Academic & Research Libraries Standing Committee
ACTION PLAN & RESOURCE REQUEST FORM
2017 - 2018

Mission of the Committee:

- Provide a forum for the exchange of information and best practice to strengthen the development, cooperation and good management of academic and research libraries in all countries

- Encourage and foster research, lobbying, and promotion to strengthen the role of the library in the core institutional functions of learning, teaching, research and services

- Facilitate the achievement of the strategic IFLA Goals and aspirations through an active membership of the Section

- Participate in broader national and international frameworks for developing information policy and services

Objectives 2017-18:

1. Monitor current and emerging issues relevant to academic and research libraries, and disseminate information about those issues, including both results of relevant research and experiences of practitioners.
2. Facilitate the involvement of library professionals from developing countries in committee activities and programs.

Objectives *What do you want to achieve? Use your list above*	Project or activity *What project or activity are you going to do?*	Main tasks *What are the specific things you need to do?*	Responsibilities and timeline *Who will do them and by when?*	Resources *Do you need specific skills, money or technology?*	Communications *How will you communicate your achievements? To whom? By when?*	Measures of success *How will you show the impact of your work?*	Progress *Report here briefly the progress of your work*
1. Monitor current and emerging issues relevant to academic and research libraries, and disseminate information about those issues, including both results of relevant research and experiences of practitioners.	1.1 WLIC 2018 program development	1.1.1 Develop a program for a joint session with Knowledge Management and our preferred topic is Digital Scholarship 1.1.2 Develop a Hot Topics program: We will keep the same format for the Hot Topics as we had in 2017.	1.1.1 Andreas Degkwitz will serve as the ARL representative on the planning committee for the joint program. 1.1.2 Reggie Raju, Jan Simane and Lorraine Haricombe will coordinate the planning committee for Hot Topics		All programs will be advertised to the membership in advance of the conference Information Coordinator to announce all sessions on the website Chair to report on success of the project via annual report to IFLA Members and PC.	1.1. Level of attendance; positive attendee feedback; assessed quality of presented papers	Unfortunately the planned joint satellite meeting to be hosted by IFLA's Public Libraries, Academic and Research Libraries, and Library Buildings and Equipment committees is cancelled due to important National Holiday in both Singapore and Malaysia
	1.2. Regular blog postings on	1.2.1 All members will prepare	1.2.1. Leo F.H. Ma			1.2. Demonstrated engagement	Regular blog postings are posted.

	topics of interest in individual countries. 1.3. Leverage blog postings and relevant content in other social media forums	regular postings 1.3.1. Facebook is heavily used by the committee, and all blog posts will also appear in Facbook. In addition, committee members will post relevant articles and discussion topics in the Facebook group. 1.3.2. The committee hasa twitter hashtag, and will post relevant material to Twitter using it.	will coordinate blog postings 1.3.1. Mimi Calter, Jayshree Mamtora, and Marga Koelen will act as coordinators on the Facebook page. 1.3.2. All committee menbers who are Twitter users will share information.			on the part of committee members. 1.3 Track number of Facebook group members and Twitter followers. Seeking continued growth.
2. **Facilitate the involvement of library professionals from developing countries in**	2.1 ARL Attendance Grant program	2.1.1. Extra information is needed about the procedure: especially concerning the	Africa: Reggie Raju, Lorraine Haricombe, Adetoun Oyelude Latin America: Adelada Ferrer Torrens, Ursula	Grant availability will be announced and promoted in advance of WLIC2018. Following the event, the grant winners	Three candidates attend the Congress 2017 and provide a written report after the Congress.	The grant winners for 2017 have been selected and contacted. We do not yet have

committee activities and programs	applicants that are not rewarded a grant. Visas for African applicants will become increasingly an issue. 2.1.2. Announce award availability 2.1.3. Review submissions 2.1.4. Coordinate with winners to ensure their attendance at WLIC 2018.	Arning Asia/pacific area: Leo F.H. Ma, Gulcin Cribb, Marga Koelen Develop Attendance Grant Template: Liz, Deena, Orabile	write-ups of their attendance will be posted to the blog or website.	Reports to be communicated to the IFLA community Continuing sponsorship of the Attendance Grant	confirmation that all three have registered. Winners names have been communicated to the committee.

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.

This replaces the Project Funding Application form used in previous years. It is therefore **extremely important that you submit it to your Division Chair and HQ by the deadline 30 October 2016.**

The Professional Committee will agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2017. Following confirmation of the level of PC Funds for 2017, the Division Chairs and HQ Professional Support Officer will communicate with Units in January/February to finalise the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2018.

Project or activity and Main task *Use your list above*	The committee is not requesting resources at this time
Resources *Do you need specific skills, money or technology?* **For what do you need resources in relation to this task? Match your needs again the resources listed below***	
Amount of funding. **How much money would you like to request from Professional Committee Funds?** *Explain your rationale for the estimated amount in each case.*	
Timing. **When would the money need reimbursement?** *Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances*	

* 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 –
   a. why is the meeting needed,
   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. Consultant –
   a. What work needs to be done,
   b. Why can the work not be completed by someone in the IFLA network on a voluntary basis,
   c. How many hours work is required, and when

    d. Who is the consultant you have in mind**,**

6. Software –
    a. What software is required and why.

7. Advocacy materials –
    a. See the relevant number above (project meeting, publication, webinar, etc.)

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

Next steps

Please send your completed Action Plan to Joanne Yeomans (joanne.yeomans@ifla.org) and your Division Chair by 30th October 2016.

Questions?

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