



INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS (IFLA)

PROFESSIONAL COMMITTEE

Professional Committee Documents: www.ifla.org/III/officers/index.htm#ProfessionalCommittee

Minutes of the meetings held on 4 and 6 December 2007 at IFLA Headquarters, The Hague

Present:

Nancy E. Gwinn (Chair), Ingrid Parent (Division 1), Steve W. Witt (Division 2), Torny Kjekstad (Division 3), Patrice Landry (Division 4), Lynn F. Sipe (Division 5), Trine Kolderup Flaten (Division 6), Anna Maria Tamaro (Division 7), Premila Gamage (Division 8), Pascal Sanz (member), Zhang Xiaolin (member), Ellen Tise (President-Elect, ex-officio member).

Staff:

Sjoerd Koopman, Sofia Kapnisi (minutes), Peter Lor (agenda item 34.4)

M07-27 Welcome

The Chair, Nancy Gwinn, welcomed all present and asked everyone to introduce themselves. Everyone did so by mentioning name, profession and involvement with IFLA.

Torny Kjekstad requested the native English-speaking members of the committee to speak slowly and clearly for those whose first language is not English to be able to follow the discussion. Everyone agreed and the Chair welcomed all again.

M07-28 Agenda (DOC 07-108)

The Chair announced that the agenda had been restructured. There would be issues discussed earlier in order to report to the GB meeting of Wednesday 5 December.

Sjoerd Koopman informed that the issue “Certificates of appreciation” had been redone and should be added as point 31.4.

Ingrid Parent moved to approve the agenda, Torny Kjekstad seconded the motion. The agenda was then approved.

M07-29 Minutes Professional Committee, August 2007 (DOC 07-109)

Sjoerd Koopman pointed out that the year should be added next to the date so that it reads “Minutes of the meeting held on 17 August 2007”. And that the word “member” should be added next to the name of Vinyet Panyella. After that Steve Witt moved to approve the minutes, Torny Kjekstad seconded the motion. The minutes were then approved.

M07-30 Matters arising

Action List, August 2007 (DOC 07-110)

- * M06-31.0.2 Prepare package with documentation re: Review of Sections.
Done: info was sent shortly after Durban meeting.
Nancy Gwinn, Pascal Sanz and Lynn Sipe have not seen it.
Sjoerd Koopman would resend it if needed.
- *M06-34.3 Submit all reports for continuing projects to PC
To be discussed as agenda items 32.1 and 32.2.
- *M06-34.5 Full report on outstanding project funds
To be discussed as agenda item 32.2
- * M07-08.2 Use unspent 2007 PC funds for part-time IFLA Web-assistant. Position to be paid from PC funds in future.
To be discussed later in the meeting. Ingrid Parent suggested deleting the words “in the future” as it does not correspond to what had been proposed.
- *M07-09.1.4 Continue discussion about improvement of IFLA Express (and communication with the Language Groups).
To be discussed as agenda item 36.2.3
- *M07-18.3 Write to Mr Chivalleiro (conference speaker) to find out about his contributions to the conference of Durban, include all Sections.
Mr Chivalleiro did not show up at the Congress in Durban though he had submitted 5-6 papers. Sjoerd Koopman did not write to him yet. Most important is to write to Sections to be aware of the issue.
After some discussion about the fact that there are in every Conference some speakers who do not show up (comment of Steve Witt) and about the need for action but with concern in order to avoid eliminating a speaker just because there are some who apply to several Sections (comment by Patrice Landry), Nancy Gwinn suggested to look more carefully at the programme once this is filled out and maybe to discuss it in April and take decisions. The Chair also pointed out that the Section Chairs should be more communicative with the speakers and maybe request a last minute substitute speaker.
- *M07-18.3 Ask Helen Brazier to facilitate elections when candidate for Chair was found.
Torny Kjekstad would speak on that as agenda item 33.3.1.
- *M07-22.1.2 Certificates of Appreciation for SC Members – look into option to also give that to people who have only served one term.
To be discussed as agenda item 31.4.
- *M07-22.2.1 Inform 2008 NC of acceptance of recommendation of speakers and ask them to invite two of them.
Done
- *M07-24 Look into dates of August documents on closed web-site for Governing Board members.
Issue brought up by Edward Swanson, questioning if the dates are constantly being changed. Sjoerd Koopman informed that the distribution list dates change each time that the list is refreshed. Patrice Landry suggested that Edward Swanson should be informed about that. Sjoerd Koopman will make the contact.

