



Division III Forum at Columbus Conference– Session 66, 8.30 14/08/16

1 Welcome and apologies

Attendees (See also Photo)

Left to Right Standing: Christine Brown - *Reference and Information Services*, Sandra Roe – *Subject Analysis and Access*, Maja Zumer – *Subject Analysis and Access*, Dilara Begum – *Information Literacy*, Mathilde Servet - *Library Services to Multicultural Populations*, Misako Nomura - *Libraries Services to People with Special Needs*, Viviana Quiñones – *Division III Chair*, Wouter Klapwijk – *Big Data SIG*, May Chang - *Information Technology*, Miriam Nauri – *Bibliography*, Miriam Säfström, Jack Leong - *Library Services to Multicultural Populations*, Anders Cato - *Bibliography*, ?, Adjoa K. Boateng - *Division III Secretary*

Left to Right Sitting: Sharon Mader – *Information Literacy*, Mary Augusta Thomas - *Knowledge Management*, Ingrid Källström - *Libraries for Children and Young Adults*, Ingrid Bon - *Libraries for Children and Young Adults*, Annie Everall - *Literacy and Reading*, ?, Nancy Bolt - *Libraries Services to People with Special Needs*, Mary Augusta Thomas – *Knowledge Management*, Najwa Hendrickse, *Reference and Information Services*, Leda Bultrini - *Knowledge Management*, Celia Joe-Olsen - *Indigenous Matters*



2. Approval of the Agenda

VQ adds to 8: any other matters, Preparation of Division Session

3. Approval of Skype meetings of October 14th 2015 and April 4th 2016

Minutes approved.

Suggestion of Meeting limits on numbers attending the meeting eg only the Secretary or Chair to attend.

Apologies from Adjoa and Viviana for the poor Skype service, Viviana says PC are investigating paid services and in the meantime they suggest free tools, mentioned on ifla.org/node/10115

Emails received after the meeting:

Wouter Klapwijk suggests Vidyo “as an alternative communication medium for future Division III online meetings. It is free and very stable with a high tolerance for low bandwidth connections.

Vidyo also interfaces very successfully with other commercial products, such as Polycom and Lync.”

Nancy Bolt says she has a subscription to Go To Meeting and that also usually works pretty well.

Actions

- Adjoa will upload publishable versions to Division pages.

4. Information and requests from HQ

Viviana sums them up:

a. Annual Reports and Action Plans

- By Oct 30th submit Annual Reports Jan-August 2016 (then next year the report will be Sept 2016 to Aug 2017): they will be reviewed in PC meeting in December 2016
- By Oct 30th submit Action Plans. The template now includes a table in which to enter any funding request you wish to make for any of your activities. This replaces the Project Funding Application Form.

The Action Plan is a tool to engage SC members. All SC members should be assigned a task; a list of SC members at the end of the Action Plan can be included, indicating the tasks each SC member is doing and the deadline for each task. Then this should figure in the Annual report. Those sections participating in GB Advisory Groups please include this in their Action Plan. Please formulate Actions in a way clear to readers outside the Section (so that all reading the Mapping of all Action Plans can understand what the Actions are about).

Actions

- **By Oct 30th submit Annual Reports Jan-August 2016 – ALL Section Chairs**
- **By Oct 30th submit Action Plans – ALL Section Chairs**

Both Annual Reports and Action Plans must be discussed with and approved by the SC

- Updates of Action Plans are to be sent to Viviana in Jan/Feb 2017 and also May/June 2017: they will be reviewed in PC meeting in April and August 2017

b. Communication

Units are asked to prepare a Communication plan - one can find inspiration in the plan of last year's winner of the Professional Unit Communication Award:

http://www.ifla.org/files/assets/public-libraries/publications/marketing_communication_plan_2015-2017.pdf

HQ is encouraging all sections to start using some form of social media in 2016. Some Sections already do although it is sometimes a challenge to provide regular content.

It is important that Annual reports, Action plans and Communication plans be loaded on to the website by Info-coordinators. It can be a Summary, without details unnecessary to non-SC members. Louis sent to IFLA Information Coordinators all the information and instructions on creating web pages for the action plans and annual reports in April 2016 and everything is still available to all ICs and web-editors in our CMS Manual. He has sent examples of best practices on this.

