



IFLA Document Delivery and Resource Sharing Standing Committee

Minutes

First Meeting
Held at Durban ICC on Saturday, 18th August 2007.

(Updated: 25 October 2007)

Present: Kim Baker; Poul Erlandsen (Chair); Daniel Mattes Durrett; Nazdezhda Erokhina; Jacqueline Gillet; Rose Goodier; Matthew Goldner; Bob Krall; Elmelinda Lara; Betty Lowery; Debra McKern; Jindriska Pospisilova; Helen Sakhirei; Joan Stein; Penelope Street

Apologies: Assunta Arte; Mary Hollerich; Margarita Moreno; Uwe Rosemann; Carol Smale; Elisa Soares; Li Xiaoming

1. Approval of agenda

A new agenda item was added.

2. Approval of the Minutes of the Midwinter SC Meeting in Lisbon, 2007.

The minutes of the Midwinter SC Meeting, which had taken place in Lisbon in February 2007, were approved by the Committee

3. Matters arising

It was agreed that all matters arising were already listed on the Agenda.

4. Elections of Officers

The following nominations were made and the members in question were duly elected to the Committee and its various sub-committees:

Chair and Secretary

Chair: Kim Baker

Secretary: Rose Goodier

Treasurer: Debra McKern

Information Coordinator: Joan Stein

Members of the Newsletter Sub-Committee:

Mary Hollerich; Kim Baker; Rose Goodier; Margarita Moreno

Members of the Principles and Guidelines Sub-Committee:

Debra McKern; Elisa Soares; Bob Seal; Joan Stein; Jacqueline Gillet; Jindriska Pospisilova

Members of the Strategic Planning Sub-Committee:

Kim Baker; Joan Stein; Elmelinda Lara; Mary Hollerich

Members of the Conference Planning Sub-Committee:

Kim Baker, Rose Goodier, Daniel Mattes Durrett; Assunta Arte; Jindriska Pospisilova; Jacqueline Gillet (*Poul Erlandsen to be co-opted onto the sub-committee for 2007-08 and Carol Smale's help to be requested for Canada*)

5. Chair's Report

- PE has asked for 80% of the money obtained through the contract between IFLA/National Library of Singapore to come to the SC. The situation will need to be reviewed in October. It was decided that the money would be used as seed money for future ILDS conferences.
- It was noted that there had been a bid from Germany for the 2009 ILDS Conference, and that this has now been accepted by the Professional Committee. A formal announcement will be made at the forthcoming Singapore Conference. It was agreed that a bid from the USA for the 2010 ILDS would be welcome. A call for bids will go out in October 2008.

[Action: SC members from the USA should take this into account and work on the idea]

- It was agreed that next year's IFLA Conference in Quebec should include an open programme plus a satellite event. The deadline for submitting details of the satellite event would be November 2007. PE stated that he had corresponded with the Reference and Information Services, and Acquisitions and Collections Development sections, but, as yet, no decisions had been taken. The conference planning sub-committee would meet during IFLA in Durban to further discuss the matter, and would meet with the Chairs of the other Sections, and report back at the second SC meeting in Durban.
- It was noted that the Resource Sharing Manifesto had already been translated into French and Portuguese. Russian and German translations were hoped for in the near future.

6. Report of the Co-ordinating Board

- The Professional Committee has sent out a report reviewing the structure of IFLA. A hearing to discuss this will take place on Sunday, during the Conference, and the hearing is open to all SC members. The proposals include:

Restructuring of IFLA Divisions, from 6, to 3

- Library types (eg national, public)
- Materials, functions and services (Doc Del, etc)
- Support for the profession (Copyright, FAIFE, etc).

SCs must have at least 50 paid up members, and a minimum of 10 SC members

- It was noted that there would be no IFLA Booth Schedule in Durban this year. The booth will be looked after by IFLA staff.
- The Committee was informed that there would be a launch of new IFLA publications on Wednesday, 22nd August, and that authors would be available at the event to answer questions.
- It was noted that this year's IFLA Conference has raised 700,000 euros through sponsorship.

7. Financial Report

- Nothing to report.

