



International Federation of
Library Associations and Institutions

IFLA Standards Procedures Manual

Compiled by the Working Group on Developing an IFLA Standards Manual
for the IFLA Committee on Standards

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Endorsed by the IFLA Professional Committee



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P.O. Box 95312
2509 CH Den Haag
Netherlands

www.ifla.org

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Acknowledgements

The *IFLA Standards Procedures Manual* aims to give guidance to IFLA professional units on the production or revision of an IFLA standard.

The Manual has been compiled by a Working Group established by the Committee on Standards (CoS) in early 2013 and working up to the endorsement of the document by the Professional Committee in 2014.

The Working Group members were:

- Abraham Azubuike
- Sanjay K Bihani
- Albert Boekhorst
- Elena Escolano
- Agnese Galeffi
- Lisa Hinchliffe
- Patrice Landry (Chair from October 2013 to completion)
- Jan Richards
- Winston Roberts (Chair until October 2013)
- Margaret Tarpley
- Patricia Wand
- Frederick Zarndt

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Introduction

Over the last fifty years, IFLA has produced a wide range of standards in all fields of library and information services. Standards activities are now an integral part of IFLA's Strategic direction and one of IFLA's current goals is to focus on 'developing, maintaining and adhering to the highest standards that support high quality practices'.

IFLA standards are internationally reviewed, published and regularly updated documents. Each IFLA standard reflects current consensus on rules, principles, guidelines, best practice or models for a particular activity or service. IFLA standards in their diversity of styles and subject matter provide optimum benefit for the international library community. Standards are established by IFLA professional units who work in collaboration and by consensus.

IFLA generally uses the term "standards" to refer to the following types of documents:

- Conceptual models
- Rules for resource description
- Digital format codes
- Guidelines (documents consisting of instructions, advice and models of preferred practices)
- Best practice (documents consisting of procedures and techniques based on experience and research)

The terms "standards" and "standard" are used to describe all of the above in this Manual.

The *IFLA Standards Procedures Manual* provides guidance for the development of standards and guidelines by IFLA professional units. It seeks to establish: how to present the need for specific standards and guidelines; maximize consensus about the content and applicability; ensure high technical and editorial quality; promote consistency; and earn endorsement by IFLA and the wider library and information community.

1 Definitions of IFLA Standards

1.1 What is an IFLA Standard?

IFLA Standards fall into two categories: Normative documents and Informative / Technical documents. They include the following which are defined in more details in sections 2.3 and 2.4 respectively:

- Normative documents:
 - Conceptual models.
 - Rules for resource description.
 - Digital format codes.
- Informative / Technical documents:
 - Guidelines.
 - Best practices.

IFLA Standards will be endorsed by the IFLA Governing Board on recommendation from the Professional Committee. This should be done before publication, and the process for doing so is described in this Manual. In preparing an IFLA Standard for endorsement, the Professional Committee will seek advice and recommendations from relevant advisory committees, external experts, relevant IFLA Professional Units, and the Committee on Standards.

A **draft IFLA standard** is a document not yet endorsed by a governance body of IFLA: the Governing Board or one of its advisory committees such as the Professional Committee or Committee on Standards

1.2 What is not an IFLA Standard?

IFLA publishes many other types of documents that are endorsed by the IFLA Governing Board or one of its advisory or sub-committees (Professional Committee, Finance Committee, Committee on Standards, etc.) which are not defined as IFLA Standards. They include the following:

- Professional reports: Includes guidance and case studies, reports, and articles on emerging trends substantial project reports. See the full definition, details and list of publications at: www.ifla.org/publications/ifla-professional-reports., and
- Policies: Procedure or rules endorsed by the Governing Board of IFLA that apply to the procedures and process of IFLA business.
- Manifestos.
- Statements.
- Declarations.

Documents that have **not** been endorsed by the IFLA Governing Board or one of its advisory or sub-committees (Professional Committee, Finance Committee, etc.) and which are not considered to be IFLA Standards:

- Bibliographies.
- Professional Unit Reports.
- Professional Unit Annual Reports.
- Professional Unit Action Plans.

1.3 IFLA Standards: Normative documents

This category of standards defines models, rules and specifications. In this category, IFLA generally publishes the following types of documents:

1.3.1 Conceptual models

Conceptual models are developed from a logical high-level analysis of the relevant domain. They guide the development of detailed data models and content standards, but are not themselves prescriptive. They may also provide the groundwork for the integration and interchange of data from different domains.

A Conceptual model:

- Represents in logical terms the structures and concepts present in its domain of interest;
- Conveys the fundamental principles and basic functionality in its domain;
- Documents and conveys a shared understanding of the domain.

Example of IFLA Conceptual Models:

- FRBR (Functional Requirements for Bibliographic Records).

