



## Document Delivery and Interlending Section

### Minutes of the First Meeting of the Standing Committee I.

Saturday, 2 August, 2003

8:30 – 11:20 a.m.

Berlin

#### SC Members Attending:

Carlsson, Erlandsen, Fisher, Hansen, Jackson, Lara, Lowery, Mattes Durrett, Redse, Rodriquez, Rosemann, Schwersky, Smale, Street

Absent: Arte, Baker, Calff, Chollampe, Creff-Walravens, Fagerli, Martey, Mbewa, Paques-Ledent, Pospisilova, Santiago

Guests: Elisa Soares (Biblioteca Nacional, Portugal), Natalia Berezina (Russian State Library), Mike McGrath (Editor ILDS), V.S. Cholin (INFLIBNET Centre, India), Debra McKern (Library of Congress, USA), Stefanie Witz (Botanische Staatssammlung, Germany)

#### *1. Introductions*

SC members and guests introduced themselves. Excuses had been received from Hans Martin Fagerli and Uwe Schwersky (attended second half of the meeting).

#### *2. Approval of Agenda*

Two new agenda items were added: 4 c: Information Coordinator and 16 b: Advance planning for Oslo. Agenda approved with no further changes.

#### *3. Results of the election*

As there were ten nominations for the seven vacant seats on the SC a postal ballot was needed. The seven successful candidates were (number of votes in brackets):

Poul Erlandsen, Denmark (66)

Kim Baker, South Africa (58)

Betty Lowery, UK (55)

Jindriska Pospisilova, Czech Republic (53)

Penelope Street, UK (50)

Assunta Arte, Italy (45)

Elmelinda Lara, Trinidad & Tobago (43)

*a. SC members with unexcused absences from SC meetings*

Teresa Mbewa, Kenya, has had two consecutive unexcused absences from SC meetings and according to the IFLA Rules and statutes this means that she can be dismissed from the SC. Her seat will immediately after the Berlin Conference be offered to the fastest loser in the postal ballot (Debra McKern, USA) for the remaining two years of the term.

The same procedure will be followed if more SC members after Berlin have two unexcused absences from SC meetings.

*b. Resignation of Josje Calff*

After the postal ballot was held Josje Calff informed IFLA HQ that she had been elected member of the new Reference Work SC and wanted to resign from our SC. The fastest loser in the postal ballot (Lars Leon, USA) will be offered to take this seat for the remaining two years immediately after the Berlin Conference.

*4. Election of the new Officers*

There has been a call for nominations after which Poul Erlandsen had been nominated for Chair or Secretary and Penelope Street for Secretary.

*a. Chair*

Poul Erlandsen accepted the nomination for Chair and was elected unanimously.

*b. Secretary*

Penelope Street accepted the nomination for Secretary and was elected unanimously.

*c.*

Carol Smale accepted the nomination for Information Coordinator and was elected unanimously.

*5. Financial report*

We have received the usual amount from IFLA for administrative purposes but as the Section has had no expenses this year the balance as of 1 August is USD 1805.33. This amount includes repayment of USD 1000 from the organisers of the 7<sup>th</sup> ILDS Conference in Ljubljana, which they had received as seed money when the planning of the conference began.

The organisers of the 8<sup>th</sup> ILDS Conference in Canberra have not needed any seed money so the USD 1000 will remain on the bank account and form a separate line on the financial report earmarked for seed money for future ILDS conferences.

*6. Subcommittees – status of activities*

The Section has since last year's conference in Glasgow four subcommittees:

1. Principles and Guidelines (Penelope Street, Poul Erlandsen)
2. Conference Programmes (Torill Redse, Hans Martin Fagerli, Daniel Mattes Durrett, Poul Erlandsen, Mike McGrath)
3. Newsletter (Uwe Schwersky, Penelope Street, Poul Erlandsen)
4. Strategic Plan (Mary Jackson, Teresa Rodriguez Gonzalez)

Poul Erlandsen gave a status of the activities since Glasgow. The work had been done by e-mail correspondence only. As the Principles and Guidelines for International Lending had been through a major revision in 2001 there had been no need to activate this subcommittee.

The conference programme for Berlin had been prepared mainly by Poul (Open Session) and Mary (Workshop), but Poul had received useful input from the members of the subcommittee. Both members of the Newsletter subcommittee had submitted articles to the editor (Poul). And finally the Strategic Plan for the period 2002 – 2003 and been revised last December by the two members of that subcommittee and published in the March 2003 issue of our Newsletter.

## *7. Review of the Berlin Conference*

### *a. Open Session*

Poul reported that we will have presentations of three papers during the Open Session “Centralised or decentralised – which way to go?”:

- Peter Stubley, University of Sheffield Library, UK: Document delivery design: systems for users, not users for systems
- Philip Hider, SILAS, Singapore: The bibliographic advantages of a centralised union catalogue for ILL and resource sharing
- Johan Stapel, Royal Library, The Netherlands: Going Dutch: towards a multi-tiered networked ILL service for the Netherlands

Unfortunately Philip Hider is unable to attend the conference as he is in the process of moving to another job in Australia at the moment, but his paper will be presented by a colleague. All three speakers have received funding from their own institutions to attend the conference. Poul’s efforts to find a sponsor to cover the expenses for a one-day registration for each of the speakers had proven unsuccessful.

