



LMW Country Pages: Content Submission Form

WELCOME

Welcome to the **Library Map of the World (LMW) Country Pages Content Submission Form!**

LMW Country Pages aim to become the representative source of information about libraries and the library field in each country. By providing a concise overview of the library environment, it provides a unique opportunity for each country to address stakeholders who wish to quickly learn about the library field in a selected country. LMW Country Pages will support our joint library advocacy efforts at all levels.

This Content Submission Form is created for the LMW contributors (e.g. national associations, national libraries, library support organisation and other institutions) to submit the necessary information for their country pages:

- Description of the library field in the country (e.g. general overview of the library system, main facts and features of different types of libraries, governance and funding models, development and policy priorities, and some recent achievements in the library field)
- Details of organisations (e.g. national library associations, national library, policy making institutions, and library support organisations)
- Information about the library policy and legislation (e.g. national policy for libraries, library law, legal deposit law, and copyright law)
- Information about education and events (e.g. description of professional qualification requirements and overview of education system, major professional publications and events)

INSTRUCTIONS AND GUIDANCE

STRUCTURE OF CONTENT SUBMISSION FORM

The form is organised as follows:

- Contributor Identification Page. You will be asked to identify the country, the name of contributing organisations, and the details of the main contact person with whom the LMW team could communicate to curate your content before publishing online.
- Page "Libraries in Your Country". You will be asked to provide a concise description of the library field in your country by answering a list of questions. The maximum number of words for this description is limited to 500.
- Pages to submit information about organisations are organised per organisation type, including national library associations, national libraries, policy making institutions, and library support organisations. You will be asked to provide the name of organisation in English and local language, the URL to the main website, and a brief description of the role, broad areas of

concern, responsibilities or operation for each listed organisation (this description is limited to 100 words for each organisation).

- Pages to submit information about the library policy and legislation are organised per type of legislation. You will be asked to provide information about policy documents and legislative acts, including title of document, the URL to the full text (if exists), and a brief description of the aim and scope of policy document or legislative act (this description is limited to 100-350 words depending on item).
- Pages to submit information about education and events. You will be asked to provide descriptive information about formal professional qualification requirements and an overview of librarians' education in your country (the description of each is limited to 250 words) as well as provide information about professional publications and events (the description of each is limited to 100 words).
- Content Contributor's Permission Form. You will be asked to indicate your agreement for IFLA to publish the content you provided as well as to acknowledge the contribution of your organisation.

SUBMISSION OF CONTENT / INFORMATION

You will need to prepare your content before filling in this form. We recommend that you follow the steps described below:

Step 1: Learn about the scope of the LMW Country Pages ([download PDF](#)). Some of its content will be generated automatically from other sections of the LMW website (e.g. your country's library data in the section of Performance Metrics, and the list of available SDG Stories with direct links to them). Some of the content will be created by using external data sources (e.g. facts about the country, and data on contextual indicators). We will ask you to provide information for other sections, including the description of the library field and information about organisations, policy and legislation, and education and events. When submitted, your content will be curated by the LMW team and published online when the final version is confirmed with you.

Step 2: Review this submission form to identify information gaps ([download PDF](#)). This is aimed at identifying the missing information necessary to complete the form. It is expected that you communicate with other organisations to fill in identified information gaps. Remember that by filling in this form you are asked to draw the national level picture as well as to provide information about all most important players in the library field in your country. To fulfill this task you will need to engage with other organisations (e.g. other library associations, national library, ministry departments, other library support organisations and institutions, etc.). Improved partnerships and collaboration is an added value of our joint effort of creating your country's page on the LMW website.

Step 3: Take time to prepare your content. The most important part of this submission is the description of your country's library field. There are two main reasons why you should consider allocating sufficient time in preparations:

- Limited number of words (350-500 words to describe the library field, and 100-350 words depending on item to describe organisations, policy and legislation documents, education and events). You may find it challenging to include all the important facts and information in this limit. However, we can assure you - it is possible. We would like to encourage you to follow the structure (list of questions is included to support your writing), to start by including all what you find is relevant to know about the situation in your country, and then to try shortening it to the most important things and highlights.
- Links to websites, further information sources, and full texts. The LMW Country Page will have a functionality to link your reader to more detailed content on described issues, e.g. through links to further information on websites of national associations, national libraries or other institutions in your country as well as links to full texts of policy and legislation documents and publications. You will have to allocate the time to review if the provided links to websites are

current and up to date. Remember that outdated information will not reflect well on libraries for advocacy purposes.

