Division Committee Chair Review

This page is where the Division Committee Chair indicates approval of the Unit's Action Plan and updates. Once you have approved, please communicate this information to the Section Chair. If you do not approve, you may wish to set up a time to meet with the Chair to discuss the Plan and any suggested changes.

[This question is for the Division Committee Chair]

The Division Committee Chair has approved the Unit's 2021-2023 Action Plan - due by 1 November 2021

☑ yes

Division Chair Comments

New Review

Unit Information

Unit Name
- Subject Analysis and Access Section

Unit Chair
- Athena Salaba

Unit Chair Email
- asalaba@kent.edu

Unit Secretary
- Caroline Saccucci

Unit Secretary Email
- csus@loc.gov

Unit Information Coordinator
- Drahomira Cupar
Strategic Direction 2 - Inspire and Enhance Professional Practice

Strategic Direction 2 Activities/Outputs

Activity/Output Description

Activity/Output - e.g. Unit Guidelines, Workshop Series, etc.
- KOS Modeling Survey and Best Practices

Activity/Output Category (most closely matched)
If you have a new category to add, please contact professionalsupport@ifla.org

Please provide a brief description of the activity/output:
- The findings of a survey of existing KOS conceptual models and KOS data models will be reported. The survey will provide the necessary awareness and knowledge of current standards and best practices, and will identify needs for additional metadata regarding concepts or classes recorded in various systems. The findings of this survey will inform the future work of the Unit, namely the potential of developing Best Practices for the recording of subject information, taking into account changes over time.

Activity/Output type
- New activity or initiative

This activity/output is matched most closely with which Key Initiative?
- 2.3 Develop standards, guidelines, and other materials that foster best professional practice

Completion status as of today - Beginning of cycle
- Not started

Expected completion month
- August

Expected completion year
- 2022

Names of Standing Committee members who will be working on this activity/output:
- Andreas Kempf, Julijana Nadj-Guttandin (Lead), Aida Slavic, Athena Salaba

Activity/Output Context

What need is this activity/output filling or what problem will be solved for your sector?
- Will provide the necessary awareness and knowledge of current standards and best practices, and will identify needs for additional metadata regarding concepts or classes recorded in various systems. The findings of this survey will inform the future work of the Unit, namely the potential of developing Best Practices for the recording of subject information, taking into account changes over time.

Target group(s)
- Our Unit’s sector
- Our Unit Standing Committee
- Library Professionals
The library and information field as a whole

What will the outcome for the target group be as a result of the work described?
- Gained knowledge/awareness/understanding
- Increased access

How will this activity/outcome move the Unit’s sector forward?
- The survey will provide the necessary awareness and knowledge of current standards and best practices, and will identify needs for additional metadata regarding concepts or classes recorded in various systems. The findings will inform the potential development of Best Practices for the recording of subject information.

How will you measure the performance and impact of your work?
- Survey

Activity/Output Collaborations

IFLA Professional Structure collaborators
Status of collaboration
- Potential

IFLA Professional Structure collaborators
Status of collaboration
- Potential

IFLA Regional Structure collaborators
Status of Collaboration
List any confirmed external collaborators
List any potential external collaborators
Please list any additional collaborators and the status of the collaboration below:

Activity/Output Communication

How will you communicate this output to your stakeholders?
- Mailing list
- Social Media
- Website, Blog post, news item
- Newsletter
- Publication (Professional Report, guideline)
- Workshop, Seminar, Virtual Event

Activity/Output Updates - Return to this section by the dates below to provide a status update for this output.

2022 Mid-term Update - What is the completion status as of 15 March, 2022?
Any information to add about this March 2022 Update?

2022 Mid-cycle Action Plan - What is the completion status as of 1 October, 2022?
Any information to add about this October 2022 Update?
Please describe any major changes/adjustments from initial 2021-23 Action Plan.

2023 Mid-term Update - What is the completion status as of 15 March, 2023?
Any information to add about this March 2023 Update?
End of cycle - What is the completion status as of 1 August, 2023?

