



**IFLA Committee on Standards**  
**Meeting minutes: approved October 2013.**

**Suntec Singapore International Convention and Exhibition Centre**  
**79<sup>th</sup> IFLA WLIC 2013 Singapore**

**Meeting 1: August 18, 2013, 12.15 – 13.30, Room 308. Items 1, 2, 3, 4, 5, 6, 8.**

**Present:**

Patrice Landry (Chair); Division II representative, Françoise Pellé; Division III, Anders Cato; Division IV, Marian Koren; Division V, Chih-Feng P. Lin; CDNL representative, Anita Goldberga; IFLA HQ Staff, Joanne Yeomans (minutes).

**Invited:**

Winston Roberts (item 6), Chair of the Committee's Working Group (WG). Members of the WG: Sanjay Bihani, Agnese Galeffi, Frederick Zarndt.

**Apologies:**

Division I representative, Tay Ai Cheng; Permanent UNIMARC Committee Chair, Alan Hopkinson.

**Observers:**

Maria Inês Cordeiro, Angela Green, Tord Høivik, Lynne Howarth, Sally McCallum, Dorothy McGarry, Julie McKenna, Isabel Garcia-Monge, Habash Oshika, Katati Onagi, Shawky Salem, Ulla Wimmer.

**Meeting 2: August 22, 2013, 9.45 – 11:15, Room 310. Items 3.4.1 (continuation), 4 (continuation), 6 (continuation), 7, 9.**

**Present:**

Patrice Landry (Chair); Division I representative, Jan Richards; Division II representative, Françoise Pellé; Division III, Anders Cato; Division V, Chih-Feng P. Lin; CDNL representative, Anita Goldberga; IFLA HQ Staff, Permanent UNIMARC Committee representative, Maria Inês Cordeiro; Joanne Yeomans (minutes).

**Apologies:**

Division IV, Marian Koren; Permanent UNIMARC Committee Chair, Alan Hopkinson.

**Invited:**

Members of the WG: Abraham Azubuike, Sanjay Bihani, Agnese Galeffi, Margaret Tarpley, Frederick Zarndt.

**Observers:**

Sally McCallum, Shawky Salem, Katsufumi Yanagi (item 7 onwards).

**Draft Minutes of the meeting**

**(to be approved by the Standards Committee then posted online as the approved minutes)**

**1. Welcome and introduction**

The Chair welcomed everyone and opened the meeting. He invited everyone, including observers, to introduce themselves. Observers are welcome to meetings but do not participate in the discussions unless invited to do so by the Chair.

**2. Adoption of the Agenda**

The agenda was adopted.

**3. Matters arising since the 78<sup>th</sup> WLIC in Helsinki**

**3.1 Reports to Governing Board (GB)**

The Chair summarized the report that had been submitted to the GB: advice had been provided to the Professional Committee concerning standards-related projects, a draft definition of an IFLA standard had been prepared, suggestions had been submitted concerning the proposed new Key Initiative on Standards, an open programme during the WLIC had been established following a call for papers, and a working group had been set up to discuss an IFLA procedures manual. Some members of this working group were present.

As the Standards Committee is two years old, the members have to be re-appointed or replaced by the GB at their meetings during the WLIC. Preparing for this had prompted discussion about how to ensure continuity in future years. Papers to enable the GB to discuss the appointment and re-appointment of members had been prepared and submitted.

### **3.2 ISO TC 46 (report)**

The IFLA representative to the ISO TC 46, Paula Manoni, had submitted reports to the Standards Committee, and the Chair had asked her to submit a report back to the last meeting of the TC 46 in order to extend the relationship.

Francoise Pellé, who is Chair of the ISO TC 46, thanked Paola for her thorough work and summarized the new topics that had emerged:

1. Joint work regarding standardization of ePub3 in conjunction with another standards group.
2. Re-establishments within TC46 of a sub-committee on the definition of standards for the physical keeping of documents.

The Chair said that he was thinking of looking at other international archival organisations to see what they were working on and whether it was relevant to IFLA.

### **3.3 Standards as a IFLA Key Initiative**

The Chair had participated in discussions with the Professional Committee's new Chair, who was very supportive of this newly proposed Key Initiative (KI). There is no special KI budget, so funding for it and on-going funding for standards projects, would be one item that needs further discussion early on.

### **3.4 Other matters arising**

#### **3.4.1 Series editor – IFLA Red Book publications series**

Following a request from the publisher, the Professional Committee had asked the Standards Committee to identify an editor for this series. Some aspects of editorial work had previously been completed by IFLA HQ staff but no editor had been identified. The Chair agreed to talk more to the representative of De Gruyter about what the criteria and duties would be so that the Committee could consider possible candidates.

Following discussions during the week with the publisher's representative, Alice Keller, and the IFLA Secretary General, the Chair proposed a motion for the Governing Board that the Standards Committee itself would act as unofficial series editor. The Committee agreed.

#### **3.4.2 IFLA representative on International ISBN Agency Board.**

Due to illness, a replacement for Alan Hopkinson needs to be identified as liaison to the ISBN Agency Board and member of the working group. Maria Inês Cordeiro had previously been IFLA's representative and gave some input on what might be involved. She had attended a meeting once a year but didn't attend the annual General Assembly. She had supplied updates when relevant and since a revision had been decided last year, it would be important for IFLA to be present at future meetings to give input. She suggested someone with a bibliographies background but anyone with library experience ought to have an

advantage as they know the agency. Many National Libraries have an agency and although it is of interest to Unimarc, it is wider than that.

