



**IFLA Committee on Standards**

**WLIC 2016, Greater Columbus Convention Center, Columbus, Ohio, USA**

**Meeting 1: Saturday 13 August 2016 (12:30 – 15:00) - Room C216**

**Meeting 2: Wednesday 17 August 2016 (08.00 – 09.30) - Room C216**

Terms of reference: <http://www.ifla.org/about-the-committee-on-standards>

Current membership and composition: <http://www.ifla.org/node/9429>

## **Draft Minutes**

### **Abbreviations used in these minutes**

FRBR	Functional Requirements for Bibliographic Records
GB	(IFLA) Governing Board
ISBD	International Standard Bibliographic Data
LIDATEC	(IFLA) Linked Data Technical Sub-committee (sub-committee of the IFLA Committee on Standards)
RG	Review Group (currently relates to FRBR RG and ISBD RG)
UNIMARC	Universal MARC format
WLIC	(IFLA) World Library and Information Congress

### **Members and sub-committee members in attendance:**

**Committee on Standards Chair:** Jan Richards.

**Committee on Standards Members:** Abraham Azubuiké (LIDATEC liaison and acting LIDATEC Chair); Diane Beattie; Christie Koontz; Miriam Säfström; Conference of Directors of National Libraries (CDNL) representative: Ulrike Junger; **GB representative:** Ágnes Hajdu Barát.

**Committee on Standards non-voting members:** FRBR: Chris Oliver; ISBD: Massimo Gentili-Tedeschi, Permanent UNIMARC Committee Vice-Chair: Jay Weitz.

**IFLA Headquarters staff support:** Professional Support Officer: Joanne Yeomans.

**LIDATEC members:** Gordon Dunsire.

### **Others also in attendance:**

Meeting 1:

Frederick Zarndt (Chair, Division II; member of the IFLA Professional Committee), Christine Mackenzie (Treasurer, IFLA Governing Board), Julianne Beall, Gaëlle Béquet, Agnese Galeffi, René-Vincent du Grandlaunay, Lisa Hinchliffe, John Hostage, Irena Kavčič, Angela Kinney, Patrice Landry, Françoise Leresche, Dorothy McGarry, Susan Morris, Mélanie Roche, Sandy Roe.

Meeting 2:

Harriet Aagaard, Gaëlle Béquet, Tharwat Elolimy, Agnese Galeffi, René-Vincent du Grandlaunay, Patrice Landry, Dorothy McGarry, Clément Oury, Regina Romano Reynolds, Ricardo Santos, Laura Spears.

**Apologies:** Paola Manoni (also ISO TC 46 representative); Dianne Oberg; LIDATEC Chair: Lars Svensson

**Others not present:** ISBN Board representative: Neil Wilson; CEN/TC 346 European Committee for Standardization's Technical Committee, Conservation of Cultural Heritage: representative not yet identified from Preservation and Conservation Section.

## **Meeting 1**

### **1 Welcome**

The Chair welcomed everyone to the meeting and asked Committee on Standards members to identify themselves so that it was clear to everyone who were Committee members and who were observers.

### **2 Apologies**

Apologies were received as above.

### **3 Approval of the agenda**

The agenda was approved. At meeting 2, the Committee also received a short report from LIDATEC (item 8.4).

### **4 Approval of the minutes of the meeting held in Cape Town**

Chris Oliver asked for some corrections to be made to the FRBR report (item 3.1). With these corrections, the minutes were approved and will be posted online:

<http://www.ifla.org/standards-committee/meetings>

### **5 Business Arising from the minutes of the previous meeting**

There was no business arising.

### **6 Announcements and report from the Professional Committee**

A project to redesign the IFLA web site has begun with a survey of IFLA's professional community. This indicates that, among other things, that group believes that standards do not have high enough prominence on the current site. It is important that the Committee on Standards feeds into the project its opinion on how to do this. The point had already been recognized in the ninth recommendation of its own recent report "Review of the management and representation of IFLA permanent standards review groups" that: "standards should be prominently presented on the IFLA website".

