



<http://www.ifla.org/VII/d4/dbc.htm>

**International Federation of Library Associations and Institutions
72nd World Library And Information Conference
Seoul, Korea -- 2006**

**Division IV: Bibliographic Control Coordinating Board
Minutes, CB meetings**

Coordinating Board I: Friday, August 18, 2006, 15:00-18:00 (Room 334)

Attendees:

Members:

Judith Field
Ben Gu
Unni Knutsen
Judy Kuhagen (secretary)
Patrice Landry
Barbara Tillett (chair)
Beacher Wiggins

Observers:

Julianne Beall (Library of Congress)
Whitney Coe (U.S., retired)
Dorothy McGarry (UCLA)

Coopted:

Renate Gömpel

Absent:

Irene Wormell (member)
Soyeon Park (Seoul liaison)

Agenda:

1. Welcome and introductions

Barbara opened the meeting and welcomed all in attendance.

a. Updates to roster.

No updates were necessary.

2. Adoption of agenda

The agenda was adopted in the form distributed before the meeting.

3. Approval of meeting minutes for Oslo, Norway

The minutes were accepted as written.

4. Report from the Professional Committee (PC) and Governing Board (GB) meetings (Barbara Tillett)

Barbara distributed copies of the sheet of “practical information” from IFLA Headquarters to be shared with members of the Standing Committees. She urged CB and Standing Committee members to attend the special Professional Committee hearing on August 20 for Standing Committee members on the future of IFLA’s professional structure.

She noted that the security arrangements for the Opening Ceremony on August 20 means that attendees will need to arrive early so that all are seated by 10:00. She reported that interpreters for programmes have asked that speakers submit copies of their presentations in a font size that is easily readable and that speakers not divert from the text given to the interpreters.

a. Professional Committee (PC)

1) Project requests: IFLA HQ will send forms and instructions in September; projects must be tied to professional priorities and pillars. Barbara asked that the forms be sent to her by October 1 so she can submit them by November 1.

2) Sections’ conference activities report: Because a report will be included in IFLA Express #8, she asked that CB members have information ready for her by the second CB meeting so she can reword as an email to Sjoerd Koopman.

3) Multicultural manifesto: document GB 06-0704. The document, to be issued jointly by UNICEF and IFLA, has many issues related to bibliographic control. She asked that CB members give her comments by the second CB meeting.

4) Officers’ training: There had been a suggestion to have officers’ training at each conference; the session in non-election years would be leadership training.

5) President-Elect’s programme: Members are encouraged to attend.

6) Financial report. The current negative balance is expected to be made up by the end of the year because not all budget money will be spent.

7) Durban satellite meeting: The Knowledge Management Section will have a satellite meeting: “Best Practices, Lessons Learned.”

8) Publications Committee report: The report from IME ICC3 (Cairo, Dec. 2005), published in Arabic and English, should be available in the IFLA booth during the conference.

b. Governing Board (GB)

1) IFLA strategic plan, 2006-2009: Barbara asked that officers tell Standing Committee members that an edited version of the strategic plan will appear in Monday’s issue of *IFLA Express*. Substantive comments (not just editing) should be submitted by the second CB meeting.

2) Section strategic plans, 2007-2009: The plans should be updated through 2009 at Standing Committee meetings during the conference and given to Sophie Felföldi in Room 317.

5. UNIMARC report (Fernanda Campos)

The written report was distributed prior to the conference.

6. ICABS report (Renate Gömpel)

Renate highlighted some of the topics in her written report distributed prior to the conference:

1) ISBD (International Standard Bibliographic Description): The draft of the consolidated ISBD is in worldwide review status. There may be a second meeting of the Study Group on Future Directions of the ISBD later this year to discuss the comments from that review; ICABS will support some of the costs of that meeting.

2) FRANAR (Functional Requirements and Numbering of Authority Records): The Review Group met once during the year and had conference calls to discuss the comments from last year's worldwide review.

3) FRSAR (Functional Requirements for Subject Authority Records): The funding for this activity so far has come from IFLA, not from ICABS.

4) UNIMARC conference: The papers from the successful March conference will be published by the end of 2006.

