



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

CLASSIFICATION AND INDEXING SECTION

Standing Committee (SC)

Minutes of the Meetings:

SC1: Saturday 13 August 2005, 14.30-17.20 Radisson SAS Plaza Hotel, Olympia Room

SC2: Friday 19 August 2005, 08.00-10.50 Royal Christiania Hotel, Christiania B

**71st IFLA General Conference and Council
Oslo, Norway**

SC1: Saturday, 13 August 2005

Present: Marcia Zeng (chair), Marie Balíková, Jo-Anne Bélair, Françoise Bourdon, Leda Bultrini, Lois Mai Chan, Billie Hackney, Lynne C. Howarth, Yvonne Jahns, Patrice Landry, Dorothy McGarry, David Miller, Sirje Nilbe, Edward O'Neill, Ingebord Rype, Eunice Maria Silva Pinto, Magdalena Svanberg, Thordis T. Thórarinsdóttir, Barbara Tillet (secretary), Maria Witt, Ekaterina Zaytseva

Apologies: Marje Aasmets, Björn Dahla, Primalani Kukanesan, Martin Kunz, Pia Leth, Max Naudi, Senka Naumovska, Julio Vaz

Observers: Julianne Beall, Artomonova Svetlana, Robert Zepf, Kjersti Feiring Myrtrøen, Ringa Sandelin, Maria Inês Cordeiro, Nancy Williamson, Ia McIlwaine, Joan Mitchell, Brankica Resan

1. Welcome and introductions

Chair Marcia Zeng welcomed all new members and all members and visitors introduced themselves.

2. Election

2.1 Election of Section Chair and Secretary for 2005-2007

Chair, Marcia Zeng reminded members that officers for Standing Committees serve 2 years with a maximum of 4 years for any given office during their IFLA time. By unanimous acclamation Patrice Landry was elected the new Chair and Barbara Tillet was elected ongoing Secretary/Treasurer. These new officers then go on to the Division Coordinating Board meeting to elect new officers for the Division.

2.2-2.3 Appointment of Section Information Coordinator and Newsletter Editor

The new chair may appoint the information coordinator and newsletter editor(s), and Patrice Landry suggested to split the Newsletter editor job to allow more opportunities to participate in the

Section activities. Maria Witt was appointed the Information Coordinator and Billie Hackney (English language) and Jo-Anne Bélair (French language) will serve as the Newsletter editors.

Everyone was reminded to contribute to the Newsletter.

3. Minutes of the Buenos Aires meetings, 2005

Lynne Howarth moved approval and David Miller seconded, and by unanimous vote, the Minutes were approved as corrected.

4. Matters arising not mentioned elsewhere on the Agenda

Note was made to add the Newsletter editor topic to the Friday agenda.

5. Financial report (Barbara Tillett, Treasurer)

Barbara reported a balance in July of \$1492.32 with an expectation of about \$500 in expenses for the current issues of the Newsletter. An additional amount is anticipated to be paid for the November issue.

6. Report from the Division Coordinating Board (Barbara Tillett, Chair, Division IV: Bibliographic Control)

Barbara reported on the Professional Committee, the Governing Board, Division open program plans, and announced the Division social hour.

7. Section developments since last meeting

7.1 Report of WG on Guidelines for Multilingual Thesauri (Marcia Zeng for Gerhard Riesthuis)

The "final" draft is on IFLANET for review and so far has received positive comments and suggestions. There have been 13 individual comments to date from 9 countries. There are suggestions on the layout and glossary. There was also some criticism about the construction. It was noted that the document is a supplement to the ISO Monolingual Thesaurus Guidelines. It is not big enough for IFLA to publish as a book, but possibly could be issued as a journal article – first checking with ICBC and possibly also for IFLA Journal. It also can be posted on IFLANET. Plans were made for the Working Group to meet following the meeting of the Working Group on the Clearinghouse for Subject Access Tools (Radisson, Oslofjord Room).

