# ACTION PLAN for Committee on Standards

**Introduction**

**Objectives of Committee on Standards 2015-2016**

1. Support IFLA and the wider library and information community through processes that facilitate current, relevant and accessible standards and guidelines
2. Increase the profile of IFLA standards and guidelines through communication and engagement

**Key Initiative 1.4: Promoting IFLA standards to support libraries in the provision of services to their communities
“**We will continue our programme of developing and continuously updating IFLA Standards and Guidelines, promoting their uptake by libraries worldwide.”

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| 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 the progress of your work, at least every month* |
| 1. Support IFLA and the wider library and information community through processes that facilitate current, relevant and accessible standards and guidelines  | Review and strengthen the procedures for writing and updating IFLA standards *and guidelines* | Consult with IFLA community about *Standards Manual* including consideration of feedback from those who have used it Refine *Manual* taking into consideration results of consultation processConsider validity of Manual for Technical standards | Jan Richards, Dianne Oberg, MiriamSäfströmFirst drafts to be submitted to Committee on Standards and Professional Committee in August 2016CoS and PC to feed back by September 2016Updated manual and procedures to be launched by December 2016 | Joanne Yeomans to forward summary of issues identified in current manual | IFLA community to be informed of the process at key stages through web site, email and social media (project commencement, consultation phase, outcomes)Supply information to Governing Board as part of regular reporting schedule | Streamlined approval of proposalsAppearance and consistency of new standards |  |
| Develop a process that ensures the currency and relevance of IFLA standards and guidelines | Audit of current list of standards taking into account age and usage Liaise with relevant professional units to determine the status of their standards and guidelinesEnsure compliance with the *Standards Manual*Report back to the Committee on Standards | Christie Koontz and Jan RichardsProfessional units to be notified by May 2016 to allow for inclusion on Agendas at WLIC 2016Preliminary report on process to be submitted to Committee on Standards by August 2016 | Statistical data from Patrice Landry | Direct email to professional unit chairs identifying process and requesting feedbackNews item on IFLA web and social mediaDirect email to professional unit chairs outlining results and suggesting way forwardSupply information to Governing Board as part of regular reporting schedule | Existing standards will be revised or identified for relegation |  |
| Analyze data on the use of IFLA standards | Undertake an in-depth analysis use data including downloads, sales data from IFLA HQ and any other identified sources.Consider expanding and updating the existing bibliography of articles on IFLA standards and consider these as part of the study | Jan Richards to investigate possible individuals to effectively analyse use (possibly a student or volunteer from anotherprofessional unit )Joanne Yeomans to make content available on Committee’s web pages and other online media | Statistical data from Patrice Landry Consult for advice or assistance from Statistics Section. | Report to Governing BoardSummary of report available through IFLA’s online presence and through other networks to engage with the wider LIS community about the use and importance of IFLA standardsPossible *IFLA Journal* article |  |  |
| Make IFLA standards and guidelines available through the IFLA Library | Establish metadata template Upload the documentsCheck and correct display and search functionality | IFLA HQ Staff and CoS memberSeptember – December 2016 |  | IFLA and wider LIS Community to be informed of availability of Standards through IFLA’s online presence and through other networks | IFLA standards and guidelines available on IFLA Library |  |
|  | Provide support for professional units during the development and validation of standards | Undertake review process as required and provide feedback.  | All Committee on Standards members As required |  | Report to Professional CommitteeSupply information to Governing Board as part of regular reporting scheduleStandards and Guidelines listed on Standards webpage |  |  |
|  | Investigate status of MulDiCat which might serve as a translation tool for IFLA standards. | Consider the following: whether or not to maintain MulDiCat, if so, who will manage the updates and upkeep.  | Miriam Säfstrom to circulate paper to Committee.Committee to read and then discuss how to move this forward.August 2016 |  | Supply information to Governing Board as part of regular reporting schedule | A determination will be made. |  |
| 2. Increase the profile of IFLA standards and guidelines through communication and engagement  | Ensure the delivery of strong and relevant conference programs  | Determine theme and submit initial proposal for open programme at WLIC 2016 through consultation with Committee Call for papers/invite speakers on theme *IFLA standards making a difference* Finalise programme detailsDeliver programme | Dianne Oberg, Jan Richards, Christie Koontz, Ágnes Hajdu BarátWithin identified IFLA WLIC timetable |  | IFLA and wider LIS Community to be informed of call for papers and conference programme through IFLA’s online presence and through other networks | Number of delegates attending Committee on Standards sessionAudience Interaction and questions |  |
| Liaise with other standards organisations | Open communication and sharing of information between identified standards organisations  | Committee on Standards members as appropriate |  | Effective, two way reporting lines established between IFLA and other standards organisationsSupply information to Governing Board as part of regular reporting schedule | Regular reporting |  |
| Improve the visibility of standards working groups within IFLA so that decision making is improved | Review the management and representation of IFLA permanent standards review groups (FRBR, ISBD and the UNIMARC Core Activity). | Patrice Landry.April 2016 |  | Report to Professional Committee | Recommendations from the report adopted and included in relevant action plans | Report submitted to Professional Committee’s April 2016 meeting  |
|  | Develop a Marketing Strategy for the promotion and communication of standards | The relationship between FRBR, ISBD, UNIMARC and IFLA should be made more explicitThe use of social media (blog, Facebook, etc.) should be encouraged to promote the work of the Review Groups | Christie Koontz and Jan Richards | Discuss with Management and Marketing Section | IFLA and wider LIS Community informed of work on standards and guidelines through IFLA’s online presence and through other networks | Greater use of IFLA standards and guidelines |  |

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