# IFLA Review Group
# International Standard
# Bibliographic Description (ISBD)

## ISBD Content Update Task Force

## WORKING REPORT
## 2020/06/10

### Updated 2020/07/28

**MEMBERS:**

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> Elena Escolano Rodriguez (Chair)
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The Task Force was officially established in November 21st.

Members of the Task Force agreed to continue working with the draft ISBD Editorial Group had been working on. With a short introduction and background to new members, the draft was distributed, and a proposal of organization and schedule was distributed on December 18th and it was agreed the following decisions:

- To try meeting the timeline established by the ISBD RG, in spite of the delay in the approval of the Task Force and therefore the starting of work. The ISBD Review Group plan: "The two task forces are expected to present their drafts during IFLA WLIC 2020. Final drafts are planned for publication early 2021, after inserting all remarks by the Committee on Standards."
- Continue using the Google Drive shared workspace created for the group, as at that moment still Basecamp had not been created for the ISBD RG, and there was much documentation to share and no time to lose.

**Schedule** agreed by the group:

✓ One month to read the draft distributed on December 18th and suggest other issues to be taken into account – one month for comments.

✓ Virtual meeting in the last 2 weeks of January – held on January 30, from 13.30 till 15:20

- ✓ Face to face meeting on March -- Actions to investigate if BNE would host the meeting were made. The meeting was first delayed to May and definitively postponed due to pandemic.

- ✓ Prepare the final draft – 3 months: April- July

  - o ISBD Review Group approval – 1 month - July

  - o Modifications based on the response – 2 months – August-September

  - o Publication on the web page

**METHODOLOGY:**

The first Zoom meeting of the entire group was held on Jan 30, 2020, from 13.30 till 15:20, during which the Work plan was revised and agreed. The group agreed a new methodology to advance in parallel in the different aspects of the updating. Three subgroups were established:

- Cartographic resources updating
- Unpublished resources
- Component parts

Members were distributed depending on their specialization, experiences, and interests.

According to *ISBD New Revision Plan and Terms of Reference Final 20191121,* the deliverables should be: Full draft version of the ISBD Standard, last edition tackling three types of modifications and a document indicating all the modifications that have taken place. Decision was made on dealing both objectives indicating the modifications in the same full draft. It was selected to show the modifications in red, among other options.

The draft that, until that moment, included all the changes with control changes presented difficulties to manage and understand. Therefore, it was decided to do the work more scaling in time and apply decisions, cleaning the draft as decisions were made.

**WORKFLOW**
- Since the first sub-group on cartographic resources finalized, changes were applied to the draft. Most of the work was done via emails. Three zoom meetings were carried out by this subgroup.
- The second sub-group on unpublished resources activity: a face to face meeting on February 3, held at National Library of Spain, by some of the members of the subgroup living in Madrid. From this meeting a proposal of some solutions to properly deal the unpublished resources in ISBD was made.

  The work by email during the following months and the zoom meeting carried out on June 3 was necessary to finalize the work on June 9th.

- Third subgroup on inclusion of "Guidelines for the application of the ISBDs to the description of Component Parts" started later. Work has been carried on by email and four zoom meetings in in May 24th , June 4th, July 3rd and July 8th.
- The Introduction to the updated was prepared by the chair of the Task Force and Dorothy McGarry, working by email and with one zoom meeting in July 17th.

**CONTENT OF THE UPDATE**

Among the main modifications are:

The content of the ISBD has been extended to include unpublished resources of any kind, especially the manuscripts. The ISBD, therefore, is no longer a standard only for published resources. The scope of this extension, which was agreed on during the ISBD Review Group meeting in Lyon in 2011[1], was made under the condition that the ISBD not collide with the archival standards that should be used for archival collections. The granularity of description that some manuscripts and other unpublished resources can require could be the object of specific codes or national standards extensions. The ISBD as an international standard provides internationally agreed on stipulations for the different granularity needed by different types of libraries. This is the reason that there are general stipulations and specific ones in the ISBD, to make the descriptions compatible.

