

**IASI Publications Officer
Annual Report 2006
Presented To the IASI Annual Meeting
Brasilia, Brazil, April 25-27, 2006**

By
Gretchen Ghent, IASI Publications Officer and VP North America

Tasks from 2004-2005

For IASI

- ~~///~~ Edit and publish three issues of the IASI Newsletter, in April, July and November
- ~~///~~ Prepare an outline and find volunteer writers for the 2nd edition of the Manual for a Sports Library
- ~~///~~ If there is time, begin compiling information for a 2nd edition of the History of IASI booklet

For ICSSPE

- ~~///~~ Contribute to or edit IASI submissions to the *ICSSPE Social Sciences & Physical Education Bulletin*
- ~~///~~ Update the *ICSSPE Publications: Holdings by Key Libraries/Union Catalogues* for the next meeting of the ICSSPE Editorial Board

2.0 IASI Newsletter

Two issues were published in 2005:

?? No. 31, June 2005

?? No. 32, November 2005

Through the good offices of Erika Schwarz and the Consejo Superior de Deportes, Diane Schofield was asked to translate the IASI Newsletter issues into Spanish. This translation was completed quite promptly after the English version was published. The issues were added to the IASI website in PDF format.

2.1 The IASI Manual for a Sports Library, 2nd Edition

The IASI President, Alain Poncet, was granted permission from the IOC for IASI to assume the copyright of the 2nd edition of the Manual, with the stipulation that IASI does not use any Olympic logos or symbols on this new edition.

As a starting point for the writing and production of this new edition, a number of draft outlines were produced. The emphasis will be placed on the importance of website development for the benefit of the Sport Information Centre's parent organization and the Centre. The main goal is to create a comprehensive means for the delivery of information to the nation's coaches, administrators, researchers, athletes, and the public at large. While the usual sections on Technical and User services will be included, at the same time, the computer-based sections will be expanded and emphasized. Included with this report is the 3rd draft of the outline for the 2nd edition.

It is anticipated that the volunteers who will write various chapters will be assigned the tasks by summer, with writing to commence in the fall 2006 and publication in early 2007.

2.2 Updating the IASI Listserv List by Country

As a result of the work done to produce a comprehensive list of IASI Beijing Congress List of Participants, the IASI listserv list was updated by your Publications Officer and sent to the listserv administrator, Ayala Maharik.

3.0 ICSSPE's Editorial Board

ICSSPE administrators and Editorial Board members met in Edmonton, Alberta, August 8-9, 2005 prior to the 2005 IAPESGW Congress, August 10-13. The Editorial Board chair, Darlene Kluka was unable to attend the meeting and asked your Publications Officer to assume the chair and attend the other board meetings. A number of Editorial Board members have retired or resigned recently. The forthcoming meeting in Berlin, May 18-19, 2006 is important as new Editorial Board members will be invited. It is important that this Board be revitalized and the publication agenda set for the next few years.

3.1 ICSSPE's Sport Science and Physical Education Bulletin

As part of my responsibility as an Editorial Board member regular contributions are made to the ICSSPE publishing program. Listed below are the contributions to each issue:

- ?? **No. 44 May 2005** Watching the Web: A Weblibliography on Advocacy, Calls to Action, and Leadership in Physical Education
- ?? **No. 45 Sept 2005** Watching the Web: Sport Policy Documents on the Web

4.0 Tasks for 2005-2006

For IASI

- ?? Write a chapter and be the chief editor of the 2nd ed. of the Manual for a Sports Library
- ?? Edit two to three issues of the IASI Newsletter

For ICSSPE

- ?? Make regular contributions to ICSSPE's Sport Science and Physical Education Bulletin
- ?? Attend Editorial Board meetings and participate in the ICSSPE publication and marketing program

Respectfully submitted,

Gretchen Ghent, Librarian Emeritus

VP for North America and Publications Officer, International Association for Sport Information

Chair, North American Sport Library Network

Member, ICSSPE Editorial Board

C/o The University of Calgary Law Library

2500 University Dr. NW, Calgary, Alberta, Canada T2N 1N4

Tel: 403-220-6907 FAX: 403-282-6837 Email: gghent@ucalgary.ca

Sport Information Centres and Websites: Planning and Administration

2nd ed, 2006

(Formerly entitled: Manual for a Sports Information Centre)

Proposed Outline

March 7, 2006

By Gretchen Ghent

Draft 3

Suggested Goals and Objectives of the Second Edition

- 1 Should be practical guide with short philosophical/ theoretical introductory sections
2. Chapter arrangement to be changed so that redundancy found in the 1st ed. can be reduced.
3. Assume that any sport information centre (SIC) started today will take full advantage of computer automation for all aspects.
4. Include small chapter at the end whereby suggestions are outlined for a paper-based sport resource center

Preface by Alain Poncet

Introduction

(Why book is written, what it is about, how to use it)

1.0 What is Sport Information?

- 1.1. Sport resources: print and online - of books, reports, periodical articles, sport news, event results, event calendars, rankings, statistics, sport facilities, information on continuing education or certification, sport / organizational archives, government and organizational sport policy
- 1.2. Aims of scientific information
- 1.3. Information and document reliability, usefulness, validity, originality

2.0 The Components and Functions within a Sport Information Centre

In outline format, explain all the activities associated with an information centre as per chapters 3 to 10 below)

3.0 The Planning, Budgeting and Needs Assessment Process

- 3.1 The Information Centre Mission Statement, Goals and Objectives
- 3.2 Surveying Information Needs of the Parent Organization and Potential Users
- 3.3 The Start up and Yearly Budget

