

## ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2016 - 2017

### Action plan 2016 – 2017

**Name of Professional Unit:** Bibliography Section Standing Committee

**Objectives of Professional Unit 2016-17:** *(We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan and the Key Initiatives 2015-16)*

- 1. Establishing National Bibliographic Services as critical community assets, thus contributing to the Key Initiative 1.5 (Changing the mindset to achieve the vision of libraries as critical community assets) as well as the Strategic Direction 2 (Information and Knowledge)*
- 2. Developing Best Practices for National Bibliographic Agencies in a time of great change in the information environment, thus contributing to the Key Initiative 2.1.1 (Develop an evidence base and resources)*

Objectives <i>What do you want to achieve? Use your list above</i>	Project or activity <i>What project or activity are you going to do?</i>	Main tasks <i>What are the specific things you need to do?</i>	Responsibilities and timeline <i>Who will do them and by when?</i>	Resources <i>Do you need specific skills, money or technology?</i>	Communications <i>How will you communicate your achievements? To whom? By when?</i>	Measures of success <i>How will you show the impact of your work?</i>	Progress <i>Report here briefly the progress of your work, at least every month</i>
							<b>Update - Progress in March 2017:</b>
<b>1. Developing Best practices for National Bibliographic Agencies in a time of great change in the information environment</b>	<b>1.1 Develop The National Bibliographic Register as a useful and regularly updated benchmarking resource for national bibliographic agencies, fully integrated with Best Practices for National Bibliographic</b>	<b>1.1.1. Collect data</b>  <b>1.1.2. Structure the data</b>  <b>1.1.3. Publish the data, integrating it with the Best Practice</b>	<b>New product launched on IFLA WLIC 2017.</b>  <b>Responsible: Pat Riva and Mathilde Koskas</b>	<b>Yes, see below</b>	<b>IFLA-L, IFLA Metadata Newsletter, Bibliography Sessions during WLIC 2017, Bibliography Blog</b>	<b>By measuring the responses we get in requesting updated information for the Register. By confirming that the resource is being used.</b>	<b>Data analysis done. Questions that need to be reworked identified. This analysis will be published in the Metadata newsletter this spring. This knowledge will be used to update the</b>

<b>Agencies</b>						questionnaire this spring. In august we will decide on whether to move to Survey Gizmo for future updates and to be able to publish the data in a more accessible way.
	<b>1.2 Enhance and expand the Best Practice for National Bibliographic Agencies in a Digital Age with more examples and guidelines</b>	<b>1.2.1 Implement a work cycle for continual enhancement where new text is discussed and revised on our mid-term meeting</b>	Rebecca Lubas is the main editor for the Best Practice, with the support of Anders Cato, and will propose a work cycle, including deadlines and responsibilities for each chapter		By measuring if the issues we discuss in the Best Practices as well as the Best Practice itself are referred to in other contexts.	We have edited chapters 3, 4 and 5 so far. Chapter 6 is on the way. We are planning to publish the product as a pdf under a new name "Common Practices for NBA:s in the Digital Age"
<b>2. Establishing</b>	<b>2.1 Section</b>	<b>2.1.1. Reach out</b>	All SC-members are	No	Continual	We have

<p><i>National Bibliographic Services as critical community assets</i></p>	<p>recruitment</p>	<p>to our Section members and encourage them to nominate colleagues to the Standing Committee</p>	<p>encouraged to talk to colleagues before the nominations are due in November. Miriam Nauri will send out a list of section members and their contact persons to the SC and we will with joint effort try to contact them all.</p>	<p>communication on progress by members to the whole group, Chair will report on how many nominations we have received once nominations are closed</p>	<p>if we have succeeded in recruiting new members to the Section and new Corresponding members to the SC.</p>	<p>received 8 nomination to the Standing Committee.</p>
<p>2.2 Strengthen our cooperation with the metadata community</p>	<p>Organize an open session on the challenges of subject access and bibliography in a multicultural world, in cooperation with the section Subject Analysis and Access</p>	<p>A joint arranging team with SAA with John De Santis as convenor of the group. Members of the group from Bibliography are: Anke, Rebecca and Grazyna (Miriam will also help in reading papers)</p>	<p>IFLA-L, IFLA Metadata Newsletter, Bibliography Sessions during WLIC 2017, Bibliography Blog</p>	<p>By measuring the amount of paper proposals and attendees.</p>	<p>We have received 16 proposals for our open session.</p>	
	<p>Organize a joint session for reports with SAA and Cataloging, as well as continuing the tradition of an informal UBC get-together</p>	<p>Miriam &amp; the Chairs of SAA and Cataloging</p>		<p>By measuring the amount of attendees.</p>		

