



INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS

DIVISION OF BIBLIOGRAPHIC CONTROL

**CLASSIFICATION AND INDEXING SECTION**

**Standing Committee**

**Minutes of the Meeting**  
**69<sup>th</sup> IFLA Meeting and General Council**  
**Berlin, Germany**  
**2003**

**First Meeting**

Saturday August 2<sup>nd</sup>, 8.30-11.20 am Room 17/18

Present: Pia Leth (chair), Marje Aasmets, Marie Baliková, Jo-Anne Bélair, Lois Mai Chan, Björn Dahla, Lynne C. Howarth, Adriana Kiraly, Martin Kunz, Patrice Landry, Dorothy McGarry, Ia McIlwaine (secretary), David Miller, Thordis T. Thórarinsdóttir, Barbara Tillett, Ekaterina Zaitseva, Marcia Zeng

Apologies: Leda Bultrini, Lucy Evans, Max Naudi, Edward Swanson, Julio Vaz, Maria Witt.

Observers: Julianne Beall, Friedrich Geisselmann, Douaa el-Habibi, Filiberto Martinez, Joan Mitchell, Ed O'Neill, Gerhard Riesthuis, Britta Santamauro, Martin Steinbeck, Patricia Thurston, Nancy Williamson

**1. Welcome and introduction**

The meeting was called to order at 8.30 by the chair, Pia Leth. Standing committee members and observers introduced themselves.

**2. Minutes of the meetings at the Glasgow conference**

The minutes of the meetings held in Glasgow were approved.

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

The chair reported on the practical arrangements that had been set in place for the Berlin conference, noting that the conference badge also entitled delegates to free transport and to a reduced fee on museum entrances. There was an automated message system for contacting other delegates. Ia McIlwaine reported that Saur has published the proceedings of the 2001 satellite conference at the end of 2002.

**4. Financial report**

Pia Leth, as Financial Officer, reported that very little money had been spent in the past year, partly due to the support received from the Royal Library in Stockholm, which has inadvertently paid for the circulation of one issue of the Newsletter .

**5. Election of Chair and Secretary**

The chair introduced the procedure for electing a new chair and secretary. She did not wish to stand again herself, and had asked Marcia Zeng to stand in her stead. She asked whether there were any further nominations. Barbara Tillett proposed herself. The chair therefore organized a secret ballot and appointed Ia McIlwaine and Joan Mitchell as tellers. The result of the election was that Marcia Zeng was elected.

The chair next stated that she had nominated Patrice Landry as Secretary and again called for any further nominations. Barbara Tillett nominated herself. An election was held and Barbara Tillett was declared elected. It was agreed that she would also be the Financial Officer.

**6. Nomination of Information Co-ordinator**

Patrice Landry said that he was willing to act as Information Co-ordinator.

**7. Newsletter**

Pia Leth expressed her gratitude to Max Naudi for the excellent job that he had made in editing the Newsletter. She reported that he was no longer to continue and proposed Patrice Landry as editor of the Newsletter. He expressed his willingness to serve.

**8. Section developments**

The chair reported on developments since the last meeting of the committee. She noted that the Website had been completely overhauled and that it now presented a much more professional aspect. The strategic plan had been mounted on it, but it was necessary to spend some time revising it in order to produce a new one for the forthcoming two years, and this would be attended to later in the meeting. She expressed her concern at the lack of response to the request for more contributions to the Newsletter. She felt that more people could provide news and that any information would be welcome, whether from Committee members or from others.

**9. Report from Co-ordinating Board**

The chair invited Ia McIlwaine, Chair of the Co-ordinating Board for Division IV, to report on matters raised at the Co-ordinating Board and Professional Board meetings. The main item of interest to the Section was the inauguration of the new activity to replace the UBCIM programme. UNIMARC had now been transferred to the National Library of Portugal, and the National Librarian, Fernanda Campos, had attended part of the Co-ordinating Board meeting to report on progress. She would be a member of the Division, but since she was currently also Chair of the Section on National Libraries she was unable to attend for the whole meeting, as the two Co-ordinating Boards met at the same time. Good progress was being made, and there would be a report on UNIMARC in its new home at the Division Open Forum. The new alliance between CDNL (the Conference of Directors of National Libraries) and IFLA, known as ICABS (IFLA CDNL Alliance for Bibliographic Standards), which would take care of many of the outstanding interests of the UDT and UBCIM programmes, would be signed at the present conference. Ia McIlwaine reassured the meeting that there was no intention of "taking over" activities that were already being well handled by the Sections but that the new alliance would act in a co-ordinating and facilitating role. There would be an advisory committee, replacing the earlier advisory committee for UBCIM, chaired initially by Dr Niggemann, National Librarian of Germany, as the salaried employee would be paid for by and work from the National Library in Frankfurt for the first three years. IFLA would be involved in the appointment and would nominate two representatives on the Advisory Board, chosen to represent the interests of Divisions IV and VI as the two most closely involved in the new activity's interests.

