Division of Library Services
Classification and Indexing Section
Standing Committee (SC)

MINUTES
of the
Meetings
SC1: Tuesday, 10 August, 14.30-17.20 (Room G3)
SC2: Friday, 13 August 2010, 11.30-13.00, (Room G¤)

Standing Committee Meetings
76th IFLA General Conference and Council
Gothenburg, Sweden

SC1: Tuesday, 10 August 2010
Present: Jo-Anne Bélair (chair), Gordon Dunsire, Lynne Howarth, Yvonne Jahns, David Miller, Giuseppe (Pino) Buizza, Patrice Landry, Dorothy McGarry, Sirje Nilbe, Edward T. O'Neill, Bernadette Patte, Sandra K. Roe, Jagtar Singh, Magdalena Svanberg (secretary), Thordis T. Thorarinsdottir, Barbara Tillett, Maja Žumer
Apologies : Anne-Céline Lambotte
Absent: Thierry Bouchet, Eunice Maria Silva Pinto
Observers: Harriet Aagaard, Marie Balikova, Julianne Beall, Dilona Bergum, Anders Cato, John DeSantis, Christine Dialundama, Agnese Galeffi, Massimo Gentili-Tedeschi, Bodil Gustavsson, John Hostage, Christel Hengel, Tiina Ison, Ulrike Junger, Sirkka Kavu, Karin Kleiber, Helena Lindblom, Joan Mitchell, John N. Mitchell, Eeva Murtumaa, Federica Paradisi, Päivi Pekkarinen, Pat Riva, Yulia Selivanova, Carine Sounga, Annika Svantesson, Mary Stewart, Miriam Säfström, Mashulia Tatibina, Ann Tobin, Jay Weitz, Beacher Wiggins, Elena Zagorskaya, Ekaterina Zaytseva

1. Welcome and introductions

Jo-Anne Bélair welcomed all members and observers. The roster was sent around for updates. Members and observers introduced themselves.

2. Approval of the agenda

The agenda was approved with a few minor corrections and the addition of paragraph 7 Section strategic plan. Paragraph 6.2 Establishment of new working groups was moved and renumbered 7.1

3. Minutes of the Milan Meetings, 2009

The minutes were approved.

4. Financial report

Jo-Anne reported that the section has 610 Euros in its account.

5. Report from the Leadership Forum

Jo-Anne and Magdalena reported from the Leadership Forum (formerly Division Coordinating Board). A new feature in the conference programme this year is the five tracks. All sessions belong to a track, and each track is marked by one colour which is visible in all versions of the programme. The SC members are asked for feedback on this feature. Is it a good feature? Are the tracks good or should they be revised. In the future, the organisers of a session will be asked to put the session in the relevant track.

The Professional Committee has issued clearer requirements for Satellite meetings as well as a document describing the roles and responsibilities of Division Chairs and Sections officers.

There is a new strategic plan for IFLA, covering the years 2010 to 2015. The sections are requested to identify 1-3 actions in the strategic plan of their section that link to the Priority Actions in the IFLA plan.

6. Section Development since the last meeting

6.1 Working Groups

6.1.1 WG on IFLA Bibliographic Standards

Barbara reported on the WG on IFLA Bibliographic Standards. The WG was set up in December 2009 and made its final report in March 2010. The WG recommends that IFLA create a general IFLA Bibliographic Standards Program (Core Activity) to oversee bibliographic standards activities within IFLA. It also recommends that a dedicated IFLA standards "portal" should be set up, as proposed in the report of the IFLA Namespaces Task Group, March 2010. The program/core activity would host the Technical Group described in the report of the IFLA Namespaces Task Group. The report was sent to the Professional Committee (PC), which supported it and forwarded it to the Governing Board. Currently, the decision of the Governing Board is being waited upon.

6.1.2 WG on Functional Requirements for Subject Authority Records

Maja reported on the FRSAR WG. Two sections, Classification and Indexing and Cataloguing voted on the final document. Classification and Indexing approved it for publication, but Cataloguing voted against it and recommended another worldwide review. The problem was presented to the IFLA Professional Committee (PC). The PC came to the conclusion that the procedure had been fully respected (for instance, observations have been collected through World Wide Review), but that there is a need for clearer rules and procedures, especially when several sections are involved. Without the Bibliographic Control Division there is no level above the section for coordination. This makes the need for the new bibliographic core activity central and Maja pointed out that the Bibliographic Core activity would serve well as the home of several bibliographic WGs that deal with bibliographic issues and involve several sections. Maja added that the editorial corrections suggested by Barbara and Gordon have been incorporated in the document on the web.

