

ASSOCIATION OF RHODE ISLAND HEALTH SCIENCES LIBRARIES

POLICIES AND PROCEDURES MANUAL

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1.0 INTRODUCTION

The objective of this Manual is to assist the Association of Rhode Island Health Sciences Libraries (ARIHSL) Executive Board and the membership in the planning and management of the Association's programs and services. It is meant to provide ongoing practical guidance as well as to supplement and elaborate on the Association's Bylaws.

The Bylaws Committee will review and update the Manual annually or as needed, to reflect changes in the Association or within the health care environment that might affect ARIHSL activities. This Manual is meant to be a work in progress that adapts readily to these changes.

It is the hope of the Task Force that this document will be posted on the ARIHSL website and in that way also will contribute toward the members' understanding of the Association.

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ARIHSL Policies and Procedures Manual Task Force, 2003

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2.0 ELECTED OFFICERS

2.1 President

2.1.1 Selection method:

2.1.1.1 The President is elected by the ARIHSL membership.

2.1.2 Term:

2.1.2.1 The one-year term as President is the second of a three-year commitment.

2.1.2.2 The President serves a one-year term as Vice President / President-Elect and a one-year term as Past-President.

2.1.3 Prerequisites:

2.1.3.1 The President must be a voting member of ARIHSL.

2.1.4 Duties and Responsibilities:

2.1.4.1 Presides over all meetings of the ARIHSL membership and of the ARIHSL Executive Board.

2.1.4.2 Schedules, prepares agendas, and sends out meeting notices for Executive Board meetings.

2.1.4.3 Serves as the primary representative of the Association.

2.1.4.4 Submits a report of the Association's annual goals and objectives to members at September meeting.

2.1.4.5 Prepares and presents an Annual Report to the ARIHSL membership at the June Meeting.

- 2.1.4.6 Appoints committee Chairs with the approval of the Executive Board.
- 2.1.4.7 Acts as a liaison between the Executive Board and ARIHSL committees.
- 2.1.4.8 Ensures that the Association sets annual goals.
- 2.1.4.9 Ensures that the activities of ARIHSL are consistent with the established goals and objectives of the organization.
- 2.1.4.10 Keeps the ARIHSL banner and gavel, and passes them to the incoming President at the June Annual Meeting.
- 2.1.4.11 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.
- 2.1.4.12 Has access to the Archives, along with the Secretary and Past-President.
- 2.1.4.13 Works in conjunction with the Treasurer to sign checks.
- 2.1.5 Relationships:
 - 2.1.5.1 Executive Board: For conducting the business of the organization and for setting goals and objectives.
 - 2.1.5.2 ARIHSL Membership: For channeling communication about members' needs and interests to the Executive Board and for sharing information about ARIHSL activities with the membership.
 - 2.1.5.3 Treasurer: Works in conjunction with the Treasurer to sign checks.

2.2 Vice President / President-Elect

- 2.2.1 Selection Method:
 - 2.2.1.1 The Vice President / President-Elect is elected by the ARIHSL membership.
- 2.2.2 Term:
 - 2.2.2.1 The one-year term as Vice President / President-Elect is the first of a three-year commitment.
 - 2.2.2.2 The Vice President / President-Elect serves a one-year term as President and a one-year term as Past-President.
- 2.2.3 Prerequisites:
 - 2.2.3.1 The Vice President / President-Elect must be a voting member ARIHSL.
- 2.2.4 Duties and Responsibilities:
 - 2.2.4.1 Serves as President whenever the President is unable to do so, presiding over any meeting in President's absence.
 - 2.2.4.2 Becomes President if the President is unable to complete the term of office.
 - 2.2.4.3 Attends all ARIHSL meetings, general and executive.
 - 2.2.4.4 Schedules and plans the programs for the four regular meetings.
 - 2.2.4.5 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.
 - 2.2.4.6 Invites Emeritus Members to the Annual Meeting
- 2.2.5 Relationships:

- 2.2.5.1 Executive Board: To advise and assist in setting and carrying out goals and objectives.
- 2.2.5.2 Membership Committee Chair: Receives Emeritus Member names and contact information from the Membership Committee

