



Document Delivery and Resource Sharing Section

<http://www.ifla.org/VII/s15/index.htm>

Minutes

First Meeting of the Standing Committee

Saturday, 19th August 2006

Seoul, South Korea

14.30 – 17.20.

Present:

Kim Baker, Daniel Mattes Durrett, Poul Erlandsen (Chair), Nadezhda Erokhina, Jacqueline Gillet, Elmelinda Lara, Betty Lowery, Debra McKern, Margarita Moreno, Jindriska Pospisilova, Penelope Street (Secretary), Li Xiaoming.

Apologies:

Assunta Arte, Teresa Rodriguez Gonzalez, Uwe Rosemann, Carol Smale, Elisa Soares, Joan Stein.

Observers:

Maria Luisa Arenas (Chile), Janice Chia (Singapore), Lee Mei Chen (Singapore), Arlene Cohen (US), Sharon Karasmanis (Australia), Naomi Krym (Canada).

- The meeting commenced with a presentation detailing arrangements for the 10th ILDS conference given by representatives of the Singapore organising committee.
- 1. Introductions
- 2. Approval of agenda
- 3. Approval of minutes
The minutes were approved.
- 4. Chair's report
PE reported on the Professional Board Committee meeting and the Coordinating Board meeting:

- Sections have requested written guidelines outlining the call for papers process. It was also suggested that a standard reply letter to send to rejected speakers should be produced for Sections to use.
- The Norwegian Foundation for the Oslo Conference will be donating funds from that conference to provide travel grants for the next 3 conferences. There has been no offer to our Section/Division for this year.
- Each Division can ask for one one-day registration for a speaker. Sections within our Division will need to compete for this.
- Approx 17 proposals for satellite meetings to the Durban conference were approved. We will investigate the possibility of a satellite event for Quebec in 2008.
- Almost all Sections had turned in their money to IFLA HQ and the funding for 2006 has been distributed. Money has not reached the Treasurer and is still in IFLA's bank account. Need to contact IFLA HQ and send receipts to them. Edward Swanson will seek clarification re the question of bank charges. We need to spend 825 euros (on admin-related matters) by Dec 2006.
- Sections must now publish newsletters electronically with print available only on demand. A print version must be sent to IFLA.
- A mechanism for receiving gifts is currently being formulated by IFLA.
- Pre-registration for Seoul is at the same level as previous conferences.
- The main concerns for the Durban conference are finding sponsorship money and the issue of security.
- The Governing board have added Chinese as IFLA's 6th official language with affect from this conference and Arabic as the 7th official language starting with Durban.
- Nomination process for SC's – election papers go out from IFLA HQ this autumn. PS and PE finish their 2nd term in Durban. AA, KB, EL, BL, JP finish their 1st term then (BL has expressed her intent not to stand again). Those wanting a 2nd term need to complete a nomination form and send it to IFLA HQ before January. There will be at least 5 vacancies.

5. Report from Co-ordinating Board

- Names of SC members who do not attend meetings/send apologies and names of speakers who do not turn up for conference sessions must now be reported to IFLA HQ.
- Re regional offices in the developing world – IFLA is keen to open one in Russia and one somewhere in the Arabic world.
- SC members are encouraged to attend a special meeting to discuss the restructuring of IFLA Sections.

6. Financial report

- Need to get money back from Singapore conference. At present \$43 is in the account.
- PE and PS have a meeting with Sjoerd Koopman to discuss finances and the ILDS conference. Tallinn had signed a contract with IFLA to

transfer 10% of the registration fee to IFLA: IFLA now want to make a contract for Singapore. As a Section, we need to obtain as much money as possible to give to conference organisers to “kick start” future conferences.

7. Information Co-ordinator’s report

PE presented a written report received from JS.

