

GIN Policy: Inclusion of Guidelines in GIN Library & Registry

15 October 2020

Review date: September 2022

Background

The aim of the GIN library is to be the widest and most inclusive guideline library. Full access was previously a membership benefit, available to all categories of member. In 2020, with the launch of the new library and registry, hosted by EBSCO, the decision was taken to make the library, along with all its current functionality, open access.

With the increasing emphasis on collaboration and reducing duplication of effort, GIN encourages registration of guidelines in development from all sources. There is no charge for registration. Member organisations are issued with moderator accounts to allow them to register their own guidelines in development. Non-members should contact GIN (library@g-i-n.net) to request inclusion of their guidelines in development in the registry.

Published Guidelines

Organisational members may include all of their guidelines in the library, free of charge. The GIN Board took the decision in 2015 to allow inclusion of non-members' guidelines in the library for a fee.

Individual members, who have worked on guidelines for organisations may not include these guidelines in the library automatically, however, the organisation which holds the copyright may apply to have the guidelines included. Individual members may facilitate this process by putting the organisation in touch with the Secretariat. There is no approval or vetting process and GIN accepts no responsibility for the standard of the guidelines in the library.

Standards Reporting Form

Completion of the Standards Reporting form is strongly encouraged for our members in order to demonstrate the rigour and integrity of the guideline development. For all non-members, completion of this form is mandatory prior to the guideline being included in the library.

Process

Non-members must complete a form to request inclusion of their guidelines, providing the relevant links, along with the completed standards reporting form for each guideline. They will then be invoiced and the GIN secretariat will include their guideline in the library. Please email: library@g-i-n.net for further information and to receive the relevant form.

Title:	GIN Policy: Inclusion of Guidelines in GIN Library & Registry
Prepared by & date:	E Harrow, CEO, October 2020
Approved by & date:	GIN Board of Trustees, October 2020

Fees

There is no fee for registry entries, only for published guidelines.

The one-off fee for this service is set at: £200/€250 per guideline, up to 9.

If an organisation has 6 or more guidelines, a representative of the membership committee will contact the organisation with a view to discussing organisational membership.

Title:	GIN Policy: Inclusion of Guidelines in GIN Library & Registry
Prepared by & date:	E Harrow, CEO, October 2020
Approved by & date:	GIN Board of Trustees, October 2020