8. Report from the Information Co-ordinator

- There was some confusion over the criteria for requesting print format of the Newsletter. This has since been resolved.
- Ask an Expert: It was noted that some questions had been received and answered.
- The Portuguese translation of the Best Practices brochure had been sent to Sophie.
- The problems of updating the website and the inability of the Listserv to handle attachments were discussed.

[Action: JS will advertise *Ask an Expert* via the Listserv]

9. Durban Conference

- It was confirmed that the eight papers which had been selected in Lisbon will be presented at the SC's Open Programme. This will take place on the afternoon of Monday 20th August, and KB will be chairing the session.

- It was noted that the Singapore Conference organisers would be permitted three minutes at the beginning of the Open Programme to promote the ILDS Conference.
- Committee members were reminded that an audience head count would need to be taken, and that a paper for publication in the next issue of the IFLA Journal would need to be selected after the event.
- The issue of people presenting multiple, identical papers across different sessions was raised by the Chair of the CB as an area of concern.

10. Follow up items from the Mid-term Lisbon Meeting

- PE presented a paper and suggestions which had been sent from MM, detailing a range of ideas to put forward to IFLA.

[Action: The new SC will look at MM's recommendations and the possibility of taking them forward]

- There was a discussion on the development of e-vouchers and IFLA's plans for an expiry date on the IFLA vouchers. There was concern that this could mark the end of the voucher scheme per se. The SC agreed that there was no problem regarding the first aspect – namely the retirement of the BL vouchers.

[Action: It was agreed that we should leave further discussion relating to the retirement of the IFLA voucher until the next SC Meeting which would be attended by Sjoerd Koopman]

- It was noted that the IFLA Vouchers scheme is now self-supporting, and that 20,000 euros profit will be expected for IFLA.
- The suggestion to accept credit cards had again been turned down by IFLA. KB will continue to lobby for its acceptance.

The meeting adjourned at this point.

<p>Second Meeting Held at Durban ICC on Friday 24th August 2007.</p>

Present: Kim Baker (Chair); Daniel Mattes Durrett; Jacqueline Gillet; Rose Goodier; Matt Goldner; Robert Krall; Elmelinda Lara; Betty Lowery; Debra McKern; Jindriska Pospisilova; Helen Sakhirei; Joan Stein; Penelope Street

Apologies : Assunta Arte; Poul Erlandson; Carol Smale; Uwe Rosemann; Li Xiaoming; Elisa Soares; Margarita Moreno and Mary Hollerich.

At the outset of the Meeting, Kim Baker gave an official of note thanks to Poul Erlandsen, the outgoing Committee Chair, and to Penny Street and Betty Lowery who were attending their final meeting prior to leaving the committee.

Pre-meeting discussion with Sjoerd Koopman

- Sjoerd Koopman distributed IFLA Voucher Scheme leaflets to those present at the meeting, and stated that he had already had some discussion with PE regarding the proposed changes to the scheme. PE had expressed some concerns about the proposed changes.
- It was noted that the IFLA Governing Board had asked the Executive Committee to propose that the old IFLA vouchers should be exchanged for new ones, and that an expiry date should appear on the new vouchers. It had been suggested that the expiry date should be five years from the date of issue.
- SK invited the Committee to send him a report, in a structured format, detailing our ideas and concerns regarding these proposals. This report should be submitted to SK by 1st November, 2007 at the latest.
- The Committee concurred that the replacement of the old vouchers with new ones was a good idea. However, there were general concerns about the introduction of an expiry date. It was agreed that committee members would consult with professional colleagues to obtain their opinions, with a view to preparing a report which would be submitted by the Committee to the Governing Board, via SK, by November 1st, 2007.
- BL mentioned that developed countries are currently the main purchasers of IFLA vouchers, and that the popularity of the vouchers is largely due to the simplicity of the accounting procedures involved. If the administrative procedures were to become more complex, the popularity of the scheme would be expected to diminish accordingly.

- It was agreed that obtaining some data concerning the global use of IFLA vouchers would be very useful. RG was asked to contact Susan Schaepmann at IFLA HQ to find out about general usage figures over the past few years.
- JS was asked to write a short summary of the situation as it stands and to canvass opinions from the broader Document Delivery and Resource Sharing community in order to obtain an overview.

