



UK & Ireland
Art Libraries Society

ADMINISTRATIVE HANDBOOK

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ARLIS/UK & Ireland structure plan

1.1 Chair of ARLIS/UK & IRELAND: job description

The Chair is responsible for oversight of the Society's business and in consultation with the Council, for the direction of the Society's activities, policies and programme.

The specific duties include:

1. Chairing of Council Meetings, Officers' Meetings and the Annual General Meeting.
2. Setting the Agenda of the above meetings in collaboration with the Hon. Secretary and Business Manager.
3. Approving the minutes of the above meetings as prepared by the Business Manager, before formal presentation at the next meeting of the appropriate body.
4. Attendance at other ARLIS meetings as required. The Chair is *ex officio* a member of the Conference Working Party. It is considered highly desirable that the Chair should attend the annual conference.
5. Representation of the Society in appropriate contexts: attendance at meetings and functions both here and abroad, unless it is more appropriate for another officer to attend.
6. Drafting and signing of correspondence on behalf of the Society, especially when an 'official' response is sought.
7. Ensuring the replacement of officers and committee and working party chairs and convenors by seeking suitable candidates, and recruiting future such post-holders into serving in various capacities in order to gain the necessary experience.
8. Conducting the annual appraisal of the Society's employee(s), at the moment the Business Manager.
9. Preparation of an annual report, for approval by the November/December meeting of Council and publication in the January/February *News-sheet*, the *Annual Directory* and for presentation at the Annual General Meeting.
10. Identification of speaker for Annual Lecture at the AGM, and subsequent liaison with same.
11. Maintenance of copies of all significant correspondence for eventual deposit in the ARLIS Archive with copies as necessary to the Hon. Secretary and other appropriate officers.

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In addition:

1. In an emergency each of the office bearers (Chair, Hon. Treasurer and Hon. Secretary) should be willing to assume the duties of another office bearer or the Business Manager on a temporary basis.
2. In an emergency all elected Council members should be willing to assume certain duties to cover for an office bearer or the Business Manager on a temporary basis.

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1.2 Hon. Secretary: job description

The Hon. Secretary together with the Chair and Hon. Treasurer is registered with the Charity Commission www.charitycommission.gov.uk as a trustee of the Society. Details will need to be updated when a new Hon. Secretary assumes office.

Arrangements should also be made for the Hon. Secretary to be a signatory for cheques as a back-up to the Business Manager and Hon. Treasurer.

The Hon. Secretary should have a working knowledge of the Constitution and Rules & Regulations. The Constitution was adopted in 1995 when we received charity status and is modelled on a template provided by the Charities Commission. It was decided to keep to the language and provisions provided by the Commission in order not to jeopardise our charity status. Any amendments to the Constitution have to be approved by the Charity Commission. The Rules & Regulations are our “working” version of the Constitution and can be amended and immediately adopted by Council, provided these amendments are ratified at the AGM.

Council Meetings

Council meetings are normally held six times a year, the first one in a new Council’s term immediately follows the AGM (usually in April) and is principally necessary to re-constitute committees. Subsequent meetings are held in June, September, Nov./Dec., February and April immediately before the AGM.

The Hon. Secretary schedules dates and venues for the next year’s Council meetings and presents these at November/December Council. It is advisable to check likely availability of the Chair and Hon. Treasurer beforehand.

The Hon. Secretary prepares the agenda for Council meetings in consultation with officers, chairs of committees and the Business Manager

Two weeks before Council s/he emails a reminder, including a request that replies be sent to the Hon. Secretary and the Business Manager, in addition s/he reminds chairs of committees of the need for minutes to be sent to the Hon. Secretary and Business Manager as soon as possible following any meeting of committees. If a chair of a committee is unable to attend a meeting of Council the Hon. Secretary reminds the chair that a brief written summary of committee activities should be provided.

The Hon. Secretary liaises with the Business Manager to ensure that the agenda together with any other papers for Council meetings are posted on the secure web pages for Council members one week before the meeting.

If required the Hon. Secretary provides the venue with a list of Council attendees.

At Council meetings the Business Manager takes the minutes. Draft minutes are sent to the Hon. Secretary and Chair for approval/amendment, and are then posted on the secure web pages as soon as possible for all members of Council.

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UK & Ireland
Art Libraries Society

ARLIS/UK & Ireland, Word & Image Department, V&A South Kensington, Cromwell Rd, London SW7 2RL
020 7942 2317, arlis@vam.ac.uk, www.arlis.org.uk

COUNCIL MEETING

Thursday 4 December 2008, Wilkins Board Room, National Gallery 13:00

- 1 Apologies
- 2 Minutes of the Council meeting held 10 September 2008
- 3 Matters arising
- 4 Officers' reports
 - 4.1 Chair
 - 4.2 Honorary Treasurer
 - 4.3 Honorary Secretary
 - 4.3.1 Nomination update
 - 4.3.2 Dates of 2009 Council meetings
- 5 Business Manager
- 6 Main events
 - 6.1 AGM
 - 6.2 Cambridge 2009
 - 6.3 Conference 2010
- 7 Committee reports
 - 7.1 Art Archives
 - 7.2 Cataloguing and Classification
 - 7.3 Education and Professional Development
 - 7.4 National Co-ordination of Art Library Resources
 - 7.5 Publications
 - 7.6 Students and Trainees
 - 7.7 Visual Resources
 - 7.8 Officers
- 8 AOB

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Officers' Meetings

Officers' meetings attended by the Officers and the Business Manager are normally held 2 weeks prior to Council meetings and one hour immediately beforehand. The Hon. Secretary prepares and circulates the agenda and the Business Manager takes minutes at the meeting. The action points/minutes are presented to Council.

AGM

The Hon. Secretary and Business Manager liaise with the printers to ensure that notice of the AGM is mailed to UK personal and institutional members with the appropriate *News-sheet* (i.e. the Jan/Feb *News-sheet* for an AGM in April, the Nov/Dec Feb *News-sheet* for an AGM in February). The Constitution requires that members should have at least 14 clear days' notice of the AGM or a Special General Meeting.

The Hon. Secretary co-ordinates the production of annual reports from the Officers, Business Manager and Committee Chairs to ensure the agreed standard of presentation. The Chair Elect is not required to present a report.

Other AGM-related papers, e.g. Agenda, minutes of previous AGM, Constitutional amendments, proposals etc., are prepared in liaison with the Business Manager for putting up on the website. Copies of the annual reports are printed in the Mar/April (AGM April) Jan./Feb (AGM February) *News-sheet*; a summarised extract from the independently examined accounts is printed in the March/April *News-sheet*.

At the AGM the Hon. Secretary records the attendance by circulating a sheet for signatures, reports on the election of officers and Council members. The Business Manager takes the minutes. Draft minutes are sent to the Chair for approval/amendment and are presented to Council for information at the June or April meeting. The *News-sheet* editors should receive a copy as soon as possible in readiness for publication.

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Art Libraries Society

2009 Annual General Meeting

The ARLIS/UK & Ireland AGM will be held on Wednesday 22nd April 2009 in the Clore Gallery Auditorium, Tate Britain, Millbank, London, SW1P 4RG at 1:30.

AGENDA

- 1 Apologies
- 2 Minutes of the 2008 AGM
- 3 Matters arising
- 4 Officers' annual reports
 - 4.1 Chair
 - 4.2 Honorary Treasurer
 - 4.3 Honorary Secretary
 - 4.4 Business Manager
- 5 Committee annual reports
 - 5.1 Art Archives
 - 5.2 Cataloguing and Classification
 - 5.3 Education and Professional Development
 - 5.4 National Co-ordination of Art Library Resources
 - 5.5 Publications
 - 5.6 Student & Trainees
 - 5.7 Visual Resources
- 6 Any other business

Please note: relevant papers and reports are in the Mar/Apr 2009 *News-Sheet*

The AGM will be preceded by lunch and followed by the 13th annual lecture. Our speaker is Patricia Bickers, editor of *Art Monthly* magazine. All members are welcome to attend. Please return the booking form to Business Manager, ARLIS/UK & Ireland, Word and Image Department, Victoria & Albert Museum, London, SW7 2RL
Tel: 020 7942 2317; Email: arlis@vam.ac.uk; Website: www.arlis.org.uk

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Election of Officers and Council Members

The Hon. Secretary formally requests nominations from the membership via the *News-sheet*, for which the deadline is the August copy deadline for the September/October *News-sheet*, and sends copy for the insert (via the Business Manager) to the printers for duplication. Note that we only request nominations for Chair Elect every other year, the elected person then becomes Chair without further vote.

The succession pattern is as follows:

2008 - 2009	Chair Elect (Pat Christie)	Chair (Vanessa Crane)
2009 - 2010	Chair (Pat Christie)	Past Chair (Vanessa Crane)
2010 - 2011	Chair (Pat Christie)	Chair Elect (?)
2011 - 2012	Chair (?)	Past Chair (Pat Christie)

Nominations and appointment of scrutineers are an agenda item for the September Council meeting. The constitutional deadline for the receipt of nominations by the Hon. Secretary is the end of October. The Hon. Secretary then arranges the collection of election statements from candidates.

The Hon. Secretary arranges the production of the election statements and the ballot papers (sample below) and sends these out by a separate mailing to the entire UK and Ireland personal and institutional membership: the constitutional deadline for this mailing is the end of November. The ballot papers should be returned to the scrutineers by the end of December.

On receipt of the results from the scrutineers, the Hon. Secretary notifies the candidates. When writing to the candidates the Hon. Secretary also invites those elected to attend the pre-AGM meeting to preview the work of Council. The results of the election are also declared at the AGM by the Hon. Secretary where permission is sought to destroy the ballot papers.

If no election is held the election statements of the new Council members are published in the Nov./Dec. *News-sheet*.

Sample ballot paper follows; wording will need changing depending on the circumstances of each election.

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Art Libraries Society

ARLIS/UK & Ireland, Amy Donnison (Business Manager), Word & Image Department, V&A South Kensington, Cromwell Road, London, SW7 2RL. Website: www.arlis.org.uk

Council election Request for nominations

Members are invited to nominate elected Officers and Council members for 2008

Nominations are invited for the positions of:

- **Chair Elect**
- **Honorary Secretary**
- **Honorary Treasurer**
- **four Ordinary Members of Council**

Before completing this form please establish that your nominee is willing and eligible to serve, and find a seconder. The nominee, proposer, and seconder must all be personal members of ARLIS/UK & Ireland or named institutional representatives.

Proposer, seconder and nominee should sign below as indicated:

I propose.....(Nominee's name)

for the position of / as an Ordinary Member of Council

Signed.....(Proposer's signature)

Seconded by.....(Secunder's name)

I accept this nomination.....(Nominee's signature)

This form should be completed and returned by 31st October 2007

Please return to: Sally Bannard, Honorary Secretary, Harrow Learning Resources Centre, University of Westminster, Watford Rd, Harrow, Middx., HA1 3TP.



UK & Ireland
Art Libraries Society

VOTING PAPER

Election to ARLIS/UK & Ireland Council 2007-8

Single nominations have been received for the posts of Honorary Secretary and Honorary Treasurer. The following persons are therefore elected unopposed:

Honorary Secretary
Honorary Treasurer

Sally Bannard
Stephanie Silvester

The persons named below have been nominated to serve on ARLIS/UK & Ireland Council as ordinary elected members. There are four vacancies and five nominations. Elections statements are included in this mailing.

Please indicate your choice of **four** candidates by marking the boxes next to their name with an **X**

A.N. Other	

Please send this completed voting paper in the envelope provided to:

The Scrutineers, Nicola Salliss and Rachel Pownall, Information Services (Art, Design & Architecture), Kingston University, Knights Park, Kingston upon Thames, Surrey. KT1 2QJ

Voting papers must reach the scrutineers by 31st December 2006

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Committee Membership

The Hon. Secretary, in liaison with Committee Chairs, monitors the membership of committees with regard to the observance of the four-year period of office.

Archive

As point of contact for the Society with the National Art Library's Archive of Art & Design, the Hon. Secretary co-ordinates periodic deposit of ARLIS documentation to the ARLIS Archive. This necessitates maintaining archival awareness within the Society, particularly amongst officers and committee chairs. The Business Manager sends copies of Council papers by post to the ARLIS Archive at the same time as s/he puts them up on the website.

In addition:

1. In an emergency each of the office bearers (Chair, Hon. Treasurer and Hon. Secretary) should be willing to assume the duties of another office bearer or the Business Manager on a temporary basis.
2. In an emergency all elected Council members should be willing to assume certain duties to cover for an office bearer or the Business Manager on a temporary basis.

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Hon. Secretary: Annual Calendar

* = Items for Council agenda

Council meetings

The agenda and other papers are posted on the website one week before a Council meeting

Council minutes should, if possible, be circulated within three weeks of the meeting

February

Officers and Committee Forward plans*

April

AGM

June

Minutes of two Council meetings (pre & post AGM)*

AGM minutes*

Correct AGM minutes as necessary

July/August

Prepare *Request for Nominations* which is inserted into the Sept./Oct. *News-sheet*

Separate mailing of nomination forms to members in Ireland

September

Check availability of scrutineers

Report on nominations for Council

Appointment of scrutineers*

October

End of October deadline for receipt of nominations

November

Obtain election statements from nominees

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Prepare and duplicate *Ballot Paper* and *Election Statements*

Ballot papers are sent out by separate mailing by the Business Manager. Deadline for mailing is end of November.

N.B. If no election is being held ensure that election statements from new Council members are available to the Editor(s) for the Nov./Dec. *News-sheet*.

December

Deadline for receipt of ballot papers is end of December.

Set dates and venue(s) for next year's Council meetings*

With Chair confirm date, venue and guest lecturer for AGM. An invitation to the AGM is inserted in the Jan/Feb *News-sheet*.

January

Early January co-ordinate Officer and Committee Chair annual reports.

Complete own annual report as soon as election results are received.

Notify nominees of election results, inviting successful candidates to April Council to preview Council business

Texts of annual reports to News-sheet Editor(s) for publication in Mar/Apr *News-sheet*.

In consultation with Chair, Officers and Business Manager prepare AGM agenda for putting up on the website, together with the unconfirmed minutes.

Revised Jan 2009

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1.3 Hon. Treasurer: job description

The Hon. Treasurer is responsible for the overall care of the Society's monies and for long-term financial planning.

The Hon. Treasurer recommends best investments for the Society's reserves.

Annual budget

At the beginning of each financial year the Hon. Treasurer confirms with the Business Manager a proposed annual budget strategy, noting planned expenditure on publications, conferences, courses or any new initiatives. Implications for long-term financial planning should also be discussed.

Annual Conference budget

The Treasurer is responsible for agreeing a budget for each annual conference, in consultation with the Business Manager and the Chair of the Conference Working Party.

Other Events Costings

Committee and Working Party Chairs should submit costings for proposed events to the Hon. Treasurer and Business Manager for approval before advertising the event.

Subscriptions

At the beginning of each financial year the Hon. Treasurer liaises with the Business Manager to formulate any proposed changes to subscription rates, which will then be brought to Council.

Payments out

All payments out in excess of £1000.00 require the prior approval of the Hon. Treasurer. The signatures of both the Hon. Treasurer and the Business Manager are needed on all cheques. Both the Hon. Treasurer and the Business Manager have access to online banking. The Business Manager sends a list of payments (cheques and online) to the Hon. Treasurer on a weekly basis.

Business Manager's salary

The Hon. Treasurer liaises with the Accountants on any changes to the Business Manager's salary, advising on increments and annual pay awards due etc. The Hon. Treasurer also authorises the Society's Accountant to complete and file relevant returns to the Inland Revenue.

The agreed monthly procedure is as follows:

1. Salary slip is forwarded by the Accountants to the Business Manager with a letter informing her of net salary to be drawn.

ARLIS/UK & Ireland structure plan

2. Summary of PAYE and National Insurance due is also forwarded to the Business Manager with a request for a cheque for this amount to be sent to the Accountants for despatch to the Inland Revenue.

3. The Hon. Treasurer is notified in writing by the Accountants of salary details and of PAYE and National Insurance payments.

Periodically the Business Manager submits to the Hon. Treasurer a claims form detailing expenses incurred (e.g. postage, stationery, travel, office heating). After checking the details the Hon. Treasurer completes a cheque for the expenses and returns this to the Business Manager

Annual audit

The Society's auditors are currently Kenneth R. Morris of Bromsgrove, Worcs. In January of each year the Hon. Treasurer confirms with the Business Manager that the books have been submitted to the auditors for independent examination.

Annual report

The Hon. Treasurer drafts the report at the end of the financial year in consultation with the Business Manager; this is based on the budget reports and the income and expenditure spreadsheets for the year which are supplied by the Business Manager. The report is presented to the January/February Council meeting.

AGM

The independently examined accounts for the year are presented by the Hon. Treasurer to the Society at its AGM in April. Business Manager advises on matters arising.

Grants Panel

The Hon. Treasurer chairs the Grants Panel for the ARLIS/UK & Ireland Travel and Study Fund, the Proquest Research Award, the student bursary and the international delegate award for the annual conference on behalf of Council, and reports the Panel's decisions to Council.

Meetings

The Hon. Treasurer attends five Council meetings a year, the AGM and the Officers' meetings, held a few weeks prior to each Council meeting.

In addition:

1. In an emergency each of the office bearers (Chair, Hon. Treasurer and Hon. Secretary) should be willing to assume the duties of another office bearer or the Business Manager on a temporary basis.

ARLIS/UK & Ireland structure plan

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2. In an emergency all elected Council members should be willing to assume certain duties to cover for an office bearer or the Business Manager on a temporary basis.

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Hon. Treasurer: Annual Calendar

Council meetings

The Hon. Treasurer ensures the financial report for the period is prepared in advance of each Council meeting. The statement of accounts, prepared by the Business Manager, should also be presented at each Council meeting.

January

Receive the budget report for period 6 of the previous year (up to the end of December) and prepare new budget for presentation at Jan/Feb Council meeting. Incorporate projected committee expenses within the budget.

Liaise with the Business Manager and Accountants over arrangements for the independent examination of accounts. Ensure that all appropriate documentation is dispatched to the Accountant as early as possible (NB necessary to get statements from NatWest, Bank of Scotland Corporate, Charities Investment Fund, and Income Bond up to the end of December of the previous year). If considered desirable arrange a meeting with the Accountants at the end of January/ beginning of February-ensure the accountant has submitted a draft version of the accounts well in advance of the meeting and have a list of queries/adjustments.

Ensure payment of ALJ Editor's Honorarium.

Remind Business Manager to confirm any ongoing sponsorship for the year (e.g Proquest usually confirm their totals in January).

Draft the International and Student delegate awards (annual conference) adverts. Co-ordinate closing dates with conference booking dates, giving the International Delegate award an earlier (usually 2 weeks) closing date.

