

ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

ARLIS/NA Policy Manual Revised April 2, 2026

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

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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; adopted 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.

[rev. 4/29/2012; adopted 8/7/88]

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

See also the ARLIS/NA Archives: Guidelines & Procedures on the ARLIS/NA website.

- 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) Within the ARLIS/NA archives, the following main record series are used to organize materials: 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; adopted 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/

[rev. 3/16/2025; rev. 4/29/2012; rev. 3/11/04; rev. 11/20/02]

ARLIS/NA POLICY NO.: A-3.A SUBJECT: PURPOSE OF THE ARCHIVES

- 1) The purpose of the ARLIS/NA Archives is to preserve the governance and administrative records of the organization for the future, so that they may be preserved for scholarly and historic research. Appropriate materials include:
 - a. Administrative records at all levels of leadership, such as reports, presentations, newsletters, minutes.
 - b. Financial records
- 2) The ARLIS/NA Archives does not generally collect scholarly or professional development materials.

[adopted 3/10/2025]

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 or their designee 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. ARLIS-L messages deemed to be disrespectful, antagonistic, offensive, or rude will not be approved.
 - f. Vacancy announcements for professional positions must be first directed to the ARLIS/NA JobList service.
- 3) Groups within the ARLIS/NA Commons should be the first tool considered by constituent groups for establishing new "listservs"
 - a. Constituent groups are welcome to create and host their own listservs outside of the Commons if no financial support is desired.

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

[rev. 3/16/2025; rev. 6/18/15; rev. 11/20/02; adopted 3/6/1997 as Post-Berkeley Motion #18. Ratified April 3, 1997]

ARLIS/NA POLICY NO.: A-5. SUBJECT: GOAL-SETTING, MID-YEAR, AND ANNUAL REPORTS

See also the Annual Reports content on AWS.

Goal-setting reports shall be written by every person who chairs or moderates a constituency group, e.g., Chairs of Committees, Moderators of Divisions, Sections, Chapter Chairs, and Special Appointments including the Editorial Board. Goal-setting reports will follow a shared template and will be shared with liaison board members. Goals shall align with the strategic plan and should include attention to DEIASJ goals of the society.

Mid-year reports will be prepared by Executive Board Members to share at the mid-year meeting(s). Mid-year reports will include summaries of constituent group goals as outlined in their goal-setting reports. Board members are not required to submit goal-setting reports.

Annual reports will 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 including the Editorial Board. Annual reports will follow a shared template. Annual reports will be submitted by a deadline set to coincide with the end of the governance year, which also aligns with the annual conference.

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 website. The President, Treasurer, Secretary, and Conference Chairs shall give verbal reports at the annual Membership Meeting. The Vice President/President-elect transitions to the presidential role and states goals for the upcoming year.

[rev. 4/27/2023; rev. 12/16/2021; rev. 4/29/2012; 11/20/02; rev. 11/16/96; adopted 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; adopted 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.

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. Midyear 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 midyear 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.

ARLIS/NA POLICY NO.: A-10. SUBJECT: PRIVACY POLICY

The policy is oriented to the ARLIS/NA website and posted accordingly.

This privacy policy explains how Art Libraries Society of North America (“ARLIS/NA”) uses any personal information we collect about you when you use the arlisna.org website (the “Service”).

What information do we collect about you?

ARLIS/NA does not collect any personal information from users browsing its website. We do collect basic information via cookies about how visitors use our site, such as pages visited, technical information about your device, website traffic patterns, and server-usage statistics. The data is used to personalize your experience and improve the website and service for our visitors. Website usage information is collected using cookies.

Members and customers of ARLIS/NA are asked to register on the site and provide limited information. This information is submitted voluntarily. ARLIS/NA asks users to provide their name and email address. Other personal information may be submitted to ARLIS/NA through membership applications, donations, event registrations, online purchases, abstract and/or poster submissions, member profiles, surveys, and related transactions and form submissions. Additionally, for some emails sent in HTML format by ARLIS/NA, we collect specific information regarding what the recipient does with that email. In those cases, we monitor the user’s email address, whether the user clicks through to links provided in the message, the date and time of the user’s click through, the name of the link or source from which the message was sent, the tracking URL number and the destination page.

How do we use the information we collect about you?

We may use the information we gather on you, whether personal, demographic, collective or technical, for the following business purposes:

Personalization: Generally, ARLIS/NA and its direct subsidiaries use data collected to improve its own web content; to respond to visitors’ interests, needs and preferences; and to develop new products and services.

Research: We may use your information for research, statistical analysis, to develop new products and services, and enhancement of user experience.

Fulfillment: We use the information to provide the contracted services you have requested; to register you as a member and provide ongoing membership services and benefits to you, as part of your membership purchase; to fulfill other orders, requests, and registrations, including processing payments.

Disclosures to Third Parties: ARLIS/NA also makes member contact information available through the member directory to other members using its website. These data include names, email addresses, and phone number. Contact information of those serving in a volunteer leadership role may also be made available on the website. ARLIS/NA may also provide limited data to third parties that offer products and services. These limited data include names, email addresses, and home and/or business state and country. Users may request ARLIS/NA not disclose the data to third parties by contacting ARLIS/NA at customercare@arlisna.org or 978-674-6211.

Marketing: We would like to send you information about products and services of ours and other companies which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes or giving your information to others.

Consent to Use Personal Information: For the purposes of the Data Protection Act(s) 1984 and 1998 (as applicable), ARLIS/NA or its agents must store, host and otherwise process the information (including personal data) supplied by the user when registering for this website. ARLIS/NA may send such data outside the European Economic Area for processing. If you reside in the European Union, please indicate your consent that the personal information you have provided may be transferred and stored in countries outside of the EU, including the United States. User supplies as defined above when registering for the website in order to allow ARLIS/NA (or its designated agents) to use the information to send the user unsolicited direct mail advertisements, promotions, and solicitations for third parties' products and services.

Credit Card Account Information: ARLIS/NA does not disclose credit card account information provided by its members and customers. When members and customers choose to pay using their credit cards, ARLIS/NA submits the information needed to obtain payment to the appropriate clearinghouse.

Access to Your Information and Correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at 4 Lan Drive, Suite 310, Westford, MA 01886. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

What are Cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behavior information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Links to Other Websites

Our website contains links to other websites. This privacy policy only applies to this website, so when you link to other websites you should read their own privacy policy.

Chapters

ARLIS/NA chapters are regional groups chartered to further ARLIS/NA's mission through local programming and activities. ARLIS/NA chapters may collect and use your data as described below. If an ARLIS/NA chapter handles your data, they shall do so in accordance with their own privacy policy.

Children's Privacy

Our Service is not intended for children under 18 years of age. We do not knowingly collect personal information from children under 18.

Security

The security of your personal information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. We have implemented commercially reasonable technical and organizational measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration or disclosure. However, we cannot guarantee that unauthorized third parties will never be able to defeat those measures or use your personal information for improper purposes.

Your Californian Rights

FOR RESIDENTS OF CALIFORNIA ONLY. Section 1798.83 of the California Civil Code requires select businesses to disclose policies relating to the sharing of certain categories of your personal information with third parties. If you reside in California and have provided your personal information to ARLIS/NA, you may request information about our disclosures of certain categories of personal information to third parties for direct marketing purposes. Such requests must be submitted to us:

- by email at customercare@arlisna.org
- or write to us at 4 Lan Drive, Suite 100, Westford, MA 01886

How Long Do We Retain Your Data?

We will only retain your personal information for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymize your personal information (so that it can no longer be associated with you) for research, product development or improvement, or statistical purposes, in which case we may use this information indefinitely without further notice to you.

Where Do We Store Your Personal Information?

The personal information that you provide to us is generally stored on servers located in the United States. If you are located in another jurisdiction, you should be aware that once your personal information is submitted through our website, it will be transferred to our servers in the United States and that the United States currently does not have uniform data protection laws in place

Changes to our Privacy Policy

We may update our Privacy Policy from time to time. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted online.

Contact ARLIS/NA

Please contact us if you have any questions about our privacy policy or information, we hold about you:

- by email at customercare@arlisna.org
- or write to us at 4 Lan Drive, Suite 100, Westford, MA 01886

ARLIS/NA POLICY NO.: A-11. SUBJECT: TERMS OF USE

The policy is oriented to the ARLIS/NA website and posted accordingly.

This page states the Terms of Use for the Art Libraries Society of North America (“**ARLIS/NA**”) website. References in these Terms of Use (these “**Terms**”) to “**we**,” “**us**,” or “**our**,” are to ARLIS/NA. Please review the following Terms before using arlisna.org, our microsites, or mobile sites (our “**Website**”). The terms “**You**” and “**User**” are used to refer to anyone who is accessing, viewing, downloading or otherwise using our website. If you do not accept the Terms stated here, do not use our website and its services. You agree to be bound by these Terms, including the ARLIS/NA Privacy Policy. ARLIS/NA may revise these Terms at any time by updating this posting. If you do not wish to be bound by these Terms, do not join ARLIS/NA and do not access, view, download, or otherwise use our website or any of the services offered on our website. Nothing in these Terms shall be deemed to confer any third-party rights or benefits. If you do not agree to be bound by these Terms, you may not use nor access our website.

Eligibility

You must be 18 years of age or older, or the age of majority as that is defined in your jurisdiction, whichever is older, to visit or use the website in any manner. By visiting the website or accepting these Terms, you represent and warrant to ARLIS/NA that you have reached the age of majority in your jurisdiction, and that you have the right, authority and capacity to agree to and abide by these Terms. You also represent and warrant to ARLIS/NA that you will use the website in a manner consistent with any and all applicable laws and regulations.

Acceptable Site Use (a) Copyright and Proprietary Rights

The entire contents of the website, including the text, graphics, images, logos, button icons, HTML code, and other “**Material**” are copyrighted by ARLIS/NA under the copyright laws of the United States ([Title 17, U.S. Code](#)). User agrees not to remove or obscure copyright notices appearing anywhere in or on the website. ARLIS/NA grants no copyright or ownership interests to user for any of the material and proprietary information referred herein belonging to ARLIS/NA. Permission to use content may be granted in special circumstances on a case-by-case basis. Please direct any request to use content to the ARLIS/NA Editorial Director or the Executive Director.

(b) Name and Logo

User agrees not to use the name of ARLIS/NA or its logo for any promotional or commercial purpose or any other purpose without the prior written consent of ARLIS/NA.

(c) Prohibited Use

User agrees not to modify, alter, or create derivative works of the material contained in or on the website without prior written permission from ARLIS/NA.

User agrees not to do anything that interferes with the proper working ability of the website. This includes activity that can overload the website’s infrastructure, use of software or other device other than that which is available from ARLIS/NA, tampering with the software that makes up the website, and destroying or changing information posted by any other person.

User agrees to comply with all applicable laws, as well as with these Terms. User may not post material that is copyrighted without first obtaining proper written consent from the copyright owner.

(d) Website Security

Users are prohibited from violating or attempting to violate the website's security. Users may not probe, scan, or test the vulnerability of the website or any network connected to the website, nor breach the security or authentication measures on the website.

(e) Domain and Contact Information

Users are prohibited from use of the arlisna.org domain while ARLIS/NA holds an active ownership and dominion of the property. All emails and customer service contact information are considered intellectual property of ARLIS/NA.

User Submissions

Submitting any user-generated content, ideas, concepts, techniques or data to the website constitutes your consent and grant to ARLIS/NA of a non-exclusive, irrevocable, worldwide, perpetual, unlimited, assignable, sublicensable, fully paid up, and royalty-free right and permission (but not the obligation) to copy, prepare derivative works of, improve, distribute, publish, remove, retain, add, use, and commercialize your user-generated content, in any way now known or in the future discovered, without any further consent, notice and/or compensation to you or any third parties. By submitting any information to ARLIS/NA, you represent and warrant that the submission is accurate to your best knowledge, not confidential, and not in violation of any contractual restrictions or other third-party rights. ARLIS/NA is under no obligation to exercise control over any content you or others submit when using the website.

User Conduct

By using our website, you understand and agree not to:

- Post content or initiate communications which are unlawful, libelous, abusive, obscene, discriminatory, or otherwise objectionable.
- Use our website for any illegal purpose, including but not limited to conspiring to violate laws.
- Transmit malware, software viruses, harassment, and/or other harmful content.
- Falsely state, impersonate, or otherwise misrepresent your identity, including but not limited to the use of a pseudonym, or misrepresenting your current or previous positions and qualifications, or your affiliations with a person or entity, past or present.
- Upload, post, email, transmit or otherwise make available any content or initiate communications which include information that you do not have the right to disclose or make available under any law or under contractual or fiduciary relationships (such as insider information, or proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements).
- Upload, post, email, transmit or otherwise make available any content or initiate communication that infringes upon patents, trademarks, trade secrets, copyrights or other proprietary rights.
- Upload, post, email, transmit or otherwise make available any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation.
- Upload, post, email, transmit or otherwise make available any material that contains software viruses, or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment.
- Stalk or harass anyone.
- Forge headers or otherwise manipulate identifiers in order to disguise the origin of any communication transmitted through the website.