It was suggested that someone connected to IFLA's ISBD might be a good match, and it was pointed out they would need to be able to attend meetings without cost to IFLA. It is believed the next meeting is during the London Book Fair. Anders Cato will talk to the ISBD group about this. The Chair will follow up to identify a possible representative.

#### **4. Standards Committee Membership 2013-15**

The re-appointment of Patrice Landry as Chair has been confirmed for the next two years, and the PC has confirmed it will recommend the reappointment of the representatives for divisions 2 to 5. The representative for Division 1 will stand down, and of the three nominations for the replacement, it decided to recommend Jan Richards to the GB.

Following confirmation that the Division representatives were reappointed, and that Jan Richards was appointed by the GB to the Standards Committee, the Chair welcomed her to the meeting and invited her to introduce herself.

The Chair announced that two further members have decided to stand down: Francoise Pellé due to retirement in February 2014, and Chihfeng Lin who wishes to stand down due to other commitments within IFLA. This will be communicated to the PC so that the procedure can be followed for identifying replacements to be recommended to the GB in December.

Due to these changes, continuity of the group will be possible when the initial members reach the end of their second two-year term in 2015. In 2015, the GB will also review the mandate and terms of reference so adjustments can be made to clarify any outstanding issues.

Due to long-term illness, Alan Hopkinson will not be able to attend meetings and the Permanent Unimarc Committee proposed that Maria Inês Cordeiro would replace him for the time being.

Francoise Pellé is representative for Division 2 and also, coincidentally, Chair of ISO TC 46. She felt that this relationship was very important both for IFLA and for ISO to avoid duplication and that active participation in both is needed to draw out the best of each. She suggested that a more proactive relationship was needed and especially an IFLA representative on the ISO TC46 subcommittee on identification and description. Until the new Chair of ISO TC46 is identified, it is unclear if they would be able to participate in the IFLA Standards Committee.

#### **5. Report on IFLA Review/Working/Tasks Groups**

The Professional Committee has asked the Standards Committee to review the task groups that are dealing with IFLA standards. These groups do not have very clear visibility in the IFLA structure, being working groups of two Sections, and the Professional Committee wishes to have a clearer understanding of their work which relates to funding requests.

The Chair had drafted a report in response to this request and shared it with the Committee for comments. He also shared it with the two Sections that currently 'host' these groups: Cataloguing, and Classification and Indexing. He will finalise it after the WLIC, circulate to the Committee a revised document, and submit it to the Professional Committee to be tabled at its December meeting.

A suggestion was made that these groups could be asked to report for ten minutes to the Standards Committee each meeting.

## **6 Working Group (WG) on developing IFLA standards procedures (report)**

Winston Roberts is chair of the working group (WG Chair); terms of reference for the WG have been defined by the Standards Committee. He reported that the WG had been initialized in May but would only start work this week when most of the members could meet for the first time. This will mean they are running behind schedule but a number of meetings have been planned for the week and so he intended the group to catch up and have the first draft of a procedures manual ready before the end of the year ready for discussion during the Governing Board meetings at Headquarters in the first week in December.

Patrice Landry asked the WG Chair to verify whether the proposed definition of an IFLA standard worked in relation to their discussions, or whether it needed amendment. He also invited the WG to bring questions and suggestions back to the Standards Committee.

The WG Chair noted that one question that might arise is how IFLA standards are presented on mobile devices. This is not currently on the terms of reference for the WG.

The guidelines that are being prepared will be high level and flexible enough to allow IFLA professional units to do what they need. It is too early in the discussion to know whether they will be loose enough to allow different kinds of IFLA standard to fall into place, or will have different categories for the different types of IFLA standard. They are starting with the definition of an IFLA standard supplied by the Standards Committee, which includes different types of standard such as bibliographic standards and guidelines. The WG will not duplicate the work of ISO and aims to simply prepare something quick and easy to understand, so that professional units can go to a website, download a template and have a quick guide on how to manage an IFLA standard.

Patrice Landry confirmed in the second meeting that the WG had met and made extremely good progress during the week. He will act as liaison between the Committee and the WG and will ensure that the issues are understood. Due to the time scale, it is possible that the first draft might be submitted only to the Standards Committee by December so that the Committee can give input before a more final version is ready for the Professional Committee, perhaps for April. However, the first draft is needed by the Standards Committee by the end of the year so that implementation can be planned for the Congress by the March deadline.

## **7 Work plan for 2013-14 - proposals**

### **7.1 Project proposal – Impact of IFLA standards on the international library community**

A document detailing the proposal had been circulated to the Committee. The Chair summarized: the project is proposed in the context of the Key Initiative and the purpose of the study would be to advocate for take-up among IFLA members of IFLA standards, and the results would give context to further standards-related work. The Chair has already talked to the Library Theory and Research Section about using the methodology developed for their 2006 study, and also to the Statistics and Evaluation Section about becoming involved.

Each standards working group, and the approximately twenty sections that have active standards or guidelines, would have the possibility to survey their community to find out how useful the standard was. There might need to be slightly different questions and methodologies for the different types of standards and communities, but the project would bring all the expertise and the results together.

The quantitative survey could be followed up with a qualitative discussion in Lyon and then the results of the study could be presented in a Satellite event in 2015, with the aim of bringing together the conclusions for the Governing Board then.

