



## **IFLA Bibliography Section**

### **MINUTES**

#### **Working Group on Electronic National Bibliographies (WG) Semi-Annual meeting, Vilnius, Lithuania February 9-11, 2006**

***Attendees:*** D. Whitney Coe (USA, retired), Alan Danskin (British Library), Tuula Haapamaki (Helsinki University Library/National Library of Finland), Randi Hansen (Dansk Biblioteks Center), Agneta Holenmark (Royal Library/National Library of Sweden), Unni Knutsen (Oslo University College), Bohdana Stoklasova (National Library of the Czech Republic), Regina Varniene (National Library of Lithuania), Beacher Wiggins (Library of Congress), Maja Zumer (University of Ljubljana)

***Apologies:*** Christian Lupovici (Bibliothèque nationale de France)

***Chair and meeting convenor:*** Maja Zumer

***Host:*** Regina Varniene and the National Library of Lithuania

***Note taker:*** Beacher Wiggins

The structure of the meeting was reviewed and approved:

- Organizational matters: agenda, funding, planning
- Overview of work completed and next steps associated with each
  - Introduction to the Guidelines
  - Definition of national bibliography (NB)
  - Selection principles
  - Levels of cataloging
  - Cooperation with publishers
  - Functionality
- Wrap up: next meeting(s), plan of action, timeline and assignments

#### **Organizational matters**

##### **Funding**

To the WG's delight, IFLA approved the WG's request for 2,000 euros in support of the WG's work. The funding was requested to support the travel of WG members who needed it.

The Bibliography Section will submit a similar funding request for support of travel for the WG's 2007 meeting. If approved, the WG will again determine how to apportion the amount to members who need travel support for the 2007 meeting.

#### Section Newsletter

The WG agreed that Beacher would prepare a condensed version of the Vilnius meeting notes and submit for publication in the next issue of the Section's *Newsletter*.

**Assignment:** Beacher to prepare a condensed version of the Vilnius meeting notes after the fuller version is reviewed by WG attendees.

Based on concerns raised by Regina, she was requested to ask the appropriate person at the Georgia Book Chamber to prepare an article for an upcoming issue of the Section's *Newsletter*. The article should outline the jeopardy that the national bibliography faces as Book Chambers have merged with National Libraries or National Bibliographic Agencies (NBAs). It was thought that such an article might help underscore the danger to NBs in the former Soviet Republics.

**Assignment:** Regina to ask the appropriate contact at the Georgia Book Chamber to prepare an article for the *Newsletter*.

#### Survey of Asian countries on their NBs

Unni has sent to appropriate NBAs the survey she prepared to elicit information on the state of NBs in Asian and Middle East countries. She is worried that out of the 44 she sent, she has only received responses from 11! The WG advised her to use what she has gathered to focus on Southeast Asia, pointing out in the assessment that there are unavoidable gaps in due to lack of responses and underscoring the Section's ongoing commitment to address the needs of NBs for all countries. She should take into account the 2 papers being prepared by Section members covering the former Soviet Republic countries.

**Assignment:** Beacher to send Unni a copy of the list of Conference of Directors of National Libraries to help make sure she has the addresses of all countries under consideration.

#### Section's portion of the agenda for the Division IV Programme in Seoul

The WG gave Unni enthusiastic support to use the 10 minutes allotted to Section chairs to focus on the Section's desire to deal with meaningful issues, rather than merely presenting updates of the Strategic Plan and related statistics.

#### Section members with poor attendance at Section meetings

Unni raised concerns about members' attendance and how best to address representation from under represented countries.

**Assignment:** Unni and Beacher are to review members' attendance at past meetings. In conjunction with that review, they are to take a look at the "Officer's Corner" on

*IFLANet* to verify the length of members' terms—all to serve as background for an agenda topic for one of the Section's Seoul meetings.

#### Regional workshops and Satellite meeting(s)

The WG discussed when it would be appropriate to convene a regional workshop using the WG's published *Guidelines*. It was thought best to aim for the first one after the Durban WLIC. Areas of the world to be considered, with a focus on establishing/reestablishing NBs based on the General Guidelines chapter:

- South America
- South Asia
- Former Soviet Republics
- Middle East/North Africa
- Africa (Sub-Saharan)

The WG recognized the need to give consideration for funding the workshops.

The WG thought aiming for a satellite meeting in conjunction with the 2008 WLIC in Quebec was a good target. Such a meeting would center on a general discussion of the published *Guidelines*, whereas the regional workshops would give attention to the specific and practical needs of NBAs. The Section must be prepared to alert IFLA, as part of the programme planning requests in 2007, of the Section's intentions in this area.

#### Planning for the Section's meeting in Quebec

In anticipation of the Section's meeting and programmes during the Quebec WLIC, the WG addressed how the Section might begin planning in concrete ways to collaborate with the National Libraries Section. The officers of the National Libraries Section should be invited to join one of the Bibliography Section meetings during the Seoul WLIC. The discussion could cover what the respective Sections' have been doing; what the Bibliography Section's WG has been pursuing; and how the National Libraries Section might join forces to plan and convene a satellite meeting in association with the Quebec WLIC. The WG should seek funding support for the satellite meeting from IFLA; a reference to such a request should be included in the 2007 Section request for funding for the 2007 WG meeting in Paris.

