



**Indigenous Matters Section**  
**AGENDA**  
**Standing Committee I**

<b>Date</b>	Saturday 19 August 2017
<b>Time</b>	12:30-14:30
<b>Venue/Location</b>	Meeting Room D,
<b>Type of Meeting</b>	Session 47a, SC I, Business Meeting
<b>Standing Committee</b>	Chair: Te Paea Taiuru Secretary: Celia Joe-Olsen Information Coordinator: Adjoa Boateng (Term ends August 2017) Members: Martha Attridge Bufton, Louise Barillot, Camille Callison, Edgardo Civallero, Carla Davis-Castro, Mohit Garg, Elisabet Rundqvist, Stephen E. Stratton, Yuzuru Tonai
<b>Apologies</b>	Te Paea Taiuru (In third trimester of pregnancy & unable to travel) Edgardo Civallero
<b>In Attendance</b>	<i>(members) Stephen Stratton, Celia Joe Olson, Elisabet Rundqvist, Yuzuru Tonai, Carla Davis-Castro, Louise Barillot, Martha Blufon (skype), Mohit Garg (skype), Te Paea Taiuru (skype) Camille Callison, Adjoa Boateng</i> <i>(guests) Leif Martensson-Umea Sweden City Library, Joanna Matthew – Lianza.</i>

**Standing Committee II meeting details (Continue agenda from SC I)**

<b>Date</b>	Thursday 24 August 2017
<b>Time</b>	08:00-10:30
<b>Venue/Location</b>	Confernce Room D,
<b>Type of Meeting</b>	Session 217, SC II, Business Meeting
<b>Standing Committee</b>	Chair: Te Paea Taiuru Secretary: Celia Joe-Olsen Information Coordinator: Adjoa Boateng (Term ends August 2017) Members: Martha Attridge Bufton, Louise Barillot, Camille Callison, Edgardo Civallero, Carla Davis-Castro, Mohit Garg, Elisabet Rundqvist, Stephen E. Stratton, Yuzuru Tonai
<b>Apologies</b>	Te Paea Taiuru Edgardo Civallero
<b>In Attendance</b>	<i>(members) Stephen Stratton, Elisabet Rundqvist, Carla Davis-Castro, Louise Barillot, Martha Blufon, Celia Joe Olson, Camille Callison.</i> <i>(guests) Lorisia MacLeod-U of Alberta, Kayla Larson-U of Alberta, Anne Carr-Wiggin-U of Alberta, Rashidah Bolhassan-Sarawak State Library, Mark Puente-Assoc of Research Libraries, Richard</i>

*Sapon-Whie-Oregon State U, Maned Mhlongo-UNISA-U of South Africa, Leif Martensson-Umea Sweden City Library,*

<b>AGENDA</b>	
<b>Item</b>	<b>Who</b>
<b>1. Welcome</b>	Cellia
<b>2. Apologies</b>	
<b>3. Document check (have you got all papers needed for the meeting?)</b>	<i>Everyone had their documents</i>
<b>4. Round table – introductions</b>	<i>Cellia Joe started the introductions and we went around the table briefly . @ members were attending via skype and though there were some Intenet problems, we finally got them straightened out.</i>
<b>5. Standing Committee Member responsibilities</b> <i>Standing Committee members IFLA Officers (Chair and Secretary) and Information Coordinators SC meeting administration Dates and deadlines for Officers 2016-2017</i>	Appendix I Appendix II Appendix III Appendix IV
<b>6. Nominations for officer positions 2017-2019:</b> Chair - Secretary - Information Coordinator –  <b>Elections of Officers:</b> <b>Motion:</b> The Standing Committee of the Indigenous Matters Section appoint <i>TePaea Taiuru as Chair for 2017-2019.</i> <i>Aye 10</i> <i>No 0</i> <i>Abstain 0</i>  <b>Motion:</b> The Standing Committee of the Indigenous Matters Section <i>appoint Stephen Stratton as Secretary for 2017-2019.</i> <i>Aye 9</i> <i>No 0</i> <i>Abstain 1</i>  <b>Motion:</b> The Standing Committee of the Indigenous Matters Section appoint <i>Edgardo Civallero as Information Coordinator for 2017-2019.</i> <i>Aye 10</i> <i>No 0</i>	<i>(1<sup>st</sup> meeting) Discussion began on candidates for Chair, Secretary, and Information Coordinator. Te Paea Taiuru noted that she would like to see continuity in the leaership at the moment, however she also noted she would step aside if others wanted to be chair. C. Callison wanted to note that if Te Paea is elected chair, she would prefer that the secretary slot be filled by someone from a different region of the world. Having both officers from the same region of the world didn't represent the diversity of the group. She noted that North America has many Indigenous Peoples and perhaps a</i>

<p>Abstain 0</p>	<p><i>North American could be secretary.</i>  <i>Steve Stratton agreed to run for secretary if needed.</i>  <i>Camille clarified that she is happy to see Te Paea remain chair, just wants the section leadership to be more regionally diverse.</i>  <i>Cellia Joe noted that Edgardo Civallero had self nominated himself for Information Coordinator.</i>  <i>There was general discussion of the role of Information Coordinator.</i>  <i>Google Group and Facebook are currently being used, then there is a general IFLA website for updating.</i>  <i>(2<sup>nd</sup> meeting)</i>  <i>Camille would like an "unofficial description of officer duties and the workload involved in each position. Also would like noted on the website the workload listed for various non-officer roles, such as program planner, satellite planner. This might help recruit people to attend meetings knowing what work is being done plus also encourage funding from organizations where people work for those on the committee who have tasks assigned them.</i></p>
<p><b>7. Indigenous Matters Programme &amp; other sessions of importance</b></p>	<p>Appendix V</p>
<p><b>8. Overview of IM Session 169</b>  <b>Tuesday 22 August 2017, 16:00-18:00, IASE Conference Room</b>  Opportunity to ask questions, see where you can help with running the session. Timer, introductions etc.</p>	<p><i>The main program is Tuesday at 16:00 hours (4pm local time) 5 of the 6 speakers are here (Edgardo was unable to attend the conference at the last moment.) That makes for 18.5 minutes per speaker.</i></p>

