On this page members can see:

- The subject of the communication,
- Who sent the communication
- Status of the communication (if it has been opened),
- The date the communication was sent
- View the communication itself (**arrow**).

Please note organizational membership communications do not display in this area for Key Contacts. This feature only displays communications sent to the Key Contact's member profile. If organizational members have an alternate email listed as their contact email within their organizational information, renewal reminders, invoices, etc. will only go to the email address that is listed.

The screenshot displays the NYLA (New York Library Association) website interface. The top navigation bar includes links for Home, About, Membership, Our Units, Advocacy, Continuing Education, Events, and Resources. A 'Join Now' button is on the left, and 'Member Logout' and a search bar are on the right. The main content area is divided into sections: 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. The 'Email History' tab is selected, showing a table of email confirmations. A yellow arrow points to the 'VIEW' button for the 'Form Submitted Successfully' email. Below the table, a detailed view of this email is shown, featuring the NYLA logo, a thank you message to Lauren, and a summary of items purchased. The email details include the subject 'Form Submitted Successfully', from 'NYLA', and sent date 'Dec 20, 2023 7:52:32 AM'. The summary states: 'Your form has been submitted successfully. Below is a summary of all items purchased for your reference. You can also find a copy of this invoice in your member profile.' The invoice number is 1, and the donor information is NAME: Lauren Hoyt, EMAIL: membership@nyla.org.

Subject	From	Status	Sent Date	VIEW
Invoice Payment	NYLA	OPENED	Dec 20, 2023 7:52:35 AM	VIEW
Form Submitted Successfully	NYLA	OPENED	Dec 20, 2023 7:52:32 AM	VIEW
Password Reset Confirmation		SENT	Mar 22, 2023 7:53:14 PM	VIEW

Quick Links

- Continuing Education Information
- Join NYLA today!
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- Make a Donation

Upcoming Events

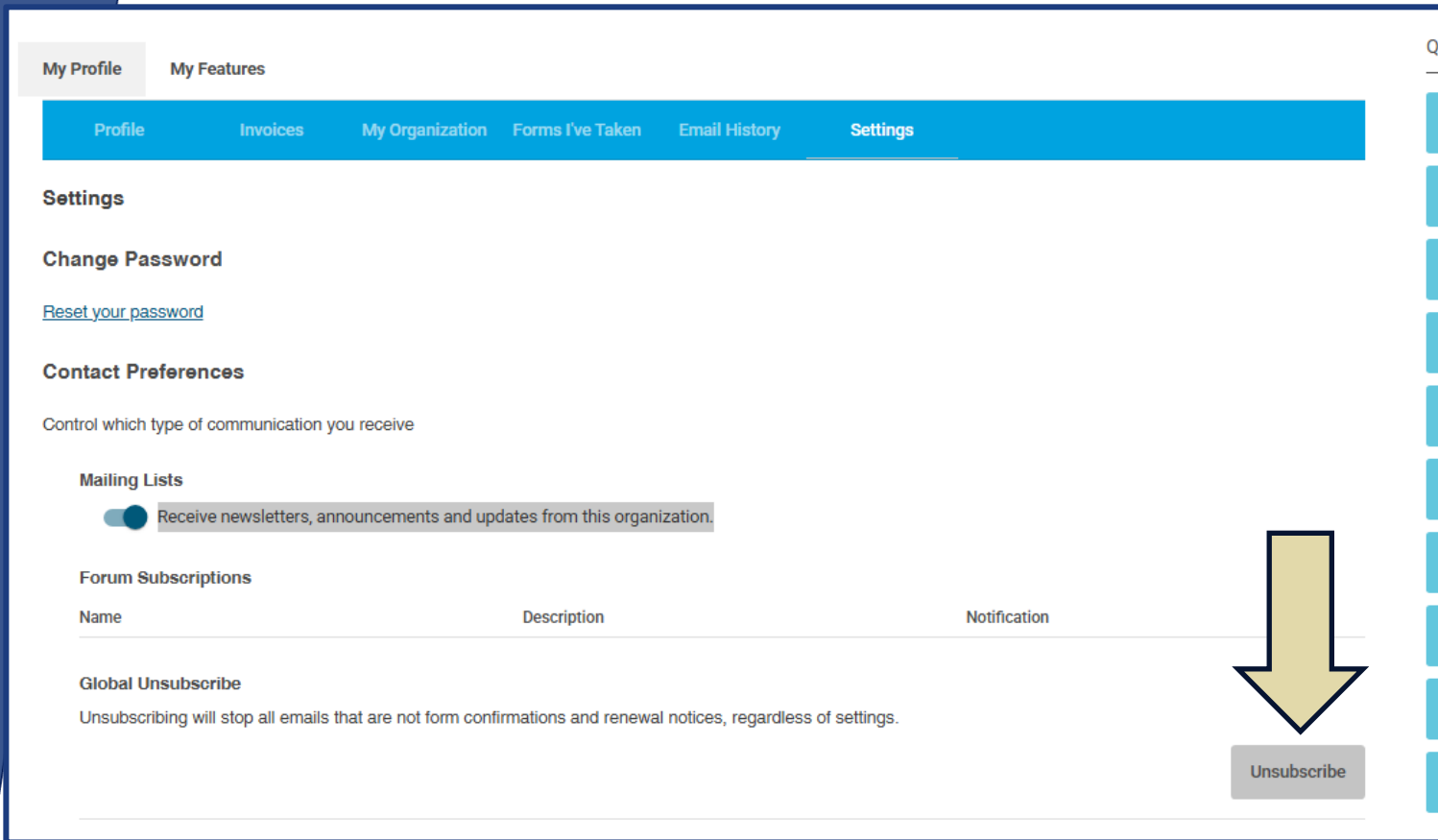
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- Fri Apr 19, 2024: 2024 YSS Spring Conference (Category: Units)
- Thu May 16, 2024: 2024 SSL Conference (Category: Units)

