



IFLA Committee on Standards

WLIC 2016, Greater Columbus Convention Center, Columbus, Ohio, USA

Meeting 1: Saturday 13 August 2016 (12:30 – 15:00) - Room C216

Meeting 2: Wednesday 17 August 2016 (08.00 – 09.30) - Room C216

Terms of reference: <http://www.ifla.org/about-the-committee-on-standards>

Current membership and composition: <http://www.ifla.org/node/9429>

Draft Minutes

Abbreviations used in these minutes

FRBR	Functional Requirements for Bibliographic Records
GB	(IFLA) Governing Board
ISBD	International Standard Bibliographic Data
LIDATEC	(IFLA) Linked Data Technical Sub-committee (sub-committee of the IFLA Committee on Standards)
RG	Review Group (currently relates to FRBR RG and ISBD RG)
UNIMARC	Universal MARC format
WLIC	(IFLA) World Library and Information Congress

Members and sub-committee members in attendance:

Committee on Standards Chair: Jan Richards.

Committee on Standards Members: Abraham Azubuike (LIDATEC liaison and acting LIDATEC Chair); Diane Beattie; Christie Koontz; Miriam Säfström; Conference of Directors of National Libraries (CDNL) representative: Ulrike Junger; **GB representative:** Ágnes Hajdu Barát.

Committee on Standards non-voting members: FRBR: Chris Oliver; ISBD: Massimo Gentili-Tedeschi, Permanent UNIMARC Committee Vice-Chair: Jay Weitz.

IFLA Headquarters staff support: Professional Support Officer: Joanne Yeomans.

LIDATEC members: Gordon Dunsire.

Others also in attendance:

Meeting 1:

Frederick Zarndt (Chair, Division II; member of the IFLA Professional Committee), Christine Mackenzie (Treasurer, IFLA Governing Board), Julianne Beall, Gaëlle Béquet, Agnese Galeffi, René-Vincent du Grandlaunay, Lisa Hinchliffe, John Hostage, Irena Kavčič, Angela Kinney, Patrice Landry, Françoise Leresche, Dorothy McGarry, Susan Morris, Mélanie Roche, Sandy Roe.

Meeting 2:

Harriet Aagaard, Gaëlle Béquet, Tharwat Elolimy, Agnese Galeffi, René-Vincent du Grandlaunay, Patrice Landry, Dorothy McGarry, Clément Oury, Regina Romano Reynolds, Ricardo Santos, Laura Spears.

Apologies: Paola Manoni (also ISO TC 46 representative); Dianne Oberg; LIDATEC Chair: Lars Svensson

Others not present: ISBN Board representative: Neil Wilson; CEN/TC 346 European Committee for Standardization's Technical Committee, Conservation of Cultural Heritage: representative not yet identified from Preservation and Conservation Section.

Meeting 1

1 Welcome

The Chair welcomed everyone to the meeting and asked Committee on Standards members to identify themselves so that it was clear to everyone who were Committee members and who were observers.

2 Apologies

Apologies were received as above.

3 Approval of the agenda

The agenda was approved. At meeting 2, the Committee also received a short report from LIDATEC (item 8.4).

4 Approval of the minutes of the meeting held in Cape Town

Chris Oliver asked for some corrections to be made to the FRBR report (item 3.1). With these corrections, the minutes were approved and will be posted online:

<http://www.ifla.org/standards-committee/meetings>

5 Business Arising from the minutes of the previous meeting

There was no business arising.

6 Announcements and report from the Professional Committee

A project to redesign the IFLA web site has begun with a survey of IFLA's professional community. This indicates that, among other things, that group believes that standards do not have high enough prominence on the current site. It is important that the Committee on Standards feeds into the project its opinion on how to do this. The point had already been recognized in the ninth recommendation of its own recent report "Review of the management and representation of IFLA permanent standards review groups" that: "standards should be prominently presented on the IFLA website".

The new Secretary General made a presentation to the Professional Unit Officers at the start of the WLIC 2016 explaining that he wants the Professional Units to have a central position in defining a vision for IFLA's future and that IFLA Standards will be included in that discussion. Representatives from the Units will be invited to a vision meeting in the first quarter of 2017 and the Professional Support Officer will ask if it is possible to include representatives from the Standards Review Groups.

Professional Units have been invited to discuss ‘what makes a dynamic IFLA Professional Unit’. The results of this discussion will be shared after the WLIC and might be useful for the Committee on Standards to also reflect upon.

7 WLIC Programme Columbus

The Committee on Standards’ open programme at the WLIC 2016 in Columbus, Session 144 IFLA Standards - making a difference? will take place on Tuesday 16 August, 13:45 – 15:45 in Hall E. Simultaneous Interpretation will take place and five very interesting papers have been selected by the Committee.

Elsewhere in the programme, there are a number of sessions discussing endorsed IFLA guidelines or guidelines still in progress, for example, the guidelines on Library Services for Children and Young adults, on People Experiencing Homelessness, and on Continuing Professional Development. The Committee on Standards had returned reviews on all of these guidelines in recent months. The Committee Chair asked Committee members to attend these sessions if possible in order to keep a link with them. The Professional Support Officer passed on thanks to the Committee members from the Units responsible for these guidelines for their quick review responses which have enabled the Units to prepare and hold discussions on these guidelines during the WLIC.

8 Reports:

8.1 UNIMARC – Jay Weitz (Vice-Chair of the Permanent UNIMARC Committee)

This report took place during meeting 2, see below.

8.2 ISBD – Massimo Gentili-Tedeschi (Chair of the ISBD RG)

The ISBD development has been put on hold pending the discussions of the Cataloguing Section’s Standing Committee on the strategy for its development: whether to continue developing the content of ISBD on the current level, or plan for a shorter and more principle-based ISBD. Both scenarios would involve changing ISBD to reflect the new FRBR model, thus before starting the revision process it is necessary to wait for the completion of the FRBR-Library Reference Model (LRM).

During 2016 the ISBD RG received PC Funds to complete the work on maps and alignments and guidelines for the use of ISBD as linked open data, and prepare the publication of all the work on the IFLA website. They met in Paris on 30-31 May where they finalised the guidelines and the alignment with the older version of FRBR which gives all the elements needed for the next step to align with the new model, using the mapping from FRBR version 1 to version 2. They have worked on the unconstrained ISBD namespace which means that every single element of ISBD is available to be used, even by non-library communities, and separate from the vocabularies.

In accordance with the protocol established in November 2011, the RDA Steering Committee (RSC) invited Massimo Gentili-Tedeschi to their meeting in Frankfurt, November 2016. ISBD is one syntax for exposing RDA data, and RDA publishes alignments and maps to and from ISBD elements, while IFLA does not make such documents available on its website.

Polish, Serbian and Slovenian translations of the ISBD Consolidated edition are in preparation, which will bring the number of languages in which the ISBD is available to thirteen.

The RG has a number of questions to consider for its coming work, the alignment with FRBR, and what the FRBRised text will look like, whichever scenario is chosen. These questions throw up further questions about the role ISBD plays as a central reference point in relation to national rules. Massimo Gentili-Tedeschi urged the Committee on Standards to continue supporting ISBD as an IFLA Standard.

Miriam Säfström reported that there is a concern in the Cataloguing Section Standing Committee that the different groups within IFLA are duplicating some work. Also, that the reliance by IFLA on volunteer work, which provides the benefit of a producing a product that can be offered for free, may also prove detrimental to IFLA's ability to maintain a solid base for all its standards. Therefore, they have suggested different options for the development of ISBD which might be investigated. They would like the ISBD RG to explore these alternatives so that the Committee on Standards can decide how to further international standards.

See http://www.ifla.org/files/assets/cataloguing/isbdrg/isbdrg_report_2015-16.pdf for more details on ISBD RG activities during the past year.

