



INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS

**WORLD LIBRARY AND INFORMATION CONFERENCE  
70<sup>TH</sup> IFLA GENERAL CONFERENCE, BUENOS AIRES, 21-29 AUGUST 2004**

## **CATALOGUING SECTION**

### **Agenda and Minutes of the meetings**

<b>Meetings:</b>	<b>Standing Committee I</b>	<b>Sunday, 22 August 2004, 11:30-14:20</b>
	<b>Standing Committee II</b>	<b>Saturday, 28 August 2004, 11:30-14:20</b>

#### **MEETING AGENDA**

##### **Standing Committee I, Sunday, 22 August 2004, 11:30-14:20**

###### *1. Welcome and introductions*

The Chair welcomed members of the Standing Committee, who introduced themselves.

###### *1.1 Permission for Observers to attend*

The Chair welcomed observers, who were granted permission to attend.

###### **2. Agenda**

The agenda was modified to move topics 7.6 (Report of the International Meeting of Cataloguing Rule Makers, Buenos Aires, August 2004) and 8.3 (Working Group on an International Cataloguing Code) to the second meeting of the Standing Committee. Topics 19 (Financial report, August 2004) and 20 (Budget) were moved from the second meeting to the position after topic 8.2 for this meeting.

###### **3. Minutes of 2003 meetings in Berlin**

The Chair noted that 15.4 in the 2003 minutes should be corrected to reflect Assumpció Estivill's agreement to help with Part I of *Anonymous Classics*, not to be the new chair. The minutes were approved as corrected.

###### **4. Announcements**

*4.1. Cataloguing Section proposed for IFLA review.* It was announced that the Cataloguing Section is the one section in Division IV to be reviewed in the first round of the review of IFLA sections. One half of the review is statistical information (number of members, number of attendees at sections, etc.); the other half is a self-review to be considered during discussion of the section's strategic plan (topics 8 and 15).

*4.2. Division IV Open Programme.* The division open programme on August 25 at 13:45 will include reports from the sections on their activities and reports on IME ICC, FRANAR, UNIMARC, ICABS, and the Classification Section's multilingual thesaurus guidelines. There will also be a presentation on the state of bibliographic control in Latin America by Felipe F. Martinez Arellano of Universidad Autonoma de Mexico.

*4.3. Cataloguing Section Open Programme.* The section open programme is August 24 at 10:45. The theme is "Developments in Cataloguing Guidelines." Barbara Tillett will report on the August 17-18 International Meeting of Experts on an International Cataloguing Code in Buenos Aires. Lynne Howarth will summarize the results of the worldwide review of the report from the section's Working Group on the Use of Metadata Schemas. Carol van Nuys will give a presentation she and her colleagues at the National Library of Norway wrote on that library's Paradigma Project application of FRBR to a Web-archiving project in Norway. The Standing Committee thanks members Elena Escolano, Ulrike Junger, and Patrick Le Bœuf for translating the Howarth and van Nuys papers.

## **5. Reports**

### *5.1. Report from the Coordinating Board of the Division of Bibliographic Control.*

Attendees were reminded:

- to wear their badges for all meetings but not to wear them on the street;
- to complete the evaluation form for the conference; a group evaluation will also be presented at the second meeting;
- to consider if a Cataloguing Section programme paper should be recommended for publication in *International Cataloguing and Bibliographic Control* or in the *IFLA Journal (ICBC has first choice of papers to be published)*;
- to attend the poster sessions because there are many Latin American participants;
- to buy a raffle ticket (US \$1 or 3 pesos) to raise money for travel grants (winning tickets will be drawn at the Aug. 24 Opening Party);
- to attend the Division IV social gathering, Aug. 24, 16:00-17:00, organized by the division's local liaison, Graciela Spedalieri.

The Chair announced that each Standing Committee is eligible to apply for 1,000 Euros for a 1-2 year project. Anyone with a proposal should contact the Chair for more information; the application deadline is in November. The proposal, after approval by the Cataloguing Section, is referred to the Coordinating Board and then to the Professional Committee. It was noted, however, that the IFLA budget is shaky at the moment.

There is a new section in Division IV: the Knowledge Management Section. The section, formerly a discussion group, is organizing itself now; its first meeting is August 24.

Other programmes by Division IV sections:

- Bibliography Section on Aug. 26: "State of the National Bibliography in Latin America"
- Classification and Indexing Section on Aug. 26: "Implementation and Adaptation of Global Tools for Subject Access to Local Needs."

The emphasis for the future in Division IV is on increased cooperation between sections. The Cataloguing Section may want to join with the Classification and Indexing Section for the Oslo programme. The Professional Committee is considering conducting a new review of the meeting structure. More information will be coming from Barbara Tillett later.

### **5.2. SCATNews**

Patrick Le Bœuf reported that two issues had been published: a 14-page issue in January and an 8-page issue in June. ~~The latter is~~ Both are available as a PDF files on IFLANET. Although the distribution is now via email, 8 printed copies of each issue must be sent to IFLA Headquarters. There were no costs for producing the newsletter because software at the Bibliothèque nationale de France was used. The Chair expressed great appreciation for Patrick's hard work and the good newsletters. Patrick thanked all the contributors, especially Eeva Murtomaa and John Byrum.

### **5.3. ICABS report**

Renate Gömpel indicated that the ICABS and UNIMARC programmes would be Aug. 25. Of special note: the book series UBCIM will be continued under the title "IFLA Series on Bibliographic Control" published by Saur; the first volume under this new title is volume 26 containing the proceedings of the 2003 IME ICC conference held in Frankfurt. ICABS funded the ISBD-FRBR mapping project and will help support the work toward a consolidated ISBD. The Chair indicated gratitude for the financial support from ICABS, an extra source of funds beyond the usual IFLA funding, for work of the Cataloguing Section. [The full report is attached: attachment #1.]

### **5.4. FRANAR (Functional Requirements and Numbering of Authority Records)**

FRANAR chair Glenn Patton reported for this Division IV group. A draft for initial review was sent to the division's standing committees, to the Serials and Other Continuing Resources Section, to the Information Technology Section, and the FRBR Review Group. About six sets of comments were received; those comments, some substantial and some minor, will be discussed at the FRANAR meeting Aug. 23. A new draft will be sent for worldwide review toward the end of 2004. An extensive report on the work will be given as part of the Division IV update on Aug. 25. The Chair asked about the nature of the substantial comments. Glenn replied that the draft was written for more than just library communities and some of those communities don't call the process "authority control." The group will need to provide a better explanation and may return to the presentation of a detailed model as an appendix. The Chair asked about the status of the concept of the authority number; Glenn replied that the group wants to finish the first document on authority records and then consider a separate document on numbering.

## **6. Procedures for review groups**

The Chair explained that the draft proposal, sent to SC members prior to the meeting, was the result of concerns that there should be a formal, democratic process for the establishment of review groups in the division. Barbara Tillett, chair of Division IV, had confirmed with the Professional Committee that such procedures were division business and so only had to be approved by the various Standing Committees and then ratified by the division's Coordinating Board. The Chair explained that wording about membership would be expanded to indicate that a review group could have additional members for specific areas of expertise, such as former members of the group, so that the "institutional memory" of the group would not be lost.

The question of a person being a member of more than one review group was raised. The question was raised if the procedures applied only to new review groups. The Chair explained that the procedures, if ratified, would take effect in 2005, an election year, for both new and existing review groups. If the Coordinating Board made any changes to the scope of a review group after the last meeting of the Standing Committee at a conference, members of the committee would be notified by email. Concerns were expressed about the following: the draft proposal didn't include specific information about the impact on existing groups, the loss of "institutional memory" if the rotation for new groups applied to existing groups, appointment of the election committee by the Coordinating Board. The Chair and secretary will prepare a revised proposal for the second meeting of the Standing Committee.

## **7. Current projects: update on activities since Berlin [reports for 7.1-7.4 distributed in advance]**

### *7.1. ISBD Review Group*

Glenn Patton reported for chair John Byrum. He also noted that the Review Group would meet twice during the conference: once to work on comments from the worldwide review of ISBD (ER) and one to hear reports from the three study groups. The Chair expressed appreciation of the Standing Committee to Tom Delsey who undertook and rapidly completed the FRBR/ISBD mapping work. [Also see attached report: attachment #2.]

### *7.2. FRBR Review Group*

Patrick Le Bœuf reviewed the activities of the various groups as outlined in his report attached [attachment #3].

### *7.3. Guidelines for OPAC Displays*

Lynne Howarth indicated that the group had been gratified by the number of worldwide responses and the content of those responses. She expressed her thanks to all the members of the Working Group, especially Dorothy McGarry, the chair of the original group. The Chair said she had already spoken with IFLA Headquarters about publishing the guidelines in the new "IFLA Series on Bibliographic Control." [Also see attached report: attachment #4.]

### *7.4. Multilingual Dictionary for Cataloguing Terms*

Monika Münnich was unable to attend the conference due to illness; see attached report [attachment #5]. The Chair indicated that the Classification and Indexing Section was interested in cooperation with this project.

### *7.5. Anonymous Classics*

The Chair thanked Assumpció Estivill and Nadine Boddaert for their work in finishing Part I and thanked Patrick Le Bœuf for his work to the same end and for his assistance in getting the document posted on IFLANET.

## **8. Strategic Plan follow-up and New Projects**

The Chair began the discussion on the status of activities included in the strategic plan as part of the self-review for the overall review of the Cataloguing Section noted in topic 4.1. above. The discussion was finished at the second meeting of the Standing Committee; see topic 15.