	<i>Louise volunteered to coordinate microphones if needed for speakers or audience needing to ask questions. Camille volunteered herself to be timekeeper</i>
<p><b>9. General overview of joint hosted session 088</b>  <b>Monday 21 August 2017, 09:00 - 17:00, Off-site 2</b>  Session 088, Collections and Books [A]cross Borders - Rare Books and Special Collections jointly with Indigenous Matters</p>	<i>Offsite session is an all day session at Wroclaw University. No specific need for volunteers at this session.</i>
<p><b>10. CERLALC (UNESCO-supported "Regional Center for the Support of the Book in Latin America and the Caribbean")</b></p>	Edgardo Appendix VI
<p><b>11. Update: Congress in Brazil</b>  Request from Adriana Cybele Ferrari, President of Library Association in Brasil called FEBAB to provide a video describes what the IM Section, its objective, purpose and work to share with Brazilian Librarians.</p> <p>IM rep: Edgardo  Contact - Adriana Ferrari: <a href="mailto:drycaferrari@gmail.com">drycaferrari@gmail.com</a></p> <p><b><i>Confirmation of support from IM sent to Adriana. Approached Edgardo who speaks Portuguese and Spanish to be IM Rep to deliver video for Brazil congress. Edgardo confirmed as rep and email sent to Adriana, President of FEBAB.</i></b></p>	Edgardo <i>Deferred until 2<sup>nd</sup> meeting if Edgardo can Skype in. (Was not discussed at 2<sup>nd</sup> meeting as Edgardo could not skype in)</i>
<p><b>12. Update: Worldwide Review of the Guidelines for Library Services to People Experiencing Homelessness</b>  The LSN and working group on Guidelines for Library Services to People Experiencing Homelessness invites you to review the draft of the guidelines (PDF) (DOC). The draft text and more complete information will be found at the IFLA LSN webpage.</p> <p>Comments to be sent to the co-chairs of the working group of the guidelines: Sanja Bunić (<a href="mailto:sanja.bunic@kgz.hr">sanja.bunic@kgz.hr</a>) and Nancy Bolt (<a href="mailto:nancybolt@earthlink.net">nancybolt@earthlink.net</a>) no later than May 21, 2017.</p> <p><b><i>There were no recommendations from IM for the review.</i></b></p>	<i>No further action</i>
<p><b>13. Partnering on a Satellite Meeting at IFLA 2018: Women, Information, and Libraries SIG</b>  Mathilde Koskas and I are the co-conveners for the Women, Information, and Libraries SIG. We are awaiting final approval from IFLA HQ for our proposed Satellite meeting to be held in conjunction with the 2018 Congress in Kuala Lumpur. We are looking for a hosting institution and a coordinator to help us</p>	Appendix VII  May need IM Rep. For discussion at August 2017 meeting.  <i>(Meeting 1)</i>

with local work, as well as relevant SC's and SIG's to co-sponsor the event. I was hoping Mathilde and/or I could talk to you about potentially collaborating with us on the event.

Contact - Evviva Weinraub :  
[evviva.weinraub@northwestern.edu](mailto:evviva.weinraub@northwestern.edu)

**Confirmation of support and interest from IM sent to Evviva. Further collaboration to continue, may need an IM Rep so volunteers sought from August 2017 meeting.**

*We will be partnering with the Women, Information, and Libraries SIG for a satellite meeting next year in conjunction with the Kuala Lumpur WLIC.*

*Carla Davis-Castro volunteered to be the working liaison with the SIG and discuss the satellite with them during the conference.*

*(Meeting 2)  
Rashidah Bolhassan of the SIG was in attendance at the 2<sup>nd</sup> meeting and made a proposal for a post conference satellite meeting. She is offering the Sarawak State Library in Kuching, Sarawak, Malaysia as the site for the post conference satellite meeting. Sarawak is home to 27 major Indigenous groups. The State Library has a wide ranging collection of materials and effects from some of the Indigenous Peoples of Sarawak. IFLA will finish next year on August 30. Travel day of August 31 or September 1 (both national holidays in Malaysia) and a post conference satellite for September 2-3. This can also be mixed with tours of other libraries or local sights.  
Consensus of the group was to move forward with the Sarawak post-conference satellite meeting.*

**14. ITHAKA S+R Indigenous Library Project for Academic Institutions in Canada, USA, New Zealand and Australia**

Ithaka S+R has continued to work on the project methodology and begun to assemble a list of prospective institutions to send out invitations to. In addition, it would be valuable to

Appendix VIII

*Camille has spoken to Danielle at ITHAKA S+R. She listed the institutions that are involved in this project.*

<p>have a representative from the IFLA's indigenous matters section participating on the advisory committee for the project.</p> <p><b>Confirmation of support and interest from IM sent to Danielle. Approached Camille who is based as University of Manitoba, Canada to be rep on advisory board. Camille confirmed as rep and email sent to Danielle at ITHAKA S+R.</b></p>	<p><i>Carla wondered how institutions were selected for participation in the project.</i></p> <p><i>Camille stated it seemed that universities were the ones targeted as opposed to national libraries or public libraries. The personnel and financial commitments that ITHAKA is seeking would probably be prohibitive for places other than large universities. She was not sure how “global” the project is or whether it is focusing on Western institutions.</i></p> <p><i>Carla wanted it clear that IFLA be visible on documents if we are going to partner in this project. Camille agreed and would follow up later in the fall on this project.</i></p>
<p><b>15. IFLA Kuala Lumpur August 2018</b></p> <p>a. Confirm programme planning group and lead for IM Session</p>	<p>For discussion and decision</p> <p><i>(1<sup>st</sup> meeting)The theme for KL is “Transform Libraries, Transform Societies: reaching out to the hard to reach”</i></p> <p><i>Cellia agreed to volunteer to lead the program session. The November 1 deadline for program paperwork was noted. A motion was made by Camille and seconded by Carla for Cellia to handle this. All were in favour except for the abstention by Cellia.</i></p> <p><i>(2<sup>nd</sup> meeting) based on discussion at our session earlier in the week, Steve thought perhaps a session in KL on decolonized knowledge, or how to</i></p>

	<p><i>decolonize knowledge might be a good topic. Camille felt the word decolonized would be a tough word to use and may not bring the audience we are looking to bring to a session. “Transforming knowledges” “Decolonizing Information” “Diversifying voices” “Diversity and diversification of knowledge” “Case studies of decolonizing information) were several suggestions</i></p> <p><i>Cellia suggested decolonizing be used in a subtitle for the KL session Several titles were suggested but no consensus was arrived at. A room with circular tables was suggested. Rashidah suggested people be able to present in their Indigenous language. Kayla wanted us to look at alternative ways to present information such as a song, dance, or other ways of presentation used in Indigenous communities. Louise wanted us to think about more translation being available for the session as English is not always the main language for everyone. Also wanted a definition of the term GLAM, which was being used in the meeting. (GLAM = galleries, libraries, archives, and museums)</i></p>
<p><b>16. Mid year meeting – IM March 2018</b></p> <p>a. Is this something we want to start in 2018 or is this better for 2019? Ideally this will be held in March and could possibly be hosted by one of the SC members in their country?</p>	<p>For discussion and decision</p> <p><i>Will we have a mid-year meeting in 2018? Camille wondered if it was possible to do an online</i></p>