1.3.2 Rules for resource description

Rules for resource description in the form of the International Standard Bibliographic Description are developed with the aim to specify the requirements for the description and identification of published resources held in library collections, although not restricted to those only. The stipulations are not prescriptive, but their implementation in practice and in cataloguing rules ensures compatible descriptive cataloguing worldwide and international exchange of bibliographic records.

Rules for resource description:

- Determine the data elements to be recorded or transcribed in a specific sequence.
- Employ prescribed punctuation as a means of recognizing and displaying data elements in order to make them understandable independently of the language of description.
- Enhance the portability of bibliographic data in the Semantic web environment.
- Enable interoperability of the bibliographic description standard with other content standards.

Example of IFLA Rules for resource description:

- ISBD (International Standard Bibliographic Description).

1.3.3 Digital format codes

Digital format codes define and assign labels to each part of a catalogue record so that it can be handled by computers. These are used for:

- Storing and exchanging bibliographic data.
- Facilitating the exchange of data in machine-readable form between bibliographic agencies and institutions.

Example of IFLA Digital format codes:

- UNIMARC (Universal **M**Achine-**R**eadable **C**ataloguing) standards.

1.4 IFLA Standards: Informative/Technical documents

The second category of IFLA standards is informative or technical documents that represent “state-of the art” library processes and applications, and offer guidance on how to implement these. In this category IFLA generally publishes the following types of documents:

1.4.1 IFLA Guidelines

IFLA Guidelines are detailed plans or explanations designed to assist, as well as to set boundaries for, a particular course of action.

An IFLA Guideline:

- Specifies requirements.
- Makes provisions.
- Gives recommendations.
- Provides basic instructions based on examples about an action, or a behaviour.

Example of IFLA Guideline

- *IFLA Public Library Service Guidelines*

1.4.2 Best Practices

An IFLA Best Practice is a method or programme that has proven to be successful and that can be used or adapted by others to achieve similar results.

An IFLA Best Practice:

- Suggests the best course of action.
- Provides information on technique, method or process.
- Can be used for benchmarking.

Example of IFLA Best Practice

- *Continuing Professional Development: Principles and Best Practices*

2 Development of IFLA standards

Activities, projects, programmes or discussions within an IFLA unit may lead the group to propose the development of appropriate standards or other documentation.

This section describes the steps an IFLA unit needs to take in developing a proposal for a new or revised standard before it is reviewed outside the IFLA unit and subsequently submitted for endorsement.

2.1 Proposals for a new standard

Proposals for a new standard are received and discussed by the professional unit's Standing Committee. Proposals can come from members of the professional units as well as from external parties (IFLA members, other associations, standards organisations). In deciding to propose a new standard, the following questions should be asked:

- Is there a need for an international standard in this area?
- Is IFLA the best organisation to publish this standard?
- How would your standard improve or complement other standards?
- Does the unit have the knowledge and competences to draft a new standard?
- Does the unit have access to networks through which to review and to promote the standard and do they also support a new standard in this area?

Answers to these questions should help the unit when it comes to completing the standard development proposal form (Appendix C).

If a new standard is needed, the Standing Committee will set up a working group.

2.2 Proposals to review an existing standard

Calls for proposals for the revision of IFLA standards are initiated by the professional unit's Standing Committee as part of the systematic review process that should occur every five years after endorsement of an existing standard. The Committee on Standards / IFLA HQ will monitor the review timetable and send reminders to units to start this process. A professional unit may, if needed, initiate the review process after 3 years.

The Standing Committee must make a proposal to the Committee on Standards for one of the following:

- Revision of the standard if it appears that it is still needed but requires updating. A proposal will be made using the standard development proposal form and if approved, a working group will be set up by the Standing Committee.
- Maintenance of the standard if it is still relevant and does not need updating at the time of review. Minor corrections may be made to the text of the standard. A proposal to maintain the standard with proposed corrections will be submitted, and if approved an addition will be made to the statement of endorsement in the title pages of the standard to indicate that it has been confirmed as still current.
- Withdraw the standard if the standard is no longer relevant.

See also Section 8.

2.3 Working Groups

When developing a new standard or revising an existing one, the Standing Committee will establish a working group with the aim of evaluating the feasibility and resources, proposing a plan and timeline, and carrying out the work. Selection of members for the Working Group should take into account the skills necessary to complete the tasks delegated to the group by the Standing Committee. See section below on working group tasks for more details.

The working group will be composed of experts from the Standing Committee, as well as representatives from other IFLA professional units or external (non-IFLA) bodies as relevant. The working group should have broad demographic representation from various cultural groups and interests. The recommended size is a maximum of 11 and a minimum of 5 including a Chairperson who should be designated by the members of the Standing Committee that has commissioned the working group.

The working group should be able to carry out its work without need for financial compensation.

The working group should report to, and remain responsible to, the Standing Committee that has commissioned it.

2.4 Standard development proposal form

Should the IFLA professional unit's Working Group recommend proceeding with the work, it must, in collaboration with its Standing Committee, complete and submit the "Standard development proposal" form to the IFLA Professional Support Officer. See Appendix C: *Standard Development Proposal* for a copy of this form.

