



• **Classification and Indexing Section:** <http://www.ifla.org/VII/s29/index.htm>

## **CLASSIFICATION AND INDEXING SECTION**

### **Standing Committee (SC)**

#### **Minutes of the Meetings:**

SC1: Saturday, 19 August 2006, 8:30-11:20, Room 332, COEX Centre

SC2: Friday, 25 August 2006, 14:00-16:50, Room 333, COEX Centre

72<sup>nd</sup> IFLA General Conference and Council  
World Library and Information Congress  
Seoul, Korea

#### **SC1: Saturday, 19 August 2006**

**Present:** Patrice Landry (chair), Marie Balíková, Jo-Anne Bélair, Françoise Bourdon, Leda Bultrini, Billie Hackney, Yvonne Jahns, Dorothy McGarry, David Miller, Sirje Nilbe, Edward O'Neill, Ingebjørg Rype, Eunice Maria Silva Pinto, Magdalena Svanberg, Thordis Thorarinsdóttir, Barbara Tillet (secretary/treasurer), Ekaterina Zaytseva

**Apologies:** Lynne Howarth, Maria Witt

**Absent:** Primalani Kukanesan, Senka Naumovska

**Observers:** Federica Paradisi, Julianne Beall, Joan Mitchell, Christina Hengel-Dittrich, Maria Inês Cordeiro

#### **1. Welcome and Introductions**

Chair Patrice Landry welcomed all members and visitors and everyone introduced themselves. A roster was sent around for updates.

#### **2. Agenda**

The agenda was accepted with time for a break added.

#### **3. Minutes of the Oslo meeting**

Dorothy McGarry noted the correction to the name for Svetlana Artomonova. With that correction, Dorothy McGarry moved and David Miller seconded approval of the Minutes, and by unanimous vote, the Minutes were approved as corrected.

#### **4. Financial report (Barbara Tillett, treasurer)**

During this past year all Section funds were returned to IFLA Headquarters (HQ) to be managed in the Netherlands. The Section has a balance of 387 Euro administrative funds and 420 Euro remain for projects.

#### **5. Report from the Division Coordinating Board (Patrice Landry, chair)**

All were reminded to wear badges during the conference meetings and not outside the conference. Paper handling is available in dedicated stations. Everyone was reminded for the Opening Ceremony where the First Lady and the Past President and Past First Lady of Korea will attend, that you must bring your conference badge, the opening ceremony ticket and your passport. Other reminders were of the President Elect's session on Tuesday from 8:30-12:45 and Meet the Treasurer on Tuesday from 12:45-1:45. Patrice also noted the Division brochure needs updating this year.

#### **6. Section development since the last meeting**

6.1 Section review done (Patrice Landry, chair) – The Section Review was done in September and October 2005 and sent to HQ by November. The response was positive. Sunday of the Seoul conference will be the Professional Committee Hearing to discuss some recommendations arising from that review of sections. All Standing Committee members are urged to attend and ask questions. The final deadline for our comments is 1 November 2006.

6.2 Planning of the Seoul Conference (Patrice Landry, chair) – This past year the Section did a call for papers and used a small committee (Leda B. and Lynne H.) to review the responses. Patrice noted the response was very positive, but no proposals came from Standing Committee members – we are encouraged to submit proposals in the future. The small group independently reviewed the papers and suggested the top candidates and negotiated the final choice, so Patrice proposed to continue this method. He noted Marcia Zeng will do concluding remarks to spark discussion.

6.3 Report of the Working Group on Guidelines for Multilingual Thesauri (Patrice Landry, chair) – The WG is done and comments from the worldwide review were received. Ia McIlwaine was to do a final report, but there are still some issues to resolve, as she did not address all of the comments made. Patrice will contact some of the original members to finish the work (Marcia Z., Dorothy McG., Lois C.) to review the text sent by Ia and to resolve the issues. The goal is to finish by the end of September and to print this by the end of the calendar year.

