



**INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS  
DIVISION OF BIBLIOGRAPHIC CONTROL**

## **CLASSIFICATION & INDEXING SECTION**

### **Standing Committee**

Meeting Minutes

70<sup>th</sup> IFLA General Conference and Council

Buenos Aires, Argentina 2004

**First Meeting:** Sunday 22 August 2004, 8:30-11:20 – Buen Ayre A (Hilton)

Second Meeting: Saturday 28 August 2004, 8:30-11:20 – San Telmo (Sheraton)

Handouts were received on the Dewey Decimal Classification News (Joan Mitchell), Library of Congress Classification and Library of Congress Subject Headings (Barbara Tillett), Attributes of Subject Access Tools (David Miller), and Czech National Library activities in the area of subject indexing and classification in the years 2003-2004 (Marie Balikova).

### **First Meeting**

**Present:** Marie Balikova, Jo-Anne Bélair, Leda Bultrini, Lois Mai Chan, Lynne Howarth, Martin Kunz, Patrice Landry (information coordinator and newsletter editor), Pia Leth, Dorothy McGarry, David Miller, Max Naudi, Thordis Thorarinsdottir, Barbara Tillett (secretary/treasurer), Eunice Pinto (representing Julio Vaz), Maria Witt, Ekaterina Zaytseva, Marcia Lei Zeng (chair).

**Absent:** Marje Aasmets, Björn Dahla, Senka Naumovska.

**Observers:** Julianne Beall (Library of Congress), Ingrid Berg (Royal Library, Sweden), Françoise Bourdon (Bibliothèque nationale de France), Noriko Kando (National Institute of Informatics, Japan), Gertrude Koh (Dominican University), Judy Mansfield (Library of Congress), Joan Mitchell (OCLC), Ed O'Neill (OCLC), Federica Paradisi (National Central Library of Florence, Italian National Bibliography), Gerhard Riesthius (University of Amsterdam, Archive of Information Science), Vivien Tan (National Library of Singapore).

**1. Welcome and introductions**

The meeting was called to order by the chair, Marcia Zeng. A roster was routed around for signing in by Standing Committee members and observers.

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

The minutes were approved as written. [Later a minor correction was noted regarding the election of officers. Corrected minutes will be distributed.]

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

The agenda was adopted as written.

**4. Financial report**

Barbara Tillett, treasurer, reported a current balance of \$1,709.98 (US dollars) prior to covering the costs of the last Section Newsletter.

**5. Report for the Division Coordinating Board**

The chair reminded members of several issues that were presented at the Coordinating Board meeting: to wear badges when attending all meetings and to remove badges when outside the conference; to complete the evaluation form found in the registration packet; and all were invited to attend the Division social hour on Tuesday from 4-5 pm. The liaison for Oslo informed the Coordinating Board that the booking hotels through CONGREX would be expensive and we may wish to also check the Internet for hotels in walking distance of the convention center. Other news included the review of sections – all sections will be reviewed by 2007 and for Division IV, the Cataloguing Section is first this year, as a pilot to help design the framework. There was a fund raising effort during this conference to raise money to sponsor conference attendees from third world countries – a raffle for a variety of prizes brought by members to represent their home countries. Tickets were made available. The report on attendance for Buenos Aires was over 3,000 delegates, including 582 so far registered from Argentina; next largest delegation was from the United States with 404 delegates. Most of the papers have been translated into Spanish. Feedback was sought regarding the changed structure of the meetings – should there be two or just one Standing Committee meeting during the conference, and if two, how long a time between them; how long should section programs be (now we are allotted 2 hours for each section and can combine with another section for a 4 hour slot, or with two sections for 6 hours, or potentially with 3 other sections for a full-day, 8 hours). The themes of the Oslo and Seoul conferences will be “A voyage of discovery” and “Engine for the Knowledge and Information Society”, respectively.

