

Reference & Information Services Section Committee Meeting 1 11th Aug 2012

Venue: Room 209, Helsinki Congress Centre

Present (SC Members/Countries)

Judy Ng (Chair & Treasurer/Singapore), Philippa Andreasson (Information Co-Ordinator/Sweden), Sara Gube-Josefsson/Sweden), Lilianna Nalewajska/Poland, Jane Weller (Secretary/UK), Morongwa Modiba/South Africa, Rania Shaarawy/Egypt, Elena Lindeman/Russia, Elena Zhabko/Russia, Zhong Yongheng/China.

Present (Observers/Countries)

Dr Vivekanand Jain/India, Ludmila Savelieva/Russia, Daw Ah Win/Austria, Iluoz Ayhan Isik/Turkey, Laverne Page/USA, Frank Kirkwood/USA (arrived after about 20 minutes – see comments under item 4)

Introductory Welcome. The Chair welcomed everyone and thanked them all for attending. She outlined the agenda for this Committee meeting 1. There were no apologies for absence from the Committee, which was excellent.

Update on SC members. There was no respond from the SC member, Jin Hon Ya despite attempts to contact her. Yongheng had also not been able to make any contact, so the Committee felt that Jin Hon Ya should be converted to a corresponding member. It was proposed that Morongwa be restored as a full Committee member as she attended the 2012 SC meetings and contributed to the RISS work. Also, we confirmed that Harish Chandra had been removed from the Committee List, as never having attended anything or done any Committee work. One of last year's speakers, Christine Brown, University of Alberta, Canada, has expressed interest in being a co-opted RISS Committee member, and Judy will approach her to join the SC. Christine has replied and is still very interested, but unfortunately was not able to attend Helsinki WLIC.

ACTION: Judy to follow up and inform Philippa to update the webpage <http://www.ifla.org/en/reference-and-information-services/standing-committee> once the status of the SC members is confirmed.

1. Minutes of the previous meetings, held in Puerto Rica and Stockholm, were approved.
2. Matters arising from last minutes of SC Meeting 1 in Puerto Rica, as discussed at the mid-term meeting in Stockholm in April 2012.

Treasurer's Report (Marty). Not sure if the payment of €150 was sent to the National Library of Spain for their translation help. Suggested Amanda might know.

Status: Nothing was sent, and the money was no longer available. This had been the past chair's (Marty's) responsibility. The current SC will commit the expenditure of €400 this year.

Section Newsletters. The 2010 Section Newsletter is still pending submission and no responses were received from either Frank or Marty.

Status: We decided not to pursue this any longer, but to start again with a new newsletter from the new Committee, and Philippa has already produced this. See 4 below.

As the Annual report 2010/2011 was not received, Judy agreed to check with the previous Chair, Marty.

Answer: There was no reply from Marty. Amanda Duffy, the previous Secretary agreed to help to write up the report. The 2010/11 Annual report is now on our webpage <http://www.ifla.org/files/reference-and-information-services/annual-report/2010-2011.pdf>. Thanks were expressed to Amanda.

3. **Helsinki 2012. Our Open Session. Monday 13th August 11.45- 13.45**

Duties for the session were allocated, and arrangements for meeting the Speakers made.

Judy to chair the Session

Lilianna and Elena Z to take photos (**to be sent in afterwards to Philippa**)

Jane & Philippa and Rania to hand out flyers and leaflets

Philippa to time the speakers and give them a 5 minute, 2 minute and Stop Now display from the front row!

Sara to count attendees, and compare with the official counting from the room volunteers.

Liliana and Sara agreed to meet Sara Wingate-Gray at 17.00 on Sunday, 12th Aug, to discuss the session as she was likely to be a late arrival on the Monday. All the other Speakers had been asked to arrive at 11.00 outside Session Room 1, where the Committee would meet them, and talk through the presentation arrangements.

Jane had already, that day, visited the Speakers Preview Room, to hand in the presentations for all our Speakers, and seen the presentations safely loaded onto the IFLA Congress server, for the Monday Session.

The Speakers' Papers were already loaded onto the webpages, and Philippa will upload the presentations as soon as possible after the Congress. See <http://www.ifla.org/en/news/wlic-2012-conference-session-98>

Sara had been asked to buy some gifts for the Speakers, of Finnish Glass, and she had wrapped these beautifully to be handed out after the Session. It was also agreed to offer the Speakers lunch with the Committee, as funds were still available from our yearly allocation of €400. Judy has the receipts and Jane will email Joanne Yeomans to ask about the process for claiming the funds.

Action: Jane & Judy

Discussion took place about this session and the following decisions were made:

In future **ALL** Committee members will be asked to read the submitted proposals and vote. Then once the full papers and PowerPoint presentations are received by the Secretary, again ALL members will read, check and comment on these. Given that there are only 10 of us on

the Committee, it is not a true reflection of the members if only a small sub-group are selected to read and vote, especially as in January this year, only 2 of the sub-group (plus Judy as overseer as Chair) actually responded to the emails and read/voted/. Fortunately Philippa who was not on the assigned sub-group, helped out, but it was a difficult task for so few people. Jane will send out the timetable for the dates when proposals, papers and presentations are received.

ACTION: (ALL Committee Members with effect from receipt of the responses to our Call for papers, and then the full papers (Dec-Jan 2012/13) and PowerPoint presentations (June/July 2013) will participate in voting for speakers, reading their presentations and checking their PowerPoint presentations.)

