



Membership Category Checklist

Use the following checklist of responsibilities and your job description to decide whether you should join CILIP as an Affiliate or an Associate Member.

In many cases posts will have a mixture of the two roles. However, it is the balance of responsibilities that matters; does the balance lie more in the left-hand column, in which case the Affiliated Membership category is appropriate, or in the right-hand column, where Associate Membership would be appropriate?

Please read through the checklist and tick accordingly

AFFILIATE	✓	ASSOCIATE	✓
Acting as a point of contact for orders, receipts and payments		Planning and implementing the department's budget	
Supervising assistants in day-to-day activities		Managing and leading a team of staff	
Assisting with staff and user training		Responsibility for staff and user induction and training	
Implementing library procedures such as checking web links and collecting statistics		Designing and managing systems of control and retrieval including website development, cataloguing and indexing	
Answering general enquiries and referring specialist enquiries to the most appropriate members of staff		Building up expert knowledge of a particular subject area so that complex enquiries can be answered	
Routine searching of web based resources		Researching and writing web pages	
Placing orders for new material		Responsibility for the selection and acquisition of a range of material	
Helping with promotional activities including exhibitions and the production of leaflets		Leading the service's marketing strategy	

Name:

Signed:

Date: / /

Please return this form with your membership application form to:

Corporate Marketing & Membership,
 CILIP, 7 Ridgmount Street,
 London, WC1E 7AE
 Tel: 020 7255 0600
 Email membership@cilip.org.uk