**6. Section developments since last meeting**

**6.1 Report of Working Group on Guidelines for Multilingual Thesauri** (Gerhard Riesthuis). The standards through ISO will take a long time to get approved and the UK standards are the same. Gerhard received comments on IFLA’s last draft and he will report on the current status at the Division program on Wednesday. There are examples in 4 or 5 languages and he asked for help for other languages. The Guidelines are to be published by IFLA and be included in ICBC and on the

IFLANET and will become part of the ISO standard. (Following the break Gerhard announced the Working Group would meet Monday at 2pm in the Hilton)

- 6.2 Report of Working Group on Virtual Clearinghouse for Subject Access Tools** (David Miller). The group has devised the metadata elements to use and created a set of sample records for about 20 resources. Marcia Zeng and her husband created an input form for the Internet. The estimated size of the clearinghouse will be about 400 resources. So far 12 Web-based compilations were merged and duplicates removed. David thanked Joel Han and Gertrude Koh. Joel wrote the macro to compile and de-duplicate/ Their Wednesday morning meeting agenda will cover the scope of their task, the intended outcomes, the attributes, the process for creating records and providing controlled elements automatically from Dewey, UDC, and FAST in collaboration with OCLC. So far it covers resources in North America and Western Europe but they want to expand. A handout was distributed showing a copy input example for Russian Cyrillic. Nancy Williamson will be assigning the UDC numbers and Joan Mitchell is exploring the Dewey Decimal Classifications. Barbara Tillett suggested we could also add the Library of Congress Classification numbers. There are now about 15 members of the Working Group and Marcia invited others to join. The Cataloguing Section is taking a similar approach for a database of cataloguing tools and the two perhaps could be combined. Visual Based Systems in the United Kingdom volunteered to visualize the test database. Their meeting will be Wednesday 25 August 2004 from 8:30-10:30 in the Sheraton, Gomez Lozada Room.
- 6.3 Report of Working Group on Best Practice Guide** (Martin Kunz). This group is exploring the minimal standards for subject access in national libraries. They are looking at the selection of documents to give subject access. Some of these guidelines are defined in ISO standards, but not all. There are limited financial resources, so it is good to define this context. Martin stated it would be decided later that day about when and where for the Working Group to meet in Buenos Aires. (Following the break he announced they would meet at 8:30 am on Friday morning in the Sheraton Ombu A). Marcia invited all interested persons to join.
- 6.4 Newsletter** (Patrice Landry). The last 2 issues were posted on IFLANET. He sent copies by mail a few weeks ago. It was late but is now done. He thanked everyone for the contributions and noted there is an uneven balance of news with nothing from South America, Africa, or Asia. He asked what is the solution? He proposed that next Saturday we discuss how to find a way to get a more balanced view of subject indexing worldwide. Some proposals for the newsletter content were to include people news (for example the November issue had Barbara Tillett's Margaret Mann award announcement) and we could also track job changes, prize winners, etc. There could also be news about conferences, like ISKO, and the newsletter could promote those activities. At the next meeting, Patrice asked members to bring him other items on how to make the Newsletter more dynamic and useful. He promised to get it printed faster in the future. Past members would be encouraged to contribute. The group should discuss next time about sending the newsletter only as email or on IFLANET rather than mailing print copies. 6 copies must be delivered to the IFLA Headquarters, but there is no requirement to send paper to members, if the members agree to receive by email (they must be polled).
- 6.5 New Working Groups** can be created for up to 3 years. Barbara agreed to prepare a draft charge for a new Working Group on extending FRBR to the realm of subject authority records. It was suggested we have members join the Cataloguing Section's

working Group on a Multilingual Dictionary of Cataloguing Terms and Concepts (MulDiCat) to include the IFLA Multilingual Guidelines and glossaries plus the UK monolingual guidelines as our contributions to add subject indexing and controlled vocabulary terminology.

