



OFFICERS HANDBOOK

2004 July

TABLE OF CONTENTS

FOREWORD

IFLA's ROLE AND MISSION

IFLA's PROFESSIONAL PRIORITIES

IFLA'S STRUCTURE

CALENDAR OF ACTION ITEMS FOR OFFICERS AND STAFF

ADMINISTRATION

1. NOMINATING MEMBERS TO AN IFLA STANDING COMMITTEE

2. RESPONSIBILITIES OF IFLA STANDING COMMITTEE MEMBERS

2.1 Standing Committee Responsibilities

2.2 Corresponding Members' Responsibilities

3. ELECTING IFLA OFFICERS AND RESPONSIBILITIES OF OFFICERS

3.1 IFLA's Organisational Structure and its Relationship to its Officers

3.2 When are IFLA Elections Held?

3.3 Broad Roles for IFLA Officers

3.3.1 Chair of a Standing Committee

3.3.2 Secretary of a Standing Committee

3.3.3 Treasurer of a Standing Committee

3.3.4 Information Coordinator of a Standing Committee

3.3.5 Newsletter Editor of a Standing Committee

3.4 IFLA Officer Profile

4. MAJOR DUTIES OF IFLA COORDINATING BOARD OFFICERS
 - 4.1 Chair of a Coordinating Board
 - 4.2 Secretary of a Coordinating Board
 - 4.3 Financial Officer of a Coordinating Board

5. IFLA PROFESSIONAL COMMITTEE
 - 5.1 Members of the Professional Committee
 - 5.1.1 Introduction
 - 5.1.2 Duties of the PC Members
 - 5.2 Chair of the Professional Committee
 - 5.2.1 Introduction
 - 5.2.2 Duties of the PC Chair

6. TRANSITION FROM OUT-GOING TO INCOMING OFFICERS
 - 6.1 Duties of Immediate Past Officers
 - 6.2 Financial Information

7. THE STRATEGIC PLAN FOR IFLA's PROFESSIONAL ACTIVITIES

8. BUDGETING FOR IFLA PROFESSIONAL ACTIVITIES
 - 8.1 Main Action Dates
 - 8.2 Opening a Bank Account
 - 8.3 Administrative Funds
 - 8.4 Project Funds
 - 8.5 Reporting Administrative and Project Funds
 - 8.6 Annual Budgeting Timetable

9. IFLA-UNESCO CONTRACTS

10. REPORTING ON PROFESSIONAL WORK
 - 10.1 Communication with the Professional Group
 - 10.2 Communication with IFLA and the Library World

11. IFLANET POLICY AND PROCEDURES
 - 11.1 IFLANET Roles and responsibilities
 - 11.2 Independent IFLA Websites
 - 11.3 Mirroring IFLANET
 - 11.4 Multilingual documents on IFLANET
 - 11.5 Publishing on IFLANET
 - 11.6 Preparing documents for submission to IFLANET
 - 11.7 Preservation and Archiving IFLANET
 - 11.8 IFLA Mailing Lists
 - 11.9 Contacting IFLANET Administration

12. PUBLICATION POLICIES
 - 12.1 Introduction
 - 12.2 Objectives of the Publications Programme
 - 12.3 IFLA Publications Committee
 - 12.4 Scope of the Publishing Programme
 - 12.5 Categories of IFLA Publications
 - 12.6 Publishing Approval
 - 12.7 Alternative Publication Methods
 - 12.8 IFLA Editor and Publisher: Roles and Responsibilities
 - 12.9 Financial Policy
 - 12.10 Editorial policy

Annex A: Promotion Plan for Proposed Publication (form)

Annex B: Procedure for Reviewing Documents Submitted for Publication to the Professional Committee by IFLA Professional Groups

Annex C: Publishing and Editorial Responsibilities

Annex D: Guidelines for submitting Professional Reports to IFLA Headquarters

13. ARCHIVES

CONFERENCE

14. PLANNING PROFESSIONAL MEETINGS HELD AT CONFERENCE

- 14.1 Open Sessions and Forums
- 14.2 Workshops
- 14.3 Poster Sessions
- 14.4 Discussion Groups
- 14.5 Satellite Meetings

15. INSTRUCTIONS TO CONFERENCE SPEAKERS

- 15.1 The paper
- 15.2 Advice on Presentation of Papers at IFLA General Conferences

16. HOLDING MEETINGS DURING IFLA CONFERENCES

- 16.1 Conducting an Open Session
- 16.2 Simultaneous Interpretation
- 16.3 Translations

17. PAPER HANDLING AND DISTRIBUTION

- 17.1 Paper Handling for an IFLA Conference
- 17.2 Publication of IFLA Conference Papers
- 17.3 Distribution of Papers After the IFLA Conference

18. DIVISION LIAISON PERSONS AND VOLUNTEERS

- 18.1 Profile and Duties of Division Liaison Persons for the IFLA Conference
- 18.2 Volunteers

19. RESOLUTIONS

- 19.1 General Resolutions
- 19.2 Professional Resolutions

GLOSSARY OF IFLA TERMINOLOGY

FOREWORD

In the early 1990s, the IFLA Professional Board, created a series of pamphlets called *PC Guidelines for Officers* for use by Officers of the organisation. As need dictated these pamphlets were revised over the years. In December 1996, the IFLA Professional Board began consolidation of the various and supplemented guides and instructions for Officers into one document, the IFLA Officers Handbook.

These guidelines are for the purpose of helping SC members and Officers develop all types of professional activities, both administrative and in relation to programmes, within the scope of the IFLA Conference or outside of it. The document is divided into two major Sections: Part I deals with administrative issues. Part II deals with programme issues. The two parts overlap in some instances.

IFLA Officers are encouraged to photocopy and share pages of this document so the information contained in it can assist members of their groups. The handbook will also be available from IFLANET.

Any suggestions for improving the presentation or content of the guidelines are welcome and should be submitted to IFLA Headquarters.

IFLA Professional Committee

This Officers Handbook is a revision based on previous editions, approved by the Professional Board in 1997 and 1999 and the Professional Committee in 2001.

IFLA'S AIMS AND CORE VALUES

IFLA (The International Federation of Library Associations and Institutions) is the leading international body representing the interests of library and information services and their users. It is the global voice of the library and information profession.

Founded in Edinburgh, Scotland, in 1927 at an international conference, we celebrated our 75th birthday at our conference in Glasgow, Scotland in 2002. We now have more than 1700 Members in over 150 countries around the world. IFLA was registered in the Netherlands in 1971. The Royal Library, the national library of the Netherlands, in The Hague generously provides the facilities for our headquarters.

AIMS

IFLA is an independent, international, non-governmental, not-for-profit organization. Our objectives are to:

- Promote high standards of provision and delivery of library and information services
- Encourage widespread understanding of the value of good library & information services
- Represent the interests of our members throughout the world.

CORE VALUES

In pursuing these aims IFLA embraces the following core values:

- We believe that people, communities and organizations need for their physical, mental, democratic and economic well-being, free access to information, ideas and works of imagination
- We believe that the provision and delivery of high quality library and information services help guarantee that access
- We are committed to enabling library associations and institutions throughout the world, and their staff, to participate in the work of the Federation regardless of geographical location
- We support and promote the principles of freedom of access to information ideas and works of imagination embodied in Article 19 of the Universal Declaration of Human Rights
- We recognize the rights of all members to engage in, and benefit from, its activities without regard to citizenship, ethnic origin, gender, language, political philosophy, race or religion.

IFLA's Professional Priorities

The International Federation of Library Associations and Institutions (IFLA) is a worldwide, independent, non-governmental organisation. The purposes of the Federation as stated in its Statutes are "to promote high standards of delivery of library and information services; to encourage widespread understanding of the value and importance of high quality library and information services in the private, public and voluntary sectors; and to represent the interests of its Members throughout the world." The Professional Priorities outlined in this document will provide guidance in the development of IFLA's professional activities. These priorities are to be incorporated into the professional programmes throughout IFLA's organisational structure, recognising especially that the needs, concerns and views of every region of the world are to be taken into account, particularly those in the developing world. Regional concerns, communication and information exchange among IFLA's members, and the use of electronic technology to facilitate the implementation of its priorities underpin all of these professional priorities.

Supporting the Role of Libraries in Society

IFLA supports the establishment and maintenance of libraries by serving as an international advocate to ensure that the vital role of libraries in the digital age is well understood and acted upon. IFLA lobbies on behalf of libraries with government officials and community leaders, using all available avenues to secure appropriate funding and staffing of library services worldwide.

Defending the Principle of Freedom of Information

IFLA believes that all people have a fundamental right to create and acquire information and to express their views publicly. The right to know and the freedom to express are two aspects of the same principle.

Libraries play a key role in securing these rights, and IFLA supports this role by defending the ability of libraries to acquire, organise, preserve and make available the widest variety of materials, reflecting plurality and diversity in the society, and thus to protect and enhance democracy and a free debate; by defending the ability of libraries to ensure that selection and availability of material and services are governed by professional principles, not the political, moral or religious views of individuals or governments; and by defending the ability of libraries to make materials and services available to all users, with no discrimination due to race, creed, gender, religion, age or any other subjective reason.

Promoting Literacy, Reading, and Lifelong Learning

IFLA's programmes promote literacy in many aspects, helping libraries worldwide to develop programmes that support increased literacy for all people, including basic literacy (the ability to use, understand and apply print, writing, speech and visual information in order to communicate and interact effectively), reading (the ability to decipher print and other forms of notation, to understand written language and its construction, and to comprehend the meaning of the written word), information literacy (the ability to formulate and analyse an information need; to identify and appraise sources; to locate, retrieve, organise and store information; to interpret, analyse, synthesise and evaluate that information critically; and to evaluate whether the information need has been satisfied) and lifelong learning (providing for the needs of all learners, whether formal or informal, helping to raise the aspirations and achievements of individuals of all ages and abilities).

Providing Unrestricted Access to Information

IFLA seeks to influence political and economic decisions that have an ethical impact on access to information so that all persons throughout the world have the same opportunity to participate in the information society without regard to physical, regional, social, or cultural barriers. Ongoing technological progress seems to widen the gap between the information rich and the information poor world-wide. IFLA supports programmes which provide support for information access in developing regions of the world.

Balancing the Intellectual Property Rights of Authors with the Needs of Users

IFLA assumes a dual responsibility, both to the producers of intellectual property and to libraries as representatives of information users, because safeguarding and providing access to products of the mind are fundamental to the growth of knowledge.

IFLA works to protect the rights of authors and the role of libraries by playing an active role with organisations such as WIPO and UNESCO in the drafting of appropriate treaties and legislative models which recognise the dichotomy between the rights of authors and the needs of users.

IFLA also works to assure that intellectual property rights support the universal availability of information by such activities as encouraging national legislation for legal deposit and assuring the right of libraries to make copies of published documents in a manner consistent with principles of fair use. Safeguarding these rights must involve both the owners of intellectual property and its users. It necessitates working in collaboration with authors, publishers and librarians.

Promoting Resource Sharing

IFLA serves as an international forum and advocate for sharing information in all its forms across national borders. It promotes the communication of bibliographic information which is the basis for all resource sharing, it works to develop cooperative principles for international lending, and it supports a voucher scheme to liberate lending reimbursements from national currencies. IFLA works to encourage the sharing of resources, by supporting traditional lending and document delivery, by promoting the communication and easy exchange of bibliographic information, and by encouraging the development of virtual libraries whose holdings will be accessible without regard to geography or national boundaries.

Preserving Our Intellectual Heritage

Although responsibility for the preservation and conservation of the intellectual heritage in their custody is ultimately the responsibility of individual libraries, IFLA works to promote the establishment of regional, national and international priorities and the application of the best scientific knowledge in the fulfilment of this responsibility. One of IFLA's primary activities is to ensure appropriate coordination at the international level through programmes such as advocacy, training and the development and dissemination of standards and best practices. IFLA also participates in international activities related to disaster preparedness and recovery.

Developing Library Professionals

IFLA works to strengthen the abilities and knowledge of library and information science professionals and paraprofessionals throughout the world in order to improve service to the user. Programmes supported by IFLA encompass all educational processes, including library and information science curricula and continuing education activities such as lectures, seminars, workshops and in-service training.

Promoting Standards, Guidelines, and Best Practices

IFLA actively promotes standards, guidelines and best practices to provide guidance to libraries throughout the world in how to perform core functions well, and in many cases how to perform them in the same manner. The latter is particularly important in areas such as electronic communications where conformity with clear, established and widely accepted and understood standards is indispensable for the exchange of information in cost-effective ways.

Supporting the Infrastructure of Library Associations

IFLA supports the infrastructure of library associations, especially in countries and regions where these are poorly developed, because they provide the essential means for accomplishing IFLA's goals at the national level. Library associations provide many valuable services to librarians. They work to develop effective library programmes and services that meet the needs of library users and advance

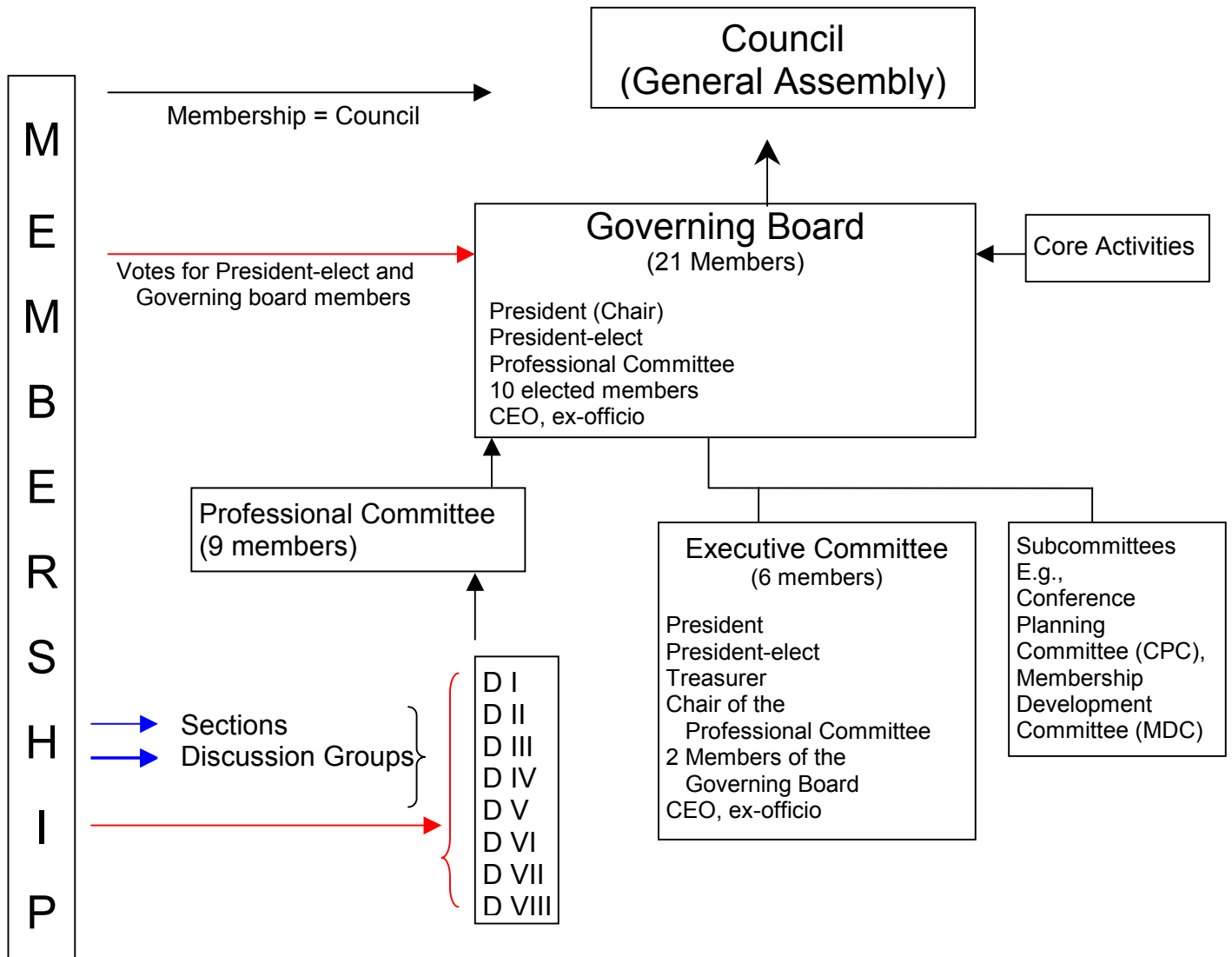
societal objectives and interests, ensuring public access to information, and preserving and protecting cultural resources.

Representing Libraries in the Technological Marketplace

IFLA serves as an international advocate for libraries and their users, seeking to influence the development of technology in the world marketplace, especially technology that controls the flow and availability of information. IFLA represents both the sophisticated interests of high-tech libraries and the practical concerns of more traditional users. It negotiates on behalf of libraries (and for the benefit of library users) in discussions on international trade and telecommunications, and it also works to encourage the development of affordable technologies that will bring information to all the populations of the world.

Adopted by the Professional Board of IFLA, December 2000
The Hague, Netherlands

IFLA'S STRUCTURE



CALENDAR OF ACTION ITEMS FOR OFFICERS AND STAFF OF IFLA

INTRODUCTION

The aim of the calendar is to facilitate the work of Officers of IFLA's Divisions and Sections, by summing up the regular action dates during the year. A few items are also included for action by Core Activity staff and Regional Office managers.

Much of the process of internal communication (within or between IFLA groups) is at the discretion of members themselves. Standing Committees need to work out their own timetable for such activities as:

- organisation of mid-year meetings;
- reporting to members (via minutes and the Section newsletter);
- obtaining and reviewing papers for conference sessions, and sending them to Headquarters;
- collaboration with other Sections, etc. and with Core Activity offices on joint projects.

The Professional Coordinator at HQ can give advice on all of these questions.

Officers should also consult the different Sections in this publication which include:

- Brief guide to the preparation and presentation of IFLA Conference papers
- Budgeting for IFLA Professional Activities.
- Publication guidelines for IFLA professional groups.
- Guidelines for planning and reporting on professional programmes.
- Calendar of action items for Officers and staff of IFLA.
- Guidelines for IFLA workshops and satellite meetings.
- (Supplement: Checklist for organisers)
- Professional resolutions.
- IFLA publications policy and manual of procedures.

Officers should bear in mind 2 important general points:

- The IFLA financial year runs from 1 January to 31 December; however, for practical reasons, financial reporting on professional activities begins immediately following the annual conference in August.
- Planning for activities at each annual conference needs to begin 2 years in advance.

Officers wishing to send reports of activities to Headquarters for publication in the *IFLA Journal* should note that the copy dates for each issue are:

- | | |
|----------------------|-------------|
| - for no. 1 (March): | 1 February |
| - for no. 2 (June): | 1 May |
| - for no. 3 (Oct.): | 1 September |
| - for no. 4 (Dec.): | 1 November |

Officers wishing to propose a document for publication by IFLA can write at any time to the Professional Coordinator. The proposal must be accompanied by a completed "promotion plan" form (see page 59).

Abbreviations used:

HQ IFLA Headquarters	SC Standing Committee of a Section
GB Governing Board	DG Discussion Group
PC Professional Committee	EUR Euro
CB Coordinating Board of a Division	

Quick reminder: in case of questions, contact IFLA Headquarters in The Hague on Fax: +(31-70) 3834827 or by e-mail on <ifla@ifla.org>.

January: [Start of the new financial year.]

HQ staff prepares statements of Divisions and Sections' budgets for professional activities for the new year, and begin mailing these to Officers.

HQ staff begins paying administrative funds to Divisions and Sections, and funds for approved CB projects.

HQ receives financial reports from Regional Offices, and pays out budgets for the current year.

The first pre-conference issue of *IFLA Express* is published by the National Organising Committee.

HQ mails Satellite Meeting Enquiry Form (Form S) for the conference next year, e.g. 1 ½ years in advance.

HQ mails the second part of the 'Programme Enquiry Forms' (Form O and W, formerly Form B) to Officers for final confirmation of plans for meetings at the current conference.
(Deadline for return to HQ: 1 March.)

15: Deadline for Annual Reports at IFLA HQ

31: Deadline for receipt of Core Activities' financial statements at HQ (for the auditors and for publication in *IFLA Journal*).

[NOTE: about this time Officers of groups planning satellite meetings should check that local arrangements are proceeding according to plan.]

February:

The IFLA auditors check and close the accounts of the previous calendar year.

1: HQ begins paying out other approved project funds (subject to confirmation from the Officers of Sections concerned).

Deadline for nomination forms for Standing Committees to be returned to HQ.
(Election years only)

Sections and Core Activities should submit the revised action plans to IFLANET for posting

28: Annual reports of Core Activities are due at HQ, for IFLANET and *IFLA Journal*

March:

HQ prepares financial reports for the Governing Board.

HQ circulates the list of newly nominated SC members, and arranges postal ballots if necessary (election years only).

The Governing Board and Professional Committee meet at IFLA HQ.

- 1: Deadline for applications to hold satellite meetings at the next year's conference. (The Professional Coordinator compiles these for approval by the PC.)

- 1: Deadline for applications to present poster sessions at the conference, for the PC.

Deadline for returning Programme Enquiry Forms (O & W) to HQ, to specify full details of meeting programmes (speakers and titles of papers) and equipment requested.

Deadline for Satellite Meeting Enquiry Forms to HQ, to state the intent to organise a Satellite Meeting at next year's Conference.

April:

- 15: Section Officers should receive their group's conference papers from authors by this date, and send them for translation.

May:

- 15: Deadline for conference registration at a reduced fee.

June:

- 15: The second pre-conference issue of *IFLA Express* is published.
- 15: Deadline for receipt of all approved conference papers at HQ, for inclusion in the pre-print booklets.

July:

Final preparations for the conference and various satellite meetings.

- 1: HQ mails finance documentation to Officers of Divisions and Sections.

Deadline for papers/translations for Conference Papers CD-ROM.

- 15: Deadline for Core Activities' draft budgets and workplans, to HQ for the Boards.

Deadline for translations of **forthcoming** conference papers, to HQ; deadline for processing all late-arriving papers. Papers received after this date will not be processed until after the conference and will not be available until 1 October via IFLANET.

HQ finalises the conference programme and list of papers and sends them to the Organising Committee and to the Officers.

August:

- 1: Deadline for translations of **forthcoming** conference papers, to HQ; deadline for processing all late-arriving papers. Papers received after this date will not be processed until after the conference and will not be available until 1 October via IFLANET.

At the conference:

SCs discuss their financial affairs and professional work, re-evaluate their Strategic Plans, update their annual work-plans, and draft financial statements and project reports (or new project applications).

Officers can arrange meetings with the Professional Coordinator to discuss their Section's work.

In particular, Officers planning to hold workshops and satellite meetings at the next conference should make contacts with colleagues from the host country to discuss local administration of these events.

September:

In an election year, HQ confirms the results of the elections for Officers at the conference.

Officers must send confirmation of full addresses (etc.) to HQ for the new Directory.

Treasurers of Sections compile financial and project reports, budgets and new project proposals and send them to Financial Officers of Divisions for checking and signature.

Deadline 1 October.

Former Officers transfer their Division/Section archive to their successors (in an election year).

Newly elected treasurers open bank accounts and inform HQ (of: bank address, account number, sorting code, etc.) (in an election year).

HQ mails first part of the 'Programme Enquiry Forms' (Form P) to Officers, to ask for information on plans for the next annual conference. [Return to HQ by 15 November]

Officers propose conference papers for publication in *IFLA Journal* and other IFLA publications, e.g. *ICBC* or *Professional Reports*. Standing Committees should discuss the papers they wish to see published during their meetings at the conference. It should be noted that recommendation by a SC does not presuppose publication.

October:

Secretaries of groups send HQ the minutes of their SCs and CBs at the conference.

Financial Officers of Divisions send financial reports to HQ.
Deadline 1 November

November:

- 1: HQ begins compiling financial reports for the Professional Committee and the Governing Board.

Headquarters compiles the PC draft budgets for Divisions and Sections for the coming year, on the basis of financial documentation received.
(*PC policy is: no documentation = no budget.*)

- 15: Deadline for returning 'Programme Enquiry Forms' to HQ.

Deadline for applications to hold workshops at the next conference. (The Professional Coordinator compiles these for approval by the PC.)

Final deadline for applications to hold workshops at the conference, to HQ for circulation to the PC.

IFLA Journal publishes the "call for poster sessions" for the next annual conference.

December:

- 1: The PC meets at HQ. Draft budgets for the following year are approved.

Officers (including Core Activity Officers) send annual reports of activities to HQ. (NB: these are narrative reports, not the same as the financial and project reports submitted earlier).

- 31: Deadline for IFLA HQ to notify authors and Officers of the papers of the past conference to be published in *IFLA Journal* in the coming year. Other authors may have their papers published in published elsewhere, but should notify IFLA HQ of this.

ADMINISTRATION

1. NOMINATING MEMBERS TO AN IFLA STANDING COMMITTEE

1.1 PROCESS FOR NOMINATING STANDING COMMITTEE MEMBERS

In the autumn of each even numbered year, the Secretariat issues a Call for Nominations for Section Standing Committees. Qualified voting Members of IFLA are entitled to submit **one** nomination for vacancies on the Standing Committees of each Section for which they are registered. A “qualified voting Member” is a Member who has paid the appropriate membership fee in full for the current year and who is not in arrears. “Qualified voting members” are International and National Association Members and Institutional Members of IFLA, not personal affiliates or other member categories. Personal Affiliates may enter nominations for President and for membership of the Governing Board, but not nominations for Standing Committee Members. Nominations must be submitted on the forms that are issued with the Call.

A nominee must be nominated by **one** qualified voting Member in order for the nomination to be valid.

Nominees do not have to be IFLA Members, nor do they have to work for an Association or Institution in membership of IFLA. IFLA encourages the widest possible participation in these nominations in order to attract the world’s experts to its professional groups and to strengthen links with other organisations in the field. Wide geographical representation on standing Committees is highly desirable.

The deadline for receipt of nominations is the **5th February** of the following year (odd-numbered year). This deadline will be strictly enforced. After that deadline, the number of nominations received for each section will be analysed and compared with the number of vacancies for that Section. In cases where the number of valid nominations exceeds the number of vacancies, the Secretariat will conduct a postal ballot.

Standing Committee members serve a four-year term. They may serve a second consecutive term, but they have to be re-nominated in order to do so.

Once elected Standing Committee members play a vital role in shaping IFLA’s professional agenda and activities.

2 RESPONSIBILITIES OF IFLA STANDING COMMITTEE MEMBERS

INTRODUCTION

Nominations for members for IFLA Standing Committees occur every two years and are sought in the fall of even numbered years. Once elected, a Standing Committee member's term begins with the IFLA Conference immediately following the appointment (in odd years). Those beginning their 1st term as a Standing Committee member are also eligible to vote for the SC Officers and are strongly encouraged to attend this conference.