The new Secretary General made a presentation to the Professional Unit Officers at the start of the WLIC 2016 explaining that he wants the Professional Units to have a central position in defining a vision for IFLA's future and that IFLA Standards will be included in that discussion. Representatives from the Units will be invited to a vision meeting in the first quarter of 2017 and the Professional Support Officer will ask if it is possible to include representatives from the Standards Review Groups.

Professional Units have been invited to discuss 'what makes a dynamic IFLA Professional Unit'. The results of this discussion will be shared after the WLIC and might be useful for the Committee on Standards to also reflect upon.

## **7 WLIC Programme Columbus**

The Committee on Standards' open programme at the WLIC 2016 in Columbus, Session 144 IFLA Standards - making a difference? will take place on Tuesday 16 August, 13:45 – 15:45 in Hall E. Simultaneous Interpretation will take place and five very interesting papers have been selected by the Committee.

Elsewhere in the programme, there are a number of sessions discussing endorsed IFLA guidelines or guidelines still in progress, for example, the guidelines on Library Services for Children and Young adults, on People Experiencing Homelessness, and on Continuing Professional Development. The Committee on Standards had returned reviews on all of these guidelines in recent months. The Committee Chair asked Committee members to attend these sessions if possible in order to keep a link with them. The Professional Support Officer passed on thanks to the Committee members from the Units responsible for these guidelines for their quick review responses which have enabled the Units to prepare and hold discussions on these guidelines during the WLIC.

## **8 Reports:**

### **8.1 UNIMARC – Jay Weitz (Vice-Chair of the Permanent UNIMARC Committee)**

This report took place during meeting 2, see below.

### **8.2 ISBD – Massimo Gentili-Tedeschi (Chair of the ISBD RG)**

The ISBD development has been put on hold pending the discussions of the Cataloguing Section's Standing Committee on the strategy for its development: whether to continue developing the content of ISBD on the current level, or plan for a shorter and more principle-based ISBD. Both scenarios would involve changing ISBD to reflect the new FRBR model, thus before starting the revision process it is necessary to wait for the completion of the FRBR-Library Reference Model (LRM).

During 2016 the ISBD RG received PC Funds to complete the work on maps and alignments and guidelines for the use of ISBD as linked open data, and prepare the publication of all the work on the IFLA website. They met in Paris on 30-31 May where they finalised the guidelines and the alignment with the older version of FRBR which gives all the elements needed for the next step to align with the new model, using the mapping from FRBR version 1 to version 2. They have worked on the unconstrained ISBD namespace which means that every single element of ISBD is available to be used, even by non-library communities, and separate from the vocabularies.

In accordance with the protocol established in November 2011, the RDA Steering Committee (RSC) invited Massimo Gentili-Tedeschi to their meeting in Frankfurt, November 2016. ISBD is one syntax for exposing RDA data, and RDA publishes alignments and maps to and from ISBD elements, while IFLA does not make such documents available on its website.

Polish, Serbian and Slovenian translations of the ISBD Consolidated edition are in preparation, which will bring the number of languages in which the ISBD is available to thirteen.

The RG has a number of questions to consider for its coming work, the alignment with FRBR, and what the FRBRised text will look like, whichever scenario is chosen. These questions throw up further questions about the role ISBD plays as a central reference point in relation to national rules. Massimo Gentili-Tedeschi urged the Committee on Standards to continue supporting ISBD as an IFLA Standard.

Miriam Säfström reported that there is a concern in the Cataloguing Section Standing Committee that the different groups within IFLA are duplicating some work. Also, that the reliance by IFLA on volunteer work, which provides the benefit of a producing a product that can be offered for free, may also prove detrimental to IFLA's ability to maintain a solid base for all its standards. Therefore, they have suggested different options for the development of ISBD which might be investigated. They would like the ISBD RG to explore these alternatives so that the Committee on Standards can decide how to further international standards.

