



## LSN Meeting Minutes

Dates: August 24 and 27, 2018

Location: Kula Lumpur, Malaysia

These minutes cover both the first and second meeting of the Standing Committee.

### Attendees:

Misako Nomura, Standing Committee Chair  
Chris Corrigan, Standing Committee Secretary  
Erlend Ra, Information Coordinator  
Lenita Berggen, Observer  
Saskia Boets, Observer  
Nancy Bolt, Standing Committee Member  
Heidi Carlsson Asplund, Standing Committee Member  
Dolores Carungui, Standing Committee Member  
Delavne Camille, Observer  
Marie Eiriksson, Standing Committee Member  
Rosniza Elias, Observer  
Rania Elyafim, Observer  
Alya Faeqah Hamali, Observer  
Fauziah Shahul Hamid, Observer  
Dayang Najwa Hazwani, Observer  
Ann B. Hulthin, Observer  
Nyambane James, Observer  
Ingrid Källström, Standing Committee Member  
Hiroshi Kawamura, Observer  
Verena Lee, Observer  
Geet Lievwes, Observer  
Tan Yu Lin, Observer  
Dipendra Manocha, Observer  
Knut M. Nygaard, Standing Committee Member  
Raneetha Rajaratnam, Observer  
Zuliana Ab Rashid, Observer  
Norhidayah Sallah, Observer  
Sanizan Sardzi, Observer  
Anne Sieberns, Standing Committee Member

Jami So, Observer  
Katrin Strindevall, Observer  
Haliza Yahaya, Observer  
Young Ah Yoon, Observer  
Stephen Wyber, IFLA HQ

Apologies:

Helen Chang  
Marie-Noëlle Andissac  
Maela Uvodic

Meeting One: August 24, 2018

Approval of the Agenda

Action

Nancy moved that the agenda be approved, Chris seconded. The motion passed.

Approval of the Minutes

Action

Nancy moved to approve the minutes, Chris seconded. The motion passed. Erlend will post the minutes.

Satellite Meeting Summary

Raneetha gave a summary of the satellite meeting, “Inclusive Library Services to Children and Young Adults.” The satellite meeting was the result of a partnership between the Children and Young Adults Section and LSN. Misako extended her appreciation to the National Library Board of Singapore and acknowledging their hard work. It was very successful. We had eight speakers and 139 guests.

Raneetha said that the program was successful because both sections worked together. She said there were representatives from USA, Kenya, Singapore, Russia, and Japan. One thing was key, were the unique perspectives and work of the various countries. She said that the practical questions during the panel discussion were very important. The networking opportunities offered by the meeting were valuable for creating global partnerships.

Misako extended here appreciation to Ingrid and Chris for moderating the two panels.

Misako sent all of the papers to IFLA who said that the papers will be published after the conference. September at the latest. Misako will try to upload the papers and PowerPoint slides before that date. Nancy thinks it should also be on the LSN website. Erlend said that would be possible. Chris suggested that after they were up on the website, that they be posted on the Facebook.

## Refugee Guidelines

Stephen Wyber, Manager for Policy and Advocacy with IFLA joined the meeting. He explained his role and the role of his office. His office educates policies makers about how policy decision will affect libraries and their patrons.

He said that they have been very happy to work with Nancy and Misako on a statement issued to the United Nations related to disability in the UN's Sustainable Development Goals.

Next year at the UN there will be a focus on Sustainable Development Goal Ten: Equality. IFLA wants to convey to the UN that libraries, by providing access to information to everyone, boost equity. He encouraged LSN to contribute stories to the Library Map of the World. The Library Map of the World began as a hub for library statistics, now it is a hub for evidence-based stories on the global benefits of libraries to society.

He attended our meeting to propose that LSN, working with the IFLA office in The Hague, develop guidelines on library services to refugees. The guidelines can be used by libraries and national library associations to approach their governments to show that libraries are taking this issue seriously and there are plans in place to work on this issue.

Nancy, who was in communication with Stephen before the meeting, distributed an outline of the guidelines to the group. She said that the outline was very similar to the outlines for our guidelines in the past. She said that while refugees have not been covered in our previous guidelines specifically, we are responsible for similar guidelines, namely, guidelines for library services to persons experiencing homelessness. She concluded that IFLA headquarters thought of LSN when considering these guidelines and that was a positive reflection from them on what we provide to the IFLA community.

Misako thanked Stephen for bringing this opportunity to LSN, and Nancy speaking in support of it.

Marie asked if the Public Library Section had produced documents on this topic. Stephen said that they produced a compendium of examples of how libraries are currently responding to the refugee crisis. He said that it's time to move from examples to something more substantial.

