

# EAHIL Policy Statements

## POLICY STATEMENT 1

### TRAVEL EXPENSES

- The expenses of the Secretariat shall be part of the budget. Travel expenses (which may include accommodation expenses) for members of the Executive Board, the Council, members of International Programme Committees, a representative of the JEAHIL Editorial Board or others acting for the Association, may also be part of the budget, but no remunerations or fee will be allowed to them.
- Before accepting nomination as candidates for election to the Board and the Council, or as members of the International Programme Committees or other similar roles, members are expected to satisfy themselves that they will be normally able to meet, from their employer or other resources available to them, the costs of travel incurred when they attend meetings in these roles. Requests for reimbursement of travel expenses will thus normally be approved only if there has been a change in the circumstances of the member following their election/appointment.
- Reimbursement of travel expenses will be considered only if the state of the Association's finances permits it. The Board will prioritise requests according to greatest active contribution to the functions of the Association.
- Reimbursement of expenses will be made only in cases of extreme need, and all decisions will be the responsibility of the Executive Board. The Board will not be under any obligation to approve a request for reimbursement, and may approve it in full or in part as it sees fit.
- Members wishing to claim full or partial reimbursement of their travel expenses should apply in writing to the Treasurer. If the application is made in advance, it should be accompanied by an estimate of the costs likely to be incurred. If the costs have already been incurred, the application should be accompanied by receipts or other evidence. In both cases the applicant will also be required to make a declaration either that no other source of funding is available; or that partial funding from another source is available, stating how much this will be. In both cases the applicant will also normally be expected to supply evidence that the member's institution will not reimburse the amount being claimed (for example a copy of the request which has been made to the institution accompanied by the refusal).
- Where travel expenses are incurred for attendance at a Board, Council, or other committee meeting that takes place within the context of a larger meeting such as the annual conference or workshop, the Board will only consider claims for reimbursement arising from any additional costs directly attributable to attendance at the Board/Council/committee meeting.
- No member may normally receive reimbursement of travel expenses more than once in any two year Presidential period.
- Efforts should be made to use online meeting tools (e.g. Skype or telephone conference calls) as far as is practicable to allow alternatives to travel.
- Reimbursements made using this policy are, like all financial transactions of the Association, subject to audit.

Adopted by the Executive Board, Cambridge, February 2014

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## **POLICY STATEMENT      2**

### **REPRESENTATION OF INSTITUTIONAL MEMBERS**

Among the Association Members, EAHIL statutes recognize institutional full members, which are: libraries schools, bibliographical and research institutes, Faculty of medicine, etc. Institutional full members have voting rights (Art. 4, para. 1.2.).

It is a policy of EAHIL that each institutional member should be represented by a named person from the institution. The named person shall be designated by any person within the institution who can exercise such an authority.

The name of the officially designated person shall appear on the institution membership card. The named person shall be the only person to exercise voting rights within EAHIL, unless that named person has especially designated a proxy who must be a EAHIL Full member, as the case may arise and as is allowed by EAHIL statutes.

Adopted by the Executive Board, January 1993

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## **POLICY STATEMENT      3**

### **ATTENDANCE AT GENERAL ASSEMBLY**

Anyone is allowed to attend the General Assembly of the European Association for Health Information and Libraries (EAHIL) as an observer. As such, a non EAHIL member is allowed to speak from the floor. However, a non EAHIL member is not allowed to vote on any issue and should not in any circumstance be the designated beholder of a proxy form since only EAHIL Full members are allowed to exercise voting rights.

Adopted by the Executive Board, January 1993

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## **POLICY STATEMENT      4**

### **SUB GROUPS OF THE EUROPEAN ASSOCIATION FOR HEALTH INFORMATION AND LIBRARIES**

- a. EAHIL subgroups work within EAHIL to bring together groups of members on a subject, special interest, national, regional or other basis. They contribute to the strength of EAHIL and encourage members to take an active interest in professional affairs.
- b. Subgroup members must be current members of EAHIL.
- c. Subgroups are expected to be run in accordance with EAHIL's aims and objectives and to work in collaboration with other professional bodies.
- d. The establishment of new subgroups must be approved by the Board. Normally proposals for a new subgroup should take the form of a paper submitted to the Board which includes the following information: the name of the proposed subgroup, a simple statement of the aims and objectives, the names of at least 10 current members of the Association.
- e. Each subgroup must have a Chair and a Secretary. These officers must be chosen by the subgroup for a term of office of four years with the option of re-election.
- f. The subgroup must submit a formal annual report to the EAHIL Board within a month after each year's Conference or Workshop including the following information: names of subgroup officers, membership numbers, and details of activities in the past year and during the

Conference or Workshop. The annual report will be submitted for publication in the issue of JEAHIL following the Conference or Workshop. Subgroups are also strongly invited to submit quarterly updates to JEAHIL, according to copy deadlines for each issue, to report activities during the course of the year.

Subgroup officers also have a standing invitation to attend Council meetings to present activity reports.

- g. EAHIL officers and its Secretariat are there to help subgroups operate as effectively as possible. Help can be practical, such as supervision of elections, or take the form of advice and guidance on practical or professional matters.
- h. Subgroups are encouraged to use the web-based and e-mail infrastructure of EAHIL. Subgroups can have their own web pages on the EAHIL webserver and an EAHIL e-mail discussion list will be set up for group communication.
- i. The Journal of EAHIL can be used as a tool for the promotion of new subgroups. Subgroups are expected to submit regular reports to JEAHIL as a means of keeping all members in touch with subgroup news and activities.
- j. Subgroups may use EAHIL's name and logo for communications, for announcements of events and for similar purposes.
- k. Subgroups do not normally incur any financial obligations. If subgroups would like to start any financial activities approval from the Board must be sought first. If approved, a Treasurer must be elected and semi-annual accounts must be submitted to the EAHIL Treasurer. The Board may withhold or retract approval of financial activities.
- l. The EAHIL Board may wind up a subgroup if it has (a) become defunct, (b) failed to submit an annual report, or (c) failed to observe any of the other conditions set out in this document. Normally subgroups will only be wound up as a last resort and after other courses of action have been tried and failed.