7.2 Report of Working Group on a Virtual Clearinghouse of Subject Access Tools (David Miller – the following section is his written report)

In the year following the Working Group's first formal meeting in Buenos Aires, the Group received significant technical support from the OCLC Office of Research. Metadata records for the Clearinghouse may be created in OCLC using either a "Connexion extension" of Dublin Core or MARC 21 format. Diane Vizine-Goetz put considerable effort into mapping the WG's metadata set, developed in the year between Berlin and Buenos Aires, to these two formats. Potential benefits include accommodation of multiple scripts and the potential for exporting records in multiple formats, including XML, for extended reuse. The WG may have access to Connexion at no charge for this purpose. Any records created by WG members will form a separate database, which OCLC will host for the time being, in addition to being added to WorldCat. Many thanks are due to Diane Vizine-Goetz and Eric Childress of the Office of Research, and to Joan Mitchell for facilitating the connection between the Working Group and the Office of Research at our meeting in Buenos Aires.

In July 2005, the WG chair had a series of email exchanges and a conference call with Barbara Tillett and Marcia Zeng. One major assumption informing the WG's efforts to date is that the Clearinghouse would exist in the form of a database. As a result of the conversations in July, regarding the technical, logistical and administrative feasibility of this plan, it is now proposed that the Clearinghouse will take a simplified form. At the WG's upcoming meeting on 15 August, we will discuss this plan:

1) That we focus our attention on resources used by national libraries and information centers. The purpose would be to provide essential information about major tools in use around the globe, to those seeking this information;

- 2) That we aim to create a series of linked pages on IFLANET, organized by geographical area/nation, language, and topic, rather than a database;
- 3) That we use existing metadata records when possible and create them when necessary;
- 4) That we make a serious effort to contact a wide range of LIS professionals in regions of the world with which we have very little contact, or none. We should first contact colleagues in the appropriate IFLA Sections. We may also be able to make contacts through printed directories of global library science organizations: IFLA itself has recently published an updated directory. This may have the added benefit of expanding the Division's global network of collegial contacts.

The work that the WG has done to define a metadata set, and the work that the OCLC Office of Research has done to support us, will all continue to be valuable. If there are existing metadata records for the resources we include in the Clearinghouse, we may choose to adapt those records according to our metadata set. If we need to create records, we have our metadata set available to use, and we may create those records in OCLC.

7.3 Report of WG on Best Practice Guide (Patrice Landry)

Patrice reminded the group that the Working Group was started by Martin Kunz and Patrice Landry. In Buenos Aires they developed ideas and the members of the group reviewed them at that time. Dorothy McGarry reviewed the scope and up to November the group was working well. But there is currently a problem with the shared responsibility, having a dual chair didn't work well, so he proposes to re-launch the group and to get new members plus some from the outgoing Standing Committee to get a new commitment for this Working Group. He proposed two meetings during the Oslo conference and encouraged new members to participate. The objective would be to promote the use of subject indexing and classification in national bibliographies and to include subject access in national bibliographies.

7.4 Report on WG on Functional Requirements for Subject Authority Records (FRSAR) – (Marcia Zeng)

Marcia noted this Division Working Group is being led by the Classification & Indexing Section and will have both a Working Group of core members plus an "Advisory group" of other interested parties and experts. The plan is to have the Working Group meet once a year outside the IFLA Conferences in August and to have international representation on the Working Group.

7.5 MulDiCat Working Group

The Cataloguing Section's Working Group has been on hold due to the illness of the WG chair. It is expected she will resume work on this project in September. Jo-Ann Bélair and Leda Bultrini volunteered to be our Section representatives to that Working Group to add indexing terms and subject headings terminology with definitions for the terminology.

7.6 Section Newsletter (Patrice Landry)

Patrice reported that two issues are being sent out now and the invoice for the cost of producing these issues will be sent to the Treasurer soon. Patrice noted the time lag in his call for articles and being able to edit them and send out the issues and had some changes to propose at the Friday meeting (see under 15.3 Section Strategic Plan area 4.1). Ia McIlwaine suggested the criteria for the prize for the best IFLA Newsletter included providing general information, IFLA information, and that design counts. She reminded that 8 copies of the print version are to be sent to IFLA Headquarters.