19. *Financial report* [see attachment #6]

The Chair noted that unspent project money goes back to IFLA. Lynne Howarth indicated that some money may be needed for formatting the OPAC display document.

20. *Budget proposal* [see attachment #7]

The Chair noted that the amount listed for SCATNews wasn't used this year but she encouraged Patrick Le Bœuf to consider purchasing appropriate software. Depending on when work is done on formatting the OPAC display document, some money may be needed in the budget for that task. The Chair asked members to contact her via email during the year if there are any financial needs and she would refer the requests to the Standing Committee for approval.

**9. Future conference topics**

*71<sup>st</sup> IFLA General Conference in Oslo, Norway 2005 (August 14-18)*

*Theme: Libraries: a voyage for discovery*

*9.1 Section programme/workshop*

Each section may have a two-hour time slot for a programme or workshop; the section may or may not use it or may combine the time with that of another section or with the division time slot. One possible idea for a combined session with the Classification and Indexing Section would be a programme on authority control; members were asked to think of other ideas to be discussed at the second meeting of the Standing Committee.

*9.2. Satellite meeting in Finland*

Tuula Haavisto, secretary of the Finnish organizing committee, distributed brochures for the 11-12 August 2005 satellite meeting in Järvenpää, Finland. The Cataloguing Section and the Information and Technology Section are among the organizers of the meeting. ACTION: She asked for someone from the Cataloguing Section to open the meeting and moderate the first section; she also asked for suggestions of cases to be presented.

*72<sup>nd</sup> IFLA General Conference in Seoul, Korea 2006*

*Theme: Libraries: Dynamic engines for the knowledge and information society*

*9.3 Section programme/workshop*

To be discussed at the second meeting of the Standing Committee.

**10. Adjourn**

The meeting was adjourned.

## **Standing Committee II, Saturday, 28 August 2004, 11:30-14:20**

### **11. Welcome and introductions**

The Chair welcomed the members and the observers; all introduced themselves.

### **12. Agenda**

There were no changes to the agenda as revised at the first meeting.

### **13. Reports/Announcements**

A card for Monika Münnich was circulated for signatures. The Chair reminded attendees of the \$18 departure tax at the airport.

### **14. Current projects - update on Buenos Aires meetings**

#### *14.1 ISBD Review Group*

Glenn Patton reported on the two meetings of the review group; a written report will be sent to the committee. Most of the issues from the worldwide review of ISBD (ER) were handled during the conference. Area 3 will be retained as an optional area; the appendix with specific SMDs will also be retained. In the next few weeks, Dorothy McGarry will revise the draft and send it to the review group for review; it will be sent to the committee for a vote. The review group decided that the issues raised from the ISBD-FRBR mapping will not be considered now because the first priority is the consolidated ISBD work.

The Series Study Group has almost completed its work; adjustments to sources for the series area will be sent to the Review Group soon.

The major topic of the new Future Directions Study Group's discussion was the preparation of a consolidated ISBD; Renate Gömpel may have staff to prepare a cut-and-paste version by February or March 2005. The SG will meet in April 2005 to discuss a draft with a final version for the review group in Oslo. The Study Group also met with the International Cataloguing Code Working Group.

The new Materials Designation Study Group noted the significant issues for its work.

The Review Group discussed ideas for wider participation from other world areas. They will work with IME ICC attendees and will find corresponding members for email discussions.

The major project for the coming year will be the consolidated ISBD. Gunilla Jonsson will be the chair of the group revising ISBD (A); the group will be small but with wide correspondence and with many comments already gathered by Dorothy McGarry. A draft of ISBD (A) will be ready before Oslo. There will also be a working group for the revision of ISBD (NBM).

The Chair asked about the possibility to expand the ISBD with XML schema rather than prescribed punctuation. Glenn Patton explained that it had been the consensus of the Review Group to wait until the consolidated ISBD draft was ready.

#### 14.2. *FRBR*

Patrick Le Bœuf said that the Review Group had one meeting and two Working Groups (Expression Entity and Continuing Resources) had met. The Working Group on Continuing Resources had completed its charge: it had prepared a draft model for discussion with the ISO TC 46 group working on the ISSN standard; it proposed a new working group (with possible participation from the Section on Serials and Other Continuing Resources) for the modeling of continuing resources. The Working Group on the Expression Entity discussed two papers and will send examples to each other with a deliverable next year.

The Working Group on Teaching and Training had not met. Proposals for directions and more precise terms of reference are being prepared.

Ed O'Neill had made a proposal for the members of the review group and the working groups to have a workshop in Columbus, Ohio, in April or May of 2005; the review group is the planning committee for that workshop.

The review group determined that it should keep revising the FRBR document with the latest revision posted on IFLANET.

#### 14.3. *IME ICC*

Barbara Tillett noted that the results from the conference held at Universidad de San Andrés in Buenos Aires were reported at the Section programme on August 24. During the next four months, there would be online discussion by the Buenos Aires participants to agree on their proposals which make some minor changes to the Frankfurt Principles. The revised principles would then be sent to the 2003 European participants for approval. Some of the papers may be posted on IFLANET.

There may be a meeting in November 2005 at Biblioteca Alexandrina for representatives from the Arabic-speaking countries of the Middle East. Extensive plans have already been made by the National Library of Korea for the meeting of Asian participants in 2006 prior to the IFLA conference in Seoul. Contacts have been made for two possible sites in 2007 near Durban for meeting with African participants. The meetings with rule-making bodies will actually be finished in 2006 because there are no such bodies in Africa; the meeting at Durban will be with African cataloguing experts to confirm the principles.

Barbara Tillett noted that the follow-on to the conferences is not just the statement of principles but also an international cataloguing code. The new working group for such a code met during this conference. The representatives from cataloguing code making groups and other IFLA experts decided that the code should be a "code for code-makers" to keep it at the IFLA level.

The Chair asked that the presentation at the Division IV programme be given to Fernanda Campos for the Conference of Directors of National Libraries.

#### 14.4. *FRANAR*

Glenn Patton reported that the group had produced a marked-up draft as the basis of the draft to be sent for worldwide review. That draft will be sent to the full working group by mid-October and then out for worldwide review by late 2004/early 2005. A decision on a face-to-face meeting of the working group in April-May 2005 will depend on the comments received during the worldwide review.

#### 14.5. ICABS

In the absence of Renate Gömpel, the Chair distributed copies of the ICABS folders and reiterated the Section's gratitude for the financial support.

Barbara Tillett reported on Coordinating Board discussion of ICABS. Some of the national libraries involved in ICABS became responsible for activities that were already in their own institutions. An unusual situation exists for the Cataloguing Section, however, because neither FRBR nor ISBDs had belonged to a specific national library. There are problems with funding by the British Library because it must show benefits to the UK even though IFLA is global. The Chair reminded the committee that the current ICABS structure is to be evaluated after three years; Barbara Tillett encouraged substantive comments sooner rather than later. The Chair expressed concern that some national library directors are not familiar with the way IFLA works.

#### 14.6. Metadata Schemes

Lynne Howarth noted that the response to the worldwide review had been summarized at the Section programme on August 24.

The working group discussed concerns expressed during the worldwide review about the core record concept; they decided that there should be an explanation of the concept of the elements as a framework for interoperability. Lois Chan will be working on a clarification of the elements, possibly by listing the types of attributes applying to each, to be sent to the working group by November 15. Deadline for sending the revised report to the Cataloguing Section is January 15, 2005.

Lynne thanked the members of the working group for their work.

ACTION: The Chair said a new working group would be established after the report is received to handle the tasks to be listed at the end of the report. Larry Woods of the Information Technology Section is interested in participating in the new working group.

#### 14.7. Functional Requirements for Subject Authority Records

Barbara Tillett reported that there will be a follow-up division-level group to FRANAR for subject authority records. She circulated a sign-up sheet for volunteers from the Cataloguing Section; she had done the same at the meeting of the Classification and Indexing Section.

#### 14.8. Review groups proposal

The Chair distributed the revised proposal, updated by the Chair and the Secretary based on the comments from the first committee meeting: introduction added; sentence added to #2 about membership in more than one review group; information added to #4 about implementation for existing review groups (it was noted that additional information should have included indication that ¼ of membership would change every two years); new second sentence added to #5.

Patrick Le Bœuf reported comments from the FRBR Review Group: desire for the 2-year term to be renewable; desire that Review Group could give recommendations for chair of the review group to the section chairs. It was agreed that #7 in the proposal would be modified to add wording "with recommendations from members of the Review Group.



Glenn Patton and Bill Garrison reported comments from the ISBD Review Group: there may be a need for more than one additional member in order to maintain the ongoing work of the review group. It was agreed that the wording in #5 would be changed from “an additional member” to “additional member(s).” The question was asked why the number of members is to be decided by the Coordinating Board of the division; Barbara Tillett (chair of the division’s coordinating board) explained that the Coordinating Board has overview but would always seek advice from the appropriate Standing Committee.

The Standing Committee approved by acclamation the proposal as modified during discussion. It will be on the agenda of the Coordinating Board’s meeting later in the day. [Modified proposal attached: attachment #8.]

The question was raised about the timing of the implementation. The Chair answered that the implementation would be coordinated with elections in Oslo in 2005.

## **15. Strategic plan**

The Chair led the discussion on the status of activities included in the section’s strategic plan for 2003-2005. Actions in the current strategic plan can be reworded to clarify activities; any rewording of goals must wait until the strategic plan is revised for 2005-2007. Summary of the discussion:

1.1. Sessions are being planned. ACTION: Need to start collaboration with the Bibliography Section and the Classification and Indexing Section.