The information required will consist of:

- Working title.
- Indication that this is either a new standard or a revision / development of an existing standard.
- Known existing standards related to the proposed standard.
- Proposed changes to normal publication format / distribution.
- Name of the IFLA professional unit with primary responsibility for the standard.
- Members of the Working Group submitting this proposal with indication of the Chair and their relationship with IFLA (if any).
- Consultation and involvement of other IFLA professional units and people or groups outside IFLA.
- Statement on the perceived need for this new standard / revision.
- Scope of coverage / application (detail what the aims of this new standard will be or what the revision will aim to do).
- Audience.
- Development time frame for the proposed standard.
- How it is intended to promote the availability of the new standard to the relevant audience.
- What supporting implementation is planned (for example, training, gathering of feedback, assessment of impact).
- Budget: does the lead professional unit plan to submit a PC Project Proposal?

The proposal will be evaluated by the Professional Committee, in consultation with the Committee on Standards using the following criteria:

- Convincing arguments for the work to be undertaken (need, scope).
- Appropriateness for IFLA to undertake this work and/or lend its name to the final product.

- Consultation process and consideration of IFLA’s global membership and interest in standards and guidelines – and if necessary consulting beyond the membership of the relevant Standing Committee or IFLA unit.
- Sufficient resources (expertise within the Working Group and outside resources).
- Timeline.
- Comments on budget proposal.

The decision on the proposal will be communicated to the IFLA professional unit by the IFLA Professional Support Officer. The Committee on Standards will post information about accepted proposals on its web page with the goal of informing IFLA members and standards organisations of IFLA standards activities. The professional unit should post news on its own website that the proposal to start work has been approved and then post regular updates on progress for the information of the unit’s members.

Once the proposal is accepted, the Working Group may consider submitting an IFLA Professional Committee Project proposal in case financial resources are needed: www.ifla.org/professional-committee/funds. Planning of the work, however, should not be contingent on project funding and should therefore take into account that such funding may not be granted.

2.5 Working Group tasks

Developing and revising standards requires various skills and competencies such as documentation and research, subject expertise, technical writing, proof-reading, and languages. The working group should discuss how they will function and determine which tasks will be undertaken by its members. The working group should also consider using methods of work that distribute responsibility among group members, such as developing an “outline” of the standard and assigning or distributing sections to small groups (2-3 members).

The working group should also consider setting up a detailed work plan. The development of a standard can take up to 5 years and it is important that a project plan be established and continuously revised.

The working group should maintain regular contact with the Standing Committee that has commissioned the project. Information should be made available on the professional unit’s website providing a progress report for those outside the Standing Committee and working group.

2.6 Communication

The Working Group should:

- Provide information on the project for the professional unit’s Information Coordinator to post on the unit’s website. This includes information on the accepted proposed standard and expected timeline, development progress, names of working group members, contact details.
- Report news and progress on the standards project, at least annually, to the meeting of the Standing Committee of the lead professional unit and other Standing Committees as appropriate during WLIC and be available for discussion and questions. The task should also be in the professional unit’s annual action plan.

- Consult or update other international, national, regional and professional organisations as appropriate.
- Consider creating a blog, wiki, or other communication tool to collect and dispense informal information during the process.

2.7 Drafting process

IFLA standards may be drafted in any of the official IFLA languages, or be prepared in a language common to the working group. Documents should be reviewed by a native speaker of that language to ensure the standard is of the highest quality. An English language version is required for endorsement as detailed in 4. *Approval and Endorsement Process*.

It is important that IFLA standards should provide precise and useful information and guidance to an international audience, so the style in which it is written and the way the document is organised must reflect those aims. It should also be written to have maximum impact. Care and attention should be given to the following aspects:

- Be as comprehensive as possible within the limits specified by the scope of the standard.
- Text should be consistent, clear and accurate.
- Sometimes less information is better than too much information. Be concise and precise.
- Organise the information for greatest impact.
- Complex terms should be defined using the appropriate dictionaries.
- In cases where the subject matter is controversial, efforts should be made to bring out the different views. Refer readers to sources for more complete information.
- Techniques, procedures, models, and theories should be up-to-date.
- Ensure that a review of the language is performed by a person whose native language is that of the standard.
- The IFLA English standard is British English and a style guide is found at: <http://codex.ifla.org/node/10375>.

A more technical language will be used in drafting conceptual models, rules for resource description and digital format codes. Attention should be given to clear statements and definitions.

In order to advocate firmly for improvement in services and products, guidelines and best practices the document should accentuate elements that are considered important by:

- Stating their importance at the beginning of each chapter or section.
- Indicating clearly the action(s) that should be accomplished by stating the requirement, instruction or recommendation.
- Using “should” to express recommendations; “could”, “can”, “may”, and “might” to indicate statements of possibility and capability.