Chris said that this is something that is important and, because IFLA thought of us to write these guidelines, we should consider doing it. However, he also mentioned that there is a need for people with expertise on the Committee and said that if we were to do it, we should recruit standing committee members and corresponding members for the committee who would have an expertise on this topic.

Hiroshi mentioned that there are people with visible and invisible disabilities who are refugees. Many of these disabilities were the result of living in a war zone. For example, many were victims of booming and land mines. Therefore, they became blind as a result of their wounds. He also mentioned that many suffered from invisible disabilities, such as traumatic brain injury.

Therefore, Hiroshi said that there is a need for accessible library services for this population.

He said that he had been in contact with UNICEF about partnering with the DAISY Consortium to create accessible textbooks for refugee camps. He mentioned that there is a need for Arabic language textbooks. He asked Stephen if there has been any further development on this issue.

Stephen said that there has not been any movement so far regarding this issue. He did mention that there are other organizations looking at this. He went on to say that therefore we need to put everything in a single document.

Chris asked about Despina who presented at LSN's Midterm meeting Berlin about this topic. Stephen said that she currently works for IFLA. Nancy said that she hopes that Despina can assist with this project. However, she will not be able to be on the working group itself because she is an IFLA employee, so her role would have to be unofficial.

Nancy volunteered to be a co-chair the project. She would like to share the responsibility of leading the project with someone else, ideally someone from LSN. She said that the team would begin the project in January. Nancy said that we would need to apply for funding from IFLA.

(Note: this topic continued at our next meeting on August 27.)

## Satellite Meeting Proposal

Hiroshi spoke to the group about and proposed a satellite meeting in Egypt before the WLIC 2019 in Athens, Greece. This would be a co-organized effort between LSN and Library Services to Persons with Print Disabilities (LPD).

The host would be the Bibliotheca Alexandria, the National Library of Egypt, and the Ministry of Information and Communication Technology. Alexandria and Cairo will be the possible locations for the meeting. He has also secured sponsorship from UNICEF.

The theme/title would be “Making the Most of the Marrakesh Treaty.”

The objective of the meeting will be to bring together professionals from the field to identify methods for sharing accessible reading material in Arabic. And to promote the Marrakesh treaty to Arabic speaking countries. He noted the lack of accessible reading materials among the Arabic speaking peoples.

(Note: this topic continued at our next meeting on August 27.)

### Visit from IFLA President Elect Christine Mackenzie

Christine Mackenzie, IFLA’s President Elect joined our meeting to discuss the new developments with IFLA.

The strategic plan will be ready by August 2019.

Between April and August, IFLA will need to have our work plans.

Nancy said that there were no surprises from the Global Vision report. She wanted to emphasize the importance of relating our global vision to people with special needs.

Anne mentioned that this is a cross cutting issue. People with special needs could be people who are also covered by other sections.

Chis relayed the concern that if IFLA wants the work of the association to be bottom-up not top-down, sections like LSN need to be trusted with the tools from IFLA to make that happen. Misako mentioned that we have written a lot of guidelines and we would like to have IFLA’s help disseminating them.

### Chair’s Report

We have 100 euro for administrative funds.

The brochure is completed.

We need to get permission from the Division 3 Chair to distribute the brochure. The cost for the printing is 159 euro. We need to get permission for the extra 59 euro. Knut said that if we cannot get the funds then his library would fit the bill.

We received permission to translate the document.

Hedi will send the brochure to Erlend for him to put on the web.

Erlend said that we don't need to go through IFLA to get the brochure translated.

Anne wanted to know if we needed to send permission to have the publication translated by IFLA. Erlend said he didn't believe we needed to get permission for the translations.

## WLIC 2018

We will have our conference program on Universal design on Sunday. We are going to provide live captioning for persons who are deaf or hard of hearing. Seats will be reserved in the front row for people who need to see the projected text.

## Accessibility at IFLA

Nancy went to the conference committee meeting.

She asked about the possibility of having a sign at the registration desk with a phone number of congress attendees with disabilities could call to register accessibility issues. Their response was that they did not have a staff member on site with the expertise for this level of accommodation.

They asked that we provide a checklist on what is essential for accessibility issues before the 2019 congress. Chris, Heidi, Knut and Nancy will work on that checklist.

## Meeting two: August 27, 2018

### Recap of LSN's WLIC Program

We had a successful congress program with 180 people attending with well received presentations.

Misako will give the PowerPoint slides to Erlend for him to upload to the website. Knut sent the papers to the rest of the group.