The future consolidation of the models in the FRBR family (FRBR; FRAD; FRSAD) was discussed. The Review Group belongs to the Cataloguing Section and members can come from outside but must be approved by the section. More formal relationships between the group and the sections were discussed. With the establishment of a new core activity for bibliographic standards, the FRBR Review Group would possibly belong to this activity. Jo-Anne suggested that at least one person from every section involved should be included in the group. Gordon expressed a concern about more formal representation. Pat Riva said that the Review Group would discuss these issues and proposals.

Gordon brought up the issue of posting FRAD and FRSAD on the web. He emphasised the importance of making IFLA standards as openly available to the outside community as possible. Only then will they be used and have influence. The W3C community is really interested in controlled vocabularies and subject access. Patrice will check if there are any restrictions on posting IFLA standards.

6.1.3 WG on Guidelines for Subject Access by NBAs

Yvonne reported on the WG on Guidelines for Subject Access by NBAs. During last years' SC meetings, the SC decided that the WG would continue, and Yvonne agreed to chair the WG. The WG has twelve members. They come from the Classification and Indexing Section, but also from Knowledge Management, Cataloguing and Bibliography. The WG had a meeting in Frankfurt in December and Yvonne also set up a wiki. The wiki turned out to be a less efficient tool than expected.

At the December 2009 meeting, the group agreed on a set of rather general recommendations, and decided not to go for a new survey. A survey takes a lot of time and the result is soon outdated, There is a 30 pages draft, which will be discussed at the WG meeting Friday, 13 August. The meeting room will be announced and Yvonne welcomed observers. The next steps are to look over the draft, comment, and decide whether a new personal meeting is necessary. Patrice announced that there is project money left over for 2010, and the deadline for asking for funding for 2011 is October. Yvonne said that she still found it realistic to publish the guidelines in 2011.

6.1.4   Namespaces Task Group

Gordon reported on the IFLA Namespaces Task Group that was established in late 2009 with the task of elaborating requirements and writing a paper on the topic of IFLA support for a technical infrastructure for bibliographic standards in formats suitable for use on the semantic web. The paper was sent to the PC in March, and was well received. The next step, the first recommendation in this paper, was the establishment of a technical committee that would establish closer cooperation among various groups and subgroups dealing with standards. The group is to work with the other eight recommendations in the paper. Gordon and Patrice will have a meeting with the IFLA Web & IT Manager. Patrice asked if Gordon thought of the report as the end of the Task Group.

Gordon said that he wanted the group to continue during a transition phase, while the Bibliographic Standards core activity and IFLA Namespaces Technical Committee were being set up. The Task Group will report at the second SC meeting. The report will be posted on the website of the Classification & Indexing Section.

Gordon also reported on the Library Linked Data Incubator Group within the W3C community. He and Marcia Zeng are members of the group. There is a big recognition from the technical side on the high quality metadata of the libraries, and a belief that this is what will make the semantic web work.

6.1.5   MulDiCat project

Barbara reported on the MulDiCat project (Multilingual Dictionary of Cataloguing Terms and Concepts). Since last year the ISBD glossary and the Cataloguing principles in three more languages have been added to MulDiCat, but there is still no technical infrastructure or database. Barbara thinks the best thing to do is to get the data out in some format. David agreed. Later on there will be representations of the source documents in the IFLA Namespace, and these need to be connected to MulDiCat itself. Also the vocabulary from the ISBDs will be added in multiple languages as available.

6.1.6   WG meeting times during this conference (WG chairs)

No more meetings were announced.

6.2   Report on other actions undertaken by the Section in 2009/2010 (membership, liaisons)

The section has 86 institutional members and nine personal members.

6.3   Section Newsletter

David reported on his work with the Section Newsletter. Two newsletters have been issued. He experienced e-mail difficulties during the year, which might have resulted in SC members not receiving messages. He got few answers when he asked for content to the newsletter, and all members were asked to reply to David even if they have nothing to report.

7.   Section Strategic Plan

The Section Strategic Plan has not been updated for the current year and there is a new IFLA Strategic Plan and a new workflow for the strategic plan. The SC decided to make minor updating in the 2009-2011 plan, conclude it, and start a new plan for 2011. Following the new terminology of IFLA, it will be called Action Plan. Magdalena will update the old plan and send it out for approval. 1-3 actions in the Action Plan should be related to priority activities in the IFLA Strategic Plan. Patrice explained that this is done to make the section level work more visible and making it clearer for IFLA members and the Governing Board what is done within IFLA and how it relates to the strategic goals of IFLA.

