



4. Elections

4.1 New officers.

The Chair explained a change in IFLA policy: a Standing Committee member can serve in the same office for only four years. She also explained the membership of the division's coordinating board (chair and secretary of each section); the chair of the coordinating board represents the division on the Professional Committee and on the Governing Board.

Glenn Patton was selected to count the ballots, if necessary.

For Chair/Treasurer: Judith Kuhagen was nominated and elected by acclamation.

For Secretary: Ben Gu was nominated and elected by acclamation.

For Information Coordinator/Editor: Patrick Le Bœuf was nominated and elected by acclamation.

4.2 Review group members

The Chair explained that there had not been time for an email ballot before the meeting as required by the procedures, approved in Buenos Aires last year by the sections and Coordinating Board of Division IV, to stagger the terms of the members of the division's review groups. At the August 12 meeting of the division's Coordinating Board, there was preliminary approval to modify the procedures to allow voting at an IFLA conference if email ballot wasn't possible; the SC approved this revision. The revision of the procedures will be finalized at the last meeting of the Coordinating Board on August 19; the revision will be posted on IFLANET.

The Chair distributed copies of the ballot. For this election, all current members were renominated with advice from the review group chairs as to length of terms of the members. (New members will be nominated for full terms for the 2007 elections.) Pat Riva had been nominated to replace Patrick Le Bœuf who resigned from the FRBR Review Group. The ballots, unsigned, should be returned to the Chair or Secretary by the end of the division programme on August 17. SC members may adjust the terms of any of the nominated members but only after consultation with the members involved.

During this conference, members of the review groups will recommend a member of the group to be chair; that recommendation will be ratified by the Stand Committee Chair by the end of the conference.

5. Announcements

5.1 Division IV Open Programme.

The division open programme on August 17 at 8:30 will include reports from the sections on their activities and reports on IME ICC, FRANAR, FR SAR, UNIMARC, and ICABS. There will also be a presentation on the state of bibliographic control in the Nordic countries by Unni Knutsen of Oslo University College.

5.2 Cataloguing Section Open Programme.

The section open programme is a joint programme with the Classification and Indexing Section on August 17 from 13:45-18:00. The theme is "Cataloguing and Subject Tools for Global Access: International Partnerships." The three speakers for the Cataloguing Section's half of the programme are Glenn Patton ("FRAR: Extending FRBR Concepts to Authority Data"), Olga Lavrenova ("National Authority File of the Russian Geographic Names"), and Natalia Kulygina ("Authority Control in a Multilanguage Catalogue: Russian Experience"). The Cataloguing Section also organized a concluding panel discussion on the principles and topics related to authority control from different aspects: "Authority and subject terms" by Marcia Zeng, "Names authorities in the library context" by Mirna Willer, and "Authority in the archival context, where do we meet?" by Per-Gunnar Ottosson.



5.3 Division IV social hour.

All were invited to attend the division social hour, organized by Unni Knutsen, on August 15 from 16:00-17:00 and maps were distributed.

5.4 Open programme translators.

“Heartly thanks” were extended to Elena Escolano, Patrick Le Bœuf, Susanne Oehlschlaeger, and Elena Zagorskaya for translating papers of the Cataloguing Section presentations at the August 17 programme.

5.5 Representative to CC:DA.

The Chair had received a request from the American Library Association Committee on Cataloging: Description and Access (CC:DA) to appoint a member of the Standing Committee as a non-voting representative to CC:DA. The Chair asked members to consider possible nominees and/or to volunteer; a decision will be made at the August 19 meeting of the Standing Committee.

5.6 Publications.

The Chair noted that Patrick Le Bœuf had been the guest editor of “FRBR: hype or cure-all?” (*Cataloging & Classification Quarterly*, v. 39, no. 3-4, 2004); that issue included articles by Standing Committee members Glenn Patton, Patrick Le Bœuf, and Gunilla Jonsson. Patrick Le Bœuf’s article “Investigation on a conceptual model over and above all codes” commenting on the work of the IME ICC appears in *Bollettino AIB*, 2005 n. 2, published by the Associazione italiana biblioteche.

5.7 Poster sessions.

One of the posters is by Ulrike Junger, a Standing Committee member.

5.8 Division brochures.

Copies of the revised division brochure were distributed.

6. Reports

6.1 Report from the Coordinating Board of the Division of Bibliographic Control.

A new division working group, the Working Group on Functional Requirements for Subject Authority Records (FRSAR) has been established; it will be led by the Classification and Indexing Section.

The Professional Committee recommends, for future planning of conference programmes, that each section issue a general call for papers to the IFLA list. Section members would be involved in the review process. Inviting specific individuals to submit papers is still allowed.

Division VIII (Regional Activities) wants representatives from each section to attend its August 14 section meetings to find out about possibilities for cooperation. Members are also encouraged to attend the president-elect’s programme on serving indigenous people on August 16.

The new IFLA budget will be based on IFLA’s three pillars (society, members, and profession); any new project needs to be related to one or more of the pillars.

There will be an international conference “UNIMARC and Friends: Charting the New Landscape of Library Standards” in Lisbon in March 2006. Topics will include UNIMARC, ISBDs, FRBR, and emerging cataloguing standards.

6.2 Satellite meeting in Finland.

Eeva Murtomaa reported on the satellite meeting “Biblioteca Universalis – How to Organise Chaos? FRBR, a New Effort to Organise Content, and Some Practical Applications” co-sponsored by the



Cataloguing Section. The conference, held August 11-12, had 95 attendees from 23 countries. The presentations will be available on the conference site (<http://www.fla.fi/frbr05/prgr.htm>). Speakers included Standing Committee members Patrick Le Bœuf, Cristina Magliano, Glenn Patton, and Erik Thorlund Jepsen; SC chair Gunilla Jonsson was chair of the first afternoon session.

6.3 Information coordinator report; SCATNews report

Patrick Le Bœuf reported on information coordinator activities. CATSMail, the section's mailing list for Standing Committee members and working/review group members was established in January; there are message-length problems. He asked that members report to him any documents translated into other languages. He worked with John Byrum to create a separate home page for the ISBD Review Group.

Patrick Le Bœuf reported that two issues of SCATNews had been published in 2005: no. 22 in January and no. 23 in June. Both are available as pdf files on IFLANET. Although the distribution is now via email, eight printed copies of each issue must be sent to IFLA Headquarters. There were no costs for producing the newsletter because software at the Bibliothèque nationale de France was used. The Chair expressed great appreciation for Patrick's work on the newsletters; Patrick thanked all the contributors, especially Barbara Tillet for information about the IME ICC activities and John Byrum for information on LC developments in the cataloguing area.

6.4 ICABS report

Renate Gömpel invited members and observers to the ICABS (August 18, 8:30-10:30) and UNIMARC (August 16, 13:45-15:45) programmes. The Chair expressed the gratitude of the section for the financial support from ICABS, an extra source of funds beyond the usual IFLA funding, for work of the Cataloguing Section. [See the full report on IFLANET at <http://www.ifla.org/VI/7/annual/ICABS-Report02-2005.pdf>.]

6.5 Questions and comments on reports sent to Standing Committee members

i. FRANAR (Functional Requirements and Numbering of Authority Records).

