

# Report from Meeting 40th ISO/TC46 – Information and documentation

(Paris, June 3<sup>rd</sup> – 9<sup>th</sup> 2013)

*TC46 on Information and documentation has been leading efforts related to information management since 1947. Standards developed under ISO/TC46<sup>1</sup> facilitate access to knowledge and information and standardize automated tools, computer systems, and services relating to its major stakeholders of: libraries, publishing, documentation and information centres, archives, records management, museums, indexing and abstracting services, and information technology suppliers to these communities. TC46 has a unique role among ISO information-related committees in that it focuses on the whole lifecycle of information from its creation and identification, through delivery, management, measurement, and archiving, to final disposition.*

## ✓ Annual meeting

The following report summarizes the key-topics emerged during the week in Paris- with particular regards to the discussions held in the meetings of SC4, S8 SC9<sup>2</sup> and plenary TC46 - of probable interest to the IFLA community.

### 1. Standardization of ePub 3.0

SC 4 endorses the creation of a joint working group between TC 46/SC4, JTC 1/SC 34<sup>3</sup> and IEC TC 100/TA 10<sup>4</sup> to encourage the combined use of EPUB 3.0 and specifications related to long term preservation such as METS.

SC4 resolves to participate in that group once it is established and instructs the SC4 Secretariat to make a call for experts to serve on that group.

### 2. Revision of ISO 25577: MarcXChange

ISO 25577 MarcXchange was published in 2008. A need for handling embedded field was recognized too late to be part of this first version. At the meeting in Berlin 2012 a draft amendment to ISO 25577 was presented, and Danish Standards was invited to submit a New Work Item Proposal (NWIP).

The new work item proposal was circulated for ballot in October 2012, and was approved in January 2013. Taking comments into consideration it has been decided together with the secretariat and the chair, to register the document as a Draft

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<sup>1</sup> For the complete list of published standards, *cfr.* Appendix A.

<sup>2</sup> ISO TC46 Subcommittees: TC 46/SC 4 Technical interoperability; TC 46/SC 8 Quality - Statistics and performance evaluation; TC 46/SC 9 Identification and description. *Cfr* Appendix B.

<sup>3</sup> Joint Technical Committee 1 / Document description and processing languages.

<sup>4</sup> International Electrotechnical Commission, Audio, video and multimedia systems and equipment / Multimedia e-publishing and e-book.

International Standard (DIS) . The DIS ballot of ISO 25577 (MarcXchange) ended on the 28<sup>th</sup> of June 2013.

### **3. ISO 28560: RFID in libraries: follow up of new work items**

Last year SC4 approved to initiate a ballot for two new technical specifications:

- Rules for ISO 28560-1 data elements to be encoded in radio frequency identification (RFID) tags with a memory structure that is partitioned into four memory banks (e.g. ISO/IEC 18000-6 Type C operating in the UHF frequency, but not necessarily restricted to this technology) - (Proposer: United Kingdom);
- Encoding method used to form the unique item identifier (UII) of RFID tag where a tag supports different memory areas for the UII and other Item-related data (e.g. ISO/IEC 18000-6 type C, type D and ISO/IEC 18000-3 MODE 3), and when the UII is assigned for a library application - (Proposer: Japan).

The two new work items has been accepted and the proposal proceeded at Working Draft (WD) stage:

- ISO/WD TS 28560-4 Information and documentation -- RFID in libraries -- Part 4: Encoding of data elements based on rules from ISO/IEC 15962 in an RFID tag with partitioned memory
- ISO/WD 28560-5 Information and documentation Information and documentation — RFID in libraries — unique item identifier (UII) for libraries.

During the last meeting of the SC4 Working Group 11 “RFID in libraries” (WG11) held in Paris, it was again recognized that the applicability of unique item identifiers is much wider than that of library oriented RFID standards.

For this reason SC4 approves the recommendation of WG11 to separate ISO 28560-5 from the connection to ISO 28560 suite based on the more generic scope of the Unique item identifier (UII) for libraries proposal.

