



## Document Delivery and Resource Sharing Section

### Minutes

#### First Meeting of the Standing Committee

Saturday, 13th August

Oslo, Norway 2005

8:30 – 11:20 a.m.

#### SC Members Attending:

Johnny Carlsson, Kannigar Chollampe, Poul Erlandsen, Nadezhda Erokhina, Jacqueline Gillet, Teresa Gonzalez, Elmelinda Lara, Lars Leon, Betty Lowery, Debra McKern, Jindriska Pospisilova, Uwe Rosemann, Carol Smale, Elisa Soares, Joan Stein, Penelope Street.

**Absent:** Assunta Arte, Kim Baker, Teresa Chapa, Hans Martin Fagerli, Daniel Mattes Durrett, Margarita Moreno, Torill Redse, Li Xiaoming.

**Observers:** Jasmine Caneron (Aus), Arlene Cohen (US).

#### 1. *Introductions*

PE welcomed guests to the meeting. A reminder was given of the rules of attendance for committee members.

#### 2. *Approval of Agenda*

Some items were added to the agenda which was then approved.

#### 3. *Approval of minutes of SC Meeting in Prague, 2005*

Minutes were approved.

#### 4. *Sub-committees*

PE outlined the structure of the Section's sub-committees to new members and asked for volunteers. Membership is now:

Principles and Guidelines – PE, DMc, PS, ES

Conference Programme – DMD, PE, JP, JG, CS

Newsletter – PS, PE, MM  
Strategic Plan – PE, KB, TR, JS, EL

#### *5. Chair's report - PE*

PE reported on the Co-ordinating Board meeting:

- Nothing further has happened in the evaluation of Sections. Deadline is November.
- The proposal for our satellite meeting in Seoul had been accepted.
- Professional Committee had discussed how Sections find speakers. In future Sections will need to put out a call for papers. The 1 month time period for selecting papers, finding speakers was thought to be unrealistic. However, the procedure for calling for papers is yet to be finalised.
- IFLA must be more visible at satellite meetings etc hosted by Sections e.g. logo
- President-elect's programme announced.
- 2680 delegates had pre-registered.
- IFLA have established a policy re acceptance of gifts.
- New financial procedure outlined. Financial report must be sent to CB chair by 1st Oct. The account must be closed and all monies remaining in it sent to IFLA HQ (this applied to administrative monies only). Clarification on procedure is required from IFLA
- Need to consider 2006-7 strategic plan and to start thinking ahead to 2008-9 as IFLA will want more long term plans in the future.

#### *6. Report from the Information Coordinator*

New information co-ordinator required as TC is leaving the committee. JS volunteered to take on the role.

#### *7. Financial report – LL*

Account balance stands at \$1057.38. We are awaiting reimbursement from Estonia.

New treasurer required as LL is leaving the committee. DMc agreed to take on the role.

#### *8. Report on Voucher Scheme*

PE circulated report covering the first 2 quarters of this year. There is an anticipated profit of 2000 euros this year. The scheme is regarded as one of IFLA's most successful programmes: its continuance seems assured and Susan Schaeppman now has a permanent contract with IFLA. There is interest in any ideas for improvement. There was discussion on the possibility of distributing vouchers from a specific area in each country: this already happened in Japan and Switzerland.

**Action: BL to report success of scheme to Sara Gould.**

#### *9. Election of new officers*

PE re-elected as chair; PS re-elected as Secretary.

#### *10. Open Programme for Oslo*

JC outlined the programme. Need to select one of the papers presented for inclusion in IFLA Journal.

**Action: PE to count attendees.**

#### *11. IFLA Booth*

**Action: PE, PS, TR volunteered to man it 1-2pm on Wednesday.**

## 12. *Planning for Seoul*

### *Open Programme*

- Possible theme might be Resource Sharing and the Role of Google or a programme on developments taking place in the region. Discussion on whether Google would be too specific and whether the Google Digitisation Project would be relevant to Asia. General view was that it would be of interest.
- Contact Collection Development re possibility of a joint programme.  
**Action: PE to speak with Pentti Vattulainen.**
- Need to send out a call for papers in line with new IFLA guidelines.  
**Action: Sub-committee to meet and report back at the next meeting.**

### *Satellite event*

**Action: PE and PS meeting with representatives from Collection Development and Reference at 9am 15<sup>th</sup> Aug to discuss the programme. Any members of the committee welcome to attend. Collection Development have a committee member from Korea: it was hoped they would be able to attend the meeting to advise on local information.**

## 13. *ILDS Conference -T allinn*

115 registrations received. Cost and problems with language in the Baltic States was cited as the reason for lower than average registration numbers.