She noted that there would be a party for all members of the Co-ordinating Board, both those outgoing and the incoming members. This had originally been planned for the Monday afternoon, after the Division Forum, but had to be altered as it clashed with the Opening Ceremony, and it was rescheduled for Thursday at 4.00pm, immediately after the Division Workshop. It would have to be paid for individually, as there was not sufficient money left in the Division's account, since the new brochures had had to be paid for.

Pia Leth drew the meeting's attention to the statutes relating to Section membership, and circulated to officer holders prior to the conference. Members of Standing Committees were expected to attend three out of four meetings during their term of office and any member who had not attended for two successive meetings without a good reason would be deemed to

have resigned. As the Committee was two members over strength, she would have to write to members who fell under this regulation and inform both them and IFLA Headquarters that they were deemed to have resigned.

**10. Report of the Working Group on Guidelines for Multilingual Thesauri**

Gerhard Riesthuis (chair) reported on the meeting of the Working Group, held in Amsterdam in October 2002 and noted that good progress had been made. The final draft of the Guidelines had been circulated in June 2003 and the Group would meet on the following Wednesday at 10.20 to complete its deliberations. The intention was to publish the results as a journal article, and he anticipated a report of approximately 17pp. Marcia Zeng reported that NISO was working on Guidelines for controlled vocabularies.

**11. Report of the Working Group on Subject Access Approaches used by Digital Collections and Information Directories**

Marcia Zeng (chair) reported on such progress as had been made in the past year. She noted that only four additions had been made in the past twelve months. She had data from sixteen countries in nine languages. She thought that the logical next step was to create a clearing-house so that there was one place where it was possible to see what country was using what system. She would provide details on the Website and for the November Newsletter. She questioned whether this should be an extension of the current Working Group or whether a new one should be set up. The meeting agreed that it would be more appropriate to set up a new group, a Working Group on a Virtual Clearinghouse for Subject Access Tools and the following volunteered to join:

Marie Balikova, Lois Mai Chan, Joanne Belair, Douaa al-Habiby, Lynne Howarth, Pia Leth, Filiberto Felipe Martinez Arellano, David Miller, Thordis Thorarinsdottir, Nancy Williamson and Marcia Zeng.

It was agreed that these people would meet at 2.30 in the afternoon of that day, and report back to the second Standing Committee meeting.

**11. Berlin Programme**

**(1) Division Open Forum**

The meeting was reminded that the Division Open Forum would take place on the following Monday. There would be reports from each of the Section chairs, a report on the Division's FRANAR Project from Glenn Patton, a report from Barbara Tillett on the Meeting of Cataloguing Experts, a report on UNIMARC from Fernanda Campos and a paper on bibliographic control in Germany by Dr Claudia Fabian. (A report on the ICABS alliance from Winston Tabb, Chair of the Professional Committee, was later added by special request). There would also be an all day Division Workshop on Thursday.

**(2) Open Programme of the Section**

Pia Leth reminded the meeting that the Section's Open Session would take place on Tuesday from 4.00-6.00. There would be three papers, which focused on the changing role of "traditional" subject access tools in the modern environment, looking at the FAST project which was concerned with LCSH (O'Neill and Chan), the German subject heading language used at the Swiss National Library (Landry) and the use of the UDC in a networked environment (Slavic). There would be a workshop on the new edition of the Dewey Decimal Classification on the Wednesday afternoon.

**15. Strategic Plan**

The Chair next took item 15 on the agenda, the Section's Strategic Plan, and proposed deferring discussion of plans for the Buenos Aires Conference until later, as decisions relating to that conference might well be governed by the Plan. The existing Strategic Plan had already been circulated to members of the Committee, and was scrutinized. Ia McIlwaine reminded the meeting that IFLA would be carrying out a review of the activities of its Sections in 2007, and that one of the criteria looked at would be how well the goals set had been realized. Although this was four years away, the review would look at the Section's past activities as well as its plans for the future, and therefore this needed to be borne in mind when setting targets now.

