



INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS  
AND INSTITUTIONS

## ISBD Review Group

<http://www.ifla.org/en/isbd-rg>

### ISBD RG Mid-Point Meeting

10 AND 12 June, 2020

### MINUTES

#### June Zoom Meetings:

Wednesday 10 June 2020, 13:00-16:00 (Main meeting)

Friday 12 June 2020, 14:00-16:00 (Briefing and feedback meeting)

**Attendees, members and liaisons:** Massimo Gentili-Tedeschi (corresponding member, 1<sup>st</sup> meeting), Elena Escolano Rodríguez (Chair of the Content Update Task Force, 1<sup>st</sup> meeting), Renate Behrens (Chair of the Manifestation Task Force, Liaison with the RDA Steering Committee, 1<sup>st</sup> and 2<sup>nd</sup> meetings) Gordon Dunsire (member, Independent Consultant to the Manifestation Task Force, 1<sup>st</sup> meeting), Dorothy McGarry (honorary member, 1<sup>st</sup> and 2<sup>nd</sup> meetings), Mikael Wetterstrom (member, ISSN International Centre Liaison, 1<sup>st</sup> and 2<sup>nd</sup> meetings), Ricardo Santos Muñoz (Information coordinator, Cataloguing Section Liaison, 1<sup>st</sup> meeting), Mélanie Roche (member, Bib Linked Data Study Group Chair, 1<sup>st</sup> meeting), Mirna Willer (corresponding member, 1<sup>st</sup> meeting). Saeedeh Akbari-Daryan (member, 2<sup>nd</sup> meeting), Hollie White (member, 2<sup>nd</sup> meeting) Flavia Bruni (member, 2<sup>nd</sup> meeting), Judit Fejes (member, 1<sup>st</sup> and 2<sup>nd</sup> meeting), Rehab Ouf (Chair).

#### 1. Welcome and introductions

Rehab Ouf welcomed the attendees. Updates were given on respective situations in members' countries and institutions amid this COVID-19 pandemic situation.

#### 2. Agenda

The agenda was adopted without changes. However, due to lack of time, Items 1 through 10 and Item 12 were skipped in the discussions. It was agreed that they will make the subject of a dedicated Zoom meeting to take place 1 -1.5 months later with the attendance of all members.

The second half of Friday 12 June meeting was dedicated to finalizing the Unit Update Questionnaire requested by IFLA HQ in May 2020.

#### 3. Recap and Updates by the Chair

##### 3.1. ISBD Revision Plan

Rehab Ouf presented the ISBD Review Group activities since August 2019, including developing a new Revision Plan and the establishment of 2 Task Forces and their Terms of

reference to tackle the 2 aspects the *ISBD Revision: Updating* the content and *Transforming* the standard.

### 3.2. Action Plan 2019-2020

Rehab Ouf summarized the targets of Action Plan 2019-2020 and the objectives of the first year in the first phase of the *ISBD Revision*. The members discussed the impacts of COVID-19 pandemic and lockdown on the Revision work, especially the cancellation of the Spring face to face meetings and the cancellation of WLIC 2020 and subsequently the pre-planned post WLIC 2020 daylong meeting. (see 4)

### 3.3. Funding and other matters from IFLA HQ

#### 3.3.1. Funding

The €4,000 previously approved for the *ISBD Revision* to support the face-to-face meetings, were not carried through 2020, as per the email sent to the chair by Helen Mandl, IFLA Deputy Secretary General. The decision was made in the Professional Committee (PC) meeting on December 9, 2019. Helen pointed out that our funding should come first from the Committee on Standards (CoS) pool, as CoS is given € 6,000 each year to support the work of the Review Groups. There may be a scope later in the year for additional funding from PC for a specific project upon demonstration of progress in one of our activities.

#### 3.3.2. Unit Update Questionnaire

Rehab Ouf informed the Review Group members about the Professional Unit Update Questionnaire requested by IFLA HQ in May 2020 to follow up on the work of the professional units, and how they dealt with their Action Plans in the COVID-19 pandemic situation and cancellation of WLIC 2020. The report was due May 30, 2020, but the chair was granted a permission to submit it after the ISBD RG June Zoom meetings. (see 14).

### 3.4. IFLA Namespaces

The IFLA Standards Namespaces went live June 3, 2020, one week before the ISBD RG June Zoom meetings. Rehab Ouf informed the members that earlier today she re-posted to the ISBD RG Basecamp the communication by Joseph Hafner, Chair of LIDATEC, on LIDATEC Basecamp, announcing the news and outlining the tests requested by IFLA HQ to validate the payment to MMA, and the future Action Plan by IDATEC, and other CoS entities. Rehab Ouf encouraged the ISBD RG members to take part in testing the website functionalities and reviewing the ISBD vocabularies for completeness and accuracy under the umbrella of the Bib Linked Data Study Group. She mentioned that she will also take part in LIDATEC's namespace efforts, in her capacity as CoS Liaison to LIDATEC.

