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## Minutes of the Mid-Year Meeting

**Libraries Serving Disadvantaged Persons Section**  
The Hague, March 11-12, 2004

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Attendees: Margaret Forrest, Birgitta Irvall, Vibeke Lehmann (Chair), Joanne Locke (Secretary/Treasurer), Nancy Panella, Gyda Skat Nielsen.

### **1. Welcome and Introductions**

Vibeke Lehmann (Chair) welcomed the attendees to the mid-year meeting and expressed her wishes for a productive meeting.

### **2. Apologies**

Apologies were received from Teresa Pages Gilibets, Misako Nomura, Vera Eltsova Strelkova, Claudie Guerin, Obianuju Mollel, and José Diaz Roque.

### **3. Approval of the Agenda**

The agenda was approved with additions. Item 5.3 WSIS and item 5.4 Review of of Chair's Report.

### **4. Minutes of the 2003 Berlin SC Meetings**

#### **4.1 Approval of Minutes**

The Minutes were approved as amended. The name of Misako Nomura was in twice while Nancy Panella's name had been omitted.

#### **4.2 Matters Arising**

7. Both the section annual report and the financial report were as sent to IFLA headquarters on schedule. The Strategic Plan was submitted before the October 15, 2003 deadline. The Professional Board reviewed the strategic plans at their December 2003 meeting and upon approval, the plans became official. The LSDP strategic plan was considered to be a perfect model, no revisions were required.

9. Status of translations: The hospital guidelines were translated into French by Georgette Rappaport. Nancy Panella was helpful in getting captions on illustrations translated. The Russian translation of the dyslexia guidelines was done by Ludmilla Kozlova of the Russian

State Library. She received her payment for the translation at the Berlin conference.

The dyslexia guidelines have been translated into Croatian. This is an unofficial translation. Also the German translation of the hospital guidelines is unofficial. The German translation was done through the German Library Association.

**Action:** *Vibeke is compiling a list of all existing translations to include both official and unofficial versions.*

11.4 Following a request from Vibeke, Sjoerd Koopman was asked to advise on posting guidelines on the IFLA web site. Vibeke was referred to Sophie Felfoldi on this. Almost all of the official IFLA guidelines, produced by LSDP, have been posted on the sections web page <http://www.ifla.org/VII/s9/lscp-publications.htm>. Some of the texts in non-Latin fonts are still not posted, since the font files were not included with the original submissions.

**Action:** *Vibeke will pursue matter with the translator/translating agency.*

## 5. Chair's Report

### 5.1 Section discussion list

list

Vibeke suggested that in lieu of a discussion list, a distribution

could be created via email and when responding or commenting, the responder could use the "reply to all" feature in order to emulate a discussion group. This would not require a moderator.

5.2 The **IFLA Officers Handbook** is available on the web.

### 5.3 Publication of *IFLA Journal*

Saur will no longer publish *IFLA Journal*. IFLA will invite bids, Saur can apply if they so choose. It is hoped that a new publisher will be amenable to soliciting advertising to help defray costs.

### 5.4 World Summit on Information, Geneva

The primary role of the library delegation attending the Summit was to promote the integral role of libraries as a component of the information society. The focus was on telecenters, with many of the government delegations not seeing the connection to libraries. Ross Shimmon wrote a good piece on this topic which was used at the Summit to lobby others. A link from the

IFLA website to the Summit site has been established. Many countries have preparatory meetings for attendees of the Summit. Few countries, however, have library representation on their delegations.

The WSIS Summit, Phase II, will take place November 2005 in Tunisia.

### **5.5 Div. III CB meetings in Berlin**

This was a crucial meeting. Evaluation criteria are being established to evaluate each of the sections during 2007. It is essential that we know the criteria for evaluation as soon as possible, so that we can direct our activities and reports to these criteria.