Glenn Patton, chair of this Division IV group, updated his written report (posted on IFLANET) to say that the report is out for worldwide review; comments are due October 28, 2005. There is a link to the report, in English and French versions, on the Division IV home page (<http://www.ifla.org/VII/d4/wg-franar.htm>). He thanked Françoise Bourdon and her colleagues for providing the French version.

ii. ISBD Review Group.

John Byrum, chair of the Review Group, said that the group would be meeting August 14 (13:00-15:30) and August 18 (12:00-14:00). [The report of the group's activities is in [appendix #1](#).]

iii. Multilingual Dictionary for Cataloging Terms.

There was no report because Monika Münnich has been ill.

iv. FRBR Review Group.

Patrick Le Bœuf, chair of the Review Group, said that the main activity of the past year had been the meeting/workshop of the group at OCLC in Dublin, Ohio, May 2-4: "FRBR in 21st Century Catalogues." Presentations and the workshop report are available at <http://www.oclc.org/research/events/frbr-workshop/default.htm>. The British Library, via ICABS, contributed financial support to the workshop. [The report of the group's activities is in [appendix #2](#)] The Review Group will meet August 18 (10:45-12:45); the FRBR Working Group on the Expression Entry will meet August 15 (10:45-12:45).



v. *Names of Persons.*

The Chair said that the 1996 version of the publication had been scanned and posted on IFLANET so that updating can begin. Natalia Kulygina had already submitted a section on Russian names; Ben Gu had volunteered to submit a section on Chinese names. Making the revised publication a Web resource was preferred over publishing as a printed document in order to make the ongoing updating process easier; the Chair will pursue the idea of a Web resource with IFLA Headquarters.

vi. *Working Group on an International Cataloguing Code.*

[See item 2 above.]

vii. *OPAC displays.*

Lynne Howarth, chair of the former Task Force on Guidelines for OPAC Displays, reported that K.G. Saur has published *IFLA Guidelines for Online Public Access Catalogues (OPAC) Displays* as v. 27 in the *IFLA Series on Bibliographic Control*. She noted that no funds had been needed for formatting of the document.

viii. *Metadata Schemas.*

Lynne Howarth, chair of the Working Group on the Use of Metadata Schemas, said that the group had revised its report based on comments from the worldwide review. The most significant change was replacing the section on the concept of a “core of cores” with a section on “things to evaluate” when considering schemas; the title was modified as well to reflect that change. The Chair asked about the “future issues” section present in previous drafts but no longer present in the report; Lynne replied that it may be added as an appendix. Comments from the Standing Committee members should be sent to the Chair or Secretary by September 15 for transmission to Lynne.

ix. *Anonymous Classics.*

The Chair said that a pdf file of Part I (European literatures) had been posted on IFLANET. Françoise Bourdon said that Nadine Boddaert had a draft of 120 African epics for review; it will be posted on IFLANET for comments. The Secretary will attend the August 14 meeting of the Africa Section to make contacts for help in the review of this draft. The eventual goal is to have *Anonymous Classics* exist as a database to make updating the publication easier.

7. *Presentation on the cataloging of cultural objects.*

Murtha Baca (Getty Research Institute, Los Angeles, California, USA), a member of the editorial team of Cataloging Cultural Objects (CCO), gave a presentation on this first data content standard specifically intended for cataloging of cultural heritage materials and their images to be published in 2006. She also addressed commonality and differences between CCO and cataloging standards for bibliographic resources. She encouraged attendees to go to the Web site (<http://www.vraweb.org/ccoweb/index.html>) for more information.

8. *Discussion: “FRBR, FRANAR, IME ICC statement of principles: consequences for the ISBDs?”*

The Chair summarized her discussion paper (see [appendix #3](#)) distributed to Standing Committee members August 8. She noted that several developments have changed the context of cataloguing: FRBR, FRANAR, IME ICC draft statement of principles, use of “modular” cataloguing, ability to get metadata from publishers and resources themselves. She reviewed the three proposals at the end of the paper:

- that ISBD elements that map to work or expression should be checked for possible removal from the ISBDs – or change of focus, or that their registration be adapted so as to allow machine readable extraction



- that the cases where ISBDs prescribe a mixture of transcription with standardised information be checked for the possibility of moving the standard information to authority records, or giving the option of a registration that allows machine readable extraction

- that the difference in identification needs for the different kinds of materials covered by the ISBDs be better recognized and the rules adjusted accordingly, where necessary

Bill Garrison asked what kind of authorities were included in the second proposal; the Chair replied that imprint information could be standardized via authority records. The questions “What do we need to standardize at the international level vs. the local level?” and “What is the role of ISBD now that there are so many standards?” were posed. There was no response to the first question; it was felt that ISBD is just one part of the cataloguing environment now. John Byrum asked what should be done with the paper. It was agreed that the paper and the day’s discussion were just beginning points. When the composite ISBD has been completed, the charge of the ISBD Review Group would be reconsidered with a view back to the questions posed and further discussion.

9. *Future conference topics*

72nd IFLA General Conference in Seoul, Korea – August 20-24, 2006

Theme: “Libraries: Dynamic Engines for the Knowledge and Information Society”

9.1 Section programme

73rd IFLA General Conference in Durban, South Africa – August 19-23, 2007

Theme: “Libraries for the Future: Progress, Development and Partnerships”

9.2 Section programme

The Chair asked SC members to be prepared to discuss topics for Section programmes for Seoul and Durban during the August 19 meeting of the Standing Committee.

10. *Adjourn*

The meeting was adjourned at 14:20.

Standing Committee II, Friday, 19 August 2005, 11:00-13:50

11. *Welcome and introductions*

The Chair welcomed the members and the observers; all introduced themselves.

12. *Agenda*

The Chair noted that the ballot results for the two review groups would be addressed under topic 14; the nomination of the section’s representative to CC:DA would be included under topic 20. Item 14.c would be omitted because the working group on an international cataloguing code won’t begin its works until all the IME ICCs have been held. The agenda was adopted. [During the meeting, the order of topics 20 and 21 was reversed.]

13. *Reports/Announcements*

The Chair reported that the participation of the Cataloguing Section in the pilot section reviews last year had been successful. Other sections are conducting their reviews now. Section reviews will be repeated at intervals not yet decided.

Cards for Monika Münnich and Peter van Otegem were circulated for signatures.



14. *Current projects - update on Oslo meetings*

14.a. *ISBD Review Group*

John Byrum, chair of the Review Group, said that the group had met twice in Oslo; several observers attended the meetings and the group discussed many topics. A written report will be sent to the Standing Committee and posted on IFLANET.

Lynne Howarth, chair of the Material Designation Study Group, reported on the group's two tasks: (1) location (i.e., placement) of the GMD, and (2) content/nomenclature of areas 3 and 5. The group decided to postpone work on the second task until the group can look at the terminology used in the authorized consolidated text produced by the Future Directions Study Group. Due to the importance of the GMD information to users, the study group recommended to the Review Group that a separate, unique component be created to note the content and the carrier; this component would be mandatory. The order and location of the component would not be specified; systems/clients can use style sheets to create different displays of the information. The creation of a unique component will help to focus the content of area 3 (i.e., truly unique/exceptional material), area 5, and, to some extent, area 7. The study group will next work on the content of this new component and will contact the GMD/SMD group established by the Joint Steering Committee for the Revision of AACR.

