



# IFLA Section Library Services to People with Special Needs

## **Minutes of Library Services to People with Special Needs Business Meeting**

Teleconference (Zoom), 22 October, 2021

14:00 -16:00 CET

### **Members present:**

Maela Uvodic, Chair (Croatia)  
Janet Lee, Secretary (The United States of America)  
Aly Velji, Information Coordinator (Canada)  
Samira Zahra (Germany)  
Caroline Smith (The United States of America)  
Clayton Copeland (The United States of America)  
Laia Vidal (Spain)  
Corinna Haas (Germany)  
Dolores Carungui (Philippines)  
Jane Garner (Australia)  
Diego Anthoons (Belgium)  
Marie Engberg Eiriksson (Denmark)  
María Isabel Abalo (Argentina)

### **Apologies (and no response)**

Miguel Rivera (Chile)  
Sanjica Faletar Tanacković (Croatia)  
Lisa Krolak (Germany)  
Ingrid Källström (Sweden)  
Bashiru Adamu (Nigeria)  
Tilahun Shiferaw (Ethiopia)  
Maria Isabel Gutiérrez Sánchez (Spain)

### **1. Welcome and Introduction**

Section Chair, Maela Uvodic, welcomed the LSN Standing Committee Members to its third meeting of the 2021-2022 year.

### **2. Attendance and apologies (Maela)**

Maela listed the members who apologized for not being able to attend. They are included in the above listing with members who did not respond.

### **3. Approval of Minutes of LSN SC Meeting, October 8, 2021**

The minutes were included with the distribution of documents by the Chair. Corrina Haas moved to approve the minutes of October 8, 2021. Marie Engberg Eiriksson seconded. It was approved by acclamation.

#### **4. Approval of Agenda**

Samira Zahra moved to approve the agenda. Diego Anthoons seconded. Approved by acclamation.

#### **5. Report on emails with Megan Price, Professional Support Officer (Maela)**

Maela received a follow up response from Megan about the action plan and other important issues:

- Each month the IFLA newsletter will feature a Unit event listing, linking to Unit event pages. If there are other timely items that we might like to see featured, we are instructed to contact her directly through email or ping. These could be items such as calls for articles/papers or survey participation, or the finalising and delivery of a project, guideline, or publication. Deadline to include our Unit events/items is the third Friday of the month for the next month's issue.
- As we are in the midst of creating 2021-23 Action Plans, WLIC is also on our mind. Information to assist with planning for WLIC will become available after the November Governing Board meeting.
- There is a process for the LSN name change. The first step is to present our request to the Professional Council. We should provide the name we are considering, along with the rationale for changing the Section name. The rationale should be complete enough that the Professional Council can make a recommendation based on the information provided. We can send this request to Megan who will direct it to the Professional Council.
  - There are 3 steps that will occur after this:
    - Review of the name change by the Units – facilitated by HQ
    - Review of Unit feedback and decision by the Professional Council
    - Decision by the Governing Board
- Regarding website accessibility – We will provide our findings on our assessment to the Governing Board. In this document will want to address the following:
  - Our assessment of the website's accessibility – what is and is not working
  - Our suggestions and recommendations for changes and enhancements
  - Once completed we can send this assessment to Megan who will send to the Governing Board. The Governing Board will be meeting 13 December, so if we would like to have it presented then, we would aim to have this paper to Megan and the board by 22 November.
- Megan wanted to make us aware of the honours and awards section of the IFLA website where there is a good deal more information about developing new awards than that which she provided earlier: <https://www.ifla.org/guidelines-for-proposing-or-sponsoring-ifla-professional-award> Maela will forward to the working committee if

we agree to include in Action Plan.

## **6. Communication channels (Aly, Janet, Maela)**

a. LSN-L listserv Aly sent a follow up test message to the LSN-L listserv and not all members responded. It may be going to an incorrect address or to spam. It would be preferable for officers and members to use the LSN-L listserv for communications rather than listing individuals separately in the email address. Please check your spam to verify that you are on the Listserv correctly. Maela sent Megan updated information from committee members who responded, and these have been updated on forms and on the website. Please verify.

b. Basecamp. Aly sent a different test message inviting people to join Basecamp. Would it be preferable to use Basecamp to exchange information rather than cluttering up our email inboxes? This could facilitate the work of the various committees once the action plan is formalized.

c. IFLA-L listserv. Please register for this general listserv if it is of interest to you.