4. Newsletters.

The SC wants to provide this once a year, in November, but extra input is needed to keep these going, and Committee members are encouraged to send in something to Philippa as soon as possible for the next newsletter, such as profiles from all Committee members who have not yet submitted one. We also agreed to ask for a contribution from each of us on how our organisations promote e-resources (online databases) to either the Public or Students, plus there will be a full report after the Helsinki Session. The SC wants to move towards having a Blog instead of the newsletter, and longer articles or reports can be uploaded. There will be a News category for shorter items. If we do have a blog or similar, then it will need a moderator to check as frequently as required, and Sara volunteered for this. Philippa agreed to be the co-moderator. Frank Kirkwood apologised for failing to supply a newsletter for 2010/11 and promised to produce one now, which he will send to Philippa.

ACTION. Philippa & Sara

ACTION: ALL Committee members by the end of September 2012, especially Rania, Morongwa, Yongheng, Elena and Elena for their profiles. Note: Jane took a head photo of each Committee member, and will send these to Philippa for the newsletter, and for the Committee pages on the website!

5. Our webpages.

Facebook Page, Twitter and other social networking/plus the Mailing List. Looking at other Sections and Branches on the webpages showed that there is an IFLA Facebook page to which sections/branches can have their own input. Philippa agreed to investigate this, and intended to go to both of the Info Co-Ordinators meetings during the Congress. Frank Kirkwood apologised for not having passed on the mailing list, or any information about how to access it, so Philippa is making enquiries to IFLA HQ about taking over and managing the RISS e-mailing list. Fortunately she has had some requests to join, which she has been able to acknowledge.

ACTION: Philippa

Strategic Plan. The old version on the webpages needs to be updated, and Judy offered to do this and email the result around for comment. We agreed to cover the period 2011-2013.

ACTION: Judy

6. **RISS Flyer and leaflet.** Thanks were given to Lilianna for re-designing both of these. We discussed getting other language versions done, as pdf files on the website and the following volunteers offered to translate them:

Rania - French & Arabic

Elena L – Russian (she also offered to translate the newsletter and put on the Russian Libraries facebook page)

Lilianna – Polish

Yongheng – Chinese

Sara – We decided not to have translations into Swedish and Finnish, as Sara indicated that most Finns and Swedes are capable of reading them in English.

Morongwa – similarly said she would ask her colleagues in South Africa about the merits of translating to at least 2 of the SA languages, but this may not be considered necessary as the English versions would be widely accepted.

When translations are complete they can be sent to Philippa for publishing on the RISS site.

7. **Singapore 2013. Satellite Session.** In collaboration with the Information Literacy Section, the RISS SC is organising a joint Satellite session to take place prior to the WLIC 2013, in Singapore. Theme is “*Re-defining and Refining Information Literacy and Reference Services in the Digital Age*” and there will be a joint meeting of the 2 Committees, on Monday afternoon and Sara had kindly arranged a room for us at the nearby Pasila Library.

8. AOB. Elena L passed round posters for the 20th Anniversary Crimea Conference, to be held 6-8 June 2013, and asked for it to be publicised on our website. She wanted to have some reference & information/information literacy content and asked for suggestions as to whether RISS would like any involvement. Given that we are already committed to a Pre-Satellite 2-day meeting and also the main WLIC both in Singapore in August 2013, opinion seemed to be that next year would be impossible, so we would discuss further for 2014. Web link is www.gpntb.ru/win/inter-events/crimea2013

9. **ACTION POINTS REMINDER!**

ALL - Item 3. Next year's Open Session. ACTION: (ALL Committee Members with effect from receipt of the responses to our Call for papers, and then the full papers (Dec-Jan 2012/13) and PowerPoint presentations (June/July 2013) will participate in voting for speakers, reading their presentations and checking their PowerPoint presentations.)

Judy – Item 2 (Christine has replied and is still very interested, but unfortunately was not able to attend Helsinki. Judy to follow up with Christine. To also follow-up with IFLA HQ on the member status for Morongwa and Jin Hon Ya.)

Judy – Item 3 (**Judy has the receipts** and Jane will email Joanne Yeomans to ask about the process for claiming the funds)

Judy – Item 5 (Strategic Plan. The old version on the webpages needs to be updated, and Judy offered to do this and email the result around for comment. We agreed to cover the period 2011-2013.)

Jane – Item 3 (. Judy has the receipts and **Jane will email** Joanne Yeomans to ask about the process for claiming the funds)

Jane – Item 3 (to email round the timetable for the dates when proposals, papers and presentations are received)

Jane - Item 4 (Jane took a head photo of each Committee member, and will send these to Philippa for the newsletter)

Jane – will prepare the Minutes of the 2 SC meetings and send by email to Committee

Philippa – Introductory Welcome

Philippa – Item 4 (Newsletter. The SC wants to provide this once a year, in November...)

Philippa - Item 4 (To upload photos of the Committee onto the webpages)

Philippa – Item 5 (Facebook Page, Twitter and other social networking/plus the Mailing List)

Sara - Item 4 (If we do have a blog or similar, then it will need a moderator to check as frequently as required, and Sara volunteered for this)

Rania – Item 4 (Newsletter profile, to Philippa, **by the end of September 2012**)

Rania – Item 6 (Flyer/Leaflet translation into French & Arabic)

Morongwa – Item 4 (Newsletter profile, to Philippa, **by the end of September 2012**)

Morongwa - Item 6 (Flyer/Leaflet translation into South African languages?)

Elena L – Item 4 (Newsletter profile, to Philippa, **by the end of September 2012**)

Elena L - Item 6 (Flyer/Leaflet translation into Russian, plus newsletter)

Elena Z – Item 3 Photos from Session to be sent in to Philippa

Elena Z – Item 4 (Newsletter profile, to Philippa, **by the end of September 2012**)

Yongheng – Item 4 (Newsletter profile, to Philippa, **by the end of September 2012**)

Lilianna - Item 3 Photos from Session to be sent in to Philippa

Lilianna - Item 6 (Flyer/Leaflet translation into Polish)

Many Thanks

Jane

Secretary RISS

