

# ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

## **ARLIS/NA Policy Manual Revised September 9, 2019**

A Compendium of Policies, Procedures, and Guidelines Governing  
the Art Libraries Society of North America

### **SECTION A. GENERALITIES**

#### ***ARLIS/NA POLICY NO.: A-1. SUBJECT: CONTRACTUAL AGREEMENTS***

Any contractual agreements between the Society and any other person or body (or persons or bodies) must have the approval and signature of the President or a person specifically designated by the President. This includes contracts relative to the Annual Conference, which require the signature of the President.

*See* Section J for Financial documents that require the President's signature. [rev. 1/20/02; issued 7/1/86; replaces policy dated 1/77]

#### ***ARLIS/NA POLICY NO.: A-2. SUBJECT: LEGAL COUNSEL***

Consultation of legal counsel on behalf of ARLIS/NA shall be restricted to the President and Treasurer, or other Executive Board member designated by the President. [issued 8/7/88; rev. 4/29/2012]

#### ***ARLIS/NA POLICY NO.: A-3. SUBJECT: ARCHIVES***

*See also* the ARLIS/NA Archives: Guidelines & Procedures: <http://tinyurl.com/ArchivesGuidelines-Procedures>

- 1) All materials (paper, media, and all electronic formats) sent for deposit and any inquiries concerning the archives should be directed to: University Archivist, University of Illinois at Urbana-Champaign, Room 19 Gregory, 1408 W. Gregory, Urbana, IL 61801; (217) 333-0798; FAX (217) 333-2868.
- 2) The following main record groups of ARLIS/NA have been established: Official Records; Office Files (including President, Vice President, Executive Director, Secretary, Treasurer, Chapters); Historical Files (including Sections, Divisions, Special Interest Groups, Committees, and Conferences); Publications; Audio-Visual Materials; Personal Papers; and papers related to External Relationships, i.e. grant documentation, donor commitments, third-party contracts, and the like.

- 3) Complete sets of Executive Board meeting minutes shall be sent to the Archives and mounted on the ARLIS/NA Web site by the Secretary after approval by the Executive Board.
- 4) Minutes of the Annual Membership Meetings shall be sent to the Archives and mounted on the Web site by the Secretary after approval by the Executive Board.
- 5) Any audio or video recordings of Executive Board meetings shall be destroyed after transcription, and have no place in the ARLIS/NA Archives. [rev. 11/20/02; adopted 11/16/96 as per consultation with ARLIS/NA legal counsel John Hazard] [replaces 7/24/76] [Formerly Policy C7-2]
- 6) Decisions made between meetings by the Executive Board, either in written motions, email motions, or telephone votes, shall be documented by the Secretary and sent to the Archives and mounted on the Web site after approval by the Executive Board. [rev. 11/20/02; rev. 11/16/96; issued 2/6/85]
- 7) The ARLIS/NA Web site archiving is managed by Columbia University Libraries on the Archive-IT web archiving service. Archived sites are available on the Archive-IT platform:  
[https://wayback.archiveit.org/all/\\*/http://arlisna.org/](https://wayback.archiveit.org/all/*/http://arlisna.org/)

[rev. 3/11/04; rev. 11/20/02; rev. 4/29/2012 ]

**ARLIS/NA POLICY NO.: A-4. SUBJECT: ELECTRONIC LISTSERVS**

- 1) The Executive Board has established a listserv for the Board (Board-list). It is maintained by Headquarters. Subscribers to the lists are identified and approved by the President or Vice-President and their email addresses are supplied to the list administrator.
- 2) The Executive Board has established an open listserv for the membership and other interested subscribers (ARLIS-L).
  - a. ARLIS-L is a moderated open discussion list.
  - b. The listserv is maintained by Headquarters.
  - c. Subscribers are self-identified and initiate subscription through the ARLIS/NA website.
  - d. The use of ARLIS-L for advertising or sales by individuals or organizations is prohibited. Exceptions include listings for educational opportunities (workshops, classes, conferences); announcement of publications by ARLIS/NA members' institutions; mention of books for sale at book signings; listings of publications or other items produced by ARLIS/NA divisions, committees, special interest groups, or chapters; and announcements of professional journals of interest to the membership. Other postings may be permitted at the discretion of the listserv moderator.
  - e. Vacancy announcements for professional positions must be first directed to the ARLIS/NA JobList service.

As required, the Board may approve other lists and establish other conditions for listserv subscription, management, and archiving, under separate policy.

[Adopted 6/18/15; rev. 11/20/02; Adopted March 6, 1997 as Post-Berkeley Motion #18. Ratified April 3, 1997]

**ARLIS/NA POLICY NO.: A-5. SUBJECT: ANNUAL REPORTS**

**See also** the Annual Reports Homepage: <http://tinyurl.com/ARLISNA-Annual-Reports>

Annual Reports shall be written by every person with a leadership role in the society, e.g. Executive Board members, Chairs of Committees, Moderators of Divisions, Sections, Chapter Chairs and Special Appointments. The annual report of the President of ARLIS/NA shall serve as the annual report of the Society. All annual reports shall be published on the Web site. The President, Treasurer, Secretary, and Conference Chairs shall give verbal reports at the annual Membership Meeting. The Vice-President transitions to the Presidential role and states goals for the upcoming year. Other reports shall be available to the membership on the Web site.

[rev. 11/20/02; rev. 4/29/2012; amended 11/16/96; issued 2/14/85]

**ARLIS/NA POLICY NO.: A-6. SUBJECT: LANGUAGE POLICY**

The language used for all ARLIS/NA Society-wide business operations, publications, and conferences is English. However, in order to reach colleagues unfamiliar with our Society, announcements and other brief communications may occasionally be translated and distributed in other languages as deemed appropriate by the Board. [rev. 2/3/17; issued 7/17/94]

**ARLIS/NA POLICY NO.: A-7. SUBJECT: SURVEYS**

All survey instruments sent out Society-wide shall be cleared through ARLIS/NA Headquarters or the ARLIS/NA President or Executive Board. These include survey instruments generated by Divisions, Sections, Special Interest Groups, or Committees. Survey instruments and other communications that come from outside the Society for response on behalf of the Society shall be subject to clearance by ARLIS/NA Headquarters and ARLIS/NA President or Executive Board. [adopted 11/16/96]

**ARLIS/NA POLICY NO.: A-8. SUBJECT: GOALS AND OBJECTIVES**

**See also** the Strategic Plan for 2011-2015  
<http://arlisna.org/about/strategic-plan-11-15>

At regular intervals every three to five years, the Strategic Planning Committee will evaluate the Society's mission statement, goals and objectives, and, in consultation with the membership, propose revisions for the Executive Board's approval.

ARLIS/NA group leaders shall report progress on fulfilling the action items in the Strategic Plan to their Executive Board liaisons in their annual reports as specified in the Management Calendar. Mid-year deliberations by the Executive Board and any action required shall be conveyed to the appropriate group leaders by their board liaisons.

Action items assigned to the Society's groups in support of the Strategic Plan shall be reviewed annually and rev. as necessary after the mid-year Executive Board meeting as specified in the Management Calendar. [rev. 11/7/13; rev. 11/20/02; adopted 11/16/96].

**ARLIS/NA POLICY NO.: A-9. SUBJECT: BYLAW REVISION**

See ARLIS/NA Bylaws Article XX.

**SECTION B. MEMBERSHIP**

**ARLIS/NA POLICY NO.: B-1. SUBJECT: MEMBERSHIP CATEGORIES**

The Executive Board shall establish membership categories in consultation with the Development Committee and the Membership Committee. Membership categories are defined in the ARLIS/NA Bylaws Article II: Membership. [DELETED rev. 11/16/96; issued 2/4/87; replaces policy dated 7/24/76]

**ARLIS/NA POLICY NO.: B-2. SUBJECT: MEMBERSHIP APPLICATIONS AND RENEWALS**

Membership applications and renewals shall be made available for distribution through the ARLIS/NA Web site. [rev.11/20/02; adopted 11/16/96]

**ARLIS/NA POLICY NO.: B-3. SUBJECT: MEMBERSHIP DRIVES**

The Executive Board shall approve funding for membership development projects on a project-by-project basis rather than providing a general amount on an annual basis. [issued 6/29/86]  
In order to encourage better membership drive planning and more effective fiscal control, specific amounts requested and allotted for specific membership development projects are preferred over a general amount budgeted annually for this purpose. [issued 2/6/85]

**ARLIS/NA POLICY NO.: B-4. SUBJECT: MEMBERSHIP RECORDS**

ARLIS/NA Headquarters shall be responsible for maintaining ARLIS/NA membership Records and archived as prescribed in ARLIS/NA Policy No.: A-3. [adopted 11/16/96]

**ARLIS/NA POLICY NO.: B-5. SUBJECT: EXIT LETTERS TO NON-RENEWALS**

The ARLIS/NA Executive Board may decide whether to send Exit letters to ARLIS/NA members who do not renew their memberships. [rev. 11/20/02; issued 6/7/75]

**ARLIS/NA POLICY NO.: B-6. SUBJECT: MEMBERSHIP MAILING LISTS**

**See also** the Mailing List Rental Form: [http://arlisna.org/images/forms/ARLISNA\\_Mailing\\_List\\_Order\\_Form.pdf](http://arlisna.org/images/forms/ARLISNA_Mailing_List_Order_Form.pdf)

The sale of all ARLIS/NA membership mailing lists, including those originating on a regional level, shall be handled through the Headquarters office. ARLIS/NA shall rent its mailing list at a single price to be determined by the Executive Board. Members shall not receive a discount [rev. 11/20/02; rev. 2/14/87; replaces policy dated 1/25/78 and 2/26/81].

The ARLIS/NA membership mailing list shall not be offered free to non-profit organizations. [3/26/79]

***ARLIS/NA POLICY NO.: B-7. SUBJECT: SOCIETY CIRCLE***

***See also*** the Society Circle Homepage: <http://arlisna.org/about/the-society-circle>

Established in 2003 by the Development Committee to solicit annual support from members; Society Circle membership donations raise funds separate from ARLIS/NA membership dues to support the educational mission of ARLIS/NA. Giving levels and benefits will be established by the Development Committee in consultation with the Executive Board.

***ARLIS/NA POLICY NO.: B-8. SUBJECT: RATES STRUCTURE FOR INDIVIDUAL MEMBERS FROM CANADA AND MEXICO***

The annual dues at the Individual rate for Canada/Mexico is determined by the average exchange rate of the previous year for each country. If the rate dips below 15% it triggers a 25% reduction in dues. If it dips below 40%, the dues rate is the floor rate of \$75 (Individuals international rate).

**SECTION C. EXECUTIVE BOARD, ELECTIONS, OFFICERS**

***See also*** the Executive Board Homepage: <http://arlisna.org/organization/executive-board>

***ARLIS/NA POLICY NO.: C-1. SUBJECT: ELECTIONS***

***See also*** Bylaws Article X. Nominations and Elections on the Website: <http://tinyurl.com/Nominations-Elections>

Members of the ARLIS/NA Executive Board may not serve as chairs, moderators, and/or coordinators of ARLIS/NA committees, divisions, sections, and/or special interest groups or as officers of local chapters except for Board subcommittees such as CPAC. Sitting members of the Executive Board may not serve as nominators or references for nominees to an Executive Board office. [rev. 03/3/03; 2/4/93]

[rev. 3/11/04; rev. 11/20/02]

***ARLIS/NA POLICY NO.: C-2. SUBJECT: EXECUTIVE BOARD DUTIES***

President | Vice-President | Past President | Secretary | Treasurer | Liaisons | Canadian Liaison | ARLIS/NA Editorial Director

Each Executive Board member acts as liaison to ARLIS/NA committees as assigned.

1. Facilitates formulation of committee goals at the ARLIS/NA Annual conference.
  - A. Acts as information conduit to the group, especially with regard to relevant Executive Board business.
  - B. Ensures relationship of committee activity to strategic planning goals.
  - C. Reports committee goals to Executive Board.
  - D. Assures smooth transition in committee activity from year to year.
2. Monitors and assists committee activity through the year.
  - A. Solicits reports of the committee and is copied on all committee communication.
  - B. Informs committee/committee Chair of related activities in other ARLIS committees.
  - C. Contributes insight and commentary as needed for ongoing discussions or projects.
  - D. Provides help as necessary to the committee Chair in meeting deadlines.
  - E. Presents policy issues for Board action as required.
  - F. Reports Board action to the committee Chair in a timely manner.
  - G. Communicates with the committee Chair monthly or as needed.
  - H. Reports dysfunctional committee or non-compliance with Board directions to President in a timely manner.

**See also** ARLIS/NA Bylaws Article V. Elected Officers: <http://tinyurl.com/ARLISNA-Bylaws-ElectedOfficers>  
 Members of the ARLIS/NA Executive Board may not serve as Chairs, moderators, and/or coordinators of ARLIS/NA committees, divisions, sections, and/or special interest groups or as officers of local chapters except for Board subcommittees such as CPAC. Sitting members of the Executive Board may not serve as references for nominees to an Executive Board office.

### **C-2.A. PRESIDENT DUTIES**

1. Serves as the chief executive officer of the Society with authority to make decisions on all Society affairs in consultation with appropriate individuals or groups in accord with Society bylaws and policies.
2. Provides advice and direction to the Society's management company on all Society business.
3. Chairs and sets agendas for all Executive Board meetings, the annual Membership Meeting, and the Conference Planning Advisory Committee meeting. Appoints members of the Conference Fundraising Subcommittee.
4. Communicates to the membership, on a regular basis, the important business of the Society, through such channels as AWS News and Features, the ARLIS/NA Web site, and ARLIS-L. Ensures that other individuals and units within the Society are communicating in a timely and substantive manner. [rev. 2/18/05, AWS News and Features formerly *Update*]
5. Reviews monthly financial reports and participates in annual budget planning.

6. With Headquarters, plans and coordinates the training and orientation of incoming Board members and other Society leaders.
7. Serves as chair of Conference Planning Advisory Committee, and Board liaison to the Nominating Committee, the Awards Committee, Distinguished Service Award Committee, and as liaison to appointed positions including the ARLIS/NA Editorial Director and our liaisons to affiliate organizations.
8. Identifies issues of ethical concern to the membership of ARLIS/NA and reports them to the Executive Board or to the appropriate committee or group.
9. Appoints conference co-Chairs for conference three years hence.  
[rev. 4/23/2013; rev. 4/29/2012; rev. 11/20/02; rev. 01/14/00; approved 11/16/96]
10. Responsible for communications with external funders, such as grant-making organizations and donors.
11. Appoints the Strategic Directions Committee  
[rev. 06/03/2016]

#### **C-2.B. VICE-PRESIDENT/PRESIDENT-ELECT DUTIES**

1. Appoints all committee Chairpersons; approves appointments of all committee members and special appointments who are recruited by committee Chairs; directs committee Chairs to make final appointments on behalf of ARLIS/NA Executive Board.
2. Responsible for appointing all Special Appointments including: Liaisons to Affiliated Societies such as ALA, IFLA, CAA, etc.; ARLIS/NA Editorial Director and Editorial Board editors; Representatives to National Organizations such as NISO, etc.; Conference Planning Advisory Committee. [rev. 2/25/05, Occasional Papers Editor replaced by Professional Resources Editor; rev. 2/18/05, *Update* Editor replaced by AWS News and Features Editor]
3. Participates in review and revision of strategic planning documentation, including Strategic Directions and Action Scorecard.
4. Reviews the Management Calendar in consultation with the Executive Board, for the year during which he/she shall serve as President.
5. Schedules and selects site(s) of midyear Executive Board meeting(s) for the year during which he/she shall serve as President.
6. Reviews monthly financial reports and participates in annual budget planning.

7. Serves on the Executive Board and attends its regular meetings, assuming responsibility for whatever degree of financial and time commitments are required.
8. Serves as Executive Board liaison to Divisions, Sections, and Special Interest Groups, and other committee(s) as assigned.
9. Identifies issues of ethical concern to the membership of ARLIS/NA and reports them to the Executive Board or to the appropriate committee or group.
10. Serves as member of CPAC while Vice-President and participates in conference-related activities.
11. Schedules and selects site of CPAC meeting for the year during which he/she shall serve as President.
12. Provides assistance to the President, as needed. Acts as President in the President's absence.
13. Undertakes correspondence and special assignments as requested, in particular the call for annual reports.
14. Sets agenda, convenes and conducts the Leadership orientation meeting at the annual conference.
15. Reports activities at Executive Board meetings and to Board members at other times as necessary.
16. With Headquarters and the President, plans and coordinates the training and orientation of incoming Board members and other Society leaders.

[Vice-President/President-Elect position reviewed, rev. 4/23/2013; rev. 7/30/04; rev. 9/20/03; rev. 11/20/02; rev. & approved 11/16/96]

### **C-2.C. PAST PRESIDENT DUTIES**

1. Provides general continuity and historical perspective on the Executive Board.
2. Undertakes correspondence and special assignments as requested, and sees through projects initiated while President.
3. Serves on the Executive Board and attends its regular meetings, assuming responsibility for whatever degree of financial and time commitments are required.
4. Reports activities at Executive Board meetings and to Board members at other times as necessary.
5. Acts as Executive Board liaison to the Strategic Planning Committee, and other committees as assigned.

6. Identifies issues of ethical concern to the membership of ARLIS/NA and reports them to the Executive Board or to the appropriate committee or group.
7. Serves as a member of CPAC (Conference Planning Advisory Committee) and a member of the Finance Committee.
8. Oversees management of external grants and prepares required grant reports for President.

[Past President Position rev. 7/30/04; rev. 3/11/04; rev. 11/20/02; rev. 01/14/00; approved 11/16/96]

#### **C-2.D. SECRETARY DUTIES**

1. Records deliberations, decisions, motions and action items made by Executive Board at its meetings during the annual conference, midyear meeting(s), and all Executive Board meetings held throughout the year; prepares a full set of minutes for these meetings and distributes them to the Executive Board.
2. Acts as Parliamentarian for all Executive Board meetings.
3. Ensures that the minutes of the Executive Board meetings are made publicly available and archived.
4. Oversees publicity produced by Headquarters that is not subject to review by ARLIS/NA group leaders and editors.
5. Collects and counts ballots for amendments to the Articles of Incorporation and Bylaws.
6. Oversees policies and procedures for archiving the Society's records.
7. Undertakes correspondence and special assignments as requested.
8. Reports to the membership at the annual meetings.
9. Identifies issues of ethical concern to the membership of ARLIS/NA and reports them to the Executive Board or to the appropriate committee or group.
10. Serves on the Executive Board and attends its regular meetings, assuming responsibility for whatever degree of financial and time commitments are required.
11. Reports activities at the Executive Board meetings and to Board members at other times as necessary.

12. Acts as the Executive Board liaison to the ARLIS/NA Documentation Committee and the Cataloguing Advisory Committee.
13. Identifies Board-approved actions or decisions that have a Policy Manual reference or policy change and maintains the Policy Manual with help from the Documentation Committee.
14. Serves as chair of the Documentation Committee for two years immediately following their term on the Executive Board.

[Secretary Position: rev. 05/10/19 rev. 11/11/09; rev. 3/11/04; rev. 11/20/02; rev. 01/14/00; approved 11/16/96]

### **C-2.E. TREASURER DUTIES**

1. Oversees financial activities of the Society; i.e., monitors the reports from Headquarters; prepares additional reports, as necessary or appropriate.
2. Proposes upcoming year's budget (in consultation with President, Vice-President, and/or others) to Executive Board for adoption at midyear meeting--to be effective 1st January.
3. Makes recommendations to the Board on financial matters.
4. Reviews and approves the Society's annual Federal and state tax returns.
5. Reports to the membership at the annual meeting and prepares reports for presentation to the membership through other channels, such as Art Documentation, AWS News and Features and the Web site, as deemed appropriate. [rev. 2/18/05, News & Features formerly *Update*]
6. Reports activities at Executive Board meetings, and to Board members at other times as necessary.
7. Monitors progress of individuals whose activities affect the Society's finances via fundraising, advertising sales, etc.
8. Countersigns checks for non-recurring expenses over a designated amount.
9. Identifies issues of ethical concern to the membership of ARLIS/NA and reports them to the Executive Board or to the appropriate committee or group.
10. Serves as Executive Board liaison to the Finance Committee and other committees as assigned.