	<p><i>meeting, due to the small numbers of standing committee members this first year.</i></p> <p><i>Elisabet and Leif offered up the public library of Umeå in northern Sweden. Umeå was the European Cultural Capital in 2014 and has an annual festival of Saami people in late February or early March.</i></p> <p><i>TePaea confirmed a Skype or Zoom meeting is possible for the standing committee. 2019 might be a better time for Umeå it was suggested. Camille pointed out that the International Indigenous Librarians Forum (IILF) is meeting in Aoteroa in February 7-9 2019.</i></p> <p><i>Cellia also noted that Te Rōpū Whakahaui (Maori knowledge workers of New Zealand) is meeting just before IILF that same month. So perhaps 2019 is best for New Zealand mid-year meeting.</i></p> <p><i>It was strongly suggested that 2020 plans for Umeå be made. Elisabet said that would give plenty of time for planning.</i></p>
<p><b>17. Section Newsletter</b></p> <ul style="list-style-type: none"> <li>a. How will we share our work? Is a 2x yearly newsletter a good idea?</li> <li>b. Are there other ways to provide an update on our work?</li> <li>c. Who is able to lead this work?</li> </ul>	<p>For discussion and decision</p> <p><i>Steve was asked to share some background on a section newsletter.</i></p> <p><i>Cellia felt there was not a strong reason to have a newsletter at this point.</i></p> <p><i>Carla agreed that a newsletter may not be important in this day and age.</i></p> <p><i>Perhaps tweeting out or Facebooking is sufficient.</i></p>



	<p><i>Mojit suggested a portal that people can feed news and activities to everyone. Google groups was discussed.</i></p> <p><i>Discussion revolved around several social media ways to keep news and committee activities open and available to anyone who wants to see it.</i></p> <p><i>It was suggested that Edgardo may have ideas on how to manage news and notifications.</i></p> <p><i>TePaea will add people to the google "edit" mode as well as update the Facebook group with committee members.</i></p>
<p><b>18. Global Visioning</b></p> <p>a. Recap on activities and meetings, report</p>	<p><a href="https://globalvision.ifla.org/">https://globalvision.ifla.org/</a></p> <p><i>Te Paea reported on the global visioning activities and President's meeting of the spring.</i></p>
<p><b>19. Action Plan 2017</b></p>	<p>2016-IFLA-IM-Action-plan</p> <p><i>Outcome #1 was to establish the section. That was declared complete by the group.</i></p> <p><i>Objective #2 is to start a relationship with IILF. This should be a continuing agenda item, a continuing outcome.</i></p> <p><i>Outcome #3 Work with the Library Services to Multicultural Populations standing committee to add a paragraph or statement sentence or two on Indigenous Peoples, lands, and archives to the manifesto.</i></p>
<p><b>20. Any other business</b></p> <p>a. IFLA Journal – email from Steve Witt</p> <p>b. OCLC review DDC – email (for information only)</p> <p>c. Professional Unit logos and Introduction flyer</p>	<p><b>Appendix IX</b></p> <p><b>Appendix X</b></p> <p><b>Appendix XI and 2x attachments</b></p>

*The logo was looked at and feedback was generally positive. In comparison to many IFLA logos, ours was seen favourably by the committee. Discussion of accessing a useable file of the logo for our social media. Questions about the possibility of doing variations of this logo with colours for our own use.*

*Mark Puente relayed that the Society of American Archivists (SAA) conference had questions on Indigenous materials and thesaurus issues/representation/ on various wikis. Questions were on how to go about enriching the data on wikidata, Wikipedia, wikispaces for materials the section is now seen as "expert" in. It is part of an ARL project that was rolled out at SAA. Mark will get the document to Camille and she will forward to the committee.*

*Carla noted that the IFLA president called on the Latin American Caribbean Section to work together more on outreach to other units. Carla proposed reaching out to LAC Section and exploring a future conference program with them.*

*Camille noted that we need to stress the openness of all Standing Committee meetings so all people feel welcome.*

*Cellia noted that all documents should be read*

*ahead of time so the meetings can flow easier.*

*Corresponding Members:  
Rashida has requested to be a corresponding member*

## Appendix I: Standing Committee members

<https://www.ifla.org/officers-corner/sc-members>

All [IFLA Sections](#) are run by Standing Committees (SCs). Every two years a [nomination and election process](#) takes place for seeking new Standing Committee (SC) members. This page described the roles and responsibilities of SC members.

SC members serve four years on an SC following their election, and may be nominated and elected for a further four years, giving a maximum eight consecutive years on the same SC. While they are serving on the SC, they aim to attend all the meetings and contribute to the activities and planning of the SC as described in the [responsibilities of all SC members](#) below.

Three specific roles (as defined in the Rules of Procedure) are essential for the running of the Section: the two Officers (Chair and Secretary) and the Information Coordinator (see their [roles and responsibilities of IFLA Officers and Information Coordinators](#)), and the SC might choose to assign other [roles for SC members](#), for which examples are given below.

A Standing Committee may also appoint up to five [Corresponding Members](#).

[Conveners of Special Interest Groups](#) sponsored by the Section are also invited to Standing Committee meetings during their term of office.

### Responsibilities of all SC members

The responsibilities of SC members are described in full in the [Rules of Procedure](#).

- SC members are elected in a personal capacity and do not represent any Member which nominated them, nor their employer, nor any other affiliation;
- SC members attend meetings of the SC during WLIC (at no cost to IFLA). If an SC member is unable to attend a meeting, he/she should give a reasonable explanation as to why it is not possible;
- SC members participate in and contribute to the work and activities of the SC, its working groups and sub-committees;
- They help with the translations of web pages, conference papers, and other documents where appropriate;
- They respond to requests from IFLA HQ for advice, representation at meetings, etc.
- They encourage participation in the Section by people in different parts of the world, by identifying potential new candidates and corresponding members.
- They help to keep members of the Section informed about planning and progress.

**If an SC member does not attend two consecutive meetings of the committee and does not provide a reasonable explanation for these absences to the Chair she/he shall be considered to have resigned (Rule R18.26).** The unsuccessful candidate with the highest number of votes in the last election may then join the SC. If no such candidate exists, the SC Chair may co-opt someone to become a SC member. (Rules R18.24 and R18.25).

## Roles of SC members

In general, members of Standing Committees (SCs) are expected to contribute to the work of the Committee by:

- Developing projects,
- Contributing to the development of their subject area through guidelines, standards and other activities;
- Being experts in their subject area;
- Assisting in the communication of the work of the Section, for example, via the website or social media;
- Contributing ideas for conference programmes and events, and helping to realize them;
- Encouraging participation and membership in the section.