[View Full Calendar](#)

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Settings



The screenshot shows the 'Settings' page of a user interface. At the top, there is a navigation bar with tabs: 'My Profile', 'My Features', 'Profile', 'Invoices', 'My Organization', 'Forms I've Taken', 'Email History', and 'Settings'. The 'Settings' tab is selected. Below the navigation bar, the 'Settings' section is titled. It contains two main sections: 'Change Password' with a link 'Reset your password', and 'Contact Preferences'. Under 'Contact Preferences', there is a toggle switch for 'Mailing Lists' which is turned on, with the text 'Receive newsletters, announcements and updates from this organization.' Below this is a section for 'Forum Subscriptions' with a table. The table has three columns: 'Name', 'Description', and 'Notification'. Below the table is a 'Global Unsubscribe' section with the text 'Unsubscribing will stop all emails that are not form confirmations and renewal notices, regardless of settings.' At the bottom right of the 'Global Unsubscribe' section, there is a yellow arrow pointing down to a grey 'Unsubscribe' button.

My Profile My Features

Profile Invoices My Organization Forms I've Taken Email History Settings

Settings

Change Password

[Reset your password](#)

Contact Preferences

Control which type of communication you receive

Mailing Lists

☒ Receive newsletters, announcements and updates from this organization.

Forum Subscriptions

Name	Description	Notification
------	-------------	--------------

Global Unsubscribe

Unsubscribing will stop all emails that are not form confirmations and renewal notices, regardless of settings.

Unsubscribe

The **Settings** page allows members to change their member password as well as customize contact settings for their member profile.

This includes:

Contact Preferences - Control which type of communication the member receives from

- **Mailing Lists** - Newsletters, announcements and updates from this organization.
- **Forum Subscriptions** – We currently do not have this feature enabled.

Member can also **Global Unsubscribe** on this page.

Clicking the Unsubscribe button (**arrow**) will stop all emails that are not form confirmations and renewal notices, regardless of settings. Please note members who are not receiving communications can review this page to confirm they have not been unsubscribed to communications from the system.

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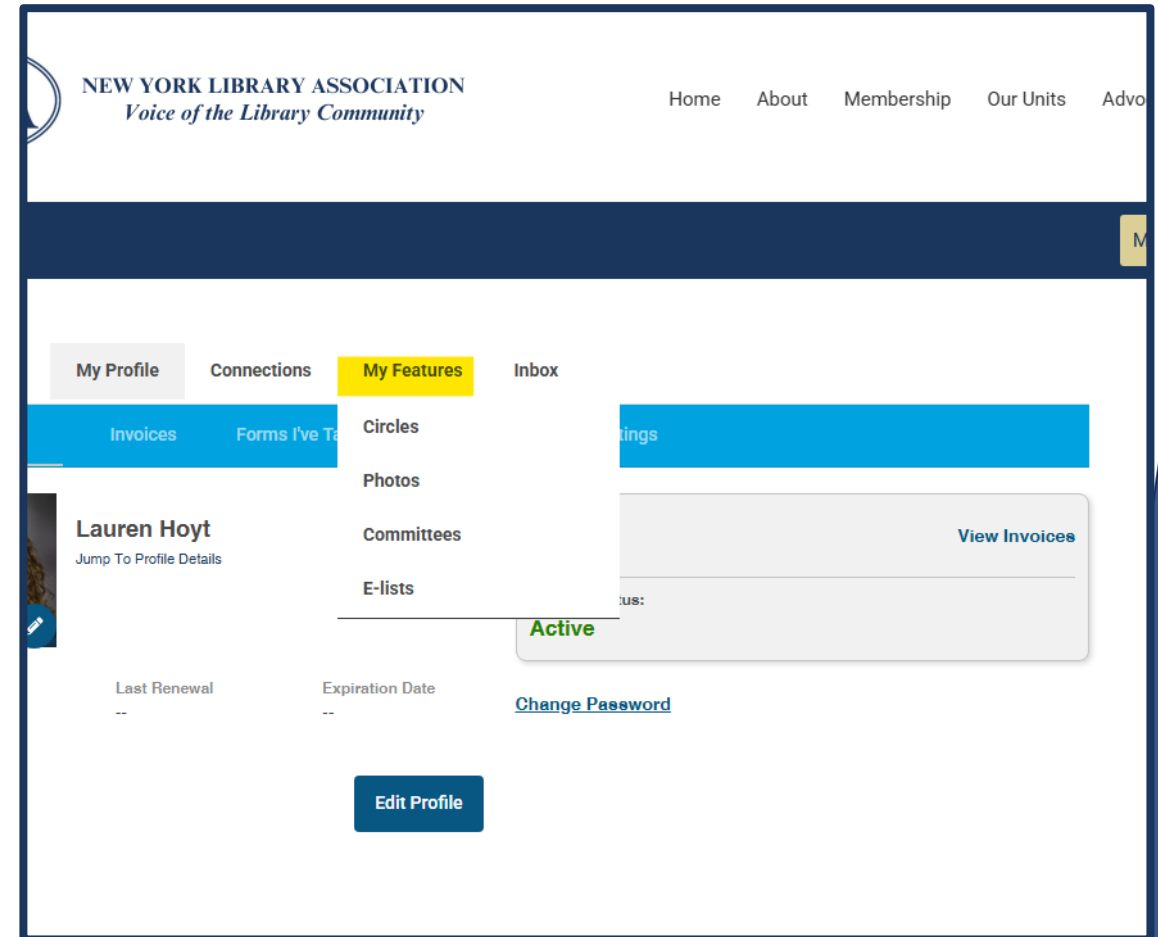
My Features

The [My Features](#) drop down contains:

My Committees – Members who are part of a Committee will have all committees listed on this page. Each committee will include a message portal, a list of member on the committee and a file folder with upload materials.

