

The background of the cover is a black and white marbled paper pattern, featuring swirling, wavy lines of varying thicknesses that create a sense of movement and depth. The pattern is divided by a diagonal line running from the top left to the bottom right, separating the marbled area from the white text area.

ARLIS

UK & Ireland
Art Libraries Society

ADMINISTRATIVE HANDBOOK

2019

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1:0 ARLIS Role Descriptions (Officers)

1:1 Chair

The Chair, together with the Hon. Secretary, Hon. Treasurer, Operational Treasurer and Membership Secretary, is registered with the Charity Commission www.charitycommission.gov.uk as a trustee of the Society. Together with the Hon. Secretary, Treasurers and Membership Secretary, the Chair makes up the Society's Officers.

Chairs are first appointed as Chair Elect at the AGM for a year, and become Chair at the following year's AGM. Chairs remain in place for two years, and become Past Chair, with no attendance obligations and duties but as a point of reference for the new Chair if needed, for a further year.

Ideally, if a Chair foresees s/he will be unable to complete the term of office they should give at least 3 months' notice to allow for a new Chair to be appointed and trained. Should this occur in the second year of office, the Chair Elect might be called upon to take up office early.

The Chair is responsible for oversight of the Society's business and, in consultation with Officers and 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 consultation with Officers and Council.
3. Approving the minutes of the above meetings as prepared by the Minutes Secretary, before formal presentation at the next meeting of the appropriate body.
4. Attendance at other ARLIS/UK & Ireland meetings as required. The Chair is *ex officio* a member of all Committees and 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 when needed, 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 by seeking suitable candidates and recruiting future such post-holders.
8. Preparation of an annual report, for approval by the November/December meeting of Council and publication in January/February on the ARLIS UK & Ireland website for presentation at the Annual General Meeting.
9. When appropriate, identification of speaker for Annual Lecture at the AGM, and subsequent liaison with same.

10. 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.

In addition:

In an emergency each of the office bearers (Chair, Hon. Treasurers, Hon. Secretary, and Membership Secretary) should be willing to assume the duties of another office bearer.

1:2 Hon Secretary

The Hon. Secretary, together with the Chair, Hon. Treasurer, Operational Treasurer and Membership Secretary, is registered with the Charity Commission www.charitycommission.gov.uk as a trustee of the Society. Together with the Chair, Treasurers and Membership Secretary, the Hon. Secretary is part of the Society's Officers.

The Hon. Secretary is also a signatory for all ARLIS/UK & Ireland bank accounts (current and saving), as a back-up to the Treasurers.

The Hon. Secretary shall be available for re-election for no more than 6 consecutive years. On the expiration of such period, one further year must elapse before a former Hon. Secretary shall be eligible for re-election.

Ideally, Officers who can foresee they will be unable to complete their term of office, should give at least 3 months' notice to allow for a new Officer to be appointed and trained.

The Hon. Secretary shall have a working knowledge of the Constitution and Rules & Regulations. If either document needs to be updated, then the Hon. Secretary shall have a major role in the process.

Any amendments to the Constitution have to be approved at the AGM and subsequently by the Charity Commission. The Rules & Regulations Handbook is our "working" version of the Constitution and can be amended and immediately adopted by Council, provided these amendments are ratified at the AGM. The Hon. Secretary shall ensure both documents are always current reflecting any changes discussed and approved by Council.

In order to do so, and to ensure that all information regarding the Society is up to date on the Charity Commission's portal, the Hon. Secretary shall have log-in access to it.

The Hon. Secretary shall receive information from Council and Committees on any changes occurring, and shall liaise with the Webmaster to ensure that the relevant information is always current on the ARLIS/UK and Ireland website and is passed on to the JISC List as appropriate.

The Hon. Secretary shall receive the annual returns and Trustees' annual report, of which the Hon Secretary is a signatory, from the Society's accountants. Once approved and signed, and rectified at the AGM, s/he shall upload them on the Charity Commission's website shortly following the AGM.

The Hon Secretary shall ensure that all relevant documents from Council, the Committees and Officers be sent to the ARLIS/UK & Ireland Archives once a year.

The Hon. Secretary shall strive to attend all Officer/Council meetings, particularly the December end of the year meetings, and the meetings preceding the AGM, and to attend the AGM itself.

It is highly desirable that the Hon. Secretary be able to attend the Annual Conference.

Although previous experience in a similar role might not be necessary, knowledge of the Society's work will help the office holder, as will some experience of volunteering or having been otherwise involved with ARLIS/UK & Ireland. Good ITC skills and etiquette are essential to this role, as is attention to detail and the ability to meet deadlines.

As with all roles involving the direct handling of the Society's finance, (the H.S. is a bank account signatory), the Hon. Secretary should have experience of positions of financial accountability, such as book budgets or others.

The Hon. Secretary, ensures that information on the Society's website and information about the Society on the Charity Commission's website is up to date, that the annual accounts are uploaded on the Charity Commission's website shortly after the Annual General Meeting, and that the relevant paperwork is filed with the ARLIS UK & Ireland Archives. This work might need to take up some personal time when there is no sufficient work time to complete and meet deadlines.

1:3 Minutes Secretary

The Minutes Secretary can be elected by Council and confirmed at the next AGM when s/he will be officially appointed until the conclusion of the Annual General Meeting of the following year.

The Minutes Secretary shall be available for re-election for no more than 4 consecutive years. On the expiration of such period, one further year must elapse before a former Minutes Secretary shall be eligible for re-election.

Should the Minutes Secretary foresee s/he will be unable to complete her/his term of office, s/he should give at least 3 months' notice to allow for a new Officer to be appointed and trained.

A member of Council, the Minutes Secretary shall attend and take minutes at all Officers/Council meetings and the Annual General Meeting, and shall attend and minute any extraordinary meeting should they occur at all.

Officers/Council meetings are held about 4 times per year. The last meetings are held in November-December where the Society's activities and accounts of the past year are finalised/analysed and planning and budgeting for the forthcoming year is approved. Officer/Council meetings are held just before the Annual General Meeting, and a brief Council meeting is held following the AGM to confirm the appointment of Officers and Council members.