8.3 FRBR – Chris Oliver (Chair of the FRBR RG)

The FRBR RG spent a full day at the end of WLIC 2015 working on the draft of the FRBR-Library Reference Model (LRM), a consolidation of the FRBR, FRAD (Functional Requirements for Authority Data) and FRSAD (Functional Requirements for Subject Authority Data) conceptual models. After further work in the fall of 2015 by the Consolidation Editorial Group (CEG), a subgroup of the RG, the draft was ready to be sent out for worldwide review which occurred during March and April 2016. One hundred and sixty-three pages of comments were received. The CEG met in Paris for almost five days in May to analyse the comments. These range from editorial comments and comments on the examples chosen to questions arising from misunderstanding certain points in the model. But no major changes are suggested to the fundamental structure of the model. The CEG has prepared a new draft where they have added explanatory text to the model definition and made some adjustments to the modelling in response to the comments.

The CEG will present the new version of the draft to the RG at the meeting on Thursday 18 August after which the RG will meet on Friday 19 August to discuss further. Already RDA documents refer to the draft shared in 2015 so it's important that the RG presses forward to complete the final revision. Following these meetings, an updated draft will be submitted to the

three IFLA Sections for Cataloguing, Bibliography, and Classification and Indexing, then on to the Committee on Standards for approval so that ideally it is ready to promote and discuss at WLIC 2017.

FRBRoo version 2 was sent for approval to the Committee on Standards. It was approved in principle with minor revisions requested. The RG will discuss a change of title and promotion of the FRBR-LRM during their meetings in Columbus.

An updated Spanish translation of FRBR has been produced which includes the 2007/2009 changes and an alignment of vocabulary with the Spanish translation of the International Cataloguing Principles.

See http://www.ifla.org/files/assets/cataloguing/frbrg/activities_2015-16.pdf for more details of FRBR RG activities during the past year.

9 Report on – Review of the Management and Representation of IFLA Permanent Standards Groups (attached)

The Committee on Standards Chair thanked Patrice Landry for all his work on this report.

Patrice Landry reminded everyone that the Committee on Standards had mandated him to draft this report and submit it to the Committee on Standards, then to the Professional Committee. The mandate was to look at the sustainability and review process for the RGs in the context of the current IFLA standards environment. The Professional Committee has responsibility for IFLA professional groups on behalf of the Governing Board.

It's logical that the management and governance procedures of these long-standing committees are aligned with each other and clarified, and that there is enough information available to make their work and their procedures open and understandable for IFLA Members. Since the establishment of the Committee on Standards, it is important to reflect this new coordinating body in the procedures.

UNIMARC has a different set-up to the other RGs and is defined as a Core Activity. As the current hosting library had indicated it can no longer take on this role, there are a separate set of recommendations specifically for UNIMARC.

After full consultation with all the parties involved, the report was submitted to the Professional Committee and Governing Board in March 2016. All the recommendations were approved and the Committee on Standards was therefore asked to produce an implementation plan for how the recommendations would be communicated or carried out, submit this to the Professional Committee for comments, and report regularly as the implementation is carried out from 2017.

The report will be shared with the Committee on Standards and RGs. The implementation plan will be discussed as part of the Action Plan for 2016 – 2017 (item 11 in meeting 2 below).

10 Review of Action Plan 2015-2016

The IFLA Strategic plan had a focus on standards on which to base the work of the Committee on Standards, and also gave the right for the Committee to say to the IFLA Professional Units that standards work is important.

The Committee has made progress according to the Action Plan, but is not as far as it had expected to be. Due to the geographical spread of members it is difficult to find a time when a conference call would work, so communication holds some things back. New communication software expected to be introduced for the support of the Professional Units by December, might help.

The Committee would also like to develop a 'contract' for new incoming committee members so that expectations were clear. This might be sent out as part of the nomination call. Current members would like to be allocated clearer tasks that they could work on individually or in small teams to report back to the Committee centrally.

From the Action Plan:

Activity 1: Support IFLA and the wider library and information community through processes that facilitate current, relevant and accessible standards and guidelines.

- Review and strengthen the procedures for writing and updating IFLA standards and guidelines.

This activity was delayed due to other commitments but the Chair wants to get this back on track to complete by August 2017.

Feedback on this action from the meeting:

- The focus of the manual is on new standards and could be clearer on how to handle revisions.
 - It could be clearer how to handle standards that are partly developed outside IFLA.
 - It could be more explicit for the RGs of the long-standing IFLA standards that go through many revisions and updates.
 - Cataloguing Section can pass on feedback from their experience of using it recently.
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- Develop a process that ensures the currency and relevance of IFLA standards and guidelines.
 - Analyze data on the use of IFLA standards.

Christie Koontz had performed an audit of the list of standards on which there are still some that are older than ten years and have not been revised or approved as still valid. The Committee on Standards Chair has written to all Professional Unit Chairs to ask them to look at their own publications and comment if they are still current and valid, needed, being revised,

and if so, expected date of completion. After the WLIC she will follow up on this to compile the responses for the next steps.

- Make IFLA standards and guidelines available through the IFLA Library.

This activity had been regarded as lower priority, though it is potentially quick to achieve. The advantages of adding them to the IFLA Library are improved indexing, search facilities, archiving and document management. This, in turn, should make them more visible and more used across the world. They can still be collected on a web page list as they are now and there are still questions to answer about how to give them more visibility on IFLA web pages. It would also be possible to add complementary documents so that these are also retrievable, such as case studies, guidance on how to use the standards, etc. The Committee on Standards wants to raise the priority of this activity to complete it before August 2017.

- Provide support for professional units during the development and validation of standards.

This is ongoing work which has been completed as and when needed during the year.

- Investigate status of MulDiCat which might serve as a translation tool for IFLA standards.

This responsibility has been passed to LIDATEC.

Activity 2: Increase the profile of IFLA standards and guidelines through communication and engagement.

- Ensure the delivery of strong and relevant conference programs (at WLIC 2016).

Completed.

- Liaise with other standards organisations.

Reports from liaison representatives have been submitted.

ISSN would be interested to have a liaison relationship with the Committee and will look out for the call for nominations, which is sent widely through IFLA's networks.

- Improve the visibility of standards working groups within IFLA so that decision making is improved.

This is part of the **Review of the Management and Representation of IFLA Permanent Standards Groups** (item 9 above).

During WLIC, the meetings of the RGs are not publicised and are therefore not open. There is no reason for this, so the Committee can check this in writing with all RGs, and formulate a proposal to the Professional Committee to change this in future.

- Develop a Marketing Strategy for the promotion and communication of standards.

Work on this activity has not been started so should be moved to next year. The Committee might also investigate whether IFLA can produce a general social media strategy to which the committee's work might be aligned.

Standards are currently promoted by the individual Unit that produces them, and news items, if produced, can be pushed to the IFLA front page. The Unit responsible is encouraged to use the WLIC programme to promote and discuss new standards.

These discussions will be taken into consideration when preparing the new Action Plan (see item 11, meeting 2 below).

11 Development of Action Plan 2016-2017

This discussion took place during meeting 2, see below.

12 Implementation Plan for Standards Review Group Report (see item 9 above)

This discussion took place during meeting 2, see below.

13 Any other business (meeting 1)

13.1 Standards review procedure and timings

Agnese Galeffi was responsible for submitting the ICP for approval. She suggested it would be useful for the Committee on Standards to make people more aware of what they are doing when reviewing a standard, and perhaps have a calendar to track the process of a submitted standard. This could also be useful for the Committee to monitor work in progress. The idea will be fed into the manual revision working group.

13.2 Information dissemination for the Committee

Abraham Azubuike asked if the Committee could appoint an Information Coordinator. The IFLA Headquarters Professional Support Officer currently updates the webpages but it was suggested someone on the committee could take on a stronger advocacy role, post regular news from the group and provide more information. The Chair will investigate the technicalities concerning access and report back to the Committee. The Committee also needs to rely on the Professional Units to help promote information.

13.3 Law Libraries guideline

Patrice Landry reported that he and Frederick Zarndt had spoken at WLIC 2015 to the Law Libraries Section about production of a new guideline concerning access to legal documents in each country. Following further discussion, this now looks like it will become an IFLA manifesto which will therefore be approved by the Governing Board and will not come to the Committee on Standards. Stuart Hamilton, IFLA Director of Policy and Advocacy is involved in carrying it forward.