SC4 accordingly decides to cancel ISO 28560-5 in order to submit a new work item proposal related to unique item Identification to ISO/TC 46/SC 9 for their consideration.

For ISO 28560-4 *Information and documentation -- RFID in libraries -- Part 4: Encoding of data elements based on rules from ISO/IEC 15962 in an RFID tag with partitioned memory,*

SC4 approves the recommendation of WG11 to launch a three-month ballot of

ISO/TS 28560-4 on completion of the internal working group review no later than 30 September 2013.

For ISO 28560-1, *Information and documentation -- RFID in libraries -- Part 1: Data elements and general guidelines for implementation*

ISO 28560-2 *Information and documentation -- RFID in libraries -- Part 2: Encoding of RFID data elements based on rules from ISO/IEC 15962 and*

ISO 28560-3, *Information and documentation -- RFID in libraries -- Part 3: Fixed length encoding:*

SC4 approves the recommendation of WG11 to launch a Final Draft International Standard (FDIS) ballot of minor revision of ISO 28560-1, 28560-2 and 28560-3 no later than 31 August 2013.

#### **4. SC4 on ILL**

##### ISO 10160 and 10161 ILL

Despite of the revision in 1997 and subsequent amendments, the standard is by now out of date. Although new implementations of the standard are not likely to emerge, SC4 intends to keep on maintaining the old standard as long as it is in use. No substantial modifications are either needed or desirable, since SC 4 has also started a process to create a modern ILL standard ISO 18626. The current ILL service definition and protocol are currently undergoing the routine five year revision.

##### ISO 18626

At the SC4 meeting in May 2012 SC4 invited Danish Standards to prepare a NWIP, in cooperation with other interested parties, for a new ILL standard before the end of October 2012. In addition, the plenary decided that if the NWIP were approved, SC4 would ask the chair of the committee to establish a working group to develop a new international standard for ILL transactions.

The proposal was unanimously approved in the SC4 vote, and a sufficient number of experts were nominated to the new working group (WG14).

WG14 was established to carry on drafting the standard on Interlibrary Loan Transactions.

SC 4 instructs WG14 to complete the editing of the DIS version no later than the 15th of July 2013 on the basis of accepted comments and to submit the text to the WG 14 Convenor for delivery to the SC4 ballot. SC4 also approves the recommendation of WG14 to launch a DIS ballot no later than the end of August 2013.

## **5. ISO 639 Codes for the representation of names of languages**

Last year SC4 noted with concern the actions of ISO/TC 37/SC2<sup>5</sup> to revise the family of ISO 639 standards and decided to contact ISO/TC37/SC2 to discuss in order to achieve a positive solution in this work. The current plan of SC2 is to replace the existing standard document with a database. In practice this might mean a merger of the current multipart document into a single resource. But librarians do not need the full standard with thousands of language codes but just an abridged version. If the standard becomes a database, it is important that the database will serve not only linguists and other groups who prefer the full standard, but also other user communities including librarians.

In addition, TC46 asks the Joint Advisory Committee of Registration authorities for ISO 639 “Codes for the representation of names of languages” to consider attributing alpha-2 code elements for the administrative languages in UN member states and need to be referenced to in ISO 3166 “Codes for the representation of names of countries and their subdivisions”.

## **6. DCMI<sup>6</sup> / SC4**

The Dublin Core Metadata Initiative (DCMI) is an open forum engaged in the development of interoperable online metadata standards that support a broad range of purposes and business models.

Since January 2012 has been established a formal A-category liaison<sup>7</sup>, between DCMI and ISO TC46/SC4. In this way, DCMI will be able to follow a fast track standardization procedure, whereby existing standards are introduced into the ISO process starting as Draft International Standard.

## **7. ISO 2108 - International Standard Book Number**

At the request of the International ISBN Agency, SC9 resolves to revise ISO 2108, International Standard Book Number.

Stella Griffiths, the Executive Director of the International ISBN Agency, has contacted the ISO/TC 46 Chair, requesting A-category liaison status with TC 46

After the ballot (closed on 13 July 2013), the committee resolves to form an A-category liaison with ISBN; Ms Stella Griffiths is nominated as liaison officer.