***Action:** Vibeke will raise the SC's concern about the evaluation criteria at the upcoming March 2004 Coordinating Board meeting.*

Torny Kjerkstad of Norway was elected Chair of the Coordinating Board. She accepted this position on the condition that Vibeke be Secretary. The IFLA Executive Committee, however, decided that IFLA Rules do not allow Vibeke to serve as CB Secretary, due to the fact that she is serving only a one-year term as Acting Chair of the LSDP Section. Kirsten Leth Nielsen (Norway) will serve as CB Secretary.

### **5.6 Annual Report**

The annual report of the section covers January to December 2003, the calendar year. The LSDP Section has 74 members, 15 Standing Committee members, of which 4 are corresponding members. The 2003 Annual Report will be attached to the minutes for distribution to the standing committee members. Previous annual reports are posted on the LSDP web page (<http://www.ifla.org/VII/s9/slsdp.htm>). The reports covers major topics such as the strategic plan, conference planning, projects, and newsletter.

***Action:** The annual report will be attached to the minutes for distribution to the standing committee members.*

**6.** The **Financial Report** was accepted and is attached to the minutes.

## **7. Publications and Information**

### **7.1 LSDP Newsletter**

The newsletter is now in black and white. Although not as glamorous, it is very clear and easy to read. Anyone who has ideas or items for inclusion should advise Margaret Forrest, who is the new editor. The web based newsletter may once again be published in color. One relatively new column, introduced by

Vibeke, is “New Titles and Useful Resources.” The newsletter will be labeled with the month of publication as opposed to previous “spring/fall” convention, since these seasons differ between the two hemispheres. The fall issue, which features the annual conference report and links to minutes of meetings, can be issued in November or December. The spring issue will now be published in June and will feature preview information for the August conference. The web version is now the primary method of distribution; those who require print copies can request them from the editor, who will print and mail these as needed.

**7.2 Information coordinator’s report** – no specifics for reports.

**7.3 Full text of LSDP guidelines and other documents on IFLA web site.**

Please refer to 4.2.9 for information concerning publication of guidelines on the web. Also see 5.2 for information concerning the Officers’ Handbook and 7.1 for information concerning the section newsletter.

## **8. Conference Planning**

### **8.1 Buenos Aires 2004**

The theme is “Libraries: Tools for Education and Development.” Planning continues for the joint LSDP/LSB session entitled “Balance of Copyright and Licensing: Access to Information for Print Handicapped People.” A joint LSDP/LSB program planning group is working hard to line up top names from the worlds of publishing and libraries, copyright experts, as well as speakers from Latin America, who can draw a large audience for the 4-hour program. Winston Tabb, Chair of IFLA’s Committee on Copyright and Other Legal Matters, will make the opening remarks. Papers will cover an overview and the current situation, an outline of the ideal situation, an analysis of a forthcoming WIPO survey and development of guidelines, licensing opportunities, the status of copyright exceptions, licensing and availability of alternative format materials in Latin America, and (still unconfirmed) the point of view by intellectual property owners. The session will include time for questions and answers and a summary of action items.

### **8.2 Oslo 2005**

A pre-conference satellite meeting is planned, to take place in Göteborg, Sweden. The focus of the meeting is accessibility. Visits are planned to various libraries with model programs. The “Access to Libraries for Disabled Persons Checklist,” currently under development, will be presented at the satellite meeting.

Birgitta Irvall is the SC's liaison person with the local arrangers. Satellite meetings have a separate registration. A strong effort must be made to advertise the meeting.

The SC also discussed having a separate program during the conference week that would complement the theme of the satellite meeting, possibly focusing on accessibility to information/libraries for students and staff on university campuses. Joanne Locke and Margaret Forrest will research the topic and investigate possible speakers.

### **8.3 Seoul 2006**

No LSDP program plans yet. The WLIC theme is "Libraries: Dynamic Engines for the Knowledge and Information Society."

## **9. Ongoing projects**

### **9.1 Status of miscellaneous translations**

Gyda will verify who did the German translation of the dyslexia guidelines, so that we can obtain the digital file for posting on the LSDP web page with the other full-text translations. and will advise Vibeke. Also need to find out who is responsible for the German translation of the hospital guidelines -- Birgitta Hayn?