SC members may also be called upon to contribute to IFLA's strategic initiatives on the basis of their expertise in the Section's subject area.

Three specific roles (as defined in the Rules of Procedure) are essential for the running of the Section: the two Officers (Chair and Secretary) and the Information Coordinator. These roles are described on [a separate page](#). Below are other possible roles that an SC might identify:

### Print version of all possible SC roles [\[PDF\]](#)

Any SC member may take on one or more of these roles and the SC may also identify other roles for their members:

- **Vision input coordinator.** This person would attend relevant vision meetings at the WLIC and report back to the SC. They would help to coordinate any discussions, keep track of the development of the Section's vision-related work and ensure the Section responds in time with input to discussions.
- **Congress planning committee** (see the [Congress Programme Planning page](#) for guidelines and documents)
  - **Congress session coordinator:** prepares call for papers, liaises with speakers and other members of team;
  - **Congress programme committee or paper selection panel members:** selects papers for presentation and invites speakers, gives suggestions to speakers for contents of presentations.
  - **Congress paper editor(s):** ensures author form is signed and submitted for each paper, checks format of submitted papers matches correct template and style, submits papers to IFLA HQ for upload to repository.
  - **Chair of congress session** (often the Chair of the Section): contacts selected presenters to discuss the timing and organization of the session, introduces speakers, keeps the programme on track during the session, when simultaneous interpretation is provided makes sure that speakers provide their papers in advance and that they speak slowly and clearly.
  - **Reporter(s)** (for example, to write a summary of a WLIC session, see below in Communications Team).

- **Satellite meeting organizing team** (see the Satellite Meeting guidelines and other information on the [Planning a Satellite Meeting page](#)).
- **Project coordinator or SC project liaison** (to report on or coordinate relevant projects to be agreed by the SC).
- **Communications team** (to support and work in collaboration with the Information Coordinator):
  - **Blog and social media communicator;**
  - **News editors** (to collect and write news stories);
  - **Web editor;**
  - **Mailing list administrator(s);**
  - **Reporter(s)** (for example, to write a summary of a WLIC session, or other event).
- **Section membership recruitment team** (to help with succession by identifying and recruiting new Section members and potential new SC members, arranging mentoring and induction to the Section's work).
- **Translator(s)** (for example, for Section documents and congress papers).
- **Mid-term SC meeting, host organization.** This role might change hands each year depending on the location of the meeting.
- **Outgoing Chair and Secretary.** Once a Chair and Secretary have come to the end of their term as an Officer, they may still be serving members of the SC and therefore have a role in assisting the new Chair and Secretary during the handover, and helping them understand and carry out their new responsibilities. Chairs and Secretaries that also come to the end of their SC term at the end of their Officer's term are still expected to help with this succession but are no longer active and voting members of the SC. There is no official role of Co-Chair or Co-Secretary, although a Section may wish to use these roles as assistants who are therefore mentored for a possible future role in these positions. Remember, these positions cannot be filled in advance of a term - only those SC members that are either in the middle of their term, or are starting their term, can nominate, be nominated and vote for the new Chair and Secretary every two years.

## Appendix II: IFLA Officers (Chair and Secretary) and Information Coordinators

<https://www.ifla.org/officers-corner/officers-ics>

Details of the role and responsibilities of all SC member positions (including the Officers and Information Coordinators) can also be printed off: [\[PDF\]](#)

Each Standing Committee (SC) must elect a Chair and a Secretary (known as Section Officers) and appoint an Information Coordinator/Web Editor (who does not have Officer status) from within the membership of the SC. There are guidelines concerning the [nomination and election process for Officers and Information Coordinator](#).

Below are described the role and responsibilities of the [Chair](#), [Secretary](#) and [Information Coordinator](#).

Members of the SC may volunteer to fulfill [other roles whilst serving as an SC Member](#). Responsibilities can be delegated and shared as the Officers and the SC see fit.

The Officers, and other SC members, may be called upon to contribute to IFLA's strategic initiatives on the basis of their expertise in the Section's subject area.

The [Officers Corner](#) is the area of the IFLA website dedicated to providing help and information that Officers and other SC members might need to carry out their duties. Suggestions for improvements and developments are very welcome and can be sent to [Joanne Yeomans](#), Professional Support Officer.

### Responsibilities of the Chair

The Chair leads the Section in developing activities, action plans, and projects. They chair the meetings of the SC and encourage members to voice their opinions and ideas. Requirements for convening meetings are specified in the [Rules of Procedure](#).

- Responsible for administration and communication within the section:
  - (With the Secretary) Propose the SC meeting agenda and run the Standing Committee meetings (see [running successful meetings](#) for more information);
  - (With Secretary) Draft [action plans](#) and [annual reports](#) for discussion and approval by the SC;
  - (With the Secretary) Seek agreement from the SC on decisions and submit the relevant documentation to IFLA HQ according to the relevant deadlines indicated (see [important dates](#)), eg funding requests, WLIC programme proposals and final details, Satellite Meeting proposals, etc;
  - Authorize reimbursements from the Section's Admin or Project funds according to the [PC's financial guidelines](#) (this can also be done by the Secretary);
  - Participate in discussions and meetings with the Division Chair and other sections across the Federation;
  - Ensure members of the Section are informed about planning and progress of the SC's activities.
- Ensure good governance of the section:
  - Monitor the work of any sponsored Special Interest Groups;

- Arrange for the [replacement of any resigned SC members](#), and appointment (or re-appointment) of [Corresponding Members](#);
- Attend all relevant meetings of Divisions and Officers (during Congress);
- Organize [elections \(of Officers\) at the end of their term](#); hand over relevant information to the new Chair.
- Together with the SC, organize the work described in the Section's Action Plan and form sub-committees, where needed, to carry out their work.
- Is eligible to stand for election as Division Chair at the end of their term.

### Responsibilities of the Secretary

- Responsible for administration and communication within the section:
  - Assist the Chair in his / her responsibilities and stand in for the Chair when the Chair is absent;
  - Take minutes of SC meetings and after approval by the SC have them posted online;
  - Maintain attendance records for SC members at meetings;
  - Check the dates and deadlines issued by the Professional Committee and ensure the Section responds in time;
  - Authorize reimbursements from, and track the status of, the Section's Admin and Project funds (the Chair may also authorize reimbursements);
  - Participate in discussions and meetings with the Division Chair and other sections across the Federation;
  - Assist the Information Coordinator in identifying news and information to post online.
- Ensure good governance of the section:
  - Ensure updates to SC members' details are recorded at HQ and on the Section's website;
  - Attend all relevant meetings of Divisions and Officers (during Congress);
  - Hand over relevant information to the new Secretary at the end of their term.
- Is eligible to stand for election as Division Chair at the end of their term.