Content for guidelines and best practices should be drafted using the IFLA style template, found in Appendix A: Standards template, and including the elements described in Appendix B: Guide to using the standards template.

2.8 Work development process

The working group should ensure that other interested or related IFLA divisions and units are given the opportunity to participate in the development of the standard and to comment on successive drafts. The working group should make every effort to contact these groups for comments and incorporate revisions into the next draft. Consultation with other interested parties should continue until the working group considers that the text is acceptable to its target audience.

The lead professional unit should also report progress via its annual report, action plan and website, to ensure that, among others, the Committee on Standards and Professional Committee are updated on progress. Any significant delays to the timeline should be reported to the Committee on Standards in case there is an impact on other activities or planning.

2.9 Decision-making

In the process of drafting its standard, the working group will face situations where choices will need to be made about possible courses of action. In IFLA, as with most standards organisations, the consensus method is generally used in order to reach a decision where all members can support a particular decision. Consensus decision-making tries to avoid “winners” and “losers” in requiring that the majority approve a course of action as long as the minority of members advocating for an alternate position agrees to go with it. The working group should give particular attention to making sure that diverse views are considered and discussed in the drafting of the standard.

Consensus is defined¹ as a “general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity.”

3 Review process

A formal review process is undertaken when the Working Group has completed the writing of the document and submits the text to external subject experts for comments. The review process should be considered as an audit to ensure that the standard has been drafted according to the stated goals and objectives and that it meets the requirements of the particular standard (e.g. guideline). The following questions could be used by both the working group members and the reviewers to appraise and evaluate the draft standard:

- **Substance / content:** Is the content adequate and valid for the stated purpose? Have the identified problems/issues/questions been solved /answered by the contents of the standard? Why has IFLA issued a standard on this topic? What issue is being addressed?
- **Structure:** Is the standard structured robustly enough to enable full coverage of content as well as balance between the various dimensions of subject matter and the documentation?

¹ ISO/IEC Directive, Part 1. Procedures for the technical work. Eleventh edition. ISO, 2014

- **Process:** Has the necessary process been followed in organising and compiling the standard?
- **Desired outcome:** Is the outcome likely to contribute to the objectives and achieve the desired impact? What indicators of achievement have been identified to enable objective measurement and evaluation of outcome and impact of the standard?

Worldwide reviews are the most appropriate means of consultation for issues or subject matter that are of a wider global nature, and groups external to IFLA, including major international and national associations or technical bodies on the subject matter, should also be consulted where appropriate. Any call for review should be clearly explained and should describe what level of input is expected with an appropriate deadline (from 1 to 3 months). In addition, efforts should be made to announce the review in other IFLA official languages, even though comments may be requested in one particular language. A record should be kept of those responding and contributing to the review so that they may be thanked in the document's acknowledgements if appropriate. The same attention should be given to integrating comments received from external reviewers.

A good worldwide review call model can be found at: www.ifla.org/news/worldwide-review-of-the-guidelines-for-subject-access-in-national-bibliographies.

The nature and substance of such consultations should be described in the introductory section of the standard. Acknowledgement of input from consulted organisations should also be mentioned.

3.1 Worldwide Review Process

The Working Group should adhere to the following process in conducting a worldwide review:

- Invitations for worldwide review should be posted on the IFLA website with announcements on the IFLA listserv and other relevant listserv and communications means.
- Comments received as a result of the worldwide review are to be compiled and considered by the members of the working group, who may decide to make public a summary of comments received.
- If extensive revisions are made in response to comments received during the worldwide review, another worldwide review should be undertaken.

4 Approval and Endorsement Process

Once the final text is approved by all members of the working group, the text is forwarded to the Chairperson of the Standing Committee of the unit responsible for the working group, including recommendations about how to publish the work and a completed *Standard Approval Request Form* (see Appendix D). The unit's Standing Committee approves the text and the publication recommendation. If the working group is composed of members from more than one unit, the other unit(s) also needs to approve the text.

The unit's Standing Committee Chairperson forwards the text together with the *Standard Approval Request Form* via the relevant Division Chair for endorsement by the Professional

Committee. As the business language of IFLA is English, an English language version of the text is required for discussion and endorsement by the Professional Committee. It is the responsibility of the working group to identify a suitable translator if the original language is not English, and to verify the quality of the translation. Suitable translators are described further in 6. *Translations*. The Professional Committee will consult the Committee on Standards and may also choose to consult external reviewers who are experts in the standard's subject area to obtain a second opinion that the contents have been presented in an accurate and balanced way. The Professional Committee will attempt to collect any comments in as short a time as possible so as not to delay the process unnecessarily.

Comments from the Professional Committee and/or its own consultants will be returned to the unit for consideration and action after which the document should be re-submitted to the Professional Committee for endorsement. The unit should allow time for the completion of any necessary updates at this stage before planning the announcement of the endorsed document.

