PRRLA Background Information

Table of Contents

1. Brief Overview 1
   1.1. History 1
   1.2. Formal structure of PRRLA and Authority of Secretariat 1
   1.3. Three-year Term of Service 1
   1.4. Effective 1 January 2
      1.4.1. Transfer of funds and PRRLA financials 2
   1.5. Responsibilities of the Secretariat 2

2. Practice and Policy 3
   2.1. Secretariat administrative support 3
   2.2. Membership 3
      2.2.1. Membership requirements 3
      2.2.2. Membership dues 3
      2.2.3. Membership dues collection 3
      2.2.4. Membership lists and emails 3
   2.3. Karl Lo Award 4
      2.3.1. Award criteria and application process 4
      2.3.2. Administration of award 4
   2.4. Annual Membership Meeting 5
      2.4.1. Responsibilities of host institution 5
      2.4.2. Meeting fees 5
      2.4.3. Meeting attendance 5
      2.4.4. Meeting program 5
      2.4.5. Formal letters of invitation for visas application 5

3. PRRLA Website and Brand 7
1. Brief Overview

1.1. History

PRRLA, the Pacific Rim Research Libraries Alliance, began as PRDLA, the Pacific Rim Digital Library Alliance, which was ratified in 1997 by its initial 13 international library members.

In 2015, the PRDLA membership unanimously voted to change the name of the organization to PRRLA, the Pacific Rim Research Libraries Alliance, in recognition of the fact that the Alliance’s remit was no longer an exclusively digital one—if, in fact, it had ever been.

In 2016, PRRLA became affiliated with the Association of Pacific Rim Universities (APRU), an international alliance of research universities that serves as an advisory body to international organizations, governments and businesses.

Since 1997, PRRLA has more than tripled in size to over 40 active members and has become a self-sustaining organization that meets once a year at a member institution.

1.2. Formal Structure of PRRLA and Authority of Secretariat

- PRRLA is a simple organization with no formal by-laws and with very little bureaucratic overhead.
- The Secretariat is responsible for the operation of PRRLA and establishes procedures and recommends changes (if required) to Steering Committee.
- The tradition has been for the Secretariat to consult with the Steering Committee and the Membership as needed regarding the annual meeting program and any other significant operational issues (e.g. projects, proposed name changes, etc.) that may arise.

The Secretariat has full authority to continue with the same traditions or to establish a more formal organization, to recommend PRRLA move in new directions, etc.

1.3. Three-year Term of Service

When PRRLA was first established, Karl Lo made a very good case that relocation of the Secretariat among the membership at three-year intervals would broaden the cultural perspective and would bring new energy and leadership. However, PRRLA has no formal policy regarding the three-year term of service and terms of service have varied from three years to five years. The Secretariat may determine how long they are able to serve but there is a need to give notice at least six months prior to end of agreed term so there is an opportunity to canvas potential alternative members who might be willing to take on the Secretariat.
1.4. Effective 1 January

The formal date of transfer of the Secretariat between host libraries is deemed to be 1 January. However, it is too challenging to organize for all the tasks associated with the transfer to be accomplished on that specific date. The specifics can be resolved at the convenience of both libraries. The primary tasks include the transfer of:

- archival and administrative files
- PRRLA funds
- responsibility for PRRLA website & domains
- 3 electronic mailing lists – Primary Contacts, Steering Committee & All Contacts.

Once the mailing lists are transferred and operational at the new host, the new Secretariat Chair will formerly announce the transfer to the Primary Contacts and the Steering Committee.

1.4.1. Transfer of funds and PRRLA financials

Liaison between the outgoing Secretariat and the incoming Secretariat will be required to facilitate transfer of funds. At the annual meeting, the new Secretariat will provide a financial report to the Steering Committee at the Steering Committee meeting and the general membership at the Business Meeting.