Dorothy McGarry, chair of the Future Directions Study Group, reported that the first phrase of the work toward a consolidated ISBD was to merge the previously updated ISBDs. The group met in Frankfurt in April with financial support contributed by Deutsche Bibliothek as part of ICABS responsibility. The first four areas of a consolidated ISBD, with controversial and/or problematic points highlighted, were ready for the Review Group's comments. The goal is to have the whole document ready for discussion by the Review Group at the IFLA meeting in Seoul in August 2006 and for worldwide review in September 2006. The Deutsche Bibliothek may be able to provide a Web site for the group to use in making comments.

John Byrum explained the process for a new or revised ISBD for the benefit of new Standing Committee members:

- text prepared by the study group and sent to the Review Group
- comments from the Review Group back to the study group
- text posted on IFLANET for world-wide review for 2-3 months
- comments to chair of the study group
- study group chair discusses comments with study group and text is revised
- revised text sent to the Review Group
- revised text sent to Standing Committee for approval (30 days)

John Byrum also reported on the following topics from the meetings of the Review Group:

- Gunilla Jonsson, chair of the study group on revision of ISBD(A), had reported that the draft text would be ready by December 31, 2005.
 - The issues raised by a Standing Committee member about ISBD(CR) will be resolved by the Future Directions Study Group.
 - The Review Group decided it was not appropriate to go forward with the work on ISBD(ER) and ISBD(CM) because the Future Directions Study Group needs a stable text for working on the consolidated version. (The Standing Committee Chair had approved this decision by email during the year.)
 - Françoise Bourdon, chair of the Series Study Group, had reported that the project was completed and recommendations had been forwarded to the Future Directions Study Group.
 - The Review Group discussed the change of approach taken by the Joint Steering Committee for the Revision of AACR (JSC) in its plans for Resource Description and Access. The group will maintain its contacts with the JSC and will look forward to the report from the JSC Chair after the October 2005 JSC meeting.

John Hostage asked if the consolidated ISBD will replace all of the ISBDs or only ISBD(G). John



Byrum answered that the first steps are to harmonize the separate ISBDs and then improve/simplify them; then the decision will be made if the consolidated version will replace all the ISBDs. He noted the difficulty in keeping the separate ISBDs harmonized with each other as they have been revised on different schedules. He will ensure that there is information on IFLANET about the work on the consolidated ISBD and that the work on ISBD(ER) and ISBD(CM) has been suspended.

The SC Chair noted the results of the ballot on the members of the ISBD Review Group. All the members and terms had been approved as proposed (see below). The SC Chair approved the group's recommendation that John Byrum continue as the chair of the Review Group for a 2-year term.

Members of the Review Group with terms:

Half term/no renewal (2 years): John Byrum, Philippe-Corentin Le Pape, Cristina Magliano

Full term/no renewal (4 years): Bill Garrison, Eeva Murtomaa, Mirna Willer

Half term/renewal of full term (6 years): Mauro Guerrini, Lynne Howarth, Elena Escolano Rodriguez

Full term/renewal of full term (8 years): Françoise Bourdon, Renate Gömpel, Dorothy McGarry, Glenn Patton

14.b. FRBR Review Group

Patrick Le Bœuf said that the Review Group and the Working Group on the Expression Entity each had one meeting during Oslo. He will produce documentation on the activities of the Working Group on FRBR/CRM Dialogue. The Working Group on the Expression Entity found solutions for the problems submitted to the group; the report will be posted on IFLANET. The Review Group proposes a new Working Group on Aggregates to complete the tasks not addressed by the Working Group on Continuing Resources [action on proposal under topic 16 below]. The Review Group considered suggestions to review the model.

The Chair thanked Patrick Le Bœuf for his service as chair of the Review Group. Although he will not be able to continue as a member and chair of the group due to his library responsibilities, he will maintain the FRBR bibliography on IFLANET.

The SC Chair noted the results of the ballot on the members of the FRBR Review Group. All the members and terms had been approved as proposed (see below). The SC Chair approved the group's recommendation that Pat Riva be the chair of the Review Group for a 2-year term.

Members of the Review Group with terms:

Half term/no renewal (2 years): Lynne Howarth, Ed O'Neill

Full term/no renewal (4 years): Alan Danskin, Glenn Patton

Half term/renewal of full term (6 years): Barbara Tillett, Carol Van Nuys

Full term/renewal of full term (8 years): Pat Riva, Maja Žumer

14.c. Working Group on an International Cataloguing Code

[Group won't begin work until after all regional IME ICCs]

14.d. FRANAR

Glenn Patton, chair of the Working Group on Functional Requirements of Authority Numbering and Records, reminded the attendees that the report on functional requirements for authority records is out for worldwide review with comments due to him by October 28, 2005.

He said that the Working Group discussed the following topics at its meeting in Oslo:

- tentative plan for meeting in early December to discuss comments from world-wide review if comments are too important to handle via email discussion
- initial contacts about publication of the document
- list of changes to other IFLA documents: from the specific (field in UNIMARC Authority Format) to the general (if reference record is still needed in Guidelines for Authority Records and References and in UNIMARC Authority Format)



- work beginning on a discussion paper (pros and cons) on the feasibility of an International Standard Authority Data Number to fulfill the remainder of the group's charge; there is no consensus now in the group on this topic. Membership in the group remains the same for this activity; it is hoped that the work will be complete before the IFLA meeting in Seoul in August 2006.

15. ICABS update

Alan Hopkinson, Chair of the Permanent UNIMARC Committee, summarized the informal UNIMARC meeting held earlier this year and reminded the attendees of the meeting to be held in Lisbon in March 2006; a representative from Iran with expertise in right-to-left scripts will attend that March meeting.

Renate Gömpel reported that UNIMARC and ICABS programmes had been well attended. The ICABS Advisory Board is planning programs for next years. The board is considering how to communicate with divisions on such general topics as "how to define the catalogue in the 21st century." The first three-year phase of ICABS ends in 2006; IFLA and the Conference of Directors of National Libraries will use a questionnaire to evaluate ICABS.

The Chair again acknowledged the support ICABS has given to Cataloguing Section activities: the Deutsche Bibliothek for hosting the Future Directions Study Group meeting in Frankfurt and for preparation of materials for the consolidate ISBD work; the British Library for its financial support of the FRBR workshop held in Dublin, Ohio.

16. Strategic plan

The Chair explained that the strategic plan for the Cataloguing Section is sent to Division IV (Bibliographic Control) and to the Professional Committee for approval every two years; it is updated in the intervening years. Concrete targets are needed in the strategic plan for purposes of review and evaluation later. The Secretary, as incoming Chair, led the discussion on the revision of the strategic plan for 2006-2007. [The wording of specific goals and actions in the plan were approved by the Standing Committee in mid-September; see [appendix #4](#).] Two actions approved by the Standing Committee members were to establish two working groups: an Aggregates Working Group and a Working Group on a Bibliographic Standard for Digital Text Documents.

