

# **Medium-Term Programme 1998-2001**

Compiled by the Professional Board of IFLA  
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## PREFACE

IFLA activities are a composite of the activities of its Divisions, Sections, Round Tables, and Core Programmes. To bring order and orientation to their activities, a plan for each professional group was developed by each unit in 1997 under the direction of the IFLA Professional Board. This is the sixth IFLA programme planning document prepared since the first long-term guide, *Libraries in the World*, was published in 1963.

The 1963 long-term guide served for 12 years, followed by a series of Medium-Term Programmes covering 5-6 year periods starting in 1976. In the fast-changing technical environment that exists in libraries today, even 5-6 years are difficult to project, thus the Professional Board asked the professional groups to develop the current Medium-Term Programme with goals for four years, and with accompanying Action Plans established for only two, 1998-1999. In two years, the membership of the professional units will have the opportunity to shape the supporting actions for the remainder of the plan period, 2000-2001, in order to finish carrying out the general goals in this document. The Action Plans are made available on the IFLA Web-site, where they may be updated and adjusted to reflect progress and accomplishments (<http://www.ifla.org> or the mirror site at <http://ifla.inist.fr/>). The whole of the Medium-Term Programme is ultimately based on the IFLA long-term policies that were approved by IFLA Council in 1991 and reaffirmed by the Executive Board in 1996. They are repeated in Annex A of this document for easy reference.

This fifth Medium-Term Programme was compiled under the direction of the 1995-1997 Professional Board, following the *Preparation Guide, Medium-Term Programme, 1998-2001*, issued by the Board. The professional groups were asked to develop Scope statements describing the nature and purpose of their activities and the Goals of each professional group during the period of the Medium-Term Programme that will effect improvements to the relevant aspects of library service specified in their Scope. Finally they were to specify how and what part of the Goals were to be achieved in the following two years through activities such as projects, research, studies, surveys, publications, preparation of standards and guidelines, holding of meetings (open sessions, satellite meetings, workshops, seminars, training sessions), professional visits, and other activities. The Board asked the professional groups to give special attention to activities relating to the electronic environment that is having a major impact on libraries.

I would like to thank all who contributed to the successful development of this plan - in particular the IFLA Officers, Standing Committee members, Core Programme Officers, the Professional Board, and IFLA Headquarters staff. In addition the colleagues who will be translating and assisting in the distribution of the document should be recognized in advance. The staff of the UDT Core Programme will play a special role in the dissemination of the document as they markup both the Medium-Term Programme and the associated Action Plans and make them available on IFLANET.

Sally H. McCallum  
Chair IFLA Professional Board, 1995-1997  
December 1997

## Chapter 1

# OVERVIEW OF IFLA AND THE MEDIUM-TERM PROGRAMME

### Highlights of the Medium-Term Programme

IFLA's mandate covers many aspects of library and information services - literacy, preservation, access, organization of information, and education. The Medium-Term Programmes of the IFLA professional units for 1998-2001 set forth goals and activities that advance all of these areas while also bringing special attention to electronic networks and documents that are having a major impact on the way libraries operate and serve their clientele.

IFLA has a major role to play in defining how libraries will manage and use the electronic environment. Understanding and exploiting new electronic material, bringing order to electronic information, using the new technology for connectivity, defining principles for deposit and copyright of electronic works, and providing availability and access to electronic information are all addressed in plans of the IFLA professional units for this crossover period from the 20th to the 21st century.

The Professional Board set the following special emphasis for the 1998-2001 Medium-Term Programme.

*IFLA's strategic direction over the next four years will focus on the electronic environment as it affects IFLA's objective to promote librarianship globally, particularly through the provision of equal access to information, literacy programmes, and preservation of the world's documentary heritage.*

The IFLA professional units responded with plans for a myriad of activities, both general and specific, that are indicated in their Goal statements and associated Action Plans (which are accessible on IFLANET). Through projects, seminars, workshops, research papers, experiments, and discussion the following topics will be explored.

- Rights management of electronic documents including initiatives to assure electronic material will not be more restrictively controlled than traditional print media, fee and depository implications for electronic government documents, and support for the IFLA Committee on Copyright and other Legal Matters (CLM).
- Use of electronics in different settings - public libraries, parliamentary libraries in developing countries, and libraries for the blind and disadvantaged - and for different types of material -digital maps, audiovisuals, multimedia, national bibliographies.
- Training in digital technology and standards for online instructional material.
- Standards for the organization of electronic resources, including especially the use of classification as a finding tool.
- Use of IFLANET to publish IFLA documents formerly available only in print; additional development of Web-based reference sources such as topical meta-libraries and directories.
- Collection development issues such as statistics for reporting electronic collection "holdings" and use, trends in serial replacement by electronic versions, electronic availability of newspapers, listings of electronic documents in national bibliographies.
- Impact of electronic documents on interlending and collection development, especially in developing countries.
- Technical standards for character sets, for interface icons that are language independent, for computer protocols, for bibliographic and document formats, and, especially critical at this time, for permanent naming conventions.

Across these activities the professional groups frequently cite a need for special attention to developing countries where electronic material and connectivity may offer special advantages, but also encounter

special challenges.

### **Objectives of IFLA**

The International Federation of Library Associations and Institutions (IFLA) is a worldwide, independent, non-governmental organization. Its constantly growing membership is now over 1,600 in more than 146 countries. Its members are library and related associations, libraries and similar institutions, personal members and sponsors. These together represent more than 400,000 librarians throughout the world. IFLA Headquarters is registered in the Netherlands as an Institutional Association.

The basic objectives of IFLA which aim at universality and comprehensiveness are to:

- Promote international understanding, cooperation, discussion, research, and development in all fields of library and information service activity.
- Promote the continuing education of library personnel.
- Provide an organization through which librarianship can be represented in matters of international interest.
- Develop, promote, and maintain guidelines for various types of library activities, including compilation of statistics, recording and communication of bibliographic data, preservation and conservation of library materials, etc.

IFLA supports these objectives by extending its membership to all countries with library and information services.

### **Organization of IFLA**

The activity of IFLA is accomplished through the five Core Programmes and the Divisions, Sections, and Round Tables. In pursuing its objectives, IFLA also cooperates with other organizations, both inter-governmental and non-governmental.

The Sections are the basic professional groups of IFLA. The 34 Sections and 11 Round Tables are grouped into eight Divisions. Sections are concerned with types of libraries (e.g., public libraries), types of library activity (e.g., cataloguing, conservation), or developing region (e.g., Africa). The three regional Sections, for Africa, Asia and Oceania, and Latin America and the Caribbean, promote IFLA's activities in these regions, complementing the work of the other Sections and Divisions and working closely with the ALP Core Programme.

Each Section proposes its own programme. These programmes are reviewed by the Division's Coordinating Board (consisting of the elected officers of the Sections in the Division), and the Divisions' programmes as a whole are reviewed by the Professional Board (consisting of a representative from each Division). There is a continuing review of both the number and the tasks of the Sections and Round Tables and their professional work is coordinated with that of the Core Programmes.

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The professional work of the five Core Programmes is directed by the Professional Board and coordinated with that of the Divisions and Sections. Policy and resource matters relating to the Core Programmes fall within the mandate of the Executive Board. Core Programmes are located in national institutions: Universal Bibliographic Control and International MARC (UBCIM) at Die Deutsche Bibliothek, Frankfurt; Universal Availability of Publications (UAP) at the British Library Document Supply Centre, Boston Spa; Preservation and Conservation (PAC) at the Bibliothèque nationale de France, Paris; Universal Dataflow and Telecommunications (UDT) at the National Library of Canada, Ottawa; and Advancement of Librarianship Programme (ALP) at the Uppsala University, Sweden. In addition, a special unit of IFLA is the Office for International Lending (OIL) also located at the British Library in Boston Spa. It works closely with the UAP Core Programme in addition to its own well-established activities in facilitating international interlending.

The IFLA Executive Board from time-to-time establishes special committees to treat topics that are of critical concern to the library community. In 1997, the Executive Board established two new committees: Committee on Copyright and other Legal Matters and Committee on Freedom of Access to Information and Freedom of Expression.

IFLA Headquarters is located in The Hague, the Netherlands. The Secretariat serves as the focal point for the monitoring of the activities of the Divisions, Sections, and Round Tables and Core Programmes.

### **About IFLA's Long-Term Policy and the Medium-Term Programme**

IFLA's Long-Term Policy aims to support the role and mission of the Federation: to advance the leadership role of its members for the benefit of society and to create a visionary framework for the development of the library profession. The Policy is based on the assumption that the library profession has common goals, although there may be regional and national differences, and that there are common concerns which professionals and institutions share.

The Long-Term Policy focuses on the following issues: the role of libraries and their development in the context of the cultural and social and cultural dimension of society; the advocacy of universal literacy; the right of individuals to have access to needed information; the use of information in promoting responsible decision making; the need to bridge the gap between the information rich and the information poor; intellectual freedom and protection from censorship; the information market and information as a commodity; the status of the profession; and the influence of new information technology. Today, electronic documents and vastly increased international access to both bibliographic and document data in electronic form have made it important for IFLA to focus many activities on shaping the new technology in support of IFLA's Long-Term Policies.

The Medium-Term Programme is the means by which IFLA's Long-Term Policy is realized. All IFLA professional groups develop their programmes on a medium-term, four-year basis in the context of the Long-Term Policy. The Medium-Term Programmes express in concrete plans the activities each group will carry out. Together these professional activities over the long-term will contribute to the implementation of the Policy.

IFLA's full Long-Term Policy statement can be found in Annex A of this document for convenience of use with the Medium-Term Programmes of the Core Programmes, Divisions, Sections and Round Tables which comprise Chapters 2 and 3.

The specific activities that the IFLA Professional units have targeted for the first two years, 1998-1999, of this Medium-Term Programme are specified under each unit at the IFLANET Web site, where they

can be continually updated to reflect progress (<http://www.ifla.org> or the mirror site at <http://ifla.inist.fr/>).

### **Acknowledgments**

The establishment and maintenance of IFLA's professional work and the Core Programmes have been made possible by the generous support of a number of key funding bodies including UNESCO, the US Government through NCLIS, the French Government through the Ministry of Culture, DSE (Deutsche Stiftung für Internationale Entwicklung), the Dutch Ministry of Education, Culture, and Sciences, the H.W. Wilson Foundation, SIDA (Swedish International Development Authority), and BIEF (Banque internationale d'information sur les Etats francophones).

IFLA is greatly indebted to the Koninklijke Bibliotheek (National Library of the Netherlands), the British Library, the Bibliothèque Nationale de France, Die Deutsche Bibliothek, the National Library of Canada and Uppsala University, Sweden for hosting IFLA Headquarters and the international focal points of IFLA's five Core Programmes, respectively. A vote of thanks is also extended to the support of the All-Russia State Library for Foreign Literature (Moscow), the Biblioteca Nacional (Caracas), the Library of Congress (USA), the National Diet Library (Tokyo), and the National Library of Australia (Canberra) for hosting the Regional Centres for the Core Programme for PAC.

