



Attendance:

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

Expert Advisors: Renate Behrens, Chris Oliver.

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

Apologies: Maria Micle, Peng Xiao, Helen Mandl (IFLA Deputy Secretary General).

1. Welcome – Victoria Owen and all

The Chair welcomed all attendees.

2. Approval of the agenda – Victoria Owen

The agenda was approved as circulated.

3. Minutes of the February 21, 2022 meeting (attached)

The minutes were approved as circulated.

4. Matters arising from the minutes – all

a. IFLA GB representatives on ISO, CEN, and ISBN Agency Board.

- **ISBN Agency Board:** Ulrike received a message in March 2022 from IFLA HQ confirming her for another 2-year term as IFLA's representative, until December 2023.
- **ISO:** The current IFLA representative, Paola Manoni, is retiring and will need to be replaced, no further information available on potential replacement.
- **CEN:** Renate was the previous representative and has stepped down. She had suggested a candidate for a replacement, but no update available on the appointment.

Action: Megan will follow up again with Helen about the appointment of CEN and ISO representatives.

5. Report of the Chair – Victoria Owen

Victoria thanked members for their involvement in different initiatives and reviews.

6. CoS Membership, roles, and Liaisons

a. Final election results for Review Groups – Megan Price

The run off election for members of the ISBD RG were completed. The full list of RG members is now available, and will be updated on the respective RG websites.

b. Communications WG Chair – Ana Stevanovic

Congratulations and thanks to Ana for taking on this role.

7. CoS Action Plan for 2021-2023

a. Update on plans and further expressions of interest – all

Regarding the action *Develop/establish metadata standards for accessible versions of works*: Rehab reported that no further information had been received on the survey planned by LPD (Library Services to Persons with Print Disabilities) Section. Chris reported on maintaining relationships with other standards bodies and that there is cross-representation on a group that is preparing a crosswalk to MARC 21 and Unimarc which is relevant to metadata for accessibility which is part of the Marrakesh Treaty implementation efforts.

8. CoS Reviews

a. Procedures regarding reviews

The chair confirmed that all members of CoS (elected members, expert advisors, and liaisons) may participate in reviews of standards. However, in the case of a formal vote, only CoS elected members may vote. When a review is carried out by an ad hoc group, it is important that when multiple people contribute comments that the decision and recommendation be made as a group. The group lead is to consolidate the different points of views into a consensus response from CoS that can be returned to the relevant professional unit. Discussed how to approach reviews. Deadlines are sometimes very tight, there is some flexibility, considering the time it can take to do justice to a lengthy document.

b. CoS review of the *Guidelines for Library Services to Prisoners* – Peng Xiao

The review was done by Peng and Victoria. The document needs more minor corrections but a positive assessment of the content. **The CoS recommendation is to sent back to the Section to make the minor updates prior to sending to PC for endorsement.**

c. CoS review of *Guidelines for Legislative Libraries*, 3rd edition – Victoria Owen

Approved by CoS with minor formal corrections, to be sent to the PC for endorsement.

d. CoS review of *Guidelines for Accessible Libraries and Services for Everyone* – Beth Kilmarx, Deanna White

Chris and Sharon volunteered to joining this group. Review due later in June.

e. CoS review of *Common Practices for National Bibliographies in the Digital Age* – update

It was endorsed by the PC in April and revised by a professional editor. Currently the IFLA webmaster is making some formal corrections regarding links to documents from other professional units that migrated to the new repository since the links were last checked prior to sending the document for approval. Some final decisions are required from BIBS about handling links and then the final document can be uploaded to the repository.

f. Discussion for Standards Procedures Manual

Broken links is regularly an issue in the final publication stages. Rehab reported that ISBD also had to do a link revision after final endorsement because time had passed. Victoria suggested that our *Standards Procedures Manual* should recommend a statement about date links last checked. It was clarified that CoS reviewers are not expected to systematically check all links, this is a pre-publication editorial process.

9. Web work updates – Pat Riva and Deanna White

- Pat has been updating the [Standards work in progress](#) page as reviews are completed and documents are published.
- Pat reviewed all the news items migrated from the old site and deleted those not relevant to still make available. They do exist on the old IFLA site archive. She also reviewed the text of the retained news items for bad characters and broken links, without modifying the content. The news item reporting on the CoS session in 2018 included a link to a publication page (not under CoS control) offering the presentation slides which had been loaded to a slideshare site. This link was added to the new [Conferences](#) page.
- When the ISBD RG published a news item announcing the availability of the 2021 updated ISBD, Pat requested that the IFLA webmaster add audiences to the post so that it would also show under CoS and IFLA Standards. Additionally, followed up to reflect the publication on the list of [Current IFLA standards](#) page.

10. Communication Strategy – Ana Stevanovic

Newsletter: decided to launch/start it at the Communications WG meeting on May 9 and established an editorial team consisting of: Ana, Rehab, Joseph, who have met twice since. A proposed outline for newsletter issues in general and for a first issue is posted to the CoS Communications WG basecamp, file Newsletter basics. Plan to have first issue in Dec. or Jan. and report on CoS WLIC 2022 activities. If possible, the newsletter editors will meet in Dublin.

