IFLA
Division III - Library Services
Classification and indexing Section

MINUTES of the
Standing Committee (SC) Meetings
77th IFLA General Conference and Council
San Juan, Puerto Rico

SC1 - Saturday, 13 August 2011, 14.45-17.15 (Room 208c)
SC2 - Thursday, 18 August 2011, 9:45-11.15 (Room 102a)

SC1: Tuesday, 13 August 2011

Present: Marie Balikova, Jo-Anne Bélair (chair), Giuseppe (Pino) Buizza, John DeSantis, Gordon Dunsire, Mauro Guerrini, John Hostage, Lynne Howarth, Yvonne Jahns, Sun Mi Kim, David Miller, Patrice Landry, Dorothy McGarry, Sirje Nilbe, Edward (Ed) T. O'Neill, Sandra (Sandy) K. Roe, Eunice Maria Silva Pinto, Magdalena Svanberg (secretary), Thordis T. Thorarinsdottir, Barbara Tillett, Maja Žumer
Apologies : Anne-Céline Lambotte, Bernadette Patte, Jagtar Singh, Wen Song, Janis Young
Absent: Thierry Bouchet
Observers: Julianne Beall, Pia Bodå, Bobby Bothmann, Christine Frodl, Diane Vizine-Goetz, Bodil Gustavsson, Ashafa A. Mahmud, Tatiana Maskhuliya, Joan Mitchell, Eeva Murtumaa, Luigina Orlandi, Tadahiko Oshiba, Rehab Ouf, Päivi Pekkarinen, George Prager, David Reser, Pat Riva, Julia Selivanova

1. Welcome and introductions.
    Jo-Anne welcomed everyone to the meeting, especially the new members of the committee. They are: John DeSantis, USA, Mauro Guerrini, Italy, John Hostage, USA and Sun Mi Kim, Korea. Marie Balikova, Czech Republic, is a returning member, and Gordon is starting his second term. Members and observers introduced themselves and a roster was sent around for updates. Jo-Anne handed out certificates to the outgoing members present and thanked them for their contributions in the work of the SC. The outgoing members are: Patrice Landry, Anne-Céline Lambotte, Dorothy McGarry, David Miller, Bernadette Patte, Thordis T. Thorarinsdottir and Barbara Tillett.
2. Approval of the agenda
    Jo-Anne proposed deleting item 6 and adding a new item, which would make "Section development since the last meeting" item 6. A new item would follow as item 7, "IFLA matters", which would include Future of the ICBC and Report from the Leadership forum. The agenda was approved with these amendments.
3. Election and nomination
    Jo-Anne explained that both she and Magdalena were willing to go on in their positions, but willing to step aside if someone else would like to stand as chair or secretary. No other candidates were nominated.
    3.1. Chair
        Jo-Anne was elected unanimously.
    3.2. Secretary
        Magdalena was elected unanimously.
    3.3. Information coordinator
        David is leaving the SC, and the SC needs a new information coordinator. Yvonne and Sandra expressed interest in the position. Jo-Anne proposed that the function could be divided among two persons, one being the information coordinator and one the newsletter editor. John H reported that this model has been used in the Cataloguing SC, and that it works well. Jo-Anne's proposal was approved, and it was decided that Yvonne and Sandy could decide who would take which position. [Yvonne and Sandy reported back that Sandra will be the information coordinator and Yvonne the newsletter editor.] A former member, Billie Hackney, is still the administrator of the CLASS-LIST, and David will check if she is willing to

go on with this. If possible, another person from the SC should be added as an administrator of the list. This would make the administration less vulnerable and not dependent on one person.