IFLA prides itself on its truly international character and, in its efforts to unite librarians and information professionals throughout the world, irrespective of their country of origin, it is greatly dependent on the work of its Regional Offices. In this respect, we are therefore grateful for the continued support of the Bibliothèque de l'Université Cheikh Anta Diop de Dakar, Senegal; the Thai Library Association, Bangkok; and FEBAB, Sao Paulo, Brazil for hosting IFLA's Regional Offices for Africa, Asia and Oceania, and Latin America and the Caribbean.

IFLA's gratitude to INIST (Institut de l'Information Scientifique et Technique) for hosting its mirror site in France must be acknowledged.

IFLA's Patron, Sustaining and Basic Sponsors must also be acknowledged for the funds or support in kind provided, which have been used to advance IFLA's automation programme, publications programme, and professional activities in general.

IFLA's gratitude is also extended to all IFLA Officers and their parent institutions without whose voluntary services many of IFLA's activities could not have been realized.



## Chapter 2

# MEDIUM-TERM PROGRAMMES OF THE CORE PROGRAMMES

## ADVANCEMENT OF LIBRARIANSHIP PROGRAMME (ALP)

### Scope

The mission of ALP is to further the library profession, library institutions and library and information services in the developing countries of Africa, Asia and Oceania and Latin America and the Caribbean. Within the special ALP areas the Medium-Term Programme goals are to assist in continuing education and training; to support the development of library associations; to promote the establishment and development of library and information services to the general public, including the promotion of literacy; and to introduce new technology into library services. ALP also has a function as catalyst within IFLA for the organization's activities in Third World countries.

The scope of ALP is wide. Therefore, cooperation with relevant IFLA professional bodies, as well as with regional and international organizations, is essential to carry out the programme. ALP achieves its mission through a carefully planned programme of different activities in close cooperation between the International Focal Point of ALP and IFLA's Regional Offices, IFLA's Regional Division and its three Sections, as well as with other partners. This cooperation includes actions such as fund-raising, scholarships and attachment programmes, conferences, seminars and workshops, pilot projects, publications and databases.

### Programme Goals, 1998-2001

- 1 Assist in continuing education and training.
- 2 Support the development of library associations.
- 3 Promote the establishment and development of library and information services to the general public, including the promotion of literacy.
- 4 Introduce new technology into library services.
- 5 Function as a catalyst within IFLA.

## **PRESERVATION AND CONSERVATION (PAC)**

### **Scope**

The Core Programme on Preservation and Conservation has one major goal: to ensure that significant library and archive materials, published and unpublished, in all formats will be preserved in accessible form for as long as possible. The primary role of the PAC Programme is to raise awareness: to make information and heritage professionals, governments and the public conscious of the fundamental position occupied by preservation in the management of an institution.

Using its Regional Centres, PAC aims to have a presence worldwide. It will be assisted at national, regional and international levels by cooperation with other professional organizations, institutions and NGOs as well as with IFLA's professional groups, chief among which is the Section on Preservation and Conservation.

The rapidly evolving digital technologies are presenting new challenges which will be included in the activities of the Programme. PAC's major strategies include training, production and dissemination of information, research and participation in the development of new standards.

### **Programme Goals, 1998-2001**

- 1      Raise awareness of preservation issues emphasizing the key role of preservation in the global management of library collections among governments, library administrators, staff and users, and professionals involved in information carriers and the public.
- 2      Develop a policy of coordinated activities with PAC Regional Centres, IFLA structures (Core Programmes, Sections, Round Tables) with organizations, institutions or Non-Governmental Organizations (NGOs), as well as information professionals interested in the preservation of the documentary heritage.
- 3      Encourage scientific research on the causes of deterioration of library documents in all formats and on the application of science and technology to the prevention and treatment of deterioration as well as to the reformatting of information and to promote the development of national and international standards, laws and guidelines that pertain to and support the production, preservation and treatment of library and archives materials.
- 4      Educate library staff at all levels on preservation practices and encourage the organization of practical training programmes.

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**UNIVERSAL AVAILABILITY OF PUBLICATIONS (UAP)****Scope**

The basic concept underlying the Universal Availability of Publications Programme is to make all published material, regardless of content or format, available to all those who require it. The Programme promotes the concept of availability through publications, seminars, conferences, and educational activities. Essentially UAP is an attitude of mind made concrete by improving methods of publication, distribution and library provision. Any international system is only as good as its national components and emphasis is placed on developing the concept within each country or group of countries with the support of governments and international organizations.

The mission of UAP is to maximize access to the widest possible range of published material and maximize the availability of that material regardless of content or format. By its very nature, the scope of the Programme is very broad and encompasses every kind of library and information intermediary in both the public and private sector. In terms of players in the information chain the Programme is concerned with publishers, distributors (booksellers, subscription agents, database hosts, Internet sites and nodes, network providers), libraries and information resources, and individual users of these services. In specific library operation terms the Programme has a special interest in acquisitions, collection development and management, copyright and other legal matters, legal deposit, services to the public, retention and discarding policies, interlibrary loan and document delivery services, and preservation.

**Programme Goals, 1998-2001**

- 1 Take a leading role in monitoring and responding to legal issues having an effect on library and information work, especially in the areas of intellectual property, access to information and trade-related obstacles.
- 2 Take an active role in researching the issues facing users, librarians and publishers in the electronic environment.
- 3 Provide information about, and support for, the development of library cooperation programmes, with an emphasis on assistance for developing countries and regions.
- 4 Provide a dynamic and inexpensive publications programme related to all aspects of the Programme's scope.
- 5 Organize or participate in conferences and meetings to promote the concept of UAP.
- 6 Provide practical means for improving library cooperation, especially document delivery, worldwide.
- 7 Stimulate action to improve access to published materials for those with visual impairments.
- 8 Explore the ethical issues facing the whole information chain in the area of electronic technology.
- 9 Provide IFLA members with an information resource on all aspects of the Programme's activities.

**UNIVERSAL BIBLIOGRAPHIC CONTROL AND INTERNATIONAL MARC (UBCIM)****Scope**

The UBCIM Programme is primarily concerned with the coordination of activities aimed at the development of systems and standards for bibliographic control at the national level and the international exchange of bibliographic data. To achieve Universal Bibliographic Control each national bibliographic agency should be responsible for recording its national imprint in a form which is in accordance with international bibliographic standards and thus interchangeable with those of other national bibliographic agencies. The Programme aims to create and maintain standards for machinereadable data exchange and will include, when appropriate, developments in the electronic and networked environment. It provides a focus for all IFLA activities related to these aims and through its publication programme disseminates relevant information. The Programme is especially involved with the work of the Division of Bibliographic Control and its component Sections as well as that of the Section on Information Technology. It is also concerned with those relevant activities of other Divisions and Sections and other organizations such as ISO TC46, ISBN and ISSN.

**Programme Goals, 1998-2001**

- 1 Develop and promote bibliographic standards and guidelines with particular attention to new technologies.
- 2 Promote the development of authority control at the international level.
- 3 Maintain and promote the UNIMARC format through a group of experts, the Permanent UNIMARC Committee.
- 4 Continue its publication programme (a professional quarterly and monographs) to disseminate information on its standards and publish proceedings of relevant meetings.
- 5 Act as clearinghouse for information on all IFLA endeavors in the field of bibliographic control.

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**UNIVERSAL DATAFLOW AND TELECOMMUNICATIONS (UDT)****Scope**

The UDT Core Programme maintains IFLANET electronic services as a focal point for the promotion of IFLA activities and research to the international library community. The programme will continue to monitor and promote the use of relevant standards, promote the use of relevant technologies and monitor relevant policy issues in an effort to overcome barriers to the electronic transfer of data in library fields.

The UDT Medium-Term Programme builds upon the successful introduction of IFLANET electronic services begun under the 1992-1997 Medium-Term Programme. A realignment of programme activities to support IFLANET has been undertaken and will be continued. The UDT Programme also retains its objective of analysis and promotion of information technologies and standards as they apply to digital library development. Networked resources discovery, information retrieval, digitalization and metadata standards remain key areas of UDT attention.

The objective of the UDT Programme is to promote the effective use technology in libraries and in support of the IFLA programmes and projects by:

- Administering, developing and promoting IFLANET electronic services.
- Assisting and supporting other Core Programmes, Divisions, and Sections on the use of IFLANET electronic services and other technologies as appropriate.
- Promoting the effective use of digital technologies and the development of "digital librarians" through education and training.
- Serving as the focal point for the analysis, promotion and use of standards, technologies and policies for library-specific applications.

Building upon its work to establish networked information services for IFLA, UDT is oriented to assist IFLA in navigating the complex array of technologies, standards, policies and issues that surround digital library initiatives.

It is important to note that the UDT Core Programme is concerned with technologies of data organization and dissemination *per se*, rather than with the creation and intellectual content of the data, which are the concerns of the other Core Programmes and professional groups. Similarly the UDT Programme is concerned with the technical, economic and policy barriers to interconnection of computers, the creation of digital collections and services, and of telecommunications, rather than with economic and policy issues pertaining to the data itself.

**Programme Goals, 1998-2001**

- 1 Increase the awareness of IFLANET electronic resources through promotion and enhanced services development.
- 2 Promote the development, implementation and use of information technology standards and applications, in particular those pertaining to Internet and the World Wide Web wherever these are relevant to the development of electronic services and collections within libraries.

- 3 Monitor international and national policies as they affect the use of technology in libraries and the emerging global information infrastructure.
- 4 Increase the awareness in the library community and related sectors of the technical and service benefits of the electronic communications and dissemination of information.

## Chapter 3

# MEDIUM-TERM PROGRAMMES OF THE SECTIONS AND ROUND TABLES

## DIVISION OF GENERAL RESEARCH LIBRARIES

The Division is one of those established for types of libraries, grouping together national libraries, university and other general research libraries, and library and research services for parliament. Their professional common denominator is that they are all related in one way or other to the support and provision of research in many fields of knowledge. They also have in common the comprehensiveness and size of their collections with the ensuing problems of handling, preservation, storage and use of large stocks, and the administration of complex organizations.