5) VIAF (Virtual International Authority File): A status report on the VIAF project will be given by Barbara Tillett at the Cataloguing Section's programme.

6) ICABS evaluation: The survey is being reviewed.

7. Reports from sections

a. Bibliography (Unni Knutsen)

1) Working Group on National Electronic Bibliographies: The project, with funding of Euro 2000, to create guidelines has begun. Publication will be in 2007.

2) Conference programme: There will be three papers on national bibliographies in Korea, China, and the CIS countries of central Asia.

3) Survey on national bibliographies in Asia: The paper, written by Unni, is posted on the section's Web site.

b. Cataloguing (Judy Kuhagen)

1) Conference programme: The programme will be in two parts: reports on IME ICC 3 and 4 (Cairo and Seoul sessions of the International Meeting of Experts for an International Cataloguing Code) and on latest developments in the Virtual International Authority File project; three presentations on projects involving creating bibliographic records using data from publishers.

2) ISBD: Elena Escolano Rodríguez is the new chair of the ISBD Review Group after the retirement/resignation of John Byrum. The Study Group on Future

Directions of the ISBDs (Dorothy McGarry, Chair) met in Frankfurt in April to continue the preparation of a draft of a consolidated edition of the various ISBDs. That draft is out for worldwide review; the deadline for comments is October 15. Elena will be discussing different possibilities for publication with Sjoerd Koopman during the conference. Judy thanked Renate for the ICABS support for the Frankfurt meeting. The section received Euro 3000 in project money in December 2005 for work on the consolidated edition in 2006.

3) FRBR: Pat Riva is the new chair of the FRBR Review Group after the resignation of Patrick LeBœuf. The Working Group on the Expression Entity (Anders Cato, Chair) will be proposing an amendment to the FRBR model. The Working Group on Teaching and Training will probably be disbanded. A Working Group on Aggregates (Ed O'Neill, Chair) will meet for the first time during the conference.

4) Working Group on Bibliographic Standards for Digital Text Documents: This WG (Erik Thorlund Jepsen, Chair) will meet for the first time during the conference; the WG includes one member from the Information Technology Section.

5) MulDiCat project: The goal is to resume work on the Multilingual Dictionary of Cataloging Terms and Concepts. Bernhard Eversburg sent the content of the dictionary so far to Judy as a Word file. The Classification and Indexing Section Standing Committee has expressed its interest in working on this project.

6) Information coordinator: Patrick LeBœuf resigned from this office as a result of a change in responsibilities at his library.

c. Classification and Indexing (Patrice Landry)

1) Patrice asked Barbara about his earlier suggestion of having all the section newsletters printed at IFLA Headquarters. Barbara replied that the suggestion had not been approved.

2) Conference programme: The theme is "Interoperability of subject access for multilingual and multi-script networked environment, particularly for Asia" with three papers and a closing presentation on standards for controlled vocabularies.

3) Working Group on Multilingual Thesauri: The WG will be investigating a few more questions remaining from the 2005 worldwide review before publishing the guidelines.

4) Working Group on a Virtual Clearinghouse: The WG (chair, David Miller) will probably be disbanded; the situation for the task has changed.

5) Working Group on Subject Access to Web Resources: The WG (chair, Patrice Landry) will have a new strategy to look at subject policies.

6) Working Group on Functional Requirements for Subject Authority Records: Although the WG is a division-level group, information is presented on the section Web site. The chair (Marcia Zeng) will report at the division's programme.

d. Knowledge Management (Judith Field for Irene Wormell)

1) Conference programme: The KM section will sponsor a joint programme with the Statistics and Evaluation Section on the topic "Evidence-Based Knowledge Management."

2) Web site: The problems with the Web site would be discussed with IFLA HQ.

3) Satellite meeting in Durban: The meeting (1 or 1-1/2 days) will be in Durban or nearby. Barbara asked Judith to check with IFLA HQ about the fee owed to IFLA for use of IFLA name.

4) Planning meeting: Judith invited other division officers to join the KM planning group on August 21, 15:00-16:00.