Other matters not elsewhere on the agenda

Not applicable to this meeting.

Decisions taken by email

Not for discussion.

M07-31 IFLA's Professional Programme and Professional Structure

31.1 Appointment /election of PC Vice Chair

Nancy Gwinn nominated Ingrid Parent for the position of the PC Vice Chair, stressing that as former treasurer of the PC and IFLA she has a good understanding on budgetary matters and the skills to help on the finances. There was no other nomination so Ingrid Parent was elected by acclimation. The Chair thanked her for being willing to serve in this role.

31.2 IFLA Professional Units: for information (DOC 07-001)

Current listing is for information.

Sjoerd Koopman reported that there were no changes made in Durban on the status quo of the discussion groups.

31.3 Review of IFLA Professional Structure: Final Document for reference (DOC 07-028RRRR)

The Chair explained that the document leads to Statutes changes and further to new Rules of Procedure. The Chair appointed a working group to work on this issue. The job is to review the language (wording) of the Statutes, once the final revisions are completed (to be voted in Québec), and to revise the Rules of Procedure. The group will also develop the election methodology so that it can be shared prior to Québec, with training offered to sections at that time to prepare for postal ballots prior to the Milan conference.

Reference document GB 07-129

Members: Premila Gamage, Steve Witt, Torny Kjekstad (Chair), Nancy Gwinn, Peter Lor

31.4 Certificates of Appreciation

The issue that has come up is why only Committee members who serve two terms should be thanked and not those who serve only one term. After some discussion, it has been decided to produce certificates for every person who is going off a Committee and to let the Chair decide who will receive a certificate and who does not.

M07-32 Finances and Projects (Vice Chair)

32.1 PC Financial Year 2007: for information (DOC 07-111)

Ingrid Parent first stated that the surplus of the PC budget goes back to the general IFLA budget. So it is a case-by-case process to decide if the remaining funds of each Section will be carried over to the next year (32.2). All division representatives confirmed that the finance matters of their division as shown in the document were correct.

There has been some discussion on the question of allocated administrative money that is not spent (comment of Pascal Sanz) and if that should be transferred to project funding.

The Chair agreed that maybe there should be another system applied regarding the administrative money but this issue was not to be discussed in this meeting. Therefore a new Working Group was composed appointing Pascal Sanz, Chair, Trine Kolderup Flaten and Ingrid Parent to make a recommendation on the matter and report back in April.

32.2 Project Reports 2007: for information (DOC 07-112)

The Chair stated that the PC has the authority to decide whether there is carry-over money or not, judging on the report of the project progress. The Section Chairs can provide information and comments. Then the Committee went through the project reports one by one.

S2.1-1/06 Guidelines for Government Libraries – Government Libraries Section

It is not ready yet; the requested 1200 Euro for 2008 has been approved.

S2.3-1/06 Guidelines for Paper Maps in Libraries – Geography and Map Libraries Section

They now have the right person to complete the project; the requested carry over amount of 250 Euro has been approved.

S3.1-1/06 IFLA/UNESCO Public Libraries Guidelines – Revising/e book – Public Libraries Section

The requested carry-over amount of 3150 Euro has been approved. Comment by Sjoerd Koopman: this is the best selling IFLA publication ever, translated in 30 languages, first published in 2001.

S3.1-2/06 Caterpillar Book Box project – Public Libraries Section

1500 Euro has been approved to carry over to 2008 (of 1811, 44 Euro remaining funds). If the project is successful they can ask more funds next year. The Caterpillar is a small library made of cardboard with places for books that is being moved around to districts in South Africa. The model is ready; they need money to set up more of the actual libraries.

