# ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2017 - 2018

# Action plan 2017 – 2018

**Name of Professional Unit:** Libraries Serving Persons with Print Disabilities

**Objectives of Professional Unit 2017-18:**

1. Collaborate with IFLA to create guidelines for librarians on local implementation of Marrakesh  
   Key Initiative **Activity 2.2.1** Promote the Marrakesh Treaty for the print-disabled
2. Plan guidelines for library services for persons with print disabilities

Key Initiative **Activity 2.2.1** Promote the Marrakesh Treaty for the print-disabled

1. Provide information about organizations serving persons with print disabilities

Key Initiative **Activity 2.2.1** Promote the Marrakesh Treaty for the print-disabled

1. Plan more active communication in Latin America  
   Key Initiative **Activity 4.5.1** Strengthen our regional capacity and leadership
2. Implement the social media strategy of LPD accepted in August 2017  
   Key Initiative **Activity 4.5.1** Strengthen our regional capacity and leadership

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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 briefly the progress of your work, at least every month* |
| 1. Collaborate with IFLA to create guidelines for librarians on local implementation of Marrakesh | 1.1 Members of the standing committee take part in writing Marrakesh Treaty Implementation Guide for Librarians  1.2 Discuss and comment Marrakesh Treaty Implementation Guide for Librarians at the mid-term meeting | 1.2.1 Include discussion and reviewing Marrakesh Treaty Implementation Guide in the agenda of the mid-term meeting  1.2.2 SC members involved in the writing of the guide give a brief report to the SC and SC discuss the Guide and review it.  1.2.3 Make notes of discussion and send them to the persons responsible of the Guide | 1.1.1 Christiane Felsmann, Karen Kenninger, Anthea Taylor, and Flora van der Berg take part in the writing project according to the time schedule of the writing project  1.2.1 Kirsi Ylänne. Agenda finished end of January 2018. (Mid-term meeting on Feb 26-27 2018)  1.2.2 Christiane, Karen, Anthea, Flora, and other SC members February 26-27 2018.  1.2.3 Yasmine Youssef by the end of March 2018 |  | By email  Face-to-face mid-term meeting and via Skype meeting  By email | The participation of all members in commenting and giving feedback and writing a feedback report for editors of the guide |  |
| 2. Plan guidelines for library services for persons with print disabilities | 2.1 Launch development of the guidelines by organising a one-day symposium and workshop on library services for persons with print disabilities  in Brussels at Muntpunt (a public library in Brussels)  2.2 Gather a report from the discussions and themes raised in the symposium and make an initial draft of contents of the guidelines and a proposal of a writing project.  2.3 Discuss a project proposal at WLIC 2018 and decide whether to make a proposal for a new IFLA standard or not | 2.1.1 Identify speakers by Dec 15 2017  2.1.2 Plan agenda by Dec 31 2017  2.1.3 Invite participants and advertise symposium by Jan 6 2018  2.1.4  Conduct symposium and workshops on Feb 28 2018  2.1.5 Make a feedback survey on the symposium and workshops  2.2.1 Keep record of discussions at workshops  2.2.2 Make a draft of contents of the guidelines  2.2.3 Make a proposal of a writing project  2.3.1 Send a proposal to SC members  2.3.2 Include discussion of the proposal in the agenda of WLIC 2018 | 2.1.1-5 Saskia Boets, Kirsi, Yasmine, Luisterpuntbibliotheek (Belgium). Time, see main tasks  Kirsi and Yasmine  Kirsi and Yasmine. By the end of May 2018  Kirsi and Yasmine by June 15 2018  SC at Aug 2018 | 2.1 Rent for location of symposium and workshops; technical equipment and catering; travel and accommodation costs of speakers | By email, web pages, SurveyGizmo  By email | Number of participants is at least 30 persons (not including LPD members); Feedback from the symposium (how many felt the symposium was useful)  Enough themes are covered at the symposium and workshop to help making a draft of contents of the guidelines  A decision is made on how to proceed with the guidelines |  |
| 3. Provide information about organizations serving persons with print disabilities | 3.1 Make a list of libraries or other organizations serving persons with print disabilities | 3.1.1 Contact members of LPD and ask for permission to publish their contact information on LPD’s web page  3.1.2 Contact appropriate members of Daisy Consortium and Accessible Book Consortium and ask for permission to publish their contact information on LPD’s web page  3.1.3 Make the list and publish on LPD’s web page | 3.1.1 Kirsi and Yasmine. By Jan 31 2018  3.1.2 Kirsi and Yasmine. By April 30 2018  3.1.3 Ingvild Aanensen. By May 30 2018 |  | By email  By email  on web page | Updating the contact information of LPD member organizations and getting feedback from at least 60% of participating organizations |  |
| 4. Plan more active communication in Latin America | 4.1 Make an active communication plan for Latin America based on LPD Social Media Strategy accepted in August 2017 | 4.1.1 Make a proposal of a plan  4.1.2 Sent the proposal to SC before the mid-term meeting  4.1.3 Discuss the proposal at the mid-term meeting | 4.1.1 Virginia Inés Simón and Mónica Urzúa Cerpa. By the end of January 2018  4.1.2 Virginia  4.1.3 SC |  | By email  By email  F2F and Skype | A communication plan is finished by the end of January 2018 and it is accepted at LPD mid-term meeting in Feb 26-27 2018 |  |
| 5. Implement the social media strategy of LPD accepted in August 2017 | 5.1 Follow the social media strategy | See the Social media strategy for details | SC members mentioned in the strategy |  | by Twitter, Facebook, Newsletter, YouTube, email | The number of followers at Twitter and Facebook is increased 10 % in August 2018 compared with the numbers in September 2017 |  |

# Resource requirements

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| Project or activity and Main task  *Use your list above* | 2.1 Launch development of the guidelines by organising a one-day symposium and workshop on library services for persons with print disabilities in Brussels at Muntpunt (a public library in Brussels) February 28 2018  The target group of the symposium and workshop are librarians at public libraries, academic libraries, and other libraries, and disability organisations. The symposium will discuss accessibility of library services for persons with print disabilities. The aim of the workshop is to find out how well existing guidelines on library services for the print disabled are known (i.e. Dyslexia Guidelines), what kind of needs for information librarians have, and to gather ideas and views from librarians and disability organisations on what themes guidelines should cover.  The local organiser is Luisterpuntbibliotheek in Belgium. Geert Ruebens, director, and Saskia Boets, a corresponding SC member of LPD, are responsible for the local arrangements. |
| Resources  *Do you need specific skills, money or technology?*  For what do you need resources in relation to this task? Match your needs again the resources listed below\* | 2.1 Funding for location of symposium and workshop; technical equipment and catering; travel and accommodation costs of speakers |
| Amount of funding. How much money would you like to request from Professional Committee Funds? *Explain your rationale for the estimated amount in each case.* | 1. Location rent    1. Symposium room: 450 euro    2. 2 rooms for workshops (2 x 150): 300 euro    3. Technical equipment and catering: 250 euro 2. Speakers (costs for max 2 persons)    1. Travel costs to Brussels (2 x 300): 600 euro    2. Hotel room, one night in Brussels (2 x 150): 300 euro 3. TOTAL: 1900 euro |
| Timing.  When would the money need reimbursement?  *Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances* | In March 2018 |