Maria Inês Cordeiro remarked that UNIMARC had run a survey in 1991 and again in 2008 to find out how many libraries were using UNIMARC and in which countries, which they hoped would help identify which languages to concentrate on when developing documentation and training. They obtained some information but not as much as they'd have liked, so they plan to run the survey again. She offered to share ideas.

The list of IFLA standards that the Committee has already compiled will offer a starting point, and these are based on previous surveys by Glen Patton and Bob Holley.

The Chair will revise and re-circulate the proposal before submitting to the Professional Committee in October.

## **7.2 WG on developing IFLA standards procedures report –implementation plan**

This WG had already been discussed in item 6. Once the report is received, the Standards committee will need to discuss how to introduce it to IFLA units. If one way of doing this will be an event in Lyon then there needs to be a draft programme developed in February at the latest in order to respond to the call which usually has a deadline of mid-March.

The Chair therefore proposed that the Committee would need to discuss this on Skype after the report was received by the WG.

## **7.3 Task proposal - IFLA terminology glossary**

Fiona Bradley, HQ Staff, had asked the Committee to consider if it could advise on the preparation of a glossary for IFLA units to use when writing materials for IFLA, so that terminology was standardized, for example, are people who use libraries called patrons, customers, etc?

Francoise Pellé pointed out that an ISO standard on vocabulary already exists and is currently being revised by looking at all existing standards and identifying definitions for different languages. It is a difficult procedure because the results show that the same word might be used in different ways to have different meanings for good reasons. Terminology will also evolve over time so there would need to be constant checking and revision of the terms and definitions. This would then lead to the question of whether IFLA's standards and guidelines would need constant updating with the changes to terminology.

The Committee was not convinced this would be an easy or worthwhile job but would need more information from Fiona to understand whether there was a problem that could be solved more easily.

## **7.4 Open session program WLIC 2014 Lyon**

As time was running out, the Chair asked the Committee to be thinking about the contents and organisation of the open session in 2014 ready for later discussion. The session this year had gone well so something similar might be organised.

The following were possibilities to consider:

- Report from the standards working groups.
- Impact of IFLA standards discussion, though this might work better in 2015.

## **8 Activities of the Committee during Singapore**

### **8.1 Open session (Session 177 - Wednesday August 21, 11.45 – 13.45)**

### **8.2 Second SC meeting (Thursday August 22, 9.45 – 11.15).**

The Committee noted the times of these events.

## **9 Any other business**

The Committee agreed that the draft agenda (in advance of meetings) and the approved minutes of meetings could be put on the website.

The Chair proposed to call a Skype meeting in late October and a second in February to discuss the following items:

1. Open session planning for 2014 (see agenda item 7.4 above),
2. Committee composition with regards membership and roles (see agenda item 4 above),
3. Implementation plan for the WG's report (see agenda items 6 and 7.2 above),
4. Impact proposal (agenda item 7.1 above).

It was noted that posters around the Congress announce International Standards Day on 14 October 2013. This appears to be an initiative of ISO, the ITU and IEC.

The Chair closed the meeting.

# Report from Meeting 40th ISO/TC46 – Information and documentation

(Paris, June 3<sup>rd</sup> – 9<sup>th</sup> 2013)

*TC46 on Information and documentation has been leading efforts related to information management since 1947. Standards developed under ISO/TC46<sup>1</sup> 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.*

## ✓ Annual meeting

The following report summarizes the key-topics emerged during the week in Paris- with particular regards to the discussions held in the meetings of SC4, S8 SC9<sup>2</sup> and plenary TC46 - of probable interest to the IFLA community.

### 1. Standardization of ePub 3.0

SC 4 endorses the creation of a joint working group between TC 46/SC4, JTC 1/SC 34<sup>3</sup> and IEC TC 100/TA 10<sup>4</sup> to encourage the combined use of EPUB 3.0 and specifications related to long term preservation such as METS.

SC4 resolves to participate in that group once it is established and instructs the SC4 Secretariat to make a call for experts to serve on that group.

### 2. Revision of ISO 25577: MarcXChange

ISO 25577 MarcXchange was published in 2008. A need for handling embedded field was recognized too late to be part of this first version. At the meeting in Berlin 2012 a draft amendment to ISO 25577 was presented, and Danish Standards was invited to submit a New Work Item Proposal (NWIP).

The new work item proposal was circulated for ballot in October 2012, and was approved in January 2013. Taking comments into consideration it has been decided together with the secretariat and the chair, to register the document as a Draft

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<sup>1</sup> For the complete list of published standards, *cfr.* Appendix A.

<sup>2</sup> ISO TC46 Subcommittees: TC 46/SC 4 Technical interoperability; TC 46/SC 8 Quality - Statistics and performance evaluation; TC 46/SC 9 Identification and description. *Cfr* Appendix B.

<sup>3</sup> Joint Technical Committee 1 / Document description and processing languages.

<sup>4</sup> International Electrotechnical Commission, Audio, video and multimedia systems and equipment / Multimedia e-publishing and e-book.

International Standard (DIS) . The DIS ballot of ISO 25577 (MarcXchange) ended on the 28<sup>th</sup> of June 2013.

