

MATERIAL FOR THE IRSCL ARCHIVES CHECKLIST FOR IRSCL PRESIDENTS, ARCHIVISTS AND SECRETARIES

Listed below are the documents and material which should be collected for the IRSCL during your 2-year term of office. Please make sure to decide from the very beginning which member of the Board is responsible for collecting the material (it might make most sense for the recording secretary to do so). After your term of office, please pre-sort the material into the different categories listed below, using a light folder or envelope for each, add a list with the name, country and position of each Board member and, if possible, a photo of the Board. A copy of any IRSCL publications (e.g., *IRCL* journals) which are published during the Board's term should also be sent to the Archives.

Remember, the Institut für Jugendbuchforschung in Frankfurt kindly houses the archives, but it places the material in the archive exactly as it is sent, so please take care to label and order the different items/envelopes carefully.

- **Board meetings** (separate envelope for each meeting with place and date)
 - agenda
 - minutes

- **Congress**
 - congress website (for digital archive)
 - congress program
 - paper & panel abstracts
 - material objects (banners, posters, etc.)

- **General Membership Meeting** (place, date)
 - agenda
 - minutes
 - financial report
 - any other documents pertaining to matters on the agenda (such as proposed amendments to the bylaws)

- **IRSCL Award**
 - book award/ honor book award
 - edited book award

- **IRSCL Research Grant**
 - recipient and their application form

- **IRSCL Travel Grant**
 - recipient and their application form

- **IRISCL Honorary Fellow**
- **Symposium/ Conference** (place, date)
 - key correspondence
 - programme
 - list of participants
 - book of abstracts (if applicable)
 - proceedings (if applicable)
- **Membership Directory** (date set on August 1st for an annual printout copy)
- *IRISCL* journals and any other **IRISCL publications**
- **Photos/visual material** (e.g. photos of the Board, Symposium, and presentation of Awards etc.) Please make sure to note on the back the names of the people and where and when the picture was taken)
- **Miscellaneous:** any general documents relating to activities or thoughts on activities of the IRISCL, the Board, Conference organisation/practice, or important correspondence which you feel should be kept for future reference.

General note: for reasons of data-protection the Archive does not house material which does not belong in the public domain such as membership application forms and correspondence, letters of acceptance/rejections of papers for conferences, applications for the awards and grants (other than those of the recipients), etc.

The current Archivist should have a CD which contains a copy of the files of all the documentation. This should be updated at the end of the term of office and passed on. In **Box 1** which contains the meta documentation (contents of all the Archive Boxes) there are also the following lists which **have to be updated** after every term of office and sent as printed lists along with the material for the term of office:

- List of Presidents of the Society
- List of Symposia
- List of Published Proceedings (up to 2005)
- List of Conference Proceedings in Archives
- List of Recipients of the IRISCL Award (since 1995), Honour Books (since 2001), and Edited Book (since 2015)
- List of Recipients of the IRISCL Research Grant (since 1993)
- List of IRISCL Fellows (Honorary Members) (since 2001)
- List of Contents of Archive Boxes

Please send all the material for the 2-year period carefully sorted and labelled in **one** package to:

Johann Wolfgang Goethe-Universitaet Frankfurt/M
Institut fuer Jugendbuchforschung - IRSCL ARCHIVES
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