

Report from ISO TC46 – Information and documentation - annual meeting

Berlin, May 5nd – 8th 2012

TC46 on Information and documentation has been leading efforts related to information management since 1947. Standards developed under ISO/TC 46 facilitate access to knowledge and information and standardize automated tools, computer systems, and services relating to its major stakeholders of: libraries, publishing, documentation and information centres, archives, records management, museums, indexing and abstracting services, and information technology suppliers to these communities. TC46 has a unique role among ISO information-related committees in that it focuses on the whole lifecycle of information from its creation and identification, through delivery, management, measurement, and archiving, to final disposition.

Annual meeting

The following report summarizes the key-topics emerged during the week in Berlin - with particular regards to the discussions held in the meetings of SC4, S8 SC9¹ and plenary TC46 - of probable interest to the IFLA community.

[For the list of published standards, *cfr.* Appendix A]

1. Standardization of ePub 3.0

SC4 has established a working group to profile ePub version 3.0, especially keeping in mind the concerns of long-term preservation.

The SC4 chair will contact the IDPF² executive director, Bill McCoy, for discussions.

TC 46 acknowledges the need to standardize the ePub version 3.0 as developed by IDPF;

TC 46 further recognizes the need of the Information and documentation community to develop ISO documents referring to a standardized ePub version 3.0.

TC 46 therefore expresses readiness to lead a fast-track acceptance of the ePub version 3.0, pending agreement from IDPF. Potential offers from other International (ISO, IEC) standardization groups to coordinate in order to attain the goal of an expeditious standardization of ePub version 3.0 will be considered with high interest.

¹ ISO Subcommittees: [TC 46/SC 4](#) Technical interoperability; [TC 46/SC 8](#) Quality - Statistics and performance evaluation; [TC 46/SC 9](#) Identification and description.

² International Digital Publishing Forum - The key IDPF standard is ePub.

ePub is a distribution and interchange format standard for digital publications and documents. It defines a means of representing, packaging and encoding structured and semantically enhanced Web content for distribution in a single-file format.

2. Revision of ISO 25577: MarcXChange

SC4 approves the revision for ISO 25577. This standard describes a generalized MARCXML schema that is useable for all records using the ISO 2709 syntax without changing the structure and with as few changes as possible to the original schema. This schema provides a specification for the development of local simple schemas, ensuring compatibility.

The main purpose is to include embedded fields, which is a specific request from users of UNIMARC.

SC4 acknowledges an *ad hoc group* has met and considered a draft amendment to ISO 25577 prepared by Danish Standards and recommends member bodies consider adopting the completed draft for submission as a DIS (Draft International Standard). The balloting of this draft will be closed on January 2013.

3. ISO 28560: RFID in libraries: new work items

SC4 approves to initiate a ballot for two new technical specifications:

1. Rules for ISO 28560-1 data elements to be encoded in radio frequency identification (RFID) tags with a memory structure that is partitioned into four memory banks (e.g. ISO/IEC 18000-6 Type C operating in the UHF frequency, but not necessarily restricted to this technology) - (Proposer: United Kingdom);
2. Encoding method used to form the unique item identifier (UII) of RFID tag where a tag supports different memory areas for the UII and other Item-related data (e.g. ISO/IEC 18000-6 type C, type D and ISO/IEC 18000-3 MODE 3), and when the UII is assigned for a library application - (Proposer: Japan).

4. SC4 on ILL

The Interlibrary Loan (ILL) Application Protocol was devised to allow the automatic exchange of ILL requests and responses from system to system. In creating the standards, the library community and the vendors that serve this community agreed on a common structure for ILL request transactions. The standards describe each type of message that may be involved in the ILL request process; the data that may be included in each message; the sequence in which the messages may be received; and the syntax of the messages.

These standards enabled ILL to take advantage of the electronic communications methods available at the time of their development and thereby to become a highly efficient process. They also allowed a variety of software vendors to develop systems with the promise that their clients would be able to communicate with other institutions.