13.4 MulDiCat (Multilingual Dictionary of Cataloguing Terms and Concepts)

The issue of ownership was raised last year and is not yet resolved so may still need adding to the Action Plan. LIDATEC will meet on Thursday at 11am and will have this on the agenda. [See resolution of ownership discussed in meeting 2, item 11 below]

14 Next Meeting

The second meeting of the Committee on Standards will take place on Wednesday 17 August 2016 (08.00 – 09.30) - Room C216 of the Greater Columbus Convention Center.

15 Close

The Chair closed the meeting.

Meeting 2

8 Reports:

8.1 UNIMARC – Jay Weitz

Current editions of UNIMARC Bibliographic (U/B) and UNIMARC Authorities (U/A) are the 2008 and 2009 publications respectively. The U/B Update covering 2008-2012 is available on the UNIMARC Web site at <http://www.ifla.org/publications/unimarc-bibliographic-3rd-edition-updates-2012?og=33> and the U/A Update covering 2009-2012 is at <http://www.ifla.org/publications/unimarc-authorities-3rd-edition-updates-2012>. The Permanent UNIMARC Committee are in the process of putting together the updates covering 2013 – 2016, which includes the results of thirty different proposals, twenty-two of which were approved, and eight rejected. A lot of the updates are concerned with aligning with RDA. Once the compilation is completed they will be put online.

A more detailed report for the previous year can be found online:

http://www.ifla.org/files/assets/uca/puc-meetings/26th_puc_meeting_2016.pdf

8.4 LIDATEC – Abraham Azubuike

Abraham Azubuike has been appointed by the Committee on Standards as acting Chair during the absence due to ill health of the LIDATEC Chair between late March and September 2016. The Committee on Standards Chair thanked him for taking this on.

As a result, the Committee agreed to place some of the items on LIDATEC's agenda on hold during this period, but the following were completed:

- A change to the IFLA namespaces CC licence (from CC BY NC SA to CC BY) was recommended to and approved by the Governing Board.
- A discussion was concluded to approve the change of name of the Semantic Web Special Interest Group (SIG) to the Linked Data SIG. The SIG has been asked to work with the LIDATEC sub-committee so that the work of both groups is enhanced and aligned.

LIDATEC is reviewing options for publishing IFLA namespaces and vocabularies, which necessarily touch on the funding. This will be discussed further at the LIDATEC meeting which takes place after the Committee on Standards meeting and will form the main point of the Action Plan for the coming year.

11 Development of Action Plan 2016-2017

The following were agreed upon as Actions for the Committee in 2016 – 2017 (numbered for convenience not to indicate priority):

1. **IFLA Standards Manual review:** Lisa Hinchcliffe and Ágnes Hajdu Barát will join the working group revising the Standards Manual. The group will report to the Committee in December with a final report expected August 2017.
It would be useful if the manual included some indication of what constituted a new edition, and the level of changes required to seek approval.
2. **Currency and relevance of IFLA standards:** The audit has been completed and the Committee on Standards Chair has feedback from the Units on what they plan to do. Christie Koontz will continue to be involved in developing this action.
3. **Analyze use data:** The Committee on Standards Chair will follow up with a potential volunteer: Dr Kate Davis (Queensland University of Technology). The data could be made into a visual presentation, and used to provide data on individual standards which the authoring Section might find useful. Future use of these statistics is unclear until the current data is presented and discussed.
4. **Addition of IFLA standards to the IFLA Library:** the work to create an upload template is holding this back, the whole job is relatively small but has had low priority. Lisa Hinchcliffe volunteered to ask one of her students to look at the metadata requirements for uploading IFLA Standards to the IFLA Library. Joanne Yeomans will send her the documents necessary (list of standards, and Eprints metadata overview) and arrange access to the repository if and when necessary. Miriam Säfström will put her in touch with someone from the Cataloguing Section to review the proposal.
5. **MulDiCat:** this was referred to LIDATEC as there was the belief it still needed to be published as linked data, however, Gordon Dunsire confirmed that this was completed in 2012. The namespaces page is pointing to the wrong location, however, and needs correcting. The Cataloguing Section has discussed it further and proposes to take back responsibility as there are currently only cataloguing terms used in the dictionary. They will discuss it further with the Bibliography and the Classification and Indexing Sections, and report back to the Committee on Standards.
6. **WLIC programme 2017:** the Committee agreed it should aim to have a programme every year to highlight the diversity within IFLA as well as to present work by the Committee on Standards, for example, presenting the manual and its revisions. The Committee on Standards Chair joined a table at the Officers Capacity Building session to discuss the revision or writing of standards, and this was very useful, so participation in Officers sessions like this should also be repeated in future. The Committee on Standards might also do more to promote to delegates the sessions of Units that are promoting their own standards.
7. **Marketing strategy:** the same working group as in 2016 will continue on this.
8. **Visibility of standards RGs:** recommendations concerning this are contained in the "Review of the Management and Representation of IFLA Permanent Standards Groups" so will be taken care of as part of the implementation plan.
Diane Beattie, Miriam Säfström, and Joanne Yeomans will develop a draft implementation plan for mid-November detailing actions for each recommendation,

responsibility and time-line. The Committee on Standards and Professional Committee can then identify priorities in December.

The final Review document will be shared with the RGs at the start of this work.

Additional actions:

9. **Call for nominations and handover to new Committee in August 2017:** from item 10 above: "The Committee would also like to develop a 'contract' for new incoming committee members so that expectations were clear. This might be sent out as part of the nomination call." The call for nominations will go out in November 2016 with a deadline at the end of February 2017.

13 Any other business (meeting 2)

13.1 ISBD

Following the discussion in meeting 1 under item 8.2, there had been progress during the WLIC Cataloguing Section Standing Committee meeting in discussing a roadmap for the future direction of ISBD development. All agreed that revision would be recommended and the ISBD RG were keen to know when this could start. The FRBR RG is keen for the ISBD to look at alignment and would like to see it happen to demonstrate to the rest of the world how this alignment can be done. FRBR RG would therefore like to work together with ISBD RG on this, and the Cataloguing Section is also keen to feed its views into this. This would mean the ISBD RG could be working on something whilst the strategic planning takes place. All agreed this should move forward.

Massimo Gentili-Tedeschi will resubmit the "Guidelines for translations of the IFLA ISBD namespace in RDF" as there had been no response yet from the Committee.

14 Next Meeting

The next meeting of the Committee on Standards will take place during the WLIC 2017 in Wrocław, Poland. The dates of the WLIC 2017 are 19 – 25 August 2017 but specific dates for the Committee meetings are not yet known.

15 Close

The Chair thanked everyone for their work and support and wished everyone an un-delayed, safe journey home.

Notes of International ISBN Agency Board Meeting

**Arjuna Room, Discovery Kartika Plaza Hotel, Jl. Kartika Plaza,
South Kuta 80361 Bali, Indonesia
Sunday 20 September 2015**

Present:

Ronald Schild (Chair), Piero Attanasio, Beat Barblan, Maarit Huttunen*, Miguel Jiménez, Alenka Kanič, Jonathan Nowell*, Carol Riccalton*, Stella Griffiths, Nick Woods*

* participated via Skype connection.

Apologies:

Henri Barthel, Bernardo Jaramillo Hoyos, Neil Wilson

1. ISMN

Ronald confirmed to the Board that Hartmut Walravens of the International ISMN Agency wished to pursue closer collaboration with ISBN. Ronald, Beat and Stella have arranged to meet Hartmut to identify possible ISMN requirements.

2. Revision of ISBN Standard

The next step is for the Draft International Standard (DIS) to go out for ballot by the end of November 2015. Stella expects that the revised version of the draft should be ready in time for that as there would be a working group meeting on 23 October where final changes would be agreed.

Note: the text was finalised and released to ISO in early November on schedule and is awaiting the ballot to be issued by ISO.

3. Standard Numbering – 50th anniversary

Stella spoke about the reception being held at Frankfurt Book Fair to celebrate the fiftieth anniversary of standard book numbering. This will be held on the eve of the Fair, immediately after EDItEUR's Supply Chain Seminar. An ISBN timeline and map of the spread of ISBN are in preparation. It was not now proposed to continue with a promotional video.