## 14. *Bids for 10<sup>th</sup> ILDS Conference 2007*

IFLA HQ had received 4 bids to host this but Russia have withdrawn due to renovation work but are likely to bid in 2009 instead and the Scottish bid was received too late. Choice is now between Singapore and Brazil. In absence of local knowledge/contacts if was agreed either bid was acceptable with a slight preference for Singapore.

**Action: PE will send recommendation to Professional Committee and venue can be announced in Tallinn.**

## 15. *Strategic Plan*

**Action;** The Strategic Plan Sub-committee would meet during the week and report back at the next meeting.

## 16. *Report on Docdel in the developing world.*

Arlene Cohen reported on the Freeline project – an international collaboration of libraries whose mission is to provide medical and allied health users in developing countries with health science journal articles free of charge.

**Action: PS to contact AC re an article for the next newsletter.**

## **Second Meeting of the Standing Committee**

**Friday, 19th August, 2005**

**Oslo, Norway**

**8:00 – 10.50 a.m.**

**SC Members Attending:** Kim Baker, Johnny Carlsson, Teresa Chapa, Kannigar Chollampe, Poul Erlandsen, Nadezhda Erokhina, Jacqueline Gillet, Teresa Gonzalez, Elmelinda Lara, Lars Leon, Betty Lowery, Debra McKern, Daniel Mattes Durrett, Jindriska Pospisilova, Uwe Rosemann, Carol Smale, Elisa Soares, Joan Stein, Penelope Street.

**Absent:** Assunta Arte, Hans Martin Fagerli, Margarita Moreno, Torill Redse, Li Xiaoming.

**Observers:** Jasmine Caneron (Aus), Cecille Cassa Fieres (France), Maria Louisa Franco (Spain).

### *1. Bids for 10<sup>th</sup> ILDS Conference*

PE reported that he had discussed the Brazil bid with DMD. It had been suggested to the Brazilian bidding committee that they should try to establish contact with the Standing Committee by attending future meetings or trying to get someone nominated to serve on the Committee. Venue for 2007 will be Singapore.

### *2. Strategic Plan*

Sub-committee circulated a draft plan for 2006-7.

- Goal 1 has been altered and all actions accomplished removed with new ones added as appropriate.
- 1.1. It was uncertain as to whether IFLA would mount a web based IFLA ILL request form on their website.
- 1.3. This is a new action intended to encourage libraries to put information on their homepages on how foreign libraries should approach them re borrowing.
- There was discussion on 1.4. Plans to develop an electronic IFLA voucher have been dropped and the emphasis on generating revenue for IFLA was amended to better reflect the voucher's primary purpose which is to facilitate interlending.
- 1.5. LL reported that ISO were aware of differences between ISO codes and Interlibrary Loan Response Codes. CS commented that it was unlikely the ISO ILL Codes had been revised.

**Action: Re 1.3. A letter will be sent to national libraries asking them to include this information on their homepage. JS will also mention this at the midwinter ALA meeting. TR will amend draft to take account of comments and send to PS to circulate to committee.**

### *3. Revision of Section questionnaire*

DMc reported on figures she had obtained for part 1 of the questionnaire. Deadline for completion is 15.11.05.

**Action: DMc, PE to look at part 2 before November deadline.**

### *4. ILL training programme for developing countries*

LL reported on the work he and KB had done to date and circulated a document designed to be a checklist for doing a training programme. Programme should be adaptable to policy maker and practitioner level and comprise a modular formula adaptable to 1 or 2 days as required. Ideas on funding sources and what resources can be applied to the project need to be identified. Possibility of utilising individual countries' Library Associations and linking programmes to their annual meeting was mooted but this would be dependent on individual country dynamics. Recognised that the need for a programme must arise from the country itself and that someone from the region must first approach the committee.

