



**IFLA Committee on Standards
Meeting minutes: approved October 2013.**

**Suntec Singapore International Convention and Exhibition Centre
79th IFLA WLIC 2013 Singapore**

Meeting 1: August 18, 2013, 12.15 – 13.30, Room 308. Items 1, 2, 3, 4, 5, 6, 8.

Present:

Patrice Landry (Chair); Division II representative, Françoise Pellé; Division III, Anders Cato; Division IV, Marian Koren; Division V, Chih-Feng P. Lin; CDNL representative, Anita Goldberga; IFLA HQ Staff, Joanne Yeomans (minutes).

Invited:

Winston Roberts (item 6), Chair of the Committee's Working Group (WG). Members of the WG: Sanjay Bihani, Agnese Galeffi, Frederick Zarndt.

Apologies:

Division I representative, Tay Ai Cheng; Permanent UNIMARC Committee Chair, Alan Hopkinson.

Observers:

Maria Inês Cordeiro, Angela Green, Tord Høivik, Lynne Howarth, Sally McCallum, Dorothy McGarry, Julie McKenna, Isabel Garcia-Monge, Habash Oshika, Katati Onagi, Shawky Salem, Ulla Wimmer.

Meeting 2: August 22, 2013, 9.45 – 11:15, Room 310. Items 3.4.1 (continuation), 4 (continuation), 6 (continuation), 7, 9.

Present:

Patrice Landry (Chair); Division I representative, Jan Richards; Division II representative, Françoise Pellé; Division III, Anders Cato; Division V, Chih-Feng P. Lin; CDNL representative, Anita Goldberga; IFLA HQ Staff, Permanent UNIMARC Committee representative, Maria Inês Cordeiro; Joanne Yeomans (minutes).

Apologies:

Division IV, Marian Koren; Permanent UNIMARC Committee Chair, Alan Hopkinson.

Invited:

Members of the WG: Abraham Azubuiké, Sanjay Bihani, Agnese Galeffi, Margaret Tarpley, Frederick Zarndt.

Observers:

Sally McCallum, Shawky Salem, Katsufumi Yanagi (item 7 onwards).

Draft Minutes of the meeting

(to be approved by the Standards Committee then posted online as the approved minutes)

1. Welcome and introduction

The Chair welcomed everyone and opened the meeting. He invited everyone, including observers, to introduce themselves. Observers are welcome to meetings but do not participate in the discussions unless invited to do so by the Chair.

2. Adoption of the Agenda

The agenda was adopted.

3. Matters arising since the 78th WLIC in Helsinki

3.1 Reports to Governing Board (GB)

The Chair summarized the report that had been submitted to the GB: advice had been provided to the Professional Committee concerning standards-related projects, a draft definition of an IFLA standard had been prepared, suggestions had been submitted concerning the proposed new Key Initiative on Standards, an open programme during the WLIC had been established following a call for papers, and a working group had been set up to discuss an IFLA procedures manual. Some members of this working group were present.

As the Standards Committee is two years old, the members have to be re-appointed or replaced by the GB at their meetings during the WLIC. Preparing for this had prompted discussion about how to ensure continuity in future years. Papers to enable the GB to discuss the appointment and re-appointment of members had been prepared and submitted.

3.2 ISO TC 46 (report)

The IFLA representative to the ISO TC 46, Paula Manoni, had submitted reports to the Standards Committee, and the Chair had asked her to submit a report back to the last meeting of the TC 46 in order to extend the relationship.

Francoise Pellé, who is Chair of the ISO TC 46, thanked Paola for her thorough work and summarized the new topics that had emerged:

1. Joint work regarding standardization of ePub3 in conjunction with another standards group.
2. Re-establishments within TC46 of a sub-committee on the definition of standards for the physical keeping of documents.

The Chair said that he was thinking of looking at other international archival organisations to see what they were working on and whether it was relevant to IFLA.

3.3 Standards as a IFLA Key Initiative

The Chair had participated in discussions with the Professional Committee's new Chair, who was very supportive of this newly proposed Key Initiative (KI). There is no special KI budget, so funding for it and on-going funding for standards projects, would be one item that needs further discussion early on.

3.4 Other matters arising

3.4.1 Series editor – IFLA Red Book publications series

Following a request from the publisher, the Professional Committee had asked the Standards Committee to identify an editor for this series. Some aspects of editorial work had previously been completed by IFLA HQ staff but no editor had been identified. The Chair agreed to talk more to the representative of De Gruyter about what the criteria and duties would be so that the Committee could consider possible candidates.

