



## **IFLA Division IV: Bibliographic Control Coordinating Board**

### **Minutes from CB meetings Buenos Aires, Argentina 2004**

**August 21 (Saturday)      3:00-5:00pm      CB 1**

1. *Welcome and Introductions*

Barbara Tillett welcomed all, and there was a round of introductions.

a. *Updates to Roster*

The roster was handed round for updating.

2. *Adoption of Agenda*

The agenda was agreed with the addition of Raffle information under 4 and ICABS relations under 6.

a. Time and place of the last CB meeting, on Saturday, was agreed.

3. *Approval of Meeting Minutes for Berlin, Germany: Aug. 1, Aug. 3, Aug. 8, 2003*

The minutes were approved as written.

4. *Report from the Professional Committee (PC) and Governing Board (GB)  
Meetings (Tillett)*

a. *PC business:*

Barbara reported.

*A list of practical advice* for the conference week, as well as further instructions, was handed out.

The instruction that papers should be suggested for publication in IFLA Journal must be modified for Division IV. In our case ICBC has first right and only if Marie-France Plassard doesn't have room for a paper can it be offered to IFLA Journal. Marcia expressed some concern over this regulation, as IFLA Journal has a much wider circulation than ICBC. It was decided that we send our papers either to Barbara or directly to Marie-France.

*Newsletters.* IFLA Headquarters wants eight copies on paper of our respective newsletters. Due dates for the newsletters will be found in Officer's handbook. The winner of the best newsletter was to be announced at the end of the conference.

*Members.* It is important to recruit new members of all kinds, association, institutional as well as individual. There are also more categories of members now, which will appear from the new directory, soon to be published.

*Next conference.* 17 satellite meetings have been approved by the PC and will take place before the WLIC in Oslo next year. A satellite meeting must be open to everyone. There is often a charge, and is thus a money raising event for IFLA. – A request for a satellite meeting must be submitted 18 months before the conference itself. This is a reminder for Seoul and Durban. A satellite meeting must also be included in the Section's strategic plan, and the same goes for projects.

*Rules and regulations.* The present rules for electing the chair of the CB has in some cases brought persons unfamiliar with the way IFLA works to the PC and GB. A proposal to change the procedure had been discussed in the PC. It guarantees that only people with experience would be elected, but it breaks the direct link to the work of the sections that is provided by the present procedure. A decision on whether to change or not will be taken at the PC meeting in December this year. Opinions of the Coordinating Board members are to be sent to Barbara.

*Strategic plans.* So far, the chair of the PC has approved all strategic plans. How to share the burden of work in the PC is now under deliberation. – The structure of the strategic plans of our division is good, and we should continue to follow it. For better co-ordination, the entire CB should maybe look at the strategic plans of the sections.

*Officer's handbook.* This is now available on IFLANET. Hard copy can be ordered from IFLA HQ. The electronic copy is considered to embody the official version, in contrast to the preceding version, for which the print format carried the official version. Please, observe, however, that the forms in Officer's handbook shall not be used! Use the forms that are to be found at Officer's corner on IFLANET.

*Division reports.* The poster session of Division VIII was recommended.

*Project proposals.* A project must be approved by the standing committee, and after that prioritized by the CB before it goes to the PC for final approval. Co-operation across sections and divisions is considered an advantage for qualifying for IFLA funding support. A Section can ask for up to 1000 Euro/section a year to spend on projects. The PC recommends that a Section have no more than 2 projects going at a time (the current limit). It helps to show a clear organizational

structure for the project, with deliverables and a work plan. Applications for projects shall be sent to the CB in November, in order for the PC to be able to discuss them in the meeting in December. There is a new form for project applications. IFLA projects typically run for 1-3 years. A project starts running by January 1, and an annual report is expected in December. If a project is anticipated for 2 years, there needs to be a request each year for funding, but will only be granted the extension if there is a satisfactory report of progress (submitted to Josche Neven at IFLA Headquarters by December through the CB Chair. The CB needs to agree on the approved projects for the CB's Sections in November.

