

Action plan 2017 – 2018

Name of Professional Unit: Library Buildings and Equipment Section (LBES)

Objectives of the LBES Professional Unit 2017-18:

1. *Develop mechanisms for communication and interchange of knowledge concerning library building planning and design.*
Supporting IFLA Key Initiatives:
 - 1.1 *by promoting planning and design best practices and innovations, resulting in library buildings and spaces that foster literacy and reading;*
 - 1.4 *by providing information that support libraries in the provision of service.*
 - 1.5 *by positioning libraries and their buildings as essential and relevant to community members and campus community members.*
 - 2.3 *by leveraging and developing partnerships around the world between library organizations and design professionals.*
 - 3.1 *by positioning library buildings as tools in, and artifacts of, cultural heritage.*
 - 4.1.3 *by positioning library buildings as critical to regional development success.*
2. *Disseminate tools to assist in planning and designing library buildings.*
Supporting IFLA Key Initiatives:
 - 1.4 *by providing information that support libraries in the provision of service.*
 - 1.5 *by positioning libraries and their buildings as essential and relevant to community members and campus community members.*
 - 3.1 *by positioning library buildings as tools in, and artifacts of, cultural heritage.*
 - 4.1.3 *by positioning library buildings as critical to regional development success.*
3. *Explore opportunities for collaboration and exchange of information with organizations involved in library planning.*
Supporting IFLA Key Initiatives:
 - 1.5 *by positioning libraries and their buildings as essential and relevant to community members and campus community members.*
 - 2.3 *by leveraging and developing partnerships around the world between library organizations and design professionals.*
4. *Develop and implement innovative programs to enhance understanding of library building planning.*
Supporting IFLA Key Initiatives:
 - 1.1 *by promoting planning and design best practices and innovations, resulting in library buildings and spaces that foster literacy and reading;*
 - 1.4 *by providing information that support libraries in the provision of service.*
 - 1.5 *by positioning libraries and their buildings as essential and relevant to community members and campus community members.*
 - 2.3 *by leveraging and developing partnerships around the world between library organizations and design professionals.*

5. Increase the membership and diversity of the LBE Section.

Supporting IFLA Key Initiatives:

4.3 by educating library leaders about building design and planning practices.

4.4 by expanding our reach and by partnering with library associations in seminar and programs at midyear meetings to increase awareness of IFLA and its resources.

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Objectives <i>What do you want to achieve?</i>	Project or activity <i>What project or activity are you going to do?</i>	Main tasks <i>What are the specific things you need to do?</i>	Responsibilities and timeline <i>Who will do them and by when?</i>	Resources <i>Do you need specific skills, money or technology?</i>	Communications <i>How will you communicate your achievements?</i>	Measures of success <i>How will you show the impact of your work?</i>	Progress Report <i>(update monthly)</i>
1. Develop mechanisms for communication and interchange of knowledge concerning library building planning and design.	1.1 Publish the papers from the 2018 Satellite Conference in Singapore on the most effective platform.	1.1.1 Contact De Gruyter Saur and IFLA Journal.	1.1.1 Koen, complete Nov 2018.	-	McCauley to provide notice of and link to publication(s) and blog posts on IFLA webpage, post to LBES Facebook site, and tweet with LBES Twitter account.	Online conversation through social media channels; Suggestions from the community for follow-up publications, WLIC sessions, etc.;	
		1.1.2 Identify editors.	1.1.2 Complete. Editors (will be Koen, McKenna, Lesneski).	-	Koen/Lesneski to report on the Satellite publication project via annual report to IFLA Members and PC.		
		1.1.3 Contact authors to confirm final text and gather supporting images/illustrations and credits.	1.1.3 McKenna. Complete by end of 2018.	-			
		1.1.4 Translate papers into IFLA's official languages.	1.1.4 Romero, Patte, Zhang. Identify and engage	-			

		translators for Spanish, French, Chinese.		
1.2 Continue and grow readers of monthly blog.	1.2.1 Identify authors and assign months.	1.2.1 Schmidt/McCauley. Complete through December 2017.	-	Ongoing.
	1.2.2 Identify editor.	1.2.2 Complete. Schmidt will continue as blog editor.	-	Complete.
	1.2.3 Refine process and monthly deadlines.	1.2.3 Schmidt. Updated blog guidelines available via link on blog site, and on PBWorks.	-	Complete.
	1.2.4 Promote blog posts on LBES social media and IFLA webpage.	1.2.4 McCauley.		Ongoing. Engagement increasing.

