**MINUTES; LPD/SC meeting Lyon (France)**

**SC1: 16 August 2014; 9:45 – 12:15 (Room: Forum 1)**

**SC2: 19 August 2014, 15:00 – 16:30 (Room: Salle Tête d'Or 2)**

1. Opening and Welcome

The Chair of the LPD Section, Koen Krikhaar, welcomes all standing committee members as well as observers to the meeting.

1. Apologies
No formal apologies received.
2. Introductions and Attendance list

In attendance: M.Stein (Stichtung Aangepast Lezen - Netherlands); M. Marlin (Braille & Talking Book Library California State Library, Association of Specialized & Cooperative Library Agencies (ASCLA) - USA); B. Kronkvist (MTM - Swedish Agency for Accessible Media - Sweden); F. Hendrikz (South Africa – Secretary); K. Krikhaar (Dedicon - Netherlands – Chair); G. Reubens (Flemish Library for Braille & Audio Books - Belgium); M. von Zansen (Finland); K. Keninger (NLS - USA); Luc Maumet (Association Valentin Haüy (AVH) -France); David Fernández-Barrial (NLS); Jelen Lešaja (Croatian Library for the Blind); Vanessa van Atten (French Ministry of Culture); N. Horchani-Carton (Ministry of Education, France); Elena Zakharova and Galina Elfimova (Russian State Library for the Blind); Mieke Urff (Dedicon – Netherlands); Hiroshi Kawamura (Nippon Lighthouse, Japan); Marie-Cecile Robin (Retired Librarian, France); Kari Kummeneje (Norwegian Library of Talking Books and Braille); Gifty Boakye (Balme Library, University of Ghana); Lamia Abdelfattha (Bibliotheca Alexandria, Egypt); Francisco Martinez (ONCE, Spain); Gorazo Vodeb (National & University Library, Slovenia); Héléne Deleuze (Bibliotehque Publique d’ information, Paris); Buhle Mbamo-Thata (University of South Africa);

1. Accepting the agenda / adding last minute items

The meeting accepted the Agenda.

1. Points from Leadership briefs
	1. The President Elect (Donna Scheeder) item on the Program will focus on the IFLA Trend Report. It will be a round table discussion focusing on the theme: Libraries a call to action.
	2. IFLA is in the process of developing procedure standards for Divisions and Sections.
	3. Sections have a budget of €150 for Administrative expenditure. Guidelines are available for what the funds may be used for. Project funds are available separately. Projects should be linked to IFLA’s key initiatives. A Market Session will be hosted on the 17th of August to guide interested Sections on how to develop Project proposals
	4. Sectional Action Plans and Annual Reports should be on the Agenda of the various Sections and planned for in a Calendar Year. These plans should be published on the IFLA Website. The Action Plans should inform all about Sectional planning and tie in with the Annual Report. It is recommended to align the Annual Report with a calendar year which will be in line with the budget cycle of IFLA Head Office. IFLA’s Key initiatives and Guidelines are available and should be part of these plans.
	5. The Lyon Declaration on Access to Information and Development is available and Sections and organisations are encouraged to sign the document to show support. Sections are encouraged to produce supporting documentation on how the support the aims of the Declaration in terms of Development. The Declaration aims to support the UN’s Millennium goals. The aim is to position libraries as an important tool to assist Governments in the various developmental goals on various levels such as education.
	6. The Sustainable Goals of the United Nations have replaced the Millennium Development Goals and covers up to 2020. Libraries are important in terms of the development framework of countries. IFLA talks to the UN on this issue to raise access to information and to raise Government awareness of the importance of Libraries.
	7. The call for nominations will be sent out by IFLA Head Office during October. 2015 is an election year. Only IFLA members may be nominated. The rules and terms are available on the IFLA Website.
	8. The IFLA structure is under review. More information about progress will be provided in future.
2. Finalizing LPD session at Lyon 2014
The meeting confirmed arrangements for the Section’s IFLA Program on Monday, Aug. 18th scheduled for 13.45-15.45. The theme of the program is: *How special are we anyway? Bringing accessible reading to mainstream libraries and markets;*

The sequence of the speakers was confirmed and all Power Point presentations will be loaded on the Conference system before the start of the Program.