In Consultation with the Society's Officers, the Minutes Secretary schedules dates and venues for forthcoming year's Officer/Council meetings and presents these at the Nov/Dec Council meeting. S/he shall also make the necessary arrangements and liaison to secure the venues for Council and AGM meetings.

The Minutes Secretary, in consultation with the Officers, Committee Chairs and Council, prepares the agenda, and distributes it two weeks before a meeting.

A month before any meeting, the Minutes Secretary reminds Officers, Chairs and Council of any minutes and reports that need presenting at the forthcoming meeting. A further reminder is sent a week before the meeting.

1:4 Membership Secretary

The Membership Secretary, together with the Chair, Hon. Treasurer, Operational Treasurer and Hon. Secretary, is registered with the Charity Commission www.charitycommission.gov.uk as a trustee of the Society. Together with the Chair, Treasurers and Hon. Secretary, the Membership Secretary is part of the Society's Officers.

The Membership Secretary shall strive to attend Officers/Council meetings and the Annual General Meeting.

The Membership Secretary shall be available for re-election for no more than 6 consecutive years. On the expiration of such period, one further year must elapse before a former Membership Secretary shall be eligible for re-election.

Ideally, Officers who can foresee they will be unable to complete their term of office should give at least 3 months' notice to allow for a new Officer to be appointed and trained.

The Membership Secretary manages the Membership services for the Society, including processing Membership applications, compiling and maintaining the database of members, invoicing* in liaison with the Hon. Treasurer, producing Membership literature and organising Membership mailing. They shall liaise with Cambridge University Press regarding the subsidised subscription to the ALJ, sending Membership numbers when required. An essential part of the role is to insure compliance with GDPR, General Data Protection Regulations.

The Membership Secretary shall contribute Membership updates at Officers/Council meetings, and an end of the year Membership report for the November/December

Officers/Council meeting. The Membership report shall also be presented at the Annual General Meeting.

The Membership Secretary shall keep a record of payments received in each year relating to memberships, which includes information on whether the member would like to Gift Aid their Membership fee or not. In liaison with the Hon. Treasurer the Membership Secretary will submit a Gift Aid claim annually where applicable.

The Membership Secretary is encouraged, if they wish, to liaise with the Professional Development and other Committees to be involved in members' events and networking.

The Membership Secretary is encouraged to actively look for opportunities to promote the benefits of ARLIS Membership and to facilitate recruitment drives wherever possible.

It is highly desirable that the Membership Secretary be able to attend the Annual Conference and actively engage with members.

ARLIS/UK & Ireland is a relatively small organisation whose membership runs from 1st Jan to 31st Dec. Reminders shall be sent to members in November and posted on the JISC-list and the blog with the bulk of the invoicing work done in December and January (should invoicing be required).

The Membership Secretary shall file all official correspondence, literature and paperwork related to the Society's membership to be sent annually to the ARLIS Archives.

1:5 Hon. Treasurer

The Hon. Treasurer, together with the Chair, Hon. Secretary, Operational Treasurer and Membership Secretary, is registered with the Charity Commission www.charitycommission.gov.uk as a trustee of the Society. Together with the Chair, Hon. Secretary, Membership Secretary and Operational Treasurer the Hon. Treasurer is part of the Society's Officers.

The Hon. Treasurer shall attend the December Officers/Council meetings, the pre- and post-AGM Officers/Council meetings and the AGM itself. At least one of the Treasurers attend all the Officers/Council Meetings. Meeting can be attended remotely.

At least one of the Treasurers should attend the Conference.

The Hon. Treasurer shall be available for re-election for no more than 6 consecutive years. On the expiration of such period, one further year must elapse before a former Hon. Treasurer shall be eligible for re-election.

Ideally, Officers who can foresee they will be unable to complete their term of office should give at least 3 months' notice to allow for a new Officer to be appointed and trained.

The Hon. Treasurer is responsible for the overall care of the Society's monies and, in consultation with Chair, Trustees and Council, for long-term financial planning.

Specific duties include:

1. Close liaison with the Operational Treasurer to ensure continuous support on all financial matters to the Society.
2. Acting as a signatory to all the ARLIS accounts. The Hon. Treasurer, Operational Treasurer and Hon. Secretary should all be signatories for all accounts and have full access to online banking. It is the role of the Hon. Treasurer to ensure that banks have up-to-date information on ARLIS signatories.
3. Overall management of QuickBooks, including arranging training for Officers on QuickBooks (with the Society accountants) where required.
4. Ensuring Council approval for payment of all expense claims, and for any payments out in excess of £1000.
5. Reconciling QuickBooks annually ready for scrutiny by the accountants.
6. Presentation of the Annual Budget Report to Council at the last Council meeting of each calendar year. The Hon. Treasurer should present to Council a financial report with all expenses and entries for the current year, and advises Council on planning expenditure on publications, conferences, courses or any new initiatives. Implications for long-term financial planning should also be discussed.
7. Liaison with the Society accountants in January/February regarding the annual accounts, and publication of the Report of the Trustees and Financial Statement. When received from the accountants the Hon. Treasurer should ensure they resolve any queries with the accountants before sending them to the Chair and Hon. Secretary for presentation at the AGM. (Once approved at the AGM, this will then be uploaded to the Charity Commission website by the ARLIS Hon. Secretary).
8. Agree an annual budget strategy with Council at the first meeting of the year.
9. In conjunction with the Membership Secretary and *Art Library Journal* Editor, recommend to Council any subscription rate changes at the Jan/Feb Council meeting. Rates for the forthcoming year will be confirmed at the pre-AGM meeting and voted on at the AGM.
10. Oversee all matters related to Gift Aid, and VAT when if required, and liaise with the Society's accountants on such matters as appropriate.
11. Authorise the Society's accountant to complete and file returns to the Inland Revenue as required.
12. Recommend best investments for the Society's reserves.
13. Along with the other Trustees of the Society, take up the role of Chair of the Grants Panel as required.