4. Date of Future Meetings

The next meeting is scheduled to be held on **Thursday 14 April 2016**, during London Book Fair. The room is to be confirmed.

Stella confirmed that for 2016 the Board has already accepted an offer from the **Austrian** ISBN Agency to host the AGM in Vienna. The agency is in the process of selecting the venue.

Notes of International ISBN Agency Board Meeting

Dark Room, London Book Fair, Olympia, Hammersmith Road, London, U.K.

Thursday 14 April 2016

Present:

Ronald Schild (Chairman)
Piero Attanasio
Beat Barblan
Miguel Jiménez
Alenka Kanič
Carol Riccalton
Neil Wilson
Jon Windus

Apologies:

Henri Barthel
José Borghino
Maarit Huttunen
Bernardo Jaramillo Hoyos
Sophie Saint-Marc

Stella Griffiths
Nick Woods

The Chairman, Ronald Schild opened the meeting and welcomed the participants, particularly Jon Windus who was attending the ISBN Board meeting for the first time. Before the meeting began, the Board observed a minute's silence for Dr. Norman Paskin of the International DOI Foundation who had helped to develop ISBN-A and had passed away recently.

1. Composition of the Board

Ronald advised the Board members present that Jens Bammel and Jonathan Nowell had each left their positions and resigned from the IIA Board. It had been proposed that the Board co-opt José Borghino to represent the International Publishers' Association and that Jon Windus from Nielsen be asked to complete the remainder of Jonathan's term. The Board members present **agreed**.

2. ISBN Resale

There are two issues concerning the reselling of ISBNs.

a) GS1 noticed supposedly "unused" GTINs being offered for sale on eBay – a particular individual was searching online to see if a specific string of numbers is already in use and, if not, attempting to sell the GTIN. GS1 advised us because, in some cases, the numbers were from ISBN ranges.

b) The ISBN Agency has recently written to the owner of the website isbnagency.com which claims to be "the most trusted source for ISBNs". When anyone buying these ISBNs logs on to Bowker systems to update the metadata of their publications, they can't do so because they don't own the data – isbnagency.com does. Such practices are regarded as being very misleading. Beat advised that Bowker are trying to enforce a rule that, at the very least, anyone selling on ISBNs has to state explicitly the consequences for publishers. Also, Beat reported that the US online application system permits publishers to apply for a maximum of 100 ISBNs at a time.

Action: IIA to continue to pursue isbnagency.com

3. Revision of ISBN Standard

The Draft International Standard (DIS) was issued for a 3-month ballot that started in February. It is hoped that the results will be good enough to avoid Final Draft International Standard stage. The Working Group is aiming for publication of the revised standard by about the end of 2016.

A new version of the Users' Manual will follow shortly after the Standard is published. The Working Group hope to produce a marked-up version to show the changes compared with the

current edition. The main areas of change are a new section on self-publishing and more detail on the assignment of ISBN to digital publications.

IIA will plan to issue a mailing and to release information on its website and in its newsletter. Contacting the press and/or issuing a specific press release were endorsed by the Board members present. National agencies can also mention the news on their own websites too.

4. Data Licensing

The Global Register of Publishers (GRP) is freely available and, by registering, users can obtain more detailed contact information about the publishers. If a user of the GRP initiates a search, the results are deliberately limited to display only the first 150. This offers some protection against anyone attempting to scrape the data.

Some companies had expressed an interest to the IIA in being able to view a wider range of results and/or to have the full dataset. With that in mind, the Board members present were asked for their views on the IIA exploring options to license the whole GRP dataset to certain users. Any licensing agreements would have to be specific and the data would be flagged to ensure it is attributed to the IIA. The Board members present **agreed** that, in principle, if there is nothing objectionable about the request, they would be in favour of licensing the GRP data.

5. Any Other Business

There was no other business.

6. Dates of Future Board Meetings

The next Board Meeting and AGM will be held in September in Vienna, Austria. In 2017, The Board members present **agreed** to hold the Spring 2017 Board meeting at London Book Fair on 16 March 2017.

2016

TC46 on Information and documentation has been leading efforts related to information management since 1947. Standards¹ developed under ISO/TC46 facilitate access to knowledge and information and standardize automated tools, computer systems, and services relating to its major stakeholders of: libraries, publishing, documentation and information centres, archives, records management, museums, indexing and abstracting services, and information technology suppliers to these communities. TC46 has a unique role among ISO information-related committees in that it focuses on the whole lifecycle of information from its creation and identification, through delivery, management, measurement, and archiving, to final disposition.

The following report summarizes activities of TC46, SC4, SC8 SC9² and their resolutions of the annual meetings³, in light of the key-concepts of interest to the IFLA community⁴.

1. SC4 Technical interoperability

1.1 Activities

Standardization of protocols, schemas, etc. and related models and metadata for processes used by information organizations and content providers, including libraries, archives, museums, publishers, and other content producers.

1.2 Active Working Group

WG 11 – RFID in libraries

WG 12 – WARC

WG 14 – Interlibrary Loan Transactions

WG 15 - Metadata and protocols for long-term preservation

¹ For the complete list of published standards, *cfr.* Appendix A.

² ISO TC46 Subcommittees: TC46/SC4 Technical interoperability; TC46/SC8 Quality - Statistics and performance evaluation; TC46/SC9 Identification and description; TC46/SC 10 Requirements for document storage and conditions for preservation; TC46/SC11 Archives/records management - *Cfr* Appendix B.

³ The 43rd ISO TC46 plenary, subcommittee and working groups meetings, Wellington, New Zealand, May 9-13 2016.

⁴ Abbreviations used in the text: CD=Committee Draft / DIS=Draft International Standard / FDIS= Final Draft International Standard / JWC=Joint Working Group / NP= New Project / NWI= New Work Item / SC=Subcommittee / TC=Technical Committee / TS=Technical Specification / WG=Working Group / CIB=Committee-Internal Ballot.

1.3 Joint working groups

EPUB (Joint JTC 1/SC 34-TC46/SC4-IEC/TC 100/TA 10)

Revision of ISO 639 (Joint ISO/TC 37/SC 2 - ISO/TC46/SC4)

1.4 Standards completed since Last Meeting (Beijing, June 2015) and new publications

- ISO 10160:2015 (Open Systems Interconnection -- Interlibrary Loan Application Service Definition)

This international standard defines the services for Interlibrary Loan. These services are provided by the use of the ILL protocol in conjunction with the supporting telecommunications service which might be a store-and-forward messaging service. ISO 10160:2015 is intended for use by libraries, information utilities such as union catalogue centres, and any other system which processes bibliographic information. These systems might participate in an interlibrary loan transaction in the role of requester (i.e. an initiator of ILL requests), responder (i.e. a provider of bibliographic material or information) and/or intermediary (i.e. an agent that acts on behalf of a requester to find suitable responders).

1.5 News about standards and activities

Projects underway

Revision of ISO 28500 (WARC): Only minor changes are needed

The WARC (Web ARChive) file format offers a convention for concatenating multiple resource records (data objects), each consisting of a set of simple text headers and an arbitrary data block into one long file.

ISO/CD 20614 Data Exchange Protocol for Interoperability and Preservation (DEPIP)

This international standard facilitates information transfer between digital asset management systems and digital archives. It is based on French national standard MEDONA, published in 2014. The CD was approved and the DIS vote will be in Autumn 2016.

Fast track standardization of OASIS SRU (Search and retrieve via URLs) standard; successor of ISO 23950 (Z39.50).

OASIS has been a Category A liaison of TC 46/SC 4 since 2014.

Revision of the Dublin Core standard, in close cooperation with Dublin Core Metadata Initiative

ISO 15836:2009 (The Dublin Core metadata element set) covers only the so called 15 core elements of the metadata format. These core elements are also known as properties in the /elements/1.1/ namespace1, and they represent only a small subset of the specification, which consists of, among other things, 40 additional

properties and 22 classes. Although ISO 15836:2009 has served the users well, it is necessary to check and, if necessary, revise definitions of the terms, because some of them are outdated. More importantly, it is necessary to extend the ISO standard so that it covers all relevant properties and classes from the Dublin Core specification. Dublin Core metadata initiative and ISO TC 46/SC 4 established an informal working group with the task of revising the ISO standard. The group has now completed its work by releasing two documents.

