

## Action plan 2016 – 2017

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

Objectives of the LBES Professional Unit 2016-17:

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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<b>Objectives</b> <i>What do you want to achieve?</i>	<b>Project or activity</b> <i>What project or activity are you going to do?</i>	<b>Main tasks</b> <i>What are the specific things you need to do?</i>	<b>Responsibilities and timeline</b> <i>Who will do them and by when?</i>	<b>Resources</b> <i>Do you need specific skills, money or technology?</i>	<b>Communications</b> <i>How will you communicate your achievements?</i>	<b>Measures of success</b> <i>How will you show the impact of your work?</i>	<b>Progress Report</b> <i>(update monthly)</i>
<b>1. Develop mechanisms for communication and interchange of knowledge concerning library building planning and design.</b>	<b>1.1</b> Publish the papers from the 2016 Satellite Conference in Chicago.	1.1.1 Contact De Gruyter Saur.  1.1.2 Identify editors.  1.1.3 Contact authors to confirm final text and gather supporting images/illustrations and credits.	1.1.1 Koen, complete Nov 2016.  1.1.2 Complete. Editors (will be Koen, McKenna, Lesneski).  1.1.3 McKenna. Complete by end 2016.	-  -  -	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.  Koen/Lesneski to report on the Satellite publication project via annual report to IFLA Members and PC.	Online conversation through social media channels;  Suggestions from the community for follow-up publications, WLIC sessions, etc.;	<b>1.1.1 in progress</b>  <b>1.1.2 Complete.</b>

				Koen/Lesneski to report on the Satellite publication at the 2017 WLIC Standing Committee meeting.	
<b>1.2</b> Institute and promote a monthly blog.	1.2.1 Identify authors and assign months.	1.2.1 Lesneski. Complete through July 2017.	-		<b>Complete.</b>
	1.2.2 Identify editor.	1.2.2 Complete. Schmidt will act as blog editor.	-		<b>Complete.</b>
	1.2.3 Confirm process and monthly deadlines.	1.2.3 Schmidt, Lesneski, McCauley. To be completed by 30 Sept 2016.	-		<b>Complete.</b>
	1.2.4 Create blog template.	1.2.4 McCauley, complete by 15 October 2016.	-		<b>First draft reviewed 9/27. Complete.</b>
	1.2.5 Gather and edit blog posts & supporting images.	1.2.5 Schmidt, with support from Koen and Lesneski, on monthly basis.	-		

		1.2.6 Promote blog posts on LBES social media and IFLA webpage.	1.2.6 McCauley, with support from Lesneski, on monthly basis.	-	
	<b>1.3</b> 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.	-	<b>Ongoing. Engagement increasing.</b>
		1.3.2 Post relevant and engaging content on LBES Twitter account.	1.3.2 McCauley, with support from section members.	-	
		1.3.3 Link all publications (print/blog) to IFLA LBES webpage as they come available.	1.3.3 McCauley.	-	
<b>2. Disseminate tools and information on planning and designing library buildings to assist in library building</b>	<b>2.1</b> Gather links to vetted standards for key points for consideration when planning/designing a building (e.g., lighting standards/guidelines, examples of common	2.1.1 Engage all section members to contribute and reach out to their own networks.	2.1.1 Lesneski to issue call to all Section members each quarter annually (Jan, April, July, Oct).		

<b>planning and design.</b>	documents such as master plans).	2.1.2 Identify Core Team for review/vetting of submissions.	2.1.2 Koen/Lesneski by December 2016.	
		2.1.3 Promote on social media and IFLA LBES Webpage.	2.1.3 McCauley to post a few items each month to FB, Twitter, Blog, WebPage.	
		2.1.4 Store all links/files on LBES PBWorks site.	2.1.4 McCauley, ongoing.	
	<b>2.2</b> Determine need for LBES-created standards or guidelines.	2.2.1 Discuss and define the standards /guidelines needed to fill identified gaps in available material.	2.2.1 SC members, at Midyear meeting (February 2017).	
		2.2.2 Create plan of action for completing standards, if any required.	2.2.2 SC members, at Midyear meeting (February 2017).	
<b>3. Explore opportunities for collaboration and exchange of</b>	<b>3.1</b> All midyear meetings to include a seminar.	3.1.1 Encourage host institution to collaborate with/solicit	3.1.1 Koen to confirm with Sommer (host of 2017 Midyear	<b>Complete.</b>

**information  
with  
organizations  
involved in  
library planning**

participation from local organization(s), libraries and individuals. meeting) that collaboration with local organization(s), libraries and individuals is underway, by 8 October.

