

**Section on Library and Research
Services for Parliaments**

**Section des services de bibliothèque
et de recherche parlementaires**

International Federation
of Library Associations and Institutions
Fédération internationale des
Associations de bibliothécaires et des
bibliothèques
Internationaler Verband
der bibliothekarischen Vereine und
Institutionen
Federacion Internacional de
Asociaciones de Bibliotecarios y
Bibliotecas
Международная федерация
Библиотечных Ассоциаций и Учрежд



**NEWS FROM
THE SECTION**





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Editor: Margareta Brundin • Cover design: Ulf Gråberg



Letter from the Chair of the Section on Libraries and Research Services for Parliaments

June 29, 2007

Greetings Colleagues,

It does not seem like almost a whole year has gone by since we last met in Seoul, Korea. During that time, there have been a number of interesting developments as well as intense preparations for the Cape Town and Durban meetings.

Let me begin by welcoming the new Members of the Standing Committee. Interest in serving remains very high and resulted this year in a paper ballot election for 8 seats. Congratulations are given to Alim Garga, Head of Parliamentary Research Center, National Assembly of Cameroon; Elisabeth Malmhøster, Head of Loan and Information Department, Riksdag Library, Sweden; Roxanne Missingham, Parliamentary Librarian, Australia; Daniel P. Mulhollan, Director, Congressional Research Service, United States of America; Albert Ntunja, Chief Librarian of Parliament, Cape Town, South Africa; Raissa Teodori, Librarian-Senior Parliamentary Officer, Senato Della Repubblica Italiana; Iain Watt, Head of Unit for Parliamentary Operations, European Parliament; Christine Wellems, Head of Department, Bürgerschaftskanzlei, Parlamentarische Informationsdienste, Parliament of the Free and Hanseatic City of Hamburg; and Guido Williams Obrequé, Head, Legal Research Group, Chilean Library of Congress. Continuing till 2009 are Irina Andreeva, Russian Federation; Margareta Brundin, Sweden; Carynn Carr, United States; Anita Dundina, Latvia; Hugh Alan Finsten, Canada; Moira Fraser, New Zealand; Eleni Mitrakou, Greece; Younghee Park, Korea; Gro Sandgrind, Norway; Janet Seaton, Scotland; and Segundo Soto Coronel, Peru. This is an impressive and strong list of new Standing Committee members who will provide the section with excellent leadership for the next 4 years.

The following individuals have completed their terms on the Standing Committee and they deserve our thanks for their service: Wafaa Ali Abdel Elah, Egypt; Cristiane de Almeida Maia, Brazil; Karl Min Ku, China; Josephine Moesi, Botswana; N.K. Singh, India; our former Chair, Marialyse Delano Serrano; and myself. Two other members, June Verrier and Sara Parker resigned before their terms ended.

The agendas for the two Standing Committee meetings are included in this newsletter. Members of the

Standing Committee will elect officers for the next two years at the first Standing Committee meeting. The section needs to elect a Chair and Secretary and also approve the appointment of an Information Coordinator. Margareta Brundin and Gro Sandgrind have served as Secretary and Information Coordinator for the past 2 years and they have done an outstanding job. The work of the section however, requires the active participation of all members of the Standing Committee and I appeal to each of them to consider standing for office. If interested, I would like to hear from you by July 31st.

Soon we will all be arriving in Cape Town and Durban for the annual meetings. Mr. Albert Ntunja, Chief Librarian of Parliament has planned an exciting conference for us in Cape Town and there are 101 registrants thus far. We will be welcomed by the Speaker of the National Assembly and hear a variety of presentations from members and staff. Innovative Services Day will feature what's new and innovative around the world, including presentations by Iain Watt, Daniel Mulhollan and Moira Fraser. We will also be going on a very special trip to Robben Island.

There will also be a very important session that will discuss a survey of the use of technology in parliaments that will be conducted by the Global Centre for ICT in Parliament. As you recall, there was a presentation regarding this organization during our program in Seoul. This year we will be joined in Cape Town by Gherardo Casini from the Global Centre who will discuss the survey and request the cooperation of our section. Elisabet Lindquist Michailaki of the Swedish Riksdag Library attended a conference as a representative of the section and participated in a brainstorming session to review and further develop the survey instrument. I am very grateful to her for the excellent contributions she has made on behalf of the section. There is an article on the survey in the newsletter which I urge you to read before coming to Cape Town.

We will begin our activities in Durban with the first Standing Committee meeting on Saturday, August 18, at 14:30 PM. This meeting should be attended by both the Standing Committee members whose terms expire at the close of the Durban conference and the newly elected SC members whose terms begin at the end of the Durban conference. Those members whose terms



end in 2009 should attend as well. We will elect officers and make plans for the future work of the section. In addition, we will hear a report from Bill Young, the Head of the Parliamentary Library of Canada on their plans for the 2008 conference.

We will also discuss the Report of the IFLA Structure Review Committee. As a member of this committee, I urge you to read the report which is available on the web. Key recommendations include a minimum size of 50 members for sections and retaining a maximum size of 20 Standing Committees. Neither of these recommendations has an adverse impact on the section. It also recommends a new structure for divisions so that instead of 8, there will be 4. Our section would be in division 1, which represents types of libraries. In addition, Coordinating Boards will be eliminated and in its place will be a division leadership meeting which will provide a platform for section leaders to collaborate on projects and programs and to raise issues. The division leader will be elected from among the outgoing section chairs. This will correct a problem which I have personally experienced, as it is extremely difficult to manage the time required to simultaneously lead a section, chair a Coordinating Board, and serve on the Board of Directors of IFLA. There is an open hearing on the proposal on Sunday at 11:45 AM and I urge you to attend.

We will also discuss the project to update our publication on Guidelines for Legislative Libraries. Keith Cunninghame has submitted a proposal to edit a new edition that was first edited by Dermot Englefield. I have approached IFLA to determine their interest in having an updated publication and they greeted this development with enthusiasm. The section will need to submit a request for project funds to IFLA for the coming year. As you may recall, our section was approached by the Government Libraries section to participate in their project to develop guidelines for government libraries. This offer was discussed more than once at Standing Committee and the section decided that because of the unique nature of our work, we need to continue to have our own guidelines. There will be a program at the Durban conference on their draft and I will participate on a panel that will offer comments.

The second standing committee meeting will take place on Friday, August 24 at 8:30 AM. Members whose terms expire in 2007 need not attend this one.

Ellie Valentine has organized an interesting group of panelists and papers for our session on Monday at 16:00 PM. The topic is Partnering to Build and Grow Par-

liamentary Libraries and Research Services. Panelists include Soledad Ferriero and Jose Miguel Muga who will talk about social networking trends, and Marina Cueto from Spain who will speak on building thesauri across countries. Hugh Finsten and William Young will speak on partnering efforts at the Canadian Library of Parliament and John Agama and Innocent Rugambwa will cover partnerships in Africa.

There are a number of other programs that cover topics of interest to the section including marketing, statistics and evaluation, and knowledge management. There is a schedule for the section in the newsletter that includes the titles and times for these sessions. Some are being offered simultaneously and you will need to choose.

Gro Sandgrind has worked very hard to put together a schedule for Workshop Day which will be Wednesday, August 22nd. Topics include e-journals in parliamentary libraries, electronic resources in developing countries, new products and services, marketing and strategic planning for the section, what's next? Thanks to Eleni Mitrakou, Jan Keukens, Alim Garga, Roxanne Missingham, Moira Fraser, Ellie Valentine and Lynn Brodie for volunteering to help make workshop day a success.

I am happy to report that I have heard from Bill Robinson who sends his warmest greetings to all his friends in the section. He says he hopes to see you next year. He will drive his RV up to Canada and spend some time in several of the sessions. He is enjoying retirement and is spending time visiting with family and friends around the country, and continues to work with colleagues in legislative strengthening projects around the world. During the past two years he has enjoyed assignments in Prague (on behalf of the Iraq Research Service), Tblisi, Brasilia, Rio, Amman, Islamabad, and Istanbul.

This is my final newsletter as Chair and my final meeting as a member of the Standing Committee. The past eight years have gone by amazingly fast and it has been a tremendously rewarding experience to work with so many talented colleagues from around the world and to make so many new friends. Please accept my thanks especially for the very strong support I have received while Chair. I look forward to continuing to participate in the work of the section as I will always consider it to be my home in IFLA.

Sincerely,

Donna Scheeder, Chair
Section on Library and Research Services
for Parliaments



Presentation of the new Standing Committee

This year elections of a new Standing Committee for our Section have taken place. All members of the Section have been given the opportunity to cast their votes. Here are the results from these elections:

Newly elected members to the Section are:



Alim Garga
Head of Parliamentary Research Centre
National Assembly of Cameroon



Elisabeth Malmhester
Head of Circulation and Information,
Riksdag Library, Parliament of Sweden



Roxanne Missingham
Parliamentary Librarian,
Parliamentary Library of Australia



Daniel P. Mulhollan,
Director, Congressional Research Service,
Library of Congress, USA



Albert Ntunja
Chief Librarian,
Library of Parliament, South Africa



Raissa Tedori
Librarian, Senior Parliamentary Officer,
Senato della Repubblica Italiana, Italy



Iain Watt
Head of Unit for Library Operations,
European Parliament



Christine Wellems
Head of Department, Parlamentarische
Informationsdienste, Parliament of the Free
and Hanseatic City of Hamburg, Germany



Guido Williams
Obreque, Head, of Legal
Research Group,
Chilean Library of Congress



The 2007–2009 Standing Committee Members of the Section on Library and Research Services for Parliaments – including the newly elected members – are:

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Tembi Chalabase Mtine

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First term: 1999-2003
Second term: 2003-2007

We want to thank them all for a job well done! Both Marialyse and Donna have chaired our Section in a very successful way, and June was a great secretary.

The new chair, secretary and information coordinator will be elected in the first Standing Committee meeting in Durban.

Be there!