### Responsibilities of the Information Coordinator / Web Editor (not an Officer)

The Information Coordinator (IC) is responsible for communicating the activities and news from the Section to the Section's members and to the outside world. Specifically, the IC is either directly responsible for, or manages a team responsible for, editing the Section's pages on the IFLA website, and managing the other communication tools for the Section such as mailing list, blog, facebook page, twitter account, etc.

The web editor (the person who actually edits the web pages for the Section) might be a different person to the IC, but the latter has overall responsibility for communications from the Section. IFLA Communications Officer / Web Editor, Louis Takács, is co-ordinating activities of all ICs and web editors.

The responsibilities of the Information Coordinator might be carried out with the help of other SC members who form a communication team within the SC (see the suggestions for other [roles of SC members](#)) led by the Information Coordinator:



- Maintain and update the information on the Section's web pages on a regular basis with news from the Section including Section events, midterm meetings, projects, guidelines and standards, case studies from members, and so on;
- Ensure that all web content is accurate and up-to-date;
- Ensure that regular reporting such as agendas, minutes, Action Plans, Annual Reports, information about the WLIC Call for papers and session information, etc. are made available on the Section web pages;
- Serve as the main contact between SC members and IFLA HQ concerning web matters;
- Encourage contribution of content by SC members;
- Manage the Section's blog, mailing list and other social media presences in accordance with guidelines from IFLA.

## Appendix III: SC meeting administration

<https://www.ifla.org/node/11218>

### Advice for Officers on running successful meetings.

Based on advice and tips shared during Officers' training sessions, [a guide on Running successful Standing Committee meetings](#) has been created to help Section Officers to understand the process of running a successful Section. It focuses on how Standing Committee members should work together and the importance of high-quality meetings.

See also, the [Frequently asked questions about Standing Committee \(SC\) membership and elections](#)

### Quick links

#### Templates and guidelines

- Guide and links for [Running successful Standing Committee meetings](#)
- [Action plans](#) - guidance for Officers and a template for detailed action planning.
- [Annual Reports](#) - guidance for Officers and template [[DOC](#)]  
The reports of the Sections feed into a Division-level report which is used for centralised reporting, discussion and planning

#### Materials for current year

- [What makes a dynamic IFLA Professional Unit?](#) WLIC 2016 explanation and worksheets.

### Funding

- Introduction and background: [Professional Committee Finance \(Administrative Funds and Projects\)](#).
- Guidelines for Admin Funds allocations and reimbursements [[PDF](#)].
- Terms and conditions for PC Project reimbursements [[PDF](#)].

### Reimbursement claims

Reimbursement claims must follow the Guidelines or the Terms and Conditions above and be accompanied by the relevant receipts and the completed invoice [[DOC](#)]. Any claims for items not allowed under the Guidelines or agreed for the Project, or requests for additional money, must first be approved by the Professional Committee.

All claims for reimbursements from Admin or Project Funds must be made before 31 December of the year they are allocated.

- Invoice template for reimbursements [[DOC](#)].

## Appendix IV: Dates and deadlines for Officers 2016-2017

<https://www.ifla.org/node/11172>

The calendar below contains dates and deadlines for all common Section and Special Interest Groups activities except [planning of WLIC congress programmes](#) and [planning of Satellite Meetings](#) which are dealt with separately. It is described from September to August as this tends to follow the activity cycle of IFLA.

The PC meets three times during the year: April, August and December. Between these meetings it discusses ongoing or urgent issues via email and Skype calls. The agenda for each meeting will be posted as a [news item in the Officers Corner](#) a couple of weeks before each meeting. A summary of the meeting will be sent by the PC Chair to Officers via the [Officers mailing list](#) as soon as possible after the meeting.

The calendar will be updated with changes during the year (last update 31 January 2017).

### Dates & deadlines

DATE	PERSON(S) RESPONSIBLE	SUBJECT
<b>2017</b>		
May	Officers	Update Action Plan with progress report
30 June	HQ	Pre-Congress information sent to Officers with reminders and information needed for the 2017 Congress. (Officers should share this information with speakers and other Standing Committee members as appropriate).
30 June	Officers	Write to newly elected members of the SC with information about meetings at the WLIC and information about election procedure for electing new Officers ( <a href="#">see the instructions and guidance on this procedure</a> )
July	All	Prepare for meetings taking place during the WLIC 2017, Wrocław. See ' <a href="#">Running Successful Standing Committee Meetings</a> ' for further information.
3 August	All	All items for PC agenda must be submitted to IFLA/HQ for preparing for the August PC meeting (three weeks before meeting).
10 August	HQ	Agenda and PC papers circulated to PC members.
18 August	PC and HQ	August PC meeting (outgoing PC)
19 - 24 August	All	Leadership Brief, Division Forums, Standing Committee meetings, Officers training sessions and other sessions/meetings as needed, for discussion of professional matters.
25 August	PC and HQ	August PC meeting (incoming PC)
September	PC and HQ	Communication of decisions made in August PC meeting

## Appendix V: Indigenous Matters Programme & other sessions of importance

### Business Meetings

19.08.2017 12:30-14:30

Meetingroom D

### Session 47a SC I - Indigenous matters

Congress Programme

Monday 21 August 2017

09:00 - 17:00 Off-site 2

### Session 088, Collections and Books [A]cross Borders - Rare Books and Special Collections jointly with Indigenous Matters

Business Meetings

Monday 21 August 2017

10:45 - 13:15 Conference Room C

### Session 109, SC II - Library Services to Multicultural Populations

Congress Programme

Tuesday 22 August 2017

09:30 - 11:30 Multifunctional Hall

### Session 143, Multicultural Library Manifesto Toolkit - Case Studies and Illustrations from a Global Perspective - Library Services for Multicultural Populations

Congress Programme, IASE Conference Room

22.08.2017, 16:00 - 18:00

### Session 169 Indigenous Continuity: How Do You Show Your Solidarity? - Indigenous Matters

Favorite All

Download

Export with abstracts?

