



**IFLA Committee on Standards (CoS)
Meeting (via Skype), 30 October 2013
9:00 a.m. (UCT)**

Draft Minutes

Participating:

Patrice Landry (Chair); Division I representative, Jan Richards (problems with microphone meant she typed responses); Division III, Anders Cato; Division IV, Marian Koren (joined from item 4.1 onwards); Division V, Chih-Feng P. Lin (could not hear so withdrew during the meeting); CDNL representative, Anita Goldberga; Permanent UNIMARC Committee representative, Maria Inês Cordeiro; IFLA HQ Staff, Joanne Yeomans (minutes).

Apologies: Division II representative, Françoise Pellé.

1. Welcome and introduction

The Chair welcomed everyone to the meeting, including Clara Chu, the new liaison from the Governing Board.

2. Adoption of the Agenda

No-one had anything to add so the agenda was adopted.

3. Approval of the draft minutes of the WLIC 2013 Singapore CoS meetings

The Chair reminded the Committee that the approved minutes will be put on the web site and asked if there were any comments or changes needed. The minutes were approved.

4. Matters arising since the WLIC 2013 Singapore meetings

4.1 GB liaison to the Committee on Standards – Clara Chu

The Chair introduced Clara Chu more formally to the Committee. She was nominated by the Governing Board (GB) during its meeting in August and will be the voice of the Committee in the GB, and will contribute to the work of the Committee and transmit views and information from the GB. He thanked Clara for volunteering for this role. Clara explained to the Committee her background in IFLA and her interest in standards as a result of her teaching role.

4.2 Nomination process for Division 2 and Division 5 representatives – update

The Division V Chair has sent out a call for nominations and one nomination has been received so far; the call is still open so there may be others. The call for Division II candidates has just been announced by the Division II Chair. It is expected that the Professional Committee will make a recommendation to the Governing Board in its meeting in December so that by January, the full roster should be in place again.

4.3 IFLA representative on International ISBN Agency Board

Anders Cato confirmed that a member of the ISBD Group was interested in serving as an IFLA representative on this advisory board: Tuula Haapamäki from Finland. The Chair will clarify the details with her and this will need to be endorsed by the Governing Board. It is not clear if her institution will cover the costs of attending the meetings.

4.4 Series editor – IFLA Red Book publications series

The Chair had contacted Alice Keller from De Gruyter to confirm that the CoS would act as series editor and she has agreed with this decision.

5. IFLA Key Initiatives 2013-2015: Standards Driving Excellence (Key Initiative 1 Activity)

5.1 Working Group (WG) on developing IFLA standards procedures manual – update

This activity is one that is identified as being part of the new Key Initiative Activity on Standards Driving Excellence (text shared with the CoS and soon to be made available online).

The Chair reminded the CoS that he had written to them informing them that Winston Roberts had had to stand down as Chair of the WG due to ill health and that they had agreed he should step in as Chair to try to make sure that the WG met its deadlines: a draft document in time for the Professional Committee meeting in December and a final document for the April meeting.

The WG had stalled since Singapore but after getting in touch with them all, things were starting to move again. The group has divided itself into subgroups of twos and threes who are separately working on different chapters of the procedures manual. Patrice is optimistic that the final deadline can be met but it might be a challenge to reach the December deadline so the group may produce a report instead. However, he is comforted by the level of enthusiasm and dedication among the members, and the amount of progress achieved in Singapore. He will continue to keep the CoS informed of progress.

5.2 Impact studies of IFLA standards on the international library community - update

This activity is also one identified as being part of the new Key Initiative Activity on Standards Driving Excellence.

The Chair described the progress made on this in discussion with the Library Theory and Research Section and the Statistics and Evaluation Section who have expertise to contribute to this project.

Experience from these Sections suggested that there would need to be very careful preparation and testing of the methodology; there had not been many responses to previous international surveys, so efforts are needed to ensure there is the right approach and the right people are reached. Members of the CoS offered information about databases of contacts used in other surveys: Clara Chu reported on a database being created as part of an Education and Training Section project; also that the National Information and Library Policy SIG might have a list of useful contacts; Marian Koren had been trying to identify International Relations Officers in National Libraries or Library Associations; the World Report contacts might also be useful; Jan Richards reported that the Public Library Section had received 1500 responses to a pre-survey survey. These lists of contacts might help the project to move forward faster, and the project managers should also make sure that they coordinate with any other surveys being run, so Patrice will pass on details to them.

