



**INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND  
INSTITUTIONS**

**DIVISION OF BIBLIOGRAPHIC CONTROL**

**CLASSIFICATION AND INDEXING SECTION**

**Standing Committee**

**Meeting Minutes**

68th IFLA Council and General Council  
Glasgow, UK

**First Meeting**

Saturday August 17th 2002, 8.30-11.20  
Room Malin, Moat House Hotel Glasgow

Present: Leda Bultrini, Lois Mai Chan, Adriana Kiraly, Martin Kunz, Pia Leth (chair and treasurer), Ia McIlwaine (Secretary), Max Naudi, Edward Swanson, Julio Vaz, Ekaterina Zaitseva, Marcia Lei Zeng

Apologies: Marje Asmets, Marie Balikova, Vanda Broughton, Bjorn Dahla, Maria Witt

Observers: Julianne Beall, Friedrich Geisselmann, Graeme Hawley, Dorothy McGarry, David Miller, Joan Mitchell, Lilja Olafsdahl, Charlotte Pedersen, George Prager, Gerhard Riesthuis, Thordist Thorarinsdottir, Nancy Williamson

**1. Welcome and introduction**

The meeting was called to order at 8.40 by the chair, Pia Leth. Standing Committee members and observers introduced themselves.

**2. Minutes of the meetings at the Boston Conference**

The minutes of the meeting held in Boston were approved. It was noted that minutes should not be published in the Newsletter prior to approval by the Standing Committee, and the Secretary agreed to write a summary of discussions for publication, so that the information was received in a current form by readers.

**3. Matters arising not mentioned elsewhere on the Agenda**

**(a) Satellite Conference (min. 6)**

Ia McIlwaine reported that Saur was unable to accept the copy for the publication of the proceedings of the satellite meeting held in Dublin OH, in August 2001 prior to September 2002. Editing was well under way and they should reach the publisher in the near future. She also reported that a cheque for \$4078.89 had been received from OCLC and this had been forwarded to IFLA Headquarters and hypothecated to the UBCIM programme.

**4. Financial Report**

Pia Leth, as Treasurer, circulated the financial report. This showed a balance in hand of Euro 857.38, the sole expenditure to date being the cost of postage for the Newsletter, which amounted to Euro 283.77. She also promised the sum of £20 as the Section's contribution towards the expenses of the Division Project, FRANAR. It was noted that the sum allocated for the Section's project on Guidelines for multilingual thesauri had not yet been claimed. Gerhard Riesthuis was asked to claim it without delay and to note that all the money allocated should be spent by the end of 2002, otherwise it had to be returned to IFLA general funds. The meeting approved the financial report.

**5. Section developments since the last meeting**

The chair drew the meeting's attention to the Newsletter and especially the reports on national activities on classification and indexing contained therein. She informed the meeting that there would be a meeting for information co-ordinators on Monday 19th August and that Marcia Zeng as the Section's Information Co-ordinator, Max Naudi, as editor of the Newsletter and she would attend. She said that she was particularly anxious to boost the national reports in the Newsletter, and she would like to see them produced in a standard format. There was a discussion of what form they should take, and of the desirability of publishing abstracts in one issue of the Newsletter per year and full reports in the other issue. It was also agreed that a timetable for their submission should be formulated. It was resolved to return to the discussion of this topic in the second committee meeting.

**6. Report from Division Co-ordinating Board**

Ia McIlwaine reported on the meetings of the Professional Committee, Governing Board and Co-ordinating Board, all of which had been held on the previous day. She drew attention to the fact that next year's open sessions will be reduced to two hours (instead of two and a half), and that there was a trend in the thinking of IFLA HQ that the length of meetings should be shortened. The committee was notified that it was now IFLA policy to have the meaningful words of Sections as the "lead term", so the Section should in future be referred to as the Classification and Indexing Section. At Glasgow to

date there was a total of 3,900 registrations from 117 countries, which was very pleasing. The "red thread" theme had been well received and the National Organizing Committee was very satisfied with the programme. IFLA Express would be published in all 5 IFLA languages for the first time, there would be a fun run on Sunday morning and also a mobile meet at which 35 mobile libraries were expected.

