



IFLA Section Social Science Libraries

ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2018 - 2019

Introduction

An **action plan** for your Professional Unit is essential. It should answer the following questions:

- What are you going to achieve this year? These are your **Objectives**
- What will you do to meet your objectives? These are your **projects** or **activities**
- What are the specific things you will do on each project or activity? These are the **tasks**
- *Who* will do the tasks? *When* will they do them? *How* will they do them? *What* do they need? These are **responsibilities, timeline** and **resources**
- How will you communicate your achievements? This is the **communications plan**
- How will you know you have succeeded? These are the **measures of success**

This year the action plan document can be combined with your request for funding. The Professional Committee will consider both in tandem and this reduces the amount of work for you. Therefore, **there will not be a separate project funding call this year.**

Process

Your action plan for the next year should be discussed during your standing committee meeting in August and either agreed upon then in person, or by virtual means shortly afterwards. It should be submitted to IFLA Headquarters and your Division Chair in October so that they can analyse it for discussion and planning during the PC meeting in December. At this time we also recommend you share an overview of your Action Plan with your Section Members, alert them to any work you would like them to contribute to, and invite them to comment.

When you implement your Action Plan, the activity coordinators or task leaders should frequently monitor and report on progress to the Standing Committee so that any delays can be identified and rectified.

We recommend that you share your action plan with your Standing Committee via, for example, *Google Docs* or in a *Basecamp project space*, so that you can continually update it and share progress during the year. You should ensure the action plan reports are updated more formally at least every four months (around October, February and June) and shared with your Standing Committee, as well as your Members and your Division Chair.

Your Action Plan should be prepared within the context of the IFLA Strategic Plan 2016-2021. These are available at: <http://www.ifla.org/node/9878>

You may delete any explanatory text from your completed Action Plan.

Action plan 2018 – 2019

Social Science Libraries Section:

Objectives of Professional Unit 2018-19: *(We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan 2016-2021.)*

- 1. Consideration of the role and meaning of the Social Sciences Library Section (SSLS) as it contributes to “1.4 Promoting IFLA standards to support libraries in the provision of services to their communities”.*
- 2. Continue to provide support and training for social science librarians and others in developing research methods and skills. In the past two years we have explored the use of anthropological methods in the library and text mining in the Hathi Trust. We would like to move on to providing exposure to qualitative and quantitative methods in libraries. This contributes to both 1.4 Promoting IFLA standards to support libraries in the provision of services to their communities” and 2.1 Defining a long-term, sustainable information environment”.*
- 3. Development of a stronger connection between the work of SSLS and the publications in the IFLA Library that are related to the social sciences as this contributes to “2.1 Defining a long-term, sustainable information environment” and “2.2 Advocating for an equitable copyright framework”.*

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>
1. Self-reflection and consideration of the role of the SSLS in light of the Global Vision Report	1.A.1 Begin a regular series of virtual discussions for members of the section to inform ourselves of the issues impacting our organizations and IFLA	1.B.1 Create a regular calendar of meetings for the section 1.1.2 Create a list of discussion points to consider as well re-articulate the purpose and meaning of the section. 1.1.3 Write a report of our discussions that includes suggestions for the future of the section.	1.C.1. Lynne to work with Maud and Debora to set up a calendar of meetings for the months of February, April, June by December 1 1.1.1.2 Lynne and Debora solicit suggestions from SSLS members for discussions prior to first meeting 1.1.1.3 Maud and volunteers to take minutes and develop report	1.D.1 Access to IFLA Zoom software 1.D.2 Access to survey software which is available in several places	1.E.1. Volunteers will work with Maud to write a report and post it on the IFLA website 1.E.2. Maud can include relevant part of the report in newsletters and social media	1.F.1 We hope to take the results of these discussions forward to re-define, reorganize and perhaps rename the section to encourage active membership.	
2. Development of an active learning and participation	2.A.1 Proposing a world café type workshop to engage	2.B.1 We have contacted librarians in Greece to see if	2.C.1 Lynne is contacting librarians in Greece for their input	2.D.1 We will need an appropriate room at WLIC	2.E.1 In addition to any workshop materials that are shared, we can	2.F.1 In addition to the regular evaluation of the workshop/program	