SC4 asks ILL/Maintenance Agency to review ISO 10160 and 10161 to address known defects and propose a revision before the end of August 2012.

SC4 invites Danish Standards to prepare a new work item in cooperation with other interested parties, for a new ILL standard before the end of October 2012.

SC4 asks the chair of SC4 to establish a WG to develop a new ILL standard, if NWIP is approved.

SC4 asks the chair to convene a group of experts in resource sharing to develop a road map for content delivery in general, of which ILL is a part.

5. ISO 639 Codes for the representation of names of languages

SC4 notes with concern the actions of ISO/TC 37/SC 2 to revise the family of ISO 639 standards. As ISO 639 is a joint project with TC 46, SC4 would like to highlight the stability of the multi-part standard and its preference that it not be impacted by the planned merger into a single standard. SC4 secretariat will contact TC37/SC 2 to discuss a positive solution in this work.

TC 46 shares the concern of SC 4 about a revision of the ISO 639 - standards series as this was unilaterally decided by TC 37/SC 2. Governance of the ISO 639 standards series is shared between TC 37/SC 2 and SC 4 in accordance with ISO 639-4. TC 46 supports SC 4 in its endeavors to find a solution to this situation.

6. Support on the work of NISO

SC4 supports the work of NISO to organize a meeting of metadata communities and encourages NISO to report the outcomes of its work to SC4 to serve as a possible basis for future SC4 standards work.

7. DCMI³ / SC4

SC4 invites DCMI, as a category A Liaison⁴, to consider proposing DCMI standards as ISO standards.

8. Imminent publication of standards (under the responsibility of SC9, see appendix I)

ISO 26324 (DOI) - This approved standard, has been a US National standard for years and a *de facto* standard since 2000 that provides persistent identification for e-content, including e-books.

ISO 27730 (ISCI). This approved standard, specifies an identifier as a unique international identification system for each collection and fond.

ISO 27729 (ISNI). This approved standard, specifies an identifier for public identities of parties involved throughout the media content industries in the creation, production, management, and content distribution chains.

9. Ad Hoc Identifiers Integrity Group

SC9 reappoints the convener of the *Ad Hoc Identifiers Integrity Group* and revises its mandate as follows:

³ Dublin Core Metadata Initiative.

⁴“ A” liaisons has the right to participate in meetings and to comment on drafts but it can't vote.

- To monitor problems with the issuance, by parties that are not authorized by ISO Registration Authorities, of identifiers appearing to be ISO identifiers;
- To consider approaches that might mitigate these problems;
- To convene a meeting of the group during the plenary week in 2013.

10. *Ad Hoc Identifier Interoperability working group*

SC9 notes that its *Ad Hoc Identifier Interoperability working group* is seeking to define the semantic representation of the relationship between its identifiers. SC9 has identified the Linked Content Coalition⁵ as a forum with the required expertise to define and maintain such semantic representations, and which is understood to be willing to carry out this work.

11. Other revisions of standards

- Under the responsibility of TC46:
 - ISO 7098: "Romanization of Chinese";
 - ISO 3602 "Romanization of Japanese (kana script)";
 - TC 46 calls for its members to put forward experts to participate in the revision of ISO 11799. "Document storage requirements for archive and library materials".
- Under the responsibility of SC8:
 - ISO/TR 14873 "Statistics and quality issues for web archiving";
 - ISO 16439 "Information and documentation – Methods and procedures for assessing the impact of libraries".
- Under the responsibility of SC9:
 - ISO 15707: "International Standard Musical Work Code (ISWC)".

12. Reactivation of SC10

TC46 requests DIN (Deutsches Institut für Normung) to draft the scope and justification to reactivate SC10 Physical Keeping of Documents. Thereafter, ISO TC 46 instructs its secretariat to initiate a ballot to determine the willingness of TC46 to reactivate SC 10.