[https://mail.iflalists.org/www/subscribe/ifla-l?previous\\_action=signoff](https://mail.iflalists.org/www/subscribe/ifla-l?previous_action=signoff)

## **7. Action plan (Maela)**

### **a. Web page (Aly, Janet)**

Updating and enhancing the LSN webpage will be a high priority over the next two years. In addition, as LSN we need to make recommendations to the governing board on accessibility issues related to the overall IFLA website. Yasmine Mohamed Youssef, LPD chair, will work with us on specific issues with the IFLA webpage. Maela has already forwarded a recommendation to Megan about a possible resolution for use of fonts. We have to submit a recommendation to the Governing board through Megan on the IFLA webpage concerning Accessibility. As previously stated, this is due mid-November for its December meeting. If anyone else has experience in what an accessible web page must have, please join Maela in writing memo to the Governing Board.

The LSN website needs a lot of work and as of this date, Aly Velji, our information coordinator, has not been on boarded. It is currently difficult to search and many documents from the old website have not been transferred over. We ask that all members of the section review the website and make recommendations, suggestions for changes, and corrections. This will be a two-year long process and everyone's help is needed.

### **i. Committee members and leader**

Aly Velji and Janet Lee will co-chair and Diego Anthoons, Maela and Caroline Smith will serve on the committee.

### **b. LSN Section name change**

It was agreed by the Section that the name of the section needs to be changed and that the name change is long overdue. This will be included in our action plan, and we will appoint a committee and seek out a more affirming name that will reflect the many services that we provide and populations that we represent.

There is a member of LPD who is interested in participating in the discussion or joining a committee as needed.

**i. Committee members and leader**

Maela will take the lead on this and open the discussion to all committee members and to the general IFLA membership for comments.

**c. New Guidelines**

There were 14 responses to the google poll in selecting our next guideline topic. The top selection was Autism Spectrum Disorder with 42.9% of the vote and Easy to Read and Nursing homes/long-term care facilities receiving 28.6% each. The Guidelines we will start with are Autism Spectrum Disorder.

It is important that we set reasonable goals for the action plan and as the two years progress, we can add the additional guidelines if time and workload permit and when we update the action plan in one year. We have four guidelines in progress.

Yasmine Mohamed Youssef, LPD Chair, would like to be part of the Autism Spectrum Disorder Committee and/or serve as one of the authors. The leader must be from LSN according to IFLA rules. Isabel Abalo and Miguel Rivera would both like to be on the committee and there is no reason why we cannot have co-leaders. Thank you, Isabel and Miguel. Jane Garner might be available to provide guidance on getting started on the new guidelines.

Maela will also contact the Children's Section for guidance. Ingrid Källström, a past member of the Children's Section, may be available for guidance.

In reference to the current guidelines, Misako Nomura is the lead for the Accessibility guidelines. Since Misako is no longer on the committee, Marie Engberg Eiriksson will serve in the committee role.

**i. Committee members and leader:** Miguel Rivera and Isabel Abalo for the Autism Spectrum Disorder as co-leaders, Yasmine Mohamed Youssef, LPD Chair, and Jane Garner. Marie Engberg Eiriksson will join Misako Nomura with the Accessibilities Guidelines.

**d. Accessibility report**

**i. Committee members and leader** Diego Anthoons, Nancy Bolt (former chair) and Maela will be a part of Committee as well as two members of the LPD Section. Maela will serve as leader.

**e. Glossary of terms**

It was agreed that the Glossary of terms will be one of the many documents that will be included in the web page update and given priority since it will drive much of the language on the page. Diego Anthoons pointed out a resource that might be of great use for this section: Words Matter.

[https://issuu.com/tropenmuseum/docs/wordsmatter\\_english](https://issuu.com/tropenmuseum/docs/wordsmatter_english)

#### **f. Award/Certificate**

Possible language for the action plan: Investigate the feasibility of establishing an award and/or a certificate (seal of quality) for an inclusive library/libraries.

Maela sent out a document to all Section members with the questions raised by Megan that will need to be addressed should we decided to move forward on including an LSN Award/Certificate to the Action plan. She received a good response and valuable input.