#### Model

1. Highlighting Indigenous Continuity through the Library of Congress' Indigenous Law Portal Carla Davis-Castro, Library of Congress, United States	☆
2. Library services for indigenous societies in Latin America. A resume of two decades of experiences Edgardo Civallero, Independent LIS Professional, Spain	☆
3. Ngā Ūpoko Tukutuku: Persistence for the survival of indigenous responsibilities Raewyn Paewai, Te Rōpū Whakahaui, New Zealand	☆
4. Supporting Native Voices, Cultures and Stories Through Multicultural Programming and Community and Campus Engagement at Fresno State Raymond Pun, Fresno State University, United States	☆
5. The Experiences of National Library of Iran in Developing of the Indigenous Tools of Cataloguing and Classification Saeedeh Akbari-Daryan, National Library and Archives of Iran, Iran, Islamic Republic of	☆
6. Raising Indigenous Librarians: A Canadian Internship Story Lorisa MacLeod, University of Alberta Libraries, Canada Kayla Lar-Son, University of Alberta Libraries, Canada Tanya Ball, University of Alberta Libraries, Canada Anne Carr-Wiggin, University of Alberta Libraries, Canada	☆

### Business Meetings

24.08.2017 08:00-10:30

Conference Room D

### Session 217 SC II - Indigenous matters

## Appendix VI: CERLALC (UNESCO-supported "Regional Center for the Support of the Book in Latin America and the Caribbean)

Dear all,

I hope this message finds you well. Here's a topic I'd be interested in adding to our Section's agenda, therefore I'm sending it to you for proper consideration.

For the last months I've been working with an institution called CERLALC (UNESCO-supported "Regional Center for the Support of the Book in Latin America and the Caribbean"), in Colombia, to create a Latin American Observatory of practices regarding indigenous libraries, books and reading. This is a very necessary step in a continent where these practices haven't been actually documented or identified – and therefore, they can't be used as "past experience" or "good practices". A couple of us have been stubborn enough to keep publishing and telling what we've done throughout the years, but that's not enough: we need all the possible/available information, and we need it all in one place, so others can learn about it.

The first stage of the project –which can take 2-3 years, considering how things work in my home continent– will be just the collection of information about past and present practices regarding indigenous books (publication, design, etc.), reading (indigenous languages, indigenous tradition, etc.) and library services for/in indigenous communities. After that, and depending on the outcomes/results and on the participants/institutions we can involve in our work, we can proceed to a second stage where we analyze the info, identify problems and strengths and extract conclusions about what should be done.

CERLALC (which is a very important institution in Latin America, by the way) is willing to open a space in their website (<http://cerlalc.org/>) to provide an online platform for my idea, as well as providing any other kind of logistic support. They'll of course institutionally support the project, too. Now I wondered if we, as an IFLA Section, could also support the idea. A month ago the president of CERLALC talked with IFLA's president G. Perez-Salmerón about the possible support of IFLA (as a whole) to the project, and Perez-Salmerón let CERLALC's president and me know that it'd be a very good project, but it has to be proposed by our Section, and in such a way that it could be replicated in other parts of the world (this wouldn't represent a problem).

Besides having the Section's support for this, I'd love to involve people from the Section in the work itself, at least as advisors.

Please, let me know what do you think about this possible support.

## Appendix VII:



# S

## Satellite Meeting Proposal Form

### IFLA World Library and Information Congress

#### Kuala Lumpur, Malaysia

#### 24-30 August 2018

Dear Colleagues,

Since planning of Satellite Meetings is usually done well in advance, we would like you to return this form to indicate that you intend to hold a Satellite Meeting in conjunction with the conference in Kuala Lumpur in 2018.

IFLA's Professional Committee would like the satellite meetings to contribute to the regional impact that the IFLA Congress offers for professional development.

The National Committee has compiled a list of institutions offering to host a Satellite Meeting. It sent as an attachment to the form.

You are of course welcome to use one of your existing contacts as a host for a Satellite Meeting, however, please be aware that the following rules apply for Satellite Meeting hosts for the Congress in 2018:

- within the country, or
- within 3 hours' travel time to the congress city (airport to airport) or 6 hours (city centre to city centre)

An exception has been made for the Philippines Library Association.

Please make sure that you make the potential host aware of the Guidelines for Future Satellite Meetings. (<http://www.ifla.org/files/assets/hq/officers/key-documents/guidelines-satellite-meetings.pdf>)

Please be aware in your planning that the **dates** for the WLIC 2018 **have moved** forward one day! This means that the Opening Session will be on Saturday, not Sunday. The Governing Board and Professional Committee are held on Thursday 23 August and the Standing Committee Meetings are held on Friday 24 August 2018!

Please return this form to [conferences@ifla.org](mailto:conferences@ifla.org) no later than **15 March 2017**.

**Name of Division, Section or other body:**

Women, Information and Libraries SIG

**Name of Officer returning this form:**

Mathilde Koskas

**Proposed theme of the Satellite Meeting:**

Collections, Ethics, Perspective, and Voice : The Importance of Context

A look at the context of collections, both digital and physical, and how the way they are collected, catalogued, and shared inform the collections themselves. This meeting will provide an opportunity to explore issues of patriarchy, colonialism, and other forms of biases in the collection, dissemination, and preservation processes employed throughout the profession.

**Who is the target audience for this meeting?**

Librarians who manage physical collections and digital repositories, from their own or other cultures and those interested in exploration of the intersection of morality and collection development and access.

**Location and host:**

Still under discussion – we want to meet with colleagues from the region to discuss in depth where the meeting would have to most impact

**Proposed dates (if not yet decided upon, please give an indication of pre- or post-conference and number of days):**

Pre-conference, 2 days

Please be aware that the IFLA business meetings, such as Standing Committee Meetings etc, are held on Thursday 23 August (PC/GB) and Friday 24 August (SC meetings). So make sure to plan the Satellite Meetings in such a way that Officers and SC members can attend those meetings.

**What is the estimated number of participants?**

50-80

**Are you planning this meeting together with another body? If so, please list the name of this body:**

**How do you plan to disseminate the results of the meeting?**

Through our social media and webpage.  
With a report during the main congress.  
Publication of papers.

**General comments:**

Please return this form to [conferences@ifla.org](mailto:conferences@ifla.org) before **15 March 2017**.

## Appendix VIII: ITHAKA S+R Indigenous Library Project

This Agreement describes the terms on which Ithaka S+R, a part of ITHAKA., a New York not-for-profit organization (“Ithaka S+R”), and [Insert Institution Name] (“Institution”), will carry out a project to facilitate in-depth qualitative analysis of research practices in Indigenous Studies as further described below (the “Project”) contemplated in the prospectus attached hereto and incorporated by reference into this Agreement and as amended from time to time (the “Prospectus”). Ithaka S+R and the Institution are referred to collectively as the “Parties,” each a “Party.” The Parties agree as follows:

### **1. Responsibilities**

As further described in the Prospectus, in this Project, Ithaka S+R will work with approximately 15-20 universities and other educational institutions to examine the research practices and research support needs of scholars in Indigenous Studies. The dates and periods indicated in the Prospectus are anticipated, but subject to change by Ithaka S+R with a notice of such change to the Institution. The Institution will provide a field research team to conduct interviews and other research of a portion of its Indigenous Studies faculty members (the “Research Team”). The Research Team will conduct institution-specific analysis (the “Local Report”) and send the Local Report along with information to Ithaka S+R including, but not limited to, a description of the scope of Indigenous Studies at the institution and a list of interviewees with information about their research methods, topics, photos, and disciplinary affiliation(s), Ithaka S+R uses this information to select a sample of transcripts for use in a report based on the research of all participating institutions (the “Report”).

