# Subject Analysis and Access ANNUAL REPORT 2018-2019

**Introduction**

Professional Units must prepare an Annual Report each year. It has been agreed by the Governing Board that this can cover the period September 2018 – August 2019 to correspond to the terms of the Standing Committee. The purpose is to inform the Professional Committee, the Section’s Standing Committee, members of the Section and the profession around the world about achievements over the year. The Annual Report refers to the activities identified in the Unit’s [Action Plan](http://www.ifla.org/officers-corner/action-plans) and reports on the progress of these activities, the activities that have been completed and their impact.

The Annual Reports of all IFLA Sections provide important input to the fulfilment of IFLA’s Professional Programme, Strategic Plan and Key Initiatives, and also contribute to IFLA’s Annual Report.

The Officers of the Section should return this form to the Division Chair and Professional Support Officer no later than 31 October 2019.

A summary should be provided to the membership of the Professional Unit.

Further guidance on Annual Reports can be found in the Officers corner: <http://www.ifla.org/officers-corner/annual-reports>

## Report on progress and activities

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| Objectives  *Identified in the Unit’s Action Plan* | Project or activity  *Identified in the Unit’s Action Plan* | Progress  *Please give brief details, including status (not started, in progress, near completion, completed)* | Risks  *Please identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them* |
| 1. Develop standards and guidelines that support subject access | Compilation of resources relating to genre/form initiatives worldwide, making them publicly available on the IFLA website | The Genre/Form WG prepared a list of resources relating to genre/form initiatives worldwide. The list is will be linked from the IFLA SAA website, and more specifically the WG’s page. Working documents of the WG will also be migrated to Basecamp, under the Section’s space. The initial list of Resources has been **completed**. Continuous update of the Resource list being **in-progress**. The terms and goals of the WG will be reviewed to determine future work | HA: will be? By 31 October the web and BaseCamp will be done. We now have 3 BaseCampe spaces will links from our to the working groups. I did not see how it could be done otherwise – Mistake? |
| 1. Explore the potential for improved subject access by scanning and evaluating the current landscape | Establish a working group on the value of subject access  Organize an open session at the 2019 WLIC in collaboration with the Art Section | A Working Group was established but after discussions the focus was shifted to Automatic processes for subject analysis and access. Therefore, it is now the “Automated Subject Analysis and Access WG.” The work is still in progress, a white paper is planned on several case studies of automatic processing, lessons, learned, best practices, etc. - **completed**  The Subject Analysis and Access Section together with the Art Libraries Section presented Open Session 206 Libraries, Archives and Museums in Dialogue: Improving Access to Complementary Collections, held on 28 August, 8:30-10:30 am. Andreas Oskar Kempf, SAA, and Lucile Trunel, chair of the Arts Libraries Section, co-chaired the session, which over 120 delegates attended. - **completed** |  |
| 1. Liaise with national libraries and professional organizations to promote the new developments that support subject analysis and access | Continue collaboration with the Bibliography and Cataloguing Sections to support communication by producing the IFLA Metadata Newsletter.  Collaborate with the Cataloguing and Information Technology Sections on a shared satellite meeting for the 2019 WLIC.  Additional activity: | During 2018-2019, two very successful issues of the IFLA Metadata Newsletter were produced in collaboration with the Cataloguing and Bibliography sections: the December 2018 and June 2019 issues – **completed**  The Bibliography, Cataloguing, Subject Analysis and Access, and IT Sections collaboratively organized an all-day satellite meeting, “Metadata Specialists in the Machine Age,” held at and sponsored by Aristotle University in Thessaloniki, on 22 August. Approximately 80 library professionals attended this event. – **completed**  Division III Session: Library Services for a Multicultural World: with Special consideration to the Many Languages Involved. Each section within Division III was invited to give a lightning talk at this session. From the Subject Analysis and Access Section, Andreas Kempf and Athena Salaba discussed the benefits with a using a controlled vocabulary when dealing with multicultural issues and biases in subject analysis. – **completed** |  |

## Results

Please provide further information about the activities that were completed during the year. Ensure that details or a full report can be found online, the main outcomes have been shared with a wider audience and the impact of the work can be demonstrated.