S Africa/Bulgaria could act as pilots. KB outlined possible funding streams with the option of exploring doing a programme for one or both countries. Costs kept to a minimum by utilising local resources as much as possible.

**Action: LL and KB will continue to work on this; ES, DMc, DMD, AA volunteered to help take this forward.**

#### *5. Revision of Section brochures*

DMc presented a draft brochure. Non-specific so that it will not need constant revision. 100 copies to be printed in each language and in brochure style. Printing needs to be done centrally to ensure standardisation.

**Action: DMc will send amended draft to TR (Spanish), JG (France), UR (Germany), NE (Russian), for translation. Once translated, to be sent to JS to be mounted on IFLANET. English/Russian versions to be ready for ILDS Conference.**

#### *6. Model Handbook for ILL*

EL, DMc presented outline draft of how the revised Handbook layout look/what should be included under each chapter heading. More visual appeal is important. Audience defined as paraprofessionals/one person operations. Proposed title: Handbook of Document Delivery and Resource Sharing.

**Action: EL, DMc to write draft chapters and send to SC for comment. Draft framework with bullet points added to chapters to be presented at Midwinter Business Meeting.**

#### *7. Printed IFLA ILL request form*

Full information about the forms and how they can be purchased is now on our website. BL reported that numbers being purchased were dropping but that there were supplies for another 2-3 years.

**Action: SC needs to make a decision on what to replace them with. Timescale for this should be in next 2 years before BL retires from British Library.**

#### *8. IFLA Guidelines for Best Practice in ILL*

BL had emailed paper to SC with comments added to original document published by the Nordic Federation of Library Associations. BL outlined amendments to SC and mentioned the need to include copyright.

**Action: BL will email paper to SC for comments. JG and JP volunteered to assist.**

#### *9. Report on Oslo programme*

230 attended the programme which was considered a very good turnout given the time and venue. Andrew Braid's paper was selected for inclusion in the IFLA Journal. Clarification was given concerning the question of publishing papers in other journals. Discussion on having individual evaluation forms for future programmes.

**Action: Andrew will send paper with any amendments to JS. JS will circulate sample evaluation form to SC for comment. To be included as item on midwinter Business Meeting agenda.**

*10. Complete planning for Seoul programme – 2006*

*a. Satellite event*

PE reported on meeting held with Reference and Collection Development earlier in week and outlined the proposed venues suggested by Korean representative who was in attendance. There are two options: National Library in Seoul or a public library in Han Pat. Programme content considered: one and a half days duration, themed approach with half a day looking at: how the 3 areas co-ordinate; guidelines and principles; use of usage statistics to assist decision making process. Satellite programme title is *Resource sharing, reference and collection development in a digital age: a practical approach*. SC preference was to hold the event in Seoul.

**Action: PE/PS to take suggestions for satellite event to CB meeting. PE to liaise with PV, AO.**

*b. Open programme*

Sub-committee reported back and outlined 3 areas for a programme: resource sharing and its relationship to Google; access policies and digital libraries; performance measures and best practice. SC preference was for last option. Title of programme must be sent to IFLA by November for decision on whether we get a programme slot.

**Action: Sub-committee will continue to work on preparing programme. Call for papers to be done.**

*11. IFLA Conference 2007 – Durban*

*a. Satellite event*

If satellite event at Seoul is a success, it could be repeated in Durban. PE reported that Reference and Collection Development were happy to cooperate again.

**Action: KB to check on suitable venues in Cape Town. Centre for the Book (part of the National Library) was a suggested venue. Seating capacity of 210.**

*c. Open programme*

The theme will be *Technology as facilitator to access*. It was suggested that papers should be regional presentations on local practices/issues and should focus on success stories.

*12. Midwinter Business Meeting 2006*

AA has offered to host the meeting in Rome, 23<sup>rd</sup>/24<sup>th</sup> February 2006.

*19. Other business*

No other business.

*Penelope Street  
September 2005*