S3.2-1/06 Guidelines for Library Services for Persons with Dementia – Libraries Serving Disadvantaged Persons Section

Project completed

S3.3-1/06 Guidelines for Library Services to babies and Toddlers - Library Services for Children and Young Adults

Project completed

S3.3-1/07 Guidelines for Library Services for Young Adults – a new revised edition - Library Services for Children and Young Adults

600 Euro approved for 2008 for editing, proof reading, preparing for publishing. Nancy Gwinn asked for more details regarding how the money is spent. Torny Kjekstad will get in touch with those responsible of the project.

S3.6-1/07 DAISY cataloguing standards – Libraries for the Blind

Project completed. The remaining 2484 Euro must be returned to IFLA.

S4.2-1/03 PC IME ICC (IFLA meetings of Experts on an International Cataloguing Code) – Cataloguing Section

3000 Euro approved for 2008

Div4-1/06 FRSAR (Functional Requirements for Subject Authority Records) – Bibliographic Control

3000 Euro approved; 2694 carry over and 306 new funds for 2008. The project is in its final stage: preparing final reports, meetings to make sure they have covered everything; finishing in Québec. FRSAR report is a model of good project reporting.

Div4-2/06 FRANAR (Functional Requirements and Numbering of Authority Records) - Bibliographic Control

Nothing has been paid to the Division.

S4.1-1/06 Guidelines for National Bibliographies in the Digital Era – Bibliography Section
869 Euro remaining funds have been approved to carry over and 1131 to give for 2008 (total 2000 Euro). Need to finalize report.

S4.2-1/06 ISBD consolidated edition – Cataloguing Section
Project completed. The remaining 913 Euro must be returned to IFLA.

S5.5-1/07 GIOPS
The requested carry over amount of 113.54 Euro has been approved.

S6.1-1/07 First do no harm – a register of standards, guidelines and practices Conversion into database – Preservation and Conservation Section
Funds not yet claimed by National Library of Sweden, yet work has been done. Approved funds to carry over.

S6.4-1/06 Teaching of Statistics – Statistics and Evaluation Section
Funds of 700 Euro have been transferred to project S6.4-1/07 with agreement of Divisional Chair.

S6.4-1/07 Global Statistics – Statistics and Evaluation
2745 Euro remaining funds have been approved to carry over and 7255 to give for 2008 (total 10000 Euro).

S6.5-1/06 Multilingual access to moving image collections – Audiovisual and Multimedia Section
Project completed.

S6.5-1/07 CCAAA UNESCO World Heritage Day - Audiovisual and Multimedia Section
The requested carry over amount of 565.80 Euro has been approved. It must be stipulated that this carry over funding happens only this one time, as this is not a project but an ongoing activity. The Division Chair will discuss with the section chair the use of allocated administrative funds in the future.

S6.7-1/07 MatPromo 2 – Management and Marketing Section
No money has been transferred, they need to send new proposal to be discussed in April.

S7.1/1-07 Feasibility of International Guidelines for Equivalency and Reciprocity of Qualifications for LIS Professionals - Education and training Section
The requested carry-over amount of 1200 Euro has been approved, to support the meeting and editing.

S7.2-1/05 Survey of CPD Providers and CPD Offerings - CPDWL
Project completed.

S7.2-1/04 Quality Continuing Education Guidelines – CPDWL
Project completed.

S8.1-1/07 Proceedings of Sub-Saharan Africa Information Literacy and Lifelong Learning Colloquium – Africa Section
The requested carry over amount of 2041.50 Euro has been approved; final report in spring 2008.

The PC proposed to have in the future the original proposals distributed with project reports for information and decision. Also they thought that the project report form is not very clear, maybe it needs to be restructured.