7.7 Section Review required by IFLA Headquarters (Marcia Zeng)

The Section review is due to the Chair of the Coordinating Board by 1 October 2005. Marcia intends to send the draft to the Standing Committee members during September for comments before submitting the "final."

8. Oslo Conference Programme (Marcia Zeng)

8.1 Open Forum of the Division – to be held 8:30-10:30 Wednesday morning of the conference

Marcia Zeng will provide an overview of the Section activities and FRSAR plans. She announced there would also be a FRSAR meeting starting at 10:45 that morning.

8.2 Open Programme of the Section – a joint programme with the Cataloguing Section – to be held 1:45-6:00 pm Wednesday afternoon of the conference

Marcia Zeng announced the Section has 3 great papers from countries showing international collaboration of several small European countries as well as among German speaking and among French speaking parts of the world. She reminded the speakers to have copies for the translators. It was also noted that meeting 102 in the Programme by the Library History Section includes a PowerPoint from Maria Witt in French with her paper in English.

8.3 Thanks to the translators of section papers

Marcia Zeng noted the papers were mostly translated by the authors themselves and most were too late to ask others to help with the translation, for example there was not Spanish translation of the papers this year. The French group helped provide French translations. Marcia thanked the translators.

8.4 WG set up meeting time during this conference

David Miller announced the Working Group on the Virtual Clearinghouse for Subject Access Tools would meet Monday, 9-10:30 in Oslofjord 2, Radisson, and would be open for new members.

Patrice Landry announced the Working Group on Best Practices Guide would meet Tuesday 1-2:30 pm in the Ekeberg Room, Radisson and Thursday 10:30-12 in Holmenkolben Room, Radisson and is open for new members.

Marcia Zeng announced the Working Group on Guidelines for Multilingual Thesauri will meet Monday, 10:30-11 in Oslofjord 2, Radisson.

Marcia Zeng also announced the FRSAR group would meet Wednesday, 10:45-noon in Gamlebyan Room, Radisson.

9. 2006 Seoul Conference Plans

Marcia Zeng noted suggestions from last year were to have a program on interoperability among Asian countries for multilingual and multiscript access. Speakers are not confirmed. Katerina Zaytseva is not sure if she can come next year and no one from Japan responded. The Section received a proposal from the Shanghai Library that includes possibilities related to Chinese character sets in classification schemes and in classification and subject headings to discuss problems and their way of dealing with them in Shanghai. Patrice Landry wants to get contact names from Korean colleagues. Joan Mitchell volunteered to ask Andrew Wand at OCLC for contacts and will report back on Friday. Lois Chan and Joan Mitchell (Dewey Office) will also reach their Vietnamese contacts, as the Vietnamese edition of Dewey will be out this year. A suggested theme was: "subject access in Asian countries." Marcia turned over her folder on these plans to Patrice Landry.

David Miller suggested that the Shanghai Library might be invited to speak on the interoperability of scripts and languages for subject headings and classification schemes. Marcia volunteered to speak about the multilingual thesauri standards – our IFLA guideline will be out, and there are also a US standard and British standard. This portion could be a tutorial on these standards as a good way to promote the work of the Section. The Standing Committee was asked to think of other ideas for discussion at the SC2 meeting on Friday.