6.4 Report of the Working Group on Virtual Clearinghouse for Subject Access Tools (David Miller, chair) – David had sent the members an email before the conference to announce discontinuing the group. The first year the group was active on email and developed a metadata set to describe tools and had a good tentative set of attributes. The second year saw cooperation with OCLC's Diane Vizine-Goetz on ways to create the records for the tools in OCLC's Connexion using an extension to Dublin Core and MARC 21 formatted records, but there was a significant question on how to create and maintain a large number of records in an ongoing way, with no real answer to that. So the project stopped. It had relied on volunteers and it was not realistic to take on an

ongoing responsibility for IFLA and expect the Standing Committee members to sustain it over time. Patrice recommended accepting David's proposal to end the Working Group with thanks to all who participated.

6.5 Report of the Working Group on Guidelines for Subject Access by National Bibliographic Agencies (Patrice Landry) – The goal of these guidelines is to provide access to different stakeholders of national bibliographies. The group started two years ago by Martin Kunz and last year Patrice Landry took over as chair. The group then agreed to focus on subject indexing policies of national libraries and received 5 or 6 such policies so they now have some models, but Patrice wondered how to take the next step. He thanked those who sent in policies and said their group would meet during this conference to discuss these issues and develop a methodology.

6.6 Report of the Working Group on Functional Requirements for Subject Authority Records (FRSAR) (Marcia Zeng, chair) - It was announced that Marcia Zeng would report on FRSAR at the Division programme, not at this meeting.

**7. Section Newsletter** (Jo-Anne Bélair and Billie Hackney) – Patrice Landry said there had been 2 very successful newsletters this year and he felt they were a good improvement on what he was able to do before. He asked if there were any questions or comments on the content. Jo-Anne Bélair announced that Billie Hackney had done almost all the work. She reiterated that country reports were encouraged. Patrice expressed his worry that perhaps there was a better way – by our own institutions or by our country. Leda B. suggested we could change to say for example, “News from Italy” so it would not be seen as so official or exhaustive. Eunice suggested that we could cover new issues for our countries and not repeat if there was nothing new. Patrice said he felt it was easier to talk about one's own institution. He also suggested the retirees from the Standing Committee might be enticed to submit information about themselves and activities. Jo-Anne suggested we do that in the first newsletter each year along with news from the conference. David would like to contact other colleagues and get reports from other parts of the world. Patrice agreed and suggested with a new title to this section of the Newsletter, we could add 2 or 3 lines of news from different countries and share information more widely. Françoise Bourdon suggested we ask members of the Section to contribute, too. Patrice intends to write to members about the printed edition (do they want to receive a print versus an online copy of the Newsletters) and he can include a proposal to them to contribute.

**ACTION:** Patrice Landry to contact Section members to inquire about the need for a print copy of the Newsletter and to request that they contribute to the content of the Newsletters.

Usually there are issues in November and June. Patrice asked if a one-month notice to contribute is enough. A call for contributions could be sent in October and May and then the editors could send a reminder two weeks later.

## **8. Overview of the Seoul Conference Programme (Patrice Landry)**

8.1 Open Forum of the Division - to be held Monday 10:45-12:45 with a different format. The Section reports will be in a handout.

8.2 Open Programme of the Section - to be held Wednesday 10:45-12:45 with a wrap up by Marcia Zeng, which Patrice Landry hoped would lead to good discussion.

8.3 WG meeting times during this Conference – WG Chairs

Patrice Landry said his group would be meeting on the Guidelines for Subject Access by NBAs on Monday from 1:30-3pm. The FRSAR Working Group will meet Tuesday from 2-4pm.

Barbara expressed her apologies that there would be no social hour for the Division this year, due to logistics and the shortened conference schedule. It is anticipated that we would have such a social hour in Durban. Patrice Landry asked if the Standing Committee members would like to meet outside of business meeting times. There was no conclusion.