1. Finalising Post-satellite Conference in Lyon, 22-23 August, UPMC in Paris.
All arrangements for the Post-Satellite Conference are on track. 120 people registered for the Conference.
2. LPD Strategic Plan 2014-2016

The Chair gave the meeting an overview of the updated draft Strategic Plan as concluded during the LPD meeting that was held in Washington on the 10th to the 12th of February 2014. The plan is based on 4 Goals and 16 action items and is aligned to the IFLA Trend Report as well as IFLA Key Initiatives. The LPD Mission statement has not changed. The meeting formally adopted the Strategic Plan of the LPD as tabled.

**Action 8.1:** Minna von Zansen and Kari Kummeneje to arrange and meet Varju Luceno from the Daisy Consortium in Paris to discuss setting up an official communication link between LPD and the Daisy Consortium.

## The meeting considered Action item 3.3 of the Strategic Plan, i.e. to investigate the 2005 guidelines for accessible library services, as set out in *Libraries for the blind in the information age: guidelines for development.* No specific action was identified other than to review the document and to monitor the work done by the Capacity Development initiatives taken by the WIPO and the Accessible Book Consortium.

1. Revision of Dyslexia Guidelines

Geert Reubens gave an update and progress report of the Guidelines. Denmark, Japan and the Netherlands reviewed the Guidelines. The Project is endorsed by IFLA Professional Committee and is in principle adopted. Feedback is required about the Guidelines after the Lyon Conference. Some spelling and phrasing corrections will also be attended to. IFLA will officially adopt it and launch it during September 2014. The Guidelines will be available in French, Dutch and Finnish. IFLA may translate the document in the 5 official IFLA languages.

A Poster Session will be hosted during the Conference about the Guidelines. Leaflets have been made to encourage delegates to attend the Conference session of the Section for Library Services to People with Special Needs (LSN) where a paper will be presented on the Guidelines. The session is scheduled for Tuesday, August the 19th. The theme of the session is: *Dyslexia? Welcome to our Library. New Guidelines for Library Services to Persons with Dyslexia.*

1. Minutes from IFLA LPD meeting Washington – February 10-11 2014

Updating action items list from the Washington Meeting:

**Action 1:** J. Hardisty will confirm the exact amount in the Share the Vision budget. Lyon status: JH was not present at the meeting and the item will stand over to the next meeting. The meeting decided that the funds may be used to subsidize traveling to IFLA meetings and or the Conference. (Also see item Minute item: 11)

**Action 6:** All LPD members are requested to submit their figures as required by the Performance Measure Instrument by end of April 2013 to J Hardisty assisted by Minna von Zansen will re-circulate the document to all members with a request to respond. The document will also be available on the LPD Website. Lyon status: The Performance Measures Working Group met to simplify the measures. The document will be submitted for acceptance at the Leipzig meeting scheduled for February 2015. It will be used for three years. Data gathered from this instrument will be circulated to all for comment. (Also see Minute item: 14)

**Action 8:** M. von Zansen and K. Kummeneje will look into the possibilities of LinkedIn and Google docs as an option to assist with document management. Lyon status: MvZ attended to the matter and the Section will test Google docs which allow multiple users to work on one document, e.g. the Strategic Plan of the IFLA Trend Report. The matter has been attended to.

**Action 13:** K. Krikhaar to contact Luc Maumet and Flavia Kippele (from SBS) to determine whether anyone of them would be interested to arrange the Pre-Conference. Lyon status: The Lyon Organising Committee will include her in the planning of the program. Lyon status: Action item attended to.

**Status of new action items raised during the Washington meeting**

**ACTION 8.1**: The proposals for the Lyon Program should be sent to K. Krikhaar, M. von Zansen or F. Hendrikz who will then decide on the final Conference program. – Item was attended to.

**ACTION 8.2** L. Maumet will check out the Hotels proposed by IFLA on their Website and propose 3 Hotels for LPD members to consider during their stay in Lyon. – Item was attended to.