2.1 STANDING COMMITTEE MEMBERS' RESPONSIBILITIES

Standing Committee members are expected:

- to be fluent in at least one of the IFLA Working languages (English, French, German, Russian, Spanish);
- to attend, at no expense to IFLA, at least 3 of the 4 annual conferences during their four-year

- term if at all possible;
- to contribute actively to ideas for projects and programme meetings;
- to be prepared to join fully in the work of the Section (e.g., undertaking projects, organising workshops, preparing translations, etc.);
- to observe strictly deadlines for reporting financial and other information about projects which they are undertaking with IFLA funding to the Financial Officer of the Section;
- to be available to respond to requests from IFLA Headquarters for advice, representation at non-IFLA meetings, etc.;
- to assist in the publication of a regular newsletter, a publicity leaflet, or disseminating information about Section activities;
- to arrange for the translation of the newsletter, publicity leaflet, or papers for conference programmes into as many of the IFLA languages as possible;
- to help to broaden regional participation in the Section by encouraging new Standing Committee or corresponding members;
- to assist in the allocation of responsibilities ("portfolios") to each individual member (e.g., editing the newsletter, broadening Section membership, organising translations.)

Existing Standing Committee members are expected to ensure that new members can play a full part in the Standing Committee's work by providing them with all relevant information. At meetings, Standing Committee members should observe the need to speak clearly and slowly, and to avoid jargon and acronyms.

2.2 CORRESPONDING MEMBERS' RESPONSIBILITIES

Corresponding members of Standing Committees are those who are normally unable to attend conferences for geographical reasons and are limited to five in number. Their role is to represent regions that might not otherwise be represented on the Committee. They receive Committee papers, and are expected to maintain regular contact with the Officers and other Committee members, contributing their opinions and active support through involvement in projects, preparation of translations, etc. They have no voting rights. *(See IFLA Rules of Procedure, Section 12.31-12.32)*

It's the Standing Committee's responsibility to select the corresponding members to its committee. If a corresponding member does not respond or communicates with the Standing Committee and the Standing Committee members wish to replace that individual, they may do so. A letter should be written by the Officer of the Standing Committee to the individual with a copy to Headquarters.

The Regional Office Managers are "ex officio" members of the Regional Standing Committees. *(See IFLA Rules of Procedure, Section 12.30)*

3 ELECTING IFLA OFFICERS AND RESPONSIBILITIES OF OFFICERS

The Professional Committee believes that IFLA's effectiveness will be improved if those interested in holding office on IFLA Standing Committees (SC) and Coordinating Boards (CB) have a fuller understanding of the responsibilities of those offices when nominations are sought and new Officers are elected. Information about the responsibilities and duties of IFLA Officers is detailed in the *IFLA Statutes and Rules of Procedure*, this Handbook and other miscellaneous documents. Even with these documents, the Professional Committee (PC) has become concerned that some Officers may not be aware of what is expected of them until after they accept their elected office.

Although holding an IFLA elected office is an honour, additional responsibility comes with that honour. All committee Officers are expected to attend the meetings of their particular committees. In addition, committee Officers do need to devote time outside the IFLA Conference to the work of their particular committee(s). Consequently, the IFLA Professional Committee believes it is important to identify the major responsibilities assumed by IFLA Officers so that those interested in these positions can consider them prior to running for election. This document serves as an overview of the duties described in the sources identified above and as a practical guide to specific tasks that must be handled routinely by IFLA standing committee Officers.

3.1 IFLA'S ORGANISATIONAL STRUCTURE AND ITS RELATIONSHIP TO ITS OFFICERS

The base of IFLA's structure is the membership, which belong to specific Sections, run by a Standing Committee (SC). Members of the SCs carry out the planning and work of their Sections. Each SC belongs to a Division, run by a Coordinating Board. The members of the Coordinating Board consist of SC Officers of that Division. The Officers from Standing Committees are eligible for election as Officers of the Coordinating Board. A member of each of the eight Coordinating Boards (normally one of the Officers), represents the Division on the Professional Committee.

(For information on informal Discussion Groups, see the relevant Section of this handbook.)

3.2 WHEN ARE ELECTIONS FOR SECTION OFFICERS HELD?

The officers of a Section Standing Committee are the Chair and the Secretary. The role of Treasurer is combined with one of these posts, preferably the Chair. If neither the elected Chair, nor the elected Secretary is willing to act as Treasurer, a separate Treasurer may be elected.

Elections for these posts are held every two years. Officers serve for a two-year term and may serve for one further consecutive term.

The serving officers shall call for nominations for posts of Chair and Secretary to serve for the next two-year term. This may be done in advance of the first meeting of the Section Standing Committee to be held at the annual general conference, or at the meeting itself. It should be made clear whether the currently serving officers are willing to serve for a second term, if they are eligible and if they are nominated. When selecting candidates, consideration should be given to the possibility of overlapping terms, so that at least one officer has previous experience in that capacity. But alternating between officers to the exclusion of others should be avoided.

Only currently serving members of the Section Standing Committee may make nominations for these posts. It is **not** permissible for any other group within IFLA or outside the organisation to intervene in these nominations. Only currently serving members of the Section Standing Committee may be nominated for these posts. If there is more than one valid nominee for a post, a secret ballot will be held by an outgoing officer or outgoing member of the committee. Only currently serving members of the standing committee concerned may vote in these elections.

3.3 BROAD ROLES FOR IFLA OFFICERS

Each SC elects a Chair and a Secretary. A number of functions of the SC may be performed by members or assumed by the Chair or Secretary, or other members of the group. These include Information Coordinator (focusing on providing information on SC activities to IFLANET), newsletter editor, and conference programme planner. Each SC must decide for itself how its work should be divided up.

3.3.1 CHAIR OF A STANDING COMMITTEE

The Standing Committees focus on the specific programme activities defined by topic, type of library, or region. Members of the SC determine the activities of that group (e.g., projects, programmes during or outside of conferences, publications, etc.). Major responsibilities of a chairperson include the following:

- Assume responsibility for the SC's finances (unless this has been assigned to the Secretary);
- In consultation with the Standing Committee members, determine who is responsible for the SC's official communications (e.g., the Newsletter, or information issued on IFLANET, which is handled by the Information Coordinator);
- Establish the agenda for meetings during the IFLA Conference, and run meetings, either during IFLA Conferences or outside of them;
- Represent the SC at CB meetings and in the case of SC Officers, serve as an Officer of the CB and potentially a Divisional representative on the PC;
- Provide leadership in identifying projects, programmes, workshops or forums, and coordinating these activities within the group and with other IFLA committees or outside organisations where appropriate;
- Oversee the timely submissions of financial and annual reports;
- Oversee and coordinate the submission of conference programme information;
- Update workplans annually, the Strategic Plan (when appropriate), and other documents or questionnaires requested by IFLA Headquarters or the Professional Committee;
- Communicate during the year with members of the SC, CB, or membership (in the case of the SCs), as needed.

[NOTE: Each Division and Section of IFLA must appoint one Officer – either Secretary or Chair – to be responsible for the archives of the group. The appointed Officer should retain this responsibility throughout his/her term(s) of office.]

3.3.2 SECRETARY OF A STANDING COMMITTEE

Major responsibilities of a Secretary of an IFLA SC include the following:

- Assume responsibility for the SC's finances (unless this has been assigned to the Chair);
- In consultation with the SC, determine who is responsible for the SC's official communications (e.g., the Newsletter, or information issued on IFLANET, which is handled by the Information Coordinator);
- Take the minutes during meetings at the IFLA Conferences, and write them up in a timely fashion so they can be distributed to appropriate parties;
- Assume responsibility for mailings during the year as agreed upon the two primary Officers (e.g., agendas, distribution of the minutes, etc.);
- Assume responsibility for running meetings when the Chair is absent.

3.3.3 TREASURER OF A STANDING COMMITTEE

[NOTE: Officers should also consult the IFLA Statutes and Rules of Procedure.]

- Open a bank account in the SC's name for the SC's funds;
- Maintain clear accounting of administrative and project funds (when appropriate);

- Fill out and submit the **official** IFLA financial forms each September, and send to the Division's Financial Officer, deadline 1 October;
- Reconcile any financial or report discrepancies identified by the Chair of the CB or IFLA HQ.

The elected Treasurer (who must be either the Chair or the Secretary) of each professional group must keep the group's funds in a bank account to which IFLA HQ can make bank transfers. Therefore, full details (bank name and address, bank code, account number) must be given to IFLA HQ as soon as this person takes office.

The bank account must be in the name of the IFLA group concerned: personal accounts must not be used. The Treasurer should make enquiries to ensure that no tax liability will be incurred. If more than one signatory is required (in addition to the treasurer), the SC or CB should decide. Interest received could best be added to administrative funds. If all or some of it needs to be used to top up project money, the allocation can be made as appropriate.

Whenever responsibility is transferred (in the case of elections, or for other reasons in the middle of the normal term of office), the outgoing Treasurer must transfer full financial information, files and funds on deposit immediately to the incoming Treasurer who must open a bank account for this purpose and inform IFLA HQ. This transfer must be done within **2 months**, as specified in the IFLA Statutes.

The Treasurer must keep the accounts of his or her professional group, authorise all expenditure, and make the required financial reports: first to the CB of the Division during the annual conference, for approval, and then to the Division Financial Officer by 1 October.

The Treasurer must control the administration of project funds, and obtain reports. He or she must call to the attention of SCs and CBs any problems arising in project execution, in order to propose solutions.

The Treasurer should write to advise Headquarters, via the Division Financial Officer, when projects are ready to start. All 'start requests' must be *counter-signed* by the Division Financial Officer concerned.

The Treasurer of the Section should write to inform the Division Finance Officer and Headquarters, if the Section wishes to request the re-allocation of funds from one project to another, for any reason. Such requests must be approved by the CB and be counter-signed by the Division Financial Officer.

The Treasurer must report to the Professional Coordinator and Division Financial Officer in cases where revenue is generated by project work.

[NOTE: The IFLA Treasurer is entitled to ask for full justification of income and expenditure. The IFLA Treasurer will allow funds to be released for professional work only after the Section accounts for the previous year have been received at HQ and approved.]

3.3.4 INFORMATION COORDINATOR OF A SECTION

- The Information Coordinator may be one of the Officers or another member of the SC.
- The major responsibility is to serve as liaison between the SC and IFLANET.
- The Coordinator must be able to use e-mail easily.

3.3.5 NEWSLETTER EDITOR OF A SECTION

- The editor of the newsletter may be one of the Officers or another member of the SC .
- Together with the Chair and Secretary of the SC, the editor should compile copy for the newsletter.
- Make sure that the most updated version of the labels for membership of a Section are used. (Always order a new set of labels from HQ, for the most updated information).

3.4 IFLA OFFICER PROFILE

In summary, Officers are required to have experience of IFLA's programme and procedures, be able to manage the business meetings of the group, to report on activities, to liaise with IFLA Headquarters, to communicate with the Officers of other groups in their Division, and advise and encourage new members of their Section and their committees.

Personal Factors:

Persons likely to perform well as Officers are those who:

- are recognised by their colleagues as leaders (in their own institution or association, in their own country);
- have demonstrated their ability to produce or generate the production of new ideas for the groups work programme;
- can converse and write fluently in two of the IFLA Working Languages, preferably including English;
- are good public speakers (defined as persons who can speak clearly, keep to time, hold an audience, and follow instructions from the chair);
- are seen to perform well as members of a team;
- have an outgoing personality;
- are sensitive to (and knowledgeable about) the different cultures and professional traditions of their colleagues;
- have demonstrated tact and diplomacy.

Administrative ability:

They are also likely to perform well if they:

- have demonstrated their ability to evaluate the group's past and current work (through reports, minutes, items in newsletters);
- have presented good quality reports or papers at the group's open sessions at the annual conference, and have circulated these in due time according to instructions from Officers;
- who have sent conference papers to IFLA Headquarters in time for inclusion in the pre-prints;
- have demonstrated their ability effectively to chair business meetings, in their own institution or association, or of other IFLA groups (indicated by adequate knowledge of the group's business and membership, and the ability to: speak clearly, time the meeting, resolve conflicts, instruct minute-takers);
- have managed project work well, and reported responsibly to the group on the use of its funds granted for projects.

Institutional support

To be able to function effectively as Officers, Section members will need to have sufficient resources to attend all business meetings of the group and the annual conference of IFLA.

Resources will include:

- a position in their own institution or association which gives them the authority to decide on the use of their time for IFLA meetings, including funds for travel; or the credibility to negotiate this successfully with their superiors;
- the ability to call on some secretarial or administrative support within their own institution or association, sufficient to help them with the routine business of their IFLA group, including regular communication with members;
- sufficient authority to decide on or negotiate some support for their institution or association to cover certain administrative costs in cases where these cannot be covered by funds allocated to their group by IFLA.

Communications support:

To function effectively as Officers, person should:

- be contactable at all times by telephone and fax at their place of work (and in case of need also at their home);

- have access to a modern fax machine at their place of work (at least group 4, automatic, with memory) which is available continuously to receive messages (i.e. 24 hours a day, 7 days a week);
- use a modern widely available word-processing software, preferably in conjunction with communications software;
- have access to e-mail, and be in a position to check messages frequently (i.e. the e-mail facility should preferably be directly accessible in their office, not in a distant computing centre);
- be able to transmit messages and files using software which the majority of their IFLA colleagues and IFLA Headquarters can receive and decode (HQ can advise on this);
- have access to the Internet, ideally, to enable them to use IFLANET fully;
- be alert to the need to advise IFLA colleagues rapidly of changes in telephone and fax numbers and e-mail addresses;
- have access to local technical backup.

4. MAJOR DUTIES OF IFLA COORDINATING BOARD OFFICERS

4.1 CHAIR OF A COORDINATING BOARD

The primary responsibility of the Coordinating Board is to coordinate the projects and programmes of the Division (i.e., the SCs that are grouped together within the IFLA structure). A limited amount of project money for small projects is allocated to the Division each year. It is up to the Coordinating Board to determine which of its SC projects receive funding and the amount of that funding. The Coordinating Board also monitors the work plans of the Division to ensure their compatibility by reviewing conference programme sessions, projects, and the Strategic Plans of its SCs. One person (usually one of the Officers) of the CB is selected to represent the Coordinating Board on the Professional Committee.

Major responsibilities of the Chair of a Coordinating Board may include:

- Provide guidance for and coordination of projects, programmes, open forums and documents (e.g., the Strategic Plan) for the Division;
- Represents the Coordinating Board on the Professional Committee. If unable to serve as a member of the Professional Committee, the Chair should designate another CB member to do so (See 5.1.1. Elections);
- Serve as the financial Officer of the Division (strongly recommended), and submit the appropriate financial forms to IFLA Headquarters from the SCs and the Division as a whole;
- Establish the agenda for Coordinating Board meetings during the IFLA Conference, and run SC meetings, either during IFLA Conferences or outside of them.

4.2 SECRETARY OF A COORDINATING BOARD

- Major responsibilities of the secretary of a Coordinating Board include:
- Take the minutes during meetings of the Coordinating Board and see to their timely distribution;
- Assume responsibility for running meetings of the Coordinating Board and attend Professional Committee meetings upon the absence of the Chair.

4.3 FINANCIAL OFFICER OF A COORDINATING BOARD

[NOTE: this office is normally held by the Chair of the Coordinating Board. See also the IFLA Statutes and Rules of Procedure.]

- To check, approve and sign the financial reports of groups in the Division and report to the CB.
- To authorise requests from Section Officers for payments from IFLA HQ.
- To monitor progress with projects.

If the Division Financial Officer is not the Division Chair:

- To submit a brief summary report on Divisional finances and progress with projects to the Division Chair, before each PC meeting.
- To collect the Financial Statement Form, Project Report Forms, Proposals for New Projects and Administrative Funds Report Form from the Sections in the Division during October, compile the Summary of Division/Section Financial Statements [see attachments with Budgeting Chapter], sign and send them to IFLA HQ by 1 November each year. [See timetable Budgeting Chapter.]

5. IFLA PROFESSIONAL COMMITTEE:

5.1 MEMBERS OF THE PROFESSIONAL COMMITTEE

5.1.1 INTRODUCTION

The IFLA Professional Committee is responsible for the programme direction of the organisation. This includes providing a vision for IFLA that can then be developed by the CBs and SCs into relevant activities for the membership. Furthermore, the Professional Committee coordinates the budget supporting projects and meetings, as well as activities with the Core Activities. In addition to attending meetings of the Professional Committee during IFLA Conferences, members of the Professional Committee also attend the December and March meetings of the PC held at IFLA Headquarters in The Hague. Since IFLA does not fund these meetings, individuals serving on the PC must arrange to do so on their own.

ELIGIBILITY

Members of the IFLA Professional Committee are elected by the Division Coordinating Boards. When the elected member is unable to attend, in exceptional circumstances, substitutes are permitted to attend meetings of the Professional Committee.

ELECTIONS

Coordinating Boards elect new chairs at their meetings held during the general conference in election years (odd-numbered years). Only currently serving members of the Coordinating Board may nominate for the post of chair, be nominated for the post of chair and vote in any elections for the post. The term of office is two years. The same person may be re-elected for one further consecutive term of two years. The chair of each Coordinating Board serves as a member of the Professional Committee. If the chair is unable to serve in such a capacity, the chair has to designate another member of the Coordinating Board to serve on the Professional Committee for that term of office.

PERIOD OF OFFICE

A PC member may serve for a maximum of two consecutive periods of two years each. S/he may not be re-elected for a third term, except as Chair of the PC.

5.1.2 DUTIES OF THE PC MEMBERS

PORTFOLIOS

The Vice-Chair is nominated by the new PC Chair, who also assigns the following portfolios to the new PC members:

- Finance: usually held by the Vice-Chair;
- representative on the Publications Committee (meetings are scheduled to coincide with the GB and PC meetings at IFLA Headquarters in The Hague)

ATTENDANCE AT MEETINGS

The Professional Committee meets twice a year outside of IFLA Conferences, usually in March/April and November/December. These meetings are usually held at IFLA Headquarters in The Hague at no cost to IFLA Headquarters. The meetings will take approximately two half days. Additionally, Governing Board meetings are held at the same time, necessitating a stay of 3/4 days in total.

ATTENDANCE AT THE CONFERENCE

There will be at least 1 Professional Committee meeting and 1 Governing Board meeting at the annual conference.

PAPERWORK FOR PC MEETINGS

The PC Member:

Reviews the draft minutes prepared by the Secretariat before they go to the GB for information; receives a substantial volume of papers for information. Papers for the Committee are written by a variety of contributors, and are distributed for the most part a couple of weeks before the Committee meeting. An additional bundle of late papers is usually waiting at members' hotels on arrival the evening before the PC meeting. The Chair and the Coordinator of Professional Activities usually sort the agenda items and papers into those requiring a decision and those for report. Papers for information or report are also circulated during the year, as convenient.

REPRESENTATIONAL VISITS

From time to time, PC members will be invited to represent IFLA at meetings of other bodies. On these occasions, IFLA may be able to cover the member's expenses, if they cannot be met from some other source.

COMMUNICATIONS

The PC Chair and the Coordinator of Professional Activities maintain regular contact throughout the year by fax, telephone, and e-mail. A variety of correspondence from other PC and GB members, and from IFLA group Officers is received throughout the year, normally via a specially designated e-mail list. Members of the PC who are Chairs of CBs should "cascade" information to CB and SC members. They should circulate a written report to CB members after each PC meeting, together with such relevant documents that are not confidential. They should also ensure that information sent to HQ, e.g. draft conference programmes, is copied to them.

5.2 CHAIR OF THE PROFESSIONAL COMMITTEE

5.2.1 INTRODUCTION

ELIGIBILITY

The Chair must be a retiring member of the Professional Committee. S/he can hold this position for one two-year term and is not eligible for re-election. The Chair may serve on an IFLA SC but cannot concurrently be an Officer of a Section. The aim is that s/he should be free of all other IFLA offices, and should chair the Committee impartially.

ELECTION

The Chair is elected by the incoming Professional Committee at the end of the Conference in Council years, i.e., immediately after the establishment of the new Divisional Coordinating Boards and the election of their PC representative. (Only SC members of the CB may represent the Division on the PC.) The outgoing PC members do not vote in the election.

In the event of more than one former PC member wishing to stand for election as Chair, the outgoing Chair and the Coordinator of Professional Activities will conduct a secret ballot of the new Committee. Immediately after the election, the outgoing Chair takes the incoming Chair to the Governing Board to be introduced.

PERIOD OF OFFICE

The Chair serves for one period of two years. S/he is ineligible for re-election.

5.2.2 DUTIES OF THE PC CHAIR

September/October, immediately after election: nomination of the Vice-Chair, and allocation of the following portfolios to PC members:

- Finance: usually held by the Vice-Chair
- Representative on other Committees

Before Committee meetings, the PC Chair and the Coordinator of Professional Activities draw up the draft agenda, and agree on what papers should be presented, what needs a decision, and what items are for report.

Papers for the Committee are written by a variety of contributors, notably the Coordinator of Professional Activities and the PC Chair.

Attendance at all Committee meetings is expected, usually in March, August (at the Conference), and December. The meetings outside the conference will take approximately 3/4 days.

ATTENDANCE AT THE CONFERENCE

There will be at least 1 Professional Committee meeting and 1 Governing Board meeting during the annual conference.

At the Conference, the PC Chair:

- organises and chairs the “introduction to IFLA newcomers” session
- organises and chairs the “briefing for new IFLA Officers” session
- chairs other open sessions on behalf of the President, as requested (sometimes at short notice)
- presents the “Professional Evaluation of the Conference” to the closing session
- presents the biennial report of the Professional Committee to Council during the Conference at the end of his/her period of office.

As a member of the Governing Board, the PC Chair participates in one of the Governing Board’s regular committees. (Currently these are the Conference Planning and Membership Development).

PAPERWORK

The PC Chair:

- reviews the draft minutes, prepared by the Secretariat before they go to the other PC members as a draft for comment;
- drafts the biennial report of the Professional Committee to Council.
- edits the *Strategic Plans for IFLA’s Professional Activities* proposals of the various units of IFLA (upon revision of the *Strategic Plans*)
- receives a substantial volume of papers for information.

REPRESENTATIONAL VISITS

From time to time, the PC Chair will be invited to represent IFLA at meetings of other bodies, such as UNESCO. On these occasions, IFLA may be able to cover the Chair’s expenses if they cannot be met from some other source.

COMMUNICATIONS

The PC Chair and the Coordinator of Professional Activities maintain regular contacts throughout the year by fax, telephone, and e-mail. A variety of correspondence from PC and GB members and from IFLA group Officers is received throughout the year.

COMMITMENT

All in all, the job adds up to about 4-6 weeks away from the day job (including the IFLA Conference and regular Governing Board and Professional Committee) every year, and about 3-4 hours every week (on average) dealing with correspondence and communications.

6. TRANSITION FROM OUT-GOING TO INCOMING OFFICERS

Every two years, IFLA holds elections of its Officers. While some of the transition occurs during the IFLA Conference itself, other matters must occur after it has been adjourned.

The *purpose* of this chapter is to:

- Provide for a smooth turnover by having the previous Officers complete the year's reports for incoming Officers;
- Provide a format for project financial information to be maintained and passed on to successive Officers.
- Provide a means for maintaining full and precise information on financial transfers from one account to another.

6.1 DUTIES OF IMMEDIATE PAST OFFICERS

Complete the following reports for the current year immediately after the conference and forward them to the new Officers:

- Annual report (if still needed by IFLA HQ) to the SC and CB;
- Financial statement: to the SC and CB, with all accompanying project reports (see Section on *Budgeting*);
- Minutes of Annual Conference meetings: to the SC and CB if applicable;
- Circular letter to CB members reporting on items from conference: to the CB if applicable.

With the above reports, send the SC or CB paper archives to the new Officers (see Section on *Archives*).

Work with new Officers to acquaint them with procedures, especially those concerning the finances of the SC or CB.

6.2 FINANCIAL INFORMATION

Maintain a spreadsheet with complete financial information, updated as necessary and handed down from Officer to Officer and sent to IFLA HQ when needed.

Preferably, the Division Financial Officer (i.e., the Treasurer of the CB) should be the CB Officer representing the CB on the PC. This gives the PC member better knowledge of the financial situation of the CB (necessary for PC activities).

IFLA HQ will notify the following individuals of all money transfers to the SC or CB accounts.

- SC Chair and Secretary (and treasurer if different from the Chair or Secretary);
- CB Chair and Secretary (and Division Financial Officer if different from the Chair or Secretary).

7. STRATEGY FOR IFLA'S PROFESSIONAL ACTIVITIES

The Professional Committee has decided that the 4-year cycle of the Medium Term Programme should be replaced by a Strategic Plan based on a 2-year cycle. This will ensure a more frequent review of plans and priorities for all professional units within IFLA which in turn will permit a timely and proactive approach to IFLA's professional activities.

Each core activity and section should prepare a strategic plan covering the 2-year period 2004-2005. (This supersedes the former Medium Term Programme). The deadline for these individual strategic plans is September 2003 so that the overall Strategic Plan for IFLA's professional activities can be approved by the Professional Committee/Governing Board at its meeting in December 2003.

The strategic plan for each professional group should take into account the Professional Priorities which have been approved by the Professional Committee and the Executive Board (January 2001) and each goal should be tied to the relevant Professional Priorities. Each strategic plan will have three parts.

MISSION. A succinct statement of the scope and purpose of the activity.

PRIORITIES. A list of the strategic goals for the target period. Each priority should be linked to the relevant Professional Priorities of IFLA.

ACTION PLAN. A list of the specific actions which will take place during the target period to accomplish the priorities outlined in the previous section. The action plan will be reviewed each year. Revisions should be forwarded to IFLA HQ by Sept. 30th 2004.

7.1 Guidelines for the format of Strategic Plans

As noted above, strategic plans should consist of three elements:

- A Mission statement
- Goals, together with the relevant IFLA professional priorities which they relate to
- Actions to be taken to fulfil the goals

All of these should be represented, though it is possible that some goals will not have an associated action, and that some actions may relate to more than one goal. In the latter case, it should be clearly indicated through numbering where these links are

Care should be taken to ensure that the goals and actions are easily understood by people who are unfamiliar with the activities of the Section in question. To assist in this

- Avoid the use of initials, unless they are also spelt out
- Give clear examples of proposed plans, e.g. it is not sufficient to say that an interesting programme will be planned for the IFLA General Conference - the theme of the programme/workshop, etc should be outlined

Strategic plans should cover a two-year period, and run from election year to election year. The next new plan should be produced in 2003, at Berlin.

In the intervening years the plan should be revisited and updated, e.g. at Glasgow all actions for 2001/2002 should be removed if they have happened, or new target dates should be set.

Sections may well decide to produce a plan in a different format, perhaps identifying the people who will be responsible for undertaking specific tasks, but these should be treated as working documents for the committee. The "standard format" is the one that will be used officially and when approved by the Professional Committee, published on the IFLA Website.

8. BUDGETING FOR IFLA PROFESSIONAL ACTIVITIES

KEY POINTS:

- Each Section's administrative funds are linked to the number of registered members of each Section, whereas each Division receives a fixed amount.
- At each annual conference, Divisions are informed provisionally of their budget for the following year.
- Definition of smaller 'CB projects':- cost not more than 1350 EUR and duration not longer than one year.
- Definition of larger 'PC projects':- budget above 1350 EUR , or duration longer than one year (up to 4 years maximum).
- All projects bearing the IFLA name must be approved (CB or PC as appropriate) even if funding by IFLA is not required.
- A proposal form must be completed for every new project, with full information.
- All forms are available on IFLANET, in addition to being circulated by Headquarters
- Annual financial reports and new project proposals must be received at HQ by 1 November. In the case of Sections which do not submit reports, the PC will withhold funds for the following year.
- All financial reports must be approved by SCs/CBs, signed by Section Treasurers and countersigned by Division Financial Officers.