NB – the ARLIS/UK & Ireland constitution refers to auditors independently examining our accounts on an annual basis. This work is conducted by our accountants. Audit is not strictly necessary, but Council may vote to have an audit

performed every 5-10 years, or after a period of substantial Operational changes to ensure the appropriate financial management of the affairs of the Society.

As with all roles involving the direct handling of the Society's finance, the Hon. Treasurer should have experience of positions of financial accountability, such as book budgets or others.

1:6 Operational Treasurer

The Operational Treasurer, together with the Chair, Hon. Secretary, Hon. Treasurer and Membership Secretary, is registered with the Charity Commission www.charitycommission.gov.uk as a trustee of the Society. Together with the Chair, Hon. Secretary, Membership Secretary and Hon. Treasurer the Operational Treasurer is part of the Society's Officers.

The Operational Treasurer shall attend the November/December Officers/Council meetings, the pre- and post-AGM Officers/Council meetings and the AGM itself. At least one of the Treasurers attend all the Officers/Council Meetings. Meetings can be attended remotely.

At least one of the Treasurers should attend the Conference.

The Operational Treasurer shall be available for re-election for no more than 6 consecutive years. On the expiration of such period, one further year must elapse before a former Operational Treasurer shall be eligible for re-election.

Ideally, Officers who can foresee they will be unable to complete their term of office should give at least 3 months' notice to allow for a new Officer to be appointed and trained.

The Operational Treasurer is responsible for the day-to-day financial arrangements of the Society.

Specific duties include:

1. Close liaison with the Hon. Treasurer to ensure continuous support on all financial matters to the Society.
2. Acting as a signatory to all the ARLIS accounts. The Hon. Treasurer, Operational Treasurer and Hon. Secretary should all be signatories for all accounts and have full access to online banking. It is the role of the Hon. Treasurer to ensure that banks have up-to-date information on ARLIS signatories.
3. Use of QuickBooks for reconciling payments and issuing invoices.
4. Management of the ARLIS PayPal account and liaison with relevant Trustees in relation to monies received.
5. Making payments as required in relation to invoices, expenses claims and awards and grants. The Operational Treasurer will check all details and consult with Hon. Treasurer if necessary, before reimbursement is made. The Operational Treasurer can also discuss and agree with Council as necessary

any ongoing expenses which may be incurred as part of an Officer's or other volunteer's duty.

6. Agree a budget for each annual conference, in consultation with the Hon. Treasurer, Council, Trustees, and the Chair of the Conference Working Party. The Operational Treasurer is an ex officio member of the Conference Working Party.
7. Managing ARLIS event costings - Committee Chairs and others, as appropriate, should submit costings not agreed already in the annual budget or exceeding £1000.00 for proposed events to the Operational Treasurer, who will consult with the Hon. Treasurer, Trustees and Council for approval before advertising the event.
8. Along with the other Trustees of the Society, take up the role of Chair of the Grants Panel as required.

1:7 Editor of the *Art Libraries Journal*

The Editor is responsible to the Council of ARLIS/UK & Ireland and Cambridge University Press (CUP) for the production of four issues of the *Art Libraries Journal* (ALJ) 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. It is considered highly desirable that the Editor should attend the annual conference and/or other international librarianship conferences with particular relevance to art librarianship and the wider remit of the *ALJ*.

The Editor is responsible for:

1. Nominating one or more Deputy/Associate 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. Oversight of the annual volume plan, in consultation with the Deputy and Associate Editors. Deciding the content of one issue of the *Journal* per year and supervising the overall content, including special and theme issues, except insofar as this responsibility may be partially delegated to the Deputy/Associate Editors 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 with sufficient editing time before copy must be submitted to the Production Editor at CUP, in line with their agreed annual production plan for the journal.
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 in collaboration with CUP when necessary.
5. Ensuring compliance with copyright law in relation to all articles published by drawing the attention of contributors to the copyright transfer forms on the CUP Cambridge Core website, ensuring these are completed, returned and forwarded to the CUP for retention.

6. Liaising with the Editor(s) of the ARLIS UK & Ireland website 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, and arranging exchanges of advertisements.
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 translating and 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.
13. Acting as, and/ liaising with, the Deputy/Associate editors, to seek suitable titles from publishers for review and decide whether unsolicited titles should be reviewed, commission review authors (building up and sustaining a panel of reviewers), proofread reviews or arrange for authors to proofread 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, the annual index in print or as a file on the ARLIS website and any other regular features that the Editor chooses to initiate or to sustain.
15. Providing or obtaining complete or summary translations of, and organising assistance with, copy editing and proofreading 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 typesetters.
17. Liaison with the CUP Production Editor, including supplying and issuing instructions concerning design and layout, monitoring quality, and ensuring that schedules are adhered to.
18. Liaison with CUP regarding the inclusion of advertisements in each issue.
19. Receiving, checking, and/or arranging the checking of all proofs, and ensuring that corrected proofs are brought together and returned to the printer on schedule, except when this is delegated to guest or Deputy Editor.
20. Inviting, and responding to, views and feedback from the *Journal*'s readership worldwide. Promotion of the *Journal* and other issues of interest to art librarians and others via the *Journal*'s Twitter account.

21. Maintaining the gratis list in liaison with CUP, ensuring the contact details of ARLIS honorary life members and editors of other journals (*Art Documentation* and *AKMB-News*) are current.
22. Writing and supplying copy about the contents of the *Journal* to the Editor of the *IFLA Art Libraries Section Newsletter* blog.
23. Acting as liaison between ARLIS/UK & Ireland Officers (particularly the Membership Secretary) and CUP, both the Editor, HSS Journals and the Production Editor, as well as with the Societies, Copyright and Marketing Teams, when necessary. This includes seeking advice on matters such as widening the *Journal's* audience and relating changes to ARLIS policy regarding Membership and other matters that may affect the contractual relationship with CUP. As the main contact with CUP, the Editor must relay internal changes at CUP to ARLIS Officers; this includes notification of contract renewal information.
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 10, Disaster Plan).