2.3 Past-President

- 2.3.1 Selection Method:
 - 2.3.1.1 The Past-President is elected by the ARIHSL membership.
- 2.3.2 Term:
 - 2.3.2.1 The one-year term as Past-President is the third year of a three-year commitment.
 - 2.3.2.2 The Past-President serves a one-year term as Vice President / President-Elect and a one-year term as President.
- 2.3.3 Prerequisites:
 - 2.3.3.1 The Past-President must be a voting member of ARIHSL.
- 2.3.4 Duties and Responsibilities:
 - 2.3.4.1 Serves as the Chair of the Nominating Committee.
 - 2.3.4.2 Serves as President whenever the President or Vice President / President-Elect are unable to do so, presiding over any meeting in their absence.
 - 2.3.4.3 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.
 - 2.3.4.4 Assists Secretary with maintaining the ARIHSL Archives.
 - 2.3.4.5 Has access to the Archives, along with the President and Secretary.
 - 2.3.4.6 Serves as ARIHSL's Coalition of Library Advocates (COLA) representative.
- 2.3.5 Relationships:
 - 2.3.5.1 Executive Board: To advise and assist in setting and carrying out goals and objectives.
 - 2.3.5.2 COLA: Serves as ARIHSL representative to COLA.

2.4 Secretary

- 2.4.1 Selection Method:
 - 2.4.1.1 The Secretary is elected by the ARIHSL membership.
- 2.4.2 Term:
 - 2.4.2.1 Term is one year.
 - 2.4.2.2 No term of office shall exceed two consecutive years.
- 2.4.3 Prerequisites:
 - 2.4.3.1 The Secretary must be a voting member of ARIHSL.
- 2.4.4 Duties and Responsibilities:
 - 2.4.4.1 Attends all ARIHSL meetings, general and executive.
 - 2.4.4.2 Takes minutes at all ARIHSL Executive Board and ARIHSL meetings.
 - 2.4.4.3 Sends a draft of the Minutes to the President for changes or notations.

- 2.4.4.4 Distributes the Minutes to the Executive Board and to the membership in a timely fashion. After the Minutes have been approved, the Secretary marks them as “Corrected and Approved on [Date]”.
- 2.4.4.5 Forwards the approved Minutes to the Electronic Communications Committee for posting on the ARIHSL website.
- 2.4.4.6 Maintains an organized record of current ARIHSL Minutes, correspondence, and other pertinent materials.
- 2.4.4.7 Orders and distributes ARIHSL stationery.
- 2.4.4.8 Sends pertinent correspondence, cards, flowers, etc., for various significant events acknowledged by ARIHSL according to the following guidelines:
 - 2.4.4.8.1 Professional milestones, such as the receipt of a special award or retirement may be recognized with a gift, e.g. flowers or gift certificate, not to exceed \$60.00
 - 2.4.4.8.2 Personal life events, such as birth/adoption, marriage, illness/hospitalization, or death may be recognized with a greeting card.
 - 2.4.4.8.3 (intentionally blank)**
 - 2.4.4.8.4 Immediate family will be recognized, as appropriate
- 2.4.4.9 Has primary responsibility for maintaining the ARIHSL Archives, with the assistance of the Past-President.
 - 2.4.4.9.1 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.
 - 2.4.4.9.2 Evaluates all materials received and decides on the appropriateness of placing them in the Archives.
 - 2.4.4.9.3 Solicits all records and documents generated by ARIHSL and its various Committees so that all material from the previous year is in the Archives prior to the next year’s September Business Meeting.
 - 2.4.4.9.4 Updates the Association’s history.
 - 2.4.4.9.5 Until a permanent location is chosen, the Archives are located in the Brown University Sciences Library Conference Room.
- 2.4.5 Relationships:
 - 2.4.5.1 Executive Board: To advise and assist in setting and carrying out goals and objectives.
 - 2.4.5.2 Past President – Shares responsibility for maintaining the Archives
 - 2.4.5.3 Electronic Communications Committee – Transmits approved Minutes to the Committee for posting to the website.