Final Program Cape Town

23rd ANNUAL PRE-CONFERENCE OF LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS

15th – 17th August 2007
South African Parliament, Cape Town

THEME

Innovation and Creativity in Parliamentary Libraries and Research Services – Development Through Learning

DAY 1 – 15th August 2007 (Wednesday)

MORNING SESSION – CHAIR: Adv. Lulama Matyolo-Dube

- 08h30 – 09h00** **Registration and Tea/Coffee**
- 09h00 – 09h45** **OPENING CEREMONY**
- 09h45 – 10h00** • Welcome Address: Honourable Mbete – Speaker of the National Assembly
- Opening Address: Mr. Zingile Dingani - Secretary to Parliament
- Congratulatory Remarks: Ms Donna Scheeder
 – Chair: Section on Library and Research Services for Parliaments
- Introduction of delegates
- 10h00 – 10h30** **Tea/Coffee**
- 10h30 – 11h15** **PRESENTATION BY MEMBERS OF PARLIAMENT**
- Mr. Jeremy Cronin – Chairperson: Portfolio Committee on Transport
- Mr SL Tsenoli – Chairperson:
 Portfolio Committee on Provincial and Local Government
- 11h15 – 11h45** **PRESENTATION BY PARLIAMENTARY SERVICE STAFF**
- Parliamentary Services – Introduction to Legislation and Oversight
 – Mrs. Nomonde Keswa: Divisional Manager
- Enhanced Support to Parliamentary Committees by Library and Research
Units
 – Dr Leon Gabriel: ISS Manager
- 12h30 – 13h15** **Lunch**



13h15 – 14h30	LIBRARY AND RESEARCH SERVICES IN PARLIAMENT
	<ul style="list-style-type: none"> • From legislation to oversight: Implications for the Research Unit – Ms Nadia Dollie & Ms Mbali Ndumo • Proactive Information Provision: Using technology to answer the information needs of Members – Ms Karen Taylor • Library services for Members of Parliament of India – Mrs Asha Wangnoo • Research & Reference support for Members in India – Mr. Kanta Pandit
14h45 – 15h00	Tea / Coffee
15h00 – 15h15	Photograph of Delegates
15h15 – 16h15	Guided tour of Parliament and Library

DAY 2 – INNOVATIVE SERVICES DAY • 16th August 2007 (Thursday)

08h30 – 09h00	Delegates arrive in Parliament: Tea and Coffee
09h00 – 10h15	Innovations in African Parliamentary Libraries and Research Services
10h15 – 10h30	Tea / Coffee
10h30 – 11h30	Innovations in African Parliamentary Libraries and Research Services
11h30 – 13h00	Innovations in European and Asian Parliamentary Libraries and Research Services
13h00 – 13h45	Lunch
13h45 – 14h30	Innovations in American Parliamentary Libraries and Research Services
14h30 – 15h30	Intranet and Websites for Parliaments: What's next?
15h15 – 15h30	Tea / Coffee
15h30 – 16h30	Intranet and Websites for Parliaments: What's next?

DAY 3 – NETWORKING AND CO-OPERATION DAY • 17th August 2007 (Friday)

08h30 – 09h00	Delegates arrive in Parliament: Tea and Coffee
09h00 – 10h15	Networking and Co-operation between National Parliaments and Legislatures: United Nation/The Global Centre for Information Technology in Parliaments – Mr. Gherardo Casini
10h15 – 10h30	Tea / Coffee
10h30 – 14h30	Buses leave to the harbour for the Robben Island Museum tour



Final Program Durban



World Library and Information Congress: 73rd IFLA General Conference and Council

"Libraries for the future: Progress, Development and Partnerships"

19-23 August 2007, Durban, South Africa

SATURDAY 18th August

Note for Standing Committee members:

these SC meetings will be used for the elections of the new Section Officers.

14.30-17.20 54 SC I Library and Research Services for Parliaments

Agenda

1. **Opening of the Meeting**
2. **Approval of the Agenda**
3. **Approval of the Minutes of the Standing Committee meetings in Seoul, Korea**
4. **Announcement of Election results of new Standing Committee Members**
5. **Roll call of Standing Committee Members**
6. **Officers Report**
 - Membership
 - Financial Report
 - Report by the Information Coordinator
7. **Elections of Officers for 2007-2009**

Please see the attached excerpts from the IFLA statutes. While the Chair and Secretary are elected at this meeting by the 2005-2009 and the 2007-2011 Standing Committee Members, they do not take office till the closing meeting. SC Members whose terms expire at the close of this conference are not eligible to vote in the election for officers.
8. **IFLA Restructuring**

9. **News from the Coordinating Board**
10. **Section Program and Activities for the Durban Conference**
11. **ITC Survey and Section Involvement**
12. **Future Conferences**
- Quebec, Canada 2008: Presentation by the Canadian Representatives
 - Milan, Italy 2009
13. **Topics of Interest for Future Conferences**
14. **Posting to Parliament**
15. **Reports on Regional Activities**
- European Centre for Parliamentary Research and Documentation (ECPRD)
 - Association of Parliamentary Libraries of Australasia: APLA Report
 - APLIC / ABPAC Canada
 - APLAP Report
 - APLESA
 - AAPLD
 - PARDOC
 - NCLS
 - Nordic Countries
 - Latin American Parliamentary Library Association
16. **Any other business**
- 18.00-19.00 **Caucus Meetings:**
- 56 Caucus: Canada
 - 57 Caucus: French Speaking Participants
 - 58 Caucus: German Speaking Participants
 - 59 Caucus: Netherlands Speaking Participants
 - 60 Caucus: Portuguese Speaking Participants
 - 61 Caucus: CIS
 - 62 Caucus: Nordic Countries
 - 63 Caucus: UK
 - 64 Caucus: USA
 - 65 Caucus: Africa, Asia & Oceania and Latin America & Caribbean
 - 66 Caucus: Spanish Speaking Participants
 - 67 Caucus: Chinese Speaking Participants
 - 68 Caucus: Italian Speaking Participants

SUNDAY 19th August

- 9.30-11.30 **69 SI - Opening Session**
- 11.45-13.30 **70 PC Hearing on IFLA's professional structure; *read page 20-24!***
- 13.45-15.45 **71 SI - Newcomers Session - Details to be announced**



13.45-15.45

74 Quality Issues in Libraries

**The new entrance to the library: effectiveness and use of the library web-site
Evaluating the library website: statistics and quality measures**

ROSWITHA POLL

(University and Regional Library Münster, Münster, Germany)

Library participation cultures

PETER GIGER and EVA NORLING

(Blekinge Institute of Technology, Karlskrona, Sweden)

13.45-15.45

76 Law Libraries

Open Access Law and Free Legal Information for Democracy
and Human Rights.

• Introduction

AMANDA BARRATT (University of Cape Town, South Africa)

• Primary Legal Sources

TBA (South African Legal Information Institute, Braamfontein,
South Africa)

• The Importance of Open Access Secondary Sources

RICHARD DANNER (Duke University, Durham, USA)

• TBA

CECILIE BUTENSCHOEN MARIRI (Southern and Eastern Regional
Centre for Women's Law, Harare, Zimbabwe)

16.00-18.00

80 Exhibition Opening

MONDAY 20th August

8.30-10.30

88 New Professionals

Developing new professionals for the future

• Diversity counts: challenges for new professionals in promoting a
diverse workforce

TRACIE HALL (Dominican University, Illinois, USA)

• Developing leadership skills

UJALA SATGOOR (University of Pretoria, Pretoria, South Africa)

• Rising to the challenge: contributing to the strategy of your organisation

ANDREW CRANFIELD (EBLIDA, The Hague, Netherlands)

• Developing skills through exchanges: the "Inform the World" programme

VERONDA J. PITCHFORD (Urban Libraries Council, Chicago, USA)

12.45-13.45

94 SI - Plenary Session



13.45-15.45

97 Government Libraries. Approaches to Multilingual Collections and Services.

Government libraries: approaches to multi-lingual collections and services

- Delivery of Web-based multi-lingual digital collections and services to multi-cultural populations: The Case of Global Memory Net

CHING-CHIH CHEN (Graduate School of Library and Information Science, Simmons College, Boston, MA USA)

- La importancia de la colaboración entre bibliotecas con colecciones multilingües para incrementar el número de sus usuarios y mejorar sus servicios

ARACELI GARCÍA MARTÍN (Biblioteca Hispánica, Madrid, Spain)

- South African Government Library Services and the Batho Pele principles: how do the 11 (eleven) official languages impact on service delivery?

T.F. CONSTABLE (University of South Africa, Pretoria, South Africa)

16.00-18.00

102 Library and Research Services for Parliaments

Partnering to build and grow parliamentary libraries and research services: best practices for success

- Understanding Cybersocial Network trends, for innovation in Libraries

SOLEDAD FERREIRO and JOSÉ MIGUEL MUGA
(Biblioteca del Congreso Nacional, Valparaiso, Chile)

- Is parliament the right place for research and development

JOHN AGAMA (Parliament of Ghana, Accra, Ghana)

- From EUROVOC thesaurus to legislative African thesaurus:

tools for an efficient cooperation in parliamentary context
MARINA CUETO (Senate, Madrid, Spain)

- Effective partnerships in parliamentary libraries and research services:

a strategic intervention for survival in the 21st century

INNOCENT RUGAMBWA (Parliament of Uganda, Kampala, Uganda)

- Partnering at the Canadian Library of Parliament

HUGH FINSTEN and WILLIAM R. YOUNG

(Canadian Library of Parliament, Ottawa, Canada)

TUESDAY 21th August

10.45-12.45

116 Government Libraries with Government Information and Official Publications and Library and Research Services for Parliaments

Guidelines for libraries of government departments:
a hearing on the draft guidelines

- Overview of Guidelines

NANCY BOLT (Nancy Bolt & Associates, Golden, USA)



- Reaction to the Guidelines from the IFLA Library and Research Services for Parliaments Section
DONNA W. SCHEEDER (Library of Congress, WASHINGTON, USA)

- Reaction to the Guidelines from the IFLA Government Information and Official Publications Section
JANE M. WU (David Lubin Memorial Library, Rome, Italy)

12.45-13.45

117 SI - Plenary Session

13.45-15.45

119 SI - Government Information and Official Publications

Government and science: progress, development and partnerships for libraries of the future

- Between the devil and the deep blue sea: how the publishing department of an international organization tries to address the challenges of information delivery in a changing environment
VALENTINA KALK (The World Bank, Washington, USA)

- In search of intergovernmental organisations: the development of an IGO search engine
DAVID OLDENKAMP and AMALIA MONROE
(Indiana University Bloomington Libraries, Bloomington, USA)

- The United States Department of Agriculture and Albert R. Mann Library's economics, Statistics and Market Information System
NAN HYLAND (Cornell University, Ithaca, USA)

- Creating library partnerships: the United Nations' changing role in disseminating information and knowledge
LINDA STODDART (Dag Hammarskjöld Library, New York, USA)

- Portals for government information delivery: comparative analysis of information management practices across countries in North and South in plans, policies and projects
ATANU GARAI (Globethics Net, Geneva, Switzerland)

- Impact of e-governemtn on management and use of government information in Kenya
NERISA KAMAR and MILLICENT ONGO'NDO
(Egerton University, Njoro, Kenya)

16.00-18.00

124 Knowledge Management

Using knowledge management to facilitate information transfers in our multicultural world. Panelists include Stephen Abrams who spoke to us last year.

- "The Social Library: The 2.0 Phenomenon and KM" - Collaboration, Cooperation, Sharing, Storytelling, Networking
STEPHEN ABRAM (SirsiDynix, USA)



• DISA workflow: Knowledge management in digital library operations
DALE PETERS (University of KwaZulu-Natal, South Africa)

• Archiving of Digital Libraries: Towards Online Storage
MAGDY NAGI (Bibliotheca Alexandrina, Egypt)

• "Adapt or die": Energizing library staff and academics through
the development of digital repositories
INA SMITH and HEILA PIENAAR (University of Pretoria, South Africa)

WEDNESDAY 22th August

All Day: Management Workshop Day. Register with Gro Sandgrind!

The IFLA Section for Library and Research Services to Parliaments has a tradition of organising a Management Workshop Day during the main IFLA conference.

The Management Workshop Day is a full day of interactive workshops and discussions. It will be held at one of the hotels in Durban. More information later.

We invite you to register for the sessions that you find most interesting!

