



**International Federation of Library Associations
and Institutions**

Libraries Serving Disadvantaged Persons Section

Chair

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**IFLA
Standing Committee
Libraries Serving Disadvantaged Persons Section**

Minutes Mid-Year Meeting 2007
February 26. 9.30 – 16.00
& February 27. 9.30 – 14.00

Location:

Guildhall Library
Aldermanbury
London, EC2V 7HH
Telephone: 020 7332 1868

Members present:

Tone Moseid, Secretary and Meeting Chair (Norway), Dunja Maria Gabriel (Croatia), Youngsook Lee (South Korea), Misako Nomura (Japan), Margaret Forrest, Information Officer (Scotland), Ramatoulaye Fofana (France), Helle Mortensen, (Denmark).

1. Welcome and Introductions

Tone Moseid welcomed all the members of the Standing Committee. Helle Mortensen was chosen as co-secretary, as Tone was meeting chair in Joanne's absence.

2. Regrets

Regrets were received from Joanne Locke, Chair and Treasurer (Canada), Vibeke Lehmann (United States), Nancy Panella (United States), Gyda Skat Nielsen (Denmark), Maria Angela Barlotti (Italy), Ka-Jo Carlsen (Norway), Corinne de Munain (France), Teresa Pagès Gilibets (Spain), Claudie Guerin (France), Yu Kikuchi (Japan), Maria José Lopez-Huertas Pérez (Spain), Obianuju Mollel (Canada), Edwin Qobose (Botswana), Jose Diaz Roque (Cuba).

3. Approval of the Agenda

The Agenda was approved with no further additions.

4. Minutes of the March 2006 SC Meeting in Seoul

4.1 Approval of Minutes

The Minutes were approved as presented. The minutes are already published on the IFLA-web.

4.2 Business Arising from the Minutes

Any business arising from the Minutes of the SC meeting in Seoul has been incorporated as items in the mid-year meeting agenda.

5. Chair's Report

5.1 Div. III Coordinating Board meetings in Seoul

Tone presented the highlights of what had been discussed at the Coordinating Board meetings in Seoul. At the meeting of Friday, August 25th, further discussion on the Durban program took place. The details of the common division day were confirmed, as per the special meeting held in Seoul. It was agreed that the Coordinating Board would draw up a common call for papers which could then be modified by each Section to stress their own area of interest but always with a view to supporting the common Division Day theme of Social Inclusion.

6. Financial Report

The financial report is attached to the minutes. There has not been any change since August 2006 but we may expect significant change in March 2007 in anticipation of several items.

7. Publications and Information

7.1 Information coordinator's report

The SC members congratulated Margaret on doing a great job with the Section Newsletter.

Newsletter: Margaret would have liked more content in the June Newsletter, but finds it difficult to find news about our topics in English. The SC members are urged to contribute to the search for news and articles. It is appropriate to have the contributions in the IFLA main languages. The SC members encourage the use of more illustrations in the Newsletter. Margaret asked the SC members to take photographs of the various meetings and events associated with the conference in Durban and to write a short report from the conference to the newsletter. Margaret will prepare an information coordinator's report for Durban, but will not be able to attend the conference.

Action:

Responsible for a short report in English: Helle.
Responsible for a report in German and French: Rama.
Responsible for photos: Tone and Rama.
Responsible: Everyone. Photos from the mid-year meeting should be sent to Margaret.

Margaret asked for a 100-word description of each new member of the Section for the Newsletter in May. Deadlines each year for the Newsletter are May 15 and November 15.
Responsible: everyone.

Section Brochure: The section brochure, which was updated for the Seoul conference in August 2006, should continue to serve us well for the Durban conference. Should the Section decide on a name change, such a change will affect future publications. The final decision of a name change may be made at the Durban conference, and the section brochure will then be updated with the new name. Rama will translate the section brochure into French. German and a Chinese editions already exist. The section brochure should be available in the five IFLA languages. Margaret will go through the list and ask Theresa for a Spanish edition. Helle will take care of a Russian edition. Margaret will go through the text and she will send the text to everyone for translations.

It will be necessary to bring enough copies to Durban. Everyone who goes to Durban should make about 10-15 copies each. Margaret will send out a pdf for copying to all members in due time before the Durban conference.

There are currently three ongoing projects listed in the brochure. They are:

1. Dementia guidelines. Since the guidelines will be ready for Durban, then we can change this to read: promotion of the guidelines for library services to persons with dementia.
2. Production of a guide to disability resources. This item listed must be taken out, as it is no longer an existing project.
3. Translation and revision of existing publications. We agreed on increasing the number of translations and placing the item on the agenda for the next mid-year meeting.