**Action item:** Unni is to invite the chair of the National Libraries Section, Ingrid Parent, to one of the Bibliography Section meetings in Seoul.

#### Overview of work completed and next steps associated with each

##### Introduction

For the "Introduction" to the *Guidelines*, what is the WG's intent? The Introduction should set the framework; it should include some history of legal deposit. In regard to legal deposit, it was suggested that the WG should question the notion that legal deposit should control the nature of NBs and their content. It was noted that NBs have competition in the bibliographic control world. In such a world, why will NBs continue to be needed? It was suggested that the Introduction chapter might end with this question. In the closing chapter, this question would be revisited, with answers provided.

The draft document that Randi prepared was reviewed in the context of the Introduction. Randi's document was praised for its coverage of the history (1950-1977-1998) of NBs and its usefulness as background. The WG supported its forming the heart of the Introduction. Randi is to consider how much of the earlier documents relating to the periods above need to be included versus referencing them in the new *Guidelines*. At a minimum, the documents will need to be cited, indicating that they are the departure point for the new *Guidelines*.

**Action item:** Randi is to incorporate the suggestions in the preceding two paragraphs in the revision and amplification that she does to her draft document. This expanded version will serve as the Introduction.

#### Selection principles

Beacher iterated how he proposed to draft the chapter on selection criteria. He will address the purpose of the NB, which is important because NBs aspire to be comprehensive and provide a complete representation a country's publishing output. Is this notion any longer sustainable? He will reference selection criteria as stipulated in the NB "Uses and Users" document prepared by Maja. He will emphasize that the underlying selection principles have not changed as we have entered the digital world—content remains the basis of selection—not format.

He will give reference to:

- Legal deposit—legal deposit does not equal the NB. There is a distinction between legal deposit requirements and selection criteria that guide what is cited in the NB.
- Content—the principle has not changed with the introduction of digital formats.
  - Core content, what is intellectually important remains central to basic selection criteria.
  - Core content can be clarified by distinguishing what is not to be included, e.g., because another agency is collecting; because it already exists in other formats
  - Core content is expanding as the populations of countries become multicultural and ethnically diverse—there is little content that can be said to be of no importance, either now or for future generations. It is a matter of trying to determine the relative importance in relation to what is included in the NB.
- Geographical/boundary issues
  - International publishers, with multiple places of publication and publishing offices
  - Authors from the country of the NB who publish in other countries
  - Distributors versus publishers, either or both of which may be located in a country outside the country of the NB
  - Countries of the NB that have most of their publications published in other countries, e.g., Mali that has most of its publications issued in France

It might prove useful to address the constraints to selection as a way of helping to sharpen understanding. Constraints include

- Legal deposit
- Copyright
- Intellectual rights
- Availability of materials

**Assignment:** Beacher will prepare this section/chapter of the *Guidelines*.

### Levels of cataloging

Several questions were raised concerning levels of cataloging. What constitutes a full level record? Should NBs describe items not in the NBA's possession? Should NBs describe only items that the NBA can ensure ongoing access? After debating answers to these questions, the WG determined that NBAs cannot assign full cataloging to everything in the NB; that there will be levels of cataloging in the NB; that it should be made explicit in the NB that there are levels; that the *Guidelines* should state that FRBR will be the framework for what constitutes full level cataloging—to find, identify, select and obtain; and that the *Guidelines* will outline the various levels—full, core, access, Dublin Core. It may be useful to present a listing or matrix of the options (and when to apply a particular level) from which NBAs may choose for the NB. The *Guidelines* should further note that mixed levels of cataloging in the NB will inevitably result in mixed depths of retrievability for users. Standard identifiers should be included in this section. NBNs (national bibliography numbers) should be included as part of this section.

### Authority control

Authority control is a vital component, but the WG determined earlier that it will recommend that authority control only be applied to full level cataloging. The *Guidelines* should reference the ongoing international authority databases and cooperative programs, e.g. VIAF (Virtual International Authority File), and expressly state that NBAs should keep track of the latest developments related to such programs.

**Assignment:** Alan will prepare this section/chapter of the *Guidelines*, taking into account the WG's decisions as incorporated in the "Uses and Users" document.

### Cooperation with publishers

The WG agreed that it can use the *Guidelines* to bring attention to how collaboration with publishers can enhance the content of NBs. Several examples from members were offered—e.g., Agneta described a collaboration where Swedish publishers are sending metadata to the Swedish National Library; Regina described a publishers database in Lithuania that contains contact information, etc.—the Lithuania National Bibliographic Database; Tuula described a collaborative that is underway in Finland. (A fuller description of the Finnish is attached to these minutes.) The importance of CIP (cataloging in publication), legal deposit, and the mutual benefits to publishers and NBAs were all underscored for this section of the *Guidelines*.