### **3. ISO 28560: RFID in libraries: follow up of new work items**

Last year SC4 approved to initiate a ballot for two new technical specifications:

- Rules for ISO 28560-1 data elements to be encoded in radio frequency identification (RFID) tags with a memory structure that is partitioned into four memory banks (e.g. ISO/IEC 18000-6 Type C operating in the UHF frequency, but not necessarily restricted to this technology) - (Proposer: United Kingdom);
- Encoding method used to form the unique item identifier (UII) of RFID tag where a tag supports different memory areas for the UII and other Item-related data (e.g. ISO/IEC 18000-6 type C, type D and ISO/IEC 18000-3 MODE 3), and when the UII is assigned for a library application - (Proposer: Japan).

The two new work items has been accepted and the proposal proceeded at Working Draft (WD) stage:

- ISO/WD TS 28560-4 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
- ISO/WD 28560-5 Information and documentation Information and documentation — RFID in libraries — unique item identifier (UII) for libraries.

During the last meeting of the SC4 Working Group 11 “RFID in libraries” (WG11) held in Paris, it was again recognized that the applicability of unique item identifiers is much wider than that of library oriented RFID standards.

For this reason SC4 approves the recommendation of WG11 to separate ISO 28560-5 from the connection to ISO 28560 suite based on the more generic scope of the Unique item identifier (UII) for libraries proposal.

SC4 accordingly decides to cancel ISO 28560-5 in order to submit a new work item proposal related to unique item Identification to ISO/TC 46/SC 9 for their consideration.

For ISO 28560-4 *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*,

SC4 approves the recommendation of WG11 to launch a three-month ballot of



ISO/TS 28560-4 on completion of the internal working group review no later than 30 September 2013.

For ISO 28560-1, *Information and documentation -- RFID in libraries -- Part 1: Data elements and general guidelines for implementation*

ISO 28560-2 *Information and documentation -- RFID in libraries -- Part 2: Encoding of RFID data elements based on rules from ISO/IEC 15962* and

ISO 28560-3, *Information and documentation -- RFID in libraries -- Part 3: Fixed length encoding*:

SC4 approves the recommendation of WG11 to launch a Final Draft International Standard (FDIS) ballot of minor revision of ISO 28560-1, 28560-2 and 28560-3 no later than 31 August 2013.

#### **4. SC4 on ILL**

##### ISO 10160 and 10161 ILL

Despite of the revision in 1997 and subsequent amendments, the standard is by now out of date. Although new implementations of the standard are not likely to emerge, SC4 intends to keep on maintaining the old standard as long as it is in use. No substantial modifications are either needed or desirable, since SC 4 has also started a process to create a modern ILL standard ISO 18626. The current ILL service definition and protocol are currently undergoing the routine five year revision.

##### ISO 18626

At the SC4 meeting in May 2012 SC4 invited Danish Standards to prepare a NWIP, in cooperation with other interested parties, for a new ILL standard before the end of October 2012. In addition, the plenary decided that if the NWIP were approved, SC4 would ask the chair of the committee to establish a working group to develop a new international standard for ILL transactions.

The proposal was unanimously approved in the SC4 vote, and a sufficient number of experts were nominated to the new working group (WG14).

WG14 was established to carry on drafting the standard on Interlibrary Loan Transactions.

SC 4 instructs WG14 to complete the editing of the DIS version no later than the 15th of July 2013 on the basis of accepted comments and to submit the text to the WG 14 Convenor for delivery to the SC4 ballot. SC4 also approves the recommendation of WG14 to launch a DIS ballot no later than the end of August 2013.

## **5. ISO 639 Codes for the representation of names of languages**

Last year SC4 noted with concern the actions of ISO/TC 37/SC2<sup>5</sup> to revise the family of ISO 639 standards and decided to contact ISO/TC37/SC2 to discuss in order to achieve a positive solution in this work. The current plan of SC2 is to replace the existing standard document with a database. In practice this might mean a merger of the current multipart document into a single resource. But librarians do not need the full standard with thousands of language codes but just an abridged version. If the standard becomes a database, it is important that the database will serve not only linguists and other groups who prefer the full standard, but also other user communities including librarians.

In addition, TC46 asks the Joint Advisory Committee of Registration authorities for ISO 639 “Codes for the representation of names of languages” to consider attributing alpha-2 code elements for the administrative languages in UN member states and need to be referenced to in ISO 3166 “Codes for the representation of names of countries and their subdivisions”.

## **6. DCMI<sup>6</sup> / SC4**

The Dublin Core Metadata Initiative (DCMI) is an open forum engaged in the development of interoperable online metadata standards that support a broad range of purposes and business models.

Since January 2012 has been established a formal A-category liaison<sup>7</sup>, between DCMI and ISO TC46/SC4. In this way, DCMI will be able to follow a fast track standardization procedure, whereby existing standards are introduced into the ISO process starting as Draft International Standard.

## **7. ISO 2108 - International Standard Book Number**

At the request of the International ISBN Agency, SC9 resolves to revise ISO 2108, International Standard Book Number.

Stella Griffiths, the Executive Director of the International ISBN Agency, has contacted the ISO/TC 46 Chair, requesting A-category liaison status with TC 46

After the ballot (closed on 13 July 2013), the committee resolves to form an A-category liaison with ISBN; Ms Stella Griffiths is nominated as liaison officer.

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<sup>5</sup> Terminology and other language and content resources / Terminographical and lexicographical working methods.

<sup>6</sup> Dublin Core Metadata Initiative.

<sup>7</sup> “A” liaisons has the right to participate in meetings and to comment on drafts but it can’t vote.

## **8. SC9 Appointment of liaison to IFLA**

SC9 appoints Paola Manoni, from the Vatican Library, as liaison officer to International Federation of Library Associations and Institutions (IFLA).