- Aggregates Working Group. Patrick Le Bœuf submitted the following proposal for the creation of an Aggregates Working Group within the FRBR Review Group as part of Action 2.2:

Chair: Ed O'Neill (oneill@oclc.org)

Initial members: Anders Cato, Paula Goossens, Judy Kuhagen, Barbara Tillet, Carol van Nuys, Maja Žumer

Duration: 2 years

Scope: Explore the treatment of aggregates in the FRBR model. Common aggregates to be considered include: (1) Collections, selections, and anthologies, (2) Augmentations (original text augmented with illustrations, notes, introductions, etc.), (3) Series, (4) Journals, and (5) Integrating resources.

Rationale: Aggregates are only briefly described in the original Functional Requirements of Bibliographic Records report. During the 2005 IFLA FRBR Workshop in Dublin, Ohio, and at the FRBR Review Group meeting in Oslo, difficulties and inconsistencies in applying the FRBR model to aggregates were identified as an impediment to FRBR implementation.

The Standing Committee approved the creation of such a working group but requested that (3) in the scope statement be changed to include multipart monographs. Standing Committee members who are interested in being a member of the working group should send an email message to Ed O'Neill with copies to Pat Riva and Judy Kuhagen.

- Working Group on a Bibliographic Standard for Digital Text Documents. The Chair



proposed the creation of such a working group as part of action 4.2. She will write a charge for the group and submit it to interested members (Alan Danskin, Gil Hammond, and Larry Woods) of the Information Technology Section for input before distributing it to the Standing Committee via email.

17. Future conference topics

72nd IFLA General Conference in Seoul, Korea – August 20-24, 2006

Theme: Libraries: Dynamic Engines for the Knowledge and Information Society”

17.1 Section programme

Barbara Tillett will report on the IME ICC in Cairo (December 2005) and in Seoul (August 2006) as well as on the last phase of the Virtual International Authority File. There should be a short report on the consolidated ISBD as another way to inform those who aren't aware of this activity [it was decided later that such a report should be part of the Division IV programme to reach attendees from other sections]. The Standing Committee reaffirmed the plan to have presentations on projects/activities extracting data from digital resources or using data from publishers of digital resources with an emphasis on such projects/activities in Asian libraries; the Secretary will issue a call for papers. The Standing Committee did not accept a proposal from the Library of Congress for a presentation on “access-level” records; instead, information will be published in SCATNews.

17.2 IME ICC in Seoul

[The plans for this IME ICC were discussed by Barbara Tillett at the August 13 meeting of the Standing Committee.]

73rd IFLA General Conference in Durban, South Africa – August 19-23, 2007

Theme: “Libraries for the Future: Progress, Development and Partnerships”

17.3 Section programme

There would be a report on the final IME ICC meeting preceding the Durban IFLA conference. The Secretary asked the attendees to send her any information about partnerships between their governments or their libraries and libraries in Africa.

17.4 IME ICC in Durban

[The plans for this IME ICC were discussed by Barbara Tillett at the August 13 meeting of the Standing Committee.]

18. Finances

18.1 Financial report, August 2005 [see [appendix #5](#)]

The Chair explained a change in how administrative money (based on the number of members in a section) will be handled. As of 2006, it will be held centrally by IFLA Headquarters; invoices will be sent to Headquarters for payment. Project money for active projects will continue to be held by the section treasurer.

The Chair (also the Treasurer for the section) noted that the amount listed for SCATNews wasn't used this year. The costs in formatting the OPAC display document were covered by Lynne Howarth's library. The Section was allowed to use some money from the ISBD(S) project money balance to support travel to the Future Directions Study Group's meeting in Frankfurt. Although the project money for IME ICCs is part of the financial report, that account is handled by Barbara Tillett.

The Standing Committee accepted the financial report.



18.2 Budget proposal for 2005/2006 [see [appendix #6](#)]

Because there were no suggestions for the use of the remaining amounts in the two project accounts (OPAC displays; ISBD(S) revision), the Chair proposed that those remaining amounts be returned to IFLA Headquarters; the Standing Committee accepted that proposal.

The Standing Committee accepted the budget proposal.

19. Conference evaluation

Although the Danish library school students who conducted the conference evaluation in previous years were not doing so this year, the Standing Committee members did discuss various aspects of the conference: don't have all the Division IV section programmes on the same day with the Division IV programme, allow more space for poster sessions, most programmes began and ended on time.

20. Certificates and thanks to outgoing members

IFLA Headquarters is now preparing certificates for members who have completed two terms. The Chair gave this certificate and a certificate from the Cataloguing Section to Glenn Patton and will mail Monika Münnich's certificates to her. She gave Cataloguing Section certificates to Patrick Le Bœuf and Judy Kuhagen for their two years of service as Information coordinator/SCATNews editor and Secretary, respectively.

The Secretary presented a gift from the Standing Committee members to Gunilla Jonsson in gratitude for her service to the Section, including her current term as Chair.

21. Any other business

Ana Barbaric distributed copies of the brochure about the International Conference in Honour of the 100th Anniversary of Eva Verona's Birth in Zagreb, Croatia, 17-18 November 2005.

The Chair announced that John Hostage had volunteered to be the Cataloguing Section representative for a two-year term as a non-voting member to the American Library Association Committee for Cataloging: Description and Access (CC:DA). The Standing Committee agreed with this appointment. The Chair will notify the ALA committee chair and IFLA Headquarters; the chairs of the ISBD Review Group and the FRBR Review Group should copy John on their email messages and other communications.

The Chair said that her parting message this year was that not only library directors need to change their view of cataloguing, so do cataloguers. Cataloguing work is changing. Much of the descriptive information will be received from producers or automatically extracted, and cataloguers' work will focus more on authority work of different kinds and particularly on relationships between different kinds of authority data and the basic bibliographic record.

22. Adjourn

The Chair adjourned the meeting with thanks to all attendees.



Attendance: CS I - CS II

Standing Committee members present:

Ana Barbaric	University of Zagreb, Croatia
Anders Cato	Kungliga Biblioteket, Sweden
Elena Escolano Rodríguez	Biblioteca Nacional, Spain
William A. Garrison	Syracuse University Library, USA
Renate Gömpel	Die Deutsche Bibliothek, Germany
Ben Gu	National Library of China, People's Republic of China
Mauro Guerrini	University of Florence, Italy
John Hostage	Harvard Law School Library, USA
Minoru Inahama (corresponding member)	National Diet Library, Japan
Gunilla Jonsson (chair)	Kungliga Biblioteket, Sweden
Ulrike Junger	Staatsbibliothek zu Berlin, Germany
Judith A. Kuhagen (secretary)	Library of Congress, USA
Natalia Kulygina	Russian State Library, Russian Federation
Patrick Le Bœuf	Bibliothèque nationale de France
Cristina Magliano	ICCU, Italy
Eeva Murtomaa	Helsinki University Library, Finland
Glenn Patton	OCLC, USA
Pat Riva	McGill University, Canada
Erik Thorlund Jepsen	Danish National Library Authority, Denmark
Elena Zagorskaya	National Library of Russia, Russian Federation

Standing Committee members absent:

