

**MINUTES; LPD/SC midterm meeting 2013**

**February 4 and 5, 2013**

**Venue:** **Servicio Bibliografico de la ONCE, Calle La Coruna 18, 28020 Madrid**

**Metro: Estrecho, line 1, light blue color**

**Tel: +34 91 589 4200**

1. Opening and Welcome (Koen)

Ana Paláez Narváez from ONCE welcomed all those present to the organisation and mentioned the progress made with the WIPO Treaty for Visually Impaired People and the that IFLA has an important role to play in getting the Treaty accepted. She mentioned her role as a member of the UN Committee on the Rights of Persons with Disabilities and the link between the work of the Committee and that of IFLA on matters such as the right of people with disabilities and the rights of access to reading material and information. She also mentioned the work done by the ONCE Foundation taking care of people with other disabilities other than visual impairment. The Foundation focuses on Universal Access, training and employment. ONCE welcomes cooperation with other organisations to ensure the right to read by people with print disabilities. ONCE has been quite successful within Spain working with Government to ensure these Rights. Although ONCE has an extensive Library of material it cannot be shared with counterparts in Latin America, Africa and Eastern Europe. She believes the work done by IFLA and the World Blind Union is therefore very important to address these challenges. She acknowledges the work done by Francisco Martinez Calvo in this regard on behalf of ONCE as well as the work done by Dan Pescod of RNIB.

KK thanked ONCE for hosting the meeting. He expressed his appreciation for the work done by ONCE especially on the International level and that the LPD Section is happy to contribute to opening up the International access to information. The venue of the meeting was decided on based on the important role ONCE is playing in the Latin American population. Many continents are represented on the LPD but not Latin America and that ONCE may be a doorway into that continent.

1. Introduction and Attendance List

KK welcomed all to the meeting and requested all to sign the attendance list.

K. Krikhaar / Chair (Dedicon – Netherlands) KKr

F. Hendrikz / Secretary (SALB – South Africa - FH

K. Keninger (NLS – USA) KKe

F. Martinez ( ONCE – Spain) - FM

T. Iezzi (Vision Australia – Australia) - TI

G. Ruebens (Luisterpunt – Belgium) - GR

J. Hardisty (RNIB – UK) - JH

M. von Zansen (Celia – Finland)

K. Kummeneje (NLB – Norway) - KKu

AK. Phich?? (DZB – Germany) - AP

T. Kahlisch (DZB – Germany) - TK

B. Kronkist (MTM – Sweden) - BK

M. Nomura (JSRPD – Spain) - NM

1. ApologiesS. Frijtag (Croatia)

S. Osmanagic (Bosnia Herzogovina)

M. McGrory (Canada)

1. Minutes from Helsinki SC meeting

Note the correct spelling of Ruebens. The Meeting accepts the Minutes and it will be made available on the IFLA Website by MvZ and KKu

1. Updating action items list

Action items arising out of the Iceland meeting

**Action 1:** FH will raise the Accessibility requirement for Blind and Visually Impaired People with the CDNL Chair and to determine whether they will be using the WCAG2.0 accessibility guidelines.

**Status:** The matter was raised with the Chair of the CDNL and during a recent visit by Hiroshi Kawamura to South Africa when he was part of a meeting at the National Library of SA to talk about EPUB 3 standards, publishing and accessibility. National Libraries busy with digitizing their collections, or part of their collection need to consider the accessibility factor and not accept that digitized material is accessible for Visually Impaired People.

**Follow-up action:** FH to write to the Chair of the CDNL to raise this matter formally during the next CDNL meeting.

**Action 2:** KK will confirm whether it is still required and draft the Report if necessary

**Status:** A letter was sent to IFLA with no reply yet and KK will pursue it.

Action items arising out of the Finland meeting (11 & 14 August 2012)

**Action 1:** KK will determine whether IFLA’s Committee on Standards is interested in documents that have been developed as Guidelines or whether they are only interested in Standards.

**Status:** A request was sent to IFLA with no response. KK will follow it up.

**Action 2:** In future Minutes will be circulated via e-mail to all members for comments, adjusted by MM or the information coordinators and then posted on the IFLA Website.

**Status:** Minutes of the Finland Meeting were not posted on the Website this time. MvZ will attend to it in future as agreed.

**Action 3**: Helen Brazier will obtain a report (WBU’s investigation into Free Post) from Dan Pescod for circulation to LPD members.

**Status:** JH will follow-up with Helen Brazier about the report and circulate it as agreed.

**Action 4:** KK to move item 2.4 in the Strategic Plan (Ulverscroft) to fit under objective 4, i.e. To raise the profile of LPD and accessible library services within the library community.

**Status:** Done

**Action 5:** Helle Mortensen will contact Simon Moe from NOTA who is an expert on dyslexia to assist with the Guidelines. Saskia Boets will contact some of the Tallinn Keynote speakers for further guidance and information.

**Status:** Done:

**Action 6:** KK offered to write a letter to Chairs of the Sections to solicit their support and input where applicable with the Dyslexia Guidelines. KK requested that once the Project Plan is ready it should be circulated to all members for comments and assistance.

**Status:** Done.

**Action 7:** KK will write a note to Thomas Kahlisch to thank him for inviting to host the LPD meeting in Leipzig during 2013.