4. Minutes of the Göteborg Meetings, 2011
   The minutes were approved
5. Financial report
   Jo-Anne reported that the WG Subject Access by National Bibliographic Agencies has been allocated 500 EUR. The SC has 700 EUR, which we have not spent. Jo-Anne asked the members of the SC to come up with ideas on how the money can be used. If it is not used, it will go back to IFLA.
6. Section Development since the last meeting
   6.1. Working Groups (WG)
   6.1.1.   WG on Guidelines for Subject Access by NBA
   Yvonne, chair of the WG, gave a report. Since the WG meeting at the IFLA conference in August 2010 several work drafts have been sent out for comments by WG members. The WG used a mailing-list and a wiki with access only for members. In March, the WG held an in-person meeting where the recommendations were finalized. Each WG member was responsible for 1-2 chapters, and Yvonne thinks this worked really well. The final draft was posted on the IFLA website in mid May for World Wide Review. The World Wide Review ended in July and resulted in eleven comments, unfortunately with few comments from outside Europe and North America. The comments give positive feedback and contain valuable ideas. Two meetings will be held during the IFLA conference 2011 to discuss the comments. Sunday August 14 17.00-18.00 and Wednesday August 17 16.00-18.00. Observers are welcome, but Yvonne warned potential observers that it might be difficult to take part in the discussions without having read the comments. The aim is to send out a final version in October for approval by the Classification & Indexing and the Bibliography SCs. After approval, the guidelines will be sent to the publisher, and hopefully be published in early 2012. The publisher has been preinformed. Yvonne also brought up the issue of promoting the guidelines. We should think about different ways to promote the guidelines, and include this in the action plan. We should also keep promotion of the guidelines in mind when planning the 2012 open session and the satellite meeting.
   6.1.2.   Namespaces Task Group
   Gordon reported on the Namespaces Task Group. The group has been communicating and sharing information on specific Namespaces activities concerning ISBD, RDA, MulDiCat and the W3C incubator group. The group is waiting for IFLA action on bibliographic standards. The task group proposed bibliographic standards as a new core activity, but this proposal was not accepted by the Governing Board. Patrice explained that the reason was that a core activity is funded by IFLA, and the Governing Board thought it costs too much. The new proposal is a Standards SC under the Governing Board. Guidelines and manifestos would be included. Today it is difficult to get an overview of IFLA standards, and there are no standard procedures for producing, presenting and validating them. The open access policy should be applied to IFLA standards. Patrice remarked that Classification & Indexing and the other bibliographic sections maintain a high quality in their standards. Patrice will send out information on the Standards SC. Details like organisation and funding are not decided yet. The plan is to have an open nomination with one member from each section, one from CDNL (Conference of Directors of National Libraries) and one from UNIMARC. There will be a call for nominations distributed via the division chairs to the sections chairs. Gordon announced that the Namespaces Task Group will meet on Monday August 15 10.15-12.15. Observers are welcome.
   6.1.3.   MulDiCat project
   Barbara reported on the project. MulDiCat started in the Cataloguing section, but now all bibliographic sections are involved. It is intended to be used when translating IFLA documents and other cataloguing codes. It is published as a SKOS file on the new IFLA

Namespace, and also available as Word table. The responsibility is now turned over to Anders Cato in the Cataloguing SC.

      6.1.4.   WG meeting times during this conference (WG chairs)

          No more meetings to announce

  6.2. Report on other actions undertaken by the Section in 2010/2011 (membership, liaison)

      6.2.1.   Patrice announced that the proceedings of the preconference "Looking at the past, preparing for the future" were published two weeks ago. The book is selling well, and got good reviews. Patrice thanked the authors and the editors, Ed, Leda Bultrini and Sandy. He passed the book around.

      6.2.2.   Pat Riva reported on the FRBR review group. The group will meet during the conference, and observers are welcome. Since last year, FRSAD has been published and the review group is now concentrating on consolidation. FRBRoo should become part of FRBR.

      6.2.3.   Jo-Anne reminded the SC that the Special Interest Group on the Semantic Web will organise a discussion of the final report of the 'Library Linked Data' incubator group Wednesday August 17 9:30 - 11:30. Patrice pointed out that it is important to support a new group and show that there is interest in the topic.

  6.3. Section Newsletter.

    David reported on the Section Newsletter and thanked those who contributed. Most country reports in the Newsletter come from countries represented in SC. It is a challenge to try to broaden the global scope. David has been soliciting people who have written something on subject access in the IFLA journal to also submit something for the Section Newsletter. For the last two years, there have been no reports from corresponding members. This is not satisfactory. David also reported on the web editor part of his position. A meeting for web editors has been announced, and David will give the information to Yvonne and Sandy. The SC thanked David for the work he has done, and David said he was willing to support Yvonne and Sandy.