E-Lists - We are currently not using this feature of the website. More information will be provided if enabled.

Please note more features may be provided in this area as we enable them in the system. Updates will be provided to membership through communications and the website.



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[Join Now](#)

[Member Logout](#)

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Continuing Education Tracking

[RETURN](#)

[SORT](#)

Hours total: 0
Event / Session total: 0

[ADD CREDIT](#)

[EXPORT PDF](#)

Filter Credits

This member has no credits from the filters applied

[APPLY FILTERS](#)

[RESET FILTERS](#)

Date Range

Choose a start date

To

Choose an end date

Category

- ☐ (None)
☐ CTLE
☐ NYLA CE

Added By

- ☐ Administrator
☐ Self

CE Tracker

The [CE Tracker](#) provides members the ability to track and archive Continuing Education Credit hours in their profile.

Moving forward all NYLA credit provided (CE and CTLE) will be populated in this section. Members will also receive an email confirmation of credit being added to their profile with certificate attached.

Once on the main page of the tracker members can:

- Add Credit Manually ([arrow 1](#))
- Review current hours total in their account ([arrow 2](#))
(Please note credit that is for more than type of CE will show up for each type of credit. For example, a webinar that get NYLA CE and CTLE for 2 credit hours will provide a listing for 2 NYLA Credit Hours and 2 NYLA CTLE Credit Hours. Members should use the filter functions to see how much of each type of credit hours their account has.)
- Sort credit listings ([arrow 3](#))
- Filter Credit listings ([arrow 4](#))
- Filter by CE Type ([arrow 5](#))

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Adding CE to Tracker

To [Add CE hours to the CE Tracker](#), click on the "ADD CREDIT" button in the upper right-hand side of your tracker page. A pop-up screen to add all credit information will appear.

Please Note: The only required information for each credit addition is denoted by an asterisk. This includes Event/Session Name (**arrow 1**) and Date Range (**arrow 2**). All other information fields listed are optional. Members who have added credit and wish to update/change any information listed must contact the NYLA office at events@nyla.org.

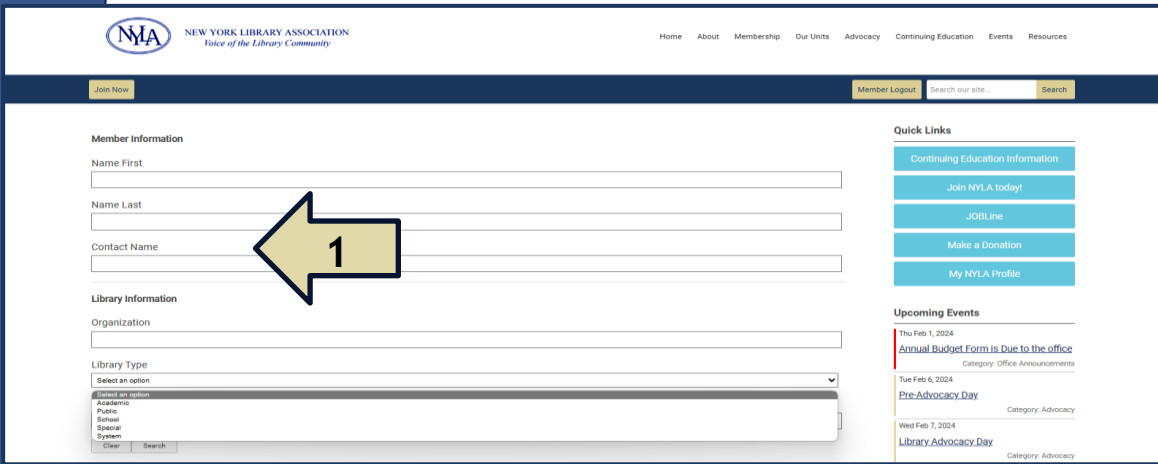
Once all desired information is added, members must click the save button (**arrow 3**). Failure to do so will not save the information provided.

Members can also upload a certificate for any CE hours added to their tracker. Once credit has been saved and listed on the main page of your tracker, find the "UPLOAD CERTIFICATE" button for the credit and upload the desired document. Members can always download any certificate they have uploaded into the tracker for their reference.

Members can also export a PDF of all CE hours listed within their tracker at any time. An "EXPORT PDF" button can be found in the upper right-hand corner of your main CE tracker page.

The screenshot shows a web application interface with a top navigation bar containing links: Home, About, Membership, Our Units, and Advocacy. A user profile dropdown is visible on the right. The main content area features a modal form titled "Add Education Credit". The form contains several input fields: "Event / Session Name" (marked with a red asterisk), "Date Range" (with a calendar icon), "Credit Hours", "Category" (a dropdown menu), "Location", "Instructor" (with "Instructor Name" as a sub-label), "Description" (with "Description" as a sub-label), and "Expiration Date" (with "Choose an expiration date" as a sub-label and a calendar icon). Three yellow arrows with numbers are overlaid on the form: Arrow 1 points to the "Event / Session Name" field, Arrow 2 points to the "Date Range" field, and Arrow 3 points to the "SAVE" button at the bottom right of the form. The "CANCEL" button is also visible next to the "SAVE" button.