<p>program for WLIC Athens</p>	<p>attendees in either developing an understanding of the peer review process or engaging in a research methodology of particular interest to them.</p>	<p>there is a particular research methodology they would be interested in exploring. 2.B.2 When theme of the program is finalized we will contact speakers/trainers for the workshop. 2.B.3 We will decide whether it is necessary to ask for registration and provide handouts and homework for the workshop.</p>	<p>2.C.2 Once input is received SSLs will meet virtually to select a committee to organize the workshop. 2.C.3 Maud and Lynne will work on publicity for the workshop 2.C.4 The head of the conference committee will contact speaker/s for the event 2.C.5</p>	<p>in which to hold our two hour workshop. 2.D.2 We will need to use our admin funds for materials for the workshop.</p>	<p>post a brief report on the event as well as a bibliography of resources for further exploration of the methodologies explored by the end of September 2019.</p>	<p>in Athens, we will also follow up with our attendees to see if anyone actually applied one of the methodologies to their work.</p>
<p>3. Strengthen ties with the IFLA Journal to support a better understanding of research methodologies.</p>	<p>3.A.1 We will work with members of the IFLA Journal to provide a one and one-half day satellite conference on research methodologies.</p>	<p>3.B.1 We have identified the University of Piraeus as the site for the conference. 3.B.2 We will work with our hosts to provide</p>	<p>3.C.1 We have already been in touch with Sage to develop funding support for food and drink, but members of the editorial board would like to subsidize lodging</p>	<p>3.D.1 We will hopefully have the technological support we need at the University but we need to find out if</p>	<p>3.E.1 We will work with Sage to report on the events of the conference. 3.E.2 The best way for us to communicate our achievements will be to have</p>	

	<p>registration for the event.</p> <p>3.B.3 We have a rough outline of the program all set that includes an introduction to research methodologies and exploration of both qualitative and quantitative methods and breakout workshops</p> <p>3.B.4 We need to identify individuals to provide a keynote and an overview for each type of research methods.</p>	<p>and meals for presenters.</p> <p>3.C.2 We will have to determine a reasonable registration fee and set up the options for payment.</p> <p>3.C.3 We will develop a conference committee to divide up responsibilities for outreach and support.</p>	<p>there are any fees involved.</p> <p>3.D.2 We do have a small amount from Sage to spend on food, but still need to explore our options there.</p> <p>3.D.3 We will need to use some of our administrative funds for workshop materials.</p>	<p>satellite attendees use what they have learned to submit well written and researched articles to the IFLA Journal.</p>
4.				
5.				

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 2018.**

The Professional Committee will agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2019. Following confirmation of the level of PC Funds for 2019, 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 2020.

<p>Project or activity and Main task <i>Use your list above</i></p>	<p>Strengthen ties between the IFLA Journal and the Social Science Libraries to support and train all new researchers in the use of research methods.</p>
<p>Resources <i>Do you need specific skills, money or technology? For what do you need resources in relation to this task? Match your needs again the resources listed below*</i></p>	<p>Registration system; IT wireless support; keynote speaker; workshop speakers; funding for food and drink; venue; materials for the day including pens and paper and perhaps a bag.</p>
<p>Amount of funding. 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>Proposed Budget: Two Nights Lodging: \$2,640: Keynote Speaker x 1; Panelists x 3; Discussion Leaders x 4 Meals: \$1,000: Morning coffee x 2; lunch x 1; dinner x 1 Materials: Provided by Social Science Section admin funds @\$100 Total Budget Request: \$3,740</p>
<p>Timing. 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>	<p>Most could be reimbursed after the conference with the exception of the food, drink and lodging.</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.