- Section’s web page has been updated.
- German translation is still needed for the strategic plan. UR to be contacted re providing this.
- New guidelines are up with translations available in various languages and a Russian translation due in October.
- Brochure format of the guidelines is available in English only but other languages will follow.
- Revised version of the Section’s general brochure is also on the web now along with a new brochure for the IFLA voucher scheme.
- JS reported 6 email enquiries via the *Ask an Expert* service.

8. Seoul conference

Satellite

- 3 SC members attended along with 60-65 delegates.
- Positive feedback re venue, facilities, availability of SI, social programme.
- Papers will be available on IFLANET.
- Officers of the 3 Sections will meet during the conference to evaluate the event and determine whether it is worth holding at future conferences e.g. Quebec.
- It was noted that the Brazilian speaker did not turn up.

Open programme

- Room will seat 280 delegates.
- All presentations are in and speakers in attendance.
- DMc will chair the session.
- Evaluation forms will be handed out to delegates attending. BL will analyse these and report back to the 2nd SC meeting.
- Numbers attending need to be counted for IFLA records.

IFLA Booth

- PE and PS will staff the booth.

SC dinner

- Agreed for Thurs evening.

Second Meeting of the Standing Committee

Friday, 25th August 2006

Seoul, South Korea

08.30 – 10.50.

Present:

Kim Baker, Daniel Mattes Durrett, Poul Erlandsen (Chair), Nadezhda Erokhina, Elmelinda Lara, Betty Lowery, Margarita Moreno, Jindriska Pospisilova, Penelope Street (Secretary), Li Xiaoming.

Apologies:

Assunta Arte, Jacqueline Gillet, Teresa Rodriguez Gonzalez, Debra McKern, Uwe Rosemann, Carol Smale, Elisa Soares, Joan Stein.

Observers:

Arlene Cohen (US), Cyril Oberlander (US).

8. Conference report

Satellite

- All 3 SC's were happy with the overall outcome but planning and the flow of information was difficult. Better co-ordination with local organisers is needed for future events.

Open programme

- 157 attendees. 19 evaluation forms received back. Most had heard about the event from the programme and either worked in docdel or saw it as an important area for development. There was specific mention of the guidelines. Overall the response was very positive. Suggestions for future topics to cover included international ILL/resource sharing.
- Cyril Oberlander's paper was the SC's selection for publication.

9. Strategic plan

SC evaluated progress with the plan's goals.

- SC to draft a letter that could be sent out to National Libraries emphasising the importance of doing what is outlined in the guidelines i.e. that each country should provide information on their national website about what procedure to adopt when applying for requests abroad.
- Provide a template which states the minimum amount of information that each country should provide.

Action: BL, ES, EL, KB, MM, PE to work on this and report back to SC at mid-term business meeting.

- ILL response codes are poorly used.
Action: To be removed from web page.
- Promote *Ask an Expert* service.

- Point 5.1. in the strategic plan will be discussed at Lisbon.

10. Section newsletter

- This must now be produced in e-format only but there needs to be one central point where Section members can ask for a print version. It should be stressed to members that requests for print should only be in instances of inability to access e-format and not simply due to preference.

Action: Information Co-ordinator to be the contact point. PE to compose a letter informing members that the newsletter will now be available on IFLANET. Information also to be publicised via national listservs.

- One print version must also be supplied to IFLA HQ.

11. Mid term Business meeting 2007/8

- We have received an invitation from the National Library of Portugal in Lisbon for 2007. Meeting will be 22nd and 23rd Feb.
- We will again host a seminar for local librarians. ES to suggest a topic.
- JG offered to host 2008 meeting.

12. IFLA's policy on illicit traffic of library materials.

- PE, PS along with officers of Section on Rare Books and Manuscripts and Collection and Development met with Sjoerd Koopland and a member of the Antiquarian League of Booksellers. The situation is the result of an approach from a researcher in Germany reporting that a book stolen from the UK was discovered in Japan, who was subsequently not willing to discuss terms for its return. Researcher is suggesting action e.g. boycott of the library concerned.
- SK reported that IFLA is developing a code of ethics.
- Possibility of OCLC hosting a database where libraries could report books that are stolen was suggested. Susan Allen (Rare Books and Manuscripts) to consult with OCLC re this.