## **9. SC 8 Chair appointment**

TC 46 appoints Steve Hiller, from the University of Washington in the USA, as the Chair of SC 8

## **10. Reactivation of SC10**

TC 46 resolves:

- to re-establish the SC 10 after having received a great majority of positive votes during the ballot among its members;
- to change the title of SC 10 from "Physical Keeping of Documents" to "Requirements for document storage and conditions for preservation" with the following scope:

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

Excluded:

- Photography and other media within the scope of ISO/TC 42;
- Micrographics and optical memories within the scope of ISO/TC 171"

TC46 appoints DIN (Germany) as Secretariat of SC 10 and approves DIN's nomination to appoint Dr. Sebastian BARTELEIT as Chair

## **11. Standards under development**

### **11.a Under the responsibility of TC46**

#### **ISO 3166-1**

Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes

#### **ISO 3166-2**

Codes for the representation of names of countries and their subdivisions -- Part 2: Country subdivision code

#### **ISO 3166-3**

Codes for the representation of names of countries and their subdivisions -- Part 3: Code for formerly used names of countries

#### **ISO/CD 5127**

Information and documentation -- Vocabulary

ISO/CD 7098

Information and documentation -- Romanization of Chinese

ISO/CD 11799

Information and documentation -- Document storage requirements for archive and library materials

ISO/NP TS 18344

Recommendation on methods of validating the success of deacidification processes for printed and handwritten documents

**11.b Under the responsibility of SC4**

ISO/DIS 18626

Information and documentation -- Interlibrary Loan Transactions

ISO/CD 21127

Information and documentation -- A reference ontology for the interchange of cultural heritage information

ISO/DIS 25577

Information and documentation -- MarcXchange

ISO/WD TS 28560-4

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

**11.c Under the responsibility of SC8**

ISO 2789

Information and documentation -- International library statistics

ISO/DIS 11620

Information and documentation -- Library performance indicators

ISO/DTR 14873

Information and documentation -- Statistics and quality issues for web archiving

ISO/DIS 16439

Methods and procedures for assessing the impact of libraries

ISO/AWI 18461

International museum statistics

**11.d Under the responsibility of SC9**

ISO/AWI 3901

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

ISO/CD 17316

Information and documentation -- International standard document link (ISDL)

ISO 27729:2012/Cor 1

✓ **Appendix A: list of published standards (2013)**

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**ISO TC46 – Information and documentation**

[ISO Sub-Committees: TC 46/SC 4 Technical interoperability;TC 46/SC 8 Quality - Statistics and performance evaluation;TC 46/SC 9 Identification and description;TC 46/SC 11 Archives/records management]

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Standard	Under the responsibility of
<u>ISO 4:1997</u> Information and documentation -- Rules for the abbreviation of title words and titles of publications	<u>ISO/TC 46/SC 9</u>
<u>ISO 8:1977</u> Documentation -- Presentation of periodicals	<u>ISO/TC 46</u>
<u>ISO 9:1995</u> Information and documentation -- Transliteration of Cyrillic characters into Latin characters -- Slavic and non-Slavic languages	<u>ISO/TC 46</u>
<u>ISO 18:1981</u> Documentation -- Contents list of periodicals	<u>ISO/TC 46</u>
<u>ISO 214:1976</u> Documentation -- Abstracts for publications and documentation	<u>ISO/TC 46</u>
<u>ISO 215:1986</u> Documentation -- Presentation of contributions to periodicals and other serials	<u>ISO/TC 46</u>

<u>ISO 233:1984</u>	
Documentation -- Transliteration of Arabic characters into Latin characters	<u>ISO/TC 46</u>
<u>ISO 233-2:1993</u>	
Information and documentation -- Transliteration of Arabic characters into Latin characters -- Part 2: Arabic language -- Simplified transliteration	<u>ISO/TC 46</u>
<u>ISO 233-3:1999</u>	
Information and documentation -- Transliteration of Arabic characters into Latin characters -- Part 3: Persian language -- Simplified transliteration	<u>ISO/TC 46</u>
<u>ISO 259:1984</u>	
Documentation -- Transliteration of Hebrew characters into Latin characters	<u>ISO/TC 46</u>
<u>ISO 259-2:1994</u>	
Mechanical female contraceptive devices -- Tubal ligation/Fallopian rings -- Part 2: Simplified transliteration	<u>ISO/TC 46</u>
<u>ISO 690:2010</u>	
Information and documentation -- Guidelines for bibliographic references and citations to information resources	<u>ISO/TC 46/SC 9</u>
<u>ISO 832:1994</u>	
Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms	<u>ISO/TC 46/SC 9</u>
<u>ISO 843:1997</u>	
Information and documentation -- Conversion of Greek characters into Latin characters	<u>ISO/TC 46</u>
<u>ISO 999:1996</u>	
Information and documentation -- Guidelines for the content, organization and presentation of indexes	<u>ISO/TC 46/SC 9</u>
<u>ISO 1086:1991</u>	
Information and documentation -- Title leaves of books	<u>ISO/TC 46</u>
<u>ISO 2108:2005</u>	
Information and documentation -- International standard book number (ISBN)	<u>ISO/TC 46/SC 9</u>
<u>ISO 2145:1978</u>	
Documentation -- Numbering of divisions and subdivisions in written documents	<u>ISO/TC 46</u>

