

Industrial and Commercial Libraries Group, ICLG's response to CILIP's archive policy

Summary

ICLG endorses the intention to create a policy for the CILIP archive and offers to its help to suggest practical solutions.

Current position

Group documentation consists of:

- Minutes of meetings: AGM, main committee, events sub-committee etc
- Newsletters
- Publicity material
- Programme of events
- Website and procedures for maintaining
- Committee member responsibilities
- Treasurer's records – ledger recording incoming/outgoing monies

Our sub-group, Aerospace and Defence Librarian's Group, ADLG produce their own documentation and this is stored with them.

ICLG Scotland also produce their own documents. Both groups pass their AGM information to ICLG.

Only the AGM Minutes get returned to CILIP at present

Other material is stored by individual members and is passed on to succeeding Officers but there are no formal archiving procedures.

ICLG comments to proposals

The Group feels that it would be helpful to have a more formal archive and an appropriate procedure for lodging all types of document and in particular would wish to understand:

- Which documentation should be lodged
- Whose responsibility it should be
- When submissions should be made

In addition, it would be helpful to publicise the archive, ie, what reference information it contains and for periodical updates to be made.