1.2 & 1.3. Completed.

2.1-2.4. In progress.

2.5. Revise wording to expand task supplied by Patrick Le Bœuf: “Maintain the FRBR model and expand the modeling effort in order to cover all kinds of resources, all kinds of access points available for queries in a majority of library catalogues (including subject queries and queries based on classification schemes), and note generally all functions expected from library catalogues.”

3.1-3.6. In progress.

3.7. Work beginning soon on a consolidated ISBD.

3.8. To be completed in 2004.

3.9. New working group established.

3.10-3.11. In progress.

4.1. Completed.

4.2, 4.4. New working group to be established.

4.3. Being advanced by Standing Committee members in local environments;

ACTION: Bibliography Section and Cataloguing Section should explore possibility of high-level group working with publishers.

5.1. Pt. I is posted on IFLANET. Patrick Le Bœuf noted that Part I is not complete (e.g., Greece not included; Ireland entries not updated). A different structure is needed for the work of the other parts. ACTION: Chair will explore technical possibilities with Patrick Le Bœuf and Assumpció Estivill; Chair will contact Nadine Boddaert about information already compiled for Africa part.

5.2. ACTION: Chair will contact Joan Aliprand for information to disseminate.

5.3-5.4. In progress.

5.5-5.7. ACTION: Chair will have *Names of Persons* posted on IFLANET (the Chair noted that there are no copyright problems). Comments will be solicited. Peter van Otegem will be the contact person for such comments.

6.1. Completed. ACTION: Chair will investigate publication of report by IFLA.

7. Bill Garrison noted problem with term “distance learning” in this goal because it means much more than tasks described in the specific goals. It was decided to clarify goal in the next strategic plan by rewording it as “Explore opportunities for promoting development of cataloguing activities especially for developing countries.”

7.1. 1st part accomplished through IME ICC activities; clarify the situation by revising first sentence to read “Provide seminars through Goal 1 activities and with other bodies sponsoring satellite meetings and work and gain advice from members of the Section involved with education and learning activities.” ACTION: Chair will email SC members asking that those who teach respond about any IFLA tools used; SC needs to work with Bibliography Section and Classification and Indexing Section on the virtual clearinghouse.

7.2. Ongoing.

7.3. Clarify that activity is accomplished by revising wording to add “via documents from Standing Committee groups and SCAT News.”

8.1. Ongoing.

9.1. ACTION: Chair will write to all institutional members in the next year to encourage more participation. Timing is important due to elections in 2005. It was noted that only institutional members can nominate a person for the Standing Committee.

ACTION: Revise as noted above the wording of the strategic plan as posted on IFLANET. The revised plan is attached [attachment #9]. [After the conference it was noted that activities 5.6 and 5.7 are part of 5.5; the wording for the three activities was merged.]

## **16. Future projects**

The following future projects were named:

*Names of Persons* as noted in topic 15.

IME ICC activities; the actual “code” as described in agenda topic 14.3 may be more a division, rather than section, project

*Anonymous Classics* as noted in topic 15.

New working group on metadata – to be appointed after receipt of report from the metadata schema group

Clearinghouse for cataloguing tools – David Miller, chair of the working group in the Classification and Indexing Section, explained the project: focus initially is on most important or primary subject and classification systems used in countries; it was noted that the clearinghouse shouldn’t focus just on subject cataloguing and that there should be multiple clearinghouses on IFLA for different aspects of cataloguing

## **17. 71<sup>th</sup> IFLA General Conference in Oslo, Norway 2005 (14-18 August)**

**Theme: Libraries – a voyage for discovery**

### *17.1 Section programme/workshop*

The decision was made to join with the Classification and Indexing Section to present a programme on “Cataloguing Tools for Global Access: international partnerships.” The Cataloguing Section part of the programme would focus on authority control and would have

three presentations: a final report from FRANAR; a report on multilingual authority control in Russia; a report on ONESAC (ONE Shared Authority Control; a project within the European library consortium ONE, presently comprising files from BIBSYS, Norway, the British Library, and the National Library of Sweden, but expected to integrate other files very soon).

ACTION: Contact the Classification and Indexing Section with agreement about a joint programme; contact speakers for the three presentations.

## **18. 72<sup>nd</sup> IFLA General Conference in Seoul, Korea 2006**

**Theme: Libraries: dynamic engines for the knowledge and information society**

### *18.1 Section programme/workshop*

Proposed idea for the Cataloguing Section programme in Seoul: report(s) on IME ICC and two presentations on applications for digital resources (possible presentations from Hong Kong, New Zealand, and Sweden).

[19. and 20. in first meeting of the Standing Committee]

## **21. Conference evaluation**

The Chair expressed the thanks from the Standing Committee to the three speakers at the section's programme; she had received many positive comments about the programme.

After discussion, the section ranked the Buenos Aires conference as follows on a scale of 5 (excellent) to 1 (poor):

Conference as a whole: 4

Workshops, discussion groups, open sessions, etc.: 4

Social and cultural events: 4

Service facilities: 2

Overall impression of service level before the conference: 3

Internet access at the conference: 4

Buenos Aires as conference city: 5

Conference centre: 3

Other comments: concerns about lack of computer and technical assistance at programmes, not enough time between sessions, and sessions not ending on time; concern about delay in assignment of days/times for working group meetings; request always to have English interpretation at all sessions or English as part of handouts/slides at all sessions.

## **22. Any other business**

The Chair reminded SC members that she would be contacting those without tasks about assuming a specific task or responsibility.

The Chair expressed her concerns about hearing during the conference from many people about cutting cataloguing tasks and "getting rid of cataloguing." She stressed that SC members must act as ambassadors at home for cataloguing. She agrees, as a manager, that we must cut costs in order to be able to handle the increase in resources to be catalogued but it is important to consider how and where to cut. Extended international exchange of records and increased automated processing are the rational means of reducing cataloguing costs. Both rest on common guidelines and standards, the very task of the Cataloguing Section.

ACTION: The Standing Committee members endorsed the comments of the Chair and asked that they be forwarded to the Conference of Directors of National Libraries.

### 23. Adjourn

The Chair adjourned the meeting with thanks to all attendees.

#### **Attendance: CS I - CS II**

##### **Standing Committee members present:**

William A. Garrison	Syracuse University Library	USA
Renate Gömpel	Die Deutsche Bibliothek	Germany (CS I)
Mauro Guerrini	University of Florence	Italy
Gunilla Jonsson (chair)	Kungl. Biblioteket	Sweden
Ulrike Junger	Staatsbibliothek zu Berlin	Germany
Natalia Kulygina	Russian State Library	Russian Federation
Judith A. Kuhagen (secretary)	Library of Congress	USA
Patrick Le Bœuf	Bibliothèque de France	France
Cristina Magliano	ICCU	Italy
Eeva Murtomaa	Helsinki University Library	Finland
Peter van Otegem	Koninklijke Bibliotheek	Netherlands
Glenn Patton	OCLC	USA
Elena Escolano Rodríguez	Biblioteca Nacional	Spain
Sally Strutt	The British Library	UK (CS II)
Marit Vestlie	National Library of Norway	Norway (CS I)

##### **Standing Committee members absent:**

Nafisah Ahmad	National Library of Malaysia	Malaysia
Monika Münnich	Universitätsbibliothek Heidelberg	Germany
Charlotte Pedersen	Danish National Library Authority	Denmark
Baktygul' Togonbaeva	National Book Chamber	Kyrgyzstan
Elena Zagorskaya	National Library of Russia	Russian Federation

##### **Official observers:**

Françoise Bourdon	Bibliothèque nationale de France	France
Anders Cato	Kungl. Biblioteket	Sweden (CS I)
Lynne Howarth	University of Toronto	Canada
Dorothy McGarry	UCLA	USA
Barbara Tillett	Library of Congress	USA (CS II)

##### **Observers:**

Nitzia Barrantes	National Library – Panama	Panama (CS I)
Kerstin Dahl	Lund University	Sweden (CS I)
Assumpció Estivill	Universitat de Barcelona	Spain
Jesús Gascón	Universitat de Barcelona	Spain (CS II)
Rowena Griem	Yale University	USA
Ruth Haas	Harvard University	USA (CS I)
Tuula Haavisto		Finland (CS I)
Lynne Howarth	University of Toronto	Canada

Erik Thorlund Jepsen	Danish National Library Authority	Denmark
Jae Sun Lee	National Library of Korea	Korea (CS I)
Judy Mansfield	Library of Congress	USA (CS I)
Filiberto Martinez Arellano	UNAM	Mexico (CS I)
Alejandra Martinez del Prado	UNAM	Mexico (CS I)
David Miller	Curry College	USA
Suzanne Oehlschlager (CS I)	Die Deutsche Bibliothek	Germany
George Prager	NYU Law School	USA
Pat Riva	McGill University	Canada
Najla Sharabati I)	Birzeit University	Palestinian Territories (CS I)
Patricia Thurston	Yale University	USA
Carol Van Nuys	National Library of Norway	Norway
Maria Witt	Cité des Sciences, Paris	France (CS I)
Marcia Zeng	Kent State University	USA (CS II)

