



Library Services to People with Special Needs Section

Chair/Treasurer:
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**Library Services to People with Special Needs
Agenda for Standing Committee Meeting Helsinki, Finland**

Saturday 11th August 12:30-15:00

Location: Room: 101d

Helsinki Convention Center

1. Welcome and Introductions

- Attending committee members and corresponding members: Misako Nomura, Helle Mortensen, Tone Moseid (came 12:45), Veronica Stevenson-Moudamane, Elke Greifeneder, Melanie Archambaud (came 13:15), Ray Schwartz
- Guests: Lotta Muurinen, Katarina SVAB, Cl aude Bisson-Vaivre
- Apologies: Marie-No elle Andissac, Nancy Panella, Vibeke Lehmann, Dunja Gabriel, Camille Degez, Teresa Pages, Dunja Marija Gabriel.
- Missing : Lee Youngsook
- Members that are obliged to leave the section mid-term: Camille Degez (changed job), Melanie Archambaud (changed job). We are very grateful for their support of the section and their work and regret their leave deeply.

2. Approval of the Agenda

a. Changes or additions to the agenda

There were no changes.

b. Second section meeting is canceled

Because of the small amount of members available and other commitments, the second section meeting was canceled.

3. Report of the 2012 LSN satellite meeting in Tallinn, Estonia; The Homeless and the Libraries - The Right to Information and Knowledge For All"

a. Report

- The satellite meeting provided a diverse range of speakers, all with a high quality. However, the number of participants was very limited, which was a real pity considering the quality of the speakers, the amount of energy invested in the planning and the topic, that merits more attention. The public library of Tallinn served as hosts and offered us a very warm welcome and even a tour through the

library. In total, 450 EUR were collected as registrant fees, which were spent on the reception. Pictures can be found online on our LSN section Facebook page:
<http://www.facebook.com/groups/399056121130/>

- The papers will be published later, once the new IFLA website has gone online.

b. Invitation to a special issue in Library Review

All papers from the satellite meeting are invited to submit for a special issue in the Emerald peer reviewed journal Library Review. In doing so, we hope to gain a bigger attention for this important topic. In total, we had 9 papers. The accepted papers can be made available in Open Access six months after publication in the publisher's form.

Update: The papers will be published in vol 1 and 2 in Library Review in 2013

c. Future dealing with participation costs for satellite meetings

- IFLA HQ is unable to handle money transfers for satellite meetings. This was a problem this year, because we had to do on-door paying. If there is no pre-registration with a fee, we risk that people will not show up. IFLA HQ suggests that the libraries involved can handle the payment.
- IFLA HQ can provide accounts where we can store money from satellite meetings. In contrast to project or admin money, this money can be stored over several years.

4. Section's Reports (chair, secretary, treasurer, information coordinator)

a. Governing Board and PC Meetings

- The report was done by Tone Moseid, who is a member of the Governing board. She is also our Division Leader.
- All sections have to make sure that their projects and initiatives follow the current IFLA strategic plan: <http://www.ifla.org/strategic-plan/key-initiatives>
- In the last years, the administrative money was rarely spend and was then lost to IFLA. IFLA Headquarter decided now to give all sections the same amount of money independently of their size. In 2012, this amount was 400 EUR. It may go down to 350 next year. The HQ also discusses the need of admin money at all, because initially it was mainly intended for the printed newsletters and postal services.
- Admin funds can be used as project money; both need to be spend at the end of the year.
- A new arrangement for IFLA speakers has been agreed upon, which consist of a one-day-free pass for speakers. This money cannot be used to partly refund a full-conference pass.
- New projects need to be applied before the 31th October 2012.
- IFLA Headquarter is also working on guidelines for satellite meetings. One part of applications for future IFLA conference sites will be the question in how far they can arrange for nearby space to host satellite meetings.
- IFLA's biggest project in 2012/2013 is the launch of IFLA's new website, which has gone online in October 2012.

