



Attendance:

Daryl Green (Chair), [UK]; Makeswary (Mages) Periasamy (Secretary), [Singapore];
Stephanie Stillo (Information Coordinator), [USA]

Members:

Adelaida Caro Martin [Spain]; Alexander Haraldsvik-Lyngsnes [Norway]; Antje Theise [Germany];
Beth Kilmarx [USA]; Claudia Bubenik [Germany]; Helen Vincent [UK]; Iris O'Brien [UK];
Isabel Garcia-Monge [Spain]; Louise Amazan [France]; Megan (Meg) Phillips [USA];
Peter Sjokvist [Sweden]; Garrelt Verhoeven [Netherlands]

Observers:

Helen Chan (Chair, IFLA Professional Division F), [Hong Kong]
Danielle Culpepper (Immediate Past Chair, IFLA Rare Books and Special Collections), [USA]
Russell S. Lynch (Chair, IFLA Preservation and Conservation), [USA]
Claudia Fabian (ex-RBSC member; RBSC Metadata Working Group), [Germany]

With Apologies:

Dzhamilya Ramazanova [Russian Federation]; Flavia Bruni, [Italy]

s/n	Description	Action By:
1	Opening and confirmation of the agenda	
	The Chair opened the meeting and welcomed everyone. Daryl informed officers that this meeting is being recorded and the link to the recording will be provided later. <i>Afternote:</i> Daryl emailed a recording of the business meeting to all members later that day.	
2	Roundtable Introductions	
	All present at the meeting introduced themselves and their current profession. The Chair congratulated Megan Phillips who has been appointed as the new Vice-President for the International Council on Archives (ICA).	
3	Review of Minutes from August 2021 meeting	
	The minutes of IFLA RBSC Standing Committee of 6 August 2021 were approved.	
4	Section Committee Review	
	The Chair highlighted the various communication tools available to the SC, besides email and Zoom. He encouraged all to use Basecamp (https://3.basecamp.com/3833672/projects/4927007) for discussion and to store the SC's working documents. He also reminded the meeting of the need to ensure the SC's public documentation is up-to-date on the official RBSC webpage.	Chair/ All members

	<p>The Chair updated the meeting on the launch of the new IFLA website (https://www.ifla.org/) and RBSC webpage (https://www.ifla.org/units/rare-books-and-special-collections/) and requested the meeting to come up with a statement to describe the Section's work and its objectives. He will send an email survey later.</p> <p>All members were encouraged to contribute content and images from their own institutions for the RBSC Blog (https://iflarbcs.hypotheses.org/), as it will help showcase the work done by libraries and archives worldwide.</p>	
5	<p>Annual Report 2020-2021 & Action Plan 2021-2023</p> <p>The outgoing Chair, Danielle will work with the current officers to complete and submit the Annual Report by end October 2021.</p> <p>The Action Plan for 2021-2023 is due at the end of October 2021. The Chair requested the three current Working Groups (Collaboration/ Metadata/ Competencies) to meet up separately and update on their group's progress and their workplan for the next two years before end October.</p> <p>Helen Vincent suggested having a sub-group to work with the Statistics and Value SC, which the Chair agreed to include as the fourth action item in the Action Plan.</p>	<p>Danielle & Officers</p> <p>Chair & Working Group leads</p>
6	<p>Updates on Working Groups</p>	
	<p><i>Collaboration Working Group</i></p> <p>The Chair updated that this group has different leads liaising with various organizations, namely Helen with ICA, Claudia and himself with ILAB and Flavia with CERL.</p>	
	<p><i>Metadata Working Group</i></p> <p>As Adelaida has decided to step down, Isabel has been appointed as the lead. The Chair thanked Adelaida, who will remain as member, for her past leadership of the group and its achievements.</p>	
	<p><i>Competencies Working Group</i></p> <p>As the Competencies Guidelines have been published by IFLA on its website, the meeting agreed that it is more critical now to focus on promoting the Guidelines to a wider audience. This group will morph into the new Education Working Group which will look into engagement and communication via webinars, RBSC webpage, etc.</p> <p>Beth requested for funding support to have the Guidelines translated into Arabic, Mandarin and Cantonese. The Chair requested Beth to forward the funding request form to him and he will check with IFLA HQ.</p> <p><i>Afternote:</i> Beth has updated that RBSC can tap on IFLA's Translation Service Unit for translating the Guidelines.</p>	<p>Beth</p>
	<p>A top-level description of the focus areas for each Working Group will be provided soon. In the meanwhile, the Chair will email details of the Working Groups and their current members.</p>	<p>Chair/ Mages</p>

