

## ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2017 - 2018

### Action plan 2018 – 2019

#### IT section

#### Objectives of Professional Unit 2018-19:

1. *ITS will investigate, evaluate, and communicate knowledge and practical advice about ICT innovations that have or could become significant potential for library services in present or in future, but which have not been widely adopted for different reasons. (Key initiative 1 Libraries in Society)*
2. *ITS will identify and promote standards, guidelines and best practices for the management of information and ICT resources, and improve efficiency and service level of library operations, and interoperability between library systems and between library services and other information services. This includes issues such as metadata and data structures, data manipulation techniques and long-term availability of electronic information.*

*ITS will promote open standards for document preservation, interchange and discovery*

*ITS will work as a consultation body for IFLA projects, activities and section programs and will encourage and support projects within the scope of the strategic plan by maintaining close contacts with other IFLA sections and Core Activities, as well as with other international and national associations and organizations focused on ICT. (Key initiative 2 Information and Knowledge)*

3. *ITS will promote systems for digital curation, digital conservation and digital preservation and digital dissemination through digital archives, digital libraries, open access and open sharing of information resources. (Key initiative 3 Cultural Heritage)*
4. *ITS will investigate, evaluate, and communicate knowledge about applicable ICT for access to information resources, to promote best practices and with special attention paid to enhancing access to resources in developing countries, for users with special accessibility needs, for the inclusion of voices of women, disadvantaged communities, and ableness, in relation to the development, creation and maintenance of information and IT resources. (Key initiative 4 Capacity Building).*

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>1. ITS will investigate, evaluate, and communicate knowledge and practical advice about ICT innovations that have or could become significant potential for library services in present or in future, but which have not been widely adopted for different reasons.</b>	1.1 Publish the WLIC 2014 IT Section's sessions papers on Cloud Computing in the IFLA Series.	1.2 Produce a process and a program	1.1.1 <u>Svensson</u> , Ukachi, Raju	1.2. <u>Kotsokoane</u> , Caballos Villar	1.3 <u>Chang</u> , Balnaves, Takehana and Zhang	1.3 Arrange symposium on <i>Robotics and AI Applications</i> in Libraries in March 20-22, 2019 in Singapore with the National Library Board, Singapore	

1.4  
WLIC 2019  
Satellite on  
*Robotics in  
Libraries*, August  
20-21, Berlin,  
Germany

1.4.1  
Coordination  
organizing team,  
precise topic,  
format, guest  
speakers

1.4.2  
Complete  
program enquiry  
form

1.4.3  
Call for papers

1.4.4.  
Contact guest  
speakers

1.4.5  
Complete Full  
Program Form

1.4.6  
Review papers,  
select speakers

1.4.7  
Collect complete  
papers

1.4.8  
Publish them in  
IFLA library

1.4.1  
Leinen, Seeliger,  
Chang and Ukachi

1.4.2  
15 November, Leinen

<p>1.5 WLIC 2019 Joint Satellite with Big Data SIG and Preservation &amp; Conservation Section on <i>Data Intelligence in libraries; actual and artificial</i>, August 22-23, Berlin, Germany</p>	<p>1.5.1 Coordination organizing team, precise topic, format, guest speakers</p> <p>1.5.2 Complete program enquiry form</p> <p>1.5.3 Call for papers</p> <p>1.5.4. Contact guest speakers</p> <p>1.5.5 Complete Full Program Form</p> <p>1.5.6 Review papers, select speakers</p> <p>1.5.7 Collect complete papers</p> <p>1.5.8 Publish them in IFLA library</p>	<p>1.5.1 <u>Klapwijk</u>, Belnaves, Caballos Villar and Kavčič-Čolić (P&amp;C Section).</p> <p>1.5.2. 15 November, Klapwijk</p>
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1.6.1  
WLIC 2019  
Joint session on  
*Smart Cities and  
Smart Libraries*  
with  
Metropolitan  
Libraries Section