*IFLA meeting structure.* A new revision of the structure has been proposed in the PC but was not well received. Barbara still asked for the views of the sections. After some discussion we agreed that we need two meetings and that the present structure shouldn't be changed at present. The standing committees were asked to give their views.

i. *Section Reviews – Cataloguing*

Cataloguing has been chosen as a pilot to test the review process. All sections eventually will be reviewed. Barbara commented on the plan for reviews that had been sent out. It consists mostly of factual information that is present in minutes and annual reports but has also a section dealing with the achievements of a section and how well the goals in the strategic plan have been met.

ii. *Strategic Plan updates at Buenos Aires – actions to show completed/date and include the Oslo Program proposal*

Sections will update their strategic plans with dates for actions that will be completed before the next conference.

The programme for Oslo was discussed. Cataloguing proposed focusing on authority work, which would give an opportunity for a joint programme within the Division. Cataloguing & Indexing expressed interest in co-operation. It would give a four hour slot, and could be presented as a Division programme.

iii. *Programs for Seoul – theme: “Libraries: Dynamic Engines for the Knowledge and Information Society”*

Bibliography plans to continue its series of regional reviews, and Talbott stressed the need for contacts in Korea. Barbara announced that Korea plans a special conference for library associations to take place between the IME ICC and the WLIC in 2006.

b. *GB business:*

*Statistics.* By August 5, 2780 participants had been registered for WLIC in Buenos Aires. Most, or 582, of them were from Argentina, 404 from the USA. 122 countries were represented. There have never been so many programmes and presentations in Spanish before.

*Change in statutes.* There were 1219 eligible voting members, but only 321 votes received. The two proposals were passed. Marcia observed that the proposals probably were too complicated or not presented clearly enough, and believed that would explain the poor participation.

*Financial matters.* IFLA's income from members and sponsors is 5% lower than earlier. The budget for the coming year will be very strict. The deficit is 90,000 Euros. Several ways of recruiting new members were discussed.

*Officers' training session.* All officers are requested to attend at least one of these.

- i. *President-Elect program (2 volunteers from the Division – thanks!)* There will be two volunteers from Classification & Indexing, and Talbott from Bibliography will take part.
- ii. *News from GB2 will be emailed (occurs on Sunday Aug. 29)*
- iii. *Publications Committee report (UBCIM series now Bibliographic Control series)*  
The report from the IME ICC in Frankfurt 2003 is now published in this series.

*IFLA Raffle.* A raffle had been arranged to raise money for travel grants for librarians from the third world. Barbara handed out books with raffle tickets. Every member was encouraged to buy at least one ticket, and the standing committees were trusted with the job to sell them. The price was 1 USD or 3 pesos per ticket. The winners would be drawn at the opening party at Tuesday evening.

5. *UNIMARC report (Fernanda Campos (not present))*

The UNIMARC report will be appended to the minutes, as Fernanda Campos couldn't attend any of the CB meetings.

6. *ICABS report (Renate Gömpel)*

A written report had been sent out, but was only superficially discussed due to Renate Gömpel's absence. Barbara noted ICABS is claiming credit for anything their national library members are also involved in, such as publication of the IME ICC report. Gunilla, Judy, and Barbara were also concerned that ICABS seems to bypass section as well as division chairs in their communication with our review groups. Important financial support, however, has been received from ICABS and is greatly appreciated. It has financed the mapping between ISBD and FRBR that was undertaken by Tom Delsey and finished in July.

7. *Reports from Sections (programmes, meetings, 2004 projects in progress, financial matters, etc.)*

a. *Bibliography (Bohdana Stoklasova)*

The open programme would provide a survey of the current state of national bibliographies in South America. It will also present a survey of CIP activities with a focus on this region. Bibliography wants to go on and do a similar programme for Korea.

