IFLA Committee on Standards
Meeting minutes

Centre de Congrès de Lyon
80ᵗʰ IFLA WLIC 2014 Lyon

Meeting 1: August 16, 2014, 12.30 – 15.00, Room Rhône 3a. Items 1 – 5.2.2
Present:
Patrice Landry (Chair); Division I representative, Jan Richards; Division II representative, Frederick Zarndt; Government Board liaison, Clara Chu; CDNL representative, Anita Golberga, IFLA HQ staff, Ina Dijkstra (minutes)
Apologies:
Division III representative, Anders Cato; Division IV representative, Marian Koren; Division V representative, Abraham Azubuike; Permanent UNIMARC Committee Chair, Marie Inês Cordeiro (standing in for Alan Hopkinson).
Observers:
Elena Escolano, Ministerio de Defensa, Spain; Massimo Gentili Tedeschi, Biblioteca Nationale Braidense, Italy; Francoise Lereche, Bbiliothèque Nationale de France; Francoise Bourdon, Bibliothèque nationale de France; Jay Weitz, OCLC; Miriam Safstrom, National Library of Sweden; Gordon Dunsire, Independent Consultant, UK; Mirna Willer, University of Zadar, Croatia; Dorothy McGarry, University of California, Los Angeles, USA; Ulla Wimmer, Humboldt Universität, Berlin, Germany, Sandy Roe, Cataloging & Classification Quarterly; Harriet Aagaard, National Library of Sweden; Jaesun Lee, Ministry of Culture, Republic of Korea.

Meeting 2: August 19, 2014, 16.45 – 18:15, Room Tête d'Or 2. Items 5.1 (report), 5.2.1 (report), 5.2.3 – 7.
Present:
Patrice Landry (Chair); Division II representative, Frederick Zarndt; Division III representative, Anders Cato; Division IV representative, Marian Koren; Division V representative, Abraham Azubuike; Government Board liaison, Clara Chu; CDNL representative, Anita Goldberga,
Apologies:
Division I representative, Jan Richards; Permanent UNIMARC Committee Chair, Marie Inês Cordeiro (standing in for Alan Hopkinson); IFLA HQ staff, Ina Dijkstra.
Observers:
Gaëlle Bequet, Director of the ISSN International Center, Elena Escolano, Ministerio de Defensa, Spain; Massimo Gentili Tedeschi, Biblioteca Nationale Braidense, Italy; Francoise Bourdon, Bibliothèque nationale de France; Dorothy McGarry, University of California, Los Angeles, USA; Sandy Roe, Cataloging & Classification Quarterly

Draft Minutes of the meeting
(to be approved by the Standards Committee then posted online as the approved minutes)

1.   Welcome and introduction
The Chair welcomed everyone and opened the meeting. He invited everyone, including observers, to introduce themselves. Observers are welcome to meetings but do not participate in the discussions unless invited to do so by the Chair.

2. Adoption of the Agenda

The agenda was adopted with the addition of item 2.1: Adoption of the Minutes of the Committee on Standards meeting, March 24. The minutes are on our website as unapproved

2.1 Approval of the Committee on Standards meeting, March 24

The Minutes of were approved.

3. Matters arising since the 79th WLIC in Singapore

3.1 Reports to Governing Board (GB)

The Committee on Standards submits reports to the GB in April, December and August. The Chair summarized the reports that had been submitted to the GB this year: a report on IFLA Review/Tasks Groups was submitted to the PC in September 2013, progress on the two tasks of the "Standards Driving Excellence (Key Initiative 1 Activity); IFLA Standards Procedures Manual and Impact studies of IFLA standards. The Chair also reported on the advice that had been provided to the Professional Committee concerning standards related projects as well on the Committee on Standards open programme for 2014. The committee also submitted a report on the future of the Namespaces TG in March 2014 and discussion are underway in finalising a Term of References for a new IFLA linked data sub-committee as a replacement for the Namespaces TG.