- Post content in fields that aren't intended for that content. Example: Putting an address in a name or title field.
- Interfere with or disrupt the website or servers or networks connected to the website, or disobey any requirements, procedures, policies or regulations of networks connected to the website.

Eligibility

You represent and warrant that you (a) have not previously been suspended or removed from the website; (b) do not have more than one account at any given time; and (c) have the full power and authority to enter into these Terms and in doing so will not violate any other agreement to which you are a party. ARLIS/NA may refuse service without prior notice to any user for any or no reason.

Registration and Password

You are responsible for maintaining the confidentiality of your information and password. You are responsible for all use associated with your registration and compliance with all Terms. You are prohibited from selling, trading or otherwise transferring your account or any information therein to another party or charging anyone for access to the website. If you knowingly provide your login and password information to another person, your account privileges may be suspended temporarily or terminated. You agree to immediately notify ARLIS/NA of any unauthorized use of your password or account or any other breach of security.

Privacy Policy

Any personal information you provide to us through the website shall be subject to our **Privacy Policy**. Please review the Privacy Policy, which is a part of these Terms.

Purchases; Other Terms and Conditions

Additional terms and conditions may apply to your purchases from our website. Such additional terms and conditions are made part of these Terms by this reference. You agree to abide by such other terms and conditions. If there is a conflict between these Terms and the terms posted for or applicable to a specific portion of the website, those terms shall control. ARLIS/NA may make changes to any products offered on the website, or to the applicable prices for any such products at any time, without notice.

Termination of Account

ARLIS/NA reserves the right, at its sole discretion, to pursue any legal remedies, including but not limited to issuing a warning, filing a complaint, or deleting user's submissions. In addition, ARLIS/NA may, with or without cause, immediately terminate user's account and access to the website without prior notice. Without limiting the foregoing, the following will lead to a termination by ARLIS/NA of your use of the website: (a) breaches or violations of these Terms or other incorporated agreements or guidelines, (b) requests by law enforcement or other government agencies, (c) a request by you (self-initiated account deletions), (d) unexpected technical issues or problems, and (e) extended periods of inactivity. Termination of your account includes removal of access to all offerings within the website and may also bar you from further use of the website. ARLIS/NA shall not be liable to you nor any third party for any termination of your account or access to the website.

Waiver of Liability for User-Generated Content

You understand and agree that ARLIS/NA does not screen or censor user-generated content made available through the website. ARLIS/NA does not represent or guarantee the truthfulness, accuracy, or reliability of communications posted by users or endorse any opinions expressed by users. ARLIS/NA is not liable for any content made available on the website by other users. The user's use of, or reliance on, any information contained in such third-party content is at the user's sole risk. Under no circumstances will ARLIS/NA be liable for any loss or damage resulting from the user's use of, or reliance on, such third-party content.

Links to Other Sites

The website may contain links to third party websites. These links are provided solely as a convenience to user and not as an endorsement by ARLIS/NA of the contents on such third-party websites. ARLIS/NA is not responsible for the content of linked third-party sites and does not make any representations regarding the content or accuracy of materials on such third-party websites. Access to any third-party websites is at your own risk and ARLIS/NA will have no liability arising out of or related to such websites or their content.

Disclaimer

This website and all products available on this website are provided by ARLIS/NA on an “as is” and “as available” basis without warranties of any kind, whether express or implied, including but not limited to those of merchantability, fitness for a particular purpose, title, noninfringement, custom, trade, quiet enjoyment, system integration, and freedom from computer virus or other harmful components. ARLIS/NA does not represent or warrant that the functions contained in or on this website will be error-free or uninterrupted, that defects will be corrected, or that the website or the server that makes the website will be available and free from any harmful components. ARLIS/NA does not make any representations or warranties that all product descriptions, photographs, pricing, offers, availability, or information on this website is accurate, complete, current, correct, adequate, useful, timely, reliable, error-free or otherwise. If any information in or on the website is inaccurate, incomplete, or out of date, ARLIS/NA reserves the right to correct, change, or update such information or to cancel orders related to such information without prior notice (including after you have submitted an order). You acknowledge, by your use of the website, that you are doing so at your own risk.

Indemnification

User agrees to defend, indemnify, and hold harmless ARLIS/NA, its officers, directors, employees and agents, from and against any claims, actions or demands, including without limitation reasonable legal and accounting fees, alleging or resulting from your use of the website or failure to comply with these Terms, including, without limitation, your submission of content that violates third party rights or applicable laws. ARLIS/NA shall provide notice to user promptly of any such claim, suit, or proceeding and shall assist user, at user’s expense, in defending any such claim, suit or proceeding.

Limitation of Liability

Under no circumstances and under no legal or equitable theory, whether in tort, contract, strict liability, or otherwise, shall ARLIS/NA be liable to you or to any other person for any indirect, special, incidental, or consequential losses or damages of any nature arising out of, or in connection with, the use of or access to or inability to use or access this website, including, without limitation, damages for lost profits, loss of goodwill, loss of data, work stoppage, accuracy of results, or computer failure or malfunction, even if an authorized representative of ARLIS/NA has been advised of or should have known of the possibility of such damages.

Terms of Agreement

User agrees not to make any unauthorized commercial use of the website. If user accesses the website from outside the United States, user does so at user’s own risk. Recognizing the global nature of the Internet, you agree to comply with all applicable local rules including but not limited to rules regarding online conduct and acceptable content. Specifically, you agree to comply with all applicable laws regarding the transmission of technical data exported from the United States or the country in which you reside.

Access to Service

Use of manual or automated software, devices, or other processes to “crawl” or “spider” any web pages contained in the website is strictly prohibited. You agree not to monitor or copy, or allow others to monitor or copy, ARLIS/NA web pages or the content included herein. You also agree not to “frame” or otherwise simulate the appearance or function of the website.

ARLIS/NA Communications

While providing you services, ARLIS/NA may need to communicate with you via email (see our Privacy Policy to learn more about communications). You agree to receive emails which are specific to your account and necessary for the normal functioning of the website. You also agree to have your name and/or email address listed in the header of certain communications which you initiate through the website.

Governing Law

These Terms are governed by the laws of the Commonwealth of Massachusetts and applicable federal laws of the United States of America, without giving effect to conflict of laws principles. The user irrevocably consents to the exclusive jurisdiction of the federal and state courts situated in Massachusetts for purposes of any legal action arising out of or related to these Terms or use of the website.

Dispute Resolution

If any dispute arises between You, another Advertiser and/or arlisna.org or any combination thereof, as it relates to arlisna.org and this Agreement, such dispute shall be submitted and settled in accordance with the Rules of the American Arbitration Association, in Middlesex County, Massachusetts.

Any civil action, claim, dispute or proceeding arising out of or relating to access to or use of the website will be resolved exclusively through final and binding arbitration, before a single arbitrator, rather than in court. The arbitrator, and not any federal, state or local court or agency, will have exclusive authority to resolve any dispute arising out of access to or use of the website, and to arbitrate any part of these Terms, including any claim that all or any part of this section or these Terms is void or voidable.

The arbitration will be conducted and settled by the American Arbitration Association (the “AAA”) exclusively in Middlesex County, Massachusetts, under the AAA’s rules and procedures, as modified by this section. The AAA’s rules and a form for initiating arbitration proceedings are available at www.adr.org. The decision of a single English-speaking arbitrator shall be final and binding.

Agreement to these Terms constitutes an agreement to pursue your claim on an individual basis and a waiver of the ability to pursue your claim in a class or representative action. If a dispute is arbitrated, you give up your right to participate as a class representative or class member on any class claim you may have against ARLIS/NA, including any right to class arbitration or any consolidation of individual arbitrations.

The arbitrator will decide the substance of all claims exclusively in accordance with the laws of the Commonwealth of Massachusetts, including recognized principles of equity, and will honor all claims of privilege recognized by law. The arbitrator will not be bound by rulings in prior arbitrations involving our other users, but is bound by rulings in prior arbitrations involving the same user to the extent required by applicable law. Judgment upon any award rendered by the arbitrator is final, binding and conclusive upon you and us and your and our respective administrators, executors, legal representatives, successors and assigns, and may only be entered in the state or federal courts of record for the Commonwealth of Massachusetts.

Contact

Any questions, complaints, or claims regarding the website may be submitted to ARLIS/NA by emailing us at customer@arlisna.org or calling us at 978-674-6211.

[adopted 6/24/2021]

ARLIS/NA POLICY NO.: A-12. SUBJECT: POLICY MANUAL REVISIONS

The ARLIS/NA Policy Manual documents the society's policies and procedures. Policy revisions and substantive edits require approval by the executive board. The executive board or the management company may address administrative revisions at any time, ensuring the revised policy manual is posted and available to the society membership. Administrative revisions may include grammar, typos, web addresses, formatting, etc.

ARLIS/NA POLICY NO.: A-13. SUBJECT: LEADER USE OF MEMBER DATA

ARLIS/NA constituent group chairs, moderators, coordinators, ARLIS/NA appointees, and Executive Board members may request member data for the purposes of furthering their ARLIS/NA work. Lists of members can include any of the information included in the online member directory. Data collected can only be used for official ARLIS/NA work and cannot be sold, distributed, or used for purposes outside of ARLIS/NA business.

[adopted 2/15/23]

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.

[rev. 11/16/96; adopted 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. 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.

[rev. 6/29/86; adopted 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; adopted 6/7/75]

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

See also the Mailing List Rental Form on the ARLIS/NA website.

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.

[adopted 3/26/79]

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

See also the Society Circle Homepage on the ARLIS/NA website.

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).

ARLIS/NA POLICY NO.: B-9. SUBJECT: MEMBERSHIP POLICIES

Membership subscriptions may be cancelled within 30 days of application receipt for full refund.

Membership in ARLIS/NA is owned by the individual, not the organization with whom the member is affiliated or the organization which paid for the membership. The membership is neither transferable nor assignable.

[adopted 6/15/2022]

SECTION C. EXECUTIVE BOARD, ELECTIONS, OFFICERS

See also the Executive Board on the ARLIS/NA website.

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

See also Bylaws Article X. Nominations and Elections on the ARLIS/NA website.

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. 3/11/04; rev. 03/3/03; rev. 11/20/02; rev. 2/4/93]

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.
 - 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. On a monthly basis, enter and/or update their constituent groups' strategies toward the society's goals in the shared goal tracking spreadsheet.
 - D. Assures smooth transition in committee activity from year to year.
 - E. Works with Strategic Planning Coordinators to review constituent group strategies and address concerns or questions regarding those strategies.

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 the President in a timely manner.

See also ARLIS/NA Bylaws Article V. Elected Officers.

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, as Strategic Planning Coordinators, 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.

[rev. 02/15/2024]

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 Leadership Development 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.
10. Responsible for communications with external funders, such as grant-making organizations and donors.
11. Requests monthly updates from board members regarding ongoing work toward society goals by constituent groups. The updates will be part of the board member's monthly activity report. [rev. 02/15/2024; rev. 06/24/2021; rev. 06/03/2016]

[rev. 4/23/2013; rev. 4/29/2012; rev. 11/20/02; rev. 01/14/00; adopted 11/16/96]

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

1. Appoints all committee Chairpersons, with approval of the Executive Board, to serve during the governance year in which they will assume the President role; accordingly, directs committee Chairs to make final appointments of their committee members and special appointments, per policy, on behalf of ARLIS/NA Executive Board. Puts out the annual call for open Committee Chair and Strategic Planning Coordinator positions
2. Responsible for appointing all Special Appointments including: Liaisons to Affiliated Societies such as ALA, IFLA, CAA, etc.; ARLIS/NA Editorial Director; 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 the society's strategic plan.
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) or modality 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, Strategic Planning Coordinators, 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.

[rev. 3/7/2024; rev. 2/15/2024; rev. 4/23/2013; rev. 7/30/04; rev. 9/20/03; rev. 11/20/02; adopted 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.

[rev. 7/30/04; rev. 3/11/04; rev. 11/20/02; rev. 01/14/00; adopted 11/16/96]

C-2.D. SECRETARY DUTIES

1. Oversees recording of 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; oversees preparation of 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. Oversees identification of Board-approved actions or decisions that have a Policy Manual reference or policy change and maintains the Policy Manual.
14. Serves as chair of the Documentation Committee for two years immediately following their term on the Executive Board.
15. Serves as Chair of the Content Advisory Board.

[rev. 3/16/2025; rev. 3/27/24; rev. 04/04/22; rev. 05/10/19 rev. 11/11/09; rev. 3/11/04; rev. 11/20/02; rev. 01/14/00; adopted 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. Partner with the management team to propose 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 and 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 the Development 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.

17. Serves as Finance Committee chair for two years following board service.

[10/20/2022; 4/29/2012; rev. 7/30/04; rev. 11/20/02; rev. 01/14/00; adopted 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 Diversity and Inclusion Committee, reporting on their activities to the Board and reporting on Board decisions to the committee.
3. Work with the Anti-Racism Committee, reporting on their activities to the Board and reporting on the Board decisions to the committee.
4. Attend the meetings of the Membership, Anti-Racism, and Diversity and Inclusion Committees throughout the year, as well as at the annual conference.