7. **Buenos Aires Conference Programme** (Marcia Zeng)
  - 7.1 **Division Open Forum** – we will report on various Section activities. It was suggested we hold more joint programs in the future (especially with a reduced number of days in the conference week).
  - 7.2 **and 7.4 Section Programme news** – Marcia thanked the translators. All 4 of our papers have been translated into at least 5 languages. The PowerPoint presentations are bi-lingual for Spanish and English. The speakers will cover news about the SACO program in Latin American, classification and indexing in Mexico, and subject indexing activities in Italy and Sweden.
  - 7.3 **Other Section programs** – Our members are encouraged to attend the open programmes of the other Sections of Division IV: Bibliographic Control, and some of our members are also presenting at those programmes: Barbara Tillett will report on the IME ICC2 (IFLA Meeting of Experts on an International Cataloguing Code, 2<sup>nd</sup> Buenos Aires) at the Tuesday Cataloguing Section programme. At that same programme, Lynne Howarth will report on the “Use of Metadata Schemas” worldwide review results – 22 countries responded.
  - 7.4 See above under 7.2
  - 7.5 **Working Groups set up meeting times during this conference** – Marcia reminded the working group leaders to request time for future conference meetings so we can let people know the time and place of the Working Group meetings ahead of time. She thanked everyone for their hard work.
8. **Oslo meeting 2005** (Oslo, Norway, 14-18 August 2005) (Marcia Zeng). Marcia asked for topics and speakers for the Section Programme. In the Division Coordinating Board meeting it was suggested that we see about giving a joint programme with other sections on national bibliographies and standards and guidelines –the Cataloguing Section wished to focus on authority control, and we could focus our portion on subject indexing. Lynne Howarth suggested tying in to the work of the Virtual Clearinghouse on Subject Access Tools, and although David hoped to have something 1 year from now, he was not sure what they could bring to that forum. Lynne suggested we could introduce what’s coming and tie it to national bibliographies. David preferred to give an update at the Division Open Forum next year. Patrice suggested it would be a good opportunity to state the minimal attributes (best practices) and show the link between standards and applications, that is the importance of standards and how they are applied in national bibliographies. Marcia also suggested we include examples from smaller countries, like the Czech Republic. Marie noted that the Czech Republic is now created subject terms and have a bout 5,900 items for geographic names, about 1,300 items in their genre authority file, and about 22,000 topical records. The Czech subject authority file is being accepted by all types of libraries in the Czech Republic. Three major libraries cooperate to contribute to this national scheme and they have international cooperation with Croatia, Macedonia, Lithuania, Latvia, and Slovenia with preferred terms mapped to those languages. So far they have done politics, law, sociology, astronomy and next

year will have sports. They are doing a feasibility study to see about joining the MACS project. Pia Leth suggested asking Unni Knutsen to speak about activities in Norway (we noted she spoke about Dewey last year). Lynne suggested that the “Best Practices” would be the strongest offering from our Section along with a case study. It was also suggested to do the Norwegian bibliographic control as a paper for the Division open forum and perhaps see about a joint programme where we would contribute 2 papers/speakers. David mentioned that ALA developed a program last year on standards and guidelines but not for national bibliographies, but “Recommendations for providing access to, display of navigation within and among, and modifications of existing practice regarding subject references structures in automated systems” – this came from a subcommittee of the Subject Access Committee of ALA and was oriented to vendors and those changing systems – there were about 24 recommendations and he could talk about this, but not for Oslo’s joint program. He has some copies and it is on the ALA Web site. Lynne also noted the Guidelines on OPAC Displays - its final report is to be approved in Buenos Aires and was circulated to the Cataloguing Section last month. Her Working Group will meet about the remaining issues and they expect to finish and make those guidelines available – to publish them on IFLANET. Joan Mitchell suggested having Patrice report on general issues of classification’s role in national bibliographies, as the Swiss national library uses classification as a tool for multilingual access and the German national bibliography also uses classification to bring together areas. Patrice commented that the Dewey Decimal Classification users could access the German, Austrian, and Swiss national bibliographies in the same way through DDC. The new tendency is to have countries work together and they have shown it works for the German language. This would show how access can come through classification rather than 4 subject heading languages. So there was general agreement we could have 1 paper on subject access tools, a second paper giving a case study from a small country’s national bibliography (i.e. Czech Republic), and a possible third presentation on the Swiss experience. Following the break it was also suggested there might be a fourth talk on the Laval/RAMEAU/LCSH collaboration.

9. **Seoul meeting 2006** (August 2006) (Marcia Zeng). Dorothy McGarry suggested we try to cover as much of Asia as possible to talk about classification and indexing. As a second paper, Noriko Kando noted that the Japanese have translated LCSH and have a map to the Japanese subject headings and the Japanese classification system to help online searches. Perhaps there could be a report on that. The National Diet Library is developing a subject heading system. A third overview paper was suggested by Gertrude Koh, who has contacts in Korea. It was noted that Lois Chan and Joan Mitchell have contacts in Vietnam and that Julianne Beall was there recently, and we also have Thailand connections through Pat Euler and for Asia in general through Andrew Wang of OCLC. Lois has spoken in Taiwan and China on collaboration on subject headings – they now have different systems. So a general theme could be interoperability in subject access among Asian countries, especially focusing on subject headings and perhaps combine with the Cataloguing Section to add name authorities initiatives. Lois suggested having a Unicode expert to talk about displaying different scripts for subject information. Leda noted we had interoperability as the theme for Glasgow, so it might be too soon to return to that theme. Gertrude suggested using classification as a hook in multilingual, multi-script

