



**IFLA**  
**Division of Bibliographic Control**  
**Classification and Indexing Section**  
**Standing Committee (SC)**

<http://www.ifla.org/VII/s29/index.htm>

**MINUTES of the Meetings**

SC1: Saturday, 18 August 2007, 11.30-14.20, Room 11c, International Convention Centre  
SC2: Friday, 24 August 2007, 14.00-16.50, Lower Boardroom, International Convention Centre

73rd IFLA General Conference and Council  
World Library and Information Congress  
Durban, South Africa

SC1: Saturday, 18 August 2007

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

**Apologies:** Billie Hackney, Anne-Céline Lambotte, Bernadette Patte, Magdalena Svanberg, Maria Witt

**Absent:** Primalani Kukanesan, Senka Naumovska

**Observers:** Federica Paradisi, Marcia Zeng, Pia Leth, Julianne Beall, Jonathan Furner, Joan Mitchell

1. Welcome and introductions

Patrice Landry welcomed all members, including the new member (Gordon Dunsire), and observers. He also expressed thanks to the 3 members not continuing: Jo-Anne Bélair (and mentioned we hope she is back in 2009), Lynne Howarth, and Senka Naumovska. He also noted apologies received from Billie Hackney, Magdalena Svanberg (maternity leave) and Maria Witt (financial issues) – reminding them that they must come to Québec to continue as members. Also absent was Primalani Kukanesan who never attended and will no longer be a member. The roster was sent around for updates.

2. Election

Patrice Landry read the rules regarding elections for the next 2 years' officers.

2.1 Election of the Section Chair and Secretary for 2007-2009

Patrice Landry was re-elected Section Chair by acclamation. Similarly Leda Bultrini was elected secretary. Jo-Anne Bélair volunteered to assist Leda unofficially, as did Barbara Tillett.

2.2 Appointment of Section Information Coordinator

Patrice announced that Billie Hackney would continue as our Section's Information Coordinator and Newsletter Editor. She set up the Classification listserv and did the newsletter this time. All the members supported this appointment.

3. Approval of the agenda

Item 7.8 on the MulDiCat Working Group was added to the agenda and it was then approved.

4. Minutes of the Seoul Meetings, 2006

Corrections were made to 15.1 Action to add David Miller and 15.4 to add Marie Balíková. The Minutes were then approved as corrected.

#### 5. Financial report

Barbara Tillett reported the Section still had its Administrative funds of 610 Euro – nothing was yet spent.

#### 6. Report from the Division Coordinating Board

Barbara Tillett and Patrice Landry reported on news from the Professional Committee and Governing Board as follows.

##### Professional Committee meeting:

There will be a hearing on IFLA's Professional Structure on Sunday, 11:45-1:30 in Hall 1 a/b regarding GB document 28RRR – there will be extra copies in the room. Everyone was urged to attend.

IFLA is conducting a review of core activities (in progress for CLM, ICABS, and UNIMARC). There was a request to establish a group on WSIS (World Summit for an Information Society) as a core program, but instead it will be made a special committee of the President. There is no clear definition of core activity and a lot of confusion about them.

IFLA is developing a "Digital Library manifesto" with Guidelines to come later. This will go to UNESCO to be used as a political document to help define and support digital libraries.

A special session in Durban on IFLA publications will include two from Division IV: The IME ICC4 Report and the ISBD Consolidated.

##### Governing Board meeting:

CONGREX has established liability structures for 2008-2010 to reduce the risk for IFLA in case of loss from the IFLA Congresses.

IFLA Headquarters will share a position with the UDC (Universal Decimal Classification) consortium in an office at the Royal Library in The Hague. The 1-year position will be an appointment in the Netherlands.

A change has been made to assure an ending date on all Interlending vouchers from IFLA.

Peter Lor will be retiring from his position as IFLA Secretary General with September 2008, and the IFLA Express this week will announce the search for a replacement.

Incoming President-Elect Ellen Tise reminded delegates to join in the lunch-time (12:00-14:00) writers sessions in the Exhibit area to hear from some of South Africa's most famous authors.