1:8 *Art Libraries Journal* – Deputy Editor

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. The Deputy Editor will also usually assist the Editor to fulfil the international role of the *ALJ* by representing it outside the UK. The Editor will retain overall responsibility for the *ALJ*.

The Deputy Editor will:

1. Assist the Editor with annual planning of the *ALJ* volumes, and will organise at least one themed or special issue each year.
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 geographical areas s/he is familiar with, including those of other art library organisations.
8. Help ensure compliance with copyright law in relation to all material published.
9. Upon request translate articles written in languages with which s/he is familiar.

10. Maintain the *ALJ* Twitter presence and update the ARLIS website with the current issue abstracts

1:9 *Art Libraries Journal* – Associate Editor

The Associate Editor role is primarily to identify or originate ideas, gather and commission contributions, and edit those contributions into one issue of the journal per year (and will be credited as editor for that issue), all in consultation with the rest of the editorial team. In addition, they would advise and liaise with the existing Editor and Deputy Editor on the overall planning of each volume and assist in the production of anniversary volumes, as necessary. They would assist in representing the journal when attending professional events. The Editor will retain overall responsibility for the *ALJ*.

The Associate Editors will:

1. Assist the Editor/Deputy Editor in annual planning of the *ALJ* volumes (to avoid duplicate requests for submissions and to maintain a wide variety of topics covered) and will organize one issue each per year comprised of miscellaneous articles.
2. Identify professional issues or other content that could provide themes for future articles or issues of the *ALJ* and help keep the Editor/Deputy Editor up to date with current developments in art librarianship in their part of the world.
3. Liaise with the Editor/Deputy Editor about national meetings and conferences of special relevance to art librarians about potential publication of appropriate papers presented there.
4. Recommend suitable contacts and potential contributors to the Editor/Deputy Editor, and if agreed approach them and supply them with guidelines for contributions to the *ALJ*.
5. Assess unsolicited contributions if requested, and recommend whether to publish them.
6. Ensure compliance with copyright law in relation to all material published.

1:10 Communications Administrator

To take the lead in maintaining the social media platforms of the Society - currently (as of January 2019) Twitter, Instagram and Facebook - including overseeing access for social media volunteers.

To take the lead in developing the strategic direction of the Society's social media platforms.

To share, alongside a co-editor, editorial responsibility for ARLIS UK & Ireland website.

Upon request from Council, to be responsible for communications from and within the Society (posting these on social media, and the ARLIS UK & Ireland website).

To serve as an ex officio member of Council.

Main responsibilities:

1. To hold access and administrative rights to the Society's social media platforms.
2. To be primary responder in the event of any issues with the Society's social media platforms related to access rights, maintenance or otherwise.
3. To receive all enquiries made via social media and ensure they are dealt with or forwarded to the appropriate person/s.
4. To collect, edit and prepare information for publication on the ARLIS UK & Ireland website (alongside another co-editor).
5. To post all official Society announcements on ARLIS social media platforms.
6. To publicise all ARLIS events on ARLIS social media platforms, especially the annual conference, in consultation with Council and the Chair of the Education & Professional Development Committee.
7. Where possible, to archive social media activity connected to significant events (i.e. the annual conference), using Wakelet or similar.
8. To post on the Society's social media channels regularly- either live or scheduled ahead of time (by using TweetDeck, Hootsuite or similar).
9. To actively engage with the Society's partners and followers via social media, re-tweeting and responding as appropriate.
10. To liaise closely with the Webmaster, particularly in relation to blog content on the website.
11. To attend meetings of Council and Committee meetings as needed.

1:11 Website Editor/Webmaster

To be responsible to Council via the Chair for the collection, editing and publishing of information for the main ARLIS/UK & Ireland website.

To act as coordinating editor for the development of subsidiary ARLIS websites.

To consult Council via the Chair on matters of overall content, policy, cost or design of all ARLIS websites.

To serve as the system administrator for the website.

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 website.
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 Communications Administrator, Editors of the ARLIS blog 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 administer the back end of the website, including regular backups, maintenance and updates (server, database etc.), manage website editor accounts and assist with technical issues.
7. To originate ideas for new web pages, design and layout for the website, in consultation with Council; to compile material for these or find contributors as appropriate.
8. To attend meetings of Council and Committee meetings as needed.

1:12 ARLIS/UK & Ireland policy on paying staff

At the present time the Society has no employees, and has no plans to employ any in the near future. The Society is run by volunteers, who receive reasonable reimbursement of expenses incurred in relation to their Society roles.

However, as per the ARLIS/UK & Ireland Constitution, ARLIS can 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.

Any employees of the Society shall be paid proper remuneration via a salary, which shall be set via liaison with the Society's accountants. The Hon. Treasurer will consult annually with the accountants to advise Council on any increment and or annual pay awards due. The Hon. Treasurer also authorises the Society's accountant to complete and file relevant returns to the Inland Revenue. Employees of the Society shall also be entitled to reasonable reimbursement of expense incurred.

Employees are managed by the Society Chair, who conducts annual appraisals.

2:0 Committee Chairs and Council members

2:1 The Chair of a committee:

1. Is an *ex officio* member of Council with full voting rights.
2. Chairs committee meetings (normally three per year, timed in relation to the overall ARLIS calendar i.e. from the first AGM as a Chair).
3. Committees may be Co-Chaired by two members who are jointly responsible for oversight of the committee, dividing duties equally to fulfil the role of the Chair.
4. Sets agenda for meetings in collaboration with the Committee Secretary.
5. 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).

6. Ensures that Committee decisions are implemented, subject always to Council approval.
7. 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.
8. Liaises with other ARLIS Committees as appropriate and with external bodies as required.
9. Prepares an annual report to the agreed style for submission to Council at the Jan/Feb. meeting for subsequent publication via the ARLIS website and for presentation to the AGM.
10. Is available to represent the committee to the Society's Membership on occasions such as the AGM and the Annual Conference.
11. 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.
12. Advises committee members of expenses claims and subsistence rates currently available and the terms on which these are offered.
13. Estimates Committee costs for the forthcoming year and relays the information to the Hon. Treasurer for budget considerations, in time for November Council meeting. Monitors and controls spending undertaken by the Committee.
14. Liaises with the Website Editor on the content and style of Committee web pages, in line with the agreed protocol.
15. 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.
16. Ensures legacy documentation on the Committee is passed to new committee members.
17. Ensures each new committee member undertakes an induction into their role and receives the welcome letter, either by email or by post.