*Action: Nancy Panella to obtain digital file and send to Vibeke.*

### **9.2 Prison Library Guidelines**

Vibeke will continue with revisions, will send to Joanne for glossary.

### **9.3 Access to Libraries for Disabled Persons Checklist**

The checklist is to be finished for the Oslo WLIC and the LSDP Satellite Meeting . Distribution will be web based for easy access and use. A next-to-final draft will be sent to the SC for comments before approval.

Gyda and Birgitta presented a basic outline of the proposed checklist. The projected sections will include:

- I. Preface: To include introductory text. Audience will be defined.
- II. Physical access: outside the library, getting into the library, staying in the library, and miscellaneous.
- III. Media
- IV. Service and communication: information for staff so that all categories of staff are informed as to the different disabilities and how to serve disabled patrons, co-operation with handicap organizations or individuals

## **10. Membership Matters**

### **10.1 Issue of Section Chair**

Vibeke will continue as Acting Chair until the end of the conference in Buenos Aires. In Buenos Aires, the SC must elect a new chair for the remainder of the 2003 - 2005 term.

### **10.2 Strategy for recruiting more Section members & SC members**

The following suggestions were made to recruit members:

- Issue a press release to be published in library journals highlighting section publications available on the web; information on how to join the section; and conference information. Information about the section, currently included in the brochure, could also be included.
- Establish contacts through library associations by posting to their discussion lists or mailings to their membership. This would be most effective if tied to an actual event which is being sponsored by the section.
- Encourage IFLA members, who already belong to one section, to add the LSDP Section as a second.

In addition, the following contacts will be established to encourage existing Section members to nominate candidates to the LSDP Standing Committee for the 2005 election:

Canada: Joanne will contact the Canadian Library Association and the National Library of Canada.

China: Vibeke will contact staff person at the Shanghai Public Library.

Germany: Nancy will establish contact through the hospital library network. Also, the German Library Association is not a Section member and needs to be contacted. Possible that Germany may have a problem due to financial constraints.

Denmark: Gyda to ask Copenhagen Public Library to nominate someone to SC.

Spain: Vibeke will speak to Teresa and Carme Mayol. The University of Barcelona library school sent Carme, who was active for a long time. The university did not nominate anyone to replace her.

Finland: Birgitta will speak to someone in one of the libraries or will make contact through the Finnish Library Association.

France: Vibeke will contact Georgette Rappaport, who has expressed an interest in becoming active again in IFLA. Vibeke will also determine which institution/organization Claudie is representing.

Wales: Vibeke will contact Sue Lithgow as the University of Wales is a Section member but has no one serving on the Standing Committee.

Ireland: Margaret will try to establish local contacts.

Croatia: Gyda will investigate when she goes to speak in Zagreb in late March.

Israel: They are already active in the section for the blind.

India: No contact at this time.

Italy: Nancy will write to the person who translated the guidelines.

Japan: Nancy will contact Yu Kikuchi.

Sri Lanka: There is a personal member.

Malaysia: No contact at this time.

Netherlands: Gyda will establish contact.

Norway: Birgitta will contact Ka-Jo to confirm her future plans for SC involvement, especially with an eye on 2005 Oslo conference.

Poland: We have a personal member. Vibeke will contact her to see if she knows of another potential member.

Russia: Will not establish further contact at this point.

Saudi Arabia: Joanne will email to the national library.

South Africa: Will not establish contact at this time, as they are active in the section for the blind.

Sweden: Birgitta will check on other potential members.

Slovenia: Gyda will establish contact.

USA: Vibeke will contact the Queens Borough Public Library; also Sarah Hamrick at Gallaudet University.

Botswana: Vibeke will contact Botswana National Library.