For the 2008 Québec Congress, IFLA has arranged for preferred rates from Star Alliance members for flights. It will be the 400<sup>th</sup> anniversary for Québec City, so there will be lots of activities and other tourists, and people are encouraged to get hotel reservations early. We noted Jo-Anne Bélair had sent us suggestions for bed and breakfast places to consider.

IFLA will be declaring a policy of open meetings with clarification when portions of a meeting or meetings as a whole could be declared closed – only when dealing with budget or personnel or similar sensitive issues. The new policy will be on IFLANET.

New regional offices and languages centres have been established: Moscow is a language centre for Russian; Dakar for French-speaking Africa; Alexandria, Egypt for Arabic; and the University of South Africa in Pretoria will be a regional centre for Africa.

IFLA Headquarters is trying to complete a contract to upgrade its membership system (computer system) and expects that to be completed this calendar year, followed then by upgrades to the IFLANET Web Site. They are seeking suggestions for people to serve on a Working Party to bring the following skills: understanding of content management systems (CMS) and migrating from an old to a new CMS, familiarity with CMS-based structures, ability to review scoping study and to help translate that to a project plan and help frame the contract, as well as to give advice on which companies to approach.

##### Other news:

The color handout of meeting reminders was reviewed, including information about badges, the printing centre, security, voting documents, the newcomers session, etc.

#### 7. Section Development since the last meeting

##### 7.1 Planning of the Durban Conference

Leda Bultrini along with Dorothy McGarry and David Miller coordinated the Durban Conference Programme. They collected about 9 abstracts, read them, discussed their opinions about them and found some out of scope even though interesting. A similar group will be needed for Québec and several proposals were offered for how to manage the process so there is plenty of time for review and selection. It was felt that the abstracts are too short, so we should ask for at least a full page in our call – perhaps a shorter paper and a longer abstract. Françoise Bourdon noted the concerns for translators and recommended that during the correspondence with the presenters editorial suggestions be given to shorten the text with a final acceptance after that second round. An observer, Mr. Furner, said from an author's view it would really help to get such feedback. Ed O'Neill liked the idea but cautioned about the timing, especially if we have to reject a paper and fill a slot. One idea was to get the full paper initially, but then again we might have fewer submissions with such a requirement. Lynne Howarth recommended an extended abstract of more than 1 page. David Miller suggested moving up the timeline 6 weeks so there is more time for the review and feedback. Patrice Landry said if we can settle on the theme at our final meeting we could announce it sooner. He called for new people to help with the programme coordination for Québec.

#### 7.2 Report of the WG on Guidelines for Multilingual Thesauri

Patrice Landry thanked Dorothy McGarry, Marcia Zeng, and Lois Mai Chan for their assistance in finalizing the report. He feels it is 95% done and hopes it can be finished during the Durban meetings of the Working Group.

#### 7.3 Report of the WG on Guidelines for Subject Access by NBAs

Patrice Landry hoped we would get policies from various National Bibliographic Agencies from which we could extract common elements. In February he met with Françoise Bourdon who volunteered to develop the list of elements and Patrice put the information into his paper that he will use for the National Libraries and C&I Programme on Monday (session 89).

#### 7.4 Report of the WG on Functional Requirements for Subject Authority Records (FRSAR)

Leda Bultrini reported on the activities of the Working Group. There had been several meetings and emails and one task is done, to define user tasks. The group has proposed a new model that will be discussed further in Durban. The deadline for their draft report and a proposed new model is 2008. The project will be described at the Division Programme Sunday in a presentation by Marcia Zeng.

#### 7.5 Report on other actions undertaken by the Section in 2006/ 2007 (membership, liaison)

Dorothy McGarry reported on the work that she, Marie Balíková, and Sirje Nilbe had done on recruitment. They used a list of members and sent about 125 emails (Marie sent the most). They recommend a group be set up to encourage diversity for the 2009 elections for the Standing Committee. They drafted a letter so it could be posted on IFLANET. The response was minimal (about 95 emails sent to African and South American institutions with only 2 responses), but the group would like to continue. They suggested having a letter from the Chair on how to join and Patrice will follow up on this.