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NYLA NEW YORK LIBRARY ASSOCIATION
Voice of the Library Community

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Join Now Member Login Search our site Search

Member Information

Name First

Name Last

Contact Name

Library Information

Organization

Library Type

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Continuing Education Information

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Make a Donation

My NYLA Profile

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Library Advocacy Day
Category: Advocacy

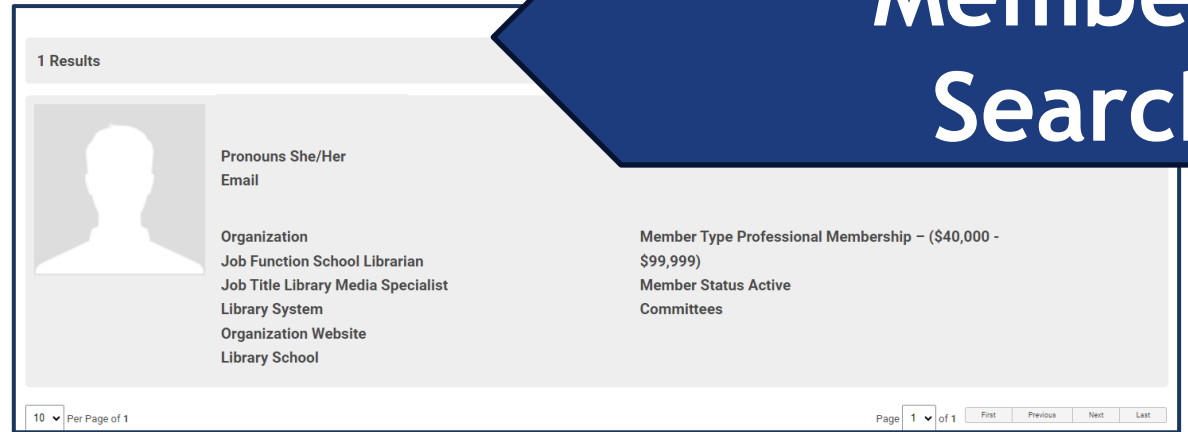
The **Member Search** is a member benefit that allows active profiles to search for any active member in our database.

The new search only allows members to search by (**arrow 1**):


- Name (First, Last)
- Contact Name (Both First and Last)
- Organization
- Library Type
- Library System

Please note past search directories for unit members will no longer be available in individual profiles. Units will be provided a full list of active memberships twice a year (July 1st and December 1st) and by request to the membership@nyla.org email.

Member Search



1 Results



Pronouns She/Her
Email

Organization
Job Function School Librarian
Job Title Library Media Specialist
Library System
Organization Website
Library School

Member Type Professional Membership – (\$40,000 - \$99,999)
Member Status Active
Committees

10 Per Page of 1 Page 1 of 1 First Previous Next Last

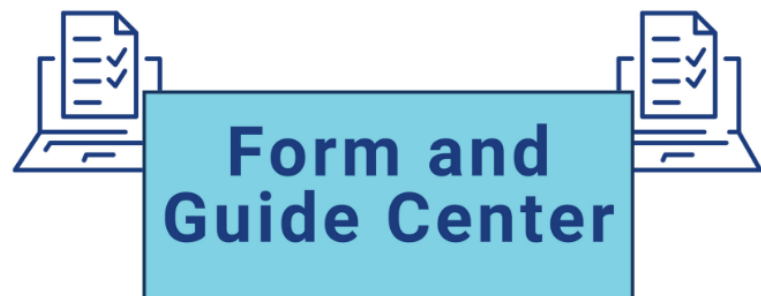
Search results will display all active/graced members currently in the system for the search perimeters.

Each result will list:

- Name
- Pronouns
- Primary Email Address
- Organization
- Job Function/Title
- Library System
- Organization Website (*Organizational Profiles*)
- Library School
- Member Type
- Member Status Committees (*Personal Profiles*)

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Forms Center



Click on the forms below to help you complete all your NYLA business!

FINANCIAL FORMS



MEMBERSHIP FORMS



**Please note due to the transition to the new system in January 2024 and the changes in our membership structure, fees, etc., our paper forms are being revamped and are currently unavailable. We apologize for this inconvenience. We kindly request you use the electronic [Join Form](#) to establish membership in our new system at this time. If you need any assistance in doing so, please contact membership@nyla.org.*

UNIT FORMS



NYLA MANUAL AND GUIDES



The **Forms Center** page provides the links to any forms or guides that members or users need access to.

One this page you will find:

Financial Forms

Reimbursement/Disbursement Form (Fillable PDF)

Membership Forms

Unit Forms

Section representative Form
Roundtable Representative Form

NYLA Manuals and Guides

[BACK TO MENU](#)

Digital Membership Card

The [Digital Membership Card](#) is available for all active members within their profile.

This card will display:

- Member's Name
- Member Type
- Member Expiration Date
- Signature Line for the Member

A print button have been provided so members can print the card and it loads correctly (arrow). Please note printing the page may cause the image to distort.



NEW YORK LIBRARY ASSOCIATION
Voice of the Library Community

Join Now

NYLA Membership Card



NEW YORK LIBRARY ASSOCIATION
The Voice of the Library Community

Thank you for supporting the organization.
Your membership is valid until the date shown on the card.