See [http://www.ifla.org/files/assets/cataloguing/isbdrg/isbdrg\\_report\\_2015-16.pdf](http://www.ifla.org/files/assets/cataloguing/isbdrg/isbdrg_report_2015-16.pdf) for more details on ISBD RG activities during the past year.

### **8.3 FRBR – Chris Oliver (Chair of the FRBR RG)**

The FRBR RG spent a full day at the end of WLIC 2015 working on the draft of the FRBR-Library Reference Model (LRM), a consolidation of the FRBR, FRAD (Functional Requirements for Authority Data) and FRASAD (Functional Requirements for Subject Authority Data) conceptual models. After further work in the fall of 2015 by the Consolidation Editorial Group (CEG), a subgroup of the RG, the draft was ready to be sent out for worldwide review which occurred during March and April 2016. One hundred and sixty-three pages of comments were received. The CEG met in Paris for almost five days in May to analyse the comments. These range from editorial comments and comments on the examples chosen to questions arising from misunderstanding certain points in the model. But no major changes are suggested to the fundamental structure of the model. The CEG has prepared a new draft where they have added explanatory text to the model definition and made some adjustments to the modelling in response to the comments.

The CEG will present the new version of the draft to the RG at the meeting on Thursday 18 August after which the RG will meet on Friday 19 August to discuss further. Already RDA documents refer to the draft shared in 2015 so it's important that the RG presses forward to complete the final revision. Following these meetings, an updated draft will be submitted to the

three IFLA Sections for Cataloguing, Bibliography, and Classification and Indexing, then on to the Committee on Standards for approval so that ideally it is ready to promote and discuss at WLIC 2017.

FRBRoo version 2 was sent for approval to the Committee on Standards. It was approved in principle with minor revisions requested. The RG will discuss a change of title and promotion of the FRBR-LRM during their meetings in Columbus.

An updated Spanish translation of FRBR has been produced which includes the 2007/2009 changes and an alignment of vocabulary with the Spanish translation of the International Cataloguing Principles.

See [http://www.ifla.org/files/assets/cataloguing/frbrrg/activities\\_2015-16.pdf](http://www.ifla.org/files/assets/cataloguing/frbrrg/activities_2015-16.pdf) for more details of FRBR RG activities during the past year.

## **9 Report on – Review of the Management and Representation of IFLA Permanent Standards Groups (attached)**

The Committee on Standards Chair thanked Patrice Landry for all his work on this report.

Patrice Landry reminded everyone that the Committee on Standards had mandated him to draft this report and submit it to the Committee on Standards, then to the Professional Committee. The mandate was to look at the sustainability and review process for the RGs in the context of the current IFLA standards environment. The Professional Committee has responsibility for IFLA professional groups on behalf of the Governing Board.

It's logical that the management and governance procedures of these long-standing committees are aligned with each other and clarified, and that there is enough information available to make their work and their procedures open and understandable for IFLA Members. Since the establishment of the Committee on Standards, it is important to reflect this new coordinating body in the procedures.

UNIMARC has a different set-up to the other RGs and is defined as a Core Activity. As the current hosting library had indicated it can no longer take on this role, there are a separate set of recommendations specifically for UNIMARC.

After full consultation with all the parties involved, the report was submitted to the Professional Committee and Governing Board in March 2016. All the recommendations were approved and the Committee on Standards was therefore asked to produce an implementation plan for how the recommendations would be communicated or carried out, submit this to the Professional Committee for comments, and report regularly as the implementation is carried out from 2017.

The report will be shared with the Committee on Standards and RGs. The implementation plan will be discussed as part of the Action Plan for 2016 – 2017 (item 11 in meeting 2 below).

## 10 Review of Action Plan 2015-2016

The IFLA Strategic plan had a focus on standards on which to base the work of the Committee on Standards, and also gave the right for the Committee to say to the IFLA Professional Units that standards work is important.

The Committee has made progress according to the Action Plan, but is not as far as it had expected to be. Due to the geographical spread of members it is difficult to find a time when a conference call would work, so communication holds some things back. New communication software expected to be introduced for the support of the Professional Units by December, might help.