32.3 Project Proposals 2008: for decision (DOC 07-113A and 07-113B)

The PC went through the project proposals one by one and after discussion decided the following:

funding of 2008 projects				
	title	approved funding in €	comments	
Div.1				
1	National L.	Online Directory of N.L.	5.000	
2	Academic & Research L.	Guidelines for L. to L. Partnerships	1.500	to do first part: consultancy / come up in April with new proposal and report about how exactly the 1500 was spent
3	L. & Research Services for Parliaments	Guidelines for Legislative L.- revised edition	2.650	
Div.3				
4	Public L.	IFLA/UNESCO P.L. Guidelines in Sri Lanka (translation in Sinhala)		suggestions to wait to combine it with the revised edition / do 1 or 2 workshops instead of 3 / look for money from UNESCO / split up project in 2 years / reapply next year
5	L. Serving Disadvantaged Persons	Guidelines for Easy-to-Read Materials-update	1.800	
6	L. for the Blind	Accessibility audit of IFLA's website and print materials		suggestions to be included in the plan of redevelopment of IFLANET / one of the functional requirements will be to be accessible to the visually impaired
7	L. Services to Multicultural Populations	Multicultural Communities: Guidelines for L.Services	700	
Div.4				
8	Cataloguing	ISBD examples publication	968	
9	Cataloguing	ISBD updating	2.903	Since this loose-leaf publication has started it is understood that it continues for many years with updates
Div.5				
10	Reference and Information Services	How do you say Reference?		Come back in April for 880 Euro, with thorough report in order to go to 2nd year / request for back up plan about hosting it while not on IFLANET / Chair, Vice Chair & Sj.K. to decide if conditions are met
Div.7				
11	Education & Training	IFLA LIS Students Award	100	PC provides money for promotion, PC requests to GB to approve money from Foundation for the award while Section continues to look for corporate sponsorship

12	Information Literacy	Information Literacy Marketing / Advocacy Toolkit	2.500	
	Div.8			
13	Asia & Oceania	IGNOU-IFLA International Workshop on Information Literacy for Educators in Open and Distance Learning System		not funded because it is too expensive, should try to put up money from other sources
		total	18.121	

32.4 Overview of funding requests – PC Budget 2008: for decision (DOC 07-114)

PC budget 75000 Euro total: of which 36244 Euro for administrative costs and
38756 Euro for projects

Projects of 2007 need 11700 Euro from the 2008 budget.

That leaves 27000 Euro for funding projects proposed for 2008. (see 32.2 and 32.3)

There was discussion about the issue of increasing the funding for projects, maybe in April the treasurer can proceed to doing that.

Also there was discussion on the criteria of project requests and approvals, should they be: Feasibility, physical scrutiny (if the amount of requested money is appropriate), if the project meets the IFLA strategic priorities.

The notes at the end of the Document should be erased; this is for the PC to decide.

M07-33 Reports from Divisions

33.1 Division 1: General Research Libraries (Ingrid Parent)

Three sections fully filled with people and on top of things. Academic Research Libraries

Section would like to host the new Digital Library Discussion Group.

Sjoerd Koopman noted that he has not received the request.

Nancy Gwinn suggested to look at that when the request comes in.

33.2 Division 2: Special Libraries (Steve Witt)

Nothing to report. The Section is pleased with the restructuring.

**33.2.1 Agricultural Libraries Discussion Group: to continue?*

Steve Witt reported that they are gaining importance in developing world. Steve Witt moved to approve the continuation of the Group. Lynn Sipe seconded the motion. There was no opposition. The Agricultural Libraries Discussion Group may continue.

33.3 Division 3: Libraries Serving the General Public (Torny Kjekstad)

The Section is working well preparing for the Congress in Québec City.

About the Multi-Cultural Manifesto, Torny Kjekstad reported that it is in the process to be ratified by UNESCO, but that it will be a long process.

**33.3.1 Situation Libraries for the Blind*

The Blind Section has a problem with finding a Chair. While a call for nominations was out (in autumn), the Secretary took over as Chair. Then they sent out a call for Secretary but no one responded. The new Chair can serve until the mid-year meeting in February.

Nancy Gwinn asked the Division Chair to congratulate Bente Dahl who stepped up to be the Chair and to tell her that she can take the Secretarial role as well for the time being.