10. 2007 Durban Conference Plans

Marcia noted the topics for Africa should address the theme of exploring progress and new development models for libraries in developing countries. It was suggested that we possibly contact Martin van der Walt at Pretoria, South Africa as a speaker for the Division's overview of bibliographic control in Africa. Ia Mcllwaine volunteered to check where he is located and reminded the Standing committee that next year is an ISKO Conference in Vienna, 4-7 July 2006 and a call will be going out very soon. Ed O'Neill asked about doing local versus broader appeal topics and Patrice Landry noted in Buenos Aires we had done just that with 2 speakers for Latin America and 2 speakers for a broader view. The observers suggested exploring the mechanisms being used to make subjects more accessible to younger people. Ia Mcllwaine suggested a joint programme with Division 8's Africa

Section to get an extra 2 hours. Patrice Landry will talk with someone from the Africa Section. Ia McIlwaine also noted that Botswana has a very good library school and there also may be a good contact from Senegal. The Standing Committee was asked to suggest ideas by Friday.

11. Section's Strategic Plan 2005-2007; Discussion of future directions/projects

Marcia Zeng distributed her start at editing the existing plan, updating the date to 2005-2007, adding "interoperability" to the mission, adding actions under Goal 1 to insert the Korean programme as 1.1 and the Durban programme as 1.2. Specific tasks should be added that can be accomplished.

Under Goal 2 for new and existing standards relevant to subject access, 2.1 would be to publish the Guidelines for Multilingual thesauri. 2.2 and 2.3 would be combined for the Working group on Best Practices and tasks for the next 2 years could be added. 2.4 could cover working with the Cataloguing, Bibliography, and Information Technology Sections and UNIMARC regarding automatic indexing – also possibly the Children's Libraries and Reference Section for user-oriented subjects for 2007. The MulDiCat activity will also be added here. Under 2.5 for FRSAR, Ed O'Neill suggested 2008 would be too late as we need to maximize the impact and he suggested 2007, which might still be too late for some but is a more practical date to target.

Goal 3 for results of research would mention the Newsletter and the Clearinghouse and David Miller will offer tasks for Friday. Lynne Howarth also suggested expanding the Metadata Schemas report to indicate how subjects are handled in metadata schemas and perhaps suggest an ontology. Lois Chan also noted we need to update the contents and add more schemas and look at various tools now being used. Bourdon suggested adding how search engine use or don't use the systems and how standards are being used by the Web community and how we can automatically generate subject access. Marcia Zeng mentioned the Dublin Core Conferences have suggested a value space and that people, event, time are in some schemes; cultural, materials, and techniques are in museum schemes, and we should show what standards are being used by what communities. She also noted artists names have several standard authority files, all with different coverage: Getty, Library of Congress, Art & Architecture Thesaurus. Lynn and Françoise might start a new Working Group and think about Google and Yahoo access and the impact on users – what metadata exist, are they used, and why or why not. It was noted that ELAG had a presentation on Google Scholar that built its own strategy and doesn't use the metadata in the documents it searches. Lynn noted communities are asking for more taxonomies.

Marcia, Barbara, and Patrice will prepare a new draft of the Strategic Plan for Friday's discussion to incorporate these suggestions.

SC2: Friday 19 August 2005

- Present: Marcia Zeng (chair), Marie Balíková, Jo-Anne Bélair, Françoise Bourdon, Leda Bultrini, Lois Mai Chan, Lynne C. Howarth, Yvonne Jahns, Patrice Landry, Dorothy McGarry, David Miller, Sirje Nilbe, Edward O'Neill, Ingebord Rype, Eunice Maria Silva Pinto, Magdalena Svanberg, Thordis T. Thórarinsdóttir, Barbara Tillett (secretary), Maria Witt
- Apologies: Billie Hackney, Marje Aasmets, Björn Dahla, Primalani Kukanesan, Martin Kunz, Pia Leth, Max Naudi, Senka Naumovska, Julio Vaz, Ekaterina Zaytseva
- Observers: Julianne Beall, Paivi Pekkarinen, Joan Mitchell, Daniël van Spanje, Nancy Williamson, John DeSantis, Federica Paradisi, Wan AliWan Mamat, Ia McIlwaine, Friedrich Geisselmann

Welcome and introductions

Chair, Marcia Zeng started the meeting with a general welcome and introductions were made around the room.