11. Serves on the Executive Board and attends its regular meetings, assuming responsibility for whatever degree of financial and time commitments are necessary.
12. Responsible for updating the biennial comparative listings of library organization membership fees and categories and of conference registration fees.
13. Responsible for Financial Information for Executive Board members.
14. Solicits budget and special funding requests from the Executive Board, committee Chairs, chapter Chairs, and group moderators in preparation for drafting the annual budget at the midyear meeting. Reports Executive Board's budget decisions back to group leaders.
15. Serves as a member of the Conference Planning Advisory Committee and attends the conference planning meeting at the conference site the year prior to the conference.
16. Undertakes correspondence and special assignments as requested.

[Treasurer Position rev. 4/29/2012; rev. 7/30/04; rev. 11/20/02; rev. 01/14/00; approved 11/16/96]

***ARLIS/NA POLICY NO.: C-3. SUBJECT: LIAISON GENERAL DUTIES***

1. According to Bylaws Article VI, there shall be five liaisons serving on the Executive Board. Four liaisons are elected from the membership at large, one of which shall always be a Canadian representative: Advancement Liaison, Education Liaison, Chapters Liaison, Canadian Liaison and the Editorial Director who is appointed by the VP/President-Elect.
2. Each liaison serves on the Executive Board and attends its regular meetings and participates fully in its deliberations, assuming responsibility for whatever degree of financial and time commitments are required.
3. Each liaison identifies issues of ethical concern to the membership of ARLIS/NA and reports them to the Executive Board or to the appropriate committee or group.
4. Each liaison serves as Executive Board liaison to ARLIS/NA groups as assigned
5. Each liaison undertakes correspondence and special assignments as requested, including the writing of reports.

[adopted: 3/12/08]

**C-3.A. ADVANCEMENT LIAISON**

In addition to general duties outlined above, the Advancement Liaison shall

1. Work with the Membership Committee, reporting on their activities to the Board and reporting on Board decisions to the committee.
2. Work with the Development Committee, reporting on their activities to the Board and reporting on Board decisions to the committee.
3. Work with the Diversity Committee, reporting on their activities to the Board and reporting on Board decisions to the committee.
4. Attend the meetings of the Membership, Development and Diversity Committees at the annual conference.
5. Play a significant role in conference planning activities, particularly helping coordinate efforts of the Development committee and the host chapter(s).
6. Serves on the Development Committee for two years immediately following their term on the Executive Board.

[adopted: 3/12/08, rev. 8/10/18]

### **C-3.B. CANADIAN LIAISON**

In addition to the general duties outlines above, the Canadian Liaison shall

1. Act as liaison between ARLIS/NA Canada and the Executive Board. Also serves as Chair of ARLIS/NA Canada, the national chapter which fosters communication and cooperation among Canadian members. It is autonomous of the other Canadian chapters and regional representatives and has no authority over them.
2. Work with the Chapters Liaison to respond to the concerns of individual Canadian members and chapters and aids in their solution.
3. Serve as ex-officio member of all Canadian chapters, including the international Northwest chapter, and attend chapter meetings, whenever feasible. Promote Canadian membership and participation in ARLIS/NA.
4. Serve as liaison to the Public Policy Committee and to the International Relations Committee.
5. Subscribe to the CARLIS-L listserv and relevant chapter listservs to receive chapter meeting announcements, rosters of officers, membership directories, newsletters, and other chapter publications.
6. Submit Canadian information to the ARLIS/NA Web site where appropriate and posts relevant ARLIS/NA information on CARLIS-L. Submit rosters of ARLIS/NA Canada officers to Headquarters and the Web Editor as scheduled on the Management Calendar.
7. Report the decisions and deliberations of the Executive Board to Canadian members when subject is of national Canadian concern.

8. Report own activities, as well as pertinent Canadian issues at Executive Board meetings and to Board members at other times as necessary.
9. Act as liaison between ARLIS/NA and Canadian national professional associations.
10. Serve as Chair of the Melva Dwyer Award Subcommittee (see section G-7-G).
11. Organize and attend the ARLIS/NA Canada meeting at the annual conference.
12. When ARLIS/NA annual conference is hosted in Canada (every 10 years), work with Chapters Liaison and host chapter to identify co-chairs and conference theme.

[rev. 07/16]; [rev. 10/08; [adopted: 3/12/08] Canadian Representative position rev. 7/14/04; 11/20/02; approved 11/16/96]

### **C-3.C. CHAPTERS LIAISON**

In addition to general duties outlined above, the Chapters Liaison shall,

1. Receive chapter meeting announcements, annual reports, rosters of officers, membership directories, newsletters, and other chapter publications. Maintain the Chapters-L listserv and any ARLIS/NA chapter leader project management tools. Subscribe to chapter listservs when possible. Submit roster of chapter officers to Headquarters and the AWS editors as scheduled on the Management Calendar.
2. Report the decisions and deliberations of the Executive Board to the chapters after Board meetings, and at other times as necessary.
3. Report own activities, as well as chapters' activities, at Executive Board meetings and to Board members at other times as necessary.
4. Organize and attend the Chapters' Chairs meetings throughout the year and at the annual conference.
5. Advocate for chapters' concerns before the Board.
6. Responsible for reviewing and updating the Chapter Success Book (at least every three years). **See** ARLIS/NA POLICY NO.: D-7.
7. Solicit and submit Chapter proposals for hosting the ARLIS/NA annual conference. Proposals should be submitted and available for discussion at the EB mid-year meeting three years ahead of proposed conference year. Following selection of annual conference host Chapter, work with Chapter to identify co-chairs and conference theme.
8. Solicit chapter donations to the ARLIS/NA annual conference.
9. Serves as ex-officio of all chapters. Attends chapter meetings as feasible.

[rev. 10/08; [adopted: 3/12/08] Regional Representatives position rev. 11/20/02; rev. 01/14/00; approved 11/16/96]

### **C-3.D. EDUCATION LIAISON**

In addition to general duties outlined above, the Education Liaison shall

1. Work with the Professional Development Committee and its subcommittees (Education, Educational Technology and Mentoring), reporting on their activities to the Board and reporting on Board decisions to the committees and subcommittees.
2. Attend the meetings of the Professional Development Committee and its subcommittees at the annual conference.

3. Work with the Summer Educational Institute Advisory Committee and the Summer Educational Institute Implementation Team.

[adopted: 3/12/08]

### **C-3.E. ARLIS/NA EDITORIAL DIRECTOR**

1. The ARLIS/NA Editorial Director shall be appointed by the Vice-President/President-Elect and serves as a nonvoting member of the Executive Board and attends its regular meetings and participates fully in its deliberations, assuming responsibility for whatever degree of financial and time commitments are required
2. Works with the ARLIS/NA Editors, reporting on editorial activities to the Board and reporting on Board decisions to the committee.
3. Convenes the meeting of the ARLIS/NA Editors at the annual conference, and at least a mid-year meeting and others as needed.
4. Conducts mid-year reviews with all editors; makes recommendations for reappointments to the President and VP/President-Elect.
5. Oversees all ARLIS/NA editorial groups, development of style guides, and coordinates training on publications platforms.
6. Identifies issues of ethical concern to the membership of ARLIS/NA and reports them to the Executive Board or to the appropriate committee or group,
7. Undertakes correspondence and special assignments as requested, including the writing of reports.

### ***ARLIS/NA POLICY NO.: C-4. SUBJECT: EXECUTIVE BOARD -- FREQUENCY OF MEETINGS AND LOCATION***

Executive Board meetings shall be held at least twice a year.

The Annual meeting shall be held before and after the annual conference in whatever city the conference is held.

The Mid-year Board meeting site is determined by the President. It is usually held in the hometown of the President but may be held at another location. [rev. 11/20/02]

The Board meets monthly via phone or web-conferencing.

### ***ARLIS/NA POLICY NO.: C-5. SUBJECT: EXECUTIVE BOARD – OPEN MEETING POLICY***

All Executive Board meetings shall be open only to the ARLIS/NA membership and invited guests on a seating/loginavailable basis. If an Executive Session is called in the course of the Executive Board meeting, non-board members will be asked to leave but may return at the close of Executive Session. [rev. 11/20/02; issued 3/14/91]

**ARLIS/NA POLICY NO.: C-6. SUBJECT: EXECUTIVE BOARD – ELECTRONIC MINUTES**

**See also** Policy No. A-3

Approved minutes of the Executive Board meetings shall be posted on the ARLIS/NA Website. [rev. 11/20/02; adopted 11/16/96]

**ARLIS/NA POLICY NO.: C-7. SUBJECT: EXECUTIVE BOARD -- ONLINE MOTIONS**

Executive Board decisions or actions can be voted on during scheduled meetings or online between meetings; the following procedures will be followed for online votes:

1. Topic/issue is identified and described on the Board-list by any Executive Board member.
2. The President calls for a motion, the motion wording is supplied by the Executive Board member who initiated the topic.
3. The President, in collaboration with the motioner as needed, assigns a brief descriptive header/term to be used in the subject line of all related email messages. The form of the subsequent email subject lines will be Motion: Header (for example: Motion: Public Policy).
4. The President calls for a second via Board-list.
5. After the motion is made and seconded, the Secretary assigns a motion number to the motion, uploads the motion to the Board's file sharing service, sends the link via the Board-list, and sets the deadline for discussion, usually 5 calendar days from the posting date.
6. At the end of the discussion period the President calls for a vote from each voting Board member and sets a deadline for the vote.
7. Results of the vote are ratified and recorded into the Board minutes at the next Executive Board meeting.

[rev. 5/22/19; 11/13/08; 3/5/98; 7/17/97, 4/25/97; adopted 12/10/96]

**ARLIS/NA POLICY NO.: C-8. SUBJECT: EXECUTIVE BOARD -- REPORTING REQUIREMENTS**

**See also** ARLIS/NA POLICY NO.: A-4

ARLIS/NA Executive Board members' reports shall be limited to one annual report and one midyear report. [rev. 2/3/17]

Letters sent out by board members on behalf of the board shall be copied to the President in lieu of other reports.  
[rev. 4/29/2012; issued 1/30/93; amends  
policy dated 2/14/87]

Board liaisons shall report regularly to the Executive Board on liaison group activities.

**ARLIS/NA POLICY NO.: C-9. SUBJECT: EXECUTIVE BOARD -- TRANSMITTAL OF RECORDS**

Outgoing members of the Executive Board are required to turn over relevant files for their positions to their successors within one month after the conference Board meetings.

[issued 6/29/86]

**ARLIS/NA POLICY NO.: C-10. SUBJECT: EXECUTIVE BOARD -- EXPENSES**

For all board members (incoming and outgoing):

- A. Executive Board members normally pay for their own conference registration, but exceptions can be made at the discretion of the President. These may include membership luncheon or banquet, anniversary party, etc where attendance is mandated, but shall not include workshops or tours (optional events). [rev. 9/10/10]
- B. Complimentary rooms may be given to Board members depending on overall hotel room pickup. First priority is Headquarters staff, followed by the Conference Co-Chairs and then the Executive Board.
- C. As part of the budget planning process the Treasurer and Executive Board will determine a dollar amount for Travel Expense allotments to each Board member during the coming year. Additional lump-sum amounts will be determined for Liaisons and for those Board members required to attend the Conference Planning Advisory Committee (CPAC) meeting. Following discussion, the Executive Board travel advance budget shall be approved as a part of the Society's entire budget.  
[rev. 11/20/02; approved April 28, 1997. Original policy on board reimbursement dated 7/76]
- D. Board Travel Expense disbursements shall be available as an advanced lump sum to each Board member, or as reimbursed expenses at the option of each sitting Board member.
- E. Board members are required to submit the "Business and Travel Expense Report" to Headquarters after their trip. Each expense of \$25.00 or more must be accompanied by an original receipt. Board members who leave the Board at any time other than the annual conference must submit a report within 30 days of their effective termination date and must return any unspent travel advance funds.
- F. Executive Board member's miscellaneous expenses such as postage or telephone are built into the ARLIS/NA annual budget. Smaller expenses should be grouped on a single report.

**ARLIS/NA POLICY NO.: C-11. SUBJECT: EXECUTIVE BOARD TRAINING**

An Executive Board member shall be assigned annually to review the current Board orientation procedures and make recommendations for improvement.

New Board members are subscribed to the Board listserv in late November/early December so they can observe how online business is conducted and become familiar with current issues.

An annual orientation is held for new Board members, coordinated by the President or Vice-President.

[rev. 11/20/02; issued 2/6/85]

**ARLIS/NA POLICY NO.: C-12. SUBJECT: PROCEDURES FOR REPLACING AN EXECUTIVE BOARD MEMBER**

ARLIS/NA differs from many other nonprofit organizations in that it relies heavily on volunteer participation in the direct management of Society affairs. It is the consensus in association management that small (9-15 members) Boards operate most efficiently and effectively, but they can only do so if each member fulfills the responsibilities of his or her position. With a small Board of 10 members, ARLIS/NA expects that Board members have a minimum responsibility to attend Board meetings and to report on their particular areas. Unacceptable factors relating to Board membership would thus be the following:

- 1) Absence from two consecutive required Board meetings.
- 2) Failure to carry on the responsibilities of the Board position, as defined in the relevant official position description and as perceived by the President in discussion with other Board members.
- 3) Failure to submit scheduled reports as required by the bylaws and management calendar.

Any of the above or a combination of any of the above will call for action by the Board as follows:

- 1) The President shall attempt to ascertain the reason for failure to carry out Board responsibilities by personal communication with the person involved.
- 2) The President will monitor the results of this communication for no more than one quarter before taking further action.
- 3) If the failure continues, the President will ascertain whether the Board member wishes to remain on the Board.
- 4) If there is no satisfactory resolution of the problem, the President may bring the issue to the next Board meeting where a vote will be taken to ask the person to step down.

5) The President shall appoint a replacement until new elections for Board members are held, as set forth in Article IX, Section 3 of the ARLIS/NA Bylaws.

6) If the Canadian Liaison moves out of Canada, they must resign their Board position. The President shall appoint a replacement until new elections for Board members are held, as set forth in Article VIII, Section 3 of the ARLIS/NA Bylaws.

[rev. 10/08; 11/20/02; approved 4/9/97]

## **SECTION D: CHAPTERS**

**See also** the Chapter Success Book: [http://arlisna.org/images/admindocs/chapter\\_success.pdf](http://arlisna.org/images/admindocs/chapter_success.pdf)  
And Chapter Homepages: <http://arlisna.org/organization/chapters>

### ***ARLIS/NA POLICY NO.: D-1. SUBJECT: CHAPTER ALLOTMENTS***

**See** the Chapter Success Book: [http://www.arlisna.org/arlismembers/chapter\\_success.html](http://www.arlisna.org/arlismembers/chapter_success.html)

The Society shall not provide allotments to the chapters based on number of Society members or any other formula.

### ***ARLIS/NA POLICY NO.: D-2. SUBJECT: CHAPTER MEMBERSHIP -- ELIGIBILITY*** *See*

the Chapter Success Book: [http://arlisna.org/images/admindocs/chapter\\_success.pdf](http://arlisna.org/images/admindocs/chapter_success.pdf) Any member of ARLIS/NA may also become a member of chapter(s).

### ***ARLIS/NA POLICY NO.: D-3. SUBJECT: CHAPTER REPORTING RESPONSIBILITIES***

**See** the Chapter Success Book: [http://arlisna.org/images/admindocs/chapter\\_success.pdf](http://arlisna.org/images/admindocs/chapter_success.pdf)

### ***ARLIS/NA POLICY NO.: D-4 SUBJECT: CHAPTER PROJECT FUNDING***

**See** the Chapter Success Book: [http://arlisna.org/images/admindocs/chapter\\_success.pdf](http://arlisna.org/images/admindocs/chapter_success.pdf)

### ***ARLIS/NA POLICY NO.: D-5 SUBJECT: CHAPTER NEWSLETTERS***

The Society shall encourage, but not subsidize except through approval of special funding requests, the publication of chapter newsletters and other accepted channels of news distribution.

### ***ARLIS/NA POLICY NO.: D-6 SUBJECT: SUBSIDIZATION OF ARLIS/NA MEMBERSHIPS***

ARLIS/NA membership for chapter officers shall not be subsidized by ARLIS/NA.

### ***ARLIS/NA POLICY NO.: D-7 SUBJECT: CHAPTER SUCCESS BOOK***

The President shall assign to the Chapters Liaison the responsibility for reviewing and updating the Chapter Success Book at least every three years.

**ARLIS/NA POLICY NO.: D-8 SUBJECT: CHAPTER OPERATING YEARS**

All chapters shall be required to begin their membership year and the terms of office of their officers on January 1, i.e., that they operate on the calendar year.

**ARLIS/NA POLICY NO.: D-9 SUBJECT: CHAPTER FUNDRAISING**

ARLIS/NA groups or chapters may not solicit advertising or other financial support from outside sources such as potential advertisers/sponsors, without express approval of the ARLIS/NA Development Committee.

**ARLIS/NA POLICY NO.: D-10 SUBJECT: CHAPTERS SUSPENSION OR DISSOLUTION**

The suspension or dissolution of a chapter are actions taken voluntarily by that chapter's membership or by decision of the executive board due to the chapter's inactivity.

**Procedure:**

1. Determination of inactive status: *A chapter is considered to be inactive when it has not held meetings for one year and no one from the chapter responds to two communication attempts from the executive board liaison or other board members, or lacks a contact person for one year.*
2. Declaration of inactive status: *The executive board shall declare a chapter to be inactive. The decision of the executive board and the specified inactive time period shall be documented by the Board Liaison and recorded in the minutes of the ARLIS/NA Secretary.*

3. Cessation of Inactive Status:

The inactive status will be removed when the chapter resumes its prescribed activities and notifies the Executive Board accordingly.

4. Dissolution of a chapter:

If the chapter's activities are not resumed within the prescribed time period, the executive board may dissolve the chapter. This action shall be documented by the chapter's executive board liaison and recorded in the minutes of the ARLIS/NA Secretary.

## **SECTION E. DIVISIONS, SECTIONS AND SPECIAL INTEREST GROUPS**

*See also* the Divisions Page: <http://arlisna.org/organization/divisions>

*See also* the Sections Page: <http://arlisna.org/organization/sections>

*See also* the Special Interest Groups Page: <http://arlisna.org/organization/sigs>

### ***ARLIS/NA POLICY NO.: E-1. SUBJECT: DIVISIONS, SECTIONS & SPECIAL INTEREST GROUPS--RELATIONSHIP TO ARLIS/NA AND PROCEDURES FOR FORMING NEW GROUPS***

Divisions, Sections, and Special Interest Groups shall not represent ARLIS/NA outside the organization without first consulting the Executive Board. [issued 6/8/75]

Each group is encouraged to use ARLIS-L, AWS, social media and group blogs, and all technology platforms sustained by ARLIS/NA following ARLIS/NA guidelines and style guides to provide information on its activities to the membership. [2/18/05, AWS News and Features formerly *Update*; rev. 11/16/96; issued 6/8/75]

Meetings and activities shall be open to any ARLIS/NA member.

A representative from the newly group advises the Vice-President/President-Elect of the intent to form a Division, Section, or SIG and submits the intent to the VP/President-Elect as a formal request. The request should include the following information:

- Statement of Purpose for the proposed group
- Number of interested members
- Name of coordinator/moderator
- Name of submitter of proposal
- Strategic directions and core values addressed
- Any additional notes or comments

The Board checks that the proposed group complies with the Bylaws and votes on the request.

[rev. 06/03/2016]

### ***ARLIS/NA POLICY NO.: E-2. SUBJECT: DIVISIONS, SECTIONS & SPECIAL INTEREST GROUPS-REPORTING/RECORDKEEPING/ARCHIVES***

*See also* the Report Guidelines: <http://tinyurl.com/ReportingGuidelines>

Each new moderator of Divisions and Sections, and coordinators of Special Interest Groups is required to read the policy manual and bylaws, and adhere to their provisions in the conduct of the service to the Society.

Moderators will send reports as required to their liaison, VP/PE, in advance of each Executive Board meeting. Coordinators may optionally send reports to the VP/PE in advance of Executive Board meetings for posting to the respective division, section, or SIG web page.

Recorders are appointed by the moderator or coordinator to take minutes of meetings.

Division and Section moderators, and SIG coordinators shall be responsible for preparing post-conference reports of their annual business meetings to be sent to the conference proceedings editor.

