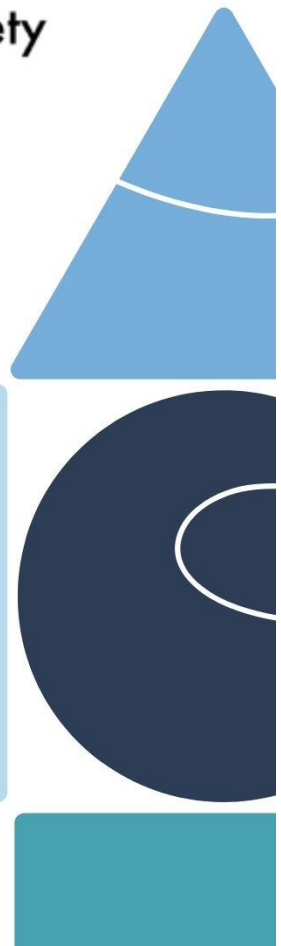


2025

ArLis

UK & Ireland
Art Libraries Society

**Administrative
Handbook**



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Introduction

The Art Libraries Society UK and Ireland (henceforth referred in this handbook as ARLIS or the Society) is a charitable membership society made up of art libraries, librarians and other interested groups and individuals. It sets out to support and enrich the profession by fostering greater engagement and understanding of the work and contribution of art libraries and library workers in the museums and education sectors and beyond.

ARLIS hosts events, talks, visits and conferences to offer training and disseminate and share best practice across the profession. Through our wide range of online and face-to-face activities and initiatives, we endeavour to foster and nurture a deeper perception and understanding of art librarianship and libraries. We facilitate academic discourse through the publication of the *Art Libraries Journal*, and champion and support the contribution and work of the profession to provide value to our cultural and commercial lives, as well as promoting the benefits of art in all areas of society.

ARLIS is a committed anti-racist inclusive organisation. We recognise the need to ensure the Society, and the Art Library profession, has diverse representation and includes people who can bring a variety of perspectives and backgrounds, such as those belonging to under-represented and marginalised communities and sectors, including, but not limited to: members of the Black and Global Majority; members of the LGBTQIA+ communities; those with disabilities and those who are neurodivergent. This mission is based upon recommendations from our Equity Steering Group and it is the Society's aspiration to encourage equity and greater participation from under-represented and marginalised groups in all the work we do.

1. ARLIS Roles

1:1 Trustees, Officers and Council Members

The Chair, Honorary Secretary, Honorary Treasurer and Membership Secretary are registered with the Charity Commission as trustees of the Society.

All trustees of the Society may be required to take up the role of Chair of the Grants Panel.

The Society's Officers comprise the four trustees plus the Minutes Secretary.

In an emergency, each of the office bearers should be willing to assume the duties of another.

Council members include the Officers, Chairs and representatives of committees and groups and ex-officio roles. All are appointed as per the process outlined in the Elections section of the handbook and ideally complete the full term of the post. Those who can foresee they will be unable to complete their term of office should aim to give at least 3 months' notice to allow for new individuals to be appointed and trained.

Volunteering for ARLIS offers valuable experience and a chance to excel in areas that might not be available in one's own workplace, offering excellent networking and continuing professional development (CPD) opportunities. Supportive employers see these voluntary roles not only as valuable CPD activity for their employees but also as an opportunity to enhance the reputation of their organisation and to demonstrate commitment to the wider library community. Employers may allow for some work time to be used on the Society's business, but all volunteers understand that some work will need to be done in one's own personal time.

Although previous experience might not be necessary, vital skills include digital competence, attention to detail, excellent organisational skills, and the ability to meet deadlines. Some roles may have additional recommended skills and experience as relevant to the post.

1:2 Payment

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's Chair, who conducts annual appraisals.

1:3 Elected Council members

Elected Council members are all expected to:

1. Attend Council meetings in person or remotely (normally four times per year, but extraordinary meetings may be scheduled occasionally)
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.

In addition, in an emergency and on a temporary basis, Council members may be required to assume certain duties to cover for an Office bearer.

1:4 Absence and time-off

If a member of Council intends to take a set period of time-off (such as parental or sabbatical leave), they are advised to notify Council as soon as possible so that cover can be arranged. The cover will be advertised as fixed term. The absence will be considered a 'break in service' and not counted towards the council member's total length of service.

If a Trustee is absent, they can opt to retain full rights and responsibilities, and their service term will not be broken.

1:5 Chair

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.

Chairs are first appointed as Chair Elect at the AGM for one 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.

If a Chair is unable to complete the full term of office they should give at least 3 months' notice. In this instance, the Chair Elect may be called upon to take up office

early.

The Chair shall be eligible for re-election as Chair Elect one year after the expiration of their term as Past Chair.

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 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 in the UK and Ireland and abroad when needed, unless it is more appropriate for another Officer to attend.
6. Providing leadership and strategic advocacy on behalf of UK and Irish art librarianship at a regional, national, and international level, in consultation with Council.
7. Drafting and signing of correspondence on behalf of the Society, especially when an 'official' response is sought.
8. Ensuring the replacement of Officers by seeking and recruiting suitable candidates following recruitment protocol. The Chair should play an active role in recruiting a Chair Elect. This should involve asking the Chair Elect to consider how they would provide this leadership and advocacy and seeking out support and guidance from relevant senior leaders (via Council) if not already working in a senior role.
9. Preparation of an annual report, for approval by the November/December meeting of Council and publication in January/February on the ARLIS UK and Ireland website and for presentation at the Annual General Meeting.
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.