Activity/Output Description

Activity/Output - e.g. Unit Guidelines, Workshop Series, etc.
- Genre/Form Bibliography and Survey

Activity/Output Category (most closely matched)
If you have a new category to add, please contact professionalsupport@ifla.org

Please provide a brief description of the activity/output:
The Genre/Form Working Group created a bibliography of references and thesauri relating to genre/form access to bibliographic records. The bibliography is an open, cooperative endeavor, with the ability of incorporating contributions from the wider professional community. The bibliography was updated in May 2021, but not yet made public. The working group intends to publish and advertise the bibliography as well as establish mechanisms for ongoing regular additions and enhancements to the bibliography. The working group will also conduct a survey on genre/form application/use, building on a prior one from 2017 to look for trends and possible future actions for the group.

Activity/Output type
- Continuation of an ongoing activity

This activity/output is matched most closely with which Key Initiative?
- 2.1 Produce, communicate and distribute key resources and materials that inspire the profession

Completion status as of today - Beginning of cycle
- Complete & ongoing

Expected completion month
- December

Expected completion year
- 2023

Names of Standing Committee members who will be working on this activity/output:
- Richard Sapone-White and Ricardo Santos will provide leadership for this with other working group members.

Activity/Output Context

What need is this activity/output filling or what problem will be solved for your sector?
- The bibliography was updated in May 2021, but not yet made public; this will ensure its publication and dissemination. The survey will inform the working group on next steps.

Target group(s)
- Library Professionals
- Our Unit's sector
- Our Unit Standing Committee

What will the outcome for the target group be as a result of the work described?
- Gained knowledge/awareness/understanding
- Increased skills/competences/abilities

How will this activity/outcome move the Unit's sector forward?
- The bibliography provides access to research regarding genre/form application and trends. The survey should enable the working group to see if genre/form facets have been adopted in more libraries and what needs they have in adopting such facets.

How will you measure the performance and impact of your work?
- Survey

Activity/Output Collaborations

- IFLA Professional Structure collaborators
  - Status of collaboration
- IFLA Professional Structure collaborators
  - Status of collaboration
- IFLA Regional Structure collaborators
  - Status of Collaboration
- List any confirmed external collaborators
- List any potential external collaborators

Please list any additional collaborators and the status of the collaboration below:
Activity/Output Communication

How will you communicate this output to your stakeholders?
- Mailing list
- Newsletter
- Website, Blog post, news item
- Publication (Professional Report, guideline)
- Social Media

Activity/Output Updates - Return to this section by the dates below to provide a status update for this output.

2022 Mid-term Update - What is the completion status as of 15 March, 2022?
Any information to add about this March 2022 Update?
2022 Mid-cycle Action Plan - What is the completion status as of 1 October, 2022?
Any information to add about this October 2022 Update?
Please describe any major changes/adjustments from initial 2021-23 Action Plan.
2023 Mid-term Update - What is the completion status as of 15 March, 2023?
Any information to add about this March 2023 Update?
End of cycle - What is the completion status as of 1 August, 2023?

Activity/Output Description

Activity/Output - e.g. Unit Guidelines, Workshop Series, etc.
- Knowledge, Competencies and Skills for Subject Access Report

Activity/Output Category (most closely matched)
If you have a new category to add, please contact professionalsupport@ifla.org

Please provide a brief description of the activity/output:
- Based on the collected competencies and skills documentation, data analysis, and gap analysis, the working group will draft a document that reports on the findings of the analyses and then create a Knowledge, Competencies and Skills for Subject Access report for public review and potential approval as an IFLA Guidelines publication.

Activity/Output type
- Continuation of an ongoing activity

This activity/output is matched most closely with which Key Initiative?
- 2.3 Develop standards, guidelines, and other materials that foster best professional practice

Completion status as of today - Beginning of cycle
- Less than 50% complete

Expected completion month
- October

Expected completion year
- 2023

Names of Standing Committee members who will be working on this activity/output:
- Drahomira Cupar, Daniel Martinez Avila, Rehab Ouf, Olivia Pestana, Amanda Ros, Darija Rozman, Caroline Saccucci, Athena Salaba, Richard Sapon-White, Aida Slavic (Lead)

Activity/Output Context

What need is this activity/output filling or what problem will be solved for your sector?
- Lack of agreement in international competencies and skills for subject analysis and access professionals and curriculum in LIS programmes.