### Actions from Standing Committee meetings:

Action	Minutes topic
1. Name someone from Cataloging Section to open and moderate at 2005 satellite meeting in Oslo	9.2
2. Establish new working group on metadata after current working group's report submitted; involve Larry Woods from Information Technology Section	14.6
3. Begin collaboration with Bibliography Section and with Classification and Indexing Section related to the IME ICC	15
4. Work with Bibliography Section to propose high-level group working with publishers on the creation and exchange of metadata	15
5. Work with Patrick Le Bœuf and Assumpció Estivill on other technical possibilities for creating other sections of <i>Anonymous Classics</i>	15
6. Contact Nadine Boddaert about information collected for Africa section of <i>Anonymous Classics</i>	15
7. Contact Joan Aliprand for information on UNICODE to disseminate to Cataloging Section, etc.	15
8. Have <i>Names of Persons</i> posted on IFLANET and ask for corrections/additions	15
9. Investigate publication of guidelines for OPAC displays by IFLA	15
10. Email SC members asking that those who teach respond about any IFLA tools used	15
11. Begin work with Bibliography Section and Classification and Indexing Section on the virtual clearinghouse of cataloguing tools	15
12. Write to all institutional members in the next year to encourage more participation	15
13. Revise the wording of the strategic plan as posted on IFLANET	15
14. Contact the Classification and Indexing Section with agreement about a joint programme in Oslo on "Cataloguing Tools for Global Access" and contact speakers for the three presentations	17
15. Forward the comments of the Chair on the "state of cataloguing" to the Conference of Directors of National Libraries	22

[Minutes submitted 1 Oct. 2004]

# ICABS Report

## ICABS in Buenos Aires

- ICABS Advisory Board meeting on Tuesday 24. August
- IFLA Core activity UNIMARC session “**The holdings record as a bibliographic control tool**”, in conjunction with the Library of Congress MARC 21 Office and under the umbrella of ICABS on Thursday, 26. August, 10:45 - 12:45 in Room Atalaya (Sheraton Park Tower).
- ICABS programme session “**The new IFLA-CDNL Alliance for Bibliographic Standards**” on Thursday, 26. August, 16:00 - 18:00 in Room Atalaya (Sheraton Park Tower).
- ICABS-Leaflet (new)

## ICABS on IFLAnet

Comprehensive information about ICABS, its goals and actions, the Strategic plan as well as activities reports can be found on IFLAnet at <http://www.ifla.org/VI/7/icabs.htm>.

### Members of Advisory Board

- IFLA  
(Sally McCallum, Ia McIlwaine)
- Biblioteca Nacional de Portugal  
(Fernanda Campos)
- The British Library  
(Caroline Brazier)
- Die Deutsche Bibliothek  
(Renate Gömpel, Chair of Advisory Board)
- Koninklijke Bibliotheek  
(Wim van Drimmelen)
- Library of Congress  
(Sally McCallum)
- National Library of Australia  
(Pamela Gatenby)

## IFLA

- **Quarterly “International Cataloguing and Bibliographic Control (ICBC)”**

The Journal made its quarterly appearance without major interruptions, now under direct responsibility of IFLA Headquarters. After her retirement in March 2003, the Editor Marie-France Plassard continued her work for this highly specialised and much appreciated periodical, which is currently in its 33th year.

After the closure of the UBCIM Office at Die Deutsche Bibliothek (March 2003) the book series UBCIM will be continued under the title "IFLA Series on Bibliographic Control". The first volume that appeared under the new serial title is volume 26 containing the proceedings of the IME conference, held just prior to the Berlin IFLA General Conference at Die Deutsche Bibliothek, Frankfurt, end July 2003. \*)

**More information:**

\*) Volume 26: IFLA Cataloguing Principles: Steps towards an International Cataloguing Code. Report from the 1st Meeting of Experts on an International Cataloguing Code, Frankfurt 2003. Ed. by Barbara B. Tillett, Renate Gömpel and Susanne Oehlschläger. Munich: Saur, 2004, IV, 286 p. ISBN 3-598-24275-1. € 78,00.

**The British Library**

- **FRBR maintenance and development**

Co-funding the “Mapping ISBDs to FRBR” project together with Die Deutsche Bibliothek, performed by Tom Delsey.

**More information:**

After the FRBR and ISBD Review groups agreed on the necessity and importance of the undertaking, Die Deutsche Bibliothek asked Tom Delsey to perform the project “Mapping the ISBDs to FRBR”. The purpose of this work was to reinforce the essential consistency between ISBDs and the FRBR model. In May the draft results were presented and distributed to the membership of the ISBD Review Group and the FRBR Review Group, who provided input on the document. This input has been considered by Mr. Delsey, who prepared a final version of the deliverable for consideration at the 2004 IFLA Conference

- **FRANAR project**

There have been no requests for support or funding during this period, while the review of the work of the FRANAR Working Group was being completed. We expect to have more opportunities to work with the Working Group to identify ways to support FRANAR during the next phase of development.

**Die Deutsche Bibliothek**

- **ISBD maintenance and development**

**Project**

as mentioned above (see British Library)

**Coordination of reviews**

Die Deutsche Bibliothek coordinated national comments to ISBD(ER) and (A) and encouraged the German library community to take part in the worldwide review processes.

**ISBD Review Group**

Die Deutsche Bibliothek contacted the chair of the ISBD Review Group trying to learn what kind of support the group needed. As their most urgent need the group identified money e.g. to be able to have additional meetings between the IFLA conferences. The decision-making is in progress yet.

- **VIAF cooperative (together with Library of Congress)**



Die Deutsche Bibliothek and the Library of Congress are responsible for the VIAF cooperative. Another important partner in this proof of concept project is OCLC. The project is divided into 4 stages:

1. Linking existing records
2. Build the server - Search and retrieval
3. Ongoing Maintenance - OAI Harvesting
4. End user applications - Display

**More information:**

During the present phase of stage 1 of the project OCLC intends to match Library of Congress (LC) Personal Name Authority records to the German Personennamendatei (PND) Personal Name Authorities. Information from selected bibliographic records from WorldCat is used to enhance the LC Authorities, and bibliographic records from both Die Deutsche Bibliothek (DDB) and Bibliotheksverbund Bayern (BVB) catalogues.

For processing and terminology, the bibliographic records are processed for extract information relating to the Personal Names, developing Short Personal Name Authority Records, or Short Authorities. These Short Authorities are merged with the original Personal Name Authorities to create Enhanced Personal Name Authority Records, or Enhanced Authorities. These Enhanced Authorities are then matched between the two name authority sources, and when a match is found a Virtual International Authority File Record, or VIAF Record is made. The VIAF Record contains at a minimum the Main Entry Personal Name from both sources, and references back to the source records. A VIAF Test Database is available at: <http://fast.oclc.org/viaf.html>.

During their meeting at Die Deutsche Bibliothek in Frankfurt am Main on 9. July 2004 the project partners discussed some issues left to solve within stage 1 and agreed upon the action plan for the stages to come.

- **Chair of Advisory Board (first term)**
- **Secretary**

**Koninklijke Bibliotheek**

- **Explore the requirements/conditions for long-term archiving of electronic resources**
- **Migration & Emulation**

Koninklijke Bibliotheek (KB) will write a state-of-the-art assessment on the use of standards in digital archiving, based on the experiences of the worlds leading library institutions in the field of digital preservation. The assessment will adress operational and R&D activities aimed at long-term storage of electronic resources.

**More information:**

The two actions – on long-term archiving and on permanent access strategies – will be combined in a joint approach. Similar issues will arise in the study of both objects. Apart from the similarities, there will be special attention for specific archiving and permanent access issues.

The study on the use of standards in digital archiving will focus on best practices, the use of standards in the approach of permanent access strategies on new developments, research and on future expectations regarding to standards.

The KB/ICABS research will be embedded in a larger cooperation in the field of long term preservation (both digital and paper) between Dutch national heritage institutes (the KB as National Library, the National Archives and the Instituut Collectie Nederland, a national research institute). This cooperation is initiated by the Dutch Ministry of Education and Science. Within this cooperation, the National Archives also will carry out research on standards which are used in the archival digital preservation environment. This research can be usefull for a cross-sectoral comparison.

#### Method of working

The research will consist of desk-research, literature study and interviews with experts in the field.

Starting from our own experiences in the digital preservation field, we'll begin the research with a query amongst the ICABS participants and a selected group of libraries worldwide to determine major bottlenecks and urges regarding to the use of standards in the field of digital preservation, in order to gear the focal point for the research. During the research period there will be close cooperation with the National Library of Australia.

#### Phasing

The research will be carried out in 5 phases: resp. literature study; desk research; in depth research; report writing; finalising phase. The first version of the report will be available for review amongst the ICABS partners in may 2005. A presentation of the report results is planned for IFLA 2005. The final report will be available in september 2005. Finally a KB-ICABS Action plan for the 2005-2006 period will be drafted.

### **Library of Congress**

- **MARC21 and its XML derivatives**

The Metadata Authority Description Standard (MADS), a draft XML companion for the Metadata Object Description Standard (MODS), was posted for electronic review, with the review period ending in July 2004 (<http://www.loc.gov/mads/>). The comments received are under review.

The Library of Congress and its collaborating partners, the Library and Archives Canada, and the British Library, continued to work with MARC 21 users worldwide on MARC 21 formats. Change proposals submitted by users were posted on the web for wide review and comment. The 2003 Concise version of the formats was made available in print and online (<http://www.loc.gov/marc/>).

#### **More information:**

This is the version often translated, so the changes in the 2003 edition are highlighted in red so translators will be able to easily apply the changes to their translations (and the 2002 version was also archived online).

There continued to be discussion among implementors as more are converting to MARC 21 Unicode environments. In particular, around 150 Chinese characters mapped to the Unicode

Private Use Area were remapped to existing Unicode characters to assure font support. The euro sign and eszett were also added to the basic Latin set.