In consultation with the Conference Working Party, work out costings for the annual conference for presentation at Jan/Feb Council meeting.

Work out costings for the AGM.

February

Ensure the Accountants supply signature copies and sufficient copies of the accounts for the AGM.

April

On or before 1st April the consider the Fixed Rate Deposit Account as inaction by this date will mean existing terms and conditions rolling over for another 12 months

.Ensure copies of the accounts are returned to the Charities Commission after the AGM. Accountant will advise on what to send where.

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Sign and return Accountant's letter of engagement and annual fee agreement.

Follow up any comments made by the Accountants in connection with the accounts.

Check the Business Manager has completed the Charities Commission Annual Return (including any Trustee Detail Update forms)

Deal with Inland Revenue End of Year Return form P35 and Declaration and Certificate – Accountant completes Tax Return.

May

Liaise with Grants Panel and decide on recipients of the International and Student Conference Delegate Awards. If appropriate consider offering reduced rate places to runners up (if not already taken by retired/unwaged members)

December

Prepare annual report.

Consider other costings e.g. possible membership subscription increases, increase in advertising/sponsorship rate, short course delegate fees etc.

Receive estimated committee costs for forthcoming year for new budget consideration.

Revised Jan 2009

Membership Subscription Fees from Jan 2009

Enhanced Member (incl. ALJ)	£50
Enhanced retired, student, unwaged (incl. ALJ)	£33
Basic (without ALJ)	£28
Basic retired, student, unwaged (without ALJ)	£12
Institutional (incl. ALJ)	£85
Overseas-surface mail (incl. ALJ)	£85/\$165
Overseas airmail (incl. ALJ)	£97/\$194
Overseas sub to ALJ only – surface mail	£68/\$136
Overseas sub to ALJ only – airmail	£80/\$158

1.3 Business Manager: job description

ARLIS/UK & Ireland structure plan

The Business Manager role is key to maintaining the successful day to day running of ARLIS. It is a solo position based within the prestigious National Art Library, Victoria & Albert Museum, London.

Main purpose and duties of the post

Location Department,	National Art Library, Word & Image Victoria and Albert Museum, Cromwell Road, South Kensington, London SW7 2RL
Hours of work	36 hours per week. Occasional weekend and evening work may be required for which time in lieu is granted
Reports to	ARLIS/UK & Ireland Council, via the Officers (Chair, Hon. Secretary, Hon. Treasurer)
Statement of job purpose	To be responsible for the day-to-day administration and marketing of the Society, the development of electronic operations and the provision of support and information to the Officers, Council and members.

Main Duties:

- Provide membership services for the Society, including processing membership applications, compiling and maintaining the database of members, invoicing and maintaining subscription records, producing membership literature, organising membership mailings and compiling the *Annual Directory*.
- Provide an information and office service for the Society, acting as key contact during agreed office hours, responding to telephone, email and written enquiries and managing correspondence, mailings etc.
- Support the work of the Officers and Council by providing and collating information and by maintaining procedural and administrative documentation. The Business Manager is expected to attend Council and Officers' meetings and other meetings as required. The Business Manager acts as Minute Secretary to the AGM, Council and the Officers' Meetings.
- Update content for the ARLIS web site, and develop and manage appropriate e-business processes, manage the Society's email discussion list 'ARLIS-Link'

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- Administer the day to day financial affairs of the Society, including banking and payment of invoices, maintain income and expenditure records, provide financial data for reporting purposes, liaise with the Honorary Treasurer, auditors, Charity Commission, Inland Revenue and other organisations as necessary.
- Provide administrative support for the Society's programme of events, in particular participate in planning, promoting, handling bookings and invoicing.
- Maintain existing relationships with advertisers and sponsors and associated administrative and financial records. Source and contact potential new advertisers and sponsors. Organise a small trade and resources exhibition for library suppliers at the Annual Conference.
- Provide administrative support for the printing and publication programme of the Society including the *Art Libraries Journal* and *ARLIS News-sheet*, in particular handling liaison with printers, financial and mailing arrangements and sales & advertising. As part of this role, the Business Manager is a member of the Publications Committee.

ARLIS/UK & Ireland structure plan

ARLIS Business Manager: month by month job analysis

(This should be looked alongside the NS/ALJ mailsched.doc and Events Calendar)

early Jan.

- Copy end of year income and expenditure spreadsheets to Chair & Hon. Treasurer
- Provide Society's auditors with all books, records, spread-sheets etc. for independent examination
- Recruit advertising for *Annual Directory*
- Work with Annual Conference W.P. - finance, general
- Continue processing incoming subscriptions; edit data entries in the light of changes notified on renewal forms
- Prepare inserts and mailing labels for combined Jan/Feb NS & ALJ 1 despatch
- AGM Special Lecture – Promotion: flyers, website

mid Jan.

- *Annual Directory* – extract listings and indexes from database system for editing and formatting

end Jan.

- Liaise with auditors on annual accounts
- Mail Personal membership invoice reminders
- Officers' Meeting [& annual meeting with auditors in Bromsgrove – no longer done since ARLIS relocation to London?]

early Feb.

- AGM & Special Lecture: continue liaison with with venue, caterers & sponsors
 - Compile preliminary pages of *Annual Directory*
- Prepare admin, website, financial reports and budget reports for Council & Officers' meeting
- Prepare extract of audited accounts for *News-sheet*
 - Estimate all conference expenses and set delegates' fees with Treasurer
 - Produce conference booking form giving full range of delegate fees (full, day and subsidised)
 - Work with Annual Conference W.P. (as above)
 - Prepare adverts for ALJ 2
 - Prepare ARLIS Xmas Card – Judges, deadlines, printers
 - Finalise text and indexes for *Annual Directory*

mid Feb.

- Send crc of *Annual Directory* to printers together with advertising
- Mail Institutional Membership & Overseas Subscription invoice reminders
- Officers' and Council Meeting

March

- Telephone reminders for late membership/subscription renewals
- Implement cancellations of non-renewals
- Annual Conference WP

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- *Site visit for next year's Annual Conference; agree contract*
- *[Prepare inserts and mailing labels for combined despatch of Mar/Apr NS, ALJ 2 and Annual Directory]*
- **early April** Finalise all details with AGM venue and caterers
- Prepare admin, website and financial reports and budget reports for Council/AGM (incl flyer for ARLIS Xmas Card)

mid April

- Officers' Meeting, Council, AGM & Special Lecture
- Prepare advertising and sponsorship mailshot for annual conference end April
- Prepare inserts and mailing labels for May/Jun NS

May

- Work with Annual Conference W.P.
- Complete annual return for Charity Commission
- Prepare adverts for ALJ 3
- Recruit sponsorship and advertising for annual conference

early June

- Prepare admin., website and financial reports and budget reports for Council
-

mid June

- Officers' Meeting and Council
- Continue to recruit sponsorship and advertising for annual conference

early July

- Prepare inserts and mailing labels for Jul/Aug NS
- Annual Conference

mid July

- Post-conference review of venue and services, and settlement of accounts

August

- Produce price lists for subscription agents for next subscription year, and supply on demand
- Prepare adverts for ALJ 4

early Sept.

- Prepare inserts and mailing labels for Sep/Oct NS & ALJ 4
- Prepare admin. and financial reports and budget reports for Council (incl. Balance sheets for annual conference and short courses)
- Officers' Meeting and Council
- Xmas Card competition: Prepare judging and consequent order forms

early Oct.

- Review personal and institutional renewal forms and make changes as necessary
- Prepare Gift Aid returns for Inland Revenue

mid Oct.

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- Produce & dispatch UK & Ireland personal, institutional subscription invoices and renewal forms, also overseas member and ALJ subscription invoices
- Prepare for Members' Day/Exhibition (if a separate event)
- Work with Annual Conference W.P.

late Oct

Prepare inserts and mailing labels for Nov/Dec NS

early Nov.

- Research alternative locations for future annual conference(s) and check availability
- Work on next year's budget estimates with Hon. Treasurer
- Process incoming subscriptions; edit database entries with changes given on renewal forms

mid Nov.

- Prepare financial reports and budget reports for Council
- Prepare Administrator's annual report
- Officers' Meeting and Council
- Work with Annual Conference W.P.
- AGM & Special Lecture: finalize & liaise with venue, caterers & sponsors: prepare booking form/N'sheet insert
- Begin work on *Annual Directory*

end Nov./early Dec.

- Process incoming subscriptions; edit database entries
- [Send out ARLIS Christmas Cards to thank main ARLIS supporters (Council and sponsors?)]

Dec.

- Prepare adverts for ALJ 1
- Review all files and financial documentation prior to auditor's independent examination
- Prepare Forward Job Plan

Note:

Other ongoing activities throughout the year include business and financial management, office management, website management, publications sales and stock control, recording and supplying missing issue claims, Council, committee and workshop support, editing and updating Administrative Handbook, membership of Publications Committee, liaison with the ARLIS printers, sponsorship and advertising recruitment, overall memberships and subscriptions control and general enquiries by phone, fax, post and email.

Sonia French/ 23.09.03

Natasha Held/ Updated 11.05.09

1.5 Editor of the *Art Libraries Journal*: job description

ARLIS/UK & Ireland structure plan

The Editor is responsible to the Council of ARLIS/UK & Ireland for the production of four issues of the *Art Libraries Journal* per annum. The Editor is an ex-officio member of Council with full voting rights. The Editor should attend Council regularly and keep them informed of plans. The Editor should consult with Council and/or with ARLIS officers on matters concerning policy, cost or design. The Editor is also a member of the ARLIS Publications Committee. It is considered highly desirable that the Editor should attend the annual conference.

The Editor is responsible for:

1. Nominating one or more Deputy Editors, the appointment of whom will be subject to the approval of ARLIS Council. (A) Deputy Editor(s) may be chosen to share editorial activities, to advise the Editor, to originate ideas and gather and commission contributions, and will usually assist the Editor to fulfil the international role of the *Journal* by representing it outside the UK. The Editor will retain overall responsibility for the *Art Libraries Journal*.
2. Deciding the content of each issue of the *Journal*, including special and theme issues, except insofar as this responsibility may be partially delegated to a Deputy Editor or guest-editors.
3. Originating ideas for articles, and commissioning authors to write them and to supply copy in a suitable format and by a given date.
4. Supplying intending contributors with, or drawing their attention to, the published 'Guidelines for contributors to the *Art Libraries Journal*', and revising and re-issuing these guidelines as and when necessary. (*These Guidelines are now being published in the Art Libraries Journal at least once a year.*)
5. Ensuring compliance with copyright law in relation to all articles published by supplying contributors with ARLIS/UK & Ireland copyright release forms, ensuring these are completed and returned, and forwarding completed forms to the ARLIS/UK & Ireland Business Manager for filing.
6. Liaising with the Editor(s) of the ARLIS/UK & Ireland *News-sheet*, and exchanging materials where appropriate.
7. Liaising with the editors of other professional journals of special relevance to art librarians, including publications of other art library organisations.
8. Liaising with the organisers of national and international meetings and conferences of special relevance to art librarians, with a view to publication of appropriate papers delivered at such meetings (with the agreement of the authors concerned, *see 5 above*).
9. Assessing unsolicited contributions and deciding whether or not to publish them.
10. Liaising with the editors and publishers of appropriate publications with a view to reprinting material if it is unlikely to be read by the *Journal* readership in its original source.
11. appointing guest-editors for particular issues, for which the Editor will remain responsible overall.
12. Commissioning the Viewpoint or writing the editorial for each issue, except when this task is delegated to a Deputy or guest editor.

ARLIS/UK & Ireland structure plan

13. Acting as, and/or appointing and liaising with, a reviews editor, who will seek suitable titles from publishers for review, decide whether unsolicited titles should be reviewed, commission review authors (building up and sustaining a panel of reviewers), proof read reviews or arrange for authors to proof read their own reviews (within such time as may be available), and send copies of reviews to publishers if requested to do so. [N.B. The *Journal* reviews 1) relevant bibliographies in printed, electronic, or other formats, 2) relevant major reference works and 3) publications concerned with art librarianship or of especial professional interest to art librarians.]

14. Compiling, or appointing and liaising with compilers of, any regular features as the Editor chooses to initiate or to sustain. The only current such feature is the annual Bibliographies Update.

15. Providing or obtaining complete or summary translations of, and organising assistance with copy editing and proof reading of, texts in languages other than English, as and when necessary.

16. Copy editing texts, editing or preparing abstracts to precede each article, placing any illustrations in the text, and preparing complete copy of each issue (including cover text, contents page, etc.) for the printer.

17. Liaison with the printer regarding printing of the *Journal*, including supplying and issuing instructions concerning design and layout, monitoring quality, and ensuring that schedules are adhered to.

18. Liaison with the ARLIS/UK & Ireland Business Manager regarding the inclusion of advertisements in each issue.

19. Receiving, checking, and/or arranging the checking of first and second proofs, and ensuring that corrected proofs are brought together and returned to the printer on schedule.

20. Inviting, and responding to, views and feedback from the *Journal's* readership worldwide.

21. Supplying the ARLIS/UK & Ireland Business Manager with a copy of the final version of the abstract for each article for the website.

22. Writing a résumé of the contents of each *Journal* for inclusion in the appropriate *ARLIS News-sheet*.

23. Writing and supplying copy about the contents of the *Journal* to the Editor of the *IFLA Art Libraries Section Newsletter*.

24. Maintaining appropriate documents, correspondence and files connected with production of the *Journal*, for eventual deposit in the ARLIS/UK & Ireland archive.

25. Contingency Plan for *Art Libraries Journal* – see Section 9, Disaster Plan.

The Editor is responsible to the Council of ARLIS/UK & Ireland for the production of four issues of the *Art Libraries Journal* per annum. The Editor is an ex-officio member of Council with full voting rights. The Editor should attend Council regularly and keep them informed of plans. The Editor should consult with Council and/or with

ARLIS/UK & Ireland structure plan

ARLIS officers on matters concerning policy, cost or design. It is considered highly desirable that the Editor should attend the annual conference.

Gillian Varley/ Updated 01.09

ARLIS/UK & Ireland structure plan

1.6 Deputy Editor of the *Art Libraries Journal*: job description

The Deputy Editor's role is to share editorial activities with, and advise, the Editor, originate ideas and gather and commission contributions after discussion with the Editor, and will usually assist the Editor to fulfil the international role of the *Art libraries journal* by representing it outside the UK. The Editor will retain overall responsibility for the *Art libraries journal* (*ALJ*).

The Deputy Editor will

- 1) Assist the Editor to decide on the content of each issue of the *ALJ*, and may on occasion be asked to be responsible for a themed or special issue.
- 2) Identify professional issues that could provide themes for future articles or issues of the *ALJ*, and help keep the Editor up-to-date with current developments in art librarianship in his/her part of the world.
- 3) Liaise at national meetings and conferences of special relevance to art librarians about potential publication of appropriate papers presented there (with the agreement of the organisers and authors concerned) .
- 4) Recommend other suitable contacts to the Editor, and if agreed approach them and supply them with guidelines for contributions to the *ALJ*.
- 5) Assist the Editor in revising and re-issuing these guidelines as and when necessary.
- 6) Assess unsolicited contributions if requested, and recommend whether to publish them.
- 7) Assist the Editor in liaising with the editors of other professional journals of special relevance to art librarians in the Deputy Editor's geographical area, including those of other art library organisations.
- 8) Help ensure compliance with copyright law in relation to all material published.

Additional responsibilities of Barbara Polowy as Deputy Editor

1. Act as Reviews editor, seeking suitable titles from publishers for review, deciding whether unsolicited titles should be reviewed, commissioning review authors (building up and sustaining a panel of reviewers), proof reading reviews or arranging for authors to proof read their own reviews (within such time as may be available), and sending copies of reviews to publishers if requested to do so. [N.B. The *Journal* reviews 1) relevant bibliographies in printed, electronic, or other formats, 2) relevant major reference works and 3) publications concerned with art librarianship or of especial professional interest to art librarians.]
2. Produce the Bibliographies Update each year, and check the proofs.

(Agreed with Barbara Polowy, her Director, Helen Pye-Smith and Penny Dade, January 2005) Gillian Varley/ Updated 01.09

1.6 News-Sheet Editor(s) - Job Description

ARLIS/UK & Ireland structure plan

Purpose of *ARLIS/UK & Ireland News-sheet*

The *ARLIS/UK & Ireland News-sheet* acts as the main forum of communication between ARLIS Council and the membership. The coverage reflects the international readership. Its primary functions are to disseminate news, publicise ARLIS events and publications, and provide information on areas of art librarianship not otherwise covered in standard art or librarianship publications e.g. current exhibitions, publications, information technology. It is also available for members to put their views on current issues, report on travel or study tours, or publicise their own free events, publications or wants and offers.

The annual production cost of the *News-sheet* should be kept within limits set in consultation with the ARLIS/UK & Ireland Business Manager. The average size of issues is 12 pages.

Editor(s)'s job

To compile and edit six issues of the *ARLIS/UK & Ireland News-sheet* per annum, consulting with Council and/or ARLIS officers on matters of policy, cost or design.

Main responsibilities

1. To collect, compile and edit copy for each issue of the *News-sheet*. Copy deadlines are agreed with the Business Manager and published on the back of each issue. Copy should be edited, following the house style described in the Editor's Procedure Manual, within a few days of the copy deadline.
2. To organise illustrations for each issue, either by contacting Press Offices in museums or galleries, or by collecting photographs of ARLIS members, visits or events.
3. To send promptly the edited copy to the printers explaining any complications and giving clear instructions for the illustrations or the inclusion of loose inserts such as booking forms for events; to liaise with the printers regarding printing of the *News-sheet*, including supplying and issuing instructions concerning design and layout, monitoring quality, and ensuring that schedules are adhered to.
4. To correct the proofs within a couple of days of receiving them from the printers and return them promptly. The printed *News-sheet* is usually dispatched two weeks after the proofs are returned to the printers.
5. To attend Council meetings (usually 6 a year) and act as an ex officio member of Council; to report news regularly from Council in the Council News column.
6. To liaise with the seven regular *News-sheet* columnists and assist them by forwarding any relevant information for their columns.

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7. To find replacement columnists if any retire, with the approval of Council.
8. To liaise with the ARLIS/UK & Ireland Business Manager regarding the inclusion of advertisements in each issue.
9. To liaise with the Editor of the *Art Libraries Journal*, exchanging materials where appropriate.
10. To give advance publicity to all ARLIS events, paying special attention to the annual conference, in consultation with Council and the Chair of the Education Committee.
11. To liaise with the Education Committee over the provision of reports on ARLIS organised events such as visits, workshops and seminars and the annual conference.
12. To originate ideas for new columns or sections, design or lay-out etc. of the *News-sheet* in consultation with Council; to compile material for these or find contributors as relevant.
13. It is considered highly desirable that the Editor(s) attend the ARLIS/UK & Ireland conference to co-ordinate delegates to write reports on the papers and events; to ensure photographs are taken of some of the delegates and/or speakers and conference locations.
14. To send any relevant material such as correspondence and photographs to the ARLIS/UK & Ireland archive at the Archive of Art & Design.

