



**Standing Committee meeting in Sofia, Bulgaria**

**Library Services to People with Special Needs Section**

SC1: 13:00-17:30 on Thurs, March 7, 2019 at the Goethe Institute

SC2: 09:30-17:30 on Fri, March 8 at the Goethe Institute

**This agenda covers both the first and second meeting of the Standing Committee**

**Draft Agenda**

1. Welcome

Welcome to new member Samira. Misako thanked Samira.

The SC introduced themselves.

2. Attendance and Apologies

Attending:

Misako Nomura, Chair

Nancy Bolt, Acting Secretary

Erlend Ra, Information Coordinator

Anne Sieberns

Helen Chan

Marie E. Eriksson

Knut Nygaard

Ingrid Källström

Heidi Carlsson Asplund

Samira Zahra, new member joining the committee in August

Hiroshi Kawamura (observer from LPD)

Yasmin Youssef (observer from LPD)

Other membership updates

Knut Nygaard is leaving at the end of his term.

Heide Carlsson Asplund is leaving at the end of her term.

Chris Corrigan has resigned

Paola Morales has resigned

Clair Joseph sent no information

Maria Isabel Gutiérrez Sánchez has a new guide dog but will be Athens

New member of LSN SC is Samira Zahra. No other new members despite recruitment.

3. Approval of the Agenda

- a. Erlend would like to add Progress to Prison Library Booklet with UNESCO. Add to 6.G  
Agenda approved unanimously

4. Approval of the minutes of the SC meetings in Kuala Lumpur

- a. Helen's name spelled wrong. Change from CHANG to CHAN  
Approved unanimously

5. Chair's report (Including financial report)

Misako gave the Chair's report. Deaf Guidelines. This project has funding from IFLA and it will be carried over to 2019 for the consultant.

Refugee guidelines. We have not heard an answer. Samira will become a member of the working group. Nancy will write the chair of the professional committee to get the status of our application for the guidelines. (Subsequent to the meeting, we heard that the project has been approved and that the Goethe Institute will also provide funding.)

Homeless Guidelines. Misako sent the invoice to IFLA on behalf of Julie Winklestein. Nancy checked and Julie has been paid

Global vision discussion. We are continuing to discuss it. Misako asked for feedback from the committee. Sections will be expected to link this to the Strategic Plan.

6. Ongoing and New Projects

- a. Checklist for Library Services to People Experiencing Homelessness- Misako said the content is good but print is too small. Can Julie revise so it is on two pages? All of our products need to be accessible. Nancy wrote Julie and ask if she can increase the size. Can it be made large print? It also needs to be color. Nancy will continue to follow up. Marie will send Nancy a checklist for making documents accessible.

- b. Updates of Accessibility at IFLA Conferences –Nancy

Nancy sent the checklist and report to IFLA. After some time, IFLA responded that they were using the checklist

Nancy moved and Marie seconded that LSN establish a Subcommittee on Accessibility at IFLA conferences to make a report on accessibility after each conference and to review the checklist to see if it needs updating. A representative from LPD and Buildings and Equipment sections will be invited to participate on the subcommittee. Nancy will follow to establish this committee.

- c. Development of Guidelines for Library Services to People who are Deaf, Hard of hearing, and Deafblind – Dunja

- i. Progress report

Editor is Sanja Tarczay. She is deafblind and will be the editor. She will be the keynote speaker at the LSN program in Athens. There are still two

chapters missing and they will be submitted by the end of the month. New co-chair of the Working Group is Maela. Maela wrote the chapters on library service to people who are deafblind. Editing should be done by the end of April. Target is to have it done by the end of April. The deadline for sending a draft to IFLA is the beginning of June.

ii. The result of the Survey

There are 28 responses to the survey from five continents:

North America 7

Canada

US

South America

Argentina

Australia

Asia

Japan

Europe

Finland

Belgium

France

Slovenia

Croatia

- d. Development of Guidelines for Library Services to Refugees Migrants –Nancy Working Committee. Goethe might do the funding. Samira will ask for funding. The Committee consists of the following members.

Nancy Bolt

Anne Siebens

Samira Zahra

Saskia Boets

Marie Eiriksson

Despina Gerasimidou

- e. Updates of the Knowledge Base and Best Practice of the dyslexia guidelines –Heidi Heidi checked all the lengths in the Guidelines and found that many of the links do not work.

Can we update the links in the publication? No other changes are suggested. The publication is translated in many languages and updating them where ever they are online would be difficult. We can update the Checklist but not the publication. We have been updating the knowledge base and checklist each year.

Helen volunteered to take over the updating this document after Heidi leaves.

f. Brochure – Heidi

Heidi encouraged member libraries to translate the brochure into the local language. They should follow the current format for the brochure.