12. Discussion/Evaluation of Oslo Conference

12.1 Open Forum of the Division

There were about 200-210 people in the audience for the Division open forum and all agreed Unni Knutsen's paper gave a very good overview of bibliographic control in the Nordic countries. Magdalena Svanberg reminded that abbreviations and acronyms should be explained, especially for the benefit of new members. Marcia Zeng asked if the Section's handout with the list of meetings and other information was useful. All agreed it was. Lynn Howarth noted such a list could be sent ahead to the Standing Committee members and also provided outside the Section and Division programs.

12.2 Open Programme of the Section

All agreed it was a very long session. Dorothy McGarry noted it was good to have collaboration with the Cataloguing Section to see the overlap in concepts between the Sections, but for a program that long, people will leave, which she also suggested was not a bad thing. She suggested that if we do a panel again that it might be done earlier rather than last, because it takes extra concentration and people's energy and attention levels will fade after so long a day. Ed O'Neill felt the panel served the purpose of conclusion/wrap up to tie the earlier speaker's concept together. Patrice Landry suggested the timing would depend on the content of a panel. Françoise Bourdon agreed it was too much in one day, because we started with the Division forum at 8:30 and finished at 6pm, which was very difficult with simultaneous translation. Marcia Zeng noted it's important to have the Division program first and then separate days for the Section programs. Lynne Howarth felt the visuals and sound were very good in the Sonja Henie auditorium. Françoise Bourdon suggested we have fewer speakers and more time for discussion. Lynn Howarth also noted it was disconcerting to have the Plenary session back to back with the Section programs and not break time between. It meant the Section program had to begin late.

12.3 Overall organization of the conference

David Miller said it was very good in general, but the program should add another 15 minutes when scheduling the plenary session to give a break, even if that means extending the day in the morning or afternoon. Ed O'Neill warned about extending longer due to receptions, especially on the Wednesday evening. He would have preferred a shorter meeting day to allow more evening time. Yvonne Jahns recommended having a clear topic for the session, as she attended some without one and found it very difficult to follow, especially when they were general sessions without examples. She also pointed out the poster sessions were in a very bad space. Lynne Howarth found the plenary speakers and topics stimulating and the nightspot spectacular to be able to interact with authors in a very congenial environment. Marcia Zeng noted the airport did not have greeters or a help desk this year. She also noted in Korea with lots of Asian attendees and none of those languages being official IFLA languages, we should make a special effort to provide translations at least in Korean so the

locals can understand. Ia McIlwaine reminded the group that IFLA has 5 official languages and has a policy not to use more, but an exception was made when we went to China. She suggested that Barbara Tillett, as the Division Chair and our representative on the Governing Board, should lobby for adding Chinese as an official language (realizing the cost and expertise needed in providing one more language, it actually adds the need for 6 more translators to go between the newly added language and the existing 5 languages). Marcia Zeng suggested more collaboration between the Sections and the local committees to provide translations of the papers and parallel PowerPoint presentations. Is McIlwaine noted one of her students could be an interpreter. Julianne Beall commented that when IFLA was held in Japan the locals did the Japanese translations and the expense was then at their level, not for IFLA.

12.4 Identify the Section's candidate paper for publication in "IFLA Journal"

David Miller is on the editorial board for IFLA Journal and excused himself from the discussion as a conflict of interest. The Standing Committee was reminded of ICBC's (*International Cataloguing and Bibliographic Control*) first rights of refusal on any publications from the Sections in Division IV. Patrice Landry suggested the panel speakers could be used, but it would be hard to combine the texts. Lynne Howarth agreed it would be good if it could be done, as the topics included strategic issues that would have a broader appeal for archives and bibliographic information. Ed O'Neill said to do the three papers separately and not combine them, as each had distinct views and it would be easier for the authors. Patrice Landry suggested providing a general introduction to the three papers and Ed O'Neill suggested adding a conclusion from our Section as well. Marcia Zeng asked Barbara Tillett to convey this information to the Cataloguing Section at their SC2 meeting. Marcia Zeng suggested that Unni Knutsen's paper should be in the IFLA Journal and Patrice Landry suggested it also be proposed for ICBC, as it can appear in both places per IFLA policy. Barbara Tillett suggested contacting the authors and Marie-France Plassard to confirm which will go where.