2.5 Treasurer

- 2.5.1 Selection Method:
 - 2.5.1.1 The Treasurer is elected by the ARIHSL membership.
- 2.5.2 Term:
 - 2.5.2.1 Term is one year.

- 2.5.2.2 No term of office shall exceed two consecutive years.
- 2.5.3 Prerequisites:
 - 2.5.3.1 The Treasurer must be a voting member of ARIHSL.
- 2.5.4 Duties and Responsibilities:
 - 2.5.4.1 Attends all ARIHSL meetings, general and executive.
 - 2.5.4.2 Manages all financial matters of ARIHSL.
 - 2.5.4.3 Receives and disburses ARIHSL monies. The Treasurer has access to the name of the bank of record, as well as ARIHSL's Federal Employers Tax Number (FEIN).
 - 2.5.4.4 Reports on the status of the treasury at Executive Board Meetings and regular Business Meetings.
 - 2.5.4.5 Prepares and monitors the ARIHSL budget.
 - 2.5.4.6 Reports income and expenses from all ARIHSL meetings to the Executive Board.
 - 2.5.4.7 Serves as a member of the Membership Committee.
 - 2.5.4.8 Prepares appropriate budget analyses for the Executive Board.
 - 2.5.4.9 Submits an Annual Report and budget to the Executive Board.
 - 2.5.4.10 Advises the Executive Board on all financial decisions.
 - 2.5.4.11 Ensures ARIHSL's status as a non-profit organization.
 - 2.5.4.12 Arranges a smooth transition for the incoming Treasurer.
 - 2.5.4.13 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.
 - 2.5.4.14 Works in conjunction with the President to sign checks.
- 2.5.5 Relationships:
 - 2.5.5.1 Executive Board: To advise and assist in setting and carrying out goals and objectives.
 - 2.5.5.2 President: Works in conjunction with the Treasurer to sign checks.

3.0 EXECUTIVE BOARD

3.1 Composition

- 3.1.1 The Executive Board consists of all officers and all committee Chairs.

3.2 Appointment methods

- 3.2.1 Officers are elected to the Executive Board.
- 3.2.2 The ARIHSL President, with Executive Board approval appoints committee Chairs.
- 3.2.3 All elected officers and committee Chairs must be ARIHSL members.

3.3 Term

- 3.3.1 Term of office varies with the position.
- 3.3.2 For specific length of terms for officers and standing committee Chairs, see the entry for each position.

3.4 Duties and Responsibilities

- 3.4.1 Meets a minimum of four (4) times per year.
- 3.4.2 Develops a list of yearly goals and objectives before the September Meeting.

- 3.4.3 Conducts the business of ARIHSL between regular membership meetings.
- 3.4.4 Formulates yearly goals and objectives in keeping with ARIHSL's mission.
- 3.4.5 Appoints Standing, Ad Hoc and Task Force committees, and liaisons to other associations as needed.
- 3.4.6 Determines policies and procedures for ARIHSL based on recommendations of an appropriate committee.
- 3.4.7 Maintains appropriate treasury funds.
- 3.4.8 Recommends any changes in dues and notifies members prior to the Annual Meeting, at which time members will vote on the recommendation.
- 3.4.9 Approves expenditures of ARIHSL funds as provided by the Executive Board.
- 3.4.10 Recommends Bylaws changes as needed.
- 3.4.11 Approves ARIHSL stipend of one "conference-only" registration to the Medical Library Association Annual Meeting. Stipend is offered to a Board member. If no Board member needs the stipend, it will be offered to an ARIHSL voting MLA member.

3.5 Relationships

- 3.5.1 The Executive Board maintains relationships with ARIHSL members and other organizations through its officers, committee Chairs, and liaisons.