- [National level picture](#). As our selected partner in creation of content for your country page on the LMW website, you are taking responsibility for content and information you will provide. You may want to engage in co-creation or to verify the prepared content with other stakeholders/organisations in your country before your content is published online. In this way you will also make your partners aware about your role as the LMW contributor. In addition, you will raise an awareness about the LMW website and its use in library advocacy among different stakeholders.

Step 4: Submit your content. Once ready, fill in this form.

PERMISSIONS

For all content that is to be published on the IFLA Library Map of the World, their contributors must complete the permission form that is enclosed at the end of this form.

IFLA advocates broad accessibility to information and knowledge for all citizens of the world, regardless of their geographical location or financial or other circumstance. For this reason, IFLA uses a [Creative Commons Attribution 4.0 International licence \(CC BY 4.0\)](#) where possible to open up IFLA's content more fully.

By completing the permission form (at the end of this submission form), you are agreeing to attach a CC BY 4.0 licence to the content that you provided.

Please note the [takedown policy](#) on items uploaded to the Library Map of the World.

DEADLINES

Fill in this form now or later!

You will be able to start, save your responses and return to complete at a later time.

Please note that a prerequisite to opening the Country Page is the submission of library data (nationally aggregated library statistics). If you haven't done it yet, make sure you do it before submitting the information for your country page. Please do not hesitate to contact the LMW team at librarymap@ifla.org if you need assistance with data submission.

The deadline for those, who want to make sure that the submitted content is added and the country page is opened on the Library Map of the World before IFLA WLIC 2018, is 31 July 2018. After the launch, we will be adding the content to LMW Country Pages on an ongoing basis after receiving the submission and curation.

* = Required questions

CONTRIBUTOR IDENTIFICATION

COUNTRY OR AREA

NOTE: The naming and listing of countries and areas included in the Library Map of the World is based on definitions used by United Nations Statistics Division (UNSD) as defined in the UN publication "[Standard country or area codes for statistical use \(M49\)](#)".*

(Dropdown list of 249 countries/areas)

Name of Contributing Organisation (in English) *

NOTE: All contributors to the Library Map of the World website (librarymap.ifla.org) will be listed by country in a separate section entitled "Contributors". We will display:

- Name of organization in English (For organizations which want to be listed as LMW Contributors it is compulsory to provide organization's name in English)
- Name of organization in local language (This is optional, and it may happen that at this stage of the LMW development we are unable to display organization's name in local language if it contains other than Latin characters)
- Link to organization's main website that will be entitled "Visit Website" (This is optional)

Contact Information of Contributing Organization

Name in local language: _____

Main Website: _____

Facebook Page: _____

Email Address: _____

Phone Number: _____

IFLA member

Yes

No

IFLA Member Code

Main Contact Person for the Library Map of the World

NOTE: Please identify the main contact person who the Library Map of the World team could communicate with to curate your content before publishing online.

Title: _____

First Name*: _____

Last Name*: _____

Position / Role in Contributing Organization: _____

Email Address*: _____

Phone Number: _____

LIBRARIES IN YOUR COUNTRY

The LMW Country Page will provide a space to include a description of the library field in your country. Recommended number of words for this description is 350 (the maximum number of words is limited to 500).

This description is a general overview of the library system, main facts and key features of different types of libraries, the role of national library associations, governance and funding models, strategic development or policy priorities, as well as some recent achievements in the library field in your country. The main audience you are addressing with this information are various stakeholders from around the world who are interested to quickly learn about the library field of your country.

Imagine that you have 5 minutes to talk to someone who knows nothing about the library system, its developments and key stakeholders in your country. Try to draw a national picture and highlight some of the most important characteristics.

Please describe the library field in your country by providing brief and concise answers to the following questions: *

- In general, how would you describe the library system in your country? (e.g. centralized, decentralized, highly developed, in the initial stages of development etc.)
- Identify the types of libraries in your country. What are some of the main facts, important characteristics or features of different library types?
- Which government ministry or department is responsible for the development of policy and legislation concerning libraries in your country? How are libraries financed?
- What are some of the strategic development or policy priorities in the library field?
- What are some of the main objectives/goals of national library associations? Consider broad areas of concern of the associations; the role of national library associations in your country.
- What are some recent national achievements in the library field in your country?