Appointment of the Editor(s)

ARLIS Council appoints the *News-sheet* Editor, who is then responsible to Council. There may be two editors appointed to share the workload or one Editor and an editorial assistant.

The term of office for the Editor(s) should be four years in order to allow for two years as a trainee/assistant editor followed by two years as principal editor with training responsibility for the incoming assistant.

News-sheet Editor's procedure manual

The Editor(s) holds a procedure manual giving detailed instructions on house style, editing procedure, contents etc. Descriptions of the responsibilities of the individual columnists are also provided. The Editor(s) should update the manual and job description as necessary, with the approval of Council.

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1.8 Editor, ARLIS/UK & Ireland *Annual Directory*: job description

The purpose of the *Annual Directory* is to provide an annual record of the Society's personal and institutional membership both within the UK & Ireland and overseas and, additionally, a record of the overseas subscribers to the *Art Libraries Journal*. The *Annual Directory* is the principal reference tool in printed form for information about the current status and activities of the Society. It is circulated without charge to all members of the Society.

In the *Annual Directory* members can find the Chair's Annual Report, the Constitution, the Rules & Regulations, the listings of officers and members of Council and its Committees, a guide to Working Parties and their membership and the ARLIS structure chart. There are six indexes: Index to personal & institutional member representatives/contacts; Regional index to personal & institutional members; Index to slide librarians, Index to public libraries, Index to museum & gallery libraries and Index to solo librarians.

Editing the *Annual Directory* is currently one of the duties of the Society's Business Manager.

Editor's job

To compile up-to-date and accurate entries for personal and institutional members derived from the ARLIS database; to liaise with the Chair of ARLIS on the text of the Annual Report; to liaise with the Hon. Secretary on the compilation of complete and accurate listings of Council, Committee and Working Party members; to compile the indexes; to consider regularly ways in which the *Annual Directory* might be developed and improved.

Main responsibilities

1. Edit and prepare database records of members and subscribers
2. Liaise with Chair and Hon. Secretary on the contents of the preliminary pages and produce text
3. Extract text from database system to form basis for camera-ready copy
4. Proof and oversee production of camera-ready copy
5. Liaison with printers on production specification, inclusion of advertising copy, etc.
6. Produce and supply of updated mailing labels to printers for mailing of *Annual Directory*
7. Develop ideas for new features or indexes to enhance the usefulness of the *Annual Directory*, in consultation with the Publications Committee.

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8. Serve as a member of the ARLIS Publications Committee.
9. Provide archive copies of the *Annual Directory* to the ARLIS Archive.

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1.9 Editor, ARLIS Web site(s) - job description

Purpose of *ARLIS/UK & Ireland Web site(s)*

The *ARLIS/UK & Ireland Web site* is a service provided for the membership and the wider world of international art library professionals. Its primary functions are to disseminate news and publicise ARLIS/UK & Ireland events and publications.

EDITOR'S JOB

- To be responsible to Council via the Chair for the collection, editing and publishing of information for the main *ARLIS/UK & Ireland Web site*.
- To act as co-ordinating editor for the development of subsidiary ARLIS Web sites.
- To consult Council via the Chair on matters of overall content, policy, cost or design of all ARLIS Web sites.
- To serve as an *ex officio* member of Council.

Main responsibilities

1. To collect, edit and prepare information for publication on the *ARLIS/UK & Ireland Web site*.
2. To monitor quality, and ensure accuracy and appropriateness of information published.
3. To update web pages regularly, preferably on a monthly basis and more frequently if necessary.
4. To liaise closely with the Business Manager, the Editors of the *ARLIS Newsletter* and the *Art Libraries Journal* and also the Chairs of Committees and Working Parties.
5. To publicise all ARLIS events, especially the annual conference, in consultation with Council and the Chair of the Education & Professional Development Committee.
6. To originate ideas for new web pages, design or lay-out for the *Web site* in consultation with Council; to compile material for these or find contributors as appropriate.
7. To send annually a print-out of the site and any other relevant material, such as correspondence and photographs, to the ARLIS/UK & Ireland Archive at the Archive of Art & Design.
8. To attend meetings of Council and the Publications Committee.

Appointment of the Editor

The Editor is appointed by ARLIS Council and is responsible to Council via the Chair. Council may appoint two Co-editors, or one Editor and an Editorial assistant, to share the workload.

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1.10 Public Relations Officer: job description (currently part of Business Manager's role)

Public Relations plays a crucial role within the organisation.

The following areas have been identified as immediate key functions:

1. Liaise closely with the Website Editor in order to ensure up-to-dateness of information
2. Write press releases for various launches (in liaison with key people), for example for new publications
3. Research, target and approach potential sponsors for business sponsorship for grants and other income, for example publications. This involves developing a case for support, identifying and building up relationships with prospective sponsors and considering donor acknowledgement issues. In liaison with the Business Manager
4. Seek sponsorship for funding the free annual conference place for an overseas delegate
5. Maximise sponsorship for key ARLIS events such as the annual conference, the AGM, etc.
6. Liaise with the Conference Working Party on publicity deadlines
7. Take responsibility for managing the ARLIS exhibition: in liaison with the Business Manager.

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1.11 Committee Chairs: core job description

The Chair of a committee:

- 1) is an *ex officio* member of Council with full voting-rights.
- 2) chairs committee meetings (normally 4 per year, timed in relation to the overall ARLIS calendar ie from the first AGM as a Chair).
- 3) sets agenda for meetings in collaboration with the Committee Secretary.
- 4) maintains an Action Plan of the work of the Committee; prepares a summary of Committee minutes and current activities for Council to be presented verbally (or in writing in the case of absence).
- 5) ensures that Committee decisions are implemented subject always to Council approval.
- 6) liaises between the Committee and Council, presenting Committee views to Council and relaying relevant Council decisions to the Committee together with such other information as may be deemed relevant.
- 7) liaises with other ARLIS Committees as appropriate and with external bodies as required.
- 8) prepares an annual report to the agreed style for submission to Council at the Jan/Feb. meeting for subsequent publication in the Mar/April. *News-sheet* and for presentation to the AGM.
- 9) is available to represent the committee to the Society's membership on occasions such as the AGM and the Annual Conference.
- 10) manages the membership of the Committee by ensuring compliance with membership rules, monitors periods of service and proposes membership on an annual basis, for confirmation by Council. Recommends new members to the ARLIS Chair to maintain an effective and balanced group.
- 11) advises committee members of expenses claims and subsistence rates currently available and the terms on which these are offered.
- 12) estimates Committee costs for the forthcoming year and relays the information to the Hon. Treasurer and Business Manager for budget considerations, in time for November Council meeting. Monitors and controls spending undertaken by the Committee.
- 13) liaises with the Web-Site Editor on the content and style of Committee web pages, in line with the agreed protocol.

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14) ensures, with the Secretary of the Committee, that copies of any significant correspondence or documents are deposited in the ARLIS Archive in liaison with the Hon. Secretary of ARLIS and in accordance with the Archive agreement.

15) ensures legacy documentation on the Committee is passed to new committee members.

16) ensures each new committee member undertakes an induction into their role and receives the welcome letter, either by email or by post.

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ARLIS

UK & Ireland
Art Libraries Society

ARLIS/UK & Ireland, National Art Library, Word & Image Department, Victoria & Albert Museum, London, SW7 2RL
+44 (0) 20 7942 2317, arlis@vam.ac.uk

(Date)

Dear (Name)

Thank you for agreeing to be a member/chair of xxx Committee./Congratulations on your election to the role of Hon Treasurer/Secretary/Ordinary Member. As you know, ARLIS thrives on the energy and commitment of its membership so I greatly value the fact that you have agreed to contribute to the current activities of the Society.

The Chair of xxx Committee/Council will explain the purpose of this committee and the remit of your specific role but in the interim I would like to draw your attention to the ARLIS website at <http://www.arlis.org>, and in particular to the 'About ARLIS' section of the web site. This provides a wealth of background information on the governance and operation of the Society, including the ARLIS Strategy, the ARLIS Constitution, a list of Committees and Groups, and, most importantly, the Society's Administrative Handbook. We do not expect people to read all these documents in full but we do ask volunteers, particularly Chairs and Honorary Officers, to become familiar with their existence as they are our key reference tools. The ARLIS Business Manager can also be consulted at any time for specific advice (*name and contact details*), as can any ARLIS Officer.

I very much hope that you enjoy your new role within ARLIS and look forward to seeing you at future ARLIS events.

With best wishes,



Pat Christie
ARLIS Honorary Chair

Cc: (Relevant Committee Chair)

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1.12 Specific responsibilities of Committees/Working Parties

Education & Professional Development

The Education & Professional Development Committee advises the Council on all aspects of the education and continuing professional development of art librarians. It identifies knowledge and skills gaps and co-ordinates the provision of courses and visits to fill those gaps.

Student & Trainees

The Students & Trainees Committee exists to encourage and inform students and recently qualified graduates of the opportunities that a career in art librarianship presents. It also advises Council on the professional interests and concerns of new art professionals.

National Co-ordination of Art Library Resources

The Committee for the National Co-ordination of Art Library Resources advises Council on co-ordination of art documentation at a national level, and undertakes such tasks as are delegated to it from time to time.

Visual Resources

The Visual Resources Committee advises Council on all aspects of visual material within its remit and seeks to promote the provision, exploitation and conservation of collections of visual resources in art libraries. It also advises on strategic issues relevant to image collections; seeks to represent the views of art information practitioners with regard to visual images, both still and moving, analogue and digital; and works with relevant national bodies as required.

Cataloguing and Classification

The Cataloguing and Classification Committee advises Council as follows: by maintaining current awareness of new developments or initiatives in the cataloguing and classification field with direct relevance to the documentation of art and design resources; by formally responding to such developments where appropriate; by contributing to the revision or supplementation of existing bibliographic standards and codes; by the provision of written guidelines on the cataloguing and classification of specific types of material as required; by advising Council on relevant issues as required.

Publications Committee

The Publications Committee objectives are to co-ordinate all aspects of ARLIS /UK & Ireland publishing, in particular by:

Encouraging new ARLIS publications

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Investigating new methods of publication
Overseeing marketing and publicity for ARLIS publications
Supporting the editors of the Society's regular publications.

Art Archives

The Visual Archives Committee encourages best practice for archivists and librarians working with collections which include visual material by running innovative training courses and by publishing practitioner guidelines.

Annual Conference Working Party

Each year a Working Party is appointed to plan and organise the annual conference. The membership of the Working Party normally includes at least one local representative who is a member either of the host institution or of one nearby.

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1.13 Elected Council members: core job description

1. Attend Council meetings (normally six times per year)
2. Participate fully in the discussion and direction of the Society's work by bringing their own experience within the sector to the decision making processes and discussions held at Council.
3. Represent the Society at particular meetings as required
4. Lead or participate in working groups as deemed necessary by Council or the Officers who shall determine their terms of reference, powers, duration and composition
5. Where necessary carry out work in connection with specific items of Council business delegated to them by Council or the Officers
6. In addition, in an emergency to assume certain duties to cover for an Office bearer or the Business Manager on a temporary basis.

ARLIS/UK & Ireland structure plan

2. Constitution

1 Name

2. Constitution

The name of the Association is ARLIS/UK & Ireland: the Art Libraries Society of the United Kingdom & Ireland (hereinafter called “the Society”).

2 Objects and Powers

2.1 The Society is established to promote, maintain, improve and advance education by the promotion of all aspects of librarianship of the visual arts including architecture and design.

2.2 In furtherance of the said objects but not otherwise the Society may:

2.2.1 Employ and pay any person or persons to supervise, organise and carry on the work of the Society and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants.

2.2.2 Establish where necessary local or special interest groups (hereinafter called branches).

2.2.3 Bring together in conference representatives of voluntary and professional organisations, Government departments, statutory authorities, museums, libraries and individuals.

2.2.4 Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof.

2.2.5 Arrange and provide for or join in arranging and providing for the holding of exhibitions, conferences, meetings, lectures, classes, seminars and training courses.

2.2.6 Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects whether in this country or overseas.

2.2.7 Undertake, execute, manage or assist any funds or charitable trusts which may lawfully be undertaken, managed or assisted by the Society.

2.2.8 Cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals, or other materials as shall further the said objects.

2.2.9 Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and

ARLIS/UK & Ireland structure plan

construct, maintain and alter any buildings or erections necessary for the work of the Society.

2.2.10 Make regulations for any property which may be so acquired.

2.2.11 Subject to such consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Society.

2.2.12 Subject to such consents as may be required by law, borrow or raise money for the said objects and accept gifts on such terms and on such security as shall be deemed to be necessary.

2.2.13 Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise PROVIDED THAT the Society shall not undertake permanent trading activities in raising funds for the said objects.

2.2.14 Invest the moneys of the Society not immediately required for the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.

2.2.15 Do all such other lawful things as are necessary for the attainment of the said objects. (see Note 3.1.2 below)

3 Membership

3.1 Full membership of the Society shall be open to:

3.1.1 Individuals of 18 years and over, resident in the United Kingdom and Ireland who are interested in furthering the work of the Society and who have paid the annual subscription as laid down from time to time by the Executive Committee (hereinafter called "Council") hereinafter mentioned, and

3.1.2 National, international and local voluntary or other non-profit distributing organisations, whether corporate or unincorporated, which are interested in furthering the said work and have paid the annual subscription as aforesaid, and

3.1.3 Companies whether corporate or unincorporated or partnerships, which are interested in furthering the said work and have paid the annual subscription as aforesaid.

3.2 Each member organisation shall appoint one individual person to represent it and vote on its behalf at General Meetings of the Society. In the event of such individual person resigning or otherwise leaving an organisation, he or she shall forthwith cease to be representative thereof.

3.3 Each member organisation may appoint:

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3.3.1 A deputy to replace its appointed representative if the latter is unable to attend any particular meeting of the Society, and

3.3.2 Observers (who shall not be entitled to vote) to attend any such meeting.

3.4 Affiliate membership shall be open to professional organisations whether corporate or unincorporated, which are interested in furthering the said work. Affiliate members shall not be entitled to vote.

3.5 Honorary members may be appointed at the discretion of the said Council. Honorary members shall be entitled to vote.

3.6 Overseas membership (i.e. outside the United Kingdom and Ireland) is available to individuals and institutions, but overseas members may not vote or serve on Council.

3.7 The said Council shall have the right:

3.7.1 To approve or reject applications for membership, and

3.7.2 For good and sufficient reason to terminate the membership of any individual or organisation PROVIDED THAT the individual concerned or the individual representing such organisation (as the case may be) shall have the right to be heard by the said Council before a final decision is made.

4 Honorary Officers

4.1 The Society shall biannually elect a Chair Elect. The Chair Elect shall serve a one-year term of office and shall progress to the office of Chair without further vote.

4.2 The Chair Elect shall hold office directly after the Annual General Meeting following the election until the conclusion of the Annual General Meeting of the following year, when s/he shall assume the office of Chair.

4.3 The Chair shall serve a two-year term of office. On completion of this term the Chair shall cease to be an office holder and shall assume the role of Past Chair.

4.4 The Chair shall hold office directly after the Annual General Meeting at which his/her term as Chair Elect ends until the conclusion of the next but one Annual General Meeting. The Chair shall be eligible for re-election as Chair Elect one year after the expiration of his/her term as Past Chair.

4.5 The Society shall annually elect an Honorary Treasurer, an Honorary Secretary, and such other Honorary Officers as the Society shall from time to time decide.

4.6 Honorary Officers of the Society shall hold office directly after the Annual General Meeting following the annual election until the conclusion of the Annual General Meeting of the following year. Honorary Officers shall be eligible for re-election PROVIDED THAT no Honorary Officer shall hold office for more than 6

ARLIS/UK & Ireland structure plan

consecutive years. On the expiration of such period, 1 further year must elapse before any former Honorary Officer shall be eligible for re-election.

4.7 The Chair Elect, Chair and the Honorary Officers shall be ex-officio members of the said Council and of any other committee.

4.8 The Past Chair shall not be an ex-officio member of the said Council or of any other committee.

4.9 The Society shall appoint one or more qualified auditors and may determine their remuneration (if any).]

5 Council

5.1 Subject as hereinafter mentioned the policy and general management of the affairs of the Society shall be directed by an Executive Committee (hereinafter called Council) which shall meet not less than 3 times a year and when complete shall consist of not less than 6 or more than 20 members.

5.2 At least 4 ordinary members of Council shall be elected annually by postal ballot. Only personal members or named representatives are eligible to stand for election.

5.3 Election to Council shall be for one year. Each member shall retire annually but shall be eligible for re-election. After serving for four consecutive years, a Council member should ordinarily stand down for the fifth year.

5.4 In addition to the members so elected and to those serving by virtue of Clause 4.7 hereof Council may co-opt further members being full members of the Society whether individual or representative or a combination of both who shall serve until the conclusion of the next Annual General Meeting after individual co-option PROVIDED THAT the number of non-elected members shall not exceed one-half of the total membership of Council at the time of co-option.

5.5 Council shall in addition also appoint editors of periodicals published by the Society, and shall determine their terms of reference and powers and duration of office. Such editors shall be ex-officio members of Council.

5.6 Any casual vacancy in Council may be filled up by Council and any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of the Society and shall be eligible for election at the Meeting.

5.7 The proceedings of Council shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.

5.8 Council shall appoint and fix the remuneration of an Business Manager and of all such other staff (not being members of Council) as may in their opinion be necessary.

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5.9 Committees Council may appoint such special or standing committees as may be deemed necessary by Council and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to Council as soon as possible.

5.9.1 The full members may be members of the Society or non-members with specialist knowledge, except that a majority of the full members must be members of the Society and except also that at least one full member must be a member of Council.

5.9.2 The Chair of a Committee, but not the Convenor of a Working Party, shall in any case be a member of Council ex-officio. The membership of Committees and Working Parties shall be subject to the approval of Council. Correspondents may not vote, and non-members of the Society may not vote on matters of finance.

5.9.3 To continue their existence Committees and Working Parties must be re-appointed by Council in each year at the first Council meeting after the Annual General Meeting. Any member of a Committee or Working Party who has served for four consecutive years must usually stand down for the fifth year with the exception of, for example, non-members of the Society with specialised knowledge, and of those members or non-members attending in a representative capacity which could not otherwise be fulfilled. Exceptions to be subject to Council's approval.

5.9.4 Committees shall provide Council with a complete list of their members and also of the membership and terms of reference of any sub-committees; they shall keep minutes of their meetings and shall submit a copy of such minutes as well as written reports of their findings to Council.