[adopted 3/12/08; rev. 8/10/18; rev. 10/20/2022; rev. 8/21/2025]

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 the ARLIS/NA annual conference is hosted in Canada, the Canadian Liaison works with Chapters Liaison and host chapter to identify co-chairs and conference theme, and is invited to participate in the conference site visit as the Canada Chapter representative.

[rev. 08/2025; rev. 07/16; rev. 10/08; rev. 3/12/08; rev. 7/14/04; rev. 11/20/02; adopted 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 midyear 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; adopted 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, with their term beginning during the governance year in which the Vice President/President-Elect assumes the President role, 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 midyear meeting and others as needed.
4. Conducts midyear 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 AND MODALITY OF MEETINGS

The Executive Board shall meet at least twice a year. General practice in recent years has been for the board to meet on an approximately monthly basis. The Annual meeting may be held at the conclusion of the annual conference at the location of the conference. All other meetings may be held virtually. The midyear meeting, generally held in October, may be split into multiple meetings.

[rev. 2/15/23; rev. 11/20/02]

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/login available 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; adopted 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.

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 Policy No.: C-4

ARLIS/NA Executive Board members will submit monthly, mid-year, and annual reports. [rev. 4/27/2023; 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.

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

[rev. 4/29/2012; adopted 1/30/93; amends policy dated 2/14/87]

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.

[adopted 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.
- 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.

[rev. 11/20/02; rev. 4/28/1997; adopted 7/76]

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; adopted 2/6/85]

ARLIS/NA POLICY NO.: C-12. SUBJECT: PROCEDURES FOR REMOVAL, RESIGNATION, OR REPLACEMENT OF AN EXECUTIVE BOARD MEMBER

ARLIS/NA is a highly dynamic organization requiring oversight of its various services, programs, and constituency groups to deliver member value. Service on ARLIS/NA’s Executive Board requires active engagement from each member of the board to fulfill its oversight responsibilities. At a minimum, the members of the ARLIS/NA Executive Board shall attend board meetings and report on their areas of responsibility and assignments. The Executive Board may consider action to remove a member of the Executive Board with or without cause. Below are examples of cause to remove a member of the Executive Board:

- 1) Absence from two consecutive board meetings.
- 2) Failure to perform in the board position elected or appointed to or to carry on the responsibilities of the board position, as defined in ARLIS/NA’s governing documents and policy manual.
- 3) Failure to submit reports as required by the bylaws, the policy manual, or assigned by the president or executive board.
- 4) Convicted of a felony.
- 5) Has been found by a final order of court to have breached the duty as a board director per the Code of the District of Columbia.

Should the Executive Board pursue removal of a board member, the matter shall be brought forward to the Executive Board for discussion and a vote. Refer to Article IX of the ARLIS/NA Bylaws on the removal of a board member.

Vacancies on the Executive Board shall be filled by Executive Board appointment, as set forth in Article IX of the ARLIS/NA Bylaws.

If the Canadian Liaison moves out of Canada, they must resign their board position. The Executive Board shall appoint a replacement, as set forth in Article VIII of the ARLIS/NA Bylaws.

Regarding resignation of Executive Board members, refer to Article IX of the ARLIS/NA Bylaws.

[rev. 8/2022; 10/08; 11/20/02; adopted 4/9/97]

ARLIS/NA POLICY NO.: C-13. SUBJECT: RECORDING ARLIS/NA EXECUTIVE BOARD MEETINGS

The ARLIS/NA executive board meetings shall not be recorded.

The executive board has the authority to vote to suspend this policy for special situations. In those situations, the recording of the meeting shall not be shared or made available to any individuals or organizations outside of the executive board or the management company. Notice of the recording must be given to those attending the meeting. Any recording must be destroyed within 30 days of the board meeting.

SECTION D: CHAPTERS

See also the Chapter Success Book on the ARLIS/NA website. And Chapter Homepages on the ARLIS/NA website.

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

See the Chapter Success Book.

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*.

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*.

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

See the Chapter Success Book.

The Executive Board shall prioritize special funding monies and requests from constituency groups without a treasury, namely sections, divisions, special interest groups, committees, and appointed bodies. Funding requests from chapters will not be considered if a chapter's treasury funds exceed \$2,500 USD/CAD (currency dependent on the location of the treasury).

[rev. 2/14 /2022]

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 listed on the ARLIS/NA website.

See also the Sections listed on the ARLIS/NA website.

See also the Special Interest Groups listed on the ARLIS/NA website.

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.

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; adopted 6/8/75]

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

A representative from the 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; adopted 6/8/75]

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

See also the Report Guidelines on the ARLIS/NA website.

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.

Committee chairs and Division and Section moderators shall be responsible for preparing annual reports summarizing the year's activities. The annual report will be shared with the group's board liaison prior to the annual conference, which marks transition between governance years and will follow a shared template. In addition, leaders, with their groups, will prepare annual goal-setting reports. The goal-setting reports will be submitted to board liaisons and shall follow a shared template.

SIGs are encouraged to submit an annual or goal-setting 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.

[rev. 4/27/2023; 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]

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.

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, they are intended to succeed as Moderator in the following year; all Vice-Moderator succession appointments must be approved by the Vice President/President Elect.

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. 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.

[rev. 8/5/02; rev. 11/16/96; rev. 7/6/87; adopted 6/14/84; rev. 8/20/82; replaces policy dated 7/25/76]

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

There is no set budget allocated for Divisions, Sections, or Special Interest Groups. Each year moderators may request [special project funding](#) via an application submitted in response to the Treasurer's call for requests.

The Treasurer will present the requests to the Executive Board for consideration and a vote at the midyear 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 Executive Board shall prioritize special funding monies and requests from constituency groups without a treasury, namely sections, divisions, special interest groups, committees, and appointed bodies. [rev. 2/14/202

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. 11/5/20; rev. 8/5/02; rev. 11/16/96; adopted 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 AND PLANNING SECTION

STATEMENT OF PURPOSE: The Architecture and Planning Section is composed of those ARLIS/NA members who are interested in the documentation and multi-disciplinary studies and theory in architecture, its allied arts, and urban, community, and regional planning. This includes the acquisition, organization, retrieval, and circulation of materials and collections pertaining to both in print and non-print formats, including but not limited to 2D-4D models and materials, collections, resources, and data. The primary purpose of the Architecture and Planning Section is professional development and communication.

HISTORY: Year Established: 1975 (as Architecture Special Interest Group); 2008 (as Urban and Regional Planning Issues Librarians SIG); 2020 (as Architecture and Planning Section).

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 comparison 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. 4/21/2010; recognized as a section 2006; rev. 7/14/04]

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

Archaeology and Classics Special Interest Group

STATEMENT OF PURPOSE:

HISTORY: Established: unknown; dissolved 2025

[Rev. 07/24/2025; rev. 7/30/04; rev. 6/21/04]

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: Established: unknown

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: Established: 2016

[rev. 04/2018]

Auction Catalogs Special Interest Group

STATEMENT OF PURPOSE: The Auction Catalogs SIG 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: Established: unknown

Book Art Special Interest Group

STATEMENT OF PURPOSE: The Book Art SIG 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 pertaining to library and museum practices; and to encourage and support scholarship about the book arts.

The Book Art SIG 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 and helps generate ideas for new and innovative conference sessions.

HISTORY: Disbanded: 2015

Collection Development Special Interest Group

STATEMENT OF PURPOSE: The Collection Development SIG serves as a forum for discussion about all aspects related to collection development in arts-related fields.

HISTORY: Established: 2008

[rev. 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: Established: 2017

Decorative Arts, Craft, and Design Special Interest Group

STATEMENT OF PURPOSE: The Decorative Arts, Craft, and Design SIG of the Art Libraries Society of North America (ARLIS/NA) is a forum for sharing ideas pertinent to library professionals and repositories serving the field of decorative arts, craft, design, and material culture.

The Decorative Arts, Craft, and Design SIG is primarily composed of members from academic, museum and special libraries concerned with cultivating shared resources for managing collections, as well as developing professional skills to best serve students, faculty, researchers, and curators in the field of decorative arts, craft, design, and material culture.

HISTORY: Established: 1991; Formerly called the “Decorate Arts Special Interest Group,” a name change was initiated in 2022 to be more inclusive of the varied interests of the members and their institutions with regard to subject interest and collection focus on art and design as it relates specifically to material and objects.

[rev. 5/13/2022; 10/08; 7/14/04]

Digital Humanities Special Interest Group

STATEMENT OF PURPOSE: The purpose of the Digital Humanities SIG 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: Established: 2012

Disability & Neurodiversity Special Interest Group

STATEMENT OF PURPOSE: The Disability & Neurodiversity (D&N) SIG will serve as a community for sharing experiences and resources, advocating for ourselves (and our patrons) within the profession and our institutions, as well as leading and engaging in important conversations about mental health and disability accommodation in relation to professional librarianship.

We are dedicated to increasing awareness of how neurodiversity and invisible disabilities impact librarians’ daily lives and exploring how increasing our understanding of these differences as a profession can help reshape the way we think about library roles, practices, and services.

Members of the D&N SIG may plan conference sessions, workshops, or other ARLIS/NA member events to foster awareness and encourage engagement with these topics.

HISTORY: Established: 2023

[rev. 08/21/2025]

Exhibitions Special Interest Group

STATEMENT OF PURPOSE: The Exhibitions 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: 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: Established: 2011

Graphic Novels, Comics, and Zines Special Interest Group

STATEMENT OF PURPOSE: The purpose of the Graphic Novels, Comics, and Zines 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: Established: 2013

Intersectional Feminism & Art Special Interest Group

STATEMENT OF PURPOSE: The Intersectional Feminism & Art SIG is dedicated to working within the ARLIS/NA community and library, archive, and information communities at-large to improve coverage and raise awareness of women artists and designers. It serves as a forum for discussion on how gender relates to various aspects of these fields—including cataloging, collection development, research, instruction, and more. The Intersectional Feminism & Art SIG also serves as a resource by promoting new research and affiliated collections, institutions, and initiatives. The SIG is LGBTQIA2S+IA+ inclusive and invites people of all gender identities and expressions to participate.

HISTORY: Founded 1990 as Women and Art

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

LGBTQIA2S+ Special Interest Group

STATEMENT OF PURPOSE: The LGBTQIA2S+ SIG is composed of members concerned with LGBTQIA2S+ 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 SIG focuses attention and bibliographic expertise on a new sector of art scholarship from a multidisciplinary perspective. Its goal is to help scholars rediscover LGBTQIA2S+ individuals in the history of the visual arts and to encourage librarians and visual resources curators to collect materials on LGBTQIA2S+ issues.

The SIG 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: Established: 1992

[rev. 5/1/25; 10/08; 7/14/04]

Management Special Interest Group

STATEMENT OF PURPOSE: The Management 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 SIG: 2002; Dissolved: 2006; Reestablished and renamed: Management SIG: 2017.

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 SIG 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: Established:

Music and Performing Arts Special Interest Group

STATEMENT OF PURPOSE:

HISTORY: Established: unknown; Dissolved 2014

New Art Special Interest Group

STATEMENT OF PURPOSE: The New Art SIG 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: Established: 1989; Dissolved

Photography Librarians Special Interest Group

STATEMENT OF PURPOSE:

HISTORY: Established:

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

Provenance Special Interest Group

STATEMENT OF PURPOSE: The Provenance SIG was established 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: Established: 2012

Public Libraries Special Interest Group

STATEMENT OF PURPOSE: The purpose of the Public Libraries SIG is to highlight the unique characteristics of services in public art libraries or art sections within public libraries. This SIG 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 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.

HISTORY: Established: 1975 (as Public Type of Library Group); Became Public Library Division, ca. 1985; Dissolved: 2002; Reestablished as Round Table: 2004; Reestablished as SIG: c. 2013

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

Resource Sharing Special Interest Group

STATEMENT OF PURPOSE:

HISTORY: Established: 2011 (Inter Library Loan SIG); renamed Resource Sharing SIG: 2016; Dissolved, 2025
[Rev. 07/24/2025; rev. 06/03/2016]

Retirement Special Interest Group

STATEMENT OF PURPOSE: The Retirement SIG is a forum 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. 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 with maintaining 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: Established: 2015

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

Serials Special Interest Group

STATEMENT OF PURPOSE: The Serials SIG 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 SIG 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.

While it recognizes that other groups in ARLIS/NA may have overlapping interests with it, the Serials SIG 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 SIG 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 SIG 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.

