



Document Delivery and Interlending Section

Minutes of the Standing Committee

First Meeting:

Sunday, 22nd August, 2004

8:30 – 11:20 a.m.

Buenos Aires

SC Members Attending:

Baker, Carlsson, Chapa, Chollampe, Erlandsen, Lara, Leon, Lowery, Mattes Durrett, McKern, Pospisilova, Redse, Rodriguez, Smale, Street.

Absent: Arte, Martin, Matay, Rosemann.

Guests: Arlene Cohen (Guam), Lone Knakkegaard (Denmark), Jaesum Lee (Korea), Eun-Bong Park (Korea), Alice Ramohlola (S. Africa), Elisa Soares (Portugal).

1. Introductions

PE welcomed guests to the meeting.

2. Approval of Agenda

Agenda was approved.

3. Approval of minutes of SC Meeting in Madrid, 2004

Minutes were approved.

4. Chair's report - PE

Poul reported on the Co-ordinating Board meeting he and myself had attended the previous day.

- IFLA is holding a lottery: all Sections have received two books of tickets to sell.
- Title of the 2006 conference was announced as being *Libraries: Dynamic Engines for the Knowledge and Information Society*.
- All Section members were asked to encourage IFLA membership amongst colleagues.
- The President-elect will be holding a brain-storming session. All delegates encouraged to attend.

- 17 satellite sessions had been approved by IFLA for Oslo. IFLA will not approve this many in the future and if a Section wants a session, it must be included in their strategic plan.
- 2,780 delegates had pre-registered as of August. Majority from Argentina, second highest number from US. 122 countries represented.
- Financial report must be submitted to the chair of the CB by October.
- Brief report of Section's activities must be handed in to CB by end of conference for CB's report to IFLA on Divisional activities.
- IFLA is to review all Sections by 2007. The aim is to reduce the overall number of Sections. Our Section has 185 members and is one of the largest! One Section in each Division will be reviewed first: Serials has volunteered to be the "guinea pig" for our Division. The criteria for review will include qualitative data – number of publications, attendance figures at conference sessions as well as questions concerning promotion, overall achievements.
- 15 members attended the midwinter business meeting held in Madrid. The meeting was very successful and will be a permanent fixture.

5. Report from the Information Coordinator – CS

Changes to the website are in progress: members' list has been updated and the newsletter posted. CS announced she will be stepping down due to pressure of work.

6. Financial report – LL

\$821 balance. The money is for administrative purposes only and will be used to reimburse PE for newsletter postage costs incurred.

7. Election of new Information Coordinator

Teresa Chapa was elected. PE thanked CS for her contributions over the past years.

8. Buenos Aires Conference

a. Open Session

Daniel Mattes Durrett will chair the session, taking place on Wed at 8.30 at the Sheraton Hotel. The session is entitled *Interlending and document delivery services in support of distance education programs - perspectives from the southern cone* and comprises 3 papers. All are available on IFLANET (<http://www.ifla.org/IV/ifla70/prog04.htm>). PE thanked Daniel for putting the program together.

b. Translations

Papers, introduction and discussion will take place in Spanish with Spanish-speaking committee members available to assist. We had hoped for simultaneous translation but IFLA could only afford to finance a certain number of sessions and we had been unlucky in not being selected. TC has produced English abstracts and DMD will make copies: if there is no funding from IFLA to cover this cost, Section funds will be used.

c. IFLA Booth

We need to staff the IFLA Booth 4-5pm on Tuesday. TC, DM, PE volunteered. Suggested that it would be better to have poster sessions for Sections to promote themselves rather than the IFLA Booth as people don't really visit to see individual Sections.

d. SC dinner

Dinner and tango show was agreed for Monday night.

9. Business Meeting – February 2004: Status of activities

a. Cost as a barrier to access – KB

Kim Baker (S. Africa) tabled a paper, as this is an area that she feels is of concern for developing countries. IFLA promotes equal access to all but economics don't allow for this given that individual institutions usually need to recover costs incurred in the interlending process and this, given currency variations, often disadvantages developing countries who, arguably, most need the resources.

PE referred to report on Surbito: publishers stance is that it is illegal and a charge must be introduced since it is a question of copyright fees and, although lower rates apply in Germany, this is not so outside hence Surbito is acting illegally.

Idea of selling IFLA vouchers at lower price to developing countries – raises issue of the definition of a “developing country.” Suggested that a small taskforce undertake a feasibility study to identify the issues involved.

