



<Insert name of Professional Unit>  
**ANNUAL REPORT**  
**2016-2017**

## Introduction

Professional Units must prepare an Annual Report each year. It has been agreed by the Governing Board that this can cover the period September 2016 – August 2016 to correspond to the terms of the Standing Committee. The purpose is to inform the Professional Committee, the Section's Standing Committee, members of the Section and the profession around the world about achievements over the year. The Annual Report refers to the activities identified in the Unit's [Action Plan](#) and reports on the progress of these activities, the activities that have been completed and their impact.

The Annual Reports of all IFLA Sections provide important input to the fulfilment of IFLA's Professional Programme, Strategic Plan and Key Initiatives, and also contribute to IFLA's Annual Report.

The Officers of the Section should return this form to the Division Chair and Professional Support Officer no later than 31 October 2017.

A summary should be provided to the membership of the Professional Unit.

Further guidance on Annual Reports can be found in the Officers corner: <http://www.ifla.org/officers-corner/annual-reports>

## Report on progress and activities

<b>Objectives</b> <i>Identified in the Unit's Action Plan</i>	<b>Project or activity</b> <i>Identified in the Unit's Action Plan</i>	<b>Progress</b> <i>Please give brief details, including status (not started, in progress, near completion, completed)</i>	<b>Risks</b> <i>Please identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them</i>
<b>1.To encourage networking for special collections and associations around the world</b>	1.1. Continue the work on the section blog 1.2. Engage local and regional professionals with summer meetings, and with sponsoring local conferences and work-shops 1.3. Update legacy web content	1.1 ongoing [Daryl to provide stats] 1.2 Specific goal for the year near completion: Sponsoring (with other organisations) Jornada "El patrimonio bibliográfico en América Latina y el Caribe: desafíos y perspectivas" 27 y 28 de septiembre de 2017, Buenos Aires – Argentina Organiza: Biblioteca Nacional Mariano Moreno – IFLA Rare Books and Special Collections Section RBCS rep: Fabiano Cataldo. Plan to record a message of support from the Committee at WLIC 2017 1.3 not started: Information Officer moved to a new job this year	1.1 Continued need to drum up content: propose to refresh this year 1.2 Risk: sponsoring an event that does not contribute to our objectives. Managed by regular communications between RBCS rep and Section officers 1.3 accepted that progress would not be made this year. Need to recruit additional support for web updates as former IO who provided this standing down
<b>2.To examine the question of what happens when special collections are taken out of their library home, either virtually or physically, and used by the library or others beyond traditional ways</b>	2.1 Organise conference session for WLIC 2017	2.1 [complete by end of Congress; add any feedback]	
<b>3. To examine what happens when collections cross borders. This falls within the Cultural Heritage section of IFLA's Strategic Plan, specifically</b>	3.1 Organise off-site session at WLIC 2017	3.1 [complete by end of Congress; add any feedback] Chair will be involved in Digital Repatriation working group.	Following Julia Brungs leaving IFLA, need to develop contacts with IFLA central Cultural Heritage policy rep(s).

<b>Activity 3.2.2</b>			
<b>4. To help specialists face new problems and adapt to the evolution of the profession</b>	<p>4.1. Produce competencies for Rare Books and Special Collections librarians</p> <p>4.2. Obtain additional translations of the section's Digitization Guidelines and try to resolve the copyright issue with the Japanese translation</p>	<p>4.1 in progress: outline and approach drafted and received RBSC SC approval WLIC 2016. Initiating formal IFLA standards process. Working group has identified IFLA and external contacts to consult during development and has drafted timeline.</p>	<p>4.1 IFLA Standards committee may be negative. Prepared for constructive criticism; developing contacts with other sections will help improve process. Need to replace working group members who are standing down.</p> <p>4.2</p>
<b>5. To make the committee a more dynamic unit</b>	<p>5.1. Attempt to recruit more section members from Asia and Sub-Saharan Africa</p> <p>5.2 Explore increased collaboration with other IFLA sections, such as the Indigenous Matters Section and the Digital Humanities SIG</p>	<p>5.1 A nomination from Asia was received but was not elected to Committee. We have no contact details for them.</p> <p>5.2 In progress: Collaboration with Indigenous Matters on off-site session at 3.1</p>	<p>5.1 Aim to attract people from these regions as corresponding members to the SC.</p> <p>5.2</p>

## Results

Please provide further information about the activities that were completed during the year. Ensure that details or a full report can be found online, the main outcomes have been shared with a wider audience and the impact of the work can be demonstrated.

<b>Completed project or activity</b> <i>Please list those projects/activities identified as completed in the table above</i>	<b>Output</b> <i>Please state what the output of the project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it</i>	<b>Communications</b> <i>Please state how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession</i>	<b>Impact of the completed project or activity</b> <i>Through the Measures of Success identified in your Action Plan, describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large</i>
<b>2.1 Organise conference session</b>	Conference session	Papers published in IFLA library.	Promotion, interpretation and access

for WLIC 2017			is one of the group's ongoing strands of activity in our trifold focus on the preservation (including collection development), description and making accessible of rare books and special collections. The papers will provide useful examples of best practice and the SC will consider the impact of the session and incorporate into future action plans
<b>3.1 Organise conference session for WLIC 2017</b>	Conference session	Position statements discussed at conference taken to IFLA Digital Repatriation working group. Papers published in IFLA library.	Internally, this session enabled us to begin an important relationship with Indigenous Matters.
<b>3.</b>			

### Standing Committee membership

Please provide further information about members of the Standing Committee and their contribution to the work of the Professional Unit.

Standing Committee members' names	Role on the Standing Committee (if any) and contribution made to the work of the Professional Unit over the year <i>For example, Chair, Information Coordinator, Project Leader</i>	Comments on position <i>For example, resigned, co-opted to fill a casual vacancy, etc.</i>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		

5.
6.
7.
8.
9.
10.
<b>Add as required</b>

<b>Names of any other reporting persons</b>	<b>Role</b> <i>For example, Corresponding Members</i>	<b>Comments on position</b> <i>For example, resigned, co-opted to fill a casual vacancy, etc.</i>
1.		
2.		
3.		
4.		
<b>Add as required</b>		

### Professional Unit meetings or conference calls

Please show how the Standing Committee has conducted its business over the year.

<b>Date</b> <i>When the meeting was held</i>	<b>Location or type of meeting</b> <i>Physical or virtual meeting (telephone, skype etc)</i>	<b>Main outcomes</b> <i>Briefly summarise the main outcomes of the meeting and how these were communicated to the membership of the Professional Unit</i>
<b>1.Virtual mid-term meeting</b>	Virtual meeting using Zoom	Minutes posted to Committee
<b>2.Global Vision discussion, June 2017</b>	Online survey followed by virtual meeting	Global Vision report circulated to Committee: to be shared with members after August Global

Please return this form to the Division Chair and Professional Support Officer ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)) no later than 31 October 2017.

Please also make a summary of this form available to the IFLA Members registered with the Professional Unit, removing any sensitive information such as risks, individuals' contributions, etc.

(Officers can obtain a list of their IFLA Members from [membership@ifla.org](mailto:membership@ifla.org)).

When making the Annual Report public, please remove any information you think should not be shared. A web page template has been shared with Information Coordinators which you might use for this purpose: <https://codex.ifla.org/node/12489> [access with Codex log-in].