2:2 Education & Professional Development Committee

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.

2:3 Cataloguing and Classification Committee

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.

2:4 Annual Conference Working Party

Council will discuss and look for, ideally at least two years in advance, a suitable conference venue.

Once a venue is chosen and, Conference Working Party Chair/s is/are elected, normally one being affiliated to the host institution or other local institutions. The remaining core Conference Working Party might be directly approached by the Conference Working Party Chair/s and co-opted.

Core Conference Working Party will not need to pay a conference registration fee and will be entitled to a full non-residential place at the conference.

A call for more Conference Working Party members will be made at the earliest opportunity and fee waivers can be applied for, and allocated at Council discretion, should one's home institution be unable to support the member. Up to three additional fee waivers will be offered for key Conference Working Party roles. Prospective Conference Working Party members will need to indicate on application whether their institution will be supporting their attendance to the conference.

Conference Working Party Chair/s will provide a point of reference and lead the Conference Working Party, ensuring all aspects of the conference organisation run smoothly and on Schedule. The Conference Working Party Chair/s will need to be well acquainted with the work and remit of ARLIS UK & Ireland. They will be responsible for ensuring fair treatment of all parties involved and have experience of working with people, and ideally volunteers, and events management experience.

The Conference Working Party Chair/s are ultimately responsible to Council for the Conference.

The core Conference Working Party lead, but the Chair/s, and with Council approval, will find, liaise with and secure the conference venues.

Main responsibilities:

1. Organise catering.
2. Decide on a conference theme and conference content.
3. Provide the treasurers and Council with a proposed budget at the earliest occasion.
4. Issue a call for papers.
5. Select the papers.
6. Select keynote speakers.
7. Organise visits.
8. Design and maintain a conference website.
9. Organise the conference timetable and programme.
10. Approach sponsors.
11. Liaise with sponsors.
12. Identify grant opportunities.
13. Apply for suitable grants.
14. Manage the registration process.

15. Liaise with presenters and ensure presentations are submitted in appropriate formats, on time and are ready to be viewed.
16. Engage and liaise with keynote speakers.
17. Oversee the production of the conference programme.
18. Manage the production of badges.
19. Disseminate conference information appropriate to different parties, (Council, ALJ, ARLISLink, the ARLIS UK & Ireland website, other organisations, sponsors, delegates, key-note speakers, venues, etc.).
20. Ensure appropriate publicity for the conference.

The core Conference Working Party, led by the Chair/s, and with Council approval, will be responsible for all aspects of the conference organisation, and will be responsible for ensuring the smooth running of the conference.

All financial commitments will be discussed with, and approved by, the Treasurers. All main expenses will need Council approval.

2:5 Elected Council members: core role description

1. Attend Council meetings in person or remotely (normally four times per year, but extraordinary meetings might occur from time to time).
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 on a temporary basis.

2:6 All Roles

Volunteering for ARLIS offers valuable experience and a chance to excel in areas that might not be yet available in one's own workplace; it is an asset for a CV, and offers excellent networking and CPD opportunities.

Although previous experience might not be necessary, good ITC skills and netiquette are essential to this role, as are attention to detail, excellent organisational skills, and the ability to meet deadlines.

Employers usually welcome the opportunity offered to their staff to volunteer for professional support organizations with an international profile such as ARLIS/UK & Ireland. They see it as not only a valuable CPD activity for their staff, but also a valuable asset for their organisation, or a way to contribute organisational skills to the art library community, and usually allow for some work time to be used on the Society's business.

However, all volunteers understand that some work will need to be done in one's own personal time.

In addition:

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

3:0 Elections

3:1 Election of Officers and Council Members Process

1. Hon Secretary to circulate the Nomination Form, and Role Description of the position to Council for approval. (If the position been sought for is for the Chair then it will be Chair Elect RD and Chair RD).
2. All descriptions and forms will be on ARLIS headed paper for final viewing by Council.
3. Nomination forms are posted by Chair on ARLISLink and emailed by the Membership Secretary to current members with a request for a mini biography and one short election statement paragraph of under 200 words from the candidate to be used in case of voting being necessary, and also for post-election publication on the list, website and social media.
4. The documents sent and made available from the Website will be the approved forms sent to Council (see point 1).
5. The receiving address will be the Hon Secretary ARLIS address info@ARLIS.net
6. A closing date will be set, agreed by Council, for receiving nominations by Hon. Secretary. (This is usually one month after posting the call).
7. Hon. Secretary shares results with Council.
8. If only one nomination is received, Hon. Secretary notifies the candidate.
9. The candidate has a week **to accept**. If candidate turns it down, then the whole process will start again ASAP (ideally within two days).
10. If more than one nomination is received, Hon. Secretary will contact all nominees individually to inform them of the procedure and ask to confirm they are willing to take up the post if elected.
11. If more than one nomination is received, call for voting via Council approved electronic voting system with password protection. This is posted to Membership by the Membership Secretary, ARLISLink (Chair), website/blog Twitter (Web communications) with a deadline.
12. The ballot date should be no more than 30 days after the deadline for receiving nominations by Hon. Secretary, and therefore within the Constitution.
13. Hon. Secretary notifies Council of ballot results (as it is online it will be readily apparent and will take no more than a few minutes).
14. Hon. Secretary will also notify the successful candidate, asking them to confirm acceptance within the week.

15. Results will be announced to ARLIS membership, via ARLISLink and ARLIS social media.

The minimum run-in time for seeking new Officers is 30 days before the AGM – however a longer run-in time is preferred, especially if an election is needed.

4:0 Meetings

4:1 Officers' Meetings

Officers' meetings are held before Council meetings, either on the same day or earlier.