It was decided to revise the section brochure every third year.

8. Conference Planning

8.1 Durban 2007

Joanne proposed by email to ask someone to coordinate one evening meal and one luncheon during the Durban conference. The SC found it important to make special social arrangements for the SC members, but found that a dinner arrangement would be the most convenient, as the

Division day will make it difficult to have a joint lunch that day. Tone will contact Lucille Webster to ask her to help us find a place and join us for dinner on Saturday.

8.1.1 Division program: Social inclusion

The Division Day is still agreed upon as a good idea, but the SC also finds that we will not want the Section to participate in a Division Day at every conference. As a section we have many issues which are specific to our Section and should be given time for presentation and discussion which cannot always be accommodated in a Division Day. The SC decided to evaluate the process afterwards. It is of importance to our section that the program for the Division Day match some of the needs of our patrons.

The call for papers has been sent out by John Lake, Secretary of the Division. Vibeke Lehmann modified the common call and sent out a call specific to the LSDP. A working group with 1 representative from each of the sections has been formed to evaluate and recommend the papers to be presented on the Division Day. Vibeke Lehmann, past Chair of the LSDP, is the participant from LSDP. A total of 43 paper proposals were received for evaluation. The Coordinating Board will make the final selection of the papers for the Division Day, based on the results of the evaluation. The program of the Division Day will be finalised at the CB midyear meeting in Zagreb by the Coordinating Board. The deadline for presenting the program to IFLA HQ has been postponed to 6th of March.

HQ has requested information on the format which the Division Day will take. The day will be composed of an 8 hour program, from 8.30 to 18.00, with lunch and entertainment totalling 1.5 hours scheduled from 12.30 to 14.00. Tone presented the outline of the format of the program, which will be discussed at the CB meeting in Croatia. Alex Byrne has been invited to open the Division Day, and has accepted the invitation.

Other suggestions for the day: Setting up a stand with our materials, such as the section brochure and the various guidelines. Tone will raise this matter at the CB midyear meeting in Zagreb.

Joanne has suggested a poster on accessibility – either as a poster session or as a poster at the Division Day. We decided that a poster session on accessibility in the poster area will be the best. If there is Internet available, we could demonstrate websites for dyslexic/ disabled. Responsible: Margaret and Rama.

Tone made a request to the Section for Library Buildings and Equipments at the IFLA conference in Seoul, proposing to add up our last hour to their program. The building section found it difficult to

combine this with the program they were planning, which was almost finalised at that time. The last hour of the Section's two hour time slot will not be realised as a part of the program. Later on, it was stated by IFLA HQ that because of the totality of the program structure, there is no room for one hour programs, nor is it possible to add the remaining one hour with sections outside of Division III.

Tone submitted a paper to the Section for Library Buildings and Equipment, who had chosen the theme "Toolkits for successful library design; guidelines and case studies" for their session. Unfortunately, the paper was not selected.

8.1.2 Poster sessions

1. Poster session, prison libraries (Vibeke Lehmann)

Vibeke Lehmann has sent in a proposal for a poster session on the theme. (It has been accepted.)

2. Poster session, Dementia (Gyda Skat Nielsen, Helle Mortensen)

Gyda Skat Nielsen and Helle Mortensen have sent in a proposal for a poster session, presenting the new guidelines for dementia. As Gyda is unable to attend the Durban conference, Helle is responsible for this poster session. (The poster has been accepted.)

3. Poster session, right to information and knowledge (Dunja Marija Gabriel)

Dunja Maria Gabriel has sent in a proposal for a poster session on the theme "Right to information and knowledge". (The poster has been accepted.)

4. Poster session, accessibility (Joanne Locke)

Joanne will send in a proposal, even if the deadline has run out. If it is not accepted, it may be a possibility to present it in the division day room. (The poster has not been accepted, because it came in too late.)

Margaret wants a copy of the posters for the Newsletter. The posters accepted by IFLA will be published on the IFLA net about April.
Responsible: Vibeke, Dunja and Helle.

8.1.3 Applying for speaker money, how and from whom

The CB meeting in Zagreb will select the speakers for Durban. It is not an option for us to apply for speaker money for Durban, but we will have to keep it in mind for Quebec.

8.2 Quebec City, Canada, 2008

8.2.1 Proposal for joint IFLA/LSDP, ALA, CLA satellite program on library services to the elderly

The theme of the satellite meeting was discussed. Vibeke Lehmann is LSDP's representative to the working group. The SC would like to have more information about the process. We suggest, that the Section asks Nancy and Joanne to support Vibeke in the further work with the satellite meeting.

