

NIPR: The National Collection of Northern Ireland Publications

RULES AND CONSTITUTION

1. OBJECTIVES OF NIPR: The National Collection of Northern Ireland Publications

The purpose of NIPR is:

- i. To collect, record and preserve all material published within Northern Ireland since 2000 and to make the collection available for consultation purposes.
- ii. To seek voluntary deposit from publishers of one copy of this material.
- iii. To promote and encourage the interchange of ideas on matters relating to publishing in Northern Ireland and to provide a forum for debate on them.
- iv. To advise libraries, publishers, Department for Communities and other bodies of the benefits of preserving and further developing access to the Northern Ireland published output.

These objectives will be fulfilled by establishing a partnership relationship with one or more library organisations who will undertake the cataloguing and storage of the NIPR collection. This relationship will be managed through a Service Level Agreement renewable every 3 years (for detail see Annex A).

2. NIPR CHAIR & TREASURER

The Chair and the Treasurer of the NIPR Management Board will each be appointed for a term of three years, serving a maximum of two terms (6 years in total).

3. NIPR MANAGEMENT BOARD

NIPR shall be under the management of a Management Board. The day-to-day administration of NIPR will be undertaken by a Manager, appointed by the NIPR Management Board on a contract basis.

The NIPR Management Board shall consist of the Chair of NIPR, the Chair of the Advisory Panel and up to eight other people, including one representative from Library members and one representative from other non-Library members.

3.1 Meetings

- The Management Board will meet no less than three times per year.
- The NIPR Manager and Chair of the Advisory Panel will attend all Board meetings in an ex-officio capacity.
- The quorum for meetings of the Board shall be a majority of the current board members, including ex officio members.

3.2 Voting

At meetings of the Board, a simple majority shall be the system of voting and the Chair shall have a deliberative and casting vote.

4. POWERS AND DUTIES OF THE NIPR MANAGEMENT BOARD

The Board shall have the following powers and duties:

- To appoint and oversee the work of the NIPR Manager.
- To approve the annual business plan and budget.
- To establish a partnership relationship with a library organization and to manage that relationship subsequently through monitoring progress against agreed targets in the Service Level Agreement.
- To prepare funding applications to the Department for Communities (DfC).
- To represent Northern Ireland on the British Library Advisory Committee.
- To appoint working groups from time to time as it may consider necessary to deal with particular subjects and to delegate to them any of its powers.
- To establish Project Boards to manage subsidiary projects.
- To appoint representatives to any other Association, Committee or Body with such power and authority as may be deemed necessary.
- To take overall control of the business and affairs of NIPR.
- To fill temporarily any casual vacancy occurring in the list of officers of the Board.
- To manage other funding applications.
- To respond to consultation documents.
- To review the scheme on an annual basis and to consider suggestions for improvement.
- To report progress on the work of NIPR to the Advisory Panel.
- To act as the Trustees for NIPR under the Charities Commission regulations. See <http://www.charitycommissionni.org.uk/media/137918/20170522-CCNI-EG042-Monitoring-and-compliance-guidance-getting-it-right-V1-2-May-2017.pdf>

5. NIPR ADVISORY PANEL

The work of NIPR will be supported by the appointment of an Advisory Panel consisting of representatives Northern Ireland libraries and publishing activity. See Appendix for Terms of Reference.

6. ACCOUNTING OFFICER

The Chair of the Management Board shall act as Accounting Officer. Cheques issued by NIPR shall be signed by two signatories, as approved by the Board.

7. REPORT

An Annual Report and Accounts shall be agreed at last meeting of the Management Board each financial year.

8. ALTERATION OF RULES

The Rules of the Management Board may be altered at any meeting of the Management Board subject to notice of any proposed alteration being given to the NIPR Manager twenty-eight days before the meeting, and full particulars therefore must be inserted in the notice calling such meeting.

APPENDIX

NIPR Advisory Panel Terms of Reference

The NIPR Advisory Panel is a sub-committee of the NIPR Management Board.

Role of the NIPR Advisory Panel

- To provide advice and harness the expertise of its members to help ensure that NIPR's plans are formulated and carried out effectively, and to provide appropriate support.
- To advise and assist the NIPR Manager and Board in identifying and securing the widest possible range of publications in building a comprehensive collection of Northern Ireland material.
- To advise and assist the NIPR Manager and Board in managing collection development policies, following best practice in library policy and procedures.
- To promote the work of NIPR in the publishing and library sector, and across the wider community.
- To provide an opportunity for those with professional expertise, or engaged in the publishing sector, to consider the wider work of the NIPR scheme and to become involved in carrying out its mission.
- To review the work and policies of the NIPR scheme and provide recommendations where appropriate.

Membership

The Advisory Panel shall seek representatives from Northern Ireland libraries and publishing activity such as the following:

- Libraries NI
- The Linen Hall Library
- The National Library of Ireland
- The Library of Trinity College Dublin
- Queen's University Belfast Library
- Ulster University Library
- National Museums Northern Ireland
- Further Education Libraries
- Northern Ireland Government Libraries
- Northern Ireland publishers
- Northern Ireland creative industries

In addition, the Advisory Panel may appoint other members or invite others to participate in particular meetings in recognition of their specialist knowledge in an area relevant to the work of NIPR.

Appointment of Chairs

The Chair of the Advisory Panel will be agreed by its members and hold office for a term of three years, for a maximum of two terms (6 years).

The Deputy Chair of the Advisory Panel will be agreed by its members and hold office for a term of three years, for a maximum of two terms (6 years).

Meetings

The Advisory Panel will meet not less than three times each year. A quorum will be six members. The Chair of the NIPR Board and the NIPR Manager will attend ex officio.

At meetings of the Advisory Panel, a simple majority shall be the system of voting and the Chair of the Advisory Panel shall have a deliberative and casting vote.

The minutes of each meeting will be provided to the NIPR Management Board.

November 2022