### 3.5. Publicizing

An article by the Chair of the ISBD RG introducing and detailing the work of the *ISBD Revision* was contributed to the IFLA Metadata Newsletter, December 2019 Issue.

## 4. Reports by the subgroups Chairs / ISBD Revision

### 4.1. Content Update Task Force (Elena Escolano Rodriguez)

The members of the Content Update TF agreed to continue working with the draft of the former IEG (ISBD Editorial Group) since the reset IEG under Elena's chairmanship was already focusing on content issues. The draft, the work plan and the schedule were distributed by Elena to the TF members on December 18, 2019. The TF continued using the Google Drive shared workspace since there were much documentation to be moved. A link to the Google Drive was added later in the Content Update TF Basecamp.

The Content Update TF had a first virtual meeting on January 30, 2020, in which the work plan was revised and approved. Three subgroups were established in this meeting to advance in parallel the different aspects of the *Update: Cartographic resources* updating, *Unpublished resources*, and *Component parts*. The Unpublished resources subgroup had a physical meeting on February 3, 2020 in the BNE, as many of its members and liaison are residents of Madrid. As a consequence to COVID-19 pandemic and lockdown and the cancellation of the planned Spring meeting for the whole Content Update TF, the subgroups continued working remotely through Zoom meetings and emails.

Elena gave a detailed overview of the scope of work of each of the subgroups, being: to extend coverage of the ISBD Standards to unpublished resources, to refine its description for Cartographic materials, esp. astronomical cartography, and to integrate the *Guidelines for the application of the ISBDs to the description of Component Parts* in the ISBD. Elena presented the achievements so far and the next steps. She was optimistic that, despite the circumstances, the Content Update TF will manage to keep up with the original timeline with a fair delay.

#### 4.2. Manifestation Task Force (Renate Behrens)

The Manifestation TF had its kick-off Zoom meeting in February 2020. It was decided to work as one group during the first phase, which requires brainstorming and collective thinking on proposed directions as well as on the study of the documents produced by previous groups exploring the mapping between ISBD and the IFLA Conceptual Models, and the alignment between LRM and ISBD; all centralized in the TF Basecamp by Renate and other members in the TF.

Following the cancellation of the planned Spring meeting for the Manifestation TF, as a consequence to COVID-19 pandemic, the TF continued to work virtually, and had 2 other Zoom meetings. A note proposing the ground of the work to be done towards the transformation of the ISBD, was drafted Gordon Dunsire and annotated by the members of the TF. The note made the subject of discussion in a Zoom meeting and was adopted by members as setting the guiding principles of the ISBD – LRM Manifestation alignment.

In June 9, 2020 Zoom meeting, a day before the current ISBD RG Zoom, the TF explored ISBD uncontrolled vs. controlled data, the new concepts that might come from the alignment with LRM, and the possibility to broaden the scope of the ISBD to tackle Access Points, an important move that will change its definition to be a content standard. Tasks were distributed during this meeting for two spreadsheets to be developed that should constitute the basis of transforming in the desired direction. Renate observed that although the work is heading to a promising direction, the current situation had its impact on slowing down the progress.

### 5. ISBD Namespaces and Bib-Linked data Study Group (Mélanie Roche)

Mélanie Roche reminded the ISBD RG of the remodeling and renaming of the ISBD Linked Data Study Group, for a broader scope and streamlining of all Bib Standards linked data activities, according to the Terms of reference developed by Mélanie and endorsed by CoS. Now

renamed the Bib Standards Linked Data Study Group and reporting to LIDATEC, the group has representatives from the two IFLA Review Groups and PUC (Permanent UNIMARC Committee), and liaisons from RSC and the ISSN International Center. As the IFLA Standards Namespaces went live on June 3, 2020, she was contacted by Joseph Hafner, Chair of LIDATEC, for a review by June 26. The Study Group will start their tests immediately, however the first remark reported to Joseph is that LRM namespace is not up yet although the files enclosing the LRM vocabularies were sent to MMA in early March this year.

## **6. Discussion and evaluation of the Revision progress as affected by COVID-19**

This item was merged in the discussions with Items 4.1 and 4.2. The ISBD RG members recognized the need to study alternative solutions to the required face-to-face meetings needed for the *Revision* work, should the situation continue. This can be a subject of exploration and further discussions after 1-1.5 months to give the time to the TFs to advance their works that were impacted by the current situation, and continue watching the pandemic development; by this time the TFs will be able to better inform the ISBD RG.

