

## **The Embroiderers' Guild ACT Inc.**

### **Newsletters Storage Policy**

#### **Background**

The Guild receives newsletters, in both print and electronic format, mainly electronic, from interstate and overseas embroidery guilds and associations.

Newsletters share information about upcoming events including workshops and exhibitions, visiting tutors, book publications, interesting websites, and embroidery and related textile arts articles.

The Guild:

- is responsible for the receipt and recording of holdings for each newsletter received.
- Has archival responsibility through the Library, for the Embroiderers' Guild of the ACT's newsletter – the Crimson Thread.

#### **Process**

The process for the storage of newsletters applies to both hard copy and electronic newsletters, unless otherwise stated. The process ensures relevant information can be sourced and shared with Guild.

#### **Incoming newsletters**

- All incoming newsletters are logged by the Guild Secretary into incoming correspondence.
- The Guild Secretary distributes the newsletters to the classes coordinator; the weekly newsletter coordinator; the Crimson Thread coordinator and the Library coordinator.
- Both electronic and hard copy versions of incoming newsletters are to be stored/filed in the Guild Library following locations:
  - electronic – Reference Section of the Library's electronic files and archived annually.
  - hard copy:
    - current edition – filed in a display book for access for Guild members.
    - previous editions – Reference Section in a paper folder, for a period of 12 months. Editions beyond 12 months are disposed of.

#### **ACT Guild newsletters (The Crimson Thread)**

Both electronic and hard copy versions are to be filed in chronological order in the following locations:

- electronic – Reference Section of the Library's electronic files and archived annually.
- hard copy – paper folder in the Reference Section, permanently.

A complete archive of all ACT Guild Newsletters is to be maintained.

Approved by the Committee

14 October 2022