7. IFLA matters

  7.1. Report from the Leadership forum

    Jo-Anne gave a report from the Leadership forum. All delegates who did not book their hotel through Congrex are asked to report the name of their hotel and number of nights on the coupon found in the badge. The reason is that IFLA wants to get an overview of the total number of guest nights generated by the conference. The coupon should be handed in to the registration desk.

  7.2. Future of the ICBC (International Cataloguing and Bibliographic Control)

    Pat Riva was the chair of the Working Group on the future of ICBC and reported on the recommendations and Patrice added information on what happened after the group gave the recommendations. The group recommended online publication and an editorial board, and this was approved by the Governing Board. The group was asked to give more details on the editorial board and the procedures, and this more detailed proposal was approved by the Professional Committee. A call for nominations was planned in November, but it turned out that Saur wanted to publish, which was not the original plan. Saur proposes a one year embargo, but this was not accepted by the Governing Board. A new contract needs to be worked out, one that follows the open access policy of IFLA. Work continues on trying to get funding and finding another solution. There will be a meeting with Marie-France Plassard, the editor of ICBC, and Jennifer Nicholson, secretary general at IFLA Headquarters.

8. Section's Action Plan (2011-2012)

  8.1. Discussion and approval of new action plan

    This item was deferred to the second SC meeting. Barbara reminded us about Yvonne's proposal to include promotion of the Guidelines for Subject Access in National Bibliographies.

  8.2. Establishment of new working groups

    Yvonne brought up the idea of a group promoting the guidelines for subject access in national bibliographies.

9. Overview of the San Juan Conference Programme

  9.1. Open Programme

    Maja reported from the organisation of this year's Open Programme. She reported mixed

experiences. She thanked the other members of the group: Sandra, Gordon and Thordis, Everything worked really well. The group was active and accomplished their tasks in time. The call for papers resulted in eight submissions and after two rounds, four papers were selected. Three papers arrived in time, but the fourth one did not. In addition, there were problems with people with accepted papers not answering e-mails. The fourth paper is still missing, and the author did not answer e-mails to verify if he will attend the conference and be able to give his presentation. To avoid similar problems in future conferences, Maja proposed that we ask for full papers, and not only abstracts. It would also make it possible to review the full papers. Patrice mentioned that there is a Speaker's training session scheduled during this conference, and that this might be repeated in coming conferences if it turns out well.

10. 2012, Helsinki Conference Plans (Helsinki, Finland, 11-16 August 2012)
    10.1.1. **Theme:** "Libraries Now! - Inspiring, Surprising, Empowering"
        We need to decide on a theme for the open session in Helsinki 2012. Jo-Anne asked everyone to think about it for the second SC meeting.

11. 2012, Estonia Satellite Meeting Plans (Tallinn, Estonia, August 2012)
    11.1.1. **Theme:** Beyond Libraries – Subject Metadata in the Digital Environment and Semantic Web
        Information on the satellite meeting is included in the Final Announcement. It will be a 1 ½ day post conference starting in the afternoon of August 17. Unfortunately, this means it will conflict with the library visits. The satellite meeting will be discussed in detail at the second SC meeting.

    11.2.   The organisation of the satellite meeting and the IFLA open session was discussed. Patrice reported on the organisation of the Florence satellite meeting in 2009. Patrice and Leda Bultrini were responsible for the practical arrangements. Ed, Leda and Anne-Celine formed the editorial group. Should there be two separate groups for the satellite meeting and the open session, or the same? Should we make a call for paper or solicit authors for the open session or combine both? If we want to solicit, we should think about possible candidates. Could people in the committee submit papers themselves? Will the people in the committee also be chairing the sessions? Experiences from the Florence satellite meeting in 2009 were discussed. Ed pointed out that a discount for early registration is a good idea. It is important to try to shorten the time to publication, and provide clear instructions about the publication requirements to the authors in the call for papers. Jo-Anne asked the SC members to prepare for a discussion at the second SC meeting. Everyone should consider if they are willing to volunteer for a committee either for the open session or the satellite meeting.