## **7. Discussion by the subgroups Chairs and ISBD RG of the consequences of COVID-19 on ISBD Revision plans**

Item and sub-items discussion reported to a future Zoom meeting.

## **8. Adjustment of methodology in the possible absence of face-to-face meetings**

Item and sub-items discussion reported to a future Zoom meeting.

## **9. Roadmap to WLIC 2021 & Future work plans (adjusted)**

Item and sub-items discussion reported to a future Zoom meeting.

## **10. Outputs, feedback and presentation of the work**

Item and sub-items discussion reported to a future Zoom meeting.

## **11. Report by liaisons**

### **11.1. ISSN International Center (Mikael Wetterstrom)**

Mikael Wetterstrom shared news from ISSN International Centre (ISSN IC) on the revision of the standard, the ISSN Manual revision project and ISSN MARC 21 proposals. He pointed out that the revision is almost finished and awaiting a second ballot from June 26 – August 21, 2020. The ISSN Manual Review started in 2020 further to the revision of ISO 3297 standard and in response to changes in related bibliographic standards, i.e. ISBD, LRM and RDA. The ISSN IC also submitted proposals to extend MARC 21 coding possibilities for 008/21 (Type of continuing resource), and to add \$0 for URI relating to the ISSN in subfield \$a of 022 (ISSN).

### **11.2. RDA Steering Committee (Renate Behrens)**

The RDA Steering Committee (RSC) meeting was held on 21-25 October 2019 in Santiago, Chile. The 3R Project for the English text of RDA is now considered completed and the 3R Project will end mid-December this year. By the date, the RDA original Toolkit website will be closed. Other issues were tackled in the meeting, from the RDA content to the Internationalization of the RDA that requires more attention to be addressed without bias. The

Application Profiles Working Group was officially approved by RSC, including membership and Terms of reference. A new Review phase will start soon for RDA and will go faster by next year. EURIG will hold RDA in Europe virtual meeting on September 15, 2020.

## **12. ISBD Metadata for accessible formats**

In March 2020, an email was received from Chris Oliver in March 2020 by the 2 Review Groups and the 3 Metadata Sections: Bibliography, Cataloguing and Subject Analysis with a the request to join efforts to establish best practices for metadata that describes accessible ebooks. The request officially originated from IFLA Standing Committee on Libraries Serving Persons with Print Disabilities (LPD), which is referring to IFLA experts in matters professional units to develop appropriate and easy to use metadata for accessible ebooks. As stated by Chris Oliver in her email, the LDP “would like a set of best practices that could be used and adopted around the globe, appropriate for many different types of technological and staffing environments”.

Chris email’s was forwarded by the Chair in time of receiving, with the suggestion to study the possibility to work out an ideal metadata profile for e-books in ISBD. The email was subject to technical discussions by Gordon Dunsire, Elena Escolano Rodriguez and Renate Behrens. More technical discussions took place in the Zoom meeting with inputs from Gordon, Elena, Mélanie, Massimo and Mirna, including metadata for DAISY e/audio-books, controversial issues involved, and other bib standards initiatives to address the cataloguing of accessible formats like RDA and French UNIMARC.

The ISBD RG members expressed their willingness to work out this ideal profile upon specification of the requirements by LPD. For that the ISBD RG Chair will be in contact with Chris Oliver to request those requirements.

## **13. Basecamp, Documentation and Communication**

Rehab Ouf draw the attention of the RG members to documents and documentation that were put in the ISBD RG Basecamp general space, some already published like the Annual Report 2018-2019 and Action Plan 2019-2020, and some others in final form but not yet published like the ISBD Revision New Work Plan and the Terms of reference of the *ISBD Revision* Task Forces. She asked the members to think of other documents and documentation that should be shared to this general Basecamp accessible by all members, opposite to TFs Basecamp spaces which are TFs working spaces with access reserved to members of each task force. There will be a follow up on this issue in next meetings or through emails.

## **14. Unit Update Form**

The Unit Update Form request by IFLA HQ in May 2020, was drafted by the Chair of the ISBD RG based on consultation with Elena Escolano Rodriguez and Renate Behrens regarding updates in their respective TFs. The draft form was sent to the members of the ISBD RG on the morning of Friday 12 June, the date of the second Zoom meeting. It was reviewed in details and finalized with attendees of the second June Zoom meeting (8 members). The Chair filled the online form officially the same afternoon after the second Zoom meeting adjournment.

## **15. Meeting wrap-up and possible next meeting date**

It was decided to plan a Zoom meeting to tackle the items of the agenda that were left undiscussed as stated above and draft an Action List for 2020-2021. The meeting should take place in late Summer 2020after, after members vacations.