Five options are offered. Please choose three of them and send an e-mail about your choices to Gro Sandgrind at gro.sandgrind@stortinget.no!

The options will hopefully be:

(As you see Gro still need some volunteers - please send her a message if you can help out with the workshops!)

1) Electronic journals in parliamentary libraries – handling and usage? Many libraries are struggling to find out how to make the most out of the e- journals. How can we justify the costs? How are they used within the organisation?

Leader: Eleni Mitrakou, Greece

Rapporteur: Jan Keukens, Netherlands

2) Electronic resources in parliamentary libraries in developing countries – tips on good e-resources and journals? – how can we use them? Let us share tips and ideas!

Leader: Alim Garga, Cameroun

Rapporteur:

3) Discuss our Section on Library and Research Services for Parliaments – what is next for the Section? – how can we make it more vital? – how can we work together? what is important? how can members contribute and what about information procedures (newsletter, website) We want your contributions!

Leader: Gro Sandgrind

Rapporteur:

4) New services or products in library and research services – bring examples with you!

Leader: Roxanna Missingham. Australia

Rapporteur: Ellie Valentine. DAI

5) Marketing services – best practices and "swap shop".

Bring samples of your material with you. Also – orientation of new members.

Leader: Moira Fraser, New Zealand

Rapporteur: Lynn Brodie, Canada

Please send a message about the three workshops you want to attend before July 20 to gro.sandgrind@stortinget.no!

Gro Sandgrind

Information Officer

Section on Library and Research Services for Parliament

tel: +47 23313685

mailto:grs@stortinget.no



THURSDAY 23th August

08.30–10.30

152 Statistics and Evaluation

Special libraries need special measures

- Quality measures for special libraries
ROSWITHA POLL

- Benchmarking, an imperative for special libraries in developing countries: the case in Jamaica
PAULINE NICHOLAS

- Statistics keeping as a knowledge management tool within in a law firm: case of Edward Nathan Sonnenbergs Information Resource Services–Cape Town
KHOMOTSO PETE (Edward Nathan Sonnenbergs Information Resource Services Cape Town, South Africa)

- Analysing Systems, Needs and Workflows
SUE HENCZEL

13.15–14.45

Closing Session

FRIDAY 24th August

08.30–10.50

SC II Library and Research Services for Parliaments

Agenda

1. **Opening of the meeting**
2. **Approval of the Agenda**
3. **Officers Report**
 - Report by the Chair, Treasurer
 - Report by the Secretary Editor
 - Report by the Information Coordinator
4. **Roll call of Standing Committee Members – SC Members**
5. **News from the Coordinating Board**
6. **Evaluation of the Conference**
7. **Future Conferences**
8. **Strategic Plan for the Section (page 18-19)**
9. **Other Business**

Current STRATEGIC PLAN 2005-2007 for the Section on Library and Research Services for Parliaments

Mission

The Library and Research Services for Parliaments Section exists:

- To promote the role of libraries and research services in parliaments as essential assistance for parliamentarians in carrying out their legislative functions, in their oversight of the executive, and in general debate and discussion of policy issues;
- To promote the establishment of libraries and research services as a basis component in the development of democratic legislatures throughout the world;
- To promote openness, transparency and the strengthening of democratic participation through the provision of information about parliaments to citizens;
- To exchange experiences, knowledge, problem solving situations and networking, amongst those serving in a political environment;
- To develop and promote standards and best practices in providing information and knowledge to Parliaments;
- To provide a forum for the identification of emerging issues relating to legislative processes

1. Provide a forum for trend watching and cooperation between the knowledge services for legislatures, in a globalised information society, in which legislative processes regulate the relations of a society, the citizens and the state powers.

(Professional priorities: a. Supporting roles of libraries and research services in society; b. Defending the principle of freedom of information; d. Providing unrestricted access to information)

Actions:

1.1 Presentations in Seoul Korea, IFLA, 2005, on trends in e-democracy as they affect the provision of research and information to Parliaments.

1.2 Presentation or round table in Durban, IFLA 2006, on anticipation, legislative trends and the impact on Parliamentary Libraries and Research Services.

1.3 Develop a trend exchange, and information resources for parliaments web page, as a project developed by the Chilean Library of Congress on behalf of the Parliamentary Libraries and Research Services Section, with ECPRD financement.

2. Promote citizen participation and democratic enabling activities from Parliaments, in the context of the Information Society and Information Literacy initiatives.

(Professional priorities: d. Providing unrestricted access to information; b. Defending the principle of freedom of information; f. Promoting resource sharing; a. Supporting roles of libraries and research services in society.)

Actions:

2.1 Publicize and call for comment on the IFLA 2004 paper on citizen participation forum experience.

2.2 Establish a working group on citizen participation and democracy enabling initiatives, inviting participants interested also in e-democracy.

3. Promote better laws and better lawmaking processes with the provision of information and knowledge services.

(Professional priorities: a. Supporting roles of libraries and research services in society; i. Promoting standards, guidelines, and best practices.)

Actions:

3.1 Share amongst the members indicators of impact of knowledge in better laws and lawmaking.

3.2 Share amongst members the processes and actions involved in providing information and knowledge for better laws and lawmaking.

4. Promote understanding and experience sharing of working in a politically complex environment.

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

Actions:

4.1 Continue sharing experiences on the particularities of requests from parliamentarians and the way in which libraries and research services have solved them.

4.2 Open a FAQ page on an Information Resources for parliaments, and requests and the way in which Parliamentary Libraries and Research Services have solved them, as part of the web pages in development by the Chilean Library of Congress with ECPRD and the Chile financement.

5. Encourage programs to foster the incorporation into the Information Society of Parliamentary Libraries and Research Services in the context of future trends in e-democracy and e-government.

(Professional priorities: a. Supporting roles of libraries and research services in society.)

Actions:

5.1 Share experiences and joint programs with the IFLA Government Information Section for future conferences.

5.2 Share experiences and joint programs with the IFLA Information Literacy Section for future conferences.

6. Encourage professional competencies required within the Parliamentary Library and Research services environment.

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

Actions:

6.1 Share key competencies required Parliamentary Libraries and Research Services in Preconferences and workshops, in Seoul and Durban.

6.2 Exchange ideas on new developments and trends in parliamentary information and research provision especially regarding new applications of technology. Share through satellite conferences in Seoul and Capetown.

6.3 Support small and newly developing parliamentary libraries and research services with practical strategies for action.

6.4 Develop and circulate for comment by section members a key competency document.

6.5 Identify sources of funding for participation of members from small and developing parliaments at the IFLA conferences in Seoul and Durban.

7. Provide and share information about the Section and the Standing Committee.

(Professional priorities: a. Supporting role of libraries and research services in society; d. Providing unrestricted access to information; f. Promoting resource sharing; g. Preserving cultural heritage; h. Developing library professionals; i. Promoting standards, guidelines, and best practices.)

Actions:

7.1 Prepare and distribute the Newsletter twice a year.

7.2 Exchange information permanently via Iflaparl.

7.3 Keep members and SC permanently informed and consulted on issues relating IFLA and the Section.

7.4 Promote democratic participation on decisions and issues pertaining the Section and the SC.

8. To promote membership of the Section and seek a broader representation of the standing committee.

(Professional priorities: a. Supporting role of libraries

and research services in society; d. Providing unrestricted access to information; f. Promoting resource sharing; h. Developing library professionals.)

Actions:

8.1 Prepare a leaflet about the Section to attract and interest new members

8.2 Actively seek and contact colleagues and Parliamentary Libraries and Research Services, particularly in Asia in Seoul Korea in 2005 and in Africa for Capetown and Durban in 2006.



IFLA Professional Structure Review Committee Report and Recommendations April 25, 2007

1. Background

At its meeting in December 2006, the Professional Committee (PC) decided to form a new committee, the IFLA Professional Structure Review Committee, comprising certain members of the current Professional Committee and the four most recent past PC chairs, to “make recommendations to the Professional Committee on the professional structure of the Federation. The Committee’s work will be informed by the report of a committee of past Professional Committee chairs appointed by the Governing Board in 2006, comments by current members of the Professional Committee, and comments made at and following the public hearing convened in Seoul on the professional structure of the Federation.”

The Professional Structure Review Committee began work on this charge at the Smithsonian Institution in Washington, D.C., February 19–20, 2007, with all members present. Members include: Nancy Bolt, Gwynneth Evans, Nancy Gwinn, Torny Kjekstad, Ia McIlwaine, Sissel Nilsen, Donna Scheeder, Winston Tabb (Chair), and Jacinta Were. (Ralph Manning, an original member of the committee, had to withdraw for personal reasons. Sjoerd Koopman, IFLA’s Professional Coordinator and ex-officio member of the committee was unable to attend.)

The Professional Committee and Governing Board met in The Hague on April 24, 2007, and offered a number of comments, which were included in the document.

2. Framework

Believing that it is critical to be clear about why the re-examination of IFLA’s professional structure is necessary, the Committee began its work by asking two questions: “What kind of professional organization do we want IFLA to be, and what objectives are we trying to achieve through the restructuring?”

Building on a set of attributes for governance that were included in the Review of the implementation of the 2001 Statutes (GB-05-123RR) presented to the Governing Board at its March 2006 meeting, the group agreed that the following attributes were critical for IFLA:

Attributes

Alignment with IFLA’s aims, core values, professional

priorities, and strategic plan

Capacity to renew and grow

Inclusiveness

Continuity

Clarity

Transparency/Accountability

Dedicated members

Responsiveness to its members

Staff responsiveness to officers and members

The Committee then developed the following set of objectives that would guide the restructuring effort and move IFLA toward becoming the kind of organization envisioned above:

Objectives

Achieve strategic plan and professional priorities

Minimize bureaucracy

Facilitate robust, growing IFLA

Support programme diversity

Facilitate regional interests – including both geography and language

Improve communication

Balance growth and continuity

Enhance the ability of IFLA to show the relevance of libraries in the modern world

Enlarge the pool of leaders and participants

Ensure financial viability for IFLA

3. Conclusions

Having reached consensus on these overarching issues, the Committee turned to specific recommendations with regard to three structural elements in IFLA – Divisions, Sections, and Discussion Groups/Special Interest Groups – and the more general issue of the role of these groups’ officers in the overall governance of the Federation.

4. Divisions

4.A. Role

Divisions cluster Sections and Special Interest Groups according to broad categories of interest to facilitate the professional programme of IFLA. They are primarily administrative structures focusing on such issues as finances, information sharing, and Congress planning.

4.B. Value

Divisions improve communications vertically and ho-

horizontally within IFLA, minimize bureaucracy, provide opportunities for leadership, and reduce duplication.

