



<http://www.ifla.org/VII/d4/dbc.htm>

IFLA Division IV: Bibliographic Control Coordinating Board

Oslo, Norway, 2005
Minutes, CB meetings

August 12 (Friday) 3:00-6:00pm CB 1
Madonna (Radisson)

Attendants

Members:

Gunilla Jonsson (secretary)
Ian Johnson
Judy Kuhagen
Bohdana Stohlasova
Barbara Tillett (chair)
Marcia Zeng

Observers:

Julianne Beall (Library of Congress)
Patrice Landry (Swiss National Library)
Dorothy McGarry (UCLA)

Co-opted:

Fernanda Campos (present from 6.c)
Renate Gömpel

Absent:

Talbott Huey (member)
So-Yeon, Park (liaison person for Seoul)

1. Welcome and introductions

Barbara opened the meeting and welcomed all. There was a round of introductions. *Housekeeping*: The chair handed out the enquiry forms for newly elected officers, which were to be delivered to IFLA secretariat immediately after elections.

The evaluation form this year goes only to the Norwegian organisers. The Danish library school students that usually have performed the analysis will not do that this year.

Officers should go to one of the officers' training sessions.

Particularly excellent papers can be negotiated with Marie-France Plassard for delivery to IFLA Journal instead of or in addition to ICBC.

a. Updates to roster

No updates.

2. Adoption of the Agenda

The agenda was adopted.

3. Approval of Meeting Minutes for Buenos Aires, Argentina

The Meeting Minutes for Buenos Aires, Argentina were accepted as written.

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

PC: Officers are reminded that they are hosts to other members!

- a. Elections should be performed as quickly as possible. The same person cannot hold the same office for more than four years. If there is no one accepting to be elected to any of the officer positions, the section is in danger of being terminated.
- b. Section reviews for all sections that did not take part in the pilot review last year will be performed and are due November 15, but preferred earlier, October 1, if possible. It shall be sent to HQ with a copy to Barbara Tillett. HQ helps with statistics. It is not decided how frequently section reviews will be done, but it will certainly not be every year.
- c. Restructuring of sections and divisions is considered. Merging encouraged!
- d. For the future planning of conference programmes, it is highly recommended to issue a general call for papers to the IFLA list. It would be preferable to issue a call in November with a due date in February for titles and abstracts. The section members should be involved in the review process. To be feasible, this process should be initiated two years in advance. The current process is still accepted.
- e. Satellite meeting dates should be negotiated with the sections that are sponsoring such meetings.
- f. Division eight wants representatives from our sections to come to their first meeting in order to find out about cooperation possibilities.
- g. Sections are also urged to send someone to the President elect programme on Tuesday morning. The theme this year was Serving indigenous people.
- h. Officers training session will inform about returning the administrative funds and new routines for sections' payments.

GB:

- a. The first audit report this year was bad, but after explanations the review was changed and the accounts approved with an unqualified report. The deficit this year was 23 000 Euro, which is better than last year. Fund raising options and measures to make it possible to donate money to IFLA

were discussed. Better ways of managing IFLA money is investigated. No raffle would be held this year. The new budget will be divided on different programmes, based on IFLA's three pillars: Society, Members and Profession. It is important to fit new projects into these concepts.

- b. The administration of core activities and the structure of their advisory boards were discussed. Copy right, legal matters, preservation, literacy, continuing education are in focus.
- c. Each section will get a "tool kit" to use in recruiting members.
- d. Support to library associations is an important goal, as many library associations have organisational and financial difficulties. A "twinning programme" is introduced, well functioning associations may mentor associations with difficulties. GLAD programme, Global Library Association Development program, has been initiated by Management of Library Associations Section (MLAS).
- e. Congrex Holland, starting with Durban, will take over functions of local organisation committees, especially financial matters. There will still be local organisations, but with limited tasks compared to now. Some concerns were voiced, because there is wide spread dissatisfaction with Congrex Holland. That is known, and Congrex Holland will have to answer to a stricter specification of services.
- f. Certificates of appreciation from IFLA HQ are issued to standing committee members that have served two full terms as of this year.

Elections

The rules for election procedures that had been sent out were repeated. In the future it will be possible to elect section officers by e-mail. All were reminded that new officers go to CB II to elect CB chair and secretary, who then go to the PC meeting.