She referred to the two proposed programmes to replace UBCIM which the Co-ordinating Board had discussed, with UNIMARC being transferred to the National Library of Portugal and the remainder of the programme forming part of a new programme being proposed by the Deutsche Bibliothek. She reported that there would be further discussions during the week and the Advisory Board would meet towards the end of the Conference, prior to decisions being made by the Governing Board on the final Saturday. She would keep members informed of progress. She also informed the meeting that the Governing Board had resolved to go ahead with the arrangements for the Conference in Argentina in 2004.

**7. Report of Working Group on Guidelines for Multilingual Thesauri**

The chair invited Gerhard Riesthuis to report on progress of the Working Group on Guidelines for Multilingual Thesauri, of which he was the chair. He reported that subsequent to a meeting with a member of the BSI team redrafting the standard for monolingual thesauri at the ISKO (International Society for Knowledge Organization) Conference in Granada, he had made a draft based on their work which he had circulated to members of the Working Group. He would hold a meeting to discuss this on Monday August 19th at 11.00 am and was also organizing a two day meeting in Amsterdam, on October 18th/19th at which he hoped a final draft would be drawn up.

**8. Report of Working Group on Subject Access to World Wide Web Resources and Digital Libraries**

The chair invited Marcia Zeng to report on the progress of the Working Group on Subject Access to World Wide Web Resources and Digital Libraries of which she was the chair. Marcia Zeng reminded the meeting that the group was looking at how these gateways provided subject access. There were 10 members of the Working Group, but much better language coverage was needed. She particularly noted the lack of input from the UK where she felt there must be scope for additions. So far 50 sites had been covered of which 34 were in English. 16+ sites used hierarchical schemes but other arrangements such as numerical, alphabetical, logical and haphazard all existed. Both the browser and the search functions had been investigated, and fewer than half the sites had site maps or site indexes. She would make a fuller report at the Division Open Forum on Tuesday August 20th.

**9. Glasgow Conference Programme**

The chair reminded the meeting that the Division Open Forum would take place on Tuesday August 20th at 11.15 (session 113). She would give a report on the Section's activities and appeal for more information on national reports for the newsletter. She would also invite Marcia Zeng to report on the work of the Working Group that she chaired, and finally Gordon Dunsire would give

information relating to the Workshop to be held in Edinburgh. There would also be reports from the other sections, from the UBCIM Core Activity and on the progress on the new ISBN and on INTERPARTY.

The Section's Open session (session 122) would take place on the same day at 3.15-5.45pm. and in the gap between the Division Forum and the Section's Open Session there would be a party for all committee members of the Division in Room Orkney. Max Naudi raised the question of payment to translators and said that the task was a heavy one for little reward. It was pointed out that in the past it had been the practice to give a small present as a token of thanks to the translators, but that this had been prohibited by the former Professional Board. Section funds were not sufficient to make a payment for this, which IFLA regarded as part of the responsibility of the individual section members who, by standing for committee membership were committing themselves to give up some of their time to participating in IFLA activities. Ia McIlwaine noted that the task had been excessively heavy this year, with a whole day workshop in addition to the Open Session. Regrettably, not all the papers had been translated, but she felt a special thank you should be made to Katya Zaitseva who had translated everything into Russian, despite a very busy schedule at the same time with the organization of the Crimea Conference.

The meeting was reminded of the Workshop at the National Library of Scotland on Thursday August 22nd, which was now fully booked - a pleasing situation.

#### **10. Section's Strategic plan**

The meeting was reminded that the Strategic plan needed updating, and references to the Glasgow programme should be replaced by forward plans for Argentina. The matter of widening participation was highlighted by the chair, who reported that Division VIII had requested liaison persons from all sections in order to ensure greater assimilation of interest and communication in work being undertaking in the developing world with the work of the other sections. This had been reported at the Coordinating board of the Division. Some members of the committee were dissatisfied with this request and felt that it should be an approach by Division VIII to individual sections, rather than this way round. The chair, however, undertook to attend the meeting of the Latin America and Caribbean Section, with a view to establishing useful links for the Argentina Conference.