8. Division business

a. Division brochure update

Barbara said that updates should be sent to Barbara and Judy by September 15. Unni will check with Bohdana Stoklasova to determine if the brochure could be printed in the Czech Republic to take advantage of the lower costs there.

b. Staffing the IFLA exhibit booth

Barbara reminded the officers to report to the booth according to the schedule for sections distributed by IFLA HQ.

c. Financial report

Barbara reported, as treasurer of the division, that Division IV is in good financial shape. (See the financial report in Appendix 1 below.)

d. Other business?

Judy asked about the Web site "IFLA Electronic Collections" on IFLANET. Barbara will find out who is responsible for the content.

Judy asked who acts as Information Coordinator for the division. Barbara answered that the Secretary is the Information Coordinator. Judy then apologized for not having the Oslo CB meeting minutes (prepared by Gunilla Jonsson) posted on IFLANET; she will ask Sophie Felföldi to post them.

Judy reported that no further inquiries had been received from Elizabet Carvalho about co-sponsoring a conference on bibliographic control in South America.

Unni asked if there had been any feedback on the section reviews. Barbara replied that such feedback had been expected in December 2005 but that the group doing the review wanted to wait until the Professional Committee group completed its work on the future of IFLA's professional structure (topic of the hearing on August 20). Barbara did report that the Professional Committee was generally happy with the work being done in Division IV.

Patrice asked if IFLA HQ could indicate on the listings of section members which members are new; Barbara will investigate.

9. Adjournment.

The meeting was adjourned.

Coordinating Board II: Friday, August 25, 2006, 17:00-18:30 (Room 403)

Attendees:

Julianne Beall (Library of Congress)

Members:

Judith Field
Ben Gu
Judy Kuhagen (secretary)
Patrice Landry
Barbara Tillett (chair)
Beacher Wiggins
Irene Wormell

Observers:

Julianne Beall (Library of Congress)
John Hostage (Harvard)
Dorothy McGarry (UCLA)
Federica Paradisi (National Central
Library of Florence)

Absent:

Coopted:

Renate Gömpel

Unni Knutsen (member)
Soyeon Park (Seoul liaison)

Agenda:

1. Welcome

Barbara opened the meeting and welcomed all in attendance.

She said that the CB comments on the Multicultural Library Manifesto had to be submitted before this CB meeting. She reported on the suggestions from Division IV (see Appendix 2 below).

2. Reports from sections on plans for Durban and Québec

a. Bibliography (Beacher Wiggins for Unni Knutsen)

1) Durban: Beacher said the SC wants to ask the Classification and Indexing Section to consider collaborating on a four-hour programme: one hour for two reports on African national bibliographies (one broad report; one specific report on South Africa or Namibia); one hour for Classification and Indexing Section's own topic; two hours on the guidelines each section is developing for national bibliographies.

2) Québec: Beacher said that the Bibliography Section has invited the Classification and Indexing Section, the Cataloguing Section, and the National Libraries Section to co-sponsor a satellite meeting on a topic similar to "Practical Application for the Changing Face of National Bibliographies."

b. Cataloguing (Judy Kuhagen)

1) Durban: Judy said the first half of the programme will have a report on the last IME ICC (to be held just before the conference) and a paper on the consolidation and harmonization of the ISBDs. The second half would have presentations on reports of cooperative cataloguing projects in and with African libraries.

2) Québec: One possibility would be to focus on the Working Group for an International Cataloguing Code after the completion of the IME ICC sessions around the world.

3) New officers: John Hostage is the new IFLANET coordinator for the section and Bill Garrison is the new newsletter editor.

c. Classification and Indexing (Patrice Landry)

1) Durban: Patrice proposed a counterproposal to Bibliography's proposal to have a joint programme. Patrice suggested asking IFLA for one of the additional two-hour special sessions to give presentations on the two guidelines for national bibliographies. The Classification and Indexing Sections wants its regular two-hour programme to focus on subject access in Africa. Beacher, on behalf of the Bibliography Section, agreed with Patrice to ask for an additional session.