**Status:** Done

**Action 8:** MM, FH, KK and MN will be the Program Committee (Singapore) and develop the topics suggested further for submission to IFLA.

**Status:** Done

**Action 9:** Newsletter items should reach MvZ or KKu by the 1st of December 2012.

**Status:** Newsletter has not been attended to. This item is on the agenda and will be discussed later during the meeting.

**Action 10:** KK will send HB a draft before sending it to Ulverscroft.

**Status:** Done

**Action 11:** MvZ and KK will look into the possibilities, requirements and application of the Section owning its own domain name.

**Status:** Done and will be discussed further during the meeting.

1. Accepting the agenda / adding last minute items The meeting accepts the Agenda.
2. Financial Report

FH raised the following three items:

* + - * 1. The LPD received confirmation from IFLA for the 300 Euro annual allocation provided to all Sections. Guidelines are available on what the funds may be spent on or not e.g. no claims will be considered for speakers at the Conference or for site visits or tours by Committee Members or consultancy fees, etc. Special funding applications may be submitted to IFLA’s Professional Committee for consideration.

Funds may be used for printing documents during the Conference or meetings, small tokens of appreciation for speakers at the Conference, refreshments during mid-term meetings, etc. Invoices or receipts for any expenditure together with an official claim form signed by KK or FH are sent to IFLA for reimbursement since the fund is not transferred to the Section.

* + - * 1. IFLA confirmed funding of 3,400 Euro for the Project to update the Guidelines for Libraries services for persons with dyslexia published in 2001. The full amount requested was not approved. The motivation to translate the Guidelines in Japanese was not accepted since it is not one of the official IFLA languages. They are willing to consider a separate motivation if this is an important matter.
        2. The Performance Measure Project has come to a close. The amount of 1,118 Euro which was IFLA funding was not utilized and returned. There is also 1, 738 Euro in the Share the Vision budget which is controlled by RNIB. These funds may be applied for further work on the Project.

**Action 1:** JH will confirm the exact amount in the Share the Vision budget.

* + - * 1. Round Table (news from members)See annexure 1 for country reports

1. LPD Strategic Plan 2012 – 2013 including updating Action Plan

The meeting revisited the Strategic Plan that was drafted during the meeting in Iceland during 2013. The Strategic Plan is aligned to IFLA’s Strategic Plan in terms of Strategic Directions 1 and 4. The 4 goals identified by LPD were evaluated for its relevance into 2014/15. The meeting accepted following changes:

Goal 1: to be rephrased: Participate in and support the establishment of an international library network to share and coordinate accessible materials.

## Goal 1: Action 1.1 rephrased: We support participation and contribution of members in the development of the TIGAR project globally and the ETIN project on a European level.

## Goal 2: Action 2.1 reprhased: Maintain a working relationship and strategic partnership with the DAISY Consortium

The meeting discussed the implication of sub-action (b) i.e. establish LPD representation at the DAISY Consortium board meetings. It was determined that the sub-action needs to be changed since its implementation is not possible due to the membership fee requirement of the Daisy Consortium. Hiroshi Kawamura is attending Daisy Board meetings so is Margaret McGrory but with her term coming to an end in September this action may be difficult to implement. It needs to be clarified what it is LPD wants to achieve through this action item.

LPD translates what the Daisy Consortium is doing into services. It appears as if the focus of the Consortium is becoming broader. The LPD should take a relook at its goals from the Mission instead of rephrasing current activities. It was agreed that it could be done when the current period of the plan comes to an end in two years.

It is important to focus on LPDs main objective and who it is representing because that is what LPD can offer not only to the Consortium but any other organisation as well. LPD is about libraries and accessible services which is determining LPDs relationship with other organisations. LPDs function may be to test the solutions offered by the Daisy Consortium and to provide feedback. The action should be specific and clarify what it is LPD can offer and gain in a partnership. The notion of accessible media is not enough. How to find it and where the material is as well as how people can ead it are all relevant. LPDs expertise lies in “search and find” functions. Policy Development in partnership with the Daisy Consortium may also be considered as an action.

Action 2.1(a) needs to be more specific, e.g. contribute to the interest of library services interest as an input to the Strategic Plan of the Daisy Consortium.

Rephrase Item 2.1(b): To liaise with the Secretary General of the Daisy Consortium to make it possible to have an agenda item on the Daisy Board and to determine where LPD stands with the Consortium.

Action 2.1(c) will be replaced by: Promoting LPD member projects through the appropriate Daisy Consortium communication channels.

Action 2.2 – LPD to support the implementation of the Treaty. Draft an LPD Statement of Support for the WIPO process and make it available on the LPD Website.

Action 2.2(b) – extend the action to read: consult with national government WIPO delegates to support the treaty and its implementation.

Action 2.2(c) has been addressed and will be removed.

## Action 2.3 – The meeting discussed the item re free post. It is not clear what the status is.

## **Action 2:** KK will enquire from Dan Pescod from RNIB about the status of free post for blind people to detemine whether Action 2.3 should remain as part of the Strategic Plan or not or to rephrase it if necessary.

Goal 3 Action 3.2 – Rephrase first bullet to: Make sure that emerging standards e.g. FRBR (Functionla Requirements for Bibliographic Records), RDA (Resource Description and Access) include the accessibility characteristics as listed by EdiTeur

Action 3.2, second bullet re contact with the NLS to be removed. The NLS is not implementing RDA.