5.9.5 Committees and Working Parties shall have no executive power.

6 Local Branches

Council shall have power to establish local branches for the furtherance of the said objects. Each branch so established shall comply with and be subject to the following regulations:

6.1 The branch shall act in furtherance of the said objects and of the policy of the Society and shall be subject to such conditions as may from time to time be laid down by Council.

6.2 The title of the branch shall be subject to the prior approval of Council. No branch shall be entitled to use the expression ARLIS/UK & Ireland unless at least one member of the branch's governing body is a full member of the Society.

6.3 The branch will be deemed to have adopted the model rules for branches as prescribed from time to time by Council unless it has, with the prior approval of Council, adopted other rules.

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6.4 The branch may publish literature solely in the name of the branch for local purposes but such literature shall not contain any statement contrary to the said objects or to the policy of the Society.

6.5 Representations of whatever kind to other bodies and/or individuals may only be made by the branch through or with the prior approval of Council.

6.6 All legacies bequeathed to the Society shall be received by the Honorary Treasurer or other appropriate officer of the Society but, subject to any special trusts by which such legacies may be affected, Council shall have power to direct that any legacy or the income therefrom shall be paid to a particular branch.

6.7 The branch may be empowered by Council to receive donations and any money received or raised by it may be expended by the branch in its area solely for the furtherance of the said objects.

6.8 Subject to these regulations, the branch may generally manage its own affairs and shall be solely responsible for its own debts and liabilities and shall not pledge the credit of the Society or that of Council or of any individual member of Council.

7 Meetings of the Society

7.1 The Annual General Meeting of the Society shall be held at such time (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as Council shall determine. At least 14 clear days' notice shall be given in writing by the Honorary Secretary to each member. At such Annual General Meeting the business shall include the announcement of the results of the postal ballot for the election of Honorary Officers and Council members; the appointment of an auditor or auditors; the consideration of annual reports of the work done by or under the auspices of Council and of the audited accounts; and the transaction of such other matters as may from time to time be necessary.

7.2 The Chair of Council may at any time at his/her discretion and the Honorary Secretary shall within 21 days of receiving a written request to do so, signed by not less than 20 full members whether individual or representative, and giving reasons for the request, call a Special General Meeting of the Association.

7.3 The notices of the Annual General Meeting and any Special General meeting shall be sent to all members by the Honorary Secretary giving at least 14 days notice of such meetings.

8 Nominations of Honorary Officers and Committee Members

Only full members of the Society whether individual or representative shall be eligible to serve as Honorary Officers or elected members of Council. Nominations for Honorary Officers or elected members of Council must be made by full members of the Society in writing and must be in the hands of the Honorary Secretary at least 30 days before the date fixed by Council for the postal ballot. Should nominations exceed

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vacancies, election shall be by a system of postal voting (the arrangements for which shall be made by Council).

9 Rules of procedure at all meetings

9.1 Quorum The quorum at a meeting of Council or any committee appointed under Clause 5.8 hereof shall be one-third of the total actual membership of Council or of the committee for the time being (as the case may be) or such other number as the Society may in General Meeting from time to time determine. The quorum at an Annual or Special General Meeting shall be 20.

9.2 Voting Save as otherwise herein provided, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. Arrangements for proxy voting may from time to time be made with regard to Clauses 12 and 13 hereof. No person shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes the chair of the meeting shall have a second or casting vote.

9.3 Minutes Minutes shall be kept by Council and all other committees, and the appropriate secretary shall keep a record of all proceedings and resolutions.

9.4 Standing orders and Rules Council shall have power to adopt and issue Standing orders and/or Rules for the Society. Such Standing Orders and/or Rules shall come into operation immediately PROVIDED THAT ALWAYS that they shall be subject to review by the Society in General Meeting and shall not be inconsistent with the provisions of this Constitution.

10 Finance

10.1 All moneys raised by or on behalf of the Society shall be applied to further the objects of the Society and for no other purpose PROVIDED THAT NOTHING HEREIN CONTAINED shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Society or the repayment to members of Council or of any other committee appointed under Clause 5.8 hereof of reasonable out-of-pocket expenses.

10.2 The Honorary Treasurer shall keep proper accounts of the finances of the Society.

10.3 The Accounts shall be independently examined at least once a year by the auditor or auditors appointed at the Annual General Meeting.

10.4 An independent examination of the accounts for the last financial year shall be submitted by Council to the Annual General Meeting as aforesaid.

10.5 A bank account shall be held in the name of the Society with National Westminster Bank plc of 124 High Street, Bromsgrove, Worcs., B61 8HJ, or with such other bank as Council shall from time to time decide. Council shall authorise in writing the Honorary Treasurer, the Business Manager of the Society and two

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members of Council to sign cheques on behalf of the Society. All cheques must be signed by not less than two of the four authorised signatories.

11 Trust Property The title to all real or personal property which may be acquired by or on behalf of the Society shall be vested in a corporation lawfully entitled to act as Custodian Trustee or in not less than two or more than five individual persons (not being members of Council).

12 Alterations to the Constitution Any alteration of this Constitution shall receive the assent of not less than two-thirds of the full membership of the Society for the time being whether individual or representative present and voting at a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Honorary Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be proposed. At least 14 clear days' notice in writing of such a meeting, setting forth the terms of the alteration, shall be sent by the Honorary Secretary to each member of the Society PROVIDED THAT no alteration shall be made which would have the effect of causing the Society to cease to be a Charity at law.

13 Dissolution If the Council by a simple majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Society, it shall call a meeting of all members of the Society who have the power to vote, of which meeting not less than 21 days' notice (stating the terms of the Resolution to be proposed thereat) shall be given. If such decision shall be confirmed by a simple majority of those present and voting at such meeting Council shall have power to dispose of any assets held by or on behalf of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Society as Council may determine.

14 Notices Any notice may be served by the Honorary Secretary on any member either personally or on its appointed representative as the case may be, or by sending it through the post in a prepaid letter addressed to such member at his/her or its last known address in the United Kingdom and Ireland, and any letter so sent shall be deemed to have been received within ten days of posting. Any accidental omission to send a notice to a member entitled to receive a notice shall not invalidate the proceedings of a meeting.

15 Interpretation For the interpretation of this Constitution, the Interpretation Act, 1978, shall apply as it applies to the interpretation of an Act of Parliament.

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3. Rules & Regulations

1. Aims and Purposes of the Society

The Society is established to promote art librarianship in all its aspects to the highest standard: to stimulate fruitful co-operation among art libraries and art librarians both nationally and internationally; to improve access to all relevant information, documentation and materials; and to advance public education in, and the appreciation and understanding of, the visual arts.

2. Categories of Membership

The categories of membership of the Society shall be :

Personal

(i) Enhanced Member

(ii) Basic Member

(iii) Unwaged/Student Member

(iv) Retired Member

(v) Honorary Member (under exceptional circumstances, at the discretion of Council, Honorary Members may be nominated in recognition of their services to art librarianship).

(vi) UK & Ireland Institutional Member (corporate bodies, societies and other organisations which maintain or are interested in art libraries or information services).

(vii) Overseas Member (any member who is resident outside the United Kingdom & Ireland). Overseas members do not have voting rights.

3. Membership Finance

(i) Membership shall run from January to December each year.

(ii) Membership fees and subscriptions shall become due on the 1st January each year and are payable in advance.

(iii) Annual fees and subscriptions may be increased by no more than the current rate of inflation measured by the RPI since the last subscription increase, without reference to an AGM. Any increases above this rate agreed by Council shall be ratified at the next AGM.

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4. Affiliation

The Society may affiliate with other organisations so long as affiliation is within the precepts of the clauses of the Constitution.

5. Officers

(i) The Chair of the Society is responsible for oversight of the Society's business and, in consultation with the Council, for the direction of the Society's activities, policies and procedures.

(ii) The Hon. Secretary is responsible for the preparation of the agenda and minutes of Council meetings, the Annual General Meeting and Special General Meetings, and is also responsible for notifying members of such meetings. The Hon. Secretary initiates all procedures relating to the election of Officers and Council members.

(iii) The Hon. Treasurer supervises the financial affairs of the Society and submits a report to the AGM and a periodic statement to Council. At the Hon. Treasurer's recommendation the Council makes such regulations as it sees fit as regards the payment of accounts and the signature of cheques and other financial documents.

(iv) After serving for four consecutive years, an Officer of the Society should normally stand down for the fifth year.

(v) In an emergency each of the elected office bearers (Chair, Hon. Treasurer, Hon. Secretary) should be willing to assume the duties of another office bearer or the Administrator on a temporary basis.

- (vi)
1. It is highly desirable that certain office-bearers (Chair, Editor, *Art Libraries Journal*, Editor(s) *ARLIS News-sheet*) should attend the annual conference, as indicated in the relevant job descriptions. To encourage this, in exceptional circumstances and dependent on a successful application, the Society shall in the case of the Chair pay up to 100% of the appropriate costs; in the case of the other office-bearers the Society shall pay up to 50% of the appropriate costs.
 2. Applications should be made in confidence to the Business Manager and considered by a panel comprising the Chair, the Hon. Secretary, the Hon. Treasurer and the Administrator. If the applicant is one of these officers then another member of Council shall be substituted.
 3. Payments shall be made at the panel's discretion and in confidence and shall be recorded in the annual accounts.

N.B. Detailed job descriptions for the above officers are maintained in the Administrative Handbook, together with those for the Editors of the *Art Libraries Journal*, the *ARLIS News-sheet*, the *ARLIS Web site*, the *Annual Directory* and the Chairs of Standing Committees.

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6. Staff

The Business Manager of the Society shall conduct correspondence, draft reports, and shall have charge of all books, papers and other property belonging to the Society and act generally as the executive of the Society. It is the duty of the Business Manager to maintain control over the Society's finances, under the supervision of the Hon. Treasurer and Council.

N.B. A detailed job description for the Business Manager is maintained in the Administrative Handbook.

7. Council

(i) The Council shall be the policy-making body of the Society and shall be subject to any specific resolution of a Special General Meeting

(ii) There should be at least one meeting of Council in the Spring, Autumn and Winter of every year on dates to be arranged by Council.

(iii) A Council meeting may be called by the Chair, or by the Hon. Secretary, or at the request of three members of Council to the Hon. Secretary.

(iv) The Chair shall take the chair at Council meetings, the AGM and any Special General Meetings. In the Chair's absence a Council member shall be appointed to take his place.

(v) Officers must give at least six weeks notice of their intention to resign wherever possible.

(vi) Council members must tender their resignation in writing to the Hon. Secretary, should they be unable to complete their year of office.

(vii) After serving for four consecutive years as a Council member, a member (other than the Editors) should normally stand down for the fifth year.

(viii) In an emergency all elected Council members should be willing to assume certain duties to cover for an office bearer or the Business Manager on a temporary basis.

8. Election of Council

(i) Election of officers and other Council members shall be held annually in December for the ensuing year. Officers and members of the Council shall hold office directly after the AGM following that election to the end of the AGM of the following year.

(ii) Candidates for election must be nominated by two members of the Society and their permission must be obtained before submission of the nomination to the Hon. Secretary. Nominations must be received by the Hon. Secretary by the end of October in each year.

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9. Ballot

(i) The voting for election of Council members (other than any co-opted member) shall be by postal ballot. Voting papers shall be sent by the Hon. Secretary to each member, in a mailing uniquely for this purpose, not later than the last day of November and shall be returned to the Scrutineers not later than the last day of December, the closing date for the election. Ballot papers received after this date will be declared null and void.

(ii) The result shall be declared by the Hon. Secretary immediately after the counting of votes by the Scrutineers.

(iii) These results shall be published by the Hon. Secretary communicating with the candidates, by publication in the *News-sheet* and by announcement at the AGM.

10. Scrutineers

(i) The Scrutineers for the ballot shall be appointed annually by Council in September. At least one Scrutineer must be a personal, or named institutional representative, member of the Society, and neither may be members who have been nominated for election.

(ii) The Hon. Secretary shall arrange for the ballot papers to be mailed, as in 9(i) above.

(iii) The Scrutineers shall keep the ballot papers separate and secure until the count, although envelopes may be opened as they arrive.

(iv) The count shall be carried out as soon as possible after 31 December. The Hon. Secretary requires the results for his/her annual report which is presented to Council in February.

(v) Any ballot papers that arrive after the deadline of 31 December shall be discarded.

(vi) Members shall put an X in the box next to the name of their preferred candidate(s). As long as the member's intentions can be clearly discerned, any other mark, e.g. a tick, may be counted. If there is uncertainty over the member's intention, then the ballot paper should be recorded as spoilt.

(vii) The Scrutineers shall provide the Hon. Secretary with figures for: [i] the number of ballot papers returned; [ii] the numbers of votes for each candidate; [iii] the total number of votes cast; [iv] the number of spoilt papers (if any).

(viii) At the next Annual General Meeting the Hon. Secretary shall ask for permission to destroy the ballot papers.

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11. General Meeting

(i) An Annual General Meeting of the Society shall normally be held no later than 30 April of each year.

(ii) A special General Meeting shall be convened by receipt of a request to the Hon. Secretary, or the Chair, for such a meeting, this request to be signed by not less than 20 members. The Council may also convene a Special General Meeting for any matters they feel should be put before the members of the Society.

(iii) The quorum for the Special General Meeting shall be 20 members.

(iv) The notices of the Annual General Meeting and any Special General Meeting shall be sent to all members by the Hon. Secretary giving at least fourteen days notice of such meetings.

12. Standing Committees and Working Parties

The Council may appoint Committees and Working Parties and shall formulate their terms of reference. The Chair of the Society shall have *ex-officio* rights to attend meetings of committees and working parties.

13. Finance

(i) The financial year of the Society shall commence on 1st January of each year.

(ii) The revenue of the Society shall be derived from subscriptions of members, fees for courses, conferences and social gatherings, publications and donations.

(iii) The Society may make payments to its members in respect of reimbursement of expenses incurred by individuals or by groups, or services rendered in the interest of the Society, and approved by Council. Awards and travel grants to members may be made by the Grants Panel or by any such sub-committee as approved by Council.

(iv) It is deemed highly desirable that certain office-bearers should attend the annual conference, as indicated in the relevant job descriptions. To encourage this, in exceptional circumstances and dependent on a successful application, the Society shall in the case of the Chair pay up to 100% of the appropriate costs; in the case of the other office-bearers the Society shall pay up to 50% of the appropriate costs.

(v) Auditors to conduct an independent examination of the accounts shall be appointed at the AGM. No member of the Society may be appointed Auditor.

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14. International role

(i) ARLIS is committed to playing a key international role in accordance with its stated aim:

To increase contacts and co-operation with art librarians nationally and internationally

(ii) It maintains its existing high profile and strong reputation on the international scene by:

- Creating and maintaining contacts with relevant individuals and organisations outside the UK and Ireland.
- Making a significant contribution to international art & design librarianship in a broader context.
- Promoting ARLIS activities and publications abroad.

(iii) To achieve these aims financial support is, as far as possible, made available to any ARLIS member who

1. Acts as an official ARLIS representative at an event abroad.
2. Presents a paper on behalf of ARLIS at a conference abroad.
3. Participates actively in meetings abroad on behalf of ARLIS (e.g. IFLA Section of Art Libraries Standing Committee).

N.B. Any activity or travel undertaken on behalf of ARLIS is done so entirely voluntarily and the Society is unable to accept any insurance liability thereupon. Members are advised in all circumstances to take out adequate personal cover.

(iv) ARLIS funds are not normally available for individual members to:

1. Attend international events without a specific ARLIS brief.
2. Undertake study tours or visits for personal professional development
(Note: the ARLIS/UK & Ireland Travel and Study Funds exist to support such activities and members are strongly encouraged to make use of such funds).

(v) Funding for ARLIS's international role

The sum of £1,500 is earmarked annually to support international activity.

This allocation shall be:

- reviewed annually
- increased in exceptional circumstances

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15. Travel & Study Fund; Proquest Research Award; Annual Conference Student Award; Annual Conference International Delegate Award

- (i) The **Travel & Study Fund** has been established to enable the Society to make annual grants to promote research and development in the fields of art, architecture and design librarianship. The funding of the award will be flexible.
- (ii) The award may be used for travel anywhere within or outside the United Kingdom, to visit libraries of other institutions, to attend a seminar or conference (excluding those organised by ARLIS itself), or to facilitate a research project or job exchange.
- (iii) Each year the Society shall invite applications to the Fund via the application form available from the Business Manager or from the Society's web site.
- (iv) Council shall normally delegate to a Grants Panel the consideration of all applications to the Travel & Study Fund. Council shall nominate two members of the Society to serve on the Panel, as well as the Hon. Treasurer who will act as Chair.
- (v) In the event of an application presenting a member of the Panel with any conflict of interest, an alternative nominee shall be sought with the agreement of the Chair or of the Council of the Society.
- (vi) Applicants shall be required to submit a detailed written application and may be interviewed by Council or the Grants Panel. The names of successful applicants shall be published in the *News-sheet*.
- (vii) The residue of the Fund shall be used for travel grants to other applicants at the discretion of Council or the Grants Panel.
- (viii) Details of the award will be advertised as appropriate in the *News-sheet*.
- (ix) All British, Irish and overseas members of the Society of at least three years' standing, whether personal members or by virtue of Institutional membership, shall be eligible to apply for the annual Scholarship and travel grant.
- (x) Within three months of the completion of travel or study, the recipient of any award shall present a full written report to Council.
- (xi) If an application is not accepted, it may be resubmitted the following year.
- (xii) The decisions of Council and the Grants Panel shall be final, and no correspondence regarding them shall be entered into.
- (xiii) Council reserves the right to make no award if no suitable application is received.

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(xiv) In any year when the Fund is not used up, the surplus shall be re-invested in the ARLIS/UK & Ireland general funds.

(xv) ARLIS members are currently fortunate also to benefit from the **Proquest Research Award**, whose purpose is to encourage professional development of UK & Ireland art librarians. The work must focus on, or be based on, the use of electronic resources in the UK and Ireland and/or elsewhere

(xvi) The grant can be used for travel that supports research

(xvii) The award is open to all ARLIS/UK & Ireland of at least 3 years standing, who are based in the UK or Ireland.

(xviii) Applicants shall be required to submit a letter of application and personal résumé; these will be assessed by the Grants Panel. The conditions of paragraphs (x) - (xiii) above also apply to this award. The names of the successful applicants shall be published in the *News-sheet*.

(xix) The **Annual Conference Student Award** is open to full-time or part-time students working for a first degree or post-graduate qualification in librarianship and information studies. It is not essential that applicants are current members of ARLIS/UK & Ireland.

(xx) The purpose of this award is to enable one student per year to attend the ARLIS/UK & Ireland annual conference free of charge.