**Assignment:** Agneta and Regina will prepare this section/chapter of the *Guidelines*.

#### Functionality

The WG reviewed the “Guidelines for functionality of ENB,” prepared by Maja. The document was accepted with a few suggested additions. It was suggested to substitute complete for full in referring to bibliographic and authority records, so as not to confuse with a more specific meaning for full level record. Under Cataloguing, it was suggested that a bullet be added for Publication date; under End-users, use Publication date, rather than Publication year; and under End-users, add a bullet for ISSN. It was noted that a section was needed that elaborated on the current and future expectations related to capabilities and requirements that currently exist.

#### Wrap up

##### Next meetings

In order to meet its somewhat ambitious schedule to produce its *Guidelines* by the Durban IFLA World Library and Information Congress (WLIC), the WG will need to plan to meet regularly outside the WLICs. The WG will therefore plan to convene at least one meeting during the Seoul WLIC. The WG will also aim for another meeting between the Seoul and Durban WLICs in early 2007, likely in Paris. The WG will confirm venue and date during its meeting in Seoul.

##### Format of *Guidelines* (chapters)

- Introduction: Background/History/Setting the Stage (Randi)
- Uses and Users (Maja)
- Selection Criteria (Beacher—**deadline:** Seoul WLIC)
- Cataloging Levels (Alan—**deadline:** Seoul WLIC)
- Cooperation with Publishers (Agneta & Regina)
- General Guidelines for Creating a National Bibliography (Unni & Whitney)
- Functionality of the Electronic National Bibliography (Maja)
  - Interoperability (Christian & Maja)
- Organizational/Functional Structure—Practical Steps to Create a National Bibliography (National Libraries Section? Regina, with assistance from Alan?)
- Glossary (Unni & Whitney)
- Bibliography (All)

##### Plan of action/timeline/assignments

As each chapter/section is prepared in rough draft, the writer will circulate to the WG for comment and reaction. **Deadline:** By December 2006, all rough drafts are to be completed. These will form the focus of the February WG meeting (likely in Paris, in February 2007).

Organizational/Functional Structure chapter--

**Option 1:** The WG thought it best to contact the National Libraries Section (NLS) chair, Ingrid Parent, in the near term to broach the idea of the NLS preparing this chapter.

**Assignment (if option 1 is adopted):** Regina to prepare a statement, based on her concerns, for Unni to use in contacting Ingrid Parent. **Deadline:** May 1.

**Option 2:** Subsequent to the Vilnius meeting, email exchanges led to this option. Regina will prepare this section/chapter, with input from Alan. Regina accessed “The Guidelines for Legislation for National Library Services.” From reviewing this she offered the following as a structure for the chapter:

Organizational structure of NBA  
Functions of NBA, staff and technological aspects  
Marketing of national bibliographic services: products, pricing policies and distribution aspects

Alan responded with his thoughts on some generic models:

Centralized—one NBA has clear responsibility for the NB  
Distributed—responsibility is shared among several agencies, with none predominating  
Devolved—one NBA has clear responsibility for the NB, but delegates responsibility to other agencies through collaborative agreements  
Hybrid—a mix of different models

**Assignment (if option 2 is adopted):** Regina to be responsible for the Organizational/Functional Structure chapter, with contribution from Alan.

Bibliography chapter--

Each chapter writer(s) should include relevant citations that can be used for the final general bibliography chapter.

Glossary chapter--

Based on discussions thus far, a beginning list of terms for the glossary has emerged—some may be redundant or overlapping. The list will be augmented as chapters are written.

- Access to content
- Availability of content
- National coverage
- National heritage
- National imprint
- National output
- Publication
- Published
- Publisher
- Resource

## **The National Library of Finland's cooperation with publishers and booksellers/book trade (2005- )**

### The starting point of the project

The existence of several different systems (libraries, publishers and booksellers) that provide information on books is problematic from the customer's viewpoint. What we don't have is a comprehensive system that would offer easy access to all information on books that have been or are going to be published, and the information that can be gathered from the various systems is sometimes insufficient, partly inaccurate and not always available fast enough for the users' needs. Development and maintenance of data systems are rather expensive, and when the same work is entered in several systems in different ways, this results in unnecessary costs and overlapping operations.

The information that relates to distribution and billing has already for some time been handled in electronic form and even all other functions of the business will in future be in an electronic environment. The end-user's viewpoint has been emphasized, as it is often very important to the user to see the work as a whole with all its manifestations and connections (even if he is at the moment only interested in its translations to a specific language).

One of the factors that brought up the cooperation project has been the ISBN revision. The publisher must provide metadata for each publication to which it assigns an ISBN, and the ISBN agency must receive the metadata.

### The basic study: goals

- To specify book's value chain
- To chart the current state of databases of all partners and their linking to the value chain
- To define the preconditions of creating a national database and possible solutions
- To define the effects of new standards
- To look for new modes of operation, with real practical benefits with the aim to find a solution with a good price-quality ratio.
- To find out different parties' opinions on a national database solution, and whether such is considered necessary

The possibilities of creating a common database would be charted in the project:

- preconditions
- content
- costs
- standards
- administration/management
- location and technical requirements