### *b. Workshop*

Mary reported that there will be presentations of two papers during the workshop which is scheduled to last half a day:

- Mary Jackson, ARL, USA: Presentation of the new ARL Assessing ILL/DD Services Study
- Mette Krog, University of Oslo, Medical Library, Norway: Presentation of Nordic ILL Performance Measurement Study. How can you use a study like this to improve your service?

All attempts to find a speaker from Australia to present the Australian study were unsuccessful.

### *C. Report from Division V CB meeting*

The liaison officer to the CB reported that as of 28 July 3700 delegates had registered for the conference. Of these one third are first timers. 133 countries are represented with the largest

delegation not surprisingly from Germany. The exhibition area is fully sold out and thanks to the local organizing committee the media coverage up to the conference has been quite heavy.

#### *8. IFLA Voucher Scheme Update*

The Office for UAP and International Lending was closed down earlier this year and the Governing Board recommended that two of its activities should be continued – the IFLA Voucher Scheme and the ILDS Conference. A Task Force to work out recommendations to the GB was appointed having Mary and Poul representing the SC. The IFLA HQ agreed to host the Voucher Scheme and a new staff member (Susan Schaeppmann) was appointed to handle it. Many changes have been made the most important being: The value of the Vouchers are now given in Euros instead of US\$, there is a handling charge when buying and redeeming Vouchers, and a discount for IFLA members has been introduced.

Susan Schaeppmann had produced a report on the latest activities after the transfer to IFLA HQ. The SC should discuss the development of an electronic Voucher.

#### *9. ILDS Conferences*

##### *a. Canberra 2003*

Tom Ruthven, National Library of Australia, is chairing the local organising committee for the Canberra 2003 conference. 125 registrations were received by end of July and everything seems to be in good hands. At least five SC members plan to attend the conference.

##### *b. Process to select future venues*

The ILDS conferences used to be managed by the Office for UAP and International Lending. In the future the IFLA Conference Planning Committee will oversee these conferences. A formal call for bids to host the 9<sup>th</sup> ILDS Conference will be sent out this Fall. It is going to be a much more formal process than we have been used to from the previous conferences. The SC must find its future role in the conference planning process. We have been given responsibility for the professional program and might also be asked to participate in evaluating the bids.

A liaison from the SC on the local organising committee might be a good solution. We also should contribute when the proposal is about to be written.

#### *10. Assuming Responsibility for the ILL Request Form*

This is another example of the transition of the IFLA Office for UAP and International Lending. Who does have responsibility for revising the form? Who will sell it in the future? Can we switch over to an electronic form?

We agreed that the content is the responsibility of the SC. Betty Lowery to find out for how long the British Library will continue to sell the forms.

A subcommittee was formed to explore the possibilities of an electronic IFLA request form.

Members: Carol Smale, Betty Lowery plus one SC member from the US.

#### *11. Updating Section's Web Pages*

Our Information Coordinator Carol Smale is willing to take a look at what needs to be moved from our web pages and supply statistics on the usage.

#### *12. SC list migration to INIST.*

Our listserv will in the future be managed by IFLA HQ and all SC members will automatically be subscribed to the list which is for SC members only. Carol Smale volunteered to moderate the list.

#### *24. Other business or reports*

As Lone Hansen would be unable to attend the second SC meeting she was given permission to report on the Ghana project.

After three years of planning the Document Delivery Project in Ghana set out in 1993 with financial support from DANIDA. Because of change of government in Denmark this support has been reduced and is expected to be taken away completely by 2004, which means that the project will close down. According to Lone the project has proven successful and the model should be usable in other developing countries. The SC might want to establish a new project if possible.

### **Meeting continued at SC Meeting II.**

#### **Minutes of the Second of the Standing Committee – Document Delivery and Interlending Section**

Friday, 8 August, 2003

10:15 – 12:15

Berlin

#### SC Members Attending:

Carlsson, Erlandsen, Fagerli, Jackson, Lara, Lowery, Mattes Durrett, Pospisilova, Redse, Rodriquez, Rosemann, Schwersky, Smale, Street

Absent: Arte, Baker, Calff, Chollampe, Creff-Walravens, Hansen, Martey, Mbewa, Paques-Ledent, Rosemann, Santiago

Guests: Mike McGrath (Editor ILDS), Debra McKern (Library of Congress, USA), Iris Haffner (University Library Kaiserslautern, Germany), Al Kagan (Social Responsibilities Discussion Group)

#### *13. Moving towards an electronic newsletter for the Section*

Our newsletter cannot be photocopied and mailed to all members of the Section with the amount of money the SC receives each year from IFLA to cover administrative expenses. As IFLA has now accepted electronic versions of Section newsletters we should consider distributing as many copies as possible in electronic format instead of paper copies. However it might be rather time-consuming for our Secretary to maintain a file of functioning e-mail addresses to Section members. The question is IFLA HQ will do that?