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<sup>5</sup> Terminology and other language and content resources / Terminographical and lexicographical working methods.

<sup>6</sup> Dublin Core Metadata Initiative.

<sup>7</sup> “A” liaisons has the right to participate in meetings and to comment on drafts but it can’t vote.

## **8. SC9 Appointment of liaison to IFLA**

SC9 appoints Paola Manoni, from the Vatican Library, as liaison officer to International Federation of Library Associations and Institutions (IFLA).

## **9. SC 8 Chair appointment**

TC 46 appoints Steve Hiller, from the University of Washington in the USA, as the Chair of SC 8

## **10. Reactivation of SC10**

TC 46 resolves:

- to re-establish the SC 10 after having received a great majority of positive votes during the ballot among its members;

- to change the title of SC 10 from "Physical Keeping of Documents" to "Requirements for document storage and conditions for preservation" with the following scope:

"Standardization of requirements for storage and use of documents in libraries, archives and documentation centers, as well as practices related to maintenance and improvement of the conditions of preservation.

Excluded:

- Photography and other media within the scope of ISO/TC 42;

- Micrographics and optical memories within the scope of ISO/TC 171"

TC46 appoints DIN (Germany) as Secretariat of SC 10 and approves DIN's nomination to appoint Dr. Sebastian BARTELEIT as Chair

## **11. Standards under development**

### **11.a Under the responsibility of TC46**

#### ISO 3166-1

Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes

#### ISO 3166-2

Codes for the representation of names of countries and their subdivisions -- Part 2: Country subdivision code

#### ISO 3166-3

Codes for the representation of names of countries and their subdivisions -- Part 3: Code for formerly used names of countries

#### ISO/CD 5127

Information and documentation -- Vocabulary

ISO/CD 7098

Information and documentation -- Romanization of Chinese

ISO/CD 11799

Information and documentation -- Document storage requirements for archive and library materials

ISO/NP TS 18344

Recommendation on methods of validating the success of deacidification processes for printed and handwritten documents

**11.b Under the responsibility of SC4**

ISO/DIS 18626

Information and documentation -- Interlibrary Loan Transactions

ISO/CD 21127

Information and documentation -- A reference ontology for the interchange of cultural heritage information

ISO/DIS 25577

Information and documentation -- MarcXchange

ISO/WD TS 28560-4

Information and documentation -- RFID in libraries -- Part 4: Encoding of data elements based on rules from ISO/IEC 15962 in an RFID tag with partitioned memory

**11.c Under the responsibility of SC8**

ISO 2789

Information and documentation -- International library statistics

ISO/DIS 11620

Information and documentation -- Library performance indicators

ISO/DTR 14873

Information and documentation -- Statistics and quality issues for web archiving

ISO/DIS 16439

Methods and procedures for assessing the impact of libraries

ISO/AWI 18461

International museum statistics

**11.d Under the responsibility of SC9**

ISO/AWI 3901

Information and documentation -- International Standard Recording Code (ISRC)

ISO/CD 17316

Information and documentation -- International standard document link (ISDL)

ISO 27729:2012/Cor 1

✓ **Appendix A: list of published standards (2013)**

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**ISO TC46 – Information and documentation**

[ISO Sub-Committees: TC 46/SC 4 Technical interoperability;TC 46/SC 8 Quality - Statistics and performance evaluation;TC 46/SC 9 Identification and description;TC 46/SC 11 Archives/records management]

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Standard	Under the responsibility of
<u>ISO 4:1997</u> Information and documentation -- Rules for the abbreviation of title words and titles of publications	<u>ISO/TC 46/SC 9</u>
<u>ISO 8:1977</u> Documentation -- Presentation of periodicals	<u>ISO/TC 46</u>
<u>ISO 9:1995</u> Information and documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages	<u>ISO/TC 46</u>
<u>ISO 18:1981</u> Documentation -- Contents list of periodicals	<u>ISO/TC 46</u>
<u>ISO 214:1976</u> Documentation -- Abstracts for publications and documentation	<u>ISO/TC 46</u>
<u>ISO 215:1986</u> Documentation -- Presentation of contributions to periodicals and other serials	<u>ISO/TC 46</u>



