

ACTION PLAN and RESOURCE REQUEST FORM for Permanent UNIMARC Committee

Action plan 2017–2018

Name of Professional Unit: Permanent UNIMARC Committee

Objectives of Professional Unit 2017-18:

1. *Ongoing work with developing and maintaining UNIMARC format is a part of **Strategic Direction 2. Information & Knowledge**. The primary purpose of UNIMARC is to facilitate the international exchange of bibliographic data between bibliographic agencies or libraries. UNIMARC is also used as a model for developing new machine-readable bibliographic formats. Both purposes of UNIMARC formats are closely linked to the IFLA strategic plan to support access to information and knowledge anywhere in the world.*
2. *The online edition of UNIMARC formats will allow UNIMARC users to easily and efficiently follow news, additions and corrections in all UNIMARC formats as part of IFLA's initiative on **1.4 Promoting IFLA standards to support libraries in the provision of services to their communities**.*
3. *UNIMARC as linked data project is also part of IFLA's key **2.1. Defining a long-term, sustainable information environment**.*
4. *UNIMARC User's Group Meeting for Western Asia Region is part of **Strategic direction 4. Capacity Building**. UNIMARC User's Group Meeting will support Iranian National Library in its regional task to build the skills in libraries for using standardised digital format codes.*
5. *The communication protocol between RDA Steering Committee (RSC) and IFLA Permanent UNIMARC Committee is part of the ongoing process of the harmonization of UNIMARC formats with Library Reference Model and worldwide accepted guidelines, and instructions for creating a library and cultural heritage resource metadata. This project is part of IFLA's key **2.1. Defining a long-term, sustainable information environment**.*

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1. Ongoing work with developing and maintaining UNIMARC formats by discussing proposals of UNIMARC users	1.1 Defining additional fields, subfields and coded values where needed	1.1.1 Analyse the proposal if it stipulates UNIMARC recommendations.	1.1.1 Rapporteur/PUC members; permanent task, performed constantly		Permanent UNIMARC Committee accepts proposals; regular Annual meeting, March 2018.	User response through their representatives in PUC and at UNIMARC Users Meetings	Updates 2017 are published on PUC websites.
		1.1.2 Edit proposed content designators, definitions, scope notes, and examples	1.1.2 Rapporteur/PUC members; permanent task, performed constantly		UNIMARC Wiki		
		1.1.3 Analyse usage of the proposed field/subfield related to the relevant content codes.	1.1.3 Rapporteur/PUC members; permanent task, performed constantly		UNIMARC Wiki		

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		1.1.4 Check reference to other UNIMARC formats.	1.1.4 Rapporteur/PUC members; permanent task, performed constantly		UNIMARC Wiki		
		1.1.5 Check if the proposal is harmonized with other relevant formats, content codes, and models.	1.1.5 Rapporteur/PUC members; permanent task, performed constantly		UNIMARC Wiki		
		1.1.6 Final editorial review of accepted proposals	1.1.6 Editorial group for each UNIMARC format publication; before publishing/integrating updates		UNIMARC Wiki		
	1.2 Guidelines	1.2.1 Editing and publishing the UNIMARC Guidelines for Archives	1.2.1 Olga Zhlobinskaya, Massimo Gentili-Tedeschi		CoS, IFLA PC	User response through their representatives in the PUC meetings and at UNIMARC Users Meetings	

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	1.3 UNIMARC proposals templates	1.3.1 Discussion about the UNIMARC proposal templates on web	1.3.1 PUC members, proposal prepared by Gordana Mazić, March 2018		PUC members, mail		Proposals prepared in November 2017
		1.3.2 Depending on the agreement, templates will be published on the PUC websites.	1.3.2 Massimo Gentili-Tedeschi				
2. UNIMARC Bibliographic format, online edition	2.1 Prepare new online publication UNIMARC format for bibliographic data	2.1.1 Prepare proposals for maintaining UNIMARC Bibliographic Format as constantly updating online publications.	2.1.1 Working group, September 2018		CoS, IFLA PC	Concept of the UNIMARC online edition accepted	
		2.1.2 Contact IFLA Office for copyright issue related to former agreement with Sauer.	2.1.2 Working group, December 2017, Joanne Yeomans		Mail communication	IFLA consent for UNIMARC Bibliographic Format, Online edition	

