

**Section on Acquisition and Collection Development
Minutes of Standing Committee meetings in Berlin**

**IFLA Acquisition and Collection Development Section Standing
Committee meetings held at the 2003 World Library and Information
Congress: 69th IFLA General Conference and Council in Berlin**

The Standing Committee met twice during the Annual IFLA Conference in Berlin. The first meeting was held on Saturday 2nd August 2003 at 11.30-14.20 and the second on Friday 8th August 2003 at 10.15-12.15. These minutes cover both meetings.

**IFLA Acquisition and Collection Development Section - Standing
Committee 2**

Saturday 2nd August 2003 at 11.30-14.20

1. Attendance and general introductions

Standing committee members attending were:

Tatyana Afanasieva, Trix Bakker, John Byford, Nancy Davenport, Doina G. Farkas, Christina Friström, Rosa Garcia, Klaus Kempf, Ann Okerson, Anna Popova, Liv Rustviken, Pascal Sanz, Lynn Sipe, Marie-Joelle Tarin, Corrado di Tillio, Pentti Vattulainen, Nadia Zilper

Observers attending were:

Petrina C. Amonoo, Ethiopia; F. Azadeh, Iran; Kay Cassell, USA; V.A.Cholin, India; Bernard Dione, Senegal; Lin Haoming, China; Sook Heyn Lee, Korea, Republic of; Marina Mercado, USA; Sudabeh Nozari, Iran; Charles Omekwu, Nigeria; Nicola Rudolph, Germany; Michael Simon, Germany; Marjorie Sliney, Ireland; Melissa Trevvet, USA

After each participant had introduced him/herself Nancy Davenport as Chair welcomed all participants, especially new members of the Standing Committee. She also noted that the observers were allowed to contribute to discussions. The business would be conducted in English.

2. Adoption of the agenda

The agenda was approved as proposed.

**3. Adoption of the minutes from Standing Committee meetings in
Glasgow**

The minutes of the Glasgow meetings were approved as written.

4. Election of the Chair/Financial Officer

Elections were held at the beginning of the first meeting for the offices of Chair and Secretary. The continuing and incoming members were eligible to nominate, be nominated and vote in the elections.

There was only one candidate for Chair/Financial Officer and Pentti Vattulainen was elected by acclamation as the Chair.

5. Election of the Secretary/Information Coordinator

As there were two candidates – Klaus Kempf and Lynn Sipe - a secret ballot was conducted under the auspices of the officers. The result of the ballot was draw. After Klaus Kempf withdrew Lynn Sipe was nominated as the Secretary /Information Coordinator.

6. Acquisition and Collection Development events at the Berlin Conference

6.1. Open Programme

Pentti Vattulainen summarised the content of the Open Programme to be held on Sunday morning. The Open Programme would be on book donations and gifts. It would contain four papers: from Australia, USA, Kazakhstan and Senegal. The last paper would be in French, others in English. All were on IFLANET.

6.2. Workshop

Pentti Vattulainen described the workshop, which was scheduled for Thursday morning. The workshop would focus on co-operative collection development. The panel of presenters would describe recent developments in Scotland, Germany and North America. The fourth talk would be on automated approach to collection assessment developed by OCLC.

6.3. IFLA Booth

The chair asked volunteers to represent the Section at the IFLA booth on Tuesday 5th August 11.00-12.00. Nancy Davenport, Klaus Kempf and Pentti Vattulainen volunteered to be at the stand.

7. Reports from other meetings

7.1. Nancy Davenport reported on some highlights from the first meeting of the Division V Coordinating Board from Friday 1st August.

- The organisers informed about the conference preparations and all signs show that this should be a successful conference.
- Social Responsibility Discussion Group has given some recommendations that should be discussed in Standing Committee meetings (see minute 8 below).
- President-elect Kay Raseroka has a special session on Wednesday, August 6. The session will be organized by divisions so that the discussion at each table can focus on ways in which each Division and its sections can reflect Kay's theme, "Libraries for Life-long Literacy," in their strategic plans and programs for the 2003-2005 period. SC members are encouraged to attend this session.
- The Professional Committee has decided that it would carry out a thorough review of IFLA Sections in 2007. It agreed to do this in the light of the recent increase in the number of Sections, arising from the decision to translate a number of former Discussion Groups into Sections, and the later decision to translate most of the former Round

Tables into Sections. The Committee invites Standing Committees to review their objectives and the means available to achieve them. The Committee has not yet set out any criteria for the review.