Action 3.3, fourth bullet re LPD respresentation on the TIGAR Cataloguing group to be removed.

Action 3.4 re the 2005 Guidelines for accessible library services will be moved to Goal 2. In addtion it was proposed to investigate the Guidelines since it may be dated, to encourage other libraries to apply the guidelines to offer accessible services and to determine how the Guidelines could be applied in Developing Countries.

Action 3.7 re the International Digital Publishers Forum to be removed. The LPDs contact on epub matters will be the Daisy Consortium.

Action 3.8 to be rephrased: Recommend the newly developed performance measures that can be used by libraries for people with print disabilities.

Goal 4, Action 4.1 and 4.3 to be combined re the Manifesto. A poster session will be arranged once progress has been made with the approval of the Manifesto by UNESCO.

Action 4.5 – LPD will engage with the Section Education & Training before the Lyon Conference to participate in their program or invite them to participate in the LPD session.

**Action 3:** LPD members should look at the Guidelines for professional Library and Information Educational Programs recently approved by the Section for Education and Training. It is available on their Website and how it applies to the work of LPD.

Action 4.5 re engagement with the Section of Education and Training and Action 4.6 re targeting IFLA Sections to raise awareness of accessibility will be combined in one action. Specific Section to target will be LSN??, CLN??; Section Education and Training and the Section for Public Libraries and the Section for School Libraries. It was suggested to determine specific programs for each of the Sections

Action 4.9 – add an item on reaching out to organisations in Developing Countries.

1. LPD Archives (Jon)Archival documents of the Section are currently stored at RNIB. It contains papers from a variety of people involved with the Section over the years since the 70s. Papers and documents are wide ranging from personal to official documents relating to the work of the Section. RNIB would like to know what the Section plans to do with the material. A suggestion is for someone to go through the material to assess the exact nature of it and to organise it one way or the other. Proposals discussed involved digitization of the material, to enquire from other IFLA Sections what they have done with their historical paper records, where the physical copies should be kept and who should keep it and how to make it accessible if required.

**Action 4:** KK will enquire from IFLA HQ what they recommend the Section should do with physical archival material as well as where the old digital material is that was available on the old IFLA website.

**Action 5:** JH will suggest to Helen Brazier to task someone at or through RNIB to do a high-level assessment and categorization of the content to determine the archival value and content of the documents. This will assist LPD in its decision what to do next with the material.

1. Nominations and Elections

KK reminded the meeting that every odd year is an election year in IFLA. 2013 is an election year and members of the Standing Committee are eligible for the renewal of their membership. There are currently 17 Standing Committee members and the four year term of 7 members will come to an end during the Conference in Singapore during August 2013. Members should submit their nominations before the 6th of February 2013 for re-election. Members up for renomination is Sanja Frajtag from Croatia, Jon Hardisty from RNIB, Kari Kummeneje, Sanela Osmanagic, Geert Ruebens, Kuen Hae, Elena Zakharova. The term of CNIB and JSRPD will come to an end in August 2013. Vision Australia, Nota (Denmark), Menno Stein from Netherlands and ONCE was approached to join LPD. AVH from Paris indicated that they would rejoin the Section.

The Chair and Secretary’s terms are valid for two years only. The term of the current Chair and Secretary will come to an end during August 2013. KK and FH indicated that they are willing to serve for a second term in their respective positions.

KK mentioned that the Chair and Secretary/Treasurer position will become vacant during 2015. The Section should begin to plan around this and members should consider making themselves available for these two positions.

1. Updates from IFLA funded projects
   1. Performance measure

JH provided background of the project. The final set of Performance Measures have been concluded and sent to members to get preliminary data do determine how to present it. Funds are available that may be utilized to add value to the Performance Measure tool. KK appeals to all member to submit data to JH as soon as possible to determine the best way of presenting the data. Information will be handled anonymously. Comparison of figures between similar types of organisations should also be possible otherwise the data may become meaningless. The meeting discussed how the confidentiality of the figures should be addressed. Some LPD members are publicly funded and would not have a problem publishing their figures. Access to the data may be controlled for LPD members only.

Explanations of figures may have to be considered in order to avoid possible misinterpretation or how the figures were put together.

**Action 6:** All LPD members are requested to submit their figures as required by the Performance Measure Instrument by end of April 2013 to JH. JH assisted by MvZ will re-circulate the document to all members with a request to respond. The document will also be available on the LPD Website.

* 1. Dyslexia Guidelines

MN informed the meeting about progress with the Project. Two leaders from LPD (Saskia Boets) and LSN (Helle Mortensen) were selected to guide the process. IFLA provided funding during 2012 to organise a face to face meeting. IFLA granted the second year’s funding for the Project. 5 Work packages were identified. Work package one focus on orientation, work package 2 is about context, work package 3 relates to the implication on library work, work package 4 will cover best practices and the inputs from users and stakeholders and with work package 5 the final Guidelines will be drafted. The first draft will be ready by the 1st of June. Review of the document will take place until September. The Guidelines will be submitted to the Professional Committee meeting during December 2013 for approval. The intended target market of the Guidelines is Public and School Library Services and any other library interested in rendering services to Dyslexic people. MN confirmed that the translation of the final Guidelines into Japanese could be decided on at a later stage.