Nafisah Ahmad	National Library of Malaysia
Monika Münnich	Universitätsbibliothek Heidelberg, Germany
Charlotte Pedersen	Danish National Library Authority, Denmark
Baktygul' Togonbaeva	National Book Chamber, Kyrgyzstan
Marit Vestlie	Project Director, IFLA 2005 Oslo, Norway

Official observers present:

Françoise Bourdon	Bibliothèque nationale de France	CS I
John Byrum	Library of Congress, USA	CS I and CS II
Alan Hopkinson	Middlesex University, England	CS II
Lynne Howarth	University of Toronto, Canada	CS I
Dorothy McGarry	University of California, Los Angeles, USA	CS I and CS II
Barbara Tillett	Library of Congress, USA	CS I and CS II



Other observers present:

John DeSantis	Dartmouth College, USA	CS II
Friedrich Geisselmann	Universitätsbibliothek Regensburg, Germany	CS II
Rowena Griem	Yale University, USA	CS I
Jae Sun Lee	National Library of Korea	CS II
Vibeke Lundetræ	Biblioteksentralen, Norway	CS I
Agnes Manneheit	ABES, France	CS II
David Miller	Curry College, USA	CS II
Kjersti Feiring Myrtrøen	Biblioteksentralen, Norway	CS I
Susanne Oehlschlager	Die Deutsche Bibliothek, Germany	CS I
Ringa Sandelin	Åbo Akademis bibliotek, Finland	CS II
Daniel van Spanje	OCLC PICA	CS II
Nancy Williamson	University of Toronto, Canada	CS II



Appendix #1: ISBD Review Group report

**IFLA Cataloguing Section's ISBD Review Group
Status report of activities: 2004-2005**

Second General Review Project:

The object of the "Second General Review Project" is to bring the ISBDs into conformance with provisions of the Functional Requirements for Bibliographic Records that define the basic-level national bibliographic record. To date, three ISBDs have been revised and republished, two more are expected to be revised and republished this year, and work has begun on additional one, as indicated in the table below:

Name of ISBD:	Status:
ISBD (M)	2002 revision published on IFLANET.
ISBD(CR)	2002 revision published by Sauer and on IFLANET.
ISBD(G)	2004 revision published on IFLANET.
ISBD(A)	Study Group appointed; draft for worldwide review in preparation
ISBD(ER)	Worldwide review conducted; Cat Sect SC voting resulted in issues to be discussed and resolved during the Oslo 2005 Conference
ISBD(NBM)	Preparation of revision postponed while Consolidated ISBD is drafted.
ISBD(CM)	Worldwide review conducted. Ready for submission to RG Fall 2005, assuming resolution of issues related to ISBD(ER) (noted above).
ISBD(PM)	Preparation of revision postponed while Consolidated ISBD is drafted.
ISBD(Component Parts)	An electronic version of the 1988 edition was published on IFLANET in Sept. 2003.

As noted, this year ISBD(ER) was forwarded to the Cataloguing Section's Standing Committee for balloting. Although the overwhelming majority approved the document, one vote dissented, raising issues that the Review Group decided should be discussed and resolved during its Oslo meetings. A draft of ISBD(CM) was also submitted for world-wide review, and comments have been processed; however, provisions related to those in dispute regarding ISBD(ER) need to be settled before proceeding further, and these will come before the Review Group in Oslo.



The outstanding issues are as follows:

Area 3 must be discussed again. It was discussed by the Study Group on Future Directions in Frankfurt (see below), but decided that this area must be considered by the Review Group as a whole. Area 3 for electronic cartographic material, serials, and music presentation statement would not be issues, but only terms such as “electronic program”, “electronic data”, and “electronic game”, for example, that could be taken care of in the GMD and area 5. For those who want to use area 3, it could be left as an optional element, but many cataloguers already do not use area 3.

Area 5 must also be discussed again. Although there is apparent agreement that the default should be no area 5 for remote-access electronic resources, there are communities that feel strongly that an option should be allowed to use an SMD equivalent to that for print resources. Also, since area 5 is considered to include “extent”, the number of files and/or size could be included here. For direct access electronic resources, the default would be to record the number of physical units of the carrier, but give the option for those communities that wish it, to give in addition to the physical carrier an appropriate term taken from area 5 for the type of material; e.g. “450 maps on 3 CD-ROMs”. In these communities, it is considered important to users of the catalogue, and add to, or provide, the ability of the user to identify and/or select the resource.

Regarding ISBD(A), the chair of the Study Group, Gunilla Jonsson, reports :

“The group has made a very thorough study of the ISBD(A) rules, also taking into consideration other rule revisions that are currently underway. The revision has been more comprehensive than anticipated, and it has obviously been difficult for all members to always meet the deadlines for commenting. The members of the group have now reached agreement on most proposals for changes, but two main hurdles remain to be removed. They concern to which extent alternative descriptive methods should be allowed in transcription and in area 4.

“We have gone out to a wide network of correspondents twice to get advice as to the general acceptance of our proposals. This exercise has shown exactly the same kind of split that we have within the group. My conclusion is that we must try to accommodate these differences within the framework of the rules.

“I do foresee that we will eventually resolve them, but it will not happen before August, and when we have agreed on the prescriptions, an editorial revision is necessary to bring the phrasing in internal consistency as well as in consistency with other ISBDs.

At this point of time, I aim for finishing the process and having a version ready for world-wide review before the end of this year. ”

Study Group on Future Directions of the ISBDs

The Study Group on Future Directions of the ISBDs met 28-30 April 2005, in Frankfurt am Main, Germany. The participants were Françoise Bourdon, John Byrum (chair of the ISBD Review Group), Elena Escolano-Rodríguez, Renate Gömpel, Lynne Howarth, Dorothy McGarry (chair of the SG), Eeva Murtomaa, and Mirna Willer.

Before this meeting, there had been agreement on the feasibility of a consolidated ISBD. The Deutsche Bibliothek had arranged to have matrices of each area prepared to collocate the same areas from each ISBD. Working from that basis, the SG members had refined the matrices to collocate elements within the areas from all of the ISBDs.

Some major changes were discussed in Frankfurt, with agreement on the general outline to be followed for each area. Some of the changes agreed on, for recommendation to the RG: the structure should be changed; present stipulations will be fit into the new structure; some changes will be made due to the need to generalize wording; the GMD should be moved from after the title proper to another location; published (validated) versions will be used as the basis on which to work at the first stage; changes to stipulations can be made at the next stage as thought to be needed.

The members of the SG indicated areas of the description on which each would work following the Frankfurt meeting in order to prepare for the next steps in the process of preparing a consolidated ISBD. Matrices of the provisions in each element and area in the seven ISBDs and in some cases the ISBD(G) are being prepared for the Oslo meeting, showing the current stipulations, with suggestions for alternate wording for merged, general stipulations and specific stipulations for various types of materials. As part of this work, a tentative text for a consolidated version is being prepared for each area, although not all areas are finished as yet. Comments on each area are to be contributed by each SG member to the person who is preparing the area. The SG will meet twice during the Oslo conference in order to consider priorities and procedures for the next stage (August 15, 13 :00-15 :30 and Aug. 18, 8 :30-11, both sessions to be held in Radisson SAS Plaza Hotel, Ekeberg Room).