## SECTION OF LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS

### Scope

The Section on Library and Research Services for Parliaments recognizes the central role that information must play in the effective functioning of a democratic legislature. In some cases, the parliamentary library includes a research service; in others there is a separate department which provides research and analysis for legislatures. Moreover these services are provided to national legislatures in unitary states, and to both national and regional legislatures in countries with a federal system of government. The activities undertaken by those who provide library and research services for parliaments range from the identification, location, interpretation, synthesis, and timely delivery of information to in-depth analysis and development of choices for the legislature. In addition to the library skills of acquisition, indexing, reference work and the use of information technology, there is often a need for subject and disciplinary expertise, significant presentational skills and an understanding of legislative procedures and official publications. The concept of service to members of the legislature, the primary clientele, is fundamental to parliamentary libraries and research services.

### Goals, 1998-2001

- 1 Promote understanding and cooperation between legislatures and their information services, recognizing the ever growing need for legislators to have access to up-to-date and accurate information about developments worldwide, but also the financial constraints which apply to every parliament in some degree.
- 2 Promote fruitful relations between the parliamentary libraries and research services of the world and encourage the organization of regional conferences and other forms of regular contact between parliamentary information services operating in particular world regions.
- 3 Provide advice and assistance for establishment of new parliamentary libraries and development of comprehensive parliamentary information systems throughout the world. In the context of newly emerging democratic legislatures, it is important to encourage library and research services to help sustain democratic development. The Section works with bodies such as the European Parliament and Inter-Parliamentary Union (IPU) to encourage bilateral and multilateral assistance and development programmes and acts as a clearinghouse to further such help.
- 4 Encourage programmes to foster the adoption of the latest information technologies, including the Internet, by parliamentary information services and promote liaison with other libraries and

research services so as to disseminate knowledge about new systems and databases.

- 5 Promote membership of, and active participation in, the Section to encourage the development of active libraries and research services for parliaments throughout the world.

## **SECTION OF NATIONAL LIBRARIES**

### **Scope**

The National Libraries Section is concerned with the full range of functions within national libraries. The Section also works closely with the Conference of Directors of National Libraries (CDNL). National libraries have special responsibilities, often defined in law, within a nation's library and information system. These responsibilities vary from country to country but are likely to include: the collection via legal deposit of the national imprint (both print and electronic) and its cataloguing and preservation; the provision of central services (e.g., reference, bibliography, preservation, lending) to users both directly and through other library and information centres; the preservation and promotion of the national cultural heritage; acquisition of at least a representative collection of foreign publications; the promotion of national cultural policy; and leadership in national literacy campaigns. National libraries often serve as a national forum for international programmes and projects. They may have a close relationship with national governments, may be concerned with the development of national information policies, and may act as a conduit for the views of other sectors of the profession. Occasionally they also serve the information needs of the legislature directly.

### **Goals, 1998-2001**

- 1 To identify the range and nature of tasks of a national library allowing for differing historical, political, economic, cultural and other circumstances.
- 2 To serve as a forum to share and learn from the experience of the practical problems of national libraries.
- 3 To promote research in fields of interest to national libraries - such as acquisition, preservation and servicing of electronic publications - and the exchange of ideas and information, in cooperation with the Conference of Directors of National Libraries.
- 4 To further the Core Programmes of IFLA.

## **SECTION OF UNIVERSITY LIBRARIES AND OTHER GENERAL RESEARCH LIBRARIES**

### **Scope**

The Section of University Libraries and other General Research Libraries is the international forum for all concerned in this area. It provides members with the opportunity to exchange experiences and ideas with colleagues worldwide and is a vehicle for collaborative action.

### **Goals, 1998-2001**

- 1 Promote the development and good management of university and research libraries. During the



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medium-term the focus will be on the following areas, which have been identified as being most relevant:

- evaluation and measurement of the performance of library services; and particularly the application of performance indicators and the results and experiences in this regard;
  - financing for academic library services in these times of financial restraint and especially the need for the costing of services;
  - assertion of the library's integration with the core functions of the university and in particular:
    - implications of new forms of teaching;
    - growing teaching role of libraries;
    - integration of library skills in the curriculum;
    - staff training in management and motivation;
    - research and development role within the library;
  - changing space needs, as a result of the requirements of information technology;
  - initiatives toward the convergence of libraries, computer centres and educational support centres in a growing number of institutions.
- 2 Support IFLA's focus on the electronic environment by:
- monitoring proposed changes to copyright laws and conventions, with a view to securing for the university and research community legal conditions for the use of published information that are at least as good for electronic media as those that have applied hitherto to printed media;
  - further understanding of the library in the electronic environment.
- 3 Undertake or assist collaborative projects of benefit to university and research libraries throughout the world by:
- developing a costing manual;
  - monitoring performance measurement in university libraries.

## **DIVISION OF SPECIAL LIBRARIES**

The Division coordinates the organization and programmes in general of the Sections of the Division. The Division of Special Libraries is characterized by libraries with specific kinds of service functions and subject specialties, such as art, biological and medical, geography and map, government, science and technology, and social science libraries. These libraries vary in size but all provide specialized services to their clientele. As a group the Division encourages special librarianship as a whole and works towards improving relationships between special libraries, information providers, and patrons.

### **SECTION OF ART LIBRARIES**

#### **Scope**

The Section endeavors to represent libraries and organizations concerned with all formats of textual and visual documentation for the visual arts, including fine arts, applied arts, design and architecture. The Section strives to improve access to information about these subjects for users of independent research libraries, museum libraries, art libraries attached to educational institutions art departments within national, college, university and public libraries, government departments and agencies, libraries in cultural centres and other collections of art information. The Section is also concerned with the creation, study and enjoyment of the visual arts through these libraries and with the encouragement of activities of national and regional societies of art librarians and visual resources curators. It provides an international forum for the free exchange of information and materials on art and furthers the aims of the Core Programmes of IFLA.

#### **Goals, 1998-2001**

- 1 Share information and expertise on art libraries' collections, publications, databases, networks, union lists and activities.
- 2 Extend the reach of the Section's effectiveness as an international forum of information for art and visual librarians by means of publications, conferences and personal contacts.
- 3 Provide information about the work of the Section to those concerned with the documentation of art and to promote membership in the Section in order to increase effectiveness.

### **SECTION OF BIOLOGICAL AND MEDICAL SCIENCES LIBRARIES**

#### **Scope**

The Section of Biological and Medical Sciences Libraries represents and acts as a forum for special libraries concerned with all aspects of information dissemination and services in relation to the health sciences and biological sciences.

The Section's general aims include the promotion of cooperation between biological and health sciences libraries; the facilitating of the development and the application of new technology relevant to those libraries; the consideration of means for better provision for health care information to health care consumers; the promotion of cooperative activity between national and international library associations of biological and medical sciences libraries and the promotion of cooperation with the World Health Organization (WHO), FID and other relevant international bodies.

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**Goals, 1998-2001**

- 1 Coordinate plans for the International Congress of Medical Librarianship (ICML).
- 2 Pursue the electronic publication of the Section Newsletter via IFLANET.
- 3 Revise, as may deemed necessary, the Section membership information brochure and make it available both electronically and in print, in English and French.
- 4 Expand the membership of the Section.
- 5 Encourage young librarians with leadership potential.
- 6 Produce a new version of a Health Sciences Libraries Directory.

**SECTION OF GEOGRAPHY AND MAP LIBRARIES****Scope**

The Section is an international forum to promote and coordinate the collection, storage and access to geographic and cartographic information. It provides communication between and the professional development of map curators. The Section's objectives are to initiate projects and studies, the findings of which are published in the form of technical monographs, occasional papers, standards, cataloguing rules, manuals, directories, bibliographies, newsletters, etc. In addition, close liaison with cartographic, geographic and related organizations is created and maintained.

**Goals, 1998-2001**

- 1 Improve the international audience of the Section by encouraging others to join from all parts of the world and reissue the Section's brochure in all IFLA languages.
- 2 Study the automation of bibliographic records, the standardization of geographical authorities (in liaison with the Permanent UNIMARC Committee) and the retrospective conversion of map catalogues.
- 3 Monitor digital mapping and study problems implicit for map collections.
- 4 Organize workshops for managing map and spatial data collections in developing countries.
- 5 Update its own database in order to publish the 4th edition of the World Directory of Map Collections.

**SECTION OF GOVERNMENT LIBRARIES****Scope**

The Section is aimed at the community of libraries which are part of and work for a body with a governing task and which have, in any way, a political responsibility or connection. The Section encourages the growth and development of government libraries and assists in their cooperation.

**Goals, 1998-2001**

- 1 Promote government libraries and government information services.
- 2 Assist government libraries in working together.
- 3 Provide advice to librarians working in government libraries to better assist their patrons in utilizing government information.
- 4 Create an Internet-based mailing list for government librarians, to assist their cooperation on a global scale.

**SECTION OF SCIENCE AND TECHNOLOGY LIBRARIES****Scope**

The Section brings together special libraries collecting materials in, and offering access to, information about the physical sciences and technology to users in science and technology departments of national libraries, university and polytechnic libraries, public libraries and corporate and government research libraries. A major focus of the Section will be on computer networks and digital information for professional and scholarly communication. The Section collaborates with various national and international science and technology library associations.

**Goals, 1998-2001**

- 1 Provide a forum for discussion on working methods and services of libraries in the sciences and technologies.
- 2 Promote activities that advance the professional competence of science and technology librarians.
- 3 Engage in projects, in cooperation with other Sections of IFLA interested in the subject, with IFLA Core Programmes, and with other organizations, for the analysis of challenges which science and technology libraries face, as well as for the preparation and implementation of appropriate proposals.
- 4 Extend the effectiveness of the Section as an international focus for science and technology librarianship.
- 5 Enhance the status of science and technology librarians.

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**SECTION OF SOCIAL SCIENCE LIBRARIES****Scope**

Following the extensional definition by H.P. Hogeweg-de Haart (FID, 1981), i.e., the UNESCO definition plus other disciplines, the social sciences include the following disciplines:

*... anthropology, communication science, criminology, demography, economics, education, environmental planning, futurology, geography, history, labor science, law, library and information science, linguistics, management science, philosophy, political science, public administration, psychology, social policy, sociology, statistics, science of religion, science of science ...*

Social science libraries are special libraries supporting research and practice in the broad domain of the social sciences. Thus the Section includes, for example, big business libraries as well as small research institute libraries in the fields of linguistics or anthropology.

**Goals, 1998-2001**

- 1 Provide a platform for professional exchange and communication for special libraries and information centres in the social sciences worldwide, in an interdisciplinary way and without regard to the media support of the information provided by each library for its users.
- 2 Foster international cooperation transgressing disciplinary and national boundaries.
- 3 Offer professional development opportunities like conferences, workshops and seminars for all people involved in the social science information services.
- 4 Maintain library and information related professional standards and values worldwide.
- 5 Support the IFLA Core Programmes especially the work of the Committee on Freedom of Access to Information and Freedom of Expression (FAIFE) as social science libraries often deal with socially or politically sensitive information.
- 6 Operate with other interest groups to lobby for professional requirements in the social science library and information environment and thus promote the quality of information work in the social sciences in general.