INTRODUCTION

Three basic documents define the context in which budgeting is done:

- The provisions of the IFLA Statutes and Rules of Procedure
- IFLA's Professional Priorities
- The Strategic Plan

There is a clear distinction in principle and separation in practice between administrative funds and project funds.

The IFLA financial year is January-December; however, financial management of professional activities is carried out over the "professional year", that is, between annual conferences.

Attachments:

The following forms, filled out with examples of data, are attached:

- Summary of Division/Section financial statements
- Financial Statement Form
 - Administrative Funds Report Form (Worksheet A)
 - Project Report Form (Worksheet B)
 - Proposal for New Project (Worksheet C)

[NOTE: HQ mails blank finance forms to Officers each year. Extra copies are available at any time from HQ and from Officers' Corner on IFLANET.]

8.1 MAIN ACTION DATES

July	HQ mails finance documents to Officers
August/September	At the conference, Divisions and Sections discuss their finances and prepare reports and project proposals.
September	Section Treasurers send financial documentation to Division Financial Officers. Deadline: 1 October

October	Division Financial Officers check all reports and send them to HQ with an overview. Deadline: 1 November.
November	HQ staff compile the information from Divisions, update the records and calculate funds required
December	The PC hears reports and decides on project funding
January/February	HQ transfers administrative and project funding to Standing Committee/Division accounts
April	The PC hears further progress reports from Division chairpersons and considers new allocations of funds for projects.

8.2 OPENING A BANK ACCOUNT

Each Standing Committee Treasurer and each Divisional Financial Officer must open a bank account in order to accept funds from IFLA HQ as the transferring of funds is done by bank transfer. Obviously, each country has its own banking rules and regulations but treasurers and financial Officers should inquire about the following:

- Whether it is better to open a current/checking account or a savings account;
- Does the account earn any interest;
- Are there any service charges; and
- What costs are involved with bank transfers.

Once an account is opened, IFLA Standing Committee Treasurers and Divisional Financial Officers will need to provide IFLA HQ with the following information:

- Name of the account holder
- Account number
- SWIFT CODE
- International Banking No. (IBAN)
- Name of Bank
- Address of Bank

8.3 ADMINISTRATIVE FUNDS

LEVELS OF FUNDING

The level of administrative funds allocated to each Section for a given year will be related to the size of its membership as recorded officially by IFLA HQ in August of the previous year. Each Section will be in one of the following funding ranges.

Range	Number of members	Allocations in EUROS
1	0-80	325
2	81-150	610
3	151-200	518
4	201-250	1020
5	251-300	1225
6	301-350	1430
7	351-400	1635
8	401-450	1840

The administrative funds for Divisions are fixed at 325 EUR per Division.

The amount each unit receives will be the above allocation less any funds left over from the previous year.

8.3.1 PURPOSE OF ADMINISTRATIVE FUNDS

Communication

- The routine “housekeeping” costs involved in correspondence and the circulation of information to members, e.g., postage, telephone bills, reprography, stationery (if these costs are not covered by the institution where the Officer is employed);
- The costs of meetings of CBs and SCs if these are held outside the annual conference.

NOTES:

- Only a small part of these costs can be paid (e.g., in cases of hardship; or when a partial contribution from the group’s budget is a condition for receiving matching funds from another source);
- It is recognised that a committee meeting may be held to deal with project work. Travel expenses incurred in completing a project should not be taken from the administrative funds, however; they should be foreseen and included in the project budget.

Newsletters

The IFLA Publication Policies (p. 48) state that the newsletter (see also page 32) of each Section should be produced as inexpensively as possible and distributed free to *members* of that Section . Administrative funds may be used to cover postage or reprography costs. The newsletter may be issued only in electronic format, but hard copies must be issued to members of the Section requesting them and 8 hard copies must be sent to IFLA HQ.

Brochures or Leaflets

Professional groups are encouraged to produce their own publicity leaflets or “factsheets”, preferably in several IFLA languages. Officers can apply to IFLA HQ for advice on production matters. However, Officers should note that brochures or leaflets should be produced inexpensively, and that IFLA HQ does not have a budget for production of such material on behalf of IFLA groups.

8.4 PROJECT FUNDS

GENERAL

Projects may take the form of workshops, seminars, surveys, publications, etc.

All projects proposed to be undertaken by IFLA groups, whether or not they require funding by IFLA, must be approved by the Section SC and Division CB concerned. This approval is subject to ratification by the PC.

A Proposal for New Project form (Worksheet C) should be submitted for every new project whether or not the project requires funding.

The PC encourages initiative on the part of Sections ; but IFLA's resources are limited and must be allocated according to precise criteria.

8.4.1 CRITERIA FOR APPROVAL OF PROJECTS

IFLA's Professional Committee has become increasingly concerned at the fairly substantial number of approved and funded projects that are not brought to fruition. Failure to complete funded projects in a timely manner - or at all - prevents the Association from achieving its goals and precludes good stewardship of the Association's funds. Therefore, the PC intends to be more rigorous in the future both in giving initial approval to projects and in monitoring their progress.

The PC requires that all applications for funds be submitted on a Proposal for New Project form giving:

- a full description of the project's goals and objectives, and particularly demonstrating the specific ways in which the project advances the published goals of IFLA, its professional priorities, and the

- medium-term programme of the unit sponsoring the project;
- a clear description of the project's "deliverable";
- the methodology that will be used;
- identification of the individual who will be responsible for producing the deliverable, along with any interim reports, and a current c.v. of the responsible individual as well as for any others contributing materially to the project;
- schedule for completion of the project, with interim milestones clearly indicated for projects scheduled to last more than one year (i.e., PC and joint projects);
- a realistic budget, including the funds that will be necessary at various stages of the larger projects.

In reviewing project proposals, the PC will consider:

- the degree to which the project promises to have major impact on furthering IFLA's goals, the professional priorities and the strategic plans;
- the relationship of the project to other IFLA-sponsored initiatives;
- the likelihood that the project will be brought to completion on time and within budget;
- the previous history of project completion by the requesting unit and/or project manager;
- the number of other projects currently underway by the requesting entity.

In the future, the Professional Committee will release funds for multi-year projects only after the project supervisor has clearly demonstrated successful completion of each approved milestone.

8.4.2 TIMESCALE

The PC emphasises the principle of *time limits* on the implementation of projects; not only because the Strategic Plan is designed for a 2-year period, but also because the results of projects must be disseminated as soon as possible to members of the profession. In an international association relying on volunteer members of individual standing committees, it is necessary to complete projects within the short term.

If it appears that a topic is more general or will be of long-term interest, then consideration should be given to ways of dealing with it by referring it to other cooperating groups or (if appropriate) to one of the IFLA Core Activities.

Certain types of projects may also be divided into "modules" which can be carried out in phases, as resources permit.

8.4.3 CATEGORIES OF PROJECTS

Projects managed by the CBs ('CB projects')

From its budget for professional activities, the PC reserves for the CB of each Division an amount of project funds to be managed by the CB. These funds are to be used for relatively small projects of Sections or of the Division. The CB must approve these projects and they are subject to review by the PC prior to the release of funds.

The allocation reserved for each Division each year will be between (225 EUR and 450 EUR multiplied by the number of professional groups in the Division (i.e. Sections). The precise figure in Euros is determined at the first PC meeting at the conference (for the following year's funds).

CB projects must:

- * cost *not more than 1350 EUR*
- * last *not longer than one year*.

Example: the CB of a Division with 3 professional groups will receive 1350 EUR for CB projects if the **per unit allocation** is set to 450 EUR for a given year. The CB may allocate 450 EUR to each group for a small project, or 900 EUR to one and 450 EUR to another, or the whole 1350 EUR to only one small project.

Projects managed by the PC ('PC projects' and joint projects)

These are larger projects, longer in duration and usually with higher funding requirements than CB projects. They are carried out by Divisions or Sections. The maximum duration is 4 years. The budget for estimated expenditure over the 4 years must be given on the original project proposal, to be initially approved then reviewed annually by the CB and then by the PC. A Joint Project is a project that is funded jointly with money from the PC and another source outside IFLA

8.4.4 NUMBER OF PROJECTS ALLOWED CONCURRENTLY

- (a) In principle, at the Divisional level only one large project (or 2 small projects) may be operated annually, so that the Coordinating Board can plan for the completion of the project within a realistic timeframe.
- (b) Sections should have no more than *two large* projects under way at any given time. The number of projects allowed will, however, depend on the resources available to particular professional groups, and the final decision rests with the PC.
- (c) Groups which are already operating the maximum number of IFLA-funded projects may only take on other projects funded from outside IFLA if they first obtain the approval of the CB. The CB will need to be satisfied that resources are not being diverted from existing projects.

8.4.5 RULES FOR PROJECTS

- (a) The maximum duration of any project is: 1 year for CB projects and 4 years for PC projects; but groups are strongly advised to plan for completion of projects within a shorter time. A group may extend the time for a CB project to an additional year without additional funding, if more time is needed.
- (b) Projects can be split into phases (e.g. a survey and analysis of results; then production of camera-ready copy for publication) which can be funded separately. In *exceptional* circumstances, a CB may also seek the approval of the PC to allocate "CB funds" to the completion of a project which could not be completed within the maximum time allowed (4 years). The PC will consider each such case on its merits.
- (c) New project proposals are normally discussed during the year, finalised and approved during business meetings at the Conference, and submitted to the Division Financial Officer during by October 1st, with other financial reports, for final approval.
- (d) At any of its meetings during the year, depending on the financial situation, the PC may decide that money reserved for CB projects which has not been taken up by CBs (i.e. *committed* to specific projects) will revert to the general PC budget.
- (e) Funds for CB projects are released to the appropriate Section accounts in January/February of the project year.
- (f) Funds for all PC projects are kept at IFLA HQ, and released to the group(s) concerned only when HQ receives written notice (a "start signal") from authorised Officers [see page 3ff.] that a project is ready to start.
- (g) The budget for estimated expenditure over the life of longer PC projects must be given on the original 'Proposal for New Project' form.

8.4.6 IMPLEMENTATION OF PROJECTS

In order to provide both continuity and a framework for decision-making, it is necessary for Sections to set priorities when planning more than one project. This not only allows choices to be made, at a time of financial restraint, but also, if other resources become available in the short term, to bring forward a further project if this can be completed in the short term and meets other financial criteria.

Professional groups should prepare projects to be ready to start as soon as projects are approved and funded and the "start signal" is given.

Officers can at any time give HQ the "start signal" for transfer of funds for an already approved project about to start. However, Officers are strongly urged to bear in mind that:

- (a) the transfer of first-year funding for longer PC projects must be requested in time for HQ to actually make the transfer before the end of the IFLA financial year, because funds cannot be carried over to the following year;
- (b) if it is clear that the start of such an approved project will be delayed beyond the end of the first year of planned operation, then the Divisional Officers should explain the situation to HQ and to the PC.

8.4.7 INFORMATION REQUIRED

All applications for funds for **new** projects must provide a completed Proposal for New Project form giving a *full* description of project goals, objectives, methodology, budget and other information.

[NOTE: applications for approval of projects *not* requiring funding should *also* include information on these points.]

Depending on the size and nature of the project, *budget items* could include e.g.: preliminary research, cost of documents, essential travel, consultancy fees, clerical assistance (e.g. data input, word-processing), mailing costs, hire of meeting facilities, etc.

Applications for continuation funding for projects *in progress* should give a summary history of the project – [see Section 8.5 "Reporting"].

8.4.8 FINANCIAL DATA

A master record of every project is held at IFLA HQ. This includes data on the original project proposal, reports of progress, and records of payments transferred. A project number is linked to each project in the database, and it should be used on all subsequent reports and correspondence.

An overview of new projects is reviewed at each PC meeting. PC members circulate this information to the members of their CB, who in turn inform their SCs.

IFLA HQ sends copies of data on all projects within the Division to the Division Financial Officer.

8.4.9 NARRATIVE PROJECT REPORTS

In order to make project results available to the profession, the persons responsible for approved projects are under an obligation to provide regular reports on progress to SCs and CBs at the IFLA conference. They must also alert SCs and CBs to problems arising in the execution of projects.

This means:

- For each project, a progress report must be submitted once a year by the CB to the PC. In practice this is done by means of the standard Project Report Form annexed to the financial statement. The PC will release the approved funds for a subsequent year when a satisfactory Project Report has been received.
- If such a Project Report has not been received, or the CB has not judged progress satisfactory, or reasons for delays have not been clarified, payment must be suspended.
- The annual Project Report should cover not only what has been accomplished in the corresponding reporting period, but also indicate what work remains to be carried out.
- On the completion of a project, a final Project Report Form must be submitted. This report will include a *full evaluation* of the project, and a closing financial statement.

[NOTE: If funds remaining after the completion of a project are more than 225 EUR (equivalent), they must be declared on the Project Report Form [line H: Amount remaining], and *repaid* to IFLA HQ. Such funds must **not** be retained by the group unless specifically authorised by IFLA HQ (for example, if the group is authorised to re-allocate those funds to another approved project which is ready to start). This approval must be obtained in writing.]

- Reports on projects should also be made at Section meetings at IFLA general conferences.

[NOTE: As soon as it becomes clear that a project is leading to results which the sponsoring Section would like to have published, then the Officers should alert IFLA Headquarters and complete a 'Promotion Plan' form in good time so that HQ staff can take it into account. However, when the final text of such a document is ready, an application must be made to the Professional

Committee and the Publications Committee at HQ for approval for publication.]

8.4.10 JOINT FUNDING

With other professional organisations:

If an IFLA group obtains funds for a project from a source other than IFLA's budget for professional activities (e.g. directly from a library association or institution), it must declare the amount of these funds in its financial report.

[Project Report Form(Worksheet B), line C; Financial Statement Form, column C]

With national or international governmental organisations:

In the case of large-scale projects, IFLA HQ may ultimately be able to obtain funding from various government agencies (such as NCLIS, CLR, DSE, CIDA, etc.), from international organisations such as IDRC and the BIEF, or from UNESCO. IFLA Officers should not approach such organisations directly, but first submit such projects to the PC for approval, in the normal way. The Professional Coordinator will advise on the possibility of obtaining outside funding, and the (often lengthy) procedures for doing so. (Such funding is obtained under contract between IFLA and the donor organisation, and the management of such funds is clearly distinguished from PC funds.)

8.5 REPORTING ADMINISTRATIVE AND PROJECT FUNDS

There are two spread sheets for reporting IFLA administrative and project funds, and two forms for describing project activities (one for new projects, the other for ongoing or just concluded projects). Additionally, there is an Administrative Funds Report Form that details administrative fund expenses. These documents (as applicable) must be submitted to the Division Chair who then submits them to the Coordinator of Professional Activities. The Professional Committee establishes the coming year's budget during its December meeting. Standing Committee Treasurers who have not submitted budget information by this time will receive neither administrative nor project funding for the next financial year.

The sheet "Financial Statement Form" is to be used for each Standing Committee for recording its administrative and project funds.

Use the currency of the bank account when filling in Columns A-G. Convert the figures into EUR when filling in Columns H, I and J. Each year, IFLA HQ will issue the appropriate reporting forms as well as a table for converting currencies into EUR.

At the beginning of each financial year, the administrative funds remaining in the professional group's bank account from the previous year are added to, by IFLA HQ, to bring the amount up to the maximum level specified at paragraph 8.3. If no administrative funds remain, IFLA HQ will issue the Standing Committee or Division the full amount reflected by the number of members in the Standing Committee's Section, or 325 EUR in the case of Divisions.

[NOTE: If project funds remaining after the *completion* of a project are less than 225 EUR they should be retained and added to the professional group's administrative funds, and declared as such.]

If the account earns any bank interest, it is usually applied to administrative funds.

Once the Financial Statement Form has been filled out, the Treasurer of the Standing Committee signs it and sends it, by 1 October, to the Divisional Financial Officer who reviews it. If it is correct the Officer signs the form. If it is not, the Divisional Financial Officer works with the Standing Committee Treasurer to make any changes.

The Divisional Financial Officer uses the Summary of Division/Section Financial Statements form to report the administrative funds of the Division and the administrative and project funds of each Section within that Division. On this form, **all currencies should be converted to EUR**

Once the Divisional Financial Officer has completed this form, the Summary Form and the Financial Statement Forms from all the Standing Committees in that Division are forwarded to IFLA HQ, by 1 November. Requests for project funding are discussed during the December meeting of the Professional Committee.

8.6 ANNUAL BUDGETING TIMETABLE

Every year, the budgeting steps are:

JULY:

IFLA HQ mails to all Section Officers:

- any revisions of the PC Guidelines on Budgeting for Professional Activities
- standard forms for financial reporting, progress reports on projects and for proposals for new projects.

*[N.B. although the IFLA **financial** year is January - December, the IFLA "**professional** year" is September--August. Officers are required to submit only one set of annual financial reports: that is, reports compiled on the basis of discussion at the annual conference and submitted to HQ by 1 November, are considered by IFLA HQ and the auditors as sufficient documentation.*

- Officers of Sections prepare draft financial reports and budgets for their professional groups (including Working Groups operating within Sections) on the official forms;

AUGUST:

- The PC determines the amount of funds which each CB will have to allocate to CB projects for the following year.
- during their meetings at the annual conference, SCs and Executive Committees of professional groups discuss their financial situation in detail, including their operating budget and their budget for professional activities. They prepare and/or approve:
 - (a) a draft financial report;
 - (b) progress reports of ongoing projects;
 - (c) a draft budget for the following year;
 - (d) new project proposals.

[NOTE: The financial report and budget presented to the SC and CB must be approved in all its details: i.e. the SC and CB must examine the administrative expenses and those for professional activities, and satisfy themselves that all expenses are justified, all items are correctly identified, and that individuals making or receiving payments are identified.]

- the financial and project reports, etc. are approved at the *second* SC meeting, then passed to the Division Financial Officer;
- *at the second CB meeting*, CBs should:
 - review Section finances, as needed;
 - monitor the progress of ongoing projects (and approve requests to the PC for the payment of next instalments);
 - approve new project proposals (and assign a priority ranking where necessary);
 - consider whether new projects proposed should be managed by the CB or the PC;
 - formally approve budgets for the following year for Divisions and Sections.

SEPTEMBER:

- Section Treasurers prepare their final *Financial Statement Form, Project Report Forms, Administrative Funds Report Form*, and - for any new project previously approved - *a Proposal for New Project form*, and send them to the Financial Officer of their Division, **by 1 October**.

[NOTE: financial reports must be accompanied by all necessary supporting documents (invoices, receipts, bank statements, etc.). The IFLA auditors may examine these.]

OCTOBER:

- the Division Financial Officer *checks and signs* these documents (noting particularly whether ongoing projects should receive further instalments), fills in the Summary of Division/Section Financial Statements [see attachment], and sends them to HQ, **by 1 November**.

NOVEMBER:

- staff at IFLA HQ compile the financial information received, and update the master records for projects.
- HQ gives a report on budgets and project proposals to the PC, for consideration at its end-of-year meeting (in December).

DECEMBER:

- the PC sets general guidelines for the allocation of administrative funds.
- the PC ratifies decisions by CBs for the allocation of money to projects for the following year, and decides on the allocation of money to larger projects.
- HQ issues a summary of approved PC project funding for the following year. PC members inform their Sections about the PC's decisions on funding projects.

JANUARY:

- HQ staff calculate the administrative funds required by each Division or Section on the basis of the Financial Statement forms (supported by copies of financial statements received from the professional groups), and begin making payments.
- payment of approved funds for CB projects is sent to Sections, and payment for PC projects made (when authorised by the Professional Coordinator) as soon as HQ receives written confirmation that projects are ready to start.

FEBRUARY/MARCH:

- SCs and CBs which meet at this time have a further opportunity to approve changes and reallocations of funding, within the authorised limits, and submit requests to the PC.

APRIL:

- at the PC meeting at IFLA HQ, allocations of funds may be adjusted, if necessary.
- HQ notifies the PC of the balance of funds now remaining for it to allocate to professional activities at its discretion.

9. FLA-UNESCO CONTRACTS

[**General note:** These contracts are signed by UNESCO and IFLA Headquarters. Section Officers should not request project funding from UNESCO. All contacts with UNESCO MUST go via IFLA Headquarters (usually via the Coordinator of Professional Activities, but are signed by the Secretary General).]

IFLA has the status of an NGO (Non-Governmental Organisation) in formal associate relation with UNESCO. This often means that IFLA is consulted by UNESCO, and that IFLA has the opportunity to bid for project funding from UNESCO. IFLA is an observer at the meetings of the Intergovernmental Council of the Information for All Programme, and also at the General Conference of UNESCO.

Sections of IFLA from time to time carry out projects for which IFLA receives funding from UNESCO (usually from the Division of Information and Informatics - UNESCO/INF).

UNESCO works on a Programme and Budget period of two years (referred to as C/5). The current period 2002-2003 is the 31st: 31C/5. Each biennial Programme and Budget is formally approved by the General Conference of member states at the end of the year before the period begins - e.g. 32C/5, covering 2004-2005, will be approved at the Conference in November 2003, and come into force on 1 January 2004.

During the 12-18 months before the Programme & Budget begins (while consultations are taking place), IFLA has the opportunity to submit ideas for projects. However, any project ideas that UNESCO accepts in principle are not confirmed for funding for some months. This means that IFLA HQ does not normally submit to UNESCO projects that can be approved and carried out quickly. However, projects with a longer lead time can be submitted.

The Professional Coordinator at IFLA HQ selects proposed Section or Core Activity projects which might be suitable for UNESCO funding, discusses them with the Professional Committee, and with PC approval submits them to UNESCO. Such projects may be: training workshops or seminars, surveys and reports, manuals or guidelines.

[There are two channels for UNESCO funding: via the "regular budget" (the internal budget controlled by the departments of UNESCO with which IFLA has most contacts), and the "Participation Programme" (a budget approved centrally by UNESCO then decentralised to member states or NGOs. Further information about these matters is available from the Professional Coordinator at IFLA Headquarters.)]

If UNESCO accepts a project proposal from IFLA and offers funding, the Professional Coordinator will negotiate precise terms of reference and the budget, in close consultation with the Officers of the IFLA groups concerned. All such contracts are signed by UNESCO on the one hand and IFLA Headquarters (the contracting party) on the other hand.

Funding from UNESCO varies: some projects funded are small (4-5000 USD) while some are larger (two previous projects were for 30,000 USD and 46,000 USD). All funds are paid directly to IFLA Headquarters, which then pays them out to the IFLA groups or experts who are carrying out the work. IFLA Headquarters usually deducts a percentage for overheads (this is taken into consideration when negotiating the budget).

IFLA is contractually bound to complete projects with the biennium in which they were signed (i.e. by 31 December of 2003, in the current period; by 31 December 2005 of the next period).

The IFLA group (Section, Core Activity office) proposing a project nominates a person to carry out the project. This person reports regularly to the Officers of the group and to the Professional Coordinator. The project operator must be in a position to complete the work on time and provide regular reports and draft documents to IFLA HQ (for transmission to UNESCO) are provided for in the terms of the contract.

UNESCO usually divides up funding approved into 1-3 phases: most of the funds are paid to IFLA in the first two phases, and the final smaller amount on completion.

UNESCO retains the copyright in the final document produced, although copyright may be waived if IFLA proposes to publish the final document itself.

[FINAL NOTE: the above advice is an outline only. All such UNESCO projects are managed by IFLA HQ which can provide IFLA Officers with more details on request.]

10. REPORTING ON PROFESSIONAL WORK

In a large Federation such as IFLA, where there are more than 50 professional groups (Divisions, Sections and Core Activities) active in diverse fields of library work, good communication is essential. IFLA Officers have the responsibility to ensure the best possible communication within their own professional group, between their group and the Coordinating Board of the Division, with the Professional Committee and IFLA Headquarters, and with the library world at large.

10.1 COMMUNICATION WITHIN THE PROFESSIONAL GROUP

10.1.1 MEETINGS

Dates and place of meetings of the Coordinating Boards and Standing Committees should be announced as early as possible and agendas should be circulated well in advance of the meeting. Minutes should be made of each meeting and circulated promptly. It is also desirable to circulate Section minutes to all registered members, for example, in the *Newsletter*. Officers should send copies of all agendas and minutes to IFLA Headquarters. This is important for the coordination of IFLA's professional work and for the maintenance of IFLA Archives.

10.1.2 NEWSLETTERS

All Sections should at least produce 2 newsletters a year for *free* distribution to their members (i.e. those who are fully paid-up members of IFLA). The newsletter may be produced in electronic format, but hard copies must be provided, if requested. The production and distribution of the *Newsletter* is normally borne by the administrative budget of the group or sometimes by the Officer's own institution. In the case of very large groups, where the cost of mailing the printed newsletter is considerable, the Professional Coordinator may be contacted to request additional assistance with mailing costs. Some professional groups may also circulate their printed newsletters to interested experts who are not directly involved in the work of the group: In such cases, the Professional Committee agrees that a modest *charge* may be made for the subscription. SCs with electronic newsletters may, of course, circulate them at will.

Officers should send eight (8) copies of each issue of their newsletter in hard copy to IFLA Headquarters. And, if possible, also 1 copy of the electronic version. These are used to complete the IFLA Archives, for internal information coordination as sources of notes in *IFLA Journal*, and to determine the winner of the Best Newsletter award, see also 10.1.2.1.

Sections should order labels from HQ for **every** issue because the HQ data is the most updated available. Sections are allowed to keep their own mailing lists for non-members who wish to subscribe to the newsletter.

NEWSLETTER APPEARANCE

Style

- IFLA Logo stays either green or black-and-white
The logo must be produced in either black or green and should not be altered. The green used is Pantone MS 3435
- Size (A4/A5) of the Newsletter and colours (except the logo) are to be decided by the Section
- The use of photos and graphics is to be decided by the Section, but is welcome

Cover information

The following details should always be clearly visible on the Cover of a newsletter, or incorporated into the header information of the electronic version:

- Name of the Section
- Issue details (e.g. No., year etc.)

Content suggestion

- The Section contact details should be in the Newsletter
- The IFLA HQ contact details should be in the Newsletter
- Agenda's & Minutes of meetings
- Reports on Projects
- Conference Announcement
- Report on the Conference

Headquarters will send information 2 times a year (February and September)

Amongst others:

- PB decisions of December and August meetings
- Conference Update/Highlights
- New publications
- Relevant IFLA News of General importance

10.1.2.1 BEST IFLA NEWSLETTER AWARD

The Professional Committee of IFLA's Governing Board wants to recognise the value of good communication within the Federation. Therefore an annual prize for the best IFLA Newsletter has been instituted. The award will be given in August of each year, during the IFLA General Conference.

The jury for this competition will be the Chair of the Professional Committee. S/he will judge all IFLA Newsletters issued in the current year (2003/2004) and received at IFLA Headquarters before the 1st of July 2004.