⁵ Cfr. <http://www.linkedcontentcoalition.org/>

Appendix A
list of published standards

2012

ISO TC46 – Information and documentation

[ISO Sub-Committees: TC 46/SC 4 Technical interoperability; TC 46/SC 8 Quality - Statistics and performance evaluation; TC 46/SC 9 Identification and description; TC 46/SC 11 Archives/records management]

Standards	Under responsibility of
<u>ISO 4:1997</u> Information and documentation -- Rules for the abbreviation of title words and titles of publications	<u>TC 46/SC 9</u>
<u>ISO 8:1977</u> Documentation -- Presentation of periodicals	<u>TC 46</u>
<u>ISO 9:1995</u> Information and documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages	<u>TC 46</u>
<u>ISO 18:1981</u> Documentation -- Contents list of periodicals	<u>TC 46</u>
<u>ISO 214:1976</u> Documentation -- Abstracts for publications and documentation	<u>TC 46</u>
<u>ISO 215:1986</u> Documentation -- Presentation of contributions to periodicals and other serials	<u>TC 46</u>
<u>ISO 233:1984</u> Documentation -- Transliteration of Arabic characters into Latin characters	<u>TC 46</u>
	<u>TC 46</u>

Standards	Under responsibility of
<u>ISO 233-2:1993</u> Information and documentation -- Transliteration of Arabic characters into Latin characters -- Part 2: Arabic language -- Simplified transliteration	
<u>ISO 233-3:1999</u> Information and documentation -- Transliteration of Arabic characters into Latin characters -- Part 3: Persian language -- Simplified transliteration	<u>TC 46</u>
<u>ISO 259:1984</u> Documentation -- Transliteration of Hebrew characters into Latin characters	<u>TC 46</u>
<u>ISO 259-2:1994</u> Information and documentation -- Transliteration of Hebrew characters into Latin characters -- Part 2: Simplified transliteration	<u>TC 46</u>
<u>ISO 690:2010</u> Information and documentation -- Guidelines for bibliographic references and citations to information resources	<u>TC 46/SC 9</u>
<u>ISO 832:1994</u> Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms	<u>TC 46/SC 9</u>
<u>ISO 843:1997</u> Information and documentation -- Conversion of Greek characters into Latin characters	<u>TC 46</u>
<u>ISO 999:1996</u> Information and documentation -- Guidelines for the content, organization and presentation of indexes	<u>TC 46/SC 9</u>
<u>ISO 1086:1991</u> Information and documentation -- Title leaves of books	<u>TC 46</u>
<u>ISO 2108:2005</u> Information and documentation -- International standard book number (ISBN)	<u>TC 46/SC 9</u>
<u>ISO 2145:1978</u> Documentation -- Numbering of divisions and subdivisions in written documents	<u>TC 46</u>
<u>ISO 2146:2010</u> Information and documentation -- Registry services for libraries and related	<u>TC 46/SC 4</u>

Standards	Under responsibility of
organizations	
<u>ISO 2384:1977</u> Documentation -- Presentation of translations	<u>TC 46</u>
<u>ISO 2709:2008</u> Information and documentation -- Format for information exchange	<u>TC 46/SC 4</u>
<u>ISO 2788:1986</u> Documentation -- Guidelines for the establishment and development of monolingual thesauri	<u>TC 46/SC 9</u>
<u>ISO 2789:2006</u> Information and documentation -- International library statistics	<u>TC 46/SC 8</u>
<u>ISO 3166-1:2006</u> Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes	<u>TC 46</u>
<u>ISO 3166-1:2006/Cor 1:2007</u>	<u>TC 46</u>
<u>ISO 3166-2:2007</u> Codes for the representation of names of countries and their subdivisions -- Part 2: Country subdivision code	<u>TC 46</u>
<u>ISO 3166-3:1999</u> Codes for the representation of names of countries and their subdivisions -- Part 3: Code for formerly used names of countries	<u>TC 46</u>
<u>ISO 3297:2007</u> Information and documentation -- International standard serial number (ISSN)	<u>TC 46/SC 9</u>
<u>ISO 3602:1989</u> Documentation -- Romanization of Japanese (kana script)	<u>TC 46</u>
<u>ISO 3901:2001</u> Information and documentation -- International Standard Recording Code (ISRC)	<u>TC 46/SC 9</u>
<u>ISO 5122:1979</u> Documentation -- Abstract sheets in serial publications	<u>TC 46</u>
<u>ISO 5123:1984</u> Documentation -- Headers for microfiche of monographs and serials	<u>TC 46</u>