33.4 Division 4: Bibliographic Control (Patrice Landry)

All is under control. The Sections are organising their programmes for Québec City.

33.5 Division 5: Collections and Services (Lynn Sipe)

All is under control. Calls for papers are out. Only problem: as the new Division Chair Lynn Sipe noticed that the Section Chairs communication abilities are low; 2/3 of them don't respond to emails.

33.6 Division 6: Management and Technology (Trine Kolderup-Flate)

All is working well.

**33.6.1 (DOC 07-105) SIG for Libraries and Web 2.0*

The Chair of Division 6, Trine Kolderup Flaten, reported that the group would work under the Information Technology Section.

Nancy Gwinn suggested allowing them to form under discussion group rules; To allow them a 2 hour session in Québec City (for discussion not for a programme). By then there will be Rules of Procedures for how to become a SIG.

Nancy Gwinn pointed at the need to decide about the SIGs' allotment of time at Congresses.

**33.6.2 SIG as continuation of New Professionals DG*

Trine Kolderup Flaten proposed to let them continue.

Lynn Sipe moved to approve both groups, Zhang Xiaolin seconded the motion. Then the DG for Libraries and Web 2.0 and the New Professionals DG were approved.

33.7 Division 7: Education and Research (Anna Maria Tammaro)

The Sections are busy preparing for the Québec City Congress.

**33.7.1 Name Change Reading Section (DOC 07-101)*

By this document the Section on Reading has requested to change its name into Section on Literacy and Reading.

Anna Maria Tammaro moved to approve the change, Steve Witt seconded the motion. Then the name of the Section was changed to Literacy and Reading.

33.8 Division 8: Regional Activities (Premila Gamage)

There was no reporting from Division 8 as Premila Gamage had to leave this meeting in order to attend the ALP meeting at 15:00 o'clock.

M07-34 IFLA's Core Activities

34.1 IFLA/ALP

34.1.1 IFLA/ALP Strategic Plan 2008-2009 (DOC 07-107)

The Chair, Nancy Gwinn, agreed with the plan. Yet she posed the question why the Eastern European countries and the Balkans are excluded from the activities of ALP.

Ellen Tise reminded that there is funding from Sida for project proposals for specific areas. However she thinks that the regions should be reviewed.

Sjoerd Koopman explained that there are various historical reasons for excluding Eastern Europe: for example 10-15 years ago the Soros Foundation, which no longer exists, focused on supporting these countries. But it would be good to start questioning this again.

Pascal Sanz added that the EU has programmes for supporting the specific countries and that there are two other international institutions also helping them.

Nancy Gwinn asked if that funding extends to sending librarians to conferences and added that the Eastern European countries and the Balkans should be added to the action areas.

Ingrid Parent agreed that the regions should be reconsidered.

Premila Gamage would take this to the ALP meeting.

34.2 IFLA/CLM

There was no discussion on this item.

34.3 IFLA/FAIFE

There was no discussion on this item. Sjoerd Koopman transmitted FAIFE's wish to report in writing, first by the end of January to Sida and then to distribute the report to the PC.

After that, the meeting closed for the day and would be reconvened on Thursday the 6th.

On Thursday 6 of December 2007, the PC reopened its meeting. All the members were present.

34.4 ICABS

Peter Lor attended this discussion as ICABS representative.

First he explained what ICABS means and what its purpose is.

34.4.1 Proposed framework (DOC 07-138)

Peter Lor emphasized the need for IFLA to focus more on digital resources through ICABS and in particular for the IFLA Bibliographic Control Section to decide on a system for the digital collections next to the legacy systems. In that respect the Section on Bibliographic Control has a lead role that does not exist in any other Section. After a long discussion about the functioning of ICABS and the distribution of responsibilities between ICABS and the Section on Bibliographic Control, as well as the allotment of time at the IFLA Congress, it was decided:

- To always have a slot at the IFLA Congresses devoted to digital preservation as long as ICABS cooperates with other sections when proposing a programme.
- To create a liaison committee on digital preservation and management issues. Patrice Landry would work on that together with Ingrid Parent and would come with a proposal at the PC meeting in April 2008.

