

## ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2017 - 2018

### Action plan 2017 – 2018

#### IT section

##### Objectives of Professional Unit 2017-18:

1. *ITS will investigate, evaluate, and communicate knowledge and practical advice about ICT innovations that have or could become significant potential for library services in present or in future, but which have not been widely adopted for different reasons. (Key initiative 1 Libraries in Society)*
2. *ITS will identify and promote standards, guidelines and best practices for the management of information and ICT resources, and improve efficiency and service level of library operations, and interoperability between library systems and between library services and other information services. This includes issues such as metadata and data structures, data manipulation techniques and long-term availability of electronic information.*

*ITS will promote open standards for document preservation, interchange and discovery*

*ITS will work as a consultation body for IFLA projects, activities and section programs and will encourage and support projects within the scope of the strategic plan by maintaining close contacts with other IFLA sections and Core Activities, as well as with other international and national associations and organizations focused on ICT. (Key initiative 2 Information and Knowledge)*

3. *ITS will promote systems for digital curation, digital conservation and digital preservation and digital dissemination through digital archives, digital libraries, open access and open sharing of information resources. (Key initiative 3 Cultural Heritage)*
4. *ITS will investigate, evaluate, and communicate knowledge about applicable ICT for access to information resources, to promote best practices and with special attention paid to enhancing access to resources in developing countries, for users with special accessibility needs, for the inclusion of voices of women, disadvantaged communities, and ableness, in relation to the development, creation and maintenance of information and IT resources. (Key initiative 4 Capacity Building).*

Objectives <i>What do you want to achieve? Use your list above</i>	Project or activity <i>What project or activity are you going to do?</i>	Main tasks <i>What are the specific things you need to do?</i>	Responsibilities and timeline <i>Who will do them and by when?</i>	Resources <i>Do you need specific skills, money or technology?</i>	Communications <i>How will you communicate your achievements? To whom? By when?</i>	Measures of success <i>How will you show the impact of your work?</i>	Progress <i>Report here briefly the progress of your work, at least every month</i>
<b>1. ITS will investigate, evaluate, and communicate knowledge and practical advice about ICT innovations that have or could become significant potential for library services in present or in future, but which have not been widely adopted for different reasons.</b>	1.1 WLIC 2018 Joint satellite meeting with Reference and Information Services Section at University of Malaya on “Reinventing Reference with Technology Transformations”	1.1.1 Coordination organizing team, precise topic, format, guest speakers... 1.1.2 Complete program enquiry form 1.1.3 Call for papers 1.1.4. Contact guest speakers 1.1.5 Complete Full Program Form 1.1.6 Review papers, select speakers 1.1.7. Collect complete papers 1.1.8	1.1.1 Chang, Kleinveldt, Sánchez Nogales, Sogoba.  1.1.2 By November 15 <sup>th</sup>  1.1.3 Deadline February 28th  1.1.5 By April 1, 2018		1.1.1 At webpage	1.1.1 When done	

		Publish them in IFLA library		
1.3 WLIC 2018 Joint session with The Audiovisual and Multimedia Section (AVMS). Theme: <i>“Winning strategies for collecting, cataloging, providing, playing, and preserving video games in libraries”</i>	1.3.1 Coordination organizing team, precise topic, format, guest speakers. 1.3.2 Complete program enquiry form 1.3.3 Call for papers 1.3.4 Review papers, select speakers 1.3.5 Complete Full Program Form 1.3.6 Collect complete papers 1.3.7 Publish them in IFLA library	1.3.1 Chang  1.3.2 15th November  1.3.5 1 April, 2018		1.3 When Done
1.4.1 WLIC 2018 Joint satellite meeting with	1.4.1 Coordination organizing team, precise topic,	14.1 Kadesjö		

<p>Cataloguing section and Subject &amp; analysis section at National library of Malaysia <i>“Metadata specialists in the machine age”</i></p>	<p>format, guest speakers. 1.4.2 Complete program enquiry form 1.4.3 Call for papers 1.4.4 Review papers, select speakers 1.4.5 Complete Full Program Form 1.4.6 Collect complete papers to a Whitepaper 1.4.7 Publish them in IFLA library</p>			
<p><b>2. ITS will identify and promote standards, guidelines and best practices for the management of information and ICT resources, and improve</b></p>	<p>2.1.1 WLIC 2018 <i>“Celebrating IT innovations in libraries”</i></p>	<p>2.1.1 Coordination organizing team, precise topic, format, speakers  2.1.2 Complete program enquiry</p>	<p>2.1.2 Balnaves, Kotsokoane, Bultrini, Cardoso  2.1.2 15 November, Bultrini</p>	<p>2.1.2 Funding?</p>

<b>efficiency and service level of library operations, and interoperability between library systems and between library services and other information services. This includes issues such as metadata and data structures, data manipulation techniques and long-term availability of electronic information.</b>		form	
		2.1.3	2.1.3
		Collect papers from invited speakers	Date? Who responsible?
		2.1.4.	2.1.4
		Complete Full Program Form	1 April 2018
<b>ITS will promote open standards for document preservation, interchange and discovery</b>	2.2.1	2.2.1	2.2.1
	WLIC 2018 Joint satellite with Big Data SIG at Nanyang Technological University Singapore	Complete program enquiry form	24 November, Klapwijk, Wee
<b>ITS will work as a consultation body for IFLA projects, activities and</b>	2.3.1	2.3.1	2.3.1
	WLIC 2018 Discussion forum with Linked Data Special Interest Group (LIDASIG)	Complete program form	Weinraub