Lynne saw this as an opportunity to push the most interesting work of the sections, and that it also could make the development of IFLA more influenced by the sections. Jo-Anne pointed out that we could either start with the activities and then find fitting actions, or we could start with actions and see how they fit in to the activities. Sandra asked if actions carried out together with other sections could be included, and Patrice answered that they could. 1-3 actions from the plan should be sent to the Division chair. Jo-Anne pointed out priority activity 1 "To empower libraries to enable their user communities to have equitable access to information" as an activity that our actions might fit into, and Maja added that priority activity 3 "To transform the profile and standing of the profession" is also relevant.

7.1   Establishment of new working groups

No new working groups were established.

8.   Planning and overview of the Gothenburg Conference Programme

This year, the Classification and Indexing section sponsors a joint open session on Sunday August 15 07.30-11.45 together with Information Technology, Cataloguing and Knowledge Management. The title is Libraries and the semantic web. Lynne reported from the group responsible for the programme. The call for papers resulted in 34 papers, a good response. Two people reviewed each paper. The papers were ranked and after that the group had further discussions.

The meeting was adjourned.

SC2: Friday, 13 August 2010

Present: Jo-Anne Bélair (chair), Gordon Dunsire, Lynne Howarth, Yvonne Jahns, David Miller, Giuseppe (Pino) Buizza, Dorothy McGarry, Sirje Nilbe Edward T. O'Neill, Bernadette Patte Sandra K. Roe, Magdalena Svanberg (secretary), Thordis T. Thorarinsdottir, Barbara Tillett Maja Zumer
Apologies: Anne-Céline Lambotte
Absent: Thierry Bouchet, Patrice Landry, Eunice Maria Silva Pinto, Jagtar Singh
Observers: Reinhard Altenhöner, Marie Balikova, Julianne Beall, Emmanuelle Bermès, Francoise Bourdon, Agnese Galeffi, Bodil Gustavsson, Tiina Ison, Barbara Jorus, , Karin Kleiber, Ossama Mahmoud, Joan Mitchell, John N. Mitchell, Federica Paradisi, Pat Riva, Aida Slavic, Gina Younis, Ekaterina Zaytseva

9.   2011 San Juan Conference Plans (San Juan, Puerto Rico, 13-18 August 2011) Theme: "Libraries beyond libraries: Integration, Innovation and   Information for all"

Different themes for the section open session taking both the "beyond libraries" and the integration part of the theme into account were discussed. The SC decided on the theme "has subject" Bridging tools, domains, communities. A committee was set up to organize the open session of the Section. Gordon, Maja, Sandra and Thordis volunteered. The committee will formulate the full title of the session and send it out to the SC for approval, together with a proposal for which track the session should belong to.

10   2012, Helsinki Conference Plans (Helsinki, Finland, 11-16 August 2012)
        Theme: "Libraries Now! - Inspiring, Surprising, Empowering"

The theme for this conference open session will be discussed next year.'

11.   Possible satellite meeting in Helsinki

Sirje announced that the National Library of Estonia, Tallinn, would be willing to host a satellite meeting in 2012. Tallinn is situated about 78 kilometers from Helsinki by boat and the ferry takes about 1 ½ hours and runs ten times a day. Jo-Anne said that this would be an opportunity to go to Eastern Europe, and get an IFLA conference to Eastern Europe. It would fit well into the SC ambition to organize satellite meetings more often. Tallinn's location goes along well with the new requirements for satellite meetings set up by IFLA. The SC decided to go for a satellite meeting in Tallinn as a 1 ½ day post conference, Friday afternoon to Saturday. The initial call should be made in the autumn of 2010 with the location and the approximate date. The final call should be made in April 2011, to be included in the printed program. Patrice will give the exact dates to Jo-Anne and she will distribute them to the SC members. During 2011 a committee of volunteers needs to be set up, and themes decided.

12.   IFLA standards role in the new IFLA professional structure
See 6.1.1

13.   ICBC journal – update

Patrice gave an update. Due to serious financial problems an open meeting was held during last year's conference and a task group was set up. The task group proposed a mixture of content including news, standards and peer reviewed articles handled by an Editorial Board. The ICBC journal

should be an online publication and past issues should be open access. The Professional Committee approved the recommendations of the task group, but some financial aspects need to be solved.