4.0 Computer Systems and Equipment To Support Information Centre Functions

- 4.1 Integrating computer requirements for the parent organization and information centre
- 4.2 Assessing requirements for information centre functions (in-house online catalogue for acquisitions, cataloguing, user access, fulltext documents, website)

- 4.3 Planning Website development for parent organization and information centre
- 4.4 Suggested computer hardware and software systems

5.0 Staffing, Management and Space Requirements

- 5.1 Role and Qualifications of the Manager
- 5.2 Relationships to top management / parent organization administration
- 5.3 Hiring, Supervising, and Educating Staff
- 5.4 Space and Information Center layout
- 5.5 Analysis of shelving needs, equipment, study space, furniture

6.0 Access and Development of Websites and Databases

6.1 Key Sections for Website Development for Parent Organization and Information Center

- 6.1.1 Explanation of national sport structure
- 6.1.2 Fulltext or links to fulltext of legal documents empowering the parent body
- 6.1.3 Overview of parent body functions
 - ~~///~~ goals and objectives
 - ~~///~~ financial information, grants and funding
 - ~~///~~ sport, coaching and educational programs
 - ~~///~~ institutes and their functions
 - ~~///~~ key personnel and contact information
- 6.1.4 Fulltext publications, events and opportunities listings
 - ?? policy documents
 - ?? guidelines and position papers
 - ?? fulltext press releases and news
 - ?? sport events calendar
 - ?? meetings and conferences
 - ?? what's new page
 - ?? career/job information
- 6.1.5 Listing and links to the nation's sport organizations
- 6.1.6 Database of the nation's sport facilities
- 6.1.7 Sponsors (partners, supporters, providers)

6.2 Information Delivery

- 6.2.1 Access to key subscription-based databases and others
 - ?? SPORTDiscus
 - ?? SPONET
 - ?? PubMed
 - ?? NCIS online catalogue
 - ?? Etc.

6.3 Link swapping with other organizations

6.4 Search engine recognition

7.0 Technical Services Functions

- 7.1 Print / Online Collection Policies and Definitions
 - 7.1.1 Collection Development Policies
 - 7.1.2 Monographs, Reports and Other Documents

- 7.1.3 Serials, Periodicals and Newsletters
- 7.1.4 Photographs/Images, Videos and Other Audiovisual Materials
- 7.1.5 Archival Collections and Preservation
- 7.2 Acquisition of Resources
 - 7.2.1 Financial Management of Acquisitions
 - 7.2.2 Book Vendors
 - 7.2.3 Bookstores
 - 7.2.4 Gifts and Exchanges
- 7.3 Cataloguing and Indexing
 - 7.3.1. Classification systems
 - 7.3.2. The Cataloguing/Bibliographic Record
 - 7.3.3 Indexing Unique Documents/Articles for In-house and Other Databases
- 7.4 Housing of Physical Materials
 - 7.4.1 The Call mark
 - 7.4.2 Shelving materials
 - 7.4.3 Other types of storage

8.0 The Information Centre User

- 8.1 Services to Various Types of User
 - 8.1.1 Administrators
 - 8.1.2 Sport Scientists
 - 8.1.3.Coaches/Athletes
 - 8.1.4 The Media
 - 8.1.5 The Public
- 8.2 The Reference / Desk Services
 - 8.2.1 The Reference Interview
 - 8.2.2 Researching the question
 - 8.2.3 Retrieval of physical documents
 - 8.2.4 Photocopying services
- 8.3 Educating the User
 - 8.3.1 Teaching users to formulate a question appropriately
 - 8.3.2 Retrieving information from the Internet, In-house catalogue, other databases
- 8.4 Circulation of Materials
 - 8.4.1 Circulation Policies
 - 8.4.2 The Interlibrary loan / document delivery function
- 8.5 Editorial Services
 - 8.5.1 Reviews of the literature
 - 8.5.2 Developing brochures on important topics
 - 8.5.3 Writing essays/articles for in-house publications
 - 8.5.4 Editorial work for parent organization journals
 - 8.5.5 Translating documents
 - 8.5.6 Press releases
- 8.6 Current Awareness Services
 - 8.6.1 Acquisitions lists
 - 8.6.2 Selective dissemination of information from databases
 - 8.6.3 Distributing contents pages of journals

8.6.4 Clipping services

9.0 Organizing a Small Resource Centre

10.0 Professional Activities and Issues

- 10.1 Cooperation with Other Library and Information Networks
 - 10.1.1 Shared online catalogue with other organizations
 - 10.1.2 Sending holdings records to union lists or national libraries
 - 10.1.3 Shared collection responsibilities
- 10.2 Evaluating Information Centre operations
- 10.3 Professional Organizations and Continuing Education
 - 10.3.1 Memberships in IASI, ICSSPE, Local & National Librarian's/Sport Associations
 - 10.3.2 Forming Regional Information Center groups, e.g. SPORTCOM, LUSOFONIA
 - 10.3.3 Continuing education courses for staff to enhance records management and information organization tasks
- 10.4 Copyright / Legal Issues
 - 10.4.1 Photocopying policies
 - 10.4.2 Image reproduction policies
 - 10.4.3 Online document delivery policies
 - 10.4.4 Fulltext document access policies
- 10.5 Privacy and Confidentiality of Library Records and Internet Use
 - 10.5.1 How personal information is used
 - 10.5.2 How IP information is used
 - 10.5.3 Special cases in which personal information is shared
 - 10.5.4 How demographic information is used
 - 10.5.5 Website security precautions
(see also American Library Association's Intellectual Freedom section, <http://www.ala.org/>)

Glossary

Key Organizations and Contacts (it is suggested that this be maintained online as information will change constantly)

Bibliography