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| Completed project or activity  *Please list those projects/activities identified as completed in the table above* | Output  *Please state what the output of the project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it* | Communications  *Please state how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession* | Impact of the completed project or activity  *Through the Measures of Success identified in your Action Plan, describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large* |
| 1. WLIC 2019 Open Session | WLIC Open Session. A Blog entry about the event, , including links to the papers, is available at <https://blogs.ifla.org/ci/2019/09/26/wlic-2019-what-happened/> | The event was communicated through the SAA news webpage, through a call for paper submissions, IFLA SAA Blog, WLIC programme, and IFLA Metadata Newsletter. Email communications through the IFLAsubj list. HA: Twitter | Over 120 delegates attended the open session. Positive feedback for the diversity of presentations and very informative content. |
| 1. 2019 Satellite Conference | A blog entry about the event is available at <https://blogs.ifla.org/ci/2019/09/26/wlic-2019-what-happened/>  Papers will be available at <https://www.lib.auth.gr/en/iflawlic2019> | The event was communicated through the Satellite website, the SAA news webpage, through a call for paper submissions, IFLA SAA Blog, WLIC programme, and IFLA Metadata Newsletter. Email communications through the IFLAsubj list. HA twitter | Approximately 80 library professionals attended this event. Positive reception of papers and interactions during the round table discussion session. |
| 1. Genre/Form Working Group | List of Resources relating to Genre/From. WG web page: <https://www.ifla.org/node/8526> |  |  |
| 1. Automated Subject Analysis and Access Working Group | Working Group was established. WG web page: <https://www.ifla.org/node/92551> |  |  |
| 1. IFLA Metadata Newsletter | [Vol. 5 no.1 (June 2019)](https://www.ifla.org/files/assets/classification-and-indexing/newsletters/ifla_metadata_newsletter_june2019.pdf)  [Vol. 4 no.2 (Dec 2018)](https://www.ifla.org/files/assets/classification-and-indexing/newsletters/metadata_newsletter-20181217.pdf.pdf) | The newsletter issue availability is communicated through the section webpage and the IFLAsubj list and CATSMAIL list |  |
| 1. Action Planning | SAA Secretary Elise Conradi attended and participated in the Action Planning training and development of a draft Action Plan for the Section | HA: the action - plan is due before the Annual plan – still draft? |  |

## Standing Committee membership

Please provide further information about members of the Standing Committee and their contribution to the work of the Professional Unit.

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| Standing Committee members’ names | Role on the Standing Committee (if any) and contribution made to the work of the Professional Unit over the year  *For example, Chair, Information Coordinator, Project Leader* | Comments on position  *For example, resigned, co-opted to fill a casual vacancy, etc.* |
| 1. John C. DeSantis | Chair |  |
| 1. Elise Conradi | Secretary, Satellite PC member, Automated SAA WG member |  |
| 1. Harriet Aagaard | Information Coordinator, Satellite PC member, Automatic SAA WG chair, Genre/Form WG member |  |
| 1. Rosali Fernandez de Souza | Member |  |
| 1. Mauro Guerrini | Member |  |
| 1. Jinxia Huang | Member, Automated SAA WG member |  |
| 1. Ulrike Junger | Member, Automated SAA WG member , Standards liaison? https://www.ifla.org/node/9429 |  |
| 1. Andreas Oskar Kempf | Member, Open Session co-chair, Automated SAA WG member , Satellite PC member |  |
| 1. Seung Jeong Kim | Member |  |
| 1. Jane Makke | Member, Satellite PC member, Automated SAA WG member |  |
| 1. Jean Maury | Member, Genre/Form WG member |  |
| 1. Sally H. McCallum | Member, Automated SAA WG member |  |
| 1. Christine Oliver | Member |  |
| 1. Rehab Ouf | Member, Satellite PC member, Automated SAA WG member, Genre/Form WG member, Standards liaison? https://www.ifla.org/node/9429 |  |
| 1. George A. Prager | Member, Genre/Form WG member |  |
| 1. Caroline Saccucci | Member, Satellite PC member, Automated SAA WG member |  |
| 1. Athena Salaba | Member, Satellite PC member, Automated SAA WG member |  |
| 1. Aida Slavic | Member |  |
| 1. Maria Stegaeva | Member |  |
| 1. Ana Stevanovic | Member, Genre/Form WG co-chair, Automated SAA WG member |  |
| 1. Elena Zagorskaya | Member |  |