Target group(s)
- Our Unit’s sector
Library Professionals
○ Other - Write In: LIS educators and programmes

What will the outcome for the target group be as a result of the work described?
○ Gained knowledge/awareness/understanding
○ Increased skills/competences/abilities
○ Practice/Attitude/Behaviour changes
○ Policy changes

How will this activity/outcome move the Unit’s sector forward?
○ The survey, analysis, and report will help promote subject analysis and access as a field of expertise within our own profession in both the academic field and the field of practice. The resulting recommendations will help improve LIS programme offerings in preparing its graduates for professional library practice.

How will you measure the performance and impact of your work?
○ Other - Write In: public review

Activity/Output Collaborations

IFLA Professional Structure collaborators
○ Cataloguing
Status of collaboration
○ Confirmed

IFLA Professional Structure collaborators
○ Education and Training
Status of collaboration
○ Potential

IFLA Regional Structure collaborators
Status of Collaboration
List any confirmed external collaborators
List any potential external collaborators
○ ISKO, CILIP, ALA

Please list any additional collaborators and the status of the collaboration below:

Activity/Output Communication

How will you communicate this output to your stakeholders?
○ Mailing list
○ Newsletter
○ Publication (Professional Report, guideline)
○ Social Media
○ Website, Blog post, news item

Activity/Output Updates - Return to this section by the dates below to provide a status update for this output.

2022 Mid-term Update - What is the completion status as of 15 March, 2022?
Any information to add about this March 2022 Update?

2022 Mid-cycle Action Plan - What is the completion status as of 1 October, 2022?
Any information to add about this October 2022 Update?
Please describe any major changes/adjustments from initial 2021-23 Action Plan.

2023 Mid-term Update - What is the completion status as of 15 March, 2023?
Any information to add about this March 2023 Update?

End of cycle - What is the completion status as of 1 August, 2023?
Strategic Direction 3 - Connect and Empower the Field

Strategic Direction 3 Activities/Outputs
Activity/Output Description

Activity/Output - e.g. Unit Guidelines, Workshop Series, etc.
  - WLIC Open Session
Activity/Output Category (most closely matched)
If you have a new category to add, please contact professionalsupport@ifla.org
  - WLIC Session
Please provide a brief description of the activity/output:
  - For each of the two years of the Action Plan, a program committee will be formed to plan a 2022 and a 2023 WLIC Open session on a topic relevant to current trends in subject analysis and access, aligned to the respective conference theme, that would be of interest to a diverse audience.

Activity/Output type
  - New activity or initiative
This activity/output is matched most closely with which Key Initiative?
  - 3.3 Empower the field at the national and regional levels
Beginning of cycle - What is the completion status as of today?
  - 2022-2023 Output
Expected completion month
  - August
Expected completion year
  - 2023
Names of Standing Committee members who will be working on this activity/output:
  - Athena Salaba, Caroline Saccucci, Drahomira Cupar (leads)

Activity/Output Context

What need is this activity/output filling or what problem will be solved for your sector?
  - Experts in the field will present pertinent information about our library sector.
Target group(s)
  - Library Professionals
  - Our Unit's sector
  - Our Unit Standing Committee
What will the outcome for the target group be as a result of the work described?
  - Gained knowledge/awareness/understanding
How will this activity/outcome move the Unit's sector forward?
  - Provide information from experts in the field of SAA
How will you measure the performance and impact of your work?
  - Survey

Activity/Output Collaborations

IFLA Professional Structure collaborators
  - Cataloguing
Status of collaboration
  - Potential
IFLA Professional Structure collaborators
  - Information Technology
Status of collaboration
  - Potential
IFLA Regional Structure collaborators

Status of Collaboration

List any confirmed external collaborators
List any potential external collaborators
Please list any additional collaborators and the status of the collaboration below:

Activity/Output Communication

How will you communicate this output to your stakeholders?

- Mailing list
- Social Media
- Website, Blog post, news item

Activity/Output Updates - Return to this section by the dates below to provide a status update for this output.

