



**Attendance:**

Members: Victoria Owen (Chair), Pat Riva (Secretary), Sharon Dyas-Correia, Beth Kilmarx, Maria Micle, Fatemeh Pazooki, Ana Stevanovic, Deanna White, Peng Xiao.

Expert Advisors: Renate Behrens, Chris Oliver.

Liaisons: Joseph Hafner (LIDATEC), Ulrike Junger (CDNL), Gordana Mazić (PUC), Rehab Ouf (ISBD), Megan Price (IFLA Professional Support Officer).

**Apologies:** Vincent Boulet, Mélanie Roche (BCM), Helen Mandl (IFLA Deputy Secretary General).

1. Welcome and introductions – Victoria Owen and all

The Chair welcomed all attendees.

2. Approval of the agenda – Victoria Owen

The agenda was approved as circulated. Due to time constraints, point 17 moved before point 13.

3. Minutes of the November 29, 2021 meeting (attached)

The minutes were approved as circulated.

4. Matters arising from the minutes – all

No matters arising not already on the agenda were identified.

5. Report of the Chair – Victoria Owen

Since the November meeting the Chair received the *SET Guidelines for LIS Education* created by the [Building Strong Library and Information Science Education \(BSLISE\) working group](#) of the Section on Education and Training (SET) for final approval prior to forwarding to the PC for endorsement.

6. CoS Membership, roles, and Liaisons

a. Elections results for PUC, LIDATEC, BCM, ISBD - Megan Price

Member elections have been completed for all groups and each group held its chair elections. All serving chairs were re-elected for the 2021-2023 term and confirmed as liaisons to the Committee on Standards.

b. CoS Secretary, Pat Riva – Victoria Owen

Pat Riva has agreed to serve as Secretary.

7. CoS Action Plan for 2021-2023 (attached)

The Chair finalized and submitted the Action Plan for 2021-2023.

a. Discussion and expressions of interest

Fatemeh Pazooki expressed interest in any action relating to guidelines for public libraries. Sharon Dyas-Correia volunteered to serve where most needed.

Megan clarified that Advisory Committees submit updates on their plans when requested by GB, and this is not on the same schedule as for Sections.

8. CoS Review of Reference and Information Services Section guidelines – Beth Kilmarx

Beth reported that 5 of the 6 members of the reviewing group had been able to complete their reviews by the deadline. The responses were split with 2 assessments of “revise and resubmit” and 3 “accept in principle with revisions”. The summary was forwarded to Megan who consulted the chairs of the Division and the Section. **The final recommendation was “revise and resubmit”**. Once all review members sign-off on the summary, this group will have completed its work. One observation from the

reviewers was that the composition of the group preparing these Guidelines may not have been sufficiently geographically diverse.

Victoria invited Beth to comment on this group's experience applying the Standards Procedure Manual. Beth spoke of:

- Standardization of titles of the different types of documents
- Standardization of format
- While a procedure to come to a final recommendation when the reviewers are split was worked out, there may be a need to make this more explicit in the manual

9. CoS Review of Common Practices from the Bibliography Section – Mélanie Roche

In Mélanie's absence, Ana and Joseph reported as members of the group. This is a second review, and **the consensus was that the document should be approved to move to the PC for endorsement**, pending a round of professional proofreading/editing, as the document still reads as being written by several authors. The reviewers appreciated the Section's intention to seek a broader geographic representation of examples for future editions. Megan has arranged for the final document preparation at HQ so that it will be done in the version to be endorsed by the PC in April, and to minimize delay in publication once approved.

In terms of feedback for the Standards Manual Working Group, the main point is that it is not clear which process a "Best Practices"-type document like the Common Practices fits under. The process for "Guidelines" was used, for lack of a more specific process. Renate indicated that it has been a concern to avoid a heavy process for more time-sensitive documents such as Best Practices, to avoid lengthy cycles of review that may lead to a document being out of date before the review process can be completed.

