



International Federation of Library Associations and Institutions

73rd World Library And Information Conference
Durban, South Africa -- 2007

Division IV: Bibliographic Control Coordinating Board

MINUTES

Coordinating Board I: Friday, August 17, 2007, 15:00-18:00

Attendees:

Members:

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

Observers:

Julianne Beall (Library of Congress)
Dorothy McGarry (UCLA)

Absent:

Unni Knutsen (member)
Maria Inês Cordeiro (UNIMARC)
Renate Gömpel (ICABS)
Carol Slater (local liaison)

Coopted:

Glenn Patton (FRAD)

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 Seoul, Korea

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. Safety tips and hotel bus information will be in delegates’ registration bags.

Professional Committee meeting report:

- *IFLA Express* will be published in English, in a merged Russian/Chinese edition, and in a merged French/German/Spanish edition.
- She urged CB and Standing Committee members to attend the special IFLA Professional Structure hearing on August 19.
- Reports from divisions:
 - Division II has published guidelines for government libraries.
 - Division III reported that the multicultural manifesto now is with UNESCO; it is hoped there will be a joint statement in 2007.
 - Division V's Newspaper Section is too small; it may merge with the Serials and Other Continuing Resources Section.
 - Division VIII reported its work with Division IV on translations for the IFLA Meeting of Experts for an International Cataloguing Code.
- The request from the World Summit on the Information Society (WSIS) to be a core programme led to a discussion of what constituted a core activity of IFLA. The WSIS request was not approved.
- The Digital Library Manifesto, written by Claudia Lux, was approved by the Governing Board; she hopes it will become another joint statement with UNESCO. It is separate from the World Digital Library activity.
- IFLA finances are in good order.
- New officers' orientation is August 20.
- Six persons have been nominated for plenary speakers next year in Québec; the local organizing committee will select two persons.
- Section officers do not have to work in the IFLA booth this year.
- Standing Committees are urged to pay more attention to increasing membership of the section and to use the Tool Kit posted on IFLANET. Knowledge Management Section was congratulated for its work in recruiting new members.
- Marketing ideas (e.g., stickers, luggage straps) were discussed.

Governing Board report:

- Ellen Tise (South Africa) is the new president-elect of IFLA.
- ICABS is still being evaluated.
- An Advocacy Office is being established; a position description for a senior policy officer will be published in *IFLA Express*.
- A liability structure has been established for CONGREX/CONCORDE.
- The UDC Consortium has an office in the royal library in The Hague and will share a position as coordinator with IFLA Headquarters.
- British Library interlibrary loan vouchers must be redeemed by October 2008 or exchanged for IFLA vouchers. IFLA vouchers lacking a date (current ones have a date) must be redeemed by 2013.
- The President-Elect's Information Society Working Group will be meeting in Durban to discuss the WSIS request.
- Peter Lor is nearing the end of his term as Secretary-General; a new Secretary-General will be named by Sept. 2008.
- Durban conference registration as of morning of Aug. 17: 3000 registrants from 120 countries; 900 registrants from sub-Saharan Africa.

- Location for 2010 will be announced in Durban.
- A statement of IFLA's open-meeting policy (all open except sessions on personnel and finance) will be posted on IFLANET.
- UNISA (University of South Africa) in Pretoria is the new regional office for Africa. Language centers have been set up in Alexandria, Dakar, and Moscow.
- There were apologies for the lack of progress on the IT upgrade of the membership system; a contract had been awarded but no work was done.
- Redevelopment of IFLA's Web site was postponed due to problems with the upgrade of the membership system; work should begin before the end of 2007.

5. FRAD report (Glenn Patton)

130 pages of comments were received on the revised draft submitted for worldwide review during April-June; the comments ranged from editorial matters to significant changes. The Working Group will meet in Durban to cover major issues and decide on a plan for the next steps.

6. ICABS report

Due to the absence of Renate Gömpel at IFLA, Barbara asked the CB members to read the written summary and send any questions to Renate.