3.2 ISO TC 46 (report)

The IFLA representative to the ISO TC 46, Paula Manoni, submitted a report of the 41th ISO/TC46 Information and document annual meeting on July 20th to the Standards Committee (see http://www.ifla.org/files/assets/hq/topics/standards/documents/ifla-report-isotc46_2014.pdf). The Committee on Standards tabled its annual report at the ISO TC 46 41meeting.

3.3 IFLA Standards Procedures Manual and implementation plan

The Chair reported that the final version of the Manual was submitted to the PC on July 28 and the Manual was approved at the PC meeting, August 15. The Manual is now posted on the Committee on Standards webpages. The Chair mentioned that since August 2013, eight version of the manual were produced . Since June 2014, when the manual was submitted to a IFLA wide review, 6 more versions were produced, including two proofread versions. The launch and implementation of the manual will be held on Sunday August 17 in Session 67D. The Chair takes this opportunity to thank publically the members of the WG who have made this manual possible.

3.4 Report on the Namespaces TG and Terms of reference

Since the Committee on Standards March 24 meeting, when the Report on IFLA namespaces Technical Group was discussed, the PC discussed the report and asked for more information on the use and impact of IFLA namespaces. At the PC Skype meeting on May 20, the PC requested that a proposal be made on the type of structure for a new committee as well as a Terms of reference document.

A Terms of Reference (ToR) document was drafted in June and was submitted after consultation to the PC for its August 15 meeting. In consultation with IFLA HQ and the Professional Committee, it was proposed that the new name of this group would be called "IFLA Standards Linked Data Technical Sub-Committee (SLIDATEC)" The ToR will be discussed by interested bodies during the WLIC 2014 Lyon and it is hoped that a final version can be submitted to the PC at its second WLIC meeting for endorsement. As soon as the Sub-Committee is convened, the Namespaces TG will be terminated.

The implementation of the ToR will be discussed in point 5.1

3.5 Project – Impact Study of IFLA Standards

The Chair reported on the progress of the project. The two year project was undertaken with the Library and Research Section and the Statistics and Evaluation Section in November 2013. It submitted a project

proposal to the PC in November which was approved in April (project request was submitted in December 2013 but more information was needed). A kick-off meeting was held on May19 and it was decided that the first step of the project would consist of a literature review on methodology and IFLA standards . This task was completed in July and a meeting of the WG will be held on Monday August 18 to discuss the next steps of the project, the methodology and data collection methods

The timeline of the project: survey or other methods + analysis of the data: September 2014 to July 2015; Results discussed at a Satellite meeting in Cape Town, August 13 and 14.

3.6 Support to the PC in endorsing IFLA standards

Since December 2013, Committee on Standards has collaborated with the PC and with two WG in the drafting of the "Guidelines for library service to persons with Dyslexia" and "Guidelines for planning the digitization of rare book and manuscript collections". The Committee on Standards made its draft manual available to the WGs in May 2014 in order to facilitate their revision work and to ensure that they would comply with the recommendations. The two draft proposals were submitted to PC for endorsement and at its August 15 meeting the PC approved the "Dyslexia guidelines" in principle pending some additional corrections and the "Digitization guidelines" were approved.

3.7 Other matters arising

3.7.1 Series editor – IFLA Red Book publications series

At the WLIC 2013 Singapore CoS meeting, it was decided that the Committee on Standards itself would act as unofficial series editor for the IFLA Red Book publications series.

No proposals were submitted to the Committee on Standards this year.

3.7.2 IFLA representative on the International ISBN Agency Board

This issue was discussed at the WLIC 2013 Singapore meetings and a proposal had been made by Anders Cato. Unfortunately, the candidate could not accept the nomination for lack of funding by her institution.

This item will be further discussed at the second Committee on Standards meeting. Members are encouraged to consider other potential candidates.