13. Update of committee member contact information/ WG Reports

Some members who are retiring from the Section, including some who had served for 8 years (with a certificate from IFLA), will be mailed their certificate of appreciation from Marcia Zeng.

David Miller noted that this year Dorothy McGarry received congratulations for receiving the Margaret Mann Citation.

13.1 Working Group updates

David Miller reported on the Monday meeting of the WG on a Virtual Clearinghouse for Subject Access Tools. The group agreed to follow a revised plan of action and he will send notes. They will contact regions of the world that had been difficult to contact in the past. Subgroups will work on the flow of records to describe these resources. Nancy Williamson reported on applying UDC to these resources. They made plans for this next year and will send out quarterly updates on progress via email. All the subject access systems will be documented in the Newsletter. Barbara Tillett reported that IFLANET will be able to load databases in MS Access or Oracle. David Miller said anyone interested in working on this WG or finding out more about the project should contact him. Marcia Zeng asked Barbara Tillett to identify Asian countries to contact. Barbara Tillett noted this should be a question for the WG to ask IFLA Headquarters.

Patrice Landry reported on the two meetings of the reformed and renamed WG on Guidelines of Subject Access by National Bibliographic Agencies (NBAs). 12 members expressed interest and reviewed the terms of reference to be clear about what we want to do. The "minimal requirements" was dropped and an action plan for the next 2 years was proposed. During October-November the group will gather NBA indexing policies to determine if a survey is needed or perhaps they will provide sufficient information to compile general guidelines by October and then decide on next actions. If a survey is needed, one would be prepared for spring and to report results in August with draft Guidelines by 2007. He proposed working with the bibliography Section WG on Guidelines for Electronic National Bibliographies, as a lot of work has already been done.

ACTION: Colleagues should send Patrice Landry their classification, subject headings, and thesauri policies as soon as possible. If the language is not French or English, please summarize the policies in English or French, so he can include the information in his compilation.

Patrice Landry may add the goal of having these guidelines available for those building new subject languages. It is not the intention to develop an IFLA policy, but instead to show the variety.

Marcia Zeng reported on the FRSAR first meeting. 11 participants and 2 from the Cataloguing Section attended. The challenge is to define the Group 3 entities. They will follow Tom Delsey's new paper on subject entities and will check on definitions for object, concept, and other entities will be examined, possibly with suggestions to change the FRBR model. Subgroups will work on definitions and on user tasks (uses of subject authority data). FRSAR has a limited Web site for members and the "advisory group" has access to the background papers and discussions. They intend to have a meeting before the next IFLA conference and to meet at the IFLA Conference in Seoul. Anyone interested should contact Marcia Zeng. She will email reports of news and drafts.

Is McIlwaine reported that the WG on Multilingual Thesauri reviewed Gerhard Riesthuis's revision and she will incorporate other comments. She will be in The Hague in October and December and plans to clean up the Guidelines after Christmas. She suggested if we wanted the result as an IFLA publication, it might be issued as part of the Professional Report, which are not hardback. Marie-France Plassard would not want such a long document for ICBC, but Ia will write a short article about it and it can be posted on IFLANET.

ACTION: This tasks should be added to the Strategic Plan and mentioned in the Section Review.

Marcia Zeng reminded people there was still time to send in comments and they will be used for the version 2. Alan Hopkinson who is on the ISO TC46 suspects the Gerhard didn't let ISO know, but Ia will contact them. Also NISO will be contacted and Marcia will alert NISO once the guidelines are published. Ia still wants more examples in different languages.

14. IFLA matters

The Oslo attendance exceeded 3,000, which was not as good as the 4,000 they were hoping.