* 1. Ulverscroft Best Practice Awards 2013

JH informs the meeting that Ulverscroft made available 10,000 Pounds sponsorship for 2013. The funds are available for professional development for people serving blind and visually impaired people. It also allows visits to similar organisations. Information is available on the Ulverscroft website and the deadline for applications in 21st of March 2013. The meeting agreed to promote the Award during the IFLA Conference and to create more awareness of it.

**Action 7:** MvZ will draft an e-mail to be sent to Joanne Yeomans to include it in the IFLA marketing communications during the Singapore Conference.

* 1. New initiatives

KK reminds the meeting that any member may propose or submit proposals for any new initiative that may promote the work of LPD such as the Performance Measure Project. Any proposal should be submitted by LPD before October 2013 in order be considered by the Professional Committee.

1. Section Communications
   1. Blogging on IFLA/LPD’s website

The meeting discussed the creation of an own LPD domain name on the Web, the use of Social Media to promote the work of LPD and to improve communication between LPD members and other interested stakeholders. The meeting raised options such as Xing, Dropbox and LinkedIn, Google Groups, Yahoo, Google Docs. The IFLA mailing list does not allow attachments.

The meeting decided not to pursue a domain name for the LPD.

**Action 8:** MvZ and KKu will look into the possibilities of LinkedIn and Google docs as an option to assist with document management.

* 1. The LPD Newsletter was done except for the last issue. IFLA does not require Sections to publish Newsletters anymore. As a communication tool it is reaching a wider audience and language groups. The meeting considered whether it is necessary to continue to publish the Newsletter on-line. The Newsletter is made available in various languages. FM indicated that MvZ may request him to assist to translate the Newsletter into Spanish. The Newsletter is made available twice per annum, i.e after the Winter meeting and after the Summer meeting. It was suggested to make the Newsletter available before the Early Bird registration ends in May in order to encourage members to attend the Annual Conference.Topics for submission has been confirmed, e.g. Mobile Readers, Performance Measures, Dyslexia Guidelines, Braille Reader Project, Tallinn Conference, Daisy On-line distribution in New Zealand, Support for the WIPO Treaty (Once), Multi-media Daisy Production in Japan(JSRPD); Yoleo Project (Dedicon), and information about the planned LPD program in Singapore. The link to the LPD blog will become a standard feature.
  2. **Action9 :** All Newsletter articles to be submitted to MvZ by 5th of April.
  3. **Action 10:** JH will use some of the articles for the Blog. The blog is available at blogs.IFLA.org/LPD. Members intrested to Blog may write to JH to arrange access rights.

1. Preparing Singapore LPD presentation

A two-hour session has been booked for the Section during the Conference with simultaneous interpretation. The program committee is KK, FH, MM and MN. The theme has been submitted to IFLA as *Search, Find and Read – three steps to access. What has the future library to offer the Print Disabled? What do users with Print Disabilities need to gain more and better access to library services and content?*

Sub-themes that may be explored are accessible publishing at source, library systems and accessibility and end-user and reading systems available. The meeting discussed a number of possible speakers to approach such ad WIPO, Dipendra Manocha, Vision Australia, etc. Speakers will be responsible for their own expenditure. IFLA provides free day passes to speakers only. The speakers program must be submitted to IFLA on the 15th of March.

**Action 11:** KK and FH to draft a Call for Presentations at the IFLA Conference and send it out to all LPD members before the end of February 2013.

**Action 12:** KK to arrange a Conference call with the Program Committee.

1. Lyon, France 2014

The meeting considered a theme for the LPD Section program during the IFLA Conference in Lyon scheduled to take place from 16 to 22nd August 2014. The theme will be around Dyslexia and good practice relating to it. The Dyslexia Guidelines will be presented during this Conference. It was proposed that Helle Mortenson and Saskia Boets do the presentation of the Guidelines. The Session may be hosted in collaboration with LSN. The LPD Conference theme should be submitted to IFLA by the beginning of November 2013.

The meeting also discussed the opportunity to host a pre-conference. The deadline to inform IFLA about the Section’s intention to host a pre-conference should be submitted by 15 March 2013. It was suggested to request the French speaking Countries to organize a pre-conference. AVH or Braillenet may be approached to take the lead in this matter. The Conference theme will be on the topic of sharing. GR agreed to assist the Organising Committee with advice and guidance if required.

**Action 13:** KK to contact Luc Maumet and Flavia?? To determine whether anyone of them would be interested to arrange the Pre-Conference.

1. ONCE Library Tour

Members of the Section were taken on a tour through the ONCE facilities and visited Braille and audio production and storage areas as well as the tactile cartographic section.

1. International activities

FM briefed the meeting about the status of the WIPO / VI Treaty: a Diplomatic Conference will take place during June 2013 in Morocco where it is anticipated that the text for an International instrument/treaty on limitations and exceptions for visually impaired persons/persons will be approved. Diplomats of all WIPO member countries will be present. It is unclear what the procedure will be after acceptance of the Treaty. The draft of the Treaty is available under the documents of the SCCR25 meeting of WIPO on the WIPO website (<http://www.wipo.int/meetings/en/details.jsp?meeting_id=28602>) . The final draft will be ready at the end of February for the Conference.