Standards	Under responsibility of
<u>ISO 5127:2001</u> Information and documentation -- Vocabulary	<u>TC 46</u>
<u>ISO 5963:1985</u> Documentation -- Methods for examining documents, determining their subjects, and selecting indexing terms	<u>TC 46/SC 9</u>
<u>ISO 5964:1985</u> Documentation -- Guidelines for the establishment and development of multilingual thesauri	<u>TC 46/SC 9</u>
<u>ISO 6357:1985</u> Documentation -- Spine titles on books and other publications	<u>TC 46</u>
<u>ISO 6630:1986</u> Documentation -- Bibliographic control characters	<u>TC 46/SC 4</u>
<u>ISO 7098:1991</u> Information and documentation -- Romanization of Chinese	<u>TC 46</u>
<u>ISO 7144:1986</u> Documentation -- Presentation of theses and similar documents	<u>TC 46</u>
<u>ISO 7154:1983</u> Documentation -- Bibliographic filing principles	<u>TC 46</u>
<u>ISO 7220:1996</u> Information and documentation -- Presentation of catalogues of standards	<u>TC 46</u>
<u>ISO 7220:1996/Cor 1:2001</u>	<u>TC 46/SC 9</u>
<u>ISO 7275:1985</u> Documentation -- Presentation of title information of series	<u>TC 46</u>
<u>ISO/TR 8393:1985</u> Documentation -- ISO bibliographic filing rules (International Standard Bibliographic Filing Rules) -- Exemplification of Bibliographic filing principles in a model set of rules	<u>TC 46</u>
<u>ISO 8459:2009</u> Information and documentation -- Bibliographic data element directory for use in data exchange and enquiry	<u>TC 46/SC 4</u>

Standards	Under responsibility of
<u>ISO 8777:1993</u> Information and documentation -- Commands for interactive text searching	<u>TC 46/SC 4</u>
<u>ISO 9230:2007</u> Information and documentation -- Determination of price indexes for print and electronic media purchased by libraries	<u>TC 46/SC 8</u>
<u>ISO 9706:1994</u> Information and documentation -- Paper for documents -- Requirements for permanence	<u>TC 46</u>
<u>ISO 9707:2008</u> Information and documentation -- Statistics on the production and distribution of books, newspapers, periodicals and electronic publications	<u>TC 46/SC 8</u>
<u>ISO 9984:1996</u> Information and documentation -- Transliteration of Georgian characters into Latin characters	<u>TC 46</u>
<u>ISO 9985:1996</u> Information and documentation -- Transliteration of Armenian characters into Latin characters	<u>TC 46</u>
<u>ISO 10160:1997</u> Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Service Definition	<u>TC 46/SC 4</u>
<u>ISO 10160:1997/Amd 1:2002</u> Addition of annex D acknowledging the National Library of Canada as the Maintenance Agency	<u>TC 46/SC 4</u>
<u>ISO 10161-1:1997</u> Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Protocol Specification -- Part 1: Protocol specification	<u>TC 46/SC 4</u>
<u>ISO 10161-1:1997/Amd 1:2002</u> Support for Use of Object Identifier in "identifier" Parameter of the Extension Data	<u>TC 46/SC 4</u>
<u>ISO 10161-1:1997/Amd 2:2002</u> Addition of annex I acknowledging the National Library of Canada as the Maintenance Agency and Registration Authority	<u>TC 46/SC 4</u>
	<u>TC 46/SC 4</u>