The Committee would also like to develop a 'contract' for new incoming committee members so that expectations were clear. This might be sent out as part of the nomination call. Current members would like to be allocated clearer tasks that they could work on individually or in small teams to report back to the Committee centrally.

From the Action Plan:

**Activity 1:** Support IFLA and the wider library and information community through processes that facilitate current, relevant and accessible standards and guidelines.

- Review and strengthen the procedures for writing and updating IFLA standards and guidelines.

This activity was delayed due to other commitments but the Chair wants to get this back on track to complete by August 2017.

Feedback on this action from the meeting:

- The focus of the manual is on new standards and could be clearer on how to handle revisions.
  - It could be clearer how to handle standards that are partly developed outside IFLA.
  - It could be more explicit for the RGs of the long-standing IFLA standards that go through many revisions and updates.
  - Cataloguing Section can pass on feedback from their experience of using it recently.
- 
- Develop a process that ensures the currency and relevance of IFLA standards and guidelines.
  - Analyze data on the use of IFLA standards.

Christie Koontz had performed an audit of the list of standards on which there are still some that are older than ten years and have not been revised or approved as still valid. The Committee on Standards Chair has written to all Professional Unit Chairs to ask them to look at their own publications and comment if they are still current and valid, needed, being revised,

and if so, expected date of completion. After the WLIC she will follow up on this to compile the responses for the next steps.

- Make IFLA standards and guidelines available through the IFLA Library.

This activity had been regarded as lower priority, though it is potentially quick to achieve. The advantages of adding them to the IFLA Library are improved indexing, search facilities, archiving and document management. This, in turn, should make them more visible and more used across the world. They can still be collected on a web page list as they are now and there are still questions to answer about how to give them more visibility on IFLA web pages. It would also be possible to add complementary documents so that these are also retrievable, such as case studies, guidance on how to use the standards, etc. The Committee on Standards wants to raise the priority of this activity to complete it before August 2017.

- Provide support for professional units during the development and validation of standards.

This is ongoing work which has been completed as and when needed during the year.

- Investigate status of MulDiCat which might serve as a translation tool for IFLA standards.

This responsibility has been passed to LIDATEC.

**Activity 2:** Increase the profile of IFLA standards and guidelines through communication and engagement.

- Ensure the delivery of strong and relevant conference programs (at WLIC 2016).

Completed.

- Liaise with other standards organisations.

Reports from liaison representatives have been submitted.

ISSN would be interested to have a liaison relationship with the Committee and will look out for the call for nominations, which is sent widely through IFLA's networks.

- Improve the visibility of standards working groups within IFLA so that decision making is improved.

This is part of the **Review of the Management and Representation of IFLA Permanent Standards Groups** (item 9 above).

During WLIC, the meetings of the RGs are not publicised and are therefore not open. There is no reason for this, so the Committee can check this in writing with all RGs, and formulate a proposal to the Professional Committee to change this in future.

- Develop a Marketing Strategy for the promotion and communication of standards.

Work on this activity has not been started so should be moved to next year. The Committee might also investigate whether IFLA can produce a general social media strategy to which the committee's work might be aligned.

Standards are currently promoted by the individual Unit that produces them, and news items, if produced, can be pushed to the IFLA front page. The Unit responsible is encouraged to use the WLIC programme to promote and discuss new standards.

These discussions will be taken into consideration when preparing the new Action Plan (see item 11, meeting 2 below).

## **11 Development of Action Plan 2016-2017**

This discussion took place during meeting 2, see below.

## **12 Implementation Plan for Standards Review Group Report (see item 9 above)**

This discussion took place during meeting 2, see below.

## **13 Any other business (meeting 1)**

### **13.1 Standards review procedure and timings**

Agnese Galeffi was responsible for submitting the ICP for approval. She suggested it would be useful for the Committee on Standards to make people more aware of what they are doing when reviewing a standard, and perhaps have a calendar to track the process of a submitted standard. This could also be useful for the Committee to monitor work in progress. The idea will be fed into the manual revision working group.

