

**Bibliography Section Standing Committee Meetings**  
**San Juan, Puerto Rico**  
*August 13 and 18, 2011*

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## Standing Committee I, Saturday, August 13

**Members Attending:** Carsten Andersen, Charlene Chou, Anke Meyer, Glenn Patton

**Newly Elected Members Attending:** Vincent Boulet, Grazyna Jaroszewicz, Karin Kleiber, Sinikka Luukkanen, Kari Mathisen, Tadahiko Oshiba, Barbara Tillett.

**Observers:** Anders Cato, Genevieve Clavel, Elena Escalano Rodríguez, Hanne Hørl Hansen, Lobel Machala, Eeva Murtomaa, Sirje Nilbe, Pat Riva, Miriam Säfström, Jay Weitz

**Regrets:** Françoise Bourdon, Francisca Movilla López, Federica Paradisi, Neil Wilson, Yukio Yokoyama

### Notes prepared by the secretary, Glenn Patton

#### Welcome and introduction

Carsten Andersen, chair of the standing Committee welcomed members and observers and asked those present to introduce themselves. He noted that there are 10 new members of the Standing Committee this year. He asked that new members send a photo and brief biography to be included in the roster on the IFLA website. These should be sent to Neil Wilson, the section's Information Coordinator.

Carsten then provided an introduction to the Standing Committee's recent work, including the *Guidelines for National Bibliographies in the Digital Age*. He noted that there is a desire to expand the work to focus on advocacy activities for national bibliographies, promotion of the use of Guidelines. He described the [communication plan prepared in 2010](#) that includes the [blog](#) that was established as a replacement for the previous Newsletter.

#### Adoption of agenda

The agenda was amended to include a report from Charlene Chou on IFLA Working Group on Guidelines for Subject Access by National Bibliographic Agencies and to add a Section Financial Report.

#### Section financial report

Glenn reported that IFLA had allotted the section €700 for administrative expenses. Thus far, none of funds have been spent. The section did not request project funds for the 2011 financial year.

## Information from Division Leadership Forum

Carsten shared information of general interest from the Division Leadership Forum held earlier in the day, including a reminder of the General Assembly on Thursday. He also noted the request for delegates to share information about the number of hotel nights. During the Forum, Ingrid Parent, IFLA President Elect, announced the theme for her presidency: “Libraries as a Force for Change” and its four subthemes: Inclusion, Transformation, Innovation, Convergence.

It was also announced that IFLA has established five Key Initiatives for 2011/2012:

1. A programme advocating the role of libraries in providing digital access to content for their user communities
2. An IFLA development programme for Leadership in International Librarianship
3. An outreach programme for advocacy and development of the profession
4. More structured participation in cultural heritage disaster reconstruction
5. Furthering the inclusion of multilingualism in the IFLA organization

## Election of officers

The committee elected Carsten Andersen to serve a 2<sup>nd</sup> term as chair and Anke Meyer to serve as secretary.

## Action plan 2010-2011 review

Carsten provided an introduction to the section’s action plan ([http://www.ifla.org/files/bibliography/Action\\_plan\\_2010-2011.pdf](http://www.ifla.org/files/bibliography/Action_plan_2010-2011.pdf)) and its relationship to IFLA’s Priority Activities for 2010-2011 (<http://www.ifla.org/files/hq/professional-committee/documents/priority-activities-2010-2011.pdf>). He also noted that Neil Wilson has provided a status report on communications activities (available on the Section wiki at: <http://iflabibliography.pbworks.com/w/file/43807562/Information%20Coordination%20Report%202010-2011.docx>).

In reviewing the SC’s accomplishments during the year, it was noted that progress had been made in reviewing the Guidelines but more work is needed to determine what portions may need to be revised. Barbara Tillett and Karin Kleiber offered to join the group that is reviewing the document. The group will be chaired by Neil Wilson.

It was reported that a French translation is being prepared and that we still need to be able to make the English version online. It is hoped that current activities to review publication contracts to be sure that they are in line with the new IFLA open access policy will resolve the question of making the English text available. The committee is also interested in collecting case studies of use of the Guidelines.

Another Section project, the National Bibliographic Register, has grown from 20 entries to 36 entries this year. A Spanish version of the template was created in preparation for the San Juan conference.

A Spanish translation of the section’s brochure was also prepared during the past year. Barbara Tillett offered to include the brochure among other IFLA materials that LC distributes as part of RDA sessions in Latin America. Anke also agreed to make photocopies of the brochure for the Thursday program.