- Instructions for Buenos Aires (see minute 12 below).

7.2. Klaus Kempf reported on the Munich satellite meeting "Is digital Different: New trends and challenges in acquisition and collection development". IFLA Acquisition and Collection Development Section and Bavarian State Library sponsored the meeting. The dates were 30-31 July 2003. There were 150 participants. The meeting was a success. Klaus Kempf will provide more information about the meeting to the Section's newsletter.

7.3. Ann Okerson informed about the Publisher Relations Advisory Committee (PRAC) meeting, which was scheduled for Sunday morning. PRAC was established to assist the Secretary General of IFLA in his negotiations with International Publishers Association (IPA).

8. Recommendation of the IFLA Social Responsibility Discussion Group

During a range of years, the IFLA Social Responsibilities Discussion Group (SRDG) has been actively organising and holding an ongoing discussion during IFLA General Conferences. The DG's Convenor Alfred Kagan submitted a Final Report of the SRDG in the course of September 2002, which was accompanied by 13 Recommendations, a list indicating to which IFLA bodies specific recommendations would have to be directed, and a draft reworking of IFLA's Professional Priorities showing the connection to these Recommendations. All these documents were discussed at the Professional Board's meeting in December 2002. During ample deliberations, a number of Sections were added to the suggested list of IFLA bodies to receive the recommendations. The following recommendation was forwarded to Acquisition and Collection Development Section:

5. IFLA should work with commercial information providers to establish a standard price structure for publicly supported libraries based on ability to pay.

The Standing Committee discussed about the recommendation. The SC agreed that this is an important initiative. The DG's Convenor Alfred Kagan was present in the meeting and he stressed that the recommendation was not about donations but about on-going materials.

The SC noted that there were 5 sections that received the same recommendation. It was proposed that there should be an intersectional committee to clarify what could be done. It was finally decided to continue the issue in the next SC meeting.

9. Report of the Financial Officer

No money used during the year. The money shall be transferred to the new Financial Officer before 1st October.

10. Activities of the Standing Committee

10.1. Projects

10.1.1. Acquisition bibliography

The section has kept a bibliography on acquisition matters in IFLANET. It still gets some additions. The problem is that the bibliography is just a list of records and it does not have a database structure. It is quite difficult to use. It was agreed that the secretary will contact IFLANET administration to check if the database structure could be developed. This would be continued in the next meeting.

10.1.2. Handbook for the International Exchange of Publications

A new edition of the Handbook for the International Exchange of Publications was proposed in 1999. The Handbook was originally planned to be prepared in the French National Library. The content was planned to consist of two parts: a directory and a "narrative" part. The latter would contain articles from various parts of the world (papers from Boston IFLA workshop), history of international exchanges, agreements etc.

The IFLA Professional Board allocated some funds for the project. K G Saur promised to publish the Handbook.

After the French National Library gave up the project, Pentti Vattulainen promised to try to do something with it. Preparations are still going on. According to the timetable the publication should be out during this year.

10.1.3. Section Brochure

Lynn Sipe has made a draft, which was delivered to SC members. He expects comments from the members before the next meeting.

10.1.4. Repository Library Conference "Kuopio 2"

Pentti Vattulainen proposed this to be a project, which the Section would sponsor. The conference would be held in Kuopio, Finland in May 2004 (probably 13th-16th May). The previous repository library conference was held in Kuopio in 1999. It was organised by the National Repository Library of Finland, Center for Research Libraries and Kuopio University Library, and sponsored by the UAP programme of IFLA and NORDINFO.

Pentti proposed the title "*How to preserve and keep available print resources - the role of repositories*". This could include e.g. the following sub-themes:

- Cost of access (print, electronic resources) can repositories cause cost reductions?
- Preservation of print copies of electronic resources (national, regional, other level)
- Participation in preserving national print resources.

The SC approved the proposal. A planning group was established and the following members volunteered to participate in it: Pascal Sanz, Klaus Kempf, Lynn Sipe and Christine Friström.

10.1.5. Donations guidelines

Professional Committee member Rashid Begum visited briefly in the SC meeting and proposed that the Section should make guidelines for book donations.