4.C. Recommendations

4.C.1. While Divisions can and do add value, the present arrangement of Divisions is overly complicated, administratively burdensome, is no longer logically structured, and does not meet the need for clarity and collaboration in the organization. Therefore, the Committee recommends that IFLA establish four Divisions, with each Section, Special Interest Group, and Core Activity assigned to one Division, as follows:

- a. Library Types
- b. Library Materials, Functions and Services
- c. Support for the Profession
- d. Regions

4.C.1.a. Library Types

Agricultural Libraries SIG
National Libraries
Academic and Research Libraries
Quality Issues in Libraries SIG
Library and Research Services for Parliaments
Government Libraries
Public Libraries
Metropolitan Libraries
Libraries for the Blind
Law Libraries
Art Libraries
Genealogy and Local History
Libraries for Children and Young Adults
School Libraries and Resource Centers
Health and BioSciences Libraries
Science and Technology Libraries
Social Science Libraries

4.C.1.b. Library Materials, Functions, and Services

Reference and Information Services
Information Literacy
Acquisition and Collection Development
Document Delivery and Resource Sharing
Government Information and Official Publications
Preservation and Conservation
Information Technology
Geography and Map Libraries
Library Services to Multicultural Populations
Libraries Serving Disadvantaged Persons
Reading
Bibliography
Classification and Indexing
Cataloguing
Rare Books and Manuscripts

Audio Visual and Multimedia
Newspapers
Serials and Other Continuing Resources
Knowledge Management
Libraries for Children and Young Adults
PAC Advisory Board Chair
UNIMARC Committee Chair
ICABS Advisory Board Chair

4.C.1.c. Support of the Profession

Management of Library Associations
New Professionals SIG
Women, Information and Libraries SIG
Management and Marketing
Education and Training
e-Learning SIG
LIS Education in Developing Countries SIG
Continuing Professional Development and Workplace Learning
Library Buildings and Equipment
Statistics and Evaluation
Library Theory and Research
Library History SIG
FAIFE Committee Chair
CLM Committee Chair

4.C.1.d. Region

Africa
Asian and Oceania
Latin American and the Caribbean
Access to Information Network – Africa (ATINA) SIG
ALP Advisory Board Chair

4.C.2. Each Division will have a Chair, elected from the out-going officers of the Sections in the Division and limited to one two-year term. Thus the Division Chair will not serve concurrently as a Section Chair. This will allow the Division Chair to focus on assisting the Division and serving on the PC/GB without Section officer responsibilities. The Division Chair can then visit more Section meetings and programmes and can develop effective meetings and communication with the Sections during the year.

4.D.3. The Division Chair will be elected by postal ballot, which will be sent to section officers of each Division as part of the normal election process. Outgoing Division Chairs will seek nominations for Division Chair from outgoing section officers.

4.D.4. The Division Chairs will serve on the Profes-



sional Committee.

4.D.5. In place of a Coordinating Board, at each Congress, each Division Chair will convene a Leadership Forum comprising the Chair and Secretary of each of its Sections, the convener of its Special Interest Groups, along with the Chair of the Advisory Board of any Core Activities assigned to the Division. At the Leadership Forum, participants will discuss issues, inform Division Chairs of views, make suggestions for future conferences, and, bring up matters of concern. The Forum will become a major vehicle for communication of Division members.

4.D.6. The Professional Committee for 2007-2009 will be asked to organize the process for the first election under the new structure, which will take effect following the Quebec Congress.

5. Sections

5.A. Role

Sections address areas of continuing interest to substantial numbers of IFLA members.

5.B. Value

Strong Sections make a strong IFLA. Sections contribute to both the Professional and Membership Pillars of the association. They contribute substantive content at the Congress; produce publications, standards and guidelines; and engage in other worthwhile projects that benefit IFLA members and the profession. Strong, growing Sections bring in more members and participation in IFLA. Sections allow library and information professionals to find opportunities for learning, growth, collaboration and sharing on specific areas of continuing interest on a global basis. Therefore, the Committee concludes that IFLA should, in general, focus on strengthening the existing Sections.

5.C. Recommendations

5.C.1. All Sections will be required to have a minimum of 50 members AND 10 members of the Standing Committee. The maximum number of Standing Committee members will remain 20, with the understanding that the Chair of the Professional Committee will continue to have authority to authorize as many as 22 members (RoP 12.16). Requiring a minimum of 50 members provides economic viability for IFLA, provides a critical pool from which standing committee members may be nominated, and encourages regional and language diversity. Requiring 10 members of standing committees is necessary to accomplish the

Section's work, helps grow new leaders and train new officers, and creates greater potential for diversity.

5.C.2. Sections that do not meet these requirements by June 1, 2007 (the end of the current cycle for election of Standing Committee members) will have two years (i.e., by 2009) in which to achieve the required number.

5.C.3. At the conclusion of the 2009 elections, the PC will work with any Section that does not have 50 members and 10 members of the Standing Committee to do one of the following:

- a. disband the Section;
- b. become a Special Interest Group (See VI below) under another Section; or
- c. merge with another Section.

5.C.4. Any Section that would like either to become a SIG or merge with another Section before 2009 will be strongly encouraged to consult with the PC about the process for doing so.

5.C.5. No new Sections will be created before 2009 at the earliest.

5.C.6. Newly created Sections will be given six years (three election cycles) to build up the required membership. To move from a SIG to a Section, SIGs must submit a petition with the names of 25 institutions or associations that are members or agree to become paying members of IFLA and the new Section, a plan for recruiting new members, and a strategic plan.

To assist Sections in finding new members, the IFLA staff, under the guidance of the Professional Committee, will complete a membership recruitment manual that offers suggestions for what Sections can do. This manual will be completed by June 1, 2007, and be the subject of a training session for Section officers in Durban.

5.C.7. The Professional Committee will work with the Division chairs of specific Sections to move toward certain mergers between now and August 2007.

6. Special Interest Groups (SIG)

6.A. Role

Special Interest Groups address emerging issues or trends or issues of continuing interest to a relatively small number of IFLA members.

6.B. Value

Special Interest Groups bring together IFLA members

with common and continuing interests that they wish to discuss/explore, but which are not included in the Mission, Goals and Strategic Plan of an existing Section. Interests may cut across the concerns of multiple Sections, identify and follow an emerging issue or trend, be very specialized or narrow and be relevant to a small number of members.

6.C. Recommendations

6.C.1. There will be only one grouping, and it shall be called Special Interest Group instead of Discussion Group.

6.C.2. Each SIG must be attached to a Section.

6.C.3. Leadership of the SIG may come from an interested person or from the Section leadership. However, the SIG leader must be a member of an institution or association that is a member of the sponsoring Section or must be a Personal Member of that Section.

6.C.4. To form a SIG, a convener must submit a petition to the Professional Committee signed by 25 persons who intend to participate in the SIG, requesting either

- a. a meeting at the next World Congress to invite people to see if there is sufficient interest, or
- b. the immediate establishment of a SIG under a Section that has agreed to accept it.

If the Professional Committee approves the request, the PC will arrange for the meeting and, if the SIG has not found a Section sponsor, find a sponsor.

6.C.5. SIGs may exist as either a virtual group or as a group that meets at the annual World Congress.

6.C.6. The sponsoring Section will review the SIG every four years at the World Congress to decide whether to affirm or disband the SIG at that time and will report this action to the PC at the close of that World Congress. There will be no required ending period for a SIG and no expectation that it will automatically become a Section.

6.C.7. Administrative funds for a SIG must come from the Section's budget; however, a SIG is eligible to apply for special project funds if the Section approves the request.

6.C.8. The convener of the SIG will be a member of the sponsoring Section's Standing Committee either

through the normal nomination process or as an ex-officio member.

6.C.9. The term of office of the SIG convener is two years after the start-up meeting, renewable once by appointment of the sponsoring Section's Standing Committee.

6.C.10. The work of the SIG must be included in the Section's strategic plan.

6.C.11. IFLA will schedule a two-hour meeting for SIGs that wish to meet at the World Congress. However, if the SIG wishes to hold a formal programme, that request must be submitted by the Section as the Section's programme for the Congress, as a special request from the Section for additional programme hours, or as a satellite meeting.

7. Professional Committee - Recommendations

7.A.1. There will be a Professional Committee comprising the Chair (elected from the out-going members), the chairs of the four Divisions, IFLA's President-Elect, and the chairs of FAIFE and CLM Committees (non-voting).

7.A.2. The Chair of the Professional Committee will be elected by postal ballot sent to Section officers as part of the normal election process. The outgoing Chair of the Professional Committee will seek nominations from the outgoing Division Chairs to serve as the new Professional Committee Chair for the ensuing two-year term.

7.A.3. The PC chair, in consultation with the other PC members, may co-opt an additional member of the PC for specified purposes and limited times.

7.A.4. At the beginning of each Congress, the PC Chair will convene a meeting of the PC with all Section Officers, SIG conveners and Chairs of the Core Activities advisory boards to discuss issues relating to the Congress and IFLA programmatic and administrative activities.

8.B. Governing Board - Recommendations

8.A.1. The Chair of the Professional Committee and the Chairs of the four Divisions will be members of the Governing Board.

8.A.2. The Chair of the Management of Library Associations Section will be a permanent, ex-officio member of the Governing Board.

9. Process and Timeline

The Committee asked Winston Tabb, Nancy Gwinn and Nancy Bolt to draft a report that was submitted to the entire PC for consideration at its April 2007 meeting. The PC approved the recommendations at this meeting and successfully sought support from the Governing Board (GB) that same month. The committee recommended that this report with its recommendations be forwarded electronically to the Sections and Chairs of the Advisory Boards of the Core Activities for review in early summer. The Review Committee will conduct a hearing early in the World Congress at Durban, and submit its final recommendations to the existing PC and GB for approval at a special session in Durban. Once final approvals are made, the Committee, working with IFLA HQ and the GB, will finalize changes needed in the Statutes and Rules of Procedure, so that IFLA HQ can send a postal ballot to Council for approval, enabling IFLA fully to implement the new structure during the 2008-09 nomination and election cycle.

2007 Schedule

April 1

Distribution of draft to the PC

April 24

PC discussion and approval

April 25

GB Discussion and approval

June 15

Distribution of proposal to Sections and core activities

August 19, 11:45-13:30

Hearing at Durban World Congress

August

Special PC/GB session to act on proposal

Postal ballot to Council

Papers

The Swedish Riksdag's Library and Research Service – a Project to Explore New Forms of Co-operation

Elisabeth Malmhøster, Head of Information Dep.

The Swedish Riksdag Library

Presented at the Research Day “**Librarians and researchers: working together – or not**”, Friday August 18 in Seoul 2006.

In the spring 2005 a new project was launched at the Swedish Riksdag's Library to find new forms of co-operation with the Research Service.

The project was necessitated as the Research Service had previously been housed within the same building as the library but had recently moved to new premises. In the past, the close proximity had facilitated the use of the library's services, but the research Services realised that with the move this would no longer be the case.

They took the initiative to improve the co-operation and suggested two alternatives:

- 1) One of the librarians would be solely allocated to the Research Services but would be based in the library;
- 2) An office would be prepared within the Research Services' premises and would be manned daily by alternating librarians.

The Library appreciated the initiative but was not completely content with either alternative.

The reason for our doubts was due to a previous project launched in 2004 when we decided to co-ordinate the educational side of the library as vast investments had been made into various databases for articles, references etc. Marketing efforts had been made towards our internal target group as we felt they had not used our new services to the full extent and sometimes were not even aware of the electronic library accessible via our intranet. This necessitated a new approach to our structure and two steering-groups were created; one to look at the marketing side and one to look at the educational side; the latter

of which I am responsible for.

Our main task was to plan and educational initiatives and also create pedagogic tools in the form of for example subject guides on the intranet. Ten people were involved from the start that would together spend 50 hours a week with this project.

