Annual Report 2012
International Relations Committee

Submitted by: Holly Hatheway
Robert B. Haas Family Arts Library, Yale University
T: 203.432.6219  F: 203.432.0549
E: holly.hatheway@yale.edu

Leadership Update:

Chair: Holly Hatheway 2012-2014
Art and Architecture Librarian
Assistant Director for Collections, Research & Access Services
Robert B. Haas Family Arts Library, Yale University
P.O. Box 208318  New Haven, CT  06520
Phone: 203-432-6219
E-mail: holly.hatheway@yale.edu

Ex-Officio: Katie Keller 2010-2013
Art & Architecture Library
Stanford University
1807 Woodhaven Pl
Mountain View, CA 94041
650-254-005, 650-725-9274
kkeller@stanford.edu

Board Liaison/Canadian Representative:
Daniel Payne, 2012-2014
Head, Instructional Services
OCAD University
Dorothy H. Hoover Library
100 Mccaul St.
Toronto, ON M5T 1W1 Canada
Phone: 416-977-6000 x217
E-mail: dpayne@ocadu.ca

MEMBERS:
New/Incoming:

Christina K. Peter
Head of Acquisitions
Frick Art Reference Library
10 E. 71st Street
New York, NY 10021
Phone: 212-547-0691
E-mail: peter@frick.org

To be Decided
New member
**Current Members:**

**Clayton Kirking, 2012-2014**  
Chief, Art Information Resources  
New York Public Library  
Stephen A. Schwarzman Building  
476 Fifth Avenue, Room 313  
New York, NY 10011  
212 930 0722  
212 930 0530 (fax)  
claytonkirking@nypl.org

**Nicole Finzer, 2012-2014**  
Northwestern University  
Visual Resources Librarian  
1970 N. Campus Drive  
Evanston Illinois 60208  
n-finzer@northwestern.edu  
(847) 467-1666

**Kevin Madill, 2012-2014**  
Librarian, Art + Architecture + Planning  
University of British Columbia  
Irving K. Barber Learning Centre  
1961 East Mall  
Vancouver, BC V6T 1Z1  
Phone: (604) 822-4474  
kevin.madill@ubc.ca

**OUTGOING for 2013:**

**Rodica Tanjala Strauss** 2011-2013  
Frick Art Reference Library of The Frick Collection  
10 East 71st Street New York, NY 10021  
Tel.: 212/547-0653  
Cell: 917/439-4029  
krauss@frick.org  
www.frick.org

**Shalimar Abigail Fojas White** 2011-2013  
Manager, Image Collections and Fieldwork Archives  
Dumbarton Oaks Research Library and Collection  
1703 32nd Street, NW Washington, DC 20007  
Email WhiteS@doaks.org

**REPORT:**

I. **Leadership:** Holly Hatheway became chair of the IRC in April 2012, replacing Katie Keller who became Ex-Officio. She will be chair until the 2014 conference in Washington, DC. We will select a vice-chair/Chair-elect for 2013 at the Pasadena conference IRC meeting. Over 70 renewing members of ARLIS/NA expressed an interest in joining/working with the IRC. Members of the current IRC are drawing from this pool to find promising new committee members.

II. **Hosting:** The IRC successfully hosted the first Study Trip for a group of ten German art and museum librarians who visited NYC Metropolitan area, April 14-22 (26),
2012. (see trip itinerary as Appendix 1). The planning task force included Rodica Krauss, Holly Hatheway, Debbie Kempe and Katie Keller who put together the NYC/New Haven itinerary. Some of this group continued on to Washington, D.C. Kristen Regina and Shalimar Fojas White are planned the local DC itinerary. (see itinerary as Appendix 2)

III. Study Trip: August 12-17, 2012, the IRC planned its fifth Study Trip to Scandinavia (see the trip report as Appendix 3). The IRC created a Task Force consisting of Holly Hatheway, Nicole Finzer and Scandinavian contacts who put together the Study tour to Helsinki and Stockholm. The trip was held in conjunction with the IFLA Arts Section Meeting which took place in Helsinki, Finland, Aug. 12-17th.

IV. Charge from the Executive Board: Creation of an official Checklist, Application, Waiver and Emergency Contact form for Study Trip planning and execution completed. (see as Appendix 4)

V. Charge from the Executive Board: Creation of an official Checklist for Hosting a Study Trip in the US completed. (see as Appendix 5)

VI. Samuel H. Kress European Travel Award: Three strong applications were received for the before the March 1, 2013 deadline. Elizabeth “Lily” Pregill is the winner and will be attending the colloquium From Wunderkammer to e-Resource: Promoting Art Information Across Borders in the 21st Century from June 8-15, 2013 in Berlin, Germany. She will present a paper entitled Oops, Seite nicht gefunden: Collection Building in the Digital World. Lily is a consultant currently working as a Project Coordinator and Systems Manager for NYARC: The New York Art Resources Consortium in New York.