Library Location Resources listed on the LMW Country Pages are web maps which include location data of all or part of a country's libraries (e.g. maps of libraries created by using OpenStreetMaps, Google Maps or other solutions).

Are there any library location resources which list all or part of your country's libraries? *

Yes

No

Library Location Resources

Title of the resource in English: _____

Title of the resource in local language: _____

URL to the resource.

NOTE: Please copy/paste the URL from the address bar of your Internet browser.:

Brief description of the resource.

NATIONAL LIBRARY ASSOCIATIONS

National library associations listed on the LMW Country Page are non-profit associations operating at the national level, either general in nature or specialised by the type of library. It includes national associations in the fields of librarianship, documentation, and information science, including associations formed by institutions or staff (both professional/qualified and non-professional). The meaning of national library associations in the broadest context includes all types of national associations in the information field. Associations covering only certain districts, provinces or regions within a country are not within a scope of the LMW Country Pages.

Are there any library associations, operating on a national level, in your country? *

Yes

No

Details of National Library Associations

Name of the association in English (followed by the acronym, if one is used):

Name of the association in local language (followed by the acronym, if one is used):

Main website: _____

Brief description of major fields of interest, goals, objectives. Number of members. The broad areas of concern of the association, major activities.

NATIONAL LIBRARIES

A national library is a library that is responsible for acquiring and conserving copies of all relevant documents published in the country in which the library is located. The definition of “national library” allows for more than one national library in a country.

Are there national libraries in your country? *

Yes

No

Details of National Libraries

Name of the library in English (followed by the acronym, if one is used):

Name of the library in local language (followed by the acronym, if one is used):

Main website: _____

The role of the national library in the library field

POLICY MAKING INSTITUTIONS

National level governmental institution(s) (e.g. government department, ministry or other entity) which is responsible for development of policy (e.g. strategies, plans, actions, behaviours) and legislation in the library field as well as making decisions concerning libraries the in country.

Are there any government institutions responsible for library policy in your country? *

Yes

No

Details of Policy Making Institutions

Name of the institution in English (followed by the acronym, if one is used):

Name of the institution in local language (followed by the acronym, if one is used):

Main website: _____

Brief description of areas of responsibility

LIBRARY SUPPORT ORGANISATIONS

National level (public, private or non-profit) library support organisations (e.g. consortiums, agencies or centres etc.) which either make grants, perform the functions of, or implement projects/programmes in the library field.

Are there any library support organisations in your country? *

- Yes
 No

Details of Library Support Organisations

Name of the organisation in English (followed by the acronym, if one is used):

Name of the organisation in local language (followed by the acronym, if one is used):

Main website:

Brief description of its role and areas of operation

NATIONAL POLICY FOR LIBRARIES

A national policy for libraries is a document formally approved by the government which provides a framework for the planned and coordinated development of libraries, as well as for the delivery of library services in a country. National policy for libraries may be developed independently or be defined as part of wider policies, e.g. national information policies, national information technology strategies, national education policies, or national book policies. National policy documents listed on the LMW Country Page include general library policy strategies or guidelines as well as policy documents covering the development of specific library types or library functions (e.g. national policy for development of public libraries; national digitisation strategies etc.).

Does your country have a national policy for libraries? *

- Yes

No

Information about the National Policy for Libraries

Title of the policy document in English: _____

Title of the policy document in local language:

URL to the full text (if available, in any language):

Brief description of the aim and scope of the policy document

URL to further information: _____

LIBRARY LAW

Library laws are an expression of library policy in the form of legislation or regulation(s). Library laws provide a legal framework for running and maintaining library services, defines tasks and official guidelines for libraries' work, and lays down statutory responsibilities in the library field. Library laws listed on the LMW Country Page include general library acts as well as library acts covering selected library type (e.g. national library act or public libraries act).

Does your country have a library law (e.g. general library act or library act covering specific library type)?*

Yes

No

Information about the Library Law

Title of law in English: _____

Title of law in local language: _____

URL to the full text (if available, in any language):

Brief description of the aim and scope of the act, i.e.:

- Who is subject to library law (libraries, local government, other agencies)?
- What does the library law cover (objectives/targets, general/specific services, regulation and inspection, personnel management)?
- When was the law issued and last amended?