7. UNIMARC report [Maria Inês Cordeiro was absent.]

8. Reports from Sections [information about presentations at Section programmes not included in minutes; see the conference Web site]:

Bibliography (Beacher Wiggins for Unni Knutsen)

- The open programme is scheduled at the same time as the meeting of the Conference of Directors of National Libraries (CDNL) despite the request to IFLA Headquarters to avoid such a conflict.
- Unni will report on her survey of African libraries and national bibliographies at the Aug. 24 CB meeting.
- The section will present a joint programme with the Classification and Indexing Section and the National Libraries Section on Aug. 20.
- The Working Group on Electronic National Bibliographies has been working on guidelines for new bibliographies and for building on existing bibliographies; the chapters are being edited now for worldwide review by December 2007. The section may ask for additional funding for a meeting before Québec; 1130 of 2000 Euros were spent for Working Group activities this year.

Cataloguing (Judy Kuhagen)

- The preliminary consolidated edition of ISBD was published in August; a group is preparing a separate publication of examples. The SC will make a request for new project money for continuing the ISBD development.
- The Working Group on the Expression Entity is preparing the first amendment to the FRBR model.
- Because the SC has not made any progress on developing the MulDiCat project (Multilingual Dictionary of Cataloguing Terms and Concepts) the SC of the

Classification and Indexing Section will discuss the possibility of coordinating the project.

- Barbara reported on the fifth and last IFLA Meeting of Experts for an International Cataloguing Code in Pretoria on August 14-15, 2007. Half of the invited 54 participants were unable to attend due to lack of funds. The participants will continue their discussion of the draft statement of principles during the remainder of 2007; the worldwide review of the statement will occur in 2008. The participants were enthusiastic about being able to meet with their colleagues. The report of the meeting will be published in 2008 in English, French, and Portuguese.

Classification and Indexing (Patrice Landry)

- The difficulty of getting authors from African libraries for the open session was noted.

- The Working Group on Guidelines for Subject Access in National Bibliographies will be planning its work for the coming year.

- The publication *Guidelines for Multilingual Thesauri* is almost completed.

- Marcia Zeng will be reporting for the Working Group on Functional Requirements for Subject Authority Records at the division programme on Apr. 19.

Knowledge Management (Judith Field)

- The section sponsored a satellite meeting in Durban prior to the WLIC; the materials will be on the Web site.

- The section has its own Web site, linked from IFLANET; it serves as an interactive research center.

- There are four new members on the Standing Committee.

9. Division social hour

Barbara said that the social hour would be at 1700 on Monday at the convention centre; attendees should meet at the front door.

10. Division business

The revised division brochures were distributed; Barbara thanked Bohdana Stoklasova (a former CB member) for her work in getting the brochures printed.

The financial report, presented by Barbara, showed the Division spent \$310 for the Division brochure, and balances for FRSAR and FRANAR will be held by IFLA Headquarters.

The document "Sharing of Bibliographic Information and Resources : IFLA Bibliographic Standards and Interoperability" posted on the division's Web site needs to be updated.

Barbara reminded all to submit the names of new officers to the IFLA Headquarters as soon as possible after the first SC meeting.

Coordinating Board Extraordinary Session: Sunday, August 19, 2007, 16:00-16:20

Attendees (incoming Section chairs and secretaries):

Ágnes Barát
Leda Bultrini
Anders Cato
Judith Field
Ben Gu
Patrice Landry
Christian Lupovici
Barbara Tillett (outgoing CB chair)
Beacher Wiggins

Agenda:

Coordinating Board officers were elected for 2007-2009: Patrice Landry, chair; Anders Cato, secretary.

Coordinating Board II: Friday, August 24, 2007, 17:00-18:30

Attendees:

Members:

Leda Bultrini
Anders Cato (incoming secretary)
Judith Field
Ben Gu
Patrice Landry (incoming chair)
Christian Lupovici
Beacher Wiggins

Observers:

Julianne Beall
Françoise Bourdon
Dorothy McGarry

Absent:

Ágnes Barát (member)
Renate Gömpel (ICABS)

Outgoing members:

Unni Knutsen
Judy Kuhagen (outgoing secretary)
Barbara Tillett (outgoing chair)

Coopted:

Maria Inês Cordeiro (UNIMARC)
Glenn Patton (FRAD)
Marcia Zeng (FRSAR)

Agenda:

1. Welcome

Barbara opened the meeting and welcomed all in attendance. Attendees introduced themselves.