Section Reviews

Barbara wants the section reviews to go to IFLA HQ with a copy to her by October 1. The Cataloguing Section's chair will mail Cataloguing Section's review as guidance to the other sections after the conference.

Strategic Plan updates

All were reminded that the strategic plans are due November 15. Preferably, they should be sent in sooner (preferably by Sept. 30 to Barbara Tillett, see CB3, topic 2).

Publication committee

The secretary asked about the standards brochure that was under preparation. It has somehow fallen between editors, but Barbara will get it back into process. Saur has published IME ICC 2 and Guidelines for OPAC displays. All reports that sections would have and find suitable for publication can be offered to Sjoerd Koopman.

5. ICABS report (Renate Gömpel, and Barbara Tillett for VIAF)

ICABS will have a comprehensive report programme during the conference week. During the last year, ICABS has given substantial financial support to the FRBR review group and to the ISBD work with the future directions study group, which was hosted by the Deutsche Bibliothek, a hospitality that will be repeated. The virtual international authority file, VIAF, is progressing. A machine matching algorithm is finished and works very well. Next stage will be to test searching. Harvesting will be done by OAI-PMH and hopefully start in December. The vision is to make it freely available over Internet.

ICABS plans to help publish the consolidated ISBD when it is ready.

Digital preservation is a topic in focus for the coming years.

6. Reports from Sections (programmes, meetings, 2005 projects in progress, financial matters, etc.)

a. Bibliography (Bohdana Stoklasova)

A special working group has worked with guidelines for the Electronic national bibliography, both the bibliography as such and the selection of electronic resources to include. The section continues its program of regional surveys, and in Europe it focussed on the electronic national bibliography. The administrative money is spent on the newsletter, which is printed. The section can, however, only afford to print one issue a year, and discussion is going on about the best strategy for the future. Bohdana will arrange for the Division brochure to be put on IFLANET.

b. Cataloguing (Gunilla Jonsson)

Cataloguing and Classification & Indexing Sections have cooperated on a comprehensive open programme on authority work for the Oslo conference.

Names of Persons updating has started. There is an offer from China to add Chinese names. *Guidelines for OPAC displays* has been finished and published by Saur in the IFLA series, *Bibliographic Control*, vol. 27. *Guidance on the application of metadata schema* is finished, and final views from the standing committee will be gathered during September. Adequate web versions of *Anonymous Classics* and *Names of Persons* seem as the most appropriate solutions for the future, but it is very uncertain how much this will cost. The ISBD and FRBR groups have been very active, as usual. The section has, so far, been able to support the ISBD review group work in a limited way. That might prove more difficult in the future as the special ISBD project money are almost spent. The section's outreach has been considerably improved, through the CATSMail listserv and by the fact that membership has been geographically broadened.

Judy Kuhagen reported on the Division at a national cataloguing conference in Brazil. Judy was asked whether the Division will be able to sponsor a conference in Brazil. They also ask for more information in

Portuguese. The chair said that local groups are welcome to translate our documents.

The Section has also been invited to nominate a representative to CC:DA. Gunilla and Judy propose a minor change in the draft rules for election procedures for review groups. It proved difficult to carry out the elections in e-mail ballot in advance, and a more flexible phrasing is proposed (see appended document). The proposed amendment was approved, pending the standing committees approval, the decision will be taken in the final CB meeting.

c. *Classification & Indexing (Marcia Zeng)*

The Section's Working group on *Guidelines for Multilingual Thesauri* just finished the Guidelines (Available at: <http://www.ifla.org/VII/s29/pubs/Draft-multilingualthesauri.pdf>) and is editing them based on the comments from a world-wide review. Two Working Groups continue their work: *WG on Virtual Clearinghouse for Subject Access Tools* and *WG on Guidelines for Minimal Requirements for Subject Access by National Bibliographic Agencies*. A new Working Group was just established, *WG on Functional Requirements for Subject Authority Records (FRSAR)*. This is a division working group but is being led by the Classification & Indexing Section.

In the joint programme with the Cataloguing Section and Cataloguing & Indexing has focussed on "Cataloguing and Subject Tools for Global Access: International Partnerships." The speakers are from the Czech Republic, Switzerland, Germany, Canada, and France. Their presentations will cover many more than the countries they come from. It is also the first time for a number of years that the presentations cover small countries.