URL to further information: _____

LEGAL DEPOSIT LAW

Legal deposit is a key instrument in building national collections which preserve, develop and transmit national culture to future generations. It is a legal obligation that requires publishers, distributors and, in some countries, printers to provide copies of their publications for free to the repository of the national collection. In many countries this scope is being extended to include electronic resources together with other forms of non-print media. Legal deposit legislation can also impose obligations on the national bibliographic agency relating to material received via legal deposit concerning long-term preservation, description, access, and restrictions on the use or disposal of such material. Legal deposit can be the subject of discrete legislation or may be incorporated into another act or law (e.g., the national library act, or copyright law).

NOTE: If your country is included, the report “Mandatory Deposit Laws”, produced by the Library of Congress, may be a useful source of information to review before you fill in this section. [Download](#) the report and look up your country.

Does your country have a law regulating legal deposit at the national level? *

Yes

No

Information about the Legal Deposit Law

Title of the law in English: _____

Title of the law in local language: _____

URL to the full text (if available, in any language):

Brief description of the scope of the legal deposit, i.e.:

- What materials are covered by legal deposit legislation (print/digital, media, web-harvesting)?
- What are the responsibilities of the library as regards deposited material (preservation, description)?
- Can the library give access to deposited material, and how (i.e. on-site, online, only to researchers)?

URL to further information: _____

COPYRIGHT LAW and LIBRARY EXCEPTIONS AND LIMITATIONS

Copyright gives authors or creators of original works exclusive rights to do certain things with their works, i.e. copying, distributing, lending, placing online. In most countries, copyright laws include exceptions or limitations applicable specifically to libraries and archives – this is vital if they are to fulfil their mission to support education, research and reading. The most common subjects of library exceptions are making copies (usually a limited number), for readers, researchers, and other library users, and the making of copies for preservation. Library exceptions and limitations gives the library the possibility to use the work without permission from the author, copyright owner, or any other party.

NOTE: If your country is included, the Study on Copyright Limitations and Exceptions for Libraries and Archives” prepared by Prof Kenneth D. Crews for the World Intellectual Property Organisation, may be a useful source of information to review before you fill in this section. [Download](#) the report and look up your country.

Does your country have a copyright law? *

Yes

No

Information about the Copyright Law and Library Exceptions and Limitations

The copyright law includes specific limitations or exceptions for libraries for libraries?*

Yes

No

Title of law in English: _____

Title of law in local language: _____

URL to the full text (if available, in any language):

Brief description of the aim and scope of library provisions in the copyright law, i.e.:

- Does the law allow for basic library activities (lending, copying, preservation)? Is there a Public Lending Right scheme in your country?
- Do libraries need to pay for other uses of works?
- Does the law take account of digital uses (i.e. digital lending/document supply, digitisation?)
- Does the law allow libraries to make and share accessible format copies of works for people with print disabilities?
- Are there any (other) significant copyright challenges for libraries with copyright?
- Are any reforms planned or in process?

URL to further information: _____

PROFESSIONAL QUALIFICATION REQUIREMENTS

In many countries, to become a librarian one would usually need to have formal qualifications (e.g. a diploma in library and information studies (LIS), an undergraduate library qualification, or an undergraduate degree in any subject and a postgraduate degree in LIS or accredited certification). Some librarian positions may additionally require specific subject knowledge or expertise, or certain in-job experience. Sometimes professional registration for librarians is required to be eligible working in the LIS sector. Information included on the LMW Country Page describes formal professional qualification requirements for library staff (usually set by law or issued by statutory body in the library field in country).

Does your country have any formal professional qualification requirements for library staff? *

Yes

No

Please describe the main idea and the scope of requirements. Include relevant information that would help others to better understand the situation and context in your country (e.g. does qualification requirements are set for all library types, all categories of library staff or librarian positions, etc.).

URL to further information (e.g. include the URL to additional information explaining the professional qualification requirements in your country, in any language)

EDUCATION

Education for librarians is often referred to as Library and Information Science (sometimes given as the plural library and information sciences) which is the term associated with schools of library and information science (abbreviated to “SLIS”) or schools of librarianship. In some countries, the term “documentation science” is the preferred name of the field, where information science and communication studies form one interdisciplinary field. In some places, the fields of archival science, library science and museology, have been integrated as archival, library and museum (abbreviated to “ALM”) studies. In addition, lately the tendency is to use all the terms of “library science” and “information science” as synonyms or to drop the term “library” and to speak about information departments or so called I-schools. Information included on the LMW Country Pages refers to the LIS education system in its broadest sense, including any institutions providing LIS education and/or training programmes in the library field in a country.