	<p>Members were encouraged to join at least one Working Group within the RBSC, to ensure an equitable workload and to benefit from each of the member's regional and professional expertise. And to also nominate themselves to be the lead for the Working Groups.</p> <p><i>Afternote:</i> Chair has emailed members details of the six proposed Working Groups in RBSC that they can join.</p>	All members
7	<p>Frequency of Meetings</p> <p>IFLA requires all SCs to hold minimum three business meetings in a calendar year, two around the Congress and one mid-term meeting. RBSC will continue to schedule these business meetings and any ad-hoc meetings, if necessary. It was noted that the Working Groups may need to meet up more frequently.</p> <p>The Chair requested the Group leads to hold at least one working meeting by Jan 2022 to define their workplans for the next two years.</p>	Working Groups
8	<p>Presentation by Helen Chan, Chair of Professional Division F</p> <p>Helen updated that the WLIC 2021 recorded sessions will be available at IFLA's Delegate Connect platform by 16 Sept. She also informed about the survey that will be conducted in mid-September for training sessions for new officers. Helen will also be setting up a meeting soon to meet the new officers of Division F and conduct a training session on good presentation skills.</p> <p>She also reminded the meeting that unspent funds from the Professional Committee fund will not be rolled over to next year. Helen reiterated the need to ensure listservs are updated by removing past members, especially for closed lists.</p>	
9	<p>Recommendations for Co-opted Members</p> <p>IFLA will be implementing a new scheme in October to replace the previous <i>Corresponding Members</i> scheme. Prior to the announcement, the Chair asked members to email their preliminary nominations for <i>Mentors</i> (maximum: 3 positions) and <i>Members of Diversity</i> (maximum: 5 positions) to the RBSC Officers.</p> <p>Meg volunteered to map the SC members' countries of origin to the regional zones for a better understanding of the diversity within the SC and to identify the gaps.</p> <p><i>Afternote:</i> Meg has done the mapping.</p>	All members Meg
10	<p>Presentation on Communications Tools</p> <p>Stephanie presented on the various communication channels available to RBSC (such as Twitter, Youtube, Facebook, Flickr) and the need to maximise these tools by creating consistent and relevant content that is targeted at both a specialised and global audience.</p> <p>She also outlined the proposed efforts to promote the various activities of the SC via social media, including the setting up of a listserv and an</p>	Stephanie

	<p>Instagram account. She called out for members to join the new Communications Working Group that will be formed.</p> <p>Stephanie will check on the training sessions for Information Coordinators and whether multiple logins can be provided for the Communications Working Group.</p>	
11	Future Physical Programmes	
	<p>IFLA's next international conference will be held in Dublin in August 2022 and in Rotterdam in 2023. The Chair asked the Metadata Working Group to consider organising the satellite conference in Dublin and the WLIC Program Working Group to organise a program revolving around best practices in exhibitions.</p> <p>Helen Vincent suggested organising the Exhibitions session where there are actual exhibitions and collections for participants to view. Helen Chan will check on the current restrictions for off-site events and whether half-day sessions are allowed, as well as on the number of hours each SC is allocated for programming during WLIC.</p>	<p>Metadata & WLIC Working Groups</p> <p>Helen Chan</p>
	<p>The Chair informed the meeting that he has contacted the folks involved with the Irish Rare Books scene in Ireland for possible collaborations on programmes and tours, either on Best Practices in Exhibitions or Value of Special Collections.</p> <p>Russell confirmed that the PAC SC would like to collaborate with RBSC for a half-day programme at WLIC 2022. He will get back with the names of members whom RBSC can work with.</p> <p>Garrelt suggested having a satellite programme in Leiden when the WLIC is held in Rotterdam in 2023.</p>	<p>WLIC Working Group</p> <p>Russell</p>
12	Future Virtual Programmes	
	<p>A virtual mid-term meeting with a public webinar will be organised, with virtual displays of special collections from a few institutions.</p> <p>Mages will send out the Doodle poll for probable meeting dates between Feb and April 2022.</p> <p>The topics proposed for the webinar include Value of Special Collections, Diversifying Collections, De-stigmatising reporting of missing books/theft or Promoting Competencies. Members are to inform the Information Coordinator if they have other suitable topics and of any suggested speakers.</p>	<p>Stephanie</p> <p>Mages</p> <p>All members</p>
13	Any other business Arising	
	<p>The Chair encouraged all members to subscribe to the main mailing list (ifla-l@iflalists.org) of IFLA to keep abreast of information from IFLA HQ.</p>	All members