

## **GUIDELINES FOR NATIONAL REPORTS** (revised 2016-05-08)

The national branches are at the heart of IAML and national reports are therefore essential. They provide important documentation of activity and in addition provide stimulating reading, enabling members to share knowledge and experiences. National reports should cover the year between international congresses.

The aims and directions of each IAML national branch are different and consequently the reports will vary in both style and content. There is no standard for submitting a report, but information about changes in leadership, membership and structure should be included. Other topics for inclusion could be projects, publications and conferences. Education, advocacy and further training is also interesting, as is collaboration with other national branches and/or other organizations. Photos are very welcome!

National reports should be published on the IAML website before the annual congress. Please, send your report to the Secretary General [secretary@iaml.info](mailto:secretary@iaml.info) before 1 June to allow enough time for editing.

National reports from previous years can be found on the IAML website:  
<http://www.iaml.info/national-reports-per-year>

The following items are examples of what could be included in a National Report. Please note that only the items in the first section “Membership” (marked with an asterisk) are obligatory.

### **\*Membership**

National Board/Committee members

Board meetings during the year

Annual meetings: where and when; attendance

Number of members: individual + institutional + other categories of branch membership

Membership tendency (new members, lost members)

Obituaries

### **Constitutional matters**

### **Activities**

Conferences, meetings, workshops etc.

Collaboration with other national branches

Collaboration with other organizations

### **Projects (with URL, if applicable)**

Cataloguing

Digitization

Other

## **Publications**

Branch Journal

Branch Newsletter

Fontes

Recent publications in music

## **R-projects**

RIdIM

RILM

RIPM

RISM

## **Social media**

Website

Facebook

Twitter

Video conferencing

## **Education**

Courses for students

Courses for music librarians, archivists and documentalists (further training)

Courses for non-music specialists

## **Scholarships, grants and awards**

## **Advocacy**

## **Copyright**

## **Recruitment**

## **Outreach**