2. Reports from Sections

Bibliography (Unni Knutsen and Beacher Wiggins)

- The strategic plan was revised; special attention was given to collaboration with other sections (Education and Training, National Libraries, Classification and Indexing) and outreach.

- The Section topic for the 2008 Québec meeting will be “National Bibliographies Without Borders”: publishers, blurred geographic boundaries, goal of “without cost.” A paper by the U.S. National Agricultural Library, U.S. National Library of Medicine, U.S. Library of Congress, and Library and Archives Canada will be distributed before the 2008 WLIC.

- The survey on national bibliographic agencies in Africa had a low return rate; the results received were in line with the content presented by Mr. Sidibé at the Section’s programme. The survey will be posted on the Section’s Web site. The Section plans to collaborate with the National Libraries Section to help the national bibliographic agencies in Africa.

Cataloguing (Judy Kuhagen and Anders Cato)

- Two Section publications were highlighted at the “Launch of new IFLA publications” session: the report of the 4th IFLA Meeting of Experts for an International Cataloguing Code in Seoul in 2007 (published in Chinese, English, Japanese, and Korean) and the consolidated ISBD.

- The SC discussed the revision of the strategic plan for 2007-2009.

- The Section’s Working Group on Metadata for Digital Objects will complete its work on guidelines in 2008.

- The draft statement of principles from the IFLA Meetings of Experts for an International Cataloguing Code will be distributed for worldwide review in 2008.

- Two SC members (Jaesun Lee and Marcia Zeng) reported on their activities as members of the IFLA Working Group on Digital Library Guidelines, chaired by Claudia Lux.

- Possible programme topics for the Québec WLIC are the DAISY project on cataloguing of sound recordings in libraries for the blind, the IME ICC draft statement of principles, a report from the Working Group on Metadata for Digital Objects, and cooperative activities with archives and museums.

- The new Italian cataloguing rules may be a topic for the programme at the Milan WLIC.

Classification and Indexing (Patrice Landry)

- The Standing Committee revised the strategic plan and worked on the 2006/2007 report.

- The *Guidelines for Multilingual Thesauri* will be published in 2007.

- The Working Group on Guidelines for Subject Access in National Bibliographies will have a draft of elements by 2008.

- A three-person committee was named to organize the programme for the Québec WLIC. The committee will stress the preparation of shorter papers, considered to be better for translations.

- A satellite meeting on subject access, based on a proposal from Mrs. Fontana of the National Library of Italy, is being planned for the Milan WLIC in 2009.

The open programme will consider the future of subject access; topics will include FRSAR, the guidelines for subject analysis, and Italian subject headings.

Knowledge Management (Judith Field)

- Almost 600 people attended the section's open programme.
- The new Standing Committee is very enthusiastic and is working well as a unit. The SC updated the 2007-2009 strategic plan.
- Because the deadline had passed to request a satellite meeting at the Québec WLIC, the SC will need to propose such a meeting for the Milan WLIC in 2009.
- For the Québec WLIC, the SC may present a joint programme with the Information Technology Section in back-to-back time slots.
- A workshop is being planned for the Milan WLIC.

Division programme report

- The importance of having a division programme and what its content should be were discussed. Varying opinions were expressed:
 - Don't have presentations that repeat what could be read on IFLANET or what is presented at Section programmes.
 - Give summaries of the sections' activities because some attendees are not able to attend Section programmes.
 - Have presentations that focus on topics related to the division but that don't represent activities of the Sections.
 - It is difficult to find topics that are inclusive enough for all four sections.
 - For the Québec WLIC, the CB could ask Library and Archives Canada and the Bibliothèque et Archives nationales du Québec if they want to present a programme during the division's time slot.
 - Don't have a division programme at the Québec WLIC; focus instead on a programme at the Milan WLIC highlighting the division's accomplishments.
- Patrice will submit the preliminary form in December for a possible division programme in Québec as a placeholder while the CB decides what it wants to do for that WLIC.
- Judith F. noted that the division needs to do more "marketing" of itself. Possible actions would be to have a division label for meeting badges, distribute 3x5 cards with officers and programme information at registration.

