2015-2016 Action Plan for IFLA Academic & Research Libraries Standing Committee

Introduction

An **action plan** for your Professional Unit is essential. It should answer the following questions:

- What are you going to achieve this year? These are your **Objectives**
- What will you do to meet your objectives? These are your **projects** or **activities**
- What are the specific things you will do on each project or activity? These are the **tasks**
- *Who* will do the tasks? *When* will they do them? *How* will they do them? *What* do they need? These are **responsibilities**, **timeline** and **resources**
- How will you communicate your achievements? This is the **communications plan**
- How will you know you have succeeded? These are the **measures of success**

When you implement your Action Plan, you should constantly monitor and report back on your progress. We recommend that you report on progress at least monthly to your Section Standing Committee, and quarterly to your Members, Division Chair and IFLA Headquarters.

You Action Plan should be done within the context of the new IFLA Strategic Plan and the IFLA Key Initiatives 2015-16. These are available at: http://www.ifla.org/node/9878

ARL's mission is to:

- Provide a forum for the exchange of information and best practice to strengthen the development, cooperation and good management of academic and research libraries in all countries
- Develop and/or promote guidelines that will help library and information professionals and their services achieve professional excellence in academic and research libraries
- Encourage and foster research, lobbying and promotion to strengthen the role of the library in the core institutional functions of learning, teaching, research and services
- Facilitate the achievement of the strategic IFLA Goals and aspirations through an active membership of the Section
- Participate in broader national and international frameworks for developing information policy and services

Name of Professional Unit: Academic & Research Libraries Standing Committee

Objectives of Professional Unit/Strategic Programme Committee 2015-16: (*We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan and, most importantly, the Key Initiatives 2015-16)*

Overall Objectives of the Committee:

- Provide a forum for the exchange of information and best practice to strengthen the development, cooperation and good management of academic and research libraries in all countries

- Encourage and foster research, lobbying and promotion to strengthen the role of the library in the core institutional functions of learning, teaching, research and services

- Facilitate the achievement of the strategic IFLA Goals and aspirations through an active membership of the Section

- Participate in broader national and international frameworks for developing information policy and services

Specific Goals for 2015-16:

1. Monitor current and emerging issues in academic and research libraries, and disseminate information about those issues, including both results of relevant research and experiences of practitioners.
    a. Supports Objective 1, Libraries in Society, by assessing the status of libraries throughout the globe, and also Objective 4, Capacity Building, by supporting our members ability to advocate for their libraries
2. Facilitate the involvement of library professionals in developing countries at the Congress in Columbus in 2016.
    a. Supports Objective 4 by supporting skills development and networking, and Objective 1, by raising awareness of the role of libraries in society
3. Instil a spirit of cooperation and information sharing with ARL members and other IFLA professional groups.
    a. Supports Objective 4, Capacity Building, by enabling the exchange of information between peer librarians.

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. Monitor current and emerging issues in academic and research libraries, and disseminate information about those issues, including both results of relevant research and experiences of practitioners.	Joint Session in Cape Town with Management & Marketing, eMetrics SIG		Complete		1. IFLA website 2. ARL blog 3. Social media	1. Attendance and positive feedback 2. Quality of papers	Done
	Hot Topics Session in Cape Town		Complete		1. IFLA website 2. ARL blog 3. Social media	1. Attendance and level of discussion between delegates 2. Quality of issues raised in papers	Done

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	Satellite meeting in Columbus: *The data challenge: Linked Data and Big Data*	Develop program of speakers	Shared responsibility: IInformation Technology, Academic and Research Libraries, Big Data SIG and Semantic Web SIG	Seeking sponsorship to cover costs.	1. IFLA website 2. ARL blog 3. Social media 4. Univers list	1. Attendance and positive feedback	
	Joint Session in Columbus with Knowledge Management SC: *Collections in the Digital Age*	Confirm theme; Identify Speakers; Develop program	James Neal and Andreas Degkwitz to liaise with KM representatives	May seek day registration for speaker	1. IFLA website 2. ARL blog 3. Social media 4. Univers list	1. Attendance 2. Feedback 3. Quality of papers	
	Hot Topics Session in Columbus	Confirm theme; Identify Speakers	Gulcin Cribb, Jan Simane, Reggie Raju to develop program		1. IFLA website 2. ARL blog 3. Social media 4. Univers list	5. Attendance and level of discussion between delegates 6. Quality of issues raised in papers 7. Tweets during and following session –	

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						Analytics report	
	Satellite meeting for the 2017 IFLA WLIC	Determine venue / city Determine theme of meeting Seek approval from IFLA	Vicki McDonald to seek nominations from SC members by November 2015. Submit proposal from to IFLA by December 2015. If approved, form working group to plan satellite meeting.	Venue Sponsor / collaborator in the selected city		Attendance Feedback from delegates	
2. Facilitate the involvement of library professionals in developing countries at the Congress in Columbus, 2016	ARL Attendance Grant Program	1. Confirm sponsorship 2. Program plan outline 3. Opportunity promotion 4. Applications assessment	Vicki McDonald to liaise with sponsors, by November 2015. Liz State and Deena Yanofsky to coordinate program. Assessing applications from regions: Asia-Pacific:	Sponsorship from Sage & Ex Libris	1. IFLA Website 2. ARL Blog 3. Social media	1. Three candidates attend the Congress and provide a written report after the Congress. 2. Reports to be communicated to the IFLA community 3. Continuing sponsorship of the Attendance Grant

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			Janet Fletcher; Rafael Ball Africa: Oarabile Rakgamanyane; Judy Henning Latin America: Adelaida Ferrer; Gerald Beasley				
	Assess impact of ARL Attendance Grant on recipient's career	1. Identify previous recipients 2. Contact recipients 3. Prepare draft report to SC	Mike Berrington to research impact and prepare report, by 31 December 2015.		Advise sponsors of the impact of the Attendance Grant		
3. Instil a spirit of cooperation and information sharing with ARL members and other IFLA professional	Use the expertise of members, and their extended professional networks, to monitor the global professional	Discuss regional topics at	All Standing Committee members			All standing committee members are active in one or more ARL activities, including involvement in planning and administration of congress events, attendance grants,	

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groups	environment so as to ensure that emerging issues are rapidly brought to the attention of members					and contributing to communication channels Increase in membership of ARL Increase in communication activity via ARL blog, Facebook Page and Twitter	
	Promote membership and engagement of young and new professionals					All standing committee members are active in one or more ARL activities, including involvement in planning and administration of congress events, attendance grants, and contributing to communication channels Increase in	

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						membership of ARL Increase in communication activity via ARL blog, Facebook Page and Twitter – Analytics Report	
	Standing Committee members actively involved in planning, implementation and promotion of ARL activities					All standing committee members are active in one or more ARL activities, including involvement in planning and administration of congress events, attendance grants, and contributing to communication channels Increase in membership of ARL Increase in communication	

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					activity via ARL blog, Facebook Page and Twitter		

Next steps
Please send your completed Action Plan to Joanne Yeomans (joanne.yeomans@ifla.org) and Division Chair by 30th October 2015.

Questions?
If you have questions or would like help with your Action Plan, please contact Joanne Yeomans (joanne.yeomans@ifla.org). We're ready to help.