# Proposal for Standard Minor Revisions

Please use this form to record minor revisions. Minor revisions are:

* Updated links
* Minor copy edits
* Change in terminology
* Errata

For major updates (e.g., content, data) please complete and submit the Standard Proposal Form

|  |  |
| --- | --- |
| Standard information | Responses |
| 1. Existing name of standard
 |  |
| 1. Changes to requested name and or versioning
 |  |
| 1. Date and person who approved minor revisions
 |  |

## Indicating minor revisions

You may indicate requested minor revisions in one of two ways:

1. Submit a word document, which includes tracked changes. Please include reasons for revision using the comments feature. Please contact the Professional Support Officer for the most recent version of the document.
2. Complete the table below indicating existing text and requested changes; the committee responsible for the standard has the option to recommend that the revisions to the document be carried out by the committee.

|  |  |  |  |
| --- | --- | --- | --- |
| Location: Page number/ Paragraph number/ Table or Chart | Existing text | Revised text | Reason for revision |
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| --- | --- | --- |
| Authorisation | \*Name | Date |
| Person with overall lead responsibility |  |  |
| Officer(s) of the committee with lead responsibility |  |  |
| The Chair of the Division to which the proposing committee belongs; (for units not belonging to a Division, the Chair of the Advisory Committee on Standards)  |  |  |

\*A printed name represents the signature for the purposes of submitting this proposal.

Please return this completed form to the Professional Support Officer professionalsupport@ifla.org along with the draft standard document.