The Minutes Secretary, in consultation with the Chair, prepares and circulates the agenda and any other relevant papers and minutes the meeting. Any action points are presented to Council.

4:2 Council meetings

Council meetings are **normally** held four times a year. The last Council Meeting of a term is held immediately before the AGM. The remainder should be spaced regularly.

Meetings can be attended in person or remotely.

Dates and venues for meetings are decided during or shortly after each meeting, and are scheduled to ensure the Chair, Hon. Treasurer and the majority of Officers and Council members are available.

A month before any Council meeting, the Minutes Secretary prepares the agenda for Council meetings in consultation with Officers and Committee members, also requesting reports from Officers, Committee Chairs, *ALJ* Editors and any other appropriate documents as needed.

Two weeks before Council s/he emails a reminder, and circulates the agenda, together with the minutes from the previous meeting, and any document received, also reminding Chairs of Committees of the need for minutes to be sent to the Hon. Secretary as soon as possible following any meeting of Committees.

If a Chair of a Committee is unable to attend a meeting of Council the Minutes Secretary reminds the Chair that a brief written summary of Committee activities should be provided.

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

At Council meetings, the Minutes Secretary takes the minutes. Draft minutes are sent to the Chair for approval/amendment, and are then circulated as soon as possible to all members of Council.

4:3 Annual General Meeting

The Membership Secretary liaises with the Communications Administrator to ensure that notice of the AGM is advertised appropriately on the various forms of media available to UK personal and institutional members.

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 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 by the Minutes Secretary and distributed to the Membership in liaison with Membership Secretary/Communications Administrator.

At the AGM the Minutes Secretary records the attendance by circulating a sheet for signatures, and reports on the election of Officers and Council members. The Minutes Secretary takes the minutes. Draft minutes are sent to the Chair for approval/amendment and are presented at the next Council meeting for information.

At the closing of an AGM, the Chair will ask for an updated list of current Committees and Committee members so that committees can be re-constituted.

5:0 Membership

5:1 Membership fees

At the beginning of each financial year the Hon. Treasurer liaises with the Chair, ALJ Editor and Membership Secretary to formulate any proposed changes to Membership fees, which will then be brought to Council.

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

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

(iii) Membership fees 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.

5:2 Full Membership of the Society shall be open to:

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

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

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

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.

Each member organisation may appoint:

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

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

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

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.

Council shall have the right: To approve or reject applications for membership, and 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.

6:0 Finance/expenses

6:1 Expenses guidance

All ARLIS Officers, Council members and Committee members need to contact the Chair and/or Hon. Treasurer prior to incurring expenses if they wish to reclaim them.

ARLIS do not routinely reimburse Council and Committee members for their expenses but recognises that in some instances it is not possible to re-coup costs from employers, and where members are not London-based expenses may prohibit engagement with the Society to its detriment. Therefore, when members wish to claim expenses for attendance at Committees/Council this must be requested in

advance. Expenses will be considered for approval by Council, and Council welcome claims from Officers and Council members for consideration.

6:2 Event/Conference attendance

It is highly desirable that certain office-bearers (e.g. Trustees) should attend the annual conference, as indicated in the relevant role 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 100% of the appropriate costs at Council discretion. Claims from Officers and Council members need to be approved by Council and are considered on a case by case basis. In exceptional circumstances and dependent on a successful application, the Society might award a fee waiver to other Council members whose presence is seen as essential at the annual conference.

In addition, ARLIS/UK & Ireland and ARLIS/NA have a longstanding agreement to offer a complementary place to each other's Chair/President or a representative, at each other's annual conference. The invitation is a fee waiver only and does not include accommodation and travel. This agreement is separate from the International Conference Award, which is advertised in connection to ARLIS/UK & Ireland conferences to facilitate attendance by an international delegate

<https://www.arlisna.org/about/affiliated-organizations>

For guidance relating to Conference Working Party members and conference fees, please see section 9:0.

6:3 Art Libraries Journal Editor(s)

Art Libraries Journal (ALJ) Editors (Editor and Deputy Editor) are awarded an annual honorarium of £2000, to be shared between them. ALJ Editors are also entitled to claim expenses in addition to this honorarium.

The Society also recognises the importance of supporting ALJ Editors in their work through attendance at relevant conferences and events. The Editor and Deputy Editor will share, on alternate years, attendance of the IFLA Conference Art Libraries Section to represent the ALJ and ARLIS UK & Ireland in relation to it. Where the Editor(s) are not able in any year to take up this opportunity they may recommend an Associate Editor of the ALJ, or, if none is able to attend, an Officer or Council member might represent the Society at IFLA. All expenses related to this attendance should be re-claimed via the claim form and submitted to the Hon. Treasurer.

In addition, the Society will also support attendance at one other event, when suitable opportunities present themselves, to be attended on alternate years by the Editor and Deputy Editor, where they will present a paper, convey a workshop or similar, related to the ALJ and ARLIS UK & Ireland in relation to it. Where the Editor(s) are not able in any year to take up this opportunity they may recommend an Associate Editor of the ALJ who would benefit from this opportunity. All expenses

related to this attendance should be re-claimed via the claim form and submitted to the Hon. Treasurer.

6:4 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.

6:5 Subsistence

Where overnight accommodation is necessary and agreed by Council, the following maximum rates apply:

| | |
|-----------------------------|--------|
| Breakfast | £6.00 |
| Lunch | £10.00 |
| Evening Meal | £30.00 |
| Overnight (B&B) – London | £120 |
| Overnight (B&B) - elsewhere | £100 |

6:6 Miscellaneous expenses

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

6:7 How to claim

Members should complete the expenses claim form fully and include receipts for all claims. Claim forms should be returned to the ARLIS Hon. Treasurer, ideally via email Treasurer@ARLIS.net

7:0 Grants and Awards

7:1 ARLIS/UK & Ireland Travel and Study Fund

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/UK & Ireland 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. It is advertised in September of each year.

