ARLIS/NA Technology Matrix					
	Tool	**Description**	**Available to**	**Contact**	**FAQ/Help/Tutorial**
WEB	**ARLIS/NA Website (Novi AMS)**	Public and members-only content regarding ARLIS/NA. Group descriptions, contact persons, links to relevant websites and information, list of current events and activities.	Board, Committees, Chapters, Divisions, Sections, SIGs, Publications	ARLIS/NA HQ Emily Clifford at e.clifford@arlisna.org	Submit updates/corrections to the IT Request Form: https://www.arlisna.org/ information-technology-request
SCHOLARLY NETWORK	**Knowledge Commons (formerly Humanities Commons)**	Includes: repository, blogs, listservs, group workspaces. The ARLIS/NA Commons is the scholarly network for the Society. In order to join ARLIS/NA Commons, you must be an ARLIS/NA member. Groups are encouraged to utilize the Group functionality on the platform.	All ARLIS/NA members	Commons Manager at commons@arlisna.org	https://www.arlisna.org/AR LIS_NA_Commons
EMAIL	**ARLIS-L**	An electronic forum for the dissemination of information and the discussion of issues of interest to art information professionals. ARLIS-L is a moderated open discussion list. Members and non-members subscribe to ARLIS-L.	Any art information professional. ARLIS/NA membership is not a requirement.	Listserv Moderator	https://www.arlisna.org/arli s-l
	Broadcast Email (MailChimp)	A tool to send email messages to active members only. Also used for third party advertising for a fee. Members have the option to opt out of emails from third parties. Content for broadcast emails is vetted by ARLIS/NA HQ.	Executive Board, constituent group chairs and moderators	Executive Board Liaison (vets request); ARLIS/NA HQ Emily Clifford at e.clifford@arlisna.org	https://mailchimp.com/help /
	Gmail Account	An email alias or account using the arlisna.org domain. Primarily used for official ARLIS/NA positions and business. For example, media_relations@arlisna.org, committee_chair@arlisna.org.	Executive Board, constituent group chairs and moderators	Executive Board Liaison (vets request); ARLIS/NA HQ Amy Stark a.stark@arlisna.org	https://support.google.com/ mail/?hl=en
PROJECTS	**Box**	Online collaboration tool primarily to store and share documents related to group activities.	Executive Board	Executive Director	www.box.com

	Basecamp	Basecamp is an online project management tool used by many of the ARLIS/NA committees. The current ARLIS/NA subscription supports up to 40 projects. We are investigating an alternative.	Executive Board, Committees, Divisions, Sections, SIGs	Executive Board Liaison (vets request); ARLIS/NA HQ Emily Clifford e.clifford@arlisna.org	www.basecamp.com
MEETINGS	**Zoom Meetings/ Zoom Webinars**	Easy web conferencing tool. Work with anyone, anywhere. Supports basic event registration (recommended to reduce/eliminate unwanted guests). The ARLIS/NA license for meetings supports up to 100 Attendees and Zoom webinars supports 500 attendees.	Executive Board, Committees, Chapters, Divisions, Sections, SIGs	ARLIS/NA HQ Emily Clifford e.clifford@arlisna.org; PDC Education Subcommittee Chair	https://www.arlisna.org/webinars-virtual-meetings
CONFERENCE	**OpenConf**	Tool used to manage abstract submission (call for proposals), blind reviews, selection of proposals, editing proposals, and all communications between reviews and session participants	CPAC	ARLIS/NA HQ Megan Brouwer at m.brouwer@arlisna.org	https://www.openconf.com
	Sched	Conference scheduling tool	CPAC	ARLIS/NA HQ Megan Brouwer at m.brouwer@arlisna.org	www.sched.com
	Paperless Post	Design-driven online and printed stationery, including greetings, invitations, and custom stationery. Must be a pre-approved expenditure.	Executive Board, Development Committee	ARLIS/NA HQ Megan Brower at m.brouwer@arlisna.org	https://paperlesspost.zendesk.com/hc/en-us

OTHER	**Database Generated Lists**	Excel file with contact information of members who have indicated interest in a particular group or activity within ARLSI/NA.	Board, Committees, Divisions, Sections, SIGs	Executive Board Liaison (vets request), ARLIS/NA HQ or Secretary secretary@arlisna.org	
	Social Media	Instagram, Facebook, Bluesky, Pinterest - post relevant ARLIS/NA activity via hashtags - create independent sites	Executive Board, Committees, Chapters, Divisions, Sections, SIGs	Media Editor leames@uccs.edu	
	SurveyMonkey	Create and publish online surveys. The current ARLIS/NA subscription includes: Unlimited question, Unlimited responses, Custom survey design & URLs, Enhanced security (SSL/HTTPS), Skip-logic & other advanced features.	Board, Committees, Chapters, Divisions, Sections, SIGs	Executive Board Liaison (vets request); ARLIS/NA HQ Emily Clifford at e.clifford@arlisna.org	www.surveymonkey.com