11. Reports and Action Plan Summaries from RGs

a. PUC – Gordana

Due to sound issues on a new computer, Gordana submitted a written update for the minutes.

In the first half of 2022, the UNIMARC Permanent Committee completed the following:

- In January, the constitutive Zoom business meeting was organized;
 - In June and July, the 32nd annual meeting was held over Zoom. We discussed 17 documents and opened two important topics, namely the description of numismatic collections in UNIMARC and recording URI for labels and Real-World Objects;
 - In spring, we held a series of meetings with LIDATEC dedicated to updating the UNIMARC Namespace.
- b. LIDATEC – Joseph
- LIDATEC has been in a holding pattern since updates to standards are needed first to then update the namespaces. LIDATEC is working on a policy document about what should be on the namespace and what it should look like. The draft will be shared with CoS to be on the agenda of CoS for Dublin.
 - A lot of the standards were originally print and then PDF. What is the format that these should take in the future? LIDATEC is reflecting on how to make the standards work together with their namespaces. Beyond the declarations, the standards documents contain more text and examples, which are not fully captured in the namespace, thus still need the PDF to fully capture the standard. Is there another way to include/publish this information in a way more integrated with the namespaces?
 - Renate: CoS does need to provide guidelines to standards groups on how to produce more linked-data ready documents. Can a wiki be used? The standards do not all require something as ambitious as the RDA Toolkit!
 - Victoria: to be discussed in Dublin, what should the in-person discussion highlight? This might be an update to CoS the action plan. Depending on what we recommend, we may need to present to Governing Board.

Action: All to read LIDATEC document for the Dublin meeting.

- c. ISBD – Rehab
- The 2021 content update to ISBD is published. The edition statement was modified from the one used in the draft, based on HQ recommendation. The published version does not include the red font highlighting the changes. However, the RG will make available the version with the changes indicated in red for those wanting to identify the differences, which is useful for analysing the impact the changes have on practices. The Examples document is being revised to align with the 2021 ISBD and some new examples are being added. Its edition statement is being revised to match the one used for the 2021 ISBD.
 - To complete this update, the namespace will need to be updated. The RG is considering whether to update in the existing ISBD namespaces, or whether a new iteration of the namespace required. To be discussed in Dublin.
 - ISBD has discussed issue reported on by LIDATEC: that much of the ISBD text is not captured if only value vocabularies and properties are in the namespaces. The stipulations and examples also need to be made available. However, it is not yet clear how to formulate this information in the namespace environment.
 - The ISBDM TG is making lots of progress, working on the element set, value vocabularies, areas of enhancement and stipulations.
 - The update in the Dublin Open Session covers both: Title: One standard, two revisions. Rehab will start with ISBD consolidated 2021 update and Renate will talk about ISBDM.
 - The RG will have two meetings during WLIC in Dublin. The open meeting has had to be rescheduled due to conflict with the Bibliography Section Open Program. In addition will have a closed working meeting to work on ISBDM and discuss topics requiring decisions, such as: prescriptiveness, granularity, etc.
 - The RG is meeting online on 24 June.
- d. BCM – Mélanie
- BCM RG has not been active in the last few months due to her own constraints. Expects to schedule virtual meetings both before and after WLIC as she does not expect there will be enough RG members in Dublin to hold the business meeting.
 - The action plan includes working on the website to reorganize and update it.

- The main current project is the development of LRMoo: Pat is the chair of the LRMoo WG. Progress in drafting the text and bringing issues to our partners the CIDOC CRM SIG is going quite well, only a few issues remaining. The most recent SIG meeting was May 10-13, when a few more items were approved during the May 12 hybrid session.
- Pat reported further on LRMoo, and proposes to use the BCM RG meeting time in Dublin for a discussion on the latest draft to be circulated. Anything that needs to be raised at the CIDOC CRM SIG in September, to enable LRMoo to move into the formal approval process, needs to be identified by end of August.

12. Standards Procedure Manual WG – Vincent Boulet

WG is meeting June 21 and held a meeting in April. Working on two fronts:

- Chris is working on updating the content of the manual, to make the manual align with the new IFLA governance structure.
- 2nd track: to make the manual more accessible by all IFLA units. Peng's students have worked on diagrams to illustrate the process for creating or updating standards and guidelines.

Looking for an opportunity to hold a physical meeting in Dublin with Megan's help

13. WLIC 2022 – Dublin

- a. CoS Business meeting: Monday, July 25th, 8:30-10:30
- b. All 4 RGs have business meetings in the program.

Action: Post all the business meetings in the Basecamp schedule.

Action: Deanna proposes creating a website news item with the meeting schedule.

- c. Programme: July 28, 11:15-12:45, 90 minutes
 - Keynote by Gaëlle Bequet: 20 min. Deanna will introduce the speaker.
 - There will be 5 reports/updates, including one from IFLAPARL.
 - Our timing is very tight! Each report is going to have to be concise.
 - Victoria will introduce all report presenters during the initial welcome.
- d. CoS social: propose to meeting on Sunday, July 24, 6pm.

Somewhere in the Temple Bar area. Exact location to be confirmed via basecamp.

Action: Renate and Deanna have some local contacts and will enquire for recommendations.

14. Other Business – all

There was no other business.

15. 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	
TBA	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