The Section has prepared a flyer for the section's activities and will distribute it at the Division programme.

c. *Knowledge Management (Ian Johnson for Irene Wormell)*

Most activity has gone into recruiting members, which now amount to 35. The establishment of the Knowledge Management Section was in a way IFLA's response to the collapse of FID. KM has not succeeded in recruiting all the old members.

The open programme this year comprises five presentations, one author will not be here to present it. At least three will happen. The Section has discussed a joint programme with statistics for next year. Finances are stable, but some money may be needed to support Irene Wormell's participation in a meeting in Turkey in October about knowledge management. Irene Wormell will speak there.

7. UNIMARC report (Fernanda Campos)

PUC meets every year in March and during the IFLA conference. Changes in UNIMARC bibliographic format and errata for UNIMARC authority format have been accomplished. Music is finished with the help of a music expert's assistance. Requirements for CR are underway, as well as user guidelines for manuscripts and archival materials. A mapping to MAB has been done. Update five is available from Saur. Next year a CD with all existing UNIMARC guidelines will be published. There is a joint programme with MARC-XML derivatives and news during this conference. Next year an international conference will be arranged in Lisbon. It will deal with UNIMARC, ISBDs, FRBR and emerging cataloguing standards. The conference name is "UNIMARC & Friends: Charting the new landscape of library standards". Fernanda Campos asked to have the sections' strategic plans, when they are ready. The PUC will also start working with UNICODE and multiscript records.

8. News from Local Liaison (Unni Knutsen)

Unni was absent but had distributed directions to the Division Social Hour.

9. Division business

a. Division brochure update

A revision will be needed next year. All were requested to ask members for support with translations.

b. Staffing the IFLA Exhibit Booth

Barbara stressed the importance of filling the Division's time slot in the IFLA booth on Monday, although we would have to leave a bit early to get to the Division Social Hour.

c. Financial report (Barbara Tillett)

The report was handed out (appended).

d. Other business?

Gunilla brought up the issue of new publishing forms. Web services or databases available on IFLANET seem more appropriate dissemination forms than printed books for e.g. Anonymous Classics and Names of Persons, that need constant updating and expansions with sections from new languages and geographical areas. The establishment and running of such services are problematic, however, and we don't quite know how to go about it. The chair would bring the issues to the Publications Committee.

e. Functional Requirements for Authority Records

FRAR is out for worldwide review – responses are due October 28.

10. The meeting was adjourned.

August 14 (Sunday) 16:00-16.30

CB 2

Attendants

Members:

Ben Gu
Gunilla Jonsson (secretary)
Ian Johnson
Unni Knutsen
Judy Kuhagen
Patrice Landry
Barbara Tillett (chair)
Beacher Wiggins

Absent:

Bohdana Stohlasova
Marcia Zeng

1. *Election of chair and treasurer of the Coordinating Board*
Barbara Tillett was elected as chair of the Coordinating Board. The chair of the CB is automatically member also of the IFLA Professional Committee and of the IFLA Governing Board.
2. *Election of secretary of the Coordinating Board*
Judy Kuhagen was elected as secretary.

August 19 (Friday) 2:00-4:00 pm

CB 3

Attendants

Members:

Judy Field
Ben Gu
Gunilla Jonsson (secretary)
Unni Knutsen
Judy Kuhagen
Patrice Landry
Bohdana Stohlasova
Barbara Tillett (chair)
Beacher Wiggins
Marcia Zeng

Observers:

Julianne Beall (Library of Congress)
Dorothy McGarry (UCLA)

Co-opted

Renate Gömpel (ICABS)

Glenn Patton (FRANAR working group, left after 4)

Absent:

Ian Johnson

1. Welcome

The chair welcomed all and there was a round of introductions.

2. Reports from Sections (including strategic plans, conference plans for Seoul 2006 and Durban 2007, projects, financial matters, etc.)

General reminder from Barbara: the strategic plans are due September 30 to HQ with a copy to Barbara.

a. *Bibliography (Bohdana Stoklasova)*

The Section's main priorities are membership growth and revision of the newsletter. In special focus in the strategic plan is developing guidelines for e-materials in national bibliographies, including guidelines for national bibliographies in digital format and online.