At the second committee meeting, Frederick Zarndt reported that he had some potential candidates but none who had confirmed. Patrice Landry reported that Neil Wilson of the British Library had indicated that he was interested in representing IFLA on the ISBN Agency Board. The candidacy of Neil Wilson was retained and will be submitted to the Governing Board for approval.

4. Activities of the Committee on Standards during the conference

- Sunday, August 17, 12.15 -13.30, session 67D – IFLA Market session – launch of the IFLA Standards Procedures Manual (room Forum 2)
- Sunday, August 17, 13:45 – 15.45, session 72 – CoS open program (Room Forum 1)
- Tuesday, August 19, 16.45 – 18.15, second SC meeting, (room Tête d'or 2)

The Committee noted the times of these events.

5. Work plan for 2014-15

5.1 Namespaces TG – New Terms of Reference and status

As mentioned in point 3.4, the Namespaces TG will be terminated as soon as the IFLA Standards Linked Data Technical Sub-Committee (SLIDATEC) is convened. The Sub-Committee will report directly to the

Committee on Standards. The Terms of Reference recommend that one member of the Committee on Standards sits on the Sub-committee as a liaison to the Sub-Committee.

A call for members should be sent by the professional Committee in October 2014.

While the ToR does not explicitly refer to the responsibilities of the Committee on Standards , it is understood that the Committee on Standards will monitor the work of SLIDATEC and will act on their behalf for funding and support from the PC and GB. It should also work in increasing the visibility of SLIDATEC.

The Chair will request nominations for the representation of Committee on Standards in the SLIDATEC Sub-Committee later on in 2014.

5.2   Standards Driving Excellence (Key Initiative 1 Activity) (http://www.ifla.org/node/8481)

5.2.1   IFLA Standards Procedures Manual
As mentioned in item 3.3, the IFLA Standards Procedures Manual was endorsed by the PC on August 15. The WG has officially terminated its work.

The Chair raises the issue of the maintenance of the manual. The manual will need to be continuously revised to respond to questions that will arise in the use of the manual. It is proposed that this work is done by the Committee.

5.2.2   Project – Impact Study of IFLA standards
Patrice Landry is chairing the Impact Study of IFLA Standards WG. The WG is composed of members of the Library Theory and Research section and the Statistics and Evaluation Section. The WG has a strong expertise in research and methodology and have experience in conducting international survey.

Patrice Landry reported in the second meeting of the Committee on Standards on the WG meeting that was held on Monday, August 18. The aim of that meeting was to find the best methods of data gathering on the use and impact of IFLA standards. The idea of doing a general international survey was not retained as generally these surveys get very little response and gives little relevant information. The WG decided to gather selected information on the dissemination and use of IFLA standards.
- Ask IFLA HQ for web analytics data on recent standards (last 5 years) that were downloaded
- Ask IFLA HQ for sale and distribution data of published standards (De Gruyter)
- Ask OCLC for data on metadata of IFLA standards
- Prepare short questionnaire to be attached to IFLA standards downloads (to be discussed with IFLA HQ)

Timeline: by the end of October 2014.
Next steps: discuss the findings and plan further research

5.2.3   Other impact studies
In parallel to the Impact study, Patrice Landry encouraged sections to conduct studies on their respective recent standards. This was presented in the two CoS sessions during the conference. Other contacts were made during SC meetings of some sections. The Call for papers for the Impact of IFLA standards Satellite meeting will further encourage papers in this area.

5.2.4   Satellite meeting in Cape Town (in collaboration with LTR and Statistics and Evaluation sections)

The Chair reported on the current plan for this Satellite meeting. The two sections involved in this task with the Committee on Standards have reiterated their support for the Satellite meeting. A WG will be set up in September with members of the three units. A call for volunteer with Satellite meeting experience will be sent to Committee on Standards members.
The venue (as proposed by the WLIC 2015 national committee) and dates have already been selected: University of the Western Cape Library, August 13-14, 2015. Patrice Landry met the University Librarian during this conference and she has given her full support to the organization of this meeting.