[rev. 4/5/18; rev. 7/30/04; 3/11/04; 8/5/02; rev. 7/5/02; rev. 11/16/96; 7/1/86; replaces policy dated 6/8/75]

Moderators of Divisions and Sections shall be responsible for an annual report of meetings and activities to be sent to Headquarters, the ARLIS/NA Web Editor and the Board Liaison. Moderators also submit a mid-year report to their liaison in anticipation of the mid-year Executive Board meeting.

Moderators of Divisions and Sections shall include in their annual reports separate written reports by Chairs of all constituent subcommittees and task forces. [rev. 8/5/02; rev. 11/16/96; 8/8/92]

SIGs are encouraged to submit an annual or mid-year report; such reports are strongly encouraged for groups desiring changing status to a Section. See *Bylaws Articles XIII Sections 2 and Section 3.G for how a SIG can become a Section*

The content and distribution plan for all survey instruments must be approved by the Executive Board before distribution to the society membership.

Moderators and coordinators maintain files and records and are responsible for preserving all materials of possible archival value. All such materials, including official correspondence and reports, will be deposited in the Society's archives as determined by ARLIS/NA policy. **See also** ARLIS/NA POLICY NO.: A-3. [rev. 3/11/04; 8/5/02]

Moderators and coordinators update, inform, train, and pass non-archival records on to their successor.

### **ARLIS/NA POLICY NO.: E-3. SUBJECT: DIVISIONS, SECTIONS & SPECIAL INTEREST GROUPS--ELECTION OF OFFICERS/ MEETINGS/ ACTIVITIES**

Moderators and coordinators must be current ARLIS/NA members. [rev. 8/5/02; issued 6/14/84]

All groups are encouraged to utilize technology platforms to generate activities and other interactions throughout the year. See *Technology Matrix and Project Charter form*.

Divisions and Sections will conduct an open business meeting at the annual conference, the time and place of which are determined by the annual conference co-chairs. It is the duty of the Moderator to preside over business meetings. Each Division and Section elects a Moderator and optionally a Vice-Moderator at the conference business meeting and then reports their new leadership to the Executive Board through their liaison the Vice-President/President Elect. If a Vice-Moderator is elected, s/he is intended to succeed as Moderator in the following year; all Vice-Moderator succession appointments must be approved by the Vice-President/President Elect. [rev. 11/16/96; issued 7/6/87; replaces policy dated 7/25/76]

Special Interest Groups are encouraged to conduct an open business meeting at the annual conference. Special Interest Groups may request a meeting time and space in the conference hotel or may choose to meet in an

alternative location. Special Interest Group conference meeting spaces will be issued on a first-come-first-served basis as space permits. It is the duty of the Coordinator to organize space for and preside over meetings and discussions. Coordinators are elected during the annual conference and leadership roles are to be reported to the Executive Board through their liaison the Vice- President/President Elect.

There is no formal term of office for moderators and coordinators of Divisions, Sections and Special Interest Groups; they may be re-elected each year. [8/20/82] A leadership meeting at the annual conference provides a forum for orientation of incoming Division, Section moderators and SIG coordinators, as well as committee chairs and editorial appointees.

The procedure for changing the moderator or coordinator before the next conference meeting is to send a letter or email of resignation to the Vice-President/President Elect.

***ARLIS/NA POLICY NO.: E-4. SUBJECT: DIVISIONS, SECTIONS & SPECIAL INTEREST GROUPS--FINANCES***

There is no set budget money allotted to Divisions, Sections, or Special Interest Groups. "Special Project Funding" requests may be made by moderators via applications submitted to the Treasurer each year as a result of a "Call for Requests." The Treasurer will present the requests to the Executive Board for consideration and a vote at the Mid-Year Executive Board Meeting.

Special funding monies must be spent during the fiscal year for which they were budgeted. Unused portions cannot be carried forward to the following fiscal year. [adopted 11/16/96].

The fiscal schedule for Divisions, Sections, or Special Interest Groups is consistent with the Society fiscal year (i.e. Jan.Dec.), and not with the conference year. [adopted 11/16/96].

Divisions, Sections, and SIGs wishing to solicit financial support from outside sources shall first submit a list of potential sponsors to the Development Committee. [rev. 8/5/02; rev. 11/16/96; issued 7/89].

***ARLIS/NA POLICY NO.:E-5. SUBJECT: DIVISIONS --CURRENT***

**E.5.A. ACADEMIC LIBRARY DIVISION**

STATEMENT OF PURPOSE: The purpose of the Academic Library Division is to improve resources and services for art librarianship within academic and research libraries and to promote the knowledge and awareness of its members.

The Division fulfills its purpose by sharing ideas and research at formal programs during the Society's annual conference and by submitting articles and updates to Society publications.

HISTORY: Year Established: 1975 (as Academic Type of Library Group)

**E.5.B. ART AND DESIGN SCHOOL LIBRARY DIVISION**

STATEMENT OF PURPOSE: The purpose of the Art and Design School Library Division is to highlight the unique characteristics of library service to art and design students and faculty and offer a forum for art and design school librarians to discuss their concerns and problems, to expand their professional knowledge and awareness, and to

share their development and experience. Topics of special relevance to art and design school librarians are the development of standards, library advocacy in a studio setting, and the organization of non-print and special materials.

HISTORY: Year Established: 1986 (as Art and Design School Type of Library Group)

### **E.5.C. MUSEUM DIVISION**

STATEMENT OF PURPOSE: The purpose of the Museum Library Division is to provide a forum for art museum librarians who are members of ARLIS/NA. This forum includes a program and business meeting as part of the annual ARLIS/NA conference, and submitting articles and updates to Society publications. Issues of art librarianship having special relevance for art museum librarians are singled out for the attention of the group, e.g., control of auction catalogues, museum archives, and documentation of individual objects. It is the responsibility of the group to study such issues and formulate recommended procedures for dealing with them. The position of the library within the administrative structure of the museum is of concern to the Division, as are standards regarding staffing, collection development, budget, book conservation, processing, etc. Interaction with, and participation in, related organizations such as the American Association of Museums and the Special Libraries Association are encouraged.

HISTORY: Year Established: 1975 (as Museum Type of Library Group)

### **E.5.D. VISUAL RESOURCES DIVISION**

STATEMENT OF PURPOSE: ARLIS/NA's Visual Resources Division (VRD) is composed of members who are engaged in the acquisition, cataloging, curation, preservation, discovery, and circulation of visual content in analog and digital formats.

As a division of the Society, special attention is focused on connecting with affinity organizations engaged in developing and supporting standards and best practices for dealing with images, metadata, digital asset management, collection development, preservation of at-risk collections, and staffing.

HISTORY: Year Established: 1975 (as Visual Resources Special Interest Group)  
[rev. 2/3/17; rev. 7/14/04]

## ***ARLIS/NA POLICY NO.: E-6. SUBJECT: SECTIONS --CURRENT***

### **E.6.A. ARCHITECTURE SECTION**

STATEMENT OF PURPOSE: The Architecture Section is composed of those ARLIS/NA members who are interested in the documentation of architecture, its allied arts, and their history. This includes the acquisition, organization, retrieval, and circulation of architectural and allied arts resources, both in print and non-print formats, including architectural drawings.

The primary purpose of the Architecture Section is professional development and communication for those interested in the documentation of architecture and its allied arts.

HISTORY: Year Established: 1975 (as Architecture Special Interest Group)

### **E.6.B. ART LIBRARY STUDENTS & NEW ARLIS PROFESSIONALS (ArLiSNAP)**

STATEMENT OF PURPOSE: Art Library Students & New ARLIS Professionals (ArLiSNAP) serves as a dedicated resource for ARLIS/NA's student and new professional members. ArLiSNAP fulfills its purpose by addressing its constituency's needs through ArLiSNAP's online community and ARLIS-L. Additionally, ArLiSNAP develops and produces annual conference sessions, resources, and events.

HISTORY: Year Established: 2004 (as Student Affairs Discussion Group); 2006 established as an ARLIS/NA Section [rev. 7/14/04]

### **E.6.C. CATALOGING SECTION**

STATEMENT OF PURPOSE: The Cataloging Section concerns itself with the bibliographic control of, and access to, art library materials. Within its area of interest, the Cataloging Section considers both practical and theoretical matters.

The exchange of information is a central function of the section, which provides a forum for sharing practice, policy, innovations, queries, citations from the professional literature, and research. It facilitates the comparing of opinions so that areas of consensus may be found; in sum, a consensus may suggest action. The Cataloging Section also provides a means for art catalogers and indexers with similar concerns or projects to identify and communicate with one another. The Cataloging Section performs these information exchange functions primarily in two ways: during sessions at the annual conference of ARLIS/NA and by submitting articles and updates to Society publications.

When interest warrants, the Cataloging Section may form task groups to study specific issues of concern to art catalogers and/or indexers. Recognizing that there are other groups within and outside of ARLIS/NA with similar or related interests, the Cataloging Section identifies them, and where appropriate, communicates and coordinates activities with them. The Cataloging Section may use the means available (primarily *Art Documentation* and conference sessions) to reach the ARLIS membership at large, to explain what catalogers are doing and seek response from other sectors of the art library community.

HISTORY: Year Established: 1975 (as Cataloging and Indexing Systems Special Interest Group)[rev. 7/14/04; recognized as a section 006; 4/21/2010]]

### **E.6.D. RESEARCH AND INFORMATION SERVICES SECTION**

STATEMENT OF PURPOSE: To support open, transparent communication within ARLIS to analyze current issues, trends, and developments in research practices, information retrieval, and discovery tools; to engage with other sections, divisions, and SIGs in order to further information and visual literacy within the arts and humanities; to model and encourage critical and reflective practice in our profession; to recommend to the Executive Board appropriate actions and projects which may serve as effective means of furthering this charge.

HISTORY: Established as Reference and Information Services Section: 1989. Name changed: 2017.

***ARLIS/NA POLICY NO.: E-7. SUBJECT: SPECIAL INTEREST GROUPS -- CURRENT***  
***[rev. 7/30/04; 6/21/04]***

### **Archaeology and Classics Special Interest Group**

STATEMENT OF PURPOSE:

HISTORY: First established

### **Artist Files Special Interest Group**

STATEMENT OF PURPOSE: The Artist Files SIG works to create a small (focused) born-digital web archive of various artists. Partnering with Archive-It, they are creating a curated set of material that will allow the SIG to demonstrate the potential and future possibilities of the tools available for capturing artist file information that is not being actively archived at the moment.

HISTORY: First established

### **Art Librarian Parents & Caregivers (ALPC or ALPCa) Special Interest Group**

STATEMENT OF PURPOSE: The goal of this group is to promote dialogue, support, and advocacy pertaining to balancing an art librarian career with being a parent or caregiver (such as for aging parents). A significant percentage of the Society will deal with the challenges of negotiating one's role in the profession while simultaneously raising a family, encountering issues and making decisions that will impact their career. This group seeks to support this demographic by providing a forum for discussing federal and state family leave laws, flex-time, professional development, tenure or similar requirements, work-life balance, the negotiation of equal pay and better benefits, and childcare responsibilities; advocacy for ARLIS/NA members and for parents and caregivers more generally will also be a focus. We seek to promote discussion among ARLIS/NA leadership, during annual conferences, and in the broader Society in terms of supporting parents and caregivers, who are typically in the stride of their career while negotiating family responsibilities. This group will create and maintain a professional resource page, will share information with similar professional organizations, and will have a members-only discussion forum to help parents and caregivers navigate their roles.

HISTORY: Year Established, 2016

[added 04/2018]

### **Auction Catalogs Special Interest Group**

STATEMENT OF PURPOSE: The Auction Catalogs Special Interest Group serves as a forum for discussion on acquisition, cataloging, archiving and providing access to print, digitized, and born-digital auction catalogs and related materials that document auction sales.

Current topics of interest to the group include: cooperative projects (such as the shared price list project for archiving online price lists), using emerging technology for capturing and archiving online catalogs, and best practices for using the SCIPIO database and for applying RDA to cataloging auction catalogs and related materials.

HISTORY: First established

### **Book Art Special Interest Group**

STATEMENT OF PURPOSE: The Book Art Special Interest Group will focus attention on a sector of art scholarship, the book arts. The group's goal is to promote the exchange of information about the book arts; to discuss current issues affecting the book arts, especially as pertaining to library and museum practices; and to encourage and support scholarship about the book arts.

The Book Art Special Interest Group will participate in ARLIS/NA activities by cooperating with other ARLIS/NA special interest groups, sections and divisions; collecting and disseminating information about the book arts; sponsoring sessions, panels, or workshops at the annual conferences; and by submitting articles and updates to Society publications.

HISTORY: First established as a Discussion group; became a Round Table with Executive Board approval, April 21, 2004

[rev. 10/08; 6/21/04]

### **Cinema & Media Studies Special Interest Group**

STATEMENT OF PURPOSE: The Cinema & Media Studies SIG serves as a locus for ARLIS members who work with film and media programs/institutions, perhaps in addition to traditional areas of art librarianship. Art librarianship and film librarianship overlap quite a bit: both deal with practitioners as well as scholars and both work with material that concerns itself with the visual/sensory realm, to name just two commonalities. The SIG provides an important forum for discussions as well as helps generate ideas for new and innovative conference sessions.

HISTORY: disbanded in 2015

### **Collection Development Special Interest Group**

STATEMENT OF PURPOSE: The purpose of the Collection Development Special Interest Group will be to serve as a focus for discussion about all aspects related to collection development in arts related fields.

HISTORY: Year established: 2008

[6/2/08]

### **Critical Librarianship Special Interest Group**

STATEMENT OF PURPOSE: The purpose of the Critical Librarianship SIG is to discuss, share, and/or present topics related to the intersection of critical theory/praxis and the field of art librarianship. Some of these topics include (but are not limited to): ethics and accessibility, diversity and inclusion advocacy, politics of professionalism, critical pedagogy, social justice, feminism, critical race theory, and queer theory. The group will establish a broad community of library and archive workers to share developing projects and ideas, research and literature, ethical concerns, and other relevant initiatives/topics.

History: Year established, 2017

### **Decorative Arts Special Interest Group**

STATEMENT OF PURPOSE: The purpose of the Decorative Arts Special Interest Group will be to serve as a focus for discussion on all aspects of acquiring, cataloging and preserving materials dealing with the historical and contemporary decorative arts and material culture.

Interest in the study of decorative arts and material culture is becoming more prominent in academic, museum and public libraries. This group hopes to encourage this interest by sponsoring programs at the annual conference and by submitting articles and updates to Society publications.

HISTORY: Year established: 1991

### **[rev. 10/08; 7/14/04]Digital Humanities Special Interest Group**

STATEMENT OF PURPOSE: The purpose of the Special Interest Group on Digital Humanities will be to provide interested members the opportunity to engage in discussion, create an online reading group, develop an expanding bibliography, and perhaps periodically sponsor a session at the annual conference about Digital Humanities.

HISTORY: First established 2012

### **Exhibitions Special Interest Group**

STATEMENT OF PURPOSE: The Exhibitions Special Interest Group (SIG) is a forum for ARLIS/NA members to discuss best practices of exhibitions coordinated and installed in libraries. Topics relevant to this SIG include but are not limited to library exhibition planning, policies, gallery management, standards, strategic partners, innovative programming, engagement strategies, marketing, and funding opportunities. This cohort will be relevant to members from academic, museum, public, and special libraries.

HISTORY: first established 2016

### **Fashion, Textile & Costume Special Interest Group**

STATEMENT OF PURPOSE: The Fashion, Textile & Costume SIG is a forum for sharing ideas pertinent to fashion, textile & costume librarianship. Participants will capitalize on the shared experiences and knowledge of the FTC library community. The group is primarily composed of members from academic, public, museum and corporate libraries concerned with developing professional skills in areas such as reference, library instruction, and collection development.

HISTORY: First established 2011

### **Graphic Novels Special Interest Group**

STATEMENT OF PURPOSE: The purpose of the Graphic Novels SIG is to discuss, share and/or present topics including collection development issues, circulation, processing and display of graphic novels, statistics for support of the collection, preservation, conservation, library related instruction and any other issues that come up with this type of collection or other similar collections. Examples of other collections include comics or other types of sequential art and zines.

HISTORY: First established 2013

### **LGBTQ Special Interest Group**

STATEMENT OF PURPOSE: The LGBTQ Special Interest Group of ARLIS/NA is composed of members concerned with LGBTQ issues in the visual arts and with ensuring that materials reflecting these interests are being collected and made accessible in libraries and visual resources collections.

The Special Interest Group focuses attention and bibliographic expertise on a new sector of art scholarship from a multidisciplinary perspective. Its goal is to help scholars rediscover LGBTQ individuals in the history of the visual arts and to encourage librarians and visual resources curators to collect materials on LGBTQ issues.

The Special Interest Group will participate in all ARLIS/NA activities by sponsoring sessions at the annual conference in cooperation with other ARLIS/NA groups and with the Gay and Lesbian Caucus of the College Art Association, the Gay and Lesbian Task Force of the Social Responsibilities Round Table of ALA, and other related organizations, as well as by submitting articles and updates to Society publications.

HISTORY: Year established: 1992.

[rev. 10/08; 7/14/04]

### **Management Special Interest Group**

STATEMENT OF PURPOSE: The Management Special Interest Group (SIG) is composed of ARLIS/NA members who have management responsibilities in their home organization and are seeking support and competency in a variety of managerial areas.

Art librarians with management roles need to be highly skilled at budget preparation, grant writing, policy writing, performance evaluation, hiring and firing, strategic planning, program assessment, internal and external communications, and leadership. The goal for the Management SIG is to provide resource sharing and informal peer mentoring around these issues. Additional opportunities for support around management may be developed over time depending on the will of the group.

HISTORY: Established as Management Issues Special Interest Group: 2002. Dissolved: 2006. Reinstalled and Renamed Management Special Interest Group: 2017.

### **Manuscript, Archives and Special Collections Special Interest Group**

STATEMENT OF PURPOSE: The Manuscripts, Archives, and Special Collections SIG is a gathering place for both professionals who are already working as art librarians in institutions with special collections or archives and those who may not fit the traditional definition of “art librarian” but whose work either currently connects their collections with artists or those who would like to create that connection in the future. The SIG discusses archival best practices and professional development within the art/archives/special collections field and allows for a greater discussion between archivists and art librarians on how to reach out to artists using their collections as sources of inspiration as well as scholarship and to forge new relationships between the two.

HISTORY:

First established as a SIG, 2014

**Materials Libraries Special Interest Group**

STATEMENT OF PURPOSE: Materials-based collections represent a challenging new mode of art librarianship with regards to subject specialization, physical description and accommodation, their close relationship to industry, and institutional mission. Whether a fully realized studio, a modest lab, or a nascent collection of samples, they play an important role in presenting the physicality of art and design objects to a digitally native audience of students from varied interests and disciplines that include architecture, interior design, furniture, textiles, lighting, color, painting, sculpture, etc. Increasing in number, materials collections are staffed by an equally diverse profile of librarians, curators, and directors. This Materials Libraries Special Interest Group situates the gathering of such diverse yet common interests within ARLIS/NA's strong legacy of best practices for art librarianship and visual resources.

HISTORY: First established

**Music and Performing Arts Special Interest Group**

STATEMENT OF PURPOSE:

HISTORY: Dissolved 2014. Year established xxxx

**New Art Special Interest Group**

STATEMENT OF PURPOSE: The New Art Special Interest Group will focus on issues related to new art. The primary objective of NASIG is to promote current awareness of new trends and developments in contemporary art and examine related library issues created by changes in the field. Another objective of NASIG is to bring together ARLIS/NA members who are both librarians and contributors to current art activities as artists, writers, curators, etc.

HISTORY: Dissolved. Year established: 1989

**Photography Librarians Special Interest Group**

STATEMENT OF PURPOSE:

HISTORY: First established  
[rev. 10/08; 6/21/04; 8/5/02]

**Provenance Special Interest Group**

STATEMENT OF PURPOSE: The Provenance Special Interest Group (SIG) was established in February 2013 to keep art librarians informed of current issues and activities related to provenance research. The group is a forum for provenance-related projects and seeks to contribute to ARLIS/NA sessions and workshops.