- b. *Cataloguing (Gunilla Jonsson)*  
The open programme would present cataloguing principles, from the most general level of IME ICC to the use of the FRBR model in a digital repository. Two working group reports had been out for worldwide review, *Guidelines for OPAC displays* and *Guidance on the use of Metadata*. Revisions of ISBD(G) and ISBD(ER) also have been reviewed worldwide. Notably, Anonymous Classics, Pt 1, had been published in pdf format on IFLANET.
- c. *Classification & Indexing (Marcia Zeng)*  
The national reports that are published in the newsletter will go on – unfortunately some contacts have been lost. The publication, *Guidelines for multilingual thesauri of subject terms*, was under preparation for worldwide review. The Virtual clearinghouse for subject indexing tools is in progress (just starting at this meeting) but not yet publicly accessible. So far there is only a test site open to some 20 persons. There is a working group for guidelines and best practices for subject indexing in national bibliographies, labelled Global tools for local needs.
- d. *Knowledge Management (Irene Wormell)*  
This section is presently working to establish itself and provide a formal structure. Irene invited everyone to the first meeting on Sunday. The interpretation of the concept “knowledge management” in this context is still a bit wide. The open programme would have four presentations, dealing with such topics as libraries and digitization and on how we use or misuse email. Much work and some money have gone into producing an information brochure about the section. Copies were handed out.

8. *News from Local Liaisons*

- a. *Buenos Aires: Graciela Spedalieri (arrangements for Division social gathering Tuesday at 4pm)*  
Graciela gave information about copying services and the possibilities to access Internet – beside the facilities at the conference venue there are plenty of very cheap Internet cafés in Buenos Aires. Graciela also handed out a map with time and address for the Division’s social hour.
- b. *Oslo: Unni Knutsen: regarding the IFLA conference in Norway, 14-18 Aug. 2005*  
The WLIC in Oslo will be held at two venues, but very close to each other. Unni was concerned that the hotel prices in Oslo that Congrex had agreed on were very high. It should be quite possible to get cheaper accommodation in Oslo, and the local organizing committee will try to give advice on that. There is a web page that can be reached from IFLANET, but there isn’t much information on it yet. Norway is going to

pay for 50 delegates from the third world countries and hopes to be able to establish long-term connections with several of them.

9. *Division business*

- a. *Division brochure update.* Members were urged to think of updates for discussion at CB2. Gunilla suggested that we should be thinking of replacing the conventional printing process with a pdf on IFLANET that can be updated easier. Talbott wished to have translations into Chinese and Korean. Marcia's experience was that IFLANET only posts translations into the official languages. – This might be valid only for the presentations in WLIC open programmes.  
There is a possibility for each section to invite a speaker who can get the conference fee waived. This must be requested by the Division from IFLA HQ on March 15, at the latest, but sooner would be better.
- b. *Staffing the IFLA Exhibit Booth.*  
All were requested to spend at least one hour in the IFLA exhibit stand.
- c. *Discuss and ratify the procedure from Cataloguing Section regarding Review Groups.* It was decided to add an introductory paragraph on the purpose and function of a review group and change the outline a little. Ratification was postponed to CB2 in order to have the committee's views.
- d. *Financial report.* Over 4,000 Euros were granted for IME ICC, but it was much cheaper than expected. The meeting in Alexandria, Egypt on the other hand, will be much more expensive, due to simultaneous interpretation, and the meeting in Seoul will also be expensive. There is still some money for the Division brochure in the budget. A FRBR study group for subject authority records will soon be needed.

10. *Other Business.*

Marcia wondered whether Cataloguing Section's MulDiCat could be combined with Classification & Indexing's multilingual thesaurus for subject terms. Contact with Monika Münnich should be established. Marcia also asked whether every member had to take part in a working group. Barbara replied that it couldn't be an absolute demand although it was desirable.