(xxi) The **Annual Conference International Delegate Award** exists to encourage attendance and participation in the Annual Conference for art information professionals *who reside outside the UK & Ireland*.

(xxii) Although not exclusively for first-time delegates, priority will be given to applicants who have not previously attended an ARLIS/UK & Ireland Annual Conference.

16. Publications

(i) The Society shall issue a *Journal*, a *News-sheet* and an *Annual Directory* which shall be available to members according to membership category. The *Journal* shall be available to overseas non-members of the Society at an annual subscription rate. An annual general report shall also be published in the *News-sheet*.

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4. Short Course Costings Guidelines & Check-List

Introduction

As well as their educational and professional development role, ARLIS short courses and workshops also have a significant income-generating function.

The following minimum charges apply:

Full day: ARLIS member £85; non-ARLIS £105

Half day: ARLIS member £55; non-ARLIS £65

*The student/unwaged/retired rate * is half of all the above categories, rounded up to the nearest pound.*

- **Normally a limited number of discounted rates is available on each course; an exception applies to events run by the Students & Trainees Committee for which appropriate costings adjustments need to be made.*
- *Although the minimum charges would normally be adhered to, in certain circumstance, whenever costs dictate or the market will bear it, charges could be higher.*
- ***The above figures are reviewed annually.***

NB: *Calculations for setting the charges for short courses etc. need to include an element reflecting a proportion of the Society's running costs (e.g. committee travel expenses, subscriptions to external bodies, audit fees, administration etc.). This is currently set at 30% of the basic course costs.*

*Everyone planning an ARLIS course or conference is asked to make sure that a full **costings budget**, using the costings spreadsheet, is submitted to the Business Manager and Hon. Treasurer who, if necessary after consultation with Officers, will decide the final price.*

ARLIS is unable to accept liability for financial agreements entered into verbally or in writing if these have not had prior authorisation from an Officer or from the Business Manager.

Below are some of the elements which need to be considered when planning a course or conference.

1. VAT - general points

It is always necessary to confirm whether or not charges quoted are inclusive or exclusive of VAT. As an educational charity, ARLIS can usually claim exemption from VAT for some aspects of the Annual Conference and possibly some short courses (i.e. catering and accommodation). However organisers of courses should be aware of VAT as an additional element in charges.

2. Venues

- a) Room hire charges: check whether charges are VAT inclusive or exclusive.
- b) Surcharges may be raised on weekend bookings.

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- c) Any charges for staffing/security/warding should be agreed in advance.
- d) Global 'service charges' may be levied at varying rates (5%,10%): it is important to ascertain whether these will apply.
- e) It is important that any hire charges are fully set out and agreed in writing prior to an event taking place.

3. Catering

- a) Check whether catering charges are VAT inclusive or exclusive. Private catering companies are less likely than educational establishments to negotiate on this. If we are not paying the VAT this needs to be agreed **before** an invoice is sent to ARLIS, as it is difficult to have a new invoice issued. The Administrator can send copies of our VAT exemption letter as required.
- b) Sometimes waiting or other staff charges are itemised separately and this also needs to be checked.
- c) If wine is being provided then this is always subject to VAT.
- d) Again, check whether a service charge is going to be levied (see 2d)
- e) Quotations and agreements should be made in writing.

4. A/V Equipment and technical support

- a) The full range of equipment necessary for an event needs to be identified and the hire cost (incl. VAT) agreed in writing.
- b) Technical support staff are usually available at an additional cost. Some are employed on a free-lance basis and therefore need to be negotiated with individually.
- c) For a major international conference simultaneous translation facilities may be required. A specialist firm would need to be recruited as the type of venue used by ARLIS does not normally offer this kind of service.
- d) For an international event it may also be necessary to provide translations of papers, and a translation budget should therefore be set.

5. Speakers: Guidelines for fees and expenses to be offered to conference or course speakers and contributors.

As a general principle and because we can never devise a watertight structure of reward/compensation there will always be need for a flexible but fair approach to the payment of fees and expenses.

FEES

1. Non-delegate, non-ARLIS speakers: normally a fee of £80.00, plus meal(s) etc. as appropriate and overnight accommodation if necessary.
2. Non-delegate speakers who are ARLIS members: normally no fee but meal(s) etc. as appropriate and overnight accommodation if necessary.
3. Delegate speakers who are ARLIS members: normally no fee, but meal(s) etc. as appropriate and overnight accommodation if necessary, to be deducted from the relevant course/conference rate.
4. Non-delegate, non-ARLIS conference workshop leaders: normally a fee of £80.00 for the first presentation and £40.00 for one repeat, plus meal(s) etc. as appropriate and overnight accommodation if necessary.
5. Non-delegate conference workshop leaders who are ARLIS members: normally no fee, but meal(s) etc. as appropriate and overnight accommodation if necessary.

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6. Delegate conference workshop leaders who are ARLIS members: normally no fee, but meal(s) etc. as appropriate and overnight accommodation if necessary, to be deducted from the relevant course/conference rate.
7. Speakers forming part of a panel of three or more: normally a fee of £40.00, and other conditions as above.

TRAVEL EXPENSES within the UK & Ireland

- a) Non-delegates, non-ARLIS speakers: standard rail fare relevant to day/time. If a car is used by choice, rail fare as above; if used by necessity, the ARLIS rate (40p per mile for first 150 miles, 25p per mile thereafter). Air fares only when essential.
- b) Delegates who are ARLIS members: as (a) above.
- c) Non-delegates who are ARLIS members: as (a) above.
- d) Speakers forming part of a panel: as (a) above.

N.B. Payment of fees and expenses to non-delegates is on the basis of reward for giving their paper or for conducting a session and should not be regarded as an entry into other parts of the event.

* ARLIS member = personal members of ARLIS or anyone whose institution is a member.

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6. Visits

Prior agreement should be made as to any charges for visits, or donation expected.

7. Publicity

- a) There are avenues for free publicity e.g. the *Cilip Update* Calendar of Events, the *IFLA Art Libraries Section Newsletter*. To place a typeset advert. in the *Cilip Update* itself is quite expensive.
- b) It is sometimes possible to negotiate free exchange publicity with other journals e.g. *AAH Bulletin*, *ARLIS/NA Update*, *Multimedia*. Please contact the Business Manager to check what advertising exchanges are already in place with other organisations.
- c) Internet-based discussion lists can be used free of charge to post notices of events, especially arlis-link, lis-link and artdeslib. Details and booking forms can also be put on the ARLIS web site.
- d) Leaflet inserts in the *ALJ* or the *News-sheet* incur their own costs (duplication, printers' charges) which must be borne in mind when preparing an event budget.
- e) If publicity mail shots are used these need to be carefully targeted, costed and subsequently evaluated.

8. Programme, conference literature, delegates' packs, badges, bags etc.

The requirements for the above will vary from event to event but all are likely to require one or more of them. All will bear a cost even if simply for photocopying.

9. Administrative costs

There are invariably administrative costs in planning an event even if only a half-day seminar. These can include photocopying, postage, travel, subsistence and clerical assistance. It can no longer be assumed that these will or should be absorbed by parent institutions and costing calculations should be made accordingly.

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10. Advertisers, Exhibitors and Sponsors

The rate of fees charged to any of the above should be agreed, on an event-by-event basis, with the Business Manager or an Officer.

11. Complimentary places

Course organisers do not normally pay the delegate fee, and two free delegate places are also offered to the host institution's staff. The actual cost of these places needs to be built into the overall cost.

12. Retired & Unwaged delegate rates

Unwaged, retired and student delegates pay half the full rate.* The cost of these reductions needs to be borne in mind when calculating the overall costs. Normally a limit of 3 such discounted places per course applies, with the exception of courses run by the Students & Trainees Committee (see: Introduction)

*agreed at Council meeting 14/09/05

13. Non-member premium

Delegates who are not members of ARLIS are charged an additional premium, usually not less than £10.00.

14. Cancellation fee

For bookings cancelled after a given date, normally 2 weeks prior to the event, a cancellation fee of 10% of the total fee should be levied. For bookings cancelled after a later given date, normally 1 weeks prior to the event, the full fee may be charged, in consultation with the Business Manager.

15. Late-booking fee

Usually this relates only to the annual conference; it is set at 10% mainly to encourage delegates to book early.

16. Administrative margin and rounding-up

An administrative margin of 30% of the basic costs should be added and the total rounded-up to reach a final figure.

17. Minimum number of delegates/Unit cost

Against the final figure of course costs should be set the number of delegates, calculated on the minimum number at which the course would be viable, and a unit cost per delegate reached.

As an example of good practice, see the following planning outline for a short course prepared by the Students & Trainees Committee:

ARLIS/UK & Ireland structure plan

Introduction

The Students and Trainees Committee (STC) is a committee of ARLIS. One of the areas of responsibility for the committee is an annual event aimed at art and librarianship students and trainees involved in a programme prior to undertaking a library/information qualification. The event is designed to demonstrate the wide range of employment opportunities in art librarianship.

This handbook is an aid to organising the annual event, although the templates, checklists, and guidelines are useful in planning other types of events. The information assists organisers in following the guidelines set down by ARLIS, and helps ensure all elements that contribute to a successful event are covered.

The handbook is organised loosely on the basis of the roles involved in organising such an event. Therefore the roles covered are financial, venue and catering, publicity, and programme and speakers. There are also template letters and checklists included.

The handbook has been compiled by Fiona Bannard, Mary Burslem, Elspeth Hector, Deborah Sutherland, April Yasamee, and Erica Foden-Lenahan.

Planning

- The STC meets to decide theme of the event. From this follows suggested speakers, possible dates and venues of the event. The members of the committee on speaker contacts and allocate responsibility for approaching the venues.

Venue & Catering

- Arrange to meet Librarian at the venue and prepare questions to ask at meeting.
- Factors to consider:
 - Costs of hire
 - Access, disabled access, access early on morning of event
 - Lighting, heating, ventilation
 - Maximum seating
 - Audio-visual arrangements (especially any that are either difficult or not possible and/or may involve extra costs)
 - Catering arrangements, access to a kitchen
 - Security and catering personnel provided
 - Contact phone numbers for emergencies on day of event
 - Signage needs & possibilities
 - Toilet location
- Agree on running order of speakers/breaks for event. Prepare itinerary for announcements and introductions.
- Arrive early at venue for setting up. Arrange furniture, prepare AV provision with speakers and technicians, and arrange for appropriate technical support.
- Check and prepare refreshments and make arrangements: e.g. times of refreshment breaks and where to serve them. Put up signage for meeting room and toilets.
- Liaise with others to guide delegates from meeting point to meeting room.

ARLIS/UK & Ireland structure plan

- Make a physical check of the space before print publicity starts.
- Introduce speakers and announce breaks throughout presentation
- The Welcome speech must include Health & Safety and Fire Regulations.

Programme & Speakers

- Speaker contacts need to confirm with the speakers:
 - Date
 - Expected specific topic, time limit (suggest: 20 minutes minimum and 30 minutes maximum without questions)
 - Audio-visual requirements incl. flip-charts, Powerpoint, OHP and/or slide projectors
- Speakers should be encouraged to provide abstracts suitable for inclusion in the delegates' packs and on the virtual delegate pack.
- Fees: see *Finance*

Bookings & Delegates Packs

Virtual delegates pack

- Anyone whose details are published on the web pages needs to have completed a Web Permission form and forwarded it to the ARLIS Administrator (form included in this Handbook)
- Delegates' details may not be included, but speakers' and organisers' should (once they have given permission)

Finance

- The following minimum charges apply:
 - Full day: ARLIS member £85; non-ARLIS £105
 - Half day: ARLIS member £55; non-ARLIS £65
- The student/unwaged/retired rate * is half of all the above categories, rounded up to the nearest pound

Costings

- Use the costings spreadsheet as a guide line. ARLIS does not pay VAT and so for most of the costings, use the "Excluding VAT" column (check this with Business Manager).
- Check with the ARLIS Business Manager what the minimum fees are that can be charged for a half-day event.
ARLIS Council reviews these rates annually, so they need to be verified.
- Check with ARLIS Business Manager on the cost of a single page *ARLIS News-sheet* insert, the cost is higher if this is printed on two sides.
- Send draft copy of Costings to the ARLIS Business Manager and keep the rest of the STC informed of your progress as well.
- Expenses Claims forms (template is included in this Handbook) are used by organisers to claim postage, stationery costs etc., as well as for speakers' expenses (see below).

ARLIS/UK & Ireland structure plan

Fees

- Check with the ARLIS Business Manager the current fees for speakers. The speakers may well wish to waive their fees. Let the ARLIS Business Manager know as soon as the information about the speakers is finalised:
 - Names of the speakers
 - Whether they are ARLIS members
 - Whether they will be claiming for their fee and / or travel and / or accommodation
- Payment of speakers: some speakers provide invoices (usually if they're freelance) which are to be passed to the ARLIS Business Manager. For those who do not provide invoices, please send them an ARLIS expenses form (available on the website) and the fees and expenses will be paid after the event. Freelance speakers may add VAT to their invoices: check beforehand whether this is the case; if so, build into costs, and inform the ARLIS Business Manager.

Sponsorship

- Sponsorship is a difficult issue and should be negotiated in conjunction with the ARLIS Business Manager so as not to divert monies and effort away from general ARLIS sponsorship. However sponsorship in kind (e.g. paper and pens for delegates) can be encouraged. Publicity material should only be included in the delegates' pack if it comes from a speaker or a recognised ARLIS sponsor. All workshop inserts have a small charge (usually £25). If sponsors can get free advertising they are reluctant to pay in future, e.g. conference sponsorship.

Publicity

Print Advertising

- Costings for publicity must be figured into planning at an early stage and estimates must be forwarded to the committee member undertaking the financial role. The booking form insert must be accounted for, and any photocopying and post expenses must be considered. Many institutions employing committee members absorb photocopying and postal expenses, however if this is not agreed, the committee member must estimate the cost of both.
-
- Dates for the *News-sheets* are published on the Admin Calendar, which the ARLIS Business Manager revises before each Council Meeting. The deadline is usually the first week of the month before it is published (copy to *News-sheet* Editors), and insert deadlines are two weeks before publication (copy to ARLIS Business Manager).
 - 1 October: Nov/Dec *News-sheet*: announcement of the event including date, times & venue in STC column
 - 1 December: Jan/Feb *News-sheet*: brief description of event in STC column. Programme/Booking Form insert
 - 1 April: May/June *News-sheet*: delegate's report replaces usual STC column
-

ARLIS/UK & Ireland structure plan

- The booking form (template below) should be finalised and sent to the *News-sheet* via the ARLIS Business Manager for inclusion with the Jan/Feb issue. For deadlines, see above.
-
- Once the details of the event have been decided, the Education & Professional Development Committee Secretary needs to be informed of these details, so that the event can be added to the ARLIS Calendar of Events. A brief description of the event and the name, phone, address and e-mail of the STC person responsible for bookings is also required for the Calendar.
-
- Sample text below announcing an event in the *News-sheet*:

Taking the plunge: a career in art librarianship, in the Hartwell Room at The British Museum, 9 March 2002

The Students and Trainees Group is holding an open day for all those interested in a career in art librarianship. The day will run from 10am until about 2pm and includes a short tour around the Paul Hamlyn Library in the Round Reading Room. (Please note the time change from the announcement in the last *News-sheet*) The programme includes speakers from a variety of libraries, including academic, architecture, and slide. Alternative ways to use librarianship skills in non-traditional environments will also be addressed. There will be career advice and an opportunity to ask questions of the speakers and organisers.

ARLIS Student members -	£24.50	ARLIS members -	£45.00
Non- ARLIS Students -	£27.50	Non- ARLIS attendees -	£55.00

Contact details: Elspeth Hector, National Gallery Library, Trafalgar Square, London WC2N 5DN. T: 020 7747 2830 E-mail: elspeth.hector@ng-london.org.uk

- The other main form of print publicity for the event is to send a letter accompanied by posters to HE institutions that provide Library and Information Studies courses. The letter (templates below) requests that the posters be placed in prominent places in the department, so students enrolled on the courses will see them. A similar letter is sent, with posters, to art colleges.
-
- The addresses and contact details of the library schools are held by the STC Chair
-
- The timing of sending out the posters is important. If they are sent too early (before Christmas), there is a danger the event will be forgotten. If they are sent out too late, there may be no places left. Therefore the mailout should be four to six weeks before the deadline for the receipt of the booking forms.

ARLIS/UK & Ireland structure plan

Electronic Publicity

- Postings to discussion lists do not incur a charge.
- Find discussion lists by asking advice on discussion list publicity from colleagues, particularly those involved in the ARLIS Education & Professional Development Committee, by doing internet searches and by looking at university library subject guides for advice on art-related discussion lists
- Examples are given below of discussion lists from both the librarianship and from the general art fields. All of these are JISC discussion lists:
 - ARLIS: arlis-link@jiscmail.ac.uk
 - ARTDESLIB (general list for art and design librarians): artdeslib@jiscmail.ac.uk
 - ART-VISUAL (general list for art issues): art-visual@jiscmail.ac.uk
 - Association of Art Historians (Higher Education issues): aah-he-issues@jiscmail.ac.uk
 - DESIGN-HISTORY (general list for design history issues): design-history@jiscmail.ac.uk
 - LIS-LINK (general list for library and information science issues): lis-link@jiscmail.ac.uk
 - Visual Arts Data Service: vads@jiscmail.ac.uk
 - LIS-AWARDS (awards) LIS-AWARDS@jiscmail.ac.uk
- Send the text of the event, amended as appropriate, to the discussion list addresses, as an email (*not* as an attachment).
- Post the event information on the ARLIS website on the pages for Events and in the section 'Working in Art Libraries'.

Feedback forms

- Design draft of feedback form for discussion with other members of STC.
- Ensure the feedback forms are distributed to all delegate information packs at event – form should be referred to in the introduction and conclusion of the event to encourage delegates to complete and return it.
- Compile report of feedback form responses.

Delegate report

- Two delegates should be approached to write a brief report (300 words in total maximum) for publishing on the *ARLIS for Students* web page and in the first *News-sheet* following the event. Deadline is two weeks after the event and the report needs to be forwarded to both the *STC News-sheet* columnist and the *STC* web columnist.