Standards	Under responsibility of
<u>ISO 10161-2:1997</u> Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Protocol Specification -- Part 2: Protocol implementation conformance statement (PICS) proforma	
<u>ISO 10324:1997</u> Information and documentation -- Holdings statements -- Summary level	<u>TC 46/SC 9</u>
<u>ISO 10754:1996</u> Information and documentation -- Extension of the Cyrillic alphabet coded character set for non-Slavic languages for bibliographic information interchange	<u>TC 46/SC 4</u>
<u>ISO 10957:2009</u> Information and documentation -- International standard music number (ISMN)	<u>TC 46/SC 9</u>
<u>ISO 11108:1996</u> Information and documentation -- Archival paper -- Requirements for permanence and durability	<u>TC 46</u>
<u>ISO/TR 11219:2012</u> Information and documentation – Qualitative conditions and basic statistics for library buildings – Space, function and design	<u>TC 46/SC8</u>
<u>ISO 11620:2008</u> Information and documentation -- Library performance indicators	<u>TC 46/SC 8</u>
<u>ISO 11798:1999</u> Information and documentation -- Permanence and durability of writing, printing and copying on paper -- Requirements and test methods	<u>TC 46</u>
<u>ISO 11799:2003</u> Information and documentation -- Document storage requirements for archive and library materials	<u>TC 46</u>
<u>ISO 11800:1998</u> Information and documentation -- Requirements for binding materials and methods used in the manufacture of books	<u>TC 46</u>
<u>ISO 11940:1998</u> Information and documentation -- Transliteration of Thai	<u>TC 46</u>
<u>ISO 11940-2:2007</u>	<u>TC 46</u>

Standards	Under responsibility of
Information and documentation -- Transliteration of Thai characters into Latin characters -- Part 2: Simplified transcription of Thai language	
<u>ISO/TR 11941:1996</u> Information and documentation -- Transliteration of Korean script into Latin characters	<u>TC 46</u>
<u>ISO 12083:1994</u> Information and documentation -- Electronic manuscript preparation and markup	<u>TC 46/SC 4</u>
<u>ISO/TR 13208:2012</u> Information and documentation – Digital records conversion and migration process	<u>TC 46/SC11</u>
<u>ISO/TR 13028:2010</u> Information and documentation - Implementation guidelines for digitization of records	<u>TC 46/SC 11</u>
<u>ISO 14416:2003</u> Information and documentation -- Requirements for binding of books, periodicals, serials and other paper documents for archive and library use -- Methods and materials	<u>TC 46</u>
<u>ISO 15489-1:2001</u> Information and documentation -- Records management -- Part 1: General	<u>TC 46/SC 11</u>
<u>ISO/TR 15489-2:2001</u> Information and documentation -- Records management -- Part 2: Guidelines	<u>TC 46/SC 11</u>
<u>ISO 15511:2011</u> Information and documentation -- International standard identifier for libraries and related organizations (ISIL)	<u>TC 46/SC 4</u>
<u>ISO 15706-1:2002/Amd 1:2008</u> Alternate encodings and editorial changes	<u>TC 46/SC 9</u>
<u>ISO 15706-1:2002</u> Information and documentation -- International Standard Audiovisual Number (ISAN) -- Part 1: Audiovisual work identifier	<u>TC 46/SC 9</u>
<u>ISO 15706-2:2007</u> Information and documentation -- International Standard Audiovisual Number	<u>TC 46/SC 9</u>

Standards	Under responsibility of
(ISAN) -- Part 2: Version identifier	
<u>ISO 15707:2001</u> Information and documentation -- International Standard Musical Work Code (ISWC)	<u>TC 46/SC 9</u>
<u>ISO 15836:2009</u> Information and documentation -- The Dublin Core metadata element set	<u>TC 46/SC 4</u>
<u>ISO 15836:2009/Cor 1:2009</u>	<u>TC 46/SC 4</u>
<u>ISO 15919:2001</u> Information and documentation -- Transliteration of Devanagari and related Indic scripts into Latin characters	<u>TC 46</u>
<u>ISO 15924:2004</u> Information and documentation -- Codes for the representation of names of scripts	<u>TC 46</u>
<u>ISO 16175-1:2010</u> Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 1: Overview and statement of principles	<u>TC 46/SC 11</u>
<u>ISO 16175-2:2011</u> Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 2: Guidelines and functional requirements for digital records management systems	<u>TC 46/SC 11</u>
<u>ISO 16175-3:2010</u> Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 3: Guidelines and functional requirements for records in business systems	<u>TC 46/SC 11</u>
<u>ISO 16245:2009</u> Information and documentation -- Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents	<u>TC 46</u>
<u>ISO/TR 17068:2012</u> Information and documentation – Trusted third party repository for digital records	<u>TC 46/SC11</u>
	<u>TC 46/SC 4</u>