[Action: RG to contact Susan Schaepmann for figures; JS to ask for opinions; Report to be compiled by Committee members and presented by KB to SK by the beginning of November, 2007]

11. Durban Conference Reports

Report from IFLA Professional Structure Review Committee

- There had been some objections to the proposal for absorbing the IFLA Collections and Services Division into the Library Materials Section, as the latter Section was considered to be too large, and to have too wide a remit.
- Representatives from the smaller groups had also stated that they considered a minimum requirement of fifty members to be too high a number. It was noted that the Governing Board, at their meeting held on Tuesday 21st August 2007, had subsequently approved that the minimum requirement for groups should be reduced to forty members, and that Collections and Services would be split into two sections, rather than the original proposal of one section.

Report from short Extraordinary Meeting of Coordinating Board

It was announced that Lynn Sipe (University of Southern California) has been elected Chair of the Collections and Services Coordinating Board Professional Committee. The new Secretary will be Ed King (British Library).

Report from IFLA Officers' Training session

- KB reported on the IFLA Officers' Training session. The new chair is Nancy Gwynn. Sections can submit a project funding proposition via the Committee chairs. It was agreed that the Model Handbook for ILL would be a project that could be funded. However, as the deadline is in October 2007, it is too late to submit a proposal this year – we can work on the book during 2008, then find out the costs of publishing, and be able to submit a proposal for project funding in October 2008.
- Monitoring of section membership was encouraged, with a view to encouraging new members to join. (We should include this in our new Strategic Plan).

- IFLA is currently reviewing the webpage content management system and it is hoped that sections will soon be in a position to upload their own material directly, rather than having to contact Sophie as an intermediary. This work is in progress.
- PE is the section's LISTSERV administrator at the moment, but KB will be taking over as she is the new Committee Chair. It was agreed that one list is required purely for the use of committee members but that it would be good to have another listserv for our paid-up Section members, to communicate with them, and allow them to communicate with us.

[Action: KB to ask Sophie to change her to be the new list administrator for the DDILSC listserv, and to submit a request for a new listserv for communication to Section members]

Report on Open Session

The section's Open Session, which took place during the afternoon of Monday 20th August, proved very successful. Around 210 people attended the first half and about 100 attended the second half. It was agreed by the Committee that Jacqueline Gillet's paper was especially relevant and interesting, and that this should be selected to appear in the Newsletter, and also proposed for publication in the IFLA Journal. The abstracts of two other presentations – AMICAL and ALIAS – were also selected for publication in the forthcoming newsletter.

[Action: Rose to ensure that these papers are collected so that they can be published in the forthcoming Newsletter]

12. Strategic Plan

KB reported that she had met with JS and EL to discuss a way forward regarding the strategic plan. KB stated that she would look at the existing strategic plan and draft a new for discussion by the other sub-committee members, including MH, before circulating it to the SC for comment. This would need to be done via e-mail. The Strategic Plans are due in November. It was noted that the current plan appears on the IFLA web page, and that JS would arrange for the new version to be loaded onto the web page following approval..

[Action: KB to draft a new strategic plan and take it to the subcommittee for fine-tuning, and then circulated to the SC members for final comment and approval. KB will send it to IFLA HQ and the Division Chair, JS will arrange for it to go on the web page]

13. Draft letter from MM

It was agreed that JS should make some alterations to the wording of the letter, which had been drafted by MM, in order to make it a little more concise. It should be circulated to the Committee by the end of September 2007. .

[Action: JS to reword the draft letter and circulate it to the Committee]

14. Section Newsletter

Contributions from all Committee members were welcomed. New members were asked to submit a short biography and a photograph for inclusion in the forthcoming newsletter. A selection of papers which were presented at the IFLA Conference would be included, as well as a short piece on the Singapore Conference. KB agreed to do the formatting and layout of the newsletter, and RG would gather content.

[Action: RG to contact all new committee members and collect biographies and photos, then to send them on to KB for adding to the Newsletter]

15. Mid Term Business Meeting 2008

JG has offered to host the mid term business meeting in Nancy in February 2008. New members were informed that they should present country reports at the mid term meeting. JG has offered to get in touch with other local libraries in Nancy, as well as INIST, and will also try to organize a visit to the National Library in Paris. The first day should involve a full day's meeting in Nancy and the following day will probably take the form of a visit to the Bibliothèque Nationale in Paris. Thursday 14th February and Friday 15th February 2008 were proposed and agreed upon as dates. JG will email committee members in advance to keep everyone informed, and she has also offered to compile a list of suitable hotels.