12. SC2 - Thursday, 18 August 2011

Present: Marie Balikova, Jo-Anne Bélair (chair), Giuseppe (Pino) Buizza, John DeSantis, Gordon Dunsire, Mauro Guerrini, John Hostage, Lynne Howarth, Yvonne Jahns, David Miller, Dorothy McGarry, Sirje Nilbe, Edward (Ed) T. O'Neill, Sandra (Sandy) K. Roe, Eunice Maria Silva Pinto, Magdalena Svanberg (secretary), Thordis T. Thorarinsdottir, Barbara Tillett, Maja Žumer
Apologies: Anne-Céline Lambotte, Bernadette Patte, Jagtar Singh, Wen Song, Janis Young
Absent: Thierry Bouchet, Sun Mi Kim, Patrice Landry
Observers: Julianne Beall, Bobby Bothmann, Ann Doyle, Bodil Gustavsson, Ashafa A. Mahmud, Joan Mitchell, Luigina Orlandi, Bluma Peritz, Pat Riva, Julia Selivanova

13. Discussion / Evaluation of San Juan Conference
    13.1.   Open programme evaluation
        One paper is still missing, but the author promised both Maja and Jo-Anne that he will submit it. The SC needs to solicit translations. One idea is to translate the abstracts. This has been done in the Cataloguing section. Jo-Anne tanked Sandy for chairing the session. About 125 people attended. There was an echo on stage that made it difficult for the presenters to hear

questions from the audience, but for the audience the sound was ok. There was also a bit too much light on the stage. Lynne proposed that the SC members prepare questions for our own session to get the discussion going, in case there are too few questions from the rest of the audience.

13.2.   Overall organisation

    13.2.1. IFLA will send out a survey to SC members after the conference, and Jo-Anne asked the SC members to answer this survey.

13.3.   Identify the Section's candidate paper from the open programme for publication in "IFLA Journal"

    13.3.1. Depending on the future of ICBC, we could propose a paper for this publication too, but this is uncertain for the moment. Maja proposed Emanuelle Bèrnes' paper, and the SC agreed. Emanuelle's paper is in French, but she is willing to translate it herself. John D. will read the translation.

14. IFLA matters

14.1.   Future of ICBC. No news to report.

15. Proposal from the Cataloguing section: survey – standards used in creating bibliographic, authority and holdings records

The proposal no longer exists and was not discussed at the Cataloguing SC meeting. However, the SC agreed that the issue needs to be discussed in the new Standards section. There is a risk that the work on bibliographic standards will not be visible enough. Much work has been done already, for example in ICBC. A list of standards is included in MARC21. Gordon pointed out that the standards can be included in FRAD and the IFLA Namespaces

16. Unfinished business or updates from the first meeting

16.1.   Report from the Namespaces Task group

Gordon reported from the meetings of the group. The meeting discussed the latest information about the formation of an IFLA Standards Committee, to which the IFLA Namespaces Technical Group would report. In the meantime, the Task Group will continue in a caretaker role. The Chair circulated an email to the chairs of the sections with representation on the Task Group asking that they be prepared to fund any activity by the Task Group that might arise during 2012, as the Group had no single parent body to act on its behalf. The Group discussed the current status of the Functional Requirements family of models, International Standard Bibliographic Description, and Multilingual Dictionary of Cataloguing namespaces, which have been reported via the Group's webpage (http://www.ifla.org/en/node/5353) and the Classification and Indexing Section Newsletters. The Group noted the proposed activity to establish links between the IFLA namespaces, and with relevant external namespaces such as RDA: Resource Description and Access. The Group noted the forthcoming Vocabulary Management and Alignment special session at the Dublin Core 2011 conference, to which the chairs of relevant IFLA sections and groups had been invited. The Group also noted the imminent publication of the report of the W3C Library Linked Data Incubator Group. The Group agreed to liaise with the IFLA Semantic Web Special Interest Group which was to have its first meeting during the IFLA conference. Finally, the Group discussed a suggestion from the Chair that national bibliographic agencies have a role to play in publishing URIs for information resources that can be used by other libraries to avoid duplication and unnecessary expense.

16.2.   Report from the WG on Guidelines for Subject Access by NBA

Yvonne reported from the two meetings during the conference, where the comments from the World Wide Review were analysed. The WG made good progress and the timetable will be kept. A final draft will be sent for approval to the SC and the Bibliography SC in October or November. If approved it will then be sent to the publisher and published before next IFLA. There are no written guidelines on what happens if one sections votes yes and the other no. Jo-Anne will try to clarify this before the voting process starts, and she will seek support from the division chair.