The standard will be evaluated using the information from the *Standard Approval Request Form* and the *IFLA Standard Procedures Manual*.

The decision of the Professional Committee to endorse and therefore publish the standard is announced to the officers of the unit responsible for the work and the Chair of the working group. Following endorsement, the date and title page of the standard should be amended to indicate the endorsement and therefore publication date. The document will then be uploaded to the IFLA Library.

5 Publication

5.1 Copyright

In accordance with IFLA's endorsed *Open Access and Copyright Policy*, all standards and guidelines will in future be published as open access, with a Creative Commons Attribution 3.0 (Unported) license. This permits the widest possible dissemination of standards and guidelines to IFLA members and the library community. A less restrictive license (such as CC0) may also be chosen. This license type is also suitable for normative standards, or related projects such as Namespaces.

5.2 Publication formats

Standards and guidelines may be published in the following formats:

- **Draft documents** may be published openly on the IFLA website, so long as the draft status of the document is clearly noted. Drafts do not need to adhere to the template, and in fact, may benefit from appearing to be a less formal document. Drafts should be withdrawn once the finalised version has been endorsed.
- **Endorsed standards** should be published on the IFLA website using the template appended to this *Manual*. The preferred format is PDF, but other formats such as XML or images may be suitable for normative standards.
- Explanatory documents, case studies, or implementation guides may be published as **Professional Reports**: www.ifla.org/publications/ifla-professional-reports.

6 Translations after Publication

IFLA has a network of language centres for its official languages, and volunteers also translate documents into other languages. However, in the case of standards, especially normative documents, it may be preferred that subject experts translate the documents even when the target language is one of IFLA's official languages. Translated documents should include a statement with the name of the translator, their organisation, and a disclaimer:

This publication was originally published as

Title of Work
Year
in [language] by
The International Federation of Library Associations and Institutions (IFLA)
The Hague, Netherlands

Name of translator
Organisation of translator/Licensee
Certification (if relevant/available)

The text of this document has been translated into [language] and differences from the original text may occur. This translation is provided for reference purposes only.

Translators should ensure that as much of the original text as possible is translated including title page data, headings, footnotes, graphs/tables and image labels. The images, tables, graphs, etc. must be pasted back into the correct position in the text.

Further information about IFLA's language and translation policy can be found at:
www.ifla.org/language-policy.

7 Dissemination and Implementation

To ensure broad uptake and implementation of their standard, professional units should consider the following means:

- Explanatory documents, case studies or implementation guides (Professional Reports).
- Workshops or training materials
- *IFLA Journal* or other journal articles
- Conference programmes
- Frequently Asked Questions (FAQs) on the professional unit's webpage
- Accompanying information on the unit's website, or elsewhere on the IFLA website

Considerations should be given to social, cultural and language conditions when discussing the standard.

Following the publication of a standard, a unit may also monitor or otherwise assess its access and distribution to indicate interest and use. Before considering work on a new version or edition, it may be advisable for the responsible unit(s) to conduct surveys to evaluate the use and impact of the standard.

8 Review and Revisions for Keeping Current

All standards should be reviewed at least five years after being endorsed. Earlier reviews should also be considered if needed. The Committee on Standards / IFLA HQ will monitor the review timetable for standards in general and remind IFLA units when a review is due.

Once five years have passed since a standard was endorsed, the Committee on Standards expects the unit(s) responsible to confirm that a review of the standard's relevancy is underway. The unit may take up to one year to complete the review and make a decision on whether the standard will be:

- revised
- withdrawn
- maintained (remains more or less current)

If a revision takes longer than one year, an indication should be made online that the standard is under revision.

The IFLA unit(s) designated as responsible for the current version will normally perform the review. Section 2 of this document specifically applies to review and revision of a standard.

8.1 Revision

If a unit believes a standard should be revised, the unit should complete and submit the *Standard Development Proposal Form* (see Section 2.4 and Appendix C: Standard Development Proposal which will include a project plan and timetable. The proposal should be approved by the Professional Committee before the unit begins work on the revision.

If a unit believes a standard does not need revision, two proposals are possible: withdrawal, or maintenance.

8.2 Withdrawal

To withdraw a standard, the unit should make a proposal to the Committee on Standards detailing why the standard is no longer relevant or why a revised standard is not possible. If the Committee on Standards agrees with the proposal, it will make a recommendation to the Professional Committee and the standard will be withdrawn. The standard will remain available on the IFLA website, but with a clear indication that the standard has been withdrawn by IFLA and is no longer deemed current.

8.3 Maintaining a standard

If the unit believes a standard remains current, and does not need updating at the time of review, the unit should make a proposal to the Committee on Standards, detailing why it believes the standard is still relevant and does not need revision. Minor corrections may be made to the text of the standard.

The proposal to maintain the standard with or without proposed corrections will be submitted to the Committee on Standards and if the Committee agrees with the proposal, the standard will be registered as reviewed and will come up for review again, at maximum, after five more years. If there are corrections and if any corrections are approved, relevant additions will be made to the statement of edition and endorsement in the title pages of the standard.