10. CoS Review of *SET Guidelines for LIS Education* - Victoria Owen

Victoria reported that she had herself completed the final review of the *SET Guidelines for LIS Education* and concluded that they can be **approved and sent to the PC for final endorsement**.

a. Standards/guidelines – expectations for final reviews to CoS

Megan compiled all unit projects relating to creating standards or guidelines, however, this does not provide a firm timeline for when documents will come to the Committee.

11. Recommendations to IFLA GB for representatives on ISO; European Committee for Standardization (CEN); ISBN Agency Board.

Megan reported on the current situation for these representatives.

- The ISBN Agency Board meets twice per year, once at the London Book Fair. This representative reports to CoS. Ulrike served one term (2019-2021) and has been proposed by the GB for another. Ulrike confirmed that she received an email from Stephen Wyber (IFLA Director of Policy and Advocacy) about the renewal of her term and that she remains on the ISBN Board mailing list.
- The CEN representative needs to be from Europe, and reports both to CoS and to the Preservation and Conservation Section. Renate served one term (2019-2021). She was initially contacted by Claire McGuire on behalf of the GB. She is not interested in renewing her term as she found that the CEN is primarily concerned with preservation standards, and that a representative who is an expert in that area would be a better fit. She can recommend a colleague from the DNB.
- The ISO representative reports to both CoS and the Cataloguing Section. Paola Manoni (Vatican Library) has been the IFLA representative since 2010. It is unclear whether her term renewal has been confirmed.

**Action:** Victoria and Megan will follow up to ensure that a new CEN liaison is identified and that reappointments are confirmed.

a. Terms – beginning and end dates

Victoria reported that the GB policy is to avoid open-ended appointments, although representatives can be reappointed and continuity is desirable. Appointments should be made for 2021-2023. Deanna suggested that the liaison agreements might include information about the term and the appointment process.

**Action:** Megan will check the HQ files for agreements with these international agencies.

## 12. Web work – Pat Riva and Deanna White

Pat and Deanna met 2 December, Pat met with Megan and Louis Takács 17 January.

### a. Committee acronym – ACOS, COS, ACS

Each unit needs a 3-letter acronym for the standardized filenames for the repository documents. It also appears in the website URLs. Our previous acronym was COS, and this is the one used in the website, but since August variously ACS and ACOS have been used in documents. The consensus of the members is that it is preferable to retain our original acronym, considering that other advisory committees, such as CLM, did not change after the governance review.

**Action:** Megan will confirm with Helen, and communicate this with the web editors. This will allow documents to be uploaded to the repository.

### b. View of pages that have been changed

Pat reviewed changes and updates to the website since November.

- The respective functions of the two roots relating to standards were clarified. The CoS section relates to our Committee and its processes; the IFLA Standards section covers standards at a more global policy level. Louis added a reciprocal link to CoS from IFLA Standards, and re-assigned the “Creating New Standards” page to CoS as it is about the Standards Manual and process.
- Removed a duplicate out of date LIDATEC page and verified that all links go to the LIDATEC root page.
- Removed the duplicate and out of date Committee Membership page from the CoS menu. Pat will post a message on Basecamp requesting a review of the information on that page to identify if any of it needs to be integrated elsewhere on the website, prior to deleting the page.
- Created a new page “Conferences” highlighting our past WLIC programmes, at Louis’ suggestion. Most units have such a page. For now, it is linked via the “Meeting” page.
- Decision in principle to split and update the “Management and Relations with External Bodies” page under IFLA Standards, as it is about two things. Pending clarification of the representatives reporting lines and terms (see point 11).
- Still some material to review, such as old “News” items.

### c. Updates of works in progress page, meetings page

- Uploading of minutes to the repository will make the “Meetings” page obsolete. Will then link “Conferences” directly from the menu. In the interim, slightly refreshed the page to retain links to the archive of 2012-2018 content.
- Initial update to the “Standards Work in Progress”: added/moved newly completed standards, and reflected the 3 review decisions from November. Partially updated the “Development in Progress” section, without deleting anything. This section could be very long and hard to maintain if all unit work-in-progress relating to standards or guidelines is included. The unit projects are at different stages, some with long timelines.