**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 Franzkowiak to issue call to all Section members each quarter, starting end 2016 (annually: Jan, April, July, Oct).

**3.3** Develop contacts with national and international library organizations.

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, starting end 2016 (annually: Jan, April, July, Oct).

**3.4** Encourage individual libraries and LBE Section members to provide

3.4.1 Issue call to all LBE Section members, asking for them to reach out to

3.4.1 Forrest to issue call to all Section members each quarter,

	information on their own library building projects.	<p>their own networks and post information on LBES FB page, send links, examples, etc.</p> <p>3.4.2 Share on LBES social media channels and IFLA LBES Webpage.</p> <p>3.4.3 Store all links/files on LBES PBWorks site.</p>	<p>starting end 2016 (annually: Jan, April, July, Oct).</p> <p>3.4.2 McCauley, ongoing.</p> <p>3.4.3 McCauley, ongoing.</p>	
<b>4. Develop and implement innovative programs to enhance understanding of library building planning.</b>	<b>4.1 WLIC 2017</b>	4.1.1 Confirm partnership with Management & Marketing Section.	4.1.1 Officers, during WLIC 2016.	<b>Completed Aug 2016.</b>
		4.1.2 Form program sub-committee.	4.1.2 Standing Committee, during WLIC 2016.	<b>Completed Aug 2016.</b>
		4.1.3 Identify theme and components of session.	4.1.3 Program committee, during WLIC 2016.	<b>Completed Aug 2016.</b>
		4.1.4 Create and issue call for papers.	4.1.4 Program committee, by November 2016.	<b>Draft issued October.</b>

	4.1.5 Invite targeted participants.	4.1.5 Program committee with Standing Committee input, by December 2016.
	4.1.6 Select papers.	4.1.6 Program committee, with final approval by Standing Committee, at midyear meeting.
	4.1.7 Papers due.	4.1.7 Program committee, by 15 May.
	4.1.8 Collect presentation slides.	4.1.8 Program committee, by 30 June.
	4.1.9 Finalize program.	4.1.9 Program committee, by 15 July.
<b>4.2</b> Satellite Conference 2018	4.2.1 TBC.	4.2.1 Standing Committee, at midyear meeting.
<b>4.3</b> WLIC 2018	4.3.1 TBC.	4.3.1 Standing Committee, at WLIC 2017.



<b>4.4</b> Midyear Seminar during 2017 Midyear Meeting.	4.4.1 Identify host and country.	4.4.1 Officers, at WLIC 2016.
	4.4.2 Confirm location(s) and dates. Communicate to Standing Committee.	4.4.2. Officers and host (Sommer), by 8 October.
	4.4.3 Identify and communicate local committee members to Officers.	4.4.3 Host (Sommer) by 30 October.
	4.4.4 Issue call for papers.	4.4.4 Local committee, by 15 November.
	4.4.5 Select papers.	4.4.5 Local committee, with final approval by Officers, by 15 December.
	4.1.7 Finalize program, catering, local logistics.	4.1.7 Program committee, by 15 January.
	4.1.8 Papers due.	4.1.8 Program committee to collect by 15 January.

		4.1.9 Collect presentation files.	4.1.9 Program committee, by 15 February.
		4.1.10 Finalize details, identify program hosts, volunteers.	4.1.10 Program committee by 15 February (latest).
<b>5. Increase the membership and diversity of the LBE Section.</b>	<b>5.1</b> 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.
	<b>5.2</b> 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.
		5.2.2. Implement recommendations.	5.2.2 TBD.
<b>5.3</b> Actively target membership from	5.3.1 Officers to follow up with leads for potential	5.3.1 Officers, by 30 November.	

Africa, Latin American and Asia.

Standing Committee members uncovered at WLIC 2016.

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).

**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).

5.4.2 Leverage the network behind each SC member to find section members.

5.4.2 All section members, ongoing. Koen to issue reminder quarterly with the 5.3.2 reminder (December, March, June, September).

## **Resource requirements**

We do not require funding from IFLA for 2016-2017.