- IFLA promotes multilingualism and therefore will translate the whole website in the IFLA languages. The first two languages will be Spanish and French.
- b. Division Leadership meeting
- Elke contacted Lynne M. Rudasill and asked about the potential that IFLA HQ offers multiple-video conferences using Skype or Adobe Connect.
- c. Financial report
- There is no money left from last year.
 - The project money on the hospital patient's survey was completely spent.
 - There are parts of the admin money from 2012 left.
- d. Information Coordinator and Web Editor's report
- Melanie has changed positions and will have to give up the post as web coordinator.
 - Lotta agreed to take on that job. Thank you!
 - We agreed that we want to present more dynamic information and to focus on a more intensive representation in Facebook.
 - We will add a Facebook link to our section website and try to make content show up directly.
 - We decided on more, but shorter information.
 - We require more photos. Please help to provide photos of your national activities.
 - There should be a change on the IFLA website at least once a month and a change on the Facebook page at least every 10 days. Please help!
 - Every member of the section can post events to the Facebook page. Please help to promote national events, interesting journal articles you have read, an interesting report in the news, etc.
 - We discussed the newsletter and in accord with the IFLA HQ strategy, we voted not to have the old format of newsletter back. Our main communication tool will be the website and the Facebook page. We consider sending newsletter style emails to the members to keep them informed.
 - It needs to be checked if everybody can post on our Facebook page and if one can read all Facebook feeds without being registered to Facebook. We do not want to force people to create a Facebook account. Responsible: Veronica.
- e. Review of SC membership status
- This part of the meeting was the most intensive one and it was decided that the reconstruction of the section will be the highest priority for all activities next year.
 - We need more and we need more active participants in the section. Right now, the amount of work (main session at IFLA annual conference, satellite meeting planning, mid-year meeting, conducting projects, website) is too much work for too few people.

- Both Veronica and Elke will have to reduce the amount of work they spend in addition to their jobs as chairs, because of their requirements in their new positions.
- At this moment, with Melanie and Camille gone, we are only 8 elected section members, which is below the officially required number of 10 SC members. If we do not acquire more members, we will lose the section status.
- It is important, that each member of the section spreads the word, looks out for potential future SC members and encourages fellows to become active in our section.
- The focus of the section has always been broad and the topics of the last years (hospital patient's libraries, dyslexia, autism, and prison libraries) very much depended on the members that were active. However, with decreasing local budgets and increasing travel costs to attend IFLA conferences, it has become difficult for these "smaller" areas to be represented. The future of the section's focus will very much depend on the members.
- We are planning to send a letter to all 66 members that we have in our section. These are not the elected SC members. This letter will report on the current section work and will encourage the members to take actively part in the elections.
- The election process for new members starts end of October 2012. A person can only be nominated by an IFLA member, but this person does not need to be an IFLA member as well.
- It is not possible to replace someone within an institution, because in the election process, a person was nominated and not an institution.
- The institutions will receive the nominations sheets, so it is important to contact possible institutions that will nominate you. Please contact either Veronica or Elke for your institutions in your country.
- We discussed whether we can create special interest subgroups for our section, with a subgroup for each area (one for prison libraries, one for hospital patient's libraries, etc.)
- Members that will have to leave the section by 2013 (end of second term)
 - Helle Arendrup Mortensen
 - Tone Moseid
 - Lee Youngsook
 - Dunja Marija Gabriel
- Members that need to be reelected in the election taking place in 2012
 - Nancy Panella
 - Marie-Noëlle Andissac
- Members that are elected until 2015
 - Elke Greifeneder
 - Veronica Stevenson-Moudamane
- There will be a new election of the section's chairs in 2013 in Singapore. Please consider to be a candidate and to help to keep the section going. Because of her new position, Elke is unable to do a second term and Veronica is in a similar position.