Final Draft International Standard ISO/FDIS 15836-1 is a revised version of the existing standard. Compared with its predecessor, the revision contains updated term definitions and some editorial changes required by ISO.

It still contains the 15 core elements and their names have not changed. Since the changes to the existing standard can be regarded as minor, the revised document can be passed directly to the FDIS vote, which will be the first and only vote in the process. Once ISO/FDIS15836-1 has been approved, DCMI intends to update the Web version of the Dublin Core specification so that the two versions are aligned. ISO/NWIP 15836-2 is a New Work Item Proposal, which contains the 40 properties and 22 classes missing from Part 1 of the standard.

As in Part 1, definitions have been updated. Since the changes to the existing standard can be regarded as minor, the secretariat recommends that the revised document is approved as Draft International Standard (DIS).

Once ISO 15836-2 has been approved, DCMI intends to update the Web version of the Dublin Core specification so that the two versions are aligned.

Long term preservation of EPUB3 documents: JWG is working on three documents:

- Principles
- Metadata specification
- Schema

1.6 Relevant resolutions 2016 (SC4 Plenary meeting - Wellington, New Zealand, May 11, 2016)

Minor revision of ISO 28560-2:2014 (RFID in libraries, part 2: Encoding of RFID data elements based on rules from ISO/IEC 15962)

This international standard specifies a data model and encoding rules for the use of radio frequency identification (RFID) tags for items appropriate for the needs of all types of libraries.

Minor revision of ISO 18626 (Interlibrary Loan Transactions)

This International Standard specifies the transactions between libraries or libraries and other agencies to handle requests for library items and the following exchange of messages.

Minor revision of ISO 15836:2009

SC4 requests ISO 15836 to become ISO 15836-1 Information and documentation - The Dublin Core metadata element set – Part 1: Core elements;

Upon approval from DCMI, SC 4 will launch a NWIP on ISO/DIS 15836-2 Information and documentation - The Dublin Core metadata element set – Part 2: DCMI Properties and classes.

2. SC8 Quality – Statistics and performance evaluation

2.1 Activities

Standardization of quantitative and qualitative data for the management of information organizations and content providers, e.g., libraries, archives, museums and publishers.

2.2 Active Working Groups

WG 2 - International library statistics
WG 4 - Performance indicators for libraries
WG 7 – Quality measures for national libraries
WG 8 – Statistical data for library buildings
WG 9 – Statistics and quality issues for web archiving
WG 10 – Methods and procedures for assessing the impact of libraries
WG 11 – International museum statistics
WG 12 – International archive statistics

2.3 Standards completed since Last Meeting (Beijing, June 2015) and new publications

- ISO 18461:2016 International museum statistics
This international standard specifies rules for the museum community on the collection and reporting of statistics. It provides definitions and counting procedures for all types of resources and services that museums offer to their users.

2.4 News about standards and activities

WG2 - *Library statistics*

WG 2 met in Vienna on October 15, 2015 to discuss new developments for a next revision of ISO 2789 (International library statistics). This international standard specifies rules for the library and information services community on the collection and reporting of statistics:

WG 4 - Performance indicators for libraries

WG 4 met in Vienna on October 14, 2015 to discuss new developments for a next revision of ISO 11620 (Library performance indicators).

WG 7 – Quality measures for national libraries

ISO/NP 21248 (Quality assessment for national libraries) was initiated on February, 2016 with the extended track standardization (48 months).

WG10 - *Methods and procedures for assessing the impact of libraries*

WG 10 met in Vienna on October 2015, to discuss new developments for a next revision of ISO 16439 (Methods and procedures for assessing the impact of libraries).

WG 11 – International museum statistics

ISO 18461 (International museum statistics) was published on March 2016.

ISO/NP 21246 (Key indicators for museums) was initiated on February 2016 with the extended track standardization(48 months).

WG 12 – International archives statistics

WG 12 met in Vienna on October 13 to 16, 2015 to develop the committee draft of ISO 19580 (International archives statistics).

2.5 Relevant resolutions 2016 (SC8 Plenary meeting - Wellington, New Zealand, May 12, 2016)

Revision of ISO 2789 (International Library Statistics).: SC 8 requests experts of WG 2 to collect contributions for the revision of this international standard.

Revision of ISO 11620 (Library Performance Indicators)

SC 8 requests experts of WG 4 to collect contributions for the revision of this international standard.

New standard ISO/NP 21248 (Quality assessment for national libraries)

SC 8 requests experts of WG 7 to meet on 20 and 21 June 2016 in Frankfurt am Main Germany to begin work on the new standard.

Revision of ISO 16439 (Methods and procedures for assessing the impact of libraries)

SC8 requests experts of WG 10 to collect contributions for the revision of this international standard.

New standard ISO/NP 21246 (Key indicators for museums)

SC 8 requests experts of WG 11 to meet later in 2016 to work on the new standard.

Committee draft of of ISO19580 (International archives statistics)

SC 8 requests WG12 to prepare a full committee draft at a meeting later in 2016.

3. SC9 Identification and Description

3.1 Activities

Standardization of information identifiers, description and associated metadata and models for use in information organizations (including libraries, museums and archives) and the content industries (including publishing and other content producers and providers).

3.2 Active Working Group

WG 2 - International standard work code (ISWC)

WG 4 - International Standard Book Number (ISBN)

WG 10 - International Standard Recording Code (ISRC)

WG12 - Indexes and indexing

WG13 - International library item identifier(ILII)

Ad hoc Identifiers Interoperability Group

Ad hoc Registration Authorities

3.3 New Work Items

None.

3.4 Standards completed since Last Meeting (Beijing, June 2015) and new publications

ISO 17316:2015 (International standard link identifier).

[PENDING] ISO 3297:2007 International standard serial number (ISSN), Minor Editorial Revision approved by SC9 on April 2016⁵.

⁵ The ISSN International Centre is the Registration Authority for ISO 3297. ISO 3297 was first published in 1975 and last revised in 2007. In 2010-2011, the standard came under systematic revision and was confirmed.

On April 2016, a five-month ballot on systematic revision was launched.

The ISSN International Centre is asking for a revision/amend in the Systematic Review ballot.

The ISSN International Centre considers that a revision of ISO 3297 is now justified for the reasons detailed below:

- **Defining what “editions” represent in the digital world:** The ISSN standard states that “different ISSN and key titles shall be assigned to the different editions”. It may be useful to define further what to consider a “different edition” in the context of digital publishing.

- **Revising the list of mandatory and facultative ISSN metadata:** Consistency should be ensured with other bibliographic standards.

- **Granularity of ISSN assignment:** An ISSN currently identifies a unique title on a specific medium, while the ISSN-L identifies a unique title whatever the medium may be. The creation of a “meta-ISSN” identifying a same title through history and whatever the title changes may be or the possibility to use the ISSN in the identification of subparts of a serial, e.g. issues, could be further investigated.

- **Use of ISSN and ISSN-L with other identification and linking systems:** The relationships between ISSN and other identifiers or the use of ISSN in the linked data environment may come under consideration.

3.5 News about standards and activities

WG 2 - International standard work code (ISWC)

Following the systematic review and a draft new work item proposal a resolution was made to revise this standard: ISO/NP 15707 (ISWC)

The working group has been unable to begin its work because an insufficient number of member

bodies have registered experts for the group to begin its work.

WG 4 - International Standard Book Number (ISBN)

Following the approval of the CD ballot, WG 4 responded to the submitted comments and provided a revised draft for DIS ballot. That ballot was issued on February 2016 and the ballot closed on May 2016.

WG 10 - International Standard Recording Code (ISRC)

WG10 settled a significant remaining issue and submitted a draft for circulation as a DIS.