**More information:**

The explanatory pamphlet, *Understanding MARC Authority Records*, was published in its second edition in print, incorporating all comments received since the preliminary first version was made available last year. It is a companion to *Understanding MARC Bibliographic*, which is in its 7<sup>th</sup> edition and is available in print and online formats (<http://www.loc.gov/marc/umb/>). The Authority record booklet will also be online later in the year.

- **Z39.50, ZING**

The Library of Congress continued support for Z39.50 and the web service derivative, SRW/SRU (<http://www.loc.gov/sru>). The maintenance of SRW/SRU was organized more formally with establishment of an international editorial group with Rob Sanderson of the UK as the principal editor. A broad-based implementors group contributing to the development is composed of the members of the SRW/SRU listerv.

**More information:**

The Library of Congress demonstrated the introduction of SRW/SRU flexibility to existing Z39.50 implementations. Using an open source product (Indexdata's YAZ Proxy), a gateway to the Z39.50 capability of the Library's catalog was implemented that enables the Library to receive and process SRW/SRU searches in addition to Z39.50 searches and to return records in MARCXML, MODS, and DC in addition to the usual MARC 21.

There has been much interest among implementors in the highly versatile XML query language used by the protocol (<http://www.loc.gov/cql/>). The editorial board is also discussing additional functionality for SRW/SRU, with the intent to keep the protocol light, however. The SRW/SRU web site added several useful lists - tools available, implementors, and test servers. A first step toward formal standardization was made by submitting a registration application with NISO.

- **VIAF cooperative (together with Die Deutsche Bibliothek)**

See above (Die Deutsche Bibliothek)

- **Metadata and XML based metadata schemes**

The Metadata Exchange and Transmission Standard (METS) Editorial Board recently held two additional Opening Days: California in April 2004 and London in July 2004. Both had capacity attendance. Work continued on the audio and video extension schemas for technical metadata in METS and on profiles for different media, and they are all near completion.

**More information:**

The study on Rights Expression Languages authored by Karen Coyle under contract to the Library's Network Development Office has been well received. It organizes the uses and requirements for rights languages and evaluates current developing languages (e.g., MPEG21/5, ODRL) against those requirements. The full report is available electronically (<http://www.loc.gov/standards/relreport.pdf>), and a derivative article will appear online in D-Lib Magazine in September (<http://www.dlib.org/>).

- **Monitor work on Persistent Identifiers**

LoC is maintaining a *URI Resource Page* for information on the current concept of the URI as articulated by the IETF and the W3C, and a number of important URI schemes ([www.loc.gov/standards/uri/](http://www.loc.gov/standards/uri/)).

## **National Library of Australia**

- **Web harvesting**

The Library is leading the work of the Deep Web Working Group of the International Internet Preservation Consortium (IIPC) and is working in close cooperation with the Bibliothèque nationale de France to investigate the identification, acquisition, storage and display of publications and web sites that are database driven.

Working access interfaces have been developed for two sample database archives, and this prototype can be seen at <<http://www-test.nla.gov.au/eXplore/>>. Work has commenced on automatic development of access interfaces to match the characteristics of each individual database based on the Database Archive Description.

The Library is also a member of the Researcher Requirements Working Group and has contributed the names of Australian researchers to the formation of a focus group that will meet for the first time in September in London.

The **international conference *Archiving web resources: issues for cultural heritage institutions***, will be held at the National Library in Canberra from November 9-11, 2004. Its main objective is to identify significant issues facing cultural heritage institutions in collecting web resources and to explore how the issues are being addressed. Major research programs and projects will be included in the program.

### **More information:**

The program will include around 30 speakers representing a range of institutions around the world. The program is built around four key themes:

- (i) the importance of web based information to a range of sectors – Day 1 is largely devoted to ways in which different groups are using the web;
- (ii) specific issues that need to be addressed by archiving and preservation programs (such as selection, documentation, maintaining accessibility, managing archives) – Day 2 is largely devoted to these themes;
- (iii) practical implementation models that are being developed and built by selected institutions that address particular issues – Day 3 is largely devoted to this theme;
- (iv) research directions - what needs are not being addressed, what new areas are being researched – the closing session will deal with this theme.

An **Information Day** will be held in association with the conference on November 12 at which new web archiving tools and methodologies will be presented.

A conference program and registration details are available at the web site at <http://www.nla.gov.au/webarchiving/>.

Automated deposit and archiving of online government resources

***The Commonwealth Metadata Pilot Project***

(<http://www.nla.gov.au/ntwkpubs/gw/65/html/p04a01.html>) aims to improve access to Australian government information published online by automating the contribution of metadata to the national bibliographic database provided through the Kinetica service, and by automating the archiving of content associated with the metadata in *PANDORA: Australia's web archive*.

**More information:**

The Library worked with seven government agencies throughout 2003 to explore the workflows and processes required to automate acquisition of descriptive metadata of online government publications for the National Bibliographic Database (made available through its Kinetica service). As reported in February, the metadata of two agencies has been successfully converted and loaded into Kinetica. Data from the other agencies is currently being assessed. The data is converted from its original AGLS format, to the MODS standard and then to MARC format for loading onto the national database.

A seminar was held on 19 March 2004 to report on progress so far and to discuss issues that have arisen. A report is available at <http://www.nla.gov.au/kinetica/welcome.ppt>.

Enhancements to the Library's digital archiving system required to enable the batch loading of metadata acquired through the Commonwealth Metadata Project and the automated harvesting of files, have been identified. Work is well underway to develop use cases and specifications for these requirements in preparation for development of the system.

Explore and promote methods to archive web-based publications collected by web harvesting.

The PADI subject gateway (<http://www.nla.gov.au/padi/>) to digital preservation resources will be modified to incorporate information that provides an overview of approaches to archiving web based publications. The page is expected to be publicly available in late August 2004.

- **Work out a survey of existing standards, guidelines, and codes for preservation of digital materials**

(i) By means of PADI, prepare a review of existing guidance documents (such as standards, guidelines and codes) that address digital preservation issues and identify any significant gaps in PADI coverage.

The review of existing guidance documents listed in PADI is still underway.

**More information:**

Although information gathering has been substantially completed, further analysis of the information is needed to provide a useful report, given the plethora of guidance documents and the dearth of universally applicable formal standards associated with digital preservation practices.

(ii) Critically review existing PADI structures and interfaces to ensure they offer useful and easy access to information about existing standards, guidelines and codes for preservation of digital materials (i.e., guidance documents)

Following a review of PADI structures and interfaces a number of new approaches are being implemented that should make it easier to find readily useful information. A number of “trails” have been incorporated in PADI to guide beginning users to a small number of focused resources. The thesaurus used for the PADI database has been updated to better reflect current understandings. Finally, a mechanism is being developed to distinguish more up to date resources from those that may be less current although still of historical interest. The work is expected to be completed by the end of August.

(iii) Work with IFLA PAC partners and UNESCO to identify digital preservation “readiness” issues in SE Asian and the Pacific.

The objective is: To review information that is already available on the issue, to develop a set of “readiness” indicators and to provide guidance on how to improve levels of readiness.

Based on a review of information provided to a UNESCO Regional Consultation in November 2002, a checklist of readiness factors and guidance on improving readiness was prepared for a UNESCO Memory of the World nomination workshop held in Manila, The Philippines in February 2004. The documents will be revised in the light of feedback from the workshop and prepared for wider circulation by June 2004.

## **National Library of Portugal**

### **IFLA Core activity UNIMARC**

Organization of a session for IFLA 2004 in Buenos Aires under the theme “**The holdings record as a bibliographic control tool**”, in conjunction with the Library of Congress MARC 21 Office and under the umbrella of ICABS.

The importance of holdings data and the content and use of holdings records will be presented and discussed, from both the UNIMARC and MARC 21 perspectives.

The session will take place Thursday 26 August, 10.45-12.45.

### **Permanent UNIMARC Committee Action Plan**

PUC held its annual meeting in Lisbon, 15-17<sup>th</sup> March. According to its terms of Reference, this was an election year and Alan Hopkinson (Middlesex University, London, UK) is the new Chair. Mirna Willer (National and University Library, Zagreb, Croatia) is honorary member and special consultant and three new members integrate now PUC.

During the three days of the meeting a large number of proposals were discussed, the more important ones being as follows:

### **UNIMARC/Bibliographic**

- + ISBD(CR) will trigger the development of UNIMARC Guidelines for Continuing Resources
- + "Guidelines for using UNIMARC for Music" will be finalized in order to be mounted on IFLANET (Action was completed and the Guidelines will be posted after the Buenos Aires Conference)
- + Manuscripts/Archives is a new area where investigation about the possible use of UNIMARC will take place, for its shortcomings at the item level, with a possible examination at the collection level. A UNIMARC/EAD crosswalk and UNIMARC guidelines for manuscripts and archives are eventual expected results in the future.

### **UNIMARC/Authorities**

Following numerous additional recommendations for clarifications and corrections to the format made by the French UNIMARC Committee an electronic version of the revised and corrected edition will be mounted on IFLANET. (Action was completed and the version will be posted after the Buenos Aires Conference).

### **UNIMARC/Holdings**

Various changes were made to the final draft of UNIMARC/H to align it more closely with UNIMARC/B. The completed text has been finalized in July.

### **UNIMARC XML Scheme**

The contract between the UNIMARC Core Activity Office and Bookmarc was successfully accomplished and a UNIMARC XML scheme is available at <http://www.bookmarc.pt/unimarc>.