1:6 Chair Elect

The Chair Elect is a member (personal or institutional) of ARLIS nominated for and elected to office biannually by the Society at the AGM.

The Chair Elect will take up office directly after the AGM where they were elected until the conclusion of the AGM the following year, when they shall assume the office of Chair without further vote.

The Chair Elect shall be an ex-officio member of the ARLIS Council and of any other committees or groups.

During their year as Chair Elect, the post holder is encouraged to attend Council meetings and other ARLIS events to better understand the working of the Society, and to prepare for their role as Chair.

The Chair Elect is not required to present an annual report to Council.

If the sitting Chair is unable to complete their term of office, the Chair Elect may be called upon to commence the post early.

1:7 Honorary Secretary

The Honorary Secretary holds responsibility for ensuring all the Society documentation is up to date, including providing the annual accounts to the Charities Commission, keeping policies current and accurate and ensuring the webpages are correct.

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. Good digital skills and etiquette are essential to this role, as are attention to detail and the ability to meet deadlines.

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

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.

The Honorary Secretary is responsible for:

1. Being the Treasurer's backup signatory for all ARLIS bank accounts (current and saving).
2. Holding a working knowledge of the Constitution and rules and regulations as listed in the Handbook. The Hon. Secretary shall have a key role in updating both documents. Any amendments to the Constitution must be approved at the AGM and subsequently by the Charity Commission. The 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.
3. Ensuring that all information regarding the Society is up to date on the Charity Commission's portal.
4. Receiving information from Council and Committees on any changes and liaising with the Webmaster to ensure that information is current on the ARLIS website and is passed on to the JISCmail list as appropriate.
5. Receiving the annual returns and Trustees' annual report, of which the Hon. Secretary is a signatory, from the Society's accountants via the Treasurer. Once approved and signed, and rectified at the AGM, they shall upload them on the Charity Commission's website.
6. Ensuring that all relevant documents from Council, the Committees and Officers be sent to the ARLIS Archives once a year.

1:8 Membership Secretary

The Membership Secretary manages membership services for the Society.

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

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

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.

The Membership Secretary is responsible for:

1. Membership administration including processing membership applications, compiling and maintaining the database of members, invoicing (in liaison with the Hon. Treasurer), producing Membership literature and organising Membership communications.
2. Liaising with the Art Libraries Journal (ALJ) Editor and the ALJ's publisher as required regarding the subsidised subscription for individual members to the journal and sending Membership numbers when required.
3. Ensuring compliance with GDPR (General Data Protection Regulations).
4. Contributing to 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.
5. Keeping a record of payments received in each year relating to memberships, including Gift Aid permissions. In liaison with the Hon. Treasurer the Membership Secretary will submit a Gift Aid claim annually where applicable.
6. Designing, distributing and collating results from an annual survey (to include information on member demographics and feedback).
7. Liaising and supporting the Committees and to be involved in members' events and networking.
8. Actively look for opportunities to promote the benefits of ARLIS Membership and to facilitate recruitment drives wherever possible.
9. Sending renewal reminders to members in November (and posting on the JISCMail list) and ensuring the bulk of the invoicing work is completed in December and January (should invoicing be required).
10. Filing all official correspondence, literature and paperwork related to the Society's membership to be sent annually to the ARLIS Archives.

1:9 Honorary Treasurer

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.

The Hon. Treasurer shall strive to attend all Officers/Council meetings and the Annual General Meeting.

It is highly desirable that the Honorary Treasurer be able to attend the Annual 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.

The Honorary Treasurer is responsible for:

1. Acting as a signatory to all the ARLIS accounts. The Hon. Treasurer, Hon. Secretary and Membership 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.
2. Overall management of QuickBooks, including arranging training for Officers on QuickBooks (with the Society's accountants) where required.
3. Ensuring Council approval for payment of all expense claims not covered by the approved budget, and for any payments out in excess of £1000.
4. Reconciling QuickBooks annually ready for scrutiny by the accountants.
5. 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.
6. 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).
7. Agreeing an annual budget strategy with Council by the end of the first quarter of the year.
8. In conjunction with the Membership Secretary and Art Library Journal Editor, recommending 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.

9. Overseeing all matters related to Gift Aid, and VAT when if required, and liaise with the Society's accountants on such matters as appropriate.
10. Authorising the Society's accountant to complete and file returns to the Inland Revenue as required.
11. Recommending best investments for the Society's reserves.
12. Oversight and maintenance of the Society's insurance arrangements including but not limited to the Society's Public Liability insurance, including presenting renewal terms to Council for approval.
13. Support the Hon. Secretary with the Charity Commission annual return (for instance, providing confirmation of income and expenditure)
14. Responsibility for renewal of the Society's Microsoft account.

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 ideally have experience of positions of financial accountability, such as book budgets or others.

1:10 Minutes Secretary

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.

The Minutes Secretary is elected by Council and confirmed at the next AGM when they 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.

The Minutes Secretary is responsible for:

1. in Consultation with the Society's Officers, scheduling dates and venues for forthcoming year's Officer/Council meetings and presenting these at the November-December Council meeting. They shall also make the necessary arrangements and liaison to secure the venues for Council and AGM meetings.
2. in consultation with the Officers, Committee Chairs and Council, prepares the agenda, and distributes it two weeks before a meeting.
3. reminding Officers, Chairs and Council of any minutes and reports that need presenting at forthcoming meetings (suggested to be a month before the meeting, with follow up reminders).