The open programme in Seoul will be focussing on the region, including the Middle East. A presentation from Korea is already identified. It will partly discuss the problem of scripts, and hopefully there will be a similar presentation from China. A survey including the former Soviet republics will be presented in the newsletter. Four papers are planned for the programme. For Durban a regional survey is planned.

– The chair warned that we must always leave time for questions and discussions. She also reminded all of the recommendation to send out a call for papers on the IFLA-L list. Submissions should be required by December or January. It is possible to continue the planning the same way as earlier, but a general call is strongly recommended.

b. *Cataloguing (Gunilla Jonsson)*

A continuation of *Anonymous Classics*, a draft for Africa, has been received from Nadine Boddaert. It will be put on IFLANET for comments and corrections. The Russian section of *Names of Persons* has been corrected by our member Natalia Kulygina, and Ben Gu has offered to add a section for China. A consolidated ISBD is the most important immediate task within that area. The different FRBR working groups are moving forward, and there will be a new working group in cooperation with the IT Section, on a bibliographic standard for digital text documents. The strategic plan has been updated but will be finalized via e-mail. John Hostage has been elected the Section's representative to CC:DA.

The Seoul programme will give a report from the two IME ICCs, in Cairo and in Seoul that will have taken place before the Seoul conference. The programme

in Seoul will also focus on cataloguing processes and workflows for digital resources, and Chinese and Korean examples will be sought. For Durban the preliminary plan is to contact library associations and library education institutions in Africa about what actions may be needed.

b.1. *IME ICC3 and 4 (Barbara Tillett)*

The Cairo and Seoul meetings are moving on according to plan. No venue for the meeting in Africa has been decided yet. The proceedings of the two that have been held are published. The proceedings from the December meeting this year will be in English and Arabic. It is not decided which languages will be used for Seoul and Africa.

c. *Classification & Indexing (Marcia Zeng)*

A new strategic plan for the 2005-2007 has been prepared. There are four ongoing working groups in the section: *Guidelines for Multilingual Thesauri*, *Virtual Clearinghouse for Subject Access Resources*, *Guidelines for Subject Access by National Bibliographic Agencies* and *Functional Requirements for Subject Authority Records (FRSAR)*. A new working group is proposed to study subject access handled by metadata schemas (by Lynne Howarth). For Seoul, the Section plans to sponsor a programme on the interoperability of subject access for multilingual and multi-script networked environment, particularly for Asia. There will possibly be a paper on a Japanese translation of LCSH, maybe a speaker from Korea, and a paper from Shanghai Library, China. A summary of three standards/guidelines for controlled vocabularies is planned to be given by Marcia Zeng. A call for papers will be sent out in late September. A small group has been formed to select among proposed papers.

The Section also plans to have a programme for Durban on “Building partnerships for subject access to bring libraries and users together”. They are also exploring the possibility of a satellite meeting for access to resources on traditional medicine.

d. *Knowledge management (Judy Field)*

The section will align its strategic plan according to the three pillars. – Barbara stressed that there must be clearly defined goals in the strategic plan. – The section is working on the newsletter, they will redo their brochure and work on the website. The main goal is to get known. – The chair explained that sections don’t do brochures, that is on division level, and there is no funding of printing from IFLA for section brochures. That kind of information should instead go into the website on IFLANET.

The section is doing a “road show” in Turkey, in October. (Road show=sort of a standard conference package that can be localised.) A satellite is planned about applications to start building a toolkit on best practices and lessons learned.

For the Seoul conference, they have a proposal from Shanghai but plan to send out a call for conference papers for Seoul, and they are thinking of

application and measurement as a theme. They are seeking cooperation with Statistics and Evaluation Section and looking for a double slot. They will try to make people send questions in writing or by mail prior to the conference. For Durban they may focus on how to capture tacit knowledge.

e. *Division programme report (Barbara Tillett)*

The plan for coming conferences is to have a division update according to the established pattern, with short section reports, special working group report/s and a more comprehensive, regional overview.

Judy Field asked for KM to be first or last, not in the middle of the programme.

