



Document Delivery and Interlending Section

<p style="text-align: center;">Mid-Winter Business Meeting Prague 24-25 February 2005</p>
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Present:

Assunta Arte, Johnny Carlsson, Teresa Chapa, Poul Erlandsen (Chair), Teresa Rodriguez Gonzalez, Betty Lowery, Debra McKern, Jindriska Pospisilova, Torill Redse, Penelope Street (Secretary).

Apologies:

Kim Baker, Kanigar Chollampe, Daniel Mattes Durrett, Hans Martin Fagerli, Elmelinda Lara, Lars Leon, Uwe Rosemann, Carol Smale.

1. Introductions

Poul welcomed everyone to the Section's second mid-winter business meeting. A welcome introduction was also given by Mrs. Bohdana Stoklasova, Deputy for Library Management .

2. Approval of agenda

4 items were added to the agenda as numbers 4-7.

3. Approval of minutes of SC meetings in BA

The minutes were approved.

4. Report of Co-ordinating Board meeting

- a. Peter Lor has been appointed as the new Secretary General of IFLA. He will assume the position on the 15th February.
- b. The first round of Section evaluations has been completed and the March meeting of the Professional Board will consider the pilot reviews. All other Sections are to be reviewed in the coming year. There was discussion of IFLA's role: what direction is it heading in and should it have a lobbying role that was essentially professional or political.
- c. All requests for finances in Division 5 have been approved. Our Section has not asked for additional finance and will receive the usual 7-800 euros for administration purposes. From 2006 IFLA will charge

Sections a fee of 200 euros if they wish to hold pre/post conference satellite meetings.

- d. The Reference Section has changed its name to Reference and Information Services Section.
- e. The paperwork for our conference programme needs to be returned to IFLA HQ by 1st March in time for the meeting of the Professional Board on the 14th.
- f. Membership revenue is down by 83,000 euros. IFLA is actively trying to attract new members.
- g. Alex Byrne (Australia) will be the next IFLA President. The new President-elect will be presented at the Oslo conference.

5. Financial report

Lars was unable to attend the meeting but had sent a report, which was circulated.

- Previous balance was \$821.51.
- \$770.01 had been paid to Poul's library for Section newsletter postage reimbursement. Bank had charges a wire fee of \$50.
- We will receive 815 euros from IFLA.
Action: If this is not in the account by 28th Feb, LL will contact them.
- \$1000 loaned to National Library of Estonia in August for ILDS conference, loan will be repaid after the conference.
- IFLA is considering changing to one bank system in The Hague to avoid transfer fees to individual Section's banks.
Action: contact IFLA re their plans before considering a change to a European bank.
- We may need to think about another Treasurer although Lars intimated he was willing to continue.
Action: PE/PS to take to next Co-ordinating board meeting the fact that the nomination process is too complex for individual members and that members should be personally contacted by IFLA, at the appropriate time, to see if they are willing to seek re-election.

6. Election of SC members

5 members of the committee will finish their term at the Oslo conference.

7. Election of SC officers

SC will need to elect Chair, Secretary, Information Co-ordinator and possibly a treasurer in Oslo.

8. Programme for Oslo

The Professional Board has approved our programme and we have a 2-hour time slot. Programme title revised to *Perspectives on the supply of electronic documents* to better reflect the content. Speakers are: Andrew Braid (BL), Lucy Molgat (Canada), Uwe Rosemann. It was decided not to include Karen Hunter (Elsevier) as she could only commit to certain days and the programme dates have yet to be decided.

9. Satellite meeting - Seoul

PE contacted Chinese member of Reference and Information Services Section but has received no response. PE also contacted Reference/Collection Development Sections re a joint programme: Reference is very positive and will discuss this at their mid-

winter meeting in March, Collection Development are eager to participate in pre/post conference programme. It was noted that there is no local contact in Seoul to assist with planning.

Discussion of content followed. Theoretical title: *Resource sharing, reference and collection development in a digital age: a practical approach*. Our Section's input could be a presentation of our Principles/Guidelines linked to a workshop on benchmarking and best practice.