HISTORY: First established 2012

**Public Libraries Special Interest Group**

STATEMENT OF PURPOSE: The purpose of the Public Libraries Special Interest Group is to highlight the unique characteristics of services in public art libraries or art sections within public libraries. This Special Interest Group offers a forum for public librarians to discuss their concerns and problems, to expand their professional knowledge and awareness, and to share their development and experience. The group desires to participate in ARLIS/NA

#### HISTORY:

activities through cooperating with other Special Interest Groups, Sections, Divisions, and Committees, by occasionally proposing sessions, panels or workshops at conferences, and by submitting articles and updates to Society publications.

Dissolved. Year Established: 1975 (as Public Type of Library Group); Became Public Library Division, ca. 1985; dissolved, 2002; reconstituted as Round Table, 2004; reconstituted as SIG, 2013?

[rev. 10/08; 6/21/04; 5/20/04; 8/5/02]

#### **Resource Sharing Special Interest Group**

##### STATEMENT OF PURPOSE:

HISTORY: First established in 2011 (Inter Library Loan SIG ) name changed in 2016

[rev. 06/03/2016]

#### **Retirement Special Interest Group**

STATEMENT OF PURPOSE: The Retirement Special Interest Group is a meeting ground (both physically at the annual ARLIS/NA conference and virtually in between conferences) for those who wish to continue to participate in some ARLIS/NA activities after they have retired from their full-time professional positions. Some members of the group may not yet be actually retired: they may be "on the verge" or simply thinking about it. The ARLIS/NA leadership affirms that "we want as many retirees as possible at all of our conferences and not just talking to each other." It is hoped that ARLIS/NA retirees who wish to will continue to participate in sessions, lead workshops, serve in leadership roles, or on committees, and share their sound professional advice on the listserv. The SIG will facilitate awareness of ways the parent organization can be welcoming to retired members, and will consider how it might assist retired members to maintain an active interest in current professional issues and ARLIS/NA's core values. The SIG membership can also be helpful to ARLIS/NA in better understanding the history of both ARLIS/NA as an organization and the profession itself.

HISTORY: Year Established: 2015

[rev. 2/1/16; 12/24/15]

#### **Serials Special Interest Group**

STATEMENT OF PURPOSE: The Serials Special Interest Group addresses all aspects of library work that pertain to art serials publications and art auction catalogs, including acquisition, bibliographic control, maintenance, indexing, reference services, bibliographic instruction and document delivery. Since serials publications present unique and complex problems to all aspects of librarianship, it is the function of this group to address those problems both in the Society's annual meetings and by submitting articles and updates to Society publications.

The Serials Special Interest Group will, at the minimum, provide a frequent and regular presentation of serials reviews and notes of serials title changes, frequency changes, delays of publication, cessations, and new titles. The annual business meeting and program will provide a forum for discussion of particular concerns.

#### HISTORY:

While it recognizes that other groups in ARLIS/NA may have overlapping interests with it, the Serials Special Interest Group works with these groups to examine these interests in terms of the complex problems of serials and to come to a consensus concerning issues pertaining to them.

In addition to addressing areas of concern, the Serials Special Interest Group will sponsor projects that will aid art librarians in their work with serials and art auction catalogs. Such projects may include creation of databases and the compilation of union lists, bibliographies, and checklists. The Serials Special Interest Group will also participate in professional groups outside of ARLIS/NA that strive, among other things, to standardize serials bibliographic and holdings records, to establish comprehensive indexing, to build and utilize databases, and to apply pressure on publishers to respond to library concerns.

Dissolved. Year established: 1978 (as Serials SIG)

#### **Solo Art Information Professionals Special Interest Group**

STATEMENT OF PURPOSE: The Solo Art Information Professionals Special Interest Group acts as a platform for discussion for ARLIS/NA members who are solo professionals.

Solo art information professionals are librarians or visual resource curators who have no professional peers within their immediate department. They often serve as the head of the library or visual collection and may have support staff such as assistants, interns, or volunteers. They are found in all types of organizations including special libraries, art and architecture school libraries, museum libraries, branch libraries, and independent art agencies. For solo professionals, ARLIS/NA provides a crucial means to connect with the wider community. This special interest group enables solo professionals to discuss the issues, challenges, and opportunities unique to their positions.

HISTORY: Established 2001, dissolved 2008, reestablished 2015.

#### **Space Planning Special Interest Group**

STATEMENT OF PURPOSE: The primary purpose of the Space Planning Special Interest Group will be to serve as a focus for discussion and the informal exchange of information concerning the planning of new, expanded, or renovated space in all types of art libraries and visual resources collections. In addition to actively supporting ARLIS/NA Standards and serving as a referral agency, the group will support programs that promote the institutional effectiveness of art librarians in their space planning endeavors. From time to time, the Space Planning Special Interest Group may organize formal presentations, tours, panels or workshops, on various aspects of space planning at the annual conference. It will report its activities by submitting articles and updates to Society publications.

HISTORY: Year established: 1989

[rev. 10/08; 6/21/04; 8/5/02]

#### **Stimulating Creativity In Practice Special Interest Group**

STATEMENT OF PURPOSE: Members of the SCIP SIG explore how creativity applies to the work of art information professionals and how creative engagement can move the Library beyond its traditional roles. The group acts as an ongoing support community for personal creative practice by exploring ways to make time in our workday for nurturing creativity, examining how personal artistic practices enhance our work as information professionals, and learning effective ways to foster creativity in others. The group also explores the idea of the library as an incubator of creative discovery by looking at ways to incorporate creatively charged workshops, exhibitions and events into

**HISTORY:**

library spaces giving library users opportunities for research and a means to practice hands-on engagement with ideas and knowledge. Members of the SCIP SIG may also plan events such as ARLIS/NA-member art exhibits, workshops (possibly tapping local creative talent) and conference sessions.

HISTORY: First established 2013

**Teaching Librarians Special Interest Group**

STATEMENT OF PURPOSE:

HISTORY: First established 2012

**Urban and Regional Planning Issues Librarians Special Interest Group**

STATEMENT OF PURPOSE: The purpose of the Urban and Regional Planning Librarians Special Interest Group is to foster awareness of resources and share information in the multi-disciplinary facets of urban and regional planning studies. We interpret urban and regional planning broadly to include a number of wide-ranging issues, such as land

use, environmental factors, sustainability of city and land, infrastructure, social issues related to land use, and aesthetics and lifestyle.

HISTORY: Year established: 2008  
[6/2/08]

### **Web Archiving Special Interest Group**

STATEMENT OF PURPOSE: The Web Archiving Special Interest Group stewards the community of art librarians currently engaged or interested in collecting, preserving, and providing access to born-digital resources native to the World Wide Web. It monitors and reports on trends, standards, and services in order to facilitate resource sharing and the technical development of web archiving tools of especial value to art libraries and museums. Topics of interest-explored in online/email discussion fora, educational programs, and among SIG meetings and SIG-sponsored sessions at ARLIS/NA annual events--include best practices for collection development, preservation, and access; software services; collaborative collecting; and the applications of web archiving as a strategy for managing ephemeral resources and institutional records.

HISTORY: Year established, 2016

### **Women and Art Special Interest Group**

STATEMENT OF PURPOSE:

The Women and Art Special Interest Group of ARLIS/NA is composed of members concerned with documenting women's contributions to the visual arts and ensuring that materials relating to women artists, curators, museum and gallery directors, educators, and collectors are accessible in libraries and visual collections.

This special interest group focuses attention and bibliographic expertise on a new sector of art scholarship from a multi-disciplinary approach. Its goal is to help scholars rediscover women in the history of the visual arts and encourage librarians and visual resources curators to collect materials on women artists for their institutions. The Women and Art Special Interest Group will participate in all ARLIS/NA activities by sponsoring sessions at the annual conference in cooperation with other ARLIS/NA groups (and with the Women's Caucus for Art or other related professional organizations). The special interest group will also submit articles and updates to Society publications.

HISTORY: Year established: 1990  
[rev. 10/08; 6/21/04; 8/5/02]

### **ARLIS/NA POLICY NO. E-8. SUBJECT: SPECIAL INTEREST GROUPS – SUSPENSION AND DISSOLUTION**

*See also ARLIS/NA Bylaws, Article XIII, Section 3.G*

The suspension or dissolution of a SIG are actions taken voluntarily by a SIGs membership or by decision of the executive board due to the SIGs inactivity.

**Procedure:** 1. Determination of inactive status: *A SIG is considered to be inactive when it has not held meetings for one year and no one from the SIG responds to **two** communication attempts from the executive board liaison or other board members, or lacks a contact person for one year.*

2. Declaration of inactive status: *The executive board shall declare a SIG to be inactive. The decision of the executive board and the specified inactive time period shall be documented by the Board Liaison and recorded in the minutes of the ARLIS/NA Secretary.*

3. Cessation of Inactive Status:

The inactive status will be removed when the SIG resumes its prescribed activities and notifies the Executive Board accordingly.

4. Dissolution of a SIG:

If SIG's activities are not resumed within the prescribed time period, the executive board may dissolve the SIG. This action shall be documented by the SIG's executive board liaison and recorded in the minutes of the ARLIS/NA Secretary.

[rev. 10/24/18]

## **SECTION F. HEADQUARTERS AND ADMINISTRATION**

*See also* ARLIS/NA Bylaws, Article XI: Administration: <http://tinyurl.com/bylawsAdministration>

### ***ARLIS/NA POLICY NO.: F-1. SUBJECT: HEADQUARTERS -- CONTRACTS***

The Executive Board shall contract with an association management firm to manage ARLIS/NA.

The contract shall follow the rules set out in ARLIS/NA POLICY NO. A-1. Contracts are confidential and shall only be available to the Executive Board.

## **SECTION G. COMMITTEES**

### ***ARLIS/NA POLICY NO.: G-1. SUBJECT: COMMITTEES -- GUIDELINES FOR INDIVIDUAL COMMITTEES***

Standing committee charges shall become a part of the Policy Manual. [adopted 11/16/96].

Guidelines for the individual standing committees shall be reviewed at least every three years by the committees and their Executive Board liaisons.

[rev. 8/5/02; issued 2/6/85]

All committees shall be composed of 1 Chair, 6 members (optimally at least one of which is a Canadian representative), and 1 Board Liaison.

Chairs shall serve one term; renewable one time for a maximum of two years of consecutive service, not including any years served as a member of the committee. The total maximum number of consecutive years served as member and chair is five. The Chair is appointed by the Vice-President/President Elect.

Members serve one year; renewable two times for a maximum of three years of consecutive service (with the exception of the Development and Strategic Planning committees). All committee members must be official (duespaying) members of ARLIS/NA. Members are suggested by the incoming Chair in consultation with and approved by the Vice-President/President Elect.

The new Chair and members begin their service at the end of the annual membership meeting. The outgoing Chair and members end their service at the end of the annual membership meeting.

New and outgoing Chairs and members attend any committee meeting held at the annual conference to ensure a smooth transition and continuity on the committee.

[rev. 11/13/08]

### ***ARLIS/NA POLICY NO.: G-2. SUBJECT: COMMITTEES – REPORTING/RECORDKEEPING/ARCHIVES***

Committee Chairs shall be responsible for an annual report of meetings and activities to be sent to Headquarters, the web site content editor, and their executive board Liaison. Chairs shall be responsible for preparing post-conference reports of their annual business meetings for posting to the respective committee's web page.

[rev. 4/5/18; rev. 7/30/04; 8/5/02; rev. 7/5/02; rev. 11/16/96; 7/1/86; replaces policy dated 6/8/75]

Chairs of ARLIS/NA committees shall include in their annual reports separate written reports by Chairs of all constituent subcommittees and task forces. [rev. 8/5/02; rev. 11/16/96; 8/8/92]

Copies of any correspondence are to be sent to the designated Executive Board Liaison. The content and distribution plan for all survey instruments must be approved by the Executive Board before distribution to the society

membership. The Committee Chair maintains files and records and passes non-archival records on to the succeeding Chair.

The Chair is responsible for preserving all materials of possible archival value. All such materials, including official correspondence and reports, will be deposited in the Society's archives as determined by ARLIS/NA policy. *See also* ARLIS/NA POLICY NO.: A-3.

All announcements, press releases and distribution lists originating in committees are drafted by the Chair and submitted to the President and Executive Board Liaison for review who then forwards to Headquarters for distribution unless other arrangements have been approved by the Executive Board. [rev. 3/11/04; 8/5/02]

***ARLIS/NA POLICY NO.: G-3. SUBJECT: COMMITTEES -- EXECUTIVE BOARD LIAISONS***

*See also* ARLIS/NA POLICY NO.: C-2 and C-3

Board liaisons shall participate in and report on committee activities as necessary. Committee Chairs may request assistance on decisions or problems from the Executive Board through the Committee Liaison. [rev. 1/22/03; issued 3/30/90] Board liaisons should be copied on all reports, emails and correspondence. [rev. 3/3/03]

***ARLIS/NA POLICY NO.: G-4. SUBJECT: COMMITTEES -- FINANCES***

The Chair submits a budget request to the Treasurer according to the schedule established in the Management Calendar. The request is reviewed and approved by the Executive Board at its Mid-Year meeting. The Chair is responsible for maintaining records of expenditures and submitting bills promptly to Headquarters.

Budget requests for subcommittee activities at the annual conference are considered as part of the conference budget. *See also* ARLIS/NA POLICY NO.: J, Finances and ARLIS/NA POLICY NO.: M, Conferences and Meetings.

Any ARLIS/NA group or chapter wishing to solicit advertising or other financial support from outside sources shall first submit a list of potential advertisers or sponsors to the Development Committee and to the Executive Board. [rev.11/16/96; issued 7/89].

***ARLIS/NA POLICY NO.: G-5. SUBJECT: COMMITTEES -- APPOINTMENT OF MEMBERS/MEETINGS/CONFERENCE ACTIVITIES***

The Vice-President shall appoint the Chair of each committee for the year in which they are President subject to approval by the Executive Board. All members of all committees are appointed for specific terms [Bylaws Article XII. Section 3]

[rev. 1/22/03; issued 2/21/84 & 2/16/87][Formerly Policy C4-6b]

Chairs of either committees or subcommittees make recommendations to the Vice- President for members. The VicePresident endorses or revises these lists and the Chairs of the committee or subcommittees then notify the new members of their appointments. [rev. 8/5/02; 2/17/84] [Formerly Policy C4-5]

Chairs of committees are encouraged to appoint task forces for specific committee projects, with specific goals, timelines, and deliverables. Task force leaders should report to the committee chair. Task forces may be comprised of committee members and/or interested members who are not on the committee. The task force leaders should submit an annual report for inclusion in the committee annual report to the chair. [7/22/05]

The appointment timetable is listed in the Society's Management Calendar.

ARLIS/NA Committee Chairs are responsible for asking inactive members if they intend to continue fulfilling their responsibilities. [issued 1/27/76] [Formerly Policy C4-3]

Resignation procedure for the Chair is to send a letter or email of resignation to the President with a copy to the Executive Board liaison. Resignation procedure for committee members is to send a letter or email to the Chair.

Executive Board members may not serve as Chairs, moderators, and/or coordinators of ARLIS/NA committees, divisions, sections, and/or special interest groups or as officers of local chapters except for Board subcommittees such as CPAC.

[rev. 3/3/03; 2/4/93] [formerly Policy C4-7]

The committee has at least one business meeting at the annual conference; the meeting is scheduled by the conference program Chair. Attendance by subcommittee Chairs and members is expected. The business meeting is shared between the outgoing and incoming Chairs and members, with transition occurring during the meeting. The outgoing Chair selects a recorder to take minutes.

#### ***ARLIS/NA POLICY NO.: G-6. SUBJECT: RELATIONSHIPS OF COMMITTEES TO DIVISIONS AND SECTIONS***

As a general principle, standing committees of the Society shall not be allowed to oversee Sections or Divisions [adopted 11/16/96; replaces 1/27/76] [Formerly Policy C6-1]

Standing committees have specific charges from the Board and thus have a responsibility to the Board and membership, while the Divisions, Sections and Special Interest Groups have no specific responsibilities and shall react to the needs and interests of their members. [adopted 11/16/96; replaces 1/27/76] [Formerly Policy C6-3]

#### ***ARLIS/NA POLICY NO.: G-7. AWARDS COMMITTEE (STANDING)***

**See** Awards Subcommittees Directory: <http://arlisna.org/organization/committees/75-awards-committee>

##### Committee Guidelines

- a. Charge: To administer the ARLIS/NA Awards and the constituent subcommittees: Distinguished Service Award, Gerd Muehsam Award, Wolfgang M. Freitag Internship Award, Travel Awards, Research Awards, and George Wittenborn Award, Melva J. Dwyer Award; to administer any other special achievement awards or grant-funded awards that may be established by the Executive Board; to develop and review the guidelines and timetables for these awards; to assist subcommittee Chairs in soliciting and reviewing nominations if desired; to assist

subcommittee Chairs in recommending recipients for awards to the Executive Board; to publicize the awards and the award winners with the subcommittee Chairs.

Special appointments: Appoints Subcommittee Chairs and members of the subcommittees in cooperation with the ARLIS/NA Vice-President.

b. History: Established: 2003 as an umbrella committee to administer all awards committees.

c. Liaison: the President is the Awards Committee liaison to the Executive Board.

[rev. 2/3/17]

### **ARLIS/NA POLICY NO.: G-7-A. DISTINGUISHED SERVICE AWARD SUBCOMMITTEE**

**See** Subcommittee homepages:

Announcement and Guidelines: <http://arlisna.org/about/awards-honors/66-dsa>

Award Recipients: <http://tinyurl.com/DSA-Recipients>

#### Subcommittee Guidelines

a. Charge: To administer the ARLIS/NA Distinguished Service Award; to develop and review the guidelines and timetables for these awards; to solicit and review nominations; to recommend recipients for the award to the President; to publicize the awards and the award winners.

b. History: Established 1995 (from 1986-1995 the DSA was administered by the Nominating Committee). Made a subcommittee to the Awards Committee, 2003.

c. Subcommittee structure: Not to exceed six members, not including the President who serves as Executive Board liaison to the DSA committee.

d. The President arranges for the presentation of the Distinguished Service Award at the annual conference. The subcommittee Chair is also expected to present the subcommittee's awards during the Convocation at the annual conference.

e. In the event of an unsuccessful nomination, all submitted documentation relating to the unsuccessful nominee is returned to the submitter. Documentation of subcommittee deliberations is destroyed.

[rev. 2/4/11; 7/30/04; 1/22/03; approved: 12/2/98]

### **ARLIS/NA POLICY NO.: G-7-B. STUDENT ADVANCEMENT AWARDS SUBCOMMITTEE**

**See** Subcommittee Homepage for:

Announcement and Guidelines: <https://www.arlisna.org/about/awards-honors/69-gerd-muehsam-award> <https://www.arlisna.org/about/awards-honors/71-george-wittenborn-award> Past Recipients:  
<https://www.arlisna.org/about/awards-honors/awards-history/442-gerd-muehsam-award-past-recipients>  
<https://www.arlisna.org/about/awards-honors/awards-history/173-george-wittenborn-award-past-winners>

#### Subcommittee Guidelines

- a. Charge: To administer both the ARLIS/NA Gerd Muehsam Award and Wolfgang M Freitag Internship Award; to develop and review the guidelines and timetables for these awards; to solicit and review applications; to select a recipient of the award; to arrange for the presentation of the award at the annual conference; and to publicize the award and the award recipients.
- b. To publicize the award, which recognizes excellence in a paper or project prepared by a graduate student on a topic relevant to art librarianship or visual resources curatorship; to set standards and guidelines for papers or projects submitted; to select a winner or winners; to arrange for presentation of the award at the annual conference; and to disseminate the results of these endeavors by publishing an abstract of the award- winning paper or project.
- c. History: The Gerd Muehsam Award was established: 1980; made a subcommittee of the Awards Committee, 2003. The Wolfgang M Freitag Internship Award was established 2001 (from 2001 to 2004 the Internship Award was administered by the Professional Development Committee). Made a subcommittee to the Awards Committee, 2005. Re-named the Wolfgang M. Freitag Internship Award, 2013. Both awards became part of the newly formed Student Advancement Awards Subcommittee in 2018.
- d. Subcommittee structure: Not to exceed six members, not including the Executive Board liaison. The subcommittee Chair is responsible for arranging for the presentation of the award at the annual conference. The subcommittee Chair is also expected to present the subcommittee's awards during the Convocation at the annual conference.