The new initiative from the Research Services forced us to re-think our priorities as we consider them our most important users. Should we use the educational group to organise our services to prioritise the Research Services needs? First of all we needed to be fully aware of their actual needs.

What we already knew was:

- Many of our most important users also used their services so through a close co-operation with them we would reach many members of parliament, committee secretariat and party secretariat.
 - We wanted to have a close co-operation with the Research Services where several librarians together worked on tasks and also had an idea of existing projects to guarantee excellent results and also reduce vulnerability and confusion in connection with annual and sick leaves.
- The needs of the Research Services would thus form the main starting point for how we structured our databases subject links on the intranet.
- Our co-operation would not be coincidental or arbitrary. Hence, it would not be part of our ordinary service for internal users, but would form a separate service.

We decided to see how we could combine our thoughts of reform with the Research Services and launched the project so that we could offer a proposal that would fully meet both our needs and priorities.

Short presentation of the project: The Riksdag Research Service and the Riksdag Library - a new form of cooperation?

Method

The Educational Development Group divided itself into groups of two, and each group was allocated a Section of the Riksdag Research Service. Each group contacted its Section and scheduled 1-2 meetings of which the first meeting often became an introductory conversation with the staff involved, and the following



one was a thorough run-through of subject-specific resources on our intranet. Before the Educational Development group started, we presented the idea as a proposal at a meeting of heads of Section at the Research Service, and it was well received.

Each group of two wrote a working report after its meetings. We visited four of the Research Service's five Sections – the Budget Office was not covered by our project. Neither was a small unit called Issues of Follow-up and Evaluation.

Conclusions

The Riksdag Library obtained very useful information through the project, and some answers regarding our issues.

We came to understand that the Riksdag Research Service has a basically positive attitude towards the library and is reasonably satisfied with our service.

They do not, however, really know what demands they can make of us or to what extent we are able to provide a rapid service. Similarly, they do not know what competence we have – are we just like the librarian at the local public library, or do we have specialist knowledge?

It is also clear that we can engage in a cooperative effort without issues of prestige arising. The tough question will instead be how we can cooperate, ie. what forms of cooperation we need to have that will really work for both parties, and that meet the Research Service's needs.

With closer cooperation, which in fact also meets the Riksdag Library's need to learn what our users want, a valuable and ongoing dialogue is created.

The Research Service is an internal user group, which if it is to be completely satisfied with the Riksdag Library, requires more service, increased speed, and much more individually designed information provision than other Riksdag departments. They also have highly specific needs with regard to databases and other media.

Results and measures

The result is that we must treat the Riksdag Research Service as a special and very important user group. We must be very attentive to their needs and always give the highest priority to their questions and wishes. The Research Service receives assignments from individual MPs, committees, and party secretariats, so their enquiries come from a mixture of our prioritised users. We must always bear this in mind.

We must also learn how they work and what channels of information they use. They must in their turn receive clear information about how we work.

For instance there are some misunderstandings that

have now been cleared up.

The mail address to the library does not go to all our staff. The internal telephone is not manned by a person who at the same time deals with external visitors, etc. One of the more important points raised is that the Research Service wants continuity in its contacts with the library so that the librarian receiving the question is the same one giving assistance with database searches and other subject-related matters.

In this way the librarian will grow into the subject and the section's way of working. After a concluding meeting with the Research Service we realised that this is a transformation that will not happen overnight, on the contrary it is a process that, working together, we must allow to grow and develop.

What we have decided together with the Research Service so far is:

Short questions and orders for materials – a telephone list has been drawn up with names and direct telephone numbers to the librarians each Section has been allocated. They should function as contact librarians and be accessible by telephone each day between 9 am and 5 pm. This allows us to help with urgent questions and orders for materials. We can also go directly to the Research Service in the East Wing and help carry out urgent database searches together with the case officer.

This telephone service is in addition to our regular internal telephone service which they can of course also make use of.

More substantial questions and assignments – the Research Service will contact its "own" librarians and schedule a meeting for a joint run-through that will at once enable us to see how comprehensive the database searches will need to be, or if we need to order assistance externally, or even perhaps make a purchase.

Similarly we can help draw up a strategy for database searching and recommend various search paths, both manual and datorised.

Skills development – the subject librarians will regularly instruct their Section in new databases and search tools. The section will also have to inform the library when there are new employees, or a need to jointly bring in an instructor from Statistics Sweden, for instance, or the OECD or Eurostat.

Create subject links on our intranet – this is a high priority issue for the Research Service. They find it difficult to navigate and would like us to structure the databases by subject area.

Other wishes from the Research Service – not yet dealt with:

To receive regular information about new websites and databases in relevant subject areas, even if they have not yet been purchased by the Riksdag Library. To obtain a greater range of international databases for international statistics, the UN and the IMF. These should be available on our intranet.

To get an even clearer idea of the expectations they can have of us and how much time we at the library will be able to devote to supplying them with information in the future.

They are interested in providing dialogue and feedback views with regard to our acquisitions. Similarly with regard to the way we create subject links on our intranet.

End of presentation of the project

To fully understand the needs of the Research Ser-

vices our educational group was divided into the same subject sections according to their structure. We also extended the group with an additional 3 people which meant that the total time allocated to this project would be 80 hours per week. According to the division of subject areas in the Research Services, we allocated three librarians per 4 subject area to work as subject librarians serving one section in the Research Services. The thirteenth librarian works cross-sectional to help out with various tasks and also responsible for educational initiatives and purchasing new databases. Two sections within the Research Services; Budget and Evaluation, do not have a contact librarian, but are free to contact any of the thirteen in the group.

The Educational group today is organized as below:

	1. FIU, TU, NU, BOU och AU	2. KU, SKU och JUU	3. UU, FÖU och MJU	4. SFU, SOU, KRU och UBU
Responsibilities:	<u>Elisabeth</u>	<u>Cecilia A.</u>	<u>Pernille</u>	<u>Madeleine</u>
- Subject librarianship	<u>Cecilia N</u>	<u>Stefan</u>	<u>Andrea</u>	vakant
- Create and keep subject guides updated	Christina a	Suzanne	Ida	Birgit
- Internal and external education in existing databases on the intranet or web	(20 h/v)	(24 h/v)	(20 h/v)	(12 h/v)
- Training in new databases and search tools	Ulrika	Ulrika	Ulrika	Ulrika

Subject groups

1. Committee on Finance, on Transport and Communication, on Industry and Trade, on Housing, on Labour Market

2. Committee on Constitution, on Taxation, on Justice, on Civil Law

3. Committee on Foreign Affairs, on Defence, on Environment

4. Committee on Social Insurance, on Health and Welfare, on Culture, on Education

We have been obliged to limit the number of hours allocated on the project, to provide time for the more traditional library work. Nevertheless, we hope that after the evaluation in the autumn, we will be able to increase the number of hours monitoring the various subject areas and to work more closely with the Research Services.



Finally:

Views from the subject librarians

- A closer proximity between the offices is necessary for a more efficient co-operation and allocating of duties.
- The Library and the Research Services are to a certain extent competitors regarding certain queries. To avoid this competition it would facilitate if the queries were distributed and organised from one single contact point. Ultimately, this would mean that the two facilities would be joined structurally.
- There are problems with queries regarding unpublished materials. The librarian normally relies on printed and electronic sources of information, while the Research Services are used to approach a person or civil servant with their queries.
- A good approach to co-operation used in my own group, is to make all queries available to everyone and each person will make known if they have anything to add or help.



Raising the Game of the European Parliament Library

Giina Kaskla and Iain Watt, Library of the European Parliament

Introduction

Parliamentary libraries today operate in environments of information overload, multiplying information channels and rapidly changing information technology. Do parliamentary clients need a service which promises more information to add to their load? What place for libraries in the new technologies? Has a service model which added value in Babylon still got something to add?

This article is based on personal experience of the European Parliament, the wisdom of our colleagues and the exchanges at the IFLA Section for Parliamentary Libraries and Research Services. Our colleagues here and elsewhere are gratefully acknowledged but they are in no way responsible for any errors or contentious opinions.

One problem in analysing the work of parliamentary libraries is the dearth of objective, academic, studies relating to this class of library. The literature is almost all by practitioners. In the absence of independent studies, it is difficult to be sure what constitutes a successful model for a parliamentary library, which are the 'best-practices' that should be adopted and what are the current strategic issues facing parliamentary libraries. We have the practitioners view of these matters but this is a limited base – there is the risk, for example, of 'groupthink'.

Parliamentary libraries and their challenges

Organisations have libraries for reasons of efficiency and effectiveness, but parliamentary libraries also have specific role in a democracy. An in-house professional library service ensures that deputies have at least one independent source of information assistance to aid them in holding the executive to account; to provide background information in preparing and considering legislation; and to provide access to published public and expert opinion on the issues of the day. The library may not quantitatively be a major source of information for deputies but the importance of the role can be understood by imagining its absence: deputies would be entirely reliant for information on their individual resources, the executive, lobbyists, political party structures, pressure groups etc.

Parliamentary libraries have had various histories and operate in various contexts, but they face some common challenges.

Information technology

Libraries must adapt their services and the presentation of resources to a new online environment. The complexities of information research which can be resolved person-to-person in the library are more difficult to resolve in a purely online environment. In addition to this struggle to adapt, library resources are stretched to maintain traditional services (still required and/or desired) while developing the new capabilities. Increased online access to information means that parliamentary libraries often have fewer routine enquiries and visits but the requests which they do receive are those which the clients have been unable to resolve themselves using standard sources – by definition, difficult and time-consuming information problems. The volume of enquiry business in many cases is decreasing, but it is everywhere becoming more complex.

Information competition

Until the mid-1990s libraries had, in at least some categories of information, local monopolies on access to the sources. They also had distinct advantages through their competence in retrieving information, including online – which has been used in libraries for twenty years or more. But with the development of the internet and intranets the position of libraries as an information store has diminished, with information sources increasingly available for direct client use.

The greatest aid and the greatest competitor of modern library services is internet search engines. The internet search process is under the client's control, it can be done very quickly with no special learning, it can be refined on the fly, and the results are often satisfactory. Parliaments are information-rich and time-poor environments and clients tend to 'satisfice' in their information searches rather than maximise or optimise them. The library requires an investment in time, it might be necessary to master complex systems and/or it might be necessary to explain the need to an intermediary – with no possibility of refinement until the search is completed, when it may be too late. Search engines might be limited in the range and sometimes quality of the resources they open up, but the price of using them appears much lower than approaching the library.

An older problem for libraries is that people often



prefer to use trusted personal sources for information rather than a formal information service. Unless the library has personal contacts with, and the trust of, such clients, it will not be used. One response to the existence of information ‘gatekeepers’ is to target services on such people, achieving the delivery of information indirectly, through them.

The modern parliamentarian also has access to, or is targeted by, a wide range of information sources – the media, the government, parties, lobbyists, pressure groups, Committee briefings etc.. If the information is sufficient for the Member’s purposes then why bother with the library?