**ACTION 9.1:** The following people have been tasked to approach various potential contributors to determine their interest to be part of the Paris Program:

* + - 1. F. Hendrikz to approach the International Publisher’s Association to recommend someone from the publishing world on e-pub
			2. K. Krikhaar to approach George Kerscher and RNIB (Richard Orme).
			3. M. Marlin to approach Overdrive.
			4. B. Kronkvist to enquire from a Swedish Publisher publishing e-books
			5. T. Iezzi to approach Ulverscroft

The item was attended to

**ACTION 11.1:** Boxes to be sent from RNIB to Celia Library in Finland. Paivi Voutilainen will work through the documentation to determine what to archive and what to discard. A tariff to perform this function will be worked out with her. Lyon status: Helen Brazier worked through the boxes and will send it to Celia Library. M. von Zansen will follow the matter up.

**12.1 ACTION:** M. Stein to create a link on Surveymonkey.com and LPD Standing Committee members will be used as pilot to determine the success of the survey. He will report in Lyon on the success of the initiative. – The item was attended to.

**ACTION 12.2:** K. Krikhaar will send to all LPD members the E-reading System Evaluation work plan from Daisy and to direct them to the Project. – Lyon status: The item is still pending.

**ACTION 12.3:** B. Kronkvist to follow-up her contact in connection with the LIA project. – Lyon status: The meeting decided that the matter is not applicable any longer and will be removed from the Minutes.

**ACTION 12.4:** K. Krikhaar will send a letter of appreciation to Ulverscroft for their financial support. Funds were utilized to facilitate membership of LPD and the Committee. – The item was attended to.

**ACTION 13.1:** K. Krikhaar to write an introduction to the Manifesto before sending it to all Library Associations for distribution. He will also contact IFLA to request them to duplicate the document and put it in the IFLA conference bag. Lyon status: The Introduction still needs to be written and will be discussed under the Action Plan on the Agenda

**ACTION 13.2:** B. Kronkvist will submit an article about the Manifesto to the Daisy Planet. It may also be considered as a topic to be presented during the Conference. – Item to be removed from the Minutes.

**ACTION 13.3:** M. Marlin offered to circulate the Manifesto to members of the American Library Association. – Lyon status: M. Marlin will follow the matter up with the ALA.

**ACTION 14.1:** K. Krikhaar and M. von Zansen will update the LPD members list. - The item was attended to.

**ACTION 15.1:** M. Marlin will look at document sharing options and M. von Zansen will report on it in Lyon. - The item was attended to.

The Minutes of the Washington meeting was accepted.

1. Update on administrative funds (LPD budget, including Share the Vision Fund)

Francois Hendrikz refers to an e-mail received from Mark Freeman responsible for the Share the Vision funds. £1,700 is available. Mark suggested that the fund may be used to attend Satellite meeting. It was mentioned to consider the fact that organisational changes at the Royal National Institute of the Blind in the UK may have an effect on the administration of the funds because it was supported by them. Now it is not clear who is the contact person there and there is no RNIB representation on the LPD. . It is requested that the LPD propose how the funds should be utilized.

The €150 made available by IFLA to cover Administrative expenditure of the LPD Sections is still available. It was suggested to use the admin funding to cover cost associated with the Poster Session and the questionnaire done through Survey Monkey required for the Performance Measures.

1. LPD group in ALA connect (Mike)
The Section is looking for an accessible tool to co-edit documents. Mike Marlin proposed the use of “Connect” which is available on the website of the American Library Association. It is an accessible tool to co-edit documents. Only an ALA member can create a group on the site after which anyone can use the facility. Mike proposed to create an LPD group on the site an all members can then join and it is free and accessible. It allows for discussion, post documents, edit documents and other types of functionalities. After the group has been created Mike will send information to all LPD members to join. The address is at connect.ala.org

The Chair proposed that all LPD members try it out for a year until the Cape Town conference where a decision will be made about the usability of the facility. All members of the Standing Committee are requested to send a request to Mike to join.