10.2. Publications

10.2.1. Collection Policy Guidelines

The Guidelines have been published in four languages and the latest is a Spanish version.

10.2.2. Newsletter

Report will be given in the next meeting due to time constraints.

11. Strategic Plan

Due to time constraints this was postponed to next meeting.

12. Buenos Aires 2004

The SC discussed about the contents of the Section's programme keeping in mind the following:

- The theme of the 2004 World Congress is "Libraries: Tools for Education and Development". President-Elect Kay Raseroka has adopted the theme, 'Life Long Literacy' for her 2003-2005 presidency, which will include the Congresses in Buenos Aires and Oslo. IFLA wants that all section programmes during this biennium should take President Raseroka's theme into account. Sections.
- The Congress in Buenos Aires will last five days, Monday – Friday. This shortened Congress, adopted in response to numerous member requests, will result in fewer programme slots. Therefore the Professional Committee has determined that each section will be entitled to no more than one 2-hour programme slot. '
- IFLA encourages sections to have speakers from Spanish/Portuguese speaking areas.

There were some proposals about the programme and individual papers e.g. on the strong reading and writing tradition in Colombia and legal deposits in Latin America.

The planning was postponed to the next SC meeting.

13. Oslo 2005

The theme of 2005 World Library and Information Congress is "Libraries; a Voyage of Discovery."

Due to time constraints the planning was postponed to next meeting.

14. Any other business

Section dinner was decided to be held on Sunday evening after the opening of the exhibition.

IFLA Acquisition and Collection Development Section - Standing Committee 2

Friday 8.8.2003 10.15-12.15

1. Attendance and general introductions

Standing committee members attending were:

Tatyana Afanasieva, Trix Bakker, Nancy Davenport, Doina G. Farkas, Christina Friström, Rosa Garcia, Klaus Kempf, Anna Popova, Liv Rustviken, Pascal Sanz, Lynn Sipe, Corrado di Tillio, Pentti Vattulainen, Nadia Zilper

Observers attending were:

Kay Cassell, USA; V.A.Cholin, India; Sook Heyn Lee, Korea, Republic of; Omnia M.Fathallah, Egypt; Teresa Chapa, USA; Susanne Thier, Germany; Jagath Wedasinghe, Sri Lanka; Sin Joan Yee, Fiji

2. Adoption of the Agenda

The agenda was approved as proposed.

3. Acquisition and Collection Development events at the Berlin Conference – feedback

3.1. Open programme

There were 120 delegates. The programme was characterised as good. The approaches to gifts were different and it is very useful to know about that. Anna Popova said that the programme was useful for practice.

3.2. Workshop

There were 75 delegated attending the workshop. The quality of the workshop was good, it was well organised. Some members said that they were very impressed.

3.3. IFLA Booth

There were no delegates visiting the booth that would have been specially interested in the Section.

4. Report of other meetings

- 4.1. As Ann Okerson was not able to be present in the SC meeting it was proposed that she would give her report in the Newsletter.
- 4.2. There was an extra Coordinating Board meeting to elect new officers for Division V. The Chair is Edward Swanson and the secretary Hartmut Walravens.
- 4.3. President-elect Kay Raseroka's brainstorming session was held on Wednesday. The session discussed how to transfer the presidential theme (life-long literacy) to section level. The division chair will give a report on the session and it will be published in the newsletter.

5. Membership issues

The Chair noted that Trix Bakker and Sook Heyn Lee, Korea, Republic of were nominated as corresponding members / observers.

6. Activities of the Standing Committee

6.1. Projects

6.1.1. Acquisitions Bibliography

There was some general discussion, reminiscent of the previous year's meetings, about the usefulness of the bibliography. While Pentti has been maintaining the bibliography there has been little compliance with the agreement from last year's meeting that members should provide 5 important references and abstracts of them in English. It is a concern that the Bibliography is becoming increasingly out of date. While IFLA itself is unable to provide a database structure, which would greatly increase flexibility in creating and using the Bibliography, the Secretary will pursue the possibility of IFLA at least hosting such a database structure on IFLANET and will consult with Committee members on possible next steps.

6.1.2. New Projects

Possibilities for new projects for the Section arose as a matter of discussion. A printed document on guidelines for donations of materials to libraries was suggested by the Chair, based in part on Kay Ann Cassell's well-received paper at the Open Session on "Gifts, Book Donations and Collection Development". Additional topics that might be included in such a document would be attention to the library's jurisdictional governing law(s) and policies on receipt, retention and disposal of gift materials. Kay will present a copy of her paper to Pentti who, in turn, will pursue publication options with the IFLA Secretariat.

