

ACTION PLAN for Committee on Standards

Introduction

Objectives of Committee on Standards 2015-2016

1. Support IFLA and the wider library and information community through processes that facilitate current, relevant and accessible standards and guidelines
2. Increase the profile of IFLA standards and guidelines through communication and engagement

Key Initiative 1.4: Promoting IFLA standards to support libraries in the provision of services to their communities

“We will continue our programme of developing and continuously updating IFLA Standards and Guidelines, promoting their uptake by libraries worldwide.”

Objectives <i>What do you want to achieve?</i> <i>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?</i> <i>To whom? By when?</i>	Measures of success <i>How will you show the impact of your work?</i>	Progress <i>Report here the progress of your work, at least every month</i>
1. Support IFLA and the wider library and information community through processes that facilitate current,	Review and strengthen the procedures for writing and updating IFLA standards <i>and guidelines</i>	Consult with IFLA community about <i>Standards Manual</i> including consideration of feedback from those who have used it	Jan Richards, Dianne Oberg, Miriam Säfström First drafts to be submitted to Committee on	Joanne Yeomans to forward summary of issues identified in current manual	IFLA community to be informed of the process at key stages through web site, email and social media (project commencement,	Streamlined approval of proposals Appearance and consistency of new standards	

relevant and accessible standards and guidelines	Refine <i>Manual</i> taking into consideration results of consultation process	Standards and Professional Committee in August 2016		consultation phase, outcomes)	
	Consider validity of Manual for Technical standards	CoS and PC to feed back by September 2016 Updated manual and procedures to be launched by December 2016		Supply information to Governing Board as part of regular reporting schedule	
Develop a process that ensures the currency and relevance of IFLA standards and guidelines	Audit of current list of standards taking into account age and usage Liaise with relevant professional units to determine the status of their standards and guidelines Ensure compliance with the <i>Standards Manual</i>	Christie Koontz and Jan Richards Professional units to be notified by May 2016 to allow for inclusion on Agendas at WLIC 2016 Preliminary report on process to be submitted to Committee on Standards by August 2016	Statistical data from Patrice Landry	Direct email to professional unit chairs identifying process and requesting feedback News item on IFLA web and social media Direct email to professional unit chairs outlining results and suggesting way forward Supply information to	Existing standards will be revised or identified for relegation

	Report back to the Committee on Standards			Governing Board as part of regular reporting schedule
Analyze data on the use of IFLA standards	Undertake an in-depth analysis of use data including downloads, sales data from IFLA HQ and any other identified sources. Consider expanding and updating the existing bibliography of articles on IFLA standards and consider these as part of the study	Jan Richards to investigate possible individuals to effectively analyse use (possibly a student or volunteer from another professional unit) Joanne Yeomans to make content available on Committee's web pages and other online media	Statistical data from Patrice Landry Consult for advice or assistance from Statistics Section.	Report to Governing Board Summary of report available through IFLA's online presence and through other networks to engage with the wider LIS community about the use and importance of IFLA standards Possible <i>IFLA Journal</i> article
Make IFLA standards and guidelines available through the IFLA Library	Establish metadata template Upload the documents Check and correct display	IFLA HQ Staff and CoS member September – December 2016		IFLA and wider LIS Community to be informed of availability of Standards through IFLA's online presence and through other networks IFLA standards and guidelines available on IFLA Library

		and search functionality			
	Provide support for professional units during the development and validation of standards	Undertake review process as required and provide feedback.	All Committee on Standards members As required	Report to Professional Committee Supply information to Governing Board as part of regular reporting schedule Standards and Guidelines listed on Standards webpage	
	Investigate status of MulDiCat which might serve as a translation tool for IFLA standards.	Consider the following: whether or not to maintain MulDiCat, if so, who will manage the updates and upkeep.	Miriam Säfstrom to circulate paper to Committee. Committee to read and then discuss how to move this forward. August 2016	Supply information to Governing Board as part of regular reporting schedule	A determination will be made.
2. Increase the profile of IFLA standards and guidelines	Ensure the delivery of strong and relevant	Determine theme and submit initial proposal for	Dianne Oberg, Jan Richards, Christie Koontz, Ágnes Hajdu Barát	IFLA and wider LIS Community to be informed of call for papers and	Number of delegates attending Committee on

through communication and engagement	conference programs	open programme at WLIC 2016 through consultation with Committee	Within identified IFLA WLIC timetable	conference programme through IFLA's online presence and through other networks	Standards session Audience Interaction and questions
		Call for papers/invite speakers on theme <i>IFLA standards making a difference</i>			
		Finalise programme details			
		Deliver programme			
	Liaise with other standards organisations	Open communication and sharing of information between identified standards organisations	Committee on Standards members as appropriate	Effective, two way reporting lines established between IFLA and other standards organisations	Regular reporting
				Supply information to Governing Board as part of regular reporting schedule	

Improve the visibility of standards working groups within IFLA so that decision making is improved	Review the management and representation of IFLA permanent standards review groups (FRBR, ISBD and the UNIMARC Core Activity).	Patrice Landry. April 2016		Report to Professional Committee	Recommendations from the report adopted and included in relevant action plans	Report submitted to Professional Committee's April 2016 meeting
Develop a Marketing Strategy for the promotion and communication of standards	The relationship between FRBR, ISBD, UNIMARC and IFLA should be made more explicit The use of social media (blog, Facebook, etc.) should be encouraged to promote the work of the Review Groups	Christie Koontz and Jan Richards	Discuss with Management and Marketing Section	IFLA and wider LIS Community informed of work on standards and guidelines through IFLA's online presence and through other networks	Greater use of IFLA standards and guidelines	