**Action 12.1:** Mike to create an LPD group on the Connect facility of the ALA

**Action 12.2**: All LPD members to sign up to access and use the Connect facility.

1. LPD Archival Record Management (update)
(See Action item from the Washington meeting, i.e. Action 11.1. Minna von Zansen is liaising with Helen Brazier who will scan the material before it is sent to Celia Library.
2. Survey using the Performance Measures (Menno)
Menno Stein proposed that the Questionnaire should be revised to make it easier to administer and to get more libraries to participate and contribute information. He proposed a working group to review the questionnaire. The meeting agreed that Bitte Kronkvist and Helena Kettner Rudberg (MTM - Sweden); Menno Stein (Stictung Aangepast Lezen - Netherlands); Mike Marlin (ASCLA - USA);David Fernández-Barrial (NLS - USA) and Kari Kummeneje (Denmark) will work on the Questionnaire and how it could be administered. The Questionnaire will be used for at least three years to obtain a consistent comparison of information. Comments to improve the questionnaire can be made at anytime. The Group will meet during the Lyon Conference to start working on the Questionnaire. Stichtung Aangepast Lezen will take responsibility for the medium term collation and administration of the data collected via the questionnaire.

**Action 14.1:** Menno Stein will give a progress report about the Performance Measures questionnaire and the results about the gathering of data.

1. Cross Border Lending Projects (updates)
	1. Marrakesh Treaty and the Accessible Book Consortium

Geert Reubens and Francisco Martinez gave the meeting a short status report of the Marrakesh Treaty which was signed on the 27th of June 2013. A number of the 158 WIPO member states signed the Treaty. It is expected that all countries of the European Union will sign the Treaty. 20 countries are required to ratify the treaty before it can be enacted by the United Nations. India has ratified the Treaty. A number of countries are making preparations to ratify, e.g. Japan and the Philippines. The USA is also considering signing the Treaty but it will take place over a period of two years.

Koen Krikhaar and Francois Hendrikz briefed the meeting about the TIGAR working group. The TIGAR Working Group was reconstituted as the Accessible Book Consortium in June 2014 under the auspices of the World Intellectual Property Organisation (WIPO).

The work of the ABC is governed by a Board consisting of 5 Rights holders (Publishers Association of South Africa; International Publishers Association; International Federation of Reproduction Rights Organisation; Elsevier; International Authors Forum) . The 5 organisations representing the Blind Community are The World Blind Union; Daisy Consortium, The Canadian National Institute for the Blind; The South African Library for the Blind and Dorina Nowill Foundation for the Blind. IFLA will be represented by F. Hendrikz on the Board and provide feedback on matters relating to IFLA activities. The License Agreement used to facilitate the exchange of accessible material will be replaced by modified Agreement based on lessons learnt during the first phase of the project and is in line with the principles of the Treaty. It also makes provision that the reading experience of the blind person should be comparable to that of a sighted person. Navigation features should be built in the reading material. There are currently more than 240,000 titles available on the TIGAR database representing 52 languages. It is a growing database and the WIPO project team is working to engage more book suppliers to add their collections. The focus at this stage is on the exchange of reading material between entities. Delivery to individuals will be addressed in the future. The Copyright clearance process is centralized and working seamless with a quick response time.

The ABC activities are focused on Capacity Development, Inclusive Publishing and the TIGAR Service. A WIPO management team is executing decisions and projects relating to these initiatives and reports to the Board. The Board meets monthly via telephone.

Licenses have been signed with publishers such as Elsevier and SAGE to transfer their published material.

Hiroshi Kawamura mentioned that Copyright Legislation in Japan allows the downloading of Japanese material of more the 100,000 titles. This can be done internationally by eligible people. Members can download the material individually after being registered on the system.

* 1. ETIN

Koen Krikhaar informed the meeting that little progress has been made by the ETIN initiative and the future the initiative is not too clear. Contact with the Copyright Office of the European Office has not take place in the past few months. One of the challenges is funding. A Bi-lateral agreement has been signed between the Dutch and Flemish Right holders to combine and share collections. The European Commission has expressed their concern about the fact the Once from Spain and the Royal National Institute for the Blind from the UK is not part of ETIN.

1. Initiating the Cape Town IFLA Conference session 15-21 August 2015

Koen Krikhaar submitted a request to Ulverscroft to propose using their funding to subsidise the travel expense of library staff to attend the annual IFLA Conference.

It was suggested to consider approaching speakers from the African Continent to participate the in the Conference Program of LPD. The theme of the Conference Program will be considered in line with LPD’s Strategic Plan. The theme must be submitted to IFLA’s Conference Organisers by the end of November 2014.

CLM may be interested to work with LPD on Cape Program. The meeting agreed that the Right to Read may be considered as a theme for the Cape Town Conference.

