

# ***Massachusetts Municipal Lawyers Association***

## **MEMBER LIBRARY Submittal Guidelines**

The Member Library contains documents provided by MMLA members, or obtained from other sources, for sharing with MMLA members to assist them in the practice of municipal law.

Members may submit documents for posting to the Member Library. Documents may include pleadings, motions, memos, interrogatories, forms, templates, briefs, cases, legislation, program materials, town meeting articles and any other resources that would be of interest and assistance to MMLA members. Documents posted in the Member Library are meant for educational and practice purposes and should be used accordingly.

1. Documents must be in a form ready for posting. Members must make all required and appropriate redactions before submission.
2. If documents require attribution or permission to publish, members must obtain the necessary permission before submission and include the attribution or permission directly on the documents.
3. Documents may be submitted as machine readable PDFs, Word documents, PowerPoints or other file types. Word or other editable file type is preferred for documents, such as forms and templates, are intended to be copied and edited.
4. Members must include a “Member Library Submittal Form” with each document submitted for posting. The information in the form will assist MMLA post the document in a manner that enables members to effectively and efficiently search for relevant documents. Instructions for completion are attached to these guidelines.
5. Submissions are to be emailed to: [memlib@massmunilaw.org](mailto:memlib@massmunilaw.org) .
6. Your submission is confirmation that redactions, attributions, permissions and any other actions needed to share the document have been made or taken.
7. MMLA reserves the right to determine whether to post any document submitted.

**MEMBER LIBRARY SUBMITTAL FORM**  
**Completion Instructions**

<b>To be Completed by Member</b>	
<b>Document Category</b>	From the document category types shown in the “Document Category” dropdown menu in the Member Library, list all categories that apply to the submission.
<b>Title</b>	State the title of the submitted document.  The title will be hyperlinked to a linked page as explained below.
<b>Linked Page Information</b>	Provide a description, explanation and any additional details or information about the document that you think may be of interest to the user (e.g., the person or entity that created, authored or submitted the document, the date it was created or issued).
<b>Subject</b>	List one or more practice area, subject matter or topic that describes the general substance of the document (e.g., public records, COVID, tort claims, employment).  This field is sorted alphabetically, so please list the <b>most relevant term <u>first</u></b> .
<b>Keywords</b>	List words and terms that describe the content of the document and you think would be used by members to search for and identify relevant documents.
<b>Submitted by</b>	Include your name and contact information.
<b>For MMLA Use Only</b>	
<b>Reviewed by</b>	
<b>Approved by</b>	
<b>Approval Date</b>	