VII. Strategic Plan participation: Below are the goals, objectives and actions that were assigned to the IRC. See completed tasks in italics.

VIII. ARLIS/NA Getty Grant for Hosting Latin American Librarians at ARLIS/NA Pasadena
- IRC participation
  - Chair of IRC to organize local non-ARLIS/NA volunteers
  - Chair of IRC to help with collating welcome packets
  - Members of IRC to participate in receptions and forums targeted to Latin American Visitors
  - Members of IRC will volunteer for other duties as assigned during conference.

IX. Invitation only Berlin Study Tour:
- Berlin Study Tour in June 2013 for Hosts of German Librarian Study Tour in April 2012. German Librarian Group Leader Evelin Morganstern has organized a study tour for those who hosted in April 2012 in NYC, New Haven, and DC which will coincide with the symposium “From Wunderkammer to e-Resource: Promoting Art Information Across Borders in the 21st Century” from June 8-15, 2013 in Berlin. Deborah Kempe, current President of ARLIS/NA, will be presented with the 2013 "John Jacob Astor Award in Library and Information Science“ from the Checkpoint Charlie Foundation and host the colloquium.

X. IFLA Singapore August 2013
- Australia Study Tour of Australian Art Libraries and Museums
- 8 – 16 August 2013
• Sydney, Canberra and Darwin, Australia

XI. **Future Study Trip Planning**
   • 2014: Prague, Budapest (maybe Vienna)
     o Targeted organizers: Christina Peter and Holly Hatheway
   • 2015: South America or other non-European location

XII. **There are no concerns to report to the Executive Board**
# APPENDIX 1:

**Study Tour to New York, New Haven, and Washington DC (optional) for 9 Art and Museum Librarians from Germany organized by the Art Libraries Society of North America International Relations Committee**

**April 14-22 (26), 2012**

**Detailed Itinerary**

<table>
<thead>
<tr>
<th>Saturday, April 14</th>
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<tbody>
<tr>
<td><strong>AM</strong> Individual arrival in New York – ARLIS/NY members will help with directions to hosts</td>
</tr>
<tr>
<td><strong>Contact:</strong> Deborah Kempe, President, ARLIS/NA  <a href="mailto:kempe@frick.org">kempe@frick.org</a> - Tel: 212-547-0658</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sunday, April 15</th>
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<tbody>
<tr>
<td><strong>AM</strong> Free time</td>
</tr>
<tr>
<td><strong>PM</strong> Kick off dinner event hosted by ARLIS/NA. Location: Home of Clayton Kirking: Address: 29 Washington Square West, New York, NY</td>
</tr>
<tr>
<td><strong>Contact:</strong> Deborah Kempe, President, ARLIS/NA <a href="mailto:kempe@frick.org">kempe@frick.org</a> - Tel: 212-547-0658</td>
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<table>
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<tr>
<th>Monday, April 16</th>
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<tbody>
<tr>
<td><strong>9 am</strong> Visit Columbia University, including Avery Architectural and Fine Arts Library, Rare Books and other parts of the University. Address: 300 Avery, 1172 Amsterdam Ave., New York, NY 10027</td>
</tr>
<tr>
<td><strong>Contacts:</strong> Carole Ann Fabian, Director, Avery Architectural and Fine Arts Library <a href="mailto:caf2140@columbia.edu">caf2140@columbia.edu</a> - Tel: 212-854-3068 and Barbara Rockenbach, Director of the Humanities and History Libraries <a href="mailto:brockenbach@columbia.edu">brockenbach@columbia.edu</a> - Tel: 212-854-1341</td>
</tr>
<tr>
<td><strong>12 pm</strong> Lunch, Seminar room, Avery Library</td>
</tr>
<tr>
<td><strong>2:30pm</strong> Walking tour of Highline  Tour guide: Andre Hurni, Registered Architect, AIA  Tel: 917-952-4372  Meet Andre at 2:30.  Subway: Take 1 Downtown to 96th St. Transfer on same platform to 2 or 3 Express Downtown to 14th St stop. Exit 14th St. walk west to southernmost point of Highline Park at Gansevoort St. Entry to Highline Park there. Go up staircase entrance at Gansevoort. Go to southernmost point at cul-de-sac to meet Andre. <a href="http://www.thehighline.org/about/maps">http://www.thehighline.org/about/maps</a></td>
</tr>
<tr>
<td><strong>4-5 pm</strong> Tour of Fred Sandback Decades exhibition at the David Zwirner Gallery  Address: 525 West 19th Street  New York, NY 10011  Tel: 212-727-2070</td>
</tr>
</tbody>
</table>
## Tuesday, April 17

