



Libraries for the Blind Section

**Standing Committee meetings
Durban, 18, 20, 24 August 2007**

Minutes

1. Welcome, introductions and apologies

BCS welcomed everyone to the meeting. Appendix 1 gives details of apologies and attendees.

2. Acceptance of agenda

The agenda was accepted with some changes to the order of items. The minutes reflect the order of the agenda.

3. Elections 2007

BCS welcomed new SC members who will take office following the conference. Departing officers and members were thanked for their valuable contribution to the SC. In particular, SC members expressed their enormous appreciation to BCS who had stepped in as Chair in 2006 at short notice. Her immense experience and hard work made a big impact on the Section's work this year. HB was also thanked for her competence and hard work as Secretary.

There had been no nominations for the post of Chair 2007-9. HB had offered to take the role if there were no candidates and if IFLA regulations permitted. The SC agreed that this was a good solution for various reasons and wrote to IFLA explaining their decision to appoint Helen Brazier as Chair. After various discussions with the Chair of the Division and Professional Officer, it transpired that this solution would be in contravention of IFLA regulations. Helen Brazier was permitted by IFLA to be Acting Chair until December 2007, when the issue will be referred to the Professional Committee.

Bente Dahl Rathje was appointed Secretary/Treasurer. Minna von Zansen and Jenny Craven were appointed joint Information Co-ordinators.

The SC noted that there had been exceptional circumstances in recent years which had made succession planning difficult, but that attention should be paid to succession planning in future.

BCS, Päivi Voutilainen and Dick Tucker were confirmed as Special Advisers (an informal role). HB was appointed a Special Adviser. It was agreed to make Rainer Witte a Honorary Member for his long service to the Section. Action: Helen Brazier/Bente Dahl Rathje to write.

4. Standing Committee meetings, 27-28 February 2007

The minutes of the meeting 27-28 February were approved. Actions were checked.

Matters arising not covered elsewhere on the agenda were as follows.

Helen Brazier/Margaret McGrory had drafted a survey to establish which libraries allowed overseas members. The survey would be tested on SC members and then rolled out more widely. Action: Helen Brazier

ET had agreed to participate in the IFLA initiative on digital library guidelines led by Claudia Lux but had not been able to attend the meeting. In the light of her departure from DBB, MMcG offered to take her place and find out what was happening.

BCS and Peter Osborne informed the SC about a conference on accessible e-books that will take place in Paris on 28 January 2008. There will be a call for papers in September. Action: BCS will circulate details.

5. LBS activities at WLIC Durban

BCS drew members' attention to the Section's programme on best practice in library services for print disabled children and also to the Division III day-long programme on social inclusion. PO is making a short presentation as part of the session on digital archiving. The Tactus project has a poster and there are several other posters of potential interest to members.

6. Evaluation of Grahamstown conference

SC members congratulated the organisers on a successful, enjoyable and well attended conference. The evaluation forms had been collected and the summary results will be circulated. Action: Francois Hendrikz.

7. Future programme

(a) IFLA LBS/DAISY seminar in Eastern Europe, 2008

The Section's working group (BCS, BDR, Marja-Leena Ahola) had made progress with this initiative although they had not received any recent information from the local organiser, Sanja Frajtag. The DAISY Board had appointed Lynn Leith and Elke Dittmer to help with the organisation and had offered 10 000 USD towards costs. Sanja Frajtag had approached the Croatian Ministry of Culture for funding.

BCS reported that she had sent a questionnaire to libraries in Eastern Europe and gathered useful information from nine libraries which will inform the further development of the programme. The objective is to introduce libraries in the region to IFLA and DAISY. The title will be: "Putting libraries for the blind on the political agenda". The two day meeting will attract 50-60 participants and will take place in Zagreb on 27-28 February 2008 following the DAISY Board meeting on 25-26 February 2008. Action: BCS, BDR, MLA and partners will progress plans.