Following the current stage, if the RG agrees with the direction we propose and approves our proceeding with



a consolidated ISBD, the SG will prepare a further text including changes to stipulations, eliminating discrepancies, and updating provisions for those materials that have not been revised, in order to improve the text by bringing in new ideas and consideration of the needs of cataloguers and users of the catalogue. This work can be done largely by electronic mail. The SG will meet again, for three or four days, some time in 2006 in order to come to agreement on wording and concepts and to prepare for the final editing that would lead to submission of a consolidated version to the Review Group, assuming provision of partial funding. It is anticipated that a version could be ready for world-wide review late in 2006, with a final version prepared for a vote in 2007.

A fuller report of this Group's activities accompanies this document.

Material Designation Study Group

This group, chaired by Lynne Howarth, will be dealing primarily with questions deriving from the ISBD Future Directions Study Group. It will meet once during the Oslo2005 conference: Monday, August 15, 2005, 11:15-13:15, Radisson SAS Plaza Hotel, Room Oslofjord II. Nomenclature and structure of terminology for General and Special Material Designations are among the topics to be discussed.

ISDB Series Study Group

This group is in the final stages of completing its work. The issue remaining is related to a re-wording of paragraph 6.1.1. A proposal was forwarded to the ISBD Review Group that elicited several comments and concerns, which are in process of being resolved. The Series Study Group does not plan to meet during the Oslo Conference.

AACR3/RDA

The Review Group continues to monitor postings to the Joint Steering Committee's internal Web site to follow the progress of development of AACR3, now to be renamed Resource Description and Access. The Review Group expects to receive a report regarding progress from the JSC chair in time to discuss it during Oslo.

INVITATION

The ISBD Review Group will meet twice during the Oslo Conference: on Sunday August 14, 13:00-15:30 and on Thursday August 18, 12:00-14:00. Both sessions will be held in the Radisson SAS Plaza Hotel, Room Oslofjord. Interested parties are welcome to attend and participate.

Submitted by John D. Byrum, Chair
August 3, 2005



Appendix #2: FRBR Review Group

IFLA Cataloguing Section's FRBR Review Group Status report of activities 2004-2005

Overall Activity

The big event of the term 2004-2005 was the FRBR workshop in Dublin, Ohio, on May 2-4. Even though the Review Group's Terms of Reference still cannot be said to have been fulfilled this year, the workshop is to be regarded as a landmark on our difficult path toward that goal:

- "provide a guideline to apply FRBR to cataloguing activities": it was decided in Dublin to develop a "middle implementation model" that will embody such a guideline;
- "expand the FRBR Website to promote the model and encourage its use": the FRBR Web site was maintained (rather than expanded);
- "develop a revision to the FRBR model": a basis for a future revision of the model was prepared, by compiling all suggested changes as collected from various sources (most prominently, those changes that were suggested during the Dublin Workshop) in one single document, which is available to everyone at http://infoserv.inist.fr/wwsympa.fcgi/d_read/frbr/Suggestions_for_Reviewing.doc.

Publication

A special theme issue of *Cataloging and Classification Quarterly*, titled *Functional Requirements for Bibliographic Records (FRBR): Hype or Cure-All?* and edited by Patrick Le Bœuf, was released by The Haworth Press in June 2005. Several members of the Review Group and its Working Groups contributed to this publication.

FRBR Bibliography

The bibliography is updated as regularly as possible, although perhaps a bit less so than in the past. It now is 45 pages long. The most recently updated version (August 1st, 2005) is available from http://infoserv.inist.fr/wwsympa.fcgi/d_read/frbr/FRBR_bibliography.rtf; the version available from IFLANET (<http://www.ifla.org/VII/s13/wgfrbr/bibliography.pdf>) was last updated on October 27th, 2004.

Discussion list

The frbr@infoserv.inist.fr listserv, hosted by INIST in France, currently has over 600 subscribers (230 more than last year). There was a peak of new subscription requests towards the end of May, after the Dublin workshop. The listserv archive is available from http://infoserv.inist.fr/wwsympa.fcgi/d_read/frbr/FRBR_Listserv_Archive.rtf. The listserv has undergone no "revival" and still is very quiet, in spite of its huge number of subscribers.

Web site

The Web site was last updated in July 2005. A link to the proceedings of the Dublin workshop will have to be added as soon as possible.

FRBR Workshop, May 2-4, 2005

The FRBR Review Group and OCLC co-organised an invitational workshop devoted to theoretical and practical aspects of FRBR implementation in Dublin, Ohio, on May 2-4, 2005. All presentations are available from OCLC's Web site, at <http://www.oclc.org/research/events/frbr-workshop/program.htm>.

The following conclusions were presented at the end of the Workshop:

- The FRBR Review Group will focus on the revision of attributes and relationships that are defined for Group 1 entities, as the FRANAR and FRSAR Study Groups will deal with Group 2 and Group 3 of entities.
- A "middle implementation model", which will include a practical definition for the Expression entity, will be developed by the FRBR Review Group.
- The FRBR Revision Group will post on its Web site more examples of "agglomerates" for commentators to react, so that consensus can be reached about the best way to deal with such complex entities as anthologies, collected vs. selected works, serials, etc.



- The FRBR Review Group will contact the CONSER Task Force on FRBR & Continuing Resources in order to take benefit of their approach to continuing resources.
- The utmost complex topic of Web resources is postponed for the time being.
- Is the Subject relationship a Work property only? The FRBR Review Group thinks that “aboutness” is actually only at the Work level, but that subject headings such as we currently know them do not deal exclusively with “aboutness”. The FRSAR Study Group will explore that.
- The FRBR Review Group will contact vendors* in order to ask them what they think the issues are for introducing the FRBR concepts into library catalogues. What do they expect from us in order to go ahead? What are their needs?
- The FRBR Review Group will besides strive to promote and stimulate research and study by doctoral students, professors, etc.
- The FRBR Review Group acknowledged that the FRBR model would benefit from an ontology, and that the FRBR/CRM Harmonization Group is going in that direction.

Working Groups

The Expression entity Working Group, chaired by Anders Cato, received examples from Cristina Magliano. Patrick Le Bœuf did not have time to finish the two papers he had promised (an account for various theoretical views on the Expression notion, and a more practical study of the amount of “FRBRizability” of Emily Dickinson’s literary output).

The Working Group on continuing resources, chaired by Janifer Gatenby, is now disbanded. It was decided last year that a new Study Group should be formed in order to model the peculiarities of continuing resources, independently from the FRBR conceptual framework, and taking time aspects more into account.

The Working Group on FRBR/CRM dialogue, chaired by Patrick Le Bœuf, had one of its usual joint meetings with representatives of the CIDOC CRM-Special Interest Group, chaired by Martin Doerr, in London on February 14-16. The attributes of the Manifestation and Item entities were examined. A first draft of an object-oriented definition of FRBR is underway. A further meeting is planned in Heraklion, Crete, on July 4-6, 2005. After that meeting, deliverables and explanatory materials are expected to be made publicly available.

The Working Group on teaching and training, chaired by Maja Žumer, is still dormant but may well awake during the next term.