HISTORY: Established: 1978 (as Serials SIG); Dissolved

Solo Art Information Professionals Special Interest Group

STATEMENT OF PURPOSE: The Solo Art Information Professionals SIG 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; dissolved 2025

[Rev. 07/24/2025]

Space Planning Special Interest Group

STATEMENT OF PURPOSE: The primary purpose of the Space Planning SIG 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 SIG 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: Established: 1989

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

Special Collections and Archives Special Interest Group

STATEMENT OF PURPOSE: The Special Collections and Archives SIG is a gathering place for professionals who are 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: Established: 2014

[rev. 08/21/2025]

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 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: Established: 2013

Teaching Librarians Special Interest Group

STATEMENT OF PURPOSE:

HISTORY: Established: 2012

Urban and Regional Planning Issues Librarians Special Interest Group

STATEMENT OF PURPOSE: The purpose of the Urban and Regional Planning Librarians SIG 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: Established: 2008; dissolved 6/2020 (incorporated into Architecture and Planning Section)

Web Archiving Special Interest Group

STATEMENT OF PURPOSE: The Web Archiving SIG 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: Established: 2016

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 is an action taken voluntarily by a SIG's membership or by the executive board's decision due to the SIG's inactivity.

Procedure:

1. Determination of inactive status: A SIG is considered to be inactive when it meets the following three criteria:
 1. has not held meetings for one year; 2. no one from the SIG responds to two communication attempts from the executive board liaison or other board members; 3. lacks a coordinator for one governance 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, as well as in the Policy Manual, and announced to the general membership.
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 two years, the executive board may dissolve the SIG. This action shall be documented by the SIG's executive board liaison, recorded in the minutes, as well as in the Policy Manual, and announced to the general membership.

[rev. 10/24/18; rev. 9/18/2025]

ARLIS/NA POLICY NO.: E-9. SUBJECT: SPECIAL INTEREST GROUPS – MERGERS OR REVISIONS TO NAME OR STATEMENT OF PURPOSE

As disciplines evolve, Special Interest Groups may desire to merge. Should SIGs desire to merge, the coordinator(s)/moderator(s) shall submit a formal petition to the Executive Board for approval via the Vice President/President-Elect. The petition must be endorsed by the SIG coordinator(s)/moderator(s) involved in the potential merger and explain the need for the merger. The petition should include the following information:

- Names of SIGs petitioning for the merger
- Names of SIG coordinator(s)/moderator(s)
- Name of submitter of proposal
- Proposed revisions to the SIG name and statement of purpose
- Justification for the merger
- Statement of support for the proposed merger from the respective SIG membership
- Any additional notes or comments

In similar fashion, should a SIG desire a name change or a change to its statement of purpose, the coordinator(s)/moderator(s) shall submit a formal petition to the Executive Board for approval via the Vice President/President-Elect. The petition should include the following information:

- Name(s) of SIG coordinator(s)/moderator(s)
- Name of submitter of proposal
- Current SIG name and/or statement of purpose
- Proposed revision to the name or the statement of purpose
- Justification for the change in name or the statement of purpose
- Statement of support for the proposed revision from the SIG membership
- Any additional notes or comments

In the case of a merger or revision to a SIG name or statement of purpose, the Vice President/President-Elect shall present the proposal to the Executive Board for approval. The Executive Board reviews the proposal to ensure compliance with the Bylaws and the Policy Manual. SIG mergers and revisions of SIG names and/or statements of purpose require approval by the Executive Board.

[adopted 7/21/2021]

SECTION F. HEADQUARTERS AND ADMINISTRATION

See also ARLIS/NA Bylaws, Article XI: Administration.

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.

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

For committee structure and membership limits, please see descriptions of individual committees. Optimally each committee will include at least one Canadian representative.

Unless otherwise noted, 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 with their term beginning with the governance year in which the Vice President/President-Elect assumes the President role and following approval of the appointment by the Executive Board.

In the event a committee chair vacates the position (i.e., resignation, removal), the President shall appoint a new chair for the remainder of the unexpired term. Upon completion of the initial term for which the individual was appointed to serve, the individual is then eligible for appointment per Policy No. G-1 as if they were a new appointee, allowing for appointment to serve one term, which is then renewable one time for a maximum of two years of consecutive service.

Committee members serve one-year terms; renewable two times for a maximum of three years of consecutive service (with the exception of the Development, Cataloging Advisory, and Strategic Planning committees). All committee members must be official (dues paying) members of ARLIS/NA.

In the event a committee member vacates the position (i.e., resignation, removal), the committee chair shall appoint a new member to the committee for the remainder of the unexpired term.

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 immediately prior to or at the annual conference to ensure a smooth transition and continuity on the committee.

[rev. 8/17/2022; rev. 7/21/21; rev. 11/13/08; rev. 8/5/02; rev. 11/16/96; adopted 2/6/85]

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, 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.

Chairs of ARLIS/NA committees shall include in their annual reports separate written reports by Chairs of all constituent subcommittees and task forces.

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.

Constituent groups (committees, task forces, divisions, sections, special interest groups, etc.) may issue announcements, press releases, or letters to the membership via ARLIS-L on behalf of the said constituent group following review by the president and their respective executive board liaisons. Constituent groups shall understand that ARLIS-L subscribers include non-members.

The constituent group leader (e.g., chair, moderator, or coordinator) is responsible for preparing announcements, press releases, letters to the membership, and distribution lists originating in the constituent group and submitting drafts to the president and executive board liaison for review. All such communications to the membership shall clearly indicate that the notice is on behalf of the constituent group rather than being a formal statement on behalf of ARLIS/NA as a whole. The society's communications guidelines apply with regard to distribution unless other arrangements have been approved by the executive board or other procedures are in place.

Any statements or activities related to advocacy intended to represent the society's official position shall be governed by Policy nos. G-18 and N-6.

Constituent groups shall also refer to ARLIS/NA Policy No. H-2. regarding policies and resources related to copyediting and communication channels via the Editorial Board.

[rev. 2/14/2022; rev. 4/5/18; rev. 7/30/04; 3/11/04; 8/5/02; rev. 7/5/02; 8/8/92; rev. 11/16/96; rev. 7/1/86; replaces policy adopted 6/8/75]

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. Board liaisons should be copied on all reports, emails and correspondence.

[rev. 3/3/03; rev. 1/22/03; adopted 3/30/90]

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 may be submitted via [special project funding applications](#), either immediate or annual based on the nature of the request and need, in response to the Treasurer's call for requests. The request is reviewed and voted on by the Executive Board at its Midyear meeting. The Chair is responsible for maintaining records of expenditures and submitting bills promptly to Headquarters.

The Executive Board shall prioritize special funding monies and requests from constituency groups without a treasury, namely sections, divisions, special interest groups, committees, and appointed bodies.

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. 2/14/2022; rev.11/16/96; adopted 7/89].

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

The Vice President/President-elect 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 by the Committee Chairs [Bylaws Article XII. Section 3]

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

Committee chairs appoint their committee members for the corresponding governance year of their chairpersonship. The Vice President/President-elect collaborates with Headquarters to solicit volunteers to serve as members for all committees and subcommittees. The responses to the open call are then distributed to the committee chairs to select and appoint committee members. [rev. 2/14/2022; rev. 7/21/21; 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]

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. The Chair shall notify their board liaison and Headquarters of committee member resignations.

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

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. Additional exceptions apply as stated within the ARLIS/NA Policy Manual. Examples of such exceptions include the Conference Program Advisory Committee, the Melva J. Dwyer Award Subcommittee, the Kress Travel Awards Subcommittee, the Strategic Planning Committee, and others as indicated

Executive Board members may serve on task forces. [rev. 1/10/2022; 3/3/03; 2/4/93] [formerly Policy C4-7]
The committee has at least one business meeting immediately preceding or at the annual conference; the meeting is scheduled by the committee chair per the guidance or parameters provided by the Conference Program Advisory Committee program chair(s). 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.

[rev. 1/10/2022]

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

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 and C6-1]

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

See also Awards Subcommittees Directory on the ARLIS/NA website.

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, George Wittenborn Award, Melva J. Dwyer Award, and Compass 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 recipients with the subcommittee Chairs.

Special appointments: Committee Chair appoints Subcommittee Chairs and members of the subcommittees seeking advice or guidance from the ARLIS/NA Vice President/President-elect or the committee's board liaison as needed.

- 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. 7/10/24; rev. 2/3/17]

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

See Award information and past recipients on the ARLIS/NA website, including information on announcements, guidelines, and past 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 for approval by the Executive Board (recommendation shall include a nomination letter outlining the basis for the recommendation, along with a CV or biography of the recommended recipient); to publicize the awards and the award recipients.
- 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. 2/14/2022; 2/4/11; 7/30/04; 1/22/03; adopted 12/2/98]

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

See also the Subcommittee webpage on the ARLIS/NA website, including information on announcements, guidelines, and past recipients.

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 recipient or recipients; 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.
- e. 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; adopted 12/2/98]

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

See also the Subcommittee webpage on the ARLIS/NA website, including information on announcements, guidelines, and past recipients.

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; adopted 12/2/98]

ARLIS/NA POLICY NO.: G-7-D. TRAVEL AND CONFERENCE ATTENDANCE AWARDS SUBCOMMITTEE

See Refer to the Subcommittee webpage on the ARLIS/NA website, including information on announcements, guidelines, and 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; adopted 12/2/98]

ARLIS/NA POLICY NO.: G-7-E. KRESS TRAVEL AWARDS SUBCOMMITTEE

Refer to the Subcommittee webpage on the ARLIS/NA website, including information on announcements, guidelines, and past recipients.

Subcommittee Guidelines

- a. Charge: To facilitate international travel and promote the exchange of ideas and information among art librarians. There are two categories of awards: For European librarians and art information professionals to attend the annual conference of the Art Libraries Society of North America (ARLIS/NA) and for ARLIS/NA members to attend the International Federation of Library Associations and Institutions (IFLA) Art Libraries Satellite Meeting or another European art library conference.
- b. History: Kress Foundation Awarded a 6-year grant, 2013-2019, and then a 5-year grant 2020-2024, Made a subcommittee to the Awards Committee, 2020.
- c. Subcommittee structure: Not to exceed six members.
- d. The subcommittee Chair will be the Executive Board Past President (and function as the Board Liaison). The subcommittee Chair is also expected to present the subcommittee's awards during the Convocation at the annual conference and to draft the Kress Annual Report to be presented to the Kress Foundation by the current ARLIS/NA President.

[adopted 5/2020)

ARLIS/NA POLICY NO.: G-7-F. GEORGE WITTENBORN AWARDS SUBCOMMITTEE

See Refer to the Subcommittee webpage on the ARLIS/NA website, including information on announcements, guidelines, and past recipients.

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 SUBCOMMITTEE chair selected by the Awards Committee Chair.

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-G. MELVA J. DWYER AWARD

See Refer to the Subcommittee webpage on the ARLIS/NA website, including information on announcements, and guidelines; 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.
- b. History:
- c. Subcommittee structure: 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. They are 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 recipient; soliciting and reviewing nominations; arranging for the presentation of the award at the annual conference; and publicizing the award and the award recipient.

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

ARLIS/NA POLICY NO.: G-7-H. ARLIS/NA APPLAUDS

Subcommittee Guidelines:

- a. Charge: To administer the ARLIS/NA Applauds award which honors an individual or a group of up to five persons who has made an outstanding contribution to the society's work during the prior calendar year. The subcommittee will develop and review the guidelines and timetables for these awards; solicit and review nominations; select a recipient or recipients; publicize the award and the award recipient(s).
- b. History: Established in 2021.
- c. Subcommittee structure: Not to exceed six members.
- d. The subcommittee Chair is expected to present the award during the Convocation at the annual conference. (**See also** ARLIS/NA POLICY NO.: M, Conferences and Meetings.)

[adopted 05/10/2021]

ARLIS/NA POLICY NO.: G-7-I. ARLIS/NA COMPASS AWARD

Refer to the Subcommittee webpage on the ARLIS/NA website, including information on announcements and guidelines.

Subcommittee Guidelines:

- a. Charge: To adjudicate and administer the ARLIS/NA Compass award which supports an internship which provides financial and professional support for new and early-career colleagues in the arts information field. The award is open to individuals who identify as racialized.
- b. Award includes a one-year ARLIS/NA association membership, an ARLIS/NA chapter membership, complimentary ARLIS/NA conference registration, and up to \$300 travel reimbursement to attend the ARLIS/NA Annual Conference.
- c. The subcommittee will solicit and review applications, select a recipient, and publicize the award and the award recipient.
- d. History: Established in 2023.
- e. Subcommittee structure: Not to exceed six members and no fewer than three members, the majority of whom self-identify as having lived experience reflecting the diversity of our communities (race, ethnicity, gender, disability, etc.). Ideally one member is from ArLISNAP.
- f. The subcommittee Chair is expected to announce the awardee via the ARLIS/NA listserv and present the award during the Convocation at the annual conference.
- g. Outgoing subcommittee Chair(s) will serve on the subcommittee as members for an additional year to facilitate midpoint and exit interviews with awardee.