<u>ISO 2146:2010</u> Information and documentation -- Registry services for libraries and related organizations	<u>ISO/TC 46/SC 4</u>
<u>ISO 2384:1977</u> Documentation -- Presentation of translations	<u>ISO/TC 46</u>
<u>ISO 2709:2008</u> Information and documentation -- Format for information exchange	<u>ISO/TC 46/SC 4</u>
<u>ISO 2789:2006</u> Information and documentation -- International library statistics	<u>ISO/TC 46/SC 8</u>
<u>ISO 3166-1:2006</u> Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes	<u>ISO/TC 46</u>
<u>ISO 3166-1:2006/Cor 1:2007</u>	<u>ISO/TC 46</u>
<u>ISO 3166-2:2007</u> Codes for the representation of names of countries and their subdivisions -- Part 2: Country subdivision code	<u>ISO/TC 46</u>
<u>ISO 3166-3:1999</u> Codes for the representation of names of countries and their subdivisions -- Part 3: Code for formerly used names of countries	<u>ISO/TC 46</u>
<u>ISO 3297:2007</u> Information and documentation -- International standard serial number (ISSN)	<u>ISO/TC 46/SC 9</u>
<u>ISO 3602:1989</u> Documentation -- Romanization of Japanese (kana script)	<u>ISO/TC 46</u>
<u>ISO 3901:2001</u> Information and documentation -- International Standard Recording Code (ISRC)	<u>ISO/TC 46/SC 9</u>
<u>ISO 5122:1979</u> Documentation -- Abstract sheets in serial publications	<u>ISO/TC 46</u>
<u>ISO 5123:1984</u> Documentation -- Headers for microfiche of monographs and serials	<u>ISO/TC 46</u>



<u>ISO 5127:2001</u> Information and documentation -- Vocabulary	<u>ISO/TC 46</u>
<u>ISO 5963:1985</u> Documentation -- Methods for examining documents, determining their subjects, and selecting indexing terms	<u>ISO/TC 46/SC 9</u>
<u>ISO 6357:1985</u> Documentation -- Spine titles on books and other publications	<u>ISO/TC 46</u>
<u>ISO 6630:1986</u> Documentation -- Bibliographic control characters	<u>ISO/TC 46/SC 4</u>
<u>ISO 7098:1991</u> Information and documentation -- Romanization of Chinese	<u>ISO/TC 46</u>
<u>ISO 7144:1986</u> Documentation -- Presentation of theses and similar documents	<u>ISO/TC 46</u>
<u>ISO 7154:1983</u> Documentation -- Bibliographic filing principles	<u>ISO/TC 46</u>
<u>ISO 7220:1996</u> Information and documentation -- Presentation of catalogues of standards	<u>ISO/TC 46/SC 9</u>
<u>ISO 7220:1996/Cor 1:2001</u>	<u>ISO/TC 46/SC 9</u>
<u>ISO 7275:1985</u> Documentation -- Presentation of title information of series	<u>ISO/TC 46</u>
<u>ISO/TR 8393:1985</u> Documentation -- ISO bibliographic filing rules (International Standard Bibliographic Filing Rules) -- Exemplification of Bibliographic filing principles in a model set of rules	<u>ISO/TC 46</u>
<u>ISO 8459:2009</u> Information and documentation -- Bibliographic data element directory for use in data exchange and enquiry	<u>ISO/TC 46/SC 4</u>
<u>ISO 8777:1993</u> Information and documentation -- Commands for interactive text searching	<u>ISO/TC 46/SC 4</u>
<u>ISO 9230:2007</u> Information and documentation -- Determination of price indexes for print and	<u>ISO/TC 46/SC 8</u>

electronic media purchased by libraries

ISO 9706:1994

Information and documentation -- Paper for documents -- Requirements for permanence ISO/TC 46

ISO 9707:2008

Information and documentation -- Statistics on the production and distribution of books, newspapers, periodicals and electronic publications ISO/TC 46/SC 8

ISO 9984:1996

Information and documentation -- Transliteration of Georgian characters into Latin characters ISO/TC 46

ISO 9985:1996

Information and documentation -- Transliteration of Armenian characters into Latin characters ISO/TC 46

ISO 10160:1997

Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Service Definition ISO/TC 46/SC 4

ISO 10160:1997/Amd 1:2002

Addition of annex D acknowledging the National Library of Canada as the Maintenance Agency ISO/TC 46/SC 4

ISO 10161-1:1997

Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Protocol Specification -- Part 1: Protocol specification ISO/TC 46/SC 4

ISO 10161-1:1997/Amd 1:2002

Support for Use of Object Identifier in "identifier" Parameter of the Extension Data ISO/TC 46/SC 4

ISO 10161-1:1997/Amd 2:2002

Addition of annex I acknowledging the National Library of Canada as the Maintenance Agency and Registration Authority ISO/TC 46/SC 4

ISO 10161-2:1997

Information and documentation -- Open Systems Interconnection -- Interlibrary Loan Application Protocol Specification -- Part 2: Protocol implementation conformance statement (PICS) proforma ISO/TC 46/SC 4

ISO 10324:1997

Information and documentation -- Holdings statements -- Summary level ISO/TC 46/SC 9