SC members present all accepted to receive electronic version only.

We agreed to ask Section members send information about e-mail address in our next issue of the newsletter.

#### *14. Principles and Guidelines*

Request had been received from a library to revise section 7.5, which states that the borrowing library is responsible for the item.

Poul informed the SC that this subject had been taken under serious consideration when the latest revision was done in 2001. At that time the majority of the subcommittee members thought that it was essential to keep the wording as it was as they feared some libraries might else withdraw their participation in international lending.

Bearing this in mind the SC found no reason to revise at this stage.

#### *15. Guidelines for Sending ILL Requests by E-mail*

We need to take a look at the guidelines for sending requests via e-mail. These were never approved by IFLA and according to Sara Gould nobody can remember why. Must be sent to the GB for approval.

#### *16. Complete plans for Buenos Aires Conference in 2004*

Suggestions that had been tabled during SC I were taken to separate meeting of the Conference Planning Subcommittee which had agreed on suggesting a program on document delivery and distance learning with special emphasis on South America. Penelope Street had replaced Mike McGrath on the Subcommittee.

Daniel Mattes Durrett volunteered to take the lead in preparing the program which will be the only one sponsored by this Section according to the new conference structure which only allows one program per Section. It might be relevant to contact the University Libraries Section about co-sponsorship.

A second event will be possible if there is a co-sponsorship with another Section.

A possible program for Oslo 2005 was suggested by Johnny Carlsson: Secure document delivery of electronic materials to end users.

#### *17. Update on the Section's leaflet*

The leaflet must be thoroughly revised. All take a look at it. (Suggested agenda item for Midwinter Business Meeting)

#### *18. Social Responsibilities Discussion Group Recommendation #10*

Al Kagan from the Discussion Group had joined the meeting to present the recommendation. A discussion paper had been sent to and approved by the IFLA Council. The recommendations should be implemented if possible by different IFLA bodies.

The recommendation is the core of what this Section is already doing, so we need take no further action. It is at the moment too soon to say what other Sections are planning to do about it.

#### *19. Strategic Plan Update*

There is an October 15 deadline for submission of Strategic Plan 2004-2005 to IFLA HQ. The goals we choose to include will be part of the evaluation of the Section. The Strategic Plan Subcommittee (Kim, Teresa, and Poul) will write a draft based on the discussion during the meeting and distribute it to our listserv for comments before it is being sent to HQ.

#### *20. Ideas for new projects*

None of the SC members had any ideas at the moment. Poul concluded that this could be an agenda item if we decide to have a midwinter business meeting.

#### *21. Discussion of the desirability of holding a SC Business Meeting outside the IFLA Conference*

Poul Erlandsen reported that he had done some investigation since our SC Meeting in Glasgow when this issue was brought up for the first time and he had also talked with officers from different Sections that have a long tradition for such meetings during the present conference in Berlin. According to their experience a Business Meeting often proved more fruitful than the traditional SC meetings.

Poul suggested that we should give it a try and the SC agreed that if SC members could find funding to cover travel and accommodation this would be worth trying. An important issue to discuss in the meeting will be transition of activities from the former Office for UAP and International Lending.

#### *22. Evaluation of the Section*

Mary Jackson gave a status on the evaluation process that will take place as described in a message from Ross Shimmon distributed to the SC members earlier this Summer. The Governing Board has agreed that those core activities still remaining and also the Sections will be reviewed. The first activity to be reviewed will be FAIFE. The Sections have been given time to improve their activities before being evaluated and in the light of this the Strategic Plan is becoming more important as this document surely will be carefully read by the evaluators. The timeline is not known at the moment but some Sections might be reviewed in 2005-2006.

#### *23. Updates from SC Members on Activities of Interest*

Hans Martin Fagerli reported that the 6<sup>th</sup> Nordic ILL Conference will take place in Norway in the Fall of 2004.

Poul had received a message from Tom Ruthven who is chairing the organising committee for the 8<sup>th</sup> IFLA Interlending and Document Supply Conference in Canberra, Australia, saying that as of 7 August 220 registrations were received. The conference program looks excellent and everything is in good hands.

#### *24. Other Business or Reports*

As it has turned out to be very difficult to find an evening that is free during the conference the SC decided that instead of having a dinner for the SC members we would rather in future have lunch together immediately following SC I.

Carol Smale gave a report from the meeting for Information Coordinators held in Berlin.

Poul Erlandsen thanked on behalf of the SC Mary Jackson for having served so brilliantly as Chair and Treasurer for the last two years.

#### *25. Adjournment*

There being no other business the Chair adjourned the meeting.

Section's home page: <http://www.ifla.org/VII/s15/sidd.htm>