The best IFLA Newsletter:

- is issued at a regular and timely basis;
- deals with the matters on the agenda of the Section it is attached to;
- contains a substantial part of editorial items;
- contains a substantial part of relevant IFLA-news;
- has an attractive lay-out;
- has an electronic equivalent up on IFLANET.

10.1.3 ANNUAL REPORTS

The Annual Reports should be sent to IFLA Headquarters no later than **1 December**.

Annual Reports of IFLA Professional Groups should contain:

- *Date:*
IFLA Annual Report September through August, (year)
- *Section :*
indicate which Section
- *Scope statement of Section:*
take from last Strategic Plan
- *Membership:*
take from financial reporting papers, include date if desired
- *Officers:*
include name, address phone fax and e-mail
- *Information Coordinator:*
include name, address, phone, fax and e-mail; if the Information Coordinator is also an Officer, indicate which and do not repeat information
- *Meetings:*
include for each meeting: when, where and number of attendees; treat all meetings at the conference as one; include major items discussed if of particular interest
- *Projects:*
include name of project, project leader(s), short description, progress or conclusion and results
- *Publications:*
citations for all publications; include newsletters, promotional brochures, reports, articles

- in IFLA Journal, papers from Open Sessions and Workshops published by IFLA or elsewhere; indicate print or electronic; if electronic indicate electronic address (URL).
- *Conference Programmes:*
include Open Session speakers and abstracts where available, Workshop topics and speakers; attendance estimate; indicate whether there was Simultaneous Interpretation or other interpretation
- *Relationships with other Bodies:*
include any relationships inside and outside IFLA and indicate activities with each; make only brief reference if already mentioned above
- *Other events:*
describe any satellite meetings, seminars, workshops and conferences held during the year by the Section ; indicate events attended on behalf of the Section or RT; do not repeat if already mentioned above
- *Author:*
name of the person writing the Annual Report
- *Date:*
date of report

10.2 COMMUNICATION WITH IFLA AND THE LIBRARY WORLD

10.2.1 SECTION LEAFLETS

As new programmes and projects are developed by the IFLA Core Activities and Divisions and the Standing Committees of the various IFLA Sections, the need to make the public aware of these activities grows. A variety of publicity methods can be used to publicise the objectives and professional Activities of your professional group. The most obvious means to reach a general or specific audience is a folded brochure or leaflet. The purpose of a Section brochure or leaflet is to directly communicate an informative message to a general, or specific, audience.

All professional groups within IFLA are encouraged to produce a folded brochure or leaflet providing the members and non-members with tailored documentation. The compilation and translation of a publicity leaflet is considered to be one of the main responsibilities of the IFLA Standing Committee members.

Format

Folded brochures or leaflets are tri-fold publications. The general format is A4 (29.7 X 21 cm).

Layout

Standard templates for making leaflets now exist in a variety of computer software packages. For example, in Word, brochures & leaflets can easily be created by setting the paper size A4 (29.7 X 21 cm) Landscape and using columns. For a tri-fold brochure or leaflet, copy can be printed on both sides of the page with three columns of information per side (see figure 1, below).

The leaflet must contain the IFLA logo and IFLA's full name and address. IFLA HQ can provide you with the standard IFLA logos – available in several sizes – on request.

The logo must be produced in either black or green and should not be altered. The green used is Pantone MS 3435.

Contents

A general text describing the general purpose and professional objectives of IFLA and the benefits of IFLA Membership is available from IFLA Headquarters. Please request updates of this text whenever you are preparing a new leaflet so that you have the most current information.

In general, a brief description of the nature and purpose of the Section and a survey of past, present and future projects, publications and meetings forms the main information that should be given. Information in leaflets must correspond to the Strategic Plan of a Section.

You may consider including quotes from IFLA members.

Illustrations

Illustrations may contribute favourably to the appeal of the documentation and the interest of the public.

Put illustrations right across the width of the column(s).

List of Section Officers

A list of Section Officers and Standing Committee members can be added on an insert. This will avoid having to adjust the leaflet after elections.

Application Forms

We would prefer that application forms are not included as part of a Section brochure. It would be better simply to state: For information about joining IFLA and the ... Section, please contact IFLA Headquarters.

Translations

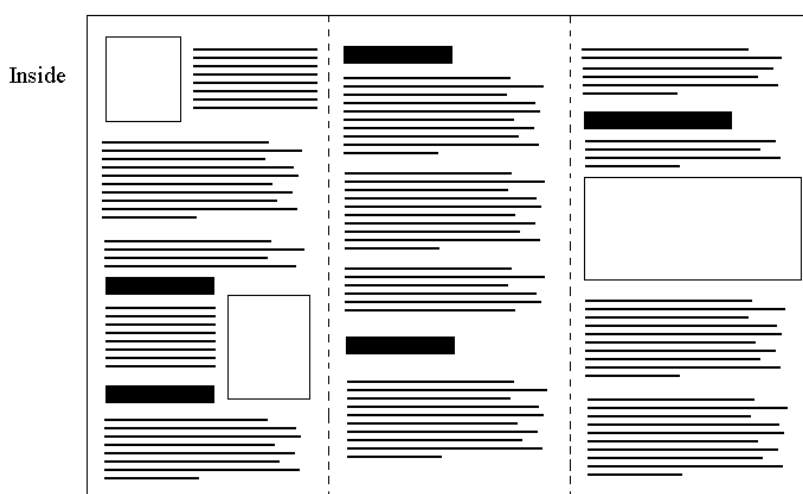
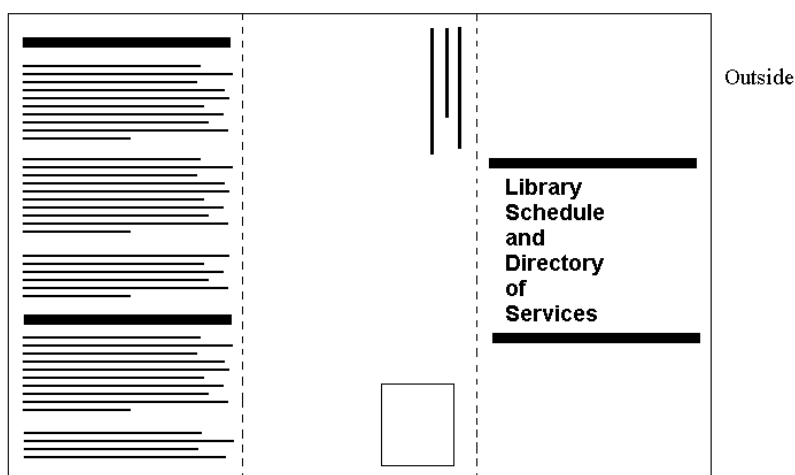
IFLA strives to have all documentation available in its five working languages: English, French, Spanish, German and Russian. We would very much welcome your efforts in producing leaflets in the languages mentioned, and encourage translations in other languages. Should you require any assistance in this matter, please contact IFLA HQ.

Reproduction

Brochures and leaflets can easily and inexpensively be reproduced on a photocopying machine. This enhances the creative possibilities by using a variety of coloured paper as colour increases the effectiveness of the contents and the message of the leaflet.

[NOTE: Requests for information on the professional activities of the various Divisions and Sections are received at IFLA HQ on a daily basis. To illustrate the nature and activities of the professional groups, both present and potential members are provided with relevant leaflets and (copies) of Newsletters. It is therefore important to have this documentation available at all times!]

Figure 1. Sample tri-fold brochure or leaflet design



10.2.2 IFLA JOURNAL

IFLA Journal contains articles and a news Section. This paragraph is concerned with the news Section. Each professional group should appoint an "Information Coordinator" who will regularly inform the Editor of the *IFLA Journal* of important events, projects, and meetings organised by the group for inclusion in the news Section. The *Journal* has a considerable circulation so that information on professional activities recorded in it reaches a wide range of librarians.

10.2.3 IFLA ANNUAL REPORT

The *IFLA Annual Report* supersedes the *IFLA Council Report* (which superseded the *IFLA Annual*). It is historical in nature, covering IFLA activities of the previous year.

10.2.4 IFLANET WWW.IFLA.ORG

IFLANET was proposed in 1993 in an effort to improve administrative and organisational communication among IFLA Headquarters, its regional offices, its membership, and the library community worldwide. The first steps towards this goal were the creation of IFLA-L in 1994, followed by the development of IFLANET, IFLA's World Wide Web service in 1995. In 1997, the first mirror Web page for IFLANET was developed at INIST (France). A second mirror site in Singapore has been operational since August 1999 and a third in New York since 2002.

Since its inception, IFLANET has provided IFLA with enhanced communications and has succeeded in creating a "virtual IFLA" that is available to its members and to the wider international library

community. IFLANET has become a well-known source for library-oriented information on the Internet. Most Sections have begun to provide documents, reports, and project information on the Web site. All Core Activities are using the service to promote their activities.

[NOTE: See the next chapter “IFLANET Policy and Procedures” for a full description of IFLANET.]

10.2.5 OTHER PUBLICATIONS

IFLA professional groups should report to the library community on results of their research and projects. This can be done through articles in professional journals and by separate publications such as guidelines, manuals and proceedings of specialised meetings. These may appear as IFLA publications as appropriate. Copies of reports on IFLA Section activities appearing in non-IFLA publications should be retained for historical files and attached to annual reports of the Section.

11. IFLANET POLICY AND PROCEDURES

Since its inception, IFLANET has become well known in the international library community as a single portal to resources about IFLA and libraries. IFLANET also has provided IFLA with enhanced communications and has succeeded in creating a "virtual IFLA" that is available to its members and to the wider international library community. All units of IFLA regularly contribute documents, reports, and project information to the Web site.

Now that the Web site has become an integrated part of IFLA, it has been officially recognised as the primary and exclusive vehicle for electronic communications within IFLA and the repository of all official, online IFLA information and documentation, regardless of language.

This document covers several items of policy and procedure:

- roles and responsibilities of IFLANET, IFLA Headquarters, and the Divisions and Sections
- mirroring of the IFLANET Web site on other continents
- centralisation of IFLA electronic resources
- multilingual documents
- IFLANET document formats
- instructions to authors submitting works for electronic publication
- the Conference Papers CD-ROM
- mailing list policies and procedures

11.1 IFLANET ROLES AND RESPONSIBILITIES

The development, administration, and management of IFLANET involves several tasks, such as coordinating the collection of documents, HTML coding, scanning, and site maintenance. The tasks are carried out by:

- IFLA HQ
- IFLANET Administration
- Divisions, Sections and Core Activities

Detailed descriptions of the tasks performed by each entity follows below.

11.1.1 IFLA HQ

IFLA HQ is responsible for collecting and providing to IFLANET Administration the information and documentation to be placed on IFLANET. This information includes, but is not limited to:

- information about the Divisions and Sections
- membership activities
- journal articles
- press releases
- conference papers
- other general IFLA information.

Documentation from the Divisions, Sections and Core Activities is also sent to IFLANET Administration directly.

11.1.2 IFLANET ADMINISTRATION

IFLANET Administration is responsible for overall electronic services management and for all routine, day-to-day functioning of the central IFLANET Web site located at INIST. IFLANET Administration performs both management functions and technical functions, outlined below.

IFLANET MANAGEMENT FUNCTIONS

IFLANET management functions include:

- preparing the overall design of the IFLANET WWW service
- maintaining consistency across the IFLANET WWW service, including preparing received documents and maintaining guidelines for Division and Section distributed sites
- reporting Web statistics at the central IFLANET site
- liaising with IFLA HQ, Divisions, Sections and Core Activities
- liaising with the host regarding IFLANET structure and technical issues
- archiving all documents appearing on the central IFLANET site
- developing and maintaining unique IFLANET services and collections
- assisting IFLA Headquarters with electronic promotions
- moderating IFLA's IFLA-L, DIGLIB, FAIFE-L and LIBJOB discussion lists
- new services development.

IFLANET TECHNICAL FUNCTIONS

IFLANET technical functions include:

- managing IFLANET directory structure
- uploading files to the infoserver
- performing HTML coding or generating PDF files, as appropriate
- performing image scanning
- compiling Web statistics
- link checking
- graphic design
- perform initial set-up of discussion lists and to provide list owners with documentation
- storage capacity planning, in cooperation with INIST
- bandwidth capacity planning, in cooperation with INIST
- software upgrades
- hardware upgrades
- construct Web site indexes
- plan, model, and develop database applications
- trouble-shooting of Web pages and discussion lists
- performing other technical tasks, as required.

11.1.3 DIVISIONS, SECTIONS AND CORE ACTIVITIES

The Divisions, Sections and Core Activities provide IFLA members with electronic access to content through the central IFLANET Web site. Specific tasks performed by the Information Coordinators include:

- content development, include gathering existing text or arranging for original authoring
- sending documentation about activities (e.g., projects, newsletters, special tools or resources) to IFLANET according to IFLANET guidelines
- providing camera-ready copy for creation of PDF files if documents are not available in electronic form
- keeping submitted materials and links up-to-date.

11.2 INDEPENDENT IFLA WEBSITES

IFLANET is officially recognised as the primary and exclusive vehicle for electronic communications within IFLA and as the repository of all official online IFLA information, regardless of language. Therefore, IFLA units should not create their own independent Web sites containing official IFLA information and documentation, but rather, should place their documents on IFLANET.

Creating independent Web sites raises serious issues regarding look-and-feel, quality control, indexing, archiving and mirroring. The advantages of centralising IFLA official information and

publications are outlined in the next Section.

11.2.1 ADVANTAGES TO MAINTAINING ALL INFORMATION ON IFLANET

IFLANET centralisation refers not to control over content (which remains the purview of IFLA units) but to the storage of Web-accessible information about IFLA on the IFLANET server. There are distinct advantages, for both individual IFLA units and for the IFLA organisation as a whole, in putting all information on IFLANET. For example, using IFLANET as the central host:

- **Putting materials on IFLANET allows IFLA units to focus their energies on content, rather than the minutiae of running a Web site.** While it is easy to create a simple HTML document, creating more complex HTML documents, to ensure adherence to recognised standards, provide search tools and keep in step with hardware and software advances, is decidedly more difficult. With IFLANET as the central repository, such tasks are done for the IFLA unit, allowing more resources to be put toward carrying out core activities.

DOCUMENT MANAGEMENT ISSUES

- **Materials on IFLANET are updated according to a regular schedule by staff devoted exclusively to managing IFLANET, materials are kept up-to-date.**
- **Materials held on IFLANET are mirrored on official IFLANET mirrors.** Materials stored on independent Web sites will not be represented on mirror sites because mirroring software only copies files from the IFLANET. There are currently two mirror sites located in the USA and in Singapore, with two others planned for the remaining IFLA Regions (i.e., Latin America and the Caribbean, and Africa).
- **Materials held on IFLANET are retrievable using the IFLANET keyword search tool.** IFLANET has an advanced, Oracle-based search tool that indexes and makes key-word accessible all documents held on the Web site. The contents of independent Web sites are not indexed. Thus, searches of the main IFLANET index will not retrieve documents located off-site.
- **Materials held IFLANET will be part of IFLANET's long-term archive.** Safety backup and long-term archiving of IFLANET information can only be guaranteed when it is stored at the institutionally-supported central IFLANET site.

AUTHORITATIVE SITE ISSUES

- **Materials on IFLANET have a recognisable "brand" or corporate look-and-feel.** Independent Web sites cannot be guaranteed to conform to IFLANET's look-and-feel, nor will they be included in any future changes to that look-and-feel. It is very difficult to maintain consistency across independent Web sites. Individuals working autonomously will tend to use divergent styles. It is important that IFLA present a common and consistent "corporate image" in its electronic offerings. When all materials are held centrally, look-and-feel can be maintained and quickly modified when needed.
- **IFLANET is easily identifiable the authoritative IFLA Web site.** IFLANET, and its mirrors, provide one place to look for IFLA users. With one site, there is no confusion among users as to which IFLANET site is authoritative.
- **Holding all materials on IFLANET allows for the provision of consistent user support.** IFLANET allows IFLANET Administration to respond rapidly and authoritatively to user comments and concerns.

QUALITY CONTROL ISSUES

- **The placement of materials on IFLANET allows for easy modification, link checking, and updating.** Global changes across all IFLANET documents can be undertaken with relative ease, as can regular link checking and document updating. This is not so for independent Web sites which may vary as to the regularity of maintenance changes.

MANAGEMENT ISSUES

- **Only materials held on IFLANET will be included in any initiatives designed to keep the Web site in step with network advances.** Examples of these initiatives are the addition of document metadata, Java scripts, Cascading Style Sheets, Dynamic HTML, or Extensible Markup Language (XML).
- **Independent Web sites of Sections and Divisions cannot be guaranteed to have continuous support over time.** The responsibility for these IFLA units can shift from person to person and institution to institution over time, putting the support of existing independent Web sites in question. A central, institutionally-supported Web site is less susceptible to service failures, economic variance, shifting priorities, and personnel changes, than independent IFLA Web sites.

11.2.2 Policy regarding IFLANET

The Policy outlined below is designed to strengthen the official status of IFLANET as the central repository of electronic information within IFLA.

The Executive Board decided, in August 1999, that:

- 2.2.1 IFLANET is officially recognised as the primary and exclusive vehicle for electronic communications within IFLA and the repository of all online IFLA-related information regardless of language.
- 2.2.2 Individual IFLA unit Web sites are prohibited, and those in existence shall be migrated to IFLANET.
- 2.2.3 IFLA Annual Conference sites shall be hosted on IFLANET. Further arrangements shall be made with the Conference Organisers to cooperate on various aspects of their creation, with some pointers to external sites (e.g., online registration databases, hotel information). However, the main Conference site shall reside on the IFLANET server. A clear statement of roles and responsibilities shall be added to the IFLA Conference Organisers binder.
- 2.2.4 Consortia of members in a country or language group may establish a site making use of some IFLA material that they translate. However, such sites can only be created if it is made clear that they are not official IFLA sites and if they do not carry the IFLA logo.

[**NOTE:** For this purpose "IFLA unit" is defined as any Division, Section, Discussion Group, Core Activity, Regional Office and any comparable unit which might be established in the future]

11.3 MIRRORING IFLANET

IFLANET is a popular resource for librarians and is accessed from over 100 countries around the world. However, many international users can face long download times when using the IFLANET server because Internet links can become congested. To remedy this situation, IFLANET Administration, in cooperation with IFLA HQ, is developing mirror sites in the IFLA Regions.

Mirroring is useful in circumstances where the local (regional or national) network is fast but the connections beyond such a fast region are considerably slower. Local users benefit from mirrors since the speed of delivery of information is increased. Mirror sites also reduce the number of accesses to the master server, decreasing its work load, and further reduce the traffic on congested, critically slow Sections of the network.

11.3.1 MIRRORING SOFTWARE

Efficiently managing the mirroring of a Web site requires the use of mirroring software. It works by making regular copies of the files from a master source to another server. The copying is often carried out on a daily basis, at off-peak times, transferring only those files that have been changed since the previous copying operation.

11.3.2 IFLANET mirroring policy

Potential IFLANET mirror sites must agree to the policies and procedures listed below before they can become candidates for IFLANET mirror sites.

IFLANET mirror sites will be expected to:

- run HTTP-based mirror software on their local server
- maintain the currency of an IFLANET mirror according to a regular, agreed-upon schedule
- mirror the site in its entirety, without deletions, additions, translations, or modifications to content or URLs
- retain absolute URL pointers back to the central IFLANET site when CGI, gateway or indexing services are referenced
- compile and deliver monthly statistics regarding the use of the mirror.

11.3.3 BECOMING AN IFLANET MIRROR SITE

IFLANET Administration plans to have the central IFLANET site mirrored in the three IFLA Regions: Africa, Asia and Oceania, and Latin American and the Caribbean. There is currently a mirror in the USA and in Singapore. Candidate mirror sites will be selected according to:

- the geographic location of the institution
- the availability of bandwidth in the institution's region
- the technical capability of the institution to support a Web site.

To inquire about becoming an IFLANET mirror site, please contact IFLA HQ. Candidates will be asked to fill out a technical questionnaire to help determine site suitability. Once selected, mirror sites will be required to sign a memorandum of understanding with IFLA HQ and IFLANET Administration outlining roles and responsibilities of the signatories.

11.4 MULTILINGUAL DOCUMENTS ON IFLANET

IFLANET Administration will make every reasonable effort to make multilingual documents available, as provided by IFLA units. IFLANET Administration, however, cannot translate documents. Translations must be provided by the IFLA unit supplying the original.

Documents that require extended character set support (i.e., for accented characters) should *not* use US ASCII format, which does not provide extended character support. Instead, they should be coded in the ISO Latin 1 character set. Users are requested to contact IFLANET if they have any questions about this issue.

Because the display of non-Roman character sets can be problematic on the Web, materials written in non-Roman lettering should be submitted as camera-ready copy. They will be scanned and put up on IFLANET in Adobe Acrobat PDF format.

11.5 PUBLISHING ON IFLANET

IFLANET Administration will work with content providers (authors or organisational units) to determine the appropriateness of a new resource and the technical feasibility of providing it. Due to resource constraints, large-scale projects (e.g., databases) will be dealt with on a case-by-case basis.

The remainder of this Section outlines the procedures to be used by authors wishing to publish electronically on IFLANET.

11.5.1 MATERIALS ELIGIBLE FOR ELECTRONIC PUBLICATION ON IFLANET

In principle, all IFLA publications will be made accessible via IFLANET. IFLA publicity materials and various membership publications (including IFLA Directory, IFLA Statutes) are already on IFLANET. The responsibility for the inclusion of these materials and the updating of it rests with IFLA HQ staff.

IFLA's publisher, K.G. Saur, approves of the making available of IFLA Publications via IFLANET as it is expected that this will have a positive effect on overall sales.

IFLA JOURNAL

Starting with the 1997 volume the IFLA Journal has been placed on IFLANET.

IFLA PROFESSIONAL REPORTS

Henceforth, the full text of every IFLA Professional Report published will be placed on IFLANET. Existing Professional Reports will be assessed individually with regard to their current timeliness, relevance, etc.

MONOGRAPHS

Monographs in the series 'IFLA publications' will be assessed individually: although in most cases, because of considerations of space and volume, only the contents and introduction alone will be placed on IFLANET.

CONFERENCE PAPERS

IFLA Conference papers are put on IFLANET. Papers from all conferences will be kept in perpetuity on IFLANET.

11.5.2 PERMISSIONS AND COPYRIGHTS

Authors are expected to respect international and national copyright conventions and obtain appropriate permissions for electronic publication whenever appropriate.

11.6 PREPARING DOCUMENTS FOR SUBMISSION TO IFLANET

Authors should follow the following procedures and guidelines when preparing their documents for submission to IFLANET.

11.6.1 SUPPORTED ELECTRONIC FILE TYPES

IFLANET can accept documents in the following formats **only**:

- MS-Word
- PostScript and Encapsulated PostScript
- Adobe Acrobat PDF files

IFLANET cannot accept files in desktop publishing formats (i.e., PageMaker) or in other proprietary formats. Information Coordinators wishing to supply database information to IFLANET are requested to contact IFLANET Administration directly.

If graphics are embedded in a document, they should be made available as separate files. File formats should be GIF, JPEG or TIFF. Proprietary graphics formats such as Corel or Microsoft cannot be converted by IFLANET Administration.

If materials are to be compressed for transfer, please use common compression formats (i.e. WINZip).

11.6.2 REQUIRED ADMINISTRATIVE METADATA

To help identify materials sent for publication on IFLANET, all texts should include the following administrative metadata:

- author(s)/organisation name(s)
- Information Coordinator's name
- IFLA Unit or other affiliation
- descriptive document title
- email address
- mailing address/phone number

11.6.3 HTML (HYPERTEXT MARKUP LANGUAGE) SUPPORT

IFLANET Administration does not encourage IFLA units to do their own HTML coding. In practice, it is very difficult to maintain consistency across IFLANET when many individuals engage in HTML coding independently. It takes more time to modify documents received in HTML format, than to code them locally in their entirety. It has become established (and the preferred) practice at IFLANET to receive materials as word-processed documents which are subsequently HTML coded by IFLANET personnel. Information Coordinators are asked not to send HTML documents.

11.6.4 SUPPLYING INFORMATION ABOUT DOCUMENT STRUCTURE AND PLACEMENT

To facilitate HTML coding and placement of documents on IFLANET, Information Coordinators and other contributors must provide information about their documents' structures and proper location. While standard templates are used on IFLANET, information about a document's structure is required to construct it appropriately.

Please provide the following information about document structure and placement:

1. Indicate what the document is, and where it should go on IFLANET. Please provide the specific URL of the page from which the new page should be linked.
2. Indicate where graphics, if any, should be placed in the document.
3. Indicate what the linkages are among components in multi-component documents.
4. Indicate what the linking text is on the "parent" page from which the new document links (that is, the string of words that should be active as the link).

MODIFYING EXISTING PAGES

When modifying existing pages, please be very specific as to what page, and where on that page, you want changes to be made. IFLANET Administration deals with hundreds of requests per year to modify the many thousand of pages on IFLANET. Thus, it is imperative TO BE SPECIFIC. In addition to the information outline in Section 4, please include the following information when making changes:

1. Include the URL of the page you want modified. Please include the filename as it exists on IFLANET.
2. Indicate clearly what paragraphs are to be changed or replaced.
3. Indicate clearly what links are to be added, or removed (include the URL).
4. Please supply linking text.

[**NOTE:** Please provide URLs and filenames when referencing documents and pages on IFLANET. This is the most efficient way of identifying pertinent pages out of the thousands that are maintained by IFLANET Administration.]

11.6.5 FILE NAMING CONVENTIONS

Files have both names and extensions. The file names are the first eight letters (according to the DOS standard) and the extensions are the three letters following the dot. Standard extensions are used to denote the file type and application used to create the file. To aid in managing files, authors are asked to adhere to the following conventions:

Text files:	<i>filename.txt</i>
MS Word files:	<i>filename.doc</i>
PDF files	<i>filename.pdf</i>

PostScript files	<i>filename.ps</i>
Encapsulated PostScript files	<i>filename.eps</i>
JPEG files	<i>filename.jpg</i>
GIF files	<i>filename.gif</i>
TIFF files	<i>filename.tif</i>
	<i>...etc...</i>

11.6.6 DATABASES

Database projects, which can be resource intensive, will be dealt with on a case-by-case basis. Please contact IFLANET Administration directly to discuss the possibility of creating databases of materials.

11.6.7 NON-ELECTRONIC SUBMISSIONS

Information Coordinators should submit their documents in electronic format where possible. In cases where this is not possible (e.g., lost files, non-Roman characters), paper documents should be scanned and converted to PDF for delivery through IFLANET.

[NOTE: IFLANET personnel will not re-key or OCR paper documents.]

11.6.8 SENDING FILES TO IFLANET ADMINISTRATION

The following methods are acceptable for sending files to IFLANET Administration.

ELECTRONIC MAIL ATTACHMENTS

IFLANET can receive electronic mail attachments from mail systems that support the Internet MIME (Multimedia Internet Mail Extensions) standard. **This is the preferred method of receiving materials.** Simply attach the document to a notification message and send it to: IFLANET@ifla.org Users are requested to send an email message to IFLANET Administration when files have been transferred.

CD-ROM OR 3.5" DISKETTE

Electronic files can be sent to IFLANET on CD-ROM or 3.5" diskettes using the IFLANET postal address. Disks or diskettes should be clearly labelled as to their contents.

