



## **Classification and Indexing Section**

### ***Annual Report 2003-2004***

by

**Marcia Lei Zeng**

Kent State University, USA

### ***Scope Statement***

The Classification and Indexing Section focuses on methods of providing subject access in catalogues, bibliographies, and indexes to documents of all kinds, including electronic documents. It serves as a forum for producers and users of classification and subject indexing tools. It works to facilitate international exchange of information about methods of providing subject access; to promote standardization and uniform application of classification and subject indexing tools; to initiate and promote advice on research in the subject approach to information; and to disseminate research results through open meetings and publications.

Programmes at recent IFLA conferences have included papers on subject access tools and applications in the host countries of Europe and South America. Future programmes include attention to activities in Europe, Asia, and Africa. At the present time, our Working Groups are developing Guidelines for the Construction of Multilingual Thesauri, a Virtual Clearinghouse for Subject Access Tools, and the Guidelines for Minimal Requirements for Subject Access by National Bibliographic Agencies. The Groups also participate in other activities of the Division of Bibliographic Control, such as extending the FRBR model to subject authority records.

### ***Membership***

The section has 109 members from 44 countries (as of July 2004).

## ***Standing Committee and officers***

The Standing Committee currently has 20 members from 14 countries. The following nations are represented: Canada, Czech, Estonia, Finland, France, Germany, Iceland, Italy, Macedonia, Portugal, Russia, Sweden, Switzerland, and the United States. Marcia Lei Zeng and Barbara Tillett were elected as Chair and Secretary respectively at Berlin, and will serve for two years. The Information Coordinator and Newsletter editor is Patrice Landry.

## ***Buenos Aires conference, August 2004***

### **Meetings**

The Section had its Standing Committee meeting in two sessions during the Buenos Aires conference. The meeting was attended by 17 members, one corresponding member of the committee and many observers (11 and 9). Continuing and new working groups reported their activities. Plans for the 2005 and 2006 programs were discussed. The Strategic Plan for 2004-2005 was revised. Working groups had their meetings separately. Committee members also participated in the Division IV Social Hour activity where they met committee members from other Sections in the Division IV. The officers participated in the Division's officers meeting, held in two sessions, during the conference.

### **Programmes at August, 2004**

- **The Section had an open programme, "Implementation and adaptation of global tools for subject access to local needs."** Four papers were presented: 1) The SACO Program in Latin America, by ANA CHRISTÁN (Library of Congress, Washington, USA); 2) Development of a Spanish subject headings list, by FILIBERTO FELIPE MARTÍNEZ ARELLO (Universidad Nacional Autónoma de Mexico, Mexico City, Mexico); 3) Subject indexing between international standards and local contexts: the Italian case, prepared by ANTONIA IDA FONTANA and presented by FEDERICA PARADISI, (Biblioteca Nazionale Centrale di Firenze, Italy); and 4) Subject indexing in Sweden - the creating of a system based on international standards in a country that always wanted to go its own way, by PIA LETH and INGRID BERG (Kungl. Biblioteket, Sweden). All papers had Spanish, Russian, and German translations; two papers had French versions. All speakers prepared their Power Point Presentation slides in English-Spanish bilingual. Two speakers presented papers in Spanish.
- **The Section members also presented papers in another programme, "Developments in cataloguing guidelines," organized by the Section of Cataloguing.** 1) IME ICC2 Report (Buenos Aires) - IFLA's draft Statement on International Cataloguing Principles and Work towards an International Cataloguing Code, by BARBARA B. TILLET (Library of Congress, Washington, USA) and 2) Enabling metadata: Creating a core record for resource discovery, by LYNNE C. HOWARTH (University of Toronto, Toronto, Canada)
- In addition, the Section Chair, Marcia Zeng, reported the Section activities at the **Division IV Open Forum, "Update on international issues and report on the**

**situation in Latin America."** Former Section Committee member GERHARD J.A. RIESTHUIS (Netherlands) reported on the Section's project, Multilingual Thesaurus Guidelines.

## ***Projects and working groups***

### **1. Guidelines for the construction of multi-lingual thesauri**

The Working Group, chaired by **Gerhard Riesthuis** (University of Amsterdam, The Netherlands) met in Buenos Aires after the meetings in Berlin (2003), Glasgow (2002), and Amsterdam (2002). A final draft version of the guidelines was discussed. A final version will be distributed and posted on IFLANET for worldwide review. The WG will also seek help for further examples and add some from languages other than English, French and German, especially Dutch, Swedish, Chinese, Russian, Korean, and possibly Arabic.