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>10-2 pm</td>
<td>Tours of Frick Art Reference Library and Frick Collection with lunch in the Walnut Room. Address: 10 E. 71st St., New York, NY 10021 Contact: Deborah Kempe, Chief, Collections Management and Access; President, ARLIS/NA <a href="mailto:kempe@frick.org">kempe@frick.org</a>, <a href="mailto:library@frick.org">library@frick.org</a> Tel: 212-547-0658</td>
</tr>
<tr>
<td>2:30 pm</td>
<td>Watson Library, Metropolitan Museum and galleries. Address: 1000 Fifth Avenue, New York, N.Y. 10028-0198 Contact: Ken Soehner, Chief Librarian, Watson Library <a href="mailto:ken.soehner@metmuseum.org">ken.soehner@metmuseum.org</a>. – Tel: 212-570-3934, 212-650-2625 Nancy Mandel, Watson Library, <a href="mailto:nancy.mandel@metmuseum.org">nancy.mandel@metmuseum.org</a> Tel: 212-570-3933</td>
</tr>
<tr>
<td>5:30 pm</td>
<td>Drinks at downtown home of Ken Soehner. Address: 145 Nassau Street Apt 10A, New York, NY 10038 Tel: 917-650-7609</td>
</tr>
</tbody>
</table>

Dinner: On your own. Recommendations in the neighborhood will be distributed

## Wednesday, April 18

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</table>
| All day| Travel on Amtrak from Penn Station to New Haven, Conn. to visit Yale University. Visits to Arts Library, Yale Center for British Art, Beineke Library, other notable buildings.  
- The group should meet at 8:15 (not later!) under the big Train marquee in the center of the Amtrak hall at Penn Station.  
- North East Regional # 170, which leaves at 8:30 am.  
- Arrival in New Haven at 10:06 am.  
- Meet Holly Hatheway at train station  
- Take taxi to 190 York Street (at Chapel) $6-8 with tip  
- 10:30am Tour of Haas Arts Library and Rudolph Hall  
11:30am Yale Center for British Art Library Tour  
12:30 Luncheon provided at the Yale Center for British Art  
2:00 Tour of Central Campus/Sterling Memorial Library  
2:30 Tour of Beinecke Library  
3:30-5pm Optional self-guided tours to Yale University Art Gallery |
and/or Yale Center for British Art (galleries close at 5pm)
- Dinner in New Haven (List of local restaurants will be provided)
- Free Shuttle to NH Train Station from Phelps Gate (7:20pm)
- 8:14 pm TakeTrain (# 177) back to NYC, arrival: 9:50 pm

Contacts:
- **Allen Townsend**, Director, Robert B. Haas Family Arts Library
  allen.townsend@yale.edu - Tel: 203-432-2642
- **Holly Hatheway**, Assistant Director, Collections, Research and Access Services, Robert B. Haas Family Arts Library
  holly.hatheway@yale.edu - Tel: 203-432-6219

### Thursday, April 19

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9 am</td>
<td>Continental breakfast and visit to the Library and Archives of the Museum of Modern Art. Address: 11 West 53rd Street New York, NY 10019. Time to visit MoMA galleries. Contact: <strong>Milan Hughston</strong>, Chief of Library and Museum Archives <a href="mailto:milan_hughston@moma.org">milan_hughston@moma.org</a> - Tel: 212-708-9409</td>
</tr>
<tr>
<td>1 pm</td>
<td>Lunch and tour of New York Public Library. Address: Fifth Avenue at 42nd Street, New York, NY 10018-2788 Contact: <strong>Clayton Kirking</strong>, Chief of Art Information Resources <a href="mailto:claytonkirking@nypl.org">claytonkirking@nypl.org</a> - Tel: 212-930-0722</td>
</tr>
<tr>
<td>4-6 pm</td>
<td>Reception at ARTstor offices. Address: 151 E. 61st St., New York, NY 10065 Contact: <strong>Ian McDermott</strong>, Collection Development Associate <a href="mailto:Ian.McDermott@artstor.org">Ian.McDermott@artstor.org</a> - Tel: 212-500-2413</td>
</tr>
<tr>
<td></td>
<td>Dinner On your own</td>
</tr>
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### Friday, April 20