It consists of an XML representation of the UNIMARC Manual in the form of a working prototype that allows the Manual to be presented in both human and machine-readable formats and also provide for the display of UNIMARC records. Designed to be compatible with standard XML transformations, the XML formatting will make it much easier for systems to implement UNIMARC.

### **UNIMARC Forum**

A test version of "UNIMARC Forum" the new dedicated website was presented and demonstrated to the members of PUC in March. The site will be publicly available late 2004.

## ISBD Review Group Activities: Sept. 2003-July 2004

### Second General Revision Project:

The object of the "Second General Review Project" is to bring the ISBDs into conformance with provisions of the Functional Requirements for Bibliographic Records that define the basic-level national bibliographic record. To date, three ISBDs have been revised and republished, two more are expected to be revised and republished this year, and thereafter work has begun on additional two, as indicated in the table below:

Name of ISBD:	Status:
ISBD (M)	2002 revision published on IFLANET.
ISBD(CR)	2002 revision published by Sauer and on IFLANET.
ISBD(G)	2004 revision published on IFLANET.
ISBD(A)	Study Group to be appointed in Sept. 2004; draft for worldwide review requested by Spring 2005.
ISBD(ER)	Worldwide review conducted, resulting in issues to be discussed and resolved during the Buenos Aires 2004 Conference
ISBD(NBM)	Preparation of revision underway. Ready for worldwide review in 2005.
ISBD(CM)	First draft of a revised version has been prepared. Following editorial review, it will be ready for worldwide review Autumn 2004.
ISBD(PM)	Review to be initiated in 2005
ISBD(Component Parts)	An electronic version of the 1988 edition was published on IFLANET in Sept. 2003.

The Review Group is pleased once again to acknowledge the leadership of Dorothy McGarry in assuming primary responsibility for editorial oversight of the texts undergoing revision.

### Mapping ISBD Elements to FRBR Entity Attributes and Relationships

With the encouragement of the Cataloguing Section chair, the ISBD Review Group proposed development of a document to map ISBD elements to FRBR entity attributes and relationships. The FRBR Review Group endorsed this initiative and shared in the review of the work to achieve this mapping, a task that was performed on contract by Tom Delsey with



generous funding from Die Deutsche Bibliothek and the British Library. Following the approval of the Cataloguing Section's Standing Committee membership, the mapping was posted to IFLANET in early August, with announcements to interested groups and discussion lists. The importance of this document is demonstrated by its clear exposition of the relationship between two of IFLA's most significant publications in the area of bibliographic control and access.

### **Future Directions of the ISBDs Study Group**

At the Berlin Conference in 2003, the Review Group decided to form a Future Directions of the ISBDs Study Group, with Dorothy McGarry as chair. The Study Group has been charged:

- To consider the uses and values of an ISBD that combines into a single document provisions for the entire Family, with different chapters for the information specific to a particular type of material;

- To improve consistency of terminology and content throughout the ISBDs;

- To consider administrative issues related to the Review Group's growing workload;

and

- To assign priorities to new and ongoing projects to ensure timely, balanced completion of Review Group's agenda.

Apropos its first charge, discussions have been initiated with officials at Die Deutsche Bibliothek regarding the possibility of funding for a project to produce the text for the combined ISBD. The Study Group will meet in the course of the Buenos Aires Conference and also will establish a working relationship with the International Cataloguing Code Working Group.

### **Material Designation Study Group**

At the Berlin Conference in 2003, the Review Group also decided to appoint a Material Designation Study Group, with Lynne Howarth as chair. (In some regards, this Study Group will continue the Review Group's investigations regarding treatment of publications in multiple formats.) This Study Group is asked to deliver a preliminary outline of problems and issues for presentation to the Review Group at the second of its 2004 meetings, taking into account relevant recommendation from the first IME ICC Working Group 5. Further input to be considered is work anticipated by the Joint Steering Committee as it develops AACR3. The Study Group will meet during the Buenos Aires Conference to begin its deliberations and decide on "next steps", whether in the form of a statement of tasks for the Study Group to accomplish in 2005 or in the form of recommendations for Review Group consideration/approval/implementation.

### **Treatment of Publications in Multiple Formats**

The Review Group established a Study Group, chaired by Lynne Howarth, to investigate problems related to treatment of publications in multiple formats within the Family of ISBDs. In particular, three issues are under consideration: (1) the use of multiple ISBDs and the use of multiple general material designations ([gmd's]), (2) the order in which elements for multiple formats should be treated, and (3) the number of bibliographic records to be created for multiple versions. A number of proposed additions or changes to the ISBD(M) text were issued for world-wide review in the Fall of 2002, following which the Study Group prepared a detailed summary and analysis of responses. The Study Group then prepared a statement of recommendations for consideration by the Review Group which was circulated via e-mail in Spring 2003. However, the Review Group was unable to reach consensus on disposition of the recommendations at that time, and it was decided to discuss them in the course of the Berlin Conference. The goal is to come to conclusions as to each of the three problem areas, to develop revisions, additions and follow up actions, including the possibility of consulting further with those parties who responded to the original proposals, by the end of 2003. A decision then will need to be made as to whether to implement successful proposals

as part of the work remaining to complete the Second General Revision Project or to initiate a Third General Revision Project later, with publication of interim guidelines in the meanwhile.

**ISBD Series Study Group**

To address another area of interest, the Review Group in 2002 established the ISBD Series Study Group. This effort reflected concerns that some inconsistencies and ambiguities appear to have developed regarding the rules for recording information in Area 6 for Series and related information presented in Area 7 for Notes. The Study Group's mission is to set out how these areas are treated in all the ISBDs and then propose a common phrasing for the rules examined. The Study Group will also take into account relevant prescriptions from AACR2 and the ISSN Guidelines. This Group, working under Françoise Bourdon and Joëlle Bellec, circulated a proposal to the Review Group late in 2003 and is preparing its response to the resulting comments and suggestions. The co-chairs report that the recent revision of ISBD(G) helped their work as well. This Study Group also will meet during the Buenos Aires Conference, with a focus on reviewing examples supplied by the membership.

**Cooperation with Joint Steering Committee for Revision of AACR**

The ISBD Review Group continued its consultations with the Joint Steering Committee for Revision of AACR. The JSC chair provided a list of topics under consideration by the JSC that pertain to aspects covered by the ISBDs, and these have been shared with the Review Group and its three Study Groups.

Submitted by John Byrum, Chair  
ISBD Review Group  
August 13, 2004

# IFLA Cataloguing Section's FRBR Review Group

## Status report of activities - 2003-2004

### Overall Activity

To be fair, I must admit that 2003-2004 was not an excellent term for the FRBR Review Group as such (although some of the specific Working Groups were active, as stated below). None of the Terms of Reference can be said to have been totally and satisfactorily achieved:

- **“provide a guideline to apply FRBR to cataloguing activities”:**

this guideline has not been drafted; individual members of the FRBR Review Group also are members of FRANAR and IME ICC, but there does not seem to be an actual synergy;

- **“expand the FRBR Website to promote the model and encourage its use”:**

the Website has not been “expanded”, but just maintained. The updating process takes too much time, due to Sophie Felföldi's overload of work (she is certainly not to be blamed, she objectively has too much to do). As a consequence, important documents (such as the listserv archive and the FRBR bibliography) are preferably posted and updated on the listserv Website (<<http://infoserv.inist.fr/wwwsympa.fcgi/info/frbr/>>).

- **“develop a revision to the FRBR model”:**

this task will probably be boosted next year, thanks to both the activities of the Working Group on FRBR/CRM dialogue, and Tom Delsey's ISBD-to-FRBR mapping (see below).

### FRBR Bibliography

The bibliography is updated as regularly as possible. It is now 33 pages long; new chapters include: XML documents and the FRBR analysis, Application to component parts, Application to national bibliographic databases, LibDB system, International standard identifiers; the OCLC chapter has been split into FRBRized WorldCat and XISBN. The most recently updated version (May 19th, 2004) is available from <[http://infoserv.inist.fr/wwwsympa.fcgi/d\\_read/frbr/FRBR\\_bibliography.rtf](http://infoserv.inist.fr/wwwsympa.fcgi/d_read/frbr/FRBR_bibliography.rtf)>; the version available from IFLANET (<<http://www.ifla.org/VII/s13/wqfrbr/bibliography.pdf>>) was last updated on September 16th, 2003.

### Discussion list

The [frbr@infoserv.inist.fr](mailto:frbr@infoserv.inist.fr) listserv, hosted by INIST and no longer by Bibliothèque nationale de France, currently has 370 subscribers with a valid e-mail address (20 further subscribers have bouncing addresses). The most represented country is by far USA; other countries on the American continent include Argentina, Canada, Mexico. Europe is represented by: Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Spain, Sweden, and UK. Asia is represented by China, India, Iran, Japan, Korea, and Taiwan. Oceania is represented by Australia and New-Zealand, and Africa by Algeria and South Africa. The listserv archive is available from <[http://infoserv.inist.fr/wwwsympa.fcgi/d\\_read/frbr/FRBR\\_Listserv\\_Archive.rtf](http://infoserv.inist.fr/wwwsympa.fcgi/d_read/frbr/FRBR_Listserv_Archive.rtf)>. The listserv was extremely active until mid-March 2004, particularly thanks to contributions from Kevin Hemenway (aka Morbus Iff), and then, all of a sudden, it mysteriously went totally quiet. No more issues to be raised? Or no more time to address them?

### Web site

The Web site was updated at the end of 2003.

## FRBR/ISBD Mapping

At the instigation of the ISBD Review Group, the overall ISBD structure was mapped to FRBR by Tom Delsey in May-June 2004, with support from the ICABS initiative. This mapping was reviewed and approved by both the FRBR and ISBD Review Groups.