## **DIVISION OF LIBRARIES SERVING THE GENERAL PUBLIC**

The Division is a forum for the IFLA Sections and Round Tables comprising libraries serving the general public as well as (special) library services directed to specific groups of the general public, such as children, linguistic minorities, people with disabilities, people in hospitals or prisons. The Division promotes the improvement of library services and information to all people and coordinates the activities of its Sections, Round Tables and Working Groups. It encourages the use of appropriate information and communication technologies to provide and develop services to the public.

The Division continues to be concerned that IFLA promotes literacy and reading promotion through libraries and supports the basic idea of libraries playing a more important role in combatting illiteracy throughout the world.

## **SECTION OF LIBRARIES FOR CHILDREN AND YOUNG ADULTS**

### **Scope**

The Section's major purpose is to support the provision of the library service and reading promotion to children and young adults throughout the world.

Its main objectives are to promote international cooperation in the fields of library services to children and young adults, and to encourage the exchange of experience, education and training and research in all aspects of this subject. The Section's concerns include the provision of library services to all children and young adults in different cultures and traditions in cooperation with appropriate organizations and to adults interacting with children and young adults.

### **Goals, 1998-2001**

- 1 Promote literacy for a reading society.
- 2 Encourage a relevant integration of changing technologies in libraries for children and young adults.
- 3 Advocate for the children's right to information, according to the United Nations' Convention on Children's Rights.
- 4 Encourage international networking among professionals and researchers of children's literature, multimedia and children's library services in general.
- 5 Articulate the role of the librarians in the future.
- 6 Encourage the production and study of children's literature and multimedia.

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**SECTION OF LIBRARIES FOR THE BLIND****Scope**

The Section of Libraries for the Blind concerns itself with library services for the blind and other print handicapped readers. The main purposes of the Section are to promote national and international cooperation in this field, and to encourage research and development in all aspects of this area, thus improving the access of information for the blind and other print handicapped persons.

The Section is thus concerned with the implementation of service goals, standardization of material, problems of copyright, bibliographic control, technical standards, free transmission of postal and telecommunications or any means of distribution of material, and the identification of the locations of special format collections and activities for the blind and other print handicapped readers.

**Goals, 1998-2001**

- 1 Encourage the establishment of library service to print handicapped persons in countries where it does not exist or is inadequate, thus bridging the information gap.
- 2 Establishment of guidelines for library services for print handicapped persons.
- 3 Provide proactive leadership in the evolution of the digital library for the visually handicapped.
- 4 Reduce the major obstacles for free international flow of special format, such as copyright regulations, technical standards, postal regulations, etc.
- 5 Promote the use of cataloguing standards to make alternate material accessible.
- 6 Encourage the training and continuing education of professionals in the field service to print handicapped readers.
- 7 Promote international interlibrary loan materials for print handicapped readers.
- 8 Provide information about the work of the Section and the Standing Committee to those interested in library services to the blind and other print handicapped.
- 9 Cooperate with appropriate international organizations, by recognizing the need of users, and by promoting cooperation between libraries serving print handicapped readers and user organizations.

**SECTION OF LIBRARIES SERVING DISADVANTAGED PERSONS****Scope**

The Section for Libraries Serving Disadvantaged Persons is concerned with library and information services to all those groups within the community who for whatever reason are unable to make use of conventional library services. These groups include people in hospitals and prisons, the elderly in nursing homes and care facilities, the house-bound, the deaf and the physically and developmentally disabled.

This Section provides an international forum for the discussion of ideas, sharing of experiences and development of projects designed to promote and improve the effectiveness of library and information

services to such groups, and the promotion of national and international cooperation at all levels.

**Goals, 1998-2001**

- 1 Promote the availability of and access to suitable resources for people who require alternative materials and/or services.
- 2 Develop guidelines for access to library collections and services for people who are unable to make use of conventional library resources, including the provision of appropriate aids.
- 3 Encourage research into the status of library and information services to the disadvantaged.
- 4 Raise professional awareness and promote the development of appropriate staff training.
- 5 Disseminate and share information amongst relevant organizations, both internal and external to IFLA.
- 6 Study the impact of technological developments and the electronic environment upon library and information services to disadvantaged users.
- 7 Promote membership of the Section and maintain as broad an international representation as possible.

**SECTION ON LIBRARY SERVICES TO MULTICULTURAL POPULATIONS****Scope**

The Section brings together libraries and institutions interested in the development and availability of library services designed to meet the needs of cultural and linguistic minorities.

The Section is striving to share its experience in library services to multicultural populations in view of the necessity to ensure that every member in our global society has access to a full range of library and information services. In order to achieve this, it promotes international cooperation in this field.

**Goals, 1998-2001**

- 1 Promote the idea of diversity by making information available on library provision, practice and materials in all formats for linguistic and cultural minorities for librarians planning and carrying out the provision of such services.
- 2 Work towards the integration of multicultural and multilingual services into the general management of libraries. Combat racism among library workers and management, and promote an enlightened approach to racial matters in the library services.
- 3 Promote the application of library services to multicultural populations through IFLA programmes and in research projects.
- 4 Encourage the employment of linguistic and cultural minorities in libraries by urging the library community to provide equitable access to jobs.



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- 5 Encourage libraries to train local staff on multicultural issues.
  - 6 Promote the teaching of library services to multicultural populations in library and information studies departments of universities and colleges throughout the world.
  - 7 Reinforce the cooperation with the other Sections of IFLA by launching a multi-Section project focused on the concept of multicultural librarianship in a networked environment.
  - 8 Improve the participation of every member of the Section by conducting a survey on their expectations about the Section's activities.
  - 9 Advocate the co-development of multicultural services in public libraries of developed and developing countries.
  - 10 Advocate cultural and educational policies designed to fight illiteracy and promote reading in all languages.
  - 11 Advocate equitable access to new information technologies for linguistic minorities.

## **SECTION OF PUBLIC LIBRARIES**

### **Scope**

The Section of Public Libraries provides an active international forum for the development and promotion of public libraries which serve the whole community in the context of the information society and ensure free and equal access to information at the local level.

### **Goals, 1998-2001**

- 1 Promote equal access for all to information at a local level and ensure public libraries are part of the national library network.
- 2 Promote and make recommendations on the role of the public library in supporting lifelong learning and encourage information and computer literacy among public library users.
- 3 Promote the effective provision of information technology and multimedia in public libraries, based on different levels of development, including the enhancement of the skills of staff and users in their effective implementation and use.
- 4 Promote the development of public library standards, the use of quality management and performance measurement in public libraries and encourage research into their funding models and the collection and dissemination of comparative public library statistics.
- 5 Support action to combat illiteracy through the use of public libraries in conjunction with other appropriate bodies within and outside IFLA.
- 6 Promote the importance of the public library as a place for people to meet, communicate and exchange ideas and as a centre for cultural and leisure activities at the local level.
- 7 Disseminate information about the effects on public libraries worldwide of copyright regulations.

- 8 Arrange seminars on public library services and policy, particularly in developing countries, which will lead to an improvement in public library provision.

#### **SECTION OF SCHOOL LIBRARIES AND RESOURCE CENTRES**

##### **Scope**

The Section of School Libraries and Resource Centres concerns itself with the improvement and development of school libraries and resource centres worldwide, especially advocacy for their qualified and adequate staffing. It provides an international forum for exchanging ideas, experiences, research results and advocacy.

##### **Goals, 1998-2001**

- 1 Promote and advocate the role of the school library and resource center.
- 2 Delineate the role of the school librarian.
- 3 Assist school librarians in their professional development.
- 4 Promote and disseminate research in the field of school librarianship.

#### **ROUND TABLE - INTERNATIONAL ASSOCIATION OF METROPOLITAN CITY LIBRARIES (INTAMEL)**

##### **Scope**

The International Association of Metropolitan City Libraries (INTAMEL) aims to be a platform primarily for libraries of cities with 400,000 or more inhabitants, although libraries serving wide and diverse geographical areas with the same or more population may be included. Members exchange ideas and information on a range of professional topics which include: library networks; buildings; automation; research; and service to special groups.

##### **Goals, 1998-2001**

- 1 Seek inclusion in IFLA home page.
- 2 Increase membership.
- 3 Maintain annual conferences - 1998 in Budapest; 1999 in Zurich; 2000 in St. Louis.
- 4 Refine comparative statistics (collected and disseminated by Stadtbibliothek Hannover).
- 5 Cooperate with related IFLA professional groups.
- 6 Subsidize conference attendance by delegates from developing countries.
- 7 Organize exchanges of appropriate staff for personal and professional development.

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**ROUND TABLE ON MOBILE LIBRARIES****Scope**

The Round Table on Mobile Libraries is concerned with all aspects of mobile library operations, collections, services, education and training, and research in all geographical areas.

**Goals, 1998-2001**

- 1 Promote the importance and value of mobile libraries for effecting equity of access to information for all residents, particularly in remote and rural areas.
- 2 Disseminate information worldwide on best-practices in mobile library services.
- 3 Promote regional, national and international initiatives to improve/create literacy and library services via mobile libraries.
- 4 Promote international standards for mobile libraries in a technological environment.
- 5 Provide professional and informative advice on the establishment of and development for mobile library services.
- 6 Promote collaboration across types of libraries, including mobile libraries, to provide access to information for lifelong learning.
- 7 Advocate the use of mobile libraries to serve the needs of special populations such as women, families, indigenous peoples, unemployed, school dropouts and the elderly.

**ROUND TABLE ON NATIONAL CENTRES FOR LIBRARY SERVICES (ROTNAC)****Scope**

The Round Table of National Centres for Library Services brings together organizations operating on a national scale and providing a range of products in the field of bibliographical services and/or lending materials to libraries. The Round Table functions as a platform for the managers of the National Centres as well as a meeting point for bilateral cooperation.

**Goals, 1998-2001**

- 1 Improve local library service through the use of central services and promote central services.
- 2 Exchange information between members about the marketing, products, application of information technology, and management of centres.
- 3 Promote cooperation between members.

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## **DIVISION OF BIBLIOGRAPHIC CONTROL**

The Division is one of those established for types of library activities and in particular activities involving the organization of collections and information through the creation and exchange of bibliographic data. It brings together professional groups dealing with cataloguing, classification, and bibliography. The Division works closely with the Core Programme on Universal Bibliographic Control and International MARC (UBCIM).