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<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>10-12</td>
<td><strong>Fales Library &amp; Special Collections</strong> (for example Downtown Collection) at NYU. Address: 70 Washington Square South, 3rd Floor of NYU’s Bobst Library, New York, NY 10012 Meet Holly Hatheway at the entrance to Bobst Library, 70 Washington Square. Tel: 203-645-9551 Contact: <strong>Marvin Taylor</strong>, Director <a href="mailto:mjt1@nyu.edu">mjt1@nyu.edu</a> - Tel: 212-998-2596 Lunch provided by NYU</td>
</tr>
<tr>
<td>3pm</td>
<td><strong>Brooklyn Museum Libraries and Archives</strong>. Address: 200 Eastern Parkway, Brooklyn, NY 11238-6052 Contact:</td>
</tr>
</tbody>
</table>
Deirdre Lawrence, Principal Librarian
deirdre.lawrence@brooklynmuseum.org – Tel: 718-501-6308

Time to visit museum. Reception to follow at Deirdre’s home:
199 Berkeley Place between Seventh and Eighth Avenues in Park Slope:

Google Map:

199 Berkeley Pl

The closest subway: 2 or 3 to Grand Army Plaza, or B train to Flatbush Avenue:

Mapping tool to get to 199 Berkeley Place

Saturday, April 21

<table>
<thead>
<tr>
<th>AM</th>
<th>free time</th>
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<tbody>
<tr>
<td>PM</td>
<td>free time</td>
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</tbody>
</table>

Sunday, April 22

| Individual departure NYC – Travel to Washington/Home |
## Study trip to Washington, DC for 5 AKMB members from Germany and Switzerland, organized by ARLIS/NA International Relations Committee

### April 22-26, 2012

**Sunday, April 22nd**

- **Group Arrival to Union Station, Washington, DC**

**Monday, April 23rd**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>10:00 am - 11:30 am</td>
<td>American Art/National Portrait Gallery (AA/PG) library</td>
</tr>
<tr>
<td></td>
<td>The Victor Building</td>
</tr>
<tr>
<td></td>
<td>750 9th Street, NW</td>
</tr>
<tr>
<td></td>
<td>Gallery Place/Chinatown metro (Green, Red, Yellow lines)</td>
</tr>
<tr>
<td></td>
<td>Contact: <em>Doug Litts</em>, Head, Library 202-633-8230</td>
</tr>
<tr>
<td>11:30 pm - 1:00 pm</td>
<td>Museum visit / Lunch</td>
</tr>
<tr>
<td></td>
<td>Lunch in the courtyard at AA/PG to maximize time and to enjoy the new glass roof.</td>
</tr>
<tr>
<td>1:30 pm - 3:00 pm</td>
<td>Natural History Museum Library</td>
</tr>
<tr>
<td></td>
<td>Walk to 10&lt;sup&gt;th&lt;/sup&gt; Street and Constitution Ave</td>
</tr>
<tr>
<td></td>
<td>Contact: <em>Gil Taylor</em>, Assistant Head, Library 202-633-1680</td>
</tr>
<tr>
<td>3:30 pm - 5:00 pm</td>
<td>National Museum of African Art Library</td>
</tr>
<tr>
<td></td>
<td>Walk to 950 Independence Ave, SW</td>
</tr>
<tr>
<td></td>
<td>Contact: <em>Janet Stanley</em>, Head, Library 202-633-4680</td>
</tr>
<tr>
<td>6:00ish pm - 8:00pm</td>
<td>Buffet dinner at home of Kristen Regina open to all participants and ARLIS DC chapter members</td>
</tr>
<tr>
<td></td>
<td>The Circulator bus will take you very close to my house (this will take about an hour as it makes frequent stops); a taxi is probably easiest for those without a car; street parking is generally straightforward</td>
</tr>
<tr>
<td></td>
<td>Address: 2030 37&lt;sup&gt;th&lt;/sup&gt; St. NW</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20007</td>
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<tr>
<td></td>
<td>Phone: 202-338-7266</td>
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**Tuesday, April 24th**

