

**ACRL Image Resources Interest Group**  
**Interest Group Operating Procedures**  
Approved 9/11/10

I. Name

Image Resources Interest Group (IRIG)

II. Mission/Purpose

The ACRL Image Resources Interest Group (IRIG) provides a forum for ongoing discussion of the unique issues presented by the development and support of interdisciplinary image resources in academic and research libraries.

There is a growing need across academic disciplines for access to quality research and instructional image content, and many academic libraries are responding by offering image collections as a standard resource. Libraries are playing an important role in evaluating and funding subscription image databases, and are also developing local interdisciplinary image collections, providing technical infrastructure for image collection development and delivery, and supporting research and instruction with images.

These topics and more are the focus of the ACRL Image Resources Interest Group. Additional issues of interest include (but are not limited to):

- Selecting and using subscription image databases
- Choosing digital asset management and presentation tools
- Working with images across systems and platforms
- Supporting faculty research and teaching with images
- Developing interdisciplinary image collections
- Collaborating with academic departments and across library units to support image resource development and use
- Image cataloging and metadata
- Effective access to image resources through library web sites
- Visual literacy
- Image copyright
- Digital capture

The Image Resources Interest Group was established and approved as a new Interest Group by the ACRL Board in June 2009.

III. Participation and Membership

Any member of the American Library Association may participate in the ACRL Image Resources Interest Group. Any member of the Association of College and Research Libraries may elect membership in the ACRL Image Resources Interest Group. Every member of the interest group has the right to vote and is eligible to hold office.

IV. Meetings

The ACRL Image Resources Interest Group will hold an open meeting for members and interested individuals at the time of the ALA Annual Meeting and the ALA Midwinter Meeting. The IRIG will also work outside of Midwinter and/or Annual Conference to increase group participation, efficiency, and productivity. Typically, the IRIG will meet in person at ALA Annual, and virtually around the time of ALA Midwinter.

The ALA Policy Manual 7.4.1 defines a meeting as “an official assembly, for any length of time following a designated starting time, of the members of any board, committee task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions.” Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meetings subject to the open meetings policy (ALA Policy 7.4.4).

There is a distinction between carrying on work of a committee electronically and conducting an electronic meeting. Asynchronous electronic discussions by email or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time (ALA Policy Manual 7.4.1).

## V. Officers

The ACRL Image Resources Interest Group will be governed by a Steering Committee, consisting of a Convener, an Incoming Convener, and a Past Convener. A Discussion List/Website Administrator will be a fourth IRIG officer. Other informal officer positions may include: programming chair, project chair, or other positions as needed to convene subgroups and/or carry out the business of specific initiatives. These informal positions do not represent official ACRL appointments. All positions are appointed by the Steering Committee.

### A. Terms

The Convener will assume the role of Past Convener, and the Incoming Convener will assume the role of Convener, after the conclusion of ALA Annual. Conveners will serve one year in each role. The Discussion List/Web Administrator will serve a two-year term.

The new Incoming Convener will be appointed by the Convener and Past Convener. A call for volunteers will be posted to the discussion list (acrl-ir) each year around the time of ALA Midwinter, and the appointment will be made by May 1 of the same year so that the incoming convener can participate in the ACRL New Leader Orientation in mid-May.

All terms begin on July 1 and end on June 30 of the following year.

The Discussion List/Web Administrator will be appointed every two years by the Steering Committee (Convener, Past Convener, and Incoming Convener). A call for volunteers will be posted to acrl-ir before ALA Annual of the second year of the appointment, the call will be repeated at the IRIG meeting at ALA Annual of that year, and the appointment will be made and the position assumed by July 1 of the same year.

Program or project chairs will serve fixed-duration terms, determined by the start and end dates of the project.

## B. Roles/Duties

**Convener:** The Convener is responsible for participating in the Communities of Practice Assembly, scheduling any desired meetings for ALA conferences, maintaining communication with the ACRL staff about changes in membership, following ALA policies and procedures, ensuring the written operating procedures are developed and remain current, and submitting a Strategic Plan Implementation Report to the Board of Directors around May. If an Interest Group seeks to continue beyond each three year term, the Convener, with the assistance of the Past Convener and Incoming Convener, is responsible for submitting a report and rationale for the continuation at least six months before the Interest Group's sunset date.

**Past Convener.** The Past Convener is responsible for helping the Convener smoothly continue the operations and activities of the Interest Group. The Past Convener will be available to support the Convener with all duties and tasks, as requested. The Past Convener and the Convener will appoint the new Incoming Convener after each ALA Midwinter meeting.

**Incoming Convener:** The Incoming Convener is also a member of the Communities of Practice Assembly and is responsible for assisting the convener with the vital operations of the Interest Group. This includes but is not limited to assisting with programming, communications, and the development and execution of other Interest Group projects. The Incoming Convener will be appointed by May 1 and will assume the positions and responsibilities of the Convener on July 1.

**Discussion List/Website Administrator.** The Discussion List/Website Administrator will administer the acrl-ir listserv, will maintain and administer the IRIG website, and will work with the Steering Committee (Convener, Past Convener, and Incoming Convener) to develop website content. The Administrator will serve a 2-year term.

**Program/project chairs.** Program/project chairs will manage and direct development of the programs and projects they are appointed to oversee, including appointing working groups, setting priorities, and developing timelines. Program/project chairs will meet with working groups around the times of ALA Annual and ALA Midwinter, and will conduct business throughout the year as appropriate. Program/project chairs will communicate regularly with the Steering Committee, and will report to the the IRIG at Midwinter and Annual IRIG meetings.

## C. Vacancies

In case of a vacancy in the office of Convener, the Incoming Convener will serve as Convener for the remainder of the uncompleted term, and will continue in that office for the term for which he or she was originally appointed to serve as Convener. In case of a vacancy in the office of Incoming Convener or Discussion List/Website Administrator, the Steering Committee may either appoint an acting officer, or allow the position to remain vacant until the beginning of the new term.

## V. Budget

The Steering Committee will determine IRIG budget allocations, and the Convener will communicate with ACRL staff about budget decisions and approve expenditures for reimbursement.

## VI. Interest Group Review

Interest Groups must be renewed by the ACRL Board of Directors every three years. Interest Groups must submit a Board Action Form to the Board six months before the three-year renewal date, with a recommendation for renewal. The next renewal date for the IRIG will be June 2012, with a Board Action Form recommendation to be submitted in December 2011.

The IRIG Steering Committee will conduct a review of the IRIG in advance of each renewal cycle in order to prepare a well-documented recommendation for continuation to the ACRL Board. The review process will also be an opportunity to adjust or update the Mission/Purpose statement to address members' current interests and needs. The results of the review will inform and accompany the Board Action Form required for renewal.