2022 Mid-term Update - What is the completion status as of 15 March, 2022?
Any information to add about this March 2022 Update?
2022 Mid-cycle Action Plan - What is the completion status as of 1 October, 2022?
Any information to add about this October 2022 Update?
Please describe any major changes/adjustments from initial 2021-23 Action Plan.
2023 Mid-term Update - What is the completion status as of Completion status as of 15 March, 2023?
Any information to add about this March 2023 Update?
End of cycle - What is the completion status as of 1 August, 2023?

Activity/Output Description

Activity/Output - e.g. Unit Guidelines, Workshop Series, etc.

- Webinar on Current Trends in Genre/Form Applications

Activity/Output Category (most closely matched)
If you have a new category to add, please contact professionalsupport@ifla.org

- Seminar, workshop, webinar, event (not WLIC)

Please provide a brief description of the activity/output:

The working group plans to sponsor a webinar on current trends in genre/form applications and research.

Activity/Output type

- New activity or initiative

This activity/output is matched most closely with which Key Initiative?

- 3.4 Provide targeted learning and professional development

Beginning of cycle - What is the completion status as of today?

- Not started

Expected completion month

- June

Expected completion year

- 2022

Names of Standing Committee members who will be working on this activity/output:

- Richard Sapon-White (lead), Brenna Bychowski, Aida Slavic, Jenny Wright and Drahomira Cupar

Activity/Output Context

What need is this activity/output filling or what problem will be solved for your sector?

- Library professionals need more targeted knowledge for how to apply genre/form concepts with special consideration for diversity/equity issues.

Target group(s)

- Library Professionals
Our Unit's sector
Our Unit Standing Committee
What will the outcome for the target group be as a result of the work described?
- Gained knowledge/awareness/understanding
- Increased skills/competences/abilities
How will this activity/outcome move the Unit's sector forward?
- Genre/form facets in discovery systems are still in an early stage of development. Library professionals globally have a need for knowledge and understanding of genre/form term applications. The webinar will bring together speakers who can address issues of current interest, including managing legacy metadata and diversity/equity issues.
How will you measure the performance and impact of your work?
- Other - Write In: webinar evaluation form

Activity/Output Collaborations

IFLA Professional Structure collaborators
Status of collaboration
IFLA Professional Structure collaborators
Status of collaboration
IFLA Regional Structure collaborators
Status of Collaboration
List any confirmed external collaborators
List any potential external collaborators
Please list any additional collaborators and the status of the collaboration below:

Activity/Output Communication

How will you communicate this output to your stakeholders?
- Mailing list
- Newsletter
- Social Media
- Website, Blog post, news item

Activity/Output Updates - Return to this section by the dates below to provide a status update for this output.

2022 Mid-term Update - What is the completion status as of 15 March, 2022?
Any information to add about this March 2022 Update?
2022 Mid-cycle Action Plan - What is the completion status as of 1 October, 2022?
Any information to add about this October 2022 Update?
Please describe any major changes/adjustments from initial 2021-23 Action Plan.
2023 Mid-term Update - What is the completion status as of Completion status as of 15 March, 2023?
Any information to add about this March 2023 Update?
End of cycle - What is the completion status as of 1 August, 2023?

Activity/Output Description

Activity/Output - e.g. Unit Guidelines, Workshop Series, etc.
- Panel Discussion on Competencies and Skills in Knowledge Organization and Subject Access

Activity/Output Category (most closely matched)
If you have a new category to add, please contact professionalsupport@ifla.org
- Seminar, workshop, webinar, event (not WLIC)

Please provide a brief description of the activity/output:
- This seminar will bring together and provide a platform for knowledge organization experts from within IFLA and beyond to present their findings and
views with respect to issues of subject indexing training and education. Panel discussion will be led by experts representing the most prominent stakeholders.

**Activity/Output type**
- New activity or initiative

**This activity/output is matched most closely with which Key Initiative?**
- 3.4 Provide targeted learning and professional development

**Beginning of cycle - What is the completion status as of today?**
- Not started

**Expected completion month**
- August

**Expected completion year**
- 2022

**Names of Standing Committee members who will be working on this activity/output:**
- Drahomira Cupar, Daniel Martinez Avila, Rehab Ouf, Olivia Pestana, Amanda Ros, Darija Rozman, Caroline Saccucci, Athena Salaba, Richard Sapon-White, Aida Slavic (lead)

**Activity/Output Context**

**What need is this activity/output filling or what problem will be solved for your sector?**
- Library professionals and educators need to bridge the issues of subject indexing training and education.