[rev. 7/10/24; adopted 06/28/2023, known as Compass Award Implementation Committee 2023-2024]

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); e) the Library of Congress; or f) the Program for Cooperative Cataloging (PCC).
 - Special appointments: The Chair appoints, on behalf of the Executive Board, ARLIS/NA representatives to CC:DA, SAC, MAC, ARM, and Art NACO. [rev. 5/1/25; rev. 1/25/19; rev. 4/12/06; rev. 11/16/96; rev. 12/10/95; rev. 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 and affiliate liaisons. Note that the CAC includes five appointed liaisons to outside bodies on cataloging policy (CC:DA , SAC, MAC, ARM, and Art NACO).

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. 5/1/2025; rev. 7/21/2021; rev. 01/25/2019; rev. 01/04/2018; rev. 7/30/04; rev. 8/5/02; adopted 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.

[rev. 1/25/2019; rev. 3/22/2015; rev. 2/13/2015; rev. 4/29/09; rev. 7/30/04; rev. 8/5/02; adopted 12/22/98]

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 development team leader(s). The immediate past ARLIS/NA Treasurer serves a two-year term on the Development Committee following their term on the Executive Board.
- d. Liaison: The ARLIS/NA Treasurer 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 Planning Advisory Program co-chairs, with input from the Diversity and Inclusion Committee. Each year the Development Committee Chair and Treasurer will advise the Conference Planning Advisory Committee Program co-chairs of the available funding level following approval of the society's annual budget, which generally occurs during the mid-year Executive Board meeting(s). The Development Committee chair and Treasurer shall be cognizant of timing of the budget approval to allow them to promote it to the Society to coincide with the conference program proposal deadlines. 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. 10/20/2022; rev. 2/14/2022; rev. 5/22/2019; rev. 1/04/2018; rev. 2/3/17; rev. 3/13/2012; rev. 2/4/11; rev. 7/30/04; rev. 8/5/02; adopted 12/2/98]

ARLIS/NA POLICY NO.: G-11. DIVERSITY AND INCLUSION COMMITTEE (STANDING)

Committee Guidelines

- a. Charge: The ARLIS/NA Diversity and Inclusion 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 Planning Advisory Committee 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; Renamed Diversity and Inclusion Committee 2020.
- d. Committee structure: This committee has a vice chair and chair serving concurrently and fulfilling the roles in Policy No. G-2. Not to exceed seven 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 vice chair is appointed by the ARLIS/NA Vice President/President-Elect during whose term of office as President the vice chair will serve, as approved by the Executive Board. The vice chair appointed term is two years, non-renewable; the vice chair is intended to succeed as chair in the following year. Committee chair works with the vice chair to appoint committee members, seeking advice or guidance from the ARLIS/NA Vice President/President-elect or the committee’s board liaison as needed.

[renamed 12/16/2020; rev. 12/3/2024; rev. 2/14/2022; rev. 6/24/2019; rev. 5/22/2019; rev. 01/04/2018; rev. 2/3/17; rev. 2/4/11; rev. 7/30/04; rev. 5/20/04; rev. 1/31/03; rev. 1997; adopted 1992]

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

Committee Guidelines

- a. Charge: The Documentation Committee oversees the procedures for maintaining ARLIS/NA records including: creation of oral histories, solicitation of ARLIS/NA governance and administrative records in all formats for deposit at the ARLIS/NA Archives, and promotion of the archival collections.

- b. History: Established in 2015 as a standing committee.
- 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 immediate past ARLIS/NA 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 Committee chair, who may seek advice or guidance from the ARLIS/NA Vice President/President-elect or the committee's board liaison as needed. Committee members 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 their position on the Executive Board.
- g. Term of office: Chair serves a two-year term. Members serve terms per Policy No. G-1.
- h. Additional Chair duties: The Chair serves on the Content Advisory Board.
- i. Oral History Subcommittee: This standing subcommittee consists of at least two members of the Documentation Committee. The subcommittee is responsible for maintaining the oral history program. The main responsibilities are organizing interviews, transcribing, organizing documentation, and preparing files for upload. There is a Chair of the Subcommittee who is appointed by the Chair of the Documentation Committee.

[rev. 7/28/23; adopted 6/18/15]

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 or interviews the individual themselves, 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 their 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, ARLIS/NA Commons, or Kaltura page. The original recording and transcription shall be forwarded to the ARLIS/NA Archives.

[rev. 1/24/03; adopted 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.
- d. Members: Immediate Past-Treasurer, Chair; President; Vice President/President-Elect; Past President; one other member to be appointed by the Committee Chair.
- e. Liaison: The ARLIS/NA Treasurer serves as Executive Board liaison to this committee.
- f. Appointment process: If the Immediate 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.
- g. Appointment timetable: The Chair's term officially begins immediately after the membership meeting of the annual conference in which the Treasurer vacates their position on the Executive Board.
- h. Term of office: Chair serves a two-year term. Committee members serve a two-year term, renewable, except for the President, Vice President/President-elect, and the Past President whose service on the committee is dictated by their position as an officer.
- i. Qualifications: Former Executive Board members or others with leadership experience. Geographic proximity is not required.

[rev. 2/14/2022; rev. 5/18/06; rev. 7/30/04; rev. 5/01/04; rev. 1/31/03; adopted 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.
- 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.
- e. Special Funding: Annual dues for the Society's membership in IFLA.

[rev. 1/12/18; rev. 11/13/08; rev. 7/10/08; rev. 7/30/04; rev. 5/01/04; rev. 8/5/02; adopted 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; rev. 11/13/08; rev. 7/30/04; rev. 8/5/02; adopted 12/2/98]

ARLIS/NA POLICY NO.: G-16. LEADERSHIP DEVELOPMENT COMMITTEE (STANDING)

See also ARLIS/NA Bylaws: Article X. Nominations and Elections.

Committee guidelines

- a. Charge: The Leadership Development Committee is responsible for identifying, cultivating, and developing a diverse pool of leaders within the Society, including nominating the slate of candidates for the Executive Board each year. The committee's goal is to provide guidance, resources, and opportunities for professional growth and leadership development to ARLIS/NA members, fostering a strong and inclusive leadership pipeline.
- b. History: Established: 1978 (as Nominating Committee); name changed to Leadership Development Committee: 2024.
- c. Committee structure: The committee shall consist of no more than six members, including a member of the Executive Board and excluding the ARLIS/NA President who serves as the Executive Board Liaison to the committee.
- d. Liaison: The President serves as the Executive Board liaison to the committee, and the Executive Director or their designee serves as the staff liaison.
- e. Terms of Office: The committee chair serves for one year, with the possibility of renewal. Committee members may serve a maximum of two consecutive one-year terms.
- f. Qualifications: The committee chair is encouraged to select members who have demonstrated strong leadership skills, possess comprehensive knowledge about the Society and its operations, and represent the diversity of ARLIS/NA members. Given the sensitivity of the information handled by the Leadership Development Committee, members must uphold confidentiality and exercise a high degree of discretion.

[rev. 1/9/2024; rev. 12/16/2021; rev. 3/28/2012; rev. 12/2/2009; rev. 9/18/07; rev. /11/04; rev. 3/11/04; rev. 8/5/02; adopted 12/2/98]

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 the constituent Mentoring subcommittee 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. 2025, Education Subcommittee is disbanded and absorbed into the Professional Development Committee.
- c. Committee structure: Not to exceed eight, including the subcommittee chair, but not including the Executive Board liaison.
- d. Term of office: Chair: One year, renewable. Members: One-year terms, renewable. Ideally, two members are carried over from the previous year.

- e. Eligibility: Chair appointed by the ARLIS/NA Vice President/President-elect with Executive Board approval. Committee chair appoints committee members and subcommittee chairs, seeking advice or guidance from the ARLIS/NA Vice President/President-elect or the committee's board liaison as needed. Subcommittee chairs and members 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. 08/21/2025; rev. 2/14/2022; rev. 4/23/08; rev. 4/1/05; rev. 7/30/04; rev. 8/5/02; adopted 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. [adopted 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:
 - 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;

- draft position statements on legislative issues consistent with ARLIS/NA's interests for review and action by the Executive Board;
- report governmental activities topics and issues affecting the profession in the Society's publications;
- collect and review information about legislative action policies concerning the interests of the Society and recommend appropriate action;
- maintain liaison with other library and information societies as appropriate, monitor their activities and reports;
- educate the membership on these advocacy and public policy issues.

b. Special appointments: None.

c. History: Established: 1995; as standing committee, 1996.

d. Committee structure: Not to exceed six members, not including the Executive Board liaison.

e. 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.

f. Liaison: The Canadian Liaison serves as committee liaison to the Executive Board.

g. Special Funding Request: None.

[rev. 7/21/21; 8/18/18; 3/10/12; 7/30/04; 3/11/04; 8/5/02; adopted 12/2/98]

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

History: Established: 1979.

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

ARLIS/NA POLICY NO.: G-20. STRATEGIC PLANNING COMMITTEE (AD HOC)

Committee Guidelines

- Charge: The mission of the ARLIS/NA Strategic Planning Committee is to establish priorities for the Society by defining the mission, vision, and value statements, incorporating goals and objectives to keep the Society innovative, agile, and moving forward. Working with the Executive Board, committees, liaisons, and the general membership, the Strategic Planning Committee will develop a strategic planning document that describe our mission, vision, value statements, and strategic directions, as well as a dashboard to chart and measure our progress towards the plan's 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.
- History. Established 2021. The committee replaced the former standing Strategic Planning Committee (also known as the Strategic Directions Committee) in 2021. The former committee was established in 2012.
- Liaison: The Past-President serves as a member and as the Executive Board Liaison to the committee.
- Committee Structure: The structure of this committee is exempt from the committee structure outlined in Policy No. G-1. Also refer to the ARLIS/NA Bylaws, Article XII, Section 2 regarding the structure of ad hoc committees, the committee appointment process and term lengths.

- When the committee is formed by the Executive Board, the Board is advised to appoint co-chairs to lead the committee, one of whom shall be the Past President. The committee shall be composed of 12 members, plus one ex officio member:

- Executive Board
- President (ex officio)
- Vice President/President-elect
- Past President
- Secretary
- One additional member from the Executive Board
- Executive Director
- Key Stakeholders
- One representative from the Diversity and Inclusion Committee
- One representative from the Advocacy and Public Policy Committee
- One representative from the Membership Committee
- One representative from the Professional Development Committee
- One representative from the ArLiSNAP Section
- Two members from the general ARLIS/NA membership

e. Committee Term: The terms of those serving on this committee are exempt from the committee terms outlined in Policy No. G-1. Those serving on the ad hoc committee shall remain on the committee for the full duration of the committee's work, estimated at 12-18 months from the initial appointment date.

Upon culmination of the committee's work and submission and approval of all strategic planning deliverables to the Executive Board, the ad hoc committee may then be dissolved. The President may convene a new ad hoc Strategic Planning Committee as needed.

[revised 6/24/2021; adopted 3/15/2012]

ARLIS/NA POLICY NO.: G-21. ARLIS/NA AND VRA JOINT SUMMER EDUCATIONAL INSTITUTE FOR DIGITAL STEWARDSHIP OF VISUAL INFORMATION IMPLEMENTATION TEAM (STANDING)

See also 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 Digital Stewardship of Visual Information; 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 Digital Stewardship of Visual Information to reflect the Visual Resources Association ceding its ongoing interests in the governance of SEI to the VRA Foundation. In 2022 the VRAF changed to VRA to reflect that organizational merger and renaming; with VRAF dissolved, VRA resumed its ongoing SEI governance interests.

- c. Implementation Team (IT) structure: Not to exceed 5 members, not including the ARLIS/NA and VRA Executive Board liaisons. The IT includes one chair representing ARLIS/NA and one chair representing VRA, and two curriculum specialists (one from ARLIS/NA and one from the VRA Education Committee). A new co- chair is appointed each year, so that the leadership alternates between ARLIS/NA and VRA. The junior co-chair position includes webmaster responsibilities.
- d. Term of office: Chairs serve two 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.
- 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.