**August 28 (Saturday) 3:30-4:30 pm CB 2**

1. *Welcome*

Barbara welcomed all and Ia McIlwaine, as the ICABS representative for our Division, especially.

- a. UNIMARC report added to the agenda. The written report has been handed over and will be appended to the minutes.

2. *Reports from Sections (including strategic plans, conference plans for Oslo 2005 and Seoul 2006, projects, financial matters, etc.)*

a. *Bibliography (Bohdana Stoklasova)*

The section has done some amendments and updates to its strategic plan. Ia said that just completed things need to be sent to IFLA HQ.

The section's plans for Oslo were to have presentations on the national bibliography in the new, digital context, the user needs in relation to the national bibliography and selection criteria for the national bibliography. For Seoul they will focus on what is typical for the region. "Bibliographic control in Asia" as an umbrella title that would be suitable also for a Division programme.

There was a general request from the section that we do a joint programme, maybe for a whole day, in order for the different sections to be able to follow each other's reports.

b. *Cataloguing (Gunilla Jonsson)*

Some clarifications will be made in the strategic plan action list.

*Oslo.* Plans are to combine with Classification and indexing or to have a joint programme with them under a Division umbrella. The focus is on authority control, and Cataloguing will arrange for a FRANAR report, hopefully a report on prospects offered by new technical solutions for an international authority file, and a report of the national, Russian multilingual authority file, covering 78 languages. The common heading could be the heading proposed by Classification and Indexing slightly amended to be more general, "Cataloguing tools for global access, international partnerships".

*Seoul.* Reports from IME ICC, hopefully from two meetings, but in any case the meeting in Korea. Besides, reports on practical implementations of procedures to handle digital resources. Reports from Hong Kong University of Science and Technology Library, Sweden, and New Zealand have been suggested. Focus should be on operational implementations. The updated proposal for review group procedures was handed out, and some further amendments that had been done in the preceding committee meeting were reported. The standing committee had approved the proposal in this form, and it did meet with approval from the existing review group members. The finalized version will be distributed to all CB members.

i. *IME ICC3 (Barbara Tillett)*

Barbara reported that the planning for Seoul is advancing. Contacts are established with Bibliotheca Alexandrina and for the meeting in Durban in 2007. The final statement will probably be available after Seoul, as Africa doesn't have any specific rulemaking bodies. The Africa meeting likely would focus more on the International Cataloguing Code recommendations and any particular comments

their experts had on the Statement of International Cataloguing Principles.

c. *Classification & Indexing (Marcia Zeng)*

Strategic plan: the working group for multilingual subject thesauri should finish its work by the end of December.

*Oslo*. There will possibly be a paper to focus on experience in the Czech Republic on subject term collaboration with Croatia, Macedonia, Lithuania, Latvia, Slovenia etc. Also a paper on the use of classification as a method of access for multilingual needs of national bibliographies in different countries, using the case study of Germany, Switzerland, and Austria sharing DDC. Another possible paper would be cooperative initiatives among Laval, Rameau, and LCSH to meet user needs even for the same language but for different countries. A proposed common heading for this program (or subtitle for a joint programme) is “Subject tools for global access, international partnerships.”

*Seoul*. An overview of the work of the Working Group on Guidelines for Minimal Requirements for Subject Access by National Bibliographic Agencies. There should also be a paper on classification and indexing in Asia and reports on the situation in Vietnam, Thailand, Singapore, Malaysia, Korea etc. Finally, a paper on Classification and indexing systems used in former Soviet republics (e.g. Kazakhstan and Russia) on subject research and interoperability – a new matrix system. The proposed common title for the programme is “Subject access for multilingual and multi-script networked environments”.

d. *Knowledge Management (Irene Wormell)*

Irene is still working on the organization of the section. The secretary has resigned. Ian Johnson (?) is temporary vice chair (although it is recognized that IFLA structures do not have vice-chairs). The work on the strategic plan is proceeding according to IFLA guidelines. A programme committee has been appointed. The section has decided to put a course package together for use in library schools and libraries. The section is going to apply to IFLA for money for that. (Reminder that such requests are to be reviewed by the CB in November)

- e. *Division report*. The division programme was attended by about 300 persons and was very much appreciated. For next conference, however, we will try to have the Division update before the open programmes of all sections.