The survey might also address differences internationally regarding adoption, distribution, and perceptions of IFLA standards. There will need to be a clear definition on what is meant by an IFLA standard and the work of the WG (see item 5.1) will be useful in defining this.

Patrice will be submitting a project funding request for two years to the Professional Committee (PC) before the deadline at the end of October. If this is not approved by the PC, the Sections may go ahead with a scaled-down version of the project. The first phase of the project will be a feasibility study and then the second phase will be the data collection, analysis and report.

In parallel, Patrice had been in touch with individual sections to discuss specific studies which would address specific standards, and he will be in touch with more sections that are major developers of IFLA standards to ask if they would make this part of their action plan in the coming two years. There would probably also need to be a qualitative study of some kind (interviews or other method) to follow up details of the quantitative study and these might also form case study examples.

The satellite meeting in 2015 was being planned to present the findings and to identify recommendations for the Governing Board.

Maria Inês Cordeiro reported that UNIMARC intended to repeat its survey of 2008 and 2012 in January 2014 and would be happy to include questions for purposes of comparison and benchmarking. Patrice agreed to prioritize this discussion with the project managers to see if they could contribute in time, and share the ISBD survey with Inês.

The Chair will keep the CoS informed on progress.

Clara Chu asked about the procedure for starting to define a new standard, for example, in the area of accreditation of library education. Does the CoS ask a Section to do this, or should the initiative be with the Section? Patrice confirmed that normally, the Section would be best placed to know if there was need for a standard or guideline in their area but the CoS was available for guidance on the procedure for this. The WG's procedures manual should help Sections wishing to start this process.

6. PC Project proposals – CoS support in evaluating standards projects

As last year, the Professional Committee (PC) will be looking to the CoS for advice on standards-related projects, especially the long-term standards activities that request funding. The Chair asked for two or three volunteers to form a small task group to look at the applications in November and provide advice by the end of November for the PC's December meeting.

Those people submitting proposals excluded themselves from the group.

Anita Goldberga and Jan Richards volunteered to do this and will work with the Chair. Holidays in November might mean they have to work virtually. The proposals will be circulated in early November, they will share comments via email, then perhaps find a day when they can discuss the results before reporting back to the CoS and PC.

7 WLIC 2014 Lyon – Committee’s open program – proposal of theme

The deadline for submissions of preliminary information (working title) is 4 November. The theme of the 2014 Congress is “libraries, citizens and societies, confluence for knowledge”.

Ideas were offered:

- Standards as an IFLA KI picking up on the particular aspects of the KI: procedures, dissemination, impact studies, promotion and use in advocacy work.
- Reports from task groups and review groups, report from procedures manual WG.
- Tie-in with two or three of the trends in the IFLA Trend Report. How standards are evolving in these contexts.
- Ignite sessions – five minute presentations to ignite ideas (Clara Chu will share information on this after the meeting).
- Confluence relates to the two rivers of Lyon – standards might be assumed to be fixed but we are seeing fluidity which is a ‘trend’ for standards.
- Relation of standards to trends, but also trends in standards.
- Nature of standards, procedures and processes, not about particular standards but about the networks that make standards and the reflections on the nature of standards, and how they are produced and developed in today’s society.

The Chair will draft a proposal for the preliminary ideas for the CoS to agree before submitting it to the Professional Committee for approval.

If the session is approved, the CoS will need to assist later with the detail for the call for papers which will be sent out in January. The title and details can be modified at this time, or even later.

8 Any other business

The Chair noted that this was probably the last time the CoS would meet whilst Chihfeng Lin and Françoise Pellé were members. He thanked them both for their work on the Committee and wished them success with their new projects.

The Chair thanked everyone for participating and invited anyone with further comments, ideas or questions to contact him.