ARLIS/UK & Ireland structure plan

Sample Notes for Welcome and Closing

Welcome

- Good morning everyone: I am very pleased to welcome you all here today ...
- **Thanks** go to hosts and venue for generously allowing use of Room (and for coffee etc).
- Before we begin the presentations there a few practicalities that need to be covered:
 - Fire Escape
 - Location of loos
 - Please be sure to come back promptly after breaks.
 - Point out programming points e.g. when questions can be asked, encourage discussion in coffee breaks.
- **Badges** (which colours mean what)
- Note that delegates' details not provided, but encourage to exchange details with each other
- Aim of programme: to introduce art librarianship to trainees, who may already know something of what is required and to students or others who are thinking of moving into this area. Aims to show a variety of different aspects and types of librarianship that would be related to the field of art and art history. Ends on a practical note with job-hunting skills.
- Abstracts/bibliographies/notes are included in folders and will be published on web site.
- Also **feedback** forms (wave one!)
- Practical assistance aim of STC and ARLIS. Draw attention to ARLIS membership leaflets and emphasise that STC exists to support student and trainee members as well as providing info to whoever wants to know more about art librarianship. Mention conference award and web site. Our contact details are on the delegates list - please feel free to contact any of us to answer queries or to join ARLIS list.

Closing

- Thank all involved esp. speakers but also host and hard work from the STC
- Final practicalities:
 - Feedback forms - hand in to an organiser or post
 - Ask for badges to be returned
 - Remind delegates to take their bags and coats

PERMISSION TO PUT NAME ON ARLIS/UK & Ireland WEBSITE

<www.arlis.org.uk>

Please complete either A or B

A. I give permission for my name and contact details to be placed on the ARLIS/UK & Ireland website whilst I am:

- 1. a member of Council
- 2. a member of Committee
- 3. a member ofWorking Party
- 4. involved in other ARLIS/UK & Ireland related activities

If (4) please give details

.....

Signed

Print Name.....

Date.....

B. I do not wish my name and contact details to be placed on the website

Signed

Print Name.....

Date.....

Please tick relevant box, sign, print name, date and return to <ARLIS Administrator> <Address>

ARLIS/UK & Ireland structure plan

SAMPLE

ARLIS/UK & Ireland Students & Trainees Committee

One day course/seminar planning checklist

Fill in the form as fully as possible when you start planning the event and then use it throughout the planning process - the jobs are not necessarily in chronological order

		Initials
Venue		
Day & date		
Contact name & address within venue		
Contact telephone		
Contact e-mail		
Venue considerations: Speakers' needs (flipcharts, etc) Security Health & safety		
Catering		
Contact for bookings to go on Calendar of Events (name, address, tel., fax, e-mail)		
Costings (see separate form)		
Specialist/subject-related/ non-ARLIS advertising (needs to be costed)	mail out posters to Library & Art Schools	
Copy date to advertise in <i>News-Sheet 1</i> : 1 Oct: Nov/Dec <i>News-sheet</i>	announcement of the event including date, times & venue in STC column.	
Copy date to advertise in <i>News-sheet 2</i> : 1 Dec: Jan/Feb <i>News-sheet</i>	brief description of event in STC column.	
Booking form for <i>News-sheet</i> mid-Dec. for Jan/Feb <i>News-sheet</i> :	Programme/Booking Form insert	
Advertise on arlis-link, artdeslib, lis-link & other lists as required		
Advertise on website & booking form		
Advertise in <i>Cilip Update</i>		
Invoices/receipts sent to delegates		
Payments received		

ARLIS/UK & Ireland structure plan

Send documentation out to delegates (inc. letter, map, list of delegates)				
Number of delegates attending event	min	max	actual	
Badges, programmes, ARLIS folders, paper & pens				
Feedback form designed & printed				
Speakers				
Names & details of delegates for <i>News-sheet</i> /web site post event reports (establish contact between reporter & <i>News-sheet</i> Editors)				
Bibliographies or papers for virtual web pack				
Feedback forms analysed				
Payments initiated: Venue/Catering/Security/ Admin/Speakers				
Virtual Web Pack uploaded				

ARLIS/UK & Ireland structure plan

Sample schedule for how the day is to run

Time	Place	Event	People		Notes	
09.00	Info Desk	Organisers meet	AS	AY	signs, blu-tak	
				DS	pastries, expense claims, paper	
				EFL		
				EH	badges, delegates folders, other promo stuff	
				FB	feedback forms	
	MB					
09.05	Hartwell Room	Set up room arrangement:	AS	AY/DS	In consultation with all	
		Check technical stuff	AS	EFL/MB		
		Check catering	AS	AY		
		Set out badges		EH	ensure all STC wearing badges!	
		Folders & other promo stuff on chairs		FB		
09.20 - 10.10	Info Desk	Meet arrivals	MB/DS/FB	Speakers/delegates	Rotate as speakers arrive Take delegates up in groups of approx. 5 or every ten minutes	
	Hartwell Room	Greet speakers & delegates, issue with badge		EH	AY to ensure any promo stuff brought by speakers is distributed to chairs or put on display	
		Talk through/check audiovisual requirements of speakers	AS	EFL		
		Encourage speakers/delegates to have coffee etc		AY	Check flasks don't run dry	
		Welcome		DS		
	10.10		Intro KW		AY	<i>1 minute AT MOST!</i>
	10.15		Thank KW/Intro LL			
	10.35		Thank LL/Intro LK			
	10.50		Thank LK			
	11.05		Short comfort break - announce		AY	Back by 11.15!! <i>1 minute AT MOST!</i>
11.06		Intro RB				
11.15		Thank RB/Intro HS		AY	Back by 12.20!!	
11.35		Put kettle on & refill flasks etc	DS			
11.45		Thank HS		AY	Back by 12.20!!	
11.55		Announce discussion & coffee				
12.20		Intro LM		AY	<i>1 minute AT MOST!</i>	
		Thank LM/Intro FM				
13.00		Thank FM				
13.05		Close & hand-over to AS		DS		
	Hamlyn Library	Visit to Paul Hamlyn Library		AS		
13.30	Hartwell Room	Clear catering to kitchen		all	?	
		Return room to arrival state				
2.00	Nearby café?	Lunch (?)		all		
2.30		Go home and sleep!!!				

ARLIS/UK & Ireland structure plan



ARLIS Student & Trainees Committee
c/o Erica Foden-Lenahan
Tate Library & Archive
Tate Britain
Millbank
London
SW1P 4RG

23 January 2002

Dear Colleague

Taking the plunge: A career in art librarianship

The ARLIS/UK & Ireland Student & Trainees Group would appreciate it if you could display the enclosed posters for the *Taking the plunge* event on 9 March 2002. The event will be of interest to any students considering a career in art librarianship. If possible, could you please pass on a copy to your college careers service, where it would also be of interest.

Booking forms are available from:

Elsbeth Hector, National Gallery, Trafalgar Square, London WC2N 5DN
or at

www.arlis.org.uk

Thank you for your assistance.

Yours faithfully,

Erica Foden-Lenahan
ARLIS/UK & Ireland
Student & Trainees Committee



UK & Ireland
Art Libraries Society

**TAKING THE PLUNGE 2009: ART LIBRARIANSHIP AS A CAREER
OPTION**

ARLIS/UK & Ireland Students and Trainees Event

Who: Students, trainees, library assistants and anyone interested in a career in art librarianship.

When: Saturday 7th March 2009 from 11.00 – 15.45

Where: Education Rooms, National Gallery, Trafalgar Square, London

PROGRAMME:

11:00 – 11:20	<i>Coffee & Welcome</i>
11:20 – 11.40	Starting Out: the lowdown from a recent graduate: Zoe Forster (<i>London College of Communication, University of the Arts London</i>)
11:45 – 12.05	The Academic Librarian: <i>tbc</i>
12:10 – 12.30	Working with Special Collections: Sean Delaney (<i>British Film Institute</i>)
12.30 – 12.45	Panel questions
12.45 – 13:30	<i>Lunch</i>
13:35 – 14.00	Private Company Library: Lynda McLeod (<i>Christie's Archives</i>)
14.05 – 14.20	Museum Gallery Librarian: Jane Bramwell (<i>Tate Libraries</i>)
14:25 – 14.55	CV Surgery: <i>tbc (Infomatch)</i>
14.55 – 15.15	Panel questions
15.15 – 15.45	Tour of National Gallery Library

FEES: Refreshments and lunch will be provided and are included in the cost

ARLIS Students/unwaged	£28	ARLIS members	£55
Non-ARLIS Students	£33	Non-ARLIS members	£65

INFORMATION: Annamarie McKie, University for the Creative Arts at Canterbury
T: 01227 817405 E: AMcKie@ucreative.ac.uk

BOOKING: Please complete the slip below and **return by 20th February** to:-
Natasha Held, Business Manager, ARLIS UK & Ireland, National Art Library
Victoria & Albert Museum, Cromwell Road, South Kensington, London, SW7 2RL

T: 020 7942 2317 E: arlis@vam.ac.uk

Please note: Your booking will be acknowledged when it is received and directions will be sent out a few days before the event.

**For bookings cancelled after 20th February a charge of 10% of the total fee will be levelled.
For bookings cancelled after 27th February the full fee may be charged.**

ARLIS/UK & Ireland structure plan

I wish to attend the ARLIS Students and Trainees Event on Saturday 7th March 2009

I am:- A Student A Trainee A Library Assistant Other (Please state)

NAME:

ADDRESS FOR CORRESPONDENCE:

Tel.:

Fax:

Email:

I enclose my cheque made payable to ARLIS/UK & Ireland for

OR Please send an invoice for £ to:

Please tick box if you require a receipt

Please tick box if you require a vegan lunch



UK & Ireland
Art Libraries Society

The Art of Virtual Learning: VLEs in art and design settings

Tuesday 14 April 2009, University of East London, Docklands Campus

This one day workshop is aimed at those interested in sharing experiences of using VLEs in art and design settings. Speakers will explore the following:

- *How have VLEs changed with the advent of social networking*
- *The pros and cons of using VLEs in art and design colleges.*
- *Hands-on experience of using VLEs and evaluating good and bad design.*

Programme:

10.00 Arrivals and coffee
10.15 Introduction and house-keeping
10.30 Session 1 - Annemarie McKie, University of Creative Arts
11.10 Session 2 - Jill Beard, Bournemouth University
11.50 Session 3 - tbc
12.30 Lunch
13.30 Practical session- Annette Odell, University of East London
14.45 Tea
15.15 Group discussions
16.00 Close

Fee: ARLIS members ----- £85 ARLIS Student/unwaged members ----£43
Non-ARLIS delegates -----£105 Non-ARLIS Students-----£65
Retired members ----£63

For further information contact David Pulford, d.pulford@bham.ac.uk Tel: 0121 415 8775

To book - please complete the slip below and return it by post or email to the **ARLIS Business Manger**, ARLIS/UK & Ireland, The National Art Library, Victoria & Albert Museum, South Kensington, Cromwell Road, London SW7 2RL. Email: arlis@vam.ac.uk **by 31 March 2009 at the latest.**

All bookings will be acknowledged by email or telephone.

NB: For bookings cancelled after 17 March a charge of 10% of the total fee will be levied. For bookings cancelled after 31 March the full fee will be charged

I would like to attend the ARLIS Art of Virtual Learning workshop on 14 April 2009.
Please note: the details given below will be used in the compilation of a delegates list; if you do **not** wish your details to be included please tick this box

ARLIS/UK & Ireland structure plan

Name: Job Title:

.....

Organisation:

.....

...

Address:

.....

.....

.....

.....

Telephone: Fax: E-mail:

.....

I enclose my cheque made payable to ARLIS/UK & Ireland for

£.....

OR Please send invoice to:

.....

.....

Please tick box if you require vegetarian lunch Please advise if you have any special dietary requirements



CLAIM FOR REIMBURSEMENT OF EXPENSES

NAME

CLAIM NO.

Address for
payment

DATE PAID

CHEQUE NO.

Signed

MEMBERS ARE ASKED TO USE THE CHEAPEST APPROPRIATE FARES ON PUBLIC TRANSPORT WHEREVER POSSIBLE. WHEN THIS IS NOT POSSIBLE AND ALSO WHENEVER OVERNIGHT ACCOMMODATION IS NECESSARY A BRIEF NOTE SHOULD BE ADDED.

Date	Details of meeting/event & expenditure [with receipts where possible]	Amount claimed
-------------	---	-----------------------

TOTAL £

RETURN TO:

Business Manager, ARLIS/UK & Ireland, Word & Image Department, Victoria & Albert Museum, South Kensington, London SW7 2RL,
Tel: 020 7942 2317, email: arlis@vam.ac.uk

ARLIS/UK & Ireland structure plan

ARLIS Workshop

FEEDBACK FORM

WORKSHOP

DATE

TIME 10 am – 16.00

VENUE

Dear Delegate,

Please could you take a few minutes to fill this in and return it to one of the organisers after the event, or post it to the:

Business Manager, ARLIS/UK & Ireland, Word & Image Department, Victoria & Albert Museum, South Kensington, London SW7 2RL, arlis@vam.ac.uk

1. In what sector/domain do you work?

(Please tick)

Public Library	
Museum/Gallery Library	
Academic Library	
Other (<i>Please state</i>)	

2. To what extent did the workshop meet you expectations?

(Please rate the event from 1 being “to a great extent” and 5 being “not at all”)

1	2	3	4	5

Attachment 3

3. What were you looking for from the workshop?

(Please tick)

New Information	
Networking	
Other (<i>Please state</i>)	

ARLIS/UK & Ireland structure plan

4. To what extent did you find what you were looking for?

(Please rate the event from 1 being “to a great extent” and 5 being “not at all”)

1	2	3	4	5

5. What did you enjoy most about the workshop?

6. What did you least enjoy about the workshop?

7. Have you any other comments you would like to make about the workshop?

8. Have you any suggestions for future ARLIS events?

9. How did you find out about the workshop?

(Please tick)

ARLIS calendar of events	
Event flyer	
ARLIS website	
A discussion list <i>(Please state which list)</i>	
Other <i>(Please state)</i>	

THANK YOU VERY MUCH FOR YOUR TIME

ARLIS/UK & Ireland structure plan

5. Travel awards

5.1 ARLIS/UK & Ireland Travel and Study Fund: guidelines & specimen application form

The ARLIS/UK & IRELAND Travel & Study Fund has been established to enable the Society to make annual grants to promote research and development in the fields of art, architecture and design librarianship.

The award may be used to travel anywhere within or outside the UK & Ireland to visit libraries or other institutions, to attend a seminar or conference (excluding those organised by ARLIS itself), or to facilitate a research project or job exchange.

The award is open to all members of ARLIS/UK & Ireland and may be used to supplement funding from other sources.

Guidelines

1. Applicants must be members of ARLIS/UK & Ireland of at least three years' standing.
2. Members intending to apply should obtain an application form either from the Business Manager of ARLIS/UK & Ireland (address given below) or from the ARLIS web site (<http://.arlis.org.uk>).
3. Within three months of the completion of travel or study, the recipient of any award shall present a full written report to ARLIS Council.
4. If an application is not accepted, it may be resubmitted the following year.
5. The decisions of the Grants Panel and ARLIS Council shall be final, and no correspondence regarding them shall be entered into.
6. ARLIS Council reserves the right to make no award if no suitable application is received.

Application forms are available from:

Business Manager
ARLIS/UK & Ireland
The National Art Library
Victoria & Albert Museum
Cromwell Rd
South Kensington
London
SW7 2RL
Tel: +44 (0)207 942 2317
Email: arlis@vam.ac.uk

ARLIS/UK & Ireland structure plan

ARLIS/UK & IRELAND AWARD

Application Form

Personal and professional information:

Name _____

Home address _____

Telephone _____

Library address _____

Library telephone _____ Fax _____

Email _____

What is your present post? _____

Please provide a brief summary of your academic and professional education and qualifications, with dates

Are you a personal member of ARLIS/UK & Ireland? *Yes/No*

What year did you join the Society? _____

Do you work in an institution which is a member of ARLIS/UK & Ireland? *Yes/No*

Are you a member of Cilip? *Yes/No*

ARLIS/UK & Ireland structure plan

Information on your travel or research project

Please attach additional sheets where necessary for the following sections.

Give a brief account of the purpose of your visit(s) or research programme with an indication of how this would benefit :

a) yourself

b) your institution

c) art librarianship in general

Please complete (or attach separate sheets for) as many of the following sections A - D as are relevant.

A. If it is proposed to use the award to make a study tour please state:

1. Full details, including dates, of travel plans, libraries or institutions to be visited, conference programmes etc.

2. Details of any correspondence or prospectuses you have regarding your proposed visits (please attach copies)

B. If it is proposed to use the award to attend a conference or course, please state:

1. Title of conference or course

2. Name of organising body

3. Dates and location

4. Relevance of conference or course to your own interests

C. If it is proposed to use the award to pursue study leading to a further qualification, please state:

1. Title of qualification sought

2. Name of awarding body

3. Date of original enrolment and anticipated date of completion

ARLIS/UK & Ireland structure plan

4. Progress of your studies to date
5. Dates and location of study proposed
6. Relevance of proposed study to overall pattern of work
7. Details of any correspondence with the centre(s) where you propose to study
(*please attach copies*)

D. If it is proposed to use the award to facilitate a job exchange please state:

1. Name of host library or institution
2. Title of post to be held with brief job description
3. Relevance of proposed exchange to your own work
4. Length of period of job exchange
5. Details of any correspondence with host library (*please attach copies*)

Information on Finance

Please give exact figures wherever possible.

What is the estimated cost of your programme? _____

Please give details of:

Travel costs - local and/or international

Accommodation and subsistence

Conference fees

Other (give details)

Have you applied to any other body for financial assistance? If so, what was the result?

Will your library or institution contribute to your costs? If so, how much?

ARLIS/UK & Ireland structure plan

Will you be able to contribute to the cost of the project from your own funds? If so, how much?

Do you intend to seek, or have you already been offered, leave of absence from your employer to enable you to take up the award? *Please give details*

If leave of absence is not granted do you intend to travel in your own time? *Yes/No*

What is the sum you are applying for? £_____

What is the minimum you would accept as an award? £_____

Applicants are invited to supply any additional information which they consider relevant to their proposal, e.g. courses or conferences previously attended, study tours undertaken, publications, etc.

Please give the name and address of a referee who is prepared to support your application:

Signed

Date

When you have completed this form, please send, ideally by email, to:

Business Manager
ARLIS/UK & Ireland
The National Art Library
Victoria & Albert Museum
Cromwell Rd
South Kensington
London
SW7 2RL
Tel: +44 (0)207 942 2317
Email: arlis@vam.ac.uk

ARLIS/UK & Ireland structure plan

5.2 Proquest Research Award guidelines

Eligibility

Current members of ARLIS/UK & Ireland of at least three years standing who are resident in the UK & Ireland are eligible to apply.

Purpose

To encourage professional development of UK & Ireland art librarians. The outcome must focus on, or be based on, the use of electronic resources in the UK, Ireland, or elsewhere. The grant can be used for travel.

Value: £800.00*

* Value for 2005

Members intending to apply should obtain details either from the Business Manager of ARLIS/UK & Ireland (address given below) or from the ARLIS web site (www.arlis.org.uk).