### **13.2 Information dissemination for the Committee**

Abraham Azubuike asked if the Committee could appoint an Information Coordinator. The IFLA Headquarters Professional Support Officer currently updates the webpages but it was suggested someone on the committee could take on a stronger advocacy role, post regular news from the group and provide more information. The Chair will investigate the technicalities concerning access and report back to the Committee. The Committee also needs to rely on the Professional Units to help promote information.

### **13.3 Law Libraries guideline**

Patrice Landry reported that he and Frederick Zarndt had spoken at WLIC 2015 to the Law Libraries Section about production of a new guideline concerning access to legal documents in each country. Following further discussion, this now looks like it will become an IFLA manifesto which will therefore be approved by the Governing Board and will not come to the Committee on Standards. Stuart Hamilton, IFLA Director of Policy and Advocacy is involved in carrying it forward.

### **13.4 MulDiCat (Multilingual Dictionary of Cataloguing Terms and Concepts)**

The issue of ownership was raised last year and is not yet resolved so may still need adding to the Action Plan. LIDATEC will meet on Thursday at 11am and will have this on the agenda. [See resolution of ownership discussed in meeting 2, item 11 below]



## **14 Next Meeting**

The second meeting of the Committee on Standards will take place on Wednesday 17 August 2016 (08.00 – 09.30) - Room C216 of the Greater Columbus Convention Center.

## **15 Close**

The Chair closed the meeting.

## **Meeting 2**

### **8 Reports:**

#### **8.1 UNIMARC – Jay Weitz**

Current editions of UNIMARC Bibliographic (U/B) and UNIMARC Authorities (U/A) are the 2008 and 2009 publications respectively. The U/B Update covering 2008-2012 is available on the UNIMARC Web site at <http://www.ifla.org/publications/unimarc-bibliographic-3rd-edition-updates-2012?og=33> and the U/A Update covering 2009-2012 is at <http://www.ifla.org/publications/unimarc-authorities-3rd-edition-updates-2012>. The Permanent UNIMARC Committee are in the process of putting together the updates covering 2013 – 2016, which includes the results of thirty different proposals, twenty-two of which were approved, and eight rejected. A lot of the updates are concerned with aligning with RDA. Once the compilation is completed they will be put online.

A more detailed report for the previous year can be found online:

[http://www.ifla.org/files/assets/uca/puc-meetings/26th\\_puc\\_meeting\\_2016.pdf](http://www.ifla.org/files/assets/uca/puc-meetings/26th_puc_meeting_2016.pdf)

#### **8.4 LIDATEC – Abraham Azubuiké**

Abraham Azubuiké has been appointed by the Committee on Standards as acting Chair during the absence due to ill health of the LIDATEC Chair between late March and September 2016. The Committee on Standards Chair thanked him for taking this on.

As a result, the Committee agreed to place some of the items on LIDATEC's agenda on hold during this period, but the following were completed:

- A change to the IFLA namespaces CC licence (from CC BY NC SA to CC BY) was recommended to and approved by the Governing Board.
- A discussion was concluded to approve the change of name of the Semantic Web Special Interest Group (SIG) to the Linked Data SIG. The SIG has been asked to work with the LIDATEC sub-committee so that the work of both groups is enhanced and aligned.

LIDATEC is reviewing options for publishing IFLA namespaces and vocabularies, which necessarily touch on the funding. This will be discussed further at the LIDATEC meeting which takes place after the Committee on Standards meeting and will form the main point of the Action Plan for the coming year.