Revised by the EAHIL Executive Board, Brussels, February 2015

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## **POLICY STATEMENT      5**

### **EAHIL PUBLICATIONS AND AUTHORS' RIGHTS:**

EAHIL supports the principles and objectives of Open Access. It is a signatory to the Budapest Open Access Initiative and the Berlin Declaration on Open Access. It endorses the use of Creative Commons licences to further these objectives.

In accordance with these principles, the Journal of EAHIL will by default apply the Creative Commons CC-BY licence to all papers it publishes. Under the terms of the CC-BY licence the author retains ownership of copyright for the work, but permits others to copy, distribute, or display the work, to make derivative works, and to make commercial use of the work, provided in all cases that the work is attributed to the original author. Variations on this default licence may be used if required by, for example, the author's employer.

Adopted by EAHIL Executive Board, Cambridge, February 2014

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## **POLICY STATEMENT 6**

### **GUIDELINES ON PRESENTATIONS WITH COMMERCIAL INTERESTS**

Submission of papers or posters for presentation as part of the scientific programme at conferences or workshops from publishers, vendors or other commercial firms will be accepted for consideration by the relevant programme committee. They must be submitted in accordance with the procedure required by the Call For Papers, and their suitability for acceptance will be evaluated objectively using the same criteria applied to all submissions to the scientific programme, without regard for any financial or other commercial relationship that might exist between the submitter and the Association.

Adopted by EAHIL Executive Board, Cambridge, February 2014

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## **POLICY STATEMENT 7**

### **MEMBERS AND GROUPINGS OUTSIDE THE MEMBER STATES OF THE COUNCIL OF EUROPE**

Health information specialists from many countries outside the member states of the Council of Europe remain very interested in joining EAHIL and coming to EAHIL events. We welcome the fruitful exchange of knowledge and ideas that arises from the global profile of our members and delegates. The EAHIL Board recognises the benefit to our individual members and to the organisation as a whole, especially in the collaborations that arise between members on different continents, and seeks actively to collaborate with sister organisations around the globe.

Should members from outside the member states of the Council of Europe request it, EAHIL can aid and advise in the formation or further development of independent associations by exchanging experience, for example by inviting a representative to observe some of the formal business of the Council and Board. However, members in this category should not be made into regional divisions of EAHIL.

Adopted by EAHIL Executive Board, Brussels, 1 March 2016, approved by the General Assembly, Seville, June 2016

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## **POLICY STATEMENT 8**

### **SCHOLARSHIPS FOR EAHIL CONFERENCES AND WORKSHOPS**

The EAHIL Executive Board may award scholarships:

- To support the development of a network of professional health and information practitioners in and beyond Europe
- To support EAHIL members in the early stages of their careers by encouraging them to attend EAHIL meetings
- To support EAHIL members who for economic or political reasons may have difficulty in attending
- To maintain a quality, relevance and diversity of presentations/CECs at conferences and workshops

The criteria governing any EAHIL scholarship will be agreed by the Executive Board and published as part of the official instructions when each scholarship is announced.

Adopted by EAHIL Executive Board, Brussels, 1 March 2016, approved by the General Assembly, Seville, June 2016

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## **POLICY STATEMENT 9**

### **USE OF EAHIL-L DISCUSSION LIST FOR INTER-LIBRARY LOAN (ILL) REQUESTS**

1. EAHIL is a professional body and should be focused on professional issues, ethical discussions, practical solutions, opinions, experiences, knowledge exchange.
2. The EAHIL-L discussion list is especially for these professional issues, not for interlibrary loan requests. There are important reasons for this:
  - (a) legal: ILL is subject to copyright law, which varies from country to country. Members supplying items to one another run the risk that they will be breaking copyright law or the contractual terms of a publisher's licence. EAHIL cannot be seen to condone such practices.
  - (b) professional: EAHIL-L is intended primarily to support personal professional development among members, and its use for routine library practices might be regarded as unethical.
  - (c) quantitative: members might be discouraged from using the list at all if it is used predominantly for ILL requests.
3. EAHIL recommends that individual members, when needing to obtain a document that is unavailable through standard ILL channels, may seek help via person-to-person emails from other individual members, or working in the relevant subject area, to identify possible sources of supply. Members may also use other national and international lists available to them that permit ILL requests.

Adopted by EAHIL Executive Board, Milan, 13 February 2012

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## **POLICY STATEMENT 10**

### **ATTENDANCE OF OBSERVERS AT MEETINGS OF THE EAHIL EXECUTIVE BOARD**

In addition to the members and observers of the Board as defined in EAHIL Statute 9 and Rules of Procedure 7, the Board will invite holders of the following positions to attend meetings of the Board in a non-voting observer capacity:

- (a) the Editor of the Journal of EAHIL (or the Deputy Editor if the Editor is not available).
- (b) the Supervisor of the EAHIL Secretariat (who will normally be a member based in the country that hosts the Secretariat).

Adopted by EAHIL Executive Board, Brussels, 2 July 2012

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