

**Held at the British Library, London April 15<sup>th</sup> 2015**

On April 15<sup>th</sup> a mid-year working meeting for the project was held at the British Library in London. The meeting was attended by Anke Meyer-Heß, Neil Wilson and Carsten Anderson. During this meeting the following topics were discussed:

### 1.1. Future Project Organization

It was felt that the priority was to ensure consistency in content acquisition

It was agreed that for such a potentially large project to be sustainable we need to be able to call upon a wider group of contributors and reviewers. It was therefore proposed to email all new and existing SC members with an update on the project and a request that each member volunteers to coordinate the work on one of sections of that fits best with their own area of expertise. If there is a limited response to the call then section responsibilities will be assigned to various members. It was further decided to approach members of other SCs (*e.g. cataloguing, IT etc.*) to review the text of relevant sections that might fall outside the core expertise of section members.

Since the term in the standing committee will end for some members of the editorial group, a further request will also be made for one SC member to act as coordinating 'editor' to ensure consistency in approach. The editor in chief could be elected by the editorial group – one of the coordination tasks will also be the national bibliographic registry.

### 1.2. Review of Work Cycle

In 2014 a continuing workflow was proposed to consisting of the following steps:



It was felt that the annual work cycle proposed at the 2014 meeting was still valid and should be adopted for future work. This would aim to use the IFLA Conference as an opportunity for contributors to meet and discuss work for the year ahead. Work would then be commissioned and undertaken throughout the year with the aim of completing prior to the next conference and reviewing at the event itself. In order that the workload would remain manageable it was proposed that only 2-3 completely new topics might be prioritised and added each year per section with the remainder of the effort going into maintenance and promotion of the site.

### **1.3. Review of the website functions**

It was felt that an update was required from IFLA on their development plans for the new content management system together with guidance on the persistent addressing of pages, archiving of old versions of the site etc. In the absence of guidance on archiving it was thought that a pragmatic approach might be to simply take a snapshot of the site after each annual work cycle had been completed.

### **1.4. , Copyright Issues etc.**

It was felt that because of the significant reworking and updating of the original text that no issues remained that would prevent compliance with IFLA's preferred CC-BY licensing. It was agreed that any new authors should be made aware of the use of CC-BY licensing

### **1.5. Next steps**

One of the most important steps this year will be the hand over of the work to new section members to ensure consistency.

#### **1.5.1. Promotion**

It was felt that the site was now in a state that should be promoted more widely and could possibly be launched at IFLA in August. Options should be investigated for how to best promote the site in the short and longer term (e.g. to library schools).

Certain ways of promotion ways were discussed:

- Hand out of printed bookmarks at the IFLA 2015 (like information flyers)
- Promotion over various Email-Lists (IFLA list, inetbib etc.)
- Official launch and invitation at ifla at section meeting with wine
- Positioning of links towards the site (Wikipedia etc.)

#### **1.5.2. Translation**

The issue of translation was discussed. IT was agreed, the due to the dynamic content of the website it was impossible to offer a current and up to date translation of all the text in various IFLA languages. In order to still enable users to understand the text if they don't know English well enough. It was proposed to enter a Google translate button in every page.

#### **1.5.3. Standards**

The process for how to get the approved text endorsed by IFLA was discussed and it was agreed that this should be an annual process that could coincide with the annual work cycle. The mechanism by which the endorsement should take place will need to be decided, possibly via the IFLA Standards Committee.

#### **1.5.4. National Bibliographic Registry Integration**

In order to continue work on the integration of the National Bibliographic Registry into the best practice resource it should now be treated as an integral section with one SC member assigned to its management and development (see above). It would be timely for the new coordinator of the NBR to investigate a request to all previous contributors to review their entries later this year.

#### **1.5.5. Templates**

It was agreed to re-examine the use of style guidance notes for contributors (e.g. text to be as short as possible, utilise links to current standards or other information where possible, use bullet points rather than long explanations etc.). Examples from existing site should also be cited as guidance for contributors.