***section programs and will encourage and support projects within the scope of the strategic plan by maintaining close contacts with other IFLA sections and Core Activities, as well as with other international and national associations and organizations focused on ICT***

***3. ITS will promote systems for digital curation, digital conservation and digital preservation and digital dissemination through digital archives, digital libraries, open access and open sharing of information***

3.1.  
WLIC 2018  
Joint session  
with  
Preservation &  
Conservation  
Section on the  
costs related to  
digital  
preservation.

3.1.1  
Coordination  
organizing team,  
precise topic,  
format, guest  
speakers  
3.1.2  
Complete  
program enquiry  
form  
3.1.3  
Call for papers  
3.1.4.  
Contact guest  
speakers

3.1.1  
Kavcic-Colic, Balnaves,  
Caballos Villar,  
Kotsokoane, Leinen,  
Weinraub  
3.1.2  
By November 15<sup>th</sup>

<i>resources</i>	<p>3.1.5 Complete Full Program Form</p> <p>3.1.6 Review papers, select speakers</p> <p>3.1.7 Collect complete papers</p> <p>3.1.8 Publish them in IFLA library</p>	<p>3.1.5 By 1 April, 2018</p>
<p><b>4. ITS will investigate, evaluate, and communicate knowledge about applicable ICT for access to information resources, to promote best practices and with special attention paid to enhancing access to resources in developing countries, for users with special</b></p>	<p>4.1. WLIC 2018 Open session or a mid-year webinar: "Showcase of innovations in information technology education as part of library education"</p>	<p>4.1.1 Balnaves, Bultrini, Cardoso, Kleinveldt, Pasqua</p>

*accessibility  
needs, for the  
inclusion of voices  
of women,  
disadvantaged  
communities, and  
ableness, in  
relation to the  
development,  
creation and  
maintenance of  
information and  
IT resources*

## **Resource requirements**

If you wish to request resources for any of your planned activities, ensure the details above are complete, then copy the project and task details from above and add the necessary detail below.

**If you wish to request funds, it is extremely important that you submit the Action Plan to your Division Chair and HQ by the deadline 31 October 2017.**

The Professional Committee will discuss during November and agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2018. Following confirmation of the level of PC Funds for 2018, the Division Chairs and HQ Professional Support Officer will communicate with Units in January/February to finalize the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2019.

<p><b>Project or activity and Main task</b> <i>Use your list above</i></p>	
<p><b>Resources</b> <i>Do you need specific skills, money or technology?</i> For what do you need resources in relation to this task? Match your needs again the resources listed below*</p>	
<p><b>Amount of funding.</b> How much money would you like to request from Professional Committee Funds? <i>Explain your rationale for the estimated amount in each case.</i></p>	
<p><b>Timing.</b> When would the money need reimbursement? <i>Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances</i></p>	

**\* Resources**

Use the following list in order to identify what kind of activity needs resourcing and therefore what details the PC will expect to read. If you have other details or requests, do not feel restricted to this list:

1. Project meeting (please note that the PC Funds are extremely limited so physical meetings that need funding are not encouraged unless necessary to move a project forward urgently; please try to conduct discussions online or via telephone conference and coordinate your work online where at all possible) –
  - a. why is the meeting needed and why can it not be conducted online?
  - b. who needs funding (give names),
  - c. where is the meeting planned and when (if known)?
  - d. what costs cannot be covered by the project participant themselves (hotel, flight, local travel, subsistence);
2. Publications –
  - a. what document(s) need funding support,
  - b. how many copies need printing, if any,
  - c. what services are required, if any (editing, design, proof-reading, etc.),
  - d. delivery of the document (from where, to where, why);
3. Meeting/workshop logistics – (if this is a project team meeting, see above), ensure there are details to describe the meeting appended when you submit this funding request to the PC (how many people are expected, what are the objectives, who are you partnering with, when and where is it anticipated it will take place, who will be the local organizer),
  - a. what logistics need funding (computers, room hire, refreshments, printing),
  - b. what participant costs might need support (travel, accommodation),
  - c. what trainer costs are there (honorarium, travel, accommodation),
  - d. by what other means is the event being funded (participants' own costs, sponsors, etc.). Give details;
4. Webinar –
  - a. What is being planned and with whom,
  - b. Who is the target audience?
  - c. What technical requirements are there;
5. Software –
  - a. What software is required and why;
6. Advocacy materials –
  - a. See the relevant number above (project meeting, publication, webinar, etc.);
7. Other - funding item not covered by the categories above.

## **Next steps**

Please send your completed Action Plan to Joanne Yeomans ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)) and your Division Chair by 31<sup>st</sup> October 2017.

## **Questions?**

If you have questions or would like help with your Action Plan, please contact Joanne Yeomans ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)) or your Division Chair. We're ready to help.