SC members are encouraged to attend.

(b) Mid year meeting 2008

The mid year meeting of the SC will take place in Zagreb on 29 February-1 March 2008, following the seminar mentioned above.

(c) Joint meeting with DAISY Consortium

The SC agreed that it would be useful to meet the DAISY Board to review progress, identify barriers, learn from experience to date and re-energise projects. A convenient time to do this would be on 26 February. Action: MMcG will arrange this. HB/MMcG will gather information from project leaders and prepare progress report.

(d) WLIC Quebec, 2008

HB, MMcG and FH proposed a programme on digital libraries to fit with the conference theme, but, on reflection, the SC agreed that it would be more useful, distinctive and timely to offer a practical session on accessibility. HB, MMcG and LM refined the plan to include elements on websites, print materials, buildings and presentations. There could be an early call for suggestions of accessible websites to be featured in the programme (with a prize for the best) and a poster session on design for all. Action: HB, MMcG, LM to work further on this proposal.

SC members were recommended to make an early hotel booking. PO asked Humanware for advice on hotels and undertook to share information.

(e) WLIC Milan, 2009

Programme proposals for Milan must be submitted by October 2008. It is not known at this stage whether the Division will want to organise a joint programme. SC members thought that it could a suitable opportunity to promote DAISY to mainstream libraries.

(f) LBS satellite conference, 2009/Louis Braille bicentenary

LM advised that regrettably AVH would not be able to host a satellite meeting in 2009 due to major building works, There would, however,

be a conference in Paris 5-7 January 2009 to celebrate the bicentenary of Louis Braille's birth, entitled "Six dots writing and its future". The SC's mid year meeting might be brought forward to follow this event.

Representatives Koen Krikhaar and Geert Rubens from Belgium and Netherlands offered to host the Section's satellite meeting in their region in 2009. Both countries are reorganising service delivery in conjunction with public libraries so there are likely to be interesting developments to report. The SC thought that this would be a good opportunity. A working group was appointed consisting of HB, KK, GR, FH and BDR. They will make initial proposals to the mid year meeting, following the update of the conference guidelines. BCS and PV also have a lot of experience and could advise.

8. Project reports (IFLA funded projects)

(a) International research on funding and governance of libraries for the blind

HB explained that the work had been completed and that the report had been published on the web and (thanks to RNIB) as a free of charge DAISY disk which had been distributed to all participants and delegates at the Grahamstown conference. SC members had not yet had a chance to read the report so it was agreed that it should be put on the agenda for the mid year meeting. The report recommended that IFLA LBS should investigate how to put international performance measures in place and promote good practice. It would also be useful to review how the report had been used in each organisation/country.

(b) Joint project on services for babies with other members of Division III

BCS/PV reported that the Section had contributed information and examples to the new guidelines for library services to babies.

(c) Workshop on cataloguing standards

PV reported on the successful workshop on cataloguing standards that took place in Helsinki in June. Eeva Murtomaa of the Finnish National Library had complimented the Section on the workshop which she felt was exceptionally practical and effective.

The steering group had been tasked with taking the work forward according to terms of reference documented in agenda paper 8c. Marcus Westlind had been invited to attend the mid year meeting to report on progress. SC members agreed that CDJ should be the link person with the SC and also that SC members with a steering group member in their organisation would do their utmost to encourage progress.

PV explained that there was about 3000 Euros remaining in the budget to facilitate further work.

HB and MVZ met OCLC to discuss how Worldcat might be used to develop a global catalogue for libraries for the blind. Some members organisations may already have data on Worldcat. It was agreed to investigate how many libraries that are members of IFLA and DAISY are on Worldcat, then the next steps to be agreed with the project steering group would be how to extend coverage and how to ensure that resources can be discovered and delivered. Action: HB will supply OCLC with membership lists; a teleconference will be arranged for later in 2007 or early 2008.