11.7 PRESERVATION AND ARCHIVING IFLANET

IFLANET Administration will be responsible for preserving and archiving the contents of IFLANET. A "snapshot" of IFLANET will be taken periodically and preserved.

11.8 IFLA MAILING LISTS

Under most circumstances, IFLANET can provide IFLA members with LISTSERV mailing lists on topics related to the mandate of IFLA. Due to the potential for significant technical resource requirements posed by mailing lists, proposals for lists will have to be addressed on a case-by-case basis in consultation IFLA Headquarters. The appropriateness of proposed topics will be evaluated by IFLA HQ.

11.8.1 STARTING AN IFLA MAILING LIST

In general, small and closed lists pose few problems and have only marginal resource requirements.

IFLA only sets up and maintains one mailing list per professional unit.

Proposals for new lists should provide the following information:

1. The short title (i.e., list name) of the proposed list, (e.g., DIGLIB)

2. A descriptive, long title of the list, up to 75 characters (e.g., Digital Libraries Research Mailing List)
3. One or more individuals who will be responsible as list owner (see below for responsibilities of the list owner)
4. The email addresses of list owners
5. A short paragraph describing the purpose of the list (the scope note). This note will be used in the welcome message that will be automatically sent to each subscriber.
6. A statement whether the list is open to the public or closed
7. All IFLA-sponsored mailing lists must be moderated.

Please send the proposal to IFLANET@ifla.Org

11.8.2 RESPONSIBILITIES OF LIST OWNERS

List owners are responsible for the list, and each list must have a list owner. List owners are typically someone from the community of users served by the list. **The new list owner is expected to develop familiarity with the LISTSERV software** and is expected to deal with the routine technical considerations of list ownership and email management.

List ownership confers certain responsibilities on individuals. These are:

- to respond to subscriber requests for information
- to maintain the integrity and accuracy of the mailing list
- to subscribe, unsubscribe, and change the options for users as required
- to deal with the email errors resulting from failures in transmission, inaccurate mailing list information, or other sources of mail interruption.

Mailing list owners are expected to become self-sufficient. Management of mailing lists is strictly that of the list owner once the initial set-up occurs. List owners are also responsible for providing information beyond LISTSERV default information to subscribers, such as questions about the list itself.

MAILING LIST WWW GATEWAY URL: <http://infoserv.INIST.FR>

11.8.3 RESPONSIBILITIES OF IFLANET ADMINISTRATION

IFLANET Administration will:

- provide guidance and documentation for setting up lists on the LISTSERV
- provide a limited amount of continuing technical support.
- not act as list owners or moderators for any new lists

Lists that are unused, dormant or poorly maintained may be removed from the LISTSERV in consultation with the list owner and IFLANET Administration.

11.8.4 MIGRATION OF EXISTING LISTS TO THE IFLANET SERVER

If a list is to be started with a pre-existing list of subscribers, the list must be supplied in the following format:

email@address firstname lastname

Examples:

joe.smith@library.ca Joe Smith
 j.baker@stage.us Janet Baker
 dewey@public.library.uk Melvyl Dewey

[NOTE: There can be only one space between each of the email address, first name and last name. Failure to do otherwise can have an impact upon the conversion of the addresses to the LISTSERV.]

11.8.5 MAILING LIST ARCHIVES

In general, list archives will not be maintained, except IFLA-L, Diglib, Libjobs and FAIFE-L.

11.9 CONTACTING IFLANET ADMINISTRATION

To send materials for coding and uploading on IFLANET, to make inquiries about the Web site, or to make comments, please use IFLANET@ifla.org.

Mailing Address:

IFLANET Administration
IFLA Headquarters
P.O. Box 95312
2509 CH The Hague
Netherlands

E-mail: IFLANET@ifla.org
Telephone: +31-70-3140884
Fax: +31-70-3834827
URL: <http://www.ifla.org>

12. PUBLICATION POLICIES

12.1 INTRODUCTION

IFLA's professional groups including the Core Activities undertake projects and conduct research, the results of which should be disseminated to the international library community in a timely manner. Professional work may result in guidelines, technical reports, directories and papers presented at conferences, seminars and workshops.

Many of these potential publications are on technical subjects and are directed at a small or highly specialised audience, and therefore the potential market is limited. In order to reduce the time of IFLA Headquarters staff devoted to the publishing programme and to recover costs of the programme while ensuring that information on IFLA's professional work reaches all who need it, each potential publication should be carefully examined to determine the best method of dissemination. The sponsoring professional group should be closely involved in this exercise.

IFLA has the first publishing right of all manuscripts and documents prepared under its responsibility and by its professional groups, including papers presented at IFLA Conferences.

12.2 OBJECTIVES OF THE PUBLICATIONS PROGRAMME

- To provide services to IFLA members and the international professional library and information science community and support the services that they provide.
- To contribute to the body of professional knowledge and its literature.
- To provide communication between IFLA members.
- To publicise and market IFLA and its activities.
- To achieve a financial balance between revenue from all sources, including sales, with those of expenditure

12.3 IFLA PUBLICATIONS COMMITTEE

The Publications Committee is appointed by the Governing Board to oversee the publication of IFLA Journal, the IFLA Publications and the IFLANET content

12.3.1 MEMBERSHIP

4 Members of the Governing Board, one of which will act as Chair, the editor of IFLA Journal and the IFLANET manager as ex-officio, non-voting members; the Coordinator of Professional Activities as Secretary. Other persons may be co-opted as appropriate. Representatives of each of IFLA's working languages will be members of this Committee as well.

12.3.2 TERMS OF OFFICE

GB representative: 2 years and renewable for 2 years;
PC representative: 2 years, may be renewable if still a PC member;
Members at large: co-opted for the required period.

12.3.3 MEETINGS

The Publications Committee holds working meetings as necessary either prior to or following the meetings of the Professional Committee and the Governing Board and meets during the annual

conference. The majority of its business is conducted by correspondence.

12.3.4 TERMS OF REFERENCE

Oversees the IFLA publications programme (including Core Activity, Division and Section publications, and Professional Committee, Governing Board, and Secretariat materials) and establishes policy, provides direction and cohesion, sets standards, reviews performance, analyses marketability and determines cost-benefit performance.

Reviews proposals for new publications from the Professional Committee, the Governing Board and from IFLA Headquarters. The Professional Committee and the Core Activity directors establish mechanisms to examine publication proposals for relevance and quality and make recommendations for publication.

Establishes design criteria and reviews publications to maintain a cohesive style and corporate identity (house style).

Advises the Secretary General on fiscal and budgetary matters and contractual arrangements with publishers and printers.

Implements IFLA policy regarding the use of acid-free (permanent) paper for all internal and external communications, where possible.

12.4 SCOPE OF THE PUBLISHING PROGRAMME

Publications relating to IFLA and publications on library and information science initiated or produced by IFLA and its professional groups or under contracts to which IFLA is a partner (e.g., with UNESCO).

The timeliness of a publication should be ensured. Proceedings which are not published within three years of the meeting (conference, seminar, workshop, etc.) will not be accepted for publication by IFLA.

In principle, all IFLA publications will be made accessible via IFLANET. IFLA publicity materials and various membership publications (including *IFLA Directory 2004-2005*, IFLA Statutes and Rules of Procedure) are already up on IFLANET. The responsibility for the inclusion of these materials and the updating of it rests with IFLA HQ staff. IFLA's publisher, K.G. Saur, approves of making available the series, IFLA Publications via IFLANET as it is expected that this will have a positive effect on overall sales.

12.5 CATEGORIES OF IFLA PUBLICATIONS

[NOTE: As appropriate includes policies for specific publications.]

12.5.1 MEMBERSHIP AND ADMINISTRATIVE PUBLICATIONS

Objectives: To provide to the membership the basic information on the organisation necessary for IFLA staff, Officers and members to carry out their work, namely the Statutes and Rules of Procedure; directives and rules for Officers; plans; reports; and the IFLA Directory (includes steering bodies, HQ staff, Officers, committees, members and a complete list of IFLA publications).

Translation Policy: English. The essential documents with substantial text, e.g. the Statutes and Rules of Procedure are translated into all IFLA working languages and posted on IFLANET. Other publications may be translated with IFLA approval by volunteer groups.

Distribution: Major publications (*IFLA Directory*, *Statutes and Rules of Procedure*, *IFLA Journal*, and *IFLA Annual Report*) distributed free to all IFLA members. Others to Officers, Standing Committee members and Section members as necessary (see specific publications).

Pricing Policy: Considered to be part of membership package or essential for work of Officers,

therefore cost is borne by IFLA. Free of charge to members, Officers, and Standing Committee members. (Additional copies and copies to non-members may be sold by IFLA HQ or the IFLA publisher.)

Publications:

- *IFLA Directory*. English only. Biennial. Free to all members and Officers. Sold (additional copies and non-members).
- *IFLA Directory Supplement*. Biennial. Free to all members and Officers
- *Statutes and Rules of Procedure*. All IFLA working languages. New edition when required by major changes. Free to all members, Officers and Standing Committee members.
- *IFLA Annual Report*. English. Annual. Supersedes the IFLA Council Report which, as of 1997, replaced IFLA Annual. Free to all members. May also be issued free to funding agencies, cooperating bodies and those seeking information about IFLA.
- *Officers Handbook*. English. Revised on a cyclical basis as policies change. Distributed free to all Officers. Not sold.
- *Section Newsletters*. English. Frequency varies according to Section, but usually once or twice a year. Distributed to all members registered for the relevant Section, and Standing Committee of the Section. Some Sections also publish their Newsletter on IFLANET. Not sold
- *IFLA Journal*. Contributions in one language (English, French, German or Spanish), abstracts in five languages, English, French, German, Spanish and Russian. Six times per year (one double issue, October/November). Free to members and steering bodies. Sold by subscription by publisher.

12.5.2 PUBLICITY MATERIALS

Objectives: To inform and promote knowledge of IFLA, attract new members and funding agencies, and sell and widely distribute IFLA publications.

Translation policy: English. Other languages as appropriate and possible.

Distribution: Brochures distributed on request or where appropriate. Section brochures distributed by Officers to interested parties.

Pricing policy: Free of charge.

Publications:

- *Division and Section brochures*. Sections attempt to translate into as many IFLA languages as possible and in some cases into non-IFLA languages, e.g., Art Libraries brochure into Italian. Free. Used as Section recruiting tool. IFLA HQ provides a standard foreword and afterward for Section brochures, covering what IFLA is and how to join an IFLA Section.
- *IFLA Annual Report* (see 5.1 above)
- *List of IFLA publications*. English. Updated annually by IFLA's publisher. Free. Includes all IFLA publications by Headquarters and the IFLA publisher
- *IFLA Membership Brochure*. All IFLA working languages. Updated irregularly. Free.
- *Other Membership Materials*. includes posters, bookmarks, leaflets in various IFLA languages, list of Professional Reports, etc.

12.5.3 PROFESSIONAL PUBLICATIONS AND SERIES

Objectives: To disseminate professional information to the world library and information science community in support of library services and the development, training, and promotion of the status of librarians, including the publication of the results of research.

Translation policy: Generally in English, but may also be published in other languages and in case of papers, specific contributions may be in the original IFLA language as submitted (see 10.4 below).

Distribution: Directed towards sales to the library community. Professional publications are sold either by IFLA Headquarters or the IFLA publisher and are jointly marketed by both. Subscriptions or standing orders to series are available.

Pricing policy: The prices for publications of the IFLA publisher are jointly set with IFLA Headquarters. There is a special members' subscription to the series, IFLA Publications.

Publications:

Monographs are published in series and include research reports, guidelines, directories, proceedings of meetings, manuals and standards.

Series are:

- *IFLA Publications.* Currently consists of over 104 volumes published by K.G. Saur Verlag from 1974, at the rate of 4 volumes per year and sold at a reduced subscription to IFLA members; individual titles are also discounted for IFLA members. Published in hardbound volumes in A5 format.
- *IFLA Professional Reports.* Presently consists of over 70 volumes and has been published and sold since 1983 by IFLA HQ. This series is directed towards smaller and more technical publications, frequently of interest to a particular type of library or on a specific library function. The format (size and binding) may vary to suit the use of the particular document, with economy of production in mind. Some smaller documents with a very limited market may be issued on demand only. Selling price is based on cost plus 10%. Number per year varies. Available on standing order and sold separately. Use of credit cards is encouraged to avoid bank charges.
- *Core Activity series:* PAC, ALP, FAIFE and CLM. Each Core Activity produces its own series, often of technical works and standards related to its field. The number per year varies. Available on standing order and sold separately from the Core Activity Offices. Publications of former Core Activities, e.g. UBCIM, including Standards, e.g., ISBDs are available from IFLA Headquarters.

Serials are:

- *IFLA Journal.* The Journal is conceived as a scholarly international journal of library and information science with special emphasis on the work of IFLA. Articles may be in English, French, German or Spanish and abstracts are given in English, French, German, Spanish and Russian. Published and sold on subscription by Saur and distributed free to members and steering bodies.
- *IFLA Annual Report.* English with translations of text in all IFLA working languages. Chiefly a membership publication. Also put up on IFLANET.
- *International Cataloguing and Bibliographic Control (ICBC).* Quarterly. English. Sold on subscription.

12.5.4 CORE ACTIVITY PUBLICATIONS

These are chiefly professional publications and thus a subset of category 3, but are covered separately as different policies may apply and different publishing arrangements pertain. Publication and distribution are presently handled by the Core Activity offices for ALP and PAC.

General objectives: To inform the world library community about the IFLA Core Activities and to support the achievement of their objectives, i.e., bibliographic control, availability of publications, preservation and conservation, networking, and advancement of librarianship in the Third World.

Translation policy: Monographs: generally in English. May be translated with permission into other languages. *International Cataloguing and Bibliographic Control* in English. *International Preservation News* has articles in English, French or Spanish.

Distribution: Monographs directed towards sales to the library community. ALP monographs free of charge to IFLA members in developing countries. Core Activity Newsletters,, distributed free to GB and PC members and to IFLA Officers and others on request. Also available on IFLANET.

Pricing policy: Monographs sold by the Core Activity offices. Other Newsletters free on request.

Monographs: guidelines; proceedings; manuals, e.g., UNIMARC; research reports; etc.

Serials:

. - International Cataloguing and Bibliographic Control (ICBC). Quarterly. English. Sold on

subscription..

- PAC. *International Preservation News*. Three times a year. English, French and Spanish, with abstracts in the other two languages. Free.

12.5.5 CONFERENCE PAPERS

Beginning in 1994, papers were mounted on IFLANET as they were presented to IFLA Headquarters as the basis for a presentation during an IFLA Conference. The papers will be kept available on IFLANET for at least five years.

12.6 PUBLISHING APPROVAL

IFLA has first publishing rights to all manuscripts and documents prepared under its responsibility and by its professional groups, or commissioned or produced by individuals in receipt of project funds, including papers presented at conferences, seminars and workshops. Permission for publication other than by IFLA must be sought from the Secretary General.

All monographs, reports and articles proposed for publication by a Division or Section must be approved from the point of view of professional content by the Professional Committee which then makes recommendations on publication and method of publication to the Publications Committee. The Professional Committee has established a procedure for reviewing the documents submitted to it. (For details see Annex B)

Potential publications coming from professional groups should be proposed to the Professional Committee and then to the Publications Committee by the sponsoring group together with information on its marketing and publication method. (See form in Annex A)

12.7 ALTERNATIVE PUBLICATION METHODS

Because of high publication costs, small markets and limited promotional means available to IFLA, an appropriate method of publication/dissemination for each separate item should be chosen and recommended to the Professional Committee by the originating Section or group. The Professional Committee then makes its recommendation to the Publications Committee.

It is not always cost effective to issue all IFLA documents as separate printed monographs. The following methods of publication dissemination should be considered for the communication of IFLA work. The method chosen will depend on size, potential market, degree of specialisation, use, etc.

12.7.1 ALTERNATIVES

Article in IFLA Journal

IFLA Journal aims to promote and support the aims and core values of IFLA as the global voice of the library and information profession, by providing authoritative coverage and analysis of:

- a) the activities of IFLA and its various constituent bodies and members, and those of other bodies with similar aims and interests, and
- b) completed, ongoing and proposed policies, plans and programmes related to the development of library and information services around the world.

Article in another Professional Journal

Although *IFLA Journal* has first right of publication of articles describing the results of IFLA-sponsored projects and research, some reports of work, especially that of a highly technical or specialised nature, can be communicated more effectively to those needing the information in other professional journals, particularly those directed at certain functions or types of librarianship. International journals and those having wide readership should be preferred to strictly national ones.

Deposit in On Demand Services and Databases, e.g., ERIC

This is a cost-effective means of disseminating information worldwide, especially for technical reports with a small potential readership. Some smaller items of limited sales potential included in the series, IFLA Professional Reports, may be produced on demand only.

Publication by an IFLA Core Activity, either as a Monograph or in its Newsletter

This should always be considered when the subject matter of the document falls within the field of one of the Core Activities.

Publication by IFLA as a Separate Monograph or in an IFLA Series (see Criteria below)

Publication as a Monograph by an External Publisher

This may be considered as appropriate in exceptional circumstances, but prior approval must be obtained from the Secretary General. Royalties should be received by IFLA.

12.7.2 CRITERIA FOR PUBLICATION AS AN IFLA MONOGRAPH

- The document should be of sufficient size to warrant separate publication.
- The publication should be either of wide general interest to the profession or have a sufficient potential readership to warrant separate publication.
- The publication should have the potential to recover costs.
- The publication should be up-to-date and timely. Directory-type publications must be published before their contents become out-of-date.
- The publication is accompanied by a viable promotion plan with supportive action by the sponsoring professional group.
- The publication is considered to enhance IFLA's reputation, should be prominently identified with IFLA and would benefit IFLA professionally and/or financially.
- The publication is a reference work or professional manual, e.g., a directory or guidelines, whose use requires that it be issued as a separate volume.

The Professional Committee is responsible for advising the Publications Committee on the acceptability of material for publication. This includes material by IFLA professional groups published outside of IFLA, but with the IFLA logo. The Professional Committee uses outside assessors where appropriate.

The Publications Committee has authority to reject a publication which does not meet IFLA standards. The Secretary General has the ultimate authority to reject a publication on legal, political or financial grounds.

12.8 IFLA EDITOR AND IFLA PUBLISHER

The roles and responsibilities of IFLA Headquarters, as editor and also publisher of certain membership and administrative publications, publicity materials and the series IFLA Professional Reports, and the IFLA publisher, Saur, publisher of the *IFLA Journal* and other IFLA series are clearly defined (see Annex B).

IFLA requires that all IFLA professional publications, both series and journals, be published, marketed, sold and distributed by either the IFLA publisher (Saur), IFLA Headquarters or Core Activity Offices and that lists of IFLA publications for marketing purposes be comprehensive and make clear the source where the individual items can be obtained.

A "Prospectus and Specifications for IFLA Publications" has been prepared which lays out elements to

form the basis of a draft contract between IFLA and its publisher and which can be used in discussions with prospective publishers. IFLA requires a formal signed contract with its publisher.

Saur has been IFLA's publisher for over 25 years, with a first formal contract covering June 1990 to June 1993. A revised contract covered June 1993 to December 1996. The third formal contract covered 1 January 1997 until 31 December 2001. The current contract will expire on December 31st 2005 (renewable).

12.9 FINANCIAL POLICY

All professional priced publications should be established on a cost-accounting basis, as far as possible costed title-by-title. They should aim in the short-term at least to break even on printing and distribution costs and cover part of editorial costs; in the long-term, they should try to recover also the appropriate proportional costs of the salary of the relevant Headquarters staff member as well as make a contribution to IFLA's overhead.

Administrative and membership publications take up a major part of the publications budget and must be borne by membership fees.

12.9.1 PRICING AND SUBSCRIPTION POLICY

All IFLA professional publications are available for sale to the general public. They are available at a discount to IFLA members. The series, IFLA Professional Reports can be obtained on standing order. The series, IFLA Publications is also available on special subscription to IFLA members.

IFLA membership and administrative publications are provided free to IFLA members and to IFLA Officers as appropriate. Publicity materials are distributed free of charge.

IFLA seeks sponsorships for the provision of IFLA publications to Third World countries which could not otherwise acquire them. Sponsors can purchase the materials for their clients at cost from the IFLA publisher.

12.9.2 DISTRIBUTION AND MARKETING

All IFLA publications are subject to the principle of mutual responsibility for marketing by IFLA Headquarters and Saur through lists of publications which include all available IFLA publications and clearly state where they may be obtained, whether from IFLA Headquarters, Saur or a Core Activity Office. Marketing is carried out jointly by Saur and IFLA Headquarters and promotion is through an annual list of publications, bookfairs (Saur only), review copies and advertisements in *IFLA Journal*, flyers, etc., as appropriate. IFLA Sections and Core Activities are also expected to promote their own publications. IFLA Headquarters is not able itself to participate in bookfairs owing to the high cost of renting space.

Regional Offices. Regional Offices receive copies of all IFLA publications and are expected to announce and promote them in their regions.

All Conference papers are put up on IFLANET in the form that they have been submitted to IFLA Headquarters as the basis for a presentation during an IFLA Conference. The papers will be kept available on IFLANET for at least five years.

All Conference papers which reach Headquarters for coding, etc., before 15 June of each conference year are also made available on a CD-ROM, which is made available free of charge to all participants at the annual conference.

12.9.3 LIST OF PUBLICATIONS

IFLA will prepare and keep up-to-date a list of Planned Publications.

12.10 EDITORIAL POLICY

For details of the editorial responsibilities of IFLA Headquarters (editor), Saur (publisher) and authors (Section Officers or individuals), for specific IFLA series see Annex C.

12.10.1 COPYRIGHT AND PUBLICATION RIGHTS

For any work commissioned by IFLA, IFLA will hold the copyright. IFLA must hold the copyright for the ISBDs and the UNIMARC format to ensure the integrity of these standards.

Publications resulting from contracts with other bodies, e.g., UNESCO, the European Commission. In the case of publications produced under contract with another body, a clause should be added to the contract to the effect that should that body not wish to publish the work, IFLA should share the copyright and may publish the work in question. The contract should also specify the number of copies to be provided to the other body, if IFLA publishes the work.

IFLA normally responds positively to requests for republication of articles and papers, as long as a statement on where the items were originally published is included and IFLA HQ and appropriate Core Activities receive free copies.

IFLA's Copyright Committee has recommended that IFLA not join any copyright clearance organisations but instead should issue a clear copyright statement that can be implemented by IFLA Headquarters in response to requests for reproduction permission.

Official Copyright Statement for IFLA Publications

The copyright of this publication is held by the International Federation of Library Associations and Institutions (IFLA) [year].

This copyright is protected by national laws in accordance with international agreements. IFLA believes in the free flow of information and, to that end, a single copy of [no more than a chapter] [up to 10 percent of the text [one article] may be made, without permission, from this publication for the purpose of study, education, training, professional practice and other personal non-commercial use, provided due acknowledgement of the source is given]. Otherwise this publication may only be reproduced, stored or transmitted in any form or by any means, with prior permission. Translation also requires prior permission.

Permission may be granted for multiple copies and/or for copies of larger amounts, but such permission must be sought and obtained before copies are made. Requests for permission should be addressed to IFLA Headquarters, POB 95312, 2509 CH The Hague, Netherlands (fax: +31-70-3834827; e-mail: ifla@ifla.org)

[NOTE: This statement is to be adjusted in the second paragraph depending on the type of publication: a) books - no more than a chapter; b) journals - one article; c) standards - up to 10% of text; d) other IFLA copyright documents - a single copy; e) IFLA organisational documents and educational pamphlets, brochures, etc. - multiple copies.]

12.10.2 PERMANENT PAPER

IFLA supports and promotes the use of permanent (acid-free) paper. The *IFLA Journal* and all IFLA professional publications are published on permanent paper.

12.10.3 TRANSLATION OF IFLA PUBLICATIONS

IFLA's working languages are English, French, German, Russian and Spanish. Translation into as many of IFLA's working languages as possible should be encouraged, as well as into other non-IFLA languages as needed. Translations by other bodies must be authorised by IFLA HQ. IFLA should continue to hold the copyright and should make a royalty arrangement with the translator/publisher.

IFLA HQ publishes the Statutes and Rules of Procedure in all IFLA working languages.

Translations should be issued as soon as possible after the original.

12.10.4 IFLA SERIES

IFLA professional publications are normally issued in series which include the series 'IFLA Publications', 'IFLA Professional Reports' and other series including those of the Core Activities.

A variety of publications is chosen to provide for broad readership interests as well as for specialists. If necessary, owing to staff and time limitations, only one publication per year is included from a particular professional group and priority is given to publications such as directories which are quickly outdated.

12.10.5 HOUSE STYLE

IFLA will continue to use its present square IFLA logo which must be prominently displayed on each document. The colour of the logo must be green or black, in accordance with instructions provided by IFLA Headquarters.

ANNEX A:

PROMOTION PLAN FOR PROPOSED PUBLICATION (FORM)

(To be completed by sponsoring body as early as possible in the pre-publication process and updated as required.)

1. **Name** of sponsoring unit and name and address of contact person
2. **Title of publication**
3. **Market.** To whom is the publication addressed? What is the projected volume of sales?
4. Proposed **method of publication and justification** for it (see Alternatives)

5. **Promotion plan**

Proposed date of publication:

Announcements: (in journals, through associations, etc.)

Review copies to: (attach sheet if necessary and give names and addresses)

What does the sponsoring group intend to do to **promote the publication** (announcements, finding reviewers, etc.)?

6. **Translations:**

Are translations desirable?

Into what languages (estimate potential market for each)?

Can the sponsoring group find translator(s) and guarantee quality?

Who will publish the translation?

ANNEX B:

PUBLISHING AND EDITORIAL RESPONSIBILITIES

Series: IFLA Professional Reports (published by Headquarters) (ISSN 0168-1931)

IFLA Headquarters

- liaises with printer (obtains estimates, decides print run)
- returns copy if camera-ready quality not suitable (print too faint, layout not good)
- in some cases works from floppy disks to improve the camera-ready copy submitted
- sends all IFLA Professional Reports to Regional Offices
- announces in *IFLA Journal*
- handles sales

Author/Section Officers

- ensures professional quality of publication
- submits promotion plan for approval
- submits camera-ready copy and manuscript on floppy disk
- obtains copyright clearance if portions of manuscript has been published elsewhere
- in some cases, purchases in bulk, sells copies
- promotes through newsletters and in some cases, displays at book fairs, meetings, etc.