Action: KB, DMD, JP, DM will meet and report back.

b. Comparison of IFLA response codes/ISO numbering – LL

Reported that ISO have agreed to include more responses so many of the IFLA codes will appear in the next edition.

Action: LL to compare IFLA response code numbers to ISO numbers and amend ours to match ISO.

Second Meeting :

Saturday, 28th August, 2004

8:30 – 11:20 a.m.

Buenos Aires

SC Members Attending:

Baker, Carlsson, Chapa, Erlandsen, Lara, Leon, Lowery, Mattes Durrett, McKern, Pospisilova, Relse, Rodriguez, Smale, Street.

Absent: Arte, Chollampe, Martin, Matay, Rosemann.

Guests: Gabriele Donner (Austria), Alice Ramohlola (S Africa), Elisa Soares (Portugal), Edward Swanson (IFLA Division 5 Chair).

Edward Swanson gave a vote of thanks to everyone for their work in organising the programme.

9. Business Meeting – February 2004: Status of activities

c. IFLA Principles and Guidelines for International Lending

Action: Subcommittee will look at document and IFLA Model Code with a view to merging both. Recommendations to be sent to the listserv for comment.

d. Promotion and dissemination of guidelines for lending materials to the blind and visually impaired – CS

Reported that no response had been received from the Section for Libraries to the Blind.

Action: CS will contact them again and report back.

e. Training workshops for ILL practitioners – Kim Baker/Lars Leon

Raised as an agenda item at the Mid Winter business Meeting – there is considerable committee interest in pursuing this but we need to decide what focus to take. Poul had spoken with IFLA HQ – past workshops (by the Office for International Lending/IFLA Universal Access to Publications Core Programme) had been successful and they hoped the Section would continue this activity. The problem is one of funding – no longer available from UNESCO, suggested that OCLC might be a possible sponsor!

- Approach OCLC and talk to them about their global resource-sharing program. They may consider giving funding to develop training sessions.
- Make training the focal point of the ILDS conference – this would fit in with the Estonian theme. Consider asking the organising committee to consider asking for papers on this theme.
- Possible pre-conference event looking at practical issues (since papers tend to deal with more theoretical issues) for Seoul 2006. This would be aimed at the local Asian community not IFLA delegates as the focus should be practitioners. We would need to include this in our strategic plan for 2006/7 if we decide to do this.

Action: KB/LL to continue exploring this issue and what we as a Section might do. PE to discuss with OCLC when he meets them later this year.

f. Future of printed IFLA ILL request form – BL, CS, LL

- Develop a standardised structured free text email template.
- Interim between paper form and a true electronic form.
- Email fields to be the same as on printed form for consistency.
- Alternative to printed form, a faster way of sending than traditional post.
- To be hosted by IFLA with links from the Voucher Scheme page.
- BL still willing to sell printed form and have supplies for a couple of years.

Action: BL, CS, LL will continue to work on developing this.

g. IFLA Voucher Scheme

Suggested that IFLA HQ should accept UNESCO coupons as payment for vouchers however coupons are only available in developing areas and are subject to limitation controls by UNESCO re amount and usage.

Action: BL to ask Sara Gould if links with UNESCO coupon had been considered in the past.

h. Report from Susan Schaepman

Taken over by IFLA HQ May 2003. 30,000 vouchers sold since then (208,000 Euros). Surcharge and handling charge introduced for non-IFLA members – no complaints received. Susan was unable to attend in person but hopes to be able to attend in Oslo.

10. Subcommittees

PE invited anyone who was interest to join any of the subcommittees.

a. Principles and Guidelines (Members: PE, PS, DMc, TC)

b. Conference Programs (Members: DMD, PE, LL, TR, JP)

Conference Planning Sub-committee will work on program for Oslo conference and matter will be discussed further at Mid-Winter business Meeting.

Action: subcommittee

c. Newsletter (Members: PS, PE)

Publication of newsletter should be announced on ILL listserv.

d. Strategic Plan (Members: Needs new members)

Strategic Plan Sub-committee – Poul Erlandson, Teresa Chapa, Kim Baker volunteered. Will send draft to listserv for comments/contributions and put on Mid-Winter business Meeting agenda for discussion.

Action: subcommittee

11. 9th ILDS Conference 2005 Talinn, Estonia

PE welcomed Estonian conference organisers who attended to present ILDS conference plans to committee.