### **9. Establishment of new working groups (Patrice Landry)**

Patrice asked if there should be a working group to document how to establish and manage a working group. We need to do some groundwork and tie in to the IFLA priorities. Each new working group or project would need to state its goals, methodologies, purpose, and contribution to IFLA as part of requesting to be established, so the Section then could make a decision. This would build on the existing IFLA Project Proposal form and related documentation. David M. felt this would be good to have in writing and as each Working Group develops to acknowledge that the initial goal may evolve, and the Standing Committee can use such a document to evaluate whether the change is appropriate or not. Dorothy McG. suggested that IFLA's statement about Standing Committee members be extended to describe the responsibilities for Working Group members. Ed O'N. asked if the Cataloguing Section has such a statement. Barbara T. responded that no it does not, such information is in the IFLA Officers' Handbook. Françoise B. suggested the Standing Committee devote time each year to explain the history of each Working Group, its reason for existence and its future plans. This would be especially helpful for new members.

Regarding the report of the Sections at the Division programme, she prefers a live report to a handout, and that the large number of attendees need to hear about the Working Group activities and we need to report on what we do. She also regretted that Marcia's report is only a PowerPoint presentation with no handout, so there is nothing for attendees to take away and share with others. It is important for the Section to have translations to share information and put something in ICBC, and the same for the open programme for the Division. The new rules for "call for papers" allow 20 pages, which is too long, especially for translators. Leda suggested we post more on the Sections' page on IFLANET to report on Working Group progress – short reports. Yvonne reminded there was a new working group proposed last year. Christina Hengel-Dittrich suggested that the Section's Strategic Plan be done first and the Working Groups can then be discussed in that context. We should be doing that in advance and then later provide publicity and the projects and working groups can be better designed.

The MulDiCat Working Group with the Cataloguing Section was to have started last year. Jo-Anne and Leda are our representatives and it is expected that group will get going this year.

<15 minute break>

**10. 2007 Durban Conference plans** (Durban, South Africa, August 2007) – Our theme is “Partners for subject access to bring libraries and users together.” Friday we will come back to draft the scope for this Durban theme and also look at the Quebec theme. We expect to do a call again and Patrice reminded the members they are encouraged to submit a proposal for a presentation. He wishes to continue the process of having a selection committee to review papers and make a decision: David M., Leda B., Dorothy McG., Patrice L. volunteered this year. Patrice sent out the proposals to selectors this past year who then sent their 3 choices and they negotiated as needed. Dorothy McG. suggested we encourage people in the region of the conference. Ed O’N. said it would be helpful to have examples for the scope of papers, as the theme is very broad. Patrice will check with the Standing Committee for examples and ideas when he drafts the call for papers.

**11. 2008 Quebec Conference plans** (Quebec, Canada, August 2008) – The IFLA theme is “Libraries without borders, navigating towards global understanding. A focus on the future of controlled vocabularies and classification systems was proposed. Patrice suggested turning the theme into a question: Are traditional tools still pertinent? David M. suggested including how each person navigates and whether controlled systems help. Françoise B. suggested we open it up to ontologies, not just normal subject headings and also topic maps and new search engines like Endeca. Leda B. noted that quality is key, otherwise we move to chaos. Françoise B. suggested adding something on the use of classification to navigate between different languages and scripts. Yvonne suggested using visualized thesauri and classification schemes as navigation, and pointed to the size factor involved in determining if a system is efficient and its structure and relationships work well. Patrice also suggested making the link between classification schemes and subject headings and to report on activities in those areas. Joan Mitchell noted that the Dewey meeting discussion with respect to authority files is also pertinent.

11.1 Satellite meeting proposal 2007 – Lynne Howarth and Jo-Anne B. had proposed we do a satellite programme, but there has been no recent contact with Lynne. The focus was to be communicating through subject access and Canada’s experiences. Patrice suggested we include museums, archives, and libraries and say how subject access is possible across these communities. Ed O’N. noted the risks especially with archives on personal and corporate names used for subject access – there is a spill over to the names area. Jo-Anne noted she will be fully engaged in the IFLA Conference work during the week before IFLA. ISKO will be in Montreal because they thought we’d be doing a satellite meeting. It was suggested that we support ISKO and not compete with a satellite meeting. That was agreed. Perhaps a satellite meeting for 2009 would be considered. The last satellite meeting for the Section was in Boston in 2001. We need to think of a strong theme.