4.0 ELECTIONS

4.1 Nominations

- 4.1.1 The Nominating Committee is responsible for finding and nominating one or more candidates for each of the ARIHSL officers. For additional information, see Section 5.6 – Nominating Committee.
- 4.1.2 The slate of candidates shall be presented by the Nominating Committee Chair to the membership at the March Business Meeting for information only. No vote is taken.
- 4.1.3 The slate of candidates shall be presented by the Nominating Committee Chair to the membership at the June Business Meeting for a vote by the membership.
- 4.1.4 After presenting the slate, the Nominating Committee Chair shall call for additional nominations from the floor.
- 4.1.5 Nominations for officers are called for in the order in which the officers are listed in the Bylaws.
- 4.1.6 All nominations from the floor shall be completed and nominations closed for each office before voting for any office takes place.

4.2 Method of Voting

- 4.2.1 The Secretary shall cast the first vote for the entire slate.

5.0 STANDING COMMITTEES

5.1 Bylaws Committee

- 5.1.1 Composition:
 - 5.1.1.1 The Committee consists of a Chair and one or more voting members of ARIHSL
- 5.1.2 Appointment Methods:
 - 5.1.2.1 The Bylaws Committee Chair is appointed by the ARIHSL President.
 - 5.1.2.2 Committee members volunteer to serve.
- 5.1.3 Term:
 - 5.1.3.1 Term is unlimited.
- 5.1.4 Duties and Responsibilities:
 - 5.1.4.1 Accepts proposed changes to the Bylaws from the Executive Board and the membership.
 - 5.1.4.2 Formulates the changes in accordance with the Robert's Rules of Order: Newly Revised.
 - 5.1.4.3 Presents to the membership the amendments for adoption and voting following the procedures outlined in the ARIHSL Bylaws.
 - 5.1.4.4 Reviews the Bylaws annually and recommends to the Executive Board any changes needed to reflect changes in the Association.
 - 5.1.4.5 Reviews and revises the Policies and Procedures Manual for conformity with the Bylaws and/or any organizational changes.
 - 5.1.4.6 Maintains an annotated and accurate copy of the Association's Bylaws and Policies and Procedures Manual.
 - 5.1.4.7 Forwards approved Bylaws and Policy & Procedure to the Electronic Communications Committee for posting on the ARIHSL website
 - 5.1.4.8 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.
- 5.1.5 Relationships:
 - 5.1.5.1 Executive Board – Reports and makes recommendations regarding Bylaws.
 - 5.1.5.2 Membership Committee – Receives suggestions for Bylaws changes.
 - 5.1.5.3 Electronic Communications Committee – Transmits approved changes in Bylaws and the Policy & Procedure Manual to the Committee for posting

5.2 Education Committee

- 5.2.1 Composition:
 - 5.2.1.1 The Committee consists of a Chair and one or two voting ARIHSL members.
- 5.2.2 Appointment Method:
 - 5.2.2.1 The Education Committee Chair is appointed by the ARIHSL President.
 - 5.2.2.2 Committee members volunteer to serve.

- 5.2.3 Term:
 - 5.2.3.1 Term is unlimited.
- 5.2.4 Duties and Responsibilities:
 - 5.2.4.1 Selects and plans one or more continuing education courses for ARIHSL members.
 - 5.2.4.2 The Chair selects plans and evaluates courses as a member of the North Atlantic Health Sciences Libraries (NAHSL) Education Committee.
 - 5.2.4.3 The year NAHSL holds its annual meeting in Rhode Island, the Chair is liaison between the NAHSL CE Committee and the local planning Committee
 - 5.2.4.4 The year after NAHSL holds its annual conference in Rhode Island, the Chair of the ARIHSL Education Committee also serves as the Chair the NAHSL Education Committee, and is a member of the NAHSL Board.
 - 5.2.4.5 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.
- 5.2.5 Relationships:
 - 5.2.5.1 Executive Board – Reports and makes recommendations regarding education Courses.
 - 5.2.5.2 Membership Committee – Organizes courses and keeps members informed about continuing education (CE) in NAHSL, MLA, SLA etc.
 - 5.2.5.3 NAHSL – Participates in the work of the Education Committee.