[Action: JG to host the 2008 mid term meeting in Nancy and let Committee members know about arrangements]

16. Model Handbook for Interlibrary Loan

- DMc distributed a handout and explained that she had worked on the initial stages of the document with MH. She will be handing over the task of editing the handbook to MH, so now the Editors will be MH and EL.

Suggestions for possible contributors included: Mary Jackson (currently working for Autographics in Maryland), Roxanne Missingham (Australia) Gail Warner and Brenda Bailey Haynor. It was agreed that Mary Jackson should be asked to write a section on models. Ed Davidson (Sheffield, UK) was recommended as a possible contributor to the technology section.

Poul Erlandsen would be asked if he would be willing to contribute, and that MM could prepare a piece on sample forms. KB and JS, in their capacity as experienced administrators, could be asked to prepare an administrative structure. JS was asked to prepare a model national ILL code which could ideally be submitted to the German ILDS, to be held in 2009. Chapters need to be written and case studies included as working examples. DMc will produce a glossary and EL will write a bibliography.

The proposed assignment of authors thus is as follows: Introduction: MH and EL; Ch1 – Poul Erlandson; Ch2 - Mary Jackson; Ch 3 – EL; Ch 4 –MM; Ch5 (suggested Ed Davidson, Sheffield, UK; Ch 6 JS and KB. Appendices – Glossary – DM; Bibliography – EL; Model National ILL Code – JS; Sample forms – MM; Licensing agreements (samples) - UR.

[Action MH and EL to approach the proposed contributors and take the project forward]

17. Project plan for book

- MH and EL are responsible for organizing the book’s content, and MM is responsible for project development. Once the book has been completed, the Committee will need to approach IFLA to see whether they are willing to publish it. IFLA has the right of first refusal. However, this is a definite IFLA project, and thus a project proposal on the correct forms, with costs for publication can be submitted by October 2008.
- It was proposed that funding should be sought at least a year before the ILDS Conference, which is due to take place in Germany in 2009.
- MG suggested that workflows could be drawn in order to delineate the concepts of interlending and borrowing. It was agreed that it would be helpful to have a general introduction explaining general concepts, as the book will be available to all readers, not merely specialists in the field. It was proposed that PE should be asked to write a general introduction and that DMc and MH should proceed with discussions about making further plans.

[Action: this will be firmed up via e-mail, and at the mid-term meeting in Nancy]

18. IFLA Voucher Scheme report

- A Voucher Programme report for the second quarter of 2007 was distributed to the Committee. There was a query about the definition of “interest Rabo vouchers” and it was agreed that we should ask Susan Schaepmann to define this term.
- The Committee agreed that more clarity and information should be made available in order to enable us to look into this issue more closely. It was agreed that a small subcommittee should be convened in order to look into the topic, including a feasibility study looking into the development of electronic vouchers. BK, JS and MG were suggested as members, with KB being an ex-officio member
- The remit of the subcommittee would be to prepare an explanation as to why there is an objection to an expiry date appearing on IFLA vouchers, to look at

the feasibility and design of electronic vouchers and to work out how best to promote the voucher scheme to developing countries.

- It was noted that the paucity of use of the IFLA voucher scheme in developing countries seemed to be partly due to a lack of awareness about the scheme and language barriers.
- BL was asked to look at how the scheme operated prior to the BL Office closure in 2003, and to send relevant information to BK.
- It was generally agreed that it made sense for the old BL vouchers to be officially retired. Committee members had no objection to IFLA proceeding with the replacement of old BL vouchers with new ones. Ex - officio member and former committee member, BL, would be acting as a consultant.

[Action: because of the urgency, the SC and subcommittee would round-robin in e-mail – Report will be compiled by subcommittee, after SC and wider ILL community have given inputs, and KB will send the report to SK by 1 November 2007]

19. Revision of Principles and Guidelines for International Lending and Document Delivery

- The following committee members have been elected to work on the Principles and Guidelines: JP, ES, DMc, JS, BS and JG. It was noted that JG and DMc had already met to discuss the way forward.
- It was agreed that the terminology used in the document should be examined and clarified. For example, the term “suppliers” was deemed to be the most appropriate term, and “access” was a suitable term to use throughout.