15. Unfinished business or updates from the first meeting

The updated draft of the **Strategic Plan for 2005-2007** was distributed. The Mission statement added "interoperability." **Goal 1, Action 1.1 Plan for the Seoul program** indicated a theme of "interoperability for subject access for multilingual/multiscript networked environment, especially in Asia." This was approved by the Standing Committee. Patrice Landry commented he wants a Korean presentation and perhaps a paper from Japan on the translation of LCSH. Joan Mitchell has a contact at Korea to talk about classification and subject analysis in Korea and also the NASIS in Vietnam about translating standards – Dewey, AACR2, and MARC. Marcia Zeng will be asked to provide the overview of the new Guidelines on multilingual thesauri (3 standards) to promote our WG's achievements. Patrice want to establish a program committee for the Section to review papers after a call for papers and to work with the Chair and Secretary to select papers – he suggested having 2 others from the Section to review proposals

** (Lynne Howarth and Leda Bultrini volunteered). The call for papers should go out in September/October asking for a title and short abstract due December 31 – a call will be posted on IFLA-L giving the timeline and the theme for the meeting in Seoul. David Miller noted the Asian Section also has a list on their Web page that could be used.

ACTION: Anyone having ideas for speakers should contact Patrice Landry so he may contact the potential speakers directly to call for their title/abstract in this same review process.

In the **Strategic Plan section 1.2 Plan for the Durban program**, the theme of "partners for subject access to bring libraries and users together" was agreed. Marcia Zeng suggested bringing in the Reference Section and perhaps vendors. Patrice Landry noted we can return to this again next year to confirm the theme. Leda Bultrini noted the Working Group on functions and users needs could provide better visions of user needs and functions.

Section 1.4 has 3 bullets: Newsletter, translation of papers, and the Working Group on the Virtual Clearinghouse. It was agreed to remove "special" from emphasis.

Regarding Section **1.5 on the Québec plans for 2008**, Lynne and Jo-Anne had proposed a satellite meeting to be hosted in St. Johns, Newfoundland. Signal Hill was the 1st radio communication and the theme of communicating through subject access and a bi-lingual satellite program to reflect the duality of language in Canada, bridging communication seemed a good theme. Ia warned that the biennial ISKO Conference would be in Montreal back to back with IFLA, and she discouraged from

having a satellite program. However, they will talk to the ISKO colleagues and see what might be done. Marcia Zeng suggested again combining with the Cataloguing Section. Patrice noted it would promote the work of IFLA in a part of Canada where they usually don't hear about IFLA and would bring in specialists that perhaps would not be coming to the regular IFLA Conference. Lynne noted it also opens up possibilities for participants in the northeastern United States and would be a very unique venue. Françoise suggested if we also include the recommendations from the Best Practices for subject access for NBAs, we could also collaborate with the Bibliography Section. Patrice Landry asked everyone to think of a theme for the Québec conference. Thordis suggested quality control and Patrice agreed it was another side of standards but we would need to formulate a theme around quality control.

In Goal 2, Action 2.1 will be corrected to "early 2006" and 2.2 that is already done can be reworded. Ia McIlwaine noted it would be useful to include Barbara Bell. Patrice Landry said he had already talked with Barbara Bell and also Maja Žumer. For 2.3, the expectation is for a restart in September with Jo-Anne and Leda.

Under **Goal 3**, subject access to information resources, **3.1** Maria Witt suggested adding IFLA Journal and ICBC. For **3.2** David Miller felt we must make that commitment. **3.3** Marcia Zeng said Lynne Howarth proposed this new Working Group, and the wording was corrected to start at the next IFLA meeting and to send out terms of reference in consultation with Patrice Landry. These schemas are continually evolving, but this would build on the work of the previous WG. Lynne agreed she could lead the new WG. Patrice Landry invited members to suggest proposals for this WG to address.