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<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>10:00 am - 12:30 pm</td>
<td>National Gallery of Art Library</td>
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<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; and Constitution Ave, NW</td>
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<tr>
<td></td>
<td>Closest Metro stations: Archives/Navy Memorial (Green/Yellow line); judiciary</td>
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<tr>
<td>Time</td>
<td>Activity</td>
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<tr>
<td>12:30 – 2:00 pm</td>
<td>Lunch, NGA Refectory, museum</td>
</tr>
<tr>
<td>2:30pm – 5:00pm</td>
<td>Library of Congress art division and general spaces</td>
</tr>
<tr>
<td></td>
<td>Someone will escort you up the hill to the Library of Congress</td>
</tr>
<tr>
<td></td>
<td>Contact: Kathy Woodrell, Reference Specialist, Fine and Decorative Arts</td>
</tr>
<tr>
<td></td>
<td>Humanities &amp; Social Sciences Division</td>
</tr>
<tr>
<td></td>
<td>Contact: <a href="mailto:kwoo@loc.gov">kwoo@loc.gov</a> Tel: 202-707-0945</td>
</tr>
<tr>
<td></td>
<td>Free Night</td>
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**Wednesday, April 25th**

**10 -12:30 pm**

Dumbarton Oaks

Tours of the Library, Rare Book Collection, the Museum and an excursion to the gardens (weather permitting)

1703 32nd Street, NW 20007

No metro nearby (it is a pleasant 30(?) minute walk from the Dupont metro

Station on the Red line, approximately 1.5 miles); a taxi will be easiest; ample street parking for those with cars

Contacts:
Sheila Klos, Library Director Kloss@doaks.org,
Gudrun Bühl, Museum Director, buhl@doaks.org
Shalimar White, Manager, Image Collections and Fieldwork Archives whites@doaks.org – Tel: 202-339-6972

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td></td>
<td>Free Time</td>
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</table>

**5:00pm – 8:00pm**

Farewell dinner for German guests and library hosts at home of Gregg Most

A taxi is easiest; street parking is generally straightforward

Address:
916 9th Street, NE
Washington, DC 20002

**Thursday, April 26th**

Individual departure WDC
Summary: The ARLIS/NA (IRC) International Relations Committee organized, with our Scandinavian colleagues, a six day Study Tour. The tour immediately followed the IFLA Art Satellite Conference organized by ARLIS/Norden in Helsinki, Finland. Several of the Study Tour participants also attended the conference. The following ARLIS/NA Members attended the Study Tour:

1. Holly Hatheway (Yale University, New Haven CT)
2. Christina Peter (Frick Art Reference Library, New York NY)
3. Lindsay King (Yale University, New Haven CT)
4. Nicole Finzer (Northwestern University, Evanston, IL)
5. Sandra L. Brooke (Princeton University, Princeton NJ)
6. Marilyn Russell (Haskell Indian Nations University, Lawrence KS)
7. Sonja S. Staum-Kuniej (IUPUI University, Indianapolis, IN)
8. Rodica Tanjala Krauss (Frick Art Reference Library, New York NY)
9. Lori Salmon (Museum of Modern Art, New York NY)
10. Ryan Evans (Museum of Modern Art, New York NY)
11. Maggie Long (Palmer School of LIS, NY)
12. Deborah Kempe (Frick Art Reference Library, New York NY) (Stockholm only)

Holly Hatheway, current Chair of the IRC Committee, assembled the schedule with four Scandinavian colleagues: Eila Rämö, of Aalto University; Satu Lindberg of the Arts Council of Finland; Annika Peurell of the Nordiska Museet, Stockholm; and Maud Roberts of the University of Stockholm. Nicole Finzer, a member of the IRC Committee, compiled a comprehensive travel guide of restaurants, shopping, tourist destinations and other topics of interest. All Study Tour participants contributed to a PDF face book document that offered contact information and photos of themselves and their Libraries. All participants were responsible for travel arrangements, lodging and food. Scandinavian hosts offered 1 formal lunch and numerous coffee and pastry assortments.

Helsinki, Finland August 12-14:
The group began the tour on Sunday, August 12 with a free day to explore local museums, historic sites and settle into the centrally located Sokos Hotel Aleksanteri. Many of us visited the Helsinki Design Capitol 2012 Pavilion, the Design District, and other museum and historic architectural sites.