### Working Groups

The **Expression entity Working Group** was formally established and is chaired by Anders Cato. However, apart from a contribution by Gunilla Jonsson (to be published in the special theme issue of *Cataloging & Classification Quarterly* devoted to FRBR, due later this year), the Group has not really begun its discussions – not to speak of a draft guideline on clarification of the Expression entity. The Working Brief provided by the WG's chair plans to produce a draft deliverable by the end of 2004-beginning of 2005.

The **Working Group on continuing resources**, chaired by Janifer Gatenby, had one meeting in Paris in January 2004, and will have one phone call meeting on June 14th. The application of the FRBR model to continuing resources seems to be more problematic than was initially assumed. It would be advisable to hire a consultant, acquainted with modeling techniques, for this task.

The **Working Group on FRBR/CRM dialogue**, chaired by Patrick Le Bœuf, had one meeting in Paris in November 2003 and one meeting in Heraklion in March 2004. The Heraklion meeting was extremely productive and the FRBR/CRM Harmonization Group (a merging of the IFLA Working Group on FRBR/CRM dialogue and of the CIDOC CRM Special Interest Group) has begun to express FRBR as an object-oriented model, close to the methodology that was employed to develop the CIDOC CRM. The report on the Heraklion meeting was disseminated at the beginning of June, first to the members of the FRBR Review Group, then on the FRBR listserv, the CIDOC CRM listserv, and the XOBIS listserv, but it did not raise much reaction so far, as it seems. The completed object-oriented version of FRBR will presumably call for more comments, and shall have to be approved by both the FRBR Review Group and the IFLA Cataloguing Section. Even though it is a work in progress, the Heraklion meeting report should be made more widely available, if the IFLA Cataloguing Section agrees that we do so.

The **Working Group on teaching and training**, chaired by Maja Žumer, does not seem to have begun its work. It does not comprise enough members anyway, and all of them had either too many other occupations this year, or were impeded by serious health problems. The alternative for 2004-2005 is either to disband the Working Group, or to make it bigger (still with Maja as chair, if she agrees to resume that task) and provide it with precise terms of reference.

The **Working Group on subject relationships and classification** has not been formally established. I am convinced that it should be created this year, in collaboration with the IFLA Classification and Indexing Section. Tom Delsey gave a talk on that topic on the occasion of the November meeting of the Working Group on FRBR/CRM dialogue, and he later adapted that talk into an article for the special theme issue of *Cataloging & Classification Quarterly* devoted to FRBR: this article is a fascinating starting point for such an investigation, and as FRANAR now is about to be completed and approved, it seems to be a convenient time to launch such an ambitious project. It would be utmost helpful to hire Tom Delsey as a consultant for this project, and perhaps a second consultant as well, specializing in subject cataloguing.

Patrick Le Bœuf  
Chair of the FRBR Review Group  
June 10th, 2004

## **Cataloguing Section Working Group on OPAC Displays Annual Report, 2004**

Following Working Group meetings at the IFLA 2003 conference in Berlin, members worked towards finalizing a version of the "Guidelines for OPAC Displays" to be posted on IFLANET for Worldwide Review. This review took place between November 15, 2003 and February 15, 2004. Responses were collocated by corresponding section and/or recommendation in the document, and circulated by the Chair for consideration by Working Group members. Based on member comments a final version of the Guidelines has been compiled and is being reviewed by WG members prior to being sent to the Cataloguing Section for its consideration and approval at the IFLA 2004 meetings in Buenos Aires. Assuming agreement on the final document, the "Guidelines for OPAC Displays" will be published by IFLA. Further details concerning the Worldwide Review process are available in the introduction to the "Guidelines for OPAC Displays" document.

Respectfully submitted on behalf of the OPAC Displays Working Group,

Lynne C. Howarth, Chair

## MulDiCat (Multilingual Dictionary of Cataloging)

Earlier this year the guidelines for inputting were finalized, and the necessary changes to the database were implemented.

At present, the database contains

- All English-language definitions from the AACR2 glossary
- German translations of all the AACR2 glossary definitions
- All ISBD definitions

We will soon be adding entries for the terminology of FRBR, drawing on a translation aid prepared for the translation of FRBR into German.

My many professional obligations prevented me from making further progress in the past year. I plan to resume inputting in September. Several European colleagues have announced their interest in participating. I will soon be contacting them with the input guidelines and will encourage as many colleagues as possible to begin with translation and input activities.

Our team will make additions to the existing English entries, drawn from AACR, the ISBDs, FRBR and other IFLA publications. In parallel, corresponding additions will be made to the German entries as well. And of course we look forward to adding other languages to the database.

I would like to give a detailed presentation on MulDiCat at the Oslo conference in 2005.

Monika Münnich, August 2004

## IFLA SECTION ON CATALOGUING

### 2003/04 FINANCIAL STATEMENT

June 23, 2004

Note: Unit of currency is Euro

#### I. Administrative Account

##### A. Income

1. Balance as of Oct. 15, 2003 (end of fiscal year)	€ 1 215,701
2. IFLA Administrative funds (30 Jan. 2004)	€ 596,00
3. Total income	€ 1 811,701

##### B. Expenditures

1. Bank charges	€ 1,25
2. Total expenditures	€ 1,25

##### C. Balance of Administrative Account

€ 1 810,45

##### D.

#### II. Project Accounts

##### *Guidelines for OPAC Displays*

1. Balance from July 1, 2001	€ 278,53
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#### Working Group on the Revision of ISBD(S)

1. Balance from July 1, 2001 (NCLIS funds)	\$1,625.42
2. Reimbursement for Moscow ISBD(CR)	\$1,002.00
3. <b>Balance</b>	€ 532,65

#### *International Meeting of Experts on an International Cataloguing Code (IME ICC)*

1. IFLA funds (according to notification 22 Jan. 2004)	€ 4 234
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**Note:** these funds are kept in the Division's account and will be handled by the Division.

**IFLA SECTION ON CATALOGUING**  
**2004/05 BUDGET PROPOSAL**

**August 4, 2004**

**Note: Unit of currency is Euro**

<b>Balance of Administrative Account</b>	<b>€ 1 810,45</b>
Equipment for the production of SCATNews	€ 550
Copying during WLIC, BA	€ 470
Any other expense	€ 790,45
<b>Total</b>	<b>€ 1 810,45</b>

***Comments***

Equipment for SCATNews could be some special software or a special license. The sum is roughly what SCATNews has cost per year, so far.

The sum for copying is based on our copying costs last year, but hopefully, it will be a little less this year.

The remaining money could be used to contribute to travelling costs for at least one journey. It's open to discussion!

Gunilla Jonsson



## Draft proposal for electing members to IFLA review groups

### Review groups

The purpose of a review group is to carry out an ongoing task, typically maintain and develop an IFLA standard. The charge for a specific review group is agreed to by the section(s) involved and approved by the Coordinating Board(s).

### General framework

1. *Nomination* – the members of the section(s) concerned with the work of the review group nominate
2. *Nominees* – shall be experts in the respective field(s) concerned and must be able to get funding on their own for travelling to IFLA meetings. They may be nominated for more than one review group.
3. *Voting* – the members of the section(s) concerned vote, and voting is carried out by e-mail in closed ballot
4. *Terms of service* – when a new Review Group is formed, the terms of service of the members will be decided to enable rotation of membership at intervals (half of the members will have a shorter term, say 2 years instead of 4). The terms of service for members of a standing committee generally will apply for members of a Review Group (4 years with one renewal allowed). In exceptional circumstances, a person may be asked to continue service beyond the 8 years (e.g., expertise required for specific task).

For existing review groups a staggered scheme is proposed to implement the rotation:

- a) one fourth of current members: half a term & no renewal
- b) one fourth of current members: half a term & renewal of full term
- c) one fourth of current members: full term & no renewal
- d) one fourth of current members: full term & renewal of full term

[The result after four years (one full term) will be that half will have served more than four years, one fourth will have served two years, and one fourth will be new. One fourth will be changed every second year.]

5. *Number of members in a review group* – a maximum number of members is decided by the co-ordinating board of the division. If needed, additional member(s) with specific expertise may be co-opted by the review group.
6. *Administration of elections* – is handled by an election committee  
(see below for a precise listing of their tasks)
7. *Appointment of the Review Group chair* – is conducted by the chair(s) of the section(s) concerned with recommendations from members of the Review Group.

1. *The Election committee*

- a) should consist of two members as a minimum and one member from each section of a division as a maximum.
- b) is appointed by the Coordinating board according to the requirements in each respective case (a certain review group may concern one or more sections within a division, and that should affect the composition of the election committee). The chair of the election committee, if one is needed, is appointed by the Election committee members.
- c) *Tasks:*
  - Invite nominations from the section(s) concerned and explain the requirements for nominees
  - Make sure that nominees understand and meet the requirements (by e.g. sending them a form where they declare that they can fund their travels, and provide a CV)
  - Announce the list of nominees and propose terms of service for each nominee in order to guarantee both continuity and circulation
  - Administer the closed ballots
  - Announce the results to the sections concerned and to the coordinating board
  - Generally, monitor the process in order to meet dead lines

## IFLA CATALOGUING SECTION

### Strategic Plan, 2003-2005 (updated Aug. 2004)

#### Mission

The Cataloguing Section of IFLA is the leader of international developments in cataloguing theory, activities, and standards development. The Section analyzes the functions of cataloguing activities for all types of materials and media, including both bibliographic and authority information, for the benefit of all users. The Section proposes and develops cataloguing rules, guidelines, and standards for bibliographic information, taking into account the developing electronic and networked environment in order to promote universal access to and exchange of bibliographic and authority information.