2) Québec: Patrice expressed concern about the proposed satellite meeting because there will be a meeting of the International Society for Knowledge Organization (ISKO) and other pre-conferences at the same time in the area (the potential audience for each would overlap). He said there was also the idea of doing a pre- or post-conference in Florence in 2009 in connection with the 50th anniversary of the Italian bibliography. Beacher replied that he had raised the issue with his Bibliography Section colleagues of postponing Bibliography's satellite meeting proposal until after Québec because the Western world is already preparing bibliographies and because the Working Group hasn't finished the guidelines.

d. Knowledge Management (Irene Wormell)

1) Durban: The Section will have a one-day satellite meeting in a university setting to keep the registration costs as low as possible. The theme will be "Best Practices and Lessons Learned;" it will emphasize education and training with a workshop format in the afternoon. The programme will focus on management aspects of indigenous knowledge and cultural heritage.

2) Québec: One possibility being explored is knowledge organization and knowledge management (perhaps with ISKO); another is knowledge management in the context of multicultural services and environments (perhaps with the Government Information and Official Publications Section).

e. Division programme report (Barbara Tillet)

1) Durban: Division IV and the Continuing Professional Development and Workplace Learning Section (CPDWL) will request a joint session. The session will begin with a speaker addressing bibliographic control in the region. More information about section activities will be given in the handout next time and the handout will be posted on the conference Web site as part of the division programme documents. Barbara will follow up with CPDWL on arrangements.

2) Québec: Barbara asked for suggestions for the division programme.

3. ICABS report (Renate Gömpel)

Plans are being made for the Durban programme. Because the strategic plan is being updated as part of the ICABS evaluation report, the evaluation will probably not be finished until December.

4. Activities and deadline reminders (Barbara Tillett)

a. Strategic plans. Barbara noted she had clarified with section officers during the conference that the strategic plans are just to be updated for 2007. The updated plans should be sent to Sophie Felföldi next week.

b. Financial reports. Josche Ouwerkerk will send deadline information in September.

c. Minutes. The minutes should be sent to Sophie Felföldi as soon as possible.

d. Newsletters. Issues should be published twice a year: November/December/January time period and May/June/July time period.

e. Division brochure updates. Barbara reminded officers to send changes to Barbara and Judy by September 15.

f. Annual reports. Annual reports should be sent to Sophie Felföldi before December 31.

g. Highlights of Seoul conference. Barbara said that the sections' conference activities wouldn't be published until after the conference. Judy will use information from the division programme handout for an email summary for Sjoerd Koopman due to him next week.

5. Conference evaluation.

The following comments were made by CB members and observers:

- Travel excursions should not overlap days of CB and SC meetings.
- Because the dates listed for the conference do not include the business meeting days, it is not clear that observers may attend CB and SC meetings. The goal should be to promote those business meetings to involve more people in current and future activities.
- Rated "great" were the cultural evenings, the volunteers, and the hospitality. It was also very helpful to have all the sessions in one location.
- The issues of IFLA Express this year seemed to have more advertising than content. Barbara reminded the CB members to give content to IFLA staff for IFLA Express during future conferences.
- Having containers for recycling of paper and bottles/cans would be appropriate at conferences.
- Drinking water was not available in the meeting rooms.
- The arrangement of tables in the meeting rooms made it difficult for the individuals to hear each other during discussions; it would be helpful if the open space in the middle of the tables was much smaller.
- More space was needed for the poster sessions. Also, the arrangement of having posters face each other made it difficult for even a few people to look at the posters at the same time.

6. Other business?

Barbara reminded CB members to give her the nominations of papers for publication in *International Cataloguing and Bibliographic Control* (first rights for Division IV papers) and in *IFLA Journal*.

Irene explained that she was stepping down as chair of the Knowledge Management Section. Judy Field, currently secretary, will be the new chair/treasurer. Judy will send the names of other officers.

[Other officers announced after the meeting: Ms Agnes Hajdu Barát, secretary; Theo J.D. Bothma, Web manager; Ms Christel Mahnke, newsletter editor.]

Barbara reminded CB members that they could submit further comments on the future of the IFLA professional structure until November 1, 2006.

7. Date of next meeting

The first CB meeting of the Durban conference will be Friday, August 17, 2007.

8. Adjournment

The meeting was adjourned.