The Working Group on subject relationships and classification, which will be chaired by Marcia Lei Zeng, will be formed at the Division level; as such, it is no longer to be regarded as affiliated to the FRBR Review Group. The final FRSAR model, once it has been developed and approved, will be “plugged” to the FRBR model, but there is no “hierarchical” relation between the FRSAR Study Group and the FRBR Review Group, the same way as there was no hierarchical relation between the FRANAR Study Group and the FRBR Review Group.

Patrick Le Bœuf
Chair of the FRBR Review Group
June 8th, 2005; slightly updated on August 1st, 2005

* Note: at the time this report is being written, this has actually already been done by Alan Danskin, who received only 5 responses by August 1st.



Appendix #3: Discussion paper

Gunilla Jonsson 2005-08-04

FRBR, FRANAR, IME ICC Statement of Principles: consequences for the ISBDs?

(To agenda item 8 on Cataloguing Section's standing committee meeting I, 2005-08-13)

It has taken a long time for the cataloguing community to take real advantage of the possibilities offered by online systems. Not until the FRBR model do we have a framework for a more adequate utilisation of current techniques. The four basic user tasks, find, select, identify and obtain, defined in the FRBR report are the starting points for further work. The series of IME ICC meetings that are extending the Paris principles and implementing the FRBR ideas aim at establishing principles for how to satisfy find and select.

It is clear in this process that we wish to put much more information in authority records or in controlled forms in the manifestation records than what has been the praxis. The emerging statement of principles will hopefully guarantee the same exchangeability and interoperability for authority or standard information that the ISBDs have provided for the manifestation records as a whole. Outside the ISBD context, guidelines for authority records for provenance information is discussed, and generally, we try to move to modular strategies in system solutions.

The IME ICC statement, so far, has referred to the ISBDs for descriptive principles and rules, which implies to me that the ISBDs are expected to satisfy the identify task. It is obvious, however, that the ISBDs meet more than that need, and this was well demonstrated by the mapping between ISBDs and FRBR elements that Tom Delsey carried out in 2004. I'm not saying that the ISBDs necessarily should be limited to satisfying the identify task, but I think they should be scrutinized as to how appropriately they satisfy find and select for the online environment. Naturally, they bear the marks of the card or printed catalogue environment. It should be contemplated whether some of the prescriptions in the current ISBDs should better be integrated in the emerging Statement of principles, to avoid double efforts and to allow for a more efficient use of the data in online systems.

Area 3 is one example where you find both elements that identify a manifestation and elements that characterize the contents of the resources and are used for collocation and systematic retrieval. Would those latter fit better in the authority context?

Area 2 and area 4 in ISBD in my mind show a mixture of descriptive and standardised data that should better be separated in a transcription with simpler rules and authority records to take care of variants and qualifiers. Why couldn't the ISBDs refer to the Statement of Principles on certain points?

The identify need as such should also be scrutinized more closely. (I leave obtain out, that need is taken care of in format rules and circulation systems, but identify must be satisfied by the ISBDs.) The need is different for different kind of materials and for different user needs, which is well recognized in the FRBR report. I have been working intensely with the revision of ISBD(A) during the last seven or eight months. For that kind of material you need identification at the manifestation level and often even at the item level. Area 4 in that context is important for identification, but you also need authority forms for the different elements of that area. The present ISBD(A) doesn't satisfy either of those needs. For other kinds of materials, as recorded music, e.g., Patrick Le Boeuf has vividly expressed the need for a more systematic use of authority data at the expression level and less need for the traditional title transcriptions (in the course of discussion on the FRBR listserv this spring). – We will always need manifestation records, at some level, but some kinds of manifestations might be sufficiently identified by a number or code.

I propose:

1. that ISBD elements that map to work or expression should be checked for possible removal from the ISBDs – or change of focus, or that their registration be adapted so as to allow machine readable extraction
2. that the cases where ISBDs prescribe a mixture of transcription with standardised information be checked for the possibility of moving the standard information to authority records, or giving the option of a registration that allows machine readable extraction
3. that the difference in identification needs for the different kinds of materials covered by the ISBDs be better recognized and the rules adjusted accordingly, where necessary



Appendix #4: Strategic plan

IFLA CATALOGUING SECTION Strategic Plan, 2006-2007

Mission

The Cataloguing Section of IFLA is the leader of international developments in cataloguing theory, activities, and standards development. The Section analyzes the functions of cataloguing activities for all types of materials and media, including both bibliographic and authority information, for the benefit of all users. The Section proposes and develops cataloguing rules, guidelines, and standards for bibliographic information, taking into account the developing electronic and networked environment in order to promote universal access to and exchange of bibliographic and authority information.

The Section also provides leadership in the development of various standards and guidelines related to bibliographic activities, such as corporate name headings, authority entries, OPAC displays, and metadata standards.

Goals

1. Promote the development of an international cataloguing code for bibliographic description and access.

(Pillar: Profession; Professional priorities: (f) Promoting resource sharing; (h) Developing library professionals; (i) Promoting standards, guidelines and best practice)

Actions

1.1 Plan and conduct additional sessions of IME ICC (International Meeting of Experts for an International Cataloguing Code), as the first stage towards an international cataloguing code for bibliographic description and access, taking into account subject cataloguing as relevant. Collaborate with the Bibliography Section and the Classification and Indexing Section as appropriate.

1.2 Share the 2003 IME ICC draft statement of international cataloguing principles, as updated at subsequent meetings, with former meeting attendees and with other IFLA sections, especially the Classification and Indexing Section and the Bibliography Section.

1.3 Make translations of the draft statement of international cataloguing principles and other information available on the conference Web sites.

1.4 Publish reports of each IME ICC.

2. Promote the Functional Requirements for Bibliographic Records (FRBR) model and the study recommendations; take actions to develop new descriptive standards and standards for access points, and to develop a new approach to the bibliographic universe.

(Pillar: Profession; Professional priorities: (f) Promoting resource sharing; (h) Developing library professionals; (i) Promoting standards, guidelines and best practice)

Actions

2.1 Liaise with ICABS and with other IFLA units and other relevant groups, in order to assure widespread awareness of and use of FRBR, and with rule-makers, particularly regarding IME ICC (International Meeting of Experts for an International Cataloguing Code), in order to have the main principles of FRBR reflected in cataloguing codes.

2.2 Identify and assist in resolving conflicting operational definitions and application of the FRBR model, providing practical guidance and documented practices for using FRBR.

2.3 Continue representation on the IFLA Working Group on Functional Requirements and Numbering for Authority Records (FRANAR) and on the IFLA Working Group on Functional Requirements of Subject Authority



Records (FRSAR).

2.4 Maintain the FRBR model and expand the modeling effort in order to cover all kinds of resources, all kinds of access points available for queries in a majority of library catalogues (including subject queries and queries based on classification schemes), and note generally all functions expected from library catalogues.

2.5 Promote the training and teaching of the FRBR principles.

2.6 Strive to ensure consistency with communities that are developing and maintaining international standard identifiers.

2.7 Promote dialogue with other information-organizing communities that have developed or are developing conceptual models.

3. Continue ISBD development.

(Pillar: Profession; Professional priorities: (f) Promoting resource sharing; (i) Promoting standards, guidelines and best practice)

Actions

3.1 Continue the work of the ISBD Review Group to produce a single integrated ISBD, including monitoring proposals for the development of RDA: Resource Description and Access, and determine if the consolidated version should replace the individual ISBDs currently available for specific formats.