To evolve to inclusive services based in content that becomes more accessible.

Theme of Conference in Cape Town may consider Transformation and Development. The following people will be the Program Committee for Cape Town: David Fernández-Barrial (NLS); Koen. Krikhaar (Dedicon); Hiroshi Kawamura (Nippon Lighthouse); Mike Marlin (Braille and Talking Book Library); Francois Hendrikz (South African Library for the Blind); Menno Stein (Stichtung Aangepast Lezen)

**Action 16.1** The LPD 2015 Conference Committee is tasked to develop a conference theme to be submitted for inclusion as part of the Conference Program in Cape Town.

The Chair requested members of the Section to start thinking about a theme for the 2016 Satellite meeting.

**Action item 16.2:** The 2016 Satellite Conference theme will be put on the Agenda of the Mid-year meeting in February 2015.

1. Elections 2015: calling for nominations

Election nomination documentation will be send out by IFLA Head Quarters by the end of October 2014 to all members of IFLA. 20 people may join LPD’s Standing Committee. 14 people are currently full time members of the Committee but a number of members will leave the Committee by 2015 creating more vacancies. If the LPD Committee has less than 10 members the existence of the Section will be questioned by IFLA HQ. The Chair calls on all LPD members to encourage their respective organisations to nominate a person on the LPD Standing committee as from 2015.

1. Section Communications (Minna, Kari)

Newsletter: All articles are together and available on the Website. A French translation of the Newsletter is also available. Work has commenced on a new edition. The following suggestions were made for articles. A Summary of the Paris Satellite Conference ( Katie du Rand to be requested to submit an article); Luc will submit something on the Bookshare service of AVH; Koen to write an item on the importance of delegating people to be an LPD Committee member; the Russian State Library will make a submission.

**Action** **18.1:** Submissions for the LPD Newsletter should be sent to Minna von Zansen by mid November 2014.

The IFLA Facebook is available to all to post relevant items.

**Action 18.2** Annual Report: Koen Krikhaar will draft the 2013 and 201 Annual Report

Ulverscroft: Waiting for feedback from Ulverscroft about assisting with travel expenditure to attend the Cape Town Conference in 2015.

1. Next meeting: Midyear meeting 2015; 9 – 10 February; DZB Central Library Leipzig
2. Any other business

Menno Stein suggested getting an initiative going to develop guidelines on Acquiring e-books. LPD applied for project funding before but it was not accepted by IFLA. It was accepted as a project proposal. Koen Krikhaar requested members of the Committee to submit any other ideas for future projects. All submissions must reach IFLA Governing Board by November 2014 for decision making in December. Applications forms are available on-line.

**Action 20.1:** Menno Stein and Koen Krikhaar will develop a proposal on the development of guidelines on the acquiring of e-books for submission to IFLA for project funding.

EBLIDA

Vincent Bonnet, the Director of the European Bureau of Library, Information and Documentation Associations (EBLIDA) gave the meeting an overview of their activities.

He suggested that LPD and EBLIDA activities to interact with one another.

Hiroshi Kawamura mentioned the Japanese Copyright Legislation. Trusted Intermediaries or Authorised Entities, i.e. all libraries are allowed to produce accessible documents and it may be shared across borders. Most material is available in Japanese only. Production is a challenge however. Publisher’s relationship is important to manage. Legal frameworks are in place to make production and sharing possible but it does not always work like that in practice. Library exceptions in Copyright Law is required but not always supported.

Discussion is required on a good framework on global use. It links with the implementation of the Marakesh Treaty and the UN Convention on the Rights of Persons with Disabilities. The LPD scope is global not European.

EBLIDA is currently involved in promoting the right to e-read which is inclusive of disabled people. It may be considered as a possible project, i.e. the standard on e-reading and how to make it inclusive. Cooperation with external stakeholders is important. E-reading campaign can still be adapted to include the VIP focus.

E-publishing to become the industry standard. E-books are accessible through technology developments made for blind people. There is a shift from exclusion to inclusion due to Human Right matters. The focus is shifting to reading promotion and less on format access.

**Action 20.2** The meeting decided to consider the topic as LPD’s Program Theme for the Cape Town Conference in 2015.

# Annexure 1: Action items

**Action items standing over: Washington meeting**

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