The decisions of the Council of ARLIS/UK & Ireland and its Grants Panel shall be final, and no correspondence regarding these shall be entered into.

The Council of ARLIS/UK & Ireland reserves the right to make no award if no suitable application is received.

Winners must confirm in writing that they are able to meet the requirement of the award. Each recipient will be expected to submit a post-conference report to the Council of ARLIS/UK & Ireland and to the award sponsor.

Applications should be returned, ideally by email, to :

Business Manager
ARLIS/UK & Ireland
The National Art Library
Victoria & Albert Museum
Cromwell Rd
South Kensington
London
SW7 2RL
Tel: +44 (0)207 942 2317
Email: arlis@vam.ac.uk

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5.3 Annual Conference Student Award

Eligibility

Full-time or part-time students working for a first degree or post-graduate qualification in librarianship and information studies at any time during the year in question. It is not essential that applicants are current members of ARLIS/UK & Ireland.

Purpose

To enable one student per year to attend the ARLIS/UK & Ireland Annual Conference free of charge, thereby providing the opportunity to learn more of:

- The range of visual arts library activity in the UK & Ireland and abroad.
- The nature and variety of visual arts librarianship as a subject specialisation.
- The work and wider network of ARLIS/UK & Ireland.

Value: the full cost of a conference place in standard accommodation. Travel is not included.

To apply for the award, please submit a completed application form copies of which are available on the ARLIS web site (www.arlis.org.uk) or from the Business Manager.

Winners must confirm in writing that they are able to meet the requirement of the award. Each recipient will be expected to submit a post-conference report, which will be published in the *News-sheet*.

The decisions of the Council of ARLIS/UK & Ireland and its Grants Panel shall be final, and no correspondence regarding these shall be entered into.

The Council of ARLIS/UK & Ireland reserves the right to make no award if no suitable application is received.



UK & Ireland
Art Libraries Society

ARLIS/UK & IRELAND ANNUAL CONFERENCE

STUDENT BURSARY

Application form

Name:

Home address:

---- **telephone no:**

---- **e-mail:**

University/college address:

---- **telephone no:**

---- **fax no:**

---- **e-mail:**

Please state dates when you can be contacted at your university /college:

Title of course you are following:

Is this course: *First degree / Postgraduate / Other?*

If Other, please specify:

Are you: *Full-time / Part-time / A distance learner / Other?*

If Other, please specify:

ARLIS/UK & Ireland structure plan

Are you also currently employed? Yes / No

If Yes, please give details and state whether you are employed full-time or part-time:

Are you a member of ARLIS/UK & Ireland? Yes / No

Please say why you would like to attend the ARLIS/UK & Ireland Conference:

Please give name and contact details of one referee:

Please submit the form, ideally by email, together with your CV, giving details of your education, employment history and professional activities where appropriate to:

Business Manager
ARLIS/UK & Ireland
The National Art Library
Victoria & Albert Museum
Cromwell Rd
South Kensington
London
SW7 2RL
Tel: +44 (0)207 942 2317
Email: arlis@vam.ac.uk

ARLIS/UK & Ireland structure plan

5.4 The ARLIS/UK & Ireland Annual Conference International Delegate Award

1. This award has been established in response to the generous hospitality offered to ARLIS/UK & Ireland representatives at overseas conferences, and to complement the other ARLIS/UK & Ireland Awards, which encourage the professional development of UK & Ireland art librarians through contact with colleagues overseas, particularly through conference participation.
2. The International Delegate Award is designed to encourage attendance by overseas professionals at the ARLIS/UK & Ireland Annual Conference, to broaden the field of delegates at the Annual Conference and to support the professional development of art librarians in an international context. Although not exclusively for first-time delegates, priority will be given to applicants who have not attended an ARLIS/UK & Ireland Annual Conference before.
3. The award will consist of a single fully-funded place at the ARLIS/UK & Ireland Annual Conference. The award does not include travel costs.

Guidelines

1. Applicants must be art information professionals resident outside the UK & Ireland.
2. Applicants must submit a completed application form and a résumé listing educational background, employment history and professional activities, to the ARLIS /UK & Ireland Business Manager by the specified closing date.
3. The recipient of the award must confirm in writing that he/she is able to meet the requirement of full conference attendance.
4. The recipient of the award must submit a post-conference report to the Council of ARLIS/UK & Ireland within two months of the end of the Conference.
5. If an application is unsuccessful it may be resubmitted the following year.
6. The decisions of the Council of ARLIS/UK & Ireland and its Grants Panel shall be final, and no correspondence regarding them shall be entered into.
7. The Council of ARLIS/UK & Ireland reserves the right to make no award if no suitable application is received.

**ARLIS/UK & IRELAND ANNUAL CONFERENCE
INTERNATIONAL DELEGATE AWARD
APPLICATION FORM**

NAME:

HOME ADDRESS:

Telephone:

Fax:

E-mail:

WORK ADDRESS:

JOB TITLE:

Telephone:

Fax:

E-mail:

ARLIS MEMBERSHIP:

Are you or your institution a member of ARLIS/UK & Ireland or any other national art library association? YES/NO

If yes, please give details:

CONFERENCE ATTENDANCE

Have you attended an ARLIS conference in the past? YES/NO

If yes, please give details:

Please note: The success of your application will be based on the strength of your answer to the following question. Please continue on another sheet if necessary.

REASONS FOR WANTING TO ATTEND THIS CONFERENCE:

REFERENCE:

Please give details of a referee who is prepared to support your application:

NAME:

ADDRESS:

Telephone:

Fax:

E-mail:

In what context does this referee know you?

ARLIS/UK & Ireland structure plan

FINANCIAL ASSISTANCE:

Have you applied to any other body for financial assistance? YES/NO

If yes, with what result? Please give details:

Will your employer contribute to your costs? Please give details:

Do you intend to seek, or have you already been offered, leave of absence from your employer to enable you to attend the conference?

Please give details:

A copy of this form, together with a copy of a résumé listing educational background, employment history and professional activities, should be returned by 30 May 200-, preferably by e-mail to

Business Manager
ARLIS/UK & Ireland
The National Art Library
Victoria & Albert Museum
Cromwell Rd
South Kensington
London
SW7 2RL
Tel: +44 (0)207 942 2317
Email: arlis@vam.ac.uk

Further information on ARLIS/UK & Ireland and on this year's Annual Conference is available on the ARLIS website: www.arlis.org.uk.

N.B. The successful applicant must confirm in writing that he/she is able to meet the requirement of full conference attendance, and will be expected to submit a post-conference report to the Council of ARLIS/UK & Ireland.

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6. Publications Guidelines

The Committees, Working Parties, seminars and workshops of ARLIS/UK & Ireland undertake projects and conduct research which from time to time result in material which may be considered for dissemination to the wider art library community. This material can result in guidelines, directories, bibliographies and conference papers.

Some of these potential publications are on specialised subjects and are directed at a small or precisely targeted audience. For some the *ALJ* or the *News-sheet* may be the proper place for publication. For others individual assessment to determine the best method of dissemination should be undertaken by the Publications Committee. The Committee or working group originating the material should also be closely involved in this exercise.

Approval process

ARLIS has first publishing right to all manuscripts and documents prepared under its responsibility and by its professional groups, including papers presented to seminars, conferences and workshops.

All monographs, reports and other material prepared for publication should be considered in advance by the Publications Committee which then advises Council on publication advisability and method of publication.

Potential publications coming from individuals or groups should be presented to the Publications Committee together with recommendations on its marketing and publication method.

Alternative publication methods

Because of high publication costs, small markets and limited promotional means available to ARLIS an appropriate method of publication/documentation should be chosen for each separate item. The method chosen will depend on size, potential market, degree of specialisation etc.

1. Art Libraries Journal

Depending on length, the results of some projects, or reports of work in progress can best be communicated in the form of an article in the *ALJ*. The decision on what is accepted for publication in the *ALJ* rests with the Editor.

2. ARLIS News-sheet

Some shorter reports or accounts of work in progress may best be published in the *ARLIS News-sheet*. The decision on suitability for publication rests with the Editor.

3. Article in another professional journal

Although the *ALJ* has first refusal of articles describing the results of ARLIS-sponsored projects and research, some reports of work, especially that of a highly specialised nature, can be communicated more effectively to those needing the

ARLIS/UK & Ireland structure plan

information in other professional journals, particularly those directed at certain functions or types of librarianship, and preferably those with an international readership.

4. Posting on the ARLIS Website

This is a cost effective means of disseminating information worldwide, especially for reports with a small potential readership.

5. Publication by ARLIS as a separate monograph (see attached criteria - Appendix 1)

6. Publication as a monograph by an external publisher.

This may be considered appropriate from time to time. Royalties should be received by ARLIS.

Marketing strategy

Publications are a valuable source of income for ARLIS/UK & Ireland. This document sets out a strategy for marketing ARLIS publications from inception to promotion.

Eliciting new or revising existing publications

The following questions should be asked when considering a new publication or revising an existing one:

- Is there a market?
- Who and how big is the market?
- Will they pay for the product and if so how much?
- What format is most suitable – printed or electronic or other?

If necessary some small-scale market research could be considered e.g. a notice in the ARLIS News-sheet or a note on arlis-link to answer the above questions.

Marketing publications

Identify ways of promoting ARLIS publications:

- Prepare advertisements and order forms prior to publication.
- Put announcements in the *ARLIS News-sheet* and *Art Libraries Journal*, and any other relevant society newsletters or journals, including information about any formal launches.
- Place advertisements (and order forms) in *ARLIS News-sheet* and *ALJ* and other relevant journals or newsletters.

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- Enclose flyers in conference packs and delegate packs for other ARLIS events e.g. workshops, AGM and those of other related bodies with which ARLIS works e.g. AAH, DHS, ARCLIB, ARLIS/NA, IFLA Section of Art Libraries.
- Consider exhibiting at any relevant Exhibitions e.g. any ARLIS organised bookseller exhibitions or others such as the annual LIShow, Association of Art Historians, Design Historians and London Book Fairs.
- Contact universities that provide courses in library and information management to publicise ARLIS publications to their library, bookshop, teaching staff and students.
- Aim to launch or celebrate each new publication to coincide with ARLIS events such as the annual conference or AGM.
- Send review copies to relevant journals and newsletters as soon after publication as possible. Suggestions for relevant journals and newsletters to send review copies to need to be provided to the ARLIS Administrator.
- Ask ARLIS members to write reviews for publication in appropriate publications.
- Investigate the protocol of announcing publications on email discussion lists or web sites.
- Arrange talks from authors or related workshops to promote content
- Follow-up sessions if the publication is the result of a workshop. This keeps discussion/debate going. It will also create close collaboration with the Education Committee, which should feed into the Publishing Strategy (in preparation).
- Use attendees at workshops as a mailing list for flyers.
- Include the list of current publications in issues of the *ALJ* and *News-sheet* and also send it out with any orders. The list of current publications should also be on the website.
- Conference papers will be published selectively in the *Art Libraries Journal*.
- Place regular notices in the *News-sheet* and quarterly on the website asking for new ideas/proposals for publications.
- Advertise on arlis-link and lis-link.

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Appendix 1

Criteria for publication as an ARLIS monograph

1. The publication should be of sufficient size to warrant separate publication.
2. The publication should be either of wide general interest to art libraries and related professionals or have a sufficient potential readership to warrant separate publication.
3. The publication should have the potential to recover costs.
4. The publication should be up-to-date and timely. Material resulting from seminars and workshops must be published within two years of their taking place. *Directory*-type publications must be published before their contents become out-of-date.
5. The publication is accompanied by a viable promotion plan with supportive action by the proposing ARLIS group or individual.
6. The publication is considered to enhance ARLIS's reputation (e.g. a *Festschrift*), shall be prominently identified with ARLIS, and would benefit ARLIS professionally and/or financially.
7. The publication is a reference work or professional manual, e.g. a *Directory* or guidelines, whose use requires that it is issued as a separate volume.

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Appendix 2

Book production specification

Book details

Book name
ISBN and/or ISSN
Quantity (print run)
Finished size (in mm)

Cover

Paper
Colour
Special finishes

Text

Pagination
Paper

Typesetting

Is typesetting required?
Approx. how many words?
How will this be supplied? e.g. handwritten, typed, disc etc.

Binding

What sort of binding? (e.g. hardback, paperback, spiral-bound etc.)

Origination

How many illustrations?
a) Line drawing
b) Black only (half tone)
c) Colour

Editorial & design

Is an editor required?
Is a design service required?

If design aspects are covered please give details.

Additional information

ARLIS/UK & Ireland structure plan

7. Advertising and sponsorship rates

Below are the current rates (as of 2009) for advertising in the *Art Libraries Journal*, the *ARLIS News-sheet* and the *Annual Directory*.

ARLIS/UK & Ireland structure plan

ART LIBRARIES JOURNAL

The *Art Libraries Journal* is the major international serial publication for visual art librarians. Published by **ARLIS/UK & Ireland: the Art Libraries Society**, it appears quarterly and offers an unparalleled perspective on art librarianship worldwide. The *ALJ* contains articles on all aspects of art publishing and art librarianship and offers a forum for discussion on new publications and products in the fields of art, architecture, design, film and photography. It comments on the quality and contents of visual resources, journals, IT and digitisation initiatives and new equipment and materials. It contains reviews of art bibliographies and books on the librarianship of art, architecture and design. Its opinions are authoritative and internationally respected.

SPECIFICATION

FORMAT: A4
NUMBER OF PAGES: c.50
CIRCULATION: 650
FREQUENCY: Quarterly (January, March, June, September)

ADVERTISING RATES

Full page (type area 170 x 242 mm)	£170/\$340
Half page (type area 170 x 118 mm, landscape)	£100/\$200
Inside front cover	£205/\$410
Inside back cover	£205/\$410
Outside back cover	£220/\$440
Leaflet inserts	£150/\$300 (minimum charge)
Leaflet insert in both <i>ALJ</i> & <i>News-sheet</i>	£185/\$370 (minimum charge)

COPY DEADLINES

	Ad. Copy date	Publication date
Issue 1	11/12/08	mid January
Issue 2	13/02/09	mid March
Issue 3	08/05/09	mid June
Issue 4	14/08/09	mid September

ARLIS/UK & Ireland NEWS-SHEET

The Society's bi-monthly current awareness bulletin particularly highlights new publications and the latest developments in digital media and networks. Format and copy specifications are the same as for the *Art Libraries Journal*. Advertising rates and the publication schedule are as follows:

ADVERTISING RATES

Full page (type area 170 x 242 mm)	£125/\$250
Half page (type area 170 x 118 mm)	£75/\$150
Half page (type area 82 x 242mm)	£75/\$150
Quarter page (type (type area 82x118)	£55/\$110
Leaflet inserts	£120/\$240 (minimum charge)

PUBLICATION DATES: January, March, May, July, September, and November.

**PLEASE NOTE THAT ALL ADVERTISEMENTS SHOULD BE SUPPLIED EITHER
ELECTRONICALLY
OR AS CAMERA READY COPY**

We offer a 10% discount on advertisements placed in both the *Art Libraries Journal* and in the *Annual Directory*. We offer a 15% discount on a series of 4 adverts placed in consecutive issues of the *Art Libraries Journal*, using the same copy.

Mailing labels for ARLIS members and subscribers worldwide (625 names) are also available at a cost of £200.00; UK & Ireland only (305 names) at £150.00

For further information about advertising in the Art Libraries Journal, the ARLIS News-sheet or in the Annual Directory please contact:

Business Manager
Email: I.blackman@vam.ac.uk
Telephone: +44 (0) 20 7942 2317

Visit the ARLIS/UK & Ireland web site on: www.arlis.org.uk



Sponsorship opportunities: ARLIS/UK & Ireland Annual Conference 2009

Sponsorship package	Sponsorship opportunity	Cost
1	Sponsor a major Conference event. For example, a reception or dinner or a social networking event. See draft programme attached.	£1,000 - £3,500
2	Contribute to the sponsorship of a Conference reception or dinner.	Min £300
3.	Sponsor a specific visit or presentation. See draft programme attached.	£300
3	Sponsor the Conference <i>Project Showcase</i>. This is a new initiative for the ARLIS Conference and is designed to enable delegates to share and compare best practice and new ideas via poster sessions and workshops. This will take place over tea & coffee.	£300
4	Sponsor our environmentally friendly Conference bags.	Approx £500
5	Sponsor our conference note pads.	Approx £300
6	Contribute prizes	
7	Advertise your products and services in our Conference Pack. One of the most useful features of the Conference for delegates, our Conference bags, are packed with catalogues, brochures and leaflets from all the leading art library suppliers. You can advertise particular titles, resources or services by supplying catalogues and leaflets for inclusion in each delegate's Conference bag.	
	Leaflet insert:-	£120

ARLIS/UK & Ireland structure plan

	Catalogue insert:-	£175
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All our Sponsors and Advertisers will be acknowledged in the Conference Programme and on the Conference website. For more information please contact:

**The Business Manager, ARLIS/UK & Ireland,
The National Art Library, Word & Image Department, Victoria and Albert
Museum, Cromwell Road, South Kensington, London SW7 2RL
Tel: 0207 942 2317 Email: arlis@vam.ac.uk**

ARLIS/UK & Ireland structure plan

8. Subsistence Rates

MEMBERS ARE ASKED TO USE CHEAPEST APPROPRIATE FARES ON PUBLIC TRANSPORT WHEREVER POSSIBLE. WHEN THIS IS NOT POSSIBLE AND ALSO WHENEVER OVERNIGHT ACCOMMODATION IS NECESSARY A BRIEF NOTE SHOULD BE ADDED.

Revised Sep 2009

Previous rate set 26.11.2003

Subsistence	£
Breakfast	5.00
Lunch	6.00
Evening meal	14.00
Overnight (B&B) - London	90.00
Overnight (B&B) - elsewhere	70.00

Travel

Council prefers that travel on the Society's business is made by public transport at the cheapest available and appropriate fare. Whilst this should apply in most instances it has been agreed that the following recommended maximum rates be adopted for car travel when it is either unavoidable or the best practical means:

40p per mile for the first 150 miles
25p per mile after the first 150 miles

Expenses such as stationery, postage, photocopying etc. will be met on receipt of a completed claim form.

Notes

- 1. All claims should be made on the basis of expenditure actually incurred and supported by receipts wherever possible. Official claims forms should be used wherever possible.*
- 2. Chairs of Committees and Working Parties are encouraged to arrange meetings at times which will enable cheaper travel tickets to be used (e.g. Apex, saver/saversaver, preferring afternoons and avoiding Fridays where possible).*
- 3. Members are encouraged in the interests of economy to claim subsistence only where their expenditure is over and above their own normal payment for meals.*



UK & Ireland
Art Libraries Society

CLAIM FOR REIMBURSEMENT OF EXPENSES

NAME

CLAIM NO.