8.4 Examples of maintenance processes

The maintenance process should be clear to everyone involved in the process. Please see the *Process for Amendments to FRBR* (Functional Requirements for Bibliographic Records) as an example: www.ifla.org/node/945.

Appendix A: Standards template

A template for formatting the layout and style of the document is found in a separate file.

Appendix B: Guide to using the standards template

The guide to using the template presents:

- mandatory elements to be added to the main text of the standard
- recommended elements, useful to explain fully the scope, objectives, state of the document, copyright issues, etc.

The words “document” or “standard” are used in a broader meaning, including guidelines, recommendations, manifestos, statements, etc.

The IFLA English standard is British English and a style guide is found at:
<http://codex.ifla.org/node/10375>.

Title page

Each document should have a title page that includes the following five mandatory elements: title, responsibility, edition, publisher, date and license. If the document is a translation, the responsibility should include the translation statement and translator’s details.

TITLE

The title must be descriptive and explain the content of the document. If an acronym is used, it must be followed by the expanded text and should indicate the precise nature or type of the standard (e.g. guidelines, best practices, etc.).

The capitalisation should follow the usage of the document’s language.
Examples of titles:

ISBD: International Standard Bibliographic Description

Serial Holdings Statements at the Summary Level: Recommendations

IFLA Disaster Preparedness and Planning: A Brief Manual

The IFLA/UNESCO School Library Guidelines

International Guidelines for Equivalency and Reciprocity of Qualifications for LIS Professionals. Draft guidance document for transparency, equivalency and recognition of qualifications

The Final Recommendations of the International Congress on National Bibliographic Services (ICNBS), Copenhagen, 25-27 November 1998

Erklärung zu den Internationalen Katalogisierungsprinzipien

Декларация о международных принципах каталогизации

Principes internationaux de catalogage

RESPONSIBILITY

This information should follow the title statement. The document must present a clear statement of responsibility citing the persons and/or institutions involved in the ideation, realization, etc. with the appropriate declaration of the role. These should be limited to:

- Author(s)
- Editor(s)
- Contributor(s)
- Translator(s)

Using the indications:

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EDITION

If the document represents the revision of an existing standard, the relationship must be clearly stated using a designation (e.g. *revised edition*) or a fuller sentence and citing the previous standard.

The edition statement may also be a part of the title.

The edition statement may be followed by a separate responsibility designation.

If the document is in draft format and revisions or updates are expected, a number or designation of the current edition of the document is mandatory.

Consolidated Edition

Preliminary Consolidated Edition

Final Draft

2nd, completely updated and enlarged edition

Annotated edition, with commentary and examples by Eva Verona, assisted by Franz Georg Kaltwasser, P.R. Lewis, Roger Pierrot. Definitive edition

The date may accompany the version designation, as for example

Third revised draft, 2003 with subsequent minor revisions, 2003

First agreed by IFLA 1954

Major revision 1978, modified 1987

Major revision 2001

Revision February 2009

PUBLISHER

The document should have a publisher statement. If IFLA is the publisher, the statement should be: International Federation of Library Associations and Institutions. The place of publication is stated on the verso of the title page.

DATE

The document must have a date of publication clearly indicated on the title page.

The final publication date is usually the date of endorsement by the Professional Committee. If a small amendment has been approved by the Committee on Standards then it is possible to have a later revision date but it should clearly be indicated that the document remains endorsed by the Professional Committee (with date of endorsement) and that the revision has been approved by the Committee on Standards.

If the document is not yet endorsed by the Professional Committee, then the document should clearly state that it is a draft, the date should refer to the version designation and the following statement should be included:

Not yet endorsed by the IFLA Professional Committee or Governing Board.

If the document is endorsed, then the following statement should be included:
Endorsed by the IFLA Professional Committee or Governing Board.

If the date of endorsement is different from the date of publication, then this should be made clear. The date can be a year (e.g., 2009) but a more complete indication is preferred (e.g., June 2011 or 15 October 2012).

VERSO OF THE TITLE PAGE

On the verso of the title page, the following information should be included:

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Content of the document

The document sections should be numbered.

The content of the document should include the following elements: table of contents, introduction/preface, chapters/sections, glossary, references, index and appendices.

TABLE OF CONTENTS

A table of contents should list the chapters/sections of the standard. Each chapter title should be accompanied by the number of the first page of the chapter/section.

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INTRODUCTION / PREFACE

The beginning of the document should include an introduction and/or preface explaining:

- Background (creation or revision process in detail).
- Scope of the document, including, the problem addressed, the goal of the document.
- Intended audience.
- Acknowledgements (or in a separate section if necessary – see below).