Does your country have institutions providing professional education and/or training programmes in the LIS sector? *

Yes

No

Brief overview of the LIS education system. Include relevant information that would help others to better understand the situation and context in your country (e.g. what levels and type of education can one acquire in the LIS sector, what are some of the main institutions providing education and training etc.).

URL to further information (e.g. include the URL to additional information explaining the LIS education system in your country, in any language)

PROFESSIONAL PUBLICATIONS

Professional publications (e.g. professional journals or professional magazines) are important in the transfer of information. Professional publications for librarians provide a forum for communication within the profession as well as serve as a source of practical information for library professionals (e.g. provide popularized or simplified information on scientific research or trends and discoveries; or communicate up-to-date information about current events for library professionals), which drives informed decisions and development through sharing and learning from research or peer experience. Professional publications listed on the LMW Country Pages are professional journals or magazines which are published at regular intervals throughout the year by professional organisations in the library field in country.

Does your country have any major library journals or magazines which are being published at regular intervals? *

Yes

No

Information about Professional Publications

Title of the journal/magazine in English: _____

Title of the journal/magazine in local language:

URL to the full text (if available online): _____

Brief description of the scope of the journal/magazine and main topics covered. Include information about the issuing organisation, type of the publication (e.g. peer reviewed journal, online magazine etc.) and regularity (e.g. monthly, quarterly, etc.).

PROFESSIONAL EVENTS

Professional events (e.g. annual conferences or annual meetings) provide a platform to exchange a usable content on relevant topics, help to keep up-to-date with the latest developments and changes that are occurring in the library field, as well as encourage networking with other professionals. Professional events listed on the LMW Country Pages are professional conferences or congresses (general or targeted at a specific library type) which are organized at regular intervals (e.g. annual or biennial) by professional organisations in the library field in country.

Does your country have a national library day/week which is being celebrated at regular intervals? *

Yes

No

Information about the Library Day/Week

Name of the national library day/week in English:

Brief description of the event (e.g. When it usually takes place? At what regularity? What is the main goal of that day/week? What are main events taking part during that day/week?)

URL to further information (if any) on the national library day/week:

Does your country have any major national professional events that take place at regular intervals (e.g. annual national conferences, meetings)? *

Yes

No

Information about National Professional Events

Name of the event in English: _____

Brief description (e.g. When it usually takes place? At what regularity? What is the main goal of the event? What are main target groups?)

URL to further information (if any) on the event:

PERMISSIONS

PERMISSION TO PUBLISH CONTENT THAT YOU PROVIDED

Please indicate your agreement for IFLA to publish content that you provided on the Library Map of the World website (librarymap.ifla.org):

NOTE: By giving IFLA permission to publish, you are agreeing to attach a [CC BY 4.0 licence](#) to the content that you provided.

- Yes, I give IFLA permission to publish content that I provided
- No, I don't give IFLA permission to publish content that I provided

PERMISSION TO ACKNOWLEDGE CONTRIBUTION

All contributing organisations may be listed by country on the [Contributors page](#) of the Library Map of the World.

Please indicate your agreement to name your organisation as contributor on the Library Map of the World website (librarymap.ifla.org):

- Yes, I give IFLA permission to name my organisation as contributor
- No, I don't give IFLA permission to name my organisation as contributor (NOTE: In this case your organization's contribution will be entitled as "Unnamed")

IDENTIFICATION INFORMATION AND PROTECTION OF PERSONAL DATA OF THE CONTACT PERSON

IFLA is based in the Netherlands and for its daily operations collects and processes data of a personal nature.

The European General Data Processing Regulation (GDPR) addresses the handling of personal data and IFLA is obliged to comply with the GDPR.

IFLA requires your permission to use the data as provided in this form for internal usage within the IFLA organization to contact you and send you correspondence.

If you have any questions about the GDPR, please contact [IFLA Headquarters](#).

Please indicate your agreement:

- Yes, I give IFLA permission to use my personal data for internal IFLA use
 - No, I don't give IFLA permission to use my personal data for internal IFLA use
-

THANK YOU!

Thank you for taking the time to gather information in your country and to fill in this form!

We truly value the content and information you have provided! Your engagement is vital in helping IFLA to create the Library Map of the World - a truly representative source of information about the library field across the world!

The Library Map of the World team will contact you shortly to curate your content before publishing it online.