Information literacy

Much of the information business for which the library competes is undertaken by support staff, not the Members and leading actors amongst parliamentary officials. Some support staff have no special training in information, they may be inexperienced and under time pressure. They may be obliged to remain at their desks and cannot easily search for information elsewhere. The better support staff will understand the constraints and seek alternatives (such as the library) when the case justifies it, but those who are less ‘information literate’ are not even aware of the problem. As this compromises the quality of information available for parliamentary work, the library has a mission to actively develop information literacy.

Intermediaries

Reliance on support staff to find and filter some of their information means that principals may be totally unaware of the support they get from the library. The library risks being an invisible service so far as parliamentary decision-makers are concerned, and may in consequence fail to obtain the resources or decisions needed to be effective. The use of intermediaries also means that client feedback is distorted – limiting its usefulness in service development.

The relation with parliamentary research services

Historically, parliaments tended to first have libraries and later to develop, often in the library, a research function to prepare briefings for Members. While the relationship between the two services might appear obvious, getting it to work well in practice has proved to be a challenge in many parliaments. Nevertheless, research staff and Committee staff are often a key players in mediating library services – the library providing input to their briefings which in turn reach many principals.

Subject knowledge and Committees

In parliamentary libraries, the subject coverage is wide and most librarians tend to be recruited as generalists. However, driven by Committees and by the increasingly technical nature of government and legislation, parliamentary work is becoming more specialised. As general information becomes more widely accessible via self-service, the new added-value demanded from the library may be access to specialised information – for which it helps to have specialist information staff. The library therefore becomes torn between the utility of generalist staff able to work interchangeably in a team and the increasing demand for specialisation.

Objective v. politically useful information

The unique selling point of parliamentary libraries is that they deliver an objective, non-partisan, information service. This USP may conflict with the demand of some clients for “politically useful” information. The need is not for the best information, nor for a balanced set of information on a topic, but information which supports a specific point of view. Clients may say they do not have time to digest something objective or balanced, what they need is rapid delivery of political bullets. This raises ethical questions for libraries but also practical questions: library staff have by training and experience a critical approach to information – they search for quality – can they be expected to shift to a political approach and do it successfully? Can staff easily switch from partisan to objective modes? Can they work all partisan sides with equal success, and what is the consequence if they cannot?

Measuring impact

The outputs of libraries have normally been measurable – enquiries, visits, book loans and now intranet site visits giving an indication of use. However, these indicators are losing their power. Enquiries are no longer on the simple question & answer model because the easy questions are handled through online self-service. The emphasis on close collaboration with clients, including, if possible, involvement in their work processes, means that output is not readily measured in terms of clearly-identifiable enquiry transactions in the library. The outcomes or impact of library services have never been easy to measure, yet that is becoming a demand of stakeholders.

Specific features of the EP Library

The EP library shares the issues of other parliamentary libraries, but adds a few of its own.

- Multi-nationalism, multi-lingualism – information work cannot be reduced to ‘working languages’ of

English and French and the scope of information required goes far beyond EU affairs. In effect, 25 national collections have to be sourced and maintained. Comprehensive coverage in all languages would be impossible (more specialised resources are held only in English, French and German) but we must have at least a core of resources in each language. Effective information work can demand staff mother-tongue knowledge of the language and cultural knowledge may also be important. As research can extend to contacting people in member states for information then an understanding of the government and institutional landscape is also valuable. However, business rarely remains inside national categories – an enquiry about Finland may come from a Slovak and be originally received by a Spaniard, and the response might be preferred in English. While other parliaments have multi-lingualism and a federal system may be similar to multi-nationalism, probably no other parliamentary library has this level of complexity to deal with.

- Differing perceptions of ‘library’ – the different nationalities have different understandings of what a library is, what it can do, how it should relate to Members.
- Physical dispersion – in addition to the time pressure faced in all parliaments, the European Parliament adds geographical dispersion of work across three main sites, each in a different country, and dispersion on each of those sites. ‘Going to the library’ is not always a minor detour on the way to coffee. Members are peripatetic, working in Brussels, Strasbourg, their member state and often internationally. Even more than Members of a national parliament they rely on support staff to act on their behalf in their various bases of activity.
- Professional isolation – the staff are isolated from their national professional environments, with the routine development of ideas and training activities which they provide.

Response to the challenges

In 2003 the Secretary General launched a reform to strengthen intellectual support to Members. This reform programme – entitled ‘Raising the Game’ – included significant changes to the parliament’s library. These changes were based on an increase in staffing resources bringing the ratio of library staff to Members up to the average level for EU national parliaments.

In relation to multi-lingualism, it was for the first time formally recognised that the Library should have at least one professional to cover each of the twenty official languages. Even with this provision, teamwork is

at a premium to resolve the various language ‘switches’ required for the service to function. There are still resource limits to multi-lingualism – more specialised information resources are generally taken only in English, French and German, and the structure of the Library intranet site is only in English. These are not uncontroversial choices.

The Library has made a considerable investment in information technology : it has a recently redeveloped and successful intranet site offering a combination of in-house products and external resources. The key features of the site, apart from the very popular news agencies, commercial country reports and online databases, include the ‘Policy Areas’ (dossiers and new items of interest in areas of Committee responsibility); the Library catalogue; a multi-search engine which searches the catalogue and other databases simultaneously; an online enquiry system which allows the client to track progress and archive the results; guides to information sources; and bookings for library training. It remains difficult to master all of its features, some of which are probably used mainly or only by Library staff.

There are several responses to information competition. First, we have tried to reduce the cost (in time) of library use, by becoming more proactive and going out to clients and potential clients; developing information resources to anticipate client demands; providing client training in the use of the library; and trying to make the services more accessible. Second, we have sought to convey to clients that the Library is friendly, fast and professional. Third, we are seeking to convey the message that good information work demands more than a simple search on Google. One of the carriers of the message is the information literacy programme, better known as ‘client training’ or ‘InfoSessions’. This began as a series of introductory sessions on using the library, delivered in English, French and German, and aimed primarily at Members’ assistants. The response was so encouraging that it has now been offered in all of the Library’s languages, which has had the effect of spreading the news that ‘someone in the Library speaks our language’, leading to increases in general business. The InfoSession idea has been extended to more specialised sources and to sessions tailored for more specialised client groups, and the range continues to grow. However, attendance at an InfoSession requires an awareness that the Library is relevant and worth an investment in time. For other potential clients we have developed the ‘consultancy visit’ in which a staff member makes an appointment to visit the client in their office. This also brings the



library to the client. In the visit they try to help out with any information problems the client may have, explain library services which appear relevant to the client's work (including how to use the intranet site) and incidentally pick up feedback on perceptions of the library and why it is not being used. This approach has been the subject of a successful pilot project and is now being rolled out to more potential clients.

Our response to the prevalent use of intermediaries is to accept that this cannot be changed, that we must embrace them. We target services, including information skills training, at the Assistants and secretarial staff who are the most common intermediaries. The risk that the contribution of the library service is overlooked by decision-makers is real, and we need a parallel strategy to communicate library benefits to them. This is gradually falling into place, and includes the concept of an advisory Library Board composed of senior Members.

The relation with the Parliament's research services was not noticeably close before Raising the Game. One major innovation on the Library side has been the creation of four 'subject teams' to match the researchers' Policy Departments. These teams are animated by qualified 'Policy Specialists' who have the subject knowledge to understand the area and so guide the work; they can speak the same technical language as the researchers and Committee staff and so make an effective bridge between the services. The team system and the support of the Policy Specialists have given library staff the confidence and the structure to develop rapidly in their committee-related work. It will be a long process before individual subject specialisation can be considered fully-established. It is, for some information staff, a controversial area – the idea of the 'generalist' information specialist was long established, and the general library work is always in competition for staff time.

The problem of objective v. politically useful information remains difficult to resolve partly for technical reasons (construction of sufficiently specific search strategies) and partly because the kind of filter required is outside the normal professional practice of an information specialist. We have not resolved, either, whether we should be attempting such work. There are certainly clients who consider any other kind of information as fairly useless.

We have made no progress yet in specific measures of impact, but by the old measure of client demand we have made considerable progress in recent years.

Demand at the central enquiry point has risen from around 300–400 transactions per month five years ago to 800–1000 per month in the last year. User feedback is undoubtedly more positive and from more diverse sources. As the nature of the business shifts from answering enquiries to providing information solutions (solutions ranging from skills training to active participation in project teams) it will become increasingly difficult and irrelevant to measure success through transactions. The key measures will be how many clients in key sectors we have ('reach') and the quality of the relationship we have with them (individual client satisfaction).

This leads to the issues concerning staff professional development in a condition of isolation. The traditional passive library service was an isolated service within the institution, and staff might have been recruited years earlier from a national context and risked a degree of isolation from professional developments since. This poses an expensive challenge to build and maintain professional skills through exposure to external training and development activities.

The changes in libraries and through Raising the Game pose a more fundamental challenge for the individual information specialist. They are asked to shift from a traditional passive role – perhaps a very comfortable role which can be performed to a satisfying level of effectiveness. The new role requires that they take on an additional set of skills and activities. They must go out, build relationships with key clients and improvise on a base of professional knowledge in order to create solutions. There are more risks and some failures are inevitable. For some staff this might feel like reinventing themselves, and more effort than they are able to make. Management must be ready to support risk and avoid stigmatising the necessary failures: will that happen in a 'safety-first' management culture?

Conclusion

Raising the Game of the European Parliament Library has been an attempt to develop a parliamentary library for the early 21st Century. It has also been an attempt to lay bare the value of the traditional library to an audience of sceptical decision-makers, themselves not direct users of the service. For libraries in general, and for the EP Library in particular in the midst of Raising the Game, the new world of information and knowledge management should be one enormous opportunity – but have libraries got the people, the guts and the managerial and political skills to take it?



News from and for the Section

The Board of The Elsevier Foundation has approved two new grant programs that may be of interest to the academic and library communities:

The Innovative Libraries in Developing Countries program will make grants to improve the capacity of developing world libraries through training, infrastructure, technology, digitization and preservation of STM information. The Foundation will focus in particular on supporting partnerships in these areas between libraries in the developing countries and institutions in the developed countries.

For further information: visit the Elsevier booth at the IFLA Library and Information Congress in Durban (August 2007) or go to www.elsevierfoundation.org

Persons

Janet Seaton has left the Scottish Parliament and moved to England. Her new contact details are: Home address: 21 The Park, Yeovil, Somerset, BA20 1DG. Telephone: + (0)1935 474405. email: janetseaton@fastmail.fm. She is now available for work as a consultant on parliamentary and legislative strengthening programmes.

Keith Cuninghame retired from House of Commons Library last year. For those who would like to stay in contact with him, his address is: 3 Yew Tree Rise, Wickham Market, Woodbridge, Suffolk, IP13 0UA, UK; Tel: 44 (0)1728 748383, Mobile: 07946 646 776.

Elisabet Lindquist Michailaki from the Swedish Riksdag Library was our section's representative during the World Summit on Information Society (WSIS) meeting in Geneva 14-25 May. Here is her report from the meeting:

Report from WSIS-conference: Parliaments and ICT

With in the framework of World Summit on Information Society (WSIS) a cluster conference was arranged during 14-25 May in the UN buildings in Geneva. The implementation of WSIS follows 11 action lines. There is one action line for information and communication infrastructure, one for capacity building, one for ICT applications, to mention just a few (for more information see: <http://www.itu.int/wsis/implementation/>

[index.html](#)). The Action Line C1 "The role of public governance authorities and all stakeholders in the promotion of ICTs for development" met 24 May on a one-day conference. The theme was: Parliaments and ICT. This subgroup is the result of the joint efforts of IPU and UNDP. The subgroup as such is unusual within the UN framework since UN cooperates with governments, not parliaments.