13. Model Handbook for ILL

- EL presented paper she and DMc had worked on which outlined structure of the publication.
 - BL reported she had sent DMc the structure of the UK ILL publication.
 - Important to ensure contact is not too US based. Content is needed from Africa and Asia.
 - Currency is a problem. Suggested that annual updates be posted on the Section's webpage. Need for translation was also discussed.
 - Target audience is people new to ILL. It could also be used in conjunction with future ILL workshops.
 - Publication needs to be affordable for the audience it is aimed at.
- Action: DMc and EL will call on SC to write sections as required.**

14. IFLA Guidelines for Best Practice in ILL

- Now on IFLA website and will be translated into the IFLA official languages.

- SC will disseminate information on the guidelines to their own communities.
- Copies will be sent to Susan Schaepman to send out with IFLA vouchers.

15. Printed IFLA ILL request form

- Print forms have now been transferred from BL to IFLA HQ.
- They will be sold at a cost of 2 full vouchers. Additional benefit will be to promote the IFLA voucher.
- A “start up” kit of vouchers and request forms will be sold at a special price.
- Orders are coming in steadily – a number from Scandinavia, Belgium, France, none specifically from the 3rd world.
- IFLA should report to the SC when stock is getting low.

16. IFLA voucher scheme report

- Income from the voucher scheme is increasing and production expenses reducing so IFLA is starting to make more money. Jan – June 2006 period saw a net profit of 7,704 euros.
- 137 orders have been received in the 2nd quarter of 2006.
- Susan Schaepman’s new title is IFLA Voucher Co-ordinator.

17. Revision of Principles and Guidelines

- SC will need to look at these before mid-term business meeting so that any suggestions for change can be made before the meeting.

Action: Principles and guidelines sub-committee (PE, PS, DMc, ES, JP) will work on preliminary suggestions and report to SC in Lisbon.

18. ILL training programme for developing countries

- KB gave an updates report on Bulgaria from LL. Structure of the programme, which will act as a pilot for future generic workshops, was outlined by LL.
- Will take place on 17th Nov at Sofia University. Anticipated costs are low as there is no registration fee and free translation.
- KB to thank LL on SC’s behalf. LL will report back on result.
- The question of how to take this forward after Bulgaria and funding future events was discussed. It was noted that ALP is the only source of funding.

19. ILDS 10th Conference – Singapore

- PE reported on the outcome of the meeting held between PE/PS and Sjoerd Koopman and a local colleague from the Asia Office. Discussion focused on the contract signed between IFLA and Tallinn in which 10% of registration fees went to IFLA.
- After Singapore, our SC will need to negotiate with IFLA re getting some of the contract money.
- Call for papers will go out soon and SC will look at abstracts in Feb. BL can suggest speaker to talk on BL Direct and Google if sub-committee decide to go in this direction.

Action: Conference sub-committee (DMD, PE, JP, JG, CS) to consider potential speakers to target.

20. Planning for Durban

- Theme to be *Technology as an enabler to access* or similar. Focus will be on local ILL environment and success stories.
- Reference Section is interested in a collaborative session focusing on skills necessary for the future. A possible idea is to have presentations and breakout sessions (depending on room size and time). Collaboration would give us a 4 hour time and we have until mid-Nov to discuss this with the other Sections.
- Timescale in call for papers in Nov with a Jan deadline. Abstracts to be reviewed in Feb.

Action: KB to discuss possible speakers from the region. SC to stick with original programme idea and see what happens re other Sections/collaboration.

21. Preplanning for Quebec

- Postponed for discussion at mid-term business meeting.

22. Rethinking resource sharing initiative

- Cyril Oberlander spoke on the discussion paper which is aimed at breaking down many of the barriers facing institutions and making the ILL process easier. (Discussion was continued informally after the meeting ended).

23. AOB

No other business.

*Penelope Street
October 2006*