1:11 Editor of the Art Libraries Journal

The Editor is appointed by the Council of ARLIS UK & Ireland. They are responsible to Council 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 current developments and future plans.

The Editor should consult with Council and/or with ARLIS Officers on matters concerning policy or finances.

It is considered highly desirable that the Editor should attend the annual conference, the IFLA Art Libraries Section satellite 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. Appointing one or more Associate Editors and coordinating the editorial team. Associate Editor(s) will share editorial activities, advise the Editor, originate ideas and gather and commission contributions. The Editor will organise and chair regular editorial team meetings and arrange training and appropriate support for new and existing Associate Editors. The Editor will retain overall responsibility for the ALJ.
2. Oversight of the annual volume plan, in consultation with the 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 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 manager 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 and drawing the attention of contributors to the copyright information on the CUP website.
6. Liaising with the ARLIS website webmaster, and updating the ARLIS website's ALJ page(s). In addition, liaising with CUP to update the content on the CUP website's ALJ pages. Maintaining the ALJ social media presence.
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.
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 an Associate Editor or guest editor.
13. Liaising with the 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.
14. [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.]
15. 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.)

16. Liaison with the CUP Production manager, including supplying and issuing instructions concerning design and layout, monitoring quality, and ensuring that schedules are adhered to.
17. Receiving, checking, and/or arranging the checking of all proofs, and ensuring that corrected proofs are brought together and returned to CUP on schedule, except when this is delegated to guest or Associate Editor.
18. 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 email lists and the Journal's social media.
19. 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.
20. Acting as liaison between ARLIS/UK & Ireland and CUP. This includes 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 changes at CUP to ARLIS Officers; and Council this includes notification of contract renewal information.
21. Maintaining appropriate documents, correspondence and files connected with production of the Journal for eventual deposit in the ARLIS/UK & Ireland archive.
22. Contingency Plan for Art Libraries Journal (see Section 10, Disaster Plan).

1:12 Art Libraries Journal – Associate Editor(s)

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 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 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 up to date with current

developments in art librarianship in their part of the world.

3. Liaise with the 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 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.

1:13 Engagement Officer

The Engagement Officer takes the strategic lead in maintaining the social media platforms of the Society to share news, events and networking opportunities for members.

The Engagement Officer is responsible for:

1. Taking the lead in developing the strategic direction for the Society's social media platforms
2. Publicising all ARLIS events on ARLIS social media platforms, especially the annual conference, in consultation with Council and the Society's committees and groups.
3. Posting on the Society's social media channels regularly- either live or scheduled ahead of time
4. Holding access and administrative rights to the Society's social media platforms
5. Being the primary responder in the event of any issues with the Society's social media platforms related to access rights, maintenance or otherwise
6. Receiving all enquiries made via social media and ensure they are answered or forwarded to the appropriate contact.
7. Archiving social media activity connected to significant events, where possible (i.e. the annual conference)
8. Actively engaging with the Society's partners and followers via social media, reposting and responding as appropriate

9. Liaising closely with the Webmaster to ensure content is consistent and up to date
10. Attending meetings of Council and Committee meetings as needed.
11. Serving as an ex officio member of Council.

1:14 Webmaster/Web Editor

The Webmaster and Web Editor (which may be a single or shared role) is the ARLIS website systems administrator, playing a key role in web developments and improvements and troubleshooting any issues arising; liaises closely with Officers and Council to ensure the website is up to date and fit for purpose.

The Webmaster/Web Editor is responsible for:

1. Administering the back end of the website, including regular backups, maintenance and updates (server, database etc.), managing website editor accounts and assist with technical issues.
2. Collecting, editing and publishing information for the ARLIS website (by liaising with Council, committees and groups).
3. Updating web pages regularly and as required. This may include originating 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.
4. Monitoring quality and ensuring accuracy and appropriateness of information published.
5. Consulting Council via the Chair on matters of overall content, policy, cost or related matters
6. Leading on the design of the website.
7. Serving as the system administrator for the website.
8. Administering the Business Microsoft 365 license including managing user accounts (MFA), security breaches and configuration required to the account.
9. Serving as an ex officio member of Council.
10. Attending meetings of Council and Committee meetings as needed.

2. Committees and groups

2.1 Committee Chairs

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 its oversight, 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 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 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 Webmaster/Web 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 Professional Development Committee

The 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 Serials Committee

The Serials Committee aims to support those working with serials in art specialist libraries by building connections between colleagues and supporting sharing of expertise and best practice in serials management; providing a community within which to engage with the challenges of serials management in an increasingly digital information environment; and by organising visits/workshops/resources focused on management of serials in art specialist libraries.

2.5 Annual Conference Working Party

The ARLIS UK & Ireland Chair, or another appointed Council member, will aim to secure suitable conference venues at least two years in advance of an event.

Membership of the annual conference working party (CWP) usually changes each year, but may retain continuing members in order to share best practice in conference organisation. It is recommended that at least one member is affiliated to the host institution or other local institutions.

CWP Chair/s will provide a point of reference and lead the CWP, ensuring all aspects of the conference organisation run smoothly and on schedule.