NYLA Membership Card

Member Name Lauren Hoyt
Membership Expires
Membership Level Admin

Signature of Member

Print

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Unit Join Form



UNIT JOIN FORM

Member can use the form below to add any additional sections and roundtables to their account.

1. Additional Section(s) - \$15 fee.
2. Roundtable(s) - \$10 fee.

Further information about each [Section](#) and [Roundtable](#) can be found using the links on their respective website pages.

Completion of this form will allow direct payment or will generate an invoice that can be sent to your organization or a billing entity of their choice.

Additional Section(s)

- ☐ ASLS - Academic & Special Libraries Section - \$15.00
- ☐ FLS - Friends of Libraries Section - \$15.00
- ☐ LAMS - Leadership and Management Section - \$15.00
- ☐ LTAS - Library Trustees Association Section - \$15.00
- ☐ PLS - Public Libraries Section - \$15.00
- ☐ SMART - Section on Management of Information Resources & Technology - \$15.00
- ☐ SSL - Section of School Librarians - \$15.00
- ☐ YSS - Youth Services Section - \$15.00

Roundtable(s)

- ☐ CLWCRT - Coalition of Library Workers of Color Roundtable - \$10.00
- ☐ CORT - Correctional and Outreach Resource Team - \$10.00
- ☐ ENSLYMA - Eastern New York School Library Media Association - \$10.00
- ☐ ESRT - Ethnic Services Roundtable - \$10.00
- ☐ IFRT - Intellectual Freedom Roundtable - \$10.00
- ☐ LHRT - Local History Roundtable - \$10.00
- ☐ M&PRRT - Marketing & Public Relations Roundtable - \$10.00
- ☐ MLRT - Municipal Libraries Roundtable - \$10.00
- ☐ MSRT - Making and STEAM Roundtable - \$10.00
- ☐ NYBLC - New York Black Librarians' Caucus - \$10.00
- ☐ PCRT - Pop Culture Roundtable - \$10.00
- ☐ RLRT - Rural Libraries Roundtable - \$10.00
- ☐ START - Sustainable Thinking & Action Roundtable - \$10.00
- ☐ SLST - EAST - School Librarians of the Southern Tier - East - \$10.00

Submit

The [Unit Join Form](#) allows active members to add additional units to their membership. The form displays all active NYLA sections and roundtables (units). Members can make their selections. Once submitted, a check out page will be provided. Members can choose to pay directly in the form (credit card) or create an invoice. Invoices being paid for by organizations should be sent directly to the billing contact.

Please note all members get one (1) included section with the purchase of their membership. This included membership must be selected within the join/renewal form. Included sections cannot be added using this form. Members who did not include a section with their membership, can reach out to the office for further assistance at membership@nyla.org.

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JOBLine

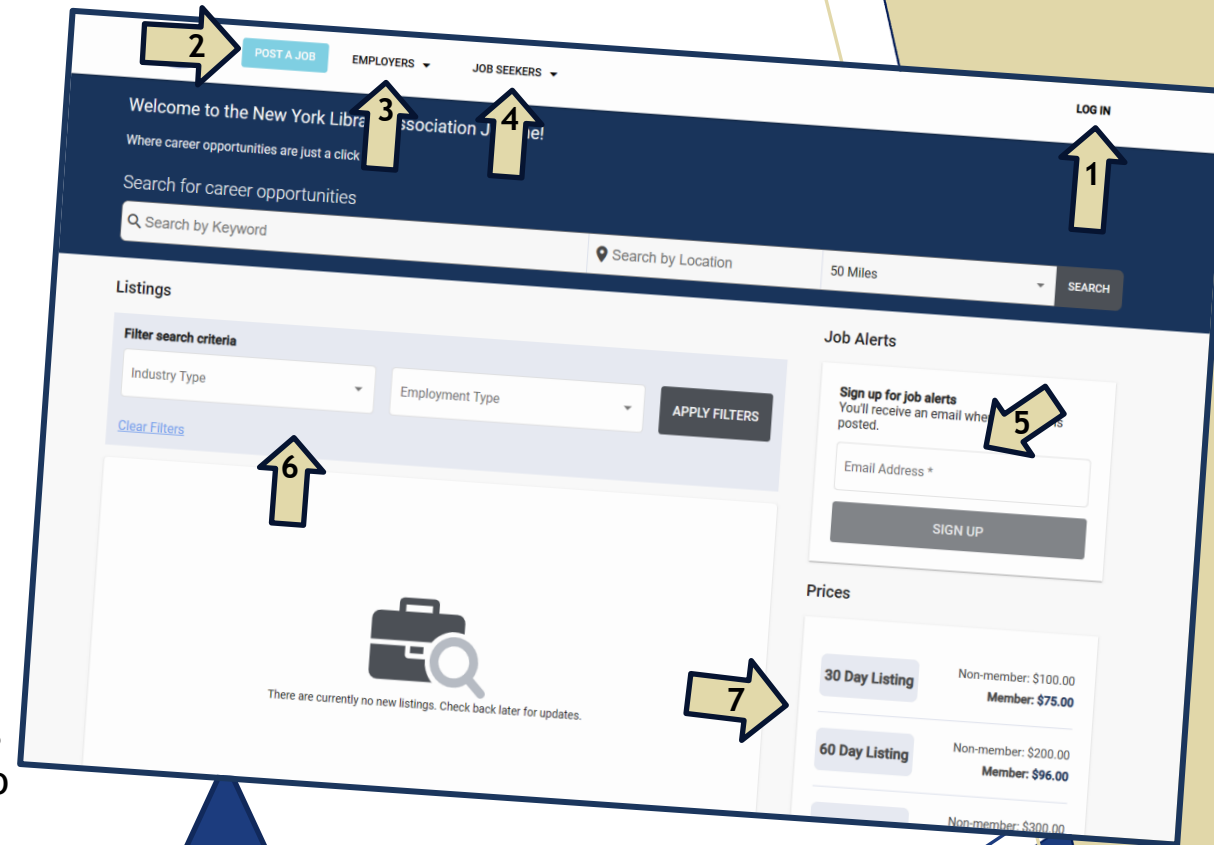
The new **JOBLine** feature allows all users (members/non-members) to add job postings to our website.