The principles which have been drawn up so far are listed below:

- **National Responsibility**

It was suggested that it would be beneficial for national libraries to lend without charge to other national libraries, being a mechanism which would lead to increased access in an inexpensive way, and that a proposal of this sort might be made to the National Libraries Section. BL stated, however, that this would not be a simple procedure to introduce as the pricing structures are drawn up by the separate library management boards who may not view it as a viable proposition. It was stressed that many national libraries have to cover their costs. The idea could be included, however, as a recommendation (for example stating that “wherever possible this is a good idea”) without being set as a rule.

- **Name change**

It was agreed that the term “National Lending System” should be changed to “National Resource Sharing System” in order to more accurately reflect the purpose of the national systems. This term should be used throughout the document.

- **IFLANET**

It was agreed that people should be directed to the existing policy directory databases, rather than having to spell it all out on IFLANET. The OCLC Directory is freely available on the Web, being a name and address directory which is self updating. It gives the directory of policies, contact information and addresses. It was decided that some examples should be listed on IFLANET, as a central portal does not yet exist. It was agreed that the Committee should look into creating a portal as part of the strategic plan.

- **Response codes**

It was noted that these codes were not being used as much as they could be. It was noted that Lars Leon had started to work on it but that the work had not recently been taken forward. DMc was asked to investigate the current situation. It was proposed that translation of the current ISO response codes should be looked into, as they are based on standard English phrases and may not make sense in other languages.

[Action: DMc to investigate where this is up to]

- **Copyright**

It was recommended that we clarify the notion of “fair use” and “fair dealing”, as these phrases are not globally used. The terms are currently only used in selected areas, including Europe and South Africa.

- **Responsibility for loan material**

It was agreed that such matters as unmediated requests should be scrutinized. For example, how are materials shipped? Shipping guidelines should be included. It was noted that Mary Jackson had already prepared some guidelines and that these should be referred to.

- **IFFRO website**

A link to this website would be a good idea. This is a Reproduction Rights Organization and an excellent source of relevant documentation.

[Action: DMc has been given the remit of updating this report. Members should make comments and contributions via email]

20. **Singapore: ILDS Conference**

- It was noted that, to date, seven committee members would be attending the forthcoming ILDS Conference in Singapore. Section Committee members have been asked to assist with chairing sessions.

- KB was asked to check with SJ about clarifying the 80/20 split on funds.
- KB mentioned that a time for the Section Committee meeting in Singapore had not yet been set, and that she would let people know once it had been decided. JS was asked to forward any relevant information about Singapore to BK, as his name does not yet appear on the distribution list.

21. Planning for Quebec 2008 Conference

- It had been proposed that the Section should organize a pre-conference satellite event, to take place in Boston, USA, on August 6th and 7th.
- MG stated that he would ask for a general contribution to be made to the conference which would include some travel costs for speakers. It was agreed that some speakers from outside the USA who are involved in the process of rethinking Resource Sharing should be invited. Suggested speakers included Margarita Moreno, Poul Erlandsen and Michael Stevens, and it was agreed that other SC Committee Members should be encouraged to make a contribution to the program.
- Committee members were urged to look into booking their regional flights from Boston to Quebec earlier rather than later, owing to the likelihood of flights being fully booked out early, for IFLA.

Open session at Quebec

The theme of the Canadian conference will be: “Libraries without Borders: navigating towards global understanding”. It was thus agreed that “Global Resource Sharing Across Borders” would be an appropriate heading for a section theme. The term “borders” could be interpreted broadly. The call for papers would go out around November 2007, along with a written description, which could be fine tuned via email discussions.

22. Pre-planning for 2009 Conference

Pre-planning discussions will take place at the mid-term meeting in Nancy next February. This is scheduled to take place on February 14th and 15th 2008.

23. Brisbane Conference

It had been announced at the Durban Closing Session that the venue for the 2010 IFLA Conference will be Brisbane, Australia.

Rose Goodier & Penelope Street. Oct 2007