16.3.   2012 Helsinki Conference Plans

A theme for the 2012 Helsinki Conference was discussed. The overall theme of the conference is Libraries now: Inspiring, surprising, empowering. Jo-Anne presented the themes proposed for the satellite conference that were not chosen as possible inspiration:

Faceted approaches to Information Organization
Role of Form/Genre in Subject Access
Functional Requirements for Subject Authority Records
Subject Authorities as Linked Data
Knowledge Organization in the Digital Environment: Issues and Implications

Lynne proposed to use the "inspiring" and "surprising" from the overall theme. We could ask for cases showing innovative and new ways of giving subject access or using the subject metadata in unexpected ways, for example in the architecture and shelving, in recommendation services, and so on. Magdalena pointed out that the genre focus could be included in this. Genre access for fiction and films can be inspiring. Yvonne proposed focusing on the users and the access, not on the tools themselves. After discussions, Sirje proposed the theme **Subject Access now: Inspiring, surprising, empowering** and everyone agreed on this. Many of the discussed topics could be included under the theme in the call for papers. It was decided to ask for full papers. Sandy proposed asking for shorter papers and presentations than usual. Call for papers vs. soliciting authors was discussed, as well as having a Scandinavian/Baltic focus with presentations from the region of the venue. These aspects should be considered by the committee and they will decide. Lynne, Yvonne, Eunice volunteered for the committee. They will choose a chair among them.

16.4.   2012 Estonia Satellite Meeting Plans

The National Library of Estonia will be responsible for the entire practical organisation, a website, accommodation booking and registration. A registration fee is needed, but the venue will be free. There are plans for a joint registration for both satellite meetings and the IFLA conference, but it will not be ready for the next conference. Sirje will be the contact person for the National Library of Estonia, and Jo-Anne will function as the liaison to the selection committee. Patrice will be in contact with Sirje and Jo-Anne to share his experiences from organising the 2009 Florence satellite meeting. There should be a discount for early registration with the same deadline as for the IFLA conference.

It was decided to ask for full papers, and make clear that the papers should be submitted ready to publish. The proceedings will be published in the red series. We should aim for five papers per session, fifteen in all. The papers will be posted on the website of the satellite meeting. Sirje, Maja, Gordon, John D. and Magdalena volunteered for the selection committee. Magdalena will be the chair. The deadlines will be set by the committee. It is important that the choice of papers is finished before the early registration discount ends.

16.5.   2013 Conference Plans

Magdalena mentioned that the open sessions of the Art libraries section involved access by motif and topic, both this year and last year. She has been in contact with the chair and the secretary of the SC, and they are receptive to some kind of cooperation in future conferences. Both sections could be vitalised by the cooperation, ours by new materials and new kinds of subject access, the Art libraries by our experiences with subject access.

16.6.   Strategic plan and establishment of working groups

Jo-Anne will send out a proposal for a new strategic plan, based on the old one. No new working groups were proposed.

17. Other business

17.1.   Finances

17.2.   Jo-Anne proposed that the SC allow funds so that Gordon can attend the one day session on Vocabulary management in The Hague on September 21. Gordon will participate as the chair of the Namespaces Task Group. Everyone agreed on this. The SC will still have money left. There is also some special funding for the WG on Subject Access by NBAs. Pat Riva said that the FRBR review group might need funding, and that they will ask the bibliographic sections. Magdalena forwarded the message from the Officers' Training Session that the money can be used for anything. Everyone as asked to think about good ways to spend the money. If something urgent does not come up, we could use it for a social arrangement next year.

17.3.   Social hour

Yvonne proposed that the social hour be reintroduced, and everyone agreed on this. We

want to have the social hour together with the other bibliographic sections if they are interested.

17.4.   CLASS-LIST Moderator

Moderator rights for the CLASS_LIST will be given to one more person and Sandy is proposed.

17.5.   Representation in the FRBR Review Group

Representation in the FRBR review group was discussed. The opinion of the SC is that all bibliographic sections should always have representation in the group. The group belongs to the Cataloguing section and representation varies. For the moment, all bibliographic sections are represented. Pat Riva pointed out that for the future, Classification & Indexing SC should make sure a report from the FRBR Review group is put on the formal agenda. Pat will give a report if she is present, and Maja or Gordon could do it in her place in case she is not.

Adjournment
The meeting was adjourned.