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| Names of any other reporting persons | Role  *For example, Corresponding Members* | Comments on position  *For example, resigned, co-opted to fill a casual vacancy, etc.* |
| 1. Marie Balíková | Corresponding member, Genre/Form WG member |  |
| 1. Edgardo Civallero | Corresponding member |  |
| 1. Tomomi Kamakura | Corresponding member |  |
| 1. Maria Camila Restrepo Fernández | Corresponding member |  |
| 1. Tomoaki Ueda | Corresponding member |  |

## Professional Unit meetings or conference calls

Please show how the Standing Committee has conducted its business over the year.

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| Date  *When the meeting was held* | Location or type of meeting  *Physical or virtual meeting (telephone, skype etc)* | Main outcomes  *Briefly summarise the main outcomes of the meeting and how these were communicated to the membership of the Professional Unit* |
| 1. 23 August 2019 (15:45-17:45) | Athens College, Room 210 | Reports on Section activities during 2018/19, IFLA updates, financial update, and setting the agenda, and approving the 2018 Meeting Minutes. Elections of new officers were confirmed. Reports by the chairs of the two Working Groups on their activities and future plans. Communication and the IFLA website redesign and how it will affect the SAA web pages redesign was discussed among members. An overview of metadata related sessions and social events was provided. |
| 2. 29 August 2019 (8-10:30) | Megaron Meeting Room 5 | Discussion and evaluation of the Satellite in Thessaloniki, Greece, Open Session, and overall feedback on IFLA Conference. Planning of activities for 2020 WLIC in Dublin, Ireland, including ideas for collaboration with the Knowledge Management section. An Open session program committee was established. The majority of the meeting was then focused on the development of the SAA Section Action Plan. Updates on other projects, activities of related professional organizations, and potential collaborations with other IFLA units and outside IFLA was discussed and opportunities identified. |
| 3. 22 March, 10 June, 22 July, 15 August 2019 | Zoom meetings | Collaborative work of the programme planning committee to plan the 2019 Satellite meeting “Metadata Specialists in the Machine Age” |
| 1. 7 Sept – 15 July 2. 14 March 3. August 23 2019 | Email collaboration & work Zoom meeting Megaron, Staff Office: Workshop | Collaborative work of the WG members to plan the work of the Automated SAA WG. Workshop in Athens to set goal, outcomes, and plan the content of the resulting report |
|  |  | Collaborative work of the programme committee to plan the 2019 WLIC Open Session in collaboration with the Art Libraries Section |

Please retun this form to the Division Chair and Professional Support Officer ([professionalsupport@ifla.org](mailto:professionalsupport@ifla.org)) no later than 31 October 2019.

Please also make a summary of this form available to the IFLA Members registered with the Professional Unit, removing any sensitive information such as risks, individuals’ contributions, etc.

(Officers can obtain a list of their IFLA Members from [membership@ifla.org](mailto:membership@ifla.org)).

When making the Annual Report public, please remove any information you think should not be shared. A web page templete has been shared with Information Coordinators which you might use for this purpose: <https://codex.ifla.org/node/12489> [access with Codex log-in].