The Standing Committee expressed interest in playing a continued role in helping to implement the recommendation number 5 from the IFLA Social Responsibility Discussion Group: "IFLA should work with commercial information providers to establish a standard price structure for publicly supported libraries based on ability to pay." [See Minutes from the First Meeting regarding the introduction of this topic.] It was agreed that some form of cross-divisional team was required, with participation from interested

sectors in IFLA, including vendors, and with members of the Social Responsibility Discussion Group. The Chair will contact the Publisher Relations Advisory Committee (PRAC) and will attempt to identify other interested players.

6.2. Publications

6.2.1 Section Brochure

The soon to be created online discussion list for the Standing Committee is the appropriate venue for discussion the proposed revision of the Section's brochure rather than addressing the issue during the business meeting.

6.2.2. Section Newsletter

Brief discussion addressed the fact that the Section's Newsletter normally is issued twice year, after the IFLA Governing Board meeting in November and prior to the Annual Conference. It was noted that IFLA still requires the issuance of a printed newsletter in addition to its online availability on IFLANET.

6.2.3. Other

Corrado Di Tilio agreed to share some possible ideas for publications via the online discussion list.

7. Strategic Plan, 2004-2005

A very limited amount of time was available to engage in serious discussion of the Section's Strategic Plan for 2004-2005. The Plan is due by October 1, which means that much of the Standing Committee's attention to the task will have to be conducted online via the discussion list. It was noted that the Section is centrally concerned with issues of digital resources and that this should be indicated. It is imperative that the Plan takes cognizance of and is in sympathy with existing IFLA programmatic directives and initiatives.

8. Buenos Aires 2004

Time constraints again limited the amount of discussion possible for this agenda item. The importance of relating the Section's program theme to the host region was acknowledged. The Chair suggested the theme of "Collections for Literacy & Development: Focus on Latin America". Discussion indicated that there are likely more possible speakers on aspects of the topic than time available to accommodate them all.

Sub-themes to be considered in the programming include: libraries and the development of society; digital approaches to education a population; how can collection development policies help in facing the educational divide; legal deposit considerations in Latin America; the role of indigenous peoples.

More specifically, Pascal Sanz will contact a colleague in Colombia about speaking on the culture of reading and the social role of libraries. Teresa Chapa, an observer at the meeting, volunteered to present on Internet resources in Latin America. Cooperative collection development in Mexico

was suggested as another topic. Possible poster sessions, to be sponsored by the Section, might include the Library of Congress's Cooperation Acquisitions Program for Latin America and/or the Association of Research Libraries' LATAMTOC (Latin American Table of Contents) cooperative project.

9. Oslo 2005

A brief moment's discussion on programming for Oslo elicited quality controls in evaluating digital resources and electronic legal deposit as possible topics.

10. Any other business

There was no other business.

[As noted in the Minutes from Berlin, above, the *Strategic Plan* was finalized after the Annual Conference but was submitted to IFLA HQ by the receipt deadline.]

Acquisition and Collection Development Section Strategic Plan 2004-2005

Background information

The Section on Acquisition and Collection Development focuses on methodological and topical themes pertaining to materials acquisition (purchase, exchange, gift, deposit), de-acquisition 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 Sections on Serial Publications and Document Delivery and Interlibrary Loan, and the Publishers Relations Advisory Committee. In formulating its Goals the Section strives to be flexible and responsive to changing conditions in the professional environment. The Section is especially cognizant of the need to integrate its Goals with IFLA's thematic focus and professional priorities.

Mission

The mission of the Section on Acquisition and Collection Development is to serve as a forum for the broader discussion and dissemination of information on evolving acquisition techniques and for promoting strategies for successful and effective collection development in libraries around the world.

Goals

1. Continue to monitor and evaluate the impact of the electronic environment on acquisition functions, such as ordering and paying for materials

electronically, the creation and maintenance of machine-readable acquisition files, and collection evaluation and assessment techniques.

