# Academic & Research Libraries Standing Committee

# ACTION PLAN & RESOURCE REQUEST FORM

# 2018-2019

# Mission of the Committee:

* Provide a forum for the exchange of information and best practice to strengthen the development, cooperation and good management of academic and research libraries in all countries
* Encourage and foster research, lobbying, and promotion to strengthen the role of the library in the core institutional functions of learning, teaching, research and services
* Facilitate the achievement of the strategic IFLA Goals and aspirations through an active membership of the Section
* Participate in broader national and international frameworks for developing information policy and services

# Objectives 2018-19:

1. Monitor current and emerging issues relevant to academic and research libraries, and disseminate information about those issues, including both results of relevant research and experiences of practitioners.
2. Facilitate the involvement of library professionals from developing countries in committee activities and programs.

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| Objectives  *What do you want to achieve? Use your list above* | Project or activity  *What project or activity are you going to do?* | Main tasks  *What are the specific things you need to do?* | Responsibilities and timeline  *Who will do them and by when?* | | Resources  *Do you need specific skills, money or technology?* | Communications  *How will you communicate your achievements? To whom? By when?* | Measures of success  *How will you show the impact of your work?* | Progress  *Report here briefly the progress of your work* |
| 1. Monitor current and emerging issues relevant to academic and research libraries, and disseminate information about those issues, including both results of relevant research and experiences of practitioners. | 1.1.  Satellite Program  1.2.  WLIC 2019 program development  1.3.  Regular blog postings on topics of interest in individual countries.  1.4.  Leverage blog postings and relevant content in other social media forums | 1.1.1.  A satellite meeting is planned in collaboration with the Metropolitan Libraries section, the Public Libraries section, and the Library Buildings & Equipment Section.  Theme is: “The evolving concept of library and its impact on building design”.  Will be held in Rome on 21 and 22 August 2019  1.2.1  A joint session will be organized with Health and Biosciences Libraries section  1.2.2.  Develop a Hot Topics program: We will keep the same format for the Hot Topics as we had in 2018. Need to ensure that the correct room layout is given.  1.3.1  All committee members will prepare regular postings  1.4.1.  Monitor news and post thought pieces to social media sites beyond the blog. Facebook is heavily used by the committee, and all blog posts will also appear in Facbook. In addition, committee members will post relevant articles and discussion topics in the Facebook group.  1.4.2.  The committee has a twitter hashtag, and will post relevant material to Twitter using it. | | 1.1.1.  Mimi Calter, Leo Ma, Jan Simane, Melita Ambrozic, Adetoun Oyelude will be the coordinators of the Satellite Meeting  1.2.1.  Coordinators of the joint session will be: Mimi Calter, Tiiu Tarkpea, Ursula Arning, Gerald Beasly, Xin Li  1.2.2.  Lorraine Haricombe, Jonas Ake, Adetoun Oyelude, and Andreas Degkwitz will coordinate planning for Hot Topics  1.3.1.  Leo Ma  will coordinate blog postings  1.4.1  Mimi Calter, Jayshree Mamtora, and Marga Koelen will act as coordinators on the Facebook page.  1.4.2.  All committee menbers who are Twitter users will share information. | 1.1.1.  Fundraising is planned. All of the participating committees have held satellites in the past and we are following past models. | 1.1.1.  All programs will be advertised to the membership in advance of the conference. Information Coordinator to announce all sessions on the website  Chair to report on success of the project via annual report to IFLA Members and PC.  We use the e-mail listserv to distribute messages and call for actions. Webinars will probably help to have more outreach. Conclusion is to continue with the same channels.  1.2.1  The session will be announced as part of the WLIC agenda  1.2.2.  The session will be announced as part of the WLIC agenda  1.3.1.  Blogs will be reposted to other social media sites, per the below  1.4.1.  We use the e-mail listserv to distribute messages and call for actions. | 1.1.1.  Level of attendance; positive attendee feedback; assessed quality of presented papers  1.2.1.  Level of attendance; positive attendee feedback; assessed quality of presented papers  1.2.2.  Level of attendance; positive attendee feedback; assessed quality of presented papers  1.3.1.  Regualarity of postings. Demonstrated engagement from the committee  1.4.1.  Regularity of postings  Track number of Facebook group members  1.4.2.  Track number of Twitter followers. Seeking continued growth. | 1.1.1.  The committees have a Basecamp page and are sharing ideas. Four speakers are tentatively scheduled and a location is set.  1.2.1.  The two committees have set their participant lists and are coordinating via e-mail on themes and procedures  1.2.2.  Topics are selected relatively |
| 2. Facilitate the involvement of library professionals from developing countries in committee activities and programs | 2.1.  ARL Attendance Grant program  2.2.  The committee wil make a Facebook group for the past winners of the attendance award.  2.3.  The committee will organize webinars for our members and non-members who like to be updated on issues. | 2.1.1.  Announce award availability very broadly. Ensure that announcement is posted on IFLA page as well.  Special attention will be paid to Latin America to improve response.  2.1.1.  Review submissions  2.1.3.  Coordinate with winners to ensure their attendance at WLIC 2018.  Visas for African applicants have been an issue, and are expected to continue to be so; need to ensure a process when winners are unable to obtain.  2.2.1.  Establish the page, and invite all past winners to attend; Past winner contact details have been collected.  2.3.1.  Assess technologies  2.3.2.  Identify appropriate topics and speakers  2.3.3.  Host session | 2.1  Coordinators: Liz State and Marga Koelen  2.1.1.  Africa Reviewers:  Reggie Raju, Lorraine Haricombe, Oarabile Rakgamanyane  Latin America Reviewers:  Ursula Arning, Jayshree Mamtora  Asia Pacific Reviewers:  Leo Ma, Gulcin Cribb, Marga Koelen  2.2.1.  Laura Chiappara-Estevez (not a member of the SC) and award winner of this year Dil Ruksana Basunia will work on this.  2.3.1.  Reggie Raju will coordinate with support from Gulcin Cribb and Ramesh Gaur | |  | 2.1  Grant availability will be announced and promoted in advance of WLIC2018 through different channels  Following the event, the grant winners write-ups of their attendance will be posted to the blog or website. | 2.1  Five candidates attended the Congress 2018 and provide a written report after the Congress.  Reports to be communicated to the IFLA community  Continuing sponsorship of the Attendance Grant |  |
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# Resource requirements