## **11. Correspondence & communications**

Received a one page statement outlining the philosophy and mission of patient libraries in Germany (from Brigitta Hayn). Vibeke will ask them to translate this into English.

Youngsook Lee (South Korea): Advised that library legislation in South Korea is being revised. South Korea is drafting disability legislation, to include accessibility requirements.

Nancy copied the Spanish translation of the hospital guidelines for use by a 6<sup>th</sup> year medical student in Chile, who was involved in a patients library project.

## **12. Strategic Plan 2004-2005 (Plan runs to December 2005)**

The standing committee members reviewed the actions contained in the current strategic plan. The Section is fulfilling all actions as stated in the plan. Specific details relevant to selected items follow:

- 1.1 The second revision of the Prison Library Guidelines will be completed in 2004.
- 1.2 The translations are almost complete. Vibeke will ask John to follow-up with Chinese request to translate guidelines.
- 1.3 The accessibility checklist is well underway and will be complete for the Oslo conference.
- 1.4 Provide training on the development and adoption of national guidelines and standards: Achieved through the ongoing activities of SC members. Birgitta's conference on prison libraries, Gyda's presentation in Croatia are two examples.
- 2.1 Research existing programs and methods with demonstrated success. The presentation of Gyda in Croatia is a representative example.
- 2.2, 2.3, 2.4 The programs of both Berlin and Buenos Aires reflect these goals.
- 2.5 Both Gyda's presentation in Croatia and Nancy's interaction with the student in Chile represent this goal.
- 2.6 Explore the possibility of developing training resources. The satellite workshop on accessibility scheduled for 2005 reflects this goal.



3. Identify potential partners outside of the library profession. Gyda will contact a Polish colleague involved with dyslexia to investigate possible collaboration.

4.3 Nancy will write an article for IFLA Journal to celebrate the Section's 75th anniversary in 2006.

4.4 A flyer will be produced for the Buenos Aires conference program.

6.4 Disability resources available in different countries will be identified with a view to producing a guide.

**13. Ideas for 2005-2006 projects**

Brochure for library services for those with dementia.

**14. IFLA review of all sections 2007**

In order to prepare strategies, the sections need to know evaluation criteria. Vibeke will Sjoerd Koopman for clarification.

*Minutes submitted by Joanne Locke, June 14, 2004*

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## Appendix

# Financial Report March 2004

Description	Project Number	Funding Received for 2004	Funding Disbursed in 2003 -04	Balance
Administrative Funds for 2004	S3.2	Balance from 2003 August Report = EUR 241.61	EUR 3.15_ EUR 45.14_ EUR 70.36_ EUR 3.15 <sup>4</sup> EUR 149.88 <sup>5</sup> EUR 3.07 <sup>6</sup>	-EUR 33.14
Revision, Prison Guidelines	S3.2-1/02 CB			EUR 488.07
<b>All Translations</b>	S3.2-2.02 PC	Balance from 2003 August Report = EUR 794	EUR340 <sup>7</sup> EUR 340 <sup>8</sup>	EUR 114
<b>Total</b>				<b>EUR 568.93</b>

\_ CAD5.00 for money order to pay for Dyslexia/Russian translation @ 1.63 = EUR3.15

\_ Newsletter #56, USD50.00 @ 1.4329= CAD71.65 = EUR45.14

\_ Gifts for speakers, Berlin USD77.95 @ 1.4329 = CAD 111.69 @ 1.63 = EUR70.36

<sup>4</sup> CAD5.00 for money order to pay Newsletter #56 and Berlin speaker gifts @ 1.63 = EUR3.15

<sup>5</sup> Newsletter #57 (layout, printing, mailing), USD178.83 @ 136.59 = CAD244.26 @ 1.6136 = EUR149.88

<sup>6</sup> CAD5.00 for money order to pay Newsletter #57 @ 1.6136 = EUR3.07

<sup>7</sup> Translation of Dyslexia Guidelines, English to Russian EUR340

<sup>8</sup> Translation of Hospital Guidelines, English to French EUR340