3. FRAD report (Glenn Patton)

During the Durban WLIC, the Working Group worked on the final draft of the numbering paper to be submitted to the division. Eight general issues from the worldwide review comments were resolved; the others will be handled via conference calls. The Working Group is not planning another worldwide review; the revised text will be reviewed within the division.

4. FRSAR report (Marcia Zeng)

During the Durban WLIC, the Working Group redefined the Group 3 entities and built relationships. A draft of the report will be distributed by the end of 2007 to the FRSAR groups and to the FRBR Review Group and FRANAR WG.

5. ICABS report (Barbara Tillett)

Barbara met with Caroline Brazier (British Library); there will be further discussions with Peter Lor about the role and structure of ICABS. If there is a new group, it may not be a core activity. Also to be discussed with Peter Lor is how to request funds for projects because IFLA expects projects to be finished within two years.

Becher said that it was announced at CDNL that the ICABS functions would return to Division IV.

Barbara said the CB members would need to wait for further announcements.

6. UNIMARC report (Maria Inês Cordeiro)

She agreed that the status of ICABS is not clear. Her understanding is that UNIMARC would remain as a core activity.

“UNIMARC and Friends” from the March meeting in Lisbon has been published. Many updates to formats are in progress. The UNIMARC Web page on IFLANET is to be refurbished. A survey will ask how many users have moved to MARC 21.

7. Timing of election results ... (Judy Kuhagen)

She noted that notifications to both successful and unsuccessful nominees for Standing Committees needed to be more timely than they had been this year. She suggested that IFLA Headquarters send email notifications immediately and then send the “snail mail” notifications later. Successful nominees need as much time as possible to plan for WLIC attendance.

8. Activities and deadline reminders:

- a. Strategic plans, Annual reports – due the end of December 2007.
- b. Financial reports – due in late September/early October 2007.
- c. Minutes of Standing Committee meetings – due as soon as possible.
- d. Newsletters – two issues a year.

9. Conference evaluation

The security concerns limited the delegates’ abilities to come and go on their own schedules. The buses to and from hotels were appreciated. Having all the sessions in one location was helpful although there were problems with signage. The regular delegates should have had the same information about security concerns before their arrival in Durban (such information was given to officers ahead of time). Concerns were expressed that the time slots for section programmes were not rotated from one WLIC to another and that requests for avoiding conflicts with other activities were not accommodated. The volunteers were helpful and enthusiastic; it was noted that some volunteers reported bad treatment from Concorde staff.

10. Other business

- CB members should send their Sections' nominees for publication of presentations in *International Cataloguing and Bibliographic Control* (first choice) and the *IFLA Journal* to Patrice as soon as possible.
- Changes endorsed by the Governing Board after the hearing on IFLA's professional structure:
 - There will be five (not four) divisions: Library Types, Library Collections, Library Services, Support of the Profession, and Regions.
 - The minimum number for a Section will be 40 (not 50) with at least 10 members of the Standing Committee.
 - A Special Interest Group must be attached to a Section.
- The Gates Foundation gave \$1 million dollars to IFLA to "prime the pump" (to encourage more foundations to contribute to IFLA).
- The WLIC in 2010 will be in Brisbane, Australia.
- The Cataloguing Section asks Patrice to bring to the Governing Board its concerns about IFLA Headquarters not allowing translations other than those in IFLA's official languages to be posted on IFLANET. Such a policy contradicts the goal of communication with as many librarians as possible.
- A recommendation was made to post on IFLANET the full text of issues of *International Cataloguing and Bibliographic Control*.

- Certificates and appreciation:
 - Barbara presented a certificate from IFLA to Unni Knutsen for her two terms in the Bibliography Section and her service on the Coordinating Board.
 - Barbara presented a certificate to Judy Kuhagen for her service as secretary for the Coordinating Board for 2005-2007.
 - The CB members expressed their deep appreciation and thanks to Barbara for her two terms as Chair of the Coordinating Board.

11. Date of next meeting

The first CB meeting of the Québec WLIC will be Friday, August 8, 2008.

The meeting was adjourned.

Minutes submitted Jan. 3, 2008
Judy Kuhagen, Secretary, Division IV