(*Professional priorities:* (f) Promoting resource sharing, (g) Preserving our cultural heritage, (h) Developing library professionals, (i) Promoting standards, guidelines and best practices)

(Continuing professional development)

Actions

1. Complete a revision of the Handbook on International Exchange of Publications
2. Consider the possibility of organising an event covering grey literature or, more specifically, electronic dissertations
3. Evaluate the possibility of conducting a survey on the impact of the electronic environment on acquisitions functions of libraries in Developing Countries
4. Consider a programme on quality control of electronic resources in Oslo 2005

2. Provide information on collection development activities, such as the formulation of collection development policies, policies on de-acquisition and weeding of collections, co-operative acquisition and exchange programmes

(*Professional priorities:* (a) Supporting the role of libraries in society, (d) Providing unrestricted access to information, (f) promoting resource sharing, (g) Preserving our cultural heritage, (i) Promoting standards, guidelines and best practices)

(Continuing professional development, Advocacy)

Actions

1. Continue to produce and coordinate entries for the updated Acquisition and Collection Development Bibliography, utilizing a flexible database structure that hopefully can be accommodated on IFLANET.
2. Consider future programme on collection development policies in an electronic environment.
3. Develop, for possible publication, a pamphlet on considerations governing the receipt and retention of gift materials in libraries, based, in part, on information presented at the Section's Open Programme in Berlin 2003.
4. Sponsor an independent workshop, to be convened in Finland in Spring 2004, on the theme: Preserving and Maintaining Availability of Print Material: the Role of Repository Libraries

5. Maintain 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.

(Professional priorities: (a) Supporting the role of libraries in society, (b) defending the principle of freedom of information, (d) providing unrestricted access to information, (e) balancing the intellectual property rights with the needs of users, (f) promoting resource sharing)

(Partnership and Alliances)

Actions

1. Continue to follow licensing agreements and their effect on service level in libraries
 2. Actively participate in meetings of the Publishers Relations Advisory Committee during IFLA Conferences. Provide summaries of the meetings in the Section's Newsletter.
 3. Ensure that the Section actively participates in a cross-Sectional effort within IFLA to address Recommendation 5 of the Social Responsibility Discussion Group.
4. Monitor and provide information on evolving professional practices in acquisitions and collection development departments, especially in light of the changing electronic environment.

(Professional priorities: (h) Developing library professionals, (i) Promoting standards, guidelines and best practices)

(Continuing professional development)

Actions

1. Explore holding a workshop on the changing organizational structures in acquisitions and collection development departments in light of the changing electronic environment.
 2. Explore joint sponsorship of a workshop with the Serial Publications Section on emerging challenges in the acquisition of electronic resources.
5. Provide information about the work of the Section and Standing Committee in a variety of media (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.

(Professional priorities: (h) Developing library professionals, (i) Promoting standards, guidelines and best practices)

(Continuing professional development)

Actions

1. Publish two issues of the Section's Newsletter each year. Forward machine-readable versions to IFLANet for inclusion.
2. Produce new, updated English language version of the Section's brochure in 2003. Translate copies of the Section's brochure in at least four of the official IFLA languages. Forward machine-readable versions to IFLANet for inclusion.
3. Consider linking Section material to web sites of ALCTS and similar bodies
4. Consider copying Section documentation to COLLDV-L and LIBER discussion lists
5. Establish an electronic discussion list for members of the Section's Standing Committee

6. Provide information on the processes and procedures governing legal deposits.

(Professional priorities: (a) Supporting the role of libraries in society, (d) Providing unrestricted access to information, (e) balancing the intellectual property rights of authors with the needs of users, (g) Preserving our cultural heritage, (i) Promoting standards, guidelines and best practices)

(Advocacy)

Action

1. Discuss with the Section on National Libraries of the co-sponsorship of an event on electronic legal deposit for the Annual Conference in Oslo or Seoul.

7. Focus on the role of library collections in supporting lifelong literacy, education and development.

(Professional priorities: (a) Supporting the role of libraries in society, (c) promoting literacy, reading, and lifelong learning, (d) Providing unrestricted access to information, (f) Promoting resource sharing, (g) Preserving our intellectual heritage, (h) Developing library professionals)

(Advocacy, Partnership and alliances)

Actions

1. Buenos Aires Conference Programme on "Collections for Literacy and Development: Focus on Latin America"
2. Solicit information from IFLA members, for publication in the Section's Newsletter, on efforts in their countries that address the topic of collections for literacy and development