	<b>Publish two issues of the Metadata newsletter</b>	<b>Rebecca with the Information coordinators of SAA and Cataloguing. All members are encouraged to submit content.</b>
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

## 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.

<b>Project or activity and Main task</b> <i>Use your list above</i>	<b>1.1. Develop National Bibliographic Register as a useful and regularly updated bench-marking resource for national bibliographic agencies, fully integrated with Best Practices for National Bibliographic Agencies</b>
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<p><b>Resources</b>  <i>Do you need specific skills, money or technology?</i>  <b>For what do you need resources in relation to this task? Match your needs again the resources listed below*</b></p>	<p><i>Prepare for a product that is an integration of the "National Bibliographic Register" and the "Best Practices for National Bibliographic Agencies in a Time of Great Change" to a web product that ideally can be launched during IFLA WLIC 2017.</i></p> <p><i>The plan is to let representatives for both groups meet for two days in either Paris or Frankfurt/Leipzig. Before the meetings data will be collected and structured for the register and at the same time the Best Practices document will be enhanced and expanded with more guidelines and examples. During the two day meeting the representatives will discuss on how the two products will be merged and also decide on the outcoming product.</i></p> <p><i>At the meeting the two editors of the Best Practices, Rebecca Lubas and Anders Cato, plus the group members, Mathilde Koskas and Anke Meyer-Heß will meet with the main responsible for the register, Pat Riva. Anders, Mathilde and Anke will take part at the expense of his own institutions. Other contributors to the two products are also welcome to take part, but must do it at their own institutions' expense. Free meeting location have been offered by both the Deutsche Nationalbibliothek and the Bibliothèque nationale de France.</i></p> <p><i>Participants not able to take part in the meeting will be able to attend through web solutions. Work is however done much more rational and fast through face-to-face meetings.</i></p> <p><i>The intended audience for this resource includes: Those managing existing national bibliographic services, those implementing new national bibliographies, Staff of national bibliographic agencies (NBAs) wishing to respond to the opportunities and challenges posed by new technologies and media.</i></p> <p><i>The output will result in a complete web resource on the topic using the new IFLA 'Book Page' option within the existing CMS. A Sample in this format is available at:</i>  <a href="http://www.ifla.org/national-bibliographic-agencies-in-a-digital-age">http://www.ifla.org/national-bibliographic-agencies-in-a-digital-age</a> .</p>

<p><b>Amount of funding.</b>  <b>How much money would you like to request from Professional Committee Funds?</b>  <i>Explain your rationale for the estimated amount in each case.</i></p>	<p>EUR 3.000 covering travelling and hotel costs for Pat Riva, Canada and Rebecca Lubas, USA for participating at a two day work meeting in Paris, Frankfurt or Leipzig.</p> <p>Other participants of the meeting, mainly from Europe will participate at their institutions expenses.</p>
<p><b>Timing.</b>  <b>When would the money need reimbursement?</b>  <i>Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances</i></p>	<p>March-April 2017</p>

### \* 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 (please note that the PC Funds are extremely limited so physical meetings that need funding are not encouraged unless necessary to move a project forward urgently; please try to conduct discussions online or via telephone conference and coordinate your work online where at all possible) –
  - a. why is the meeting needed and why can it not be conducted online,
  - b. who needs funding (give names),
  - c. where is the meeting planned and when (if known),
  - d. what costs cannot be covered by the project participant themselves (hotel, flight, local travel, subsistence);
2. Publications –
  - a. what document(s) need funding support,
  - b. how many copies need printing, if any,
  - c. what services are required, if any (editing, design, proof-reading, etc.),
  - d. 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),
  - a. what logistics need funding (computers, room hire, refreshments, printing),
  - b. what participant costs might need support (travel, accommodation),
  - c. what trainer costs are there (honorarium, travel, accommodation),
  - d. by what other means is the event being funded (participants' own costs, sponsors, etc.). Give details;
4. Webinar –
  - a. What is being planned and with whom,
  - b. Who is the target audience,
  - c. What technical requirements are there;
5. Software –
  - a. What software is required and why;
6. Advocacy materials –
  - a. See the relevant number above (project meeting, publication, webinar, etc.);
7. 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 30<sup>th</sup> 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.