It was agreed that we would include this in the new action plan, but no members were selected for the committee. To be determined at a later date. Volunteers?

**i. Committee members and leader** We will need to put out a call for members and a leader.

#### **g. LSN Newsletter & IFLA Newsletter**

We will definitely proceed with a newsletter. We are looking at a possible publication date of January and June. LPD will provide input on the first issue of the newsletter to ensure accessibility. Maela has already shared with the officers, general guidelines on accessibility and she and Janet will write guidelines specific to this newsletter.

**i. Committee members and leader** Janet Lee, Maela, Diego Anthoons.

### **8. Other**

- Policy and Advocacy team at IFLA headquarters contacted us because they have recently seen an open UN Human Rights Office call for contributions focusing on the impacts of artificial intelligence on the rights of persons with disabilities, which they thought might perhaps be of interest for LSN.

This call is supplemented with a questionnaire for NGOs - which includes, inter alia, questions about the ways AI (as well as machine learning and automated decision-making) impacts access to education and information, as well as independent living, of persons with disabilities. The questionnaire asks about both known good practices and challenges. In light of libraries' increasing engagement with AI, headquarters thought that this might perhaps be of interest for the LSN Section and wanted to pass on the information.

<https://www.ohchr.org/EN/Issues/Disability/SRDisabilities/Pages/HRC49-Artificial-Intelligence-Report.aspx>

[https://www.ohchr.org/Documents/Issues/Disability/SR\\_Disability/CFI-Artificial-Intelligence/AI-Questionnaire-NGOs-NHRIs.pdf](https://www.ohchr.org/Documents/Issues/Disability/SR_Disability/CFI-Artificial-Intelligence/AI-Questionnaire-NGOs-NHRIs.pdf)

The deadline for submissions is 3 November – if this could be of interest for LSN section, IFLA HQ would of course be happy to assist if that could be helpful (for example, if LSN would like to jointly draft a short response to this survey).

Maela replied to HQ that we would discuss at this Section meeting and see if we are

interested and if we have time to reply by the November 3<sup>rd</sup> deadline.

The members responded that none of us have experience with AI. Samira Zahra suggested that we forward the email request to both Misako Nomura and Helen Chan (former members of LSN) because countries such as Japan and China may utilize AI more than libraries in other countries. Maela will follow up with these former officers of LSN. She will also forward to all members of the LSN Section.

- **Action plan template**

There is some confusion among the Sections about the Action Plan template. Maela indicated she will need help from the committee members in wording the items in the Action Plan. There is a Word document in which we can write the Action Plan and then Maela can transfer it over to the online template. She will forward the Word template to all committee members. The guidelines in progress will need to be an Action Plan item.

- **Guidelines in progress**

- Accessibility Guidelines must go into the Action plan because they need funds.
  - Misako Nomura needs a person from the current committee and Marie Engberg Eiriksson will serve in that capacity.
- Prison Guidelines
  - Lisa does not need a person
- Refugee Guidelines
  - Ingrid still needs assistance. The title of the guidelines needs to be revised from its current working title
- Deaf Guidelines Maela is co-chair.
  - Jane Garner and Janet Lee volunteered to read them after they are done

Diego recommended that the Action Plan be initiated and saved in a Google Doc so that everyone was working from the same document rather than trying to keep track of multiple emails and revisions. Aly Velji will look at our LSN Basecamp camp to see whether it is possible to use Basecamp for ongoing iterations of the document or if there is a better solution and make a recommendation.

- **Mid-year meeting**

Marie raised the question of a mid-year meeting. We will definitely not have a mid-year meeting in person but could possibly have a virtual mid-year meeting. It is frequently held in March.

Diego suggested that we have a meeting dedicated to getting to know each other better, perhaps give short presentations, as a means of networking. Marie suggested that she and he work together on this, and that it could be part of the virtual mid-term meeting. Both agreed to get started.

**Follow up tasks:** Maela will send out the UN Human Rights call for contributions. Aly will research and recommend a form to use for writing the Action Plan. Maela will also send out a link to the joint M&M/LSN webinar upon request. Maela will also check with Megan about

the inclusion of guidelines in progress for the action plan and follow up with Ingrid about what else she needs.

Meeting adjourned.