#### **ACTION : Patrice Landry**

They asked us to encourage our directors to join the Section, if the libraries are not already members, and further recommended getting better lists on membership from IFLA. (This hopefully will follow once IFLA HQ gets their new membership system). IFLA does now have a new Membership kit posted on IFLANET.

#### 7.6 Section Newsletter

Patrice noted there were 2 issues of the Newsletter this year and he expressed appreciation that it looks quite professional. Photos from the conference will be sent to Billie for this next newsletter. Leda noted she had a photographer with her and offered to take photos. Barbara had also told Billie she would take photos.

We still send IFLA HQ 8 printed copies of the Newsletters and will continue to print on demand as needed. Doing the newsletter electronically saves a large amount of money that otherwise would go to the cost of printing and mailing. The Newsletter is an expected benefit of membership. Sophie

Felfoldi at IFLA HQ is expected to issue some directives on newsletters this year. Members were polled to ask who wished to get print copies. It was agreed the Chair should do this each year.

**ACTION: Chair**

#### 7.7 Section IFLA Website: multilingual aspects (documents and index.htm page)

Yvonne Jahns asked about creating a German mirror site and IFLA Headquarters said we should not do that, as it requires a long-term commitment and we usually only have a short-term commitment with a Standing Committee member, so the site will soon be obsolete. There is still a desire to pick up on the initiative to get documents in French, German, and other languages. Patrice said we needed a commitment to help translate and to have that in our Strategic Plan (as it already is in the previous plans) to include as many languages as possible. Yvonne also asked that we include translations of information on the current Working Groups. Germany has a national IFLA Web site and she wanted to link to the Section's Web, but IFLA HQ didn't like that. David Miller will see about Spanish translations. We should have a prioritized list of documents to begin translating. We should put this in the Strategic Plan and include descriptive information on our Working Groups. Françoise Bourdon volunteered Anne-Céline Lambotte to do the French translations, but someone needs to coordinate it all. We should commit to a minimum number of documents and start with the IFLA languages. Eunice suggested the core documents should be in as many languages as possible. There was discussion about the difficulty of having multiple language editions of the whole C&I Section Newsletter. Leda suggested that we explain at the start of the newsletter when some articles are in translation or in other languages than English. Patrice Landry also suggested we do the same on the Web site and say which languages are included. Françoise volunteered to help if all the Sections give information in the IFLA languages.

**DECISION:** Regarding the Newsletter, **Patrice confirmed and all agreed that the national reports would be in English and the local language.**

Leda commented that it is more interesting for other country reports to be in the local languages. David Miller noted that an article in Spanish might be of interest to readers in other countries than Spain, Jo-Anne noted the same is true for French.

#### 7.8 MulDiCat Working Group

Patrice Landry reminded us that the Working Group originally was just in the Cataloguing Section, but after some time they unfortunately had no one to chair it. It was agreed that Leda Bultrini and Jo-Anne Bélair would jointly represent C&I on the Working Group, but there is still no chair. At the start Françoise Bourdon was a member, and Barbara Tillett had volunteered to serve. The group will connect the definitions for cataloguing, bibliography, classification & indexing vocabularies from various standards (ISBD, ISO, AACR2, FRAD, FRBR, IME ICC, etc.). The timing with IME ICC and ISBD Consolidated will make some of the previous work obsolete. Gordon Dunsire supported the Working Group ideas and noted there will be a shift in the next 2 years and there will also be new technologies (RDF, SKOS, etc. – open source from W3C) to make such linking of terminologies easier. He also suggested waiting to see what happens with the RDA (Resource Description and Access) partnerships now underway. It is desirable to have an easy Web interface for users, not just for the IFLA groups. Patrice will consult again with the Cataloguing Section, and Judy Kuhagen may agree to chair the group.

During a break the group photo was taken.

### 8. Overview of the Durban Conference Programme

#### 8.1 Open Forum of the Division

Patrice reminded members of the Division programme session 75 and the Monday joint session with Bibliography and National Libraries (session 89) where Patrice and Françoise will present their paper.

