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CHECK LIST FOR PARTICIPATION IN INTERNATIONAL PROJECTS - National Library of Sweden

A. *What you should think of before engaging in an international project*

1. What is the task?

2. Is the task in line with the goals of the National Library?

3. Is the task compatible with the priorities of the library?

4. In what way would participation promote the interests of the library? Specify.

   ➢ Funding
   ➢ Knowledge development
   ➢ Impact
   ➢ Other

5. Does the project coordinator (if not the NL) have the necessary competence?

6. Does the National Library possess the necessary competence?

7. What employees are eligible for the task?

8. What is the estimated input of work?

9. During what time period?

10. Does the library have time to spare?

11. What is the estimated cost of participation?

12. [In case of external co-funding], what is the calculated financial influx?

13. How does the benefit relate to the cost?

14. Is there funding available in the budget? If not, can funding be re-allocated?

B. *What you should think of after you engaged in an international project*

You should

1. Apply the same quality measures to this as to the rest of your activities.

2. In an appropriate way inform the rest of the organisation about the project, and about the results, i.a. by

   ➢ noting the project on the internal web under the heading "The National Library's international engagements",
   ➢ in advance announcing participation in project meetings under the heading "Calendar of international meetings", and
   ➢ briefly reporting from these meetings under the heading "Reports from international meetings".

3. At regular intervals, evaluate your participation and draw the proper conclusions from this evaluation.

In many cases, articles, meetings, seminars will provide more information and stimulate a discussion, internally and/or externally.

C. *Administrative routines*

The Director of International Relations coordinates work on participation in international projects.

This will mean different degrees of involvement between different projects. Cooperation with relevant parts of the library organisation, including project administrators, is assumed.

The final decision on whether to engage or not is made by the national librarian.