	1.3 Maintain an active social media / web presence.	1.3.1 Post relevant and engaging content on LBES Facebook page.	1.3.1 All section members, and LBES Facebook followers, daily/weekly.	-	Ongoing. Engagement increasing.
		1.3.2 Post relevant and engaging content on LBES Twitter account.	1.3.2 McCauley, with support from section members.	-	Ongoing. Engagement increasing.
		1.3.3 Link all publications (print/blog) to IFLA LBES webpage as they come available.	1.3.3 McCauley.	-	Ongoing.
	1.4 Conduct environmental scan of MLIS curricula globally to determine need for advocacy in providing training in library building development and project oversight.	1.4.1 Establish LBES team to investigate and provide options (e.g., Webinar, workshop, publication, other).	1.4.1 Discuss and create plan at Midyear.		
2. Disseminate tools and	2.1 Gather links to vetted standards for	2.1.1 Engage all section members to	2.1.1 Forrest and Werner to issue		Ongoing. LBESALL

<p>information on planning and designing library buildings to assist in library building planning and design.</p>	<p>key points for consideration when planning/designing a building (e.g., lighting standards/guidelines, examples of common documents such as master plans).</p>	<p>contribute and reach out to their own networks.</p>	<p>call to all Section members each quarter (Jan, April, July, Oct).</p>	<p>mailing list established 2/2017 to accommodate this work.</p>
		<p>2.1.2 Identify Core Team for review/vetting of submissions.</p>	<p>2.1.2 Discuss team at Midyear (February 2018).</p>	
		<p>2.1.3 Promote on social media and IFLA LBES Webpage.</p>	<p>2.1.3 McCauley to post a few items each month to FB, Twitter, Blog, WebPage.</p>	
		<p>2.1.4 Store all links/files on LBES PBWorks site.</p>	<p>2.1.4 McCauley, ongoing.</p>	
	<p>2.2 Determine if LBES-created standards and guidelines are needed.</p>	<p>2.2.1 Discuss after 2.1 completed.</p>		

3. Explore opportunities for collaboration and exchange of information with organizations involved in library planning	3.1 All midyear meetings to include a seminar.	3.1.1 Encourage host institution to collaborate with/solicit participation from local organization(s), libraries and individuals.	3.1.1 Program Committee to confirm outreach to local organization(s), libraries and individuals by November 30.	
	3.2 Develop contacts with national and international architectural organizations.	3.2.1 Issue call to all LBE Section members, asking for them to reach out and introduce IFLA and LBES to local architecture organizations and firms.	3.2.1 Wrightson to issue call to all Section members each quarter (annually: Jan, April, July, Oct).	Ongoing. LBESALL mailing list established 2/2017 to accommodate.
	3.3 Develop contacts with national and international library organizations and local libraries.	3.3.1 Issue call to all LBE Section members, asking for them to reach out and introduce IFLA and LBES to local library organizations and individual libraries.	3.3.1 Bostick to issue call to all Section members each quarter (annually: Jan, April, July, Oct).	Ongoing. LBESALL mailing list established 2/2017 to accommodate.

	<p>3.4 Encourage individual libraries and LBE Section members to provide information on their own library building projects.</p>	<p>3.4.1 Issue call to all LBE Section members, asking them to reach out to their own networks with request to promote their library buildings on their own website.</p> <p>3.4.2 Share on LBES social media channels and IFLA LBES Webpage.</p> <p>3.4.3 Store any relevant links/files on LBES PBWorks site.</p>	<p>3.4.1 Dahlberg to issue call to all Section members each quarter (annually: Jan, April, July, Oct).</p> <p>3.4.2 McCauley, ongoing.</p> <p>3.4.3 McCauley, ongoing.</p>	<p>Ongoing. LBESALL mailing list established 2/2017 to accommodate.</p>
<p>4. Develop and implement innovative programs to enhance understanding of library building planning.</p>	<p>4.1 WLIC 2018</p>	<p>4.1.1 Form programme sub-committee.</p> <p>4.1.2 Identify theme and components of session.</p> <p>4.1.3 Create and issue call for papers.</p>	<p>4.1.1 Standing Committee, during WLIC 2017.</p> <p>4.1.2 Programme Committee, due 15 October 2017.</p> <p>4.1.3 Programme committee, due November 2017.</p>	<p>Completed Aug 2017.</p>