1.5. Responsibilities of the Secretariat

- Serve as formal contact for PRRLA
- Manage membership
  - invoice and collect annual dues with funds kept in a separate account
  - maintain membership contact information
  - invite new members with guidance from Steering Committee
- Manage communication among membership
  - manage official website, www.pr-rla.org
  - manage member mailing lists
- Inform and consult with Steering Committee
  - ensure that Steering Committee is informed about all PRRLA activities
  - present action items and policy or project proposals to Steering Committee
  - manage Steering Committee mailing list
  - initiate appointments to Steering Committee
- Coordinate planning for annual meetings
  - identify host site
  - coordinate program planning with local site arrangements
- Manage budget – allocate and expend funds for:
  - annual meetings
  - Secretariat expenses
  - Karl Lo Award
  - Pacific Rim Library service
  - special projects

Refer to the PRRLA website for a list of current and past PRRLA Secretariats.
2. Practice and Policy

2.1. Secretariat Administrative Support
The Secretariat is compensated for labor and administrative costs.

- US$10,000 per annum for administrative support (dues collection, fiscal management, file management, mailings, etc.)
- Travel expenses to annual membership meeting for:
  - Chair of the Secretariat
  - one additional Secretariat staff member

2.2. Membership

2.2.1. Membership requirements
The PRRLA Steering Committee has endorsed a policy of incremental growth. PRRLA’s strength lies in its research-intensive focus and limited size which enables closer collaborations. The criteria for membership and the process for joining are simple:

- Nominations of new members to Secretariat to be vetted by Steering Committee (usually via email between annual meetings)
- Criteria: desire to join and willingness to participate
  (See membership requirements published in PRRLA website)

PRRLA is affiliated with the Association of Pacific Rim Universities (APRU) since 2016. APRU member libraries, who are non-PRRLA members, are welcome to join PRRLA by contacting the Chair of the PRRLA Secretariat.

2.2.2. Membership dues
Annual dues are US$2000 per institution. Membership is terminated after non-payment of dues for two years.

The annual dues were set at US$2,000 per year in 1997. The amount was purposely set low to make it more reasonable for libraries with limited funding resources. The annual income from member libraries is sufficient to fully fund the annual meeting, the Pacific Rim Library (PRL) project, the Karl Lo Award, and the administrative costs for the Secretariat.

Additional funds would be needed to support more substantial activities. These funds could be garnered via higher annual dues (which might result in a loss of membership) or with an increase in membership. PRRLA was started with grant funds (US$300,000) from the Luce Foundation.
2.2.3. Membership dues collection

The fiscal year for PRRLA is currently 1 July to 30 June. The annual invoice for membership dues is generally sent in early July each year for the following calendar year. If necessary, reminders are also sent with individual emails to Primary Contacts as a final step to ensure all members have paid. Payment has generally been via check or wire transfer. If there is a fee associated with the wire transfer that reduces the amount of money that is transferred, this differential is ignored.

2.2.4. Membership lists and emails

There are three membership lists:

- **PRRLA Primary Contacts**
  - formal membership list arranged by university and library name
  - contains name of library director/university librarian or appointed staff, i.e., the formal contact
  - contains primary mail and email addresses to be used for formal communication, dues invoice, etc.

- **PRRLA All Contacts (general)**
  - attendees at meetings since 2013
  - anyone from member institutions who request to subscribe to the mailing list

- **PRRLA Steering Committee**
  - current and past Steering Committee members

The Secretariat will create an official email for disseminating formal communications such as announcements about the annual meeting, the Karl Lo Award, etc., to members. The Secretariat will be responsible for setting up the three corresponding member mailing lists and managing them at their discretion.

Refer to the PRRLA website for contact information of the current Secretariat.

2.3. Karl Lo Award

The annual award was established in 2007 in recognition of Karl Lo’s leadership in forming the Pacific Rim Digital Library Alliance and in recognition of his contributions to global libraries and librarianship.

2.3.1. Award criteria and application process

This competitive award provides support to PRRLA librarians for professional development and research focused on Pacific Rim library collaboration and digital library issues. Applicants must be employed as a librarian in a PRRLA member library. Award money may be applied to:

- conference fees
- travel costs including transportation, lodging, and meals
- direct expenses in support of research, publication, and presentation.
Up to US$15,000 is available each calendar year. The PRRLA Steering Committee may adjust the amount, depending on various factors such as the number of viable applications received, PRRLA’s budget, etc. An individual may apply for part or all of that amount. The amount awarded to an applicant is dependent upon the projected expenses. The PRRLA Steering Committee reviews applications and provides final approval for awards. Upon approval of an award by the Steering Committee, the awarded funds are made available immediately.