<u>ISO 233:1984</u>		<u>ISO/TC 46</u>
Documentation -- Transliteration of Arabic characters into Latin characters		
<u>ISO 233-2:1993</u>		<u>ISO/TC 46</u>
Information and documentation -- Transliteration of Arabic characters into Latin characters -- Part 2: Arabic language -- Simplified transliteration		
<u>ISO 233-3:1999</u>		<u>ISO/TC 46</u>
Information and documentation -- Transliteration of Arabic characters into Latin characters -- Part 3: Persian language -- Simplified transliteration		
<u>ISO 259:1984</u>		<u>ISO/TC 46</u>
Documentation -- Transliteration of Hebrew characters into Latin characters		
<u>ISO 259-2:1994</u>		<u>ISO/TC 46</u>
Mechanical female contraceptive devices -- Tubal ligation/Fallopian rings -- Part 2: Simplified transliteration		
<u>ISO 690:2010</u>		<u>ISO/TC 46/SC 9</u>
Information and documentation -- Guidelines for bibliographic references and citations to information resources		
<u>ISO 832:1994</u>		<u>ISO/TC 46/SC 9</u>
Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms		
<u>ISO 843:1997</u>		<u>ISO/TC 46</u>
Information and documentation -- Conversion of Greek characters into Latin characters		
<u>ISO 999:1996</u>		<u>ISO/TC 46/SC 9</u>
Information and documentation -- Guidelines for the content, organization and presentation of indexes		
<u>ISO 1086:1991</u>		<u>ISO/TC 46</u>
Information and documentation -- Title leaves of books		
<u>ISO 2108:2005</u>		<u>ISO/TC 46/SC 9</u>
Information and documentation -- International standard book number (ISBN)		
<u>ISO 2145:1978</u>		<u>ISO/TC 46</u>
Documentation -- Numbering of divisions and subdivisions in written documents		

<u>ISO 2146:2010</u> Information and documentation -- Registry services for libraries and related organizations	<u>ISO/TC 46/SC 4</u>
<u>ISO 2384:1977</u> Documentation -- Presentation of translations	<u>ISO/TC 46</u>
<u>ISO 2709:2008</u> Information and documentation -- Format for information exchange	<u>ISO/TC 46/SC 4</u>
<u>ISO 2789:2006</u> Information and documentation -- International library statistics	<u>ISO/TC 46/SC 8</u>
<u>ISO 3166-1:2006</u> Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes	<u>ISO/TC 46</u>
<u>ISO 3166-1:2006/Cor 1:2007</u>	<u>ISO/TC 46</u>
<u>ISO 3166-2:2007</u> Codes for the representation of names of countries and their subdivisions -- Part 2: Country subdivision code	<u>ISO/TC 46</u>
<u>ISO 3166-3:1999</u> Codes for the representation of names of countries and their subdivisions -- Part 3: Code for formerly used names of countries	<u>ISO/TC 46</u>
<u>ISO 3297:2007</u> Information and documentation -- International standard serial number (ISSN)	<u>ISO/TC 46/SC 9</u>
<u>ISO 3602:1989</u> Documentation -- Romanization of Japanese (kana script)	<u>ISO/TC 46</u>
<u>ISO 3901:2001</u> Information and documentation -- International Standard Recording Code (ISRC)	<u>ISO/TC 46/SC 9</u>
<u>ISO 5122:1979</u> Documentation -- Abstract sheets in serial publications	<u>ISO/TC 46</u>
<u>ISO 5123:1984</u> Documentation -- Headers for microfiche of monographs and serials	<u>ISO/TC 46</u>