To this point, it is unclear whether the IFLA HQ has received information on this satellite meeting.

8.2.2 Section program information. Theme is: Libraries without borders: navigating towards global understanding

Working title for the conference: Going beyond the borders: New ways of using ICT to enable greater access. Tone will send a request to the sections we would like to cooperate with e.g. Section of Information Technology and the Section of Science and Technology Libraries.

2009-2010 we agreed on a section program about deafness and deaf and blind persons. At the same occasion it was decided to update the guidelines for the deaf. Responsible: Margaret Forrest. The project should be presented to the Section for the blind in Durban. Margaret will contact Joanne.

9. Projects

9.1 Table of Translations

Rama has done a French translation of Guidelines to Accessible Libraries. The Norwegian translation of the prison guidelines is due for publishing. Margaret agreed to maintain an ongoing table of translations.

9.2 Guidelines for Library Services to People with Dementia

The deadline for electronic comments from the SC members is 1 April 2007. Margaret has sent the Guidelines to Dementia Services Development Centre in Glasgow. Helle and Gyda will incorporate the comments and add The Dementia Services Development Centre and The Reminiscence Centre in Glasgow to the bibliography.

9.3 Update to the Resource Book

This project is delayed. According to Joanne, the update will be finished before Durban. Responsible: Joanne Locke and Nancy Panella.

9.4 Update to "Easy to Read" guidelines

Misako Namuro is responsible for this project, in cooperation with Bror Tronbacke. There will be progress in this project, as they are in contact on the matter.

10. Membership matters

10.1 Review of SC membership status

Tone suggested sending an introductory letter (not an email) to IFLA members in order to recruit new members of the Section. The letter should be sent out close before the date for renewal of membership, and contain facts about the LSDP (the brochure) and an invitation to join our Section. We have membership from all over the world with the exception of Australia and South America. In September 2006 there were 70 members. If we are to have more than 80 members, we will have more administrative money.

We may apply for support for posting the letters from different institutions / organizations, and limit the number of members we send out the letter to, to members that may have a special interest in our Section's work.

Responsible: Tone

10.2 Nominations submitted for SC member

Bror Tronbacke (Sweden) and Lucille Webster (South Africa) has been nominated. Margaret Forrest has been renominated. (Later on, it has been known that Veronica L.C. Stevenson-Moudamane (USA) has also been nominated for membership of the SC.)

10.3 Keeping the membership list up to date

It is extremely important to keep the list up to date. If there are any changes, please inform the officers as soon as possible. Tone will make a column in the membership list to indicate terms of elected period, as suggested by Edwin Qobose. Tone will contact IFLA Headquarters to check up on membership periods for the SC members.

It will also be convenient to have some more information on the SC members – occupation, special interests in connection with the Section's work, etc. Everyone is urged to send biographical notes to Tone for the membership list (max 100 letters). New members should also send a photo and biographical notes to Margaret for the coming Newsletter.

11. Discussion of name change

Tone had sent out a memorandum to all the SC members before the meeting on a possible name change. As suggested, the SC discussed first the question of what the major purpose of our section should be, and then what name that would serve the section best.

From the discussion:

- The LSDP Section focuses on inclusion of groups of patrons, rather than on the special libraries serving them – but is still a section for patient's and prison libraries.
- Although Universal Design is a strategy implemented in all activities, like library buildings, ICT and reading, the LSDP section is perhaps the

section that must have the overall view on the topic of Universal Design.

- Keywords: Diversity, Equal opportunities, Full participation, Enabling.
- We ought to add universal design to the definition in the strategic plan.
- The key words used in the section's name must be possible to translate into something that bears the same meaning in the other official IFLA languages
- CILIP uses "equal opportunities and diversity panel" for one of their panels

The discussion must go on by email, to ensure that as many members of the SC have the possibility to partake in it. Tone is responsible for running the discussion.

12. Strategic Plan 2007-2008

The strategic plan was updated and will be distributed to the members and to the IFLA website. Tone updates 1.4: Guidelines for services to persons with dementia. These will be done so we will be promoting those guidelines instead. Tone takes 6.4 out: Produce a guide to disability resources.

13. Ideas for 2008-2009 projects

Dunja suggested a new project:

- Guidelines for the deaf and blind. A cooperative project with the Section for the Blind. A proposal for this project will be presented in Durban. Responsible: Dunja and Margaret.