At the conference in 17 May 2006 the initiative Global Centre was introduced. One year later there were several presentations about what the Global Centre already has attained - e.g. setting up a portal, gathering IT-experts in a network, arranging its first international conference - and what it was going to do in the nearest future. The most important issue that lies ahead is a global survey (see article below).

The conference had two keynote speakers. Stefano Rodotà, professor in the law at La Sapienza University, Rome stressed the need of increased parliamentary engagement in ICT issues in three different domains: as a defender of Internet free from political censorship, as defender of copyright right, including intellectual property and as the interlocutor of civil society. ICT has a tremendous impact on society. The old distinction between direct or representative democracy could be made away with. Parliaments could, with the help of ICT, encourage active citizenship. As a consequence transparency will increase. Ross Ferguson, director for Hansard Society's eDemocracy programme, asked why parliaments are so slow in implementing ICT. The private sector and organizations have all understood the potential in ICT and made use of it. Why not parliaments? They are under performing, Ross argued. In the debate that followed Anders B Jonsson, General Secretary of IPU, stressed that many parliaments around the world do not have the necessary resources to develop into strong parliaments. Mr Jeff Griffith, senior adviser to the Global Centre, reminded that parliament are not run like business; there is no one in charge as in an enterprise, and when it comes to implementation of ICT this could be a real disadvantage.

In a second session followed several very interesting presentations, for instance one presentation about the project "Africa i-Parliaments Action Plan" which will use open source and open software in order to make parliamentary documents available in parliaments in Africa. At the last session of the conference reports were being given from supranational, national and regional parliaments and from international organizations. I made a short presentation of Library and Research Services for Parliaments Section and pointed out that



there are many common grounds for it and the Global Centre. It is on the section's agenda to identify best practices for the operations of parliamentary libraries and research services and to do what the section can in order to monitor that these best practices are applied in the institutions. Parliamentary libraries and research service depend on ICT. I forwarded the message from Donna that the section will help the Global Centre with the global survey.

Elisabet Lindquist Michailaki
Parliamentary Library
Swedish Parliament

A GLOBAL SURVEY OF ICT IN PARLIAMENTS

INTRODUCTION

In 2005, on the occasion of the second phase of the World Summit on the Information Society (WSIS) in Tunis, the United Nations Department of Economic and Social Affairs (UNDESA) and the Inter-Parliamentary Union (IPU) jointly established the Global Centre for ICT in Parliament (<http://www.ictparliament.org/>). The Global Centre pursues two main goals: a) promoting the role of parliaments in advancing the Information Society; (b) helping parliaments harness the potential of ICT to improve parliamentary processes (e-parliament), including inter-parliamentary cooperation.

As part of its mandate, the Global Centre is preparing a biennial Global Report on ICT in Parliament, which will assess technological progress in legislatures through the presentation of best practices and emerging trends on how ICT is being used by parliaments to become more effective internally and publicly accountable.

The Report will be complemented by a series of data and indicators compiled on the basis of a global survey on the use of ICT by legislatures around the world.

PURPOSE OF THE SURVEY

The survey is designed for the following purposes: 1) assessing the deployment of ICT in parliaments on a world-wide basis and establishing a baseline for trend analysis 2) enabling legislative leaders, members, officials, and managers to conduct a self-evaluation of ICT in their own parliament and 3) identifying examples of lessons learned and best practices that could benefit legislative bodies.

The survey will cover eight general areas, many of which are likely to be of interest to parliamentary libraries and research services. These include knowledge management, systems for recording and managing legislative documents and actions, websites for the parliament and the public, systems for two way communications between citizens and parliaments, and ICT management. Other information about each country, such as population, GDP, and type of parliament will be gathered from other sources.

The results of the survey will allow parliaments to evaluate their level of ICT implementation, identify areas of strength as well as areas for possible improvement, and share experiences and best practices.

CHARACTERISTICS OF THE SURVEY

The survey will meet a number of criteria. It will

1. Be relatively easy to understand, able to be answered in a multi-lingual world, and be easily summarized.
2. Be as objective and reliable as possible so that different people from the same legislature would give the same answer to a question.
3. Cover all the major technical, organizational, and functional issues in a balanced way so that no issue or set of issues predominates.
4. Be sufficiently flexible to accommodate variations in the authority and responsibility among parliaments.
5. Require a minimum amount of time to complete.

For ease of use, the questions will rely extensively on a "yes/no" answer format. For example, "Does the parliament have a website that makes its documents and activities available to the public?" and "Does the website provide the latest version of a proposed law?" More specific topics will be addressed in a checklist form. For example, "How quickly is the latest version of a proposed law available:

- within hours;
- the next day;
- within the week;
- longer.

Respondents will also have the option of adding a qualification or comment to any question they wish.

At the end of each section of questions respondents will have the opportunity to share any lessons learned or good practices they have developed that may be of interest to others.



The survey will be easy to update and parliaments will be encouraged to submit more current information whenever they make changes and enhance their use of ICT. This will have the advantage of keeping the on-line version of the survey as current as its respondents wish it to be.

In between the biennial survey or in conjunction with its formal publication every two years, the survey may focus on one or more key technologies and applications that become important to the legislative process. For example, if new types of online information resources become available or if new modes of participation by citizens develop and become widely adopted, the survey may want to contain additional questions and provide a more in depth assessment of these trends. Similarly, if the use of open source software or the sharing of application software becomes wide spread among libraries, it may be useful to have a set of more detailed questions devoted to this topic to enhance the information sharing component of the survey.

IMPORTANCE OF COMPLETING THE SURVEY

While for the most traditional activities of legislative development relevant data is available, the same does not apply in the area of ICT in Parliament, where stakeholders are lacking measurement tools for baseline studies and benchmarks of progress.

The survey will fill this gap by providing parliaments with a wealth of knowledge and experiences that will help them advance in the Information Society and strengthen inter-parliamentary cooperation.

To achieve maximum value to parliaments and the library and research services that support them, every national parliamentary body in the world will be encouraged to complete the survey. While this will require some effort, the survey is designed to be as easy to answer as possible. In addition, it will be broken into separate sections so that different officials can be asked to be responsible for each of the sections. This should help to ease the burden on those who complete the questionnaire.

The current plan is for the survey to be distributed this summer. Parliaments will be asked to complete it by September. Data will then be compiled and analyzed. The results will be released early in 2008.

The Global Centre looks forward to the active participation of the members of the Parliamentary Libraries Section of IFLA in this important project. To further inform the Section about the survey, Mr. Gherardo Casini, Executive Coordinator a.i. of the Global Cen-

tre, will address the delegates at the pre-conference on Friday in Capetown. This will allow for questions and further discussion about the project.

Jeff Griffith
Senior Advisor
Global Centre for ICT in Parliament

PARLANET - www.parlanet.org

During the last year, our Weblet, developed and serviced by the Chilean Library of Congress, has received little information for posting in spite of reminders and encouragement. For this reason, our Chilean colleagues propose to change it into a blog, to see if this alternative would activate participation. A blog would have the following advantages: the concept behind is the creation and activation of communities; it is flexible; it would be more practical and easy to use, and it would reflect the general trend of sharing information in the cybersphere.

Marialyse Delano
Librarian, Chilean Parliamentary Library

World Directory of Parliamentary Libraries

It is time to update your libraries entry in the World Directory of Parliamentary Libraries! Some countries have not updated their information via this useful tool in more than ten years.

You can update your entry on http://www.bundestag.de/wissen/bibliothek/library/wd_e.html

The Directory of Parliamentary Libraries, in the form in which you will now find it on the Internet, was originally published by the International Federation of Library Associations' Section on Library and Research Services for Parliaments.

Parliamentary librarianship is a distinctive type of information work. Parliamentary libraries are called upon not only to identify, locate, analyse and interpret information but also to synthesize and condense it and, in some cases, to simplify it and make it accessible to a wider public. Parliamentary librarians must not only possess the traditional skills relating to acquisition, indexing and referencing - to which a familiarity with automation must nowadays be added - but they are also expected to have analytical and presentation skills.

The principal task of a parliamentary library is to try to



anticipate trends and developments and collect information on them in order to provide the members of parliament concerned with the information they need when the issue is discussed in plenary session. The main clientele of parliamentary libraries are members of parliament and their assistants. This is why every parliament needs adequate library, documentation, reference and information services.

One of the objectives of the section on Library and Research Services for Parliaments is to promote cooperation between parliaments and especially their libraries so that information can be exchanged worldwide and even better support services offered to members of parliament. The organization also provides help and encouragement to newly established parliamentary libraries across the world with a view to promoting the sharing of information among institutions with the same tasks.

The Directory of Parliamentary Libraries is in many ways a major first step towards encouraging communication among parliaments as it covers all the necessary data.

We would be very grateful if you could fill in the questionnaire whenever a change occurs in your parliament so that we can keep our register up-to-date. Thank you in advance for your kind cooperation.

Advice for the user

The World Directory of Parliamentary Libraries registers parliaments and their libraries in alphabetical order. You will also find the data for a country using the clickable world map.

Advice on how to update the following questionnaire
From the front page you scroll down until you find “Questionnaire (English)”. When you have clicked yourself into the first page of the questionnaire, and to be able to prepare the answers to all the detailed questions, you must answer and enter:

1. name of person submitting (your name)
2. name of country/territory
3. name of the library

These three answers have to be completed in order to receive a print version of the whole questionnaire or in order to continue. The e-mail address is useful, but it is not necessary for continuing the task. You must also click on one of the three entries on top of the questionnaire:

1. new entry
2. additions
3. modifications

If you forget to choose one of these, you cannot proceed.

1. Tick “New Entry” when your country is not men-

tioned in the directory, so as to create a totally new entry .

2. “Additions” has to be ticked if you want to add answers not previously completed.

3. “Modifications” have to be marked when you want to amend answers which have been entered previously.

Having filled in all these items, you now mark next page and you may print out the complete questionnaire.

It is advisable to prepare for yourself a written version before entering the online-answers. This applies especially to answers where you may have to transcribe or to transliterate names in scripts other than the Latin script (or even Latin script letters which do not exist in the German alphabet, like the “ø” in Norwegian). If you have to avoid these problems with this aspect, do not be irritated, you can always use the English names to avoid these problems. Please write to the German Bundestag if it is not possible to update or change information in specific fields. The Bundestag will then delete the information and leave these items in the questionnaire empty.

It is very important to scroll down to the end of the questionnaire in order to click the “submit” button. Only this will make sure that the questionnaire will be sent to the German Parliament.



APPENDIX: ELECTIONS

- excerpts from the IFLA statutes

Elections

New Chair, Secretary and Information Officer are to be elected at SCI - see the agenda for SCI.