3. ICABS and UNIMARC report (Renate Gömpel)

ICABS has some projects with e-resources, especially selection guidelines. The UNIMARC Lisbon conference is a major event next year. Renate Gömpel reported from the ICABS advisory board meeting, which had dealt with the report from last year and preparations for evaluation. There will be a questionnaire to CDNL and IFLA. Questions for the future are, for example, communication procedures, liaisons with sections, the role of the catalogue in the 21st century – which might be topic for a workshop. ICABS also reports regularly to the CDNL meetings.

For Seoul UNIMARC plans something about UNICODE. ICABS will do something on retrieval and access in the future.

For Durban there are no concrete plans yet.

4. Report from the FRANAR working group

Glenn Patton reported. The draft report on FRAR (*Functional Requirements for Authority Records*) is out for worldwide review. Responses are due October 28. The group plans for a meeting in early December to handle comments. Publishing is planned after the sections have approved the report – hopefully before the end of June 2006. It will be published in the IFLA *Bibliographic Control* series, but it will also be available on the web. There are a number of potential changes to other IFLA documents, such as FRBR, GARR, MLAR, etc., as well as the UNIMARC authority format. The term “reference records” especially has been questioned. The next task for the working group is to produce a document on ISADN. There is a wide range of opinions in the group, but an outline for this paper exists. Tasks have been distributed to the group members and the work will hopefully be finalized after Seoul.

5. Activities and deadline reminders

a. *Financial reports*

The report is due on October 1 to Barbara. The fiscal year is the calendar year. Project money must be requested in October. No speaker fees can be paid with IFLA funds. Day registration for one speaker per Division can be arranged through IFLA HQ. The Section and Division administrative funds will be held by

IFLA in a central account as of next year. Josche Neven had clarified in the second meeting of officers training that payment will be made against invoices and as quickly as possible. Due dates for different official documents will arrive in the end of August or beginning of September from the chair.

b. Newsletters

The chair reminded sections that eight copies on paper of the Section's newsletter must be sent to HQ.

c. Division brochure updates

Barbara thanked Bohdana Stoklasova for arranging the production of the division brochure. Translations into other languages are welcome but proposals should be coordinated with Barbara.

Annual reports are due to Sjoerd Koopman December 31.

Reviews of sections are due to Barbara October 1.

d. Conference Evaluation

The evaluations should be handed in to the local organisers.

e. Other Business

The review group election procedure amendment was approved by the Standing Committee of Cataloguing and ratified by the Coordinating Board (document appended). The ISBD review group chair is still John Byrum (for 2 more years), but Patrick Le Boeuf has had to step down as chair of the FRBR review group, due to other job duties, and the new chair is Pat Riva.

There was a short discussion about what article to recommend for publication in *IFLA Journal*, and Unni Knutsen's survey of the Nordic library scene was the first proposal. The three panellists presentations that concluded the joint programme of Cataloguing and Classification & Indexing was another suggestion, but *ICBC* has first choice.

The IFLA Governing Board has decided on a policy on gifts: 50 Euros is the upper limit for gifts that may be received by IFLA officers – this includes all Section officers.

The chair will send out further information about the GB meetings so sections have a possibility to raise issues with her.

IFLA certificates were handed out to Marcia Zeng and Bohdana Stoklasova, and a Division certificate to Gunilla Jonsson.

Judy Field declared that she wished to know in December whether the standing committee meetings would take place in the morning or in the afternoon, to be able to plan travelling. Barbara will look into it with IFLA HQ.

f. Date of next meeting

Next meeting will be in Seoul. The chair thanked everyone and closed the meeting.

**IFLA DIVISION IV: BIBLIOGRAPHIC ONTROL
2004/05 FINANCIAL STATEMENT**

July 31, 2005

Note: Unit of currency is US Dollars

Administrative Account

A. Income	
1. Balance as of Oct. 15, 2004 (end of fiscal year)	\$361.86
2. IFLA Administrative funds (April 2005)	\$400.00
3. Bank dividends	\$ 18.44
4. Total income	\$780.30
B. Expenditures	
1. Knowledge Management brochures	\$119.20
2. Division brochures	\$180.00
3. Total expenditures	\$299.20
C. Balance of Administrative Account	\$481.10

Project Accounts

IME ICC	
1. Balance as of Oct. 15, 2004 (end of fiscal year)	\$3011.32
2. IFLA Project funds (April 2005)	\$3549.66
3. Balance as of July 31, 2005	\$6560.98