

## **Minutes of the meeting held by the Genre/Form Working Group on August 13, 2016, with updated Action Plan (updated to Nov. 11, 2016)**

A discussion was held immediately after the Section on Subject Analysis and Access Standing Committee I Meeting at 5:45 PM on August 13, 2016.

Present: Ulrike Junger, Rehab Ouf, Ricardo Santos (co-chair), George Prager (co-chair)

At the meeting, we mostly discussed how we should proceed with our survey on genre/form practices in national libraries. This survey is available in Google Forms. The group is satisfied with the content of the survey. Do we need a further review period, or is it ready to be sent out now? Should we show the survey first to the Cataloguing and Subject Analysis and Access standing committees before sending it out? There has already been a lengthy period for feedback, so further review by the two standing committees is hopefully not needed at this time. We decided to have all members of the group to fill out the survey, and revise the survey accordingly. (We could then have a short period for feedback from the 2 SCs, before sending out the survey to as many national libraries as possible).

Translations:

Rehab suggested that we provide the survey in multiple languages, and she volunteered to translate the survey into Arabic and French. This would require creating a new version of the survey for each language in question, and the language versions would have to be synchronized in Google Forms (or whatever software we used) in order to easily interpret the results. We decided that this might complicate and delay things too much. Additionally, in most of the national libraries there is the linguistic facility in English to answer the survey. We decided just to send out the survey in English. (Perhaps other, simpler surveys, or a follow up of the initial survey could be done in a multilingual fashion, or just the cover letter accompanying the survey).

After the survey results have been received, we will then have the challenging job of collocating the results and writing up any interesting results in a report. Our goal would be to present the results of our survey at the 2017 IFLA Conference.

After the meeting, we had additional conversations about the suitability of Google Forms for our survey. We decided that it would be worthwhile to examine the functionality of IFLA's survey tool, SurveyGizmo, which is freely available from IFLA Headquarters. We also decided to apply for funding from IFLA for a spring 2016 meeting of the working group, most likely in Madrid, to analyze the results of our survey.

Action Item #1: The co-chairs will procure access to SurveyGizmo.

Status: Done 10/10/16

Action item #2: Ricardo will examine the software, and, if it seems promising, transfer the survey from Google Forms to SurveyGizmo.

Status: Done 10/31/16

Action Item #3: Apply for funding for a spring 2017 meeting of the working group.

Status: Done 10/18/16. George forwarded the request to Maja Zumer, who has included it in the Subject Analysis and Access 2016/2017 Action Plan forwarded to IFLA Headquarters in early November 2016.

Action Item #4: The working group will further revise the survey as needed.  
Status: In process as of 11/10/16.

Action item #5: The working group will get a list of contacts at national libraries.  
Status: Done 10/18/16. Based on Harriet's initial research, George corresponded with the chair of the National Libraries Section, Guy Berthiaume, and its secretary, Genevieve Clavel-Merrin. The latter referred us to the list at: [http://cdnl.info/images/address/2016\\_cdnl\\_address\\_list.pdf](http://cdnl.info/images/address/2016_cdnl_address_list.pdf)  
She also volunteered to send out our survey via the nat-lib list. The working group may want to try both approaches.

Action item #6: The working group will review cover letter to survey and update as needed.  
Status: In process as of 11/10/2016. George has done an initial revision of the cover letter, but it has not yet been reviewed by the rest of the working group.  
Timeline: November 2016

Action item #7: Members of the group should all fill out the survey. The working group will then reevaluate the survey, and make any desired changes. The group should also take into account a report on earlier surveys done by the Classification and Indexing Section, and previously submitted to working group members.  
Status: Not yet done. Timeline: mid-November to end of December 2016

Action item #8: The working group will send out survey with cover letter to as many national libraries and bibliographic agencies as possible. Timeline: January-February 2017

Action item #9: Evaluation of survey results  
Timeline: March-April 2017

Action item #10: Presentation of report on the survey results at IFLA 2017 meeting  
Timeline: August 19-25, 2017

Submitted by Ricardo Santos Muñoz and George Prager, co-chairs of the IFLA Genre/Form Working Group