5.3 Electronic Communications Committee

- 5.3.1 Composition:
 - 5.3.1.1 The Committee consists of a Chair and one or two voting members of ARIHSL.
- 5.3.2 Appointment:
 - 5.3.2.1 The ARIHSL President appoints the Electronic Communications Committee Chair.
 - 5.3.2.2 Committee members volunteer to serve.
- 5.3.3 Term:
 - 5.3.3.1 Term is unlimited.
- 5.3.4 Duties and Responsibilities:
 - 5.3.4.1 Presents recommendations to the Executive Board and acts on the Board’s decisions in matters relevant to electronic communications.
 - 5.3.4.2 Enhances timely communication of ARIHSL business and supports professional activities.
 - 5.3.4.3 Promotes educational opportunities through the use of the Web, listserv and other methods of digital communication.
 - 5.3.4.4 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.

- 5.3.4.5 Maintains contact with the National Network of Libraries of Medicine, New England Region (NN/LM, NER) Technology Coordinator in regards to website and listserv maintenance issues.
- 5.3.4.6 Moderates the ARIHSL listserv
<http://list.umassmed.edu/read/?forum=arihsl-l>.
- 5.3.4.7 Notifies the membership via the listserv when new information is posted to the website.
- 5.3.4.8 Updates the ARIHSL website <http://library.umassmed.edu/arihsl/> and keeps it current.
- 5.3.4.9 Assures that all external links on the ARIHSL website are checked for accuracy and currency on a regular basis.
- 5.3.4.10 Receives the current approved Bylaws and the Policy & Procedure Manual from the Bylaws Chair and posts them on the website.
- 5.3.4.11 Receives the current edited lists of committees, Chairs and members, including contact information when appropriate, from the Membership Committee and maintains current lists on the website. The website will not include any personal addresses, phone numbers or email addresses.
- 5.3.5 Relationships:
 - 5.3.5.1 Executive Board – Reports and makes recommendations regarding electronic communication.
 - 5.3.5.2 Secretary – Supplies approved Minutes for posting on the website.
 - 5.3.5.3 Archives - Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.
 - 5.3.5.4 Bylaws Committee – Supplies current and approved Bylaws and Policy & Procedure Manual for posting to the website.
 - 5.3.5.5 Membership Committee – Supplies edited lists of all members whose content is suitable for posting on the website.
 - 5.3.5.6 NN/LM, NER Technology Coordinator – Maintains contact in regards to website and listserv maintenance issues.

5.4 Membership Committee

- 5.4.1 Composition:
 - 5.4.1.1 The Committee consists of a Chair and no more than 5 members, including the Treasurer and at least one (1) member of the Shared Resources Committee.
- 5.4.2 Appointment Methods:
 - 5.4.2.1 The Membership Committee Chair is appointed by the ARIHSL President.
 - 5.4.2.2 The Treasurer is an automatic member.
 - 5.4.2.3 At least 1 member of the Shared Resources Committee is an automatic member.
 - 5.4.2.4 Committee members volunteer to serve.
- 5.4.3 Term:
 - 5.4.3.1 Term is unlimited.