On the second day of the tour we were invited to the Aalto Design University Campus Library and were hosted by Library Director Eila Rämö. She gave a tour of the medium-sized library space, many studios within the art school campus, and led a discussion of the many financial and budgetary issues happening in Finland. The theme of budget cuts in the art and humanities along with the slow culture change of government-funded institutions to foundation or charit-funded was a common discussion during both Finland and Sweden library tours. The Aalto University tour was followed by a visit to the Library of the Finnish Academy of Design nearby hosted by Head Librarian Minna Meronen and Assistant Librarian Kristiina Aunesluoma. This very small collection exists to serve the fine arts students of the
academy. Later in the afternoon we all attended a general tour of the National Library Finland, a smaller equivalent to our Library of Congress here in the United States. The architecturally significant National Library also serves the University of Helsinki and offers a large rare book collection. We ended the day with an excellent tour of the Rikhardinkatu branch of the Helsinki City Library hosted by arts specialist Jyri-Petteri Volkoff. This branch has the largest art book collection, an artist book collection, and an art lending library where patrons can rent and buy works by local artists.

On our third day in Helsinki we visited the Library of the Museum of Contemporary Art Kiasma, which is under the umbrella of the Ateneum Art Museum. Head Librarian Irmeli Isomäki toured us through the space and explained how their library is also the archive of all Finnish television programs and the implications of that responsibility. Next we visited the Museum of Finnish Architecture, which is the largest scholarly collection of architecture in Finland. We were hosted by Librarian and Archivist Petteri Kummala, who also discussed in depth the housing developments being constructed and renovated in Helsinki. We left Helsinki that evening via an overnight ferry to Stockholm.

**Stockholm, Sweden:**
From our overnight ferry we all checked in to the Scandic Malmen Hotel in Stockholm. Library tours in Stockholm began with an elegant lunch sponsored by the Nordiska Museet and hosted by Librarians Annika Peurell and Maria Perers, and curator Anna-Karin Jobs Arnberg. We received a tour of the library and tours of several parts of the museum’s permanent collections and temporary exhibits, all of which had an emphasis on craft, fashion and material cultures of Sweden.

On our second day of tours we were escorted again by Annika Peurell and were taken via a historic walk and ferry to the shared Library of the National Museet and Moderna Museet. Librarians Magdalena Gram and Maria Sylven and their archival staff introduced us to the highlights of their collections and renovated spaces. We were then given free access to both museums for self-guided tours.

In the afternoon we had the privilege of visiting the Royal Collections at the Bernadotte-Library with Librarian Arvid Jacobson. This is the collection of the Royal Family of Sweden in the Royal Palace in Stockholm. Beginning in the early 20th century they developed a separate art book collection and continue to add to the collection. We were toured through the King’s private library dating back to the 17th century and numerous other 18-20th century collection storage areas, and the art book collection. This particular tour was by far the most exclusive and u of all of the visits in the Study Tour.

On our last day in Stockholm we offered an optional tour of the Library at the University of Stockholm. Four of us visited and was hosted by arts librarian Maud Roberts who also gave us a comprehensive architecture tour of the campus. Other Study Tour members visited Drottingholms Castle and Gardens, the 17th century country house of the Swedish Royal Family.

**Conclusions:**
Overall, everyone agreed that the Study Tour was a great success. All aspects of the travel and tour planning were relatively smooth and any changes needed were easily executed. For future Study Tours it would be best to limit the number of participants to 15 or below, as it gets difficult to keep track of individuals in an unknown location in greater quantities.
Our hosts and tour guides were extremely gracious, knowledgeable and willing to share and discuss important information relevant to our profession. Both Finnish and Swedish institutions have similar collections and economic issues and it was both educational and enlightening to see their facilities, operations, and meet the professional staff. It is a very valuable exercise to visit and meet with other art library professionals around the world and learn how they both alike and different we all are. It would be beneficial to all ARLIS/NA members to continue offering Study Tours in the future.
APPENDIX 4:

STUDY TRIP CHECKLIST FOR IRC PLANNERS

1. **Establish contacts in country ARLIS/NA wishes to visit (up to 3 years before trip)**
   - Begin planning process at least one year prior to trips.
   - Best practice should be to have ideas for Study Trips for next 3 calendar years.
   - If possible, try to create IRC Study Trips at the site of the annual IFLA Conference or in conjunction with other international ARLIS chapter meetings when appropriate.
   - Are there relevant art library collections, museums and historic sites to visit?
   - Possibility for meetings and/or social event with local art librarians or library organization(s)?
   - Recruit ARLIS/NA members with strong connection to Study Trip locations to facilitate planning and establishing contacts.

2. **Trip logistics (1 year before trip)**
   - Set limit on number of participants: recommend less than 15 total per trip
   - Confirm if spouses/partners will be welcome on tours/meetings/social events
   - Establish dates and length of Study Trip
   - Confirm there are no conflicts with other Study Trips or relevant conferences
   - Set deadlines for submitting applications, deposits or other required materials
   - Study trip leader(s) should seek bulk hotel discounts and other travel deals
   - Announce dates, itinerary and call for applications 7-8 months before trip to allow for discount travel opportunities.