Value £1000

Guidelines

1. Applicants must be members (either personal or institutional*) of ARLIS/UK & Ireland. Current Officers and Council members of ARLIS/UK & Ireland are eligible to apply; however, members of the Grant Panel are not eligible.
2. Members intending to apply should obtain an application form from the ARLIS website (<http://.ARLIS.net>).
3. Within six weeks of completion of the travel or study, the recipient of any award shall present a full written report of 1000-1500 words to ARLIS Council for publication on the ARLIS UK & Ireland website.
4. If an application is not successful, 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.
7. Past recipients might apply but should be aware that first-time applicants will have priority. Awards will be made to past recipients only in the absence of first-time applicants.

7.2 ARLIS/UK & IRELAND Research Award

The ARLIS/UK & Ireland Research Award is made possible by the generosity of an anonymous donor and has been established to support the research activities of librarians, archivists and curators in the art, architecture and design. The award is made annually, with details and the application form made available from the ARLIS/UK & Ireland website.

The award may be used for any purpose related to the research of the applicant, including travel within or outside the UK & Ireland, event attendance, and visits to libraries, collections and institutions (excluding events organised by ARLIS/UK & Ireland itself).

The award is advertised in June of each year.

Value: £1000

Guidelines

Applicants must be members (either personal or institutional*) of ARLIS/UK & Ireland. Current Officers and Council members of ARLIS/UK & Ireland are eligible to apply however, Grant Panel members are not eligible.

1. Members intending to apply should obtain an application form from the ARLIS web site (<http://.ARLIS.net>).

2. Within six weeks of completion of the travel or study, the recipient of any award shall present a full written report of 1000-1500 words to ARLIS Council, for publication on the ARLIS website.
3. If an application is not successful, it may be resubmitted the following year.
4. The decisions of the Grants Panel and ARLIS Council shall be final, and no correspondence regarding them shall be entered into.
5. ARLIS Council reserves the right to make no award if no suitable application is received.
6. Past recipients might apply but should be aware that first-time applicants will have priority. Awards will be made to past recipients only in the absence of first-time applicants.

7:3 Annual Conference Student Award

The Annual Conference Student award enables one student per year to attend the ARLIS/UK & Ireland Annual Conference free of charge, thereby providing the opportunity to learn more about:

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

Value: the full conference fee. Travel and accommodation are not included.

Guidelines

1. Full-time or part-time students working for a first degree or postgraduate qualification in librarianship and information studies at any time during the year in question.
2. It is not essential that applicants are current members of ARLIS/UK & Ireland.
3. Winners must confirm in writing that they are able to meet the requirements of the award. Each recipient will be expected to submit a post-conference report, which will be published on the ARLIS website and may be used in future conference publicity.
4. 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.
5. The Council of ARLIS/UK & Ireland reserves the right to make no award if no suitable application is received.

7:4 The ARLIS/UK & Ireland Annual Conference International Delegate Award

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 encourages the professional development of UK & Ireland art librarians through contact with colleagues overseas, particularly through conference participation.

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.

Value: The award will cover the full conference fee at the ARLIS/UK & Ireland Annual Conference but does not include travel and accommodation 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 their educational background, employment history and professional activities to ARLIS /UK & Ireland 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. The report may be published on the ARLIS website, and used for future conference publicity.
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.

7:5 ARLIS/UK & Ireland Grants Panels

The Grants Panels are assembled by Council as required to decide on ARLIS grants. The panels are Chaired in rotation by the Trustees of the Society.

Council shall nominate two more members of the Society to serve on each Panel.

**Institutional members for 2018 consist of institutions that subscribe to the ALJ directly via CUP and have sent a Membership application to the Society's Membership Secretary.*

8:0 ARLIS UK & Ireland General Event Guidance

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

Individuals, committees and organisations that wish to run ARLIS events should provide a full costing to the Hon. Treasurer in advance of advertising the event. A costing budget spreadsheet can be provided by the Hon. Treasurer. The Hon. Treasurer will consider suggested charges for events, but may require these to be revised depending on market conditions or ARLIS circumstances. The final price will be decided by the Hon. Treasurer in consultation with ARLIS Officers.

Typically, ARLIS requires 30% extra in addition to the cost price to be included in ticket prices. This reflects the need for the Society to re-coup its running costs (e.g. committee travel expenses, subscriptions to external bodies, audit fees, insurance etc.) Members should be offered discounted prices on non-members, and concession prices can be offered at half-price per category, rounded up to the nearest pound.

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 Council.

Elements to consider when organising short courses and events:

8:1 VAT

It is always necessary to confirm whether or not charges quoted are inclusive or exclusive of VAT. ARLIS is not VAT registered, so some companies may be able to issue invoices without VAT, but if not, we are liable for VAT and must pay it. 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.

8:2 Venues

Room hire charges: check whether charges are VAT inclusive or exclusive.

Surcharges may be raised on weekend bookings. Any charges for staffing/security/warding should be agreed in advance.

Global 'service charges' may be levied at varying rates (e.g. 5%, 10%). It is important to ascertain whether these will apply.

It is important that any hire charges are fully set out and agreed in writing prior to an event taking place.

Remember to consider how accessible the venue is, including location and access to toilets, prior to making a formal booking.

8:3 Catering

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 Hon. Treasurer can issue a VAT exemption letter where applicable.

Sometimes waiting or other staff charges are itemised separately and this also needs to be checked.

If wine is being provided then this is always subject to VAT.

Check whether a service charge is to be levied.

Quotations and agreements should be made in writing.

8:4 A/V Equipment and technical support

The full range of equipment necessary for an event needs to be identified and the hire cost (incl. VAT) agreed in writing.

Technical support staff are usually available at an additional cost. Some are employed on a freelance basis and therefore need to be negotiated with individually.

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.

For an international event it may also be necessary to provide translations of papers, and a translation budget should therefore be set.

8:5 Bookings and Payments

It is unusual for events to be booked using paper forms. ARLIS would prefer the use of electronic forms, or Eventbrite, for managing booking events.

It is important to remember that you are collecting personal information when you do this, so only collect as much information about delegates as you require, and remember to include the option for delegates to withhold all their data, not to be shared with sponsors, institutions or other delegates. ARLIS no longer issues lists of attendees as part of delegate packs.