There were some editorial errors that were a result of the Secretariat's review, which required a revision of the DIS be recirculated.

WG 11 - International standard link identifier (ISLI)

ISO International standard link identifier (ISLI) was published on May 15, 2015 and WG 11 was disbanded. The ICIA, the Registration Authority for ISLI, was approved as a Category-A Liaison by ballot.

WG12 - Indexes and indexing

A report of the recommendation of WG12 regarding the gap analysis between ISO 999 (Guidelines for the content, organization and presentation of indexes) and ISO 5963 (Methods for examining documents, determining their subjects, and selecting indexing terms) was circulated for consideration during the SC9 Plenary meeting in Wellington, New Zealand. (May 11, 2016).

WG13 - International library item identifier (ILII)

WG 13 moved quickly to produce a committee draft, which was submitted to the SC9 Secretariat and has been held for editorial review. That CD ballot circulated in early May 2016.

3.6 Relevant resolutions 2016 (SC9 Plenary meeting - Wellington, New Zealand, May 12, 2016)

Minor Revision of ISO 3297 (International standard serial number - ISSN) [see note, p. 7]
SC 9 acknowledges the results of the vote on the minor editorial revision of ISO 3297 and requests ISO CS to proceed with publishing the minor revision of the standard.

International Library Item Identifier

SC 9, having received a draft from WG 13, instructs its Secretariat to prepare for distribution a CD Ballot of the draft before May 30, 2016.

Revision of ISO 999 (Guidelines for the content, organization and presentation of indexes)

SC9 resolves to launch a revision process of ISO 999 and instructs WG12 to begin a revision of ISO 999 to include the useful precepts from ISO 5963 (Methods for examining documents, determining their subjects, and selecting indexing terms) on subject indexing, with a target publication date of August 31st 2019.

ISO 690 (Guidelines for bibliographic references and citations to information resources)
SC 9 requests that a member body prepare a proposal to revise ISO 690, in particular to address electronic resources in the standard.

4. Working Groups under the responsibility of TC46

4.1 Active Working Groups

WG 2 - Coding of country names and related entities
WG 3 - Conversion of written languages
WG 4 - Terminology of information and documentation
WG 4 – Presentation of periodicals

4.2 Standards completed since Last Meeting (Beijing, June 2015) and new publications

ISO 7098:2015 (Romanization of Chinese).

4.3 News about standards

ISO 8 - Presentation of periodicals

Background:

Last year TC46 resolved to submit the NWIP sent by ANSI/NISO following Resolution 2014-09 in order to revise the scope of ISO 8 - Presentation of periodicals to include electronic periodicals based on the NISO Recommended Practice for the Presentation and Identification of E-Journals (PIE-J).

Actions:

TC 46 invites the WG7 to provide the CD text to the TC 46 Secretariat by the next TC 46 plenary meeting and requests the TC 46 Secretariat to submit a CD ballot.

5. Standards under development (2016)

5.1 Under the responsibility of TC46

ISO/NP 8

Presentation of periodicals

ISO/DIS 5127

Information and documentation - VocabularyISO/DIS 20614 Data exchange protocol for interoperability and preservation

ISO/AWI 20674-1

Transliteration of scripts in use in Thailand -- Part 1: Transliteration of Akson-Thai-Noi

5.2 Under the responsibility of SC4

ISO/DIS 15836-1

Information and documentation -- The Dublin Core metadata element set -- Part 1: Core elements

ISO/DIS 20614

Information and documentation -- Data exchange protocol for interoperability and preservation

ISO/DIS 28500

Information and documentation -- WARC file format

5.3 Under the responsibility of SC8

ISO/NP 19580

Information and documentation -- International archives statistics

ISO/NP 21246

Key indicators for museums

ISO/NP 21248

Quality assessment for national libraries

5.4 Under the responsibility of SC9

ISO/DIS 2108

Information and documentation -- International standard book number (ISBN)

ISO/DIS 3901

Information and documentation -- International Standard Recording Code (ISRC)

ISO/NP 15707

Information and documentation -- International Standard Musical Work Code (ISWC)

ISO/CD 20247

Information and documentation -- International library item identifier(ILII)

✓ **Appendix A: list of published standards (2016)**

ISO TC46 – Information and documentation

[ISO Sub-Committees: [TC46/SC4](#) Technical interoperability; [TC46/SC8](#) Quality - Statistics and performance evaluation; [TC46/SC9](#) Identification and description; [TC46/SC10](#) Requirements for document storage and conditions for preservation [TC46/SC 11](#) Archives/records management]

Standard	Under the responsibility of
ISO 8:1977 Documentation -- Presentation of periodicals	TC46
ISO 10160:2015 Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Service Definition	TC46/SC4
ISO 10161-1:2014 Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Protocol Specification -- Part 1: Protocol specification	TC46/SC4
ISO 10161-2:2014 Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Protocol Specification -- Part 2: Protocol implementation conformance statement (PICS) proforma	TC46/SC4
ISO 10324:1997 Information and documentation -- Holdings statements -- Summary level	TC46/SC9
ISO 10754:1996 Information and documentation -- Extension of the Cyrillic alphabet coded character set for non-Slavic languages for bibliographic information interchange	TC46/SC4
ISO 1086:1991 Information and documentation -- Title leaves of books	TC46
ISO 10957:2009 Information and documentation -- International standard music number (ISMN)	TC46/SC9
ISO 11108:1996 Information and documentation -- Archival paper -- Requirements for permanence and durability	TC46/SC10
ISO 11620:2014 Information and documentation -- Library performance indicators	TC46/SC8

ISO 11798:1999	Information and documentation -- Permanence and durability of writing, printing and copying on paper -- Requirements and test methods	TC46/SC10
ISO 11799:2015	Information and documentation -- Document storage requirements for archive and library materials	TC46/SC10
ISO 11800:1998	Information and documentation -- Requirements for binding materials and methods used in the manufacture of books	TC46/SC10
ISO 11940:1998	Information and documentation -- Transliteration of Thai	TC46
ISO 11940-2:2007	Information and documentation -- Transliteration of Thai characters into Latin characters -- Part 2: Simplified transcription of Thai language	TC46
ISO 12083:1994	Information and documentation -- Electronic manuscript preparation and markup	TC46/SC4
ISO 13008:2012	Information and documentation -- Digital records conversion and migration process	TC46/SC11
ISO 14416:2003	Information and documentation -- Requirements for binding of books, periodicals, serials and other paper documents for archive and library use -- Methods and materials	TC46/SC10
ISO 15489-1:2016	Information and documentation -- Records management -- Part 1: Concepts and principles	TC46/SC11
ISO 15511:2011	Information and documentation -- International standard identifier for libraries and related organizations (ISIL)	TC46/SC4
ISO 15706-1:2002	Information and documentation -- International Standard Audiovisual Number (ISAN) - Part 1: Audiovisual work identifier	TC46/SC9
ISO 15706-1:2002/Amd 1:2008	Alternate encodings and editorial changes	TC46/SC9
ISO 15706-2:2007	Information and documentation -- International Standard Audiovisual Number (ISAN) - Part 2: Version identifier	TC46/SC9
ISO 15707:2001	Information and documentation -- International Standard Musical Work Code (ISWC)	TC46/SC9
ISO 15836:2009	Information and documentation -- The Dublin Core metadata element set	TC46/SC4
ISO 15836:2009/Cor 1:2009		TC46/SC4
ISO 15919:2001	Information and documentation -- Transliteration of Devanagari and related Indic scripts into Latin characters	TC46

