



Process for the distribution of Recruitment Advertisements by the UK Registrars' Group to its members.

1. Advertisements should be sent by e-mail to the UKRG's Membership Secretary for distribution. All of the information relevant to the advert should be contained in one document. The document can be either the e-mail itself or an attachment to it, but relevant information should not be split between the two documents. As a minimum, the advert should include the following information:

- Job title
- Museum name or institution
- Salary/wage
- Contract term (where relevant) and hours worked (F/T or P/T)
- Closing date
- Contact details.

2. There should not be more than one job per document. If a member wishes two jobs to be distributed these should appear on two separate documents. Exceptions may be made to this where both jobs are potentially of interest to UKRG members.
3. There is no minimum requirements for the job content, but all jobs should be deemed to be of interest to UKRG members and should have some relevance to the UKRG's aims.
4. The Membership Secretary or the Chairman of the UKRG will not undertake any editing of any recruitment advertisement. If the content of the advert would be appropriate for distribution after editing has taken place then the advert will be returned to the originator with suggestions.
5. There should be a minimum of two weeks between the distribution of the advertisement and the closing date for applications.
6. Distribution of advertisements will take place no more that once per week. Members should aim to send their advertisements to the Membership Secretary by 12 noon on each Tuesday. The Membership Secretary will aim to issue the advertisement no later than 1700 the following day (Wednesday), although this may be delayed by the Membership Secretary's work commitments, annual leave etc.
7. All adverts will be approved by the Membership Secretary and Chairman of the UKRG, except where the Chairman has given permission for distribution without his or her approval. UKRG reserves the right not to distribute an advert without any reason being given.
8. Distribution of advertisements by UKRG should be seen an additional outlet and should not be deemed to be a public advertisement. It should be seen to be above and beyond an institutions normal recruitment advertising.

9. UKRG cannot guarantee receipt by all UKRG members of any distributed advertisements, although the Membership Secretary will make at least one more attempt to distribute any notified failures from an initial distribution.
10. The Membership Secretary will re-distribute any back issues of adverts to individual members upon the request of that member with no clearance from originating organisation up to 6 months after the original distribution date. This is to enable UKRG members to refer back to adverts they have previously received, or have a look at adverts they inadvertently deleted upon receipt.
11. Distributions will be made in the first instance by e-mail. Postal distributions will be made to members without e-mail where resources allow.