**When do we list a standard/guideline on this page?** Consensus to list only those which have engaged with the Standards approval process, not those known to be in development but have yet to be presented.

**Action:** Pat to revise page to reflect narrower inclusion of work-in-progress, and to update the status of documents based on review decisions reported at this meeting.

### d. Funding for the creation of new standards (<https://www.ifla.org/funding-to-support-development-of-ifla-standards/>)

Updating this page is pending confirmation that this policy is still actual. If so, consider moving under the “Creating New Standards” page as all pages do not need to link directly to the menu. If no longer relevant, the page will be deleted.

## 13. Communication Strategy – Rehab Ouf

Rehab reported that the Communication Strategy WG has not met since November. There has not been a conclusive decision relating to the newsletter. Should we attempt a first issue for WLIC?

## 14. Action plans for PUC, LIDATEC, ISBD and BCM – Victoria Owen and Megan Price

The Action Plan template has been distributed to the groups to be completed and is on Basecamp.

15. Reports:

a. PUC

Gordana reported that PUC met jointly with LIDATEC on 9 February about integrating the annual updates of UNIMARC since 2016 into the namespace. PUC had its own meeting 11 January.

b. LIDATEC

Joseph added that the joint meeting with PUC was triggered in part by a request to integrate a translation. MulDiCat shows that the namespace is capable of including translations, however, the translation must be matched with a fully updated original.

c. BCM

No report given as Mélanie was absent. BCM met 21 December 2021 and will meet 14 March 2022.

d. ISBD

Rehab reported that the 2021 update to the consolidated ISBD was endorsed by the PC at its meeting of 11 February 2022 and that it can now be published. This coincides with the 50<sup>th</sup> anniversary of the ISBD.

The RG held a meeting on 12 January with new members. Topics included training materials for the 2021 ISBD.

Renate reported on the Working Group on the aligned ISBD for the manifestation entity, ISBDM. Most decisions have been made. Next to start with decomposing or “shredding” the instructions. Process will be tried with Area 4 as an example. Expect to have some results by WLIC.

16. Standards Procedure manual – Renate Behrens (in Vincent’s absence)

The Manual WG met for the first time with its new membership on 18 February and prepared a plan of work to create proposals in time for WLIC. Considering holding a working meeting at WLIC.

17. WLIC 2022 – Dublin

a. Business meeting

In-person business meetings are confirmed for 2 hours on Monday 25 July 2022 in Dublin.

b. Programme

Standards is eligible to propose a programme in the first round, and can also consider sending a proposal to the second round. The programme at WLIC 2021 with short updates on recent standards work was well received. Our work this year could lend itself to a similar format of short updates on standards work. A presentation on the revision of the Standards Manual would be well-timed and could be in a format to gather feedback. Consensus was that the Committee should apply for a programme.

**Action:** Victoria will complete and submit the session request form.

18. Meeting frequency – Spring or early Summer 2022 meeting – Victoria Owen

The Chair will send a doodle poll for one more online meeting in preparation for WLIC.

19. Other Business – all

There was no other business.

20. Close

Membership 2021-2023	
Victoria Owen (chair)	1. Term
Pat Riva (secretary)	1. Term
Deanna White	1. Term
Beth Kilmarx	1. Term
Vincent Boulet	2. Term
Sharon Dyas-Correia	1. Term
Peng Xiao	1. Term
Maria Micle	1. Term
Ana Stevanovic	1. Term
Fatemeh Pazooki	2. Term
Ex-Officio Member 2021-2023	
Gerald Leitner	IFLA Secretary General or Designate
Liaisons and Support Officer 2021-2023	
Megan Price	Professional Support Officer at IFLA HQ
Gordana Mazić	PUC liaison
Joseph Hafner	LIDATEC liaison
Mélanie Roche	BCM liaison
Rehab Ouf	ISBD liaison
Ulrike Junger	CDNL Representative
Expert Advisors 2021-2023	
Renate Behrens	1. Term
Chris Oliver	1. Term