networked environments. Leda would like to hear the Asian suggestions for us, and not just suggestions from us. Marcia asked for suggestions from the former Soviet Union countries in Asia. Ekaterina said perhaps Kazakhstan and there is the Moscow project on classification and subject research and interoperability looking at a new matrix system. She could propose a paper on that project or the Kazakhstan project. So this might be a 4<sup>th</sup> paper for Seoul to look at the former Soviet countries. It was also noted that Singapore uses English, Chinese, and Malayan to provide bibliographic description in native languages and subject headings in English. Marcia noted our Section at the 1996 IFLA conference in Beijing collaborated on a workshop on multicultural issues and the report of that workshop was published. The National Library of Korea is planning a pre-conference on interoperability on bibliographic control, so a program or workshop on interoperability for subject access, including multilingual, multi-script, display and semantic problems with different systems might be good. Leda also noted different users with different language needs. Marcia suggested deciding at the next meeting and asked everyone to look for possible speakers.

It was announced that the Dublin Core Conference will be in Shanghai in October 2004 and the Asian Digital Library Conference will be in Shanghai in September with lots of people from Korea, India, and Malaysia. Marcia also noted we have a corresponding member from India who should be contacted to get ideas.

Marcia also suggested we actively see how we might promote subject standards in Africa for the 2007 conference, and to start thinking now. Joan Mitchell noted that LIASA (?) in South Africa just started a group and had their first meeting last September and might be good to contact them to help prepare.

Marcia stated that for both Asia and Africa we should encourage Arabic speaking countries to report. She has a student working on Arabic thesauri, including Arabic heritage subject headings, which might be of interest if not for Seoul, then after. Marcia has a contact for Egypt.

10. **Strategic Plan 2004-2005** (Marcia Zeng). Marcia asked the Section to identify those activities that are finished and to provide a date, and then proceeded to review the plan sections as follows:
  - 1.1 Program for Buenos Aires – was completed August 2004
  - 1.2 Papers for Oslo and to collaborate in a joint programme – we need to make more specific, so reworded to “To include papers on subject access standards and best practices for national libraries in collaboration with other sections in a joint programme on standards for Oslo.”
  - 1.3 Newsletter and IFLANET – it was noted that the committee meetings also share their news through the Newsletter and that we should put the country reports in the Newsletter (the wording was to stay as is in the Plan).
  - 1.4 Encourage a wide range of countries and subject areas – we can add that we make the Newsletter available in two languages (English and French) and that we translated all the Section papers into 4 languages for Buenos Aires with the help of our Standing Committee members. We could also add that the Working Group on the Virtual Clearinghouse covers multiple languages and countries and various types of subject tools. The Clearinghouse will be for 2005 and also ongoing as will the Newsletter and we will also plan to translate all the papers for Oslo.

- 1.5 We will add that during the 2004-2005 plan we will begin planning for the Seoul meeting gathering general ideas and potentially sponsoring a program or workshop on interoperability issues in subject access with a focus on Asia.
- 2.1 Working Group on Multilingual Thesauri Guidelines, need to revise to state “end of 2004.”
- 2.2 Working Group on Best Practices – We agreed to add that the development of the Working Group is done and it’s called the Working Group on Guidelines for Minimal Requirements for Subject Access by National Bibliographic Agencies. They will be posted on IFLANET by the 2005 conference.
- 2.3 No change, but specific activities should be listed that demonstrate cooperation with the Cataloguing, Bibliography, and Information Technology Sections and UNIMARC.
- 2.4 We added the formation of a FRBR Study Group at the Division level to look at extension of the FRBR model to subject authority records.
- 2.5 Another addition would be the joint Working Group with Cataloguing Section on MulDiCat.
- 4.4 would be added to put the Section’s minutes, Strategic Plan, and other documents in electronic form accessible through IFLANET and when appropriate in print form.
- 5.3 could be added in the next Strategic Plan to actively recruit new members in Seoul and Durban.

Other minor changes could be discussed at the Saturday meeting.