The brochure is in Adobe Format and it might be difficult to translate it into another language and keep the formatting.

**Erlend** will put the French translation into the format.

Distribute the template in adobe format so anyone with that software can translate.

**Heidi and Erlend** will discuss how to let people know some standards related to printing: quality of paper, color, etc.

**Samira** is going to look to see if Goethe Institute will pay for it.

g. Other guidelines updates

i. Prison guidelines – Erlend

Erlend reported on the project on prison libraries with UNESCO. Lisa Krolak, Gerhart Peschers, and Erlend are working on this document. Booklet on prison libraries will be about 32 pages. They are now working on a second draft of the booklet. **Erlend** will send a draft to the LSN group. They would like it presented at IFLA in August and Erlend and Gerard will do a poster session if it is possible. Could this be a joint publication with IFLA and would the President or Secretary of IFLA would write an introduction.

Can LSN be a co-sponsor? Misako will follow up with Lisa and IFLA

A survey has been done and produced many stories. Some will get into the book. They did a survey of best practices and received many replies. They are now choosing the best ideas to include.

The current guidelines, 15 years old, and are actually still useful. The revised guidelines are quite different. They would like to have workshop in connection with the next mid-term meeting with experts.

Lisa was a great host of their committee working on the booklet.

A program on the guidelines at an IFLA conference in 2021 is possible.

In Japan, people let out of prison do not have money to support themselves so they steal something so they can go back to prison. In Norway looking at the topic of learning in prisons.

Marie asked if there are statistics on prison libraries. Erlend said there are not many statistics.

Planning for separation of the prisoners from jail involves economics, social issues, housing, etc; particularly for people with disabilities.

Prison in Norway can provide university degree.

ii. Checklist for accessibility in libraries

Between SC meetings a committee on the Basic Checklist met. Nancy Bolt and Marie Eiriksson presented a proposal to update the current checklist.

Purpose of the checklist:

- Provide a basic understanding of the need for making libraries accessible beyond physical accessibility
- Provide a simple checklist for librarians becoming aware that they need to address accessibility in their libraries
- Provide a list of current resources that goes beyond what the basic checklist provides.
- Basic content

The checklist would cover at a minimum the following topics:

- The concept of universal design in designing an accessible library, making the point that what benefits people with disabilities often benefits all library users
- Different types of special needs
- Appropriate language
- Library space
- Wayfinding
- Services
- Collections
- Accessible materials
- ICT
- Events
- Communication and marketing
- Staff training
- Partners

#### Process

- LSN reviews, critiques, and makes suggestions for revision
- Appoint a Working Committee to work on the Basic Guidelines
- Do research on existing checklists and what can be used
- Develop a resource guide to accompany the Basic Guidelines

The Standing Committee approved revising the Basic Checklist

Members working on the Committee are:

Nancy Bolt

Marie Eiriksson

Misako Nomura

Helen Chan

Knut Nygaard

Ingrid Kallstom

Heidi Carlsson Asplund

## 7. Annual Report (2017-2018) and Action Plan (2018 -2019)

Annual report needs to be updated on the website. Erlend said he would do this.

- a. Services for deaf, hard of hearing, and deafblind,  
Maela is co=chair  
Draft guidelines to be presented in June this year and 500 euro fund for a consultant from IFLA will be postponed for now
- b. Accessibility at IFLA conferences  
Nancy suggested we continue to write this report after every conference.  
The Checklist requested by the IFLA conference advisory committee was developed and sent.  
A Subcommittee will be established and will invite LPD and Buildings and Equipment to send a representative. Remove website reference.
- c. Accessibility checklist for libraries  
The committee met and we are working on a draft  
Coordinate with Marie's project in Denmark  
The Accessible Public Library
- d. Refugees
  - i. We learned after the meeting that this project had been funded. Despina will be added to the committee and has agreed to be the consultant for the project.
- e. UNESCO and prisons
  - i. Remove success measured by sales
  - ii. Add evaluation by usage based on statistics
  - iii. Do a poster session in Athens
- f. Satellite meeting in 2019 in Alexandria, Egypt
- g. Satellite meeting
- h. Develop a checklist for libraries serving experiencing homelessness
  - i. A draft was received
  - ii. Content good but
  - iii. Format too small
- i. Update persons with dyslexic guidelines
  - i. Can't change basic document
  - ii. Can change knowledge base
  - iii. Helen taking it over when Heidi finishes her term

## 8. Conference Planning

- a. Section Program in Athens
  - i. Title: The Uniqueness of Dialogue in Silence: Library Service to the Deaf, Hard of Hearing, and Deafblind Community

Theme: Dialogue is the basis for the freedom of expression and libraries have an important role as information providers, promoters of reading and institutions that bring innovations and changes in society. We need to understand community needs better and to organize library program and services that meet needs of people with disabilities and offer them the same level of library services available to the general public. The session will address an overview of changes in information technology, social media and library program and services to people who are deaf, hard of hearing and deafblind. It will give examples of how libraries are serving this group of people and emphasize how they can benefit from library services designed for them. Speakers will be confirmed by the end of March. IFLA would like it by March.