Action: PE to send the necessary form for holding a satellite meeting to IFLA for March deadline and to try to continue trying to establish contact with Chinese SC member.

All - Establish Korean contacts at Oslo

10. Seoul programme

Suggested topic – resource sharing/role of Google. Need to finalise ideas at Oslo.

Action: PE to contact Collection Development Section to see if they are interested in a collaborative venture.

11. Strategic plan

No action taken. New strategic plan must be submitted by October.

Action: PE, TC, KB to prepare something for discussion at Oslo and send to the list-serv beforehand. Feedback from the SC welcome.

12. ILDS conference

IFLA has not sent out the call for bids for the 10th ILDS conference so it might not be possible to announce the venue at Tallinn. SC reviewed all abstracts sent and made a selection.

13. Questionnaire for review of Sections

We have until 15th Nov to complete and return the questionnaire.

Action: DMc to look at collating the factual data required for section 1.

PE will email list-serv asking all SC members to send comments for questions 6-15.

PE/PS will collate comments into answers for each question.

PE will contact Sophie Felfoldi re an open list for Section members.

14. Section name change

PE had sent a proposal to Chair of Co-ordinating Board to take to Professional Committee meeting on 1st March. It was agreed that the proposed name change be amended to *Information Access and Resource Sharing Section*.

Action: PE to contact chair of Co-ordinating Board re name amendment.

15. IFLA guidelines for best practice in ILL

PE presented the brochure produced by the Nordic countries. It was agreed that this could be adapted for the international community and something similar produced by the Section, which would include mention of the IFLA vouchers. Any new publication would need the approval of the Professional Board.

Action: BL to check text and compare with UK version to see if anything can be added and then send it to DMc for comments.

16. IFLA voucher scheme report

Susan Schaeppman had sent in an annual report. Total stands at -1,204.97 euros. No complaints received re handling charge/surcharge. There should be no printing costs this year as we will be re-circulating old vouchers so the voucher scheme should start to make money. The question of what happens to the interest earned on money in the account was discussed: a possible solution is to use it to fund the Section's projects.

Action: BL suggested that a way of marketing the Section and encouraging the use of the guidelines would be to include the both the Guidelines for Best Practice/Section brochure with vouchers when they are sent out.

17. Cost as a barrier to access

Deferred to Oslo conference.

18. Revision of Section's brochure

Intended primarily as a print document – all unnecessary URL's will be removed, retain the main IFLA one only. Primary purpose is to attract new members so it needs to focus on the advantages of membership. SC members can do translations required:

AA – Italian

JP – Russian

Teresa – Spanish

Carol - French

Action: DMc will reformat it as double-sides, one page document and, once the Section's name change is approved, circulate a draft to all SC members. Once agreed, translations can be done.

19. Model Handbook for ILL

Deferred to Oslo.

Action: DMc and EL to continue looking at it and report back at Oslo. BL to send draft outline of FIL(UK) proposed publication to SC for consideration.

20. Printed IFLA ILL request form

BL reported number of packs being sold is decreasing. Reported that UNESCO coupons were accepted as payment for IFLA vouchers.

LL's paper on IFLA/ISO response codes was deferred to Oslo.

Action: BL to check with LL/CS re status of designing a template for email. To look at the email form to check that it includes all the information from the printed form.

21. AOB

- a. DMc gave a report on recent Google project and will send out documentation describing the project to SC members. **Action: DMc to ask Carla Montori whether she would do a paper on Google for the Tallinn conference.**
- b. LL interested to know how important Ariel is to SC members. **Action: DMc to represent SC interests at Infotrieve meetings.**
- c. Discussion of Oslo conference. The first SC meeting is Saturday 13th August and the second one Friday 19th August. **Action: TR will host dinner for SC members.**

22. Venue for mid-winter business meeting 2006

Assunta offered to host the meeting in Rome. Suggested date was 23rd/24th February.

Penelope Street
Feb 2005