[rev. 08/10/18; 7/30/04; 1/24/03; approved: 12/2/98]

#### **ARLIS/NA POLICY NO.: G-7-C. H.W. WILSON RESEARCH AWARDS SUBCOMMITTEE**

**See** Research Awards Page: <http://www.arlisna.org/about/awards-honors/74-hw-wilson-foundation-research-award>

#### Subcommittee Guidelines

- a. Charge: To stimulate research and its reporting in art documentation and related fields; to administer awards that recognize outstanding research and publication by members. Special appointments: None.
- b. History: Established: 1992. Made a subcommittee to the Awards Committee, 2003.
- c. Subcommittee structure: Not to exceed eight members, not including the Executive Board liaison.
- d. The subcommittee Chair is expected to present the subcommittee's awards during the Convocation at the annual conference. (**See also** ARLIS/NA POLICY NO.: M, Conferences and Meetings.)

[rev. 7/30/04; 3/24/03; approved: 12/2/98]

## **ARLIS/NA POLICY NO.: G-7-D. TRAVEL AWARDS SUBCOMMITTEE**

**See** Subcommittee homepages:

Award information and Application Procedures: <http://arlisna.org/about/awards-honors/64-conference-travel-awards> Past Recipients: ???

### Subcommittee Guidelines

- a. Charge: To encourage attendance and participation by ARLIS/NA members and art information professionals at the Society's Annual Conference through the development of application guidelines and the selection of award recipients.
- b. History: Established: 1985. Made a subcommittee to the Awards Committee, 2003.
- c. Subcommittee structure: Not to exceed six members, not including the Executive Board liaison.
- d. The subcommittee Chair is expected to present the subcommittee's awards during the Convocation at the annual conference.

[rev. 7/30/04; 5/20/04; 1/22/03; approved: 12/2/98]

## **ARLIS/NA POLICY NO.: G-7-E. GEORGE WITTENBORN AWARDS SUBCOMMITTEE**

**See** Subcommittee homepages for:

Information and Application procedures: <http://arlisna.org/about/awards-honors/71-george-wittenborn-award>

Past recipients: <http://arlisna.org/about/awards-honors/awards-history/173-george-wittenborn-award-past-winners>

### Subcommittee Guidelines

- a. Charge: To establish criteria and select from current North American art publications those materials which exhibit the highest standards of content and production; to publicize the awards; to handle correspondence with publishers; and to arrange for the presentation of the award at the annual conference.
- b. History: Established: 1973 as Art Publishing Awards Committee; name changed to George Wittenborn Awards Committee, 1980; Made a subcommittee to the Awards Committee, 2003.
- c. Subcommittee structure: Not to exceed eight members, not including the Executive Board liaison. The subcommittee assignment shall rotate through the chapters so that over time, members from across ARLIS/NA are eligible to participate. The subcommittee shall be formed from members of the chapter that most recently hosts the national conference, with the chair selected by the vice president/president-elect.

The subcommittee Chair is expected to present the subcommittee's awards during the Convocation at the annual conference.

[rev. 4/30/09; 7/30/04; 1/24/03]

### **ARLIS/NA POLICY NO.: G-7-F. MELVA J. DWYER AWARD**

**See** Subcommittee homepages for:

Guidelines and Nomination Procedures: <http://arlisna.org/about/awards-honors/67-melva-dwyer>

Past recipients: <http://www.arliscanada.ca/en/mda>

#### Subcommittee Guidelines

a. Charge: The Melva J. Dwyer Award is an ARLIS/NA award which is administered by the ARLIS/Canada Chapter. The Melva J. Dwyer Award was established in recognition of the contribution made to the field of art librarianship by Melva Dwyer, former head of the Fine Arts Library, University of British Columbia, and is given to the creators of exceptional reference or research tools relating to Canadian art and architecture, produced by Canadian authors and disseminated by Canadian sources. The Chair of ARLIS/Canada, who is also the Canadian Liaison on the Executive Board of ARLIS/NA, serves as Chair of the Melva Dwyer Award Committee, and is responsible for administering the award. He/she is charged with: developing and reviewing guidelines and timetables for the award; appointing and coordinating a jury of three Canadian art information professionals to adjudicate the winner; soliciting and reviewing nominations; arranging for the presentation of the award at the annual conference; and publicizing the award and the award winner.

[rev. 10/08; 4/12/06, 3/10/12]

### **ARLIS/NA POLICY NO.: G-8. CATALOGING ADVISORY COMMITTEE (STANDING)**

#### Committee Guidelines

a. Charge: To formulate ARLIS/NA positions on specific cataloging problems, dealing with both print and non-print materials, posed by the Executive Board or identified by the Committee, and to communicate these positions to a) the American Library Association's Committee on Cataloging: Description and Access (CC:DA); b) the American Library Association's Subject Analysis Committee (SAC); c) the American Library Association's MARC Advisory Committee (MAC), d) the Art and Rare Materials BIBFRAME Ontology Extension (ARM); or e) the Library of Congress.

Special appointments: The Chair appoints, on behalf of the Executive Board, ARLIS/NA representatives to CC:DA, SAC, MAC, and ARM. [rev. 1/25/19, 4/12/06, 11/16/96; 12/10/95; 6/14/84]

b. History: Established: 1974 as Committee on Cataloging; renamed Cataloging Advisory Committee, 1977.

c. Committee structure: Not to exceed six members, one Chair and one Executive Board liaison. Additionally, the Cataloging Advisory Committee has four special appointments who serve as liaisons to outside bodies on cataloging policy (CC:DA, SAC, MAC, and ARM).

d. Term of office: Chair: one year, renewable for a maximum term of two years. Members: In order to allow for continuity of policy projects with outside bodies and to retain some experience, committee members may continue their service beyond a three-year maximum term limit at the discretion of the Chair. Special appointments/cataloging policy liaisons: In order to allow for continuity of policy projects with outside bodies and to retain some experience, liaisons do not have a term limit.

[rev. 01/25/2019, 01/04/2018, 7/30/04,8/5/02,approved: 12/2/98]

**ARLIS/NA POLICY NO.: G-9. COMMUNICATIONS & PUBLICATIONS COMMITTEE (STANDING)**

[Communications & Publications Committee dissolved as of March 22, 2015; ARLIS/NA Editorial Board constituted March 22, 2015.]

**See also** ARLIS/NA POLICY NO.: H. Editorial Board

History: Established: 1981.

[revised 1/25/2019, 4/29/09; 7/30/04; 8/5/02; approved: 12/22/98; at-large members removed 2/13/2015; approved 3/22/2015]

**ARLIS/NA POLICY NO.: G-10. DEVELOPMENT COMMITTEE (STANDING)**

Committee Guidelines

- a. Charge: To coordinate all the fundraising activities of the Society; to develop expertise in the area of financial planning and fundraising; and to recommend specific fundraising ventures and the means to implement them.
- b. History: Established: 1981 (as Fund-raising Ad-hoc Committee); name changed to Development Committee (Standing): 1985
- c. Committee structure: Not to exceed six members, not including the Executive Board liaison and conference fundraiser. The ARLIS/NA past-Advancement Liaison serves a two-year term on the Development Committee following their term on the Executive Board.
- d. Liaison: The ARLIS/NA Advancement Liaison serves as the Executive Board liaison to this committee.
- e. Term of office: Chair: One year, renewable. Members: At least two members are renewed annually at the discretion of the Chair for 2-6 years in order to allow for continuity of fundraising efforts with vendors and to retain some degree of experience.
- f. Responsibilities of the Chair: The Chair is charged, along with the Treasurer, with establishing the funding level of the Conference Speakers of Color Fund each year and passing the responsibility of awarding the fund to the Conference Program co-chairs, with input from the Diversity Committee. Each year the Development Committee Chair and Treasurer will advise the Conference Program co-chairs of the fund's availability in a timely manner that allows them to promote it to the Society well before conference program proposals are due. The Development Committee Chair is responsible for maintaining a record of the history of the fund and for including information concerning the current

status of the fund in the annual report given to the Executive Board, including annual fund recipients (if any), amount given, and current balance.

g. Qualifications: Previous financial planning, fundraising, or grant writing experience is helpful. Geographic proximity is not required.

h. Communication regarding SEI development activities will be communicated via the ARLIS/NA Executive Board Advancement Liaison and the Education Liaison.

[rev. 5/22/2019; 1/04/2018; 2/3/17; 3/13/2012; 2/4/11; 7/30/04; 8/5/02; approved: 12/2/98]

### ***ARLIS/NA POLICY NO.: G-11. DIVERSITY COMMITTEE (STANDING)***

#### Committee Guidelines

- a. Charge: The ARLIS/NA Diversity Committee provides leadership within the society by reflecting on and enacting the core values of diversity and inclusion across all aspects of art librarianship. We offer the society guidance in welcoming and centering historically marginalized people, voices, and narratives through the lens of equity and justice. The committee creates and provides educational opportunities and resources related to equity, diversity, inclusion, and justice. Through building collaborative partnerships with the ARLIS/NA Executive Board, Committees, Sections, and SIGs, we work to foster anti-oppressive professional practices and identify ways ARLIS/NA can divest from white supremacy, colonialism, and all other forms of systemic oppression.
- b. Annual business: The committee consults with the Conference Program co-chairs on the selection of recipients of Speakers of Color Fund funding.
- c. History: Established: 1992, as Cultural Diversity Committee. Renamed Diversity Committee, with revised charge, 1997; inactive 2003; reconstituted 2004
- d. Committee structure: Not to exceed six members, not including the Executive Board liaison.
- e. Liaison: The Advancement Liaison serves as an ex-officio member of the committee and as liaison to the Executive Board.
- f. Appointment process: The chair is appointed on behalf of the Executive Board by the ARLIS/NA Vice President/President-Elect during whose term of office as President the incoming chair will serve. The chair recommends committee members to the Vice President/President-Elect, who endorses or revises the recommendations on behalf of the Executive Board. The chair notifies committee members in writing of their appointment.

[rev. 6/24/2019; rev. 5/22/2019; 01/04/2018; 2/3/17; 2/4/11; 7/30/04; 5/20/04; 1/31/03; 1997; approved: 1992]

### ***ARLIS/NA POLICY NO.: G-12. DOCUMENTATION COMMITTEE (STANDING)***

## Committee Guidelines

- a. Charge: The Documentation Committee will oversee the policies and procedures for maintaining ARLIS/NA records including: maintenance of the ARLIS/NA Policy Manual in conjunction with ARLIS/NA Secretary, creation of oral histories, and development and oversight of the ARLIS/NA electronic records management program.
- b. History: Established in 2015 as a standing committee. Committee chairs and years of tenure:
- c. Committee structure: Not to exceed six members, not including the Executive Board liaison.
- d. Liaison: The ARLIS/NA Secretary serves as Executive Board liaison to this committee.
- e. Appointment process: The ARLIS/NA past-Secretary serves as Documentation Committee Chair following their term on the Executive Board. An exception can be made in appointing an alternate Chair of the Documentation Committee. The Chair of the Documentation Committee should have knowledge of ARLIS/NA history and archival/records management protocols. Members of the Documentation Committee are appointed by the VicePresident/President Elect and should possess historical knowledge of ARLIS/NA and skills relevant to archival/records management protocols, especially as relates to electronic records. One member of the Committee should have experience conducting oral histories.
- f. Appointment timetable: The Chair's term officially begins immediately after the membership meeting of the annual conference in which the acting Secretary vacates his/her position on the Executive Board.
- g. Term of office: Chair serve two years. Members serve two years, renewable.

## **ARLIS/NA POLICY NO.: G-12.A. SUBJECT: ORAL HISTORY PROGRAM GUIDELINES**

The purpose of the oral history program is to document the history of ARLIS/NA and the professional accomplishments of our members, making that history available to the membership of the Society and to researchers studying the profession. The ARLIS/NA Documentation Committee is responsible for the oral history program . The committee selects the individual(s) to be interviewed, secures an appropriate interviewer and follows up on the disposition of the recordings and transcriptions.

An oral history shall be taken from each recipient of the Distinguished Service Award, at the time the award is presented.

Oral histories shall also be taken from individuals who have made unusually important or long-term contributions to ARLIS/NA as members of the Executive Board or as leaders of important committees, groups, initiatives or conferences. Selections in this category shall take into account an individual's contribution to ARLIS at the time of their involvement, as well as an individual's contributing involvement with ARLIS and his/her contribution to the profession as a whole. Each oral history shall be transcribed, reviewed and approved by the interviewee shortly after it is taken. Transcriptions of oral histories shall be sent to the Web Editor for loading on the AWS. The original recording and transcription shall be forwarded to the ARLIS/NA Archives. [rev. 1/24/03; issued 4/96]

**ARLIS/NA POLICY NO.: G-12.B. SUBJECT: CHAPTER-GENERATED ORAL HISTORIES**

Oral histories of ARLIS/NA members which are taken by a chapter shall follow the same dispensations guidelines as those for ARLIS/NA oral histories (Policy A-5). [rev. 1/24/03; adopted 11/16/96].

***ARLIS/NA POLICY NO.: G-13. FINANCE COMMITTEE (STANDING)***

Committee Guidelines

- a. Charge: An advisory committee to the Executive Board, it ensures that financial policy is observed and reviews policy periodically; monitors amount and placement of reserve funds held in near liquidity; advises on the investment of restricted funds in vehicles that minimize exposure risk on investments; provides advice of a financial nature as requested by the Treasurer and Executive Board.
- b. History: Established: 1994; became standing committee, 1996; inactive 2001; reconstituted 2002
- c. Committee structure: Not to exceed six members, not including the Executive Board liaison.  
Members: Past-Treasurer, Chair; President; Vice-President/President-Elect; Past President; one other member to be appointed by the Committee Chair.
- d. Liaison: The ARLIS/NA Treasurer serves as Executive Board liaison to this committee.
- e. Appointment process: If the Past Treasurer cannot serve as Finance Committee Chair following their term on the Executive Board, an exception can be made in appointing an alternate Chair of the Finance Committee. The Chair of the Finance Committee should be someone who has served on the Executive Board and has knowledge of the financial operations of ARLIS/NA.
- f. Appointment timetable: The Chair's term officially begins immediately after the membership meeting of the annual conference in which the acting Treasurer vacates his/her position on the Executive Board.
- g. Term of office: Two years.
- h. Qualifications: Former Executive Board members or others with leadership experience. Geographic proximity is not required.

[rev. 5/18/06; 7/30/04; 5/01/04; 1/31/03; approved: 12/2/98]

***ARLIS/NA POLICY NO.: G-14. INTERNATIONAL RELATIONS COMMITTEE (STANDING)***

Committee Guidelines

- a. Charge: The ARLIS/NA International Relations Committee (IRC) will support the Society's strong commitment to international dialogue and collaboration by pursuing relationships with art information professionals and institutions outside of North America. This collaborative effort supports the Society as the leading North American organization in the arts information field, while fostering the free exchange of ideas with international colleagues. The IRC will encourage affiliation with compatible professional associations and promote international engagement around issues of concern to the art information community. The IRC will also work to

establish greater collaboration within North America, including the Society's members in Canada, Mexico and the United States, to support the Society's role in representing art information professionals across the continent. The IRC will actively encourage within the Society the values of inclusiveness, collaboration, social and intellectual diversity, and openness to international perspectives. Special appointments: The Chair is responsible for appointing, on behalf of the Executive Board, an ARLIS/NA representative to the IFLA Section of Art Libraries. [rev. 1/12/18]

- b. History: Established: 1981; became Standing Committee, 1989
- c. Committee structure: Not to exceed six members, not including the Executive Board liaison. The Awards Committee chair is an ex officio member of the committee.
- d. Liaison: the Canadian Liaison serves as ex-officio member of the committee and is the liaison to the Executive Board.
- d. Special Funding: Annual dues for the Society's membership in IFLA. [rev. 11/13/08; 7/10/08; 7/30/04; 5/01/04; 8/5/02; approved: 12/2/98]

***ARLIS/NA POLICY NO.: G-15. MEMBERSHIP COMMITTEE (STANDING)***

Committee Guidelines

- a. Charge: The Membership Committee coordinates the program for membership retention and promotion, making recommendations to the Executive Board and executing the decisions of the Board. The Committee is responsible for the analysis of membership data to better understand the composition and needs of the Society's membership.
- b. History: Established: 1980
- c. Committee structure: Not to exceed six members, not including the Executive Board liaison.
- d. Liaison: the Advancement Liaison serves as an ex-officio member of the committee, and is the liaison to the Executive Board.

[rev. 2/3/17; 11/13/08; 7/30/04; 8/5/02; approved: 12/2/98]

***ARLIS/NA POLICY NO.: G-16. NOMINATING COMMITTEE (STANDING)***

***See also*** ARLIS/NA Bylaws: Article X. Nominations and Elections: <http://tinyurl.com/Nominations-Elections>

Committee guidelines

- a. Charge: Article IX, Section 2: The Nominating Committee shall submit to the Executive Board a list of nominees consisting of the single most qualified candidate for each position to be filled and who represent the Society's diversity with regard to library type and size, region, country, and gender. Elections one year shall be for the Vice-

President/President- Elect, the Treasurer, and two Liaisons, and in the alternate year, for the Vice President/President-Elect, the Secretary, and three Liaisons. The list of nominees shall be submitted to the Executive Board for approval by the date specified by the Executive Board.

- b. History: Established: 1978?
- c. Committee structure and appointment process: Article IX, Section 1: The Vice President shall appoint the Chair of the Nominating Committee by January 1. The Chair working with the VP/President-Elect shall select a committee comprised of at least three members but no more than six. No member may serve consecutive terms on the committee. Current Executive Board members are not eligible to serve. The Chair is encouraged to select committee members who are knowledgeable about the Society and the duties of the offices to be filled and who represent the Society's diversity with regard to library type and size, region, country, and gender.
- d. Liaison: The President is the Executive Board liaison to the committee.
- e. Documentation and communications: The chair provides progress reports to the committee liaison regarding candidate identification and evaluation, slate or ballot formulation, and results notification. Documents received by the committee in the course of its deliberations should be kept confidential until election results are determined. Once the results are announced, the chair destroys any copies. The outgoing chair prepares a summary report of the committee's discussions to forward the next committee chair. As set forth in Article IX, Section 3: Each nominee shall provide supporting documentation consisting of acceptance and goals statements, a photograph, and a brief biography or résumé. The Nominating Committee shall prepare the documentation for distribution to the members.
- f. Procedural Guidelines:
  - 1. Candidate identification and recruitment. The committee chair will issue a general call to the membership following the annual conference, with a deadline for response 60 calendar days from the date of the announcement. The call will invite nominations for each of the offices to be elected and set forth the procedures for nomination consistent with the bylaws Article X. The committee may use summary reports from previous committees to identify potential candidates. In addition, the committee may identify potential candidates through discussions with members.
  - 2. Candidate evaluation and documentation. Candidates will be evaluated for the skills necessary for the duties of the positions to be filled. Committee members will evaluate each candidate's ability to fulfill the Executive Board duties outlined in the established position descriptions in Policy Manual C-7. Committee members may interview potential candidates to obtain additional information regarding experience and qualifications for office.
  - 3. Determination of slate or ballot.
    - A. Committee members will choose the single most qualified candidate as well as a back- up candidate for each position. The goals statements, biographies, and resumes will be distributed to the Executive Board liaison at the time the slate is presented for Executive Board approval prior to the Executive Board mid-year meeting. Back-up candidates for each position will be presented to the Executive Board only if the slate is not approved.

B. The Executive Board will review and approve the slate for presentation to the general membership. If the Executive Board does not approve the slate, the name(s) and documentation for the back-up candidate(s) will then be submitted for approval. If the Executive Board does not approve a candidate, the Executive Board will provide the committee with supporting statements outlining the reasons for rejection. If the Executive Board approves the slate, the chair of the Nominating Committee will submit it to the membership.

4. Election of slate.

- A. If no negative comments are received from the membership within 30 days of the announcement of the slate, the slate will be declared elected by acclamation.
- B. If any negative comments are received by the committee chair within 30 days of the announcement of the slate, the chair will notify the committee's Executive Board liaison, who in turn will refer the matter to the Executive Board for resolution.

5. Timeline. **See also** ARLIS/NA Management Calendar.

January: VP/PE appoints committee chair; notifies chair of officers to be elected. January: Incoming chair receives summary report from previous year's chair.