Series: IFLA Publications (published by Saur)

IFLA Headquarters

- prior to submission of camera-ready copy, obtains sample pages, table of contents, etc.
- submits sample pages to Saur for approval of typesize, layout, design
- technical: checks pagination, previous editorial work done by Sections and author, placement of photos and slides, table of contents with page numbering
- reviews briefly the editorial work done by authors/Officers
- ensures that authors/Section have obtained copyright clearance if portions of manuscript have been published elsewhere
- submits list of free author copies, review copies to Saur
- announces in *IFLA Journal*

Author/Section Officers

- submit promotion plan
- approve table of contents of publication
- submit camera-ready copy
- obtain copyright permission/waiver, if necessary
- in some cases, prepare camera-ready advertisements

Publisher (Saur)

- printing, binding, distributing
- promotion and marketing
- determines pricing in consultation with IFLA and print run
- in some cases, provides funding for preparation of camera-ready copy

Annex C

Guidelines for submitting Professional Reports to IFLA Headquarters

- Submit to IFLA HQ as camera-ready-copy or electronically (on disk, or via e-mail) as a Word or WordPerfect file.
- When a professional report is submitted in a non-roman font (e.g., Russian), please submit the document only as camera-ready-copy, or when submitted electronically, please also include a file with the font.
- Professional Reports are printed double-sided, but submitted to HQ as a single page document. Please make sure that the first pages are as follows:
 - Page 1: Title Page
 - Page 2: Empty Page (IFLA HQ will make the recommended Catalogue Entry)
 - Page 3: Preface
 - Page 4: Empty Page
 - Page 5: Table of Contents
 - Etc.
- Begin pagination after the table of contents!
- Recommended font: Times New Roman 12pt or CG Times 12pt.
- Line spacing: single.

13. IFLA ARCHIVES

ADVICE TO IFLA OFFICERS RESPONSIBLE FOR ARCHIVES

[**NOTE:** Each Division and Section of IFLA must appoint one Officer – either Secretary or Chair – to be responsible for the archives of the group. The appointed Officer should retain this responsibility throughout his/her term(s) of office.]

During your term of office it is your duty to:

13.1 **Transmit** regularly to IFLA HQ the following items:

- Agendas
- Minutes
- Annual reports
- Newsletters (8 copies of each issue)
- Conference papers
- Budget requests
- Financial reports & project reports

13.2 **Receive, file and preserve** information received from IFLA HQ, such as papers, forms, and correspondence, and transmit these as requested to your constituents.

At the end of your term of office, it is your responsibility to:

13.3 **Ensure** that your successor is aware of duties and practices under 13.1 and 13.2.

13.4 **Clear up** your files listed in 13.1 by either:

discarding them (as it can be assumed that all these documents both originating from IFLA HQ and your group are available at HQ), or transmitting them to your successor.

[**NOTE:** Please inform IFLA HQ about the procedure you chose to follow.]

13.5 **Transmit** the following items, if any, to IFLA HQ for safekeeping:

- Manuscripts
- Photographs
- Important correspondence

[**NOTE:** Please mark them clearly as “original documents” and specify the contents.]

13.6 Ongoing projects

As some of these may not be complete during your term of office, all relevant documents must be retained by your successor until the projects are completed. Since there is no overall IFLA archival policy, each group must decide how much of the preparatory materials (various versions of the manuscript, of research, etc.) should be kept by the author/originator and how much should be transmitted to IFLA HQ.

PROGRAMME CONCERNS

14. PLANNING PROFESSIONAL MEETINGS HELD AT IFLA CONFERENCES

The IFLA Conference includes five types of professional meetings organised by its Divisions, Sections, and Core Activities. These five types of meetings are:

1. Open Programmes (including workshops) and Division Open Forums
2. Special Workshops (exceptionally)
3. Poster Sessions
4. Discussion Groups
5. Satellite Meetings

One particular Division or Section or two or more of these groups may sponsor these meetings. The IFLA Core Activities may also be asked by Sections to co-sponsor the meetings.

In some cases, there may be a need for a more extended programme, mini-conference, training course or other specialised meeting. These will need a longer period of time than one day or be of a kind that cannot be accommodated during an IFLA Conference itself. Satellite meetings can provide a mechanism for holding such a meeting. Satellite (pre- or post- conference) meetings are held either just before or just after an IFLA Conference.

14.1 Guidelines for Planning Congress Programmes Buenos Aires, 2004 and following conferences

BACKGROUND

For several years the Professional Committee, Governing Board, Conference Planning Committee and National Organising Committees have been considering ways to make the annual IFLA conference more useful, affordable and manageable for attendees and for the membership at large. Each conference for at least the past four years has introduced changes in an incremental manner, as the IFLA governing bodies have sought both to respond to members' (sometimes conflicting) suggestions and to develop conference programmes that promote IFLA's values and professional priorities. Examples of such changes include the elimination of required registration for workshops, the expansion of poster sessions, and the modest shortening of the conference in Glasgow.

Now the Professional Committee, with the approval of the Governing Board, has decided to adopt several substantial changes, beginning with the 2004 World Congress in Buenos Aires. We believe that these changes will: enable the World Congress more thoroughly to promote IFLA's values, professional priorities and strategic plans; provide more coherence in World Congress programme planning; reduce redundancy in programming and scheduling conflicts; and perhaps most important enable the sections, divisions and core activities to devote more effort to projects, publications, etc. that will have broad and continuing impact on the improvement of library services throughout the world for librarians and patrons who may never be able to participate in an annual World Congress.

GUIDELINES

The following points are intended to aid sections and divisions in planning for the Buenos Aires meeting:

1. *Congress theme*

The Governing Board in cooperation with the Buenos Aires National Organising Committee has adopted the theme, “Libraries: Tools for Education and Development”, for the 2004 World Congress. President-Elect Kay Raseroka, based in large measure on the results of the brainstorming session held in Glasgow, has adopted the theme, ‘Life Long Literacy’ for her 2003-2005 presidency, which will include the Congresses in Buenos Aires and Oslo. All section strategic plans and Congress programmes during this biennium should take President Raseroka’s theme into account. Sections are urged to think about the ways in which their type of library, library activity and/or region relate to and can benefit from a focus on this theme during Kay’s presidential term. The Professional Committee will take this relevancy into account when approving programme requests for Buenos Aires and Oslo.

2. Number of Programmes

The Congress in Buenos Aires will last five days, Monday – Friday*. This shortened Congress, adopted in response to numerous member requests, will result in fewer programme slots. Therefore the Professional Committee has determined that each section will be entitled to no more than one 2-hour programme slot. Sections are encouraged to cooperate in the development of programmes that demonstrate ways in which their areas of interest are complementary, as well as reinforcing the Presidential theme of ‘Life Long Literacy’.

Sections having a joint programme will receive double or triple time, e.g. 1 Section = 2 hours, 2 Sections = 4 hours etc.

The Professional Committee recognises the fact that there could be a need for extra programme time. The Professional Committee therefore reserved a limited number of time slots. Allocation would happen on quality/ necessity basis. Special attention would be given to relevancy to the President-Elect’s theme. The limited number of time slots applies whether the programmes are held on-site or off-site (see #4 below).

*From Oslo 2005 onwards, the conference days will be Sunday – Thursday, but there are some technical problems in Buenos Aires which made it necessary to shift the conference for one day.

3. Quality of Programmes/Papers

While the reduction in programme slots may reduce some duplication, it does not, of course, guarantee an improvement in the quality of papers presented. Primary responsibility for the quality of Congress programming rests with the chairs of the sections sponsoring each programme. Therefore, the chairs should be actively involved both in the selection of speakers and in the review of papers, abstracts or PowerPoint slides prepared by these speakers. The Professional Committee has decided that it may be impractical to require that every speaker prepares a formal paper, rather than PowerPoint slides. Our first preference remains papers, translated into IFLA’s official languages. If speakers cannot produce papers, however, they **must** prepare a substantial abstract, including references such as URLs and bibliographies, to accompany their presentation.

4. Activities beyond the Congress

The Professional Committee does not regard the development of Congress programmes as the only, or even most important, way in which the values and professional priorities of IFLA should be advanced. In fact, we wish to make clear

that the number of programmes proposed and conducted at the World Congress will not be the chief criterion used in evaluating the current section/division structure that will be undertaken beginning in December 2007 (see letter from Ross Shimmon dated 13 March 2003.) The Professional Committee encourages each section to think of ways - such as publications, development of guidelines, regional conferences - that extend IFLA's reach well beyond the confines of the World Congress.

5. Programmes, not "open sessions" and "workshops."

IFLA World Congresses will no longer have "open sessions" and "workshops." Instead there will be "programmes." Sections are not precluded from proposing programmes that have a workshop-like format and may even require registration to limit participation to manageable numbers.

However, the Professional Committee believes that the long-standing terminological distinction between "open sessions" and "workshops" has outlived its usefulness.

6. CB and SC Meetings.

The Professional Committee appreciates the numerous comments received in response to its query about the number and duration of CB and SC meetings at each World Congress. In response, we have agreed to retain the CB and SC meetings at the beginning and end of each World Congress. The only change will be a slightly shorter time allotted for the first CB meeting. The Standing Committee Meetings will occur on the Saturday preceding and Friday following each World Congress. (For Buenos Aires that will be Sunday and Saturday, see the schedule below.)

It was also decided to leave the lunch hour free for Plenary Sessions and visit to the Exhibition. The timing of the sessions will be:

- 08.30-10.30 1st Session
- 10.45-12.45 2nd Session
- 12.45-13.45 Lunch break for Exhibition & Plenary Sessions
- 13.45-15.45 3rd Session
- 16.00-18.00 4th Session

The conference schedule for 2004 will look as follows:

		Day 1	Day 2	Day 3	Day 4	Day 5	
Saturday 21 August	Sunday 22 August	Monday 23 August	Tuesday 24 August	Wednesd . 25 August	Thursday 26 August	Friday 27 August	Saturday 28 August
			exhibition	exhibition	exhibition		
PC Meeting	SC Meetings	Opening	Sessions	Sessions	Sessions	Sessions	SC Meetings
GB Meeting	SC Meetings	Council	Sessions	Sessions	Sessions	Sessions	SC Meetings
	SC Meetings	Lunch	Lunch	Lunch	Lunch	Lunch	SC Meetings
CB Meeting	SC Meetings	Sessions	Sessions	Sessions	Sessions	Council II	SC Meetings

	SC Meetings	Exhibit Party	Sessions	Sessions	Sessions	Closing	CB Meetings
--	-------------	---------------	----------	----------	----------	---------	-------------

The Standing Committees would all be 2 hours and 50 minutes, both on Sunday and on the Saturday.

From 2005 onwards the conference schedule will be:

		Day 1	Day 2	Day 3	Day 4	Day 5	
Friday	Saturday	Sunday	Monday	Tuesday	Wednesd	Thursday	Friday
			exhibition	exhibition	exhibition		
PC Meeting	SC Meetings	Opening	Sessions	Sessions	Sessions	Sessions	SC Meetings
GB Meeting	SC Meetings	Council	Sessions	Sessions	Sessions	Sessions	SC Meetings
	SC Meetings	Lunch	Lunch	Lunch	Lunch	Lunch	SC Meetings
CB Meeting	SC Meetings	Sessions	Sessions	Sessions	Sessions	Council II	SC Meetings
	SC Meetings	Exhibit Party	Sessions	Sessions	Sessions	Closing	CB Meetings

14.2 PROGRAMMES

INTRODUCTION

Programmes are most often topical in nature. Their theme may centre on one particular subject relevant to the sponsoring group(s) discussed by several different speakers, or may consist of presenters speaking on a number of different subjects relevant to the scope or goals of the sponsoring group(s). Some professional groups may choose to have a workshop format or a library visit in lieu of a formal programme session.

Sections are encouraged to hold joint sessions with other professional groups. By putting together their programme sessions to run consecutively, Sections can avail themselves of a longer time slot so that a subject can be covered in depth. This is a good mechanism for Sections with common interests to use from time to time.

Generally, Divisions do not hold Programme Sessions, but they may hold a Division Open Forum. Open Forums are most often used to report on the work of the Division and its various Sections. Professional papers are normally not presented at Division Forums. Occasionally, however, a Division may hold an Open Forum on a topic that is of general interest to the entire Division.

14.2.1 PREPARING FOR A PROGRAMME

Officers of Divisions and Sections should begin to plan for their Programme Sessions two years before they will take place. Possible topics and speakers for Programme Sessions are usually discussed during IFLA Conferences. Other IFLA Sections or the Core Activities may be approached to co-sponsor the session at this time. The groups involved will need to determine each group's level of participation: if they will co-sponsor in name only, if they are expected to identify speakers, help with translations, etc. The organising group(s) must select an individual or a small programme planning subcommittee to identify speakers and provide them with appropriate information about presenting papers at IFLA Conferences.

14.2.2 SELECTION OF TOPICS AND SPEAKERS

In selecting subjects and speakers, Officers should make every effort to ensure that the presentations and papers are timely, relevant, relate to and augment the topic of the meeting and the work of the professional group, and are of a high quality. It is recommended that the programme be based on a single topic with papers or a panel discussing various aspects of the subject. Ideas for the content of meetings may be found in the Conference Theme, the Strategic Plan of the sponsoring group(s), projects, identified training needs, or other aspects of the group's work. The conference location may provide an opportunity to use expert speakers or to address particular needs and concerns of the country involved. A workshop format may be used if preferred and more appropriate to the selected theme, and combined sessions between two or more sections which will permit a four-hour programme are also encouraged.

14.2.2.1

IFLA Headquarters circulates sample letters of invitation for speakers. Officers are recommended to copy these and use them when issuing invitations. It is important to ensure that speakers sign the declaration on the author's form (L2). This is to ensure that all speakers know that IFLA has first publication rights to all papers given at IFLA meetings and that only papers received before the deadline will also be made available to delegates and put up on IFLANET. Speakers should also all receive a copy of the Speakers instructions (L3).

Session planners may wish to draw upon the suggestions of the sponsoring groups for speakers so that IFLA's diversity can be well represented. Officers are urged to provide opportunities to speakers who are relatively new to IFLA, or who offer a perspective not frequently presented. IFLA rarely is able to provide financial assistance to Open Session speakers, and Officers need to take this into consideration when approaching a potential speaker. The Professional Committee, however, does make funding available for one speaker per Division to have a free day's registration. Candidates should normally be speakers who would not usually attend the IFLA conference. Nominations should be made via the Division Chair before March 1st of the relevant year.

An programme of 2.00 hours provides (usually) for a maximum of three papers or a panel discussion or a combination of one or two papers and a panel, allowing time for discussion and interaction by the audience. These limits take into consideration the need for presenters to speak slowly for the benefit of the interpreters and for those whose first language is not that of the speaker.

To keep paper handling within affordable bounds for the Conference Organising Committee, the Professional Committee limits the number of pages that may be copied and distributed at the Conference for each programme to a maximum of 30 pages of text plus title pages, abstracts, references and appendices. It is up to the Officers to decide how many of the 30 pages are allotted to each of the speakers in the session. This limit on the number of pages refers only to the version presented at the professional meeting and duplicated by the Conference organisers. Authors can, of course, prepare a fuller version for other purposes such as publication.

14.2.3 FORMS REQUIRED BY IFLA HEADQUARTERS

During the course of the year, Officers are requested to fill out two forms, thus providing IFLA Headquarters with information about upcoming open sessions. Preliminary information for the group's Open Programme is requested on the Programme Enquiry Form, which IFLA Headquarters distributes in the autumn of each year. It is due at IFLA Headquarters at the beginning of December. The second part of the Programme Enquiry Forms, which ask for more specific information is sent out at the beginning of the calendar year. Officers should provide detailed information on the Open Session and Workshop programmes, namely: names of speakers, titles of papers, number of pages allotted to each speaker, language to be used by the speaker, request for simultaneous interpretations, projected size of the audience, and audio-visual requests. This form is usually due back to IFLA Headquarters by the end of February.

14.3 WORKSHOPS

INTRODUCTION

Workshops are programmes within the IFLA Conference structure that allow for concentrated discussion on very specific topics. These events are designed to include programmes that normally

would not fit into the Conference structure, which also would appeal to smaller groups. A very limited number of workshops will be scheduled, normally as joint programmes for several Sections of a Division and those planning them must submit a detailed description of the workshop to the Professional Committee. Workshops are usually limited to 50 participants and on a first-come first-served basis.

Workshop papers are listed in the conference programme. The Paper Handling Centre copies workshop papers and makes them available to interested parties in exchange for vouchers or cash. The sponsoring professional groups, Divisions, Sections, or Core Activities are responsible for planning and conducting the workshop in the same way as they are for Open Sessions, as well as for any expenses involved. As only a limited number of workshops can be accommodated at each conference because of meeting room constraints (although occasionally they can be held offsite), professional groups should not expect to hold a workshop every year. Applications to hold a workshop must be approved by the Professional Committee.

14.3.1 STRUCTURE OF WORKSHOPS

Workshops should be structured to provide the greatest opportunity for interactivity of both speakers and the audience. The workshop model is designed to bring the audience into contact with experts within a given discipline, or in order to facilitate exchanges of ideas. For workshop planners, this structure means thinking about the content of workshop in a different light than for an Open Session or Forum.

First, it is important not to set up the workshop as a continuous series of lectures by a panel of speakers. Nothing is more discouraging to an audience at a workshop than to notice that a programme has no room allotted for discussion or actual application in exercises of material discussed in lectures. There should be a balance between the amount of information presented formally, and the amount of informal exchange that is encouraged between speakers and the audience.

For workshop organisers, it is vital that you notify your workshop speakers that the format is informal. Emphasise interactivity. Ask your speakers to bring examples, exercises, and other tools that will encourage a lively discussion. For speakers in a workshop, allow plenty of time in your presentation for a dialogue with the audience. Think of ways to stimulate discussion. It may be necessary to bring exercises or problems to the programme to act as a catalyst for the audience.

For moderators, think about how you can best stimulate interaction between an audience and a group of speakers. Keep a close watch on time if discussion indeed becomes interesting and involved. Try to prevent one or a few individuals from dominating the discussion. If there are elements of the dialogue between speaker and audience that do not work well, look at how you can best steer interests of speaker and audience towards a common ground. Most importantly, watch both your audience and speakers carefully, for difficulties to avoid and areas of mutual interest.

An ideal programme will involve no more than two speakers over the course of 120 minutes, examining a very specific topic. If 90 minutes are dedicated to formal presentations, that leaves a mere half hour for discussion. A better format would consist of formal presentations for no more than 30 minutes, followed, with the assistance of the moderator, discussions or exercises that would stimulate discussion, would occur between speakers and audience for 45 minutes, with 15 minutes for a summary and wrap-up by both moderator and speakers. This sort of schedule would ideally suit the definition of a workshop as an interactive event. If two Sections, or a Division, put on a joint workshop there is scope for more speakers and discussion, but it is important to ensure that the two are evenly balanced.

14.3.2 EVALUATION

Workshop planners and moderators should design basic questionnaires for the audience to react to a programme. This information will provide you with a basic reading on how well or badly a programme fared with the audience. It will also give some clues as to which parts of the programme were successful and why others were not. Speakers generally appreciate feedback from their audiences and participants like to have a means for anonymous criticism and praise. For IFLA, it also provides a means to learn about new topics of interest to the library community, which may be incorporated into future conferences.

14.3.3 REPORTING

Moderators and workshop planners will need to summarise evaluations, speaker reactions and their own analysis of workshops for IFLA and their own records. These reports should include some record of the audience, secured from the sign-up sheets as well as from actual attendance. There should be some summary of the presentations and a brief evaluation of the speakers' successes or failures in reaching their audience. Papers from workshops may also be considered for publication in the *IFLA Journal* or in some specialised periodical or publication of a given Division or Section.

14.3.4 CONCLUSION

Workshops have provided a means for IFLA Conference participants to learn about new areas of interest and to work with specialists in given areas of information science, librarianship, management and computing. They provide in a concentrated form a way for audience and speakers to interact, unlike any other IFLA Conference forum. Workshops will continue to flourish at Conferences if there is an emphasis on these events as educational, interactive forums for all parties involved. They represent a way for professionals from diverse backgrounds to communicate and learn from each other.

An IFLA Workshop is place for interaction and activity - where skills are learned and practised, and information is both exchanged and applied.

An IFLA Workshop is not:

- a group of lectures;
- an excuse to develop an additional programme during the IFLA Conference;
- a business meeting of an IFLA Standing Committee; or,
- an informal way to socialise with colleagues.

A Successful IFLA Workshop will:

- give participants opportunities to practice skills they can apply;
- allow every participant a chance to learn new and specific information, in such a way that they will be able to explain these new discoveries to others;
- present new and interesting ideas and give participants time to discuss how they might adapt these ideas; and,
- ultimately give each and every participant some idea, programme, or case study that they can take with them.

IFLA Workshops fail when there is:

- too much presentation and not enough discussion;
- too much demonstration and not enough hands-on practice; and,
- poor preparation of handouts and presentations.

Keys to a great workshop:

- Ask yourself: What will participants know and be able to do as a result of this workshop?
- Keep it simple.
- Think about the whole experience during the Workshop. Involve the speakers, moderators, and participants in the event, continuously from the start to the end.

And remember, at the end of an IFLA Workshop, all participants should be:

- excited about the Workshop as an experience, by interacting professionally on a given topic with their colleagues;
- more aware of about the nuances of an issue facing them in their institutions;
- ready to contact you for more information; and,
- motivated to take action.

14.4 POSTER SESSIONS

INTRODUCTION

Poster sessions were established at the 1989 Conference as a means for IFLA participants to present information on a specific theme or research project, independent of other formal Conference formats. These are usually “posters” displayed in an area where a great deal of traffic is expected. Poster programmes are presented twice with speakers present for two-hour intervals, 12:00 to 14:00 of the Tuesday and Wednesday of the Conference. Those who present poster programmes generally provide handouts, printed materials, pamphlets, even diskettes for distribution. Although the poster sessions are presented twice, the material remains on display during the rest of the conference.

14.4.1 THE ART OF A POSTER SESSION

Poster sessions are a combination of content and appearance. Content must be interesting, professional, and appealing to a broad audience. The appearance of the panels should be attractive, with a combination of graphics, photographs, and text. In the absence of any technical vehicles for presentation, the speaker for a given poster session depends on the materials at hand to explain a given project.

A speaker in a poster session should develop a presentation that concisely states the purpose, findings, and conclusion of a given project. This presentation should be informal, and give the audience (one or many individuals) opportunities to ask questions or present alternatives. In addition, the presentation should be tightly coupled to graphical elements in the poster display itself, to accent and highlight a specific point. Handouts, too, give the audience a way of remembering a special component of the presentation and the poster display itself, plus provide a way for follow-up and contact with the author of the poster programme.

Handouts are an important part of a poster session. They may be simply a title, abstract, and brief bibliography, or they may be as complicated as a diskette with programmes. It is important to bring reasonable quantities of handouts as part of a session, as it may be difficult to duplicate or otherwise make additional copies at the Conference site.

In summary, a successful poster session will include an attractive and graphically-enhanced poster for display on panels; a short presentation that works in tandem with the display and materials for distribution; and handouts, printed or other materials for use by the audience.

14.4.2 EVALUATION

Poster sessions will be monitored to check on the efficiency and utility of this model to present information to the library community at Conferences. In addition, speakers should note queries and other comments from the audience and relay these to the IFLA Office, members of the IFLA Professional Committee, and IFLA Officers. These comments might relate to a specific display, or the poster session venue. These comments will assist IFLA in improving this tactic in future Conferences. A prize is awarded by the Professional Committee for the best poster session.

14.4.3 GUIDELINES FOR IFLA POSTER SESSIONS

These guidelines have been drawn up to assist in raising the quality of the IFLA poster sessions. The Professional Committee regularly monitors poster sessions and is concerned that a high standard is maintained and new ideas and activities are presented, and that recent developments highlighted. It is also concerned to have a diversity of topics exhibited and to encourage newcomers to participate.

All proposals for poster sessions should state clearly to which of IFLA's professional priority/ies they relate. The Professional Priorities can be found at:

<http://www.ifla.org/V/cdoc/index.htm>

Presentation

Posters will be on boards measuring 106 cm wide and 159 cm high. Material may be put on the boards by means of magnets or removable double sided tape.

A clear typeface must be used and 24pt is the smallest recommended type size to be used.

The recommended word limit is 250 words.

Full use of colour, bold and larger typefaces is encouraged and all sections of the poster should be clearly legible from a distance of 2 metres.

The use of illustrative material, photographs, etc is recommended.

The design should be thought out so as to give quick impact and attract immediate interest

All posters should be accompanied by a presenter throughout the sessions. The presenter should be able to answer questions and provide further information.

Explanatory handouts are also encouraged to fill in more detail.

Tables to display material will be available nearby.

Content

It is important that the poster illustrates a topical theme that is easily comprehended in a poster format. They should convey a simple message. Projects more suited to discursive presentation should be offered for papers at the appropriate Section's Open Session or workshop. New developments or recent activities, such as posters showing how disasters have been handled, introducing an innovative approach to disseminating information to different communities, showing new approaches to library design, etc. are examples of approaches that might be adopted.

Poster sessions should not be used simply as a means of advertisement, e.g. of conferences, library school courses, etc. which are more appropriately advertised by other means, such as flyers or prospectuses, though innovative data in published form, such as on CD-ROM are welcomed.

Posters which inform conference delegates about activities in less well-known parts of the world, or of projects which have not been written up in the professional literature are especially welcome. Activities which have been the subject of posters sessions in previous years should demonstrate clearly progress made since the previous display.

Posters should not be simply downloaded Powerpoint presentations or Web pages.

Interest and immediate impact are the two qualities that are especially looked for.

The Professional Committee will judge the poster sessions and an award will be made for that which is considered the best.

The criteria for judging poster sessions are:

- Overall aesthetic quality, clarity of presentation and general appearance
- Information content
- Handouts
- Helpfulness of presenter
- Overall interest and relevance

14.4.3 CONCLUSION

Poster sessions make it possible for a wider group of IFLA participants to present professional information at Conferences. The setting provides an informal arena for discussion and the exchange of ideas. The success of these sessions since 1989 prove the value of this mechanism for reaching out to the IFLA and library communities, and providing an alternative route for communication. Poster sessions will improve at future conferences by noting audience reactions to this medium, participant interactions, and the quality of displays.

14.5 DISCUSSION GROUPS

Discussion Groups may be set up, on a temporary and informal basis, to allow groups of IFLA Members to meet to discuss specific Professional issues, or social or cultural issues insofar as they affect or are likely to affect the library and information profession.

14.5.1 STARTING A DISCUSSION GROUP

Discussion Groups are established by IFLA's Professional Committee upon approval of a Discussion Group Proposal signed by at least 10 IFLA Members and stating their IFLA affiliation. The proposal must include a proposed name for the Group and outline the issues the group wishes to discuss. Each Discussion Group must be sponsored by an existing IFLA Section and an indication of active support for the Discussion Group should be included in the proposal.

Before giving its approval, the Professional Committee must be reasonably satisfied that the issues to be discussed (a) will not be unduly divisive, (b) are not to the terms of reference of an existing formal IFLA group, (c) are professional topics related to the library and information science profession, and (d) are appropriate to the sponsoring Section suggested in the proposal.

Discussion Groups are established for two-year renewal terms. Renewal may be granted upon submission of a request form from the Group convener including a statement of the Group's activities to date. A Discussion Group will usually not be renewed more than once.

Discussion Group Meetings are open to any IFLA Member.

14.5.2 ORGANISATIONAL RELATIONSHIPS

Discussion Groups are officially sponsored by and affiliated with a Section or Sections.

Discussion Groups receive no support from IFLA and, as such, cannot plan programmes, workshops and seminars. Such groups may, however, generate ideas to take their sponsoring Section(s) for possible adoption and sponsorships as workshops or projects.

Ideas emanating from Discussion Groups cannot be considered as the views or policy of IFLA.