## **WLIC 2011 section program**

Anke reported on behalf of the organizing group for the joint session with National Libraries, Information Technology and Knowledge Management Sections and CDNL to be held on August 18<sup>th</sup>. The double session will include a keynote address by Kai Ekholm, Director of the National Library of Finland, and 6 papers that will cover all aspects of eLegal deposit. The papers come from Chile, France, Germany, New Zealand, South Africa and the United Kingdom.

## **Satellite meeting 2012**

The Bibliography and the Cataloguing sections are collaborating on arrangements for a satellite meeting at the Polish National Library in Warsaw on August 9, 2012, prior to WLIC 2012. The working title for the meeting is “Bibliography in the Digital Age“. Three volunteers from the section have joined the organizing group: Karin Kleiber, Sinikka Luukkanen, Grazyna Jaroszewicz. During the SC meeting, it was indicated that Françoise Bourdon has also volunteered to join the group. The Polish National Library has offered to handle all of the arrangements, including registration and catering, so the satellite meeting can be offered at no charge. The organizing group will meet on Sunday and will report at the 2<sup>nd</sup> SC meeting.

## **Major developments**

Several committee members briefly described significant recent developments at their institutions:

Barbara Tillett described the Library of Congress “Bibliographic Framework Transition Initiative”, announced this past May. It grew out of recommendations from the report of the Working Group on the Future of Bibliographic Control and from the US National Libraries RDA Test participants. Both recommendations focused on the need to move forward in identifying a new bibliographic framework that will work better in the world of the Semantic web. LC is setting up a group to advise and more information can be found at <http://www.loc.gov/marc/transition/>.

Carsten Andersen talked about a change in the Danish National Bibliography to include more internet resources. The DBC, which prepares the Danish National Bibliography, now intends to include the electronic counterparts of all materials that are currently included in print form. This will result in more work now but they anticipate that physical media will decline in the coming years and making the change to include more electronic resources now will help to prepare for that future.

It was noted that the National Library of Norway does catalog those ebooks that the NL does not have in print form. The National Library of Norway prioritizes cataloging documents that belong to the traditional document concept, and in addition, documents going from printed to digital form. However they also catalog digital documents which they didn't have in printed form. Since the volume is quite high, it is important to handle them in a effective and simple way, but with high quality data. These documents are legal deposit ones, and are included in the national bibliography.

The German National Library has introduced levels of cataloging for electronic materials including metadata input by publishers and individuals.

Several institutions reported on activities with linked data. The Library of Congress makes a variety of resources, including Library of Congress Subject Heading, genre/form terms, and

many of the MARC 21 code lists, available in SKOS and RDF XML. The Virtual International Authority File, to which many section members contribute, is available as linked data. The National Diet Library in Japan has made authority files available as linked data. The German National Library has also made authority data available. As has been reported on the Section blog, the British Library has launched the BNB as linked data. The DBC hopes to make the national bibliography available later this year and it expects to use the British Library's model. The National Library of Spain is also working on making linked data available and the French National Library has launched a project, "data.bnf.fr".

### **Suggestions for new activities, part I**

Carsten reminded committee members that much of the 2<sup>nd</sup> standing committee meeting will involve the discussion of new activities to be added to the Section's action plan. He asked that members think about new idea over the next few days.

Anke suggested that the definition of "bibliography" is changing dramatically in the world of linked data and wondered whether the SC should focus on trying to develop that new definition?

### **Report from the IFLA Working Group on Guidelines for Subject Access by National Bibliographic Agencies**

See attached report.

### **Any other business**

SC members were encouraged to attend the IFLA Namespaces Task Group meeting on Monday.

## **Standing Committee II, Thursday, August 18**

**Members Attending:** Carsten Andersen, Anke Meyer, Glenn Patton, Grazyna Jaroszewicz, Karin Kleiber, Sinikka Luukkanen, Barbara Tillet

**Observers:** Pat Riva, Lobel Machala, Hanne Hørl Hansen, Anders Eeva Murtomaa, Luigina Orlandi

**Regrets:** Vincent Boulet, Charlene Chou, Francisca Movilla López, Federica Paradisi, Neil Wilson; Kari Mathisen

Comments to missing participants:

*Due to financial difficulties in several European countries and a very late publishing of the programme, many section members were not able to come to the second Section meeting. As it might be possible that the situation will not be better next year, I suggest moving the second meeting more in the middle of the congress, if it will again be on the last day.*

**Notes prepared by the secretary, Anke Meyer**

## **Welcome and introduction**

Carsten Andersen, chair of the standing committee welcomed members and observers. Further he thanked and dismissed Glenn Patton as outgoing secretary and welcomed Anke Meyer as incoming secretary.