Including unpublished resources has resulted in the need to add specific stipulations for this type of resource under the general ones. Some adjustments to other parts of the ISBD and some new elements have also been needed, for example, the new element Production process in Area 0 to facilitate categorization and retrieval; the new element Unpublished statement in area 3; and the extension of area 2 to cover the typology of unpublished resources.

The revision of cartographic resources has focused on completing the stipulations for the description of celestial cartography, clarifying some stipulations and distinguishing elements already existing in the Consolidated ISBD, and moving into Area 3 some of the elements that were dealt with in notes. In addition, some more notes have been added for a more in-depth description of this kind of resource. These changes have resulted in the reorganization of Area 3 for more consistency and same treatment of all types of cartographic resources not prevailing one over the others.

The ISBD is a standard that allows for different levels of granularity in description. Stipulations for description of component parts as the basis of the description have been added to the Consolidated ISBD, rather than leaving the separate publication that had previously taken this type of resource into account (*Guidelines for the Application of the ISBDs to the Description of Component Parts* (2003))[2].

These guidelines were mentioned in the Introduction of the Consolidated ISBD also in the Appendix A, but were not included at that time in the text. In this updating, stipulations have been developed and integrated with the other stipulation in the structure of the ISBD, to allow for the granular description of component parts. As for example the A.2.8, A.3.4, A.4.1 and 5.1.4

The Introduction Subgroup, considered the comments made by members for the revision of the 2011 edition Introduction. Nevertheless, it is customary to leave Introductions to editions as they were. Therefore, it was decided to leave the original introduction to the 2011 Consolidate ISBD as it was, with the only change of the title for more clarity, and collect all the proposals for changes made by other members, specifically in the Introduction to the 2020 update.

Contents was revised and the final Index.

All changes to the 2011 Consolidated edition of the ISBD are in red colour, for easy checking by the reader.

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[1] https://www.ifla.org/files/assets/cataloguing/isbdrg/meeting_2011.pdf

[2] *Guidelines for the application of the ISBDs to the description of component parts* (London: IFLA Universal Bibliographic Control and International MARC Program, 1988. Available online at: http://www.ifla.org/files/cataloguing/isbd/component-parts.pdf

**RELATIONSHIP WITH MANIFESTATION TASK FORCE**

The chair informed the Manifestation Task Force during the zoom meetings on the progress of the Updating Content Task Force. The document on the new elements required for the updating of Consolidated ISBD, was first distributed but after revised with 2 more elements. The document was uploaded on June 9th in the Basecamp of this Task Force.

**List of the element required:**

| ISBD element | Classification: |
|---|---|
| Production process | Augmentation, needed to describe Unpublished resources |
| Unpublished statement | Augmentation, needed to describe Unpublished resources |
| Celestial hemisphere | Clarification |
| Epoch | Clarification |
| Magnitude | Clarification |

As required by the Manifestation Task Force, the group had to refer the elements to the LRM entity: All of the elements are referred to Manifestation entity.

Integration of *Guidelines for the application of the ISBDs to the description of Component Parts* don't require new elements, but it would correspond to a relationship in LRM-R26 MANIFESTATION has part /is part of MANIFESTATION. New section and stipulations in some parts, especially in chapter A, to explain the 4 sections required to describe a component part: description of the component; the linking element; the hosting resource description and; the location of the component in the hosting resource.

**NEXT STEPS:**

- ✓ Apply modifications on cartographic resources
- ✓ Apply modifications on unpublished resources
- ✓ Apply modification on component parts
- ✓ Revised or added an Introduction to the update
- ✓ Revised the Contents, Glossary and Index
- ✓ Send for revision and final approval to Updating Content Task Force
- Send for revision of Serial and other Continuing Resources Section
- Send for revision of Rare Books and Special Collections Section
- Send to Asian volunteers to check in Chinese and Korean examples
- Send for revision and final approval of ISBD RG
- Send for revision and final approval of Committee on Standards
- Request to the LIDATEC Sub-Committee the revision/addition of the new elements

**FINAL RECOMMENDATION TO THE ISBD REVIEW GROUP:**

- To update the ISBD list of elements in the IFLA Name space
- To update *Full ISBD examples* document, available at https://www.ifla.org/publications/full-isbd-examples

Elena Escolano Rodríguez

**ISBD Content Update Task Force, chair**