Actions:

- **Sections to prepare a Communication plan**
- **Annual reports, Action plans and Communication plans be loaded on to the website by Info-coordinators.**
- **Adjoa to forward the instructions to chairs and secretaries.**

Also publish a news item on to the website once the Action plan has been loaded, also on FB or blog, and send all the section members a link (contact details of those IFLA Members currently registered for a Section (depending on their data protection choice) can be requested from the IFLA Membership Officer, Tatjana Hoeink, by writing to membership@ifla.org)

It is very important that other annual reports, action plans and communication plan, news items be published and that the web pages are up to date.

Viviana reminds that we are all encouraged to tweet about our sessions using #wlic2016, or as a comment on the WLIC 2016 Facebook page, or posting news using the Section's own Facebook page. And that there will be a wide range of IFLA news updates and shared communications.

PC has organized a session (IFLA Market: Current and future of media communications, with a speaker from the news media to talk about how communication is evolving, in the hope that it will inspire us all to think about how we communicate with our communities. Viviana asks to send someone who will then report to the SC.

c. SC Elections

It is important to ensure that all SC members contribute and if it is not the case, to consider that those who are not contributing have resigned in time for elections next year, so that their positions can be taken by others. A letter must be sent to SC members explaining and asking about their future commitment before excluding them from the SC. Joanne's email of Feb 23rd has answers to FAQ on these matters. Be sure of exclude completely inactive SC members before November 1st 2016. Some officers discussed and gave examples of some actions already previously taken. Make space on your agenda to discuss the Standing Committee nominations and elections process which will start soon after the WLIC with a deadline in the first part of 2017. Identify how you will promote your Section in this respect to potential new members and help them find an IFLA member to nominate them if they do not already have one: <http://www.ifla.org/officers-corner/nomination-election-process>

Look out for potential new SC members and help to recruit!

An up-to-date list of SC and Corresponding Members can be obtained from the IFLA Secretariat: ifla@ifla.org

Action:

- All officers to contact completely non active members by Nov 1st 2016 then write to Lidia to inform her of action taken.
- Reminder given to all Officers that nominations need to be submitted by February 2017

d. Multilinguism

Discussion was had about Languages and IFLA policy of using 7 official languages. Section members should be asked to assist with translations of papers where possible. Translations of papers can still be done after the conference has ended. They ensure a much wider audience to session papers. When there is SI, speakers should be encouraged to speak in their language (if it is one of IFLA 7 official languages). It is also still possible to send papers to the repository.

e. Others

- Survey still going on about Standards till 17th Oct. Officers asked to contribute.
- Section Dynamic Units: discuss Worksheets with SC, nominate someone for the session, who will report back to SC
- Reminder of sessions for Officer Capacity Building, Clinic, Data Primer

Keyword for coming year is Participation.

Actions

- **Section members should be asked to assist with translations of papers where possible**

5. August 2015 to August 2016: your Section in a nutshell

Each section and SIG summed up their year: See - Appendix

Classification and Indexing Section has changed name to Subject Analysis and Access
Semantic Web SIG has changed name to Linked Data (LIDASIG). Its goals are outreach and creating awareness

6. Group photo

Action

- **Adjoa to send photo to Officers and ask that they give their position in the photo, name and IFLA role, then to upload it to Division Page**

7. Discussion: A. What makes a dynamic IFLA Professional Unit?

Areas/Challenges raised by Officers:

- next time organise the session Dynamic Units on a day when more officers can attend
- 5 corresponding members don't seem enough in some cases. Suggestion made that a sections could create a "Friends of..." Group: is this possible? Viviana to find out
- It is a pity that IFLA Library cannot take multimedia or PowerPoint presentations; for the moment colleagues upload them to institutional repositories.
- Time for discussion is not enough during SC meetings at conferences. Could there be a long SC meeting before the start of WLIC? Could there be one meeting with observers and another without observers, so as to discuss internal matters?
- The fact that IFLA work is on a volunteer basis is a problem sometimes
- The high cost of WLIC is a barrier to recruiting new SC members: colleagues hesitate to candidate
- IFLA website is difficult to navigate and update
- Results/Outcomes of the Division units' annual work could be reported in the Division Open session next year, "Highlights of the Division", followed by questions and answers. It can be all units or a selection of them. Other units could present poster sessions

A discussion was had about whether elements of past organisation and structure of divisions that were useful should or could be reintroduced.

Action

- Viviana to find out whether sections could create a "Friends of..." Group

8. Map of Unit's Action Plans

There was no time left for this discussion. It was noted that using excel had been a little complicated.

9. Any other matters

Last details for the Division session - Loida Garcia-Febo will say a few words updating on UN Agenda, at the beginning.

Appendix: Division III units - the year in a nutshell

Minutes written by Adjoa Boateng and Viviana Quiñones