- 5.4.4 Duties and Responsibilities:
- 5.4.4.1 Reviews the list of applicants and/or existing members to ensure that they have fulfilled the criteria listed in Article III, Section 1 and are, in fact, eligible for membership in the Association.
 - 5.4.4.2 Advises the Executive Board regarding those who have not met the criteria for membership so that the Board may take suitable action.
 - 5.4.4.3 Organizes the membership renewal process.
 - 5.4.4.4 Updates renewal form by September 1st .
 - 5.4.4.5 Sends E-mail about renewals in September via the listserv.
 - 5.4.4.6 Sends second E-mail reminders in November.
 - 5.4.4.7 Identifies non-renewing members. In mid-January, targets specific individuals/institutions, and sends E-mail reminders.
 - 5.4.4.8 Follows up in early February with personal phone calls.
 - 5.4.4.9 Sends notification to all members when they have completed the application process.
 - 5.4.4.10 Ensures that each Institutional Member signs the annual Letter of Intent by March 15th, which serves as their commitment to follow the terms of the ARIHSL ILL Code and Guidelines. Institutional Members who have not signed the ILL Letter of Intent by March 15th will no longer be considered Institutional Members for that year.
 - 5.4.4.11 Forwards to the Shared Resources Committee any signed Institutional Member's ILL Letter of Intent.
 - 5.4.4.12 Gives membership renewal checks to the Treasurer.
 - 5.4.4.13 Reviews membership categories and dues structure, and brings recommendations to the Board.
 - 5.4.4.14 Creates and maintains the master membership list to include complete contact information for all.
 - 5.4.4.15 Forwards edited lists of all members to the Electronic Communications Committee for posting on the website. The website will not include any personal addresses, phone numbers or email addresses.
 - 5.4.4.16 Creates and maintains the list of committee Chairs and members and forwards it to the Electronic Communications Committee for posting on the website.
 - 5.4.4.17 Collects signed ILL Code Letter of Intent and sends to the Shared Resources Committee Chair.
 - 5.4.4.18 Provides outreach to other libraries and corporate agencies.
 - 5.4.4.19 Maintains contact with Emeritus members who are not on the listserv.
 - 5.4.4.20 Forwards names and contact information to Vice President so that invitations to the Annual Meeting can be sent in time.
 - 5.4.4.21 Follows up on membership renewals.
 - 5.4.4.22 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.
- 5.4.5 Relationships:

- 5.4.5.1 Executive Board – Makes recommendations regarding membership issues.
- 5.4.5.2 Shared Resources Committee – Assists in monitoring Institutional Members’ compliance with the membership renewal process.
- 5.4.5.3 Electronic Communications Committee – Receives edited lists of all members suitable for posting on the website.
- 5.4.5.4

5.5 Nominating Committee

- 5.5.1 Composition:
 - 5.5.1.1 The Committee consists of a Chair and two voting members of ARIHSL.
- 5.5.2 Appointment:
 - 5.5.2.1 The Past-President serves as the Chair of the Nominating Committee.
 - 5.5.2.2 Committee members volunteer to serve.
- 5.5.3 Term:
 - 5.5.3.1 Term is one year.
- 5.5.4 Duties and Responsibilities:
 - 5.5.4.1 Selects one or more nominees for the office of Vice President / President-Elect, and as necessary, one or more nominees each for the office of Secretary and Treasurer. The nominees must be members in good standing whose current dues are paid at the time of the nomination. The list of candidates shall not include any current member of the Nominating Committee.
 - 5.5.4.2 Consults the President and Vice President / President-Elect regarding the nominees.
 - 5.5.4.3 Presents the slate of nominees at the March Business Meeting, and then posts it on the ARIHSL listserv.
 - 5.5.4.4 Makes recommendations to the President to fill vacancies as they may occur.
 - 5.5.4.5 The Nominating Committee Chair presides over elections at the June Business Meeting.
 - 5.5.4.6 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.
- 5.5.5 Relationships:
 - 5.5.5.1 Executive Board – Reports on nominations.
 - 5.5.5.2 ARIHSL Membership– Makes suggestions as to suitable nominees

5.6 Shared Resources

- 5.6.1 Composition:
 - 5.6.1.1 The Committee consists of a Chair and a maximum of 8 core voting members. In addition, as issues and responsibilities arise, task forces may be formed and members may be added as needed.
- 5.6.2 Selection Method:
 - 5.6.2.1 The ARIHSL President appoints the Shared Resources Chair.
 - 5.6.2.2 Committee members volunteer to serve.