<u>ISO 10754:1996</u>	
Information and documentation -- Extension of the Cyrillic alphabet coded character set for non-Slavic languages for bibliographic information interchange	<u>ISO/TC 46/SC 4</u>
<u>ISO 10957:2009</u>	
Information and documentation -- International standard music number (ISMN)	<u>ISO/TC 46/SC 9</u>
<u>ISO 11108:1996</u>	
Information and documentation -- Archival paper -- Requirements for permanence and durability	<u>ISO/TC 46</u>
<u>ISO/TR 11219:2012</u>	
Information and documentation - Qualitative conditions and basic statistics for library buildings -- Space, function and design	<u>ISO/TC 46/SC 8</u>
<u>ISO 11620:2008</u>	
Information and documentation -- Library performance indicators	<u>ISO/TC 46/SC 8</u>
<u>ISO 11798:1999</u>	
Information and documentation -- Permanence and durability of writing, printing and copying on paper -- Requirements and test methods	<u>ISO/TC 46</u>
<u>ISO 11799:2003</u>	
Information and documentation -- Document storage requirements for archive and library materials	<u>ISO/TC 46</u>
<u>ISO 11800:1998</u>	
Information and documentation -- Requirements for binding materials and methods used in the manufacture of books	<u>ISO/TC 46</u>
<u>ISO 11940:1998</u>	
Information and documentation -- Transliteration of Thai	<u>ISO/TC 46</u>
<u>ISO 11940-2:2007</u>	
Information and documentation -- Transliteration of Thai characters into Latin characters -- Part 2: Simplified transcription of Thai language	<u>ISO/TC 46</u>
<u>ISO/TR 11941:1996</u>	
Information and documentation -- Transliteration of Korean script into Latin characters	<u>ISO/TC 46</u>
<u>ISO 12083:1994</u>	
Information and documentation -- Electronic manuscript preparation and markup	<u>ISO/TC 46/SC 4</u>

<u>ISO 13008:2012</u>	
Information and documentation -- Digital records conversion and migration process	<u>ISO/TC 46/SC 11</u>
<u>ISO/TR 13028:2010</u>	
Information and documentation - Implementation guidelines for digitization of records	<u>ISO/TC 46/SC 11</u>
<u>ISO 14416:2003</u>	
Information and documentation -- Requirements for binding of books, periodicals, serials and other paper documents for archive and library use -- Methods and materials	<u>ISO/TC 46</u>
<u>ISO 15489-1:2001</u>	
Information and documentation -- Records management -- Part 1: General	<u>ISO/TC 46/SC 11</u>
<u>ISO/TR 15489-2:2001</u>	
Information and documentation -- Records management -- Part 2: Guidelines	<u>ISO/TC 46/SC 11</u>
<u>ISO 15511:2011</u>	
Information and documentation -- International standard identifier for libraries and related organizations (ISIL)	<u>ISO/TC 46/SC 4</u>
<u>ISO 15706-1:2002/Amd 1:2008</u>	
Alternate encodings and editorial changes	<u>ISO/TC 46/SC 9</u>
<u>ISO 15706-1:2002</u>	
Information and documentation -- International Standard Audiovisual Number (ISAN) -- Part 1: Audiovisual work identifier	<u>ISO/TC 46/SC 9</u>
<u>ISO 15706-2:2007</u>	
Information and documentation -- International Standard Audiovisual Number (ISAN) -- Part 2: Version identifier	<u>ISO/TC 46/SC 9</u>
<u>ISO 15707:2001</u>	
Information and documentation -- International Standard Musical Work Code (ISWC)	<u>ISO/TC 46/SC 9</u>
<u>ISO 15836:2009</u>	
Information and documentation -- The Dublin Core metadata element set	<u>ISO/TC 46/SC 4</u>
<u>ISO 15836:2009/Cor 1:2009</u>	
	<u>ISO/TC 46/SC 4</u>

<u>ISO 15919:2001</u>	
Information and documentation -- Transliteration of Devanagari and related Indic scripts into Latin characters	<u>ISO/TC 46</u>
<u>ISO 15924:2004</u>	
Information and documentation -- Codes for the representation of names of scripts	<u>ISO/TC 46</u>
<u>ISO 16175-1:2010</u>	
Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 1: Overview and statement of principles	<u>ISO/TC 46/SC 11</u>
<u>ISO 16175-2:2011</u>	
Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 2: Guidelines and functional requirements for digital records management systems	<u>ISO/TC 46/SC 11</u>
<u>ISO 16175-3:2010</u>	
Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 3: Guidelines and functional requirements for records in business systems	<u>ISO/TC 46/SC 11</u>
<u>ISO 16245:2009</u>	
Information and documentation -- Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents	<u>ISO/TC 46</u>
<u>ISO/TR 17068:2012</u>	
Information and documentation - Trusted third party repository for digital records	<u>ISO/TC 46/SC 11</u>
<u>ISO 17933:2000</u>	
GEDI -- Generic Electronic Document Interchange	<u>ISO/TC 46/SC 4</u>
<u>ISO 20775:2009</u>	
Information and documentation -- Schema for holdings information	<u>ISO/TC 46/SC 4</u>
<u>ISO 21047:2009</u>	
	<u>ISO/TC 46/SC 9</u>

Information and documentation -- International Standard Text Code (ISTC)

ISO 21127:2006

Information and documentation -- A reference ontology for the interchange of cultural heritage information

ISO/TC 46/SC 4

ISO 22310:2006

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

ISO/TC 46/SC 11

ISO 23081-1:2006

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

ISO/TC 46/SC 11

ISO 23081-2:2009

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

ISO/TC 46/SC 11

ISO/TR 23081-3:2011

Information and documentation -- Managing metadata for records -- Part 3: Self-assessment method