- Web page to go live in September.
- Call for papers to be issued at Nordic conference in September.
- New leaflets will be published listing topics covered by conference.
- Official IFLA mailing list to be used also US/Nordic listservs.
- Two hotels have been selected, others are available if this is not enough.
- Social programme is organised.
- There are possible sponsors but suggestions were welcomed.
- Themes are: history of interlending; ILL/docdel: luxury or necessity; local involvement; electronic services (service provides v users); international guidelines for ILL and their relevance; copyright.
- Papers in English: Estonia can handle Russian, German, French translations.
- PE to distribute list of topics to committee for input/comments once received from Estonia.

PE thanked the delegation for attending the meeting and presenting the programme.

12. Revision of Section brochures

Brochures could not be found on website, Sophie will check her files, PE has printed versions but we do not hold the electronic version. CS could get the brochure retyped if needed.

DMc, EL, JP will prepare a draft for discussion at the Mid-Winter business meeting. PE mentioned the need to have more of our publications translated into main IFLA languages since this is one of the criteria Sections will be reviewed on. ES has done a translation into Portuguese of the ILL Guidelines/Model International Code.

Action: DMc, EL, JP to produce draft. SF to check files.

13. Report on Section's BA Conference programs – DMD

- DMD reported session had been very successful with 185 attendees and very lively discussion (considering the lack of translation available).
- PE outlined procedure for getting a translation service and will check the feasibility of putting English abstracts on web.
- Best paper was selected for inclusion in IFLA Journal. DMD will get in touch with IFLA re this.
- English abstracts of all three papers will go in the newsletter.

PE thanked TC for producing the abstracts and DMD for preparing/chairing the session.

14. Complete planning for Oslo 2005

PE announced the meeting timetable for Oslo:

- CB1 – Fri 12th Aug
- SC1 – Sat 13th Aug
- SC2 – Fri 19th Aug

JC outlined the topic he'd suggested for the Section's program – *the interlending of electronic documents/documents produced in electronic format and the problems associated* e.g. copyright, supply format (print or email?). Suggested that programme should include speakers from companies providing this service. PE mentioned the possibility of linking with another Section, DMC will approach Winston Tabb (Copyright) re this. Conference sub-committee will work on this using listserv to brainstorm and report back at the Mid-Winter business Meeting.

Action: Subcommittee. DMc to liaise with WT.

15. Advance planning for Seoul 2006 and Durban 2007

Idea of a training session as a satellite event at Seoul focusing on local ILL environment (see 9e).

Action; PS to email Korean guest from first committee meeting and see if Korea may be interested in hosting a training workshop.

16. Revision of "Model Handbook for Interlending and Copying", 1988 – DMc, EL

Reported that it is written at a very basic level aimed at starting an ILL service/paraprofessional level. It could be used as a tool in conjunction with training sessions. IFLA are in favour of a new edition and it might be possible to produce an IFLA/UNESCO model handbook for interlending. BL reported that the Forum for Interlending and Information Delivery (FIL) were planning to produce a book on interlending and that this might provide useful ideas.

Action: DMc/EL will continue looking at it and report back. BL to send outline of FIL book proposal to PE.

17. Report from meeting for Information Coordinators - TC

Everything submitted to IFLA must have logo on it. TC will let IFLA know when the paper for inclusion in the IFLA Journal has been selected. DMD will contact TC when permission has been received.

Action: DMD, TC.

18. Election procedure for new SC members 2005

There are a number of members ending their first term at Oslo. PE reminded everyone that if they want to serve a second term they must complete and send in nomination papers on time.

Election procedure outlined: papers go out to all Section members in Oct and they can nominate 1 person. Postal ballot held if there are more nominations than seats and results will be known before Oslo. Officers for 2005-7 period are elected at Oslo conference.

- Hans Martin and Torrill Redse will not seek re-election.
- AT Matay (Ghana) has not attended two meetings and will be dismissed from the committee.
- There are 19 members on the committee and 3 vacancies.

19. Election of Coordinating Board chairs

Action: PE/PS to discuss.

20. Could the Section benefit from a name change?

Item postponed.

21. Midwinter Business Meeting 2005 – time and place

Prague. Date in February to be decided.

Action: PE.

22. Other business
No other business.

Penelope Street
September 2004

 **Document Delivery and Interlending Section:** <http://www.ifla.org/VII/s15/index.htm>