<u>ISO 5127:2001</u> Information and documentation -- Vocabulary	<u>ISO/TC 46</u>
<u>ISO 5963:1985</u> Documentation -- Methods for examining documents, determining their subjects, and selecting indexing terms	<u>ISO/TC 46/SC 9</u>
<u>ISO 6357:1985</u> Documentation -- Spine titles on books and other publications	<u>ISO/TC 46</u>
<u>ISO 6630:1986</u> Documentation -- Bibliographic control characters	<u>ISO/TC 46/SC 4</u>
<u>ISO 7098:1991</u> Information and documentation -- Romanization of Chinese	<u>ISO/TC 46</u>
<u>ISO 7144:1986</u> Documentation -- Presentation of theses and similar documents	<u>ISO/TC 46</u>
<u>ISO 7154:1983</u> Documentation -- Bibliographic filing principles	<u>ISO/TC 46</u>
<u>ISO 7220:1996</u> Information and documentation -- Presentation of catalogues of standards	<u>ISO/TC 46/SC 9</u>
<u>ISO 7220:1996/Cor 1:2001</u>	<u>ISO/TC 46/SC 9</u>
<u>ISO 7275:1985</u> Documentation -- Presentation of title information of series	<u>ISO/TC 46</u>
<u>ISO/TR 8393:1985</u> Documentation -- ISO bibliographic filing rules (International Standard Bibliographic Filing Rules) -- Exemplification of Bibliographic filing principles in a model set of rules	<u>ISO/TC 46</u>
<u>ISO 8459:2009</u> Information and documentation -- Bibliographic data element directory for use in data exchange and enquiry	<u>ISO/TC 46/SC 4</u>
<u>ISO 8777:1993</u> Information and documentation -- Commands for interactive text searching	<u>ISO/TC 46/SC 4</u>
<u>ISO 9230:2007</u> Information and documentation -- Determination of price indexes for print and	<u>ISO/TC 46/SC 8</u>

electronic media purchased by libraries

ISO 9706:1994

Information and documentation -- Paper for documents -- Requirements for permanence [ISO/TC 46](#)

ISO 9707:2008

Information and documentation -- Statistics on the production and distribution of books, newspapers, periodicals and electronic publications [ISO/TC 46/SC 8](#)

ISO 9984:1996

Information and documentation -- Transliteration of Georgian characters into Latin characters [ISO/TC 46](#)

ISO 9985:1996

Information and documentation -- Transliteration of Armenian characters into Latin characters [ISO/TC 46](#)

ISO 10160:1997

Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Service Definition [ISO/TC 46/SC 4](#)

ISO 10160:1997/Amd 1:2002

Addition of annex D acknowledging the National Library of Canada as the Maintenance Agency [ISO/TC 46/SC 4](#)

ISO 10161-1:1997

Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Protocol Specification -- Part 1: Protocol specification [ISO/TC 46/SC 4](#)

ISO 10161-1:1997/Amd 1:2002

Support for Use of Object Identifier in "identifier" Parameter of the Extension Data [ISO/TC 46/SC 4](#)

ISO 10161-1:1997/Amd 2:2002

Addition of annex I acknowledging the National Library of Canada as the Maintenance Agency and Registration Authority [ISO/TC 46/SC 4](#)

ISO 10161-2:1997

Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Protocol Specification -- Part 2: Protocol implementation conformance statement (PICS) proforma [ISO/TC 46/SC 4](#)

ISO 10324:1997

Information and documentation -- Holdings statements -- Summary level [ISO/TC 46/SC 9](#)