Appendix 1: Financial report

IFLA Division IV: Bibliographic Control
Bank Account Statement
as of
August 11, 2006
(Unit of currency is \$ U.S. dollars)

NOTE: IFLA Headquarters retains the funds for FRANAR (balance 2086 Euro as of 9/1/03)

√ indicates the check has cleared.

Date	Action	Check no.	Division Admin.	IME ICC	FRASAR	TOTAL Balance
12/09/03	Opening balance (cash received from I.McIlwaine)		\$ 128.00			\$128.00
1/1/04	Dividend		\$.09			\$128.09
2/1/04	Dividend		\$.11			\$128.20
3/1/04	Dividend		\$.11			\$128.31
4/1/04	Dividend		\$.11			\$128.42
4/15/04	Deposit from IFLA Hdqtrs. (\$5,524.41 wired in), includes 248 Euro for Div Admin and balance for IME ICC2		\$ 298.00	\$ 5226.41		\$5652.83
5/1/04	Dividend		\$ 2.41			\$5655.24
6/1/04	Dividend		\$ 4.57			\$5659.81
7/31/04	Reimbursed Tillett for mailing of Division brochures (29€)	501√	\$ 34.88			\$5624.93
7/1/04	Dividend		\$ 4.42			\$5629.35
8/1/04	Dividend		\$ 4.58			\$5633.93
8/11/04	Payment for IMEICC2 photocopying to Digital Print	502√		(\$ 111.75)		\$5522.18
8/17/04	Payment for IME ICC2 folders to Mariano J. Noriega Teran	503√		(\$ 315.00)		\$5207.18
8/18/04	Payment for IME ICC2 rooms and set up to Luis Hernan Zuccarino	504√		(\$ 246.78)		\$4960.40
8/18/04	Payment for IME ICC2, 2 simultaneous translators and equipment, 2 days to Catalina C. Dolan	505√		(\$ 557.00)		\$4403.40
8/24/04	Withdrawal transfer fee		(\$ 2.00)			\$4401.40
8/26/04	Withdrawal transfer fee		(\$ 2.00)			\$4399.40
9/1/04	Dividend		\$ 4.42			\$4403.82
9/1/04	Payment for IME ICC2 photocopies to Ana Cristan	506√		(\$ 172.06)		\$4231.76
9/23/04	Payment for Division programme photocopies, Buenos Aires to G. Jonsson (sent cash following withdrawal to B. Tillett)	507√	(\$ 15.00)			\$4216.76
10/01	Dividend		\$ 2.76			\$4219.52
10/5/04	Payment for Division programme photocopies, Buenos Aires (made at Sheraton Hotel) to Barbara Tillett	508√	(\$ 31.08)			\$4188.44
10/8/04	Payment for IME ICC2 translated background papers (100 copies), and related postage to Ageo Garcia-Barbosa	509√		(\$ 812.50)		\$3375.94
11/1/04	Knowledge Management Section brochure (83 Euros due, but sent 85 to avoid	510√	(\$ 119.20)			\$3256.74