## **Adoption of agenda**

The agenda was amended by several suggestions for new activities and a discussion about the expansion of the national bibliographic register to all bibliographic agencies.

## **Information from Division Leadership Forum**

Carsten shared the following information from the forum which was held on August 14<sup>th</sup> 2011:

During the forum all officers were asked to refer the actions of the section's action plan to the five key initiatives. Further it was announced that the IFLA will change from traditional poster presentations to ePosters for the next Congress in Helsinki in 2012.

## **WLIC 2011 section program evaluation**

There were about 100 attendees for the joint programme. The cooperation between so many sections allowed a wide scope of the topic eLegal Deposit. However this wide scope also implied that the presentations covered the bibliographies very superficially.

## **WLIC 2012 section program**

The committee began to discuss a potential program for 2012 congress that would be appropriate to the congress theme: "Libraries Now!" but agreed to postpone the discussion until after the congress since only a few members of the committee were present. Possible topics could be the definition of bibliographies. The decision who will organize the open session was also postponed to after the congress.

*Update: The meeting will be co-arranged by Françoise Bourdon and other volunteers.*

## **Satellite meeting 2012 revisited**

Hanne Hørl Hansen reported from the satellite organization meeting on Sunday.

The joint satellite meeting with the cataloguing section will focus on the "Guidelines for Bibliographies in the digital Age" The call for papers will include the different chapters of the Guidelines. Further it was discussed whether the meeting should be moved from Friday August 10, 2012 to Thursday August 09, 2012 since there will be a Division Leadership Forum held on Saturday Morning in Helsinki and thus many people would have to leave early.

## **Expansion of the national bibliographic registry**

The suggestion to expand the scope of the bibliography register will not be followed since the registry itself still is still missing a lot of countries that are in the IFLA. However it was agreed to update the procedure, to add more aspects and more countries to the register. Anke offered to identify missing countries. Glenn will provide a spreadsheet of all section members and Carsten will send mails for an update of bibliography register.

## **Suggestions for new activities, part II**

The following activities were suggested and discussed by members of the standing committee:

- Access to the publication “National Bibliographies in the digital Age”. The publication is still under the copyright of Saur and cannot be provided via open access over the website. This contradicts the new IFLA open access policy. Carsten talked to Ingeborg who promised to work on the access problem. Further possibilities for providing access for new members via copies of the printed book or a word file were discussed. The idea of providing summaries was discarded since it would only be a way of getting around the open access problem.
- Further translations of the publication into Arabic and Russian are needed. Translations into Chinese, Spanish and French are already existent and shall be uploaded to the website soon. Barbara Tillett volunteered to contact colleagues at the Bibliotheca Alexandrina regarding an Arabic translation of the Book and the Section brochure.
- More use cases and stories using the Guidelines will be collected and posted on the Blog.
- Revision of the Guidelines: It was agreed that the revision of the Guidelines will include Guidelines for Linked Data and URIS as a provision for linked Data. Further National Libraries will be encouraged to participate in the VIAF. The outcome of the satellite meeting in Warsaw will be a good starting point for the revision.
- Translation of the leaflet into Spanish is complete and will be uploaded soon. Further translations ought to be uploaded soon.
- As a new action the standing committee agreed on working on a definition of the concept of a bibliography.

### Any other business

Barbara Tillett reported on the IFLA Namespace meeting. During the meeting the idea came up that the concept of UBC (universal bibliographic control statement form 1970) be revitalized and that the Bibliography Section take on this task to update it. The idea was to include the process in the revision of the guidelines.

### To dos

- All new members should send a photo and brief biography to be included in the roster on the IFLA website to Neil Wilson, the section’s Information Coordinator.  
[Neil.Wilson@bl.uk](mailto:Neil.Wilson@bl.uk)
- Anke will provide a list of countries that are missing in bibliography registry.
- Barbara Tillett will contact BA in Egypt for translations of the Guidelines and the leaflet into Arabic.
- Carsten will contact the Russian standing committee members for the actual stand of translations.
- Carsten will contact Ben Gu for translations of the leaflet into Chinese.
- Carsten will make a draft proposal for next year’s action plan and send it around.
- Karin and Anke will work on the translation of the leaflet into German.
- Karin and Anke will translate parts of the German study on the future of bibliographies into English which will serve as a framework for further work.
- Barbara Tillett will provide the universal bibliographic control statement for an update.
- The committee will decide on organizers and a topic for the open session in Helsinki.