Job postings are free for NYLA Members. Non-members may post to JOBLine with either a 30-day, 60-Day, or 90-Day duration. This fee includes publishing the job posting on JOBLine as well as in our weekly e-newsletter, News You Can Use, which goes directly into the inbox of our statewide membership every Tuesday for the duration selected.

To post a job in this listing, login to your profile (**arrow 1**). Login credentials are the same as your user/member profile. Click the "**Post A Job**" button in the top left corner (**arrow 2**). Follow the instructions to post your job. Please note we do NOT manually post job listings. A salary range is required to post a job to JOBLine as this is best practice. If you are having trouble, please feel free to reach out to marketing@nyla.org.

The home screen provides:

- Employers - post a job and review resumes (**arrow 3**)
- Job Seekers - browse jobs and upload their resume (**arrow 4**)
- Sign up for job Alert (**arrow 5**)
- Review/filter search of current job listing (**arrow 6**)
- Review pricing (**arrow 7**)



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Joining NYLA

[Joining NYLA](#) is available with efficient and streamlined forms. The Join Form can be found on the NYLA website in the navy-blue banner on the upper left-hand side (**arrow 1**).

Individuals seeking more [Membership Information](#) can review on the website before choosing to join the organization.

After navigating to the [JOIN FORM](#), users should choose a Member Type (**arrow 2**).

Membership structure and fees can be found on the [Membership Categories](#) page of the website.

The screenshot shows the NYLA Membership Join Form. A navy-blue banner at the top left contains a 'Join Now' button, indicated by a yellow arrow labeled '1'. Below the banner, the 'Membership' section prompts the user to 'Choose a member type below to join as a new member.' A dropdown menu for 'Member Type*' is open, showing various options, with a yellow arrow labeled '2' pointing to it. The options include: Admin, Friend, Friends Group, Library Assistant/Support Staff, Library/Library System - \$1- \$100K Budget, Library/Library System - \$100-\$500K Budget, Library/Library System - \$10M+ Budget, Library/Library System - \$1M-\$3M Budget, Library/Library System - \$3M-\$10M Budget, Non-Library Organization, Professional Membership - (\$100,000+), Professional Membership - (\$40,000 - \$99,999), Professional Membership - (Up to \$39,999), Retired, Student, and Trustee. On the right side of the form, there are sections for 'Quick Links' (Continuing Education Information, Join NYLA today!, JOBLine, Make a Donation) and 'Upcoming Events' (Pre-Advocacy Day, Library Advocacy Day, 2024 YSS Spring Conference, 2024 SSL Conference). A 'View Full Calendar' button is at the bottom right of the events section.

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Personal vs. Organizational Member Join Form

If a [Personal Member Type](#) is chosen, the type and corresponding fee will be noted on the screen (**arrow**). The user will be directed to complete the remainder of the form with contact and demographic information, unit selections and optional donations. Included contact and demographic information will populate the user's new member profile.

Please note fields that are not required are available for editing within your member profile at anytime.

If an [Organizational Member Type](#) is chosen, the type and corresponding fee will be noted on the screen (**arrow**). The user will be directed to complete the remainder of the form with organization contact and demographic information, included member information, optional donations. All included member contact and demographic information will populate organization profile.

Please note fields that are not required are available for editing within each's member's profile at anytime.

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Member Type*

Professional Membership - (\$40,000 - \$99,999)

Membership Options

1 year - \$125.00

Included Membership - Profile Name *

First Name

Last Name

Organization*

Email

Personal*

eventa@nyla.org

Work

Billing Contact

Birthdate

Pronouns

☐ She/Her

☐ He/Him

☐ They/Them

☐ Ee/Em/Eir

The NYLA Office is Closed Day

Mon Oct 13, 2025

The NYLA Office is Closed Day

Indigenous Peoples' Day

Wed Nov 5, 2025

2025 NYLA Conference

View Full Calendar

nyla, 1890

New York Library Ass

2,525 followers

549 posts

NYLA LIBRARY SYSTEMS AGEND

Do you know public, school, academic/juni

librarian?

NYLA LIBRARY SYSTEMS AGEND

Do you know public librari

director?

View full profile on li

Please note individuals who receive membership from an organizational account (Library/Library System, Friend Group, Non-Library Organization), the key contact on your account will need to add a profile for you to the system when they complete this form. You should not be completing this form if you are not paying for a personal membership account.

Member Type*

Library/Library System - \$1- \$100K Budget

Membership Options

1 year - \$100.00

Organization Name*

Organizational Email (This is the email contact for the organizational account)*

Organization Address*

Line 1

Line 2

City

Select State/Province

Zip/Postal Code

Select Country

Website

Next

Upcoming Events

Tue Feb 6, 2024

Pre-Advocacy

Wed Feb 7, 2024

Library Advocacy

Fri Apr 19, 2024

2024 YSS Symposium

Thu May 16, 2024

2024 SSL Conference

View Full Calendar

nyla, 1890

New York Library Ass

2,525 followers

549 posts

NYLA LIBRARY SYSTEMS AGEND

Do you know public, school, academic/juni

librarian?