Firstly, the mission statement was looked at. It was agreed that resources, rather than documents would be a more appropriate term in the first line:

To focus on methods of providing subject access in catalogues, bibliographies and indexes to **resources** of all kinds

Next the terms “classification and indexing” were considered, and the general view was that it would be more appropriate to use “subject access”. This was used in both the second and the fourth statement. It led on to a discussion of whether it might not be more appropriate to rename the Section the Subject Access Section, and then that perhaps Bibliographic Control and Access might not be more appropriate for the name of the Division. This matter was returned to and reconsidered at the second meeting.

Then, the Goals were examined, and it was felt that the first two goals would be better combined, since they essentially repeated one another. The phrase “current issues and new developments” was proposed to replace “trends”, references to the Berlin conference were deleted, and IFLANET was added to the channels of communication relating to the Section’s activities. For the actions under Goal 3, “UNIMARC and participate in other activities related to bibliographic control” was proposed as a replacement for the action concerning UBCIM. Under the actions related to Goal 4, “resources” and “IFLANET” were proposed to replace “documents” and “website” respectively, and details on the new Working Group were to be set out. Under the final action, the term “Third World” was to be deleted. The secretary undertook to retype the Strategic Plan and have it duplicated for the second meeting when it would be reconsidered.

## 12. Buenos Aires

The chair reverted to item 13 on the agenda and raised the matter of the programme for the Buenos Aires conference. It was agreed that the theme of “Adapting and implementing global tools for local use” should be adhered to. It was suggested that there should be four brief papers presented in the two hour session, one from Italy drawing on experiences there, one from Sweden, one from Latin America and one from the Caribbean region. The need to have at least one paper delivered in Spanish and to supply translations of all the others into Spanish was emphasized.

## 13. Oslo

The Oslo conference programme was then given brief consideration. It was suggested that the theme should be “Standards and guidelines for subject access” and some attention should be given to widening the scope and joining with other Sections, in order to have a longer time slot. It was suggested that the paper from Sweden proposed for Buenos Aires might be more appropriate for this conference.

The proposal of this theme for Oslo led Martin Kunz to propose the formation of a working group to examine Guidelines for minimal standards for subject heading languages in national bibliographies. Dorothy McGarry suggested that this might be done in conjunction with the Bibliography Section, and that it might result in a series of recommendations.

The meeting was adjourned at 11.15 to be reconvened on Friday August 8<sup>th</sup> at 10.15 am.

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### Second meeting

Friday August 8<sup>th</sup> 2003, 10.15-12.15

Room 43/44

**Present:** Pia Leth (chair), Marie Baliková, Jo-Anne Bélair, Lois Mai Chan, Björn Dahla, Lynne C. Howarth, Adriana Kiraly, Martin Kunz, Patrice Landry, Dorothy McGarry, Ia McIlwaine (secretary), David Miller, Thordis T. Thórarinsdóttir, Barbara Tillett, Maria Witt, Ekaterina Zaitseva, Marcia Zeng  
K.S. Raghavan (corresponding member)

**Apologies:** Marje Aasmets, Leda Bultrini, Lucy Evans, Max Naudi, Edward Swanson, Julio Vaz.

**Observers:** Julianne Beall, Françoise Bourdon, Anders Cato, Amitabha Chatterjee, Om Kumari Choudhry, Irakli Garibashvili, Christel Hengel, Gunther Hordrich, Heather Lane, Joan

Mitchell, George Prager, Gerhard Riesthuis, Britta Santamauro, Patricia Thurston, Nancy Williamson

### **Reconvening**

The meeting was recalled to order by the chair, Pia Leth, at 10.20. Two new papers were circulated, the revised Strategic Plan and a report on the President-Elect's brainstorming session.

#### **13. Buenos Aires**

The meeting reverted to a discussion of the Buenos Aires conference. It was generally agreed that the theme "Global tools for local use" should be adhered to. A number of suggestions for speakers were offered, including the Colombian editor of the Spanish edition of DDC, a speaker from the library school at either Minas Geras or Jamaica, Leda Bultrini on the Italian experience, a Polish contribution on SOCO, proposed by Max Naudi, or a Swedish one proposed by Lois Mai Chan and a paper on "Subject authority co-operation on Library of Congress Subject Headings and subject retrieval" (B.Tillett). It was agreed that Marcia Zeng as incoming chair should contact likely speakers. Barbara Tillett reported that Cataloguing, Bibliography and Information Technology proposed to collaborate in a programme on different aspects of co-operations between creators and producers in the area of metadata.