- 5.6.3 Term:
 - 5.6.3.1 Term is unlimited.
- 5.6.4 Prerequisites:
 - 5.6.4.1 Members must either be Institutional Representatives in ARIHSL or else Individual Members appointed by their respective Institutional Representatives.
- 5.6.5 Duties and Responsibilities:
 - 5.6.5.1 Serve as an advisory panel for resource sharing issues.
 - 5.6.5.2 Make recommendations to the ARIHSL Executive Board as well as the membership-at-large regarding general ILL issues along with several other issues which, in some way, impact resource sharing activities within ARIHSL. These issues include, but are not limited to: ILL statistics, delivery methods, union listing of both books and journals and group purchasing of databases and services.
 - 5.6.5.3 Deleted. (11/06)
 - 5.6.5.4 Deleted. (11/06)
 - 5.6.5.5 Provide an effective means by which ARIHSL members can report ILL statistics.
 - 5.6.5.6 Review ILL statistics in order to measure volume as well as detect or monitor changes in volume or patterns which may impact the Code and Guidelines.
 - 5.6.5.7 Attempt to resolve resource sharing problems with individual member libraries within a defined time frame.
 - 5.6.5.8 Make recommendations to the Executive Board regarding the imposition of sanctions on member libraries not in compliance with the ARIHSL ILL Code and Guidelines or libraries unwilling to resolve complaints lodged against them relevant to ILL or resource sharing.
 - 5.6.5.9 Monitor each Institutional Member's compliance in signing the annual Letter of Intent by March 15th, which serves as its commitment to follow the terms of the ARIHSL ILL Code and Guidelines.
 - 5.6.5.10 Receive from the Membership Committee a current copy of each Institutional Member's signed ILL Letter of Intent.
 - 5.6.5.11 Maintain a current copy of the ILL Code and Guidelines, along with each Institutional Member's signed agreement.
 - 5.6.5.12 Solicit serials changes and updates from Institutional Members.
 - 5.6.5.13 Encourage collection development and maintenance so that monographic holdings will be accurately reported and displayed in HELIN.
 - 5.6.5.14 Represent ARIHSL's resource sharing interests within other non-ARIHSL networks.
 - 5.6.5.15 Submit pertinent correspondence, Minutes and reports to the ARIHSL Archives.
- 5.6.6 Relationships:

- 5.6.6.1 Executive Board – Reports to and makes recommendations regarding ILL and resource sharing issues.
- 5.6.6.2 Membership Committee – Acts as a member of the Committee liaison as well as an advisory panel with regard to ILL or resource sharing issues. Receives from this committee the ILL Letter of Intent for all Institutional Members.
- 5.6.6.3 ARIHSL Membership – Gathers information and keeps members informed about all relevant resource sharing issues and activities.
- 5.6.6.4 Other Networks outside of ARIHSL – Acts as a representative for ARIHSL members regarding participation in non-ARIHSL resource sharing activities.

6.0 RELATIONSHIPS WITH OTHER ORGANIZATIONS

6.1 Representative to NAHSL (North Atlantic Health Sciences Libraries)

- 6.1.1 Composition:
 - 6.1.1.1 The Representative is a voting member of ARIHSL.
 - 6.1.1.2 The Representative must also be a voting member of NAHSL.
- 6.1.2 Appointment:
 - 6.1.2.1 The ARIHSL President appoints the Representative to NAHSL.
- 6.1.3 Term:
 - 6.1.3.1 The NAHSL Representative serves for one year and may be appointed again on a yearly basis.
- 6.1.4 Duties and Responsibilities:
 - 6.1.4.1 ARIHSL’s representative to NAHSL or an alternate will attend all scheduled meetings of the NAHSL Executive Board.
 - 6.1.4.2 Provides communication between ARIHSL and NAHSL.
 - 6.1.4.3 Reports to the NAHSL Executive Board concerning the current activities, decisions, projects, interests, concerns, and plans of ARIHSL.
 - 6.1.4.4 Facilitates dissemination of information from the NAHSL Executive Board to individuals within ARIHSL.
 - 6.1.4.5 May assist the NAHSL Executive Board in gathering input from individuals within Rhode Island or ARIHSL’s administration.
 - 6.1.4.6 Sends monthly news items to the NAHSL Electronic Communications Chair for the NAHSL website “News.”
 - 6.1.4.7 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.

ARIHSL maintains a liaison with the NAHSL Executive Board through state representatives. The major health sciences library group of each New England state in NAHSL’s geographic area appoints a representative to serve on the NAHSL Executive Board. Each representative must be a NAHSL member.

ARIHSL representatives are advisory members of the NAHSL Executive Board and do not have voting privileges on Executive Board decisions. It is the responsibility of the state organization to provide travel reimbursement to the representative. NAHSL does not exercise authority over and is not obligated to support or subsidize activities and interests of ARIHSL.