A call for additional CWP 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 CWP roles. Prospective CWP members will need to indicate on application whether their institution will be supporting their attendance to the conference.

The CWP 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.

Once a venue is chosen and CWP Chair/s is/are elected, the core CWP will locate, secure and liaise with the conference venue, ensuring Council approval.

Core CWP members are entitled to a free non-residential place at the conference.

The CWP Chair/s are ultimately responsible to Council for the Conference and the following tasks, as appropriate, including:

1. Conference content: propose the conference theme and schedule, including producing a call out for papers and keynote speakers; liaise with presenters; organise visits.
2. Financial: manage sponsorship and liaise with the sponsors; provide the Honorary Treasurer and Council with a proposed budget at the earliest occasion; identify and apply for suitable grants; organise catering.
3. Registration and promotion: design and maintain a conference website; manage the registration process; disseminate information about and promote the conference (e.g. to Council, ALJ, ARLIS website, ARLIS-Link, social media platforms, other organisations etc).

The core CWP, 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 Honorary Treasurer. All key expenses will need Council approval.

Refer to the separate conference manual for more detailed information and processes.

2:6 Regional groups

The Society is keen to ensure all Members are represented and have the opportunity to attend visits and events across the UK and Ireland. The establishment of regional groups and committees is supported by the Society.

2.6.1 ARLIS South West

ARLIS South West is a collective of art library information workers based in the south west of England and Wales, which organises events, visits and networking opportunities in the region.

2.7 Affiliate groups

The Society is keen to support and collaborate with affiliated groups and organisations in order to extend networking and training opportunities to information professionals across the UK.

ARLIS will support affiliated groups by including but not limited to:

- Offering advice and support in coordinating and/or running events
- Providing technical infrastructure to run webinars or events;
- Offering financial support to facilitate events or sessions;
- Helping to connect affiliate members to other local institutions for collaboration;
- Sharing experience on building regional networks;
- Promoting affiliated group activities to a wider audience.

Affiliated groups may:

- Share contacts and facilitate links in the relevant area and/or wider region

- Promote ARLIS events to audiences in that area of region
- Where possible, support ARLIS events taking place in the area and/or wider region
- Produce reporting (in an agreed format) for ARLIS-sponsored events delivered by the affiliate group
- Contribute a brief report to the ARLIS AGM/annual report
- Attend other relevant ARLIS council meetings upon direct invitation

2.7.1 LALIC (Leeds Art Libraries in Cooperation)

LALIC is an unincorporated association that was established and exists separately to ARLIS/UK & Ireland (hereafter referred to as ARLIS). Its activities sit outside of ARLIS.

ARLIS may donate funds to LALIC that can help to further the work of ARLIS in the North of England. Any financial support provided by ARLIS to LALIC will be recorded as an expenditure item in ARLIS annual accounts.

ARLIS is not financially or legally liable for LALIC and its activities.

3:0 Elections of Officers and Council Members

The process to elect an officer or Council member is as follows:

1. Hon. Secretary to circulate the Nomination Form (NF), and Role Description (RD) of the position to Council for approval (on ARLIS headed stationery). (If the position been sought for is for the Chair, then it will be Chair Elect RD and Chair RD). These documents should also be posted on the Website by the Webmaster.
2. The Chair posts the NF and RD on ARLISLink and emailed by the Membership Secretary to current members. The NF invites current members to nominate themselves or others, supplying a mini biography and a short election statement paragraph of under 200 words from the candidate. This is required for post-election publication on the list, website and social media and in the instance where more than one candidate applies, and a vote is required.
3. In the case of the Chair or Chair Elect roles, applicants should be aware of the considerable demands of the role as Chair of the Society. Therefore, they will need suitable experience of leading and managing and should (in addition to the election statement mentioned above), provide a statement considering how they would be able to provide leadership for the Society and advocacy for art libraries and their staff, with support from Council and in consultation with other senior leaders (250-750 words).

4. A closing date will be set, agreed by Council, for receiving nominations by Hon. Secretary. (This is usually one month after posting the call).
5. Completed NFs should be sent to the Hon. Secretary via email info@arlis.net
6. Hon. Secretary shares the results with Council.
7. If only one nomination is received, Hon. Secretary notifies the candidate.
8. The candidate has a week to accept. If the candidate turns it down, then the whole process will start again as soon as possible (ideally within two days).
9. If more than one nomination is received, Hon. Secretary will contact all nominees individually to confirm they are willing to take up the post if elected and inform them that Members will vote for their preferred candidate.
10. If more than one nomination is received, Members are invited to vote for their preferred candidate using a secure electronic method (e.g. Microsoft Forms). Information is posted to Membership (by the Membership Secretary), ARLISLink (by the Chair) and the website and social media (by the Web editor and/or Communications Officer) with the deadline.
11. The ballot date should be no more than 30 days after the deadline for receiving nominations by Hon. Secretary, and therefore within the Constitution.
12. Hon. Secretary notifies Council of ballot results as soon as possible after the deadline.
13. Hon. Secretary will also notify the successful candidate, asking them to confirm acceptance within a week.
14. 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 ideally scheduled shortly before Council meetings.

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.

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.

Meetings can be attended in person or remotely.

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

Two weeks before Council they email 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 Council meeting, the Minutes Secretary reminds the Chair that a brief written summary of Committee activities should be provided.

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

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 Membership Secretary and the Engagement Officer 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 Hon.

