

## National RIdIM Centre and Working Group

### 1. Definition

- a. A National RIdIM Centre and Working Group is organised as a non-profit organisation and shares the principles of the mission of Association RIdIM as stated at <http://ridim.org/association-ridim/about-ridim>, particularly the principles of the [Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities](#).
- b. The activities of a National RIdIM Centre and Working Group are national or regional in scope
- c. Association RIdIM accepts no liability, financial or otherwise, for the activities of the National RIdIM Centre and Working Group.
- d. A National RIdIM Centre and Working Group is charged with the cataloguing of visual sources of subject matters referring to music, dance, theatre and opera at national or regional level and functions as a framework for their interpretation.
- e. The National RIdIM Centre and Working Group supports and coordinates, as part of its remit as a recognised entity within Association RIdIM, the activities of scholars working with the materials that come under its national and regional scope, but does not limit the freedom of scholars in those cases where the scholars work independently.
- f. An officially recognised National RIdIM Centre and Working Group is member of the Advisory Board of Association RIdIM consisting of the chairs of officially recognised National RIdIM Centres and Working Groups and chaired by the President of Association RIdIM.
- g. An officially recognised National RIdIM Centre and Working Group is listed on the website of Association RIdIM and qualifies for all special support programmes and measures of Association RIdIM, depending on the published application requirements.

### 2. Organisation

- a. A National RIdIM Centre and Working Group establishes its own organisational structure, manages its own internal and financial affairs, and elects a Chair. Association RIdIM can, if required, provide assistance with this process, but in all cases, the National Centre and Working Group is subject to its own internal governance and not that of Association RIdIM.
- b. The Chair of an officially recognised National RIdIM Centre or Working Group functions as liaison officer to the Advisory Board of Association RIdIM and represents an officially recognised National RIdIM Centre and Working Group on the Advisory Board of National RIdIM Centres and Working Groups established by Association RIdIM.
- c. Association RIdIM will provide support to the National Centre and Working Groups where requested in the form of cataloguing training and access to trained personnel. Where requested, specific consultancy can be provided in the cataloguing and management of sources.

### 3. Recognition

- a. To be recognised as National RIdIM Centre and Working Group the following minimal requirements must be fulfilled:
  - i. The National RIdIM Centre and Working Group is actively engaged in cataloguing of visual sources of subject matters referring to music, dance, theatre and opera at national or regional level.

- ii. The National RIdIM Centre and Working Group shares its catalogued metadata and images free of charge with Association RIdIM either by directly cataloguing into the database of Association RIdIM (freely accessible at <http://db.ridim.org>) or by establishing and maintaining a data sharing solution with Association RIdIM.
- iii. In the case of a data sharing solution, the National Centre and Working Group shall provide technical consultancy and support to the relationship in terms of management of their part of the process of establishing such a solution.
- iv. The National RIdIM Centre and Working Group establishes and maintains the framework for the interpretation of visual sources of subject matters referring to music, dance, theatre and opera at national or regional level, for example with the organisation of scholarly meetings, conferences, publications etc.
- v. Association RIdIM encourages, where feasible, the National Centre and Working Group approving a representative to attend the International Conferences of Association RIdIM. Such contribution cannot be funded by Association RIdIM.
- vi. The National RIdIM Centre and Working Group submits an annual report to the Secretary of the Council of Association RIdIM that is published in the *RIdIM Newsletter*.
- b. Official recognition as a National RIdIM Centre and Working Group shall be received by the approval of the Council of Association RIdIM based on an official application letter to this Council including the confirmation of conformity with the requirements as stated above in 3a, i-vi.

#### **4. Loss of recognition**

- a. The Council of Association RIdIM regularly reconsiders the status of National RIdIM Centres and Working Groups.
- b. A National RIdIM Centre and Working Group shall be considered to lose recognition in the following cases:
  - i. Unsatisfactory or incomplete cataloguing activities either for a period of maximum two years or in the case of recurrence. Should the National RIdIM Centre and Working Group foresee such an occurrence, on presentation of a letter of explanation this decision to withdraw recognition can be considered in the light of mediating factors.
  - ii. The abandoning of the cataloguing into the database of Association RIdIM and/or the data sharing commitment with Association RIdIM.
  - iii. The absence of annual reports in two consecutive years.
- c. Association RIdIM recognises that, in certain circumstances such as personnel changes or in times of financial flux, activities need to be suspended across all departments and institutions. Suspension of activities without the need to withdraw recognition of the organisation of the National RIdIM Centre and Working Group can be granted in exceptional cases. Application for suspension must be made in writing to the Council of Association RIdIM, addressed to the President, outlining the cause for suspension and a realistic timeline for recommencement of activities.

These terms are approved by the Executive Board of Association RIdIM and may by their nature be subject to change without prior notice.

Zurich, 25 February 2015