Maria Witt reminded everyone that the IFLA Journal is open to suggestions for papers during conferences and from experts, so be thinking of ideas. These will be coordinated with *ICBC (International Cataloguing and Bibliographic Control)*, which has “first refusal rights” for our Division’s publications.

The meeting was adjourned at 11:20.

**Second Meeting:** Saturday 28 August 2004, 8:30-11:20 – San Telmo (Sheraton)

### **Second Meeting**

**Present:** Marie Balikova, Jo-Anne Bélair, Leda Bultrini, Lois Mai Chan, Lynne Howarth, Martin Kunz, Patrice Landry (information coordinator and newsletter editor), Pia Leth, Dorothy McGarry, David Miller, Max Naudi, Thordis Thorarinsdottir, Barbara Tillett (secretary/treasurer), Eunice Pinto (representing Julio Vaz), Maria Witt, Marcia Lei Zeng (chair).

**Absent:** Marje Aasmets, Björn Dahla, Senka Naumovska, Ekaterina Zaytseva.

**Observers:** Julianne Beall (Library of Congress), Françoise Bourdon (Bibliothèque nationale de France), Jesús Gascón (Universitat de Barcelona, Faculty of Library and Information Sciences), Joan Mitchell (OCLC), Ia C. McIlwaine (University College London), Federica Paradisi (National Central Library of Florence, Italian National Bibliography), George A. Prager (New York University Law School), Gerhard Riesthius (University of Amsterdam, Archive of Information Science), Diane Vizine-Goetz (OCLC).

The meeting was called to order by the chair, Marcia Zeng at 8:30. A roster was circulated for attendance.

## **11. Discussion of Buenos Aires Conference (Evaluation)**

### **11.1 Open Forum of the Division**

Observations were discussed and everyone was encouraged to complete the evaluation forms. Members observed there was no time between the Plenary session and the Division Programme, making the start late. Also the PowerPoint presentations were not already on the PC. The speakers could test their presentations in the Hilton, but then had to load and test again on the machine in the program rooms (this was in general). Handouts were at the Hilton and were not delivered to the meeting rooms (in general). We should always be sure the papers are available in the local language. Comments were heard about giving the same paper twice (the report on IME ICC2), but in fact, it was a summary at the Division Forum with a full report at the Cataloguing Section programme. We need to be clear that the Division gives an overview and tell the audience they may hear more complete reports during the Section programmes.

### **11.2 Section Open Programme**

The sequence of speakers and topics had a good logic and were complementary. There was good time for discussion. It was suggested that the chair introduce discussion for questions and show a thread between the presentations and it is helpful if the chair would repeat the questions so everyone can hear. The model of Pia Leth and Ingrid Berg's PowerPoint that was in both English and Spanish as parallel languages on the slide bullets was suggested as a good one to use for dual languages. The room's air conditioning was not turned on at first and the technicians were no help. The computer technicians were also very unhelpful. Marcia had come the day before to load her presentations and was told to come back on the day of the meeting at 8 am when she was refused and told to come back at 10 and refused again and told to load them just before the meeting, but then disappeared before the meeting.

### **11.3 Overall organization**

The central location of the conference in Buenos Aires was very nice, instead of being outside the city at a convention center. Volunteers were very helpful and would often come to see if they could help. The Organizing Committee tried very hard and did a good job and their hard work was very much appreciated. The Standing Committee meetings of the Division were scheduled at the same time and in different buildings, making it impossible for members to attend them all. There was too short a time to travel between the buildings and no time before the Division programme. This was also a problem for the Standing Committee and Working Group meetings. It was not always clear in the program if a presentation was to be in English or Spanish, so there should be an explanation of the language of the presentation (or indicate through the language of the title of the presentation).

### **11.4 Identify Section candidate papers for publication**

All of the Section papers are on IFLANET and all were translated into 4 languages. The topics this year are of more interest for ICBC and Marie-France will be notified that they are all available. Ia McIlwaine indicated that papers could be published in both IFLA Journal and ICBC (usually a shorter version in



ICBC). Patrice suggested we should privilege the paper from Mexico, because Felipe Martinez may not have a chance to publish outside Mexico (Marcia Zeng noted he has published in the United States). Leda noted the SACO information has been published elsewhere. Barbara Tillett suggested submitting the Swedish and Italian papers to both IFLA Journal and ICBC.