<u>ISO 10754:1996</u> Information and documentation -- Extension of the Cyrillic alphabet coded character set for non-Slavic languages for bibliographic information interchange	<u>ISO/TC 46/SC 4</u>
<u>ISO 10957:2009</u> Information and documentation -- International standard music number (ISMN)	<u>ISO/TC 46/SC 9</u>
<u>ISO 11108:1996</u> Information and documentation -- Archival paper -- Requirements for permanence and durability	<u>ISO/TC 46</u>
<u>ISO/TR 11219:2012</u> Information and documentation - Qualitative conditions and basic statistics for library buildings -- Space, function and design	<u>ISO/TC 46/SC 8</u>
<u>ISO 11620:2008</u> Information and documentation -- Library performance indicators	<u>ISO/TC 46/SC 8</u>
<u>ISO 11798:1999</u> Information and documentation -- Permanence and durability of writing, printing and copying on paper -- Requirements and test methods	<u>ISO/TC 46</u>
<u>ISO 11799:2003</u> Information and documentation -- Document storage requirements for archive and library materials	<u>ISO/TC 46</u>
<u>ISO 11800:1998</u> Information and documentation -- Requirements for binding materials and methods used in the manufacture of books	<u>ISO/TC 46</u>
<u>ISO 11940:1998</u> Information and documentation -- Transliteration of Thai	<u>ISO/TC 46</u>
<u>ISO 11940-2:2007</u> Information and documentation -- Transliteration of Thai characters into Latin characters -- Part 2: Simplified transcription of Thai language	<u>ISO/TC 46</u>
<u>ISO/TR 11941:1996</u> Information and documentation -- Transliteration of Korean script into Latin characters	<u>ISO/TC 46</u>
<u>ISO 12083:1994</u> Information and documentation -- Electronic manuscript preparation and markup	<u>ISO/TC 46/SC 4</u>

<u>ISO 13008:2012</u>	Information and documentation -- Digital records conversion and migration process	<u>ISO/TC 46/SC 11</u>
<u>ISO/TR 13028:2010</u>	Information and documentation - Implementation guidelines for digitization of records	<u>ISO/TC 46/SC 11</u>
<u>ISO 14416:2003</u>	Information and documentation -- Requirements for binding of books, periodicals, serials and other paper documents for archive and library use -- Methods and materials	<u>ISO/TC 46</u>
<u>ISO 15489-1:2001</u>	Information and documentation -- Records management -- Part 1: General	<u>ISO/TC 46/SC 11</u>
<u>ISO/TR 15489-2:2001</u>	Information and documentation -- Records management -- Part 2: Guidelines	<u>ISO/TC 46/SC 11</u>
<u>ISO 15511:2011</u>	Information and documentation -- International standard identifier for libraries and related organizations (ISIL)	<u>ISO/TC 46/SC 4</u>
<u>ISO 15706-1:2002/Amd 1:2008</u>	Alternate encodings and editorial changes	<u>ISO/TC 46/SC 9</u>
<u>ISO 15706-1:2002</u>	Information and documentation -- International Standard Audiovisual Number (ISAN) -- Part 1: Audiovisual work identifier	<u>ISO/TC 46/SC 9</u>
<u>ISO 15706-2:2007</u>	Information and documentation -- International Standard Audiovisual Number (ISAN) -- Part 2: Version identifier	<u>ISO/TC 46/SC 9</u>
<u>ISO 15707:2001</u>	Information and documentation -- International Standard Musical Work Code (ISWC)	<u>ISO/TC 46/SC 9</u>
<u>ISO 15836:2009</u>	Information and documentation -- The Dublin Core metadata element set	<u>ISO/TC 46/SC 4</u>
<u>ISO 15836:2009/Cor 1:2009</u>		<u>ISO/TC 46/SC 4</u>

<u>ISO 15919:2001</u>	Information and documentation -- Transliteration of Devanagari and related Indic scripts into Latin characters	<u>ISO/TC 46</u>
<u>ISO 15924:2004</u>	Information and documentation -- Codes for the representation of names of scripts	<u>ISO/TC 46</u>
<u>ISO 16175-1:2010</u>	Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 1: Overview and statement of principles	<u>ISO/TC 46/SC 11</u>
<u>ISO 16175-2:2011</u>	Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 2: Guidelines and functional requirements for digital records management systems	<u>ISO/TC 46/SC 11</u>
<u>ISO 16175-3:2010</u>	Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 3: Guidelines and functional requirements for records in business systems	<u>ISO/TC 46/SC 11</u>
<u>ISO 16245:2009</u>	Information and documentation -- Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents	<u>ISO/TC 46</u>
<u>ISO/TR 17068:2012</u>	Information and documentation - Trusted third party repository for digital records	<u>ISO/TC 46/SC 11</u>
<u>ISO 17933:2000</u>	GEDI -- Generic Electronic Document Interchange	<u>ISO/TC 46/SC 4</u>
<u>ISO 20775:2009</u>	Information and documentation -- Schema for holdings information	<u>ISO/TC 46/SC 4</u>
<u>ISO 21047:2009</u>		<u>ISO/TC 46/SC 9</u>