(d) Proposals for new project(s)

The SC considered a number of suggestions for projects to be submitted to IFLA for funding in October 2007. These included: tactile book production, DAISY for Africa, development of international performance measures, benchmarking websites or an accessibility audit of IFLA's website and print materials. The latter suggestion was preferred as it could make a speedy impact and set a good example to IFLA members. The project would be managed by the Section (project leader tba) and 20,000 Euros funding would be sought representing the cost of an independent consultant for 25 days at 750 Euros per day. Action: PO/HB will submit proposal.

9. Francophone working group

No report was received and it was supposed that the francophone working group had ceased activity. SC noted that there is collaborative work going on amongst various language groups (English, German, Spanish). This item will be removed from future agendas until required.

10. LBS-DAISY projects

See item 7c above.

11. IFLA accessibility standards

SC members were very pleased to receive useful guidelines on accessible presentations from WBU. Action: HB will thank CF.

PO agreed to arrange to have the guidelines checked for consistency with other examples from Australia, NFB, RNIB etc. SC felt that a short version in the form of a checklist would be very useful. Action: MvZ will summarise the guidelines as a checklist.

HB, BDR and MvZ met IFLA staff Josche Ouwerkerk and Sophie Felfoldi who agreed to disseminate the checklist to speakers at future conferences.

Progress on improving IFLA's website had been very slow due to prioritisation of a new administration system. Members agreed that it was neither very accessible nor easy to use.

Members noted the accessibility of the conference venue and the inaccessibility of the small conference programme due to tiny font and poor contrast.

12. Copyright, licensing and WIPO updates

Hiroshi Kawamura reported on recent meetings he had attended, on behalf of the Section, with WIPO and IPA. HK explained that, even though legal exceptions or exemptions are in the pipeline and are desirable, they are likely to take a long time to implement. Informal discussions with IPA suggested that they are favourably disposed

towards licensing solutions. They were interested to identify examples of best practice and HK suggested the example of Bookshare, which is able to distribute worldwide through licences which would not be possible under US legal exceptions. There will be another informal meeting with IPA on 20 September in Brussels which HK will attend. HK said that IPA was keen to see joint progress with WBU, DAISY and the Section.

13. Report from DAISY Consortium

HK reported on the latest news, not yet available via the DAISY website including the development of open source authoring software (Urakawa project) and the work of the Z committee on motion pictures.

The DAISY online project led by PO is developing standards for online delivery. A first draft will be available by December 2007.

There is co-operative work in progress with Microsoft. Also, AMIS, the open source playback tool looks very promising.

14. Report from WBU Committee on Copyright and Right to Read

KK reported on behalf of CF that there were encouraging signs that WBU's proposal to develop a copyright lobbying toolkit for members could be implemented and launched in Amsterdam which would be World Book Capital in 2008. Action: CF, KK, MMcG/MW will continue to work on this.

It was noted that David Mann, a member of the WBU Liaison Committee, is moving to a new post in RNIB. It was unclear whether he would be able or willing to retain his international copyright role. In any case, the SC felt that it would be valuable to seek at least one new member with special interest in this area. David Mann's very useful contribution was acknowledged.

15. Progress report on EUAIN project

There was no formal written report from the project which will be concluding shortly. There will be a two day meeting 19-20 September. PO will attend and provide feedback to the SC.

16. Ulverscroft Foundation-IFLA LBS Frederick Thorpe best practice awards

The 2007-8 awards programme had been launched in Grahamstown. HB urged members to publicise the awards and to consider making an application.

BCS said she would follow up the Nigerian project by asking Morayo Atinmo what help she wanted.

