

Action plan 2019 – 2020

Name of Professional Unit: Public Libraries Section

Focus Area 1			
Undertake a review of IFLA Public Library Service Guidelines.			
The IFLA Public Library Service Guidelines provide assistance, information and inspiration to the global profession and aid the development of effective library services, programs, relevant collections including services to diverse and special needs clients in the context of the local community. The Guidelines, published in 2010 require review and update through a consultation process with the sector.			
IFLA Strategic Direction			
2.0 Inspire and enhance professional practice			
Key Initiatives			
2.1	Produce, communicate and distribute key resources and materials that inspire the profession		
2.3	Develop standards, guidelines and other materials that foster best professional practice.		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input checked="" type="checkbox"/>	Revise the IFLA Public Library Service Guidelines	<ul style="list-style-type: none"> Consult with the Sector at WLIC Athens Review Sector input and begin process to hire Consultant Engage Consultant to update the Standards (Chair) Consult on revised draft with sector & other sections (Chair) 	Complete August 2019 MidTerm March 2020 August 2020 December 2020

		<ul style="list-style-type: none"> Finalise and standards, get GB approval and publish 	August 2021
<input type="checkbox"/>	Promote revised guidelines	<ul style="list-style-type: none"> Social media campaign (Information Officer) Promotion through IFLA Sections 	2021
<input type="checkbox"/>			
How will you communicate your activities and results?			
Social media campaign and promotion through other IFLA sections.			
How will you measure the impact of your activities?			
Number of uses/views/downloads of the standards (Subject to this being possible from IFLA Website)			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			
Metropolitan Libraries Section Literacy and Reading Section Libraries Service Persons with Print Disabilities Libraries for Children and Young Adults		Library Services to Multicultural Populations Library Services to People with Special Needs Indigenous Matters Committee on Standards	

Focus Area 2			
Ensure that the UNESCO Public Library Manifesto is a document that is relevant to 21 st century library practice			
An updated and current Manifesto (endorsed by UNESCO) will be a valuable aid to advocacy which can be used at the international, national and local levels by Library Associations and practitioners.			
IFLA Strategic Direction			
1.0 Strengthen the Global Voice of Libraries			
Key Initiatives			
1.1	Show the power of libraries in achieving the Sustainable Development Goals		
1.4	Shape public opinion and debate around open access and library values, including intellectual freedom and human rights		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Survey to determine relevance and areas of update	<ul style="list-style-type: none"> Working with IFLA staff to develop and deliver the survey 	<ul style="list-style-type: none"> January 2020
<input type="checkbox"/>	Session at WLIC Dublin to workshop outcomes of the survey (subject to approval)	IFLA Staff and PLS Committee members	<ul style="list-style-type: none"> August 2020
<input type="checkbox"/>	Redraft statement for further discussion between IFLA and UNESCO		
How will you communicate your activities and results?			
IFLA WLIC session (subject to approval) and Social Media campaign			
How will you measure the impact of your activities?			
Attendees at WLIC session Number of			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			
Metropolitan Libraries Management of Library Associations		Division V Members	

Focus Area 3

Advance awareness and knowledge of the contribution of public libraries

Through a range of programs and activities, share stories, challenges and outstanding examples of public library practice to nurture and inspire the practitioners across the globe through:

- The Public Library of the Year Award highlights and models excellence in library design by recognising outstanding examples of integrated design combining functional architecture, creative IT solutions, digital engagement and acknowledgement and reflection of local culture. By highlighting and promoting outstanding examples, the Award aims to inspire, encourage and advocate for the development of high quality libraries across the globe.
- Relevant and engaging WLIC program and activities and mid term meeting
- Blogs, articles and social media posts which inspire, advocate for and develop the sector.

IFLA Strategic Direction

2.0 Inspire and enhance professional practice

3.0 Connect and empower the field

Key Initiatives

2.2	Deliver high quality campaigns, information and other communications products on a regular basis to engage and energise libraries
3.1	Provide excellent opportunities for face-to-face networking and learning
3.2	Support virtual networking and connections
3.4	Provide targeted learning and professional development

Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Deliver the annual Public Library of the Year Award in partnership with the sponsor (Systemic) and other IFLA Professional Groups	<ul style="list-style-type: none"> • PLS PLOTY Sub Committee 	Deliver in August each year

<input type="checkbox"/>	Encourage public librarians to participate in IFLA conferences through the presentation of innovative papers, posters and sessions of interest at WLIC and mid term meeting	<ul style="list-style-type: none"> • PLS WLIC Program Sub Committee 	Deliver in August each year
<input type="checkbox"/>	Keep the sector engaged and informed through regular social media posts about PLS Committee activities and	<ul style="list-style-type: none"> • Information Coordinator and PLS Committee members 	Ongoing
How will you communicate your activities and results?			
The PLS social media accounts and WLIC programs provides opportunities for professionals to learn and share developments in public library practice and examples of successful outcomes to inspire their work as well as connect practitioners from across the globe.			
How will you measure the impact of your activities?			
<ul style="list-style-type: none"> • Increased geographical spread of nominations to the Award • Increased attendance at WLIC PLOTY Award Session – in person and through streaming • Engagement with social media (subject to data being available) 			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			
Existing Partners are Metropolitan Libraries and Library Buildings and Equipment Sections for PLOTY			

Project Funding Request 2019 – 2020

Name of Professional Unit: Public Library Section

<p>Project or activity Use your list above</p>	<p>IFLA Public Library Standards Revision</p>
<p>Resources and Amount of Funding</p> <p>For what do you need resources in relation to this task? What is the estimated amount of funding required for these resources? Refer to the Project Funding Request Criteria.</p>	<p>EURO 7,000 has previously been approved by the GB for this work.</p>
<p>Estimate time and cost.</p> <p>Give a breakdown of the tasks in your project that require funding . Give an estimate for the work time and funds dedicated to each task.</p>	<p>Hire a Consultant to assist with the writing of the Standards Revision. Will require review of data collected during Athens 2020, interviews with identified librarians and organizations with a global reach.</p>
<p>Reimbursement.</p> <p>When would the money need reimbursement? Usually reimbursements are made following completion of the work, however, pre-payment can be arranged in some circumstances</p>	<p>Upon acceptance of the document by PLS as complete.</p>

Project Funding Request Criteria

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 organiser),
 - 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. Consultancy –

- a. If you require the work of a consultant or a service, you should contact IFLA HQ to discuss this. Consultancy fees will be funded at the discretion of the Professional Committee and/or Governing Board only if they feel it is adequately justified. Provide full details giving the reasons for selection, details of the chosen consultant, and exact descriptions of what the consultant will do. If approved, a contract will then be written for a defined service or delivery of a specific product and signed by the Secretary General. Please note, other than in exceptional cases, projects requiring funding should already be within the scope of a unit's expertise.

8. Other - funding item not covered by the categories above.