ISO 15924:2004	Information and documentation -- Codes for the representation of names of scripts	TC46
ISO 16175-1:2010	Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 1: Overview and statement of principles	TC46/SC11
ISO 16175-2:2011	Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 2: Guidelines and functional requirements for digital records management systems	TC46/SC11
ISO 16175-3:2010	Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 3: Guidelines and functional requirements for records in business systems	TC46/SC11
ISO 16245:2009	Information and documentation -- Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents	TC46/SC10
ISO 16439:2014	Information and documentation -- Methods and procedures for assessing the impact of libraries	TC46/SC8
ISO 17316:2015	Information and documentation -- International standard link identifier (ISLI)	TC46/SC9
ISO 17933:2000	GEDI -- Generic Electronic Document Interchange	TC46/SC4
ISO 18:1981	Documentation -- Contents list of periodicals	TC46
ISO 18461:2016	International museum statistics	TC46/SC8
ISO 18626:2014	Information and documentation -- Interlibrary Loan Transactions	TC46/SC4
ISO 20775:2009	Information and documentation -- Schema for holdings information	TC46/SC4
ISO 21047:2009	Information and documentation -- International Standard Text Code (ISTC)	TC46/SC9
ISO 2108:2005	Information and documentation -- International standard book number (ISBN)	TC46/SC9
ISO 21127:2014	Information and documentation -- A reference ontology for the interchange of cultural heritage information	TC46/SC4
ISO 214:1976	Documentation -- Abstracts for publications and documentation	TC46
ISO 2145:1978	Documentation -- Numbering of divisions and subdivisions in written documents	TC46
ISO 2146:2010	Information and documentation -- Registry services for libraries and related	TC46/SC4

organizations

[ISO 215:1986](#)

Documentation -- Presentation of contributions to periodicals and other serials

TC46

[ISO 22310:2006](#)

Information and documentation -- Guidelines for standards drafters for stating records management requirements in standards

[ISO 23081-1:2006](#)

Information and documentation -- Records management processes -- Metadata for records -- Part 1: Principles

TC46/SC11

[ISO 23081-2:2009](#)

Information and documentation -- Managing metadata for records -- Part 2: Conceptual and implementation issues

TC46/SC11

[ISO 233:1984](#)

Documentation -- Transliteration of Arabic characters into Latin characters

TC46

[ISO 233-2:1993](#)

Information and documentation -- Transliteration of Arabic characters into Latin characters -- Part 2: Arabic language -- Simplified transliteration

TC46

[ISO 233-3:1999](#)

Information and documentation -- Transliteration of Arabic characters into Latin characters -- Part 3: Persian language -- Simplified transliteration

TC46

[ISO 2384:1977](#)

Documentation -- Presentation of translations

TC46

[ISO 23950:1998](#)

Information and documentation -- Information retrieval (Z39.50) -- Application service definition and protocol specification

TC46/SC4

[ISO 25577:2013](#)

Information and documentation -- MarcXchange

TC46/SC4

[ISO 259:1984](#)

Documentation -- Transliteration of Hebrew characters into Latin characters

TC46

[ISO 259-2:1994](#)

Information and documentation -- Transliteration of Hebrew characters into Latin characters -- Part 2: Simplified transliteration

TC46

[ISO 25964-1:2011](#)

Information and documentation -- Thesauri and interoperability with other vocabularies -- Part 1: Thesauri for information retrieval

TC46/SC9

[ISO 25964-2:2013](#)

Information and documentation -- Thesauri and interoperability with other vocabularies -- Part 2: Interoperability with other vocabularies

TC46/SC9

[ISO 26324:2012](#)

Information and documentation -- Digital object identifier system

TC46/SC9

[ISO 2709:2008](#)

Information and documentation -- Format for information exchange

TC46/SC4

[ISO 27729:2012](#)

Information and documentation -- International standard name identifier (ISNI)

TC46/SC9

ISO 27729:2012/Cor 1:2013	TC46/SC9
ISO 27730:2012	TC46/SC9
Information and documentation -- International standard collection identifier (ISCI)	
ISO 2789:2013	TC46/SC8
Information and documentation -- International library statistics	
ISO 28500:2009	TC46/SC4
Information and documentation -- WARC file format	
ISO 28560-1:2014	TC46/SC4
Information and documentation -- RFID in libraries -- Part 1: Data elements and general guidelines for implementation	
ISO 28560-2:2014	TC46/SC4
Information and documentation -- RFID in libraries -- Part 2: Encoding of RFID data elements based on rules from ISO/IEC 15962	
ISO 28560-3:2014	TC46/SC4
Information and documentation -- RFID in libraries -- Part 3: Fixed length encoding	
ISO 30300:2011	TC46/SC11
Information and documentation -- Management systems for records -- Fundamentals and vocabulary	
ISO 30301:2011	TC46/SC11
Information and documentation -- Management systems for records -- Requirements	
ISO 30302:2015	TC46/SC11
Information and documentation -- Management systems for records -- Guidelines for implementation	
ISO 3166-1:2013	TC46
Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes	
ISO 3166-2:2013	TC46
Codes for the representation of names of countries and their subdivisions -- Part 2: Country subdivision code	
ISO 3166-3:2013	TC46
Codes for the representation of names of countries and their subdivisions -- Part 3: Code for formerly used names of countries	
ISO 3297:2007	TC46/SC9
Information and documentation -- International standard serial number (ISSN)	
ISO 3602:1989	TC46
Documentation -- Romanization of Japanese (kana script)	
ISO 3901:2001	TC46/SC9
Information and documentation -- International Standard Recording Code (ISRC)	
ISO 4:1997	TC46/SC9
Information and documentation -- Rules for the abbreviation of title words and titles of publications	
ISO 5122:1979	TC46
Documentation -- Abstract sheets in serial publications	
ISO 5123:1984	TC46

Documentation -- Headers for microfiche of monographs and serials	
ISO 5127:2001	TC46
Information and documentation -- Vocabulary	
ISO 5963:1985	
Documentation -- Methods for examining documents, determining their subjects, and selecting indexing terms	TC46/SC9
ISO 6357:1985	TC46
Documentation -- Spine titles on books and other publications	
ISO 6630:1986	TC46/SC4
Documentation -- Bibliographic control characters	
ISO 690:2010	TC46/SC9
Information and documentation -- Guidelines for bibliographic references and citations to information resources	
ISO 7098:2015	TC46
Information and documentation -- Romanization of Chinese	
ISO 7144:1986	TC46
Documentation -- Presentation of theses and similar documents	
ISO 7154:1983	TC46
Documentation -- Bibliographic filing principles	
ISO 7220:1996	TC46/SC9
Information and documentation -- Presentation of catalogues of standards	
ISO 7220:1996/Cor 1:2001	TC46/SC9
ISO 7275:1985	TC46
Documentation -- Presentation of title information of series	
ISO 832:1994	
Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms	TC46/SC9
ISO 843:1997	
Information and documentation -- Conversion of Greek characters into Latin characters	TC46
ISO 8459:2009	
Information and documentation -- Bibliographic data element directory for use in data exchange and enquiry	TC46/SC4
ISO 8777:1993	TC46/SC4
Information and documentation -- Commands for interactive text searching	
ISO 9:1995	
Information and documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages	TC46
ISO 9230:2007	
Information and documentation -- Determination of price indexes for print and electronic media purchased by libraries	TC46/SC8
ISO 9706:1994	
Information and documentation -- Paper for documents -- Requirements for permanence	TC46/SC10

<u>ISO 9707:2008</u>	Information and documentation -- Statistics on the production and distribution of books, newspapers, periodicals and electronic publications	TC46/SC8
<u>ISO 9984:1996</u>	Information and documentation -- Transliteration of Georgian characters into Latin characters	TC46
<u>ISO 9985:1996</u>	Information and documentation -- Transliteration of Armenian characters into Latin characters	TC46
<u>ISO 999:1996</u>	Information and documentation -- Guidelines for the content, organization and presentation of indexes	TC46/SC9
<u>ISO/NP 19580</u>	Information and documentation -- International archives statistics	TC46/SC8
<u>ISO/NP 21246</u>	Key indicators for museums	TC46/SC8
<u>ISO/NP 21248</u>	Quality assessment for national libraries	TC46/SC8
<u>ISO/TR 11219:2012</u>	Information and documentation - Qualitative conditions and basic statistics for library buildings -- Space, function and design	TC46/SC8
<u>ISO/TR 13028:2010</u>	Information and documentation - Implementation guidelines for digitization of records	TC46/SC11
<u>ISO/TR 14873:2013</u>	Information and documentation -- Statistics and quality issues for web archiving	TC46/SC8
<u>ISO/TR 17068:2012</u>	Information and documentation - Trusted third party repository for digital records	TC46/SC11
<u>ISO/TR 18128:2014</u>	Information and documentation -- Risk assessment for records processes and systems	TC46/SC11
<u>ISO/TR 23081-3:2011</u>	Information and documentation -- Managing metadata for records -- Part 3: Self-assessment method	TC46/SC11
<u>ISO/TR 26122:2008</u>	Information and documentation -- Work process analysis for records	TC46/SC11
<u>ISO/TR 26122:2008/Cor 1:2009</u>		TC46/SC11
<u>ISO/TR 28118:2009</u>	Information and documentation -- Performance indicators for national libraries	TC46/SC8
<u>ISO/TS 18344:2016</u>	Effectiveness of paper deacidification processes	TC46/SC10
<u>ISO/TS 28560-4:2014</u>	Information and documentation -- RFID in libraries -- Part 4: Encoding of data elements based on rules from ISO/IEC 15962 in an RFID tag with partitioned memory	TC46/SC4