[rev. 9/9/2024; 9/23/2022; rev. 2/3/17; rev. 10/10/2012; rev. 3/26/2012; rev. 7/5/2011; adopted 4/1/05]

ARLIS/NA POLICY NO.: G-22. CONFERENCE PLANNING ADVISORY COMMITTEE (STANDING)

Committee Guidelines

- a. Charge: To identify and develop the conference program, including the selection of speakers, tours, workshops, and other programmatic elements, for the assigned conference year. Ensures the society's annual conference addresses the needs of ARLIS/NA, its members, and the art information profession. A committee is formed for each conference year; multiple CPACs may concurrently exist, each for their assigned conference year.
- b. History: Established: Conference Planning Advisory Committees have been utilized for a number of years; however the standing committee was formally established via the ARLIS/NA Policy Manual in 2021.
- c. Committee Structure:

Chair: ARLIS/NA President; the President for the conference year serves as chair CPAC Members:

- ARLIS/NA Past President
- ARLIS/NA President Elect
- ARLIS/NA Treasurer

Program Subcommittee:

- Subcommittee Co-chairs (two positions)
- Subcommittee members at-large (no more than four positions)
- Workshop Coordinator
- Meeting Planner, with support of HQ staff

Local Arrangements Subcommittee:

- Subcommittee Co-chairs (two positions)
- Hospitality, Registration, and Volunteer Coordinator
- Local Guide Editor
- Special Events Coordinator

- Exhibitor Coordinator (onsite only, also serves on Conference Development Team)
- Silent Auction/Opportunity Drawing Coordinator (as needed)
- Tours and Transportation Coordinator
- Meeting Planner, with support of HQ staff
- Conference Photographer (only if an ARLIS/NA member)
- NOTE: President oversees Convocation; ARLIS/NA Awards Committee Chair oversees awards program

Conference Development Team:

- Local Development Chair (may also be referred to as the coordinator; member from host chapter)
- Local Development Chair for next year's conference CPAC
- ARLIS/NA Development Committee Chair
- Exhibitor Coordinator (onsite only, also serves on Local Arrangements Subcommittee)
- Meeting Planner, with support of HQ staff
- Program Subcommittee Co-chair(s) (if needed)
- Local Arrangements Subcommittee Co-chair(s) (if needed)

Headquarters Staff: Led by the Executive Director with the Meeting Planner serving as the primary staff liaison and conference manager, the staff provides comprehensive support for the conference. In addition to the assignments included in conference procedural documents, the staff also manage the graphic design, award administration, accounting, poster session(s), conference material editorial, website design and management, publicity/marketing, social media coordination, and work extensively with the Treasurer in budget development and day-to-day management.

The President may appoint additional members to the CPAC, as warranted or needed, being mindful of unnecessary overlap or services already provided by contractors or vendors so as not to duplicate efforts.

d. Liaison: The ARLIS/NA President serves as the Executive Board liaison to this committee.

e. Term of office: Upon appointment by ARLIS/NA's President, each position/member of the committee shall serve on the committee until the culmination of the conference for which the committee is assigned. For example, the 2022 CPAC shall serve until the culmination of the ARLIS/NA 2022 Annual Conference.

f. Reporting Responsibilities: The CPAC shall deliver a post-conference report to the Executive Board no later than 60 days following the last day of the conference. The report shall be submitted via the Past President (the former President and Chair of CPAC for the given conference).

g. Qualifications: Previous conference programming, client or vendor relations, fundraising, knowledge of cultural institutions in the host city, and/or volunteer management experience is helpful. Geographic proximity to the conference location and/or host chapter is preferred but not required.

[rev. 3/16/2025; rev. 6/15/2022; adopted 9/16/21]

ARLIS/NA POLICY NO.: G-23. ANTI-RACISM COMMITTEE (STANDING)
Committee Guidelines

- a. Charge: The mission of the ARLIS/NA Anti-Racism Committee is to review and assess the Society’s efforts towards diversity and equity and its progress in eradicating systemic racism in the organization and the visual arts information profession. The committee will review the anti-racism goals and work recorded in the Society’s annual reports and assess the Society’s demographic data on membership in order to prepare a report for the board that includes recommendations for the following year.
- b. History: Established 2022.
- c. Liaison: The Advancement liaison serves as the Executive Board Liaison to the committee and will call the first meeting of the year.
- d. Chair: The members of the committee will select a chair from among the eligible members, at the commencement of the governance year.
- e. Committee Structure: The structure of this committee is exempt from the committee structure outlined in Policy No. G-1. The committee shall be comprised of a maximum of eight (8) members:
1. The Advancement Liaison
 2. One additional Executive Board member
 3. One member from at least two of these committees: Diversity and Inclusion, Professional Development, Membership, and Leadership Development
 4. Two or more members from the general ARLIS/NA membership as needed to form the full committee
- f. Committee Term: The terms of those serving on this committee are exempt from the committee terms outlined in Policy No. G-1. The committee’s work commences following the annual conference and culminates within three to four months, upon submission and Executive Board approval of an annual progress report. Committee chair appoints committee members per the structure outlined.

[rev.8/21/2025]

ARLIS/NA POLICY NO.: G-24. STRATEGIC PLANNING COORDINATORS

a. Terms of Service

The two coordinators will each serve a two-year term, with one rotating off each year. The term of service begins at the annual conference. The first year of service will be in a junior role, learning the process and tasks. The second year of service will be in a more senior role as primary manager of the process. The call for applicants will go out with the annual call for committee chairs.

In the inaugural year (starting in 2024), one applicant will serve one year (as senior coordinator) and one will serve two years. After the first two years, the cycle of one new person per year will take effect.

b. Reporting Structure & Roles:

- The Vice President of the Executive Board serves as liaison to the Strategic Plan Coordinators.
- The Coordinators collaborate with the Vice President, President, Past President, and Secretary to ensure continuity, data integrity, and communication across all Society activities aligned with the Strategic Plan.

- Board liaisons are responsible for reviewing and updating the progress of strategic goals for their constituent groups on a biannual basis via the designated spreadsheet. Prompts will be included in the Board report template, and the President shall remind liaisons to update during the report submission cycle. Time shall be reserved at least every other Board meeting to discuss progress on strategic goals.
 - Strategic Planning Coordinators oversee the implementation of strategies to achieve our society goals with a commitment to foster diversity, equity, inclusion, and accessibility. The society goals are adopted every five years and are listed on the AWS with the society's Mission, Vision, and Values statements.
- c. Strategic Planning Activities:
1. Assessment Plan: In 2025, the coordinators will create an assessment plan for tracking progress on the Society's strategic goals. It will establish which data is gathered and from where, as well as a process for analyzing and sharing results. The assessment plan process and final documents will be shared in ARLIS/NA Commons to ensure continuity.
 2. Data Collection & Analysis: Coordinators will collect and analyze existing qualitative and quantitative data from various sources produced by other groups including ARLIS/NA annual reports and goal-setting reports, membership data, and survey data, to track the Society's progress towards reaching its strategic goals. They will work with members of the Executive Board and specifically the Secretary to establish and monitor an annual timeline of goals work.
- d. Outputs of Strategic Planning will include:
1. Goal Setting Summary: The coordinators will write a summary of Goals Setting reports submitted by ARLIS/NA group leaders (e.g., committee and other group chairs). This summary will be shared with members after the annual conference (early summer). This is an opportunity to communicate with board liaisons about groups that are working on similar goals so they can consider where there are synergies to be taken advantage of.
 2. Annual Report Summary & Town Hall: The coordinators will write a summary of annual goal accomplishments. To be shared with the Executive Board in the fall of each year and discussed with members at Town Hall by the end of calendar year, in preparation for annual conference the following year. The annual report summary will include: an overview of progress on strategic goals for the reporting year, strategic goals performance data, an assessment of the effectiveness of strategies towards fulfilling strategic goals, and suggestions of necessary adjustments to meet our strategic goals.

[adopted 01/19/2024; revised 08/21/2025]

ARLIS/NA POLICY NO.: G-25. CONTENT ADVISORY BOARD

The role of the Content Advisory Board will be to facilitate discussion of society-authored content and electronic records management. The Board will meet quarterly or as needed.

- a. Members of the Content Advisory Board will be the current Open Access Coordinator, Media Editor, Documentation Committee Chair, ARLIS/NA Commons Manager, ARLIS/NA Editorial Director, and ARLIS/NA Secretary, who will serve as Content Advisory Board Chair.
- b. The term of service for the Content Advisory Board is rolling and concurrent with the term of service for each individual member.
- c. The work of the Content Advisory Board is to set guidelines that determine how society-authored content and electronic records are distributed and preserved.

[adopted 3/18/24; revised 06/26/2025]

ARLIS/NA POLICY NO.: G-26. CODE OF CONDUCT TEAM

The Code of Conduct Team (the Team) is responsible for reviewing and investigating alleged violations of the ARLIS/NA Code of Conduct (the Code), and determining courses of action in response based on the protocols outlined in the Code.

- a. The Team is comprised of:
 - The Advancement Liaison, serving as a representative of the Executive Board.
 - One representative from the Diversity & Inclusion Committee.
 - Three at-large representatives from the ARLIS/NA membership.
- b. Team members serve for a term of one Governance Year, renewable up to three years. It is recommended that volunteers serve at least two years for continuity and knowledge sharing, but this is not required.
- c. The chair of the Team serves as the primary contact for the Team during a Governance Year, sets team meetings, and acts as project manager for the Team. The Chair is chosen from standing members of the Team each Governance Year. Executive Board members may not serve as Chair of the Team.
- d. Determining at-large representatives from the ARLIS/NA membership:
 - The Team will determine which at-large representatives are not continuing in the following Governance Year.
 - New at-large representatives from the ARLIS/NA membership are recruited through a general call to all ARLIS/NA members by the Chair of the Team.
 - New Team members (serving after the conference) are decided by the Chair of the Team.
- e. The Code of Conduct Team meets ad hoc based on the submission of Code of Conduct Violation Reports, with the expectation that new reports will be reviewed swiftly.
- f. The Code of Conduct Team members are required to undergo training upon joining in order to ensure all reviewers of alleged violations of the Code have a set standard of shared knowledge about restorative and mediation best practices and applying or enforcing codes of conduct.
- g. The Executive Director will be consulted by the Team as needed. The President will work with the Executive Director to enact the Code of Conduct Team's determined sanctions after the window for appeal has passed.

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, the Media Editor, 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), Notable Graphic Novels Review, Library Exhibitions Review (LER), ARLIS-L, the ARLIS/NA Website (AWS), the Digital Art History Directory, and the ARLIS/NA Commons. Editorial Board appointees cannot serve in more than one Editorial Board position concurrently.

- 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 Editorial Director, seeking advice or guidance from the ARLIS/NA Vice President-President-elect as needed, and based on results of the 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, Art Documentation Deputy Editor, Art Documentation copy editor, ARLIS/NA Reviews co-editors, ARLIS/NA Multimedia & Technology Reviews (MTR) co-editors, ARLIS/NA media editor, the Notable Graphic Novels Review co-editor(s), the Library Exhibitions Review (LER) co-editors, the ARLIS-L editor, the Digital Art History Directory editor, the Open Access coordinator, and the ARLIS/NA Commons manager.
- e. Annual and goal-setting reports: Members of the Editorial Board shall submit annual and goal-setting reports to the Editorial Director. The Editorial Director shall prepare a summary in their annual and goal-setting report submissions. [rev. 7/9/2024; rev. 3/7/2024; rev. 4/27/2023]

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

a. Editorial Director responsibilities:

- Serves as communications liaison between the ARLIS/NA Executive Board and appointed ARLIS/NA editors.
- Prepares monthly, midyear, and annual reports on editorial director activities for the executive board
- Reviews editors’ goal-setting and annual reports; makes recommendations for reappointments to the president and vice president/president-elect. [rev. 4/27/2023]
- Oversees all ARLIS/NA publications’ editorial groups, develops style guides, and coordinates training on the society’s publications platforms.
- Convenes quarterly meetings of the ARLIS/NA Editorial Board and calls other editorial board meetings as needed.
- Receives, reviews, and presents project charters for proposed publications to the executive board for approval.
- Serves on the Content Advisory Board
[rev. 7/9/2024; rev. 3/27/24]

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 prospective authors to discuss article ideas and proposals
- Solicit/invite articles from prospective authors as appropriate
- 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.
- Obtain from authors all necessary components of the publication (illustrations, notes, permissions, publication agreements, etc.).
- Contribute editorials as appropriate.
- Select cover images for each issue
- Review three rounds of proofs
- Plan and execute production schedule for each issue with publisher, keeping team on track to ensure deadlines are met.
- Work with editorial team and external publisher's design/layout staff to ensure high quality of visual appearance and readability.
- Work with UCP Senior Publishing Technologies Specialist for modifications to Editorial Manager software as needed
- Attend the ARLIS/NA annual conference to meet with prospective authors and attend sessions to identify papers appropriate for publication
- Oversee and direct the work of the Art Documentation Editorial Board
- 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 Deputy Editor:

- Coordinate the copy-editing process for each issue and oversee the work of the Copy Editor
- Provide each issue's unique information for the front matter: ARLIS/NA Executive Board, Art Documentation Editorial Board, ARLIS/NA Society Circle listing, etc.
- Review two rounds of proofs
- Keep Art Documentation content current on the ARLIS/NA website: post table of contents and abstracts for each issue; keep contributor guidelines up to date; revise and update other Art Documentation content as needed.
- Maintain the style manual for Art Documentation
- Assist the Art Documentation Editor with administrative responsibilities for the journal.
- 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:

- Work with the Art Documentation editors to edit individual article manuscripts from authors, including a review of grammar, spelling, syntax, colloquialisms, and coherence following the society's designated style manual.
- Verify citations when necessary and provide missing information for footnotes and bibliographical references.
- Check links in citations to ensure they are correct and active.
- Review two rounds of proofs.
- 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.

[rev. 2/3/25, Superseded the ARLIS/NA Copy Editor]

For Art Documentation Editorial Board roles and responsibilities, see Policy Manual P-14.A.

c. ARLIS/NA Reviews Editors:

The Reviews co-editors are responsible for the production and management of *ARLIS/NA Reviews* to the ARLIS/NA Commons.