Each award winner will be given an opportunity to provide a poster session at the PRRLA meeting. Posters will be posted on the PRRLA website. Award funds may be used for attendance at a PRRLA meeting.

Refer to PRRLA website for the award criteria and application process and list of past award recipients.

2.3.2. Administration of award

Where there are international taxes on the award amount, PRRLA will absorb these costs. Payments can be made to the individual recipient or the recipient’s library/university to disburse accordingly.

2.4. Annual Membership Meeting

2.4.1. Responsibilities of host institution

The primary role of the host institution is to facilitate local arrangements:

- Identify and reserve meeting rooms
- Contract for meals / banquets
- Arrange ground transportation
- Identity hotels
- Provide local tourist information

It is recommended that the host institution also serves as the Chair of the Program Planning Committee. Otherwise, it is expected that the Program Planning Committee will coordinate closely with the host institution to ensure that all logistical needs are met.

The PRRLA Secretariat budgets to finance all expenses associated with a meeting although it has been the practice that, depending on the financial situation of the host institution, some meals and activities are provided at no charge to PRRLA. However, it is agreed that hosting a meeting should not automatically result in additional costs for a host; it is their decision as to what costs are charged. Appropriate sponsorships have also been used in some instances but this is not the norm and needs to be done in collaboration with the Secretariat or the Steering Committee.
2.4.2. Meeting fees

The primary benefit of PRRLA membership is attendance at the annual membership meeting and interaction with other PRRLA members. To this end, membership dues are used to fully fund the meeting, including the costs of meals, entertainment and excursions.

- There is no registration fee for the annual membership meeting.
- There is no fee for the cultural day excursion on the third day of the meeting. This helps to ensure maximum participation.
- There is no charge for personal guests at banquets or for the cultural day excursion.

2.4.3. Meeting attendance

Attendance is limited to two representatives from each PRRLA member organization. Members have endorsed a policy of incremental growth and adhering to the two attendees per institution limit will help maintain the intimate feel of the organization.

i. Exceptions may be approved by the Secretariat. These include:
   - Karl Lo Award recipients
   - Meeting presenters

   The approval for more than two attendees has always been pro forma. When there is an extra attendee, it has always been for the benefit of PRRLA, e.g., PRL Project representative presenting at a meeting to update the membership.

ii. The host institution for a membership meeting may have more than two attendees at any session as long as the facilities have sufficient space and seating. We rely on the host to manage this.

iii. The Steering Committee may invite
   - Representatives from a non-PRRLA organization to a PRRLA membership meeting for purposes of developing projects and sharing technical expertise
   - A potential member to a PRRLA meeting

The Program Committee should help communicate the attendance policy during the call for proposals and announcement of accepted presentations.

2.4.4. Meeting program

The program format of the annual meeting in the past years has been:

- Two days of content presentations
- One day for a cultural excursion

Repeated informal polls with members have endorsed this format. However, the Secretariat and the Steering Committee are empowered to make changes as required.

The three-day program should include sufficient time (1.5-2 hours) on the first morning of the annual meeting for the Steering Committee to meet before the formal annual meeting convenes.
2.4.5. **Formal letters of invitation for visas application**

The Secretariat, in collaboration with the annual meeting host, will issue letters of invitation via email to all Primary Contacts with the offer of original hard copies mailed out to delegates who require this service for visa application purposes.

3. **PRRLA Website and Brand**

The official Web address for PRRLA is www.pr-rla.org and the site is hosted on Digital Ocean. Domain names registered with Network Solutions administered by the Secretariat include:

- pr-rla.com (which points to pr-rla.org)
- pr-rla.org
- prdla.org

In 2018, UC Berkeley created new PRRLA logos for branding materials for the annual meeting. Contact the [PRRLA Secretariat](#) for the use of the logos.