February: Chair appoints members on behalf of VP/PE.

March: Committee reviews report from previous year's committee chair.

Annual conference [*Mid-April to mid-May: Annual Conference*] *Committee business meeting*: Committee meets, reviews criteria, determines assignments for recruitment, begins to solicit nominations.

Post-conference: Chair issues general call to membership for interest and nominations sets deadline for responses (60 days from announcement).

60 days from call for nominations: Deadline for interest responses and nominations from membership.

May - June: Committee reviews candidate list, solicits any needed additional documentation from potential candidates. Committee formulates slate and backup candidate list and verifies portfolios are complete; sends preliminary slate to President for review/discussion/comments.

July: Final slate or ballot with candidate portfolios submitted to President (EB liaison). President submits slate or ballot to EB for review.

August: EB completes review of slate or ballot, liaison notifies chair of approval or rejection. Chair submits candidate portfolios to AWS editors for posting on members' portion of AWS.

August: If slate is approved by the EB, chair announces on ARLIS-L with deadline for comment (30 days).

30 days following announcement of slate: Deadline for comments on slate; if none, slate is elected by acclamation; chair notifies (in turn) EB liaison, candidates, membership by announcement on ARLIS-L; if comment(s) received, chair refers matter to EB liaison for resolution.

December 30: Deadline for announcement to membership on balloting results. Committee chair prepares summary report to send to next chair by January 15.

[rev. 9/18/07; 3/11/04; 8/5/02; approved: 12/2/98] [rev. /11/04; 8/5/02; approved: 12/2/98]

[rev. 12/2/2009] [rev. /28/2012]

### ***ARLIS/NA POLICY NO.: G-17. PROFESSIONAL DEVELOPMENT COMMITTEE (STANDING)***

#### Committee Guidelines

- a. Charge: To investigate and develop methods for delivering continuing education programs at the national, chapter and regional level; Assemble information on career opportunities in the field of art and visual resource librarianship for distribution by the Society to prospective art librarians; Develop and recommend standards for art librarianship to library schools (to be revised periodically); Create standards and develop guidelines and evaluation methods for workshops, seminars, symposia and panels; Oversee and report on activities and initiatives of constituent subcommittees as established by the Executive Board. [rev. 11/13/08; 4/1/05; 3/10/01].
- b. History: ca. 1975-1980, Established as Education Committee; 1982, re-established; 1987, Name changed to Professional Development Committee; 2008, Education Subcommittee established; 2008, Mentoring Subcommittee established.
- c. Committee structure: Not to exceed eight, including Subcommittee chairs, but not including the Executive Board liaison.
- d. Term of office: Chair: One year, renewable. Members: Ideally, two members are carried over from the previous year.
- e. Eligibility: Chair, by appointment of the ARLIS/NA Vice-President in consultation with the Professional Development Committee chair. Members, subcommittee chairs are members of Professional Development Committee. ARLIS/NA Liaison to ACRL is an ex officio member of PDC.
- f. Subcommittee Chair carries out charge of the subcommittee; communicates regularly with and submits an annual report of activity to the Professional Development Committee chair.
- g. Committee members assist Professional Development Committee chair in all committee activities.

- h. Liaison: the Education Liaison serves as committee liaison to the Executive Board. [rev. 4/23/08; 4/1/05; 7/30/04; 8/5/02; approved: 12/2/98]

**ARLIS/NA POLICY NO.: G-17-A. MENTORING SUBCOMMITTEE (STANDING)**

Subcommittee Guidelines

- a. Charge: A subcommittee of the Professional Development Committee to administer and promote the year-long mentoring program of ARLIS/NA; develop and review guidelines and timetables for the program; conduct a mandatory workshop at the annual conference for participants in the program; and coordinate other mentoring activities and initiatives of the Society as appropriate.
- b. History: Established: 2008 (as subcommittee of the Professional Development Committee)
- c. Committee structure: Not to exceed five.
- d. Term of office: Chair: One year, renewable. Members: Ideally, two members are carried over from the previous year.
- e. Eligibility: Chair and members, by recommendation of the Professional Development Committee chair to the ARLIS/NA Vice-President. Subcommittee chair is a member of Professional Development Committee.
- f. Subcommittee Chair carries out charge of the subcommittee; communicates regularly with and submits an annual report of activity to the Professional Development Committee chair.
- g. Committee members assist subcommittee chair in all subcommittee activities. [approved: 4/23/08]

**ARLIS/NA POLICY NO.: G-18. ADVOCACY AND PUBLIC POLICY COMMITTEE (STANDING)**

Committee Guidelines

- a. Charge: To advise the Executive Board and the membership on governmental activities and social justice issues affecting the professional interests of ARLIS/NA and the fulfillment of its mission. To support this function, the Committee shall: (1) monitor governmental activities topics and issues affecting art libraries and visual resource collections, including art and activism, copyright and fair use, funding, image rights, intellectual freedom and open access, privacy, technology and workplace concerns; (2) draft position statements on legislative issues consistent with ARLIS/NA's interests for review and action by the Executive Board; (3) report governmental activities topics and issues affecting the profession in the Society's publications; (4) collect and review information about legislative action policies concerning the interests of the Society and recommend appropriate action; (5) maintain liaison with other library and information societies as appropriate, monitor their activities and reports; (6) educate the membership on these advocacy and public policy issues. Special appointments: None.
- b. History: Established: 1995; as standing committee, 1996.

- c. Committee structure: A maximum of six members, plus the Executive Board liaison.
- d. Term of office: Chair: One year, renewable. Members: At least two members are carried over from the previous year. The committee shall include at least one Canadian member.
- e. Liaison: the Canadian Liaison serves as committee liaison to the Executive Board.
- f. Special Funding Request: None.

[rev. 8/18/18; 3/10/12; 7/30/04; 3/11/04; 8/5/02; approved: 12/2/98]

**ARLIS/NA POLICY NO.: G-19. STANDARDS COMMITTEE (STANDING [DISSOLVED])**

History: Established: 1979.

[rev. 7/30/04; 8/5/02; approved: 12/2/98; dissolved 7/24/2009]

**ARLIS/NA POLICY NO.: G-20. STRATEGIC PLANNING COMMITTEE (STANDING)**

Committee Guidelines

- a. Charge: The mission of the ARLIS/NA Strategic Planning Committee is to establish priorities for the Society by defining Strategic Directions, incorporating goals and objectives to keep the Society innovative, agile, and moving forward. Working with the Executive Board, committees, liaisons and general membership, the Strategic Planning Committee will develop documents that describe our strategic directions as well as an action scorecard to chart and measure our progress towards our goals. The Strategic Planning Committee will also serve as a resource during its term to assist the Society in realizing its strategic objectives, while also providing a cohesive transition for succeeding Strategic Planning Committees.
- b. History. Established 2012.
- c. Liaison: the Past-President serves as ex-officio member and as the Executive Board Liaison to the committee.

[adopted 3/15/2012]

**ARLIS/NA POLICY NO.: G-21. ARLIS/NA AND VRA FOUNDATION JOINT SUMMER EDUCATIONAL INSTITUTE FOR VISUAL RESOURCES AND IMAGE MANAGEMENT IMPLEMENTATION TEAM (STANDING)**

See Committee homepages:

Announcement and Guidelines: <http://seiworkshop.org/>

Committee Guidelines

- a. Charge: The Implementation Team (IT) is charged as the management group for the Summer Educational Institute (SEI) providing or coordinating administration, local arrangements, registration, scheduling, fundraising, publicity, curriculum, instruction and teaching materials.
- b. History. Established 2004 as the ARLIS/NA and Visual Resources Association (VRA) Joint Summer Educational Institute for Visual Resources and Image Management; the Institute is the outgrowth of the ARLIS/NA and VRA Joint Education Task Force (JETF), 2003, renamed in 2005 to the Summer Educational Institute Implementation Team. In 2008 the program name changed to the ARLIS/NA and VRAF Summer Educational Institute for Visual Resources and Image Management to reflect the Visual Resources Association ceding its ongoing interests in the governance of SEI to the VRA Foundation.
- c. Committee structure: Not to exceed 8 members, not including the ARLIS/NA and VRA Foundation Executive Board liaisons. Half of the committee including one chair represents ARLIS/NA; half of the committee including one chair represents VRA. The committee includes a local chair who serves as liaison to the host institution, two curriculum specialists (one from ARLIS/NA and one from the VRA Education Committee), a development specialist, a webmaster, and a publicity specialist.
- d. Term of office: Chairs serve three years. ARLIS/NA and VRA rotate chair appointments with ARLIS/NA appointing a new chair in even numbered years and VRA in odd numbered years. New chairs are appointed in September. (This appointment schedule allows a new incoming co-chair to begin their term after SEI has occurred in the year of their appointment.)

Example term of service:

September 2011-2012: incoming co-chair and faculty liaison 2012-2013: junior co-chair 2013-  
August 2014: senior co-chair

- e. Management: ARLIS/NA and VRA rotate administrative and fiscal management of this committee on a two-year schedule. VRA, 2004 & 2005; ARLIS/NA 2006 & 2007; VRA 2008 & 2009; ARLIS/NA 2010 & 2011.
- f. Special funding request: Annual start-up funds of \$1,500 each from ARLIS/NA and VRA. These funds are allocated each year to cover expenses for planning and implementation for the upcoming year.

[adopted 4/1/05] [rev. 2/3/17; 10/10/2012; 3/26/2012; 7/5/2011]

## **SECTION H. EDITORIAL BOARD**

### ***ARLIS/NA POLICY NO.: H-1. SUBJECT: EDITORS – APPOINTMENTS/ REPORTING STRUCTURE***

#### Editorial Board Guidelines

- a. Composition: The ARLIS/NA Editorial Board is composed of the ARLIS/NA Editorial Director, the Open Access Coordinator, and editors of all ARLIS/NA print and web-based publications and communication outlets, including: *Art Documentation*, *ARLIS/NA Reviews*, *ARLIS/NA Multimedia & Technology Reviews* (MTR), *ARLIS/NA Website* (AWS), *Media*, and *Notable Graphic Novels Review*.

b. Appointments: The Editorial Director is appointed by the Vice President/President- Elect. Available editorial positions will be advertised on ARLIS-L. Editors are appointed/re- appointed by the Vice President/President-Elect in consultation with the Editorial Director, and based on the results of Editorial Board searches and recommendation of publication editors.

c. Terms of office: The Editorial Director serves for two years and is the Executive Board liaison to the Editorial Board. The Editorial Director appointment is renewable for two additional terms (for a total of six years of consecutive service) at the option of the Vice President/President Elect. Publication editor appointment terms are for one year and are renewable.

d. Reporting structure: The Editorial Director reports to the ARLIS/NA President. The Editorial Board reports to the Editorial Director and includes the *Art Documentation* editor and copy editor, *ARLIS/NA Reviews* co-editors, *ARLIS/NA Multimedia & Technology Reviews* (MTR) co-editors, ARLIS/NA Website (AWS) content editor and information architect, ARLIS/NA Media editor, and *Notable Graphic Novels Review* co-editor(s).

## **ARLIS/NA POLICY NO.: H-2. SUBJECT: EDITORS – ROLES & RESPONSIBILITIES**

a.) Editorial Director Responsibilities:

- Communications liaison between the Executive Board and appointed ARLIS/NA editors: Work with the ARLIS/NA Editorial Board, reporting on editorial activities to the Executive Board and reporting on Board decisions to the Editorial Board.
- Convene the meeting of the ARLIS/NA Editorial Board at the annual conference, and at least a mid-year meeting and others as needed.
- Review editors' mid-year reports; make recommendations for reappointments to the President and Vice President/President-Elect.
- Oversee all ARLIS/NA publications' editorial groups, development of style guides, and coordination of training on publications platforms.
- Receive, review and present Project Charters for proposed publications to the Executive Board.

b.) Art Documentation Editors responsibilities:

The editors of Art Documentation are responsible for its intellectual content. They coordinate and edit all submissions for final publication. In addition, the editors may initiate special articles and theme issues. The editors will work closely with other personnel in the production of each issue of Art Documentation: staff at ARLIS/NA Headquarters, the external publisher, and with the Editorial Director and the Executive Board, as needed.

Major Responsibilities of the Art Documentation Editor:

- Work with authors to ensure high quality, appropriate content  Coordinate peer review of articles by outside readers.
- Accept or reject manuscripts as appropriate; may refer authors to other publications  Communicate with authors to discuss their work and any recommended changes.
- Plan and execute production schedule for each issue with publisher, keeping team on track to ensure deadlines are met.

- Obtain from authors all necessary components of the publication (illustrations, notes, permissions, publication agreements, etc.).
- Contribute editorials as appropriate.
- Forward manuscripts, notes, captions to illustrations, etc., to Copy Editor for final editing. Forward illustrations to publisher.
- Provide each issue's unique information for masthead and Society Circle listing.
- Work with editorial team and external publisher's design/layout staff to ensure high quality of visual appearance and readability.
- Review production galleys.
- Work with the other members of the editorial team to develop ideas and guidelines for Art Documentation, in keeping with ARLIS/NA policies as set by the Executive Board.

#### Major Responsibilities of the Art Documentation Copy Editor:

- Edit all articles for grammar, spelling, syntax, style (using Chicago Manual of Style), colloquialisms and coherence.
- Verify citations when necessary and provide missing information for footnote and bibliographical references.
- Prepare Table of Contents and abstracts for each issue and send them to ARLIS/NA Headquarters designate for posting on AWS.
- Proofread all versions of galleys.
- Provide input on style and color of cover art.

#### c.) ARLIS/NA Reviews Editors

The Reviews co-editors are responsible for the production and management of *ARLIS/NA Reviews* on the ARLIS/NA website (AWS).

#### Major Responsibilities of the ARLIS/NA Reviews Editors:

- Prepare reviewer guidelines.
- Solicit review copies from publishers.
- Select material to be reviewed.
- Solicit for reviewers.
- Assign reviews and mail titles to reviewers.
- Collect signed Publication Agreements from reviewers and submit to designate at ARLIS/NA Headquarters.
- Obtain "cover art" image files from publishers for reviewed titles.
- Edit all reviews using Chicago Manual of Style.
- Prepare "Publications Received" bibliography.
- Publish each issue on the AWS in the required format.
- Promote new editions via ARLIS-L.
- Work closely with AWS editors for AWS structure, content, etc.

#### d.) ARLIS/NA Multimedia & Technology Reviews (MTR) Editors

The MTR co-editors are responsible for the production and management of *Multi-media & Technology Reviews* on the ARLIS/NA website (AWS).

#### Major Responsibilities of the ARLIS/NA MTR co-editors:

- Research topics to review.
- Curate a selection of resources to review for each issue.
- Recruit and coordinate the work of contributing reviewers.
- Edit reviews using Chicago Manual of Style.
- Publish each issue on the AWS in the required format.
- Work closely with publishers and reviewers to determine feature content.
- Work closely with AWS editors for AWS structure, content, etc.

#### e.) ARLIS/NA Website (AWS) Editors

The AWS Editors include an Information Architect and Content Editor. The AWS editors receive, vet, and edit content submitted and approved for the site following established standards and guidelines. Working with the Editorial Director, they are responsible for recommending structural and design improvements to the AWS.

#### Major Responsibilities of AWS Information Architect:

- Communicate frequently with Editorial Director about proposals and overall structure of site including future development.
- Oversee site usability and assessment, and critically evaluate analytics.
- Make recommendations for development of site functionality.
- Work with Editorial Director and AWS Content Editor to establish website style guide.
- Work closely with Media Editor and AWS Content Editor.
- Serve as backup content editor when necessary.

#### Major Responsibilities of AWS Content Editor:

- Receive and vet all files from Committees, Divisions, Sections, and Special Interest Groups.
- Serve as the liaison with ARLIS/NA Headquarters for AWS updates.
- Edit text and images received following established style guidelines and Chicago Manual of Style standards.
- Curate/select images for various areas of the AWS.
- Coordinate with and submit content (text & image) updates to ARLIS/NA Headquarters designate.
- Work closely with AWS Information Architect and Media Editor.
- Receive and post to the AWS all annual meeting minutes provided in pdf form from Committees, Divisions, Sections, and Special Interest Groups

#### f.) Media Editor

The ARLIS/NA Media Editor is responsible for the dissemination of ARLIS/NA news and announcements through external channels such as social media platforms, and for preparation and dissemination of press releases to external organizations, print and media outlets. Contents to include, but not restricted to, events, programs, awards, publications, member features, obituaries, and professional notes.

#### Major responsibilities of the ARLIS/NA Media Editor:

- Prepare and disseminate press releases to print and online media outlets.
- Disseminate ARLIS/NA news and announcements through social media platforms.
- Acquire and copy edit, according to established style guidelines and Chicago Manual of Style standards, announcements and submissions from ARLIS/NA and its subsidiary groups: Divisions, Sections, Special Interest Groups, Committees, and Chapters.

- Seek new content features and regularize procedures for dissemination.
- Select notices from listservs and websites supported by professional and scholarly agencies with which ARLIS/NA has affiliation and disseminate in social media posts as appropriate.
- Work with ARLIS/NA liaisons to external affiliate organizations to promote ARLIS/NA information.
- Update ARLIS/NA Google calendar with ARLIS/NA events and deadlines.

g.) ARLIS-L Editor

The ARLIS-L Editor moderates the ARLIS-L listserv for messages conforming to ARLIS/NA policies (see Policy No. A-4, #4). Message content to include, but not restricted to, events, programs, awards, publications, member features, obituaries, and professional notes.

Major Responsibilities of the ARLIS-L Editor:

- Administer and post submissions provided by Division, Section, Special Interest Group, Committee, and Chapter contributors.
- Moderate messages postings to ARLIS-L following ARLIS/NA policies.
- Communicate with individuals submitting messages for ARLIS-L distribution.
- Facilitate posting of position/internship postings to ARLIS-L according to stated policies.

h.) *Notable Graphic Novels Review* editor(s): The editor(s) are responsible for the production and management of *Notable Graphic Novels Review* on the ARLIS/NA website.

Major Responsibilities:

- Prepare nomination criteria and submission guidelines
- Solicit review copies from publishers
- Solicit reviewers for the selected titles
- Obtain cover art image files from publishers
- Prepare content following current edition of the *Chicago Manual of Style*
- Submit content for AWS posting in the required format
- Work closely with AWS content editor and information architect for structure and presentation online   
Publicize new issues via ARLIS-L and provide copy for distribution by the media editor.

**ARLIS/NA POLICY NO.: H-3. SUBJECT: OPEN ACCESS COORDINATOR – ROLES & RESPONSIBILITIES**

The open access coordinator is responsible for working with the executive and editorial boards to develop near- and long-term strategies for expanding society participation in open access (OA) initiatives.

Major Responsibilities:

- Coordinate ARLIS/NA publication and distribution activities consonant with the society's commitment to OA principles

[Adopted May 4, 2015, rev. 04/24/19]

## **SECTION J. FINANCES**

### **GENERAL REMARKS**

The staff of the ARLIS/NA Management Firm includes a Financial Manager who maintains the fiscal accounts of the organization, prepares monthly financial reports for the Executive Board, and issues checks to ARLIS/NA service providers.

The ARLIS/NA Treasurer prepares the annual Society budget, with input from the Executive Board and Association Manager's office. The ARLIS/NA fiscal year is January 1 - December 31.

ARLIS/NA is recognized by the United States Internal Revenue Service as a 501(c)3 non-profit charitable organization. However, the Society also conducts certain activities (e.g. advertising sales and sales of mailing labels) which are of an "unrelated business" nature, the profits of which are taxed at the corporate income tax rate. Yearly tax returns (both income tax and unrelated business income tax returns) are prepared by a certified public accounting firm, who also prepare an annual financial review (and, periodically, perform a full audit of Society finances).

### ***ARLIS/NA POLICY NO.: J-1. SUBJECT: WITHDRAWAL OF FUNDS FROM SOCIETY BANK ACCOUNTS***

The Treasurer and President of the Society must co-sign all checks when the check is for a sum larger than the amount specified by the Executive Board.

Only the Treasurer, President, and the Association Manager may sign bank forms to withdraw funds from the daily operating accounts of the Society.