#### 8.2 Open Programme of the Section

As another reminder the Section Programme is scheduled for Thursday (session 157) at 10:45 a.m.

#### 8.3 WGs meeting time during this conference – WG chairs

Patrice reviewed the various times and places for the working group sessions in Durban.

### 8.3.1 Division Social Hour

The Division Social Hour is to be Monday from 5-6 p.m., to meet at the front of the International Convention Centre and go together to the café for a “dutch treat” get together.

### 8.4 Hearing on professional structure review, Sunday 19 August, 11.45-13.30: comments and questions

The proposed restructuring included some very large divisions and some very small ones with a lack of cohesiveness in some of the mixtures. There was concern about the loss of communication for Sections working on similar areas. It was suggested to keep functions and services together and separate out the library materials and library types. Patrice Landry agreed to bring up the points from our Section during the Hearing.

**ACTION: Patrice Landry**

### 9. Establishment of new working groups

This item was deferred to the Friday meeting SC2.

### 10. 2008 Québec Conference Plans (Québec, Canada, August 2008)

This will be discussed further Friday at SC2. Patrice asked the members to begin discussing ideas for the theme: “Libraries without boundaries: navigating toward global understanding.” He suggested from our last meeting that we had proposed to look at the value of controlled vocabularies, standards and interoperability as part of the cross-border navigation.

### 11. 2009 Milan Conference Plans (Milan, Italy, August 2009)

#### 11.1 Satellite meeting (Proposal of theme and place)

The National Library of Italy in Florence is interested in hosting a satellite meeting in 2009 before the Milan congress. The last satellite meeting (2001) that the C&I Section had was on interoperability, and we will be taking a second look at that in Québec. Patrice said he would be interested to see what is being proposed by the National Library.

### 12. Section’s Strategic Plan (2007-2009)

Patrice Landry noted he had extra copies for anyone needing them. This will be discussed on Friday at SC2.

### 13. Other business

Patrice Landry thanked Barbara Tillett for her work as the Section’s Secretary/Treasurer and gave her a gift and card from the Section.

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Apologies: Billie Hackney, Anne-Céline Lambotte, Magdalena Svanberg, Maria Witt

Absent: Jo-Anne Bélair, Lynne Howarth, Primalani Kukanesan, Senka Naumovska

Observers: Antonia Fontana, Federica Paradisi, Pia Leth, Julianne Beall, Jonathan Furner

Chair, Patrice Landry, began the meeting acknowledging the members and observers, especially Antonia Fontana from the National Library of Italy, Florence.

#### 14. Discussion / Evaluation of Durban Conference

##### 14.1 Open Forum of the Division

David Miller commented that he enjoyed the focus being on the region rather than the Section activities and topics. Françoise Bourdon said it was boring just to have activities of the Divisions and she would prefer hearing about the special activities of the Sections and what makes us a division, the common links. Patrice Landry noted that each year we try to have a summary about the bibliographic control history and activities in the host country or region. Dorothy McGarry noted the speaker didn't cover a region report. Leda Bultrini suggested the paper should not just be the situation but special topics. The presenters should be given instruction and care should be taken in accepting a paper that is proposed. Françoise also noted it's important to have the papers early to make translations so we can more widely share the contents. She felt that in the presentation by Marcia Zeng there was too much information presented, and because there was no written paper and the presentation was made very quickly, it was very hard to understand. That also makes it difficult, afterwards, to share the content with other colleagues.

##### 14.2 Open programme of the Section

Patrice Landry again thanked Leda Bultrini, Dorothy McGarry, and David Miller for a job well done. We had about 200 people attend the Section Programme. Dorothy McGarry noted the overlap on folksonomies was unfortunate. David Miller suggested we build in 6 weeks for review of papers into our timeline for the future. Ed O'Neill was against adding that time and suggested instead to ask for full papers at the start, noting that also leaves us the possibility that an author could withdraw. Patrice also suggested we could ask for a longer abstract and a detailed outline of the presentation. It again was suggested that the papers be shorter to help translators. We post the papers on IFLANET and some appear in *ICBC (International Cataloguing and Bibliographic Control)*. Françoise reminded us that there are not enough translations of texts, that it is in our Strategic Plan, and we need to make it a reality.