**Target group(s)**
- Library Professionals
- The library and information field as a whole
- Our Unit’s sector
- Our Unit Standing Committee

**What will the outcome for the target group be as a result of the work described?**
- Gained knowledge/awareness/understanding
- Practice/Attitude/Behaviour changes
- Policy changes

**How will this activity/outcome move the Unit’s sector forward?**
- The seminar will provide high visibility of the issues identified in subject access training and education and perceived strengths and weaknesses. It will widen our network and increase collaboration and engagement opportunities. It will provide expert feedback on the necessary competencies and skills for knowledge organization professionals.

**How will you measure the performance and impact of your work?**
- Survey

**Activity/Output Collaborations**

**IFLA Professional Structure collaborators**
- Cataloguing
  - Status of collaboration
    - Proposed

**IFLA Professional Structure collaborators**
- Education and Training
  - Status of collaboration
    - Proposed

**IFLA Regional Structure collaborators**
- Status of Collaboration
- List any confirmed external collaborators
- List any potential external collaborators
  - ISKO, CILIP, ALA

Please list any additional collaborators and the status of the collaboration below:
Activity/Output Communication

How will you communicate this output to your stakeholders?
- Mailing list
- Newsletter
- Workshop, Seminar, Virtual Event
- Social Media
- Website, Blog post, news item

Activity/Output Updates - Return to this section by the dates below to provide a status update for this output.

2022 Mid-term Update - What is the completion status as of 15 March, 2022?
Any information to add about this March 2022 Update?
2022 Mid-cycle Action Plan - What is the completion status as of 1 October, 2022?
Any information to add about this October 2022 Update?
Please describe any major changes/adjustments from initial 2021-2023 Action Plan.
2023 Mid-term Update - What is the completion status as of Completion status as of 15 March, 2023?
Any information to add about this March 2023 Update?
End of cycle - What is the completion status as of 1 August, 2023?

Activity/Output Description

Activity/Output - e.g. Unit Guidelines, Workshop Series, etc.
- Workshop on Planning and implementation for automated indexing processes

Activity/Output Category (most closely matched)
If you have a new category to add, please contact professionalsupport@ifla.org
- Seminar, workshop, webinar, event (not WLIC)

Please provide a brief description of the activity/output:
- Workshop that brings together IT professionals and librarians to discuss planning and implementation for automated indexing processes.

Activity/Output type
- New activity or initiative

This activity/output is matched most closely with which Key Initiative?
- 3.4 Provide targeted learning and professional development

Beginning of cycle - What is the completion status as of today?
- Not started

Expected completion month
- December

Expected completion year
- 2022

Names of Standing Committee members who will be working on this activity/output:
- Andreas Kempf, Caroline Saccucci (Lead), Judy Jeng, Liubov Zavialova, Sally McCallum, Julijana Nadj-Guttandin

Activity/Output Context

What need is this activity/output filling or what problem will be solved for your sector?
- Library professionals need to have a better grasp of how to plan automated indexing projects.

Target group(s)
- Library Professionals
- The library and information field as a whole
- Our Unit’s sector
- Our Unit Standing Committee
What will the outcome for the target group be as a result of the work described?
- Gained knowledge/awareness/understanding
- Increased skills/competences/abilities

How will this activity/outcome move the Unit's sector forward?
- The workshop will bring together IT and subject analysis communities of practice to better leverage expertise for more effective automated indexing processes.

How will you measure the performance and impact of your work?
- Other - Write In: Find out about automated indexing projects going on in the worldwide library community

Activity/Output Collaborations

IFLA Professional Structure collaborators
- Information Technology

Status of collaboration
- Potential

IFLA Professional Structure collaborators
Status of collaboration
IFLA Regional Structure collaborators
Status of Collaboration
List any confirmed external collaborators
List any potential external collaborators
Please list any additional collaborators and the status of the collaboration below:

Activity/Output Communication

How will you communicate this output to your stakeholders?
- Mailing list
- Newsletter
- Workshop, Seminar, Virtual Event
- Social Media
- Website, Blog post, news item

Activity/Output Updates - Return to this section by the dates below to provide a status update for this output.