## 12. Update Committee Member Contact Information

Patrice Landry noted a problem in contacting Julio Vaz (represented at this meeting by Eunice Pinto), whose email box was full and messages would only bounce back. Maria Witt announced her job has changed, so to use her personal address for the time being. From the United Kingdom, it was noted that Lucy Evans had resigned and Vanda Broughton had never replied, so now is no longer a member. This means there is no member from the UK.

## 13. IFLA matters

**Review of Sections** – The Cataloguing Section will be part of the initial pilot group of Sections to be reviewed. The review consists of a report on factual data from the past 4-5 years and a self-evaluation (how well the Section is meeting the goals in its Strategic Plan, its communication, the involvement of members, and success at recruiting more members). Classification and Indexing has 110 members from 43 countries, but many are not participating. Institutions have 2 free Section memberships.

**ACTION:** Marcia Zeng will send the Standing Committee member list to ask members to check their country for recruitment, using a standard form letter via email.

Maria Witt noted that at the Francophone officers meeting it was suggested that the Information Coordinators join such meetings.

**Division Brochure** – Our Section will need to update and translate the brochure to different languages (Francoise Bourdon offered to help translate to French).

**ACTION:** By the end of September, Marcia would like to hear of any updates and she will send those to the Division by the end of October to get the brochure printed and on the Web by January or sooner (in time for the next round of elections).

**President-Elect's Roundtable Meeting** – David Miller and Patrice Landry represented our Section at the meeting in Buenos Aires. The theme was "Partnerships" and lasted for a very dynamic 4 hours.

**Section Newsletters** – The Section issues 2 newsletters each year. Patrice Landry (Information Coordinator and Newsletter editor) suggested having 1 issue on tools and 1 issue on applications. He wishes to continue the national reports (note the Czech handout at this meeting). He would like to increase the content without increasing pages – it is now about 20 pages, and he would like to increase coverage across the world. He proposed the following: 1) send a letter to the 110 members to ask each to send a paragraph for their country; 2) to provide country reports and reports on meeting news in separate issues. He would like more information about people and more emphasis on conference announcements and relevant classification and indexing reports/publications, such as the ISKO report, so there is more variety.

It was observed that next year several more Section members will be leaving after their 8 years.

**ACTION:** Departing Section members could help contribute to future issues with news from their country. Patrice will send a proposed format and he could use the results for the November issue. He will send out a call in October.

Francoise Bourdon suggested he include information on the process for nominations.

**ACTION:** Marcia or Barbara will write a description of the nomination and election process for that newsletter.

Patrice continued that some newsletters use a layout program, and he would like to be creative, include photos, and check for award winners. Leda would like to see more updates from the Working Groups – at least once a year. Patrice suggested doing the Working Groups in the May issue and to give the scope of the Working Group's charges. Dorothy McGarry noted that Newsletters on email can be attached or an email alert can be sent to point to the Newsletter on IFLANET – we could do it as a PDF file so everyone can print their own.

The Section members then gathered for a group photo.

#### **14. Unfinished business**

a) **Multilingual thesauri.** Gerhard Riesthuis reported that the group met for 2 hours on Monday and will add new examples for non-Western languages, especially Japanese and Chinese. By mid-September the document can for to IFLANET for comments with a request to add more multi-lingual examples.

**ACTION:** Gerhard will send a new draft to Patrice to send to the Standing Committee members and observers, to show where examples are needed.

**ACTION:** Barbara will send Patrice the email addresses and names of the observers.

b) **Clearinghouse Working Group.** David Miller reported the group met for 2 hours on Wednesday, which was their first real meeting to get started. They reviewed the scope of their charge, the nature of works to include, how to get existing metadata. They revised the metadata set and discussed how to include controlled elements, such as adding the DDC and LCC numbers. They had a discussion on controlled vocabularies and discussed work with the FAST project for faceted terms, as a proposal. They also discussed means to prioritize resources, perhaps starting with those most prominently used or by subject heading systems, thesauri, and classification systems with the most widely used in countries or institutions. Members of the Working Group will submit contributions to find other resources. Diane Vizine-Goetz and Joan Mitchell said they could create records in Connexion (OCLC product), and they should also use Unicode for the multiple scripts. There needs to be the potential to request alternative formats and to provide ways to re-use the information in this tools. All of these are being explored.

c) **Working Group on Guidelines for Minimal Requirements for Subject Access by National Bibliographic Agencies.** Martin Kunz and Patrice Landry reported on this new group that now has 8 members and is looking for more. They set 3 tasks for themselves to complete by next June: 1) redraft their scope and draft terms of reference for their group; 2) create a survey form by early next year, and 3) define the methodology to collect and analyze data. So the first year will be

experimental and will build on the Copenhagen meeting on national bibliographies and Barbara Bell's work. They will also do a test in the group. Pia Leth suggested adding a member from the Bibliography Section. Once the group has preliminary results, they could present them at the Seoul Division Open Forum. Lois Chan noted that Magda Freiling also did a report and survey on this topic.