### Satellite Meeting Proposal—Revisited

Chris recapped the meeting held with officers of LSN and LPD with Hiroshi. At the meeting, they decided that if the program were to occur, it will be a two-day preconference. The first day would feature selected panelists. There would not be a call for papers, the speakers would be preselected by Hiroshi. The second day would consist of facilitated workshops.

LPD has a competing proposal for a satellite meeting in The Hague. They need to make a decision about which proposal they will support.

If LPD does not support the proposal, then LSN would need to decide if we are to do it on our own without them.

Nancy said that the topic pertains more to LPD and if they decide not to do it, then it may not be relevant to us. She asked if there will be speakers on the panel who would be able to speak to the issue of library services to refugees in some capacity.

He said that UNICEF is running camps and shelters around the world and there is a need for accessible materials in these refugee camps.

Knut suggested that we wait for LPD to make their decision.

#### Action Item

Nancy moved that if LPD decides to go forward with the satellite meeting LSN would be a partner with them. If not, LSN will reconsider whether we want to forward with the satellite meeting as proposed. Chris seconded.

The motion carried.\*

#### Congress program

Misako asked if there was a proposal for a program.

Nancy suggested that we consider having a program for people who are deaf, hard of hearing, or deafblind. Marie said that we need to have Marie-Noëlle and/or Dunja to take the lead on the program.

Saskia mentioned that at the LPD meeting they had a symposium on accessible books for people who are deaf where Richard Orme from the DAISY Consortium discussed a pilot program he organized between DAISY, UNESCO and WIPO in South America.

Dipendra, also from DAISY, spoke more about this project and the progress they are making.

Knut said that he could send the contact details for Mr. Orme.

Misako said that we should contact Marie-Noëlle or Dunja

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\* Since our meeting, LPD voted to approve Hiroshi's proposal. Therefore, we will partner with LPD to offer a satellite meeting in Egypt before WLIC 2019.

Dolly mentioned that in the Philippines there is an NGO called Deaf-Blind Support. She says that she can coordinate with this NGO to provide information.

Nancy said that if we don't do a program about library services to persons who are deaf, hard-of-hearing, or deaf-blind, we look at a program on library services to refugees.

There is the possibility that a program on library services to refugees may be offered by Division III. We discussed the possibility of offering our own program on library services to refugees if they go ahead with this plan, including a program on library services to refugees with special needs.

Misako will contact Dunja and Marie-Noëlle to ask about the progress of the guidelines and if they will be willing to organize a program on this topic for WLIC in 2018.

Marie made the point that a lot of the decisions we're making are contingent on the decisions of other sections and divisions.

Misako mentioned that if Division III has a program on refugees, we could offer someone from our section as a speaker.

Nancy suggested that we reach out to Marie-Noëlle and Dunja to see if they would be willing to do a program on library services to persons who are deaf, hard-of-hearing, or deaf-blind. If they are not able to do so, we reach out to Division III to see if their program will cover library services to persons with special needs sufficiently. If not, then we do our own program.

The deadline for proposals is in November.

## Midterm Meeting

Nancy reached out to her contacts from the Bulgaria Library Association who have agreed to host the meeting. We have an offer from the Goethe-Institute to hold the meeting there.

Helen Chan asked that we hold the week of April 18 to 25

Nancy suggested March 7-9. Arrive on March 6 leave on the 10.

We will meet at the Goethe-Institute.

Marie asked if we have new people who are interested in participating, we invite them.

## Upcoming Projects



Misako noted that we have considered updating our guidelines on guidelines for library service to persons in nursing homes and guidelines for library services to persons in prison but there has not been any addition movement on these. In addition, it has been requested of us by IFLA that we draft guidelines on library services to refugees.

Chris said that we should make the library services to refugee guidelines our priority because IFLA asked us to do so.

Marie reiterated the need to have members on the committee who are subject matter experts assist us with this. She said that she would reach out to Despina to see if she has contact in Greece who would be willing to assist us.

She also suggested that we have a work-day before our Midterm meeting where we devote time to working on the guidelines.

Erlend mentioned that we need to update the guidelines to people in prison, but that we should wait a couple of years because there are ongoing developments related to eMedia.

#### Action

Nancy moved that the next set of guidelines be on refugees, including people with disabilities, Marie second. The motion carried unanimously.

The members of the committee will be: Anne, Marie, Nancy, Ingrid, and Saskia Boets. Nancy is the co-chair.

#### Global Vision Discussion Phase II

Misako sent out a survey which LSN members who contributed. She submitted the results to IFLA in July.

Misako suggested that going forward within the framework of the global vision, LSN takes priority on accessibility.