**12. Section’s Strategic Plan (2006-2007)** – The question came up whether or not Sections could post their Strategic Plans on IFLANET in translations that were not the official IFLA languages. Barbara later checked and found we could. [Due to confusion on the part of Barbara T. the exercise focused on 2007-2009, when indeed the Standing

Committee needed to focus on updating the 2005-2007 plan.] Following brainstorming ideas and discussion, Barbara took the notes to prepare a draft for review at the second SC meeting.

The meeting was then adjourned.

### **SC2: Friday, 25 August 2006**

Present: Patrice Landry (chair), Marie Balíková, Jo-Anne Bélair, Françoise Bourdon, Leda Bultrini, Billie Hackney, Yvonne Jahns, Dorothy McGarry, David Miller, Sirje Nilbe, Edward O'Neill, Ingebjørg Rype, Eunice Maria Silva Pinto, Magdalena Svanberg, Thordis Thorarinsdóttir, Barbara Tillett (secretary/treasurer), Ekaterina Zaytseva

Apologies: Lynne Howarth, Maria Witt

Absent: Primalani Kukanesan, Senka Naumovska

Observers: Federica Paradisi, Julianne Beall, Christina Hengel-Dittrich, Judy Kuhagen

### **13. Discussion/Evaluation of Seoul Conference**

13.1 Open Forum of the Division – The Division experimented with a new format with a longer written report included in the papers. Some comments were that some people liked to focus on a few topics more in depth. Others felt the Division meeting should be used to provide information about global work, but also to have the Sections and Working Groups include their papers in the conference program so people can print them from IFLANET and they can be translated into other languages. It was felt that would be more appealing to bring in new people. Patrice L. liked the handout and thought it could be useful to bring in new recruits. Françoise B. suggested we give more time to explain that the results of work could be found on the Website and not just on IFLANET – the URLs for each section were included in the handout.

There was interest expressed on plans for a new IFLANET and it is hoped such information will be presented in a program or that information will be provided at the IFLA booth..

13.2 Open Programme of the Section – About 110 people attended but we missed lots of translations on IFLANET. Hopefully we can do better next year.

13.3 Overall organization – The SC generally felt the conference was “very good.” Jo-Anne B. commented that the meeting rooms really needed water. Billie H. liked having the conference in one place, although the walking distances in such a big facility were sometimes difficult. Patrice L. noted the problem with no room numbers posted, but that the situation got better during the week with more signs. There should have been better names for the halls and locations and some missed having more places to sit between meetings. Everyone agreed the volunteers were great. There was agreement that the cultural evening was fantastic. At the Professional Committee forum about the new structure of IFLA, there should have been simultaneous translators, especially for such an

official meeting. The poster session area was better than last year but not good in the tight area at the back of the exhibit hall. It was suggested to hold it in the corridors. Some people did not find the posters no. 80-85 and none of the volunteers knew where they were – turns out they were on the other side of the room. Leda B. noted the chairs need to follow their instructions to ask commenters to speak loudly and slowly and state their names and their institutions.

Patrice noted that Maria Witt had some difficulties in her role as Information coordinator for us this past year, so Patrice took on the communication tasks – in the past he has provided the French and German translations but couldn't do it this year, so got the help of the French Association with coordinating translation of the papers into French. That worked well and he thanked Françoise B. for providing the translations for our Section. He'd like to get help in translating even to non-IFLA languages, if our Standing Committee members can help.

**ACTION:** Members are to coordinate translation of Section papers into their own languages. Patrice would like volunteers by January or February so he can send them the papers. The authors also will be asked to provide the paper in English and their native language when applicable. We expect 3 papers for our Section – shorter papers.

Approved: Jo-Anne B. will take on the role of Information Coordinator and Billie H. will be the Newsletter editor.

People will send papers and translations to Jo-Anne, who can do the English and French. Having translations of the text helps the simultaneous interpretation people. There are instructions about giving them 6 copies and we can offer to also give them the translations especially to get the vocabulary. If we can get papers early it will be easier for the volunteer translators. Now the call for papers says 25 or 20 pages, which is considered too much, so we suggest for our Section that 15 pages or fewer is better.