TIGAR update

FH briefed the meeting about the activities of the TIGAR and the Capacity Building Working Group (CBWG): The TIGAR pilot project will come to an end by October 2013. The WIPO's Stakeholder Platform which owns the TIGAR project agreed during a meeting in November 2012 to continue the project with an additional three years. During this period the TIGAR Steering Committee will pursue the following objectives: to draft a revised licensing agreement; to propose an appropriate governance model; to develop a sustainable business model; to expand the development of the TIGAR ICT portal and to expand the number of participating Trusted Intermediaries and Rights Holders

It is possible that the future funding model of the TIGAR will required participating TI’s to make a financial contribution.

1,050 titles were uploaded and around 500 downloaded during 2012. 19 Trusted Intermediaries and 40 publishers have signed the MOU. The first version of the central ICT Portal (catalog and cross border exchange of accessible titles among TIs) funded and developed by WIPO will be released by the end of February / early March 2013. It will serve as a central TIGAR catalog of the accessible books held by each participating trusted intermediary so that others can search this “virtual global library”, select books for permission clearance and then download the books once permission has been received.   
Work will continue to improve this facility in the next months.

The WIPO Stakeholders Platform also clarified the Capacity Building Working Group mandate to provide capacity building support to TIs from developing countries. The objective is to enable them to effectively participate in and benefit from TIGAR. The CBWG consists of representatives from TI and RH representatives. The Working Group is co-chaired by Dipendra Manocha (the DAISY Consortium's Developing Countries Coordinator) and Nicolaas Faasen (RH representative, South Africa).  
The Capacity Building process as planned will start with a country assessment that will consider production, distribution, and consumption of accessible material as well as RH or Copyright aspects. The first two countries to be visited will be Namibia and Bangladesh in February/March; the corresponding expenses are currently covered through WIPO largely thanks to a contribution from the Australian Government.

1. ETIN update

KK gave an update of the European Trusted Intermediaries Network (ETIN). It also had its origins in the Stakeholders Platform. An MOU is in place that was signed by the EU Commissioner of the Internal Market in 2010. A group of stakeholders developed a legal instrument to facilitate the cross border exchange of accessible material within Europe. Countries included in this arrangement are not only in Europe but within the European Territory and include countries such as Turkey, Switzerland and the UK. Agreement was reached with the Federation of European Publishers, International Federation of Reproduction Rightsholders Organisation (IFRRO) and the European Council for Writers Interest. RNIB and ONCE suspended their participation in ETIN to focus on promoting the acceptance of the WIPO Treaty. Current members are from Luisterpunt (Flanders), Braillenet (France) and Dedicon (Netherlands) there is also interest from Denmark, Sweden and Germany. The first ETIN Board has been established on the 19th of December 2012 with three representatives each from the Rights holders and Trusted Intermediaries. By-laws are in place guiding the work of the ETIN Board. The Board may ask for funding within the European context. The Board first priority is to draft an ETIN three-year project and to solicit funding for it. The Board will also promote its work within countries and to determine what the expectations are from ETIN. Rights holders are willing to accommodate requests from TIs as members of ETIN. Material may only be exchanged across borders once between two organisations. The same items may not be passed on to another country by the receiving organisation. ETIN and TIGAR have regular meetings to ensure synergy where applicable. The definition of Print handicapped needs to be clarified in order to facilitate the exchange of material across borders and who may benefit from it in a country. Legislation in certain Countries limits the use of material to certain groups only.

1. Any other business

BK suggested that the Section consider ways to assist new member to become acquainted with the work of the Session quicker. It was suggested that where members come from the same organisation then it is the responsibility of the outgoing person to brief the new member about the Section. IFLA’s arrangement to have a 4 year term and an election every two years is also to assist sections with continuity. A buddy-system may be considered to assist new members.

**Action 14:** MvZ suggests to add an LPD newcomer item for discussion during the next meeting.

MvZ informed the meeting about the Typhlo and Tactus competition for tactile books. The competition is hosted by Celia this year. The closing date for entries is the 5th of September 2013. The winners will be announced during November 2013 at the Helsinki Book Fair. More information is available at: <http://www.tactus.org/>

1. Next midyear meeting

The basic requirement to host a two-day mid-year meeting is a venue with internet access. No other arrangements are expected from the host organisation including catering. The meeting noted the offer by TK to host the meeting at the German Central Library for the Blind in Leipzig.

K. Keninger from NLS agreed to host the meeting in Washington DC. Tentative dates proposed are 10 & 11 February 2014.

**Action 15**: MvZ and BK will send suggestions for accommodation in Singapore before the end of February 2014 to all members to make the necessary bookings.

**Annexure 1**

**Country reports**

South Africa: a. Tactile Books for blind preschool children are produced in collaboration with a disability group who are responsible for the production. Staff at the Library develops 18 titles per annum and a Disability Group is responsible for the production. The SA Library for the Blind is now producing it as a third format apart from Audio and Braille. The Library entered a National Competition at the end of 2012 for books produced for Early Childhood Development which was co-sponsored by UNICEF and received a second prize in the publication category out of more than 500 entries.