### ***ARLIS/NA POLICY NO.: J-2. SUBJECT: MONTHLY FINANCIAL STATEMENTS AND MONITORING SPENDING OF BUDGET ALLOCATIONS***

The Treasurer shall forward, to each Board member and to the Chair of the Finance Committee, the monthly financial statements from ARLIS/NA Headquarters. The Treasurer shall use these reports to monitor budgetary allocations and shall act, in consultation with the President and the Association Manager, to curb any problematic overruns. Other Board members are encouraged to study the reports and convey comments or concerns to the Treasurer.

### ***ARLIS/NA POLICY NO.: J-3. SUBJECT: TREASURER'S REPORTS***

The Treasurer's report, including the annual financial report prepared by the Society's accountant, a summary operational budget, and investment performance for the budget year, shall be published following the close of the budget year.

Investment decisions of the Finance Committee are to be reported by the Treasurer to the Board as they occur.

### ***ARLIS/NA POLICY NO.: J-4. SUBJECT: FUNDRAISING REVENUES***

The Society maintains four funds to which members are encouraged to donate:

The INTERNSHIP RESTRICTED FUND (previously called the Anniversary Fund) is a scholarship fund inaugurated on the occasion of the 25th Anniversary of the Society in 1997. The Fund provides financial support for students preparing for a career in art librarianship or visual resource curatorship by providing an annual Internship Award. The first award was given in 2001.

The CONFERENCE SPEAKER RESTRICTED FUND was established in 2000 to support the involvement of speakers from outside the Society at the annual conference, workshops, and regional meetings. In 2002, the assets of the earlier Publications Fund were transferred to the Conference Speakers Fund.

The TRAVEL AWARDS RESTRICTED FUND supports the ARLIS/NA Conference Attendance Award in any given year in which this award is not supported by a sponsor. The assets of the earlier Research Fund were transferred to the Travel Awards Fund in 2003.

The CONFERENCE SPEAKERS OF COLOR RESTRICTED FUND provides honoraria to non-ARLIS/NA members who identify as a person of color and are presenting at an ARLIS/NA conference.

The RESERVE FUND goal is to provide an emergency revenue source equal to a minimum of 50% of annual ARLIS/NA operating expenses. The RESERVE FUND is a DESIGNATED fund and may be utilized for any purposes deemed appropriate by the Executive Board.

Other special funds exist to fund awards, such as the HW Wilson Fund. Operating expenses are paid from the operating funds.

If there is a fundraiser at the conference, then the President of the Society determines the beneficiary of the fundraiser and informs the treasurer. [rev. 7/22/05]

***ARLIS/NA POLICY NO.: J-5. SUBJECT: SOCIETY ASSETS AND INVESTMENT POLICIES***

I. The Society's cash assets are apportioned as follows:

(A) Operating funds (from such revenue sources as membership dues, conference receipts, etc.) provide a pool of assets to support Society management and services. The Financial Manager at ARLIS/NA Headquarters shall determine the distribution of operating funds, preferring interest-bearing accounts and arranging for any necessary transfers of funds into the active checking account. The Executive Board shall determine, after the close of each fiscal year, the asset allocation of any year-end surplus net income (e.g. leaving all net income in Operating funds; an apportionment between the Operating funds and the Reserve Fund; a crediting to the Speakers Fund; etc.).

(B) Restricted Funds provide the basis for various ARLIS/NA grants, awards, and honoraria (*See also* ARLIS/NA POLICY NO.: J-4: Fundraising Revenues). Any earnings from investment accounts are distributed among the Restricted and Reserve funds, as determined by the ARLIS/NA accountant.

(C) The Reserve Fund ensures that adequate resources shall be available to bridge possible budget shortfalls and cover unexpected expenses. Unrestricted gifts to the Society are credited to the Reserve Fund. Any earnings from

investment accounts are distributed among the Restricted and Reserve funds, as determined by the ARLIS/NA accountant.

## II. Investment pools/goals

Since the three purposes vary in goals and investment time horizons, they have been considered in this policy as separate investment pools as illustrated below. In establishing the policies and procedures that follow, the concept of asset allocation is regarded as the primary component of investment planning that governs the Society's three investment pools. Preservation of capital is of the highest importance. Funds may be pooled for greatest investment efficacy.

### Operating funds

Time horizon: 0-12 months

Through study and analysis of cash flow the Society establishes a plan to combine liquidity with maximum yield for idle funds. This plan will be evaluated annually by the Finance Committee. Checking, money market, and savings accounts may be combined with short term certificates of deposit with staggered maturity dates and other cash management systems to satisfy the need for higher yields, and appropriate liquidity.

### Restricted funds

Time horizon: 1-2 years

These funds must be invested conservatively enough to protect the principal and accrue a guaranteed annual yield to meet specific obligations, yet aggressively enough to maintain the Society's ability to meet those obligations. Allowable investments: fixed income funds (bonds), and money market mutual funds.

### Reserve Fund

Time horizon: 5+ years

Allowable investments: fixed income funds (bonds), mutual funds (stock- and/or money market).

The Reserve Fund will become strictly a reserve operating cost fund, covering six months of operating costs for the Society. The remaining balance will be transferred into a new fund, for executive board projects. When the budget is approved, the operating cost for the next year will be halved, thus setting the minimum for the Reserve Fund. The

Reserve Fund will be brought to the minimum prior to depositing into the Conference Speaker Restricted Fund, Travel Awards Restricted Fund, Conference Speakers of Color Restricted Fund, and the Executive Board Project Fund.

### Executive Board Project Fund

In any year, the executive board may withdraw 1/3 of the value of the fund with a simple majority. A unanimous vote is required for the board to withdraw more than 1/3 in any year.

## III. Forbidden investment instruments

Small cap funds, junk bonds, commodities, derivatives, individual stocks and bonds. If mutual funds are chosen, preference will be given to those without loads or 12b-1 fees.

## IV. Investments Review

The Treasurer is to review the Society's investment profile in consultation with the Association Manager and the Finance Committee each time an investment matures, or as deemed necessary by the Finance Committee. In any case, such review shall take place at least once a year.

***ARLIS/NA POLICY NO.: J-6. SUBJECT: ACKNOWLEDGMENT OF DONATIONS***

All gifts shall be acknowledged in a timely manner by ARLIS/NA Headquarters. An annual list of donors to ARLIS/NA shall be prepared by Headquarters and posted in the ARLIS/NA Web site members section. All donations to the Society Circle shall also be acknowledged by a letter from the ARLIS/NA President.

***ARLIS/NA POLICY NO.: J-7. SUBJECT: FUNDRAISING DRIVES***

Special fundraising drives may be planned by the Development Committee and President. The Board may request a special fundraising initiative for special goals.

***ARLIS/NA POLICY NO.: J-8. SUBJECT: DEVELOPMENT***

The Advancement Liaison shall be an ex-officio member of the Development Committee.

***ARLIS/NA POLICY NO.: J-9. SUBJECT: AUDITS***

The need for either an annual financial review or a periodic full audit of Society finances, by a certified public accounting firm, shall be determined each year by the Treasurer in consultation with the Association Manager, the President, and the Executive Board and decided upon at the midyear meeting.

***ARLIS/NA POLICY NO.: J-10. SUBJECT: COMMITTEE, GROUP, & CHAPTER FUNDRAISING***

Any ARLIS/NA chapter, group or committee wishing to solicit advertising or other financial support from outside sources must first submit a list of potential advertisers/sponsors to the Development Committee for approval. The President will remind the Chapters Liaison to alert the chapters of this requirement [repeated in C16, D9, E7]

***ARLIS/NA POLICY NO.: J-11. SUBJECT: U. S. CURRENCY***

United States currency is used for establishing ARLIS/NA dues and for conducting all Society-wide business transactions.

***ARLIS/NA POLICY NO.: J-12. SUBJECT: GIFTS FUNDS GUIDELINES***

In order to honor or memorialize art librarian or visual resource professional friends/colleagues, ARLIS/NA members may consider contributing to the Society. There are three gifting options open to honor or memorialize art librarian or visual resource professional friends/colleagues:

1. Donations through the Society Membership Form, or membership in The Society Circle: Gifts may be in honor/memory of an art librarian or visual resource professional friend/colleague, and members may direct their payments to the Conference Speakers Fund, Travel Awards Fund, or Internship Fund, or members may make an

unrestricted gift to the Society, which will be credited to the Reserve Fund. Example: An obituary for a member has stated that s/he would like donations to benefit ARLIS/NA: any monies donated shall be added to the Reserve Fund.

2. **Named Fund:** Sometimes, on the occasion of an honor or a death, ARLIS/NA members would like to memorialize a member with a named award. A named fund may be established by arrangement with the President and Treasurer. The required amount of collected monies must have a minimum of \$1,000.00 and a maximum of \$99,999.99. It is usual for named funds to be used for awards such as travel or research. The Society expects that the committees that administer the Society's various awards shall administer the newly-funded awards using guidelines already established. Named funds shall normally be dispensed fully within three years. Any remaining monies may be added to the Reserve Fund. Example: The Frasier McConnell Travel Award was established with gifts from members totaling at least \$1,000.00. The monies may be completely dispersed in a couple of years, in which case the memorial fund shall cease to exist unless other donations are received.

3. **Endowed Fund:** Gifts totaling \$100,000.00 or more may endow a fund from which a named award can be given annually (or at another specified interval) in perpetuity. The amount of these awards shall be determined by the yield from the endowed fund.

A flat overhead charge of ten (10) percent shall be applied to cover the costs of administering these latter two funds. In the case of the Named Funds, the ten percent shall be taken from the donated amounts. In the case of the Endowed Funds, ten percent of the annual yield of the endowed funds shall be applied to Society overhead.

Should the Society cease to exist, all funds shall be contributed to an agency consonant with the purposes of ARLIS/NA unless needed for debt repayment by ARLIS/NA. [revised 7/30/04]

### ***ARLIS/NA POLICY NO.: J-13. SUBJECT: TAX STATUS***

1. ARLIS/NA is recognized by the Internal Revenue Service as a 501(c)3 nonprofit charitable educational organization. As such, revenue activities directly related to its nonprofit purpose are exempt from income tax. However, the Society also conducts certain activities that are of an "unrelated business" nature, e.g., advertising sales and mailing label sales, the profit of which is taxed at the corporate income tax rate. The 501(c)3 status confers other special privileges on an organization, such as the ability to send mailings at discounted postal rates; however, such privileges can be revoked if a substantial part of the Society's earnings are spent on unrelated activities or lobbying. The Society's federal employer identification number is 23-7265874.

2. ARLIS/NA policy requires that the Treasurer sign all IRS and state tax returns. Tax returns (both income tax and unrelated business income tax returns) are prepared by the Society's CPA, who conducts the review/audit, and are sent via certified mail, return receipt requested, to the Internal Revenue Service before May 20.

3. All U.S. chapters of ARLIS/NA are exempt from federal income tax per a group exemption ruling by the IRS, July 23, 1990. A copy of the exemption letter was sent to all chapter chairs at that time and should be a part of the chapter's permanent files. A copy is also available at headquarters and in the Treasurer's files. According to current law, no chapter need file a federal income tax report unless their annual income exceeds \$25,000. ARLIS/NA Headquarters supplies the IRS annually with a list of current chapters and officers. In addition, as part of the exemption process, each chapter applied for a federal employer identification number (FEIN) which may be

requested when filling out various other documents, such as bank account applications. A record of the FEIN assignment should also be kept with the chapter's permanent documents.

[rev. 4/29/2012; rev. 4/6/2010; adopted: 4/1/05]

## **SECTION K. AWARDS**

**See** ARLIS/NA Web site, "Awards & Honors" for Awards Guidelines, Application Procedures and Lists of Award Winners: [http://www.arlisna.org/about/awards/awards\\_index.html](http://www.arlisna.org/about/awards/awards_index.html)

**See also** ARLIS/NA Policy Manual: POLICY NO.: G-7

## **SECTION L. GRANTS**

The Society may seek grant funding from external organizations and foundations for the purpose of supporting ARLIS/NA special initiatives. Grants applications and management are overseen by the Past President in coordination with the President, Headquarters and the Development Committee and other ARLIS/NA officers, groups, committees as is relevant to grant purpose. Final grant reports are prepared by the Past President and submitted to the granting agency or organization by the President.

## **SECTION M. CONFERENCES AND MEETINGS**

**See** *Conference Planning Manual* in the Administrative Documents section of the ARLIS/NA website.

Remember NOT to schedule conference 3 days before or 3 days after Passover or Easter. Use <http://www.hebcal.com/hebcal/> for dates.

## **SECTION N. ETHICS, STANDARDS AND PROFESSIONAL CONCERNS**

### ***ARLIS/NA POLICY NO.: N-1. SUBJECT: JOB REGISTRY***

**See also** ARLIS/NA JobList: <http://www.arlisna.org/career-resources/arlis-na-joblist>

The ARLIS/NA JobList posts vacancy announcements for art librarians, visual resources professionals, and related positions.

Fees for posting vacancies to the ARLIS/NA JobList are set by the Executive Board. To place a JobList contact ARLIS/NA Headquarters or use the ARLIS/NA Web site. [rev. 2/18/05, AWS News and Features formerly *Update*; rev. 1/24/03]

**ARLIS/NA POLICY NO.: N-2. SUBJECT: STANDARDS**

Any ARLIS/NA activity on standards must be coordinated through ARLIS/NA committees as appropriate to their charge and proposed to the Executive Board through the committee's EB liaison. [adopted 11/16/96]

**ARLIS/NA POLICY NO.: N-3. SUBJECT: ETHICS**

ARLIS/NA endorses the following documents: the Canadian Library Association's Statement of Intellectual Freedom and Code of Ethics; and the American Library Association's Library Bill of Rights, Statement of Professional Ethics, and the Freedom to Read document. The ARLIS/NA Executive Board shall address the ethical concerns of the Society in a timely manner. [issued 2/9/90]

**ARLIS/NA POLICY NO.: N-4. SUBJECT: STATEMENT ON CODE OF CONDUCT**

ARLIS/NA is dedicated to providing collaborative experiences that are free from all forms of harassment, and inclusive of all people. Small actions you can take will help us meet this goal. For instance, we suggest: listening as much as you speak and remembering that colleagues may have expertise you are unaware of; encouraging and yielding the floor to those whose viewpoints may be under-represented in a group; using welcoming language, for instance by honoring pronoun preferences and favoring gender-neutral collective nouns ("everyone," not "guys"); accepting critique graciously and offering it constructively; giving credit where it is due; seeking concrete ways to make physical spaces and online resources more universally accessible; and staying alert, as Active Bystanders, to the welfare of those around you.

Likewise, it is important to understand the range of behaviors that may constitute harassment. Harassment can include unwelcome or offensive verbal comments or nonverbal expressions related to:

- age
- appearance or body size
- employment or military status
- ethnicity
- gender identity or expression
- individual lifestyles
- level of experience in the field
- marital status
- national origin
- physical or cognitive ability
- political affiliation
- sexual orientation
- race
- religion

Harassment can also include but is not limited to:

- use of sexual and/or discriminatory images in public spaces (including online)  deliberate intimidation
- stalking
- following
- harassing photography or recording
- sustained disruption of talks or other events
- bullying behavior
- inappropriate physical contact
- unwelcome sexual attention

Sexual, discriminatory, or potentially triggering language and imagery is generally inappropriate for any ARLIS/NA event venue, including talks, social events, receptions, meetings, and other conference-related activity.

However, this policy is not intended to constrain responsible scholarly or professional discourse and debate. ARLIS/NA/NA's commitment to diversity and inclusion as expressed in its Core Values includes commitment to intellectual/academic freedom and freedom of expression that takes on sensitive issues. Indeed, as art information professionals we are committed to exploring the full range of artistic practice in our discourse, services, and collections. This includes explicit, subversive, radical, and non-normative material from the widest possible range of artistic expression. We welcome engagement with difficult topics, done with respect and care.

### What to Do

That said, we will not tolerate harassment of ARLIS/NA community members in any form. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the ARLIS/NA Code of Conduct Team. The Code of Conduct Team is comprised of the ARLIS/NA Executive Board members, Headquarters staff, and members of the Diversity Committee. They will assist participants by contacting hotel/venue security or local law enforcement, providing escorts, or otherwise helping those experiencing harassment to feel safe for the duration of the event.

**To report incidents after our events, in online venues, or on-site but in the absence of a staff member**, please contact any member of the Code of Conduct team. The ARLIS/NA website lists the contact information of all [members of the Executive Board](#), and also lists the names of [members of the Diversity Committee](#). *However, if you or others are in imminent danger, please first phone emergency services at 911.* During the ARLIS/NA conference, in addition to reporting incidents in person, please consult any additional resources and links provided by local organizers and hosts. All reports and inquiries will be handled in confidence.

In the case of organized events, those responsible for the event should have readily available the following information:

- **Conference organizer:** [ORGANIZER NAME], [PHONE NUMBER]
- **[CONFERENCE HOTEL NAME]:** [PHONE NUMBER]
- **[MUNICIPALITY] Police Department:** [PHONE NUMBER]
- **[LOCAL SEXUAL ASSAULT/CRISIS LINE]:** [PHONE NUMBER]
- **[TAXI COMPANY NAME]:** [PHONE NUMBER]
- **[Social media contacts here]**

Participants at the ARLIS/NA Annual conference or any other ARLIS/NA-hosted discussion or event (held online or in person, including ARLIS/NA-sponsored social events) who are asked to stop harassing or intimidating behaviors are

expected to comply immediately. Those who who violate our code of conduct may be warned, sanctioned, or expelled at the discretion of the organizers.

We value your presence and constructive participation in our shared community, and thank you for your attention to the comfort, safety, and well-being of fellow ARLIS/NA collaborators and attendees.

[rev. 3/21/2019]

### ***ARLIS/NA POLICY NO.: N-5. STATEMENT ON DIVERSITY***

ARLIS/NA is dedicated to cultivating a diverse, inclusive, equitable, and just professional community free from all forms of harassment. Within the communities we serve and our profession we understand that every person is a complex individual with multiple overlapping identities. ARLIS/NA recognizes the value of each individual based on unique characteristics which may include commonly acknowledged measures of diversity such as ethnicity, race, gender, age, class, veteran status, sexual orientation, (dis)abilities, and religion. Beyond respecting diversity, we recognize that inequity can accompany diversity and we are committed to a culture of transparency, openness, and accountability in order to identify and remedy barriers to inclusion and engagement within the society. We see diversity as a transformative force, and recognize the power of professional organizations to drive collective efforts to transform the field.

In living our values, the following strategies help us to continually reaffirm our commitment to diversity:

- Foreground the historic power imbalances embedded into library culture and memory institutions more broadly, and specifically how that affects the institutions and members represented within our society.
- Acknowledge and utilize the society's power and privilege within a profession largely made up of white, straight, and cisgender voices, and actively devote time, effort, and resources to minimizing complicity.
- Work to make the society's culture one of inclusion and belonging through developing policies and practices that address issues of inequity, underrepresentation, and marginalization within the profession.
- Support all members of our respective communities in reaching their full potential by striving for equitable access to education, training, resources, collections, services, and outreach.
- Take every opportunity to materialize and articulate our values with actions, within and outside the organization.

### ***ARLIS/NA POLICY NO.: N-6. SUBJECT: ADVOCACY***

The President and the Executive Board have the authority to charge groups and special appointments to monitor issues relevant to ARLIS/NA and its mission, report news and updates to the membership, and identify those in which ARLIS/NA should become directly involved as an advocate. Such issues include legislation, litigation, regulatory policy, and information standards at both the national level (support for federal cultural agencies, First Amendment and intellectual property matters, policies affecting cataloging practices, data standardization and exchange) and at the regional and local level (issues that have broader implications for ARLIS/NA or its members, that affect specific institutions or individuals with a national profile, or that would establish an important precedent).

To the extent specified in the society's third and seventh Articles of Incorporation, ARLIS/NA may become involved in these developments by:

- lending its name by way of endorsement and support

- writing letters
- issuing policy statements and press releases
- meeting with legislators, policymakers or other responsible officials
- filing or joining amicus briefs
- working collaboratively with other organizations
- motivating and coordinating grassroots action by its members

Two standing committees serve as review and communications channels for all ARLIS/NA advocacy efforts. The **Cataloging Advisory Committee** (Policy G-8) is responsible for addressing cataloging policy issues and the **Advocacy and Public Policy Committee** (Policy G-16) is responsible for addressing governmental, legal, and administrative issues. The Executive Board may direct other groups and individuals to advise on an ad-hoc basis, but all advocacy issues are to be submitted to either of these committees for review according to the subject under consideration.