##### 14.3 Overall organisation

Having the meeting in Africa helped to give us all a better understanding of the African situation, and we did not have many African observers in our sessions or Section meetings, but there were many in the open programme. A comment was made that it was good to meet so many people from Africa. Other favourable comments were that the International Conference Centre worked well having all the meetings in one place that was easy to get around, well-organized. The buses were ok and volunteers were excellent. The evening buses were enough to get people moved efficiently. There was good support, but the limitations on walking around meant we did not see much of the town – we stayed and worked! It also was noted that IFLA Express missed having German. It was felt the content still could be improved, but that the news stories by the journalism students were interesting. The IFLA Express would like to have feedback from attendees. It was suggested that they publish keynote speeches from the plenary sessions or provide summaries of the main themes.

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

Our Division must give first right of refusal to ICBC (International Cataloguing and Bibliographic Control). David Miller is on the IFLA Journal editorial board and noted the plan this time is to take fewer papers from the conference and more papers from outside. This is because the IFLA Journal is no longer the only place to publish the conference papers. We have IFLANET with all of the papers posted. Each Division is now asked to recommend only 3 papers for the IFLA Journal. Observer Jonathan Furner volunteered to step out during this discussion, as he was one of the writers of a paper that was being considered – it was noted this portion of the agenda might be listed in the future as “Closed session” for this reason. After he left, the members commented that his paper on evaluating folksonomies was very good. Jonathan Furner’s paper was suggested to be the first, and James Turner’s paper on integration was also suggested. We would just propose those 2 papers. Jonathan Furner was invited back into the meeting.

#### 15. IFLA matters

Patrice brought to our attention the Gates Foundation grant of \$1 million over the next 4 years, which is anticipated to serve as the start of other such donations to IFLA.

##### 15.1 Feedback on hearing on professional structure review

The Sunday hearing comments were reviewed in a special Governing Board meeting and incorporated into a revised document on the structure, which was approved by the Governing Board. The new structure presents 5 divisions: Type, Collections, Services, Support, and Region. There are 11 sections in the Division on Services, where C&I will reside. The Division chair will be elected from the outgoing officers. This new structure will be implemented in 2009 in Milan.

#### 16. 2008 Québec Conference plans (Québec, Canada, August 2008)

There was consensus on the theme “Open borders” that we talked about last time. Françoise proposed the border between classification and indexing languages, such as the CrissCross project. Yvonne Jahns suggested also other mappings for indexing languages. Françoise also suggested the STITCH project (Semantic Interoperability to access Cultural Heritage) the objective is to identify methods and tools that can support manual and semi-automatic identification of semantic links between heterogeneous vocabularies, and to study how such semantic links can be employed to enable interoperable access to multiple collections indexed with these vocabularies. Among the collection databases considered for application there are the Netherlands Royal Library Catalogue and the BnF Mandragore database, and the vocabularies considered of special interest are : Iconclass (already multilingual : English, German, Italian, French, etc.), and the iconographic descriptors (in French) used in Mandragore. The prototype issued of this study focussed on indexing for images. More information available : <http://www.cs.vu.nl/STITCH/>.

Or since the programme will be in Québec, we could have a presentation on building multi-lingual indexes. David Miller also noted there are some public libraries doing a bi-lingual English/Spanish subject headings list, and Patrice added the LCSH-ES project. Gordon also noted a meeting in November in Helsinki will be on subject interoperability, so there may be good information from that to report. Yvonne suggested we emphasize how to handle the multi-lingual aspect in the user interfaces. Leda also suggested the virtual international subject authority control and Patrice asked about VIAF. Ed O’Neill said VIAF is moving beyond personal names to geographic names but by Québec probably would not be far enough along for subjects. Françoise suggested and everyone agreed our title for the C&I Programme would be “**Classification and Indexing without Language Borders**”.