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		2.1.3 Define base edition and format overview	2.1.3 Editorial Group, April 2018		Web meetings, email correspondence	Report of the editorial group	
		2.1.4 Integrate 2012-2017 Updates with the 3 rd edition of UNIMARC Manual Bibliographic Format.	2.1.4 IZUM, Gordana Mazić, August 2017			Presentation of the integrated material at PUC meeting in Rome, March 2018	The First integration of the 3 rd edition of UNIMARC Manual Bibliographic Format and 2012-2016 Updates was made in August 2017. Editorial work is in progress.
		2.1.5 Final editorial work on the base edition	2.1.5 Editorial Group, August 2018			Report of the main editor	
		2.1.6 Publishing on the PUC webpages	2.1.6 Massimo Gentili-Tedeschi, September 2018			Website traffic	

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3. UNIMARC Authorities format, Online edition	3.1. Prepare new online publication UNIMARC Authorities Format.	3.1.1 Prepare proposals for maintaining UNIMARC Authorities Format as constantly updating online publications.	3.1.1 Working group, April 2019		CoS, IFLA PC	UNIMARC Manual Bibliographic Format	
		3.1.2 Contact IFLA Office for copyright issue related to former agreement with Sauer.	3.1.2 Working group, December 2017, Joanne Yeomans		CoS, IFLA PC	IFLA consent for UNIMARC Authorities Format, Online edition	
		3.1.3 Define base edition and format overview.	3.1.3 Working group, April 2018		Web meetings, email correspondence	Report of the editorial group	
		3.1.4 Integrate 2012-2017 UNIMARC Authorities Updates with the 3 rd edition of UNIMARC Authorities.	3.1.4 IZUM, Gordana Mazić, February 2018			Presentation of the integrated material at PUC meeting in Rome, March 2018	The First integration of the 3 rd edition of UNIMARC Manual Bibliographic Format and 2012-2016

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							Updates was made in August 2017. Editorial work is in progress.
		3.1.5 Final editorial work on base edition	3.1.5 Editorial Group and Mirna Willer, April 2019			Report of the main editor	
		3.1.6 Publishing on the PUC websites	3.1.6 Massimo Gentili-Tedeschi, April 2019			Website traffic	
4. UNIMARC as Linked data	4.1 Editing proposed definitions and scope notes for UNIMARC Authorities	4.1.1 Instructions for editing proposed definitions and scope notes	4.1.1 Gordon Dunsire, Mirna Willer		Ongoing work	OMR Register users	
		4.1.2 Editorial work on proposed document	4.1.2 Editorial Group, December 2017				
	4.2 Instructions for the maintenance of	4.2.1 Prepare a document.	4.2.1 Gordon Dunsire, Mirna Willer				

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	UNIMARC Namespaces						
	4.3 Guidelines for the use of UNIMARC Namespaces	4.3.1 Establish a working group.	4.3.1 PUC group, LIDATEC member				
		4.3.2 Prepare a document.	4.3.2 Working group, Gordon Dunsire		CoS, IFLA PC		
5 UNIMARC-FRAD mapping	5.1 Prepare mapping table.	5.1.1 Extract mapping table from doctoral thesis.	5.1.1 Saeedeh Akbari-Daryan, author				Mapping table was received in October 2017 and emailed to PUC Members.
	5.2 Prepare document for publishing	5.2.1 Editorial work on preparing online document	5.2.1 Saeedeh Akbari-Daryan and Liuba Buckiene, Lithuania		LIDATEC if needed		
6. Cooperating with users and other liaise	6.1 UNIMARC User's Group Meeting for	6.1.1. Organize a meeting.	6.1.1 Saeedeh Akbari-Daryan, PUC, The National Library and	Online conference tool;	IFLA PC, Asia UNIMARC users		Iran National Library accepted the

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	Western Asia Region		Archives of Iran, November 2018	financial support for the Conference			organization of the meeting.
	6.2 Communication protocol between RDA Steering Committee (RSC) and IFLA Permanent UNIMARC Committee	6.2.1 Prepare final version of proposed protocol.	6.2.1 PUC members, Gordana Mazić October 2017		Protocol will be published at PUC and RSC websites.		Comments are integrated into the proposal.
		6.2.2 Final version	6.2.2 PUC members, November 2017	Web conference with PUC members to agree on the final version			