Standards	Under responsibility of
<u>ISO 17933:2000</u> GEDI -- Generic Electronic Document Interchange	
<u>ISO 20775:2009</u> Information and documentation -- Schema for holdings information	<u>TC 46/SC 4</u>
<u>ISO 21047:2009</u> Information and documentation -- International Standard Text Code (ISTC)	<u>TC 46/SC 9</u>
<u>ISO 21127:2006</u> Information and documentation -- A reference ontology for the interchange of cultural heritage information	<u>TC 46/SC 4</u>
<u>ISO/TR 21449:2004</u> Content Delivery and Rights Management: Functional requirements for identifiers and descriptors for use in the music, film, video, sound recording and publishing industries	<u>TC 46/SC 9</u>
<u>ISO 22310:2006</u> Information and documentation -- Guidelines for standards drafters for stating records management requirements in standards	<u>TC 46/SC 11</u>
<u>ISO 23081-1:2006</u> Information and documentation -- Records management processes -- Metadata for records -- Part 1: Principles	<u>TC 46/SC 11</u>
<u>ISO 23081-2:2009</u> Information and documentation -- Managing metadata for records -- Part 2: Conceptual and implementation issues	<u>TC 46/SC 11</u>
<u>ISO 23950:1998</u> Information and documentation -- Information retrieval (Z39.50) -- Application service definition and protocol specification	<u>TC 46/SC 4</u>
<u>ISO 25577:2008</u> Information and documentation -- MarcXchange	<u>TC 46/SC 4</u>
<u>ISO 25964:2012</u> Information and documentation – Thesauri and interoperability with other vocabularies, part 1: Thesauri for information retrieval	<u>TC 46/SC9</u>
<u>ISO/TR 26122:2008</u>	<u>TC 46/SC 11</u>

Standards	Under responsibility of
Information and documentation -- Work process analysis for records <u>ISO/TR 26122:2008/Cor 1:2009</u>	<u>TC 46/SC 11</u>
<u>ISO26324:2012</u> Information and documentation – Digital Object System	<u>TC 46/SC9</u>
<u>ISO27729:2012</u> Information and documentation – International Standard Name Identifier (ISNI)	<u>TC 46/SC9</u>
<u>ISO27730:2012</u> Information and documentation – International Standard Collection Identifier (ISCI)	<u>TC 46/SC9</u>
 <u>ISO/TR 28118:2009</u> Information and documentation -- Performance indicators for national libraries	 <u>TC 46/SC 8</u>
<u>ISO 28500:2009</u> Information and documentation -- WARC file format	<u>TC 46/SC 4</u>
<u>ISO 28560-1:2011</u> Information and documentation -- RFID in libraries -- Part 1: Data elements and general guidelines for implementation	<u>TC 46/SC 4</u>
<u>ISO 28560-2:2011</u> Information and documentation -- RFID in libraries -- Part 2: Encoding of RFID data elements based on rules from ISO/IEC 15962	<u>TC 46/SC 4</u>
<u>ISO 28560-3:2011</u> Information and documentation -- RFID in libraries -- Part 3: Fixed length encoding	<u>TC 46/SC 4</u>
 <u>ISO 30300:2011</u> Information and documentation – Management systems for records – Fundamentals and vocabulary	 <u>TC 46/SC 11</u>
 <u>ISO 30301:2011</u> Information and documentation – Management systems for records – Requirements	 <u>TC 46/SC 11</u>