These Guidelines constitute the third edition of the IFLA 'Multicultural Communities: Guidelines for Library Services'. This revision follows the IFLA Section of Library Services to Multicultural Populations 2006-2010 Strategic Plans: to review and revise the Guidelines, taking into account new technologies, and professional and societal developments which have impacted upon service provision and directions. The Strategic Plan 2009-2010 also specifies that the revised Guidelines be translated, published and disseminated via the IFLA website in all official IFLA languages, and others as desirable...

The Guidelines are a revision from the Guidelines that were published in 1996 by the Standing Committee from Section Libraries for children and young adults.

The audience for the guidelines is practicing librarians, library administrators and decision-makers, students and instructors in library and information science training programs.

The update has been checked modified and amended by a group of mobile librarians all over the world.

ACKNOWLEDGEMENTS

Acknowledgements should be mentioned either in the introduction/preface or in another section if there is the need to explain the contributions made by a number of experts and institutions.

Acknowledgements for any copyrighted material used with permission can be included here.

Members of a working group or committee that has been given responsibility on the title page should be acknowledged as well as other contributors not named on the title page but who have submitted texts to the standard.

List of members

Working Group on Guidelines for Multilingual Thesauri IFLA Classification and Indexing Section

Chairs: Gerhard J. A. Riesthuis (1999-2005) (Netherlands),
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Members: Lois Mai Chan (USA), Jonathan Furner (USA),
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Marcia Lei Zeng (USA)

CHAPTERS / SECTIONS

See also section 2.7 Drafting process.

Each main issue should be discussed in an individual numbered chapter

For each issue, an action should be proposed (i.e., recommendations, suggestions, etc.).

Depending on the length of the document and issues discussed, a list of recommendations should be added at the end of the document or at the beginning of the document.

1.4.2 Libraries should encourage and cater for language learning, in particular to self-learning students, and libraries should work closely with local educational agencies and/or oral language communities so that the best possible provision is made.

- *Libraries should provide resources which will facilitate learning of the national language/s and other languages. Such resources should be in heritage or indigenous languages as well as in the national language/s and should include all appropriate media, particularly the use of computers with literacy and language software. In the case of oral languages, speakers from the local community should be engaged as resource persons.*
- *Libraries should promote or co-sponsor activities to assist the newly arrived immigrants adjust to their new country, on such topics as citizenship, employment, and social services.*
- *Libraries should conduct, promote or co-sponsor activities for learners of the national language/s and other languages.*
- *Libraries should participate in the preservation and promotion of oral, indigenous and less-used languages as appropriate to the needs of their multicultural and Indigenous communities.*

From:
Multicultural Communities: Guidelines for Library Services
3rd edition, 2009

GLOSSARY

A glossary, also known as a vocabulary, is an alphabetical list of terms in a particular domain of knowledge with the definitions for those terms. Traditionally, a glossary appears at the end of a document and includes terms within that document that are either newly introduced, uncommon, or specialised.

Glossary

4 Aboutness	The relation between a <i>work</i> and its <i>subject</i> matter. Aboutness is a <i>concept</i> that is central to the field of <i>knowledge organization</i> , and many authors have made significant contributions to the understanding of the nature of work-subject relations. [FRSAD]
Abstract	A brief summary of the content of a <i>resource</i> (book, article, speech, report, dissertation, etc.). An abbreviated, accurate representation of the <i>content</i> of a <i>work</i> without added interpretation and criticism. [ANSI/NISO Z39.29-2005]
Access point	A name, <i>term</i> , code, etc., through which bibliographic or authority data is searched and identified. [FRAD, ICP] <i>See also Controlled access point</i>
Authority control	Means used to insure consistency in representing a value — a name of a person, a place name, or a <i>term</i> or code representing a <i>subject</i> , used as <i>access points</i> in <i>information retrieval</i> . Authority control is achieved manually or semi-automatically by means of an authority file. [FRSAD] A set of rules or procedures that assist in the maintenance of consistent forms of names or <i>terms</i> within a database. [DCMI Glossary]

REFERENCES / BIBLIOGRAPHY

Two types of references should be given at the end of the document (following the glossary):

References: A list of references should be part of the document to indicate which sources were cited in drafting the document.

If the list of references is extremely short, it can be incorporated as footnotes into the text.

When an issue is discussed in great length in a chapter, references should be given at the end of the chapter (See for example IFLA Public Library Service guidelines).

Bibliography: A bibliography should also be included at the end of the document (following the list of references). The bibliography is a list of references to documents that were either consulted, cited, or used as background reading by the authors, or which may be of interest to the reader as background reading.

The references and bibliography should be written according to a well-established citation style, such as APA 6th edition.

INDEX (NAMES, TOPICS)

For documents of more than 125 pages, a topical index should be included to help in locating particular topics. If many persons are cited in the documents, a name index should also be created.

APPENDICES

Examples of sources (laws, best practices, manifestos, declarations, etc.) or documents not suitable to be included in the main text of the standard.

