



Conditions 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 Web Editor 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
- Job description
- 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 an institution wishes that two jobs be distributed, these should appear on two separate documents.
3. There are 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 Group's aims.
4. The UKRG Committee will not undertake any editing of the recruitment advertisement. If editing of the content of the advert is deemed necessary prior to distribution, 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. All adverts will be approved by the Chair of UKRG, except where the Chair has given permission for distribution without his or her approval. UKRG reserves the right not to distribute an advert without any reason being given.
7. Distribution of advertisements will take place only **once a month** through the UKRG monthly e-bulletin. Institutions/organisations, which wish to advertise to UKRG members, should aim to send their advertisements to the Web Editor **one week before the 1st of the month**. The advertisement will be publicised in the UKRG e-bulletin (published the first week of the month) and the web site, pending on the Web Editor's work commitments, annual leave etc.
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 institution's normal recruitment advertising.
9. Distributions will only be made by e-mail. We regret that our resources do not allow postal distributions.

10. UKRG cannot guarantee receipt of any distributed advertisements by all UKRG members. UKRG aims to regularly update its membership list.
11. The Web Editor will re-distribute any back issues of adverts to individual members upon the request of that member with no clearance from the 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.