b. Digital Mini-libraries in Public Libraries: The SALB applied for funding that is making it possible to establish a library service point for blind and visually impaired people in selected public libraries. Each service point consist of a computer with internet access and text-to-speech software, a document reader to read printed material and reading material in Braille and Audio. The Service Point is branded in the Public Library with banners to make it as visible as possible. It also involves training the librarian in how to render a service to the target market. The beneficiaries are also receiving training in terms of how to use the equipment but also in terms of what to expect and a basic course in Information Literacy. The SALB developed a training guide for public librarians to assist with the training. The Project is expanding since two additional Provincial Governments made funds available for this project. Each Project is managed by a full-time Project Manager. An assistant is doing follow-up after implementation to ensure sustainability and guidance to the Public Librarians. The success of the projects is monitored through obtaining management information from the Public libraries. The Project also makes provision for transportation to bring library members to the library and back home on selected days.

c. Playback devices: The SALB is currently looking at various cheaper playback devices as an alternative to the Humanware products used. Acquisition and maintenance cost are the two most important reasons for this initiative. This this is a recent initiative no suitable device or devices have been identified yet It will affect the production and distribution of daisy books as well. The Library is considering replacing the use of CD as a medium.

**Australia – VisionAustralia**

In connection with the last point mentioned above TI shared with the meeting that VA does not provide devices for free anymore. Members now pay a monthly rental of they may subscribe for a longer period which is cheaper. Membership in the older ages dropped but the engagement of members increased significantly. There are also various other ways people may access a Daisy book, e.g. online, iPhones, iPads, etc.

a. Online Catalog: the catalog was recently launched with 24,000 Daisy books that can be downloaded immediately. There are also around 2,000 Braille file format books available and 4,000 braille music scores, 250 Newspapers and more than 300 Magazines that is Daisy structured text. All is available on the day of publication. The Online service has been developed in collaboration with the users of the service.

b. VA – the only National Organisation of its kind in Australia - is made up of an amalgamation of about 79 organisations that served the blind previously. One of the main reasons for the establishment of VA was that most of these organisations were all faced with the same production and conversion challenges and the financial challenges associated with it. VA has just over 20,000 members around the country.

c. VA recently appointed Ron Hooton as the new CEO and will soon meet his counterparts at RNIB, CNIB and RNZFB.

d. The Federal Government of Australia is in the process of implementing a National Disability Insurance Scheme. Many agencies currently receiving block funding may not received the funding anymore. Funds will go directly to the individual who will determine how to spend their money to get the services they want. VA is planning and preparing to adjust to this new demand and environment. A Pilot is currently run in four areas of the country to test the implementation of the Scheme.

e. Round Table on Information Access for People with Print Disabilities Incorporated is a legal entity. It is the format standards body of Australia. The Australian Braille Authority is one of the sub-groups and recognized by the Federal Government. Neil Jarvis is the President of this Group and Tony Ietzzi is the Vice President. A Round Table conference is planned to take place in May 2013 in Sydney focusing on issues such as new technologies, learning, development and teaching, etc. Print-disability is defined in the Australian Copyright Act. VA is producing accessible media under two exemptions of the Act

**Belgium (Luisterpunt)**

a.They had successful campaigns during the past few years to have Daisy books and services in Public Libraries, Old Age Homes and Schools for the Dyslexic.

b. Luisterpunt is part of a a cooperation between publishers and public libraries in Flaanders busy creating a Flemish E-book platform Software tool is under development to automatically make each electronic text book a Daisy audio book. All e-books coming on the market in Belgium will be available in Daisy for the patrons of the library in text to speech format. Epub is not yet the underlying format but publishers are working towards that by the end of 2013.

c. Cooperation between Flanders and the Netherlands will increase in the coming years because both countries share the same language. Back office work to produce accessible media will be shared between the two countries. Currently the Braille collections of both countries are available to each other. The ideal is to share the Daisy collections as well but a lot of work still needs to be done before that ideal will be achieved.

d. Online distribution of Daisy books is a challenge. They are ready to download and stream books but is prohibited by their Copyright Law. GR is currently busy preparing an International overview of online distribution and is requesting all to send him information on how it is done and managed in various member countries. He will make it available to all once completed. Members to respond to the following four questions:

1. how is online distribution covered in the country’s legislation?

2. is there different arrangements for downloading and or streaming?

3. is downloading allowed for all kinds of persons with print disabilities or just for the visually impaired?

4. what arrangements do Libraries have with the publishers in their country?.

**Action 16:** GR to put the four Online distributions research questions on the LPD list for all to access and respond to.

**Action 17:** LPD Standing Committee members who are using online distribution of Daisy books should send GR responses to his 4 questions to compile a status report.

**NLB (Norway)**

a. NLB is the only Library producing and lending Daisy Audio books in Norway to around 17,000 patrons. They are planning to service an additional 10,000 patrons over the next two years. They are using the Right To Read campaign to create awareness about NLB since many Public Libraries are not aware of their services. A website has been developed. NLB is producing text books in large scale and they are therefore also targeting Universities and Schools with the campaigns. They produce around 620 Daisy books per annum and purchase titles from RNIB as well. Books are delivered online or through streaming. Around 130,000 downloads were done during 2012. An APP (Hindenburg) will soon be launched as a further option to download books to the cell phone.

b. NLB is in the process to expand their production capabilities by introducing the production of full-text. Epub3 will also be considered in the process. The Daisy Online Protocol is implemented to facilitate the delivery of material directly from the Publisher to the end-users.