It was suggested that in addition to revising guidelines, the Section should also produce other publications, perhaps in the form of IFLA Publication Series. Tone proposed to work out a draft for a publication on a theme that would suit the Section's purposes, for the meeting in Durban. Possible subjects could be Universal design and accessibility to all (in an international perspective), How to use ICT as a way to enable the disabled and secure inclusion, or Prison libraries. This may be a possible project for 2009.

14. Venues for mid-year meetings

Joanne has by email suggested that the SC choose a list of cities for midyear meetings, and to ensure that the meetings take place in venues which are easy to reach for everyone, preferably cities which are air hubs (and the IFLA HQ in The Hague) It is also important to decide upon time and place for the meetings in due time in advance. This will mean that we will not necessarily hold our meeting jointly to the CB meeting. It was decided upon that we will have our mid-year meeting approximately one week before the CB meeting, and that we will prefer to have the meeting in one of these cities: The Hague, London, Paris, Copenhagen, New York and Dubrovnik. The choice will depend on the representatives, which may probably change from period to period. It was decided that next year we

would prefer Paris, as three of our SC members are from France. Rama works at the library in the Pompidou Centre, and will make investigations on the possibility of reserving a room for us without any costs. We will decide upon time and date at the Durban meeting, and inform all SC members by email straight after the meeting, to make sure as many as possible may be able to attend.

There is also a wish to combine the meetings with a program where the attendees may get information on different projects of interest to the Section's work.

15. Correspondence & communications

Tone has sent a thank you letter to the three former officers for sending in some of their memories of the Section's early days. The letter included a copy of the latest newsletter and one of the anniversary brochures.

16. Reports from participants

The participants reported on different projects and activities in their countries. They were all asked to send updates to the secretary hmo@ltk.dk within 1. April 2007, to be added to the minutes.

Joanne and the rest of the SC members thanked YoungSook Lee for her work with the section program and meeting in Seoul.

17. Other Business

17.1 IFLA CB meeting March 1-2, 2007, Zagreb, Croatia

Tone went through the agenda. The main matter of the meeting will be the program for the Division day. It was a strong wish from the SC members that Dunja should participate in the CB meeting, next to Tone. Tone will take this up with the CB chair and secretary, and with Dunja's head of library, to see if there is a possibility of letting her attend.

No further business.

17.2 E-mail list for SC members

During the meeting, there was some discussion on the need of including the SC members more in the section's work. E-mails don't always reach all members, and the section's work may become vulnerable by incidents where e-mail addresses come out wrong, etc.

IFLA HQ has the possibility of making e-mail lists, where all members of a section may be reached, by using one common e-mail address. Margaret will contact IFLA HQ to establish such an e-mail list.

Ref.

Helle Mortensen & Tone Moseid

Attachments:

- LSDP financial Report

**IFLA – Libraries Serving Disadvantaged Persons
Financial Report
February 2007**

Description	Project Number	Funding Received for 2005 - 2006	Funding Disbursed in 2005 - 2006	Balance	To be disbursed
Administrative Funds for 2005	S3.2	EUR 325	EUR 70 ¹ EUR 86.25 ³	EUR 181.66	Printing of 500 LSDP leaflet CA\$567.76 @ 1.4313 = EUR396.67
Revision, Prison Guidelines	S3.2-1.02 CB		EUR 300 ² EUR 188.07 ³	EUR 0	
All Translations	S3.2-2.02 PC		EUR 25.68 ³	EUR 0	
Accessibility Checklist	S3.2-1.04 CB			EUR 0	
Resource Book Update		EUR 1200	EUR 266.87	EUR 933.13	
Total				EUR 1114.79	

¹Seven Disability Checklists given as gifts during the Oslo Conference, August 2005 @ EUR10 each = EUR 70

²Translation of Prison Guidelines, 3rd ed. to German, June 2006. EUR 300 for Evelyn Agbaria. EUR300 @ 1.4564 = CA\$436.92.

³Translation of Prison Guidelines, 3rd ed. to Russian, August 2006. EUR 300 for Irene Gaishun, Russian State Library. Drawn from 3 sources: EUR188.07 from project S3.2-1.02CB (Revision, Prison Guidelines), EUR 25.68 from project S3.2-2.02PC (All translations), EUR 86.25 from Administrative funds. EUR300 @ 1.4861 =CA \$447.78.

Additional information:

Administrative funds from 2006 forward are kept at Headquarters. Receipts must be submitted directly to The Hague.

Total administrative funds should equal EUR 506.66 including the EUR 325 for 2006 held by Headquarters and the remaining EUR 181.66 which we have in our LSDP account.