Further suggestions were to ask Joan Mitchell for the results of the research on how to use the Dewey Decimal Classification and its translations to build searches for multiple languages. Yvonne suggested that might be better as a paper for the 2009 conference because by then there would be things to demonstrate. Patrice asked if we included the Canadian and Spanish language equivalents to LCSH and European participation – we might hope for about 10 proposals as we received this year. Pia Leth suggested instead of “Classification and Indexing” in the name of the Programme, say “Subject access and discovery.” Patrice said we could do that for Milan. Just as this year tagging was important, maybe next year we could include an update on where that stands, especially if social tagging is included in TEL; someone might submit a paper on that. Patrice called for 3 volunteers to be on the Programme selection committee. It was agreed that Yvonne Jahns would be chair,

Bernadette Patte volunteered, and it was suggested that Anne-Céline Lambotte from the BnF be added as the third member.

#### 17. 2009 Milan Conference plans (Satellite meeting)

Antonia Fontana presented her proposal for a 2-day satellite pre-conference in Florence before the Milan congress. The proposal was for a joint meeting with the National Libraries, Classification & Indexing, and the Bibliography Sections. The proposed themes included: implementation of a thesaurus, subject headings authority control, classification and indexing in national libraries and cooperative catalogs, indexing in the Semantic Web, e-Learning for librarians and users, exploitation of indexing and classification tools within libraries and other institutions, such as archives, museums, etc., multilingual access. These are just ideas open for discussion.

Patrice noted his concern that subject access was not a usual part of national libraries. After some discussion it was suggested to have 1 day to focus on classification and indexing and another day to focus on national bibliographies. Patrice suggested that in the 1990's we did a subject heading workshop so now might be a good time to look back at how things have evolved in the last 10-15 years and how we are now able to exploit subject headings better with new tools to help end users. Gordon suggested we could broaden the topic to look at union catalogs and metadata aggregation where national libraries have a role. This might mean 2 days just on classification and indexing with at least 8 producers who could do a review of where we've come and a look into the future. Some ideas were for software producers, such as Endeca. Leda suggested also the software producers in Italy and internationally show products to improve the use of the tools that we create. Patrice summarized that we would work together on a proposal for this meeting, potentially to call it "Past lessons, future challenges in subject access". Antonia agreed and she will talk with her colleagues in Florence and in the Italian Library Association to make a more precise proposal.

#### 18. 2009 Milan Conference plans (Milan, Italy, August 2009)

The Milan theme is "Libraries Create Futures; Building on Cultural Heritage." An initial idea was that our Section could focus on "Looking at the Past and Preparing for the Future." It was agreed we would have a report from our Working Groups (subject access by national bibliographic agencies; and perhaps FRSAR). Patrice suggested we not duplicate the Satellite programme but could mention again the new *Soggettario* in Italy. Antonia Fontana said we could discuss how it was built and the aims/challenges. Yvonne suggested a joint session with the Art Libraries to look at indexing non-book materials and objects in museums. Leda suggested checking to see what the Art Libraries Section is doing. Patrice cautioned that we should not over extend ourselves. Eunice noted that she works in an art library and that most of them work for museums, so she is not sure if it's a good topic. Patrice suggested we might look into it for 2010. Gordon and Ed suggested our Section's programme for Milan could be "**Foundations to Build Future Subject Access.**" That suggestion was accepted.

#### 19. Section's Strategic Plan 2007-2009; Discussion of future directions / projects

The 2006-2007 Strategic Plan was annotated to note the accomplishments. That document (attached) can be used to help prepare the Section's annual report.

The 2007-2009 Strategic Plan was then drafted. Barbara Tillett will send the draft for review by the Standing Committee.

**ACTION: Barbara Tillett**

#### 20. New and unfinished business

ICABS is undergoing some changes in its focus and will no longer be funding Division IV projects directly. Sections should submit requests for funding projects through the regular IFLA channels to the Professional Committee. There was considerable concern that the "Professional" part of IFLA's three pillars is now disappearing.

#### Adjournment

The meeting was adjourned at 4:55 p.m.