The IFLA rules of procedure sets up the rules for SECTIONS - the text reads as follows: see also <http://www.ifla.org/III/statute.htm>

12. SECTIONS

(see Statutes, Article 23)

Functions

12.1 The Sections are the primary focus of professional activity within the Federation, specialising in a particular type of library and information service, an aspect of library and information science, or in a geographical region.

Establishment

12.2 Sections may be established in accordance with the Statutes, Article 23 and Rules 11.24 and 11.25.

Membership

12.3 Each Section consists of those Members, Affiliates and Bodies with Consultative Status, which are registered for that Section.

Standing Committees

12.4 Each Section shall have a Standing Committee of no fewer than five (5) and no more than twenty (20) persons.

12.5 No person shall be a member of more than one Standing Committee, except that a person may be a member of the Standing Committee of a Regional Section in addition to one other Standing Committee.

12.6 The initial number of Standing Committee members shall be determined, when the Section is established, by the Coordinating Board of the Division to which the Section belongs. The Section shall subsequently have the right to reduce or enlarge the size of its Standing Committee within the limits set out in Rule 12.4. This right may be exercised once every two years by a date set in consultation with the Secretariat.

12.7 Members of the Standing Committee shall serve for an initial term of four (4) years. Members may be re-elected for one further consecutive term of four (4) years.

Nominations and elections

12.8 The Standing Committee members shall be nominated and elected by qualified Members of the Section. Qualified Members are those Members registered for the Section who have paid the membership and registration fees in full for the fiscal year before the election takes place.

12.8.1 No more than two members of a Regional standing Committee may be resident outside the region concerned.

12.9 Each qualified member of a section shall be invited by the Secretariat to nominate not more than one candidate for election to fill the vacancies on the Standing Committee.

12.10 Each candidate for election shall be nominated by at least one qualified member.

12.11 Nominations in writing and signed by a competent authority of the nominating Member must reach the Secretariat by the deadline indicated in the invitation. Such deadline shall be no earlier than three (3) months after the despatch of the invitation.

12.12 Nominations shall confirm that the nominee:

- (i) has a working knowledge of at least one working language of the Federation, and
- (ii) has reasonable expectation of attending meetings of the Standing Committee without cost to the Federation.

12.13 Nominations should be accompanied by:

- (i) confirmation that the nominee accepts the nomination, and
- (ii) a brief summary of the nominee's qualifications and present position.

12.14 Staff of the Federation [see definition] are not eligible for nomination for Standing Committees.

Postal Ballot

12.15 If the number of nominees exceeds the number of vacancies, a postal ballot will be held at such a time to enable successful candidates to attend the next normal meeting of the Standing Committee.



12.16 The maximum number of Standing Committee members may be increased, notwithstanding Rule 12.4, during any given two-year interval by no more than 10%, at the discretion of the Chair of the Professional Committee, providing that the number of such additional members shall not exceed two.

12.17 A list of candidates will appear on the ballot paper in alphabetical order of family name or preferred name.

12.18 Qualified members of the Section or Sections concerned may vote for as many candidates as there are vacancies.

12.19 The ballot papers must be returned to the Secretariat by the announced return date, which shall be not less than eight (8) weeks after their despatch.

12.20 The chief executive officer shall be responsible for the count of the ballot papers.

12.21 The completed ballot papers shall be kept at IFLA headquarters for at least six (6) months after the completed election and made available for inspection on request.

12.22 The number of candidates with highest number of votes shall be declared elected equal to the number of vacancies, except that no more than two members of a Regional Section may be resident outside the Region concerned.

12.23 If two or more candidates obtain an equal number of votes for the last remaining vacancy, a new election will take place between these candidates at the next meeting of the Section Standing Committee.

12.24 The results of the elections shall be published in the Federation's official publications [see definition].

Casual Vacancies

12.25 In the event of the death or resignation of an elected member of the Standing Committee, the unsuccessful candidate who received the highest number of votes in the most recent election for places on the Standing Committee shall fill the vacancy for the remaining term. On

completion of that term, the person concerned may be nominated for election to the Standing Committee in the normal way. That person shall be eligible to serve for one term only.

12.26 If no such candidate is available, the Standing Committee Chair may co-opt a person to fill the vacancy for the remaining term. On completion of that term, the person may be nominated for election to the Standing Committee in the normal way. That person shall be able to serve for one term only.

12.27 Any member of a Standing Committee who fails to attend two consecutive meetings of the committee without reasonable explanation shall be deemed to have resigned. The place thus vacated shall be filled according to the provisions in Rules 12.25 and 12.26.

Representation

12.28 Successful candidates take office at the close of the conference which immediately follows the elections. However, only those members who will be serving on the Standing Committee for the two-year term commencing at the end of the conference are eligible to nominate, be nominated for, and vote for, the Executive Committee members to be elected at that conference in accordance with Rule 12.33.

12.29 They are elected in a personal capacity. They do not represent any Member which nominated them, nor their employer, or other affiliation.

Ex-officio Members

12.30 Each of the Regional Managers appointed by the Governing Board shall serve as ex-officio members of the appropriate regional Section Standing Committee. They will not be eligible to serve as Chair or Secretary of the Committee.

Corresponding Members

12.31 Standing Committees may appoint up to five (5) Corresponding Members to provide for experts from countries or geographical areas, which would not otherwise be represented, or to provide expertise in a specific subject field. Such Members shall be appointed for an initial two-year term, renewable for one further term of two (2) years on the decision of the chair.



12.32 Corresponding Members shall be entitled to participate and speak in Standing Committee meetings, but have no voting rights. They do not contribute to a quorum.

Executive Committees

12.33 Each Standing Committee shall elect during the annual conference, from amongst its members, a Chair and a Secretary. Members resident outside a regional Section are not eligible for election as an officer of that Section. Together the Chair and Secretary shall form the Executive Committee. They shall represent the Section Standing Committee on the Coordinating Board to which the Section belongs. The role of financial officer shall normally be carried out by the Chair or the Secretary. If a separate Financial Officer is appointed that person shall not be regarded as an 'IFLA Officer' for any other purpose.

12.34 The term of office for the Chair and Secretary is two (2) years. Office holders may be re-elected to the same office for one further consecutive term of two (2) years, provided they will still be members of the Standing Committee for that period.

12.35 Only members of the Standing Committee may nominate candidates for these posts. Each member of the Standing Committee is entitled to nominate a candidate for each office.

12.36 If there is only one nominee for an office, that person will be declared elected. If there is more than one nominee a secret ballot will be held. The candidate with the highest number of votes shall be elected. If two or more candidates receive an equal highest number of votes, re-election between these members shall take place until a decision is reached.

Handing over responsibilities

12.37 When the post of Chair, Secretary or Financial Officer is being assumed by a newly-elected person, the outgoing officer shall make every possible effort to ensure the smooth continuity of the work of the Division. In particular, all financial transfers must be accomplished within two (2) months of the day on which the new officer was elected.

Finances

12.37.1 The accounts of the Section Standing

Committee shall be kept in accordance with the standards required by the Federation's auditors. They shall show the total funds received and spent by the committee, including funds received from external sources. In the event of the dissolution of the Section, all unspent funds shall be returned to IFLA HQ, except any unspent funds received from an external agency, which must be returned to that agency unless otherwise authorised.

Removal from office

12.38 The Governing Board may, on the recommendation of the Professional Committee, remove an officer from office if, in the opinion of a majority of the Professional Committee, the duties are not being fulfilled. Failure to submit the required returns to the chief executive officer, or otherwise neglecting the business of the Section would be regarded as such. Before taking such action, the Governing Board shall consult the Standing Committee concerned and the relevant Coordinating Board, and give the officer an opportunity to explain the situation in writing to the Governing Board.

12.39 If an officer is removed from office, the Standing Committee, will be asked to elect a replacement officer for the remainder of the term of office. Appointment under these circumstances shall not prevent the replacement officer from eligibility for election for normal terms of office.

Standing Committee Meetings

12.40 Each Standing Committee shall meet at least annually during the course of the annual general conference of the Federation.

12.41 The Chair may convene further meetings, or if no fewer than five (5) members of the Standing Committee make a request to the Chair in writing to hold a meeting.

12.42 If the quorum is not reached, the Chair shall make arrangements to consult the members of the Board by post or by electronic means.

12.43 Observers may attend meetings of Standing Committees, with the permission of the Chair.

Powers and responsibilities

12.44 The terms of reference of each Section shall be promoted and coordinated by its Standing Committee, and executed within the limits of the approved budget.

12.45 Each Section shall develop a programme, carry out projects and organize meetings in order to fulfil its terms of reference.

12.46 Each Section shall keep those Members and Affiliates registered for the Section informed about the planning and progress of its activities.

Special Interest Groups

12.47 Each Section may establish special interest groups in accordance with these Rules, either independently or in combination with other Sections, after consultation with the Division to which it belongs and subject to the approval of the Professional Committee.

12.48 Each special interest group established within a Section or a combination of Sections shall be invited to be represented by its Chair or its Secretary in an advisory capacity at any meeting of the Standing Committee(s) of the relevant Section(s).

12.49 Each Section may establish ad hoc Working Groups either independently or in combination with other Sections. At least 3 months before the establishment of any such Working Group the Section(s) shall inform the Professional Board of the proposed establishment and of the proposed terms of reference.

12.50 Each Section shall ensure that all information which the Division to which it belongs needs for the performance of its tasks reaches the Division promptly, including the submission of an annual report and annual accounts.

13. REGISTRATION FOR SECTIONS

13.1 Membership of the Federation includes the right of registration for Sections.

The Governing Board shall determine how many Sections Members and Affiliates may register for without charge, subject to the following minimum numbers: All Association Members shall be entitled register for at least two (2) Sections without additional charge. Other Association Members shall be entitled to

register for at least two (2) Sections without additional charge. Institutional Members shall be entitled to register for at least two (2) Sections without additional charge. Personal Affiliates shall be entitled to register for one (1) Section without additional charge. Personal Affiliates shall be entitled to register for one (1) Section without additional charge.

13.2 An additional fee, determined by the Governing Board, shall be levied for registration for each Section additional to the number fixed in Rule 13.1.

13.3 Members and Affiliates located in regions for which a specific regional Section is established shall be registered automatically free of charge for that particular Section over and above the number set out in Rule 13.1.

13.4 All Association Members shall be registered automatically free of charge for the Management of Library Associations Section, over and above the number set out in Rule 13.1.

13.5 Registration for a Section carries the following rights and benefits: for Members: the right to nominate for, and elect to, the Standing Committee of the Section, and the right to vote in meetings of the Section; for Members and other registrants: the right to take part in and benefit from the professional activities of the Section and of the Division to which the Section belongs, including the receipt of any free publications, and inclusion in the mailing list of the Section.

13.6 The registration for each Section shall be automatically extended for one year at the end of each year, providing the appropriate payment is made, unless the registrant informs the Secretariat in writing that a change is requested.

13.7 New registrations and changes in registration shall be accepted by the Secretariat throughout the year, subject to the payment of any additional fees involved.

Members of SC may nominate candidates for the Executive Committee for the Section on Library and Research Services for Parliaments - see the Rules 12.33-12.36
Please forward nominations to Donna Scheeder <mailto:dsch@loc.gov> latest by 31th. of July.