	4.1.4 Select papers.	4.1.4 Programme committee, with final approval by Standing Committee, at midyear meeting.	
	4.1.5 Papers due.	4.1.5 Programme committee, by 15 May.	
	4.1.6 Collect presentation slides.	4.1.6 Programme committee, by 30 June.	
	4.1.7 Finalize program.	4.1.7 Programme committee, by 15 July.	
4.2 Satellite Conference 2018	4.2.1 Form programme sub-committee.	4.2.1 Standing Committee, at midyear meeting. (LBES reps Morgan-Bindon, Dahlberg, Romero).	Complete.
	4.2.2 Identify host and country	4.2.2 Standing Committee, at midyear 2017 meeting.	Complete.
			Complete.

	4.2.3 Identify theme and components of session.	4.2.3 Programme Committee, by 31 October 2017.	.
	4.2.4 Create and issue call for papers.	4.2.4 Programme Committee, by 30 November 2017.	
4.3 Midyear Seminar during 2018 Midyear Meeting.	4.3.1 Identify host and country.	4.3.1 Standing Committee, at WLIC 2017.	Complete.
	4.3.2 Confirm location(s) and dates.	4.3.2. Standing Committee, at WLIC 2017.	Complete.
	4.3.3 Identify Programme committee.	4.3.3 Standing Committee, at WLIC 2017.	Complete.
	4.3.4 Finalize theme and speakers	4.3.4 Programme Committee, by November 1.	
	4.3.5 Draft Programme.	4.3.5 Program committee, by 15 November.	
	4.3.6 Finalize program, catering, local logistics.	4.3.6 Program committee, by 15 December.	

		4.3.7 Finalize details, identify program hosts, volunteers.	4.3.7 Program committee, by 15 January (latest).	
5. Increase the membership and diversity of the LBE Section.	5.1 Maintain an active social media / web presence.	5.1.1 Post relevant and engaging content on LBES Facebook page, LBES blog, Twitter account and IFLA LBES webpage.	5.1.1. All section members, ongoing. Quarterly: Lesneski/McCauley - to remind section members (via listserv) to participate.	Ongoing. Engagement increasing.
	5.2 Use and implement the recommendations of the IFLA recruitment handbook.	5.2.1 Officers to become familiar with handbook.	5.2.1 Koen, Lesneski, McCauley to review and discuss before 15 Nov.	Ongoing.
		5.2.2. Implement recommendations.	5.2.2 TBD.	Ongoing.
	5.3 Actively target membership from Africa, Latin American and Asia.	5.3.1 Officers to follow up with leads for potential Standing Committee members	5.3.1 Officers, by 30 November.	Successful recruiting year: new 2017-2019 Corresponding Member from Mexico;

	uncovered at WLIC 2017.			new SC members (2017-2021) from UK (1), Sweden (2), Australia (1), Netherlands (1), Spain (1), China (1).
	5.3.2 Leverage the network behind each SC member to find section members.	5.3.2 All Standing Committee members, ongoing. Koen to issue reminder quarterly (December, March, June, September).		Ongoing. LBESALL mailing list established 2/2017 to facilitate.
5.4 Expand participation from the international community beyond our committee.	5.4.1 Post relevant and engaging content on LBES Facebook page, LBES blog, Twitter account and IFLA LBES webpage.	5.4.1 All section members, ongoing. McCauley to remind section members (via listserv) to participate (February, May, August, November).		Ongoing. LBESALL mailing list established 2/2017 to facilitate.
	5.4.2 Leverage the network behind each SC member to	5.4.2 All section members, ongoing.		Ongoing. LBESALL mailing list

	find section members.	Koen to issue reminder quarterly with the 5.3.2 reminder (December, March, June, September).	established 2/2017 to facilitate.
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Resource requirements

We do not require funding from IFLA for 2017-2018.