Each committee is responsible for evaluating the issue to determine if action is warranted, drafting a recommended course of action, specifying the nature and degree of involvement and the method of publicizing the position. The recommendation is submitted to the committee's Executive Board liaison for consideration by the Executive Board; the liaison notifies the committee chair of the Executive Board's approval or rejection of the recommended action. The committee is responsible for issuing Executive- Board-approved statements and press releases to the membership and other interested groups as appropriate.

The nature, timing and degree of ARLIS/NA involvement will necessarily vary depending on the issue and available resources. Where significant effort or resources of its members may be required or committed for direct involvement, the recommending committee will consult first with its Executive Board Liaison. Depending on the timing and urgency of the issue, the liaison will obtain the approval of the President or the Executive Board. Any legal matters must be approved by the ARLIS/NA Counsel as well as the Executive Board. "Legal matters" include but are not limited to: 1) litigation, such as ARLIS/NA statements in support of or in opposition to a litigant; or 2) filing any briefs by or on behalf of ARLIS/NA. (See Policy A-2 regarding consultation of legal counsel.)

Individual members of ARLIS/NA may not suggest that they are speaking for or on behalf of ARLIS/NA unless expressly authorized to do so by the President or the Executive Board. (Approved 09/2011)

***ARLIS/NA POLICY NO.: N-7. SUBJECT: SURVEYS***

Surveys shall be subject to the same clearance as survey instruments, as outlined in POLICY No.: A-7 (Communications). [rev. 1/13/03; adopted 11/16/96]

***ARLIS/NA POLICY NO.: N-8. SUBJECT: CODE OF ETHICAL STANDARDS FOR FUNDRAISING ACTIVITIES***

(adapted from the Association of Fundraising Professionals Code of Ethical Standards)

ARLIS/NA Development Committee members must be responsible for maintaining ethical behavior in relation to their work for the Society. Members may be in possession of sensitive information while engaging in development-related activities such as reaching out to prospects, working with the Development Database, and monitoring donations.

The ARLIS/NA Code of Ethical Standards provides guidance to Development Committee members as they complete their work for the Society. Violation of the standards may subject the member to disciplinary sanctions by the ARLIS/NA Board.

Members shall:

1. protect the confidentiality of all privileged information.
2. effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
3. not exploit any relationship with a donor or prospect for the benefit of the member or the member's organization.
4. ensure that all solicitation and communication materials are accurate and correctly reflect the organization's mission and use of solicited funds.
5. adhere to the principle that all donor and prospect information created by, or on behalf of, ARLIS/NA is the property of ARLIS/NA.

#### [Code of Ethical Standards for Fundraising Activities Form](#)

### **SECTION P. ARLIS/NA PUBLICATIONS**

**See** Publications homepage for listing of ARLIS/NA Publications:

<http://www.arlisna.org/organization/committees/77communications-and-publications-committee>

**See also** ARLIS/NA POLICY NO.: H-1. ARLIS/NA Editorial Board

#### ***ARLIS/NA POLICY NO.: P-1. SUBJECT: GENERAL EDITORIAL POLICIES***

ARLIS/NA supports freedom of expression and the free exchange of ideas in all of its communication channels. The Society's official communication channels are moderated. ARLIS/NA does reserve the right to disallow the use of its communication channels for exchanges of a personal, offensive or inflammatory nature, or for personal or commercial gain. In such situations, a judgment will be made by the responsible Editor, in consultation with the Editorial Director where necessary. Guidelines for individual ARLIS/NA communication channels are posted on the Web site, as needed.

[issued 3/2010]

#### ***ARLIS/NA POLICY NO.: P-2. SUBJECT: EDITORIAL ROLE OF THE EXECUTIVE BOARD***

The Executive Board presents guidelines based on budgetary considerations; editors are responsible for recommending content and format changes. [rev. 9/18/07; issued 6/10/75]

**ARLIS/NA POLICY NO.: P-3. SUBJECT: ARLIS/NA Editorial Board -- MEMBERSHIP**

*See also* ARLIS/NA POLICY NO.: H-2. ARLIS/NA Editorial Board Roles & Responsibilities.

The Membership of the ARLIS/NA Editorial Board will consist of the editors of all Society publications, print and webbased. [rev. 9/18/07; rev. 2/2/05]

**ARLIS/NA POLICY NO.: P-4. SUBJECT: EDITORS -- FINANCES**

Editorial positions are eligible for honoraria. [rev. 9/18/07; rev. 3/3/03; adopted 11/16/96]

The amounts of the honoraria to the Society's editors shall be reviewed and decided upon by the Executive Board annually. Honoraria are assigned to a functional role or specific publication and may be split by editors sharing responsibility for that role or publication. [rev. 9/18/07; rev. 3/3/03; rev. 11/16/96; issued 8/7/88]

The editors' honoraria are given on a calendar-year basis, with each portion to cover six months (January-June and July-December). [issued 8/7/88]

Editorial office expenses not supported due to retirement status and/or lack of institutional support may be requested by the editor to the ARLIS/NA Treasurer.

**ARLIS/NA POLICY NO.: P-5. SUBJECT: ADVERTISING REPRESENTATIVE FOR PUBLICATIONS**

*See* Support Opportunities page for information on advertising: <http://www.arlisna.org/support/support-opportunities>

The Association Manager shall serve as advertising representative to solicit advertising in publications of ARLIS/NA, including *Art Documentation*, conference program, and any print and/or online publications. [rev. 4/1/05; rev. 1/13/03; 11/16/96; issued 6/28/80]

The Association Manager shall be requested to include a written advertising report in his/her midyear and annual reports to the Executive Board. [rev. 3/3/03; issued 2/20/81]

**ARLIS/NA POLICY NO.: P-6. SUBJECT: PUBLICITY OF PUBLICATIONS**

*See also* ARLIS/NA POLICY NO.: R-6. SUBJECT: TERMS OF AFFILIATION.

Headquarters shall be responsible for the advertising of ARLIS/NA publications in coordination with the ARLIS/NA Editorial Board (comprised of the Editorial Director and the editors of each publication), and the President, who serves as EB liaison to the ARIS/NA Editorial Board. [rev. 1/24/03; issued 6/23/83]

Headquarters in consultation with the President or Vice President shall be responsible for maintaining Affiliate societies mailing labels, advertising in affiliates' publications, the posting of information on affiliates' listservs or linking to their Web sites, etc. [rev. 9/18/07; 3/10/04]

**ARLIS/NA POLICY NO.: P 7. SUBJECT: PRICING OF PUBLICATIONS**

The Executive Board, in consultation with the Editorial Director, has the authority to set prices at reasonable levels for the sale of Society publications.

[rev. 9/18/07; 3/3/03; 2/14/87; replaces policy date 6/28/80]

**ARLIS/NA POLICY NO.: P 8. SUBJECT: POSTAGE CHARGES**

All of ARLIS/NA's membership mailings shall be sent via 1st class mail, airmail, or its equivalent in order to assure their timely delivery.

**ARLIS/NA POLICY NO.: P-9. SUBJECT: PUBLICATIONS CLAIMS AND REFUNDS**

Claims for back issues of Art Documentation are handled by the Society's publishing partner, University of Chicago Press. Imperfect copies will be exchanged for the same title if returned with a copy of the original invoice. [issued 9/18/07]

All publications sales are final. Publications cannot be returned for refund or credit. [issued 9/18/07]

**ARLIS/NA POLICY NO.: P-10. SUBJECT: DISTRIBUTION OF FREE COPIES OF ARLIS/NA PUBLICATIONS**

See also ARLIS/NA POLICY NO.: R-6. SUBJECT: TERMS OF AFFILIATION.

The Society agrees to send one free sample copy per year of *Art Documentation* to potential advertisers if requested.

One free copy shall be sent to each author, editor or compiler of an *Occasional Paper*. Authors of articles in *Art Documentation* are entitled to 1 free copy of the issue in which the article appears. Additional copies may be purchased by authors from Headquarters. [rev. 4/29/09; 3/3/03; 3/12/01]

**ARLIS/NA POLICY NO.: P-11. SUBJECT: JOINT PUBLICATIONS**

The ARLIS/NA Editorial Board shall review any proposals for ARLIS/NA co-publications and report recommendations to the Executive Board via the Board Liaison or in the Editorial Board's annual report. [rev. 1/13/03; issued 2/23/84] [issued 2/6/85]

**ARLIS/NA POLICY NO.: P-12. SUBJECT: COPYRIGHT**

ARLIS/NA maintains the copyright on all ARLIS/NA publications. However, authors and editors retain the following non-exclusive rights, provided that proper credit is given to the publication:

- (i) the rights to reproduce the Article, in whole or in part, in any book, article, or other scholarly work of which you are the author or editor;
  
- (ii) the right to use the Article for teaching purposes in your classes, including making multiple copies for all students, either as individual copies or as part of a printed course pack, provided that these are to be used solely for classes you teach;
  
- (iii) the right to post a copy of the Article on your personal or institutional Web server, provided that the server is non-commercial and there are no charges for access, and
  
- (iv) the right to deposit a copy of the Article in a non-commercial data repository maintained by an institution of which you are a member after the embargo period.

Authors are required to sign and submit the ARLIS/NA publication agreement form which grants copyright to the Society prior to publication of the Article.

[rev. 5/23/2012; rev. 9/18/07; rev. 4/1/05; adopted 11/16/96]

**ARLIS/NA POLICY NO.: P-13. SUBJECT: ROYALTIES**

All royalties from committee-generated publications shall be remitted to the organization. [issued 8/4/90] [rev. 3/3/03; rev. 11/16/96; issued 8/7/88; rev.5/15/2015]

**ARLIS/NA POLICY NO.: P-14. SUBJECT: ART DOCUMENTATION**

The general editorial policy shall be published in the masthead of each issue and more comprehensively articulated in the Contributor Guidelines. [rev. 3/3/03; issued 1/26/78]

The Editor(s), or at least one of the editors in the case of joint editorship, shall be present during the ARLIS/NA annual conference. [rev. 3/3/03; 11/16/96; issued 2/12/83]

There shall be no free advertising available to non-profit organizations; exchanges of advertising are provided for in Policy X-4. [rev. 7/22/05; rev. 3/3/03; issued 3/26/79]

There shall be no free advertising made available to individual ARLIS/NA members in the Society's publications. [rev. 3/3/03; issued 6/5/78]

*Art Documentation* articles may be peer reviewed at the discretion of the Editor(s). [rev. 3/3/03; 11/16/96; issued 8/15/85]

#### **ARLIS/NA POLICY NO.: P-14.A. SUBJECT: ART DOCUMENTATION EDITORIAL BOARD**

The Editorial Board of Art Documentation is constituted as a temporary advisory committee of the Society, and includes the Editor(s) of Art Documentation. The roles and responsibilities of Editorial Board members are: to provide guidance and oversight for the general editorial program and long-range goals of Art Documentation; to perform peer review upon request (not all members); to act as a conduit for manuscripts; and to participate in one annual Editorial Board meeting by conference call. The Art Documentation Editor(s) is/are the sole point of contact between the Art Documentation editorial Board and the ARLIS/NA management company (HQ).

#### **ARLIS/NA POLICY NO.: P-15. SUBJECT: CONFERENCE PROCEEDINGS**

The term "proceedings" shall be used on the ARLIS/NA website "conferences" page to refer exclusively to the textual and audio-visual materials presented in official program sessions, poster sessions, workshops, and special events and collected by the conference proceedings editor. Business meetings of ARLIS/NA groups (committees, sections, special interest groups, appointments, chapters) held during a conference shall be posted on the respective groups' website pages.

See also the [Conference Planning Manual](#).

[rev. 4/5/18, 8/5/02; adopted 11/16/1996; replaces R-2 policy dated 2/7/86]

#### **ARLIS/NA POLICY NO.: P 16. SUBJECT: MEMBERSHIP DIRECTORY**

An online directory shall be made available to all ARLIS/NA members via secure login to the Membership page of the ARLIS/NA Web site.

## **SECTION Q. WEB SITE**

*See* [www.arlisna.org](http://www.arlisna.org)

**ARLIS/NA POLICY NO.: Q-1. SUBJECT: PURPOSE OF THE ARLIS/NA WEB SITE**

The purpose of the ARLIS/NA Web site is to support the mission of the Art Libraries Society of North America by serving as a:

1. News resource offering timely information of interest to the membership;
2. Virtual Headquarters providing resources important for the administration of the Society;
3. Delivery-point for selected ARLIS/NA publications electronically to membership and a wider audience.
4. Vehicle to promote the services and values of ARLIS/NA to the arts information community.

There is a public portion and a restricted portion of the Web site accessed by secure login. The member's-only section provides access to *Art Documentation* online, and has a members' directory, financial documents, and other items of interest to and use for members.

**ARLIS/NA POLICY NO.: Q-2. SUBJECT: ADMINISTRATIVE STRUCTURE**

The ARLIS Web site is hosted and managed by Headquarters.

ARLIS/NA website (AWS) Content Editor receives formatted documents from members and working with Headquarters prepares them for loading to the ARLIS/NA Web site. (**See also** ARLIS/NA POLICY NO.: H-2). The AWS Information Architect is the liaison to the ARLIS/NA management association web master and develops/revises overall structure and design of AWS. The AWS Content Editor and Information Architect in consultation with the Editorial Director act as the Web site's executive committee and are responsible for the creation of policies, procedures, and guidelines required for the effective functioning of the Web site.

[rev. 3/10/2012; 5/15/2015]

**ARLIS/NA POLICY NO.: Q-3. SUBJECT: ADMINISTRATIVE AND OFFICIAL DOCUMENTS ON THE ARLIS/NA WEB SITE**

**See also** ARLIS/NA POLICY NO.: R-24

The ARLIS/NA Web site shall hold the official version of the Society's administrative and official documents. These documents consist of material essential for the Society's effective functioning. Master copies of these documents are maintained by Headquarters or a designated Board member.

The AWS Content Editor does not edit, update, or revise the content of administrative documents. The AWS Content Editor and Information Architect are responsible for ensuring that these files integrate successfully within the AWS with appropriate attention to their appearance, access, navigability, and links. The Board working with the Documentation Committee will edit and update administrative documents as necessary and forward to the ARLIS/NA Association Manager for updating the website.

[rev. 7/30/04; 3/3/03; Appr.10/15/97; rev. 5.15.2015]

## **SECTION R. EXTERNAL RELATIONS**

### ***ARLIS/NA POLICY NO.: R-1. SUBJECT: SPECIAL APPOINTMENTS & LIAISONS***

The Vice-President appoints liaisons to Affiliated Societies such as ALA, IFLA, CAA, etc.; and representatives to National Organizations such as NISO, etc.

### ***ARLIS/NA POLICY NO.: R-2. SUBJECT: SPECIAL APPOINTMENTS & LIAISONS DUTIES***

1. All Special Appointment liaisons report to the President and act as information conduits between ARLIS/NA and the group to which they are assigned, especially with regard to relevant Executive Board business.
2. Appointees monitor organizational activities through the year.
3. Informs the Executive Board of related activities in other organizations and contributes insight and commentary as needed for ongoing discussions or projects.
4. Provides help as necessary to the Executive Board in meeting deadlines.
5. Presents policy issues for Board action as required.
6. Attends, on behalf of the Board, any affiliate meetings during the respective conference.
7. Ensures ARLIS/NA representation in the conference program, making sure an ARLIS panel or session is put forth.
8. Submits annual report to the President.

### ***ARLIS/NA POLICY NO.: R-3. SUBJECT: SPECIAL APPOINTMENTS -- TERM OF OFFICE***

Special appointees may be asked to continue to serve beyond their initial year of appointment by the Vice-President in consultation with the ARLIS/NA Executive Board.

[rev. 3/3/03; issued 2/13/92]

### ***ARLIS/NA POLICY NO.: R-4. SUBJECT: RELATIONSHIP WITH THE SECTION OF ART LIBRARIES OF THE INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS (IFLA)***

The Vice-President shall designate a Special Appointment as a reciprocal liaison between the IFLA Section of Art Libraries and the ARLIS/NA International Relations Committee.

The Special Appointment shall represent ARLIS/NA at the annual IFLA conference and report in writing to the ARLIS/NA President and IRC Chair items of IFLA business of interest to ARLIS/NA and its membership. Financial assistance is not available from ARLIS/NA for IFLA conference attendance by this representative.

S/he monitors IFLA activities, programs, publications, IFLA Web site, and keeps ARLIS/NA membership informed by posting relevant information on ARLIS-L. S/he advocates for ARLIS/NA and IFLA by providing information and support for ARLIS/NA members expressing interest in IFLA and to IFLA members expressing interest in ARLIS/NA and its activities.

[rev. 3/3/03; Approved 4/4/97]

***ARLIS/NA POLICY NO.: R-5. SUBJECT: DEFINITION OF AFFILIATION***

Affiliation is defined as the formal establishment of a relationship of mutual support and encouragement and of such forms of cooperation as shall enhance this relationship.

Potential affiliates shall be approved by the ARLIS/NA Executive Board, and submitted to the ARLIS/NA membership for ratification during the annual by-laws revision balloting process.

[Approved 4/4/97]

***ARLIS/NA POLICY NO.: R-6. SUBJECT: TERMS OF AFFILIATION.***

Concrete on-going forms of cooperation shall include: a regular exchange of information between affiliates, in particular through the exchange of publications and conference information; reciprocal complimentary conference registration for the president and executive director (or proxies thereof) of affiliates; reciprocal conference registration at members rates for the membership of affiliated organizations; the complimentary exchange of membership lists, mailing labels, advertising privileges in affiliates' publications, the posting of information on affiliates' listservs or linking to their Web sites, etc. upon the executive level request of affiliates; additional rights and privileges may be conferred by the Executive Board of ARLIS/NA; proposed joint initiatives between affiliates shall be approved by the Executive Board of ARLIS/NA. Jointly sponsored session proposals between an affiliated organization and ARLIS/NA are not automatically accepted for presentation at an ARLIS/NA conference; these joint session proposals will need to go through the ARLIS/NA CPAC's review process.

[Approved 8/7/88. Rev. 11/16/96, 4/4/97, 4/9/97, 5/9/06]

***ARLIS/NA POLICY NO.: R-7. SUBJECT: REPRESENTATION AT THE ANNUAL CONFERENCES OF FOREIGN AFFILIATES***

The Chair of the International Relations Committee whenever possible shall seek an ARLIS/NA representative for the annual conferences of foreign affiliates. (This representative may or may not be a member of the IRC.) A report in writing to the ARLIS/NA President and the IRC Chair shall be made by this representative of items of the affiliate's business of interest to ARLIS/NA and its membership. Financial assistance is not available from ARLIS/NA for this conference attendance.

[Approved 4/4/97]

***ARLIS/NA POLICY NO.: R-8. SUBJECT: ACTIVITIES AND PUBLICATIONS OF FOREIGN AFFILIATES***

The Chair of the International Relations Committee shall ensure that the activities and publications of foreign affiliates which may be of interest to ARLIS/NA are reported to the membership.

The printed and electronic documentation of foreign affiliates shall be monitored by the IRC and shared with the ARLIS/NA membership through the Society's communication channels.

Serials from foreign affiliates will be routed to the IRC Chair by ARLIS/NA Headquarters.

[rev. 3/3/03; Approved 4/4/97]

***ARLIS/NA POLICY NO.: R-9. SUBJECT: EXCHANGE PARTNERS***

ARLIS/NA defines an exchange partner as an organization, or exceptionally an individual, with which the Society wishes to conduct an exchange of information and publications and possibly an intermittent dialogue of mutual interest, but not enter into a full affiliation. Exchange partners shall be approved by the Executive Board of ARLIS/NA, as shall any proposed joint initiatives, which arise from such relationships.

[Approved 7/23/89]

***ARLIS/NA POLICY NO.: R-10. SUBJECT: FUNDING LIAISONS' ATTENDANCE AT ANNUAL CONFERENCES OF AFFILIATES***

Requests for funding by liaisons who do not otherwise receive institutional support to attend annual conferences should be submitted as a special request in the normal budgeting cycle as defined in the Management Calendar.

[Approved 1999; Superseded policies X1, X2, X3, X4, X5, X6; edited 3/10/2012]