

# Arts Directory User Rules and Guidelines

## Introduction

Arts Council of Wales's aim is that the new Arts Directory becomes a valuable resource promoting high quality artists, arts organisations, arts venues and arts events and opportunities. This can only be achieved with the assistance of the active arts sector in Wales, who will register and populate it. Therefore we have set some rules and guidelines which will make sure our Arts Directory is maintained in a way which keeps it useful, valuable and informative.

The resource is open and free to use. The public will be able to search the directory without registering, but anyone wishing to submit details to the Directory will need to register, and read this document before doing so.

The rules and guidelines, which will be elaborated in this document, are as follows.

1. The Arts Directory will provide a platform on which **high quality artists and arts organisations** may maintain a profile and advertise events or jobs. Those that have been funded by us will be given high priority;
2. The Arts Directory will provide a platform on which high quality **arts events** can be posted. Those events that have been funded by us will be given high priority;
3. The Arts Directory will provide a platform to advertise all kinds of **opportunities** in the arts sector;
4. By using our Arts Directory, we expect all submission to comply with our Welsh Language Scheme, and therefore be **submitted bilingually**.

All submissions for artist/organisation profiles, events, jobs or opportunities to the Arts Directory are therefore subject to Arts Council of Wales's approval. Arts Council of Wales reserve the right not to publish any submissions which do not adhere to these rules and guidelines, and to do so without further explanation to the user.

In the following pages we elaborate on these rules and guidelines for the Arts Directory.

We thank you for your co-operation, and hope you find the Arts Directory useful and beneficial,

Arts Council of Wales

## 1. Artist or Organisation Profile

The Arts Directory provides artists and arts organisations with both a full and limited profile. The table below details what types of submissions are likely to be approved by Arts Council of Wales, and also what types are not likely to be approved. However we will assess each submission on a case by case basis, and reserve the right to approve or disapprove a submission without further explanation.

	Full Artist/Organisation Profile	Limited Artist/Organisation Profile	Profile not likely to be published by Arts Council of Wales
<b>Submitted by</b>	Revenue Funded Organisations.	Organisations or individuals funded by Arts Council of Wales in the past.	Non-funded individual artists.
	Project Funded Organisations.	Galleries and Venues in Wales not currently funded directly by Arts Council of Wales.	Non-funded organisation.
	Project Funded Individuals.	Other arts bodies from Wales.	Non-arts based individuals and organisations.
	Welsh Government Sponsored Bodies.		
	Welsh Local Authorities.		

## 2. Arts Events

The table below details what types of events are likely to be approved, or disapproved, upon submission by Arts Council of Wales. However we will assess each submission on a case by case basis and reserve the right to approve, or disapprove, a submission without further explanation.

	Arts event likely to be approved by Arts Council of Wales	Arts event not likely to be published by Arts Council of Wales
<b>Submitted by</b>	Revenue Funded Organisations.	Non-funded individual artists.
	Lottery Funded Arts Organisations.	Non-funded organisation.
	Lottery Funded Arts Organisations.	Galleries and Venues in Wales not currently funded directly by Arts Council of Wales.
	Welsh Government Sponsored Bodies.	Other arts bodies from Wales.
	Welsh Local Authorities.	Non-arts based individuals and organisations.
	Organisations or individuals funded by Arts Council of Wales in the past.	

### 3. Arts Job or Opportunity

The table below details what types of jobs or opportunities are likely to be approved, or disapproved, upon submission by Arts Council of Wales. However we will assess each submission on a case by case basis, and reserve the right to approve or disapprove a submission without further explanation.

	Arts job or opportunity likely to be approved by Arts Council of Wales	Arts job/opportunity not likely to be published by Arts Council of Wales
<b>Submitted by</b>	Revenue Funded Organisations.	Non-arts based individuals and organisations.
	Lottery Funded Arts Organisations.	
	Lottery Funded Individuals.	
	Welsh Local Authorities.	
	Welsh Government Sponsored Bodies.	
	Organisations or individuals funded by Arts Council of Wales in the past.	
	Galleries and Venues in Wales not currently funded directly by Arts Council of Wales.	
	Other arts bodies from Wales.	

## 4. Submitting bilingual information

Our website, according to our Welsh Language Scheme, aspires at all times to be fully bilingual. We expect the same to be true of the Arts Directory and it is expected therefore that **all content is submitted bilingually**. This is especially true if a submission includes a description of the artist, organisation, event or opportunity. The new Arts Directory was designed to simplify this task.

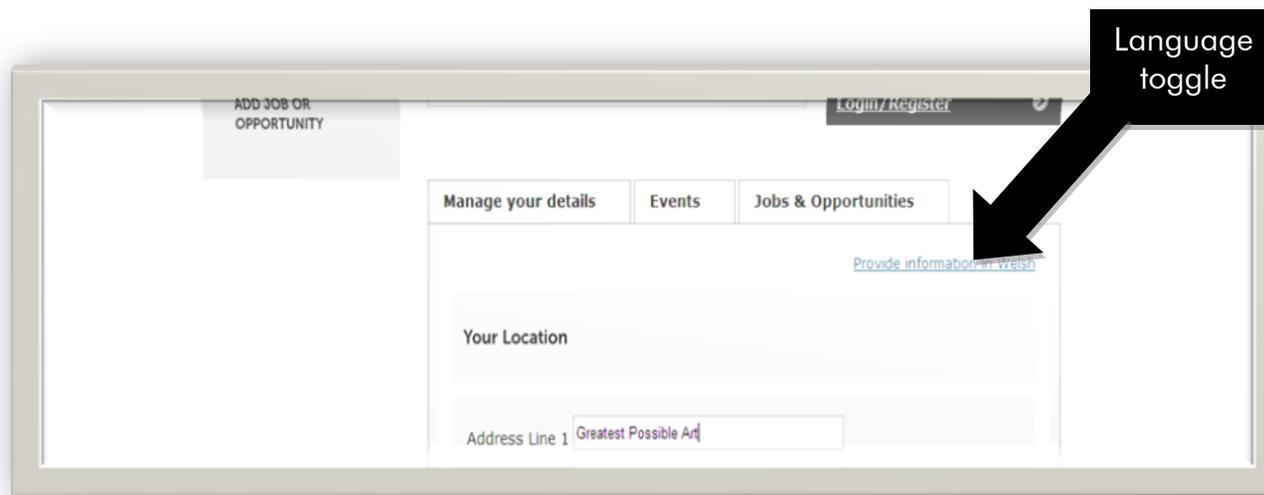
By using the special language toggle (which appears at the top right of each submission form of the Arts Directory) users can provide information in both languages.

After toggling, many fields will automatically fill with the information provided already. Changing this special language toggle will **not** change the language of the site; instructions and headings will still be in the language of your choice. All you will need is the bilingual information to copy into the fields.

Any content which does not meet these criteria will **not** be published on the live website.

For further information, please read about our Welsh Language Scheme:

<http://www.artscouncilofwales.org/about-us/governance/corporate-policies/welsh-language>



The screenshot shows a web form for submitting information. At the top right, there is a 'Language toggle' button, indicated by a black arrow pointing to it from a black box labeled 'Language toggle'. The form includes a 'Manage your details' tab, an 'Events' tab, and a 'Jobs & Opportunities' tab. Below the tabs, there is a 'Your Location' section with an 'Address Line 1' field containing the text 'Greatest Possible Art'.