NYLA LIBRARY SYSTEMS AGEND

Do you know public librari

director?

View full profile on li

Adding Key Contact and Included Member Profiles

Once the key contact inputs the organizational profile information, the next fields will require information for the Key Contact's member profile (**arrow 1**). Key Contacts can include contact and demographic information and unit selections in each member tab.

Please note the Key Contact serves as the membership holder and is required to complete all information for the membership. We strongly recommend the director or someone they appoint be this individual and not billing department employees.

After the Key Contact inputs their member profile information, they can use the arrow on the left-hand side of their name to collapse their profile drop down. There will be a **Create Linked Profile** button at the bottom of the screen (**arrow 2**). This button will create new member profiles. Key Contacts should create each included member's profile, inputting their contact information and unit selections. Each member tab requires a name and email. If tabs are created and do not include all required fields, users will not be able to go to the next page. Each tab includes a delete link for any profiles added in error.

Please note currently key contacts must add included sections and any additional sections and roundtable are optional to included member profiles. Included members can also add additional units and roundtables from their personal profile. Members who were not provided an included section can reach out to the office for assistance in getting this added to their profile at membership@nyla.org.

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The image shows two screenshots of the Nyla membership form. The top screenshot shows the 'Membership' section with fields for 'Individual Name*', 'Organization*', 'Email', 'Personal*', 'Birthdate', 'Pronouns', 'Phone', 'Mobile', 'Work', and 'Address - Home'. A yellow arrow labeled '1' points to the 'Individual Name*' field. Below this, a 'Work' section is shown with fields for 'Line 1', 'Line 2', 'City', 'Select State/Province', 'Select Country', and 'Zip/Post'. A yellow arrow labeled '2' points to the 'Create Linked Profile' button. The bottom screenshot shows the 'Membership' section with a dropdown menu for 'laure test (Self)' and a 'Delete' link. A yellow arrow labeled '3' points to the dropdown menu. The form also includes a 'Join Now' button and a 'Member Logout' button.

Renewing your NYLA Membership

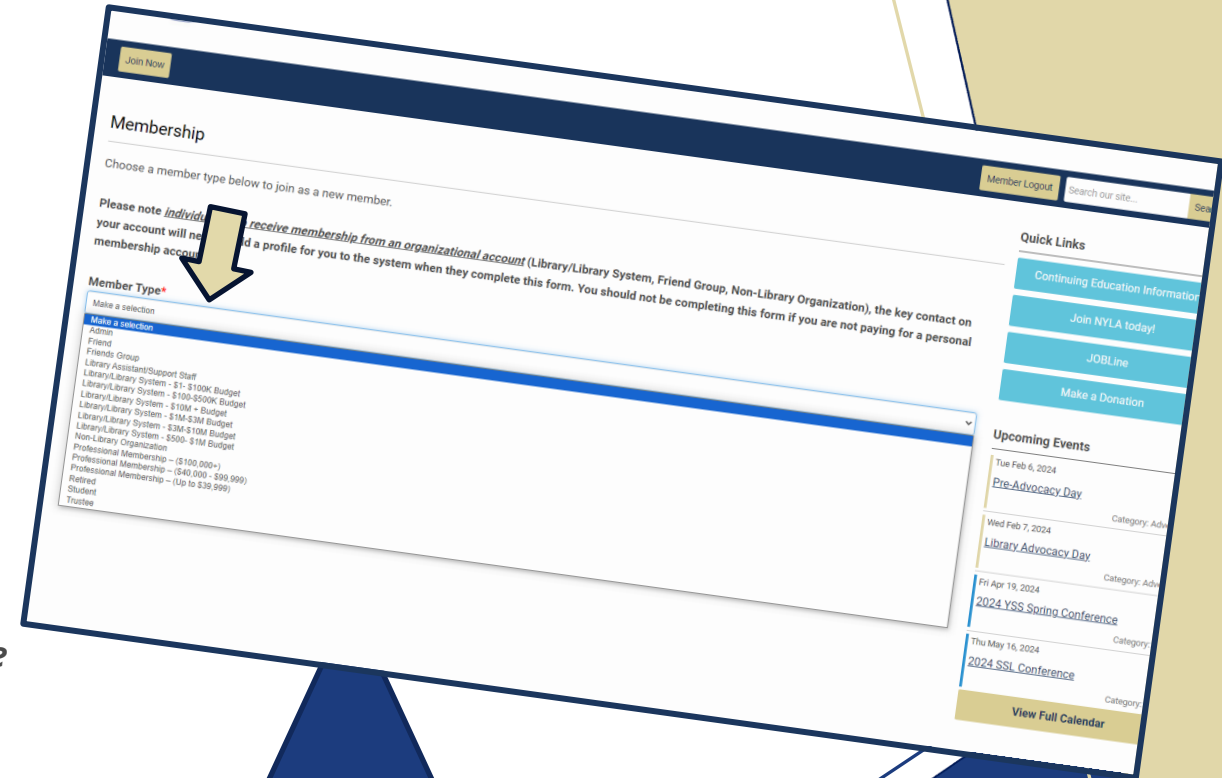
Approximately 45 days prior to the May 31st membership expiration date (May 31st), all eligible active members will be sent an email communications that includes the renewal form link and renewal information. The renewal form link can only be found in these email communications.

For organizational members, this communication will be sent to the email listed as the contact email for your organizational membership. This will not be sent to the Key Contact's profile if that email differs from what is listed as the organizational contact email.