The Section also provides leadership in the development of various standards and guidelines related to bibliographic activities, such as corporate name headings, authority entries, OPAC

#### Goals

##### **1. Promote the development of an international cataloguing code for bibliographic description and access.**

*(Professional priorities: (f) Promoting resource sharing; (h) Developing library professionals  
(i) Promoting standards, guidelines and best practice)*

#### Actions

**1.1** Plan and conduct additional sessions of IME ICC (International Meeting of Experts for an International Cataloguing Code), as the first stage towards an international cataloguing code for bibliographic description and access, taking into account subject cataloguing as relevant. Collaborate with the Bibliography Section and the Classification and Indexing section as appropriate

**1.2** Share the draft statement from the 2003 conference with other IFLA sections, especially Classification and Indexing and Bibliography.

**1.3** Publish report of the 2003 meeting

##### **2. Promote the Functional Requirements for Bibliographic Records (FRBR) study and its recommendations, and take follow-up actions to develop new descriptive standards and standards for access points, and to develop a new approach to the bibliographic universe.**

*(Professional priorities: (f) Promoting resource sharing; (h) Developing library professionals  
(i) Promoting standards, guidelines and best practice)*

## **Actions**

- 2.1 Liaise with rule-makers, particularly IME ICC (International Meeting of Experts for an International Cataloguing Code), in order to have the main principles of FRBR reflected in cataloguing codes, and with other IFLA units and other relevant groups, in order to assure widespread awareness of and use of FRBR.
- 2.2 Identify and assist in resolving conflicting operational definitions and application of the FRBR model.
- 2.3 Explore provision of practical guidance and documented practices for using FRBR.
- 2.4 Continue representation on the IFLA Working Group on Functional Requirements and Numbering for Authority Records (FRANAR), that expands FRBR to authorities.
- 2.5 Maintain the FRBR model and expand the modeling effort in order to cover all kinds of resources, all kinds of access points available for queries in a majority of library catalogues (including subject queries and queries based on classification schemes), and note generally all functions expected from library catalogues.
- 2.6 Promote the training and teaching of the FRBR principles through clear examples and recommendations.
- 2.7 Strive to ensure consistency with communities that are developing and maintaining international standard identifiers.
- 2.8 Promote dialogue with other information organizing communities that have developed or are developing conceptual models.

## **3. Provide new and updated ISBDs as necessary.**

*(Professional priorities: (f) Promoting resource sharing; (i) Promoting standards, guidelines and best practice)*

## **Actions**

- 3.1 Promote the ISBDs as metadata content schemes.
- 3.2 Continue publishing the ISBDs on the IFLANET for worldwide access.
- 3.3 Complete ISBD(CM) in collaboration with the IFLA Geography and Map Libraries Section during 2004.
- 3.4 Continue work of the ISBD Review Group to analyze and review existing ISBDs, especially for Non-Book Materials, Antiquarian Materials, Electronic Resources, and Printed Music, to include changes recommended within the framework of the FRBR, as well as suggestions from the Working Groups on the Use of Metadata Schemes and OPAC Display Guidelines.
- 3.5 Provide leadership in encouraging harmonization of existing cataloguing rules with the ISBDs through communication with the IME ICC and rule making bodies internationally.

- 3.6 Conclude work of the ISBD Review Group on a recommended policy for application of the ISBDs where material involves the use of more than one ISBD (e.g., for materials having multiple aspects, such as seriality issues, electronic, cartographic material, etc.)
- 3.7 Continue the work of the ISBD Review Group to analyze the benefits of a single integrated ISBD, including monitoring the proposals from the AACR community for a single Part 1 on description arranged by ISBD areas.
- 3.8 Analyze and recommend an approach for harmonizing treatment of series statements in the ISBDs by 2004.
- 3.9 Identify and investigate issues related to formulation and use of material designators in bibliographic records toward the development of a policy recommendation.
- 3.10 Develop procedures and priorities for streamlining and handling the ISBD Review Group's growing workload.
- 3.11 Study and act upon recommendations of the IME ICC working groups related to bibliographic description.

**4. Provide leadership in defining cataloguing processes, the role of cataloguing activities and the cataloguer in particular in the context of digital publishing and develop guidelines for organizing the expanding amount of digital resources.**

*(Professional priorities: (f) Promoting resource sharing; (i) Promoting standards, guidelines and best practice); (k) Representing libraries in the technological marketplace)*

**Actions**

- 4.1 The Working Group on the Use of Metadata Schemes will issue for world wide review recommended guidelines for use of metadata by libraries in close collaboration with the makers of various metadata standards, such as Dublin Core, EAD, METS, etc.
- 4.2 Disseminate and promote the recommendations concerning metadata structures and schemas that libraries may adopt in undertaking projects to collect and organize electronic resources.

**4.3 Promote common approaches to the creation and exchange of metadata by creators, authors and publishers of all kinds of electronic information resources.**

- 4.4 Identify the market (e.g., developers and users of ONIX, Dublin Core, creators of portals and subject gateways, the information industry, etc.) and devise strategies to promote bibliographic standards to that market through the appropriate working groups of the section.

**5. Develop additional approaches, standards, rules, and lists for information that provide access to bibliographic and authority data in all languages.**

*(Professional priorities: (d) Providing unrestricted access to information; (f) Promoting resource sharing; (i) Promoting standards, guidelines and best practice)*

## **Actions**

- 5.1 Complete publication of Anonymous Classics, Part I, European Literature. The Working Group on Anonymous Classics will develop a schedule for completion of Part 2, Latin America, Part 3, Africa, and Part 4, Asia, and assure its timely completion before the end of 2003 for part 1 and before 2007 for the remaining parts.
- 5.2 Monitor Unicode activities and keep the Section members informed of new developments via the Section Newsletter in order to promote this scheme for multilingual access to bibliographic information.
- 5.3 Develop a Web-based Multilingual Dictionary of Cataloguing Terms and Concepts to facilitate future discussions in the international cataloguing environment, including work towards an international cataloguing code.
- 5.4 Explore the creation of a virtual international authority file and test prototypes of a virtual International Authority File.
- 5.5 Investigate the possibility to post *Names of Persons* (1996) on IFLANET as the first step towards a world wide review. Invite comments, additions, and updates world wide. Evaluate the result with a view to a continuously updated Web resource.

## **6. Review and develop the search and display interface standards to make cataloguing information more accessible to the end user in cooperation with other technical communities.**

*(Professional priorities:(d) Providing unrestricted access to information; (f) Promoting resource sharing; (i) Promoting standards, guidelines and best practice); (k) Representing libraries in the technological marketplace)*

## **Actions**

- 6.1 Complete the study of OPAC Displays and provide Guidelines by 2004.

## **7. Explore opportunities for distance learning of cataloguing activities especially for developing countries.**

*(Professional priorities:(c) Promoting literacy and reading; (f) Promoting resource sharing; (h) Developing library professionals; (i) Promoting standards, guidelines and best practice)*

## **Actions**

- 7.1 Provide seminars through Goal 1 activities and with other bodies sponsoring satellite meetings and work and gain advice from members of the Section involved with education and learning activities. Work with the Classification and Indexing and the Bibliography sections to develop a virtual clearinghouse for cataloguing guidelines and tools.
- 7.2 Continue the reciprocation with Saur publishers to assure all of the ISBDs and Section Guidelines and Reports are available on IFLANET.
- 7.3 Continue to promote the standards and teaching of cataloguing developments around the world via documents from Standing Committee groups and SCAT News.

## **8. Provide information about the work of the Section and Standing Committee.**

*(Professional priorities: (a) Supporting the role of libraries in society); (d) Providing unrestricted access to information; (f) Promoting resource sharing; (h) Developing library professionals; (i) Promoting standards, guidelines and best practice)*

### **Actions**

8.1 Assure distribution of all relevant documents to all Section members.

8.2 Continue communication of Section and Standing Committee activities through SCATNews, the Open Programme of the Section, journal articles, IFLANET, etc.

## **9. Promote membership in the Section, emphasizing a broader geographic representation on the Standing Committee.**

*(Professional priorities: (f) Promoting resource sharing; (h) Developing library professionals; (i) Promoting standards, guidelines and best practice)*

### **Actions**

9.1 Involve more representatives from existing institutional members (including sending a letter to all institutional members encouraging participation on the various Working Groups).

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### Section History:

Founded 1935 as the Committee on Uniform Cataloguing Rules

1970 became the Committee on Cataloguing

1976 became the Standing Committee of the Section on Cataloguing

2002 became the Standing Committee of the Cataloguing Section

### Activities:

(From the Division of Bibliographic Control brochure)

The Section develops and maintains the various International Standard Bibliographic Descriptions (ISBDs). These standards have been accepted throughout the world and are used directly as cataloguing rules in a number of countries, and in others, they form the basis for national cataloguing codes.

A major project that was completed by UBCIM with the Section in 1997 was the Study on Functional Requirements for Bibliographic Records, which delineates the full range of functions performed by the bibliographic record, and proposes a basic bibliographic record to be used by national bibliographic agencies. Follow-up studies are being undertaken by the Section as well as by various user communities to assess and implement the recommendations of the Functional Requirements Study.

In the digital age, the Section is working to ensure that there are appropriate bibliographic guidelines for organizing the expanding amount of digital resources, as well as exploring opportunities for distance learning of cataloguing activities.