Information and documentation -- International Standard Text Code (ISTC)

ISO 21127:2006

Information and documentation -- A reference ontology for the interchange of cultural heritage information

ISO/TC 46/SC 4

ISO 22310:2006

Information and documentation -- Guidelines for standards drafters for stating records management requirements in standards

ISO/TC 46/SC 11

ISO 23081-1:2006

Information and documentation -- Records management processes -- Metadata for records -- Part 1: Principles

ISO/TC 46/SC 11

ISO 23081-2:2009

Information and documentation -- Managing metadata for records -- Part 2: Conceptual and implementation issues

ISO/TC 46/SC 11

ISO/TR 23081-3:2011

Information and documentation -- Managing metadata for records -- Part 3: Self-assessment method

ISO/TC 46/SC 11

ISO 23950:1998

Information and documentation -- Information retrieval (Z39.50) -- Application service definition and protocol specification

ISO/TC 46/SC 4

ISO 25577:2008

Information and documentation -- MarcXchange

ISO/TC 46/SC 4

ISO 25964-1:2011

Information and documentation -- Thesauri and interoperability with other vocabularies -- Part 1: Thesauri for information retrieval

ISO/TC 46/SC 9

ISO 25964-2:2013

Information and documentation -- Thesauri and interoperability with other vocabularies -- Part 2: Interoperability with other vocabularies

ISO/TC 46/SC 9

ISO/TR 26122:2008

Information and documentation -- Work process analysis for records

ISO/TC 46/SC 11

ISO/TR 26122:2008/Cor 1:2009

ISO/TC 46/SC 11



<u>ISO 26324:2012</u> Information and documentation -- Digital object identifier system	<u>ISO/TC 46/SC 9</u>
<u>ISO 27729:2012</u> Information and documentation -- International standard name identifier (ISNI)	<u>ISO/TC 46/SC 9</u>
<u>ISO 27730:2012</u> Information and documentation -- International standard collection identifier (ISCI)	<u>ISO/TC 46/SC 9</u>
<u>ISO/TR 28118:2009</u> Information and documentation -- Performance indicators for national libraries	<u>ISO/TC 46/SC 8</u>
<u>ISO 28500:2009</u> Information and documentation -- WARC file format	<u>ISO/TC 46/SC 4</u>
<u>ISO 28560-1:2011</u> Information and documentation -- RFID in libraries -- Part 1: Data elements and general guidelines for implementation	<u>ISO/TC 46/SC 4</u>
<u>ISO 28560-2:2011</u> Information and documentation -- RFID in libraries -- Part 2: Encoding of RFID data elements based on rules from ISO/IEC 15962	<u>ISO/TC 46/SC 4</u>
<u>ISO 28560-3:2011</u> Information and documentation -- RFID in libraries -- Part 3: Fixed length encoding	<u>ISO/TC 46/SC 4</u>
<u>ISO 30300:2011</u> Information and documentation -- Management systems for records -- Fundamentals and vocabulary	<u>ISO/TC 46/SC 11</u>
<u>ISO 30301:2011</u> Information and documentation -- Management systems for records -- Requirements	
<u>ISO 30300:2011</u> Information and documentation -- Management systems for records -- Fundamentals and vocabulary	<u>TC 46/SC 11</u>

TC 46/SC 11

ISO 30301:2011

Information and documentation – Management systems for records – Requirements

## ✓ Appendix B: Structure

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### ✓ ISO/TC 46 Information and documentation

Scope:

Standardization of practices relating to libraries, documentation and information centres, publishing, archives, records management, museum documentation, indexing and abstracting services, and information science.