Papers are due June 1. Power points due August 1 to Dunja to be mounted on the web page and included in the description of the program. Speakers will be asked to follow the guidelines for accessible presentations on the IFLA website. Dunja will follow up on this

ii. Remote captioning services supported by IFLA

Captioning: IFLA approved remote captioning services CART.

We had this in Kuala Lumpur. Helpful for people who are deaf and who don't speak English well. IFLA is paying for it. Through Hiroshi we will get a discount rate.

We will need someone to set up the technical sound for the captioner to understand.

Need to find a company and technician in Athens to make the connection.

Ask company that is handling the technology to do this. Misako is following up on this with the help of Hiroshi.

9. Satellite Conference in Egypt (Aug 20-21, 2019) –Misako

- a. Theme: Equitable library services for everybody including persons with print disabilities

August 20-21 at the Bibliotheca Alexandrina in Alexandria Egypt

- b. Venue: Bibliotheca Alexandrina

- c. Partner: Library Serving Persons with Print Disabilities

- d. Speakers

i. M Buntan is blind member of Thailand parliament and one of the founders of CRPD and on the committee.

ii. D Manocha is the head of the working group on capacity building program of the accessible books consortium of WIPO

- e. Pre workshop will be an actual reading experience for public with disabilities so they can know what it will be like if they have the excess to the technology

- f. SC committee members who are interested are invited to attend the pre-workshop

- g. Registration will begin as soon as logistics are arranged, probably by end of March
- h. How recruit speakers – LSN and LPD will recruit.
  - i. Nancy suggested Anne and she agreed.
- i. Sessions
  - i. Session 2, accessible book publishing/production.
    - 1. Publishers can produce these accessible publications
    - 2. Libraries can produce accessible publications
    - 3. Active group of people doing this
  - ii. Session 3: Global sharing of alternative accessible books
    - 1. Mechanism exists for global sharing. Have an agreement with WIPO. Already have some speakers. Some libraries have already taken advantage of this experience and they could be speakers
  - iii. Session 4: Highlight other disabilities then LPD.
- j. Each session will be 2 hours. At least 4 speakers for each session
- k. Organizing Committee of representatives of LSN and LPD.
  - i. Misako
  - ii. Ingrid
- l. Meeting on Sunday, March 10. Misako will attend
- m. Let Misako know by the end of this month if you want to participate

#### 10. Report from Information Coordinator – Erlend

- a. Facebook –
  - We have 2407 members of Facebook but there is not much interaction; mostly just posts. Should we be a page rather than a group? Decision was made to move to be a page. We will still have monthly assignments.
- b. Website: Not much change for us. IFLA will migrate all webpages to Wordpress in August. Will there be a redirected message? Will it apply to links to publications that have been referred to in the past?
  - Anne raised the glossary issue. It needs to be updated.
  - Anne and Marie will work on this. They will reach out to European Disability Forum. Revise just those terms with the worst definitions and add new ones.
  - Samira will find someone in Palestine to look at the Arabic version and work with Yasmine from LPD.
- c. Mailing list – Add Samira to the mailing list and change Heidi's address. Some members are not about to send messages to the whole list. Erlend will do this.

#### 11. Publications and Translations – Erlend

- a. Dyslexia Guidelines – German version now on the website
- b. Dyslexia Checklist in French on the website
- c. Accessibility checklist form 2005 translated into Greek
- d. Dyslexia checklist in Chinese

## 12. LSN Membership Matters

- a. New Standing Committee Member (2019-2021) Samira Zahra
- b. Corresponding members
  - i. Lisa from US,
  - ii. Someone from the Netherlands,
  - iii. Felicity from New Zealand
  - iv. Gerhard until Athens
  - v. Four more openings after Athens

## 13. Other Business

- a. Group meetings on March 6 at the Goethe Institute
- b. National Library Visit on the morning of March 8
- c. Presentations from Bulgarian Librarians (BNU/BLIA)
- d. Mid-term meeting in 2020
  - i. Tokyo
- e. Mid-term meeting in 2021
  - i. Berlin
- f. Hotel in Athens, not yet chosen
- g. Special visit in Athens, no schedule on this
- h. Global Vision Discussion, Misako will attend the IFA meeting in Hague representing
- i. LSN to discuss the IFLA Strategic Framework.
- j. Presentation from Director of Goethe

It is difficult for local organizations to impact change because of lack of finance.

Change only comes with outside funds which are often provided by NGOs. Local groups