17. Revision of strategic plan 2008-2010

BCS and HB had reviewed detailed progress against the plan 2005-7 in advance of the meeting in order to enable the SC discussion to focus on major revisions for 2008-10. Suggestions were as follows:

- Highlight advocacy work, this being the theme of Claudia Lux's presidency.
- Highlight the importance of improving the accessibility of IFLA's work by making this a separate goal with various subsidiary activities.
- Review the scope and name of the Section in order to communicate its purpose and market more effectively. A steering group led by BDR with help from MvZ, FH, LM and HB will develop proposals, liaise with LSDPS and find out how to get proposals implement, reporting to the mid year meeting.
- Strengthen the SC by developing a welcome letter, toolkit and induction process for new members and by developing succession planning.

Section administration

18. IFLA developments

BCS/HB reported on the changes to IFLA's structure which have now been agreed by Governing Board, following feedback from members. There will be five divisions representing library types, collections, services, professional support and regions. The definitions are somewhat ambiguous. LBS has been put into the division for library types. The chair of each division will be an outgoing officer of one of its sections with no other responsibilities.

There will be a minimum requirement for the number of members per section and per SC.

The changes will be implemented in 2009. SC will consider the impact of the changes at its mid year meeting.

19. Division III Co-ordinating Board

There were no nominations for the post of Chair of Division III. Although she had completed her term of office, Torny Kjekstad was permitted by IFLA to continue as Chair because of the forthcoming changes to division structure.

20. Financial report

The financial report was approved.

21. Section membership

- a) SC agreed that a marketing plan would be useful. Events such as the Eastern European conference form a vital component. Action: MvZ/JC will develop a plan.
- b) The Section's brochure needs to be reviewed and updated. Action: MvZ/JC.

22. Section communications

- a) MN reported that the Section's directory hosted by JSRPD had been used 45 times during the year August 2006 - August 2007. There had been around 40 changes, additions and deletions.

- b) HB reminded members to inform the Secretary of changes of contact details.
- c) A Yahoo group had been set up to replace the now defunct Smartgroup but fewer than 30 people had joined so far. Some members reported difficulties with the registration process. Another e-mail will be sent to the mailing list to remind members to join. Action: MvZ/JC.

23. Section newsletter

The strategy for disseminating the newsletter widely and effectively will be reviewed by incoming Information Co-ordinators. Action: MvZ/JC.

Content of issue 2007/2 was agreed as follows:

Welcome/editorial (HB)
New SC members/photograph (MvZ)
Report on Grahamstown conference (FH)
Report on WLIC (Jon Hardisty)
Report on SC meeting (HB)
International research (HB)
Ulverscroft awards (HB)
Tactile book workshop (Marion Ripley)
News (All)
Smartgroup (HB)
Dates for diary (HB)

Action: deadline to be agreed: MvZ/JC.

24. Any other business

HB drew members' attention to the latest edition of Library Trends edited by David Owen and herself, which is on the theme of library and information services for visually impaired people and includes many articles by Section members.

25. Date of next meeting

29 February-1 March 2008, Zagreb

Appendix 1

Apologies

Jenny Craven, MMU, UK
Courtney Deines-Jones, ALA, USA
Elke Dittmer, Medibus, Germany
Chris Friend, WBU liaison
Rebecca Herrington, Vision Australia, Australia
Thomas Kahlisch, German Central Library for the Blind, Germany
Lina Kouzi, NCBI, Ireland
Steve Prine, NLS, USA
Elsebeth Tank, DBB, Denmark
Keun Hae Youk, Korean Braille Library, Korea

Attendees at SCI

Members:

Beatrice Christensen Sköld, TPB, Sweden (Chair)
Helen Brazier, RNIB, UK (Secretary)
Marja-Leena Ahola, TPB, Sweden
Bente Dahl Rathje, DBB, Denmark
Francois Hendrikz, Blindlib, South Africa
Hiroshi Kawamura, Nippon Lighthouse, Japan
Koen Krikhaar, Dedicon, Netherlands
Margaret McGrory, CNIB Library, Canada
Luc Maumet, AVH, France
Misako Nomura, JSRPD, Japan
Pete Osborne, RNIB, UK
Carolyn Hoover Sung, NLS/BPH, USA
Päivi Voutilainen, Celia, Finland
Minna von Zansen, Celia, Finland