Following discussions during the week with the publisher's representative, Alice Keller, and the IFLA Secretary General, the Chair proposed a motion for the Governing Board that the Standards Committee itself would act as unofficial series editor. The Committee agreed.

3.4.2 IFLA representative on International ISBN Agency Board.

Due to illness, a replacement for Alan Hopkinson needs to be identified as liaison to the ISBN Agency Board and member of the working group. Maria Inês Cordeiro had previously been IFLA's representative and gave some input on what might be involved. She had attended a meeting once a year but didn't attend the annual General Assembly. She had supplied updates when relevant and since a revision had been decided last year, it would be important for IFLA to be present at future meetings to give input. She suggested someone with a bibliographies background but anyone with library experience ought to have an

advantage as they know the agency. Many National Libraries have an agency and although it is of interest to Unimarc, it is wider than that.

It was suggested that someone connected to IFLA's ISBD might be a good match, and it was pointed out they would need to be able to attend meetings without cost to IFLA. It is believed the next meeting is during the London Book Fair. Anders Cato will talk to the ISBD group about this. The Chair will follow up to identify a possible representative.

4. Standards Committee Membership 2013-15

The re-appointment of Patrice Landry as Chair has been confirmed for the next two years, and the PC has confirmed it will recommend the reappointment of the representatives for divisions 2 to 5. The representative for Division 1 will stand down, and of the three nominations for the replacement, it decided to recommend Jan Richards to the GB.

Following confirmation that the Division representatives were reappointed, and that Jan Richards was appointed by the GB to the Standards Committee, the Chair welcomed her to the meeting and invited her to introduce herself.

The Chair announced that two further members have decided to stand down: Françoise Pellé due to retirement in February 2014, and Chihfeng Lin who wishes to stand down due to other commitments within IFLA. This will be communicated to the PC so that the procedure can be followed for identifying replacements to be recommended to the GB in December.

Due to these changes, continuity of the group will be possible when the initial members reach the end of their second two-year term in 2015. In 2015, the GB will also review the mandate and terms of reference so adjustments can be made to clarify any outstanding issues.

Due to long-term illness, Alan Hopkinson will not be able to attend meetings and the Permanent Unimarc Committee proposed that Maria Inês Cordeiro would replace him for the time being.

Françoise Pellé is representative for Division 2 and also, coincidentally, Chair of ISO TC 46. She felt that this relationship was very important both for IFLA and for ISO to avoid duplication and that active participation in both is needed to draw out the best of each. She suggested that a more proactive relationship was needed and especially an IFLA representative on the ISO TC46 subcommittee on identification and description. Until the new Chair of ISO TC46 is identified, it is unclear if they would be able to participate in the IFLA Standards Committee.

5. Report on IFLA Review/Working/Tasks Groups

The Professional Committee has asked the Standards Committee to review the task groups that are dealing with IFLA standards. These groups do not have very clear visibility in the IFLA structure, being working groups of two Sections, and the Professional Committee wishes to have a clearer understanding of their work which relates to funding requests.

The Chair had drafted a report in response to this request and shared it with the Committee for comments. He also shared it with the two Sections that currently 'host' these groups: Cataloguing, and Classification and Indexing. He will finalise it after the WLIC, circulate to the Committee a revised document, and submit it to the Professional Committee to be tabled at its December meeting.

A suggestion was made that these groups could be asked to report for ten minutes to the Standards Committee each meeting.

6 Working Group (WG) on developing IFLA standards procedures (report)

Winston Roberts is chair of the working group (WG Chair); terms of reference for the WG have been defined by the Standards Committee. He reported that the WG had been initialized in May but would only start work this week when most of the members could meet for the first time. This will mean they are running behind schedule but a number of meetings have been planned for the week and so he intended the group to catch up and have the first draft of a procedures manual ready before the end of the year ready for discussion during the Governing Board meetings at Headquarters in the first week in December.

Patrice Landry asked the WG Chair to verify whether the proposed definition of an IFLA standard worked in relation to their discussions, or whether it needed amendment. He also invited the WG to bring questions and suggestions back to the Standards Committee.

The WG Chair noted that one question that might arise is how IFLA standards are presented on mobile devices. This is not currently on the terms of reference for the WG.

The guidelines that are being prepared will be high level and flexible enough to allow IFLA professional units to do what they need. It is too early in the discussion to know whether they will be loose enough to allow different kinds of IFLA standard to fall into place, or will have different categories for the different types of IFLA standard. They are starting with the definition of an IFLA standard supplied by the Standards Committee, which includes different types of standard such as bibliographic standards and guidelines. The WG will not duplicate the work of ISO and aims to simply prepare something quick and easy to understand, so that professional units can go to a website, download a template and have a quick guide on how to manage an IFLA standard.