Anne expressed her gratitude to Misako.

#### Library Services to People Experiencing Homelessness

There are two projects related to this.

1. Nancy and Julie Winkelstein are drafting a book that will be published by IFLA's publisher, and the deadline will be in February.

2. Julie is going to develop a checklist on library service to people experiencing homelessness. Misako said that there would need to be funding. She said that she is asking Joanne about the status of the funding.

## Accessibility at IFLA Conferences

Nancy asked everyone to search for accessibility issues and to note what have positive and negative accessibility examples.

Nancy asked that if people notice accessibility issues that they please tell her.

We have been asked to give IFLA an accessibility checklist of what to look for when determining WLIC locations and potential accessibility issues before the conference begins. The deadline for the checklist is November 1.

Hiroshi mentioned that there were AV issues. He said that in future conferences, there should be an inspection the day before to ensure that things are ready.

He said that captioning is a good example of universal design and said that he would promote captioning at every conference.

## Guidelines for Libraries Serving Persons who are Deaf, Hard-of-Hearing or Deaf-Blind

While this is a project of Dunja and Marie-Noëlle, neither of them was able to attend the conference. In their absence, Chris gave update on the status of the project.

There was an initial draft of the guidelines. Chris edited the draft and sent it back to the members of the group.

Misako will follow-up with Dunja about the guidelines.

## Global Platform initiative

Nancy informed the group that the final report is due in December. The report is available in available on the UN webpage and Marie shared it on the Facebook group.

## Brochure

Heidi showed attendees the brochure. She said that it we have 300 copies. She has been distributing them during the conference. The group showed our appreciation for her work.

Misko said that it needs to be translated.

Erlend said that a PDF of the document is available on the webpage.

Misako said it would be available in InDesign and people who want to translate the document in their language.

### UNESCO Prison Project

Erlend summed up the project of making the 32-page booklet on library services to persons in prisons. We are working in partnership with UNESCO.

He said the project is going forward. He is not sure what the timeline will be, and they are working on a draft.

### Accessibility Checklist for Libraries

Marie reported that we met yesterday. Knut said that the digital elements need to be updated. Chris will work on making those additions. Nancy will reformat the document so that it's an actual checklist with checkboxes. She said that we discussed about doing a post card with the actual accessibility principles asking libraries if they are accessible.

She just applied for a grant in Denmark, to develop a poster. From which LSN will be able to use the graphics. LSN will be able to use the graphics from the poster. She said that we will look at the existing guidelines from Finland and the American Library Association to see if there is anything that they have that we should consider including.

She said that the goal is to begin work at the start of 2019.

### Dyslexia guidelines

Heidi said that our guidelines should be as simple as possible. She said that IFLA text is often overly complicated and that LSN should be a role model for writing text in plain language.

Misako said that Helle is no longer able to update the knowledgebase and best practice and asked if there was anyone willing to update these. Heidi said she could try.

Lenita said that the dyslexia guidelines have been helpful to her and her work as an educator. And she said that we should actively promote them to the information literacy instruction community.

Hiroshi said that there is a research paper that cited our guidelines very positively.

## Annual Report and Action Plan

Chris will draft the Annual Report and Action Plan and send it to LSN for feedback before sending it to IFLA.

## Information Coordinator report

Erlend reported on the electronic mailing list we maintain. The mailing list that we have is for the standing committee members. It is his recommendation that we don't broaden it out to non-standing committee members because such mailing lists are becoming obsolete. He recommended that we use the Facebook page to communication with outside individuals.

He next reported on the webpage. He attended a meeting with the information coordinators of the various IFLA units. IFLA is in the process of creating a new website. All professional groups have been asked to make recommendation as to what material they want kept, archived, or removed. They recommend that most of the material should be kept except for older news and event items.

The new website will be launched during the 2019 WLIC in Athens.

Next spring, we will have the new possibility seeing the new pages.

We are going to migrate from Drupal to WordPress.

He said that accessibility was not mentioned until the end of the meeting.

He said that if there are suggestions, they should come by next spring.

Chris mentioned a concern with some of the posts from someone on the Facebook page. Erlend will send this person a message asking her to limit her posts and make them more appropriate for an international audience.

Erlend said we are still growing with over 2400 people who are members of our Facebook group.

## Membership Matters

It is time for nominations for standing committee members and corresponding members.

We have a new corresponding member, Felicity Benjes, from New Zealand. Misako asked that she be included in the mailing list. Misako said we should ask her to be a standing committee member.

It is time for people whose terms are expiring to be re-nominated. The deadline for nominations is January 3<sup>rd</sup>.