**ACTION:** Marcia Zeng will communicate with the Bibliography Section about adding a member to this Working Group, and Pia Leth will also keep them informed.

- d) **Oslo meeting plan.** Marcia led further discussion of the Oslo program planning. It was agreed to entitle the program for the Section "Subject Tools for Global Access: International Partnerships" and to see about a joint program with the Cataloguing Section. The paper on the Working Group on Guidelines on Minimal Requirements for Subject Access by National Bibliographic Agencies will be moved to the Seoul meeting. We would suggest having 3 papers to leave time for discussion:

- 1) Czech Republic collaborations with Croatia, Macedonia, Lithuania, Latvia, Slovenia, and Slovakia for using subject headings for all types of libraries in their countries, contributing to a national scheme with preferred terms mapped to those languages. Speaker: Maria Balikova
- 2) Use of classification as a method of access for multilingual needs of national bibliographies in different countries – case study German language (Germany, Switzerland, and Austria, sharing DDC). Speakers: Patrice Landry, with contact with Magda Freiling.
- 3) Cooperative initiatives among Laval, RAMEAU, and LCSH to meet users needs in different cultures, even if the same language but different countries. Speakers: Jo-Anne Bélair and/or Françoise Bourdon.

Max Naudi observed we have nothing about the Nordic countries. Marcia said they would be covered in the Division Open Forum's overview of bibliographic control in the region.

e) **Seoul meeting plan**

The theme for IFLA in Seoul is "Libraries: Dynamic Engines for the Knowledge and Information Society." Our Section programme could be "Subject access for multilingual and multi-script networked environments" or "Subject access for networked resources." The three papers suggested were:

- 1) The translation and mapping of subject headings – a case study of LCSH to Japanese and mapping to Japanese subject headings and Japanese classification system to help users in online searches (a union catalog of serials using Unicode). Speakers: Noriko Kando will send a description for this talk and suggest speakers.
- 2) Classification and indexing systems used in former Soviet republics (e.g. , Kazakhstan and Russia) on subject research and interoperability – a new matrix system. Speakers: Ekaterina Zaytseva.
- 3) Guidelines for Minimal Requirements for Subject Access by National Bibliographic Agencies. Speaker: Martin Kunz.

Two other topics will be suggested for the Division Open Forum: 1) Classification and indexing in Asia – to cover as much of Asia as possible, and 2) Reports on the situation in Vietnam, Thailand, Singapore, Malaysia, Korea, etc. Marcia Zeng has contacts in China as does Lois Chan.

**ACTION:** Everyone is to email Marcia Zeng with other ideas.

#### 15. New business

**Division Working Group on Functional Requirements for Subject Authority Records** (an extension to FRBR) – A sign-up sheet was routed around to identify interested members who would like to assist in this activity. 15 members and observers signed up. The list will also go to the Cataloguing Section and other Division IV Sections to identify “experts” for this phase of extending the FRBR model.

**Working Group on MulDiCat** – 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.

**Working Group on an International Cataloguing Code** – Barbara Tillett chairs this group for the Cataloguing Section. Anyone interested in joining from Classification & Indexing should contact her.

**Roundtable for Retired Members** – Max Naudi will start this.

#### **Update Strategic Plan**

**ACTION:** Everyone was asked to send ideas to Marcia Zeng by the end of September regarding updates. She will add changes related to the Oslo Conference from today’s discussions. The revised Strategic Plan will then be sent by email to everyone for approval and if Marcia doesn’t hear from the members, it will be taken to mean approval.

#### 16. Adjournment

Marcia Zeng thanked everyone for their great support, for a wonderful programme, and an active year. She also thanked Pia Leth, the previous Section chair, for giving her assistance throughout the year. The meeting was adjourned at 11:20.