### **2. Payment Terms**

In order to defray the costs of the Project and to support the training of the Research Team, the Institution agrees to pay Ithaka S+R seven thousand dollars (\$7,000.00) within thirty (30) days of receipt of an invoice. In addition to this support, the cost of transcribing the interviews, the Research Team’s time and direct expenses, including travel, will be the responsibility of the Institution.

While Ithaka S+R expects to move forward with the Project, the Project is contingent upon additional sources of funding. In the event that Ithaka S+R is unable to receive the funding necessary to proceed with the study tied to this agreement, Ithaka S+R will notify the Institution and will terminate this Agreement and refund any amounts paid by the Institution under this Agreement. In the event of such termination, the parties will have no further obligations to each other under this Agreement.

### **3. Intellectual Property Ownership, Public Announcements and Trademarks**

Ithaka S+R owns all rights, title and interest in, including but not limited to any and all intellectual property rights, in the Report. The Report will be made freely available via the Ithaka S+R website via a Creative Commons license. In the Report, the members of the Research Team will be acknowledged as co-authors, the Institution will be thanked for its support of the Project, and all Indigenous Studies scholars who serve as research subjects will be thanked for participating in the Project. The Institution shall own all intellectual property rights in the Local Report. In order to facilitate Ithaka S+R’s use of the Local Report as part of the Report and for research and analytic purposes, the Institution grants to Ithaka S+R a perpetual, royalty-free, non-exclusive, world-wide license to use any part of or all of the Local Report as part of the Report and for other research and analytic purposes.

### **4. Institutional and Other Permissions**

To the extent that institutional or other permissions are needed to undertake the Project at the Institution, it is the Institution’s sole responsibility to secure any and all necessary permissions for the Project, including, but not limited to, any and all necessary permissions for including any individually or institutionally identifiable information into the Report and/or Local Report, such as any needed individual releases and/or IRB approvals, as applicable. The Institution shall hold Ithaka S+R harmless for any matters that arise out of or in connection with permissions for the Project.

### **5. Miscellaneous**

This Agreement, inclusive of the Prospectus, constitutes the entire agreement of the parties with respect to the Project and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written. Waiver of any provision herein shall not be deemed to be a waiver of any other provision herein. If any part of this Agreement is held to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

### **6. Final Agreement**

Signing indicates acceptance of and agreement to the above terms.





## Research Support Services: Prospectus for the Field of Indigenous Studies

What resources and services do your faculty members need to be successful in their teaching and research? The answer depends to a large degree on their discipline. In recent years, Ithaka S+R has conducted in-depth qualitative analyses of the research practices of academics in several fields, including Religious Studies, Art History, Chemistry, and History and will be releasing forthcoming studies in Agriculture, Public Health and Asian Studies. We generate a rich description of how scholars in the field conduct their work and make actionable recommendations for how libraries (and others) can best support that work going forward.

We are now planning a partnership with academic libraries and learned societies to examine the field of Indigenous Studies. The research support activities and needs of Indigenous Studies are particularly compelling because the field is grounded in Indigenous perspectives, which has implications for every stage of the research lifecycle from information discovery and collection to dissemination. These approaches to research often challenge the colonial underpinnings of information infrastructures and the institutions that foster them. Higher education institutions are also increasingly interested in fostering Indigenous knowledges and histories within their institutions, which further necessitates careful attention to how Indigenous Studies resources and services can be meaningfully developed.

Approximately 15-20 universities and other educational institutions will serve as research sites, each building a team of local researchers to study the needs of its own scholars, as part of this broader project. The project will be guided through consultation with Indigenous communities at the sites of research and an advisory committee drawn from the field.

### *How are you defining the field of Indigenous Studies?*

Indigenous Studies, which may also be referred to as Native Studies, Aboriginal Studies or First Nations Studies, among other terms, is an interdisciplinary field focused on the histories, current experiences and futures of Indigenous peoples and communities. While research in the field may incorporate methods and theories from a variety of academic disciplines, at the field's core is an underlying commitment to placing indigeneity and Indigenous perspectives at the center of inquiry including approaches to meaning-making, language, geography and knowledge production. Some work in Indigenous Studies is also undergirded by critical orientations, such as through commitments to de-colonize pedagogy and research. At the institutional level, Indigenous Studies scholars are not only found within Indigenous Studies departments but also within and cross-listed between other departments such as Agriculture, Education, History, Law, Linguistics, Medicine, Social Work and Women's Studies, and many others.

### *How does the process work?*

Each library is requested to identify 1-4 individuals - drawn from your library staff and/or graduate students at your institution - to conduct local research with Indigenous Studies scholars at your institution. Ithaka S+R will host a 2 day research methods training session in October/November 2017 for participants in the United States and Canada and December 2017/January 2018 for participants in Australia and New Zealand. The participants will then study their institution's Indigenous Studies scholars and produce a report based on their local findings for October 2018 (in the United States and Canada) and for January 2019 (in Australia and New Zealand).

Ithaka S+R will review interviews and assemble the findings, in combination with findings from the local institutions, into a public capstone report for release in early 2019. Ithaka S+R will publish the final report on our website, with all participating libraries thanked and all local researchers acknowledged as co-authors. The capstone report will contain recommendations for the development of services based on the analysis of data collected across the participating institutions. Your library will also benefit from your own detailed institution-specific findings. Ithaka S+R will facilitate follow-up dialogue among interested participants to consider possible cross-institutional collaborations.

#### *What steps do I need to take?*

The Indigenous Studies Research Support Services Project will officially launch in fall 2017. If you are interested in having your library participate as a research site, please send an immediate expression of interest to Roger Schonfeld ([roger.schonfeld@ithaka.org](mailto:roger.schonfeld@ithaka.org)) and Danielle Cooper ([danielle.cooper@ithaka.org](mailto:danielle.cooper@ithaka.org)). Ithaka S+R staff will work with you to determine the appropriate research team. We will then sign a collaboration agreement.