### **SECTION ON BIBLIOGRAPHY**

#### **Scope**

The Section on Bibliography is primarily concerned with the content, arrangement, production, dissemination and preservation of bibliographic information, especially (but not exclusively) where these pertain to national bibliographic services. It is also concerned with the promotion of the importance of the discipline of bibliography to library professionals in all types of library (not just national libraries), to publishers, distributors and retailers and also to end-users. Whilst taking full account of technological possibilities, the Section is aware that such developments are not yet available in some areas of the world, and it will ensure that its solutions are not necessarily dependent on particular technologies. The Section is closely associated, where appropriate, not only with the other Sections within the Division of Bibliographic Control and with the UBCIM Programme, but also with the Sections on Information Technology and of National Libraries.

#### **Goals, 1998-2001**

- 1 Promote the production and publishing of bibliographic information for all kinds of documents, including those published by electronic means, both hand-held and online.
- 2 Monitor and promote good practice in the preparation of bibliographic information through the use of international standards and guidelines and to take appropriate action when those standards need amplification or modification.
- 3 Promote cooperation with the book trade in the preparation of bibliographic information.
- 4 Monitor and promote publication of bibliographies in electronic form, e.g., on the Internet.
- 5 Monitor and take action as necessary on new search methods and user interfaces.
- 6 Monitor and promote the inclusion of Internet resources in bibliographies.
- 7 Promote the importance of bibliography at library and information schools.
- 8 Provide information about the work of the Section and Standing Committee.
- 9 Promote membership in the Section, emphasizing a broader geographic representation on the Standing Committee.

### **SECTION ON CATALOGUING**

**Scope**

The Section on Cataloguing analyzes the functions of cataloguing activities for all types of material and media, including both bibliographic and authority information, for the benefit of all users. The Section proposes and develops cataloguing rules, guidelines and standards for bibliographic information taking into account the developing electronic and networked environment in order to promote universal access to and exchange of bibliographic and authority information. The Section has close relationships with many organizations and institutions including national cataloguing and standardization committees, various multinational organizations, various committees of ISO, especially with TC46, with the Sections on Bibliography, Classification and Indexing, and Information Technology, and in particular with the UBCIM programme office of IFLA.

**Goals, 1998-2001**

- 1 Monitor the need for new and updated ISBDs and develop them.
- 2 Develop approaches, standards, rules, lists for information that provide access to bibliographic data in all languages and in all scripts.
- 3 Promote the functional requirements for bibliographic records study and its recommendations, and take follow-up action to develop new descriptive standards and standards for access points and to develop a new approach to the bibliographic universe.
- 4 Review and develop the interface standards to make cataloguing information more accessible to the end-user in cooperation with other technical committees.
- 5 Develop guidelines for organizing the expanding amount of digital resources.
- 6 Explore opportunities for distance learning of cataloguing activities especially for developing countries.
- 7 Provide leadership in defining the role of the cataloguing activity and of the cataloguer in particular, given the rapid developments in electronic information technology.
- 8 Provide information about the work of the Section and Standing Committee.
- 9 Promote membership in the Section, emphasizing a broader geographic representation on the Standing Committee.

**SECTION ON CLASSIFICATION AND INDEXING****Scope**

The Section on Classification and Indexing focuses on methods of providing subject access in catalogues, bibliographies, and indexes to documents of all kinds, including electronic documents. The Section serves as a forum for producers and users of classification and subject indexing tools, and it works to facilitate international exchange of information about methods of providing subject access.

It promotes standardization and uniform application of classification and indexing tools by institutions generating or utilizing bibliographic records. It initiates and gives advice about research in the subject

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approach to information, and it disseminates the results through open meetings and publications. It works closely with the other Sections of the IFLA Division of Bibliographic Control, with the IFLA Core Programme for Universal Bibliographic Control and International MARC (UBCIM), and with the IFLA Section on Information Technology. It is interested in provision of subject access in libraries and information services of all types.

**Goals, 1998-2001**

- 1 Monitor and provide information about trends in the provision of subject access in libraries.
- 2 Provide information about new developments in classification and subject indexing tools.
- 3 Develop or review needed standards and guidelines related to subject access.
- 4 Monitor trends in provision of subject access to electronic documents, especially those available on the Internet; promote and disseminate results of research about the best methods for providing subject access to electronic documents.
- 5 Provide information about the work of the Section and Standing Committee.
- 6 Promote membership of the Section and broader geographic representation on the Standing Committee.

## **DIVISION OF COLLECTIONS AND SERVICES**

This Division focuses on acquiring information for the improvement of collection building of specific types of materials such as rare books, serials, newspapers, and government publications. Furthermore, the Division emphasizes the activities of document delivery, interlending, and reference services to users.

### **SECTION ON ACQUISITION AND COLLECTION DEVELOPMENT**

#### **Scope**

The Section on Acquisition and Collection Development concerns itself extensively with methodological and topical themes pertaining to acquiring materials (purchase, exchange, gift, deposit), deacquisitions and weeding, techniques used for determining collection development policies, collection assessment and practices, materials pricing issues, and librarians' relations with publishers and vendors. Also of concern to the Section are the impact and application of technological developments that underlie many of the changes observed in departmental workflow, and partnering arrangements when acquiring materials (such as electronic data interchange, materials licensing agreements, and cooperative collection development). As access to materials becomes an increasingly viable alternative to ownership, the Section finds itself working more closely with the IFLA Core Programme on Universal Availability of Publications, the Sections on Serial Publications and Document Delivery and Interlibrary Loan, and the Publishers' Liaison Committee.

#### **Goals, 1998-2001**

- 1 Monitor the impact of the electronic environment on acquisitions functions (such as the ordering and paying of materials electronically, the creation and maintenance of machine-readable acquisition files), collection evaluation and assessment, and exchange.
- 2 Provide information on collection development activities, such as the formulation of policies, deacquisitions and weeding of collections, and cooperative acquisitions programmes.
- 3 Assume a partnership role in promoting libraries' perspectives in the publisher and vendor communities in the areas of copyright, licensing, and the pricing of materials, with an emphasis on electronic documents.
- 4 Monitor and provide information on the changing organizational structures in acquisitions and collection development departments, especially in light of the changing electronic environment.
- 5 Provide information about the work of the Section and Standing Committee in a variety of mediums (printed newsletters, brochures, publication of papers given during IFLA conferences, and in electronic formats such as IFLANET) to those interested in acquisitions and collection development work.
- 6 Provide information on the processes and procedures governing legal deposits.
- 7 Promote the Section in order to increase membership.

### **SECTION ON DOCUMENT DELIVERY AND INTERLENDING**



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**Scope**

The nature and purpose of the Section is to represent libraries and library institutes and associations that are responsible for and interested in making publicly available information, in all formats, more accessible throughout the world. The Section works closely with the IFLA Office of International Lending and appropriate Core Programmes to achieve the objectives and goals listed below.

The objectives of the Section are to promote document delivery and interlending both nationally and internationally in support of the UAP Core Programme using new technology as well as traditional methods to extend and accelerate the availability of documents.

**Goals, 1998-2001**

- 1 Optimize international access to document location information.
- 2 Monitor the impact of electronic publishing and other forms of automation on document delivery and interlending.
- 3 Monitor the impact of copyright and other legal matters on document delivery in all forms.
- 4 Develop principles and models in charging for document delivery and interlending.
- 5 Address the special problems of document delivery and interlending in developing countries.
- 6 Provide regional seminars and other forms of training for specialists in document delivery and interlending.
- 7 Train for meeting users needs (satisfying the user).
- 8 Develop and implement protocols and standards.
- 9 Develop statistical methods in document delivery and interlending.

**SECTION ON GOVERNMENT INFORMATION AND OFFICIAL PUBLICATIONS****Scope**

Governments, intergovernmental organizations and public non-governmental organizations generate large quantities of documents and information which shape our lives and mould the societies in which we live. The Section promotes the discovery, collection, bibliographic control, preservation and dissemination of information from and about all these public bodies. Persons interested in the Section are drawn from the world community of specialists in access to public documents and public policy. They share the mission of promoting free and equitable access to quality information in order to assure accountability from governments and other public bodies to the people they serve.

**Goals, 1998-2001**

- 1 Promote universal access to government information as a basic human right.
- 2 Encourage governments and international organizations to disseminate their information.
- 3 Serve as an international forum for discussion among information professionals and providers in the field of government information.
- 4 Promote the education of library and information professionals in the methods of access to and management of government information.
- 5 Encourage governmental organizations to provide equitable access to their information irrespective of format.
- 6 Work for the long-term preservation of, and access to, public information in electronic format worldwide.
- 7 Promote the exchange, archiving and retrieval of public documents in both electronic and paper formats among libraries and between nations.

**SECTION ON RARE BOOKS AND MANUSCRIPTS****Scope**

The Section provides a forum for discussion, and exchange of information, on matters of particular concern to rare book and manuscript librarians, including the collection, preservation, bibliographic control, and use of such materials, in all types of libraries.

**Goals, 1998-2001**

- 1 Promote the understanding of the significance of rare books and manuscripts for scholarly research, and as part of the heritage of civilization, in an international context.
- 2 Develop international standards in the field of rare book and manuscript librarianship, and publish directories and bibliographies which will assist rare book and manuscript librarians in their work.

**SECTION ON SERIAL PUBLICATIONS****Scope**

The Section on Serial Publications concerns itself with all issues which make serial publications unique in both the print and electronic environments. These include: bibliographic standards and control; holdings information; national and international library cooperation; access and availability; conservation and archiving; collection management and development; pricing issues; copyright; and, relationships with serial publishers, serial suppliers and other serials related organizations. The accelerating impact of technological developments on library serials procedures, liaison with suppliers and the serials publishing industry also fall within the remit of the Section. As access rather than ownership becomes an increasingly important issue, the Section is committed to working closely with the IFLA Core Programme on Universal

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Availability of Publications (UAP), the Sections on Acquisition and Collection Development and Document Delivery and Interlending, and the Publishers' Liaison Committee.

**Goals, 1998-2001**

- 1 Promote the importance of good practice in library serials collection management and development.
- 2 Work towards the improvement of national and international cooperation on access to serials holdings information.
- 3 Promote the importance of, and improvement to, national and international standards for serials.
- 4 Work with publishers, suppliers and other IFLA Sections to promote cooperation within the serials information chain.
- 5 Monitor and provide information on the impact of new technology on serials management.
- 6 Raise the profile of the Section by improved dissemination of information about the programmes, publications and activities of the Section.

**ROUND TABLE ON NEWSPAPERS****Scope**

The Round Table is concerned with all issues relating to newspapers in libraries and archives, including acquisition and collection development; intellectual and physical access; storage and handling; preservation of newspapers and their contents; interlibrary lending; and the impact of digital technologies on all of these.