Discussion Groups may not produce publications except under the sponsorship of the sponsoring Section(s). They may, however produce leaflets and fliers to advertise their meetings, at members' own expense.

Discussion Groups may not set up formal links with bodies outside IFLA.

14.5.3 DISCUSSION GROUP ADMINISTRATION

Discussion Groups choose their own convener. If the Discussion Group is affiliated with more than one Section, it will have co-convenors, one liaising with each sponsoring Section.

Convenors may serve for a maximum of 2 years.

If a Convener is not an elected member of the Standing Committee of the sponsoring Section, the convener becomes an ex-officio member of the Standing Committee for his/her term as convener. (The general IFLA rule that an individual may not be on two Standing Committee simultaneously still applies).

Convenors attend all SC meetings of the Section Standing Committees at each conference and report on activities of the Discussion Group, with a brief written report submitted to the Section during or after the conference. Activities of Discussion Groups should be included in the Section Annual Reports.

Convenors are responsible for announcing a topic, obtaining meeting space and convening the Discussion Group during the conference time allocated to the Discussion Group. Discussion Groups will be assigned one meeting slot at the conference on a "first-come first-served" basis after all formal

meetings have been scheduled. Generally a slot will be no longer than two hours. Meetings will be listed in the conference programme, assuming that deadlines are met. Brief announcements of meetings may be placed on IFLANET, in Standing Committee newsletters and in IFLA Express.

14.6 SATELLITE MEETINGS

14.6.1 ORGANISING A SATELLITE MEETING

Satellite meetings are normally held either directly before or after the IFLA Conference, either in the same city or in another city in the same or neighbouring country. Satellite meetings are the full responsibility of the sponsoring Division(s), Section(s) or Core Activity(s) to organise and finance. All proposals for pre- and post-conference satellite meetings must be submitted to and approved by the Professional Committee at least 1 ½ years in advance, for discussion at the March meeting. The information to be included in the proposal is similar to that required for workshops with more attention paid to the budget since outside funding should be sought and fees can be collected.

Satellite meetings must be organised independently of the IFLA Conference and their organisation is very similar to that of any conference or meeting. A planning committee and a coordinator should be appointed as well as a local coordinator in the city where the meeting will be held. These people are responsible for all local arrangements, fund raising, publicity, registration and collection of fees, paper copying, simultaneous interpretation (if any), payment of all expenses and publication of proceedings if desired.

14.6.2 MECHANICS FOR HOLDING A SATELLITE MEETING

The following guidelines for conducting a satellite meeting apply.

- Satellite meetings are from two to five days in duration.
- Satellite meetings may be listed in the *IFLA Express* and in the IFLA Conference Programme.
- Satellite meetings are normally open to all IFLA Members on a first registration received basis. The Organizers may decide on the maximum number of participants.
- Participants must pre-register with the satellite meeting organiser.
- All expenses of meetings must be met by the organisers and sponsors may be sought and fees may be charged.
- The National Organising Committee for the IFLA Conference is not responsible for helping with the organisation and financial guarantees for satellite meetings.
- Efforts should be made to have papers translated into IFLA languages.
- If simultaneous interpretation is required, members of the IFLA team of volunteer interpreters may be called on.
- The Section's Information Coordinators should publicise the meeting.
- If the Sponsoring Section wishes IFLA to publish the meeting papers (selected or full proceedings) it should apply to the Professional Committee [see Section on Publication Policies]
- Section project money can be used for planning a satellite meeting, but such funds must be recovered and refunded to IFLA Headquarters, except in the case of satellite meetings for developing countries.

A full set of papers given at satellite meetings should be sent to IFLA Headquarters in order to keep a complete file of all IFLA papers, and to update the bibliography of IFLA papers.



P

Programme Enquiry Form

Boston, 16-25 August 2001

Deadline for return to IFLA Headquarters: 16 November 2000
Fax +31 70 383 4827

This form has been mailed to Chairs and Secretaries of the relevant Professional Groups; please consult each other.

A second form, asking for precise programme information, including authors and titles of papers and equipment requests will be mailed to you in early January 2001.

Coordinating Board (CB) and Standing Committee (SC) meetings will be scheduled at the beginning and at the end of the conference week. The first series of those meetings will take place on Friday 17 August (CB) and Saturday 18 August (SC).

Each Section will receive one time slot of 2 hours for an Open Session. Some of those will be scheduled on Monday 20 and Friday 24 August, but most will be held on Tuesday/Wednesday 21/22 August 2001. A Divisional programme, if so requested, will follow the format of an Open Forum, presenting the work of the Division as a whole.

Thursday 23 August 2001 is Workshop day.

Name of Division, Section, Round Table or other body:

Name of Officer returning this form:

Date of return:

Continues on page 2

Open Session

Proposed theme, subject, title

S

To which of IFLA's Professional Priorities programme referring:
(see enclosed list)

M

Are you planning a joint session with one or more other groups? If so, please indicate which:

P

Overlapping with the following group programme must – if possible – be avoided:

L

Is Simultaneous Interpretation needed? If so, please justify:

E

The attendance is estimated at:

Speakers and titles of papers (when available):

S

A

Workshop

Proposed theme, subject, title:

M

P

To which of IFLA's Professional Principles is the programme referring:
(see enclosed list)

L

E

Other sponsoring groups:
(Note confirmation is needed from all groups involved)

Please cross which is appropriate:

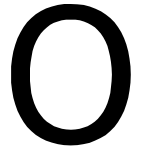
Full day Half Day

On site Off Site

Name and address of person responsible for registration for off-site workshops:

IFLA's Professional Priorities

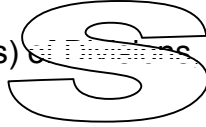
- a) Supporting the Role of Libraries in Society
- b) Defending the Principle of Freedom of Information
- c) Promoting Literacy, Reading, and Lifelong Learning
- d) Promoting Unrestricted Access to Information
- e) Safeguarding the Intellectual Property Rights of Libraries and Authors
- f) Promoting Resource Sharing
- g) Preserving Our Intellectual Heritage
- h) Developing Library Professionals
- i) Promoting Standards, Guidelines, and Best Practices
- j) Supporting the Infrastructure of Library Associations
- k) Representing Libraries in the Technological Marketplace



Open Session Enquiry Form

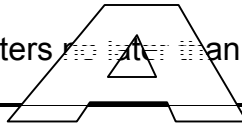
Boston, 16-25 August 2001

To the Officers (Chairs & Secretaries) of Divisions, Sections and some additional professional groups.




Please photocopy for your own files

To be returned to IFLA Headquarters ~~no later than~~ **15 March 2001.**



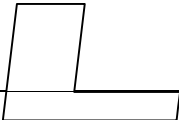
Name of Division, Section, Round Table or other body:

_____  _____

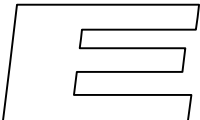
Name of Officer returning this form:

_____  _____

Date of return:

_____  _____

Programme: Theme, subject, title

_____  _____

PROGRAMME OF OPEN SESSION

Paper/Presentation I

Title:

S

Speaker:

Name: A
Position:
Institution:
City and Country: M
Language:

Number of pages allocated to the paper/presentation:

Paper/Presentation II

P

Title:

L

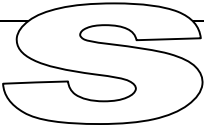
Speaker:

Name:
Position: E
Institution:
City and Country:
Language:

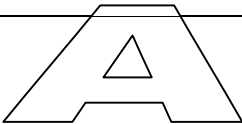

Number of pages allocated to the paper/presentation:

Paper/Presentation III (if applicable)

Title:



Speaker:

Name:	
Position:	
Institution:	
City and Country:	
Language:	

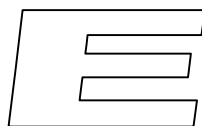
Number of pages allocated to the paper/presentation:



If there are more than 3 speakers, please photocopy the form and add.

Please distribute the enclosed **equipment form** to your speakers.
Please return the equipment form to IFLA Headquarters no later than **15 May 2001**.

Equipment requests made after this date cannot be fulfilled.



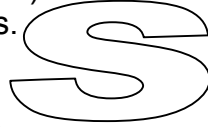
**IFLA Headquarters
P.O. Box 95312
2509 CH The Hague
Netherlands
Tel. +31-70-3140884
Fax +31-70-3834827
E-mail: ifla@ifla.org**



Workshop Enquiry Form

Boston, 16-25 August 2001

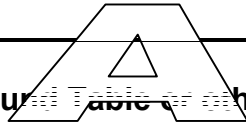
To the Officers (Chairs & Secretaries) of Divisions, Sections, Round Tables and some additional professional groups.



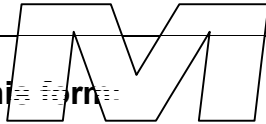
Please photocopy for your own files

To be returned to IFLA Headquarters no later than **15 March 2001**.

Name of Division, Section, Round Table or other body:



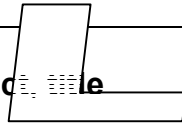
Name of Officer returning this form:



Date of return:



Programme: Theme, subject, title



	Full day	Half day
	On-site	Off-site

Continues on page 2

PROGRAMME OF WORKSHOP

Paper/Presentation I

Title:

S

Speaker:

Name:

Position:

Institution:

City and Country:

Language:

A

Number of pages allocated to the paper/presentation:

M

Paper/Presentation II

Title:

P

Speaker:

Name:

Position:

Institution:

City and Country:

Language:

L

E

Number of pages allocated to the paper/presentation:

Continues on page 3

Paper/Presentation III (if applicable)

Title:

S

Speaker:

Name:	
Position:	A
Institution:	
City and Country:	
Language:	M

Number of pages allocated to the paper/presentation:

If there are more than 3 speakers, please photocopy the form and add.

P

Please distribute the enclosed **equipment form** to your speakers.
Please return the equipment form to IFLA Headquarters no later than **15 May 2001**.

Equipment requests made after this date cannot be fulfilled.

L

E
IFLA Headquarters
P.O. Box 95312
2509 CH The Hague
Netherlands
Tel. +31-70-3140884
Fax +31-70-3834827
E-mail: ifla@ifla.org



S

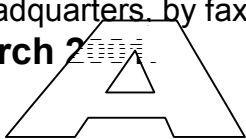
Satellite Meeting Enquiry Form

Glasgow, 16-24 August 2002

Dear Colleagues,

The Professional Board decided, during its December meeting, that it would be desirable to have an overview of planned Satellite Meetings as early as possible. Since planning of Satellite Meetings is usually done well in advance, we would like you to return this form to indicate that you intend to hold a Satellite Meeting in conjunction with the conference in Glasgow, 2002.

Please return this form to IFLA Headquarters, by fax (+31-70-3834827) or e-mail (ifla@ifla.org) no later than **15 March 2002**.



Name of Division, Section, Round Table or other body:

M

Name of Officer returning this form:

P

Proposed theme of the Satellite Meeting:

L

Who is the target audience for this meeting?

E

Continues on page 2

Location (If within the UK, please indicate the region):

Proposed dates (if not yet decided upon, please give an indication of pre- or post-conference and number of days):

What is the estimated number of participants?

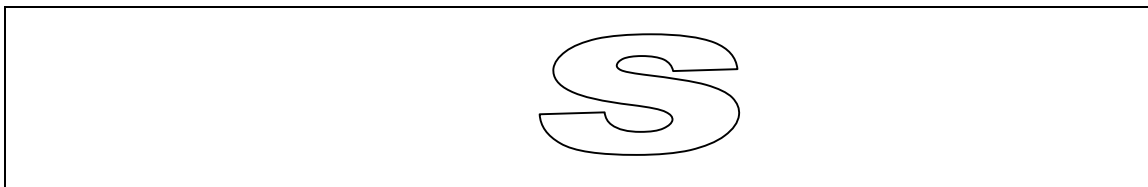
Are you planning this meeting together with another body? If so, please list the name of this body:

How do you plan to disseminate the results of the meeting?

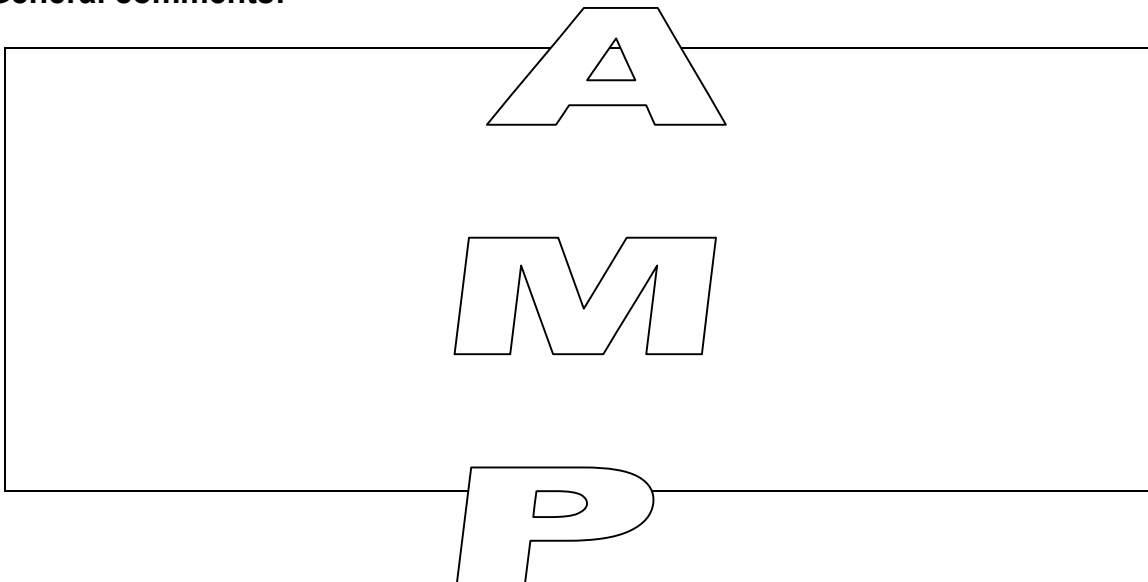
Please indicate which of IFLA's Professional Priorities would be supported by this Satellite Meeting:

- a) Supporting the Role of Libraries in Society
- b) Defending the Principle of Freedom of Information
- c) Promoting Literacy, Reading, and Lifelong Learning
- d) Promoting Unrestricted Access to Information
- e) Safeguarding the Intellectual Property Rights of Libraries and Authors
- f) Promoting Resource Sharing
- g) Preserving Our Intellectual Heritage

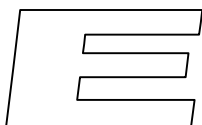
- h) Developing Library Professionals
- i) Promoting Standards, Guidelines, and Best Practices
- j) Supporting the Infrastructure of Library Associations
- k) Representing Libraries in the Technological Marketplace



General comments:



Please return this form to IFLA HQ
by fax (+31-70-3834827) or e-mail (ifla@ifla.org) before
15 March 2001.



IFLA Headquarters, P.O. Box 95312, 2509 CH, The Hague, Netherlands
Tel. +31-70-3140884, Fax +31-70-3834827, E-mail: ifla@ifla.org

15. INSTRUCTIONS TO CONFERENCE SPEAKERS

15.1 THE PAPER

Although the guidelines given here are primarily for speakers presenting papers at Open Sessions and Forums, much of the information is also relevant for those participating in Workshops, Poster Sessions and Contributed Paper Sessions.

15.1.1 GENERAL INFORMATION

Courtesy to Speakers

At some recent IFLA Conferences some awkward situations have arisen with speakers from outside the profession, i.e. those who would not normally attend an IFLA Conference, such as publishers, representatives of the book trade and professors in other disciplines. In at least one incident such a speaker was refused entry to the conference centre!

It is clearly important that such speakers are treated courteously and welcomed properly. The Professional Committee therefore, wishes to remind you that Officers are responsible for the invitation and registration of "outside" speakers in their sessions. They should be met and escorted to the room where they are to speak.

It is a long established policy of IFLA that speakers at the conference are responsible for paying their own costs of attendance. It would clearly be impossible for IFLA to pay the costs. However, exceptions to this rule may be made in a limited number of cases, where speakers from outside the profession are invited. Speakers who would not normally attend the conference, such as publishers or professors in other disciplines, are possible examples. There are two ways in which the Day Registration fees for such speakers may be paid. Section administrative money may be used. Alternatively, the Professional Committee has allocated funds to pay for one such speaker per Division. Officers who wish to invite an outside speaker and to obtain funds from this allocation should contact their Divisional representative on the Professional Committee as soon as possible. Officers should inform IFLA HQ by June 15th of any such speakers they have invited, whatever the source of payment. Day registrations will then be organised for them.

As it stands, the National Organising Committee of the Conference are in charge of the admission to the conference and IFLA is not free to invite speakers without having them registered.

In some cases the National Organising Committee may agree to admit certain speakers at no registration cost. The Section involved is responsible for arranging to meet the speakers at the door and accompany them to the session room.

It is clearly important that outside speakers are treated courteously and welcomed properly. Officers should therefore arrange to meet their speakers at the entrance and for them to be accompanied to the registration area to receive a Day Registration.

Equipment

Please photocopy and distribute the **Equipment Request Form (Form E)** to your speakers. This form will be sent to you together with the second batch of Programme Enquiry Forms. Please note exactly what is available. Overhead projection facilities will be available in every room. If equipment is not requested by the closing date, officers/speakers will be required to pay for the equipment. There will be a room available to test the equipment and to arrange slides. Please ask your speakers to make use of this facility before your meeting.

15.1.2 INVITATIONS TO SPEAKERS

The invitations to speakers and panellists at programme sessions should be made as early as possible. It is important that speakers are informed of the overall programme and coverage of the session, the names of the other speakers and their subjects, as well as the scope and subject to be covered in their own paper. Officers should provide the invited speakers with all the necessary

information on preparation, presentation and handling of IFLA Conference papers.

15.1.3 LANGUAGE AND STYLE

Not only are IFLA papers presented during their specific sessions, they are available during Conference as well as in electronic form, on IFLANET. Furthermore, as many of these papers as possible should be translated into the five IFLA working languages.

- IFLA Conference-goers come from all over the world and simultaneous translation is not provided in all sessions. Therefore, authors are urged to follow these guidelines when presenting papers during conference.
- Use the proper names of countries or regions instead of terms like "the West" which may be interpreted in different ways in different areas of the world;
- Spell out abbreviations and acronyms the first time they are used;
- Limit literary, historical or religious allusions that may be familiar to everyone in the writer's own society, but which may be unknown or meaningless to readers elsewhere. (They also present difficulties to translators and interpreters.)
- Use technical language that is understood on an international basis rather than using localised jargon.
- Chose short, clear, and meaningful titles; more details about the subject can be given in the subtitle.

15.1.4 ABSTRACTS

Authors are expected to prepare an abstract for the papers they present at the IFLA General Conference. Abstracts should contain approximately 100 words, and should summarise the major points of the paper.

Example:

UAP: what can we do about it?

UAP is defined as a target to be aimed at which will never be completely achieved. The main enemy is complacency born of ignorance about the failures of the existing arrangements. To a great extent, this complacency arises from the attitude of librarians in their work. These attitudes affect the public image of the librarian and this affects his status and the support libraries receive.

The article suggests how the drive to achieve UAP should be linked to a drive to improve the public image of the librarian. The main requirement, in both campaigns, is the development of new attitudes in the library profession.

15.1.5 NUMBER OF PAGES

Authors are limited to a specific number of pages when submitting their papers to IFLA Headquarters for the conference, due to cost constraints. The Officers of the professional group in whose session papers will be delivered will inform the authors of the number of pages. Although there is a page limit for presentations at a General Conference, authors can prepare a longer version for later publication in library journals (bearing in mind that IFLA has the right of first publication).

15.1.6 FORMAT

Authors are asked to follow these rules when submitting papers for IFLA Conferences.

- All papers must be submitted electronically, either by e-mail or on diskette, in standard word-processing programmes such as Word or in Rich Text Format.
- Footnotes and bibliographic references should be numbered consecutively and placed at the end of the text.
- Graphics may be used.

15.1.7 THE TITLE PAGE

IFLA Headquarters prepares a standard title page and attaches this to the electronic document which includes:

- Title of the paper
- Author(s) (do NOT use capital letters for the title and author's name)
- Authors should give the name and the location of their institution as it can facilitate a possible contact between the audience and the speaker

15.1.8 MAILING OF MANUSCRIPTS

The Officers of the Division or Section in whose meeting the paper will be delivered will inform authors of dates for submitting their papers. IFLA Headquarters provides these dates in conjunction with paper handling requirements from the Conference Organising Committee.

Authors should submit the original manuscript to the Officers of the Division or Section in whose meeting the paper will be delivered. In turn, the Officers will forward papers to IFLA Headquarters. Authors of papers are reminded that they should **never** send their text directly to the local organising committee or IFLANET.

[**NOTE:** If papers must be sent by fax, authors or Officers must follow up by air-mail or e-mail an electronic version of the paper.]

Deadlines for the receipt of papers and translations at IFLA Headquarters are set each year and Officers are informed of these dates annually. The date for the receipt of original papers is usually mid June and for translations by the mid July, but these may be changed depending on the location of the Conference. Officers should request that papers be submitted to them well before this date in order to allow time to evaluate the papers, return them to the authors for revision if necessary, and to have them translated.

15.1.9 POWERPOINT PRESENTATIONS

Speakers who provide Powerpoint presentations rather than a manuscript are required to provide a full abstract and bibliography to accompany their presentation. The traditional paper format is preferred but is no longer obligatory. (See *also* para. 16.1.2 below)

15.2 ADVICE ON PRESENTATION OF PAPERS AT IFLA GENERAL CONFERENCES

The Officers of IFLA groups concerned will provide speakers with detailed instructions for presenting their papers during the IFLA Conference, and will be responsible for managing the session itself. In all cases, the following general rules should be observed.

- Speakers should not overrun the time allotted for the presentation of their papers.
- Speakers should use one of the official IFLA languages when presenting their papers, and whenever one of these languages is their mother tongue, use that particular language.
- Speakers should speak slowly and clearly and keep continuously in mind that for a large percentage of their audience, the language of the presentation is a foreign one.
- Speakers should pay due attention to requests from the interpreters (e.g., to speak more slowly, to speak into the microphone, etc.).
- Speakers should inform Officers of the equipment needed for the presentation of their papers. IFLA Headquarters supplies a form expressly for this purpose which should be filled out by the appropriate Officer.
- Whenever possible, speakers should not read their papers, but introduce it, highlight the most important points and in this way encourage the audience to discuss the content of the paper. It is much easier to hold the attention of an audience when speaking from notes.
- Speakers should inform the Officers in early March of the conference year (at the latest) of the equipment they need for the presentation of their papers.

To ensure that the meeting is successful, session Chairs should

- Remind their speakers of the Speakers' Instructions (L3)
- If the meeting has simultaneous interpretation, make sure the speakers have provided the interpreters with their texts
- Briefly introduce the topic and each speaker, stating the language to be used
- Make sure the speaker uses the microphone, especially if there is simultaneous translation
- Make sure that there is time for questions and discussion, either after each speaker, or at the end of the session
- Ask speakers from the floor to identify themselves and to speak into the microphone
- Make absolutely sure that the session does not run over time, since this will affect any meeting times to follow. The chair of the following meeting has full authority to interrupt a meeting if it overruns.

15.2.1 Speakers Instructions

These notes are intended to help you make the most of your presentation.

- The minimum length is 3 pages and the maximum length of papers is 21 pages (single-spaced A4).
- Papers may be written and presented in any of the IFLA working languages (English, French, German, Russian and Spanish).
- Test your audio-visual presentations in the rehearsal room the day before your session
- If simultaneous interpretation is being used for your session, make sure that the interpreters have your text well in advance
- Speak slowly and clearly to enable the audience (and interpreters) to follow. IFLA participants come from well over 100 countries and many will not be fluent in the language you are using.
- Avoid using idiomatic or other expressions likely to be unfamiliar to an international audience
- If you have to use acronyms or sets of initials, please explain what they stand for.
- Do not read your paper word by word. Summarise the highlights instead (and let the interpreters know what you are going to say)
- Keep to your allotted time, ensuring that there is time for questions and discussion.
- Remember that there is likely to be another scheduled session immediately after yours.

PowerPoint

- If you are preparing a Power Point Presentation with the paper, it should be integrated into ONE SINGLE WORD document. Please see an example of such a paper on IFLANET at: <http://www.ifla.org/IV/ifla68/papers/155-080e.pdf>
- Power Point Presentations, without an extensive abstract, will not be accepted as papers. Please note that the interpreters can interpret only the texts of papers. They cannot reproduce charts, graphics or power point presentation parts of papers.
- PowerPoint and overhead slides should contain no more than seven words per line and seven lines if they are to be legible
- Be aware that the interpreters cannot interpret any PowerPoint or overhead slides at the same time as you are speaking. Therefore, please allow a reasonable amount of time for the interpreters to translate the text of each slide before you begin to speak

16. HOLDING MEETINGS DURING IFLA CONFERENCES

16.1 CONDUCTING AN OPEN SESSION

Prior to the Open Session, Officers should ensure that the room is large enough and that the necessary AV equipment is available. The Open Session is normally chaired by the Chair of the professional group, or failing that by the Secretary. The Chairs should introduce themselves, give some preliminary information on the professional group as appropriate, and introduce the speakers or panel. They should handle questions and comments from the floor and thank the speakers and the interpreters if applicable.

In order to have a good discussion following the presentation of the papers or the panel and to encourage audience participation, it is helpful for the Officers to have one or two questions or comments in hand to stimulate and to start off the discussion if necessary. Some Section Officers send advance copies of their papers to the Standing Committee members or to the registered members of the Section. This has proved to be a very helpful way to enable participants to come to the session prepared to discuss the papers.

16.1.2 Quality Control and administration

Each Open Session has a duration of 2 hrs. The Organiser of an Open Session must make sure that the number of papers/speakers does not exceed the time allocated to the session.

As soon as a paper has been received from an agreed speaker the Officer responsible should:

- check whether the content of the paper is of acceptable professional standard. Some Sections have established a "paper review committee" to take care of this quality control in consultation with authors. (NB IFLA HQ will not accept papers received directly from authors without evidence of approval of Section officers.
- check that the following requirements are met:
 - Title of the paper
 - Name(s) of speaker(s), their Institution, city and country
 - Abstract of approximately 100 words, summarising the presentation
 - Full text

The minimum length is 3 pages and the maximum length of papers is 21 pages (single-spaced A4).

The layout of the "title page" will be created by IFLA HQ, according to the data delivered and PDF files will be created to be used for IFLANET and the production of the CD-ROM.

If a presenter is preparing a Powerpoint presentation with the paper, it should be integrated into ONE SINGLE WORD document. An example of such a paper can be seen at <http://www.ifla.org/IV/ifla68/papers/155-080e.pdf>

Powerpoint presentations without an extensive abstract will not be accepted as papers. It should be noted that the interpreters can interpret only the text of papers. They cannot reproduce charts, graphics, or Powerpoint presentation parts of papers.

Papers may be written and presented in any of the IFLA working languages (English, French, German, Russian and Spanish).