2022 Mid-term Update - What is the completion status as of 15 March, 2022?
Any information to add about this March 2022 Update?
2022 Mid-cycle Action Plan - What is the completion status as of 1 October, 2022?
Any information to add about this October 2022 Update?
Please describe any major changes/adjustments from initial 2021-23 Action Plan.
2023 Mid-term Update - What is the completion status as of Completion status as of 15 March, 2023?
Any information to add about this March 2023 Update?
End of cycle - What is the completion status as of 1 August, 2023?

Strategic Direction 4 - Optimise our Organisation

Strategic Direction 4 Activities/Outputs
Activity/Output Description

Activity/Output - e.g. Unit Guidelines, Workshop Series, etc.
- SAA Communication Plan

Activity/Output Category (most closely matched)
If you have a new category to add, please contact professional-support@ifla.org
- Communications

Please provide a brief description of the activity/output:
- Develop an SAA communication plan. Explore the effectiveness of different communication venues. Information about all planned actions and activities are going to be disseminated and communicated via existing social media channels (Twitter and Facebook), mailing list, blog and SAA's website. Each virtual event is going to be supported by a communication plan, appropriate to each event, via all appropriate channels.

Activity/Output type
- Continuation of an ongoing activity

This activity/output is matched most closely with which Key Initiative?
- 4.4 Increase our visibility through excellent and innovative communications

Beginning of cycle - What is the completion status as of today?
- Less than 50% complete

Expected completion month
- June

Expected completion year
- 2022

Names of Standing Committee members who will be working on this activity/output:
- Lead: Drahomira Cupar, Information Coordinator

Activity/Output Context

What need is this activity/output filling or what problem will be solved for your sector?
- The SAA communication strategy needs to take better advantage of social media and the new IFLA website.

Target group(s)
- Library Professionals
- Our Unit's sector
- Our Unit Standing Committee

What will the outcome for the target group be as a result of the work described?
- Gained knowledge/awareness/understanding

How will this activity/outcome move the Unit's sector forward?
- The communication plan will increase awareness of activities of the section for IFLA colleagues and beyond.

How will you measure the performance and impact of your work?
- Other - Write In: capture any available web usage metrics

Activity/Output Collaborations

IFLA Professional Structure collaborators
Status of collaboration

IFLA Professional Structure collaborators
Status of collaboration

IFLA Regional Structure collaborators
Status of Collaboration

List any confirmed external collaborators
List any potential external collaborators

Please list any additional collaborators and the status of the collaboration below:

Activity/Output Communication
How will you communicate this output to your stakeholders?
- Mailing list
- Newsletter
- Social Media
- Website, Blog post, news item

**Activity/Output Updates - Return to this section by the dates below to provide a status update for this output.**

**2022 Mid-term Update -** What is the completion status as of 15 March, 2022?
Any information to add about this March 2022 Update?
**2022 Mid-cycle Action Plan -** What is the completion status as of 1 October, 2022?
Any information to add about this October 2022 Update?
Please describe any major changes/adjustments from initial 2021-23 Action Plan.
**2023 Mid-term Update -** What is the completion status as of 15 March, 2023?
Any information to add about this March 2023 Update?
**End of cycle -** What is the completion status as of 1 August, 2023?

**Professional Council (PC) Funding**

Would you like to submit a funding proposal?
- No

Download PDF Version

[This question is for the Division Committee Chair]

The Division Committee Chair has approved the March 2022 Midterm Update - **Due by 15 March 2022**

○ yes

Division Chair Comments

[This question is for the Division Committee Chair]

The Division Chair has approved the Mid-cycle Action Plan 2022-23 - **due by 1 October 2022**

○ yes
[This question is for the Division Committee Chair]

The Division Committee Chair has approved the 2023 mid-term update - Due by 15 March 2023

☐ yes

Division Chair Comments