**Goals, 1998-2001**

- 1 Gather and disseminate information on international newspaper collections, procedures and practices, and develop mechanisms for communication and interchange of knowledge between the major newspaper collections of the world.
- 2 Encourage the development and adoption of international standards in newspaper preservation, microfilming, and digitalization programmes.
- 3 Monitor technological developments arising from and affecting newspaper production, distribution, archiving and access, and assess their implications for library practices.
- 4 Explore opportunities for cooperative approaches to the provision of newspapers in libraries and archives.
- 5 Evaluate existing guidelines for bibliographic control of newspapers and explore complementary and/or alternative means of intellectual access.
- 6 Explore opportunities for communication and exchange of information with organizations engaged in the production and preservation of newspapers.

## **DIVISION OF MANAGEMENT AND TECHNOLOGY**

This Division is concerned with a range of activities that affect all types of libraries and library associations. Its work is centered on management issues such as marketing, library buildings and equipment, and statistics. Several major technology areas are covered: preservation, information technology, and audiovisual and multimedia. Groups working on library association issues and women's issues are also convened in this Division.

### **SECTION ON INFORMATION TECHNOLOGY**

#### **Scope**

The Section on Information Technology (IT) serves to foster, develop and promote information technologies relevant to modern library and information services. This includes policies and technologies for the creation, storage, retrieval and transfer of information for all types of libraries and information centres. A fundamental aspect of this is the development and application of a range of international standards. Close cooperation with the other Sections and Round Tables is essential to elaborate in the goals. A particularly close affinity exists between this Section and the UDT Core Programme.

#### **Goals, 1998-2001**

- 1 Stimulate activities of libraries in the area of networking and promote the use of IT in support of library and information services.
- 2 Foster dissemination of IT-related issues on IFLANET.
- 3 Promote advanced technologies for creation, storage, access, retrieval, manipulation, and transfer of information for all types of libraries.
- 4 Support strategic IT planning in libraries through meetings, seminars, working groups, and publications.
- 5 Investigate economic aspects of electronic access, particularly copyright, fair use, and licensing models.
- 6 Investigate the impact of and support for new technologies in developing countries.
- 7 Encourage international linking of systems by application of network and data standards.
- 8 Promote the digitization of library collections and related digital library technologies.
- 9 Support special projects in the area of IT, particularly networking technologies and standards.

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**SECTION ON LIBRARY BUILDINGS AND EQUIPMENT****Scope**

The Section considers all matters concerning the design and construction for all types of libraries in all parts of the world, and their furnishing and equipment. The Section aims to collect and disseminate knowledge about buildings and equipment in order to increase this knowledge among librarians. It also aims to establish better contacts between librarians and architects by creating the conditions under which it will be possible for each of them to understand the other's language, by promoting an exchange of experiences between librarians and architects.

**Goals, 1998-2001**

- 1 Collect and present information on new library buildings and renovations.
- 2 Organize seminars on library buildings in various countries to which developing countries will be encouraged to send representatives.
- 3 Organize study tours on library buildings in various countries to which developing countries will be encouraged to send representatives.
- 4 Develop guidelines for librarians in the planning and preparation of building programme documents for architects and for participating in project development.

**SECTION ON MANAGEMENT AND MARKETING****Scope**

The Section on Management and Marketing has an enabling role for the study of management and marketing issues within library services and systems. It collaborates with other IFLA Sections in applying management and marketing theory and practice to specific types of services and operations throughout the world. A particular concern is to identify emerging theories and practices which may impinge on libraries, and to ensure that managers are made aware of these developments in order to anticipate change and promote best practice. The Section works with educators and trainers to promote the inclusion of management and marketing studies in the curricula, especially in developing countries. Its activities bring together practitioners, educators and researchers in the fields of management and marketing to exchange ideas, knowledge and experience.

**Goals, 1998-2001**

- 1 Provide a firm foundation for the Section within IFLA.
- 2 Facilitate the application of management and marketing theory and best practice, working strategically with other bodies having similar interests within and without IFLA.
- 3 Illuminate new research and identify general trends in management and marketing.
- 4 Disseminate information about trends in research and practice.
- 5 Assist educators and trainers with the development of appropriate curricula.

**SECTION ON PRESERVATION AND CONSERVATION****Scope**

The Section is concerned with the preservation of the world's documentary heritage. It provides an international forum for all types of libraries to exchange, develop and disseminate knowledge and experience dealing with theories, policies and practices for the preservation of all recorded knowledge, regardless of the storage medium. The Section maintains a close working relationship with the IFLA PAC Core Programme.

**Goals, 1998-2001**

- 1 Facilitate the exchange of information and to promote other cooperative activities, particularly with the IFLA PAC Core Programme.
- 2 Promote among library staff, library users and government an awareness of the importance of preservation in library management in order to preserve the world's cultural heritage.
- 3 Promote professional development in the field of preservation, particularly in the area of management skills.
- 4 Promote "best practices" and standardization in library preservation activities.
- 5 Facilitate the establishment of national preservation strategies and programmes.
- 6 Monitor activities related to the digitization of library materials and to promote the concept of library preservation as a part of these activities.
- 7 Promote long-term preservation of original electronic documents and access to them.
- 8 Encourage the expansion of universally accessible registers of preservation reproductions and to participate in the codification of preservation information.

**SECTION ON STATISTICS****Scope**

The Section aims to promote the compilation and use of statistics both in the successful management and operation of libraries and in the demonstration of the value of libraries outside the profession. It is concerned with the definition, standardization, collection, analysis, interpretation, publication and use of statistical data from all types of library and information service activity - including statistics of technically innovative services. Case studies of good practice and international benchmark comparisons are within its scope as is collaboration with international agencies such as UNESCO and ISO.

**Goals, 1998-2001**

- 1 Encourage libraries to collect standard statistical data, and to encourage UNESCO efforts to provide statistical information for meaningful comparisons of libraries worldwide.
- 2 Encourage best practice in all aspects of statistical work.
- 3 Facilitate international communication between those interested in statistics.

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- 4 Support the development of Performance Measures and statistics required for new methods of management, funding and economic factors.
  - 5 Support the development of appropriate statistics to report the provision and use of electronic documents and services.

#### **ROUND TABLE ON AUDIOVISUAL AND MULTIMEDIA**

##### **Scope**

The Round Table on Audiovisual and Multimedia concerns itself extensively with all issues relating to sound, still and moving images and multimedia documents and services such as: children's libraries, languages centres, and Internet (images, sounds delivery) in libraries: development of collections, cataloguing, access including Internet, conservation. Special expertises are required about sources and methods of acquisitions, technical issues for historical and for new carriers and equipments, legal issues affecting collecting, transferring and delivering documents, specific rules and formats of cataloguing, and all kinds of libraries are concerned. Relations have to be established in IFLA with corresponding groups and with PAC and UAP Core Programmes, and out of IFLA with professional organizations of sound and audiovisual archives.

##### **Goals, 1998-2001**

- 1 Promotion of the use of Audiovisual and Multimedia in libraries. Discussion and information between librarians in charge of audiovisual and multimedia collections and services, in relation to users' needs.
- 2 Development of heritage collections: by voluntary deposit or by the extension of legal deposit to include Audiovisual and Multimedia, in both public and private archives.
- 3 Develop legal expertise in relation to acquisition and access questions, and for preservation requirements.
- 4 Monitor technical knowledge regarding historical, present and future carriers and related equipments, in order to preserve heritage collections; monitor the use of technological developments to copy and to deliver collections to the public, including Internet.
- 5 Adaptation of cataloguing rules and formats for audiovisual and multimedia documents. Adaptation of indexing languages and classification. Encourage National Bibliographies to include sound and image records and multimedia. Expertise in enriching catalogues with sound and images. Adaptation of information retrieval systems to images and sounds on Internet.
- 6 Promotion of special services such as language and educational centres.

**ROUND TABLE FOR THE MANAGEMENT OF LIBRARY ASSOCIATIONS****Scope**

Within IFLA, the Round Table on Management of Library Associations addresses the interests, aspirations and concerns of the library associations that are represented among IFLA members. There is a continuum of resources available to library associations: some have paid staff and others are run by volunteers, both possessing a wide range of experience and expertise. The Round Table addresses the needs and interests of all types and sizes of library associations. The Round Table brings together staff and elected leaders and representatives of these associations to:

- foster and improve leadership skills;
- share experiences;
- develop useful publications and to offer workshops, seminars and programmes that address their needs and interests;
- support IFLA's Core Programmes;
- advocate within IFLA for the promotion and development of effective library and library association practices worldwide.

Library associations provide many valuable services to librarians. They work to develop effective library programmes and services that meet the needs of library users and advance societal objectives and interests, ensuring public access to information, and preserving and protecting cultural resources.

In its Medium-Term Programme the Round Table will promote the mission of library associations in setting and maintaining standards for the provision of library services in all types of libraries, encouraging the professional development of librarians through effective training and education programmes that promote lifelong learning.

**Goals, 1998-2001**

- 1 Encourage library associations to provide leadership in addressing important social issues such as open access to information, rights of users, freedom of expression, management of intellectual property, and copyright matters.
- 2 Promote the development and improvement of existing library associations and encourage the establishment and participation of new library associations in IFLA.
- 3 Promote regular communication and networking among library association staff and volunteer leaders who are Round Table members.
- 4 Encourage the efforts of library associations to provide educational programmes for their staff and volunteer leaders.
- 5 Promote Round Table interests and activities within IFLA.

**ROUND TABLE ON WOMEN'S ISSUES****Scope**

The Round Table on Women's Issues concerns itself extensively with questions and issues that have special relevance for women in the library profession and in the user community. Further it develops programmes designed to enhance the opportunities and the image of these two groups of women. The Round Table on



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Women's Issues promotes the collection, research, publication and dissemination of information on the status of women in librarianship. Another concern is to identify discrimination in all forms, and disparities in resources, programmes, and opportunities relating to women in librarianship. The Round Table on Women's Issues will collaborate with and support Sections, Round Tables and groups within IFLA interested in these issues.

**Goals, 1998-2001**

- 1 Provide a forum for discussion of issues concerning women in librarianship.
- 2 Provide opportunities for research into the role of women in librarianship and insure its dissemination.
- 3 Communicate with groups within librarianship and other information professions who have similar concerns.
- 4 Promote the inclusion of women's issues in library and information education.
- 5 Promote awareness of the Round Table on Women's Issues within IFLA membership.
- 6 Encourage collection development and establishment of information services on women's issues worldwide.
- 7 Promote literacy and life-long and distance learning for women.

## **DIVISION OF EDUCATION AND RESEARCH**

This type-of-activity Division provides a professional focus for IFLA to address various aspects of professional education: basic, continuing, research, history, professional journals, user education, and reading.

### **SECTION ON EDUCATION AND TRAINING**

#### **Scope**

The Section focuses on education and training for library and information science professionals based on research and professional practice. It serves library and information science educators, practitioners, and managers with training responsibilities. Appropriately educated, adequately trained, continually learning professionals are a requirement for effective and efficient information services. Education and training for library and information services concerns all IFLA's Divisions and requires cooperation with them and other international and inter-regional associations which have a related mission. Of special interest to the Section is the state of library and information science education and training in developing countries.