	sending coins) Exchange rate for 83 Euro @ \$1.3553 = \$115.20, plus \$4.00 fee – to B. Tillett for the transaction					
11/1/04	Dividend		\$ 1.91			\$3258.65
12/1/04	Dividend		\$ 1.52			\$3260.17
1/1/05	Dividend		\$ 1.53			\$3261.70
2/1/05	Dividend		\$ 1.54			\$3263.24
2/18/05	Payment to Natl. Lib. of Czech Republic for Division brochures to Narodni knihovna Ceske republiky (via Bohdana Stoklasova)	511√	(\$ 180.00)			\$3083.24
3/1/05	Dividend		\$ 1.39			\$3084.63
4/1/05	Dividend		\$ 1.48			\$3086.11
4/4/05	Wire deposit: Div. Admin funds (300 Euro) - \$400 IME ICC 2005 funding (2756 Euro) - \$3549.66		\$ 400.00	\$ 3549.66		\$7035.77
5/2/05	Dividend		\$ 3.01			\$7038.78
6/1/05	Dividend		\$ 3.30			\$7042.08
7/1/05	Dividend		\$ 3.20			\$7045.28
8/1/05	Dividend		\$ 3.30			\$7048.58
9/1/05	Dividend		\$ 3.30			\$7051.88
9/28/05	Wire in deposit from Saudi Arabia			\$ 4993.50		\$12045.38
END 05	REPORT YR END					
10/1/05	Dividend			\$ 3.43		\$12048.81
11/1/05	Dividend			\$ 5.64		
11/9/05	Irene Wormell, for KM “road show” airfare (\$277), plus \$45 wire transfer fee	wired	(\$ 322.00)			\$11736.81
11/ /05	Barbara Tillett for postage (to return documents to Irene Wormell – Post Office receipt)	512√	(\$ 2.40)			\$11724.41
12/1/05	Dividend			\$ 5.32		\$11729.71
12/11/05	IME ICC3 cash withdrawal (Receipts for the following expenses: * Bughdana Hajjar - Lebanon travel reimbursement \$320 airfare and \$380 hotel (4 nights) = \$700; * Abderrahim Ameer - Morocco travel reimbursement \$700 airfare + \$380 hotel (4 nights) = \$1,080; * Planning Committee dinner 2088.24 E£ = \$365; * Simultaneous interpretation and equipment, 5 computers and 5 printers, 3 data projectors, screen for 2 days, conference folders, name tags, pens, notepads, 2 days of meeting rooms – plenary and 5 breakout rooms, 6 nights Tillett hotel = \$4335; * JAO Print Shop photocopying \$120; TOTAL = \$6600; returning \$100 cash to account and have a 25 piasters note (worth about \$0.04, from the converted pounds)	513√		(\$6700.00)		\$ 5029.71

1/4/06	Deposited \$100 cash from December IME ICC3 transactions above			\$ 100.00		\$ 5129.71
	Add back in \$5.66 (per bank statement)			\$ 5.66		\$ 5135.37
1/3/06	Dividend			\$ 3.89		\$ 5139.26
2/1/06	Dividend			\$ 2.42		\$ 5141.68
3/1/06	Dividend			\$ 2.19		\$ 5143.87
4/3/06	Dividend			\$ 2.42		\$ 5146.29
4/21/06	Wire deposit from HQ (not sure what's happening??? 325 Euro for Div. Admin – kept at HQ?; 7000 Euro for FRASAR + 2000 Euro for FRANAR = 9000 Euro – should be about \$11,500)				\$ 8,607.00	\$13,753.29
5/1/06	Dividend		\$ 3.65			\$13,756.94
6/1/06	Dividend		\$ 6.45			\$13,763.39
7/1/06	Dividend		\$ 6.24			\$13,769.63
7/20/06	Payment to Lois M. Chan for FRASAR July meeting reimbursement	514√			(\$1,418.70)	\$12,350.93
7/25/06	Payment to Marcia Zeng for FRASAR July meeting reimbursement	515√			(\$1,256.70)	\$11,094.23
7/25/06	Payment to Athena Salabar for FRASAR July meeting reimbursement	516			(\$1,500.00)	\$ 9,594.23
8/1/06	Payment to Maja Žumer for FRASAR July meeting reimbursement	517			(\$ 403.00)	\$ 9,191.23
	TOTAL		\$ 177.18	\$4,985.45	\$ 4,028.60	\$ 9,191.23

Appendix 2: Suggestions from Division IV for the Multicultural Library Manifesto

Multicultural Library Manifesto
(DRAFT – June 8, 2006)
Draft 12

Core activities

Please consider adding an aspect to ensure appropriate languages and scripts to meet the needs of the target users of the library.

Suggestions:

1. Add a bullet as follows:
 - A catalogue in the languages and scripts of the community/users to access the culturally diverse collections
2. Add to the bullet on
 - Culturally diverse, multilingual and multi-format collections and services, including information and communication technologies (ICT) resources

To read:

- Culturally diverse, multilingual/multiscript and multi-format collections and services, including information and communication technologies (ICT) resources

3. Add to the bullet on

- Marketing and outreach in appropriate media and languages

To read:

- Marketing and outreach in appropriate media and languages/scripts

4. Follow the bullet on

- Provision of resources ...

With

- Equitable access to all types of cultural resources

Minutes submitted Nov. 9, 2006
Judy Kuhagen, Secretary, Division IV