Secretary includes in their report the names of Council Members stepping down from posts, taking up new ones or seeking re-election.

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.

At the AGM, the Minutes Secretary records the attendance and 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

Membership shall run from January to December each year, to align with financial accounting periods.

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.

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

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 Membership eligibility

Full Membership of the Society shall be open to:

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

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. 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.

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.

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

ARLIS do not routinely reimburse Council and Committee members for their expenses but recognises that in some instances this may be required (e.g. where it is not possible to re-coup costs from employers or where it may prohibit engagement with the Society to its detriment).

Therefore ARLIS Officers, Council members or committee members should contact the Chair and/or Honorary Treasurer in advance when seeking expenses in order to attend ARLIS meetings. 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.

For further detail, please refer to the separate conference manual.

6:3 Art Libraries Journal Editor(s)

Art Libraries Journal (ALJ) Editor is awarded an annual honorarium of £3000. They 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 will attend the IFLA Conference Art Libraries Section to represent the ALJ and ARLIS. Where the Editor is 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 by the Editor where they will present a paper, convey a workshop or similar, related to the ALJ and ARLIS. Where the Editor is 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 Hon. Treasurer stipend

The Hon. Treasurer is awarded an annual stipend of £2000. They are also entitled to claim expenses in addition to this stipend.

6:5 Travel expenses

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: 45p per mile for the first 10,000 miles and thereafter 25p per mile.

6:6 Subsistence

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

Breakfast	£10
Lunch	£15
Evening Meal	£30.00
Overnight (B&B) – London	£120
Overnight (B&B) - elsewhere	£100

6:7 Miscellaneous expenses

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

6:8 Claiming expenses

Members should complete the expenses form and include scans of receipts for all claims. Claim forms should be returned to the Hon. Treasurer, via email treasurer@arlis.net

7:0 ARLIS/UK & Ireland Awards and Scholarships

7.1 Research Award

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

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

In recognition of ARLIS' aim to broaden inclusion and to promote the Society in general, one of the awards is open to non-members.

The award is typically advertised in the summer of each year.

Member value: £1500

Non-member 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.

a. Application for the Non-members Research Award are open to all. In recognition of the necessity for positive action towards addressing underrepresentation within art librarianship, applications from marginalized groups will be looked on favourably, as will applications which engage with any aspect of equality and social justice within art libraries and archives. Employment or experience of working in art libraries and archives is not required.

b. Applicants for the Members Research Award 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.

c. The proposed research project must be completed before the advertised deadline. Within six weeks of the completion of 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.

d. If an application is not successful, it may be resubmitted the following year.

e. The decisions of the Grants Panel and ARLIS Council shall be final, and no correspondence regarding them shall be entered into.

f. ARLIS Council reserves the right to make no award if no suitable application is received.

g. Past recipients may 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 Annual Conference Student Award

ARLIS is committed to developing students and new professionals' knowledge and experiences of the wider profession by enabling them to attend events including the annual conference.

Free or subsidised conference tickets (which may or may not extend to travel and accommodation costs) are decided on an annual basis by the Conference Working Party with the Hon. Treasurer and Council.

Full guidelines are available in the Conference Planning Manual.

7:3 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 encourage 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 plus travel and accommodation costs up to a maximum value, set annually as part of the budget.

Guidelines

1. Applicants must demonstrate an interest or commitment to the art library profession, and be 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.

7.4 Global Majority Art Librarianship Scholarship

ARLIS UK & Ireland offer a 'fees only' scholarship for an individual undertaking a UK accredited Library, Information, or Archive Studies postgraduate qualification as a small first step towards addressing the ongoing underrepresentation of Black library workers and library workers of colour within art librarianship. The scholarship will be awarded annually (subject to financial stability), with details and the application form made available from the ARLIS website. The scholarship was established in 2022 and has run successfully in each successive year.

We acknowledge that art librarianship in the UK and Ireland continues to be overwhelmingly white. The 2015 UK information sector workforce survey found the profession to be 96.7% white. This reinforces the urgency and importance of steps to increase Global Majority access to qualifications which often remain a prerequisite for entry to the profession and development to senior roles. While we do not uncritically support the need for a qualification to perform valuable work in libraries, we do believe that university fees are a significant barrier to entry for many. The scholarship is a key recommendation of the ARLIS Equity Steering Group, whose work we are grateful for.

We welcome applicants from Black, Asian or minority ethnic/Global Majority backgrounds. Students applying to any UK postgraduate (MA, MSc, PgDip, PgCert) course accredited by CILIP are eligible, but courses which include modules or studies relevant to art librarianship (such as placements at a member institution) may strengthen an application. Priority will be given to applications for Library and Information Studies programmes over Archives and Records Management qualifications, although the award is open to both. Please note that the award is

primarily intended to fund a first postgraduate or Master's degree, rather than those who already hold an equivalent level qualification. Students applying for full-time, or part-time or modular courses are eligible, as are distance learning options. The successful applicant should be eligible for Home fees and applications received for overseas (international) fees will be deemed ineligible. Fees will be paid directly to the university.