Address for payment:

DATE PAID

CHEQUE NO.

Signed

MEMBERS ARE ASKED TO USE THE CHEAPEST APPROPRIATE FARES ON PUBLIC TRANSPORT WHEREVER POSSIBLE. WHEN THIS IS NOT POSSIBLE AND ALSO WHENEVER OVERNIGHT ACCOMMODATION IS NECESSARY A BRIEF NOTE SHOULD BE ADDED.

Date	Details of meeting/event & expenditure [with receipts where possible]	Amount claimed
-------------	--	-----------------------

TOTAL £ _____

RETURN TO:

Business Manager, ARLIS/UK & Ireland, The National Art Library, V&A South
Kensington, Cromwell Rd, London SW7 2RL, Tel: 020 7942 2317,
email: l.blackman@vam.ac.uk

9. Archives

ARLIS/UK & Ireland structure plan

Aims and objectives

To document the history of the Society: policies, functions, activities, procedures, membership and publications, for use by members and officers, and for research by students and by all those interested in the history and work of the Society.

Description

The archives should contain as complete a record as possible of the Society and its activities. The main records will be as follows:

1. Annual General Meeting papers
2. Council papers
3. Committee papers including: terms of reference, agendas, minutes, papers, records of liaison with other organisations
4. Working party papers, etc.
5. Publications including directories, journals, news-sheets, union lists
6. Financial records and Hon. Treasurer's papers
7. Records of the Society's conferences and events, including documentation of the organisation, the publicity, information packs, speakers' papers and selected correspondence
8. Publicity
9. Papers relating to the general administration but not the minutiae of membership and recruitment, advertising and circulation, together with related correspondence.
10. Papers relating to the editing and publishing of the *Art Libraries Journal* and the *News-sheet*
11. Selected documents of other ARLIS societies worldwide
12. Miscellaneous documents, not readily classifiable.

Housing

The archives are housed at the National Art Library Archive of Art & Design at 23 Blythe Road, London W14 0QF. The archives have been kept in standard box files and sub-divided by card folders.

ARLIS/UK & Ireland structure plan

Deposit

As the officers of the Society are scattered in institutions throughout the U.K., and because of differing lengths of service, depositing the Society's papers has always been a problem.

In future, it is the responsibility of each officer, in consultation with his/her successor, to deposit the papers relevant to that office. This responsibility should be included in job descriptions.

The Hon. Secretary should have general responsibility for ensuring that papers are deposited. Deposit should be quinquennial except for publications, when it should be continuous.

Each officer will need to determine how much of past papers is needed for immediate reference.

Appraisal

Each officer should compile a profile of the main activities (and resulting documents) of each office, as a guide to appraisal. The Hon. Secretary should hold copies of these profiles.

Material that represents routine "housekeeping" should not be kept unless it is of particular archival interest.

If material is difficult to appraise the Hon. Secretary should be referred to for advice.

It is unlikely that most officers will have a file for miscellaneous documents.

Organisation

Papers will already be organised in an order appropriate to the functions of a particular office.

More generally, the archives will be arranged by type of material, and chronologically.

Box labels and contents lists for each box will be the guides to the material.

Access

Policy on access will need to be determined by Council in consultation with the National Art Library Archivist.

ARLIS/UK & Ireland structure plan



ARCHIVE OF ART AND DESIGN ARLIS / UK & IRELAND, RECORDS

NOTES FOR DEPOSITORS

- on the transfer schedule, list titles and dates of records to be deposited;
- assign a series number (from the list below) to each file;
- pass completed transfer schedules to the Hon. Secretary for signature;
- send records and transfer schedules to the Archive of Art and Design;
- **NB. series relating to old committees or projects have been closed;**
- **NB. all minutes, agendas and publications are automatically sent to the archive;**
- in case of doubt please consult the Honorary Secretary.

SERIES LIST

Number	Series title
1	Steering committee - CLOSED
2	Council - AUTOMATIC
3	Collected papers - CLOSED
4	Secretary's papers
5	Chair's papers
6	Treasurer's papers
7	Education Committee
8	Visual resources committee
9	Committee for the national co-ordination of art library resources
10	Cataloguing and classification committee
11	Acquisitions committee - CLOSED
12	International committee - CLOSED
13	Working parties and special interest groups
14	Co-operative acquisition and preservation scheme - CLOSED
15	Annual general meeting and annual reports - AUTOMATIC
16	Conferences
17	Directories - AUTOMATIC
18	Art libraries journal - AUTOMATIC
19	<i>Art libraries journal</i> editorial papers
20	Newsletter - CLOSED
21	News-sheet - AUTOMATIC
22	Miscellaneous publications by ARLIS
23	ARLIS / NA - CLOSED
24	VALIP - CLOSED
25	National collecting network for art exhibition catalogues - CLOSED
26	Publications committee
27	Website

Guy Baxter/2 April 2002

ARLIS/UK & Ireland structure plan

Agreement between ARLIS/UK & Eire and the Archive of Art and Design of the Victoria and Albert Museum with regard to the deposit of the ARLIS/UK & Eire Archives

1. The Archives of ARLIS/UK & Eire (henceforth described as the Archives) shall be deposited as a loan in The Archive of Art and Design of the Victoria and Albert Museum (henceforth described as AAD).
2. AAD undertakes to store, list and make accessible the Archives according to proper archival procedures, as time and resources allow.
3. ARLIS/UK & Eire agrees to the Archives being sorted and listed according to the archival practices pertaining in AAD.
4. ARLIS agrees to make every effort to ensure the orderly deposit of additional material in the following manner:

(i) AAD will be added to the mailing list for *all* regular mailings, e.g. Agendas, minutes of Council, Committee and Working Party meetings and publications, from April 1988.

(ii) Other papers, e.g. correspondence and the minutiae of individual officers' work, should be deposited annually.

The current year plus one year's papers should be retained by the post-holder (or passed on to his/her successor) as appropriate.

A 'year' should be considered as running 1 April - 31 March.

5. AAD will advise ARLIS on weeding of the Archives which should be carried out prior to deposit.
6. ARLIS agrees that supervised access to the Archives be allowed to authorised users of AAD and does not wish to impose closed period on any category of material at this stage.

AAD agrees to advise ARLIS of any material which, in its view, should be subject to restricted access.

ARLIS reserves the right to impose restrictions on selected categories of material in the future, should the need arise.

7. Material may only be borrowed from the Archives with the written approval of ARLIS Council, and on imposition of a period of loan which the AAD will enforce.

8. ARLIS agrees to the copying of documents from the Archives in accordance with the Copyright Act.

ARLIS/UK & Ireland structure plan

9. There should be a minimum period of notice of removal of the Archives (by either AAD or ARLIS) of one year.

10. In the case of ARLIS initiating removal of the Archives within a period of 10 years or less and without reasonable cause (e.g. negligence by AAD), ARLIS undertakes to re-imburse AAD for materials and staff time involved in listing and conserving the Archives.

We, the undersigned, agree to the above conditions of deposit.

On behalf of ARLIS/UK & Eire

[Signed] 15.9.88

Beth Houghton, Chair Date

On behalf of The Archive of Art and Design

[Signed] [15.9.88]

Jan van der Wateren Date
Chief Librarian

ARLIS/UK & Ireland structure plan

10. Disaster Plan

General

At the ARLIS/UK & Ireland Council meeting of 29.06.99 the following proposal on contingency plans for the Officers and the Administrator was accepted.

(See Minutes of the Council meeting of 29. 06.99, item 5.1.10)

1. **In an emergency each of the office bearers* should be willing to assume the duties of another office bearer or the Administrator on a temporary basis.**
2. **In an emergency all elected Council members should be willing to assume certain duties to cover for an office bearer* or the Business Manager on a temporary basis.**

* Chair

* Hon. Treasurer

* Hon. Secretary

Business Manager

1. Insurance

1.1 'Complete Office' – Business Cover Insurance (incorporating Employers' Liability Insurance)

Policy covers office contents, computer equipment, funds in transit etc. and Public Liability.

Fee for October 2002- October 2003: £304.50. (Bromsgrove office only i.e. excluding *ALJ* Editor's equipment and records).

1.2 Annual Conference Insurance

Policy covers cancellation, damage and legal liabilities. Fee for 2003 £173.25

2. Membership database, spreadsheets, budget reports and Word files held on ARLIS PC located in National Art Library

Measures already in place:

- a) Regular copying of all records onto memory sticks and stored off premises.

3. Art libraries journal, ARLIS News-sheet, Occasional Publications: back-runs and current holdings

Measures already in place:

- a) Stored in ARLIS office which is within the V& A.
- b) Microfiche copies of *Art libraries journal* produced by commercial company on a regular basis and stored in ARLIS office.

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- c) Some copies of recent ARLIS serials and other publications also held by Titus Wilson & Son.
- d) PDF files of issues of *Art libraries journal* being produced by Titus Wilson.
- e) Complete archival sets of publications held in the ARLIS Archive at the Archive of Art & Design, V&A.

4. Paper files of all current business (Council & Officers' Meeting papers, invoices, bills paid, expenses claims etc.), cheque books, bank statements etc.

- 4.1 Stored in ARLIS office at National Art Library.
- 4.2 Complete archival sets of committee papers and audited accounts held in the ARLIS Archive at the Archive of Art & Design, V&A.
- 4.3 Banking records recoverable from NatWest.

5. Absence from work

- 5.1 In the event of the Business Manager's unplanned absence from work the ARLIS officers are expected, on a temporary basis, to maintain limited basic services e.g. monitoring post and email, paying cheques into NatWest, forwarding cheque book and bills and expenses claims to a designated office bearer.

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Risk Register

	Risk	Level of Risk	Impact of Risk	Mitigating Action
1	Sudden unplanned loss of key ARLIS personnel e.g. Chair; Hon. Treasurer; Hon. Secretary; Business Manager; ALJ Editor	L	H	<ul style="list-style-type: none"> • In an emergency each of the office bearers* should be willing to assume the duties of another office bearer or the Business Manager on a temporary basis. • In an emergency all elected Council members should be willing to assume certain duties to cover for an office bearer* or the Business Manager on a temporary basis. • ALJ Editor??? <p>* Chair; Hon. Treasurer; Hon. Secretary</p>
2	Loss of ARLIS membership data	H	H	
3	Loss of other significant ARLIS data and files	M	H	
4	Etc			

EDITOR, *Art libraries journal*

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1. Immediate disaster

1.1 The papers for the current issue are saved onto a memory stick at intervals as the editing proceeds, creating a reasonably up-to-date record. The current plan for each of the future issues, with contact email numbers, is emailed to the ARLIS/UK & Ireland Business Manager as soon as it is complete.

1.2 The paper files and back-up disks relating to the current issues are kept in plastic wallets in the filing unit behind the Editor's desk, labelled by volume and issue number. They include the plan for each issue and print-outs of emails and letters to prospective contributors, updated as things develop. As soon as the papers themselves start arriving they are saved into the relevant file on the computer, and added to the Editor's memory stick. They are also printed off and filed in the relevant wallets to await editing. Peter Varley (01728 451 948) would need to be asked to forward the memory stick to the Business Manager should it be necessary.

1.3 He could also if necessary get into the files on the Editor's computer, which are in 'My Documents', arranged by volume and issue number (*ALJ*24.3, *ALJ*24.4, etc.)

1.4 He could also get into the Editor's email if it was necessary, for example to get out recently-received reviews from Barbara Polowy (*ALJ* Reviews Editor) if they hadn't been dealt with before disaster struck. Contact details for the Deputy/Reviews Editor are on the back of the Contents page in each *ALJ*.

1.5 All this data would need to be sent on to someone who could keep the pot boiling; this might be arranged with either Sonia French or Beth Houghton, or possibly with Phil Pacey, all previous Editors of the *Art libraries journal*.

1.6 To achieve continuity on the detailed presentation of the *ALJ*, the preceding issue is usually the best guide, although some of the details are in the Guidelines for contributors (see 1.7 below).

1.7 In 'My Documents' on the Editor's computer there is a file called '*ALJ*', which contains all the administrative back-up for the journal, e.g. Guidelines for contributors (*ALJ* Guidelines. rev. ed.), last published in *ALJ* vol.34 no.2.

1.8 Copy dates are the middle of March, June, September and December, and the projected dates for mailing are set by the Business Manager and appear on the Administrative Calendar.

1.9 A further paper file, which contains a very small archive of things such as copyright negotiations/permissions, is kept in a green and black box on the righthand side of the Editor's filing unit.

1.10 The Business Manager has details of the printer, David Pointon at Titus Wilson & Son, and speaks to him regularly. When material for an issue is sent off to the printer the Editor usually checks with them to make sure it's arrived, but the timing of the typesetting and sending first proofs is left to them. All proofs are read by the Editor and also sent out to each contributors for checking.

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1.11 To date a second set of proofs has always been needed as well, and sometimes a third, as a tidying-up operation. The printer works to the timetable of dispatch dates supplied by the Business Manager. duplicate copies of what is currently at the printer, as well as earlier paper versions of the papers for that issue. In an emergency, arrangements would have to be made with the printer to send the proofs to the replacement Editor, but as the original copies of the texts are returned with the proofs, the set in the Editor's office should not usually be needed.

2. Forward planning

Upon hand-over to a new Editor a procedures manual will need to be created, containing all the details of producing the journal and distilling the current state of knowledge about everything from arrangements with the printer to punctuation.

Gillian Varley/updated June 2009

11. Appendix

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Commonly Used Acronyms and Names of Organisations

AACR2	Anglo-American Cataloguing Rules, 2nd edition
AAD	Archive of Art & Design
AAH	Association of Art Historians
AAT	Art & Architecture Thesaurus
ABF	Association des Bibliothécaires Français [Sous-Section des Bibliothèques d'Art]
ACADI	Association of Curators of Art & Design Images
ADAM	<i>former</i> Art, Design, Architecture and Media Information Gateway (see Artifact)
AHDS	Arts & Humanities Data Service
AKMB	Arbeitsgemeinschaft der Kunst- und Museumsbibliotheken
ALA	American Library Association
ALJ	Art Libraries Journal
AMBAC	The Art Section of the Asociación Mexicana de Bibliotecarios A.C.
ARCLIB	Architecture Librarians' Group
ARCLIB-MEMBERS	ARCLIB electronic discussion list
ARLIS/ANZ	Art Libraries Society/Australia and New Zealand
ARLIS/Canada	Canadian chapter of ARLIS/NA
ARLIS-L	ARLIS/NA electronic discussion list
arlis-link	ARLIS/UK & Ireland electronic discussion list
arlis.net	<i>Union List of Art, Architecture & Design Serials</i> plus the <i>Directory of Art, Architecture & Design Resources in the UK & Ireland</i>
ARLIS/NA	Art Libraries Society of North America
ARLIS/NL	Art Libraries Society Netherlands
ARLIS/Mos	Moscow Association of Art Libraries
ARLIS/Norden	Art Libraries Society Norden (covers Denmark, Finland, Iceland, Norway and Sweden)
artdeslib	Electronic discussion list for art & design library staff
Artifact	Arts & Creative Industries Hub of the RDN (successor to ADAM)
ASLIB	Association for Information Management
AVAIL	Association for the Visual Arts in Ireland
AVSCOT	Scottish branch of the Audiovisual Group of Cilip
BAEP	Bibliotecas de Arte de España y Portugal
BAL	British Architectural Library
BFI	British Film Institute
BiArte	Associazione delle Biblioteche Italiane d'Arte
BL	British Library
BUBL	Bulletin Board for Libraries
BUFVC	British Universities Film & Video Council
CADE	Computers in Art & Design Education
Cilip	Cilip: Chartered Institute of Library Information Professionals
Cilip-BL	Cilip-British Library Committee on Revision of AACR
CLA	Copyright Licensing Agency
CPP (BL)	Co-operation & Partnership Programme

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CURL	Consortium of University Research Libraries
CVCP	Committee of Vice-Chancellors and Principals (<i>now</i> Universities UK)
DACS	Designers and Artists Copyright Society
DCMS	Department of Culture, Media & Sport
DfES	Department for Education & Skills
DHS	Design History Society
EBLIDA	European Bureau of Library, Information and Documentation Associations
ECUP	European Copyright User Platform
EKU	Eesti Kunstiraamatukogude Ühing (Estonian Art Library Society)
eLib	Electronic Libraries Programme
ELISE	Electronic Library Image Service for Europe
ELVIRA	Electronic Library and Visual Information Research Association
ERPANET	Electronic Resource Preservation and Access Network
FIGIT	Follett Implementation Group for Information Technology
HEDS	Higher Education Data Service
HEFCE	Higher Education Funding Council (England)
HELIX	Higher Education Library Image eXchange
IAML	International Association of Music Libraries, Archives and Documentation Centres
IFLA	International Federation of Library Associations and Institutions
IFLA SAL	IFLA Section of Art Libraries
IIDR	Institute for Image Data Research
ILT	Institute for Learning & Teaching
JADS	Japan Art Documentation Society
JANET	Joint Academic Network
JISC	Joint Information Systems Committee
LACA	Libraries & Archives Copyright Alliance
LALC	London Art Libraries Consortium
LALIC	Leeds Art Libraries in Co-operation
LIP	Library and Information Plan
LISC	Library and Information Services Council
MCG	Museums Copyright Group
NAL	National Art Library
NASL	National Art Slide Library
NBD	National Bibliographic Database
NEVAC	National Electronic and Video Archive of the Crafts
NFIP	National Forum for Information Planning
NPO (BL)	National Preservation Office
NVQ	National Vocational Qualification
OKBN(ARLIS/NL)	Overleg Kunsthistorische Bibliotheken Nederland (Forum for art libraries in the Netherlands)
OKBV	Overleg Kunstbibliotheken Vlaanderen (ARLIS/Flanders)
RDN	Resource Discovery Network
Re:source	Re:source The Council for Museums, Archives & Libraries
RIBA	Royal Institute of British Architects

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RLIN	Research Libraries Information Network
RLN	Research Libraries Network
RSLG	Research Support Libraries Group
RSLP	Research Support Libraries Programme (completed 2002)
SCONUL	Society of College, National and University Libraries
SCRAN	Scottish Cultural Resources Access Network
SCURL	Scottish Confederation of University and Research Libraries
SLIC	Scottish Library and Information Council
S/NVQ	Scottish/National Vocational Qualification
SUNCAT	UK National Serials Union Catalogue
SVAG	Scottish Visual Arts Group
TASI	Technical Advisory Service for Images
UCABLIS	Union Catalogue of Art Books in Libraries in Scotland
UKOLUG	UK Online User Group
Universities UK	<i>'the essential voice of all UK universities'</i> (formerly CVCP)
VADS	Visual Arts Data Service
VLE	Virtual Learning Environment
VRA	Visual Resources Association
V&A	Victoria and Albert Museum