#### *What costs and resources should I anticipate?*

The local researchers will contribute approximately 3-4 weeks of time FTE during the project. This includes several days for securing IRB approval, a two-day training workshop, a week for research, two weeks for analysis and reporting of your institution-specific findings, and 1-2 days to review and provide feedback on the project report. Each local researcher will be required to travel to one of the training meetings and your institution will need to cover the related travel expenses. The local researchers will need to have access to an audio recorder and camera. Provisions must also be made for transcribing 15 interviews at 60 minutes in length each.

Also, each participant will make a contribution to defray the central project costs, which include training, facilitation, analysis, reporting, and promotion. Each participant is asked to contribute at least \$7,000 USD. We are grateful for sponsorship funding which allows us to keep these costs as low as they are. For smaller libraries for whom \$7,000 would be an impossible burden, please send an expression of interest now, as we hope to find opportunities for smaller institutions to also take part in the study.

## Appendix IX: IFLA Journal

July 24<sup>th</sup>, 2017

Dear Colleague,

As you prepare for your section's meetings at the forthcoming IFLA meeting in Wroclaw, I'd like to share some news with you from IFLA Journal to distribute to your section members. In addition, I'd like to propose a meeting at the congress to discuss the potential for your section to work with the journal to develop and edit a special issue of IFLA Journal.

Please inform your Standing Committee and members that there are several ways to connect with IFLA Journal regarding publishing opportunities for your section and speakers at this year's congress. First, IFLA Journal and Sage will host a "How to Get Published" session on Monday 21 August 11.45 – 12.45 and will be in room: IASE 1st Floor (Session 105). In addition to sharing this with section members, please encourage your presenters to attend this session for information on how they might be able to expand and publish their work with IFLA Journal or other scholarly publications.

Second, I hope to meet with as many section leaders as possible during the congress. I'll be happy to visit your section's meeting to discuss possibilities of collaborating with IFLA Journal to organize and develop a special issue on a topic that is important to your section. In the past several years, IFLA Journal has introduced special issues that have focused on topics that include subjects such as *Cultural Heritage*, *Research Data Management*, and *Innovations within National Libraries*. Our next special issue will focus on issue of *Privacy* in collaboration with FAIFE. If sections are interested, I'd be willing to discuss the process of developing a special issue theme and working with your section to organize a call for papers and review process. The process typically takes a year to a year and a half to complete. Thank you in advance for sharing this information and considering a meeting to discuss a special issue. I hope we have a chance to meet during the congress this August.

Best,

Steve Witt

University of Illinois at Urbana-Champaign

Editor, IFLA Journal

## Appendix X: OCLC DDC (for information only)

### IM SC Response:

Hi Rebecca

I have shared your email with the Standing Committee and initial feedback is that this is outside the scope of the section. The advice is for OCLC to engage the services of an indigenous practitioner for the purpose of this review.

Kind regards  
Te Paea

### OCLC Request

Dear colleague,

We are seeking advice on the attached proposal, which addresses representation of indigenous nations in the Dewey Decimal Classification (DDC). The DDC often builds notation for complex topics by appending the notation for one topic to the notation for a base topic. The system includes several tables with notation for certain kinds of topics that recur in many different contexts. Among these tables are Table 2, which gives notation for geographic areas, and Table 5, which gives notation for ethnic and national groups. Table 2 notation is used to reflect not only geographic areas, but also the political entities with sovereignty over those areas.

The DDC currently gives notation for indigenous peoples in Table 5, but at present there is no Table 2 notation for indigenous nations (when an indigenous people acts as a political entity or when the people's territorial sovereignty or jurisdiction over associated lands is involved, the indigenous people functions as an indigenous nation). This gap matters because add instructions specify the source of notation to be added to a base number. If an add instruction calls for notation to be added from Table 5, notation for indigenous peoples can be added, but if an add instruction calls for notation to be added from Table 2, there currently is no way to add notation for indigenous peoples as political entities.

The attached proposal addresses how best to develop notation for indigenous nations in Table 2. We would like to find out:

- What advantages or disadvantages do you see in this proposal?
- Of the features included in the proposal, are there any that should be avoided outright?
- Given this proposal, if you were establishing a new library, would you give serious consideration to using Dewey to organize your collection? Why or why not? If you would consider using Dewey, would you be inclined to use "standard" Dewey (with numbers for topics associated with an indigenous people scattered throughout the collection, as is the case for other peoples and nations) or to use the option described at the end of the proposal (with numbers for topics associated with an indigenous people collocated in one place)?

We recognize that the specifics of the proposals may be confusing if you are not deeply familiar with the Dewey Decimal Classification. Feel free to restrict your comments to the principles evident in the explanations. You may send your comments by replying to this email. A response by the end of September would be highly appreciated. Alternatively, I could meet with one or more members of the Indigenous Matters Section at IFLA. I am planning to attend the Indigenous Matters meeting on Tuesday afternoon, August 22 and would be available to speak with section members before or after that meeting (or at some other time during the congress).

Rebecca Green,  
OCLC · Metadata Operations  
Senior Editor, Dewey Decimal Classification & Dewey Editorial Operations Program Manager  
101 Independence Avenue, S.E., Washington, DC USA 20540,  
T +1-202-707-6983, OCLC

## Appendix XI: Professional Unit logos and Introduction flyer

### Attachments: Logos Overview PDF and PPT, Section One-Pager

As we look towards a new term of office for Standing Committees and Officers, IFLA would like to do two things to assist with the identify of the Professional Units.

Firstly, we would like to standardize the way in which the IFLA logo is used by the Professional Units, particularly with regard to social media. To assist in doing this we have developed a logo format or framework. There is an example of this on p.1 of the Logo Overview powerpoint. The framework identifies IFLA, the name of the unit and includes a visual icon for the subject of the unit. The remainder of the Logo Overview includes suggested icons for each of IFLA's professional units. In some instances, two suggestions are made.

We would like your committee to have a discussion regarding the icon which has been selected for you. We hope that you will find that the suggested images suit your subject area. If you would like to suggest another icon, you are welcome to do so but it must be in black and white and a simple image.

Secondly, we would like to assist new members by sending them information on the Sections that they have chosen to subscribe to when we send them their confirmation of membership. This information should invite them to activate their membership of the Section by getting involved and staying in touch with your work and activities. It is an opportunity for you to promote the work that you do to members and to seek greater involvement from outside the Standing Committee. The Section One-pager is a template which can be completed by the new officers and returned to Joanne Yeomans or Helen Mandl.

Timeframe: we hope these can be discussed during one of your standing committee meetings in Wroclaw. We would like to finalise the logos and the section information sheet by 30 September so they can be put into use.

Please contact us if you have any questions regarding the logos or the information sheet.

Best regards,  
Helen