## **11 Development of Action Plan 2016-2017**

The following were agreed upon as Actions for the Committee in 2016 – 2017 (numbered for convenience not to indicate priority):

1. **IFLA Standards Manual review:** Lisa Hinchcliffe and Ágnes Hajdu Barát will join the working group revising the Standards Manual. The group will report to the Committee in December with a final report expected August 2017.  
It would be useful if the manual included some indication of what constituted a new edition, and the level of changes required to seek approval.
2. **Currency and relevance of IFLA standards:** The audit has been completed and the Committee on Standards Chair has feedback from the Units on what they plan to do. Christie Koontz will continue to be involved in developing this action.
3. **Analyze use data:** The Committee on Standards Chair will follow up with a potential volunteer: Dr Kate Davis (Queensland University of Technology). The data could be made into a visual presentation, and used to provide data on individual standards which the authoring Section might find useful. Future use of these statistics is unclear until the current data is presented and discussed.
4. **Addition of IFLA standards to the IFLA Library:** the work to create an upload template is holding this back, the whole job is relatively small but has had low priority. Lisa Hinchcliffe volunteered to ask one of her students to look at the metadata requirements for uploading IFLA Standards to the IFLA Library. Joanne Yeomans will send her the documents necessary (list of standards, and Eprints metadata overview) and arrange access to the repository if and when necessary. Miriam Säfström will put her in touch with someone from the Cataloguing Section to review the proposal.
5. **MulDiCat:** this was referred to LIDATEC as there was the belief it still needed to be published as linked data, however, Gordon Dunsire confirmed that this was completed in 2012. The namespaces page is pointing to the wrong location, however, and needs correcting. The Cataloguing Section has discussed it further and proposes to take back responsibility as there are currently only cataloguing terms used in the dictionary. They will discuss it further with the Bibliography and the Classification and Indexing Sections, and report back to the Committee on Standards.
6. **WLIC programme 2017:** the Committee agreed it should aim to have a programme every year to highlight the diversity within IFLA as well as to present work by the Committee on Standards, for example, presenting the manual and its revisions. The Committee on Standards Chair joined a table at the Officers Capacity Building session to discuss the revision or writing of standards, and this was very useful, so participation in Officers sessions like this should also be repeated in future. The Committee on Standards might also do more to promote to delegates the sessions of Units that are promoting their own standards.
7. **Marketing strategy:** the same working group as in 2016 will continue on this.
8. **Visibility of standards RGs:** recommendations concerning this are contained in the "Review of the Management and Representation of IFLA Permanent Standards Groups" so will be taken care of as part of the implementation plan.  
Diane Beattie, Miriam Säfström, and Joanne Yeomans will develop a draft implementation plan for mid-November detailing actions for each recommendation,

responsibility and time-line. The Committee on Standards and Professional Committee can then identify priorities in December.

The final Review document will be shared with the RGs at the start of this work.

Additional actions:

9. **Call for nominations and handover to new Committee in August 2017:** from item 10 above: "The Committee would also like to develop a 'contract' for new incoming committee members so that expectations were clear. This might be sent out as part of the nomination call." The call for nominations will go out in November 2016 with a deadline at the end of February 2017.

### **13 Any other business (meeting 2)**

#### **13.1 ISBD**

Following the discussion in meeting 1 under item 8.2, there had been progress during the WLIC Cataloguing Section Standing Committee meeting in discussing a roadmap for the future direction of ISBD development. All agreed that revision would be recommended and the ISBD RG were keen to know when this could start. The FRBR RG is keen for the ISBD to look at alignment and would like to see it happen to demonstrate to the rest of the world how this alignment can be done. FRBR RG would therefore like to work together with ISBD RG on this, and the Cataloguing Section is also keen to feed its views into this. This would mean the ISBD RG could be working on something whilst the strategic planning takes place. All agreed this should move forward.

Massimo Gentili-Tedeschi will resubmit the "Guidelines for translations of the IFLA ISBD namespace in RDF" as there had been no response yet from the Committee.

### **14 Next Meeting**

The next meeting of the Committee on Standards will take place during the WLIC 2017 in Wrocław, Poland. The dates of the WLIC 2017 are 19 – 25 August 2017 but specific dates for the Committee meetings are not yet known.

### **15 Close**

The Chair thanked everyone for their work and support and wished everyone an un-delayed, safe journey home.