5.2.5   Use of IFLA Standards in IFLA advocacy work / BSLA training packages (Building Strong Library Associations)
This is another task from the Standards Driving Excellence (Key Initiative 1 Activity). This task is still to be defined and discussion with Fiona Bradley from IFLA HQ will help clarify this task. It appears to be more of a strategic task – how to incorporate IFLA standards in the training BSLA training kit.
There will be a call for volunteer(s) to work on this if necessary.

5.3   Follow-up to the Report on IFLA Review/Working/Tasks Groups
This is the report produced September 9, 2013 for the PC in which recommendations were made to improve the governance and increase the visibility and funding of these groups. In 2013/14 our attention was on the Namespaces TG. A similar task will be done this year with the ISBD and FRBR groups.
There will be a call for volunteer(s) for this task.

5.4   IFLA liaison with international standards organization
The Committee on Standards web pages now have a dedicated page to other standards (see http://www.ifla.org/node/8709). Frederick Zarndt pointed out that a more bi-directional links could be made to and from external standards bodies. As such, this webpage could be more relevant for IFLA professional units in developing proposals for new standards. Gaëlle Bequet, Director of the ISSN International Center and Chair of the TC-46 Technical Committee offered her full cooperation in this task. Patrice Landry suggested that the committee investigate ties with other related standards organizations such as NISO and BS, as well with international archival and museums associations that are involved in standards.
There will be a call for volunteer(s) for this task.

5.5   CoS ongoing tasks and new tasks for 2014/15
Patrice Landry presented an overview of tasks for the Committee on Standards for the coming year. He mentioned that in the coming year it will be important that all members be active in the activities of the committee. He gave an overview of the tasks done in 2013/14:
- Anita and Jan were involved in the PC Standards Project proposals funding
- Abraham and Anita were involved in the Call for papers for the CoS Open program
- Frederick, Jan and Abraham were involved in the IFLA Standards Procedures Manual WG
- Patrice led the study on the Report on IFLA Review/Working/Tasks Groups with Anders
- Patrice led the study on the Namespaces TG / New Terms of Reference
- Patrice led the WG on developing a IFLA Standards Procedures Manual
- Patrice is leading the Impact Study of IFLA Standards WG

For 2014/15, the following tasks and projects will need the participation of members:

Tasks:
- Task 1: Maintaining CoS webpages (new task suggested by IFLA HQ)

- Task 2: Preparing Call for papers WLIC 2015
- Task 3: PC Standards project proposals evaluation
- Task 4: Managing the "Management and relations with external (standards) bodies" webpage
- Task 5: IFLA standards Impact study (Patrice Landry)
- Task 6: Support to PC in endorsing IFLA standards
- Task 7: Satellite meeting in Cape Town
- Task 8: Use of IFLA standards in IFLA advocacy work
- Task 9: Follow-up to the Report on IFLA Review/Working/Tasks Group

5.6 Other proposals?
Frederick Zarndt suggested that the Committee looked at developing a strategy to link new IFLA standards with relevant sections. He referred to the new "Dyslexia guidelines" as an example which could be linked (and supported) to the sections involved in school, public, academic libraries.

Anders Cato forwarded a request from the Cataloguing Section for the Committee on Standards to host the MulDiCat, the Multilingual Dictionary of Cataloguing Terms. This request should be discussed at the next Committee on Standards meeting.

6   Open session program WLIC 2015 Cape Town
The WLIC Theme for 2015: Dynamic libraries: access, development and transformation. Anita Goldberga mentioned that the Committee on Standards session this year should have had a targeted audience. This is something the Committee should think about for next year. She also suggested that our program next year could bring together speakers from different standards organizations. This proposal was accepted by members of the committee.

7   Any other business

There were no other business. The Chair closed the meeting