14.   Discussion / Evaluation of Gothenburg Conference

14.1   Joint open programme (post conference evaluation by e-mail)
Since the second SC meeting precedes the joint open programme of our Section, there will be a post-conference evaluation by e-mail. Jo-Anne will distribute some questions to consider. About 200 people attended the open session of the Section.

14.2   Overall organisation (post conference evaluation by e-mail)
The overall organization of the conference was discussed. The social areas were really good with lots of quiet spaces for informal meetings. The wifi worked well and was free. It was easy to get refreshments all over the conference centre.

The arrangements for the SC meetings and WG meetings were not so good. Water, microphones and other equipment were lacking in the rooms. At our second meeting there was no table, and it was difficult to find a volunteer to help us. It was not possible to get a room for the meeting of the WG on Guidelines for Subject Access by NBA. The meeting had to be held in the lobby of Gothia Towers, and it was difficult for the participants in the meeting to hear.

Having the second SC meeting before our open session did not work well. The group discussed if the meeting should be scheduled during or after the conference, and the opinions differed. The second meeting was not included in the printed programme, which made it difficult for observers to attend. It is important that the meeting be properly announced.

14.3   Identify the Section's candidate paper from the joint open programme for publication in "IFLA Journal" (by e-mail)
The identification of the Section's candidate paper for publication in *IFLA Journal* will also be done by e-mail together with the other sections involved in the session.

15.   IFLA matters
Next year is an election year with five members leaving the committee and three members ending their first term. When asked, Bernadette, one of the members ending the first term, wants to go on for another term. Proxy voting will be allowed in the elections for section officers. Each section member may designate another member to vote for her/him in the election. Proxies may be given in writing, by fax or by email.

Proposal on the establishment of a special interest group
Reinhard Altenhöner, Chair of the Information Technology Section, and Emmanuelle Bermès proposed the establishment of a special interest group on the semantic web. This year the four sections had organised a joint session with this theme. The establishment of such a group is a way for all bodies and groups dealing within IFLA with standards in the context of the semantic web to be better connected and to continue working jointly. The next step is to prepare a formal proposal which is to be submitted to the Professional Committee. SC members supported the establishment of a special interest group. Reinhard will send a proposal to Jo-Anne for distribution to the SC members.

With the Bibliographic Control Division disappearing, the division open session also disappeared. This session gave an opportunity to inform the other related sections and to bring together the different areas of bibliographic control. The SC discussed if there was some other way to inform each other. Maja said that the new division is actually covering too many different fields for an open session of the division to be interesting. Barbara thought that with bibliographic control as a new core activity, an open session of the core activity might be a good idea. Maja agreed. Dorothy informed the SC that before there were division sessions, the sections usually reported in their own open sessions.

16.   Proposal from the Cataloguing section: survey – standards used in creating bibliographic, authority and holdings records
The item was deleted from the agenda

17.   Unfinished business or updates from the first meeting

Names of persons
Barbara informed the SC that Judy Kuhagen can not continue the work with Names of Persons. Hopefully other persons will be able to take over this work.

Barbara and Gordon reported on the meeting they had with the Web Manager of IFLA Headquarters. The plan is to post bibliographic standards like ISBD and FRBR in the IFLA namespace (IFLAstandards.info). This needs to be discussed in the ISBD and FRBR Review Groups.

MulDicat
Barbara reported that MulDiCat will be posted as a Word document on the Classification and Indexing website. There will be links from other relevant sections. There is a plan to convert the document to SKOS, Simple Knowledge Organisation System, in September.

18.   Other business
Joan Mitchell announced that OCLC will organize a preconference to the 2011 San Juan Conference on the new edition of Dewey Decimal Classification, DDC23.

The publication of the proceedings of the IFLA satellite meeting "Looking at the Past and Preparing for the Future" Florence, 20-21 August 2009, sponsored by the Classification and Indexing Section was discussed. The papers were to be published and a publication is expected both by the authors of the papers and by the attendees, but no publication has been issued yet. The delay is unfortunate since the papers can become outdated. The chairs of the different sessions (Ed, Anne-Céline and Leda Bultrini) should ask for the authors' permission to publish, and give them a chance to update their papers. If this is done soon, the proceedings could be published before the end of 2010. IFLA has the right of first acceptance or refusal to publish the papers, but only for a nine month period. Dorothy concluded that when organising the satellite meeting in Tallinn in 2012, we should be careful to ask for the authors' permission to publish already when the papers are accepted, and plan the publishing carefully, in order to avoid a similar delay.

19.   Adjournment
The meeting was adjourned and photos were taken.