13.4 Identify the Section's candidate paper for publication in *IFLA Journal* and *ICBC (International Cataloguing and Bibliographic Control)* – It was determined that Marcia Zeng needs to write up her presentation for *ICBC* in a brief version. It was suggested that Gertrude Koh's paper that made a bridge to the Korean environment might be suitable for *IFLA Journal*. Although it was agreed that the complicated subject situation made it interesting, perhaps it is not for the general *IFLA Journal* reader.

**14. IFLA matters** – The Newcomers Session was attended by Patrice L. who reported it was a good program, well-attended, and officers were encouraged to attend. This year they didn't relate the orientation to the work of Sections. There was a small reception afterwards, and it would have been a good opportunity for newcomers to meet the chairs or secretaries of the Sections who were there, but there was no announcement to let people know they were there or how to identify them by their badges.

Patrice L. went on to note that the IFLA Professional Committee suggestions for change was a good meeting with lots of comments, some critical, but the structure was good. For the Information Coordinator's meeting (attended also by Jo-Anne B.) the question was raised about printed newsletters and Sophie Felfoldi noted the National Libraries Section will be putting forward a proposal to stop printing newsletters and do them all online. It

is acknowledged that membership rights include the Newsletter, but the publishing costs are expensive. Thordis T. noted on the IFLA Website there perhaps could be passwords for members to get to the Newsletters, if they are intended for members only. Magdalena S. wanted them more open to everyone. Patrice noted members expect to get them, but IFLA is caught between wanting to share news more broadly and offering something unique to members. All Sections are in this situation. He suggested we think of ways to promote our Section outside of the print Newsletter.

Patrice noted that 4 people took the Knowledge Management Section's invitation to join its planning meeting and gave good advice about collaborating, KM is often done as an aspect of other areas of librarianship and they want to collaborate. There is no commitment for next year, but when we plan future programs, we will want to think about KM – they need our help.

Barbara T. mentioned the Multicultural Manifesto that IFLA is preparing jointly with Unesco. Our Section had an opportunity to suggest some additions to the wording to expand on the multilingual and multiscript aspects. The Professional Committee will be discussing it in Seoul.

### **15. Unfinished business or updates from the first meeting**

15.1 2007 Durban Conference plans (Durban, South Africa, August 2007) – Patrice L. suggested we do a joint program either next year or a preconference in Quebec on Guidelines for electronic national bibliographies to tie in with our Guidelines on subject access by NBA's. Judy Kuhagen suggested the Cataloguing Section also would like to cooperate, but maybe it should be a program or a Satellite for 2008. Patrice noted the Bibliographic Section wanted a joint program to promote their Guidelines and to include the National Library Section. Judy Kuhagen noted a comment in the Cataloguing Section from the ICABS meeting regarding Nigeria, which is without technology, so we need to do something for print not just electronic bibliographies. The Cataloguing program plan for Durban is to report on the IME ICC5, ISBD Consolidated, and then do a second hour on partnerships of African libraries with each other and with other libraries beyond Africa. Barbara T. noted the Bibliography Section plan for Durban is a 4-hour joint program with C&I, 2 hours on the guidelines in the middle. Patrice felt we could do ½ hour on our Guidelines. Françoise B. suggested we could expand that to include issues related to indexing policies in national libraries. Discussion followed to see if 2 hours would be enough on Guidelines, and we may not have ours ready by Durban. ACTION: It was agreed to ask IFLA for a separate 2-hour program just on Guidelines and keep the Section times.

David M. suggested we focus on connecting libraries and users in Africa, with a focus on providing subject access in minority languages – in card, print, and electronic formats as the scope for our call for papers. We could also bring in the SACO experience and developing LCSH with input from users and a discussion of how we bring users' vocabulary into our controlled vocabularies. Ed O'N. suggested we needed to make it more concrete and narrower; examples would help. Patrice suggested including library surveys, readership/clientele and library instruction – outreach to bridge the gap between libraries and how to connect them with a focus on subjects. Magdalena S. suggested folksonomies and keyword access as examples to bridge user and controlled