Under **Goal 4, 4.1 on the Section Newsletter**, Patrice presented his new ideas for the Newsletter (handout was distributed) and Ia McIlwaine suggested adding IFLA News to the content. He suggested having the country reports only once a year and to focus more on the work of the Standing Committee and its members, the IFLA conference activities, add photos for the November issue and use it more as a promotional tool for us all to use at our own institutions to show how hard we work and to provide news for other Section members. There would be reports on the Division program, the Section's open programme and activities of the Standing Committee with the introduction of new members (short biographical sketches) to help them feel more a part of the Standing Committee. There would also be reports from the Working Groups, decisions and actions, perhaps adding information on the country report (Korea this next time), so when we get there we would know something about their situation. He also suggested a retired members' corner, or a column that would be handled by one of the past members to continue the interaction with the former members and stay in touch with what they are doing. He also suggested including conference announcements dealing with classification and indexing, such as the UNIMARC meeting in Portugal, the ISKO meeting, and open meetings on UDC or DDC or subject headings, etc. He basically suggested using the Newsletter to promote classification and indexing.

He suggested keeping the May issue as we do now with the country reports as the emphasis. Dorothy McGarry suggested adding short reports from conferences that people attended. Ia McIlwaine again suggested including some IFLA News, for example having Barbara Tillett as the Governing Board member give an update. Jo-Anne Bélair as the new Newsletter editor said she would be happy with help on these ideas. Thordis agreed it was boring to have the country reports twice a year. Patrice feels there is more value for the May report to be an annual overview. Françoise suggested it would be useful for new and potential new members to see an explanation of the duties of Standing Committee members, which could be based on the information sent by IFLA Headquarters to new members. Marie Balíková suggested adding new subject that are relevant to international or national projects outside of the country reports. Lead asked about the size of the Newsletter. Patrice said it has typically been about 20 pages, due to the budget and getting the best deal we can for publishing it. We could look into outsourcing the printing where it isn't so expensive and look for high quality printing at a cheaper rate, because it was not cheap in Switzerland. Maja Žumer will be contacted for suggestions on where it might be printed. Jo-Anne also wants to keep it in both English and French at least for captions, as there will not be space to do every article in both languages completely.

For **Goal 5, Actions under 5.1 targeting libraries that may be interested in joining the Section**, we can add the task to translate the Division brochure into other languages. For **5.2 reaching countries not currently represented**, we could contact African Portuguese-speaking

countries. Maria Witt suggested contacting library associations to identify their committees dealing with classification and indexing and subject access as related groups for future collaboration. **5.3 was corrected to read “To send contacts to the three sections of Division 8.” For 5.4 to keep contact with retired committee members,** Patrice Landry again mentioned he wants a link for the Newsletter and also someone to maintain a mailing list with the former members. Marcia Zeng suggested drafting an email and contacting them. Patrice will contact Max Naudi and send a short description to see about launching this. Ia McIlwaine mentioned IFLA Headquarters should be able to provide a list of the previous members and Patrice will check on that.

Leda asked for clarification for who does when and by when for the Newsletter. The reports for the Oslo conference will be done by the Information Coordinator, the Chair, and the Secretary and the editor will contact new members to ask them to send a few sentences of a biographical sketch – this will be coordinated by Jo-Anne and Billie Hackney. Everyone can then contribute to the May issue with country reports.

15.1 2006 Seoul Conference Plans

See discussion under Strategic Plan discussions above.

15.2 2007 Durban Conference Plans

See discussion under Strategic Plan discussions above.

15.3 Section Review

Patrice Landry and Marcia Zeng will draft the report, and Barbara Tillett will review it and send it to members for comment in September. The revised report will then be sent by Barbara to IFLA Headquarters.

16. New business

Marcia Zeng noted Lois Chan had returned to the meeting so could represent the other retiring members by receiving her certificate of appreciation as an 8-year member of the Section.

Patrice Landry thanked Marcia Zeng for her leadership, and she was given a hearty round of applause. (A certificate of appreciation was awarded to her by the Division and one by IFLA Headquarters.)

Adjournment

The meeting was adjourned and pictures of the Standing Committee were taken.

November 3, 2005