34.5 IFLA/PAC

There was no discussion on this item. Sjoerd Koopman mentioned that Christiane Baryla reported to the GB during the meeting of the previous day, 5 December.

34.6 UNIMARC

Sjoerd Koopman reported that there was no news from UNIMARC. Pascal Sanz stated that he had no contact with UNIMARC yet. Sjoerd Koopman will establish the contact.

M07-35 President-Elect's Programme (Ellen Tise)

Ellen Tise stated that she would like to base her theme on two major global issues: The millennium development goals (UN plan) and the climate change (how libraries can play a role by providing information). As at this stage the theme is not yet clear, Ellen Tise asked the PC for advice and assistance. She also put under discussion her thought to have a brainstorming session at the Québec City Congress which would generate the theme. The members of the PC approved this idea as it has proved to be very successful in the past. Following Ellen Tise's request three PC members, Anna Maria Tamaro, Pascal Sanz and Zhang Xiaolin will be part of the group working with her on it. They will come with a new announcement at the April PC meeting.

M07-36 Congress Professional Programmes

36.1 Durban 2007

36.1.1 Evaluation (DOC 07-123, 124)

The Congress Evaluation was well received. There was some discussion on the fact that the Chairs of the sessions do not function well. They should coordinate the sessions in such a way that they do not run overtime and that everyone has the chance to speak. There has been a suggestion to organise a training session for Chairs but no decision was taken on that.

36.2 Québec City 2008

36.2.1 Programme Proposals (DOC 07-115)

36.2.2 Programme Overview – Spreadsheet (DOC 07-116)

Trine Kolderup Flaten asked to make sure in the planning that a session stays in the same room when extra hours are given. She also proposed to relate the size of sections to the number of slots they get.

Patrice Landry stated that there are two programmes missing, one of the Cataloguing Section and one of the Knowledge Management Section. He would make sure that they are resent in order to be in the planning.

Further, after thorough examination all the programmes were approved. Sofia Kapnisi would prepare a list of the approved programmes.

36.2.3 IFLA Express (DOC 07-106)

All agreed that IFLA Express should continue; there was a discussion on the practical matters concerning the various languages versions. The combined languages version was not successful. The language groups came up with the suggestion to split up the costs. In that case they would finance the travel and accommodation of the translators, and IFLA would provide the infrastructure (lay-out, software, printing costs, room) by including it in the Congress budget. Each language group should have its own version. There should be a coordinator of the publications. HQ should handle the recruitment of the coordinator in collaboration with the National Committee.

36.2.4 (Jury) Poster Sessions

Torny Kjekstad and Premila Gamage were appointed by the Chair to read and select the poster sessions proposals. They will report back to the PC in April.

36.2.5 Satellite Meetings (DOC 07-004R)

Sjoerd Koopman informed the PC that the distributed document is incomplete and appealed to the Chairs of the divisions for their help to collect the missing details. Once this is done the revised version will be sent electronically to the Divisions.

36.3 Milan2009

There was no discussion on this item.

36.4 Brisbane 2010

36.4.1 Selection of conference theme (DOC 07-135)

The PC approved the theme with a slight modification: Engaging, Embracing, Empowering instead of Engaging, Embracing, Enabling. In French this translates: Engager, Rassembler, Renforcer.

36.5 Congresses in general

36.5.1 Future of IFLA Congresses (DOC 07-57)

There was no discussion on this item.

M07-37 IFLA Publications

37.1 Overview of recent and planned publications (for information DOC 07-117)

There was no discussion on this item.

M06-38 Any other business

The PC Chair mentioned the subject of IFLANET and its transition period. The Bill and Melinda Gates Foundation will fund the project while the HQ will manage the project with eventual feedback from the Sections about functionality matters.

M06-39 Executive Session

The session was not minuted.

M06-40 Close of meeting

The Chair thanked all for their contributions to the meeting. The meeting was then closed.