#### **14. Oslo**

It was agreed that the proposed programme on guidelines, standards and best practice was an excellent theme, and there was universal approval for the proposal to combine with other sections on such a programme, making it a Division programme. It was suggested that it should include reports from the two newly-formed Working Groups of the Section. Maria Witt suggested a paper on the use of FAST in French public libraries and Marie Balikova proposed one on Czech collaboration in subject access. It was reported that the Finns were organizing a Satellite conference on FRANAR and FRBR.

#### **15. Strategic plan**

The Strategic Plan was revisited. It was decided not to solicit for a change of name for either the Section or the Division, in the interests of worldwide understanding. It was also resolved to add the intention to collaborate with other Sections in a joint programme on standards. Dates were set for the completion of the work of the various working groups and proposals for publicizing the results of their work were added to the plan.

#### **16. Discussion of Berlin Conference**

Pia Leth reported on the President-Elect's "brainstorming" session on which she had already circulated a written report. It was based on the presidential theme of "Lifelong literacy" and she and Marcia Zeng, Talbott Huey (Bibliography) and Judith Kuhagen (Cataloguing) and three other participants had been at their table, representing interests from India, South Africa and Denmark. They had considered what the Division could do for lifelong literacy and had concentrated on standards and guidelines for national bibliographies. They had concluded that it was very important to look at the harmonization of metadata systems, and that the series of cataloguing conferences planned to take place in different parts of the world would contribute to this. They also thought that collaboration with sister professions such as archives and museums was important. Marcia Zeng thought that one way of raising awareness in different parts of the world would be to translate material into different languages and to encourage membership of the Sections within the Division from a wider range of countries. They thought that it was essential to seek ways for professional development in poorer countries, for instance via distance learning. Françoise Bourdon thought it important to emphasize that IFLA was the unique place for work on standards.

The programmes at the conference were discussed and it was agreed that the paper by Claudia Fabian should be offered to ICBC for publication. It was felt that all three papers from the Open Session should be offered for publication, the O'Neill and Chan paper on FAST to IFLA journal, and the remaining two to ICBC. It was thought that the programmes and their attendance had been good, but a break would have been helpful in the DDC workshop. The building had been found confusing and the plan on the programme was too small for easy consultation.

#### **17. Unfinished business from first meeting**

Reports on the meetings held by the various working groups were received. The Working Group on Multilingual thesauri had discussed the draft circulated in June and had agreed to add an introduction making it clear that it was intended as an addition to the ISO publication and also noting that the structure would not be the same across all languages. It would also highlight the possibilities of linking and mapping along the lines of the MACS Project. The need for further examples had been discussed and the necessity to add some from languages other than English, French and German, especially Dutch, Swedish, Chinese and possibly Russian and the final text would be edited by la McIlwaine to ensure that it was in "English" English. It was hoped to have a final draft in September and then to post it on IFLANET for worldwide review. Patrice Landry would also raise it at the conference on multilingual retrieval systems to be held in London on September 29/30th. It was hoped that it would be translated into other IFLA languages and it would be offered to ICBC for publication.

The Working Group to create a virtual clearing-house of available subject access tools had met during the conference and would be chaired by David Miller. The other members would be:

Marie Balikova, Jo-Anne Belair, Lois Mai Chan, Douaa el-Habiby, Lynne Howarth, Patrice Landry, Pia Leth, Filiberto Martinez, Max Naudi, Thordis T. Thórarinsdóttir, Nancy Williamson, Maria Witt, Katya Zaitseva and Marcia Zeng.

David Miller undertook to draw up the terms of reference and to set up an e-mail exchange list. He would adapt and expand the form used by Marcia Zeng for her Working Group with some amendments and adjustments. The presentation of the results would probably be a later project.

The Working Group on Guidelines for subject retrieval standards in national bibliographies would be chaired by Martin Kunz and the other members would be:

Julianne Beall, Anders Cato, Patrice Landry, Dorothy McGarry and Maja Žumer.

A report would be circulated during the first week in September.

#### **18. New business**

It was agreed that Douaa el-Habiby, Filiberto Martinez and K.S. Raghavan should be corresponding members of the Section.

The chair noted that there was not time to receive verbal reports from all the committee representatives but she appealed to those who had not yet submitted a report to do so in time for inclusion in the November Newsletter. She had promises of reports from Adriana Kiraly (Rumania) and Reinder Storm (The Netherlands). All reports should be sent in electronic form to Patrice Landry in October. (email: [patrice.landry@slb.admin.ch](mailto:patrice.landry@slb.admin.ch))

#### **19. Adjournment**

The chair closed the meeting at 12.10 by thanking all those members who were now leaving the committee for their work during their term of office and she said a special thank-you to la McIlwaine who had been chair for four years and secretary for two and had now completed her eight year term.