ISO/TC 46/SC 11

ISO 23950:1998

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

ISO/TC 46/SC 4

ISO 25577:2008

Information and documentation -- MarcXchange

ISO/TC 46/SC 4

ISO 25964-1:2011

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

ISO/TC 46/SC 9

ISO 25964-2:2013

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

ISO/TC 46/SC 9

ISO/TR 26122:2008

Information and documentation -- Work process analysis for records

ISO/TC 46/SC 11

ISO/TR 26122:2008/Cor 1:2009

ISO/TC 46/SC 11

<u>ISO 26324:2012</u>		<u>ISO/TC 46/SC 9</u>
Information and documentation -- Digital object identifier system		
<u>ISO 27729:2012</u>		<u>ISO/TC 46/SC 9</u>
Information and documentation -- International standard name identifier (ISNI)		
<u>ISO 27730:2012</u>		<u>ISO/TC 46/SC 9</u>
Information and documentation -- International standard collection identifier (ISCI)		
<u>ISO/TR 28118:2009</u>		<u>ISO/TC 46/SC 8</u>
Information and documentation -- Performance indicators for national libraries		
<u>ISO 28500:2009</u>		<u>ISO/TC 46/SC 4</u>
Information and documentation -- WARC file format		
<u>ISO 28560-1:2011</u>		<u>ISO/TC 46/SC 4</u>
Information and documentation -- RFID in libraries -- Part 1: Data elements and general guidelines for implementation		
<u>ISO 28560-2:2011</u>		<u>ISO/TC 46/SC 4</u>
Information and documentation -- RFID in libraries -- Part 2: Encoding of RFID data elements based on rules from ISO/IEC 15962		
<u>ISO 28560-3:2011</u>		<u>ISO/TC 46/SC 4</u>
Information and documentation -- RFID in libraries -- Part 3: Fixed length encoding		
<u>ISO 30300:2011</u>		<u>ISO/TC 46/SC 11</u>
Information and documentation -- Management systems for records -- Fundamentals and vocabulary		
<u>ISO 30301:2011</u>		
Information and documentation -- Management systems for records -- Requirements		
<u>ISO 30300:2011</u>		<u>TC 46/SC 11</u>
Information and documentation -- Management systems for records -- Fundamentals and vocabulary		

ISO 30301:2011

Information and documentation – Management systems for records – Requirements



## ✓ **Appendix B: Structure**

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### ✓ **ISO/TC 46 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.

#### **Working groups directly under ISO/TC 46:**

WG 2 Coding of country names and related entities

WG 3 Conversion of written languages

WG 4 Terminology of information and documentation

WG 7 Presentation of periodicals

#### **Organizations in liaison:**

CIDOC, CISAC, DOI, EC, IAEA, ICA, ICSTI, IFLA, IIF, ISAN, ISOC, ISSN International Center, ITU, UN, UNCTAD, UNECE, UNESCO, UPU, WIPO

### ✓ **TC 46 Subcommittees:**

#### **ISO/TC 46/SC 4      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.

#### **Working groups under SC4:**

WG 7                      Data elements

WG 10                    XML Holdings schema

WG 11                    RFID in libraries

WG 12                    WARC

WG 13 Cultural heritage information interchange

WG 14 Interlibrary Loan Transactions

**Organizations in liaison:**

CE, CIDOC, DCMI, EASE, EC, IAEA, IFSE, ISBN, ISSN International Center, Infoterm, OECD, UNCTAD, UNECE, UNESCO, WIPO, WMO

**ISO/TC 46/SC 8 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.

**Working groups under SC8:**

WG 2 International library statistics

WG 4 Performance indicators for libraries

WG 5 Price indexes

WG 6 Statistics on production of books, etc.

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

**Organizations in liaison:**

CIDOC, EC, IAML, IFLA, UNESCO

**ISO/TC 46/SC 9 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).

**Working groups under SC9:**

- WG 1      International standard audiovisual number (ISAN)
- WG 2      International standard work code (ISWC)
- WG 3      International standard textual work code (ISTC)
- WG 4      International standard book numbering (ISBN)
- WG 5      International Standard Serial Number (ISSN)
- WG 6      International Standard Name Identifier (ISNI)
- WG 7      Digital Object Identifier (DOI) system
- WG 8      Structured vocabularies
- WG 9      Information and documentation - International standard collection identifier (ISCI)
- WG 10     International Standard Recording Code (ISRC)
- WG 11     International standard document link (ISDL)

**Organizations in liaison:**

AGICOA, CIDOC, CISAC, DOI, EASE, EC, FERA, FIAPE, GS1, IAML, ICSSD, IFLA, IFPI, IFSE, IPA, ISAN, ISBN, ISMN, ISSN International Center, IVF, SMPTE, UNESCO

**ISO/TC 46/SC10      Requirements for document storage and conditions for preservation**

**[Cfr. 10. Reactivation of SC10, p.5]**

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.

## **ISO/TC 46/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.

### **Working groups under SC11:**

ISO/TC 46/SC 11/WG 1      Metadata

SWG      Program coordination group

WG 7      JWG on Digital records preservation

WG 8      Records management systems ¿ Fundamentals and Vocabulary

WG 9      Records management fundamentals - Requirements

WG 10      Implementation Guidelines for Digitization of Records

WG 11      Risk assessment for records systems

WG 13      Revision of ISO 15489-1 and ISO/TR 15489-2

### **Organizations in liaison:**

ICA, IRMT, InterPARES

Rome, August 7<sup>th</sup> 2013

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