### **2. A Virtual Clearing-House of Available Subject Access Tools**

The Working Group was established during the Berlin Conference to create a virtual clearing-house of available subject access tools. The WG, chaired by **David Miller**, had met online frequently and in person during the conferences. Most of the discussions online have involved the development of a checklist of attributes to be used in preparing descriptive annotations. Members of the WG have prepared sample annotations of about a dozen subject access tools; this process has helped move the attribute list through several iterations. By the Buenos Aires meeting, Marcia Zeng had prepared an online form for data input, based on the most recent iteration and last year's Subject Access Tools project data form. All sample annotations contributed by members were input by Marcia Zeng. The records were printed and given back to the contributors in order to examine their accuracy. Topics for the WG at its meeting in Buenos Aires included review of progress, the question of classification of annotations, and what will be needed to accomplish the work. In the 2004-2005 time period, the WG will ensure the most widely used tools be included in the Clearing-House.

### **3. Guidelines for Minimal Requirements for Subject Access by National Bibliographic Agencies**

This Working Group was established at the Berlin Conference in 2003. This WG is co-chaired by **Martin Kunz** of Germany and **Patrice Landry** of Switzerland. It now has 8 members and is looking for more. Three tasks were identified for the WG to complete by next June: 1) redraft the scope and terms of reference; 2) create a survey form by early next year, and 3) define the methodology to collect and analyze data. Once the group has preliminary results, they will be presented at the Seoul Conference in 2006 at the Division Open Forum.

### **4. Division Working Group on Functional Requirements for Subject Authority Records (an extension of FRBR)**

A sign-up sheet was routed around at the 2004 Conference to identify interested members who would like to assist in this activity. 15 members and observers from the Classification and Indexing Section signed up. The list also went to the Cataloguing Section and other Division IV Sections in order to identify experts for this phase of extending the FRBR model.

## **5. Cross-Section Working Group on MulDiCat.**

This is a Working Group on Multilingual Dictionary of Cataloguing Terms and Concepts, established by the Cataloguing Section in 2002. Jo-Anne Bélair will coordinate the involvement of Classification & Indexing members and volunteers, with Monika Münnich, who chairs the Working Group in the Cataloguing Section.

### ***Section newsletter***

The section continues to publish a Newsletter for Section members, members of the Standing Committee and others interested in classification and indexing. Two issues have been published during the current year. This acts as a channel for imparting information about what is happening at the national level and for sharing the experiences of others. It is also an excellent forum for the discussion of matters of international concern relating to classification and indexing. Contributions are always very welcome.

### ***Future conferences***

#### **Oslo, 2005**

A programme jointly proposed with the Cataloguing Section, entitled “Cataloguing and Subject Tools for Global Access: International Partnerships” will be presented at the 2005 Oslo Conference. The Classification and Indexing Section’s part will focus on subject tools such as classifications and subject headings. Three papers are being considered: 1) Maria Balikova: Multilingual Subject Access to Catalogues of National Libraries (MSAC): Czech Republic’s collaborations with Slovakia, Slovenia, Croatia, Macedonia, Lithuania and Latvia; 2) Patrice Landry and Magda Heiner-Freiling: The use of the Dewey Decimal Classification for the organisation of national bibliographies: the German language approach proposed by Austria, Germany and Switzerland; and 3) Jo-Anne Bélair and Françoise Bourdon: The Répertoire de vedettes-matière and RAMEAU : two indexing languages in French : a necessary luxury.

#### **Seoul, 2006**

A programme for the 2006 IFLA Conference has been discussed. It is planned that the programme will focus on “Subject access for multilingual and multi-script networked environments” or “Subject access for networked resources.” Possible speakers and topics from Asian countries were considered.

### ***Relationships with other Bodies***

The Section continues to cooperate with other IFLA Sections and Divisions and with the Permanent UNIMARC Committee in various projects and activities. This past year, the main item of interest to the Section was the inauguration of the new activity to replace the UBCIM programme. UNIMARC has now been transferred to the National Library of Portugal. Barbara Tillett, secretary of the Classification and Indexing Section and chair of Division IV, serves as the chair of the planning committee for the series of cataloguing experts on an International Cataloguing Code (IME ICCs). She is also the liaison to the

UBCIM Working Group on FRANAR. Barbara Tillett also continues to participate in the FRBR review group. Lynne Howarth, member of the Classification and Indexing Section, has been chairing the Working Group on the Use of Metadata Schemes, established in the Cataloguing Section. Several members from our Section are members of this WG. The WG reviewed FRBR mandatory elements as crosswalked to metadata schemes. Report and draft guidelines were published on IFLANET after Berlin 2003.

**Marcia Lei Zeng**

Chair, Classification and Indexing Section

Division IV Bibliographic Control

December 2004