3. **Travel confirmations (6 months before trip)**
   - State Department warnings for area visited?
   - Are visas required to enter trip countries?
   - Currency type and money changing special considerations?
   - Vaccinations; water-borne illness or food contamination warnings?
4. **Steps regarding participants before trip begins (4 months before trip)**
   - Confirm ARLIS/NA Membership with ARLIS/NA Headquarters
   - ARLIS/NA Waiver is signed
   - 2 emergency contacts provided by participant is on file at ARLIS/NA headquarters and will be kept with the trip leader while in-country
   - Food allergies or medical condition information gathered

5. **Waitlist deadlines and procedures (2 months before trip)**
   - Establish deadline date
   - Proof of airfare by an established deadline or other receipt

6. **Other planning details**
   - Trip leader should establish emailing group for trip participants for announcements, updates and group communications.
   - Encourage participants to seek out other travelers as roommates to reduce costs.
   - Trip leader should build Facebook or collect short bios of participants to provide to hosts and tour guides. (optional, but very useful)
PARTICIPANT APPLICATION

ARLIS/NA – IFLA STUDY TRIP
LOCATION
DATE OF TRIP

REQUIRED INFORMATION:

NAME(S) OF ATTENDEE(S):
_______________________________________________

INSTITUTION:
_________________________________________________________________

EMAIL:
_________________________________________________________________

HOME ADDRESS:
_________________________________________________________________

PHONE:
_________________________________________________________________

ALLERGIES OR SPECIAL NEEDS:
_________________________________________________________________

2 EMERGENCY CONTACTS REQUIRED:

1. NAME ____________________________________________

    ADDRESS __________________________________________
    PHONE ____________________________________________
    EMAIL ____________________________________________

2. NAME ____________________________________________

    ADDRESS __________________________________________
    PHONE ____________________________________________
    EMAIL ____________________________________________

APPLICATIONS WILL BE RECEIVED UNTIL THE TRIP IS FULL OR [by deadline date]

BY SIGNING AND SUBMITTING THIS INFORMATION/FORM I VERIFY THAT I AM AN ACTIVE
MEMBER OF ARLIS/NA.

SIGNATURE ____________________________________________

We look forward to traveling with all of you!

[Date]  ARLIS/NA IRC Committee
RELEASE AND ASSUMPTION OF RISK

IN CONSIDERATION of Art Libraries Society of North America sponsoring the __________________ study tour (the "Study Tour"), I, ____________________________________________, for myself, my personal representatives, assigns, heirs, and next of kin:

1. FULLY UNDERSTAND that: (a.) traveling, which includes travel to, during, and from the Study Tour destination, and my stay in ______________ during the Study Tour, INVOLVES RISKS AND DANGERS of serious bodily injury, including permanent disability, paralysis and death ("Risks"); (b.) these Risks and dangers may be caused by my own actions, or inactions, or the actions or inactions of other parties, including drivers, pilots, or other travelers; (c.) these Risks and dangers may be caused by natural events; and (d.) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and (d.) I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES that I may incur as a result of my participation in, travel to, during, and from the Study Tour and my stay during the Study Tour.

2. FULLY UNDERSTAND that Art Libraries Society of North America, its employees, affiliates, officers, directors, successors, agents, and assigns ("ARLIS/NA") does not own or operate any entity which is to, or does provide goods or services for my travel, my stay, or participation in events during the Study Tour. As a result, ARLIS/NA is not liable for any negligent or willful act or failure to act of any such person, or of any other third party.

3. ACKNOWLEDGE that ARLIS/NA's ability to sponsor the Study Tour is based upon my executing this Release of Liability, Assumption of Risk. I agree that this release shall be legally binding upon me personally, all members of my family and all minors traveling with me, my and their heirs, successors, assigns, and legal representatives, it being my intention fully to assume all the risks associated with the travel to, during and from, and participation in, the Study Tour and to release ARLIS/NA from any and all liabilities to the maximum extent permitted by law.

4. HEREBY RELEASE, discharge, and covenant not to sue ARLIS/NA, and its administrators, directors, agents, officers, volunteers and employees, (each considered one of the Releases herein) from all liability, claims, demands, losses or damages on my account caused or alleged to be caused in whole or in part by the negligence of the Releases or otherwise and I further agree that if, despite this release and waiver of liability, assumption of risk, and indemnity agreement, I, or anyone on my behalf, makes a claim against any of the Releases, I will indemnify save and hold harmless each of the Releases, from any litigation's expenses, attorney fees, loss, liability, damage, or cost which any may incur as a result of such claim.