#### **Goals, 1998-2001**

- 1 Foster international cooperation on basic and continuing education of library and information science educators and practitioners.
- 2 Uphold the professional status of library and information science personnel through internationally recognized qualifications for library and information science work.
- 3 Maintain a current directory of worldwide library and information science educational programmes.
- 4 Foster the multicultural principles of IFLA, through contribution to the current multilingual lexicon for library and information science.
- 5 Offer professional development opportunities for library and information science professionals and educators in developing countries.
- 6 Disseminate information on innovative curriculum developments and creative teaching methodologies and materials.
- 7 Foster new professional development opportunities in order to encourage new knowledge, skills and competencies.

### **SECTION ON LIBRARY THEORY AND RESEARCH**

#### **Scope**

The Section on Library Theory and Research concerns itself with the continuing development of library and information science through theoretical and applied research in all aspects of the discipline.

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The Section promotes the importance of investigation and research activities within IFLA's programme, upholds scientific integrity in research and development activities, supports the design and investigation of research projects and the reporting and publication of research results within the library and information science community worldwide.

**Goals, 1998-2001**

- 1 Encourage and promote research that is designed to improve the quality of library and information science.
- 2 Encourage and promote research that builds upon solid theoretical foundations.
- 3 Promote the practical application of relevant research findings in library and information science.
- 4 Inform researchers in other countries of research progress.
- 5 Develop the profession's collaboration with related research communities in the information field.
- 6 Encourage educators in library and information science worldwide to include the training in research in their programmes.

**SECTION ON READING****Scope**

The purpose of the Section is to provide a focal point for the study and discussion of the promotion of reading and print culture and electronic media, and of the integration of reading research and reading development activities. It covers issues such as increasing the social awareness of the significance of reading and general literacy, functional literacy in various cultural settings and illiteracy in different milieus, teaching the encouragement of reading with special emphasis on the younger generation, reader's skills and reading habits, the interaction of audiovisual media and reading in the new electronic environment. The relationship between reading research and reading promotion is considered very significant in professional terms.

The Section is concerned with a range of activities that affect all types of libraries, library associations, and institutions related to reading and literacy development. The Section works in cooperation with the Working Group on Literacy, which is studying the feasibility of a Core Programme on Literacy. It cooperates with other international reading and library associations.

**Goals, 1998-2001**

- 1 Assume a leadership role in outlining strategies for international campaigns that support reading development.
- 2 Monitor the dissemination of knowledge about reading, readers, and library patrons.
- 3 Promote the understanding of reading patterns and literacy problems among librarians and other cultural agents.
- 4 Explore various ways of promoting reading and literacy in specific cultural milieus.
- 5 Carry out research on the problems of reading and literacy.

- 6 Emphasize the role of reading in children's development and outline various methods that have been used in different countries.
- 7 Promote its goals and membership in the Section in order to increase effectiveness within IFLA and within the profession.

#### **ROUND TABLE ON CONTINUING PROFESSIONAL EDUCATION**

##### **Scope**

The Round Table on Continuing Professional Education (CPERT), established under the Section on Education and Training, works to encourage and develop continuing education programmes for information and library personnel and to provide a focal point for relevant activities.

New trends in information sources, technology, users' needs and management of libraries and information services emphasize the requirement for continuing education and retraining. The Round Table brings together those interested in and/or responsible for providing delivery systems for continuing education, persons interested in improving the quality of continuing education, etc.

##### **Goals, 1998-2001**

- 1 Encourage and develop international continuing professional education programmes for library and information personnel.
- 2 Improve the opportunities of librarians worldwide to contribute to the lifelong learning of individuals both within and outside the profession including facilitating collaboration and development of networks for the exchange of ideas.
- 3 Increase membership worldwide in the Round Table and facilitate communication between members.
- 4 Stimulate research in continuing education for library and information professionals.

#### **ROUND TABLE OF EDITORS OF LIBRARY JOURNALS**

##### **Scope**

The Round Table of Editors of Library Journals is organized to bring together library and information science specialists to promote high standards for professional journals by encouraging the free flow of information and the exchange of ideas among editors, publishers, librarians and readers of library journals.

##### **Goals, 1998-2001**

- 1 Share information on new developments in library and information science journals, especially in the changing electronic environment.
- 2 Monitor new journals and provide needed assistance to their editors, especially from countries involved in ALP.
- 3 Evaluate the achievements of the leading and best known library and information science journals

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as a way to share their methods with other journals.

- 4 Monitor any comparative studies of printed library journals as to their layout, organization, typography, etc.

### **ROUND TABLE ON LIBRARY HISTORY**

#### **Scope**

The Round Table on Library History is intended to be the means within IFLA by which professionals specializing in all fields of librarianship can be made aware of the importance of an understanding of the past and of the profession's theoretical foundations to the successful provision of library services in the present and future. In particular, the Round Table concentrates on universal and broad themes of library history, regional or international or local experience of general significance.

#### **Goals, 1998-2001**

- 1 Assume an international leadership role in stimulating research into the history of libraries and librarianship.
- 2 Provide an international forum for the discussion of library history.
- 3 Coordinate and provide information on library historians and research in progress in various countries.

### **ROUND TABLE ON USER EDUCATION**

#### **Scope**

The primary purpose of the User Education Round Table is to foster international cooperation in the development of user education in all types of libraries. The Round Table focuses on all aspects of user education including information literacy, learning styles, the use of computers, networked resources, and media in the development of instructional programmes, distance education, and the training of librarians in user education. The Round Table has as its mission to disseminate information on user instructional programmes and trends. The Round Table is very willing to work closely with other IFLA bodies and other organizations in the development of programmes, workshops and projects related to user education.

#### **Goals, 1998-2001**

- 1 Organize sessions and workshops during the annual IFLA conferences that highlight user education by libraries.
- 2 Develop projects that help disseminate information on user education experts and programmes and that promote research into the development of user education programmes in libraries, e.g., evaluation criteria of Web-based instruction project.
- 3 Encourage the development and disseminate information on appropriate teaching methodologies and materials for user education through the Round Table's mailing list, newsletter, and sponsorship of programmes at regional library conferences.
- 4 Promote and monitor the development of education and training for librarians in user education

such as via programmes, workshops, and projects.

- 5 Promote membership in the Round Table in order to increase effectiveness.

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## **DIVISION OF REGIONAL ACTIVITIES**

The Division is comprised of Regional Sections covering developing countries in three major regions of the world, the African continent, Asia and Oceania, and Latin America and the Caribbean. It covers the full range of professional activities and library types in those regions, although it works closely with the other Divisions which are organized along type of activity lines or by type of library. The Division has a special working relationship with the ALP Core Programme.

### **SECTION ON REGIONAL ACTIVITIES: AFRICA**

#### **Scope**

The main priorities and objectives of this Section are human resources development, training, capacity building, and incorporation of information technology in all programmes.

#### **Goals, 1998-2001**

- 1 Through programmes of attachments, lay out the foundation for library cooperation and human resources development.
- 2 Promote the adoption of principles on the right to information and sensitization on the library and information science principles as embodied in the 1996 UNESCO Manifesto.
- 3 Raise awareness on and encourage establishment of national and sub-regional programmes for preservation and conservation and supported through the Joint IFLA/ICA Committee on Preservation in Africa (JICPA).
- 4 Facilitate strengthening of national library associations, encourage exchange of information, mutual support and continuing education through sub-regional library associations and forge closer links with the IFLA Africa Regional Standing Committee.
- 5 Encourage the development and/or adaptation of national information policies to the technological influences and their implementation.
- 6 Provide opportunities for middle management level personnel to train and develop in skills in information technology in all working programmes such as acquisition, cataloguing and circulation.
- 7 Encourage development of national policies for school libraries and implementing library programmes with the curricula.

### **SECTION ON REGIONAL ACTIVITIES: ASIA AND OCEANIA**

#### **Scope**

The main objectives of the Section are to initiate, promote and facilitate the development of library and information services and the library profession within the five sub-regions of Asia and Oceania: West Asia, South Asia, Southeast Asia, East Asia and Oceania. The Section works in cooperation with the other Regional Sections and all of IFLA's Sections and Core Programmes, especially the Advancement of Librarianship Programme.

**Goals, 1998-2001**

- 1 Provide opportunities for library and information service personnel to acquire new knowledge and skills necessary for the provision of services in the information age.
- 2 Assist in the establishment of library associations where there are none, and work to strengthen the effectiveness of existing library associations.
- 3 Disseminate information to Asia/Oceania's librarians on resources and services that will assist them to lobby and gain support for the development of library and information services in their country.
- 4 Work to increase the knowledge of Asia/Oceania's librarians in the strategic application of new technologies, such as tropical environment preservation and conservation methods, and new developments in information technology.

**SECTION ON REGIONAL ACTIVITIES: LATIN AMERICA AND THE CARIBBEAN****Scope**

The general objective of the Section is to encourage activities related to access to information and knowledge. The Section gives priority to promotion of literacy, promotion of reading, and application of new technologies, as well as to the services of libraries and information centres in the region. The Section maintains close relationships of mutual support and exchange with all the professional groups of IFLA, acting as intermediaries for those groups when they develop activities and projects for the region, and especially with the ALP Core Programme.

**Goals, 1998-2001**

- 1 Stimulate the development of the services librarians and of information in the promotion of reading and literacy.
- 2 Favor and support the introduction and planning of new technologies in order to improve the access to the information and the knowledge of the general public, in coordination with the UDT Core Programme and the Division of Management and Technology.
- 3 Promote the formation of and the bringing up to date of professionals and para-professionals.
- 4 Carry out actions to encourage the organization and effective management from the professional associations.
- 5 Promote the standardization of the library activities of the region.
- 6 Formulate and execute a programme of promotion of IFLA aimed to receive new members.
- 7 Identify and make accessible the intellectual products on librarianship and information sciences in the region.
- 8 Coordinate actions for preservation and conservation with the Regional Centre.



## Annex A

# IFLA'S LONG-TERM POLICY

## INTRODUCTION

### IFLA's Role and Mission

IFLA is an independent professional international federation, without profit motive whose purpose is to promote international understanding, cooperation, discussion, research and development in all fields of library activity, including bibliography, information services, document delivery, and the education of personnel. As a non-governmental organization IFLA provides a body through which worldwide librarianship can be represented in matters of international interest. In pursuing its objectives, IFLA supports the Universal Declaration Human Rights that *everyone has the right to participate freely in the culture of the community, to enjoy the arts, and to share in scientific advancement and its benefits* (Art. 27).

In fulfilling its mission, the Federation focuses its attention on: broadening access to and availability of information to users worldwide; stimulating the development of the profession; supporting the growth and expansion of libraries; extending the range and variety of information resources available through libraries.