- Misako agreed to be nominated as a section member (she is now a corresponding member). Thank you Misako!
- f. **Election of new corresponding members**
- We are happy to have been able to elect new corresponding members
 - Lotta Muurinen (contact: lottamuurinen(at)yahoo.co.uk)
 - Katarina SVAB (contact: katarina.svab(at)ff.uni-lj)
 - We have co-opted Vanessa Van Atten as a replacement for Camille until Camille's term is out in 2013 (contact: vanessa.van-atten(at)culture.gouv.fr)
 - Veronica will inform the HQ about these changes.
- g. **Communication strategy**
- In order to be able to work together, it was agreed upon that all members are required to read their email at least twice a week and will respond if a response is requested.

5. Strategic Plan 2012-2013, IFLA Key Initiatives

- a. Digital Content Program: Driving access to content, and digital resources, for library users
- b. International Librarianship Leadership Development Program: capacity building to raise the voice of the profession nationally, regionally and internationally
- c. Outreach Program for Advocacy and Advancement of the Profession: connecting, collaborating, representing strategically
- d. Cultural Heritage Disaster Reconstruction Program: Culture is a basic need, a culture thrives through its cultural heritage, it dies without it
- e. Multilingualism Program: a multilingual IFLA website opens windows to the world

6. The conference in Helsinki

- a. "More than you think: hospital patient libraries a surprising and integrated partner of treatment and rehabilitation"; Tuesday 14th Aug. 16-18, room 5
 - We had about 35 people attending, which might have been due to the late afternoon session.
 - All speakers were present and the range of views on the topic was attractive.
- b. Poster sessions

Gerhard Pescher won the poster award for his poster on prison libraries.

7. The conference in Singapore

- a. Timeline: 17-23 August 2013
- b. Theme is: "Future Libraries: Infinite Possibilities"
 - We voted for a creative session that resembles a technology petting zoo.
 - Session theme: Accessibility: Hi Tech for Access
 - We want to invite technology companies, libraries or other information providers with great examples to show their products.

- The aim is to show the tools that facilitate access for people with special needs.
- There should be a kind of roundtrip through the room. We try to get a room for at least 4 hours
- We NEED members to help organize the session. Ray volunteered, but he does need help!
- The programme inquiry form for Singapore needs to be submitted no later than 04 November 2012. Elke can supply the form.
- Potential partners for the section: information technology, public libraries, education and learning

c. Satellite meeting 2013

There will be no satellite meeting in 2013.

8. Projects

a. Dyslexia Guidelines

Helle is working on the dyslexia guidelines. They will apply for project money.

b. Status of miscellaneous translations; Translation grid

- The easy-to-read guidelines were translated into Japanese
- No other translations are scheduled for next year due to personal capacities

c. Guidelines to People with Autism

No update. Project not planned for 2012/2013 due to personal capacities

d. Guidelines for the Deaf and Deaf-Blind

No update. Project not planned for 2012/2013 due to personal capacities

e. Glossary of Terms; Translation into IFLA languages

No update. Project not planned for 2012/2013 due to personal capacities

f. Report from “Quotable facts about hospital patient’s libraries”

Project is finished. The results of the survey were presented during the conference. A small brochure was also developed out of project money. The results of the project, as well as the research data and the brochure will be added to the IFLA LSN website, once we can upload new documents to the new website.

g. New section brochure

No update. Project not planned for 2012/2013 due to personal capacities

9. Project proposals 2012-2013

a. New project ideas

Except the dyslexia guidelines, no new projects are scheduled.

10. Reports from participants

Tone is now in charge of two prison libraries.

11. Other Business

a. Mid-Year Meeting 2013

The decision of a face-to-face mid-year meeting was postponed. The last meeting had to be canceled due to a lack of participants. A virtual meeting is a possibility.

Update: Helle and Elke would be willing to host the Mid-Year-Meeting in Copenhagen. Members who are unable to do the travel could join by Skype. We suggest inviting members that will be elected in November 2012 to join this Mid-Year-Meeting in order to get to know each other better.