3.2 Develop a policy recommendation on formulation and use of material designators in bibliographic records.

3.3 Conclude work of the ISBD Review Group on a recommended policy for application of the ISBDs where material involves the use of more than one ISBD.

3.4 Provide leadership in encouraging harmonization of existing cataloguing rules with the ISBDs through communication with the IME ICC and rule-making bodies internationally. Study and act upon recommendations of the IME ICC working groups related to bibliographic description.

3.5 Publish a revised ISBD(A).

3.6 Liaise with ICABS, and with other IFLA units and other relevant groups, to assure widespread use of the ISBDs as metadata content schemes.

3.7 Continue publishing the ISBDs on the IFLANET for worldwide access

4. Provide leadership in defining cataloguing processes, the role of cataloguing activities and the cataloguer in particular in the context of digital publishing and develop guidelines for organizing the expanding amount of digital resources.

(Pillar: Profession; Professional priorities: (f) Promoting resource sharing; (i) Promoting standards, guidelines and best practice); (k) Representing libraries in the technological marketplace)

Actions

4.1 Publish the report of the Working Group on the Use of Metadata Schemes.

4.2 Promote common approaches to the creation and exchange of metadata by creators, authors and publishers of all kinds of electronic information resources.

4.3 Identify the market (e.g., developers and users of ONIX, Dublin Core, creators of portals and subject gateways, the information industry, institutional repositories, etc.) and devise strategies to promote bibliographic standards to that market through the appropriate working groups of the section.

5. Develop additional approaches, standards, rules, and lists for information that provide access to bibliographic and authority data in all languages.

(Pillar: Profession; Professional priorities: (d) Providing unrestricted access to information; (f) Promoting resource sharing; (i) Promoting standards, guidelines and best practice)

Actions

5.1 Complete work on Anonymous Classics, Part 3, Africa. Develop contacts for work on Part 2, Latin



America, and on Part 4, Asia.

5.2 Monitor Unicode activities and keep the Section members informed of new developments via the Section newsletter.

5.3 Develop a Web-based Multilingual Dictionary of Cataloguing Terms and Concepts to facilitate future discussions in the international cataloguing environment, including work towards an international cataloguing code.

5.4 Explore the creation of a virtual international authority file (VIAF) and test prototypes.

5.5 Continue updating Names of Persons, posted on IFLANET, as the first step towards a world-wide review. Invite comments, additions, and updates. Evaluate the result with a view to a continuously updated Web resource.

6. Explore opportunities for promoting cataloguing activities, especially for developing countries.

(Pillars: Society, Members, Profession; Professional priorities: (c) Promoting literacy and reading; (f) Promoting resource sharing; (h) Developing library professionals; (i) Promoting standards, guidelines and best practice)

Actions

6.1 Work with the Classification and Indexing Section, the Bibliography Section, and the Information Technology Section to develop a virtual clearinghouse for cataloguing guidelines and resources.

6.2 Ensure that all of the section standards, guidelines, and reports are available in print and on IFLANET as widely as possible.

6.3 Continue to promote the standards and teaching of cataloguing developments around the world via documents from Standing Committee groups and the Section newsletter.

7. Provide information about the work of the Section and Standing Committee.

(Pillars: Members, Profession; Professional priorities: (a) Supporting the role of libraries in society); (d) Providing unrestricted access to information; (f) Promoting resource sharing; (h) Developing library professionals; (i) Promoting standards, guidelines and best practice)

Actions

7.1 Assure distribution of all relevant documents to all Section members.

7.2 Continue communication of Section and Standing Committee activities through the Section newsletter, the open programme of the Section, journal articles, IFLANET, etc.

7.3 Encourage translations of documents by national and regional groups.

8. Promote membership in the Section, emphasizing a broader geographic representation on the Standing Committee.

(Pillars: Members, Profession; Professional priorities: (f) Promoting resource sharing; (h) Developing library professionals; (i) Promoting standards, guidelines and best practice)

Actions

8.1 Involve more representatives from existing institutional members (including sending a letter to all institutional members encouraging participation on the various Working Groups).

8.2 Publicize the activities of the section in underrepresented regions of the world.



Appendix #5: Financial report

**IFLA CATALOGUING SECTION
2004/05 FINANCIAL STATEMENT**

August 5, 2005

Note: Unit of currency is Euro1

Administrative Account

A. Income	
1. Balance as of Oct. 15, 2004 (end of fiscal year)	€ 1 731,48
2. IFLA Administrative funds (April 2004)	€ 145,00
Total income	€ 1 876,48
B. Expenditures	
1. Invoice for scanning of names of persons	€ 72,87
2. Photo copying in Buenos Aires	€ 4,20
3. Day fee for invited speaker 2005	€ 125,00
4. Bank charges	€ 8,72
Total expenditures	€ 210,79
C. Balance of Administrative Account	€ 1 665,69

Project Accounts

A. Guidelines for OPAC Displays

1. Balance from July 1, 2001	€ 268,77
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B. Working Group on the Revision of ISBD(S)

1. Balance from July 1, 2001 (NCLIS funds)	\$1,625.42
2. Reimbursement for Moscow ISBD(CR)	\$1,002.00
3. Balance from October 2004	€ 538,46
4. Travel contribution for meeting in Frankfurt (Future Directions Study Group)	€ 407,70
5. Balance August 2005	€ 106,30

C. International Meeting of Experts on an International Cataloguing Code (IME ICC)

1. IFLA funds (according to notification 22 Jan. 2004)	€ 4 234,00
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Note: these funds are kept in the Division's account and are handled by the Division.

¹ Most of the funds are held in SEK. Last year this currency had a positive development against the Euro – the last six months have seen the opposite development. That is the explanation to the slightly lower figures in our different accounts.



Appendix #6: Budget proposal

**IFLA SECTION ON CATALOGUING
2005/06 BUDGET PROPOSAL**

August 5, 2005

Note: Unit of currency is Euro

Balance of Administrative Account	€ 1 665,69
Equipment for the production of SCATNews	€ 550,00
Copying during WLIC, Oslo	€ 50,00
Any other expense	€ 1 065,65
Total	€ 1 665,65

Comments

Equipment for SCATNews could be some special software or a special license. The sum is roughly what SCATNews has cost per year, before Patrick Le Boeuf took over as information coordinator. Since then distribution has been by mail and our homepage primarily, and the software has been available free of charge. We don't know how this will turn out in the future.

The sum for copying last year was low, indeed. Hopefully, the proposed sum will be sufficient for this year.

The remaining money could be used to contribute to traveling costs for one or two journeys for review group members. It's open to discussion!

Balance of OPAC Displays project	€ 268,77
Any costs incurred in finishing the report (now available as <i>IFLA Series on Bibliographic Control. Vol. 27!</i>)	€ 268,77
Total	€ 268,77
Balance of ISBD(S) revision project	€ 106,30
Contribution to traveling or rent of meeting venue, or equipment of some kind	€ 106,30
Total	€ 106,30

Gunilla Jonsson

Minutes submitted : Oct. 4, 2005

Minutes revised April 6, 2006 (to incorporate attachments as appendices)