In addition to the fees award, ARLIS is keen to explore options to enhance the scholarship, such as by offering mentorship or a student placement at a relevant institution and would be happy to discuss this with the successful applicant. We would also encourage and support the successful applicant to consider contributing to the Art Libraries Journal or presenting at the ARLIS Annual Conference. While the amount of financial support offered is strictly limited to covering home fees up to a maximum of £13,500 (as of the 2025/6 academic year), we recognise that difficulties in circumstances may arise and where possible would seek to assist the successful candidate find additional opportunities if they struggled to continue their studies. Selection will be based on the strength of the application. Evaluation criteria include how the award will benefit the individual, the interest and relevance of the study or research that will result from undertaking the qualification, and any wider benefits to libraries, librarianship, communities and society.

The scholarship should be advertised at the end of April or start of May with a deadline for applications at the start of June. Ideally, applicants should be notified of the outcome by mid-July. The scholarship should be promoted widely, through ARLIS channels, directly to relevant courses to share with their applicants, through ARLIS member institutions, through other professional networks (such as LIS-Decolonise and the CILIP BAME Network) and also through relevant organisations, groups and individuals, which have previously included The Black Cultural Archives, Decolonising the Archive, Iniva, Autograph ABP and the Black and Asian Studies Association.

The scholarship is administered by volunteers from ARLIS Council. The maximum fee award should be reviewed annually to ensure the award covers the current full-time UK tuition fees of the most expensive CILIP accredited course (often UCL Library and Information Studies MA). In previous years, at least one past-member of the ARLIS Equity Steering Group have been recruited to participate in the judging panel for the award, which should comprise three members in total. This role includes reviewing and scoring all applications, shortlisting, participating in a panel meeting to agree the outcome, and passing on any additional feedback to improve the smooth running of the award. As agreed by Council, past members of the Equity Steering Group should be paid for their participation in this panel, but members of ARLIS Council are not. It is estimated that the entirety of this work should amount to four hours work, which was remunerated at £50 per-hour, for a total of £200 per past ESG member. It is recommended that this approach continues, subject to review. Total expenditure on the award has been estimated by adding the maximum eligible UK tuition fees and an additional £500 to cover costs for the award panel with a small overhead for any unexpected eventualities or additional costs, such as marketing.

This needs to be approved in advance by ARLIS Council in light of current financial situation of ARLIS.

Guidelines

1. Membership of ARLIS is not a requirement but evidence of engagement with art libraries and archives will benefit an application.
2. Employment or experience of working in art libraries and archives is not required.
3. Current officers and Council members of ARLIS/UK & Ireland are eligible to apply however, Grant Panel members are not eligible.
4. Applications will be for study in the following academic year.
5. Within six months of the commencing study, the recipient of the scholarship shall present a written reflection of 1000-1500 words to ARLIS Council, for publication on the ARLIS website.
6. If an application is not successful, it may be resubmitted the following year.
7. The Grants Panel may request further information or request clarification of details included in the application.
8. The decisions of the Grants Panel and ARLIS Council shall be final, and no correspondence regarding them shall be entered into.
9. ARLIS Council reserves the right to make no award if no suitable application is received.

7:5 Grants and awards panels

The Grants and awards 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.

8:0 Event guidance

ARLIS events, conferences, short courses and workshops are delivered to provide educational and professional development and networking opportunities.

The Treasurer, in agreement with Council, sets a budget for events on an annual basis. Event organisers should liaise with the Treasurer before any event, in order to confirm processes for payment of speakers, cost of catering and any other expenses. Once confirmed, an expenses form must be completed and sent to the Treasurer.

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

These are overarching guidelines for organising the annual conference and should be used in conjunction with the Conference Planning Manual which provides more detail and best practice. The Conference Working Party (CWP) will make all the decisions required in relation to conference organisation, liaising with ARLIS Officers as required.

Elements to consider when organising short courses and events:

8:1 VAT

ARLIS is not VAT-registered so some companies may be able to issue invoices without VAT. It is the responsibility of the event organiser to check whether quotes include VAT charges. As an educational charity, ARLIS can usually claim exemption from VAT for some aspects of the Annual Conference and some short courses (i.e. catering and accommodation).

8:2 Venues

Event organisers should ensure full costings are fully set out and agreed in writing prior to the event, including whether they are inclusive or exclusive of VAT. These may include: room hire charges, weekend surcharges, cost of staffing/security/waiting staff; global 'service charges' levied at varying rates (e.g. 5%, 10%).

Event organisers should select accessible venues prior to making a formal booking.

8:3 Catering

Event organisers should ensure costings (such as waiting or other staff charges, or a service charge) are VAT inclusive or exclusive, and are fully set out and agreed in writing prior to the event. If the costs are exempt from VAT, this should be agreed before an invoice is sent to ARLIS. The Hon. Treasurer can issue a VAT exemption letter where applicable.

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

8:4 A/V equipment and technical support

The full range of equipment necessary for an event and the hire costs need to be identified and 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 an international conference, a translation budget will need to be set for additional costs such as simultaneous translation facilities or providing translation papers.

8:5 Bookings and payments

An online system should be used to manage attendee bookings.

GDPR guidelines should always be followed to ensure the minimum personal information is collected and stored, and with transparent guidelines for the attendees and permissions requested. Attendees should have the option to withhold all their data, not to be shared with sponsors, institutions or other delegates. ARLIS does not provide lists of attendees as part of delegate packs. A list of ARLIS institutional member organisations may be provided on request.

All invoices issued for payment must be completed and shared with the Hon. Treasurer to enable our auditors to track payments and must be in accordance with the approved methods (e.g. BACS).