Patrice Landry confirmed in the second meeting that the WG had met and made extremely good progress during the week. He will act as liaison between the Committee and the WG and will ensure that the issues are understood. Due to the time scale, it is possible that the first draft might be submitted only to the Standards Committee by December so that the Committee can give input before a more final version is ready for the Professional Committee, perhaps for April. However, the first draft is needed by the Standards Committee by the end of the year so that implementation can be planned for the Congress by the March deadline.

7 Work plan for 2013-14 - proposals

7.1 Project proposal – Impact of IFLA standards on the international library community

A document detailing the proposal had been circulated to the Committee. The Chair summarized: the project is proposed in the context of the Key Initiative and the purpose of the study would be to advocate for take-up among IFLA members of IFLA standards, and the results would give context to further standards-related work. The Chair has already talked to the Library Theory and Research Section about using the methodology developed for their 2006 study, and also to the Statistics and Evaluation Section about becoming involved.

Each standards working group, and the approximately twenty sections that have active standards or guidelines, would have the possibility to survey their community to find out how useful the standard was. There might need to be slightly different questions and methodologies for the different types of standards and communities, but the project would bring all the expertise and the results together.

The quantitative survey could be followed up with a qualitative discussion in Lyon and then the results of the study could be presented in a Satellite event in 2015, with the aim of bringing together the conclusions for the Governing Board then.

Maria Inês Cordeiro remarked that UNIMARC had run a survey in 1991 and again in 2008 to find out how many libraries were using UNIMARC and in which countries, which they hoped would help identify which languages to concentrate on when developing documentation and training. They obtained some information but not as much as they'd have liked, so they plan to run the survey again. She offered to share ideas.

The list of IFLA standards that the Committee has already compiled will offer a starting point, and these are based on previous surveys by Glen Patton and Bob Holley.

The Chair will revise and re-circulate the proposal before submitting to the Professional Committee in October.

7.2 WG on developing IFLA standards procedures report –implementation plan

This WG had already been discussed in item 6. Once the report is received, the Standards committee will need to discuss how to introduce it to IFLA units. If one way of doing this will be an event in Lyon then there needs to be a draft programme developed in February at the latest in order to respond to the call which usually has a deadline of mid-March.

The Chair therefore proposed that the Committee would need to discuss this on Skype after the report was received by the WG.

7.3 Task proposal - IFLA terminology glossary

Fiona Bradley, HQ Staff, had asked the Committee to consider if it could advise on the preparation of a glossary for IFLA units to use when writing materials for IFLA, so that terminology was standardized, for example, are people who use libraries called patrons, customers, etc?

Francoise Pellé pointed out that an ISO standard on vocabulary already exists and is currently being revised by looking at all existing standards and identifying definitions for different languages. It is a difficult procedure because the results show that the same word might be used in different ways to have different meanings for good reasons. Terminology will also evolve over time so there would need to be constant checking and revision of the terms and definitions. This would then lead to the question of whether IFLA's standards and guidelines would need constant updating with the changes to terminology.

The Committee was not convinced this would be an easy or worthwhile job but would need more information from Fiona to understand whether there was a problem that could be solved more easily.

7.4 Open session program WLIC 2014 Lyon

As time was running out, the Chair asked the Committee to be thinking about the contents and organisation of the open session in 2014 ready for later discussion. The session this year had gone well so something similar might be organised.

The following were possibilities to consider:

- Report from the standards working groups.
- Impact of IFLA standards discussion, though this might work better in 2015.

8 Activities of the Committee during Singapore

8.1 Open session (Session 177 - Wednesday August 21, 11.45 – 13.45)

8.2 Second SC meeting (Thursday August 22, 9.45 – 11.15).

The Committee noted the times of these events.

9 Any other business

The Committee agreed that the draft agenda (in advance of meetings) and the approved minutes of meetings could be put on the website.

The Chair proposed to call a Skype meeting in late October and a second in February to discuss the following items:

1. Open session planning for 2014 (see agenda item 7.4 above),
2. Committee composition with regards membership and roles (see agenda item 4 above),
3. Implementation plan for the WG's report (see agenda items 6 and 7.2 above),
4. Impact proposal (agenda item 7.1 above).

It was noted that posters around the Congress announce International Standards Day on 14 October 2013. This appears to be an initiative of ISO, the ITU and IEC.

The Chair closed the meeting.