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.
- Obtain publication agreements from reviewers for receipt by ARLIS/NA Headquarters.
- Obtain “cover art” image files from publishers for reviewed titles.
- Edit all reviews following latest *Chicago Manual of Style* guidelines.
- Prepare “Publications Received” bibliography.
- Format each issue for contribution to the ARLIS/NA Commons.
- Work closely with the ARLIS/NA Commons manager for structure, content, etc.
- Promote new issues via ARLIS-L and other society communications channels.

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

The MTR co-editors are responsible for the production and management of *Multimedia & Technology Reviews* to the ARLIS/NA Commons.

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 all reviews following latest *Chicago Manual of Style* guidelines.
- Obtain publication agreements from reviewers for receipt by ARLIS/NA Headquarters.
- Format each issue for contribution to the ARLIS/NA Commons.
- Work closely with publishers and reviewers to determine feature content.
- Work closely with the ARLIS/NA Commons manager for structure, content, etc. Promote new issues via ARLIS-L and other society communications channels.

e. ARLIS/NA Website (AWS) Manager [Position Discontinued February 2021]

The AWS manager receives, reviews, and edits content submitted and approved for the site following established standards and guidelines. Working with the Editorial Director, the manager is responsible for recommending and implementing functional and design improvements to the AWS.

Major Responsibilities of the AWS Manager:

- Communicates regularly with Editorial Director about proposals and overall structure of site including future development.
- Works with headquarters information technology support staff to resolve issues with web site functionality and make recommendations for functional improvements.
- Oversees site usability and assessment, and critically evaluate analytics.
- Works with Editorial Director to establish website style guidelines.
- Works closely with Media Editor and ARLIS/NA Commons Manager on determining proper distribution of society information.
- Coordinates AWS updates with ARLIS/NA Headquarters as needed.
- In conjunction with the editorial director, edits content following the society’s style guidelines.
- Selects images for component pages of the AWS.

- Receives and posts annual meeting minutes from the society's constituent 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.
- Serve on the Content Advisory Board.

g. ARLIS-L Editor(s)

The ARLIS-L Editor(s) 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(s):

- 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.

[Rev. 07/24/2025]

h. Notable Graphic Novels Review Editor(s):

The editor(s) are responsible for the production and management of *Notable Graphic Novels Review* to the ARLIS/NA Commons.

Major Responsibilities of the Notable Graphic Novels Review Editor(s):

- 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*

- Format each issue for contribution to the ARLIS/NA Commons.
- Work closely with the ARLIS/NA Commons manager for structure, content, etc.
- Promote new issues via ARLIS-L and other society communications channels.

i. ARLIS/NA Commons Manager

The ARLIS/NA Commons manager serves as the membership's primary point of contact for information about the society's participation in the Knowledge Commons and is responsible for soliciting, evaluating, and editing as necessary content submitted for contribution to the ARLIS/NA Commons, and for recommending functional and design improvements to the ARLIS/NA Commons and coordinating development with Knowledge Commons staff.

Major Responsibilities of the ARLIS/NA Commons Manager:

- Communicates regularly with Editorial Director about content, overall structure and future development of the ARLIS/NA Commons.
- Serves as chief liaison to the Knowledge Commons technical support team.
- Assists society's constituent groups with establishing and maintaining individual sites.
- Provides guidance to the membership on the purpose, scope, organization, and functions of the ARLIS/NA Commons.
- Coordinates contributions to the Commons repository.
- Guides members in best practices for creating accessible content.
- Monitors site usability and makes recommendations for functional enhancements.
- Works with Editorial Director to establish overall style guidelines for contributors.
- Works closely with Media Editor and ARLIS/NA website manager to determine distribution of information to the appropriate communication outlets.
- Edits text and images received following established style guidelines and Chicago Manual of Style standards.
- Coordinates selection of graphics for ARLIS/NA Commons constituent group submissions.
- Serves on the Content Advisory Board.

[rev. 3/27/24; 06/26/2025]

j. Digital Art History Directory Editor

The Digital Art History Directory (DAHD) editor serves as the membership's primary point of contact for information about the online publication and is responsible for soliciting, evaluating, and editing content submitted for publication to the ARLIS/NA Commons, and for recommending functional and design improvements to the directory.

Major Responsibilities of the Digital Art History Directory Editor:

- Serves as chief DAHD liaison to the ARLIS/NA Commons manager and coordinates DAHD contributions to the CORE depository.
- Provides guidance to the membership on the purpose, scope, organization, and functions of the DAHD.
- Defines criteria for inclusion and selects eligible projects.
- Communicates regularly with the Editorial Director about content, overall structure, and future development of the DAHD.
- Monitors site usability and makes recommendations for functional enhancements.
- Edits text and image submissions following established style guidelines and *Chicago Manual of Style* standards.
- Coordinates selection of graphics for DAHD submissions.
- Works closely with Media Editor and ARLIS/NA headquarters to determine distribution of information about the DAHD to the appropriate communication outlets.

[Position created February 2021]

k. Library Exhibitions review (LER)

The Library Exhibitions Review (LER) co-editors are responsible for the publication of Library Exhibitions Review to the ARLIS/NA Commons.

Major Responsibilities of the Library Exhibitions Review Editor(s):

- Curate a selection of exhibitions to review for each issue.
- Recruit and coordinate the work of contributing reviewers.
- Edit all reviews following latest *Chicago Manual of Style* guidelines.
- Obtain publication agreements from reviewers for receipt by ARLIS/NA Headquarters.
- Format each issue for contribution to the ARLIS/NA Commons.
- Work closely with the ARLIS/NA Commons manager for structure, content, etc.
- Promote new issues via ARLIS-L and other society communications channels.

[Publication established June 2024]

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
- Advise ARLIS/NA groups on current developments in open access policies and trends and reports on society OA initiatives to the membership
- Participate in discussions with affiliate organizations and third-party service providers on matters relating to OA opportunities.
- Serve on the Content Advisory Board.

[rev. 3/27/24; rev. 06/01/20; rev. 04/24/19; adopted 5/4/2015]

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 Finance Committee. Use of restricted funds must be budgeted two years in advance by the Finance Committee, and must be approved by the Executive Board at the annual midyear meeting.
- (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 Finance Committee.

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. Investments Review

The Treasurer is to review the Society's investment profile in consultation with the Association Manager, the society's financial advisor, 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. The Treasurer and Finance Committee will also conduct a review of alternate investment banking and financial advisory options for the management of the society's investment portfolio every three years.

[Revised 05/02/2026; rev. 7/24/2025]

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: CURRENCY

United States currency is used for establishing ARLIS/NA dues and for conducting all Society-wide business transactions. We will permit transactions in CAD and MXN, in addition to USD, to streamline reimbursements for our non-US members.

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 they 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.

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.

[rev. 7/30/04; 06/26/2025]

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]

ARLIS/NA POLICY NO.: J-14. SUBJECT: HONORARIA FOR SPEAKERS AND WRITTEN CONTRIBUTIONS

ARLIS/NA members are not eligible to receive honoraria for speaking and written contributions. The Editorial Board may receive honoraria for their work as editors.

In order to promote equity across the organization and fair compensation for creative and scholarly work, the following amounts and principles will apply to the support of conference speakers, as well as Special Funding Requests from Chapters, Divisions, Sections, SIGs and Committees to support non-conference speakers or written contributions.

1. Funding for the following conference speakers may be provided by the Conference Speakers Fund, a donor-restricted fund created to support attendance costs:
 - Convocations speaker(s)
 - Membership Meeting (AKA annual business meeting) speaker(s)
 - Conference session speaker(s)
2. Honoraria for conference speakers are not intended to cover travel or other expenses. An exception is the Conference Speakers of Color Fund, which may provide financial assistance for travel, in addition to honoraria.
3. Funding levels and honoraria amounts for a given year are established by the Executive Board as part of the society's annual budget. Annual funding is dependent on a variety of factors, including the financial wellbeing of the society, the balance of the donor-restricted fund, and other business and economic factors.
4. The exception is funding provided via the Conference Speakers of Color Fund, a donor-restricted fund created to support attendance costs and a small honorarium for selected speakers who self-identify as persons of color. Multiple speakers may qualify and receive honoraria.
5. Conference speakers eligible for honoraria include non-ARLIS/NA members conducting Workshops, delivering Keynote Addresses such as the Convocation or Membership Meeting, or speaking at other conference sessions.

Honoraria for Non-conference Speakers and Written Contributors

1. \$300 USD is the suggested honorarium for each non-conference speaker's program (assuming one speaker), regardless of whether the activity is in-person or virtual, acknowledging that the time commitment for preparing a talk/presentation is the same. For speakers who must travel, the honorarium is not inclusive of travel expenses, which may be reimbursed separately at the discretion of the sponsoring group.

2. In exceptional cases where two speakers are essential to a non-conference presentation (e.g., instances of creative partnerships), the honorarium may be increased to \$600 USD. Requesting groups should provide a rationale for this additional expense.
3. \$150 USD for commissioned written contributions, in instances where the requesting group can make a strong case that the particular expertise or viewpoint of the writer cannot be found among the existing membership.
4. Requesting groups may supplement the honorarium with any funds at their disposal, as they see fit.
5. The Executive Board may consider funding a higher amount than that prescribed here, if the organizing group submits justification.
6. Programming and writing supported with Society funds should be accessible to members beyond the organizing group.
7. Programming and writing supported with Society funds should support wider learning; prior permissions should be obtained for recording and posting of supported events on the ARLIS/NA Commons.

A review of the honoraria policies is to be undertaken every three years. The review should be put on the Society management calendar and be carried out by a working group led by the Treasurer.

Honoraria are distributed by ARLIS/NA HQ only after necessary paperwork and documentation are received and necessary approvals secured.

[rev 5/02/2026; rev. 2/15/2023; rev. 09/16/2021; adopted 6/24/21]

SECTION K. AWARDS

See ARLIS/NA Web site, “Awards & Honors” for Awards Guidelines, Application Procedures and Lists of Award Recipients.

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 also *Conference Planning Manual* in the Administrative Documents section of the ARLIS/NA website for procedural details. Conference policies, however, shall reside within the ARLIS/NA Policy Manual.

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

ARLIS/NA POLICY NO.: M-1. SUBJECT: CONFERENCE BUDGET AND FEE

The Executive Board establishes and approves the annual conference budget, as a component of the society's annual operating budget. The budget for the next fiscal year is traditionally approved at the board's mid-year meetings (Q4). The Conference Planning Advisory Committee provides input and feedback on the annual conference budget; however, the Executive Board possesses the distinct authority to finalize and approve the annual budget. In addition, the Development Committee and the Conference Development Team provide input and feedback on the annual conference budget, as it pertains to sponsorship and donation revenue; however, the Executive Board possesses the distinct authority to finalize and approve the annual budget.

[adopted 09/16/2021]

ARLIS/NA POLICY NO.: M-2. SUBJECT: COMPLIMENTARY CONFERENCE REGISTRATIONS

In general, ARLIS/NA members do not receive complimentary conference registrations.

The individuals serving in the following positions or receiving the listed awards receive complimentary registration to the annual conference (for the year in which they serve in the position or receive the award):

- Current year CPAC Program Co-chairs
- Current year CPAC Local Arrangements Co-chairs
- Distinguished Service Award recipient
- Gerd Muehsam Award recipient
- Compass Award

The complimentary registration is limited to the annual conference. The individuals are responsible for all fees associated with workshops or tours.

The presidents of the following art library organizations are offered one complimentary registration each to the annual conference by the ARLIS/NA president; the president of each organization may appoint a delegate to utilize the registration on their behalf:

- Arbeitsgemeinschaft der Kunst und Museumsbibliotheken
- ARLIS/Australia & New Zealand
- ARLIS/Netherlands
- ARLIS/Norden
- ARLIS/United Kingdom & Ireland
- Japan Art Documentation Society, Tokyo
- Overleg Kunstbibliotheken Vlaanderen
- REDARTE/RJ

The following individuals may receive complimentary one-day registration to the annual conference:

- Students pursuing degrees in art, library, and/or information science who are not members of ARLIA/NA may receive a complimentary one-day registration in exchange for volunteering for a minimum of four hours.
- Volunteers who are not ARLIS/NA members, nor were they planning to attend the conference, may receive a complimentary registration; access receptions are generally not included.
- Conference speakers who are not ARLIS/NA members may receive a complimentary one-day registration for the day on which they speak; access receptions are generally not included; attendance on days in which they do not speak requires paid registration.

[rev. 2/14/2022; adopted 09/16/2021]

ARLIS/NA POLICY NO.: M-3. SUBJECT: ELIGIBILITY FOR MEMBER CONFERENCE REGISTRATION RATES

ARLIS/NA members are entitled to the privileges and benefits as defined by the ARLIS/NA Bylaws, ARLIS/NA Policy Manual, and the Executive Board. Such benefits include eligibility to register for the annual conference at the member rate.