#### **Working groups directly under ISO/TC 46:**

WG 2 Coding of country names and related entities

WG 3 Conversion of written languages

WG 4 Terminology of information and documentation

WG 7 Presentation of periodicals

#### **Organizations in liaison:**

CIDOC, CISAC, DOI, EC, IAEA, ICA, ICSTI, IFLA, IIF, ISAN, ISOC, ISSN International Center, ITU, UN, UNCTAD, UNECE, UNESCO, UPU, WIPO

### ✓ TC 46 Subcommittees:

#### **ISO/TC 46/SC 4      Technical interoperability**

Scope:

Standardization of protocols, schemas, etc., and related models and metadata for processes used by information organizations and content providers, including libraries, archives, museums, publishers, and other content producers.

#### **Working groups under SC4:**

WG 7                      Data elements

WG 10                    XML Holdings schema

WG 11                    RFID in libraries

WG 12                    WARC

WG 13 Cultural heritage information interchange

WG 14 Interlibrary Loan Transactions

**Organizations in liaison:**

CE, CIDOC, DCMI, EASE, EC, IAEA, IFSE, ISBN, ISSN International Center, Infoterm, OECD, UNCTAD, UNECE, UNESCO, WIPO, WMO

**ISO/TC 46/SC 8 Quality - Statistics and performance evaluation**

Scope:

Standardization of quantitative and qualitative data for the management of information organizations and content providers, e.g., libraries, archives, museums and publishers.

**Working groups under SC8:**

WG 2 International library statistics

WG 4 Performance indicators for libraries

WG 5 Price indexes

WG 6 Statistics on production of books, etc.

WG 7 Quality measures for national libraries

WG 8 Statistical data for library buildings

WG 9 Statistics and quality issues for web archiving

WG 10 Methods and procedures for assessing the impact of libraries

WG 11 International museum statistics

**Organizations in liaison:**

CIDOC, EC, IAML, IFLA, UNESCO

**ISO/TC 46/SC 9 Identification and description**

Scope:

Standardization of information identifiers, description and associated metadata and models for use in information organizations (including libraries, museums and archives) and the content industries (including publishing and other content producers and providers).

**Working groups under SC9:**

- WG 1 International standard audiovisual number (ISAN)
- WG 2 International standard work code (ISWC)
- WG 3 International standard textual work code (ISTC)
- WG 4 International standard book numbering (ISBN)
- WG 5 International Standard Serial Number (ISSN)
- WG 6 International Standard Name Identifier (ISNI)
- WG 7 Digital Object Identifier (DOI) system
- WG 8 Structured vocabularies
- WG 9 Information and documentation - International standard collection identifier (ISCI)
- WG 10 International Standard Recording Code (ISRC)
- WG 11 International standard document link (ISDL)

**Organizations in liaison:**

AGICOA, CIDOC, CISAC, DOI, EASE, EC, FERA, FIAPE, GS1, IAML, ICSSD, IFLA, IFPI, IFSE, IPA, ISAN, ISBN, ISMN, ISSN International Center, IVF, SMPTE, UNESCO

**ISO/TC 46/SC10 Requirements for document storage and conditions for preservation**

**[Cfr. 10. Reactivation of SC10, p.5]**

Scope:

Standardization of requirements for storage and use of documents in libraries, archives and documentation centres, as well as practices related to maintenance and improvement of the conditions of preservation.

## **ISO/TC 46/SC 11      Archives/records management**

Scope:

Standardization of principles for the creation and management of documents, records and archives as evidence of transactions and covering all media including digital multimedia and paper.

### **Working groups under SC11:**

ISO/TC 46/SC 11/WG 1	Metadata
SWG	Program coordination group
WG 7	JWG on Digital records preservation
WG 8	Records management systems ¿ Fundamentals and Vocabulary
WG 9	Records management fundamentals - Requirements
WG 10	Implementation Guidelines for Digitization of Records
WG 11	Risk assessment for records systems
WG 13	Revision of ISO 15489-1 and ISO/TR 15489-2

### **Organizations in liaison:**

ICA, IRMT, InterPARES

Rome, August 7<sup>th</sup> 2013

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TC46 and TC46/SC9 liaison officer to IFLA]