I have read this agreement, fully understand its terms, understand that have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability.
to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

Name:_________________________________________
Date:______________________________

Address:
____________________________________________________________________

Signature:_______________________________________
HOSTING A STUDY TRIP: A CHECKLIST FOR IRC PLANNERS

1. Establish contacts in country with potential visitors (up to 3 years before trip)
   - Get ARLIS/NA Board approval for hosting a study trip (1-2 years before trip)
   - Local ARLIS/NA chapter/s will also need to approve hosting a study trip and be willing to host site visits, receptions, lunches, etc.
   - Local chapter/s decide on whether to pursue home stays.

2. Annual Conference Participation
   - If the visit coincides with the annual conference, much of what follows will be handled by the conference local arrangements group:
     - Establish Organizing Committee with IRC members and other ARLIS/NA members including local chapter/s members.
     - Decide whom we will host and find a Liaison from that organization
     - In conjunction with Liaison, decide on whether study trip will coincide with ARLIS/NA annual conference or be held at an alternative time and location
     - Decide on the number of visitors (10 in 2012)
     - Investigate hotel options and gather price information for Liaison
     - Investigate home stays.

3. Liaison Activities
   - Liaison will advertise the trip to his/her members, e.g. ARLIS/UK, once location, dates and costs are established
   - Liaison will create a list of interested participants with all their contact info
   - Liaison will set a deadline for submitting applications, deposits or other required materials
   - Liaison will create a waiting list if necessary
   - Liaison will create short bios on visitors to share with hosts

4. Trip logistics
   - Organizing Committee will need volunteers to handle itinerary, hotel search and/or hosting prospects, receptions, local hosts (shepherds)
   - Itinerary planner/s in conjunction with Liaison will work on list of prospective library site visits, historic sites, museums
   - Once site visits are set, work on finding hosted luncheons, dinners, receptions
   - Prepare transportation instructions for group for airport/hotel arrival and daily transportation instructions to/from site visits
   - Arrange local shepherds for daily transportation if deemed necessary
APPENDIX 6:

GOAL: ARTICULATE NEW DIRECTIONS AND IDENTITY FOR THE PROFESSION
OBJECTIVE: Leverage and promote the art information professionals’ skills beyond the library context.
ACTIONS:
• Raise visibility of programs, policies, and initiatives developed by ARLIS/NA members and those partnerships forged with outside or affiliated institutions and consortia.
  o Promotion of members scholarly projects and presentations via the Kress Foundation Award for European Travel
  o Organized and promoted Study Tour to Scandinavia
  o Hosted German Librarian Study Tour
    ▪ Those who hosted German Librarians are invited back to Berlin for 1 week Study Tour in June 2013
  o Participated in various activities related to ARLIS/NA Getty Grant for Latin American Librarians at the ARLIS/NA Pasadena Conference
• Facilitate leadership training within the Society and across organizational borders by reaching out to leadership at related organizations.
  o Chair and members of assigned Task Force worked with Scandinavian and German Librarian leaders for Study Tour and Hosting in 2013

GOAL: CREATE STRONGER LEADERSHIP THROUGH PROMOTION, COOPERATION AND ADVOCACY
OBJECTIVE: Foster partnerships and affiliations with other professional organizations by identifying opportunities for dialogue and collaboration.
ACTIONS:
• Identify organizations with common interests, based upon ARLIS/NA members who have memberships in other professional organizations, to be targeted for affiliation.
  o IRC Members have identified and worked with librarians in local or ARLIS or similar organizations in the planning of Study Tours and Hosting
• Provide a forum in which ARLIS/NA members can highlight and share experiences from other conferences, workshops, or research in which they have participated.
  o IRC Chair presents yearly activities and trips at Annual Conference each year.

OBJECTIVE: Build stronger partnerships and programming with our North American, European and international organizations.

ACTIONS:
1. Investigate joint programming in which ARLIS/NA partners with related organizations
  o IRC reciprocal hosting and touring with German librarian group

GOAL: EMPHASIZE OUR COLLECTIONS AND STEWARDSHIP ROLE
OBJECTIVE: Provide a framework and forum for resource sharing collaborations between members and outside institutions, organizations and consortia.
ACTIONS:
• Promote current efforts of resource sharing collaborations underway by ARLIS/NA members and affiliated groups.
  o N/A