



**Library Services to People with Special Needs Section**

**Minutes of Standing Committee Meeting**

**At the Greater Columbus Convention Center, Columbus, Ohio, USA**

***Meeting for the development of Guidelines for Library Services to People Experiencing  
Homelessness***

16 August 2016, SC III: 16:30-18:00; Room: 225

Participants:

SC members:

Misako Nomura

Nancy Bolt

Erlend Ra

Sanja Bunić

Anne Sieberns

Marie Engberg Eiriksson

Maria Isabel Gutiérrez Sánchez

Guests:

Julie Ann Winkelstein, University of Tennessee, USA

Sara Zettervall, Whole Person Librarianship, USA

**1. Welcome and Introductions**

Sanja thanked everyone present for attending the meeting in order to take further steps regarding the development of the Guidelines. Sara was introduced as a founder of Whole Person Librarianship and she is interested in cooperating in the development and reviewing of the Guidelines. Nancy and Sanja took minutes.

**2. Approval of the Agenda**

Approved by consensus.

### 3. Review of the program of LSN session

Everybody agreed that the program was great with good speakers but also noticed that some of the speakers spoke too fast. It would be good to send guidelines to speakers about making presentations accessible and emphasize to them the importance of following those guidelines. There were 219 attendees at the our session Guidelines for Library Services to People Experiencing Homelessness: Overview and Examples.

### 4. Feedback on the First Draft of the Guidelines

Sanja and Nancy emphasized that every author of the chapters in the Guidelines should read the IFLA Standards Procedures Manual before rewriting their chapter. At the moment the Guidelines contain a preface plus 21 chapters. Most of the chapters need some changes.

Ann's chapter	Human Rights and Homelessness - fine
Julie's chapters	Action planning - fine Policies – has to be shortened - add links to policies on websites Attitudes – add resources
Vikki's chapter	Staff support - change terminology, sub-numbering, add resources
Nancy's chapters	Outcomes/Needs Assessment/ Evaluation of Services General Services - add resources
Ryan's chapter	Practiced Guide on Interaction with People Experiencing Homelessness – format into Word document
Sanja's chapters	Preface Introduction Homelessness: An overview Communication and Advocacy

- need revision

Despina's chapter Services for Refugees – needs revision

Dragana's chapter Non-Professional Psycho-social Support – needs revision

Elissa's chapter Social Work in Libraries – needs revision

Chapters – not written or finished yet

Julie Executive Summary, Vocabulary and Sample Policies

Julie and Vikki Children, youth, and families

Nancy Funding

Marie List of libraries sending examples

Sanja Compile resources from other chapters - Suggested Resources

## 5. Correction, Extension and Editing of the First Draft

According to feedback on the first draft of the guidelines, a timeline was suggested for work still to be done.

August 30	Funding survey issued	
September 17	Current chapters not revised are revised Some revised chapters need more work	
September 30	All new chapters completed	
October 15	Full editing of entire document Send to Working group for review	Nancy and Julie Sanja
October 30	All Working group members reviews in Final review and editing	Nancy and Julie
November 10	Sent to world for review	Sanja with Working group
January 10	World wide review ends	

Comments integrated

Julie and Nancy

February 10

Sent to IFLA for review

Sanja

NOTE: In the meanwhile the deadlines were extended because of unpredictable situations in the private and business lives of some authors. It was also decided that two chapters will not be in the Guidelines: Sample Policies and Practiced Guide on Interaction with People Experiencing Homelessness.

## **6. Worldwide Review Process**

The draft of the Guidelines will be posted on our website for the worldwide review process. Explanations of what we expect from the reviewing process, as well a deadline, will also be posted. After our session in Columbus Marie collected business cards from attendees who wanted to participate in the process. She will make a list and send it to Sanja to contact them. We will also contact all relevant national and international organisations worldwide that are working with people experiencing homelessness. Misako will contact other IFLA units. We will ask other IFLA LSN members to assist us in sharing information about this process.

## **7. Other business**

Sanja will prepare a poster about the process of developing Guidelines for Library Services to People Experiencing Homelessness for WLIC 2017 in Poland.