

## Action plan 2018 – 2019

Name of Professional Unit: **Subject Analysis and Access**

**Objectives of Professional Unit 2018-19:** (We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan 2016-2021.)

1. *Develop standards and guidelines that support subject access*
2. *Explore the potential for improved subject access by scanning and evaluating the current landscape*
3. *Liaise with national libraries and professional organizations to promote the new developments that support subject analysis and access*

Objectives <i>What do you want to achieve? Use your list above</i>	Project or activity <i>What project or activity are you going to do?</i>	Main tasks <i>What are the specific things you need to do?</i>	Responsibilities and timeline <i>Who will do them and by when?</i>	Resources <i>Do you need specific skills, money or technology?</i>	Communications <i>How will you communicate your achievements? To whom? By when?</i>	Measures of success <i>How will you show the impact of your work?</i>	Progress <i>Report here briefly the progress of your work, at least every month</i>
<b>1. Develop standard and guidelines that support subject access</b>	1.1 Compilation of resources relating to genre/form initiatives worldwide. Making them publicly available on the IFLA website.	1.1.1 Develop a list of resources relating to genre/form initiatives worldwide. 1.1.2 Gather a list of existent vocabularies, thesauri and other resources	1.1.1 G/F WG members are expected to present a first version by August 2019.	<b>Partial travel funding is needed for a face-to-face meeting in Spring 2019</b>	The work will be done upon shared documents. Collected list of resources will be analyzed, sorted, elaborated and disseminated. Reports will be published in the Metadata Newsletter and	The final compilation will become an important resource for libraries worldwide.	

		related to, or useful for G/F, and also collect bibliographic references about this topic.		G/F WG web-page.
		1.1.3 Make this list publicly available on the IFLA website.		
<b>2. Explore the potential for improved subject access by scanning and evaluating the current landscape</b>	<p>2.1.Establish a working group on the value of subject access</p> <p>2.2.Organize an open session at the 2019 WLIC in collaboration with the Art Section</p>	<p>2.1.1.Solicit membership and establish a charge for the group</p> <p>2.2.1.Form a review group and prepare a call for papers</p>	<p>2.1.1.WG members will meet virtually and present a progress report at WLIC 2019</p> <p>2.2.1.Andreas will convene the SAA review group and liaise with Art Section SC members</p>	The work of the WG will be summarized in a white paper to be presented by August 2020
<b>3. Liaise with national libraries and professional organizations to promote the new developments that support</b>	3.1.Continue collaboration with the Bibliography and Cataloguing Sections to support communication by producing the IFLA Metadata Newsletter	3.1.1.Solicit contributions from stakeholders twice per year to send to the newsletter editors	3.1.1.Harriet will represent SAA and work with the information coordinators of the other sections	The newsletter will be distributed on listservs and published on the IFLA website

<b>subject analysis and access</b>	3.2.Collaborate with the Cataloguing and Information Technology Sections on a shared satellite meeting for the 2019 WLIC	3.2.1.Form a planning group with members from each SC; invite participants	3.2.1.Harriet will work with selected SAA members and coordinate with SC members of the other two sections	The three sections will look for opportunities for publishing the proceedings of the satellite meeting
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## Resource requirements

If you wish to request resources for any of your planned activities, ensure the details above are complete, then copy the project and task details from above and add the necessary detail below.

**This replaces the Project Funding Application form used in previous years. It is therefore extremely important that you submit it to your Division Chair and HQ by the deadline 30 October 2018.**

The Professional Committee will agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2019. Following confirmation of the level of PC Funds for 2019, the Division Chairs and HQ Professional Support Officer will communicate with Units in January/February to finalise the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2020.

<b>Project or activity and Main task</b> <i>Use your list above</i>	<b><i>Face –to –face meeting of the Genre/Form Working Group (<a href="http://www.ifla.org/node/826">http://www.ifla.org/node/826</a>) Compilation of resources related to genre/form initiatives worldwide.</i></b>
<b>Resources</b> <i>Do you need specific skills, money or technology? For what do you need resources in relation to this</i>	<b>Funding for project meeting</b>

<p>task? Match your needs again the resources listed below*</p>	
<p><b>Amount of funding.</b> How much money would you like to request from Professional Committee Funds? <i>Explain your rationale for the estimated amount in each case.</i></p>	<p><b>2500 EUR is requested to partially cover travel costs. Some WG members will be able to receive funding from their organisations, but not all. Those will need flights/hotel/meals at least partially covered.</b></p>
<p><b>Timing.</b> When would the money need reimbursement? <i>Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances</i></p>	<p><b>The meeting will be held in Europe (National Library of Serbia, Belgrade) in Spring 2019. After working online and meeting at WLIC, the working group needs a face-to-face meeting to finalize the project. A brainstorming session is needed to finalize the list of resources and guidelines and to decide on how the data obtained will be analysed and presented. Reimbursement can be handled with the submission of invoices after the meeting.</b></p>

Please send your completed Action Plan to: [professionalsupport@ifla.org](mailto:professionalsupport@ifla.org) and your Division Chair by 30<sup>th</sup> October 2018.