#### **11. Berlin Conference plans, 2003**

Various proposals for Berlin were made by committee members. It was thought that the overview of bibliographical activities should be reintroduced for the Division Open Forum, in addition to the Section reports and other related topics. Winfried Gödert was proposed as a suitable speaker for this purpose provide a German perspective. Ia McIlwaine as chair of the Division, undertook to approach him.

For the Section's Open programme the meeting was reminded that there would be a new edition of DDC and this should figure somewhere. After considerable discussion, it was agreed that a possible open programme might be a paper on FAST, one on RENARDUS and one on UDC. Lois Chan

undertook to assist with organizing the Open Programme. It was also agreed to ask for a whole day workshop in which the morning would be devoted to the Dewey Decimal Classification, and the afternoon would look at Subject Gateways. Joan Mitchell undertook to organize the DDC element. There were various suggestions of possible topics for the afternoon session, including the British RDN (Resource Discovery Network) and automatic subject classification, subject gateways, such as RENARDUS, the Nordic system and Bibsys from Norway. It was agreed to return to this topic at the second meeting, when members had had the opportunity to think further and to crystallize their ideas.

## **12. Buenos Aires Conference, 2004**

There was a brief discussion of plans for the Buenos Aires conference, at which it was felt that the Latin American and Caribbean interests should be focused upon. Proposals included a paper on adapting global systems to local needs and a paper on the Multilingual thesaurus project, for which a possible speaker might be Stella Dextre Clark of the UK who was a Spanish speaker.

The meeting was adjourned at 11.20 am to be reconvened on Friday August 23rd at 10.15.

\*\*\*\*\*

### **Second Meeting**

Friday August 23rd 2002, 10.15-12.15

Room Malin, Moat House Hotel Glasgow

Present: Leda Bultrini, Lois Chan, Adriana Kiraly, Martin Kunz, Pia Leth (Chair & Treasurer), Ia McIlwaine (secretary), Max Naudi, Edward Swanson, Julio Vaz, Ekaterina Zaitseva

Apologies: Marje Asmets, Marie Balikova, Vanda Broughton, Bjorn Dahla, Maria Witt, Marcia Zeng

Observers: Julianne Beall, Friedrich Geisselmann, Elizabeth Hernau, Patrice Landry, Linda McCann, Dorothy McGarry, David Miller, Joan Mitchell, Gerhard Riesthuis, Thordis T. Thorarinsdottir, Nancy Williamson

### **Reconvening**

The meeting was called to order by the chair, Pia Leth, at 10.25 am.

## **11. Berlin Conference plans (continued)**

The meeting returned to the discussion of the plans for the 2003 Berlin Conference, as the result of clarification during the past week. It had been agreed that there would be a Division Workshop on Subject gateways, to be organized by the three sections with Bodhana Stoklasova (chair of Bibliography) as the coordinator. This would be

an all day workshop, topics proposed to be included were RENARDUS by Elisabeth Freyre, a BnF contribution (on the use of Rameau as an indexing tool for the BnF subject gateway), a German contribution, the Czech subject gateway (with the Bibliography Section) and something on Metadata (Cataloguing to organize). In addition, a half day workshop on the new edition of the Dewey Decimal Classification, to be organized by Joan Mitchell was proposed. This would include presentations on the German DDC by Magda Heiner-Freiling, a panel on translation issues, drawing on experiences with the Norwegian edition, Interoperability of translations: the German authority file model, by Christine Hengel-Dittrich, Approaches to expansions: case studies from the German and Vietnamese Translations, by Julianne Beall and Research Directions for the DDC by Diane Vizine-Goetz. The open programme would address "Changing roles of Subject access tools" and would have three papers, on the MACS project, FAST and the UDC. This would be organized by the chair and Lois Chan.

