

ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2018 - 2019

Action plan 2018 – 2019

Name of Professional Unit: Bibliography Section Standing Committee

Objectives of Professional Unit 2018-19: *(We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan and the Key Initiatives 2015-16)*

1. *Establishing National Bibliographic Services as critical community assets, thus contributing to the Key Initiative 1.5 (Changing the mindset to achieve the vision of libraries as critical community assets) as well as the Strategic Direction 2 (Information and Knowledge)*
2. *Developing Best Practices for National Bibliographic Agencies in a time of great change in the information environment, thus contributing to the Key Initiative 2.1.1 (Develop an evidence base and resources)*
- 3.

Objectives <i>What do you want to achieve? Use your list above</i>	Project or activity <i>What project or activity are you going to do?</i>	Main tasks <i>What are the specific things you need to do?</i>	Responsibilities and timeline <i>Who will do them and by when?</i>	Resources <i>Do you need specific skills, money or technology?</i>	Communications <i>How will you communicate your achievements? To whom? By when?</i>	Measures of success <i>How will you show the impact of your work?</i>	Progress <i>Report here briefly the progress of your work, at least every month</i>
							Update – Progress:
1. Developing Best practices for National Bibliographic Agencies in a time of great change in the information environment	1.1 Develop The National Bibliographic Register as a useful and regularly updated bench-marking resource for national bibliographic agencies	1.1.1 Publish cleaned data for the register on the new IFLA website	Responsible: Pat Riva, Mathilde Koskas, Edita Lichtenbergova,	No	IFLA-L, IFLA Metadata Newsletter , Bibliography Metadata session during WLIC 2019	By measuring the responses we get in requesting updated information for the Register. By confirming that the resource is being used.	
	1.2 Publish “Common Practices for NBA:s in the	Final editing before publication in January	Rebecca Lubas is the main editor for the Common Practices. chapter 1	Approval and support from the PC (gotten in	Same as above	By measuring if the issues we discuss in the Common	

	<p>Digital Age” as a single and updated document, as part of the IFLA Professional Reports Series.</p>		<p>(Rebecca), 2 (Mathilde and Miyuki) , 6 (Sinikka) and the Glossary (Rebecca).</p>	<p>August 2018)</p>		<p>Practices as well as the Common Practice itself are referred to in other contexts.</p>	
<p>2. Establishing National Bibliographic Services as critical community assets</p>	<p>2.1 Strengthen our cooperation with the metadata community</p>	<p>2.1.1. Organize an open session on the theme “clinic” for national bibliographies. The session will be arranged in collaboration with the Indigenous matters section.</p> <p>2.1.2 Organize a joint session for reports with SAA and Cataloging, as well as continuing the tradition of an informal UBC get-together</p>	<p>Arranging team (from our section): Rebecca Lubas and Monika Szunejko</p> <p>Miriam & the Chairs of SAA and Cataloguing</p>	<p>No</p>	<p>Publish call for papers on IFLA-L, IFLA Metadata Newsletter , and in other relevant forums.</p> <p>Metadata newsletter and information during the congress</p>	<p>By measuring the amount of paper proposals and attendees.</p> <p>By measuring the amount of attendees.</p>	

		<p>2.1.3 Publish two issues of the Metadata newsletter</p> <p>2.1.4 Examine the current UBC professional statement from the perspective of multiculturalism.</p> <p>2.1.5 Section recruitment Reach out to our Section members and encourage them to nominate colleagues to the Standing Committee</p>	<p>Jay Weitz with the News letter editors of SAA and Cataloguing. All members are encouraged to submit content.</p> <p>Jonny Edvardsen will lead this effort.</p> <p>All SC-members are encouraged to talk to colleagues before the nominations are due in January. We will also contact institutions that are section members and encourage them to send nominations.</p>		<p>IFLA-L, section's website and other relevant forums</p> <p>Metadata newsletter , IFLA-L, possible theme for coming open session?</p> <p>Personal contact, write to relevant mailing lists</p>	<p>By measuring the amount of submissions and responses to the content.</p> <p>By measuring the response that we get on this effort from the rest of the metadata community.</p> <p>By measuring if we have succeeded in recruiting new members to the Section and new Corresponding members to the SC.</p>	
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		2.1.6 Organize a satellite meeting on the theme “changing roles of metadata specialists” together with Cataloguing, SAA and IT.	In the organizing team from Bibliography: Miriam Nauri and Mathilde Koskas.		Publish call for papers on IFLA-L, IFLA Metadata Newsletter , and in other relevant forums.	By measuring the amount of paper proposals and attendees.	
3.							
4.							
5.							

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 2017.

The Professional Committee will agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2018. 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 <i>Use your list above</i>	
Resources	

<p><i>Do you need specific skills, money or technology?</i> For what do you need resources in relation to this task? Match your needs again the resources listed below*</p>	
<p>Amount of funding. How much money would you like to request from Professional Committee Funds? <i>Explain your rationale for the estimated amount in each case.</i></p>	
<p>Timing. When would the money need reimbursement? <i>Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances</i></p>	

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