**RNIB (United Kingdom)**

a. The Tactile and Giant Print collections were relocated from Stockport to Petersborough Library. This was necessary due to the bad state of the warehouses. The move had an impact on Staff arrangements as well.

b. Braille-on-demand will be looked at during the next 18 months.

c. The Professional Library staff in Stockport moved into new offices and with that the he National Library Services underwent a minor restructuring process.

d. RNIB traditionally rendered a subscription based services but lately Local authorities are paying for the services on behalf of older clients. Public funding for Public libraries are withdrawn making it difficult to render services to younger people. RNIB is therefore looking their delivery mechanisms and player choices to attract more young people to the service. RNIB researched download delivery options and found that the end user prefer a mainstream product with some RNIB influence to customize the player as necessary. RNIB is also working to ensure that services such as Audible becomes accessible in Public Libraries.

e. RNIB is looking at cost effective players such as a MP3 based CD player. Lowering maintenances cost is an important factor to consider as well as time and motion processes to prepare and delivery devices and content to the end user.

f. The Media Project is looking at production, sales, accessibility matters word together or not within RNIB. It may have an impact on how RNIB will operate in future.

**DZB (Germany)**

a. The Ministry requested the Library to submit an 8-year plan. The plan cover a number of planned services such as downloading, production of Daisy books and Braille on Demand and the individual transformation of books on request. DZB plans to have an on-line service within the next two to three years.

b. DZB is offering a Braille Music Score service called DaCapo where people may send in music scores to be brailled. The Swiss Library is also using this software. Printed music scores are scanned and the software change that into XML format. The DaCapo software then translates this format into a Braille format.

c. An Epub3 project will be launched once funding for it has been secured.

d. The Copyright Law allows them to reproduce material electronically but there is a special contract with copyright owners to offer an online service. Services to the dyslexic are not allowed currently.

**Celia Library (Finland)**

a. Celia provided a National Service but do not provide a Newspaper of Magazine service. They produce educational text books from school to University level.

Schools books are sold and University books are lent.

b. Celia is busy with a 5-year E-Library Project which will move them away from the Digital Library concept to an e-library environment. Some aspects of the project involves publishing in epub3 and working with Publishers to use the format and to make things more mainstream. Networking with other players in the field is important to eliminate duplication. It also involves reconsidering their digital archives with 45,000 books in it and how it will be used in the future.

c. Work on streaming and downloading services are continuing and Celia is offering various options in this regard. Web services will not be used by the older members but at the same time the Library is also considering moving away from CD’s. A balanced approach is therefore required.

d. Recently initiated a cooperation project with Publishers to provide material in accessible formats. Attention was also given to make University Collections accessible through providing guidelines and assistance. This is an effort to make University Libraries the first stop of service instead of Celia.

e. Celia funded a study by the University of Easter Finland on the use of talking books by Dyslexic students and what kind of needs they have. The study will be completed by the end of 2013. The result will be published and available to all.

d. Started to explore with different products for newer user groups, e.g. children with specific language difficulties. A Beta version of ABC books has been developed and is currently tested. Results of this research will be available towards the end of 2013.

**JSRPD – (Japan)**

a. Japanese Copyright Legislation allows JSRPD and other Volunteer producers to Produce Daisy Multi-media text and audio books for schools without asking permission from Publishers. The source material is provided by the schools via the Ministry of Education to JSRPD for production. The focus is on children with reading problems on elementary level. To date a 123 titles have been produced for about 1,000 users. The project is legally supported by the Government but not financially. The use of daisy textbooks was discussed with teachers during a workshop.

b. A Download Service is available to users but because of difficulties to access the service the accessible schools are also delivered on CD. Users have to request and pay for this product.

c. National Association of Information Services for Visually Impaired People consisting of more than 100 libraries for the Blind in Japan. The produce accessible books and share it amongst each other. A collection of 130,000 audio only titles has been developed in this manner. 10,000 users are making use of this service. The activities of this Library are supported by volunteers and no funding is provided by Government. It is planned that users will pay for the services in future. Not many Public Libraries are members of the Saphia Library

**NLS (USA)**

a.NLS has a proprietary playback device working with a flash memory card. A Program convince members to to move away from the cassettes to the digital environment will soon come to an end. The transition from content of cassette to digital is also nearing completion.

Around 40 audio magazines are produced on cassette and will also be switched to digital format by the end of the month. A new arrangement will be that members will have to return their magazines to the Library and more than one title will be available on one cartridge. A member may have more than one cartridge but they have to return them one finished.

b. An APP will be ready by the end of Summer 2013 for Android and Apple based devices to allow online access and downloading on a mobile device of choice. It will have various features on the player e.g. speech compression, etc. Downloading of Braille files will also be considered.

c. USA copyright law allows downloading of material as long as it is protected and used by the designated beneficiaries. NLS is in the process of developing an encryption process which will be part of the downloading process in order to ensure material is used for intended purposes only.

d. 30,000 titles (around 10,000 Braille) are available via the download service. The NLS Library Network is continuously adding more titles to this database. Work is in progress with Audio Book Publishers to make their books available via the NLS collections.

e. US Copyright Law is vague on rendering services to Dyslexic people and hence outside the realm of the NLS Service area.

f. NLS is participating in the TIGAR project and has uploaded and downloaded a number of titles and see it as a platform to expand their foreign language collections.

g. NLS is serving around 500,000 members. Services are rendered through a 100 network libraries across the States.