Please note for organizational members, only the Key Contacts will be eligible to access the renewal form. Included members are not responsible for completing a renewal form. New Key Contacts can either be designated by a previous Key Contact within the current KC's member profile (My Organization section) or the office can make this change. Requests can be emailed to the office.

Members who wish to change between organizational and personal memberships, must reach out to the office for assistance at membership@nyla.org.

A [Membership Renewal FAQs](#) page is provided on the NYLA website to assist with this process and answer any questions. Members can also reach out to the office directly at membership@nyla.org.



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Renewal Form

To open the renewal period for all members, our system creates an automated invoice in each current member's profile. ***This invoice is solely based on the previous year's membership selection.*** This invoice cannot be changed or customized if paid for. All members should use the ***link provided in your renewal notification*** to submit the renewal form so they can customize their membership selections for the upcoming year. This includes changes to member type, profile contact and demographic information, included member information, unit selections, donations, etc.

Member renewal forms (organizational and personal) will resemble the Join Form noted previously. Current profile contact and demographic information will automate within the fields provided. Member should review this information to make sure it remains accurate. Any changes made to the automated information will be updated within the member profile(s).

Organizational members will be provided a screen to update their included members. Full instructions for navigating this page will be provided within the form. Key Contacts should review this information and make changes necessary.

The screenshot displays a web form titled "2025-2026 Membership Renewal Information". The form is organized into several sections with labels and input fields. On the right side, there is a vertical sidebar containing "Quick Links" and "Upcoming Events".

2025-2026 Membership Renewal Information

Member Type*
Library/Library System - \$100-\$500K Budget

Membership Options
1 year - \$500.00

Organization Name
Test Library

Organizational Email (This is the email contact for organizational membership information. The Key Contact and Included members will have their own contact email listed within their personal profile).
lhoyt64@gmail.com

Organization Phone*
515555555

Organization Address *
Test
Test Louisiana 71209

Select an option

Quick Links

- Library S...
- 2025 Trade
- Become a Sp...
- Becor
- Mem
- Sustainable
- NYU

Upcoming Events

- Tue Aug 12, 2025
- Turning the Pa
- Policies

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Join/Renewal Form Donations Page

Once all member information is added, the form will provide a [Donations page](#). Below are the current NYLA and Unit funds available for donation. Further fund information can be found in the form. We are so appreciative of all our donors!

NYLA Donations

NYLA Fund
Intellectual Freedom Fund
Disaster Relief Fund
Legal Defense Fund

Sections Specific Donations

FLS Randall Enos Conference Scholarship
NYBLC Andrew Jackson Scholarship Fund
NYBLC Hoke Gethers-Muhammad Memorial Scholarship
SSL Carol A. Kearney Scholarship Fund
YSS Ann Gibson Scholarship Fund

The screenshot shows a web form titled "Donations" with a "Join Now" button in the top left. Below the title is a prompt: "Donate to one of our funds below!". A list of funds follows, each with a dollar sign and a text input field for the donation amount:

- Donate to NYLA! (These donations will help with advocacy scholarships and fund for the future)
- Disaster Relief Fund
- Intellectual Freedom Fund
- Legal Defense Fund
- FLS Randall Enos Scholarship Fund
- SSL Carol A. Kearney Scholarship Fund
- SSL Laura Wedge Scholarship Fund
- YSS Ann Gibson Scholarship Fund

On the right side of the form, there is a "Quick Links" section with buttons for "Continuing Education", "Join", and "Make a Donation". Below this is an "Upcoming Events" section listing several events with dates and titles, such as "Tue Feb 6, 2024 Pre-Advocacy Day" and "Wed Feb 7, 2024 Library Advocacy". A "View" button is located at the bottom right of the events list.

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[Join Now](#)

[Member Logout](#)

Search our site...

Payment

Total: \$175.00

How would you like to pay?

Select pay option

Select pay option

Pay now

Invoice me

Quick Links

[Continuing Education Information](#)

[Join NYLA today!](#)

[JOBLine](#)

[Make a Donation](#)

Upcoming Events

Tue Feb 6, 2024

[Pre-Advocacy Day](#)

Category: Advocacy

Wed Feb 7, 2024

[Library Advocacy Day](#)

Category: Advocacy

Fri Apr 19, 2024

[2024 YSS Spring Conference](#)

Category: Units

Thu May 16, 2024

[2024 SSL Conference](#)

Category: Units

Join/Renewal Form Payment Page

A summary page of all form fields and items chosen will be provided at the end of all NYLA forms. We suggest reviewing this page carefully to make sure the invoice created has all information included correctly. Once all information is confirmed, users should continue to the [Payment Page](#).

This will allow members to choose to:

Pay Now : Use a credit card to process the invoice with payment.

Invoice Me: This option replaces the previous Bill Later option and allows for an invoice to be created for the form. An email field will be provided for the invoice to be sent to. ***Please note if the desired billing contact does not have an email, the member is responsible for providing the invoice to their billing contact for payment.***

Payment policies and information can be [reviewed on the NYLA website](#).

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Reminders

NYLA has been through a lot of change in the last few years. We are extremely excited to continue the process of bringing streamlined, efficient, transparent procedures to our membership.

A few reminders:

- If you are having difficulty understanding a process and procedure and need help completing something in the system or just have questions, **DO NOT PANIC!** NYLA Staff are available Monday-Friday 8:30 AM to 4:30 PM for assistance and can be emailed at anytime. You can find all office information on the [Staff](#) page of the website.
- Communications and guides will be updated as we continue to make updates, and the membership will be notified of these changes. Please make sure you are reading all information available.

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