APPENDIX A

MAPPING OF ISBD, GARE AND GSARE DATA ELEMENTS TO LOGICAL ATTRIBUTES

NOTE : This appendix is structured to correspond to Chapter 4 - Attributes. Each section of the appendix covers one of the entities defined in the model, and within each section there is a complete listing of attributes associated with that entity. The terms used to identify the logical attributes (in bold italics) are the same as those used in Chapter 4. Under the heading for each logical attribute is a list of ISBD, GARE and GSARE data elements that fall within the defined scope of the attribute.

The terms used to represent data elements correspond to the data element names used in the ISBDs, GARE and GSARE. If, however, the data element that falls within the scope of the logical attribute is more narrowly defined than the ISBD, GARE or GSARE data element, the data element name is qualified to indicate more specifically the type of data recorded within the data element that corresponds to the logical attribute. For example, under the logical attribute "form of work", the GARE data element "addition to uniform title - other additions" is qualified by the term "form of work" in square brackets to indicate that the data element corresponds to the logical attribute only when the content of the data element is a designation of the form of the work.

In addition to the data elements taken from the ISBDs, GARE and GSARE, the list of elements under each logical attribute includes, where applicable, coded data fields from the UNIMARC format. The UNIMARC fields that carry the textual form of the ISBD, GARE or GSARE data are not listed; only the supplementary fields that carry the equivalent data in a coded form are listed. For each such data element the name of the UNIMARC field is given, followed in parentheses by the field number, subfield identifier, and character position(s) within the subfield, as applicable. For example, "General processing data - target audience code (UNIMARC 100 a/17-19)," indicates that the coded form of the data for "intended audience" is recorded in field 100, subfield a, character positions 17-19 in the UNIMARC format.

Appendix C: Standard Development Proposal Form

This form is available separately as it may be updated annually.

The summary below gives a general indication of the questions on the form at the time of publication of the Manual:

- Data on the proposed standard
 - Working title.
 - New standard or Revision / development of an existing standard.
 - Known existing standards related to the proposed standard.
 - Proposed changes to normal publication format / distribution.
- Responsibility
 - Name of lead professional unit.
 - Members of the working group.
 - Consultation and involvement of other IFLA professional units and people or groups outside IFLA.
- Justification
 - Statement on the perceived need for this new standard / revision.
 - Scope of coverage / application (give details of what the aims of this new standard will be or what the revision will aim to do).
 - Audience.
- Work plan
 - Development time frame for the proposed standard.
 - How it is intended to promote the availability of the new standard to the relevant audience?
 - What supporting implementation is planned (for example, training, gathering of feedback, assessment of impact)?
 - Budget: does the lead professional unit plan to submit a PC Project Proposal?

The proposal will be evaluated by the Professional Committee, in consultation with the Committee on Standards on the following:

- Convincing arguments for the work to be undertaken (need, scope).
- Appropriateness for IFLA to undertake this work and/or lend its name to the final product.
- Convincing, realistic and effective development time frame.
- Effective promotion and implementation plan.
- Consultation process.
- Sufficient resources.
- Other comments.

The decision on the proposal will be communicated to the IFLA professional unit's officers and the person with lead responsibility by the IFLA Professional Support Officer. The Committee on Standards will post information on accepted proposals on its website with the goal of informing IFLA members and standards organisations of IFLA standards activities.

Appendix D: Standard Approval Request Form

This form is available separately as it may be updated annually.

The summary below gives a general indication of the questions on the form at the time of publication of the Manual:

- Data on the proposed standard
 - Final title.
 - Known existing standards related to the proposed standard.
 - Proposed changes to normal publication format / distribution.
- Responsibility
 - Name of lead professional unit.
 - Members of the working group.
 - Consultation outside unit and IFLA.
- Justification
 - Indication of changes to the need, scope or revision since submission and approval of the Standard Development Proposal Form.
 - Statement on the perceived need for this new standard / revision.
 - Scope of coverage / application (give details of what the aims of this new standard will be or what the revision will aim to do).
- Work plan
 - Promotion plan.
 - Supporting implementation (for example, training, gathering of feedback, assessment of impact).
 - Are there any deadlines that the unit wishes to meet for launch of the document?

The standard will be evaluated by the Professional Committee in consultation with the Committee on Standards on the following:

- Contents are accurate and consistent.
- Format, style and language are correct and appropriate.
- Consultation process is appropriate.
- Need and scope are still valid and document is still appropriate for IFLA to publish.
- Promotion and implementation plan is effective.
- Data (title and publication format) is correct.

Comments from the Professional Committee and/or its own consultants may be returned to the unit for consideration and action after which the document should be re-submitted to the Professional Committee for endorsement. The unit should allow time for the completion of any necessary updates at this stage before planning the announcement of the endorsed document.

The decision on the approval request will be communicated to the IFLA professional unit officers and the person with lead responsibility by the IFLA Professional Support Officer. Endorsed standards should be amended to include the final publication date and indication of endorsement. The finished document will be uploaded to the IFLA Library.