



# Association for Recorded Sound Collections

## Code of Conduct

### About ARSC

The [Association for Recorded Sound Collections](#) (ARSC) is an organization dedicated to the preservation and study of sound recordings that is committed to fostering inclusive, diverse, and equitable communities of practice. We strive to be a welcoming group that works compassionately across differences. Together, ARSC members *advance research, learning, and the public good through bringing together private individuals and institutional professionals—everyone with a serious interest in recorded sound*. We know that the best problem-solving and critical thinking happens when people with a wide array of experiences and perspectives come together to work in comfort and safety as peers. We therefore expect participants in the ARSC community to help create thoughtful and respectful environments where that interaction can take place.

### How to Be

In the spirit of the non-discrimination clause of the ARSC by-laws, we are dedicated to providing a harassment-free experience for everyone regardless of sex, race, color, religious belief or lack thereof, political persuasion, national origin, age, veteran status, sexual orientation, gender identity, or disability. Harassment can include unwelcome or offensive verbal comments or nonverbal expressions related to: age; appearance or body size; employment or military status; ethnicity; gender identity or expression; individual lifestyles; marital status; national origin; physical or cognitive ability; political affiliation; sexual orientation; race; or religion. Harassment can also include use of sexual and/or discriminatory images in public spaces (including online); deliberate intimidation; stalking; following; harassing photography or recording; sustained disruption of talks or other events; bullying behavior; inappropriate physical contact; and unwelcome sexual attention. This policy is not intended to constrain scholarly presentation, discourse, or debate, as long as they are conducted in a respectful manner. Sexual, discriminatory, or potentially triggering language and imagery is generally inappropriate for any ARSC event venue, including talks.

There are small actions we can take that will help us meet this goal. Some of these actions include: listening as much as we speak and remembering that colleagues may have expertise of which we are unaware; encouraging and yielding the floor to those whose viewpoints may be under-represented in a group; using welcoming language, for instance by honoring pronoun preferences and favoring gender-neutral collective nouns (“people,” not “guys”); accepting critique graciously and offering it constructively; giving credit where it is due; seeking concrete ways to make physical spaces and online resources more universally accessible; and staying alert to the welfare of those around us.

## What to Do

At an ARSC event or conference: If you feel that you are in immediate danger at any time during an ARSC Annual Meeting or event, contact law enforcement by dialing the emergency number specific to geographical location (911 in the U.S. and Canada), or the facility front desk in order to obtain the emergency number without delay. If you are not in immediate danger but feel that you are being harassed, that someone else is being harassed, or if you have other concerns, please contact the ARSC Executive Director ([execdir@arsc-audio.org](mailto:execdir@arsc-audio.org)) or an ARSC Board member.

**On site, the Executive Director and Board members can be identified by their name badges.** They will assist participants by contacting hotel/venue security or local law enforcement, providing escorts, reporting incidents, or otherwise helping those experiencing harassment to feel safe for the duration of the event.

When in-person communication is not possible, incidents may be reported to the ARSC Executive Director or an ARSC Board member via email or postal mail. Contact information will be made available on the conference website and in the conference program.

All reports and inquiries will be handled in confidence.

Participants at the ARSC Annual Conference, or any other ARSC-hosted discussion or event (held online or in person, including ARSC's listserv and social media pages) who are asked to stop harassing or intimidating behaviors are expected to comply immediately. Those who violate our code of conduct may be warned, sanctioned, or expelled as outlined in the [Responding to Incidents](#) document.

It is the policy of ARSC to protect those who communicate bona fide concerns from any retaliation for such reporting.

We value your presence and constructive participation in our shared community, and thank you for your attention to the comfort, safety, and well-being of fellow ARSC members.

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## Sources of Inspiration

This document uses the [DLF Code of Conduct](#) as its basis with additional revisions inspired by [AMIA](#) and the former ARSC Anti-Harassment Policy which this document supersedes. ARSC thanks members of the 2018-2019 Diversity, Equity, and Inclusion ad hoc Committee (Terri Brinegar, David Katznelson, Allison McClanahan, Sandy Rodriguez, Dick Spottswood, Rebekah Wineman, and Jessica Wood) for their work on this document.

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