# ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2018 – 2019

# Action plan 2018 – 2019

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

**Objectives of Professional Unit 2018-19:**

1. Develop guidelines for library services for persons with print disabilities

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

1. Take part in organizing a seminar on implementing the Marrakesh Treaty

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

1. Update a directory of libraries serving persons with print disabilities

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

1. Make short video stories about persons with print disabilities using library services  
   Key Initiative **4.1** Promoting libraries within the United Nations 2030 Agenda for Sustainable Development
2. Organize a WLIC 2019 satellite meeting in Alexandria, Egypt with LSN  
   Key Initiative **Activity 2.2.1** Promote the Marrakesh Treaty for the print-disabled
3. Give attention to the accessibility of IFLA webpages, documents and templates  
   Key Initiative **Activity 1. 1** Promoting reading and literacy as an essential requirement for active participation in society, through access to information in any format

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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. Develop guidelines for library services for persons with print disabilities | 1.1 Form a working group and make a project plan    1.2 Face-to-face meeting after midterm meeting in Helsinki  1.3 Face-to-face meeting during WLIC 2019 in Athens | 1.1.1 Form a working group from SC members  1.1.2 Write a project plan with funding estimation for 2019  1.1.3 Submit a standard development proposal form to PC.  1.2.1 Make a draft of topics covered by the guidelines  1.2.2 Make a detailed time schedule for writing process  1.2.3 Identify possible commentators  1.3.1 Arrange a meeting during WLIC 2019 | 1.1.1 Kirsi. End of October 2018.  1.2.2 Kirsi by 31 October. Project plan will be updated by the working group.  1.1.3 Kirsi by 9 November  1.2.1 Working group. 14 March 2019  1.2.2 Working group. 14 March 2019  1.2.3 Working group. 14 March 2019  1.3.1 Project leader | **1.2 A request for funding a face-to-face meeting in Helsinki 14 March 2019** | 1.2 A project will be set up at Basecamp to communicate between meetings. | Writing process has begun in the spring 2019 and first drafts are commented by 1 Aug 2019 |  |
| 2. Take part in organizing a seminar on implementing the Marrakesh Treaty in the new Helsinki Central Library 12 March 2019  Public Libraries SC is invited to the seminar. The seminar will be streamed online and recorded by Finnish Library Channel. | 2.1 Advertise the seminar through IFLA’s channels and SC members own channels  2.2 Some LPD members give presentations in the seminar  2.3 Share the videorecording and findings of the seminar through LPD channels | 2.1.1 Make the content of advertising material and distribute to SC  2.1.2 SC member distribute the advertisement through their own channels  2.2.1 Agree with some SC members to give a presentation  2.3.1 Give information about the seminar at LPD webpage and link to videos  2.3.2 Share the information at LPD Facebook page and through Twitter account | 2.1.1. Kirsi. By end of November 2018.  Celia Library (Finland) is the main organiser of the seminar. LPD and Finnish Library Association are co-organisers.  2.2.1 Kirsi. By the end of November  2.3.1 Ingvild. April-May 2019  2.3.2 Ingvild, Kristina, Yasmine, Kirsi | No funding will be requested from IFLA. | Via email and webpage | The number of attendees at the seminar is over 80 persons. |  |
| 3. Update a directory of libraries serving persons with print disabilities in co-operation with Daisy Consortium During WLIC 2018 it was agreed with Daisy Consortium (DC) that LPD will submit information about libraries serving persons with print disabilities to DC. A directory of authorized entities will be kept at DC webpage. | 3.1 Contact members of LPD and ask for permission to publish the contact information of their organisation on LPD’s web page  3.2 Contact other libraries servicing persons with print disabilities and ask a permission to publish their contact information at the directory | 3.1.1 Make a model message for contacting LPD members  3.1.2 Send messages to LPD members  3.1.3 Send information to DC (Dipendra Manocha)  3.2.1 Set up a list at Basecamp containing information of possible authorised entities  3.2.2 Contact other libraries and ask permission to publish information | 3.1.1 Yasmine by 14 November  3.1.2 Yasmine and Kirsi by November 16  3.1.3 Kirsi. By 30 November  3.2.1 Yasmine/Kirsi  3.2.2 SC members |  | Via email and Basecamp | A directory will include more libraries than there are members at LPD |  |
| 4. Make short video stories about persons with print disabilities using library services | 4.1 Make a set of questions to help interviewing patrons  4.2 Make a checklist to ensure the accessibility of the videos  4.3 Make videos showing what kind of different print disabilities persons have. |  | 4.1 Karen Keninger and Jelena Lesaja. By 28 February  4.2 Kirsi and Mike Marlin. By 28 February  4.3 SC members. By the end of August 2019. |  | Videos are shared via LPD Facebook group and Twitter account | By the end of October 2019 at least 5 videos are published. |  |
| 5. Organize a WLIC 2019 satellite meeting in Alexandria, Egypt with LSN | 5.1 Submit a proposal form for a WLIC 2019 satellite  5.2 Form an organising committee which is responsible for organising the meeting  5.3 Conduct the satellite according to plans made by organising committee |  | 5.1 Kirsi, Yasmine, Hiroshi Kawamura. By 12 November 2018.  5.2 Hiroshi, Kirsi and Misako Nomura (LSN Chair) by the end of November |  | email  email | The number of attendees is over 60 persons. |  |
| 6. Give attention to the accessibility of IFLA webpages, documents and templates | 6.1 Follow the development of the new IFLA website and point out accessibility issues and make suggestions for improvements  6.2 Consult with LSN on accessibility issues (i.e. with mobile applications, videos) |  | 6.1 All SC members, during 2018-2019. LPD officers will contact HQ if needed.  6.2 Kirsi and Yasmine at latest at WLIC 2019. |  | email, meetings | IFLA’s webpages, documents and templates become more accessible and can be used by everyone, also person who use assistive technology or have print disabilities |  |

# Resource requirements

If you wish to request resources for any of your planned activities, ensure the details above are complete, then copy the project and task details from above and add the necessary detail below.

**If you wish to request funds, it is extremely important that you submit the Action Plan to your Division Chair and HQ by the deadline 31 October 2017.**

The Professional Committee will discuss during November and agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2018. Following confirmation of the level of PC Funds for 2018, the Division Chairs and HQ Professional Support Officer will communicate with Units in January/February to finalise the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2019.

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| Project or activity and Main task  *Use your list above* | Develop guidelines for library services for persons with print disabilities: Face-to-face meeting of working group in Helsinki 14 March.  This will be the first face-to-face meeting. The plan is to agree on the topics covered by the guidelines and agree on time schedule for writing process. Writers will be identified as well as possible commentators of the drafts. |
| 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\* | **Funding needed to help organising a face-to-face meeting after midterm meeting.** Meeting location is provided by Celia Library. We are requesting funding to help those working group members who will find it very hard to cover accommodation in Helsinki. |
| 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.* | Funding is requested for Yasmine Youssef (Egypt) for two nights’ accommodation (2x175 euros = 350 euros). |
| 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* | After the face-to-face meeting in March 2019. |