1.6.1  
Coordination  
organizing team,  
precise topic,  
format, guest  
speakers

1.6.1  
Chang, Mohideen

1.6.2  
Complete  
program enquiry  
form

1.6.2  
15 November, Chang

1.6.3  
Call for papers

1.6.4.  
Contact guest  
speakers

1.6.5  
Complete Full  
Program Form

1.6.6  
Review papers,  
select speakers

1.6.7  
Collect complete  
papers

1.6.8  
Publish them in  
IFLA library

1.7.1 WLIC 2019 Joint main session on <i>AI and Libraries</i> with Knowledge Management Section	1.7.1 Coordination organizing team, precise topic, format, guest speakers 1.7.2 Complete program enquiry form 1.7.3 Call for papers 1.7.4. Contact guest speakers 1.7.5 Complete Full Program Form 1.7.6 Review papers, select speakers 1.7.7 Collect complete papers 1.7.8 Publish them in IFLA library	1.7 <u>Bultrini</u> , Balnaves, Sánchez Nogales, and Cardoso  1.7.2 15 November, Bultrini (Balnaves?)
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1.8 WLIC 2019 Joint pre- or post- conference in Rome with Library Theory and Research about <i>profiling</i>	1.8.1 Coordination organizing team, precise topic, format, guest speakers 1.8.2 Complete program enquiry form 1.8.3 Call for papers 1.8.4. Contact guest speakers 1.8.5 Complete Full Program Form 1.8.6 Review papers, select speakers 1.8.7 Collect complete papers 1.8.8 Publish them in IFLA library	1.8 <u>Weinraub</u> , Kleinveldt  1.8.2 15 November, Weinraub
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<b>2. ITS will identify and promote standards, guidelines and best practices for the management of information and ICT resources, and improve efficiency and service level of library operations, and interoperability between library systems and between library services and other information services. This includes issues such as metadata and data structures, data manipulation techniques and long-term availability of electronic information.</b>	2.1	2.1.1	2.1.1	2.1.2
	Investigate the use of blockchain in the IFLA voucher payment system for international interlibrary requests together with the Document Delivery & Resource Sharing Section.	Draft a proposal to IFLA HQ to pilot a small study.	Chang, Collins, Bae, Cardoso, Ukachi and Zhang	Publish on website
	2.2	2.2.1	2.2.1	
	WLIC 2019 Joint session on <i>Blockchain in Libraries</i> with Document Deliver & Resource Sharing (DDRS) Section and Government Libraries (GL) Section (not confirmed).	Coordination organizing team, precise topic, format, guest speakers	Chang, Schwarz, Kleinveldt, Kotsokoane, Stephen Wyber (IFLA), Sandy Hirsch (SJSU), and DDRS Section.	
		2.2.2	2.2.2	
		Complete program enquiry form	15 November, Chang	
		2.2.3		
		Call for papers		
		2.2.4		
		Contact guest speakers		



<p><b><i>ITS will promote open standards for document preservation, interchange and discovery</i></b></p>		<p>2.2.5 Complete Full Program Form</p>	
<p><b><i>ITS will work as a consultation body for IFLA projects, activities and section programs and will encourage and support projects within the scope of the strategic plan by maintaining close contacts with other IFLA sections and Core Activities, as well as with other international and national associations and organizations focused on ICT</i></b></p>	<p>2.2.6 Review papers, select speakers</p> <p>2.2.7 Collect complete papers</p> <p>2.2.8 Publish them in IFLA library</p>		
	<p>2.3.1 WLIC 2019 Joint satellite with Subject Analysis and Access, Cataloguing, Bibliography on Changing roles of metadata specialists</p>	<p>2.3.1 Coordination organizing team, precise topic, format, guest speakers</p> <p>2.3.2 Complete program enquiry form</p> <p>2.3.3 Call for papers</p> <p>2.3.4. Contact guest speakers</p>	<p>2.3.1 <u>Kadesjö</u>, Verheusen, Lampert</p> <p>2.3.2 15 November, Kadesjö</p>

2.3.5

Complete Full  
Program Form

2.3.6

Review papers,  
select speakers

2.3.7

Collect complete  
papers

2.3.8

Publish them in  
IFLA library

2.4

Draft a set of  
guidelines or  
principles for  
libraries on  
cybersecurity

2.4

Balnaves,  
Kotsokoane, Leinen,  
Ukachi and  
Verheusen

2.5

Technical  
standards  
recommendations  
on data (ENS)

2.5

Sánchez, Balnaves,  
Caballos Villar,  
Leinen, Schwarz and  
Weinraub.

**3. ITS will promote systems for digital curation, digital conservation and digital preservation and digital dissemination through digital archives, digital libraries, open access and open sharing of information resources**

**4. ITS will investigate, evaluate, and communicate knowledge about applicable ICT for access to information resources, to promote best practices and with special attention paid to enhancing access to resources in developing**

4.1.  
WLIC 2019  
Participate in open session organized by Division III on services for refugees.

4.1.  
Weinraub

*countries, for users with special accessibility needs, for the inclusion of voices of women, disadvantaged communities, and ableness, in relation to the development, creation and maintenance of information and IT resources*

## **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.

**If you wish to request funds, it is extremely important that you submit the Action Plan to your Division Chair and HQ by the deadline 31 October 2017.**

The Professional Committee will discuss during November and agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2018. Following confirmation of the level of PC Funds for 2018, the Division Chairs and HQ Professional Support Officer will communicate with Units in January/February to finalize the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2019.

<p><b>Project or activity and Main task</b> <i>Use your list above</i></p>	
<p><b>Resources</b> <i>Do you need specific skills, money or technology?</i> For what do you need resources in relation to this task? Match your needs again the resources listed below*</p>	
<p><b>Amount of funding.</b> How much money would you like to request from Professional Committee Funds? <i>Explain your rationale for the estimated amount in each case.</i></p>	
<p><b>Timing.</b> When would the money need reimbursement? <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>	

**\* 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 organizer),
  - 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 31<sup>st</sup> October 2017.

## **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.