If you are not using Eventbrite, then it is important that you issue invoices for payment to enable our auditors to track payments into our account. It may be possible for the Treasurer to issue invoices so please liaise with them in the first instance. It is essential that the Hon. Treasurer be sent copies of any invoices raised.

Payments for events should be via Eventbrite, PayPal or BACS. ARLIS cannot process payments made in any other way, although can accept cheques where there is no other viable payment option.

8:6 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.

Speakers who are both delegates and ARLIS members are not usually offered a fee, but may have some concessions on their attendance such as meal(s) or overnight accommodation deducted from their ticket price.

Non-delegate speakers who are ARLIS members should be offered meal(s)/overnight accommodation if required in lieu of a fee.

Speakers who are non-delegate, non-ARLIS members may require a full delegate place paid for, or a fee. The conference working party should negotiate a fee they feel is fair and ensure they have approval from the Hon. Treasurer/ARLIS Council for large fees, e.g. in excess of £500. Ideally fees should be inclusive of all expenses incurred by the speaker.

Speakers' expenses need to be agreed in advance, and tickets/receipts provided to the Hon. Treasurer in order for expenses claims to be paid. Ideally (as noted above) a reduction in the speaker's delegate price should be negotiated, rather than agreeing an expenses claim.

8:7 Sponsorship, advertising and exhibitors

Event sponsorship can be offered where appropriate, but should not be offered for free. Sponsorship prices should be set in conjunction with the Hon. Treasurer and adapted for each event, but typical charges are:

Sponsorship of a major conference event e.g. reception or dinner £1000-3500

Conference/event major sponsor £500-£1000

Exhibitor £300-£450

Sponsorship of a specific visit or presentation £300

Programme advert/conference bag insert £200

All sponsors should be acknowledged in the conference/event programme, on the conference website and on appropriate conference publicity.

8:8 Visits

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

8:9 Publicity

Internet-based discussion lists can be used free of charge to post notices of events, especially ARLIS-link and LIS-link. Details and booking forms can also be put on the ARLIS website and social media channels.

8:10 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.

8:11 Administrative costs

There are invariably administrative costs in planning an event, even if it is only a half-day seminar. These can include photocopying, postage, travel, subsistence and clerical assistance. Please ensure you include these in your costings.

8:12 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.

8:13 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.

8:14 Member discount

Members should receive a member discount for events. Event fees for non-members should therefore be higher than member fees, and the current price of membership may be considered as a factor when setting event fees. All events should be considered in relation to their specific purpose, so member discount/incentive need not apply for free events, for example.

8:15 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 week prior to the event, the full fee may be charged, in consultation with the Hon. Treasurer.

8:16 Late booking fee

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

9:0 ARLIS/UK & Ireland Additional Guidance for Conference Organisers

The Conference Working Party will make all the decisions required in relation to conference organisation, liaising with ARLIS Officers as required. The CWP should follow the guidance above relating to ARLIS events in general, but also note the following points:

9:1 Complimentary places

It is acknowledged that for the annual conference, members of the working part will be required to work in an organisational capacity in order to oversee the running of the conference. The number of CWP members required to carry out these roles

needs to be agreed during the conference planning stage and agreed with Council, and these members will not be required to pay conference fees for attendance only (Conference Working Party members will still be required to pay their travel/hotel/subsistence costs).

If the Conference Working Party seeks to provide extra additional discretionary conference places, this must be agreed with ARLIS Council in advance. The cost of the places needs to be incorporated into the costs of the event overall.

9.2 Member/non-member conference fee rates

Conference Working Party should consider how existing members might be encouraged to attend events. ARLIS members should receive discounts for event attendance, and discounts/benefits for members should be stated clearly. The CWP may wish to consider offering a member a conference discount that is equal or higher than the current membership fee to encourage attendees to take out membership with ARLIS.

9.3 Awards

Applications for the Annual Conference Student Award and Annual Conference International Delegate Award should be opened at the same time as general conference registration. For details please see section 7:0 above.

The CWP may also wish to consider how it might encourage and support wider participation at the conference. Past initiatives have included a student/trainee panel with all participants getting free places, and an Excluded Perspectives Fund. Council would be happy to consider suggestions from the CWP for additional awards or events such as these.

10:0 Archives

10:1 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.

10:2 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. Examples of Publications.
6. Financial records and Hon. Treasurers' 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 ARLIS website.
11. Selected documents of other ARLIS societies worldwide.
12. Miscellaneous documents, not readily classifiable.

10:3 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.

10:4 Depositing

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.

Papers, with the exception of the output of *Art Libraries Journal* editor, shall be gathered at the AGM and other meetings via the Minutes Secretary.

Depositing, where possible, should be sent in electronic format.

At the end of their tenure *ALJ* Editors will deposit papers relevant to examples of the output to the repository informing the Hon. Secretary when this has been done.

10:5 Appraisal

Each Officer/Chair should compile a profile of the main activities (and resulting documents) of each office, as a guide to appraisal.

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.

10:6 Access

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

10:7 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

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). (This renewed every three years).

AAD undertakes to store, list and make accessible the Archives according to proper archival procedures, as time and resources allow.

ARLIS/UK & Eire agrees to the Archives being sorted and listed according to the archival practices pertaining in AAD.

ARLIS agrees to make every effort to ensure the orderly deposit of additional material in the following manner:

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.

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.

AAD will advise ARLIS on weeding of the Archives, which should be carried out prior to deposit.

ARLIS agrees that supervised access to the Archives be allowed to authorised users of AAD and does not wish to impose a 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.

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.

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

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

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 reimburse AAD for materials and staff time involved in listing and conserving the Archives.

11:0 Disaster plan

11:1 General

In an emergency each of the office bearers* should be willing to assume the duties of another office bearer on a temporary basis.

In an emergency all elected Council members should be willing to assume certain duties to cover for an office bearer* on a temporary basis.

- Chair
- Hon. Treasurer
- Membership Secretary
- Hon. Secretary
- Minutes Secretary
- Operational Treasurer