Appendix B: Structure (2016)

✓ ISO/TC46 Information and documentation

Scope:

Standardization of practices relating to libraries, documentation and information centres, publishing, archives, records management, museum documentation, indexing and abstracting services, and information science.

Subcommittee/Working Group	Title
ISO/TC 46/MA (TF ISO 3166)	Task Force ISO 3166-2
ISO/TC 46/MA (Voting Memb	ISO 3166 Maintenance Agency (Voting members)
ISO/TC 46/MA	ISO 3166 Maintenance Agency
ISO/TC 46/WG 2	Coding of country names and related entities
ISO/TC 46/WG 3	Conversion of written languages
ISO/TC 46/WG 4	Terminology of information and documentation
ISO/TC 46/WG 7	Presentation of periodicals
ISO/TC 46/SC 4	Technical interoperability
ISO/TC 46/SC 8	Quality - Statistics and performance evaluation
ISO/TC 46/SC 9	Identification and description
ISO/TC 46/SC 10	Requirements for document storage and conditions for preservation
ISO/TC 46/SC 11	Archives/records management

Joint working groups under the responsibility of another committee:

ISO/TC 171/SC 2/WG 5 Joint TC 171/SC 2 - TC 42 - TC 46/SC 11 - TC 130 WG: Document management applications - Application issues - PDF/A

Organizations in liaison:

[CIDOC](#), [CISAC](#), [DOI](#), [EC](#), [IAEA](#), [ICA](#), [ICSTI](#), [IFLA](#), [IIF](#), [ISAN](#), [ISBN](#), [ISOC](#), [ISSN International Center](#), [ITU](#), [UN](#), [UNCTAD](#), [UNECE](#), [UNESCO](#), [UPU](#), [WIPO](#), [ICANN](#)

✓ TC46 Subcommittees:

ISO/TC46/SC4 Technical interoperability

Scope:

Standardization of protocols, schemas, etc., and related models and metadata for processes used by information organizations and content providers, including libraries, archives, museums, publishers, and other content producers.

Subcommittee/Working Group	Title
ISO/TC 46/SC 4/WG 11	RFID in libraries
ISO/TC 46/SC 4/WG 12	WARC
ISO/TC 46/SC 4/WG 14	Interlibrary Loan Transactions
ISO/TC 46/SC 4/WG 15	Metadata and protocols for long-term preservation

Joint working groups under the responsibility of another committee:

ISO/IEC JTC 1/SC 34/JWG 7 Joint JTC 1/SC 34-TC 46/SC 4-IEC/TC 100/TA 10 WG: EPUB

ISO/TC 37/SC 2/JWG 7 Joint ISO/TC 37/SC 2 - ISO/TC 46/SC 4 WG: Revision of ISO 639

Organizations in liaison:

[CE](#), [CIDOC](#), [DCMI](#), [DDI Alliance](#), [EASE](#), [EC](#), [IAEA](#), [IFSE](#), [ISBN](#), [ISSN International Center](#), [Infoterm](#), [OASIS](#), [OECD](#), [UNCTAD](#), [UNECE](#), [UNESCO](#), [WIPO](#), [WMO](#)

ISO/TC46/SC8**Quality - Statistics and performance evaluation****Scope:**

Standardization of quantitative and qualitative data for the management of information organizations and content providers, e.g., libraries, archives, museums and publishers.

Subcommittee/Working Group**Title**

ISO/TC 46/SC 8/WG 2	International library statistics
ISO/TC 46/SC 8/WG 4	Performance indicators for libraries
ISO/TC 46/SC 8/WG 7	Quality measures for national libraries
ISO/TC 46/SC 8/WG 8	Statistical data for library buildings
ISO/TC 46/SC 8/WG 9	Statistics and quality issues for web archiving
ISO/TC 46/SC 8/WG 10	Methods and procedures for assessing the impact of libraries
ISO/TC 46/SC 8/WG 11	International museum statistics
ISO/TC 46/SC 8/WG 12	International archive statistics

Organizations in liaison:

CIDOC, EC, IAML, IFLA, UNESCO

ISO/TC46/SC9**Identification and description****Scope:**

Standardization of information identifiers, description and associated metadata and models for use in information organizations (including libraries, museums and archives) and the content industries (including publishing and other content producers and providers).

Subcommittee/Working Group Title

ISO/TC 46/SC 9/WG 2	International standard work code (ISWC)
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ISO/TC 46/SC 9/WG 4	International standard book numbering (ISBN)
ISO/TC 46/SC 9/WG 10	International Standard Recording Code (ISRC)
ISO/TC 46/SC 9/WG 12	Indexes and indexing
ISO/TC 46/SC 9/WG 13	International library item identifier (ILII)

Organizations in liaison:

[AGICOA](#), [CIDOC](#), [CISAC](#), [DOI](#), [EASE](#), [EC](#), [FERA](#), [FIAPF](#), [GS1](#), [IAML](#), [ICIA](#), [ICSSD](#), [IFLA](#), [IFPI](#), [IFSE](#), [IPA](#), [ISAN](#), [ISBN](#), [ISMN](#), [ISSN International Center](#), [IVF](#), [SMPTE](#), [UNESCO](#)

ISO/TC46/SC10 Requirements for document storage and conditions for preservation

Scope:

Standardization of requirements for storage and use of documents in libraries, archives and documentation centres, as well as practices related to maintenance and improvement of the conditions of preservation.

Subcommittee/Working Group	Title
ISO/TC 46/SC 10/WG 1	Document storage requirements
ISO/TC 46/SC 10/WG 3	Holdings Management

ISO/TC46/SC 11 Archives/records management

Scope:

Standardization of principles for the creation and management of documents, records and archives as evidence of transactions and covering all media including digital multimedia and paper.

Subcommittee/Working Group	Title
ISO/TC 46/SC 11/WG 1	Metadata <i>The convener can be reached through the secretariat</i>

Subcommittee/Working Group	Title
ISO/TC 46/SC 11/WG 7	JWG on Digital records preservation <i>The convener can be reached through the secretariat</i>
ISO/TC 46/SC 11/WG 8	Management systems for records
ISO/TC 46/SC 11/WG 10	Implementation Guidelines for the disposition of records
ISO/TC 46/SC 11/WG 14	Records requirements in enterprise Architecture
ISO/TC 46/SC 11/WG 15	Appraisal for Managing Records
ISO/TC 46/SC 11/WG 16	Systems design for records
ISO/TC 46/SC 11/WG 17	Records in the cloud

Joint working groups under the responsibility of another committee:

[ISO/TC 42/JWG 26](#) Joint ISO/TC 42-TC 46/SC 11-TC 171 WG: Imaging system capability qualification for archival recording and approval

[ISO/TC 171/SC 2/WG 5](#) Joint TC 171/SC 2 - TC 42 - TC 46/SC 11 - TC 130 WG: Document management applications - Application issues - PDF/A

Organizations in liaison:

[ICA](#), [IRMT](#), [InterPARES](#)

Rome, August 5th 2016

[Paola Manoni, Vatican Library,
TC46 and TC46/SC9 liaison officer to IFLA]