8:6 Speakers: guidelines for fees and expenses to be offered to event speakers and contributors

As a general principle there will always be need for a flexible but fair approach to the payment of fees and expenses.

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 a reduction in the speaker's delegate price should be negotiated, rather than agreeing an expenses claim. Typically, £120 can be offered to a speaker, if the role is outside of the capacity of their paid role.

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.

Speakers who are non-delegates and are ARLIS members should be offered meal(s)/overnight accommodation if required in lieu of a fee.

Speakers who are non-delegates and not ARLIS members may be eligible for a fee or a free, full delegate place. The conference working party should negotiate a fair fee 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.

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.

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 or donations for visits.

8:9 Publicity

Online 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.

Charges for these items should be fully costed.

8:11 Administrative costs

Administrative costs can include photocopying, postage, travel, subsistence and clerical assistance and should be included in costings.

8:12 Complimentary places

For short courses, organisers do not normally pay the delegate fee and two free delegate places are also offered to the host institution's staff if running in person. The actual cost of these places needs to be built into the overall budget.

For the annual conference, members of the CWP will be required to work in an organisational capacity in order to oversee the running to 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 (CWP members will still be required to pay their travel/hotel/subsistence costs).

If the CWP 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.

8:13 Retired & Unwaged delegate rates

Unwaged, retired and student delegates pay a reduced rate (typically 50%). 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 (including the annual conference) 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 Early bird discounts

A discount on the full price ticket is typically offered for early conference bookings to encourage early payment.

9. Archives

9:1 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.

9:2 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.

9:3 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.

9:4 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.

9:5 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.

9:6 Access

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

9:7 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

See appendix for full current loan agreement.

The Archives of ARLIS/UK & Ireland (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 & Ireland 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 their 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.

10 Disaster plan

10:1 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.

10:2 Art Libraries Journal Disaster plan

1. Immediate disaster

1.1 The papers for the current issue are saved onto an online file at regular intervals as the editing proceeds, creating a reasonably up-to-date record.

1.2 Copyright Assignment Forms are filed centrally with Cambridge University Press (CUP). Correspondence is not kept in hard copy; it is all conducted through the aljeditor@gmail.com and is arranged in files in Gmail by issue number. Important correspondence will be saved as a pdf file on the Editor's computer and an online file

1.3 On the Editor's computer, arranged by volume and issue number.

1.4 Contact details for the Associate Editors are on the back of the Contents page in each ALJ.

Appendix 1

Loan agreement of ARLIS archives

RF Number: 89/1008 Loan No: LNI1128

The Board of Trustees of the Victoria and Albert Museum and ARLIS/UK & Ireland:
The Art Libraries Society of the United Kingdom & Ireland Loan Agreement

2 THIS LONG-TERM LOAN AGREEMENT is made on the 7th Day of October 2022 BETWEEN: 1) The Board of Trustees of the Victoria and Albert Museum of South Kensington, London SW7 2RL (the "V&A") AND 2) ARLIS/UK & Ireland: The Art Libraries Society of the United Kingdom of National Art Library, V&A South Kensington, Cromwell Road, London, SW7 2RL (the "Lender") Telephone Number: Email Address: info@arlis.net; chair@arlis.net Contact details other than the Lender: Morwenna Peters, Honorary Secretary of ARLIS, Bower Ashton Library, Bower Ashton Studios, Kennel Lodge Road, UWE Bristol, Bristol BS3 2JT WHEREAS 1) the V&A has agreed to borrow the Object(s) listed in Schedule 1 (the "Object(s)") and 2) the Lender has agreed to lend the Object(s) to the V&A on the terms and conditions listed below. NOW IT IS HEREBY AGREED as follows: 1. Period of the Loan Agreement 1.1 The Lender agrees to lend the Object(s) to the V&A from 21 September 2022 to 20 September 2025 and if no dates are specified herein then for a period of three (3) years from the date of this Agreement subject in both events to the early termination provisions as set out in this Loan Agreement (in either case "the Loan Period"). 1.2 If by the end of the Loan Period the parties have not agreed terms for the continued loan of the Object(s) then the Lender shall immediately take delivery in a manner to be agreed in advance with the V&A of the Object(s) failing which the V&A may, at its discretion, issue directions to the Lender as to the taking of delivery by notice in writing, in accordance with the terms of the Torts (Interference with Goods) Act 1977.

2. Warranties 2.1 The Lender hereby warrants and undertakes that the information provided in Schedule 1 is correct and the Lender confirms that the he or she has legal title to the Object(s) and/or is legally entitled to lend the Object(s) to the V&A on the terms of this Loan Agreement. The Lender confirms that he or she is not aware of any past, current or potential claim by a third party. 2.2 The Lender hereby warrants and undertakes that he or she has no cause to believe that the Object(s) was stolen, illegally exported or illegally imported from its country of origin, as defined in the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970.