The ARIHSL Executive Board recognizes the importance of maximizing communication and cooperation among all health sciences librarians and organizations within the NAHSL geographic boundaries. To this end, ARIHSL may voluntarily enter into projects or activities of mutual benefit with any NAHSL or other state health sciences library associations.

6.2 Representative to LORI Committee

6.2.1 Composition:

6.2.1.1 The Representative is one voting member of ARIHSL

6.2.2 Appointment Methods:

6.2.2.1 The Representative to the LORI Committee is appointed by the ARIHSL President.

6.2.3 Term:

6.2.3.1 A member serves for three years.

One of the main purposes of the LORI Committee is to encourage multi-type library cooperation and goal setting, including resource sharing. The LORI Committee is composed of 13 currently employed librarians and two Office of Library and Information Services (OLIS) staff. One representative from the Special Libraries/Medical-Health Science category will be a librarian from a medical or health sciences library, in consideration of the distinct nature of their professional practices.

6.2.4 Duties and Responsibilities:

6.2.4.1 Attends all scheduled meetings of the LORI Committee.

6.2.4.2 Provides communication between ARIHSL and the LORI Committee.

6.2.4.3 Represents the interests, concerns, and plans of health sciences library community.

6.2.4.4 Facilitates dissemination of information from the LORI Committee to ARIHSL.

6.2.4.5 May assist the LORI Committee in gathering input from individuals within Rhode Island or ARIHSL's administration.

6.2.4.6 Each representative must be a LORI member.

6.2.4.7 Submits pertinent correspondence, Minutes, and reports to the ARIHSL Archives.

6.3 Communication with HELIN (Higher Education Library Network)

6.3.1 Composition:

- 6.3.1.1 ARIHSL provides one representative to each of HELIN's three major Committees: Services, Collection Development and Technical Infrastructure.
- 6.3.2 Appointment:
 - 6.3.2.1 Each representative shall be an ARIHSL Institutional Member participating in HELIN.
 - 6.3.2.2 ARIHSL's President appoints the HELIN Committee Representative.
- 6.3.3 Term:
 - 6.3.3.1 Undefined
- 6.3.4 Duties and Responsibilities:
 - 6.3.4.1 Attends all scheduled meetings of the HELIN Committee.
 - 6.3.4.2 Subscribes to the HELIN listserv.
 - 6.3.4.3 Provides communication between ARIHSL and the HELIN Committee.
 - 6.3.4.4 Represents the interests, concerns, and plans of health sciences library community.
 - 6.3.4.5 Reports to each HELIN Committee concerning the current activities, decisions, projects, interests, concerns, and plans of ARIHSL.
 - 6.3.4.6 Facilitates dissemination of information from each HELIN Committee to individuals within ARIHSL.
- 6.3.5 Relationships:
- 6.3.6 Duration:

6.4 Rhode Island Library Board

The Rhode Island Library Board is a statewide group composed of citizens and representatives from libraries of all types. The Board advises the Office of Library and Information Services (OLIS) on policy issues, supports legislative initiatives, and acts as an advocacy group on behalf of libraries.

It is composed of 17 members, 15 of who are appointed by the Governor to represent various groups and interests related to library services. The Chairs of the House and Senate Finance Committees appoint the remaining two.

While the Board includes a representative from corporate or special libraries (e.g. health sciences libraries), the person appointed is not a representative of ARIHSL, nor is ARIHSL involved in the nomination of the person.

However, it is customary for the person appointed as the corporate or special libraries representative to the Library Board to inform and share information from the Board with ARIHSL members.

6.5 Coalition Of Library Advocates (COLA)

- 6.5.1 Appointment Methods:
 - 6.5.1.1 The Past President serves as the ARIHSL COLA representative.

6.5.1.2 If the Past President will be unable to attend meetings on a regular basis, the President will appoint a replacement.

6.5.2 Term:

6.5.2.1 One year.

6.5.3 Duties and Responsibilities:

6.5.3.1 Attends regular monthly COLA meetings September-June.