Observers:

Ramatoulaye Fofana, Public Reference Library, Paris, France
Jon Hardisty, RNIB, UK
Junko Ohta, JSRPD, Japan
Intae Seon, Korean Braille Library, Korea

Attendees at Extra SC

Members:

Beatrice Christensen Sköld, TPB, Sweden (Chair)
Helen Brazier, RNIB, UK (Secretary)
Marja-Leena Ahola, TPB, Sweden
Bente Dahl Rathje, DBB, Denmark
Francois Hendrikz, Blindlib, South Africa
Koen Krikhaar, Dedicon, Netherlands
Margaret McGrory, CNIB Library, Canada
Luc Maumet, AVH, France
Misako Nomura, JSRPD, Japan
Pete Osborne, RNIB, UK
Päivi Voutilainen, Celia, Finland
Minna von Zansen, Celia, Finland

Observers:

Marion Ripley, ClearVision Project, UK
Geert Rubens, VLBA, Belgium

Attendees at SCII

Members:

Beatrice Christensen Sköld, TPB, Sweden (Chair)
Helen Brazier, RNIB, UK (Secretary)
Marja-Leena Ahola, TPB, Sweden
Bente Dahl Rathje, DBB, Denmark
Francois Hendrikz, Blindlib, South Africa
Luc Maumet, AVH, France
Misako Nomura, JSRPD, Japan
Pete Osborne, RNIB, UK
Carolyn Hoover Sung, NLS/BPH, USA
Päivi Voutilainen, Celia, Finland
Minna von Zansen, Celia, Finland

Observers:

Jon Hardisty, RNIB, UK
Karlien de Klerk, NMBM, RSA

Appendix 2: Actions for SC members

Beatrice Christensen Sköld

- Circulate details of accessible e-book conference
- Eastern European seminar
- Speak to Morayo Atinmo

Helen Brazier

- Distribute approved minutes February 2007
- Draft minutes
- Seek nominations for Chair
- Write to Rainer Witte
- Membership survey
- Progress report on joint projects with DAISY
- Quebec programme
- Make sure project proposal form is submitted on time
- Satellite meeting 2009
- Send membership lists to OCLC
- Thank CF
- Update strategic plan
- Scope and name of Section

Marja-Leena Ahola

- Eastern European seminar
- Support Marcus Westlind on cataloguing project

Jenny Craven

- Marketing plan
- Brochure
- Newsletter
- Yahoo group

Bente Dahl Rathje

- Eastern European seminar
- Satellite meeting 2009
- Lead work on scope and name of Section
- Support Christian Wallinn on cataloguing project

Courtney Deines-Jones

- Link with cataloguing standards steering group

Francois Hendrikz

- Circulate results of Grahamstown evaluation
- Update guidelines on organising satellite conferences by October 2007
- Scope and name of section
- Satellite meeting 2009

Rebecca Herrington**Thomas Kahlisch****Hiroshi Kawamura**

- Attend & report on meeting with IPA

Koen Krikhaar

- Assist CF with lobby toolkit
- Satellite meeting 2009

Margaret McGrory

- Find out about/participate in digital library initiative from Claudia Lux
- Quebec programme
- Assist CF with lobby toolkit
- Fix joint meeting with DAISY 26 February 2008
- Progress report on joint projects with DAISY
- Support Richard Wilson on cataloguing project

Luc Maumet

- Quebec programme
- Scope & name of Section

Misako Nomura

- Maintain directory

Pete Osborne

- Report on EUAIN meeting 19-20 September 2007

- Share information about hotels in Quebec
- Complete project proposal form for IFLA accessibility audit

Steve Prine

- Support Bob Axtell on cataloguing project

Minna von Zansen

- Marketing plan
- Summarise presentation guidelines as a checklist and send to IFLA
- Brochure
- Newsletter
- Yahoo group