**Dedicon (Netherlands)**

a. Dedicon provides an Educational Textbook Service directly to Schools and Students and a Leisure book Service is rendered through a public library network.

b. The Online Service that has been develop a few years earlier has been expanded to include a mobile platform though an APP. The Android version creates some challenges but will be ready soon. The APP provides access to around 40,000 audio only books using a very simple intuitive player.

c. Development of two new Dutch Synthetic Voice applications are currently in progress. A third voice able to express emotion as captured in the text is also under development.

d. Leisurebooks for Blind people are not available in public libraries and will be made available through the National Agencies in order to make Daisy Audio Books more visible in public library collections. Visually Impaired users may use the books by declaring they are blind. No proof is required. CD formats of the books may be ordered or listened to online. Members may create their own on-line bookshelf of 15 books. All titles are watermarked. The download of books onto players is currently being addressed.

e. Dedicon is working with Public Libraries to make a text to speech version of their e-books available. A pilot project is currently in progress with 40 e-books.

f. Dedicon is also working with a Publisher focusing on books for readers between 8 and 12. A website called Joleio has been created where they can interact with full multimedia Daisy books. The books are commercial and may be purchased by anyone.

g. Dedicon is involved to attract more users of their services as part of a Wider Reach Program. They are currently serving 30,000 members and are planning to double that in the future.

f. A Jumbo Print service will be launched during 2013 where 2,500 copies of around a 100 large print titles for young readers. It is the first time for Dedicon to distribute large print on demand.

g. Dedicon is beginning to look into the production of Tactile books aimed at the general market.

h. The organisation is a member of TIGAR and contributed to the uploading and downloading of titles. Uploading of metadata will happen soon. Dedicon is also involved with the European initiative called ETIN. Work is in progress Flemish partners to expand the Braille and Audio titles.

**MTM (Sweden)**

a.The Swedish Library of Talking Books and Braille changed its name after 10 years to MTM (Swedish Agency for Accessible Media). The name is reflecting that the Library has more to offer than just audio books and Braille. Other media is also produced and made available. Library Services are not affected by the change. They produce books for Universities and Public Libraries. Attention is given to the Newspaper Service and Synthetic Speech.

b. MTM has been collaborating with other organistions in the production of school books which are in their catalog. There are also books in sign language. Research is in progress to determine how to improve their sign-language service.

c. Faster and cheaper options of Braille production are currently considered. 650 braille titles were produced during 2012.

d. From the 1st of March 2013 braille book lending will formally be discontinued. The Service will now be Braille on demand and members may keep the copy send to them. Use of Braille books have increased because of this. Turnaround time is within 24 hours depending on the volume of requests.

e. A new APP is under development after the first APP project came to an end after two years MTM was not involved with this project and it was not that successful.

f. MTM is a member of TIGAR and participating in the pilot activities and uploaded their meta-data.

g. A campaign to promote their download service is showing results by more people using the service. The focus is on dyslexic persons under the age of 18 years.

h. Research into user needs will be concluded around April 2013 and the report will be made available in English to those interested.

**Annexure 2**

Action items arising from the Madrid meeting

**Action 1:** JH will confirm the exact amount in the Share the Vision budget.

## **Action 2:** KK will enquire from Dan Pescod from RNIB about the status of free post for blind people to detemine whether Action 2.3 should remain as part of the Strategic Plan or not or to rephrase it if necessary.

**Action 3:** LPD members should look at the Guidelines for professional Library and Information Educational Programs recently approved by the Section for Education and Training. It is available on their Website and how it applies to the work of LPD.

**Action 4:** KK will enquire from IFLA HQ what they recommend the Section should do with physical archival material as well as where the old digital material is that was available on the old IFLA website.

**Action 5:** JH will suggest to Helen Brazier to task someone at or through RNIB to do a high-level assessment and categorization of the content to determine the archival value and content of the documents. This will assist LPD in its decision what to do next with the material.

**Action 6:** All LPD members are requested to submit their figures as required by the Performance Measure Instrument by end of April 2013 to JH. JH assisted by MvZ will re-circulate the document to all members with a request to respond. The document will also be available on the LPD Website.

**Action 7:** MvZ will draft an e-mail to be sent to Joanne Yeomans to include it in the IFLA marketing communications during the Singapore Conference.

**Action 8:** MvZ and KKu will look into the possibilities of LinkedIn and Google docs as an option to assist with document management.

**Action9 :** All Newsletter articles to be submitted to MvZ by 5th of April.

**Action 10:** JH will use some of the articles for the Blog. The blog is available at blogs.IFLA.org/LPD. Members intrested to Blog may write to JH to arrange access rights.

**Action 11:** KK and FH to draft a Call for Presentations at the IFLA Conference and send it out to all LPD members before the end of February 2013.

**Action 12:** KK to arrange a Conference call with the Program Committee.

**Action 13:** KK to contact Luc Maumet and Flavia?? To determine whether anyone of them would be interested to arrange the Pre-Conference.

**Action 14:** MvZ suggests to add an LPD newcomer item for discussion during the next meeting.

**Action 15**: MvZ and BK will send suggestions for accommodation in Singapore before the end of February 2014 to all members to make the necessary bookings.

**Action 16:** GR to put the four Online distributions research questions on the LPD list for all to access and respond to.

**Action 17:** LPD Standing Committee members who are using online distribution of Daisy books should send GR responses to his 4 questions to compile a status report.