## **Working Group on Guidelines for Subject Access by National Bibliographic Agencies - Report to the Standing Committee, San Juan, August 2011**

Charlene Chou reported on behalf of the Cataloguing and Indexing Section on the Working Group on Guidelines for Subject Access by National Bibliographic Agencies –

The Working Group is chaired by Yvonne Jahns.

<http://www.ifla.org/en/node/1707>

The Section's WG exists to

- Look at national indexing policies of national libraries and national bibliographic agencies to consider what kind of access should be given to the different groups of users (stakeholders) of national bibliographies,
- Provide recommendations on the selection of documents to be given subject access and propose various levels of indexing and classification, and
- Establish guidelines (minimal requirements) in addition to the Guidelines for National Bibliographies in The Electronic Age ensuring that appropriate subject access is given by national bibliographic agencies to meet user needs.

### 1. Short description of the status of the project

October 2010 - March 2011

Since the WG meeting at the IFLA conference in August 2010 several work drafts of the Guidelines had been sent out for comments by WG members. There was regular email-communication via the WG's mailing-list. All information was documented in the WG Wiki (closed access for members only). A Glossary of subject access/ subject indexing terms was created.

In March, the Guidelines' draft contained around 80 pages. A WG meeting was prepared to finalize the recommendations and to give members a chance to voice their opinions and to have an open discussion.

The meeting was held on March 24/25 in Frankfurt am Main, Germany. It was financially supported by IFLA (HQ/PC: 2,689,92 EUR). 7 members attended. The absentees sent comments by email before.

The final outline of the Guidelines was decided:

Preface



1. Introduction
2. Users of national bibliographies and subject access
3. Subject access standards and tools
4. Functionality and interface of national bibliographies
5. Application scenarios (including a decision matrix on indexing / access levels)
6. Indexing policies of NBAs
7. Examples of subject access provided by NBAs - 32 national examples of subject access in national bibliographies were chosen as illustrations of the Guidelines.

List of recommendations

Glossary

Bibliography

Annex 1: WG history

Annex 2: WG members

Most of us worked on one or two chapters. This was a very efficient way to work on the Guidelines.

April 2011

Meeting Minutes were sent out. The Guidelines' draft was completed. WG members sent additions. Sandy Roe helped with style and citations. (*Thanks*)

May-July 2011

We had e-mail discussions of a completed version. A completed version was distributed to IFLANET (containing 95 pages) in May: [http://www.ifla.org/files/classification-and-indexing/subject-access-by-national-bibliographic-agencies/nba\\_guidelines\\_draft\\_2011-05.pdf](http://www.ifla.org/files/classification-and-indexing/subject-access-by-national-bibliographic-agencies/nba_guidelines_draft_2011-05.pdf) (*thanks to David!*)

IFLA Head Quarter and Saur/deGruyter publishers had been pre-informed about the publication (preliminary Table of contents, title, size, style, blurb, planning schedule...)

IFLA sections of Bibliography, KM, and Cataloguing were informed about the World-wide review.

Report to the C&I Section's Newsletter in June (*detailed information was given*).

The world-wide review took place from May 15 to July 15. It was promoted via IFLA-list, Class-List, other email-lists, and emails to individual colleagues worldwide.

We received 11 comments:

by the National Libraries of New Zealand, Canada, Czechia, Israel, Latvia, Austria, Italy (Florence), Denmark, Australia and the U.S. Agricultural Library and one personal feedback by Pat Riva/Québec.

Most of the comments are positive feedback on our national examples, but some others have very useful idea and interesting questions, e.g. regarding terminology.

We scheduled two WG meetings during IFLA WLIC to evaluate the worldwide review and analyse the comments.

Sunday, August 14, 17.00-18.00, R. 102A

Wednesday, August 17, 16.00-18.00, R. 102A

Expected date of completion:

*Our aim is to finish the Guidelines and to give it to the publishers in 2011.*

<i>September 2011</i>	<i>Integration of all comments to a final version</i>
	<i>Distribution of a final version</i>
<i>October 2011</i>	<i>Approval by the C&amp;I section</i>
<i>November 2011</i>	<i>Sending the final version to the publishers</i>
<i>December 2011</i>	<i>Report to the Section newsletter</i>

*It is expected to result in a publication 2012.*

*Our promotion plan 2012:*

*Report to, CCQ*

*Information on the new publication via Sections' newsletter, IFLA-L, CLASS-L, and other email-lists*

*Presentations at IFLA WLIC Helsinki or at Satellite meeting in Tallinn (a session of several presentations of various best practise examples)*