16.2 SIMULTANEOUS INTERPRETATION

Simultaneous Interpretation (SI) facilities can be provided during the Conference in only a few meeting rooms (depending on the local arrangements). These are usually the largest rooms and therefore are not often allocated to small meetings. Officers can request SI for the session of their Division or Section. Decisions on the allocation of SI are made by the Professional Committee at its meeting in March/April. Officers should ensure that their Coordinating Board member on the Professional Committee is informed of the reasons supporting their request for SI. Although IFLA Headquarters staff provides the Head Interpreter with information and papers of

sessions which will receive interpretation, Officers should, previous to their session, contact the Interpreters and make sure they have full information on the programme of their sessions (names of speakers, language that the speakers will use, etc.). Officers should also make sure that the Interpreters have a copy of the versions of the papers which the speakers will deliver.

16.3 TRANSLATIONS

IFLA is a multilingual organisation, therefore it is important that IFLA Conference papers are available in as many of the IFLA working languages (English, French, German, Russian and Spanish) as possible. This makes the professional programme accessible to all participants.

Obtaining translations of Conference papers is primarily the responsibility of the Officers of the professional groups. They should arrange for translations into English, French, German, Russian and Spanish by members of their Standing Committee or their Section, or by other colleagues or national library associations. This should be done on a volunteer basis without charge as a service to the Section concerned. (If, as a last resort, translations must be paid for, the costs should be borne by the administrative budget of the professional group concerned). The National IFLA Committees of France, Germany, Russia and Spain may be able to nominate translators. The network of IFLA language advisers includes translators who have agreed to provide written translations for IFLA (under certain conditions). Information about these possibilities is available from the Coordinator of Professional Activities at IFLA Headquarters.

In the event that not all papers can be translated, Officers are requested to give priority to the translation of those papers that are delivered in meetings where no simultaneous interpretation is available. Officers should send the translations of papers as soon as they are ready to IFLA Headquarters where they will be coded and sent to the Conference organisers.

The deadline for the receipt of all translations at IFLA HQ is July 1st.

17. PAPER HANDLING AND DISTRIBUTION

17.1 PAPER HANDLING FOR AN IFLA CONFERENCE

Once Officers have received the paper from the author, they should evaluate its contents to ensure that it meets an acceptable professional standard and that it is on the assigned topic. It is important to allow time for the reviewing process before forwarding final texts to IFLA HQ and also to leave time for the translation of papers. Further contact with the author should be made as necessary. Officers should also check that:

- the author has respected the number of pages allocated to him or her;
- the technical requirements of IFLA are met;
- the abstract and author form (with notes for the Chair to introduce the speaker) have been received.

Once a paper has been approved by the Officers, the full text and abstract should be sent in electronic form, either in Rich Text Format or Word for Windows document, on disk or as an e-mail attachment to sophie.fefoldi@ifla.org.

All papers approved for presentation at the Conference must be registered and coded at IFLA HQ. Only papers received by IFLA HQ before 01 June will be made available to the IFLA conference participants. IFLA Headquarters will code the papers, forward them to the Conference Organising Committee and put them up on IFLANET. A CD-ROM will be produced and handed out to all conference participants, containing all papers received up to 2 months before the conference. The papers will be kept available on IFLANET for at least five years.

Authors of papers and contributors to workshops should be notified that if they do not keep to the deadline, it is not possible for the organisers to have the paper available for delegates to the conference from the Paper Printing Centre. Speakers will then have to bring the copies necessary for the meeting themselves.

Late papers will not be processed until after the conference. Papers submitted later than 3 months after the conference will not be processed at all.

During the Conference, translations should be taken first to the IFLA Secretariat at the Conference Centre for coding. The Secretariat will ensure that they will reach the Paper Handling Centre so that copies can be made on request. Late original papers cannot be accepted after 4 weeks before the start of the conference.

17.2 PUBLICATION OF IFLA CONFERENCE PAPERS

Although speakers at IFLA Conferences and meetings retain the copyright of the papers they have presented, IFLA reserves the first right to publish all accepted papers (e.g., in *IFLA Journal*, *International Cataloguing and Bibliographic Control*, etc., or in a monograph published in the series of the IFLA Publications or IFLA Professional Reports or on IFLANET or on a CD-ROM version of the Conference papers). This applies to the original language version and to any translations that may be made.

17.3 DISTRIBUTION OF PAPERS AFTER THE IFLA CONFERENCE

IFLANET

See Section on IFLANET Policy and Procedures in this handbook.

18. DIVISION LIAISON PERSONS AND VOLUNTEERS FOR IFLA CONFERENCES

18.1 PROFILE AND DUTIES OF DIVISION LIAISON PERSONS FOR THE IFLA CONFERENCE

IFLA Headquarters usually asks the national organising committee for the IFLA Conference to nominate eight Division liaison persons.

The aim is to establish a link between each Division of IFLA and the professional community in the city/country hosting the conference in order to facilitate the Divisions' programme planning for the conference and satellite meetings. An experienced professional librarian is nominated to maintain regular and informal contact with the Officers of his/her Division.

Tasks of the liaison persons are not rigidly defined. They may include the following:

- Advising on the local planning of open sessions, workshops or pre-conference meetings of the groups within a Division;
- arranging equipment;
- arranging social events specifically for the Sections in their Division;
- advising on social and cultural matters in response to enquiries from their Division and speakers invited by their Division (if these matters are not already covered in *IFLA Express*).

Division liaisons are not expected to provide a routine general conference information service which is properly the function of other bodies such as the secretariat of the organising committee, the conference centre or travel agents.

The function is non-statutory, and in no way takes precedence over any formal arrangements or policies of the national conference organising committee or IFLA Headquarters, nor substitutes for the responsibility of elected IFLA Officers (unless the liaison persons are themselves the elected Officers of the IFLA groups which they are advising).

The persons concerned should not normally occupy positions of responsibility on the organising committee, to avoid excessive workload. They should be in positions within their own employing institutions which are senior enough to enable them to command resources and direct volunteers which may be assigned to them [see: Volunteers], but preferably at operational level (it is not advisable for persons at Director level to be "Division liaisons").

The names of the Division liaisons should be communicated to IFLA Headquarters and the Professional Committee 1 year in advance, preferably before the proceeding conference.

18.2 PROFILE AND DUTIES OF VOLUNTEERS

It is usual practice for a large number of volunteers to work at the IFLA Conference. The number may vary (usually between 100 and 200), and is usually fixed by the national organising committee.

Volunteers are usually young people (students of librarianship, students of foreign languages, or others), who are willing to assist with various tasks in connection with the IFLA Conference. They may also be practising professionals or retired professionals.

Principles:

- volunteers receive no payment other than reimbursement of out-of-pocket expenses (meals, bus tickets, etc.);
- volunteers must be fluent in at least one of the official working languages of IFLA in addition to the language of the host country;
- volunteers must be available for work during the conference period, including time before the conference which the national organising committee may deem necessary for training;
- volunteers should be willing to submit to team discipline and follow instructions;

- volunteers should be willing and able to work flexible hours;
- volunteers should be service-minded.

The national organising committee should:

- establish procedures to call for volunteers;
- nominate persons to select and train the volunteers;
- define the tasks of the volunteers and ensure discipline;
- seek funding to cover any costs associated with the use of volunteers (e.g., T-shirts, transportation);
- provide transportation, refreshments, etc., as required, or a per diem;
- provide identification for the volunteers.

The committee should nominate a senior person to coordinate and train the volunteers. The coordinator may consult with IFLA Headquarters on the desired content of the training.

The committee is responsible for legal questions which may arise from the use of volunteers, in terms of labour legislation, health insurance, etc., but this should not substitute for the civil responsibility of the volunteers themselves.

Selection criteria should be:

- age/maturity;
- appearance and presentation;
- communication skills;
- tact and diplomacy;
- fluency in languages;
- (para)professional knowledge.

Tasks should be defined by the national organising committee. Individually, volunteers may be requested to:

- provide information to participants (about the programme, rooms, etc.);
- distribute documents (papers in rooms, *IFLA Express*, etc.);
- run errands for IFLA staff, Officers, and national organisers;
- staff information points outside the conference venue (e.g., at the airport, etc.);
- accompany participants in buses;
- communicate between session Chairs and interpreters;
- provide assistance to interpreters.

The allocation of tasks will of course depend on the age and experience of the individual volunteers. Volunteers are not normally given responsibility for handling finances, unless the organising committee decides this is appropriate in certain circumstances.

It is recommended that the volunteers be organised into teams, each under the leadership of a more experienced person.

The organising committee may allocate a small number of more highly-skilled volunteers to work closely with the Division liaison persons.

Volunteers are not authorised to comment publicly on the administration of the conference or on matters of IFLA policy which may be under discussion in open or closed meetings.

Content of training should be given to volunteers in the following general areas:

- the aims, organisation and structure of IFLA;
- the identification of Officers and staff of IFLA, and members of the national committee;
- the contents of the conference programme;
- the communication skills (in various languages) and etiquette;
- their rights and obligations.

19. RESOLUTIONS

Resolutions are covered in very general terms in the IFLA Rules of Procedure, Section 2.1.10. The two types of resolutions, General Resolutions and Professional Resolutions, are described below. This Guide, however, applies only to Professional Resolutions and their development and handling.

19.1 GENERAL RESOLUTIONS

General Resolutions are presented at Council meetings only and are voted on in the form of a motion. Notification of the deadline for the submission of resolutions is given by the Secretary General in the convening notice of the Council and General Conference. A General Resolution must be made and seconded by authorised representatives of Members or by IFLA Officers who are defined as follows: members of the Governing Board and the Professional Committee, Chairs, Secretaries and Financial Officers of Divisions and Chairs and Secretaries of Sections.

A General Resolution is defined as a written statement aiming at a decision (“be it resolved”). General Resolutions are formally voted on by the Membership at the Council meeting and are then acted on by the Governing Board. Their content concerns matters affecting the direction and policy of IFLA, including formal expressions of IFLA concerns, statements of principles applying to libraries worldwide, and matters which IFLA should bring to the attention of outside authorities for action. They are sometimes of a political nature. They frequently are directed towards action at the national and international government level. General Resolutions are formally worded, often using *whereas* clauses.

Recent subjects of General Resolutions include: Value added tax on books, Freedom of expression, the Florence Agreement, Copyright.

19.2 PROFESSIONAL RESOLUTIONS

Professional Resolutions may be presented at General Conferences as well as Councils and may also be submitted to the Professional Committee during the year. They are not voted on. A Professional Resolution does not need a seconder and can take any form, although a simple form is recommended below. A Professional Resolution can be submitted by authorised representatives of Association Members or persons acting on behalf of Divisions and Sections. Therefore, to fulfil the latter requirement, Professional Resolutions have to be approved by the Standing Committee and Coordinating Board concerned and are passed up the hierarchy for further discussion, amendment and endorsement.

A Professional Resolution is defined as a written statement indicating an intention or a position or proposed action and it will require further consideration by one of IFLA’s professional bodies, e.g. the Professional Committee, before any follow-up can be expected. These resolutions generally arise from concerns of Divisions, Sections or Core Activities of IFLA and their content refers to the professional programme of IFLA. Professional Resolutions also come from Pre-Session Seminars, satellite meetings and workshops and are brought forward through appropriate Sections and Divisions. Professional Resolutions are handled by the Professional Committee, but they may be passed on to the Governing Board if appropriate.

Recent examples of Professional Resolutions are “Use of permanent paper”, “endorsement of OSI standards”, “day registration at conferences”, “copyright of Audiovisual materials”.

19.2.1 *FORMAT OF PROFESSIONAL RESOLUTIONS*

It is recommended that Professional Resolutions be kept short, simple and above all clear. Instead of “*whereas*” type clauses, a single paragraph headed “Background” may precede the resolution itself, giving the reason behind or justification for the resolution which follows. The resolution itself should be brief and be complete so that it can stand alone, because resolutions are frequently referred to by other bodies. A resolution should address only one topic or issue and the terms used should be readily understandable or, if necessary, a specific definition of a term can be given. The intent, objective or goal of the resolution should be clear to all, whether it sets forth a general policy or viewpoint or calls

for specific action. In the case of calling for a specific action, the steps to be taken and the time frame could be specified. The resolution should state to whom it is to be directed or addressed and who should act upon it.

The preferred format is:

- **Topic of resolution**
Brief title, giving subject of the resolution
- **Background**
This consists of one or two paragraphs, never longer than one page, which sets out the reason for and justification of the resolution. (Some resolutions may be so obvious as not to need this Section). It is useful to think of this as the text of a letter from IFLA to another body to which IFLA is referring the resolution.
- **Resolution itself**
This should be one paragraph covering a single topic. Subordinate points could be given on separate lines. "Whereas" and similar clauses should not be used, as supporting information is to be provided in the Background Section. The resolution must clearly state what is being recommended.
- **Names of those submitting the Resolution**
Representatives of Association Members and the Divisions or Sections approving the resolution.
- **Date of submission**

An example of a Professional Resolution in this format is as follows:

Resolution on Permanent Paper

Background: IFLA Adopted resolutions on permanent paper in 1988 and 1991 and subsequently, through the efforts of its Section on Preservation and Conservation and the PAC Core Activity, contributed to the development of the UNESCO Resolution on Permanent Paper which was adopted in November 1997.

Text: IFLA strongly supports the 1997 UNESCO Resolution on Permanent Paper and should take action at the highest level to urge its members to intensify efforts among paper producers to provide local supplies of permanent paper meeting the requirements of ISO 9706, and to promote the use of permanent paper in publications and other document which contain information of lasting value.

Submitted by: Ralph. W. Manning, Chair, Section on Preservation and Conservation and Ms. Marie-Thérèse Varlamoff, Director, IFLA PAC Core Activity.

19.2.2 ACTION ON PROFESSIONAL RESOLUTIONS

Successful action following from resolutions often depends on the thought and careful drafting that goes into them. Many resolutions must be forwarded to other bodies and therefore their clarity and a clear statement of their background can have a considerable impact on achieving results.

Many professional resolutions that are now put forward by Sections and Divisions are not really resolutions but proposals for projects, workshops or satellite meetings. In these cases, the "resolution" is likely to be simply referred back for action to the professional group which originated it. Therefore, proposals for projects and meetings should not be submitted as resolutions. Instead, the professional group should seek partners with other groups and Core Activities and design a project, workshop or satellite meeting proposal and put it forward to the Professional Committee for funding as a project or for approval as a workshop or satellite meeting. For example, if the Section on Document Delivery and Interlending believes that a Model Interlending Manual should be developed, it should go ahead and develop a plan to produce such a Manual, perhaps in cooperation with IFLA Headquarters, find people

to do the work and submit it as a project through its Coordinating Board to the Professional Committee for possible funding.

19.2.3 SUBMISSION OF PROFESSIONAL RESOLUTIONS: DEADLINES

Since Professional Resolutions do not have to be voted on, they may be submitted to the Professional Committee not only during conferences, but throughout the year. The deadline for submission of Resolutions during the conference is usually noon on Thursday of the conference week.

19.2.4 PROFESSIONAL COMMITTEE FOLLOW-UP

The Professional Committee handles Professional Resolutions in the following manner. During the conference, in the case of resolutions which are submitted to the Professional Committee by Thursday noon, the Professional Committee Officers will endeavour to examine them briefly and give advice, as required, on their form and content to the submitters, usually through the appropriate Coordinating Board Chair. In the case of any resolutions which are really proposals for projects, the submitters will be asked to develop them as such rather than submit them as resolutions. Resolutions which require more work will be returned to the submitters who will be advised on how to develop them further. Every effort will be made to publish the resolutions in *IFLA Express*.

At the Closing Session of the Conference, the Chair of the Professional Committee will present resolutions which are in final form as well as any Resolutions which it has received since the last Conference and announce the topics of other resolutions which are not yet in final form. The Chair will not report on the action or follow up on newly submitted resolutions, i.e. acceptance, non-acceptance, action to be taken on the previous year's resolutions and on resolutions which were submitted to and studied at its November and April meetings. In this way the Professional Committee will have time to give resolutions the attention they deserve and to follow up properly and report on them.

In the case of resolutions coming from a seminar, a workshop or a satellite meeting, the resolutions may be submitted in draft form, and a representative of the seminar, workshop or meeting should be named to put the resolutions into final form as regards wording. The content and meaning of the resolutions should of course not be changed from that approved by the attendees, but good editing of the original and the preparation of translations into other IFLA languages can lead to more effective action.

19.2.5 CONCLUSION

These procedures should encourage Sections and Divisions to take the time to develop well thought out and carefully worded resolutions. Resolutions can be worked on when professional groups have interim Standing Committee or Coordinating Board meetings or by correspondence, so that they can be submitted to the Professional Committee either at the appropriate time for its next meeting or during the annual conference.

New resolutions and follow-up on previous resolutions will be published in the *IFLA Journal* at intervals.

GLOSSARY OF IFLA TERMINOLOGY

[NOTE: The phrases here do not represent a comprehensive list of IFLA terms, nor are the descriptions inclusive. Readers are directed specifically to the *IFLA Statutes and Rules of Procedure* and the Directory for more complete information.]

Advancement of Librarianship (ALP): one of the IFLA Core Activities. The purpose of ALP is to further the library profession, library institutions and library and information services in the less developed countries. ALP particularly concentrates on issues which are of vital importance for the developing countries and do not fall within the responsibility of the other Core Activities.

ALP see Advancement of Librarianship in the Third World

Association Member see Members

CA see Core Activity

CB see Coordinating Board

Chair see Officers.

CLM see Copyright and other Legal Matters

Coordinating Board (CB): A Coordinating Board consists of the Chairs and Secretaries of all Sections (standing committees) belonging to one Division. Working together, they promote and coordinate the professional work of particular relevance to the specific types of libraries or library activities for which the Division is established. A Coordinating Board elects from its membership a Chair and a Secretary (one of these Officers most often holding the role of Financial Officer). One person from each Coordinating Board serves as the representative to the Professional Committee. (*IFLA Statutes and Rules of Procedure*, Art. 24.3-4) **See also Division.**

Copyright and other Legal Matters Committee (CLM): The Copyright and other Legal Matters Committee (CLM) focuses on these issues which are at the heart of library provision and of growing importance in the electronic environment. It aims to ensure that the voices of the profession and, importantly, of the users of libraries, are heard in the international arenas determining copyright legislation.

Core Activity (CA): Core Activities have been identified by IFLA to represent library activities that are of concern throughout the entire organisation (e.g., bibliographic control, preservation of materials, availability of publications, etc.). There is also a Core Activity for regional activities. The Governing Board is responsible for general policies and the Programmes' direction, while the Professional Committee is responsible for the professional content of the Programmes and coordinating these activities with those of the standing committees. (*IFLA Statutes and Rules of Procedure*, Art. 25.) **See Advancement of Librarianship (ALP), Copyright and other Legal Matters (CLM), Free Access to Information and Freedom of Expression (FAIFE), Preservation and Conservation (PAC),**

Corresponding Member: Corresponding members of IFLA Standing Committees are those individuals who normally are unable to attend conferences for geographical reasons, and are limited to five per committee. Their role is to represent regions that might not otherwise be represented on the Committee.

Council: The Council – the highest organ of IFLA – is the general assembly of Members (associations and institutions) – having all powers for achieving the purposes of the organisation. Each Member may be represented at a meeting of the Council by one or more delegates, of which one person shall be designated to vote. (*IFLA Statutes and Rules of Procedure*, Art. 14.)

Discussion Group (Interest Group): Discussion Groups may be established on a very informal basis to allow groups of IFLA members to meet to discuss specific professional, social or cultural issues insofar as they affect or are likely to affect the library and information profession. Such groups may serve as "think tanks" to produce ideas to take to appropriate Divisions and Sections for possible

adoption and sponsorship as projects. Discussion groups receive no support from IFLA Headquarters and, as such, cannot plan programmes, workshops, or seminars.

Division: Currently, there are eight Divisions in IFLA organised by type of library or by type of library activity. The function of each Division is to promote and coordinate professional work of particular relevance to the specific types of libraries or library activities for which the Division is established. Each Division is overseen by a Coordinating Board, consisting of the Chairs and Secretaries of the Sections belonging to that Division. (*IFLA Statutes and Rules of Procedure*, Art. 24.) **See also Coordinating Board.**

FAIFE see Free Access to Information and Freedom of Expression

Free Access to Information and Freedom of Expression (FAIFE): The office for Free Access to Information and Freedom of Expression (FAIFE) furthers the cause of intellectual freedom, a key issue for libraries and librarians, by monitoring the state of that freedom in different countries, working with other agencies and responding on IFLA's behalf to violations of the principle.

GB see Governing Board

Governing Board: The Governing Board of IFLA is, under the terms of the Statutes (Article 18.1), responsible for the managerial and professional direction of the Federation within guidelines approved by Council.

Financial Officer see Officers.

Honorary Member see Members

IFLA: International Federation of Library Associations and Institutions.

IFLA HQ: International Federation of Library Associations and Institutions Headquarters, located in The Hague, Netherlands.

IFLA Statutes and Rules of Procedure: The document that provides the legal definitions, descriptions, and procedures, including the name and purpose of the organisation, membership and affiliation, organisation, etc. of IFLA.

IFLANET: The Official IFLA Website. IFLA Headquarters is responsible for IFLANET activities.

Information Coordinator: The individual from a Standing Committee responsible for supplying information about that group to IFLANET.

Institutional Member see Members

Interest Group see Discussion Group

Members: There are three categories of membership in IFLA.

- (1) **Association Member:** Associations of libraries, librarians, and library schools; also associations of bibliographical and research institutes which are primarily concerned with the implementation of the purposes of IFLA. Association Members must function within the framework of national, multinational or international library and information services.
- (2) **Institutional Member:** libraries, library schools, bibliographical and research institutes and other institutions and bodies primarily concerned with the implementation of the purposes of the Federation.
- (3) **Honorary Member:** Includes Past Presidents of IFLA on whom the title of **Honorary President** is conferred by the Council on the recommendation of the Governing Board; and, **Honorary Fellows**, individuals whose outstanding distinction in the field of libraries, or outstanding services to IFLA are recognised by the IFLA Governing Board.

[**Note:** Affiliation to the Federation is open to the following categories: Personal Affiliates, Students and Corporate Partners]

Officer [of IFLA]: Officers of IFLA include: the President of IFLA, members of the Governing Board, members of the Professional Committee, chairpersons, secretaries, and Financial Officers of Standing Committees.

Open Forum: A programme held during IFLA Conferences usually sponsored by a single Coordinating Board. The purpose of an Open Forum is to inform the audience about the activities of the Standing Committees belonging to that Division, and of the Coordinating Board itself. Occasionally, a Division may hold an Open Forum on a topic that is of general interest to the entire Division.

Open Programme see Open Session

Open Session: An Open Session is an information session presented by one or more Standing Committees or Core Activities. Usually, an Open Session is centred on one specific theme with previously identified speakers addressing that particular topic. Open Sessions can also have different speakers addressing several topics of interest to the sponsors, however. The papers presented during an Open Session are often found in printed form in the Booklets issued by IFLA during the conference, or they may be accessed over IFLANET.

PAC see Preservation and Conservation

PC see Professional Committee

Poster Session: Poster Sessions are a means for IFLA participants to present information on a specific theme or research project. The setting is very informal, with the object being to give the audience (one or many individuals) opportunities to ask questions or present alternatives. A panel or easel is allotted to the presenter, who then presents his or her session through a combination of graphics, photographs, and text.

Preservation and Conservation (PAC): one of the IFLA Core Activities. The goal of PAC is to ensure that library and archives materials, published and unpublished, in all formats will be preserved in accessible form for as long as possible.

Professional Committee (PC): The Professional Committee coordinates the professional work of IFLA undertaken by the Core Activities, Divisions, Sections and Working Groups. The Professional Committee consists of one representative of each of IFLA's Divisions plus a Chair who previously served on the PC and has no other official duties. (*IFLA Statutes and Rules of Procedure*, Art. 22.)

Professional Coordinator: The Professional Coordinator, appointed by the Governing Board, shall act as Secretary to the Professional Committee.

Round Table (RT): Round Tables were small groups of persons with comparable professional status established for the purpose of exchanging experience. Since 2002 they have ceased to exist, and most former Round Tables have now become Sections.

RT see Round Table

Satellite Meeting: Satellite meetings can provide a mechanism for holding a more extended programme, workshop, mini-conference, training course or other specialised meeting. They are usually held either just before or just after an IFLA Conference, and are organised independently of the IFLA Conference. Unlike the programmes occurring during the IFLA Conference, those planning Satellite Meetings assume full responsibility for such things as local arrangements, fund raising, publicity, any fees incurred, paper handling, and simultaneous interpretation.

SC see Standing Committee

Secretariat: The Secretariat of IFLA shall be headed by a Secretary General who shall be appointed by the Governing Board. The Secretary General shall be responsible for the

performance of the administrative and organisational work of the Federation. (*IFLA Statutes and Rules of Procedure*, Art. 27).

Section: Each Division of IFLA may establish Sections pertaining to the field of interest (e.g., University Libraries, Public Libraries, Cataloguing and Classification, Document Delivery and Interlending, etc.) of that Division, subject to the approval of the Professional Committee. IFLA Association and Institutional Members may select the Sections to which they wish to belong. Only members of a Section are permitted to nominate Standing Committee members to that Section. (*IFLA Statutes and Rules of Procedure*, Art. 23). **See also Standing Committee.**

Section Member: An IFLA Association or Institution Member belonging to a particular IFLA Section.

SI see Simultaneous Interpretation

Simultaneous Interpretation (SI): Sessions held during the IFLA Conference where the papers and comments are officially translated into one or more of the official languages of IFLA: French, Spanish, German, Russian, and English.

Special Adviser: A former member of a committee who is invited to work with a committee in order to provide specific information, or a former committee member who is still working on a project for a Standing Committee. A Special Advisor has no other committee responsibility within IFLA.

Standing Committee (SC): Each IFLA Section has a Standing Committee which is responsible for developing the programme of the Section and ensuring the execution of its programme and activities. No more than twenty individuals can comprise a Standing Committee. These individuals can be nominated only by an association or institution belonging to the Section. Each Standing Committee then elects from its members a Chair and a Secretary who represent the Standing Committee on the Coordinating Board. **See also Section.**

Strategic Plan for IFLA's Professional Activities: The Strategic Plan is a basic statement used both within and outside of IFLA as a guide to the IFLA programme. Each of IFLA's professional groups (Standing Committees and Core Activities) develops a mission, priorities, and action plans for the time period of the Strategic Plan (2 years), in order to provide direction for activities, programmes, and projects. The Strategic Plans are based on the Professional Priorities

UAP see Universal Availability of Publications

UBCIM see Universal Bibliographic Control and International MARC

UDT see Universal Dataflow and Telecommunications

Universal Availability of Publications (UAP): formerly one of the IFLA Core Activities. It ceased in March 2003.

Universal Bibliographic Control and International MARC (UBCIM): formerly one of the IFLA Core Activities. It ceased in March 2003, but the UNIMARC Programme continues under the direction of the National Library of Portugal.

Universal Dataflow and Telecommunications (UDT): formerly one of the IFLA Core Activities. It ceased in 2002.

Working Group: Ad hoc Working Groups are established by either a Division or Section or a combination of Divisions and/or Sections to study specific topics. Subject to approval of the Professional Committee.

Workshop: Workshops are programmes within the IFLA Conference structure that allow for concentrated discussion on very specific topics. Only a limited number of workshops are authorised during an IFLA Conference. Workshops are usually limited to 50 participants.