### IFLA's Long-Term Policy

IFLA's Long-Term Policy aims to support the role and mission of the Federation: to advance the leadership role of its members for the benefit of society and to create a visionary framework for the development of the library profession.

The international library profession requires a clear indication for future action, a strategic plan to ensure that the profession knows where it is going and why. IFLA's Long-Term Policy is formulated both for its members as well as for the Federation itself to enable them to establish its strategy, plans and programmes that affect the next 10 to 15 years. IFLA's operational plans, based on Long-Term Policy, are reflected in its Medium-Term Programme.

The Long-Term Policy is based on the assumption that the library profession has common goals throughout the entire community; the level of its development may differ from region to region and from country to country because libraries and librarians operate in specific and distinct social, economic and political environments. There are, however, common concerns which all professionals and institutions share. IFLA's Long-Term Policy focuses on such concerns while allowing varying methods of implementation, depending on local circumstances. The purpose of this document is to enumerate the different issues which call for a policy response.

## ROLE OF LIBRARIES

Libraries, as major components of the information field, have witnessed major changes during the past two decades. Information has become one of the key elements in contemporary social and economic life. The increasing involvement of the information industry, including publishers and brokers in information processing and document delivery, as well as the application of modern information technology and telecommunications has created a new information environment in which libraries are one of the multiple partners in the information transfer chain. Library institutions must provide facilities for all users to access their collections both through traditional and electronic media for all users, thus remaining the primary source of information.

Libraries also have a central role in society as cultural and educational institutions, and as agents for promoting literacy. IFLA considers books and libraries, as well as the promotion of the reading habit, essential for better international understanding, and as such they are a fundamental precondition for peace, human rights, literacy, intellectual freedom, and a better environment for all peoples.

### **GENERAL POLICY ISSUES**

The monitoring of the library profession worldwide as well as observations of trends which forecast the nature and function of libraries in the coming decades have resulted in the following list of issues which require policy consideration:

- the role of libraries in the cultural and social dimension of society including their mission in the fight against illiteracy;
- provide and protect the right of every individual to have access to needed information;
- strengthening the ability of the individual to make mature, responsible decisions;
- the development of libraries in order to bridge the information gap between the information rich and the information poor;
- intellectual freedom including the protection of library materials and personnel from censorship;
- the growth of the worldwide information market and the recognition of information as a commodity;
- the improvement of the status of the profession, including education and professional development: rights and obligations of library personnel; and the development of effective professional associations;
- IFLA's leading and catalytic role among library institutions and associations;
- influencing the development and application of new information technology and telecommunications, especially those information tools, technologies and standards which assist librarians in providing services responsive to changing needs.

The above-mentioned policy issues can be grouped under four headings which form the main subjects of IFLA's Long-Term Policy: promotion of the cultural, educational, and social role of libraries in society; improvement of access to and availability of information; enhancement of the library profession; influencing the development and application of information technology and telecommunications. These topics are considered below.

### **CULTURAL, EDUCATIONAL AND SOCIAL ROLE**

Libraries are considered the historical and cultural memory of society, preserving accumulated knowledge for future generations. Using modern information and audiovisual technologies, libraries are able to preserve written and oral traditions and literary expressions in both the book and other information media and protect the originality of each culture by strengthening its cultural identity

Libraries are generally recognized as educational and cultural institutions and are the main material resources for training and education. Similarly, libraries function as information and cultural centres, and, apart from their traditional library activities, organize exhibitions, conferences, concerts, etc. for their communities.

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In addition to these roles, libraries are evolving towards a new and expanded role within society. The opportunities offered by the new information technologies and by socioeconomic changes in the information market call for a redefinition of the role of libraries and librarians. It is a duty of the Federation to provide guidance on what libraries should do and how they can best serve their users.

IFLA's Long-Term Policy will: continue to ensure that the cultural heritage of all societies is preserved and maintained; expand the role and recognition of libraries as educational and cultural centres; assist libraries, in addition to their information provision functions, to assume a commitment to continuing education by their involvement in open and distance education such as community resource centres providing access to electronic education networks; encourage the expansion of the social role of libraries by developing community information services which assist individuals and groups in daily problem solving.

### **IMPROVEMENT OF ACCESS TO AND AVAILABILITY OF INFORMATION**

One of the *raison d'être* of library institutions is to develop, exploit, and preserve library collections on which reference, bibliographic, document supply, and other services are based; and provide cultural and educative information for decision-making, for the benefit of present and future users. In translating these general aims into practice, the main functions of libraries, in this respect, - individually and cooperatively - are: to create and provide access to bibliographic records; to provide the fullest possible range of information; and to ensure the availability of library materials, both local and foreign.

Access to information and the availability of documents, in practice, encounter several barriers and restrictions. Some works are confidential, some publications by their nature (old or fragile) have restricted availability. There are, however, numerous obstacles to availability other than those intrinsic to the publications themselves, such as: economic: shortage of acquisition funds, lack of hard currency, etc.; social and educational: inadequate education, lack of motivation, social conditioning, etc.; physical: rural areas, small towns, handicapped users, etc.; legal: too restrictive copyright.

In its Long-Term Policy, IFLA will undertake and promote continuing actions aiming at the improvement of access to information and the availability of publications, and especially will:

- encourage its members to establish and maintain bibliographic leadership by supplying bibliographic records for library and information service communities;
- promote the development and application of international bibliographic standards, e.g., for machine-readable formats, encouraging international cooperation in this field through the establishment of international networks of bibliographic agencies;
- encourage libraries to play a leading role in public document supply, both at national and international levels, through conventional and electronic document delivery and interlending and broad cooperation with other partners in the information market;
- contribute to the reduction of existing barriers in access to information and availability of documents, while respecting the principles of copyright.

### **ENHANCEMENT OF THE LIBRARY PROFESSION**

The library profession is involved, with other professions, in activities which are dramatically changing the image of contemporary society and contributing to the development of an *information society*.

The ongoing and forthcoming changes in the information environment and the new social and cultural role of libraries require that the library profession take on the challenge of promoting literacy, managing new information technologies, and functioning in an educational role. These changes have also opened new possibilities and opportunities for librarians and call for major modifications and broadening of professional skills and abilities. Librarians, first of all, should widen their professional horizons. They should accept the fact that librarians do not have a monopoly on the concern for information and that the future interest of our profession depends not on protecting our sphere of interest, but on the active role librarians will play on the information scene.

For this purpose the library profession must expand career opportunities for librarians and modify accordingly the training and education facilities, while bearing in mind that the quality and reputation of library services depends to a large extent on the development of qualified staff.

An essential role in the improvement of the library profession is played by library associations, whose objectives are, among other things, the improvement of the knowledge, skills, status, and qualifications of librarians, as well as the promotion of adequate and appropriate library services in cooperation with the institutions involved. Library associations develop or assist with the provision of education and training, provide continuing professional development opportunities, and work toward the improvement of the status and conditions of service of librarians, and the promotion of equal opportunities policies.

IFLA embraces associations and institutions of different political, social and economic background and at different levels of development. The diversity of its membership presumes a wide range of interests that are not always compatible. IFLA's essential role is to provide leadership to the entire profession and to enhance the role of libraries in society. IFLA's Long-Term Policy in the field of the development of the library profession will concentrate on:

- promotion and encouragement of professional training and education at national and international levels with particular attention to subject specialization, management and information technology skills;
- encouragement of the maintenance and development of skills to ensure that librarians themselves can undertake research work and become associated with the community of learned societies;
- encouragement of the development of library associations as contributors to the improvement of professional skills and conduct of librarians, and an understanding of the social responsibility of the profession;
- encouragement of individual library associations to adopt and promote codes of professional conduct and adherence to them;
- active cooperation with other partners in the information market to ensure the leading role of the library profession in public access to and availability of information;
- promotion of the improvement of the status of the library profession through better library services and products and through an active role of librarians in the social, cultural and educative process in the society.

## **DEVELOPMENT AND APPLICATION OF NEW INFORMATION TECHNOLOGY**

Information technology and telecommunications have an essential impact on information products and library services and the potential to change the entire nature of information services and greatly increase their range. The suppliers of electronic information services have changed the means of information transfer and extended its distribution beyond libraries. To them, traditional libraries may not compare, as

a market, to the prospect of selling information directly to homes and offices. In addition to the traditional storage media, there has been increased development of computer storage technologies such as optical disc technology. Major improvements are also taking place in the speed and reliability of telecommunication facilities through electronic network development, satellite transmission, and the integration of voice and data systems.

Information technology has stimulated the development of electronic publishing and the creation of integrated systems embracing the printing, publishing and distribution chain, as well as multimedia companies from book publishing to on-line information and satellite broadcasting. Technology and the information industry are rapidly changing the international competitive information market. The implications of these changes for the library world are important.

Library institutions which have historically been responsible for providing access to printed information must adapt to new requirements and provide access to electronic media or they will be replaced by others as a primary source of information. New and expanded functions should include: access to resources in other libraries via networking, while continuing to provide access to electronic resources for those who cannot afford direct home or business access.

IFLA's Long-Term Policy in this respect will focus on: continued monitoring and encouragement of the development of information technology, especially that having direct or potential impact on library services, products and management; promotion of the effective application of new information technology in the library profession to ensure the essential role of the library as information provider and supplier; ensuring the participation of library institutions in the elaboration of international technical standards, protocols, etc., relevant to library practice.

Accepted by IFLA Council, Moscow, 18 August 1991.  
Reaffirmed by the Executive Board, 23 August 1996.

## Annex B

### LIST OF ACRONYMS

ALP	Advancement of Librarianship Programme
FAIFE	IFLA Committee on Freedom of Access to Information and Freedom of Expression
CDNL	Conference of Directors of National Libraries
CLIR	Council on Library and Information Resources
CLM	IFLA Committee on Copyright and other Legal Matters
FID	International Federation for Information and Documentation
ICML	International Congress of Medical Librarianship
IFLA	International Federation of Library Associations and Institutions
IPU	Inter-Parliamentary Union
ISBD	International Standard Bibliographic Description
ISO	International Organization for Standardization
ISO/TC46	ISO Technical Committee 46, Information and Documentation
JICPA	Joint IFLA/ICA Committee on Preservation in Africa
MTP	Medium-Term Programme
NCLIS	National Commission on Libraries and Information Science
OIL	IFLA Office for Interlending
PAC	Preservation and Conservation
UAP	Universal Availability of Publications
UBCIM	Universal Bibliographic Control and International MARC
UDT	Universal Dataflow and Telecommunications
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNIMARC	Universal MARC Format

Annex C

**ORGANIZATION OF THE IFLA DIVISIONS, SECTIONS AND ROUND TABLES**