If you wish to request resources for any of your planned activities, ensure the details above are complete, then copy the project and task details from above and add the necessary detail below.

**This replaces the Project Funding Application form** used in previous years. It is therefore **extremely important that you submit it to your Division Chair and HQ by the deadline 30 October 2016.**

The Professional Committee will agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2017. Following confirmation of the level of PC Funds for 2017, the Division Chairs and HQ Professional Support Officer will communicate with Units in January/February to finalise the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2018.

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| Project or activity and Main task  *Use your list above* | The committee is not requesting resources at this time |
| Resources  *Do you need specific skills, money or technology?*  For what do you need resources in relation to this task? Match your needs again the resources listed below\* |  |
| Amount of funding. How much money would you like to request from Professional Committee Funds? *Explain your rationale for the estimated amount in each case.* |  |
| Timing.  When would the money need reimbursement?  *Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances* |  |

## \* Resources

Use the following list in order to identify what kind of activity needs resourcing and therefore what details the PC will expect to read. If you have other details or requests, do not feel restricted to this list:

1. Project meeting –
   1. why is the meeting needed,
   2. who needs funding (give names),
   3. where is the meeting planned and when (if known),
   4. what costs cannot be covered by the project participant themselves (hotel, flight, local travel, subsistence);
2. Publications –
   1. what document(s) need funding support,
   2. how many copies need printing, if any,
   3. what services are required, if any (editing, design, proof-reading, etc.),
   4. delivery of the document (from where, to where, why);
3. Meeting/workshop logistics – (if this is a project team meeting, see above), ensure there are details to describe the meeting appended when you submit this funding request to the PC (how many people are expected, what are the objectives, who are you partnering with, when and where is it anticipated it will take place, who will be the local organiser),
   1. what logistics need funding (computers, room hire, refreshments, printing),
   2. what participant costs might need support (travel, accommodation),
   3. what trainer costs are there (honorarium, travel, accommodation),
   4. by what other means is the event being funded (participants’ own costs, sponsors, etc.). Give details.
4. Webinar –
   1. What is being planned and with whom,
   2. Who is the target audience,
   3. What technical requirements are there,
5. Consultant –
   1. What work needs to be done,
   2. Why can the work not be completed by someone in the IFLA network on a voluntary basis,
   3. How many hours work is required, and when
   4. Who is the consultant you have in mind**,**
6. Software –
   1. What software is required and why.
7. Advocacy materials –
   1. See the relevant number above (project meeting, publication, webinar, etc.)
8. Other - funding item not covered by the categories above**.**

# Next steps

Please send your completed Action Plan to Joanne Yeomans ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)) and your Division Chair by 30th October 2016.

# Questions?

If you have questions or would like help with your Action Plan, please contact Joanne Yeomans ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)) or your Division Chair. We’re ready to help.