**12. Buenos Aires Conference, 2004**

The theme proposed for Argentina was "Adapting and implementing global tools for local use". It was suggested that the Open session might look at the adaptation of universal tools, while the Workshop should deal with "Practical problems in the creation of new tools for subject access". One possibility was to use the experience of Italy as the basis of one presentation. The experiences from China, Sweden and Poland were also mentioned as suitable, alongside those of Argentina or another country in Latin America or the Caribbean.

**13. International developments in classification and indexing**

The future handling of reports on national activities had already been discussed at the first meeting of the Standing Committee. It was agreed that Pia Leth, Max Naudi, Marcia Zeng and Martin Kunz should draw up guidelines for the future. Pia Leth reported on the meeting for Information Co-ordinators, noting that IFLA should create a new mailing list instead of handling it at Section level. She wanted to reorganize the Section's data on IFLANET, providing more headings and separate sections to deal with the Minutes of meetings, Standing Committee members and contact details together with other useful addresses, the names of the Chair, Secretary and Information Co-ordinator and the editor of the Newsletter, Reports of the Working Groups and their chairs, and the Newsletter itself. She also wanted to see a more formal structure for the Newsletter, with clear deadlines of the end of October and the end of April; guidelines for the reports on national activities, on which there would be a short note in the November issue of the Newsletter; a summary of the committee meetings held at the Conference in the November issue of the Newsletter; full reports on national activities in the November issue; abstracts of those reports in the April issue.

She then invited committee members to make any additions they wished to the reports which had already been circulated and published

in the last Newsletter. Lois Chan reported that the US Subject Analysis Committee had created a subcommittee on Interoperability. Ia McIlwaine reported briefly on the recent ISKO Conference held in July, at which she had been elected President, and noted that the next ISKO Conference would be in London in July 2004. It was suggested that Nancy Williamson should prepare a short report for the Newsletter, which she kindly undertook to do. Adriana Kiraly reported that Romania had looked upon Rameau as the basis for a new Romanian subject indexing system. They had also started work on a thesaurus based on the UDC but that work was proceeding very slowly, and only 7 subclasses had so far been handled.

Pia Leth reported on the collaboration presently being undertaken between Archives, Museums and Libraries in Sweden. Martin Kunz reported similar activities in Germany, where the German subject authority file is being used by archives and museums as well as libraries.

A further appeal was made for contributions to the work of the Working Group on Subject Access to World Wide Web Resources and Digital Libraries and a model form was circulated as a guide to help collect the information. There was a very real fear that the work would be severely biased unless there was co-operation from more members of the Committee and others. Katya Zaitseva asked whether interim reports from committee members would be acceptable for the Newsletter and the reply was in the affirmative

A new working group was proposed by Max Naudi (and supported by Marcia Zeng, who was unable to be present), to be launched at Berlin, to create a “virtual clearinghouse” of subject access tools available online. All members were asked to give their ideas on to what kind of information should be provided and in which form, etc, so that it could be launched next year.

#### **14. Glasgow Conference**

It was felt that Open Forum of the Division had been very successful, and it had been attended by about 150 persons. The Open Session of the Section had been similarly successful with an attendance of about 120. The chair thanked the presenters of papers for their contributions. The Workshop had been attended by about 40 people and was considered to have been well organized. It was thought to be unfortunate that it had conflicted with other Division Workshops. The overall organization of the conference was considered to have been very good, though the committee rooms were too small and it was highly inconvenient to meet in a room with no table. It was also thought that the Podium was too large for comfortable presentations. The selection of papers for publication, ideally in IFLA Journal, but possibly in ICBC was discussed and it was agreed that the first choice should be Lois Chan and Marcia Zeng’s paper, next Gordon Dunsire and finally Patricia Whatley's. Pia Leth undertook to pass this information to Stephen Parker, the editor of the IFLA Journal.

15.

**IFLA Matters**

The Chair reported that she had made useful contacts at the Latin American and Caribbean Section's meeting and that many sections had sent liaison persons. She had also had a request from Marta Terry proposing that Damasa Reyes of Cuba should be made a corresponding member of the committee. It was proposed by Edward Swanson that this should be done, and was seconded by Lois Chan.

There being no further business, the meeting was closed at 12.00 noon.