3. *ICABS report (Ia McIlwaine)*

There have been concerns about money in ICABS advisory board, and there is a proposal to apply to IFLA for money to support the review groups’ or project group’s work (FRANAR under the Division, ISBD and FRBR under Cataloguing section). Ia has explained to them that such applications can only come from the

Division and Section chairs respectively, and that they might have different priorities. Anyway ICABS will have to approach them. A certain astonishment was expressed at this point, as everybody had believed that ICABS would provide funding for IFLA tasks, and not the other way around. General concern was also expressed that ICABS is not a coherent initiative, and that there is a risk that it starts duplicating the work of sections instead of supporting it. Ia wants to have ICABS reports twice a year.

Barbara pointed out that the ICABS report partly duplicates other reports and asked Ia to pass on our concerns.

Ia also reported that ICBC as of January 2005 will be totally under IFLA HQ and have no connection with the National Library of Portugal anymore. She confirmed that it would be permissible to publish the same article in both ICBC and in IFLA Journal.

3.2 *The Chair reported on UNIMARC.* Alan Hopkinson is the new chair of the PUC (Permanent UNIMARC Committee), and he is also chairing the UNIMARC Advisory Board. A two-day conference is planned for March next year. The CB will be polled about views on such a conference.

4. *Review of professional activities and deadlines* will be sent out to everybody very soon from IFLA Headquarters.

- a. Financial reports
- b. Minutes
- c. Newsletters
- d. Division brochure updates

Section annual reports will be due November 1.

It was agreed to update the division brochure and Bohdana will arrange for a new printing. Updates to the text should be sent to GJ on October 31 at the latest. It will probably be best not to list officers in the brochure but to have a reference to the appropriate URLs at IFLANET.

5. *Conference Evaluation*

There was general agreement on bad logistics, bad technical support and impossible schedules. However, most papers and presentations had been of high quality.

6. *Other Business*

Barbara confirmed that officers had all attended officers' training session.

7. *Date of next meeting*

Next meeting will be in Oslo.

Barbara thanked all attendants and closed the meeting.

*Attendance*

**CB I**

Barbara Tillett (chair), C&IS  
Gunilla Jonsson (secretary), CS  
Judy Kuhagen CS  
Talbot Huey, BS  
Bohdana Stoklasova, BS  
Marcia Zeng, C&IS  
Irene Wormell, KMS

*Local representatives:*

For Buenos Aires: Graciela Spedalieri  
For Oslo: Unni Knutsen [from agenda item 4]

*Observers:*

Dorothy McGarry  
Julianne Beall  
Patrick Le Boeuf

**CB II**

Barbara Tillett (chair), C&IS  
Gunilla Jonsson (secretary), CS  
Judy Kuhagen, CS  
Talbot Huey, BS  
Bogdana Stoklasova, BS  
Marcia Zeng, C&IS  
Irene Wormell, KMS

*Co-opted:* Ia McIlwaine, IFLA representative to ICABS

*Observers:*

Dorothy McGarry  
Julianne Beall  
Patrick Le Boeuf

*Division meetings during WLIC in Buenos Aires*

August 21 (Saturday)	3:00-5:00 pm	CB 1
August 24 (Tuesday)	4:00-5:00 pm	Division Social Hour
August 25 (Wednesday)	1:45-3:45 pm	Division IV Programme
August 28 (Saturday)	3:30-4:30 pm	CB 2

*(2<sup>nd</sup> updated version: 2 February 2005)*

**IV. Division of Bibliographic Control:** <http://www.ifla.org/VII/d4/dbc.htm>