ARLIS/NA also extends the member rate for the ARLIS/NA annual conference to current active members of the Visual Resources Association (VRA).

ARLIS/NA honorary lifetime members are eligible for a discounted registration rate for the ARLIS/NA annual conference, a rate comparable to the registration rate for retired members.

[adopted 2/14/2022]

SECTION N. ETHICS, STANDARDS AND PROFESSIONAL CONCERNS

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

See also 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.

[adopted 2/9/90]

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

The ARLIS/NA Code of Conduct (Code) reflects the [vision, mission and values](#) of our organization. The purpose of this Code is to establish community expectations and provide guidance for all ARLIS/NA activity participants. It applies to all modes of connecting and gathering within ARLIS/NA, including asynchronous and synchronous activities that are online, in-person, or hybrid. The Code of Conduct Team will weigh context and impact when making decisions.

The Code applies to all participants in any ARLIS/NA-hosted activity. Participants can include, but are not limited to: members, invited speakers, volunteers, exhibitors, event staff, and anyone who registers on an online platform hosted by ARLIS/NA. ARLIS/NA activities include those that are synchronous and asynchronous and can be in-person, online, or hybrid. Examples include but are not limited to:

- meetings (volunteer, member, or public)
- electronic lists and forums (ARLIS-L, the ARLIS/NA Commons, and social media)
- events (town halls, webinars, tours, workshops, trainings, conferences, socials)
- ARLIS/NA correspondence (emails, Slack channels, and phone calls)

The Code is designed to lend guidance to members and participants. Along with expectations, it provides a structure for addressing alleged unacceptable behavior. The interpretation and application of the Code is solely within the discretion of the Code of Conduct Team. By adopting this Code of Conduct, ARLIS/NA is not assuming a legal duty to follow or enforce the Code in any particular manner or situation.

ARLIS/NA is dedicated to providing collaborative experiences that are free from all forms of harassment and inclusive of all people. As a professional community, we expect conscious actions from our members and participants to foster a safe, supportive, reflective, and positive work environment.

The full policy is available here: <https://www.arlisna.org/code-of-conduct>

[rev. 2/26/24; 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, position statements, and press releases
- meeting with legislators, policymakers or other responsible officials
- filing or joining amicus briefs
- working collaboratively with other organizations, or
- 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. All statements shall follow procedures in place for copyediting and editorial review.

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.

The society's constituent groups (committees, task forces, divisions, sections, and special interest groups) may issue announcements, press releases, or letters to the membership via ARLIS-L on behalf of the constituent group following review by the president and their respective executive board liaisons. Constituent groups shall understand that ARLIS-L subscribers include non-members.

The constituent group's chair or moderator is responsible for preparing announcements, press releases, letters to the membership, and distribution lists originating from the constituent group and submitting drafts to the president and executive board liaison for review. All such communications to the membership shall clearly indicate that the notice is on behalf of the constituent group rather than being a formal statement on behalf of ARLIS/NA as a whole. The society's communications guidelines apply with regard to distribution unless other arrangements have been approved by the executive board or other procedures are in place.

See also ARLIS/NA Policy No. H-2. regarding policies and resources related to copyediting and communication channels via the editorial board.

[rev. 2/14/2022; adopted 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.

[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](#)

ARLIS/NA POLICY NO.: N-9 SUBJECT: LAND ACKNOWLEDGEMENTS

The preparation and performance of land acknowledgements at ARLIS/NA events is intended to honor the ongoing presence, for thousands of years, of Indigenous peoples throughout North America. The practice of voicing respect for the land and recognizing the peoples who have lived there is an Indigenous tradition that settlers can adopt as a small but meaningful way to address the legacies of colonialism.

In preparing, performing, or listening to land acknowledgements, ARLIS/NA members are encouraged to reflect on their own relationship to the land on which they live, work, and conduct ARLIS/NA business, and to the Indigenous peoples who have traditionally inhabited these territories and continue to do so. This can include reflection on the role that colonial practices and the oppression of Indigenous peoples may have played in their own lives and the history of their institutions.

Land acknowledgements should be performed at the annual conference and are also encouraged at other virtual and in person society gatherings, including chapter and business meetings, conference sessions, and special events such as talks and educational programs.

The specific content of a land acknowledgement will vary according to the location of an event and its participants. In many places, relationships with local Indigenous communities will continue to evolve, as may land claims and related treaties. A recommended resource for learning about traditional Indigenous territories throughout the world is <https://native-land.ca/>. Reaching out to local Indigenous communities for guidance is also encouraged.

[adopted 9/2020]

ARLIS/NA POLICY NO.: N-10 SUBJECT: STATEMENT ON ORGANIZED LABOR

ARLIS/NA supports the right of employees, both public and private, to organize unions and bargain collectively.

ARLIS/NA POLICY NO.: N-11 SUBJECT: WHISTLEBLOWER POLICY

The Art Libraries Society of North America (ARLIS/NA) is committed to the highest standards of ethical, moral, and legal business conduct, and to providing an environment that fosters communication about all aspects of its organization and operations. This commitment includes compliance with state and federal requirements relating to corporate and financial misconduct and fraud. ARLIS/NA's Whistleblower Policy is intended to protect agents, members, and volunteers from retaliation as a result of their good-faith reporting of information they reasonably believe to be true and accurate about corporate or financial misconduct or fraud.

Agents, members, and volunteers are encouraged to report to ARLIS/NA's president or executive director any acts of corporate or financial misconduct or fraud committed by ARLIS/NA agents, members, or volunteers. Such misconduct or fraud includes, but is not limited to, the unlawful alteration or destruction of records; mishandling, misuse, or embezzlement of ARLIS/NA funds or unlawful or inequitable use of ARLIS/NA assets; self-dealing; overriding or circumventing ARLIS/NA internal controls; creating or accepting deviations from generally accepted principles or inaccuracies on financial statements; and unlawful accounting, auditing, or financial reporting.

Where to Report

Reports should be made in writing, if possible, and may be made anonymously. Reports will be treated as confidential to the extent possible and as permitted by law, and all reports will be documented and investigated.

Protection From Retaliation

ARLIS/NA does not permit retaliation of any kind against agents, members, or volunteers who submit reports in good faith. However, an employee, agent, member, or volunteer who submits a report based on information that he or she knows to be false may be subject to disciplinary or grievance action.

Questions

Questions about any part of this policy may be made to ARLIS/NA's president or executive director.

SECTION P. ARLIS/NA PUBLICATIONS

See Publications homepage for listing of ARLIS/NA Publications.

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. [adopted 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; adopted 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 web-based.

[rev. 9/18/07; rev. 2/2/05]

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

Editorial positions are eligible for honoraria.

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.

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

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.

[rev. 9/18/07; rev. 3/3/03; rev. 11/16/96; adopted 8/7/88]

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

See Support Opportunities page for information on advertising.

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.

The Association Manager shall be requested to include a written advertising report in their midyear and annual reports to the Executive Board.

[rev. 4/1/05; rev. 3/3/03; rev. 1/13/03; rev. 11/16/96; adopted 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.

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; rev. 1/24/03; adopted 6/23/83]

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; adopted 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. All publications sales are final. Publications cannot be returned for refund or credit.

[adopted 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; rev. 3/3/03; rev. 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; rev. 2/6/85; adopted 2/23/84]

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.

[rev.5/15/2015; rev. 3/3/03; rev. 11/16/96; rev. 8/4/90; adopted 8/7/88]

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]

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. There shall be no free advertising available to non-profit organizations; exchanges of advertising are provided for in Policy X-4. There shall be no free advertising made available to individual ARLIS/NA members in the Society's publications. *Art Documentation* articles may be peer reviewed at the discretion of the Editor(s).

[rev. 7/22/05; rev. 3/3/03; rev. 11/16/96; rev 8/15/85; rev. 2/12/83; rev. 3/26/79; adopted 6/5/78; 1/26/78]

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

The Art Documentation Editorial Board comprises six members appointed on a staggered schedule and who each serve two-year renewable terms. The membership reflects diverse representation in geography, the size and type of libraries and related professions, and areas of expertise.

Major Responsibilities of Art Documentation Editorial Board

- Identify important issues to cover in *Art Documentation* and recommend prospective authors to address them
- Solicit/invite article submissions from prospective authors
- Serve as a resource for editors if there are questions about the suitability of prospective articles
- Serve as peer reviewers, if needed
- Attend two meetings per year—a virtual annual meeting and , if possible, an informal gathering at the ARLIS/NA annual conference—to discuss the journal and advise the editors

For Art Documentation Editor(s) responsibilities, see Policy Manual H-2.b.

[rev. 8/21/2025]

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; rev. 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

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;
 - a. Selected active administrative materials may be hosted on the AWS before being deposited in the ARLIS/NA Archive.
 - b. Selected publications may be highlighted on the AWS; publications are permanently hosted on the ARLIS/NA Commons.
- 2) Virtual Headquarters providing resources important for the administration of the Society;
- 3) Vehicle to promote the services and values of ARLIS/NA to the arts information community.

The ARLIS/NA Website is not designed to serve as a long-term repository for inactive administrative materials or professional development documents.

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.

[rev. 3/16/2025]

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

The ARLIS Web site is hosted and managed by Headquarters.

[rev. 3/16/2025; rev. 3/10/2012; rev. 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.

[rev. 3/16/2025; rev. 5.15.2015; rev. 7/30/04; rev. 3/3/03; adopted 10/15/97]

ARLIS/NA POLICY NO.: Q-4. SUBJECT: PURPOSE OF THE ARLIS/NA COMMONS

- 1) The purpose of the ARLIS/NA Commons is to support the preservation and sharing of scholarly content and foster collaboration among society members. This purpose is achieved in three ways:
 - a. Preserving and providing access to scholarly and creative works through its digital repository.
 - b. Communication and collaboration among the society's constituent groups and individuals through discussion groups.
 - c. Giving constituent groups and individuals the ability to host their own websites to promote their work.
- 2) The ability to deposit works to the ARLIS/NA Commons repository, join groups, and create websites is limited to current ARLIS/NA members, but the public at large can access the content shared openly with these tools.

[adopted 3/10/2025]

SECTION R. EXTERNAL RELATIONS

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

The society recognizes three types of relationships with related organizations: Art Library Societies, Affiliated Societies, and Affinity Societies. Art Library Societies, like ARLIS/NA are national or international professional organizations of arts information professionals (e.g., ARLIS UK & Ireland, ARLIS Norden, REDARTE/DJ). Affiliated Societies are those with which ARLIS/NA has liaisons and terms of affiliation which may include reciprocal benefits, such as member rates for conference attendance (e.g., VRA). Affinity Societies are those organizations with which we share interests, but with which we have no terms of affiliation.

The Vice President/President-elect appoints liaisons to Affiliated Societies with the Executive Board confirming all appointments.

[rev. 8/10/2023]

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

- 1) The liaison's role is primarily one of communication and collaboration. Liaisons will be appointed prior to the ARLIS/NA conference. Their term begins at the start of the conference.
- 2) Liaisons must be members of the affiliated organization to which they liaise as well as ARLIS/NA.
- 3) Liaisons will submit an annual written report to the ARLIS/NA President, 30 days prior to the ARLIS/NA annual conference (see report template). The report may include such information as changes in leadership, relevant policy changes, etc.
- 4) Liaison duties include (when possible):
 - a. monitor the affiliated organization's listserv and share relevant communication with ARLIS/NA, particularly professional development opportunities.
 - b. share reciprocal conference information from ARLIS/NA and from the affiliated organization.
 - c. work with interested ARLIS/NA members to facilitate conference panels at affiliated conferences when possible or available, e.g., CAA.
 - d. connect with affiliate group's liaison to ARLIS/NA, if possible.
 - e. represent ARLIS/NA at the annual conference of the affiliated organization.
 - f. work with interested ARLIS/NA committees, sections, divisions, SIGS, or members to facilitate collaborative projects (webinars, joint panels, publications, reports) with their affiliate organizations.

[rev. 8/10/2023]

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/President-elect in consultation with the ARLIS/NA Executive Board.

[rev. 3/3/03; adopted 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/President-elect 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.

They monitor IFLA activities, programs, publications, IFLA Web site, and keeps ARLIS/NA membership informed by posting relevant information on ARLIS-L. They advocate 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; adopted 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.

[adopted 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 conference information; reciprocal complimentary conference registration for the president and executive director (or proxies thereof) of affiliates; the posting of information on affiliates' listservs or linking to their Web sites, etc. upon executive level approval; 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. For organizations to which ARLIS/NA Affiliated Organization Liaisons receive member-rate conference registration, ARLIS/NA extends member-rate conference registration for the organization's liaison to 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. Affiliate organization members who present in joint sessions at the ARLIS/NA annual conference receive member rates for conference registration.

[rev. 8/10/23; rev. 5/9/06; rev. 4/9/97; rev. 4/4/97; rev. 11/16/96; adopted 8/7/88]

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.

[adopted 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; adopted 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.

[adopted 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.

[rev. 3/10/2012; adopted 1999; Superseded policies X1, X2, X3, X4, X5, X6]