3. Obligations of the V&A 3.1 The V&A will undertake the same care and precautions for the safe custody of the Object(s) as are taken for the safe custody of the National Collections of the V&A. 3.2 No restoration or conservation work will be carried out on the Object(s) without the prior written agreement of the Lender unless the Lender has failed to take delivery of the Object(s) in accordance with the V&A's notice issued under clause 1.2 hereof in which event the V&A shall have the discretion, but not the obligation to carry out such restoration or conservation work as it reasonably considers prudent. 3.3 The V&A shall make all reasonable efforts to maintain the Object(s) in the condition in which it entered the V&A. The Lender hereby acknowledges that certain perishable materials will be subject to inevitable deterioration over time. 3.4 The V&A will give notice to the Lender in case of damage. 3.5 The V&A is under no obligation to store any packing materials, crates or mounts in connection with the Object(s). 3.6 Transportation to and from the V&A: 3.6.1 transportation arrangements must be made in accordance with clause 5.2 3.6.2 upon expiration of the Loan Period, the Lender shall pursuant to the notice issued under clause 1.2 hereof take delivery of the Object(s) the cost of such delivery to be at the V&A's expense save in respect of the early termination of the Loan Agreement in which case return transportation shall be in accordance with clause 10.3.

4. Obligations of the Lender 4.1 The Lender shall inform the Registrar at the V&A immediately in writing of any change of address or ownership or the creation of any commercial interest whatsoever in connection with the Object(s) which occurs during the Loan Period. 4.2 For the purposes of clause 4.1, the address and contact details of the Registrar at the V&A shall be: Victoria and Albert Museum Cromwell Road South Kensington London SW7 2RL For the attention of: Antonia Phillips, Collection Registrar Telephone Number: 020 7942 2064 Email Address: a.phillips@vam.ac.uk 4.3 The Lender shall take delivery of the Object(s) upon the expiry or termination of the Loan Period, for any reason.

5. Indemnity and Insurance 5.1 Private lenders and Non-Governmental bodies lending at their own risk The Lender agrees that the Objects are lent at the Lender's own risk and the V&A shall not be liable for any loss, howsoever arising. 5.2 The Object(s) must be in a fit state for transport, and all transport arrangements must be approved by the Registrar at the V&A. In addition, evidence acceptable to the V&A of the state of the Object(s) must be obtained immediately prior to transportation and must be agreed by both the Lender and the V&A or V&A's agent. The Object(s) will be transported at the Lender's own risk.

6. Basis of Valuation 6.1 Objects on loan from other national institutions are to have their individual values agreed between the institutions. 6.2 Objects on loan from private individuals are borrowed at their declared value or fair market value as agreed with the V&A. If no value is provided then the V&A shall propose a value for agreement based on recent market prices for comparable objects. 6.3 It is the responsibility of the Lender to update valuations and notify the V&A of the basis of the amendment. If an independent value is required, this service is to be arranged and paid for by the Lender.

7. Promoting loan objects online 7.1 The Object (s) will be photographed for V&A collections management purposes (e.g. security, identification and conservation). To encourage the greatest access and engagement with the Object(s), we publish low resolution images on our Explore our Collections database www.vam.ac.uk/collections and related V&A web pages. 7.2 For any other use of the Object (s), the V&A will obtain permission from the Lender and the Copyright Holder as required.

8. Credit acknowledgement. 8.1 The V&A shall acknowledge the Lender in any display caption, object exhibition label, catalogue or publication if applicable. 8.2 In any credit line (designation of ownership) used on object exhibition labels or for general purposes, please indicate which of the following should be used (tick one): Lender's Name Institution Name 'Private Collection' Lent by ARLIS/UK & Ireland: The Art Libraries Society of the United Kingdom & Ireland

9. Sale of Object If during the Loan Period the Lender proposes to sell the Object(s) the Lender or its authorised representative shall notify the V&A in writing immediately of the Lender's proposal to make such a sale. The V&A shall remove the Object(s) from display and the Lender shall make arrangements for the removal of the object, subject to the requirement of notice at 10.1 below.

10. Termination 10.1 This Agreement may be terminated by either party on receipt of three months' written notice. 10.2 On expiry of the Loan Period or for any reason including termination by the V&A of the Loan Agreement within the loan period in accordance with clause 10.1, the Lender shall take delivery of the Object(s) in a manner to be agreed in advance between the parties. 10.3 The Lender shall be fully responsible for the costs of transportation following early termination of this Loan Agreement by the Lender.

11. General 11.1 This Loan Agreement is the entire Agreement between the two parties and shall supersede or subsume any previous agreements whether in writing or otherwise. Any variation after the date of this Agreement shall be by the written consent of the parties. 11.2 The V&A shall undertake to treat with confidentiality any contracts made with the V&A or with any third party relating to the Loan Agreement. 11.3 The Lender shall keep confidential all other information of the V&A designated as confidential obtained under or in connection with the Loan Agreement and shall not divulge the same to any X 5 third party without the prior written approval of the V&A, except as necessary for the performance of the Loan Agreement. 11.4 Nothing in this Agreement shall confer any rights upon any person or entity that is not a party to this Agreement. 11.5 The Lender acknowledges that the V&A is subject to the requirements of the Freedom Of Information Act 2000 [FOIA] and shall assist and co-operate with the V&A to enable the V&A to comply with these Information disclosure requirements. 11.6 Variations, additions or deletions to the terms of this Agreement may only be made if agreed in writing by the Lender and the V&A. 11.7 Clauses 7, 11.2, 11.3 and 11.4 shall continue in full force and effect notwithstanding termination of this Agreement for whatever reason. 11.8 This Agreement is governed by English law and the Jurisdiction of the English courts, and in accordance with recognised international conventions on the control and restriction of illicit trade in cultural

property and protected species of fauna and flora (1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property; 1995 UNIDROIT Convention on Stolen or Illegally Exported Cultural Objects; Convention on International Trade in Endangered Species of Wild Fauna and Flora).